



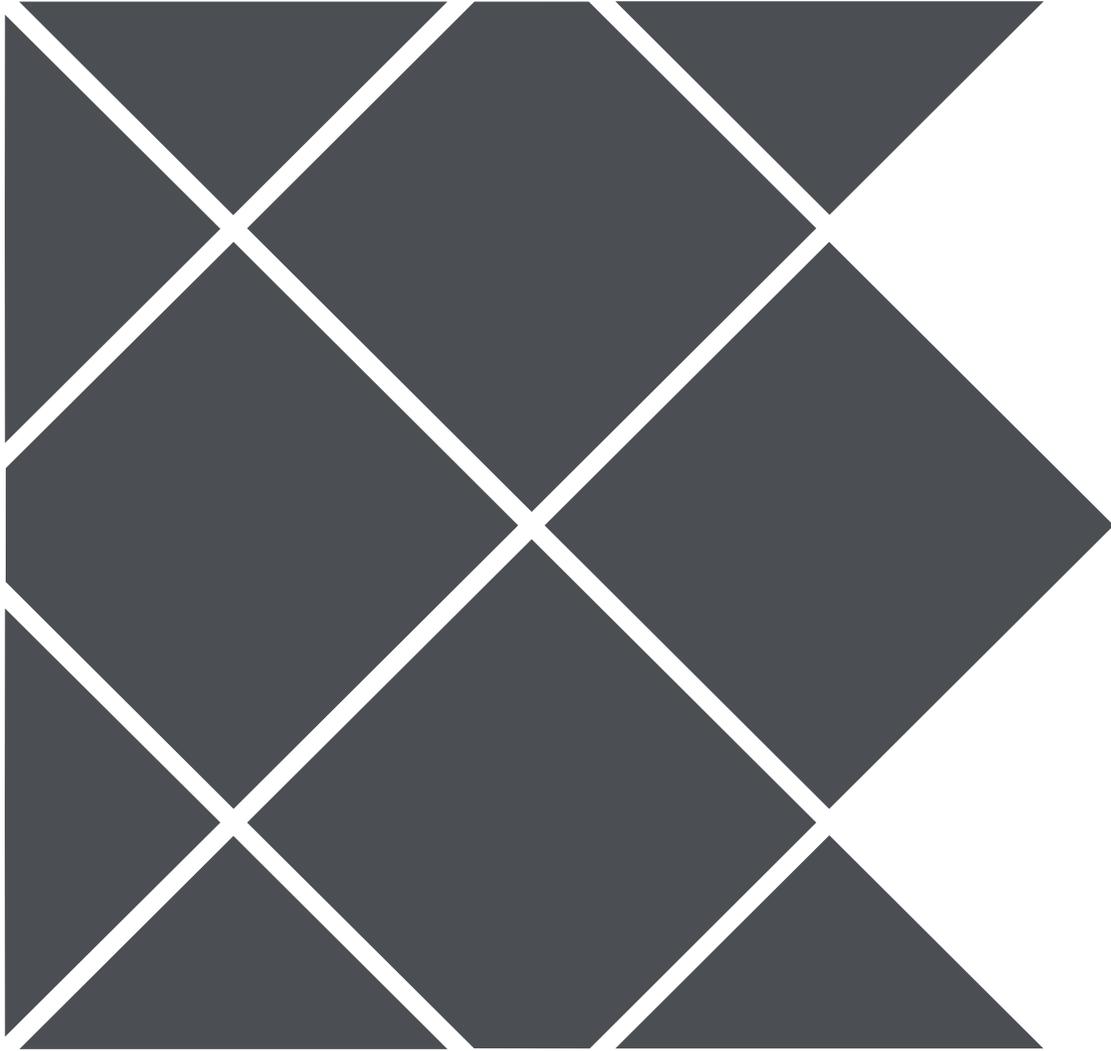
Fiscal Year (FY) 2023-24

# Sustainable Transportation Planning Grant Program

## DISTRICT 6 & 9 GRANT APPLICATION WORKSHOP

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January 31, 2023



# Agenda

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- 1** Introductions
  - 2** Application Guide Updates
  - 3** Application Resources
  - 4** Grants Schedule
  - 5** Q&A
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# INTRODUCTIONS

Michael Navarro, D6 Deputy District Director	Transportation Planning & Local Programs
Neil Peacock, D9 Supervising Transportation Planner	Planning & Modal Programs Manager (Acting)
Catherine Carr, D9	Regional Funding Specialist (Eastern Kern, Inyo, & Mono Co.)
Dave Padilla, D6 Branch Chief	Transportation Planning – North (Madera, Fresno, and Kings Co.)
Lorena Mendibles, D6 Senior Transportation Planner	Transportation Planning – South (Kern and Tulare Co.)
Edgar Hernandez, D6	Associate Transportation Planner
Scott Lau, D6	Associate Transportation Planner
Pedro Ramirez, D6	Investment Planning Senior Specialist

# QUESTIONS?

Use the Q&A tool to ask questions. Click on the ellipsis "Panel Options" button in the lower-right corner of the WebEx window and select "Q & A".



