

PLANNING GRANTS APPLICATION

APPLICATION FORM

Project Title:
Applicant (Jurisdiction):
Requested SGIP Funds (Dollars):

APPLICATION CHECKLIST

Required forms and templates are provided at sandag.org/cycle3grants.

All materials should be submitted electronically. No hard copies will be accepted. If any of the required elements are not included with the application by the deadline (with the exception of non-applicable and recommended items), the application will be deemed ineligible.

Please indicate application completeness by checking the following boxes.

Application Requirements:

- SGIP Planning Grant Application** (using this fillable PDF application form).

Required Attachments:

- Attachment 1:** Signed copy of the [Applicant Statement Form](#) (signature required).
- Attachment 2:** Resolution including all statements provided in the [Sample Resolution](#) and documenting the source(s) of all matching funds.
- Attachment 2A:** *(If applicable)* If the proposed project abuts other jurisdiction(s), include documentation showing the project is in the adopted plans of the adjacent jurisdiction(s), OR a letter from the abutting jurisdiction(s) showing that cooperative efforts are underway.
- Attachment 3:** Vicinity maps showing project location, land developments related to the project area, and local/regional street bicycle, transit, and highway facilities within and near the project area. With regard to transit facilities, show route alignments and transit stops/stations.
- Attachment 3A:** *(If available)* Provide GIS project footprint shapefile (zipped file).
- Attachment 4:** [Project Scope of Work, Schedule, and Budget Worksheet](#).

Recommended Attachments: (Please check boxes if applicable)

- A site plan and typical cross sections depicting project-level detail, if applicable.
- Aerial photos and other photographs depicting existing conditions.
- Documentation of support for the project from community groups or individuals.

Other Attachments – Please list

- _____
- _____
- _____

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PROJECT SUMMARY

Applicant (Jurisdiction):

Project Title:

Primary (and if applicable, secondary) Smart Growth Opportunity Area Identifier(s) and Location(s):

(Ex. CV 5 Palomar Gateway at Palomar Street and Industrial Boulevard; see [Smart Growth Concept Map](#) to confirm location)

Project Area Limits:

(Ex. 4th Street and 5th Street between Laurel Street and Ash Street)

Project Summary:

Name, Title, and Phone Number of Primary Contact for Application:

Name and Title of Project Manager (if different from above):

Street Address:

City and ZIP Code:

Phone Number of Project Manager:

Email Address of Project Manager:

Other Project Partners:

SGIP Grant Funds Request	\$	%
Matching Funds	\$	%
Total Project Cost = SGIP Grant Funds + Matching Funds	\$	100%

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GRANT APPLICATION QUESTIONS

Points calculated by SANDAG staff are marked with an asterisk (*).

1. RELATIONSHIP TO REGIONAL TRANSIT SERVICE* (7.5% of total points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on the currently adopted Regional Transportation Plan Network. No information is needed from the Applicant for this section.

The relationship to regional transit within the SGOA will be scored as indicated below. (Up to 5 points possible with weight multiplier of 3)

- SGOAs with **existing** regional or corridor transit infrastructure – 5 points
- SGOAs with **programmed** regional or corridor transit infrastructure or **existing** high frequency local transit infrastructure and service – 3 points
- SGOAs with **planned** regional or corridor transit infrastructure, or **programmed** or **planned** high frequency local transit infrastructure and service – 1 point

NOTE: Rural Villages are not scored on this criterion because the place type does not require transit service. Consequently, Rural Village scores will be normalized to the total 200 points available to other place types.

2. SMART GROWTH DEVELOPMENT POTENTIAL OF PROPOSED PLANNING AREA (10% of points)

Provide vicinity maps as **Attachment 3** showing the project location and local/regional street, bicycle, transit, and highway facilities within and near the project area. If available, provide a GIS project footprint shapefile (zipped file) as **Attachment 3A**.

This question continues onto the next page.

