



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TDD/TTY 510.817.5769  
FAX 510.817.7848  
E-MAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Interested Parties

DATE: January 8, 2009

FR: Carolyn Clevenger

W. I.

RE: Caltrans Planning Grants FY 09-10 Cycle

Caltrans recently announced the fiscal year 09-10 round of federal and state planning grants. **Applications are due to Caltrans on April 1, 2009.** [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 Background Information document on the website, which details the grant programs and eligibility.

As in the past, MTC is willing to sponsor applications by agencies and organizations ("sub-applicants") that are not otherwise eligible to submit applications on their own. [Attachment 2](#) sets forth the process and schedule for those requesting MTC to sponsor a proposal on their behalf. This schedule was developed to help MTC respond to the numerous requests and inquiries we typically receive. 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 2, 2009** of your intent to seek MTC sponsorship for a grant application and provide a brief project description at that time.
- Secure local matching funds as required by each grant program.
- Provide MTC by **March 2, 2009** 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, 2009** an electronic one-page description, budget and schedule for inclusion in the FY 09-10 Overall Work Program.
- Complete the application and submit it to Caltrans by the **April 1, 2009** 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.

If your agency is eligible to apply for a grant on its own and seeks a letter of support from MTC, please plan to submit a request no later than **March 2, 2009**, as outlined in Attachment 2.

Please contact Carolyn Clevenger ([cclevenger@mtc.ca.gov](mailto:cclevenger@mtc.ca.gov), 510-817-5736) about working with MTC to submit a grant application.

## **Attachment 1**

### **Summary of FY 09-10 Caltrans Planning Grants**

#### **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 America communities. \$3 million is available statewide. The maximum award is \$250,000. A local match of 10% of the grant request is required. 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 20% of the grant request is required. Cities, counties, transit operators, and MPOs may apply directly to Caltrans.

#### **FHWA Partnership Planning Grants, also known as State Planning & Research (SP&R)**

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 million is available statewide. The maximum award is \$300,000. MPOs are the only eligible applicants; other agencies and organizations may apply as sub-applicants. A local match of 20% is required.

#### **Transit Planning Grants (FTA 5304, 3 programs)**

MPOs are the only eligible applicants for all FTA 5304 grants; other agencies and organizations may apply as sub-applicants. A local match of 11.47% of the total project cost is required for all 5304 grant programs:

- **Statewide Transit Planning**  
Funds studies on transit issues having statewide or multi-regional significance to assist in reducing congestion. \$1.4 million is available statewide. The maximum award is \$300,000.
- **Transit Technical Assistance Planning**  
Funds public transportation planning studies in rural or small urban areas (population of 100,000 or less). \$700,000 million is available statewide. The maximum award is \$100,000.
- **Transit Professional Development**  
Funds student internship opportunities in transit planning at public transit agencies. \$150,000 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. These organizations must apply as a sub-applicant to an eligible agency – as listed above – for each grant.

See <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 09-10 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 will also host a workshop on January 29, 2009. See attached flyer for more information.
- (2) Proving to Carolyn Clevenger by **February 2, 2009**: (a) the program to which you will apply; (b) a single contact person; and (c) a few sentences or paragraph describing the project. E-mail communication is fine.
- (3) Securing local matching funds as required by each grant program.
- (4) Filling out and providing to Carolyn by **March 2, 2009** 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's Executive Director, Steve Heminger.
  - 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 09-10 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 1, 2009**. 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 13, 2009** for your submittal to Caltrans.
- (2) Identifying the project in the FY 09-10 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 Carolyn Clevenger no later than **March 2, 2009** 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