# Participants

- City/County
- Metropolitan Planning Agency (MPO)
- Transit Agency
- Tribal Government
- Community Based Organization/Non-profit



## CALTRANS MISSION

- Provide a safe and reliable transportation network that serves all people and respects the environment.



# Program Overview

WHAT'S THE PLANNING GRANT PROGRAM ALL ABOUT?

# Sustainable Transportation Planning Grant Program

## Program Overview

- Eligible planning projects **must have a transportation nexus** per Article XIX Sections 2 and 3 of the California Constitution
  - Planning projects are expected to **directly benefit** the **multimodal transportation system**
  - Intended to strengthen the **economy, promote equity,** and **protect the environment**
  - Results of these grants should **lead to the programming** and **implementation of transportation improvement projects**
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# Sustainable Transportation Planning Grant Program

## Program Objectives



# Sustainable Transportation Planning Grant Program

## Program Considerations

- Caltrans Strategic Plan 2020-2024
- California Transportation Plan (CTP) 2050
- Modal Plans Supporting the CTP
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Climate Adaptation Strategy
- Master Plan for Aging

# Sustainable Transportation Planning Grant Program

## Program Considerations

### Title VI and Environmental Justice

Caltrans assures that no person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, as required by [Title VI of the Civil Rights Act of 1964](#), as amended, the [Civil Rights Restoration Act of 1987](#), and [Federal Executive Order 12898](#) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations).

Caltrans will make every effort to ensure nondiscrimination in all of its programs and activities, whether they are federally funded or not, and that services and benefits are fairly distributed to all people, regardless of race, color, or national origin. In addition, Caltrans will facilitate meaningful participation in the transportation planning process in a nondiscriminatory manner.

For more information, visit:

[Title VI Branch | Caltrans](#) [Title VI Complaint Process | Caltrans](#) [Caltrans Nondiscrimination Policy Statement](#) [Caltrans & You](#)

# Sustainable Transportation Planning Grant Program

## Funding Overview

- **Sustainable Communities Competitive and Formula Grants** (\$29.5M) are State-funded, primarily through Senate Bill 1
- **Climate Adaptation Planning Grants** (\$50M) are a State-funded one-time augmentation, through Senate Bill 198
- **Strategic Partnerships Grants** (\$4.5M) are federally funded through Federal Highway Administration and Federal Transit Administration

# Sustainable Communities



## PURPOSE

Funds local and regional **multimodal transportation and land use planning** projects that further the region's Regional Transportation Plan and Sustainable Communities Strategy/Alternative Planning Strategy (SCS/APS) (where applicable), **contribute to the State's GHG reduction targets, address the needs of underserved communities**, and also **assist in achieving the Caltrans Mission and Grant Program Objectives.**

\*Program goal: 50% of Competitive grants to benefit Underserved Communities, as defined in Grant Application Guide, Appendix A

# Sustainable Communities



## COMPETITIVE ELIGIBLE PRIMARY APPLICANTS

- Metropolitan Planning Organizations (MPOs) **with sub-applicants**
- Regional Transportation Planning Agencies (RTPAs)
- Transit Agencies
- Cities and Counties
- Native American Tribal Governments
- Other Public Transportation Planning Entities

## COMPETITIVE ELIGIBLE SUB-APPLICANTS

- Primary applicants
- Universities and Community Colleges
- Community-Based Organizations
- Non-Profit Organizations (501.C.3)
- Other Public Entities

## STATE FUNDS

### **Competitive Budget:** \$17M

- \$3M Technical Projects
- \$500k Tribal Governments
- Grant Min.- Max.: **\$50k - \$700k**

### **Formula Budget:** \$12.5M (MPOs only)

- Allocation Range: \$160,000-\$5M

### **Match Requirement:** 11.47%

# Climate Adaptation Planning

## PURPOSE

Funds local and regional **identification of transportation-related climate vulnerabilities** through the **development of climate adaptation plans**, as well as **project-level climate adaptation planning to identify adaptation projects and strategies for transportation infrastructure**.

