

CAPITAL GRANT APPLICATION FORM

Project Title:
Applicant (Jurisdiction):
Grant Amount Requesting:

APPLICATION CHECKLIST

Application Requirements: (Please indicate application completeness by checking the following boxes)

- Eight hard copies and one CD of the complete Smart Growth Incentive Program application (including all attachments, clearly labeled)
- Resolution including all statements provided in the Sample Resolution on page A-22
- Format: provide narrative responses in the spaces provided in the application form
- Baseline data collection included in Scope of Work, Schedule, and Budget
- Documentation of matching funds
- Vicinity maps showing project locations; entitled land developments related to the project; and local/regional street, bicycle, transit, and highway facilities within and near the project area (may be printed up to 11x17 paper)
- Feasibility study or project study report (include in CD ONLY, do NOT attach as hard copy).
- Plans showing that minimum design standards has been met
- Project Scope of Work, Schedule and Budget

Recommended Application Elements: (Please check boxes if applicable)

- Documentation of support for the project from community groups or individuals (recommended but not required)
- Aerial photos and other photographs depicting existing conditions (recommended but not required)
- Phasing Plan (Only applicable to projects requesting more than \$1 million)

If any of the above-required elements are not included with the application by the January 18, 2013 deadline, the application will be deemed ineligible.

GRANTEE STATEMENTS

(Please indicate application completeness by checking the following boxes, and then sign and date at the bottom)

- The proposed grantee has read the standardized sample grant agreement
- The proposed grantee understands that SANDAG will not reimburse applicants for expenses incurred prior to execution of a grant agreement.
- If the SANDAG Board of Directors approves the grant, the proposed grantee agrees to sign and return the standardized grant agreement to SANDAG, without exceptions, within 45 days of receipt.
- The proposed grantee agrees to comply with SANDAG's Board Policy No.035 *Competitive Grant Program Procedures*, which outlines "use-it-or-lose-it" project milestones and completion deadlines. Board Policy No.035 is included in the standardized grant agreement as Attachment B, and is also on the SANDAG website at the following link: http://www.sandag.org/organization/about/pubs/policy_35.pdf
- The proposed grantee understands that all invoices must be accompanied by a written progress report of the charges for both requested reimbursement of grant and matching funds and submitted to SANDAG no less frequently than quarterly. Invoice and progress report templates are available on the SANDAG website at the following link: <http://www.sandag.org/grants/forms>
- The proposed grantee understands that upon approval of funding by the SANDAG Board of Directors, the applicant will provide a copy of their approved indirect cost rate audit or their proposed indirect cost rate methodology, if charging for overhead, to SANDAG for review and approval, which must occur prior to execution of the grant agreement.
- The proposed grantee understands that a resolution including the requirements of Board Policy No.035, Section 4.1, must be submitted to SANDAG with the grant application, but no later than 4pm on January 18, 2011.

I certify that I agree with the above statements, have reviewed the Smart Growth Incentive Grant Program Guidelines, and that the information submitted in this application is accurate and in accordance with these guidelines.

I have the authorization to submit this grant on behalf of my organization.

Grantee Name (print or type)

Title

Grantee Signature (signature cannot be electronic)

Date (mm/dd/yyyy)

PROJECT SUMMARY

Applicant (Agency):
Project Title:
Smart Growth Opportunity Area Identifier:

Project Area Limits: e.g. 4th St. between Laurel St. and Ash St., and 5th St. between Laurel St. and Ash St.

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Brief Project Description: Please provide a brief description of the proposed project in the space provided below.

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Primary Contact Person (<i>Project Manager</i>):	
Title:	
Street Address:	City and Zip Code:
Phone:	E-mail Address:
OTHER PROJECT PARTNERS:	

SGIP Grant Funds Request Amount	\$
Matching Funds	\$
Total Project Cost	\$
<i>Total Project Cost = SGIP Grant Funds + Matching Funds</i>	

Can this project be broken into phases? (Y/N) ____

If yes, briefly list phased scope and costs:

(Please note, that if the proposed project is requesting more than \$1 million in SGIP funds, a phasing plan is required)

PROJECT LOCATION MAP

**Please insert the proposed project location map here,
or include the map as attachment 1 in your application.**

PROJECT COSTS AND FUNDING

TOTAL ESTIMATED PROJECT COST:

