

**Fiscal Year 2011-12
TRANSPORTATION PLANNING GRANT
APPLICATION**

Check One Grant Program

- Environmental Justice
- Community-Based Transportation Planning
 - Catalyst Project for Sustainable Strategies Program
- Partnership Planning
- Statewide or Urban Transit Planning Studies
- Rural or Small Urban Transit Planning Studies
- Transit Planning Student Internships

PROJECT TITLE	
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PROJECT LOCATION (city(ies) and county(ies))	
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	APPLICANT		SUB-RECIPIENT(S)
Organization		Organization	
Executive Director and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		Executive Director and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	
Contact Person and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		Contact Person and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	
Mailing Address		Mailing Address	
City		City	
Zip Code		Zip Code	
E-mail Address*		E-mail Address*	
Telephone Number		Telephone Number	

FUNDING INFORMATION
Use Match Calculator to complete this section
[Click here to use the Match Calculator.](#)

Grant Funds Requested	\$	
Local Match - Cash	\$	
Local Match - In-Kind	\$	
Total Project Cost	\$	
Source of Local Match and Name of Provider(s)		

* The e-mail address you provide will be used for notification of application status, so it must be accurate. Any change to the e-mail address must be reported to the appropriate grant program contact located on the website noted below.

Use the latest version of [Adobe Acrobat Reader®](#) to complete this application. The electronic version of this form must be submitted in the PDF format available at <http://www.dot.ca.gov/hq/tpp/grants.html>.

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REGIONAL BLUEPRINT AND SUSTAINABLE COMMUNITIES GOALS
For all Grant Programs

- Complements or advances the Region's Blueprint Planning efforts. [Click here for information.](#)
- Advances a community's efforts to reduce greenhouse gases and will assist transportation agencies in creating enduring communities.

FEDERAL TRANSPORTATION PLANNING GOALS
For Partnership Planning and Transit Planning

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

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2. Project Description (Do not exceed the space provided.) (20 points)

A. Briefly summarize project. **(10 points)**

B. Briefly describe the project area (e.g. urban/rural/suburban setting, geographic characteristics, location, etc.). **(10 points)**

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3. Project Justification (Do not exceed the space provided.) (20 points)

- A. List and describe the problems and/or deficiencies the project is attempting to address. **(10 points)**
- B. Describe how the project will address the identified problems and/or deficiencies. **(10 points)**

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4. Public Participation (Do not exceed the space provided.) (20 points)

- A. Identify the project stakeholders (e.g. low-income and minority communities, Native American Tribal governments, other underrepresented groups, community-based organizations, and businesses affected by the project). **(10 points)**
- B. Describe the outreach methods that will be used to reach the public and the project stakeholders with an emphasis on engaging traditionally underrepresented communities. **(10 points)**

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If necessary, use this page to continue response for Question #4 (Public Participation).

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5. Project Implementation (Do not exceed the space provided.) (20 points)

- A. List the project's anticipated accomplishments and final deliverables. **(10 points)**
- B. Explain how the completed project and its deliverables will be applied, or carried forward, to the next stage/phase. **(10 points)**

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6. Project Management (20 points)

- A. **Scope of Work (10 points)** (Refer to the Transportation Planning Grant Guide for a sample Scope of Work.)

The Scope of Work must be in Microsoft Word format and include:

- What work is to be done: Provide an outline or general picture of services. List project tasks and identify any specific project deliverables. Also, list milestones for major tasks that mark the completion of a work package or phase.
- Who is responsible for what tasks: Discuss the roles and responsibilities of agency staff and consultant contractors.
- When the work is to be done: Provide schedule information for the services that will be required.

- B. **Project Schedule (10 points)** (Refer to the Transportation Planning Grant Guide for a sample Project Schedule.)

The Project Schedule must be in a Microsoft Excel format and include:

- Timing, responsibilities, cost, cost distribution, and deliverables of all tasks in the Scope of Work. For CBTP and EJ applications, all project schedules need to reflect a start date of February 2012.

The Scope of Work and Project Schedule must be submitted via e-mail along with the application as separate attachments.

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Application Signature Page

If selected for funding, the information contained in this application will become the foundation of the contract with Caltrans.

To the best of my knowledge, all information contained in this application is true and correct. If awarded a grant with Caltrans, I agree that I will adhere to the requirements and guidelines specified in this grant application.