\*Program goal: 50% of grants to benefit Underserved Communities, as defined in Grant Application Guide, Appendix A



# Climate Adaptation Planning

## ELIGIBLE PRIMARY APPLICANTS

- MPOs
- RTPAs
- Transit Agencies
- Cities and Counties
- Native American Tribal Governments
- Joint Exercise of Powers Authority
- Local Transportation Authority

## ELIGIBLE SUB-APPLICANTS

- Primary applicants
- Universities and Community Colleges
- Community-Based Organizations
- Non-Profit Organizations (501.C.3)
- Other Public Entities

## STATE FUNDS

**Budget:** \$50M  
\$5M Tribal Governments

**Grant Min.** \$100k

**Grant Max.** \$1.5M (single organization) \$1.5-\$3M to be considered for partnership applications

**Match Requirement:** 11.47% minimum (not required for Tribal Governments)

# Strategic Partnerships



## *SUSTAINABLE TRANSPORTATION PLANNING GRANT SUMMARY*

Funds transportation planning studies in **partnership with Caltrans** that address the regional, interregional and statewide needs of the **State highway system**, and also assist in achieving the Caltrans Mission and Grant Program Objectives. **A sub-category funds transit-focused planning** projects that address multimodal transportation deficiencies.

# Strategic Partnerships



## ELIGIBLE PRIMARY APPLICANTS

- MPOs
- Rural RTPAs



## ELIGIBLE SUB-APPLICANTS

- Primary applicants
- Transit Agencies
- Cities and Counties
- Universities and Community Colleges
- Native American Tribal Governments
- Community-Based Organizations
- Non-Profit Organizations (501.C.3)
- Other Public Entities

## FEDERAL FUNDING

### Source: FHWA SPR Part I

- Total Budget: \$1.5M
- Grant Min. \$100k/Max. \$500k
- Match Requirement: 20%

### Transit Sub-Category Source: FTA Section 5304

- Total Budget: \$3M
- Grant Min.
  - \$75,000 for Rural RTPAs
  - \$100,000 for MPOs
- Grant Max. \$500k
- Match Requirement: 11.47%

# Application Guide Updates

WHAT'S NEW FOR FISCAL YEAR 2023-24?

# What's New?

## ➤ Climate Adaptation Planning Grants

- \$50M Total One-time Grant
- \$5M Tribal Government Set-aside

## ➤ Sustainable Communities Grants

- \$500,000 Tribal Government Set-aside
- Aligned with Prohousing Designation Program
- Inserted APS where the SCS is mentioned, per SB 375

## ➤ Grant Program Considerations

- Caltrans Strategic Plan
- CTP 2050 and supporting Modal Plans
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Climate Adaptation Strategy
- California's Master Plan for Aging

## ➤ Grant Application Submittal via Smartsheets

## ➤ Update Appendix A Resources



# Application Resources

WHAT RESOURCES ARE AVAILABLE TO PREPARE A COMPETITIVE APPLICATION?



# Application Resources

## FY 2023-24 Sustainable Transportation Planning Grant Application Guide

- Grant Program Overview, Ch. 1
- Purpose and Objectives, Ch. 2.1, 3.1, 4.1, 5.1
- Example Project Types, Ch. 2.2, 3.3, 4.2, 5.3
- Eligible and Ineligible Activities and Expenses, Ch. 2.3, 3.4, 4.3, 5.4
- Tips for Successful Applications, Ch. 2.4, 4.4, 5.5
- Administrative Requirements, Ch. 6
- Application Submittal Process, Ch. 7
- Application Review Process, Ch. 8
- Application Award Process, Ch. 9