Summary of Cost Estimates

Category	Cost
Baseline Data Collection	
Preliminary Engineering or Planning	
Engineering	
Project Management	
Contract Engineering	
Environmental Clearance	
Right-of-Way Acquisition	
Final Design	
Construction	
Construction Management	
Construction Contract	
Total Project Cost	\$

Funding Sources:

Funding Source	Amount	Source
SGIP Grant Funds Requesting Amount		SGIP
Matching Funds (specify source)		
Other (specify source)		
Total Funding	\$	

MINIMUM DESIGN STANDARDS & GUIDELINES

Clearly illustrate that the minimum design standard is being met. Plans provided must be actual cross-section drawings. (Provide photographs, if applicable) See Eligibility Criteria for more information on design standards and guidelines.

PROJECT SUMMARY/ DETAIL DESCRIPTION

In the space provided below, please provide a description of the proposed project that addresses the following; please **limit to one page**.

- Project setting
- Project objectives
- Relationship of project to existing and planned land uses and transportation facilities in the project area

Applicants are encouraged to also provide the following attachments:

- Location(s) Map of the Project Area
- Map of Entitled Land Development projects related to the project
- A site plan, renderings, and typical cross sections depicting project-level detail, not to exceed 11x17 inches
- Aerial photo and other photographs depicting existing conditions

Please ensure that all graphic materials submitted are legible

[Empty box for project summary/detail description]

LAND USE AND TRANSPORTATION CHARACTERISTICS

Intensity of Planned Development in the Smart Growth Opportunity Area

Please explain if this project is located within an area, where a specific plan, community plan, master EIR, or other mechanism allows for administrative or expedited approval of development projects.

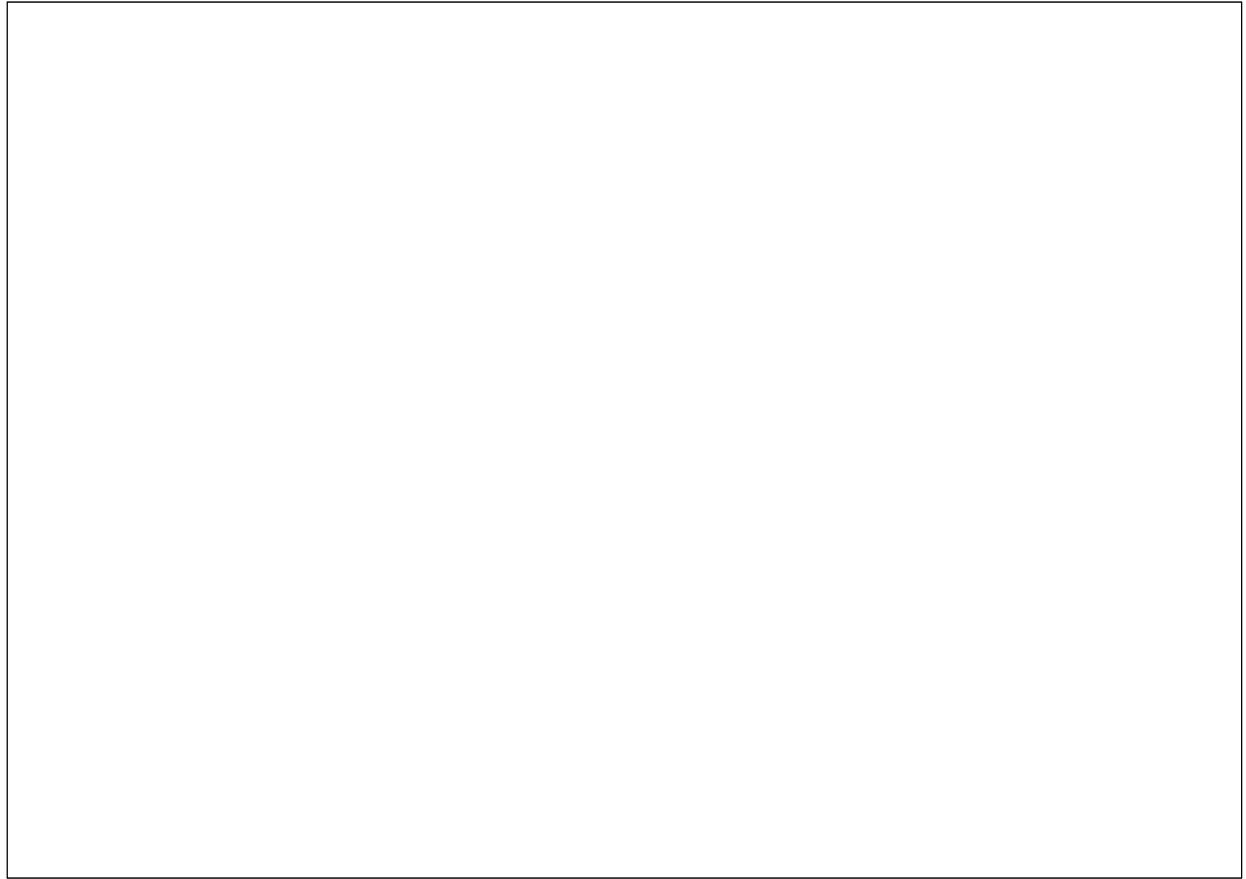
Entitled Development Density within a ¼ mile Radius of Proposed Capital Project Site, Mix of Uses, and New Affordable Housing Development