Signature of Executive Director (Applicant)

Print Name

Title

Date

Signature of Authorized Official (Sub-recipient)

Print Name

Title

Date

THE FOLLOWING DOCUMENTS ARE REQUIRED:

Submit via e-mail as separate attachments. Refer to the Transportation Planning Grant Guide for additional information and/or samples.

- Application* (Complete the PDF version of this form provided at <http://www.dot.ca.gov/hq/tpp/grants.html>.) **Only one application submittal per e-mail is permitted.**
- Application Signature Page (Print, sign, and scan this page in PDF format)
- Scope of Work (Microsoft Word format)
- Project Schedule (Microsoft Excel format)
- Map of Project Area
- Local Resolution (Applicable to CBTP and EJ only – PDF format)

THE FOLLOWING DOCUMENTS ARE OPTIONAL:

- Digital Photographs of Project Area (when applicable)
- Letter(s) of Support

Failure to include any of the required documents will result in a reduced application score.

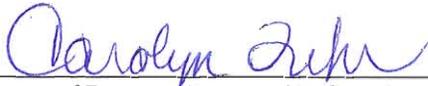
***Scanned applications will not be accepted.**

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Signature of Executive Director (Applicant)

City Manager

Title

Carolyn Lehr

Print Name

03/30/2011

Date

Signature of Authorized Official (Sub-recipient)

Print Name

Title

Date

THE FOLLOWING DOCUMENTS ARE REQUIRED:

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SCOPE OF WORK: Rancho Palos Verdes Trails Master Plan

INTRODUCTION: The City of Rancho Palos Verdes requests \$46,872 in Community-Based Transportation Planning funds to develop a comprehensive Trails Master Plan (TMP). The TMP will consolidate all of the City’s existing and outdated trails plans into a single, comprehensive master plan for the implementation of a Citywide, non-motor-vehicle transportation network.

OVERALL SCOPE PRODUCTS/OBJECTIVES

1. PREPARATION OF DRAFT TRAILS MASTER PLAN MAP

- Task 1.1** Hold kick-off meeting with CalTrans Staff and City Public Works and Recreation & Parks Staff.
- Task 1.2** Review existing trails plans and documents relevant to the City of Rancho Palos Verdes (Conceptual Trails Plan, Conceptual Bikeways Plan, Preserve Trails Plans, Master Plan of Parks, Coast Vision Plan, Recreation & Parks Task Force recommendations, California Coastal Trail, dedicated trail easements, etc.) to establish a baseline of existing trails documents, resources and conditions.
- Task 1.3** Coordinate and meet with representatives of the City’s Public Works and Recreation & Parks departments to identify their departmental needs and desires for the Trails Master Plan.
- Task 1.4** Identify and plot existing and proposed trail routes and uses on the City’s aerial photographs and topographic maps.
- Task 1.5** Conduct field reconnaissance of existing trail conditions by walking each existing and proposed trail route; assess each existing and proposed trail for characteristics such as trail tread, line-of-sight, accessibility, vertical elevation, level of difficulty, etc.
- Task 1.6** Prepare a Draft Trails Master Plan Map, based upon archival research and field reconnaissance; utilize the organization of the existing Conceptual Trails Plan Maps to segment the map into five (5) sections of the City (i.e., Section 1 – West, Section 2 – North, Section 3 – Central, Section 4 – Southeast and Section 5 – Northeast).
- Task 1.7** Create a Trails Master Plan page on City’s website with a “listserv” feature to keep interested parties informed of project status through e-mail updates; post the Draft Trails Master Plan Map on the City’s website for public review and comment.