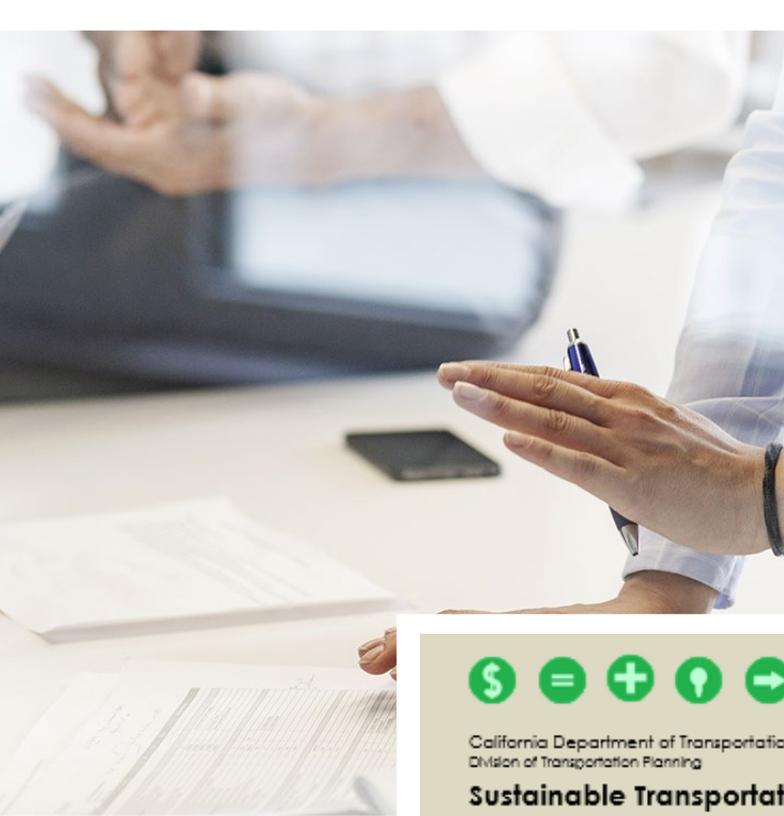
# Administrative Requirements

## Ch. 6



# Application Resources

- Coordination with Caltrans
- Third Party Contracts
- Quarterly Reporting
- Pre-Award Audits
- Accounting System
- Local Match
- Indirect Costs
- Travel Expenses
- Requests for Reimbursements
- Non-Discrimination Requirements
- Final Product
- Close-Out Survey
- California Public Records Act



# Application Resources

## Appendix A. Guidance, Tools, and Resources for Preparing a Grant Application

- Grant Program Considerations
- Resources to Advance Grant Specific Objectives
  - Multimodal System Planning
  - Advance Transportation Related GHG Reduction Project Types/Strategies
  - Addressing the Needs of Underserved Communities
  - Public Health Resources
  - Active Community Engagement
  - Integrated Housing, Land Use, and Transportation Planning
  - Promote the Region's RTP SCS/APS, State Planning Priorities, and Climate Adaptation Goals
  - Climate Ready Transportation and Climate Adaptation Planning





# Application Resources

## Appendix B. Sample Application Package

- Application Cover Sheet, Signature Page, and Checklist
- Application Narrative
  - Sustainable Communities
  - Climate Adaptation
  - Strategic Partnerships
- Scope of Work Checklist and Template
- Cost and Schedule Checklist and Template
- Third Party In-Kind Valuation Plan Checklist and Template (only required if awarded)
- Board Resolution Checklist and Sample (only required if awarded)

# Application Resources

## Appendix B. Sample Application Package

### Application Checklist

The following documents are required and must be submitted via Smartsheets in one single PDF document not exceeding 25 MB. Keep the file name brief, as files are corrupted when file names are too long. Failure to include any of the required documents will result in a reduced application score.

Use the **Application Checklist** as a tool to ensure your Application package is complete.

- Application Cover Sheet (Complete in MS Word and then transfer to Smartsheets form)
- Signature Page (Electronic signatures accepted)
- Application Narrative
- Scope of Work
- Cost and Schedule (formerly Project Timeline)
- Third Party In-Kind Valuation Plan, if applicable
- Map of Project Area

Supplemental Information:

- Graphics of Project Area (when applicable)
- Letter(s) of Support
- Data

# Application Resources

## Chapter 7.4 Application Supplemental Documentation

### Supplemental Information:

- ❑ Graphics of Project Area (when applicable)
  - Clearly labeled photographs, maps, planning diagrams, land use or design illustrations, or other relevant graphic representations of the proposed project area convey existing conditions and help to further explain the need for the grant and the priority of the proposed planning project with respect to community need. Please ensure that graphics **include a text description to provide context.**
- ❑ Letter(s) of Support
  - If submitted, letters of support must be included with the application package. Letters received separate from the application package may not be considered. The letters should be **addressed to the applicant.** Such letters are from community-based organizations, local governments, Native American Tribal Governments, service agencies, and elected officials.

# Application Resources

## Chapter 7.4 Application Supplemental Documentation

Supplemental Information:

□ Data

- **Safety Data** - Statistical data such as pedestrian-vehicle injuries/crashes or fatalities resulting from lack of safe infrastructure, or other road conditions that contribute to possible injuries. This information may be obtained from police reports, transit agencies, National Highway Traffic Administration or the Governor's Highway Safety Association.
- **Travel Mode Data** - Data on mode share, commute patterns, accessibility for low-income and disadvantaged populations, access to job centers, or other data to show the need and potential for mode shift to non-auto transportation modes.
- **Other Data** - As applicable, to indicate the need and potential for reducing VMT and GHG, where available.

