



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Interested Parties

DATE: January 17, 2012

FR: Dave Vautin

RE: Caltrans Planning Grants FY 12-13 Cycle

Caltrans recently announced the fiscal year 12-13 round of federal and state planning grants. **Applications are due to Caltrans on April 2, 2012** for the following grant programs:

- Partnership Planning (SP&R)
- Transit Planning (5304) grants, including
  - Statewide or Urban Transit Planning Studies,
  - Rural or Small Urban Transit Planning Studies, and
  - Transit Planning Student Internship grants
- Environmental Justice Transportation Planning (EJ)
- Community-Based Transportation Planning (CBTP)

[Attachment 1](#) includes a brief summary of the grant programs and application eligibility. More information on eligibility, grant size and Caltrans requirements is available at: <http://www.dot.ca.gov/hq/tpp/grants.html>. I highly recommend the Grant Guide document on the website, which details the grant programs and eligibility and answers most of the common questions.

**If you are applying on behalf of a city, county, transit operator, or tribal government:**

You should submit grant applications directly to Caltrans, per last year's policy change by Caltrans District 4. **As your agency qualifies for direct grant applications to Caltrans, please work directly with Caltrans staff to apply for a planning grant.**

If you would like a letter of support from MTC, please plan to submit a request, including a sample letter of support, no later than **February 17, 2012**, as outlined in [Attachment 2](#).

**If your agency/organization is not a city, county, transit operator, or tribal government:**

As your agency/organization is not eligible to submit an application on your own, **you will need to identify an eligible agency** (as detailed in [Attachment 1](#)) **and request that that agency sponsor your grant application**. This allows you to submit a grant application as a "sub-applicant".

- If the grant application is **local** in scope, you should request sponsorship from the appropriate city, county, or transit agency in that geographical area.
- If the grant application is **regional** in scope, MTC will consider sponsoring your grant application, if your grant application is for either the Environmental Justice Transportation Planning grant program or the Community-Based Transportation Planning grant program.

[Attachment 2](#) sets forth the process and schedule for those requesting MTC to sponsor a proposal on their behalf. MTC cannot guarantee support for your project if you fail to adhere to the schedule and process outlined in this memo. In brief, we ask that you:

- Notify MTC by **February 6, 2012** of your intent to seek MTC sponsorship for a grant application and provide a brief project description and approximate funding request at that time.
- Secure local matching funds as required by each grant program.
- Provide MTC by **March 2, 2012** several application elements including: the cover sheet and signature sheet (see last page of the application) which requires signature by MTC; project description; purpose and need statement; and scope of work and schedule. Your agency/organization signature must already be on the signature sheet. We will then return the fully signed signature sheet to you.
- Provide MTC by **March 2, 2012** an electronic one-page description, budget and schedule for inclusion in the FY 12-13 Overall Work Program. This document must be in MS Word format.
- Complete the application and submit it to Caltrans by the **April 2, 2012** deadline. It is your responsibility to submit the application to Caltrans.
- Following submittal to Caltrans in April, provide MTC with a printed and electronic copy of the final grant application. At that time, please send me the detailed accounting of in-kind match, with the total amount matching the in-kind pledge on the grant application.

For sponsors requesting to be sub-applicants of MTC or requesting letters of support from MTC, we encourage you to consider how your proposal relates to Plan Bay Area (the region's Sustainable Communities Strategy/Regional Transportation Plan), FOCUS (the region's Blueprint Plan), and the Transit Sustainability Project, as well as how your proposal could coordinate with these efforts. MTC staff will review sponsor requests and work with sponsors to achieve consistency with the appropriate regional policies and strategies.

Please contact Dave Vautin ([dvautin@mtc.ca.gov](mailto:dvautin@mtc.ca.gov), 510-817-5709) if you have any questions about the Caltrans Planning Grant application process.

## Attachment 1 Summary of FY 12-13 Caltrans Planning Grants

### ----- MTC accepts qualifying sub-applicants for the following grant programs -----

#### Environmental Justice: Context Sensitive Planning (EJ) Grants

Funds projects that promote community involvement in planning to improve mobility, access, and safety while promoting economic opportunity, equity, environmental protection and affordable housing for low-income, minority and Native American communities. \$3 million is available statewide. The maximum award is \$250,000. A local match of 10% of the grant request is required, up to one-quarter of which can be in-kind. Cities, counties, transit operators, Native American tribal governments, and MPOs may apply directly to Caltrans.