Task	Deliverable	Documentation
<i>1.1</i>	<i>Project initiation/”kick-off”</i>	<i>Meeting summary</i>
<i>1.2</i>	<i>Review of existing trails documents, resources and conditions</i>	<i>Staff notes</i>
<i>1.3</i>	<i>Inter-departmental consultation and coordination</i>	<i>Meeting summaries, Staff notes</i>

Task	Deliverable	Documentation
1.4	<i>Mapping of existing and proposed trails</i>	<i>Staff notes, hard copies of aerial photographs</i>
1.5	<i>Field reconnaissance of existing and proposed trails</i>	<i>Staff notes, photographs</i>
1.6	<i>Draft Trails Master Plan Map</i>	<i>Annotated hard copies of City aerial photographs</i>
1.7	<i>Trails Master Plan page and related features on City website</i>	<i>City website content</i>

2. PUBLIC OUTREACH

Task 2.1 Conduct a workshop to receive public input on Section 1 of the Draft Trails Master Plan Map; invite stakeholder groups with an interest in City trails for a variety of non-motor-vehicle transport modes (i.e., hikers, equestrians, on- and off-road bicyclists, etc.) to attend and participate in workshops throughout all Sections of the City; utilize the City’s website and “listserv” feature and mailed and published notices to inform interested parties.

Task 2.2 Conduct a workshop to receive public input on Section 2 of the Draft Trails Master Plan Map.

Task 2.3 Conduct a workshop to receive public input on Section 3 of the Draft Trails Master Plan Map.

Task 2.4 Conduct a workshop to receive public input on Section 4 of the Draft Trails Master Plan Map.

Task 2.5 Conduct a workshop to receive public input on Section 5 of the Draft Trails Master Plan Map.

Task 2.6 Make appropriate revisions to Draft Trails Master Plan Map based on public input; distribute the Revised Draft Trails Master Plan Map for public review and comment via the City’s website and “listserv” feature and mailed and published notices.

Task 2.7 Conduct a workshop to receive public input on the Revised Draft Trails Master Plan Map

Task	Deliverable	Documentation
2.1	<i>Public workshop on Section 1</i>	<i>Staff report, draft trails map for Section 1, PowerPoint presentation</i>
2.2	<i>Public workshop on Section 2</i>	<i>Staff report, draft trails map for Section 2, PowerPoint presentation</i>
2.3	<i>Public workshop on Section 3</i>	<i>Staff report, draft trails map for Section 3, PowerPoint presentation</i>
2.4	<i>Public workshop on Section 4</i>	<i>Staff report, draft trails map for Section 4, PowerPoint presentation</i>
2.5	<i>Public workshop on Section 5</i>	<i>Staff report, draft trails map for Section 5, PowerPoint presentation</i>

Task	Deliverable	Documentation
2.6	<i>Revised Draft Trails Master Plan Map</i>	<i>Revised draft map</i>
2.7	<i>Public workshop on Revised Draft Trails Master Plan Map</i>	<i>Staff report, revised draft trails map, PowerPoint presentation</i>

3. PREPARATION OF DRAFT TRAILS MASTER PLAN

Task 3.1 Prepare a Draft Trails Master Plan, including description of trails, trail types, trail naming and identification, trail status, trail development standards, guidelines for trail implementation and proposed prioritization of future trails. To the maximum extent possible and appropriate, the Draft Trails Master Plan will incorporate provisions of the City’s existing trails plans, consolidating them into a single, comprehensive trails planning document.

Task	Deliverable	Documentation
3.1	<i>Draft Trails Master Plan</i>	<i>Draft trails plan</i>

4. PUBLIC HEARINGS

Task 4.1 Conduct City Council hearing to consider the Draft Trails Master Plan and Map; distribute the Draft Trails Master Plan and Map for public review and comment via the City’s website and “listserv” feature and mailed and published notices.

Task 4.2 Make appropriate revisions to Draft Trails Master Plan and Map based on input from the City Council and the public.

Task 4.3 Conduct City Council hearing to adopt the Final Trails Master Plan and Map.

Task	Deliverable	Documentation
4.1	<i>1st City Council public hearing to review Draft Trails Master Plan and Map</i>	<i>Staff report, draft trails plan and map, PowerPoint presentation</i>
4.2	<i>Revise Draft Trails Master Plan and Map</i>	<i>Revised draft plan and map</i>
4.3	<i>2nd City Council public hearing to adopt Final Trails Master Plan and Map</i>	<i>City Council resolution, City Council meeting Minutes, Staff meeting notes</i>

5. PUBLICATION OF FINAL TRAILS MASTER PLAN AND MAP

Task 5.1 Complete and distribute the final Trails Master Plan to appropriate City departments

Task 5.2 Develop a fold-out Trails Master Plan map for public distribution and posting on the City’s website

