

Community Action Resource and Empowerment Program (CARE): Community-Based Transportation Plan Project Development Technical Assistance (CBTP TA) and Participatory Budgeting and Implementation (PBI) Base Application

Instructions

Eligible project sponsors applying for CARE’s Community-Based Transportation Plan Technical Assistance (CBTP TA) Program or Participatory Budgeting and Implementation (PBI) Program funds from the Metropolitan Transportation Commission (MTC) may use the following template to submit grant applications to the appropriate County Transportation Agency (CTA), along with any required attachments, by the deadline established by the CTA. If using the application template, applications should be completed and submitted as a fillable PDF form, separate from any attachments, and should not be scanned, signed, or otherwise modified to remove form fields.

Please note that this application template is for CBTP TA funding and the implementation/construction component of PBI funding only. Do not use this form to submit requests for CBTP Planning or Participatory Budgeting (PB) funds.

Additional information on the CARE Program is available on [MTC’s website](#).

General Information

Agency and/or Organization Name <i>Non-profit organizations must partner with an eligible public agency</i>	
Agency and/or Organization Type	
Primary Contact Name/Title	
Primary Contact Email	
Primary Contact Phone	
Partner Agency Contact Name/Title (if applicable)	
Partner Agency Contact Email (if applicable)	
Partner Agency Contact Phone (if applicable)	

Project Name	Funding Requested (CBTP TA or PBI)*	TIP ID <i>if applicable</i>

*If requesting funding through both CBTA TA and PBI, please state “both” and provide the funding amount requested for each program in space below.

Requested Funding Amount (minimum of \$250,000 for CBTP TA and \$50,000 for PBI)

Project Scope

Provide a brief description of activities to be funded (limited to 250 characters).

Project Mode(s):	Pedestrian	Bicycle	Transit	Auto	Other
Percent Share <i>Portion of total project cost</i>					

Project Eligibility

Please fill out the section below that is applicable to your funding request. If you are requesting funding through both programs for one project, please fill out both sections.

Eligible Project Type and Activity – CBTP TA

- Project consists of capital transportation improvements.
- Project consists of a transit operations planning and analysis study, may be eligible for funding subject to MTC review.

Confirm the type(s) of technical assistance needed for the project (select all that apply) and include the level of design needed in the space provided below:

- Design assistance
- Outreach to gather input and/or to show updated designs

Eligible Project Type and Activity – PBI

- Project consists of capital transportation improvements.
- Project is shovel ready (i.e., project is fully prepared to begin construction, with full entitlements, final design completed and required approvals and permits secured, as applicable).
- Project will be shovel ready following activities funded through CBTP TA (only applicable if requesting funding from both programs).
- Project has full funding secured, through this program alone or including others, for implementation.
- Project consists of a transit operational investment, may be eligible for funding subject to MTC review. If selected, please describe below.

Eligible Project Location

Confirm that the project location meets regional eligibility requirements.

- Project is located within an MTC-designated [Equity Priority Community](#) (EPC) and is designed to benefit this population.

If any of the boxes below are checked, use the space provided below to describe the nexus between the project location and the intended beneficiaries of the CARE Program, such as older adults, people with low incomes, people with disabilities, communities of color and other MTC- or locally-identified underserved populations.

- Project is located within a similar local designation and is designed to specifically benefit the intended beneficiaries of the CARE Program. *Describe the local designation and methodology.*
- Project is not located within an EPC or similar local designation but is designed to specifically benefit the intended beneficiaries of the CARE Program.

Name of Eligible Plan <i>Name the eligible plan or document that identifies or prioritizes the proposed project</i>	Plan Year <i>Completed or last updated</i>	Plan or Engagement Type <i>CBTP, Participatory Budgeting or other</i>	Plan Link <i>Attach copy if link not available</i>	Reference <i>Page(s) with named project</i>

Required Community Support Documentation

Provide documentation, including links and/or attachments, demonstrating current community support for the project, particularly from the intended beneficiaries of the CARE Program and organizations representing these communities. If applicable, include descriptions of public outreach responses specific to this project, including comments received at public meetings or hearings, feedback from community workshops, or survey responses.