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2. SMART GROWTH DEVELOPMENT POTENTIAL OF PROPOSED PLANNING AREA (10% of points) - Continued

This criterion focuses on evidence of opportunities to develop smart growth plans or projects at, or above, the densities for the area’s smart growth place type in the proposed planning area. Describe the smart growth development potential of the proposed planning area. Can the area support development at or above the densities for the area’s smart growth place type? Is there land available for redevelopment or zoning? Would the existing or future urban form support smart growth development? *(Up to 5 points possible with weight multiplier of 4)*

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3. PROPOSED PROJECT GOALS AND OBJECTIVES (10% of total points)

Describe the project objectives. How well do the proposed project objectives support smart growth development in the planning area? Would the plan result in development that increases transportation and housing choices? *(Up to 6.67 points possible with weight multiplier of 3)*

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4. METHOD TO ACCOMPLISH PROJECT OBJECTIVES (15% of total points)

Based on information provided in **Attachment 4**, briefly summarize the Scope of Work. How will the Planning Project accomplish the stated objectives? How well does the Scope of Work facilitate meeting the objectives and include public outreach? Note: If awarded for funding, the response in this section may become requirements reflected in the Grant Agreement with SANDAG. *(Up to 6 points possible with weight multiplier of 5)*

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5. IMPLEMENTATION (17.5% of total points)

Is the planning process ready to go? Will it result in specific implementation actions such as zoning changes or a master EIR, or in other regulatory mechanisms that facilitate smart growth or lead directly to an implementable development or capital project? *(Up to 7 points possible with weight multiplier of 5)*

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6. EVIDENCE OF LOCAL COMMITMENT/COMMUNITY SUPPORT (5% of total points)

How has your jurisdiction demonstrated a commitment to implement smart growth? This commitment may be demonstrated through existing plans, policies, incentives, ordinances, or approved smart growth projects. How will the planning process engage the community and involve a diverse group of stakeholders to help develop consensus for smart growth? Is the proposed Planning Project supported by the community? *(Up to 2.5 points possible with weight multiplier of 4)*

7. MATCHING FUNDS* (10% of total points)

NOTE: SANDAG staff will calculate the points awarded for this criterion.

Include as part of **Attachment 2** supporting documentation demonstrating that matching funds have been secured AND detailing the source(s) of matching funds. Matching funds that have not been secured will not count toward this score.

Points for this criterion will be calculated by SANDAG by dividing the total project cost as proposed in the application by the grant request. The projects will be awarded points proportionately on a scale of 0 to 20 based on the statistical distribution of matching fund quotients. The project(s) with the largest quotient will receive 20 points, and the project(s) with no matching funds will receive no points. No information is needed from the Applicant for this section. *(Up to 20 points possible)*

8. REGIONAL HOUSING NEEDS ASSESSMENT – POLICY NO. 033 POINTS (25% of total points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on the methodology outlined in SANDAG Board Policy No. 033: Implementation Guidelines for SANDAG Regional Housing Needs Assessment Funding Incentives.

Calculations are based on information that jurisdictions have provided to SANDAG through their annual reports to the Department of Housing and Community Development and data provided on “at risk” units preserved and units that have been acquired/rehabilitated/rent restricted. No information is needed from the Applicant for this section. *(Up to 50 points possible with weight multiplier of 1)*

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SCOPE OF WORK, SCHEDULE, BUDGET, AND PROJECT DELIVERABLES

The following sections are NOT scored.

Include as **Attachment 4** the completed [Scope of Work, Schedule, and Budget Worksheet](#).

NOTE: *If this project is funded, this will be added to the Grant Agreement and the Applicant will be held to this Scope of Work, Budget, and Schedule, for the purpose of project oversight.*

Prior to submittal, Applicants are encouraged to seek legal counsel to determine if prevailing wage laws apply to the project and should be incorporated into the total project budget and requested grant amount from SANDAG.

NOTES ON THE PROJECT SCHEDULE:

- Applicants should ensure that the project schedule is realistic in an effort to avoid requests for schedule extensions.
- The schedule must be based on months from the Notice to Proceed.
- The application must identify any seasonal or other time constraints to the Project Schedule.

REMINDER: ACCORDING TO BOARD POLICY NO. 035, PLANNING PROJECTS MUST:

- Award a consultant contract (if one is necessary) within one year of Grant Agreement execution with SANDAG.
- Complete the planning project within two years of the award of a consultant contract for the proposed planning effort.
- If no consultant contract is necessary, the planning project must be completed within two years of the Grant Agreement execution.

INDIRECT COSTS – OPTIONAL

My agency would like to apply indirect costs to the project: **YES** **NO**

If Yes, my agency can either:

- Provide an indirect costs allocation audit approved by a qualified independent auditor: **YES** **NO**

OR

- Propose a method for allocating indirect costs in accordance with the Office of Management and Budget [Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments](#): **YES** **NO**

NOTE: *This documentation must be received by SANDAG within 15 days of award of the grant funds by the SANDAG Board of Directors. If the Applicant cannot provide either of the above, then indirect costs are not eligible for consideration.*