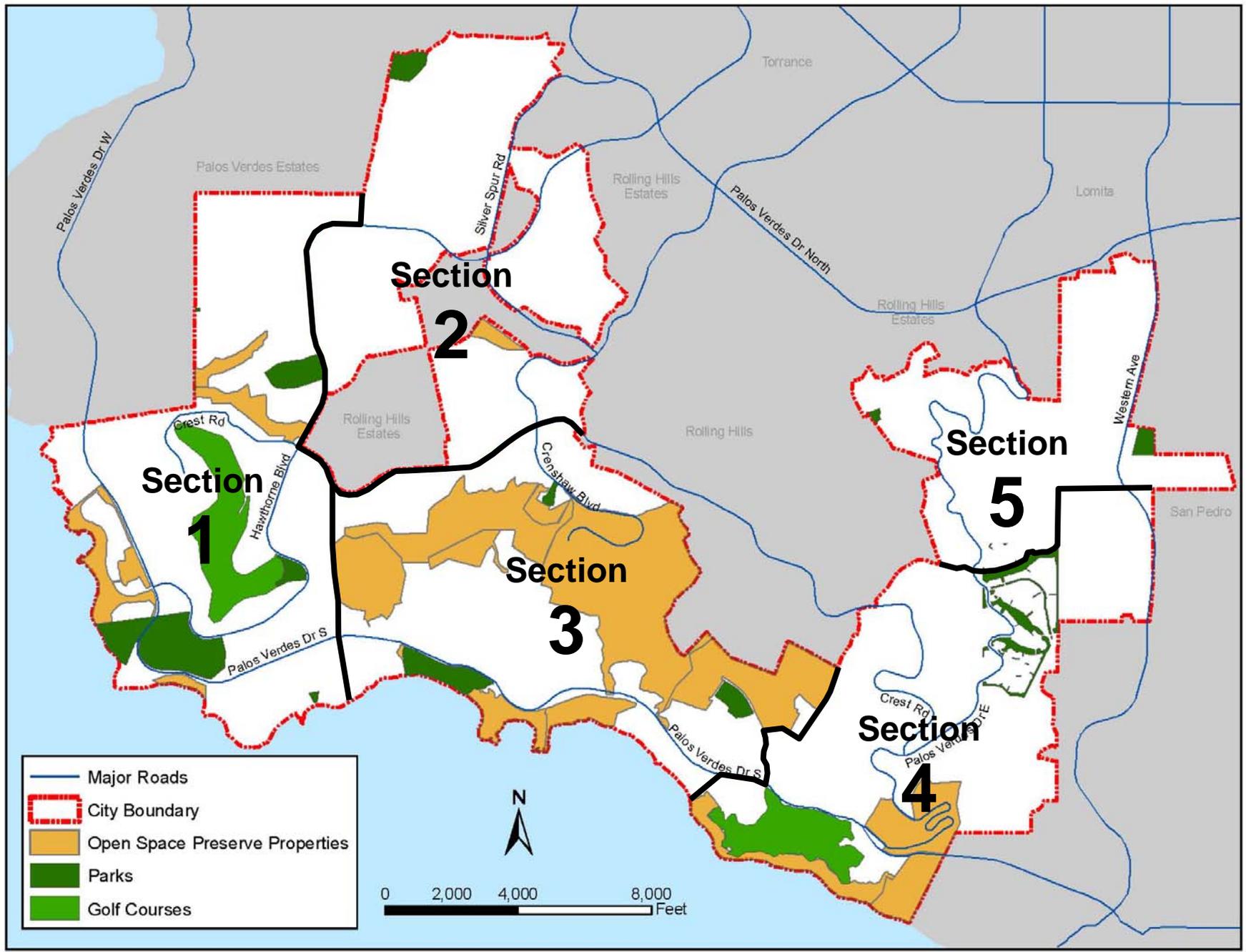
Task	Deliverable	Documentation
5.1	<i>Final Trails Master Plan</i>	<i>Final trails plan</i>
5.2	<i>Final Trails Master Plan Map</i>	<i>Final trails map, prepared in fold-out format for public distribution and electronic format for posting on City website</i>

6. PROJECT MANAGEMENT AND ADMINISTRATION

Task 6.1 Coordinate project administration, including bi-weekly meetings with Planning Division supervisor and other City department contacts, and monthly preparation of invoices to CalTrans project manager.

