

## NON-CAPITAL GRANT APPLICATION FORM

<b>Project Title:</b>
<b>Applicant (Agency):</b>
<b>Application Amount:</b>

### Project Type:

- Planning  
 Education, Encouragement, Awareness  
 Bicycle Parking

### ***APPLICATION CHECKLIST***

- Ten hard copies and one CD of the complete Active Transportation application (including all attachments)  
 Resolution authorizing the application, committing to provide matching funds, and authorizing staff to accept grant funds and execute the grant agreement  
 Format: narrative pages on 8.5x11 paper, all narrative text has at least 1 inch margins on all sides and no less than 10pt. font size (footers and headers exempt from the above requirements)  
 Documentation of matching funds  
 Vicinity maps showing project location and local/regional street, bicycle, transit, and highway facilities within and near the project area  
 Documentation of support for the project from community groups or individuals (recommended but not required)  
 Aerial photos and other photographs depicting existing conditions
- |   |  |
|---|--|
| <input type="checkbox"/> Completed application form:        | <input type="checkbox"/> Methodology                         |
| <input type="checkbox"/> Project Summary                    | <input type="checkbox"/> Community Support                   |
| <input type="checkbox"/> Project Location Map               | <input type="checkbox"/> Evaluation                          |
| <input type="checkbox"/> Project Funding                    | <input type="checkbox"/> Innovation (if applicable)          |
| <input type="checkbox"/> Relationship to Program Objectives | <input type="checkbox"/> Scope of Work, Schedule, and Budget |
| <input type="checkbox"/> Comprehensiveness                  |  |

If any of the above are not included with the application by the deadline (with the exception of documentation of community support), the application will be deemed ineligible.

## GRANTEE STATEMENTS

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- 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](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. The grantee's project accounting system should be in harmony with a quarterly invoicing schedule. 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 at least two weeks prior to the recommendation by the Regional Planning Committee of the list of grant projects to be considered eligible. SANDAG will provide applicants with advance notice of the Regional Planning Committee's anticipated meeting dates.

I certify that, I agree with the above statements, have reviewed the Active Transportation 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.

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Grantee Name (print or type)

Title

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Grantee Signature (signature cannot be electronic)

Date (mm/dd/yyyy)

## PROJECT SUMMARY

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<b>Applicant (Agency):</b>
<b>Project Title:</b>

**Project Area Limits:**

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**Project Description:**

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

**Is the project associated with a specific capital improvement project? If so, describe the capital project:**

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<b>Active Transportation Grant Funds Request</b>	<b>\$</b>
<b>Matching Funds</b>	<b>\$</b>
<b>Total Project Cost</b>	<b>\$</b>
<i>Total Project Cost = Active Transportation Grant Funds + Matching Funds</i>	

## PROJECT LOCATION MAP

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For education/awareness/encouragement and parking grants, indicate program delivery or parking locations.

**[INSERT PROJECT LOCATION MAP HERE]**

## APPLICATION QUESTIONS

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### Funding Sources:

Funding Source	Amount
Active Transportation Grant	\$
Other – list source(s)	\$
<b>Total Funding</b>	<b>\$</b>

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

### *RELATIONSHIP TO PROGRAM OBJECTIVES, COMPREHENSIVENESS, METHODOLOGY*

Describe the need for the proposed program. For planning grants, describe the need for traffic calming, pedestrian, and bicycle improvements in the project area. **(In bullets)**

Describe the goals of the project. **(In bullets)**

Describe the proposed plan, education/awareness/encouragement or parking effort and why it is particularly suited to address the needs stated above.

### *COMMUNITY SUPPORT*

#### **Planning Grants:**

Describe which and how community stakeholders will participate in the planning process, as well as community input to date.

#### **Education/Awareness/Encouragement and Parking Grants:**

Describe which community stakeholders will participate and how community stakeholder participation will facilitate success of the project, as well as community input that shaped the project to date.

# EDUCATION, AWARENESS, ENCOURAGEMENT, AND BICYCLE PARKING GRANTS ONLY

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## *EVALUATION*

Describe how the project will evaluate its effectiveness.

## *INNOVATION*

If applicable ONLY: Does this project propose any solutions that are new to the region? If so, please describe.

Briefly describe any other aspects of the project that are relevant to its scoring.

## **SCOPE OF WORK, SCHEDULE, AND BUDGET**

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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 print completed Excel Scope of Work, Schedule, and Budget sheet and attach to application.

RESOLUTION NO. Insert Text

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

WHEREAS, \$8.8 million of Transportation Development Act/TransNet funding for capital and non-capital active transportation projects is available to local jurisdictions and the County of San Diego from Fiscal Year 2011-2012; and

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

WHEREAS, Name of Jurisdiction understands that the Active Transportation 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 Active Transportation 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: \_\_\_\_\_  
Nayes: \_\_\_\_\_  
Absent/Abstention: \_\_\_\_\_

\_\_\_\_\_  
Signature of Governing Board's Chair/Director

ATTEST:

\_\_\_\_\_  
Clerk or Secretary of the Governing Board of Name of Organization

ATTACHMENT: Active Transportation Grant Program Grant Agreement with SANDAG