#### Community Based Transportation Planning (CBTP) Grants

Funds transportation and land use planning that promotes public engagement, livable communities, and a sustainable transportation system that includes mobility, access and safety. \$3 million is available statewide. The maximum award is \$300,000. A local match of 10% of the grant request is required, up to one-quarter of which can be in-kind. Cities, counties, transit operators, Native American tribal governments, and MPOs may apply directly to Caltrans.

### ----- MTC does not accept sub-applicants for the following grant programs -----

#### Partnership Planning Grants (FHWA)

Funds transportation planning studies of multi-regional and statewide significance that strengthen the economy, protect the environment, and promote public involvement and safety in the State. \$1.2 million is available statewide. The maximum award is \$300,000. Cities, counties, transit operators, Native American tribal governments, and MPOs may apply directly to Caltrans. A local match of 20% in non-federal funds or an in-kind contribution is required.

#### Transit Planning Grants (FTA)

Cities, counties, transit operators, Native American tribal governments, and MPOs may apply directly to Caltrans for all types of Transit Planning Grants. A local match of 11.47% in non-federal funds or an in-kind contribution of the total project cost is required for all programs:

- Statewide or Urban Transit Planning Studies  
Funds studies on transit issues having statewide or multi-regional significance to assist in reducing congestion. \$1.5 million is available statewide. The maximum award is \$300,000.
- Rural or Small Urban Transit Planning Studies  
Funds public transportation planning studies in rural or small urban areas (transit service area with population of 100,000 or less). \$1 million is available statewide. The maximum award is \$100,000.
- Transit Planning Student Internships  
Funds student internship opportunities in transit planning at public transit agencies. \$300,000 is available statewide. The maximum award is \$50,000.

*Community-based organizations, non-profit organizations, and universities are not eligible to apply on their own for any of the grants above. These organizations must apply as a sub-applicant to an eligible agency. Please refer to <http://www.dot.ca.gov/hq/tpp/grants.html> for more information on all grant programs.*

**Attachment 2**  
**Schedule and Procedures for Working with MTC to**  
**Submit Applications for FY 12-13 Caltrans Planning Grants**

**Those Requesting MTC to Sponsor an Application on Their Behalf**

The sub-applicant is responsible for:

- (1) Selecting the grant program to which you will apply. Caltrans is providing detailed grant information on their website: <http://www.dot.ca.gov/hq/tpp/grants.html>. Caltrans District 4 may also host a workshop in January or February. Notice of the workshop would be posted on the above website.
- (2) Providing to Dave Vautin by **February 6, 2012**: (a) the program to which you will apply; (b) a single contact person; and (c) a few sentences or paragraph describing the project; (d) approximate funding request. E-mail communication is fine.
- (3) Securing local matching funds as required by each grant program.
- (4) Filling out and providing to Dave by **March 2, 2012** the following application elements:
  - a. Completed cover sheet and signature sheet. Please have the authorized official for your agency sign the signature sheet before submitting it for signature by MTC.
  - b. Project summary and justification, as outlined in the instructions in each grant application.
  - c. Scope of work, including the project schedule and funding chart
  - d. A one-page project description for the FY 12-13 Overall Work Program (OWP). A form will be provided for the one-page OWP description.
- (5) Completing all portions of the application and submitting the necessary printed and electronic copies to Caltrans by **April 2, 2012**. You are also responsible for submitting letters of support and any other supporting materials to Caltrans.
- (6) Meeting all general Caltrans requirements.
- (7) Following submittal of the final application to Caltrans, providing MTC with a printed and electronic copy of the final submitted grant.

MTC staff will assume responsibility for:

- (1) After receiving the application materials requested in Step 4, submitting it for signature by MTC's Executive Director and returning it to you by **March 21, 2012** for your submittal to Caltrans.
- (2) Adopting a local resolution, as required for Environmental Justice and Community Based Transportation Planning grants. The local resolution requires approval by:
  - a. MTC Administration Committee (March 14, 2012)
  - b. Commission (March 28, 2012)
- (3) Identifying the project in the FY 12-13 OWP.

**Those Requesting for Letters of Support for Applications Submitted Directly to Caltrans**

If your agency is eligible to apply on its own and seeks a letter of support from MTC, please contact Dave Vautin no later than **February 17, 2012** with the following:

- a. Contact name and mailing address (Note that letters of support must be addressed to the applicant and must be submitted with the application.)
- b. Sample letter of support
- c. Grant program for which you are applying
- d. Project description (preferably the scope of work)
- e. Grant request amount