Task 6.2 Submit quarterly reports for CalTrans District Staff, providing a summary of progress and grant/local match expenditures.

Task	Deliverable	Documentation
6.1	<i>Project Administration</i>	<i>Bi-weekly meeting summaries, monthly progress reports and invoices</i>
6.2	<i>Quarterly Reporting</i>	<i>Quarterly progress reports</i>



Rancho Palos Verdes Trails Master Plan Project Area

RESOLUTION NO. 2011-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES APPROVING THE APPLICATION FOR TRANSPORTATION PLANNING FUNDS FOR THE CITY'S TRAILS MASTER PLAN FROM THE COMMUNITY-BASED TRANSPORTATION PLANNING GRANT PROGRAM OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION.

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and,

WHEREAS, the Department of Transportation has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and,

WHEREAS, said procedures established by the Department of Transportation require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and,

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the development of the proposal.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES:

Section 1: Approves the filing of an application for the Trails Master Plan in order to coordinate transportation and land use planning in a manner that promotes public engagement, livable communities, and a sustainable transportation system, including mobility, access, and safety;

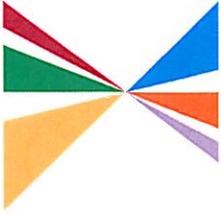
Section 2: Certifies that Applicant understands the assurances and certification in the application;

Section 3: Certifies that Applicant or title holder will have sufficient funds to develop the Proposal or will secure the resources to do so, including the provision of a minimum of 10% local matching funds;

Section 4: Certifies that the Proposal will comply with any applicable laws and regulations; and,

Section 5: Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

SOUTHERN CALIFORNIA



ASSOCIATION of GOVERNMENTS

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Margaret Clark, Rosemead

Transportation
Greg Pettis, Cathedral City

RECEIVED

AUG 23 2010

PLANNING, BUILDING AND
CODE ENFORCEMENT

August 19, 2010

Kit Fox
Associate Planner
City of Rancho Palos Verdes
30940 Hawthorne Blvd.
Rancho Palos Verdes, CA 90275

RE: City of Rancho Palos Verdes Trails Master Plan – Strategic Growth Council Sustainable Communities Planning Grant Application Consistency with Regional Goals

Dear Mr. Fox,

The City of Rancho Palos Verdes has submitted its Sustainable Communities Planning Grant application summary to the Southern California Association of Governments (SCAG) for review regarding consistency with regional goals. SCAG is officially designated by the Federal and State governments as a Council of Governments (COG), a Multi-County Transportation Planning Agency, and the Metropolitan Planning Organization (MPO) for the Southern California region. As such, SCAG has a number of formal authorities and responsibilities, including:

- Preparation of the Regional Transportation Plan (RTP) and Federal Transportation Improvement Program (FTIP)
- Preparation of Regional Housing Needs Assessment allocations for cities and counties
- Developing the Sustainable Communities Strategy (SCS) as part of the 2012 RTP

The City of Rancho Palos Verdes proposes to use grant funds to develop a Trails Master Plan. The project would update and consolidate the City's 1993 Conceptual Trails Plan, 1996 Conceptual Bikeways Plan, 2005 Forrestal Nature Preserve Trails Network Plan, 2008 Preserve Trails Plan for the Palos Verdes Nature Preserve and 2008 Coast Vision Plan into a single, comprehensive Trails Master Plan.

The Trails Master Plan would facilitate the "re-thinking" of the City's streets to make them more "complete," more available to and more accessible to alternate modes of transportation. This would promote greater synchronicity between transportation and land use planning, and promote greater variety in travel choices for residents and visitors. The consolidated Trails Master Plan would foster improved public access to and use of the City's open space and recreational amenities by means other than fossil fuel-powered motor vehicles, thereby reducing greenhouse gas emissions and promoting healthier, more active lifestyles for residents and visitors. This would help to preserve the semi-rural, recreational and open space areas of the City for the future benefit of both its residents and the residents of the larger Southern California region.

SCAG finds that the City of Rancho Palos Verdes's application would be consistent with Regional Transportation Plan goals and Compass Growth Visioning principles. Please feel free to contact us if you have any questions.

Sincerely,

Huasha Liu
Director, Land Use and Environmental Planning

DOCS# 158106