Please provide the following information for each entitled development project located within a ¼-mile of the proposed capital project.

- Project Name
- Location
- Land Uses
- Units per Net Residential Acre
- Total Number of Units
- Number of Affordable Housing Units
- Number of Affordable Housing Units Restricted to Very-Low Income Residents
- Estimated Gross Lease Area for Commercial/Office/Retail Uses
- Estimated Construction Completion Date

Transportation Demand Management (TDM) Characteristics

Please describe any existing or proposed transportation demand management strategies associated with existing or planned development in the project area. TDM strategies can include incentives such as transit pass programs for employees or residents in the area, vanpool/carpool programs, parking cashout programs for employees, car or bike sharing programs, shuttle services to rail stations or major destinations, and other strategies.



Urban Design Characteristics and Community Context

Please respond to the following questions in the space provided below.

- How do the urban design characteristics of the project area support smart growth?
- For the project area, is there adopted guidance in place such as urban design guidelines, specific area plans, or form-based codes that regulate the design of buildings and infrastructure to support smart growth?
- Identify the mix of public and private land uses in the project area and how the uses meet local needs for goods, services, entertainment, etc. within walking distance of residents or employees.

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QUALITY OF PROJECT

For this section, please provide answers in bullet format. A short, concise narrative may be provided, if necessary, to describe the project.

Support for Public Transit

Describe how the completed project will support the use of regional public transit service in the project area in the space provided below. For example:

- Does the project improve roadway bus access within the community, and if so, how?
- How does the project facilitate better access to transit facilities for pedestrians (both able-bodied and disabled) and bicyclists?
- Does the project enhance bus stop and station area environments, and if so, how?
- Are there any other elements of the project that will promote use of public transit?

Providing Transportation Choices

Describe how the infrastructure changes being proposed will directly improve pedestrian and bicycle access and reduce vehicle miles traveled in the project area. If the street is being redesigned, how will the new design prioritize access for pedestrians and bicyclists?

For example:

- If pedestrian enhancements are proposed, please describe them in detail, and discuss why these enhancements will encourage increased pedestrian activity in the area.
- If bicycle facilities are proposed, please describe them in detail and discuss why these enhancements will encourage increased cycling activity in the area.
- If the project proposes public gathering space enhancements, please discuss how the enhancements will help promote pedestrian or bicycle activity in the project area.
- How does the project handle parking? Describe how proposed changes to parking in the project area will emphasize greater mobility for all users, and how proposed parking might impact the design characteristics of the neighborhood.
- Are there any other elements of the proposed project that will promote walking and bicycling in the project area?

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Community Enhancement

Describe how the proposed improvements enhance a sense of place and creates destinations for people in the project area. How will the design features of the proposed improvements activate public places within the area and attract private investment?

Addressing Project Area Issues

- List any distinct needs identified by the local community that will be addressed by the project objectives (such as but not limited to improving pedestrian access for special populations such as the elderly or disabled, or enhancing public safety).
- Please identify any cultural or natural resources within the project area. Explain how such resources have been addressed in the project design.