# Application Resources

## Chapter 7.3 Application Submittal Instructions

The Grant Application Guide, Application forms, and required templates are available on the [Caltrans Sustainable Transportation Planning Grant Program website](#)

- All grant application packages are required to be submitted via Smartsheets.
- Smartsheet progress cannot be saved. To avoid issues, follow these instructions:
  1. Complete the Application Cover Sheet in MS Word
  2. Transfer the Application Cover Sheet fields into the Smartsheet form
  3. Have the PDF attachment ready to upload into the Smartsheet form
- An agency may only submit one application package per Smartsheets submittal.

# Application Resources

## Chapter 7.3 Application Submittal Instructions

- An application cannot be submitted to more than one grant category.
- The required items outlined on the Grant Application Checklist in Appendix B must be submitted as a single PDF document (not to exceed 25MB); if awarded, original formats will be requested.
- All application documents must list the applicant's legal name.
- A confirmation of receipt can be sent via Smartsheets if the applicant checks the box to receive a copy of the submittal.

# Application Resources

## Chapter 7.3 Application Submittal Instructions

- Submit applications via Smartsheets  
(<https://app.smartsheet.com/b/form/1bc8cda5dcb2426ba4f5800da57128c8>) no later than **THURSDAY, MARCH 9, 2023, BY 5:00 P.M.**
- Hard copies will not be accepted, and late applications will not be reviewed
- Grant applicants will receive an award or non-award email notification in **SUMMER 2023**
- A list of award and non-awarded grants will be posted to the Caltrans Sustainable Transportation Planning Grant Program website



# Application Resources

- [Appendix C. Caltrans and Regional Agency Boundaries Map](#)
- [Appendix D. Caltrans District Staff Contact List](#)
- Local Match Calculator (posted on-line and linked in the application materials)



# Application Guide Resources

## Caltrans HQ Contacts for Application Guide Technical Assistance

### Sustainable Communities & Strategic Partnerships

#### Office of Regional & Community Planning

Erin Thompson

Email: [Erin.Thompson@dot.ca.gov](mailto:Erin.Thompson@dot.ca.gov)

Priscilla Martinez-Velez

Email: [Priscilla.Martinez-Velez@dot.ca.gov](mailto:Priscilla.Martinez-Velez@dot.ca.gov)

### Climate Adaptation Planning

#### Office of Air Quality & Climate Change

Leah Fisher

Email: [Leah.Fischer@dot.ca.gov](mailto:Leah.Fischer@dot.ca.gov)

Julia Biggar

Email: [Julia.Biggar@dot.ca.gov](mailto:Julia.Biggar@dot.ca.gov)

# Application Resources

## Caltrans District Contacts for Specific Project Technical Assistance

### District 6

Lorena Mendibles

Email: [Lorena.Mendibles@dot.ca.gov](mailto:Lorena.Mendibles@dot.ca.gov)

Edgar Hernandez

Email: [Edgar.Hernandez@dot.ca.gov](mailto:Edgar.Hernandez@dot.ca.gov)

### District 9

Catherine Carr

Email: [Catherine.carr@dot.ca.gov](mailto:Catherine.carr@dot.ca.gov)

Place holder to add more contacts if needed.

# Application Resources

## Caltrans Districts Provide Technical Assistance

### NON-AWARD DEBRIEF

Request a debriefing for past non-awarded applications to discuss specific feedback on how to improve the application



### PROJECT IDEA CONSULTATION

Request initial input on project ideas to determine eligibility and competitiveness



### DRAFT APPLICATION REVIEW

Request feedback on draft grant applications at least 2-weeks prior to the application deadline





# Sustainable Transportation Planning Grants Website

<https://dot.ca.gov/programs/transportation-planning/regional-planning/>

# FY 2023-24 Grants Schedule

May 2022	Two Initial Virtual Workshops to kick-off the update with interested stakeholders
October 5, 2022	Release Draft for a 30-day public comment period (until 11/4) Conduct Joint Workshop with OPR (10/25)
November	Two Final Virtual Workshops for stakeholders to provide final input (11/9 & 11/10)
January 12, 2023	Release Call-for-applications for eight-weeks and conduct application workshops
February 23, 2023	Last day to submit draft applications to the District for feedback
March 9, 2023	Application deadline. Applications must be submitted via <a href="#">Smartsheets</a>
Spring-Summer 2023	Application Evaluation, Management Approval, and Award Announcement



## Q&A

This is your opportunity to ask questions.

Use the Q&A tool to ask questions. Click on the ellipsis "Panel Options" button in the lower-right corner of the WebEx window and select "Q & A".