Please submit the required documentation based on the eligible plan or document that identify the proposed project and the recency of the engagement process provided above (see the required number and the list of eligible documentation in MTC [Resolution No. 4604, Revised in Appendix 3 and Appendix 4](#)).

Need and Benefits

Need and Benefits

Describe how the project aims to address transportation and related needs to the intended beneficiaries of the CARE Program.

Local Priority

Additional Community Support

Provide additional community support for the project not already included above, including any letters of support and/or applicable local plans that prioritize the project, such as Priority Development Area (PDA) Plans (e.g. Specific Plan, PDA Investment and Growth Strategy), Countywide Transportation Plans (CTPs), or other local plans/project prioritization processes. If applicable, include descriptions of public outreach responses specific to this project, including comments received at public meetings or hearings, feedback from community workshops, or survey responses.

Letters of Support

List any individuals (with affiliations) and/or organizations providing letters of support for the project (attach copies if applicable).

Community <i>List any local plans that identify or prioritize the proposed project</i>	Plan Year <i>Completed or last updated</i>	Plan Type <i>PDA, CTP or other</i>	Plan Link <i>Attach copy if link not available</i>	Reference <i>Page(s) with named project</i>

Regional Alignment

Plan Strategies

Briefly describe how the project supports [Plan Bay Area 2050+](#) strategies. See Chapter 4 of Plan Bay Area 2050+ for strategy descriptions.

Coordinated Public Transit-Human Services Transportation Plan

Briefly describe how the project supports MTC's [Coordinated Public Transit-Human Services Transportation Plan](#), if applicable.

Safety/Vision Zero

Briefly describe how the project supports MTC's [Regional Safety/Vision Zero Policy](#), if applicable.

Equity Platform

Briefly describe how the project supports MTC's [Equity Platform](#), if applicable.

Complete Streets

Briefly describe how the project supports MTC's [Complete Streets Policy](#), if applicable.

Program Management – CBTP TA

Program Management

Describe the staff capacity to use the TA funded design to advance the project, including but not limited to developing the final scope of work, overseeing consultant activities, timely review of deliverables, coordinating stakeholder engagement and advancing final design through the local jurisdiction approval process. Describe how the jurisdiction plans to move the project forward following final design approval, including plans to construct the project and/or pursue funding for construction.

Program Management – PBI

Program Management

Describe the staff capacity to use the PBI funding to construct the project, including but not limited to developing the final scope of work, overseeing consultant activities, and timely review of deliverables.

Deliverability and Risk

Delivery Risks

Identify any known risks to project delivery and briefly describe planned mitigation efforts, as applicable.

Schedule and Funding Plan

Schedule and Funding Plan

Please attach a proposed schedule and funding plan that clearly outlines proposed design phases and associated costs.

Attachment provided: proposed schedule and funding plan

Applicant Acknowledgements

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Affirm understanding of, and intent to comply with, CBTP TA and/or PBI requirements as summarized below and detailed in MTC [Resolution No. 4604, Revised in Appendix 3 and Appendix 4.](#)

- Plan or Engagement Document: applicant has linked or attached the eligible plan or engagement document that identifies or prioritizes the proposed project.
- Community Support Documentation: applicant has confirmed the required number of documentation items and has linked or attached a sufficient number of items based on the recency of the plan or engagement document.
- Complete Streets Checklist: applicant has submitted a checklist for this project in MTC's [Complete Streets Portal](#) to demonstrate consistency with MTC's [Complete Streets Policy](#) and [Transit Priority Policy for Roadways](#), including project review by a local Bicycle and Pedestrian Advisory Committee (BPAC) and/or transit agency/ies as applicable.
- Attachments: applicant will provide the following attachments with this application, as applicable:
 - Project overview map (if available)
 - Letter(s) of support (if referenced above)
 - Local plan(s) (if referenced above but no link is provided)
 - Proposed schedule and funding plan (required)