Sustainability

Describe any low impact development features of this project.

Universal Design

If applicable, describe how the project will incorporate universal design principles, and go above and beyond Public Rights-of-Way Accessibility Guidelines in ensuring access for elderly and disabled persons.

PROJECT READINESS

COMPLETION OF MAJOR MILESTONES

Please indicate if the proposed project has already completed any of the following milestones. If not, please note the anticipated completed date.

Phase	Start/ End Dates	Completed or Proposed
1. Feasibility Study		
2. Environmental Clearance		
3. Right-of-Way Acquisition		
4. Final Design		

If the project has not yet obtained environmental clearance or fully acquired right-of-way, please describe the following in the space provided (½ page max.):

Is the project located in an environmentally sensitive area? Are there potential environmental issues that may delay project implementation or prohibit project approval?

Are right-of-way acquisitions required to complete this project? If so, please identify.

EVIDENCE OF LOCAL COMMITMENT

- Describe how community involvement in the development of this project. Explain community planning efforts that led to this project, community workshops, or other meetings that have been held, and stakeholder groups that have participated.
- Please identify known opposition from community planning groups, business associations, community development corporations or other stakeholders in the project area, and how their concerns are being addressed.

Applicants are also encouraged to attach letters of support from the community for the proposed project.

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SUPPORTIVE POLICIES AND PROGRAMS

MATCHING FUNDS

In the table below, please describe any and all sources and amounts of approved matching funds. Matching funds may include in-kind staff costs associated with project oversight, up to 10 percent of the total project cost.

Funding Source	Amount

Please briefly describe any additional relevant aspects of the proposed project

SCOPE OF WORK, SCHEDULE, AND BUDGET

In the section below, state the scope of work, schedule, budget, and project deliverables (including specific quantities and locations of improvements). Please note that if this project is funded, this will be added to the grant agreement and the grantee will be held to this scope, budget, and schedule, for the purpose of project oversight. Applicants are required to identify phasing for the project, in the event that the project cannot be fully funded by SANDAG.

Please click [here](#) to complete the Excel Scope of Work, Schedule, and Budget sheet and attach to application.

SAMPLE RESOLUTION

RESOLUTION NO. Insert Text

AUTHORIZING THE FILING OF AN APPLICATION FOR
SMART GROWTH INCENTIVE GRANT PROGRAM FUNDS THROUGH
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS
FOR PROJECT NAME, AND ACCEPTING THE TERMS OF THE
GRANT AGREEMENT.

WHEREAS, \$9.6 million of *TransNet* funding for capital and planning smart growth incentive program projects is available to local jurisdictions and the County of San Diego from Fiscal Years 2011-2012-2013; and

WHEREAS, NAME OF JURISDICTION wishes to receive \$Insert Amount in Smart Growth Incentive Program Grant funds for the following project: Project Name; and

WHEREAS, Name of Jurisdiction understands that the Smart Growth Incentive Grant Program funding is fixed at the programmed amount, and therefore project cost increases that exceed the grant awarded will be the sole responsibility of the grantee; and

WHEREAS, Name of Organization agrees to complete the proposed grant project within a timely matter and in compliance with Board Policy No.035.

NOW, THEREFORE, BE IT RESOLVED by Governing Board Name that Name of Jurisdiction is authorized to submit an application to SANDAG for Smart Growth Incentive Grant Program funding in the amount of \$Insert Amount for Project Name; and

BE IT FURTHER RESOLVED that, if a grant award is made by SANDAG to fund Project Name, Governing Board commits to providing \$Insert Amount Even if Zero of matching funds and/or in-kind contributions and authorizes Name of Jurisdiction staff to accept the grant funds, execute the attached grant agreement with SANDAG with no exceptions, and complete the Project.

PASSED AND ADOPTED by Name of Jurisdiction's Governing Board this Insert Date of Insert Month and Year.

Ayes: _____

Nays: _____

Absent/Abstention: _____

Signature of Governing Board's Chair/Director

ATTEST:

Clerk or Secretary of the Governing Board of Name of Organization

ATTACHMENT: Smart Growth Incentive Grant Program Grant Agreement with SANDAG