

**Regional Sustainable  
Infrastructure Planning  
Grant Program  
Cycle 1**

**FINAL Draft**

**Fresno Council of Governments  
January 2018**

## **Introduction**

Fresno Council of Governments is simultaneously soliciting Regional Sustainable Infrastructure Planning Grant Program (SIPGP) project nominations from member agencies for both cycle 1 (2017-18) and cycle 2 (2018-19). Fresno COG will provide the cash match requirement of 11.47 percent. Community-based and non-profit organizations may partner with member agencies to submit an application. Fresno COG staff will screen project selection through the SIPGP steering committee and will work with interested stakeholders and the steering committee to award projects, develop requests for consultant proposals and review bid responses. Fresno COG will enter into and administer contractual agreements with the selected consultants. Member agencies and stakeholders are encouraged to review consultant performance during project development.

### **1. Sustainable Infrastructure Planning Grant Program Purpose**

The Regional Sustainable Infrastructure Planning Grant Program is one of the three Sustainable Communities Strategy (SCS) implementation programs directed by the Fresno COG Policy Board during the 2014 RTP/SCS adoption process.

Senate Bill (SB) 1 - The Road Repair and Accountability Act of 2017, a transportation funding bill, will provide a reliable source of funds through the Caltrans planning grant program. The SB 1 grant funding is intended to support and implement Regional Transportation Plan (RTP) Sustainable Communities Strategies (SCS) (where applicable) and to ultimately achieve the State's greenhouse gas (GHG) reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively.

The grant-specific objective is to encourage local and regional multimodal transportation and land-use planning that furthers the region's RTP/SCS, contributes to the State's GHG reduction targets and other State goals, including but not limited to, the goals and best practices cited in the [2017 RTP Guidelines](#), addresses the needs of disadvantaged communities, and also assists in achieving the Caltrans Mission and Grant Program Overarching Objectives.

### **2. Program Objectives and Considerations**

Successful applications address and articulate how the project relates to Fresno COG's RTP/SCS, Caltrans' mission, grant program overarching objectives and grant program considerations.

Applications should demonstrate how the proposed effort would:

- Integrate grant program considerations
- Advance transportation-related, GHG-emission reduction project types/strategies (i.e., mode shift, demand management, travel cost, operational efficiency, accessibility and coordination with future employment and residential land use, etc.)
- Identify and address deficiencies in the multimodal transportation system, including the needs of environmental justice and disadvantaged communities, including Native-American tribal governments and rural communities

- Encourage stakeholder collaboration
- Involve active community engagement
- Coordinate transportation, housing, and land-use planning
- Promote the region’s RTP/SCS (where applicable), State planning priorities ([Government Code Section 65041.1](#)), and climate-adaptation goals ([Safeguarding California](#))
- Result in funded and programmed multimodal transportation system improvements

### 2.1 Grant Program Overarching Objectives

The following grant program overarching objectives are provided to guide application development, including:

**Sustainability** – Promote reliable and efficient mobility for people, goods, and services, while meeting the State’s GHG emission-reduction goals, preserving the State’s natural and working lands, and preserving California communities’ unique character and livability.

**Preservation** – Preserve the transportation system through protecting and/or enhancing the environment, promoting energy conservation, improving the quality of life, and/or promoting consistency between transportation improvements and State and local planning growth and economic development patterns.

**Mobility** – Increase system accessibility and mobility.

**Safety** – Increase the transportation system’s safety and/or security for motorized and active transportation users.

**Innovation** – Promote technology and innovative designs to improve the transportation system’s performance and social equity and provide sustainable transportation options.

**Economy** – Support the area’s economic vitality (i.e. enable global competitiveness, increased productivity, improves efficiency, increases economic equity by enabling robust economic opportunities for individuals with barriers to employment and for disadvantaged business enterprises (DBEs), etc.).

**Health** – Decrease exposure to local pollution sources, reduce serious injuries and fatalities on the transportation system, and promote physical activity, especially through transportation means.

**Social Equity** – All of these overarching objectives should promote transportation solutions that focus on and prioritize communities most affected by poverty, air pollution and climate change, and promote solutions that integrate community values with transportation safety and performance while encouraging greater-than-average public involvement in the transportation decision making process.

### 2.2 Grant Program Considerations

The grant program also supports related State sustainability initiatives, explained further in [Caltrans Sustainable Communities Grant Guide](#), including:

- California Transportation Plan (CTP) 2040
- 2017 RTP Guidelines and Promoting Sustainable Communities in California
- Addressing environmental justice and disadvantaged communities
- Proposed 2017 Climate Change Scoping Plan Update, Appendix C
- Complete Streets and Smart Mobility Framework
- Climate Ready Transportation
- Planning for Housing

**3. Schedule (Cycle 1)**

The following schedule lists the major milestones for the development and adoption of the Regional Sustainable Infrastructure Planning Grant Program:

Policy Board adopts guidelines and application packet	February 22, 2018
Applications due	April 6, 2018
Scoring Committee convenes	April 30, 2018
Release staff recommendations	May 11, 2018
Policy Board adopts program	May 31, 2018

**4. Available Funding**

Approximately \$155,278 will be distributed through a competitive regional program to eligible projects for the fiscal year (FY) 2017-2018 (cycle 1) grant cycle. Funding distribution for the competitive program will depend on the quality and number of applications. Simultaneously, Fresno COG is also soliciting applications for the anticipated 2018-19 Cycle 2 round of funding, again at \$155,278. Cycle 2 projects will not be contractually obligated until Fresno COG’s 2018-19 Overall Work Program is approved.

**5. Eligible Applicants**

The following organizations are eligible to submit project nominations:

- Member Agencies
- Transit Agencies
- Native American Tribal Governments

The following organizations are eligible to be included in an application as partners:

- Non-Profit Organizations (501.C.3)

- Community-Based Organizations – According to 20 U.S.C.A § 7801(6), the term “community-based organization” means “a public or private nonprofit organization of demonstrated effectiveness that:
  - (A) is representative of a community or significant segments of a community; and
  - (B) provides educational or related services to individuals in the community.”

## **6. Example Sustainable Communities Grant Project Types**

These examples include projects that plan for reductions in GHG and VMT, and/or integrate land-use and transportation planning.

- Studies, plans or planning mechanisms that advance a community’s effort to reduce single-occupancy vehicle trips and transportation-related GHG through strategies including, but not limited to, advancing mode shift, demand management, travel cost, operational efficiency, accessibility and coordination with future employment and residential land use
- Studies, plans or planning mechanisms that assist transportation agencies in creating sustainable communities and transit-oriented development
- SCS development
- Community-to-school studies or Safe Routes to School plans
- Studies, plans or planning mechanisms that address climate change impacts and sea-level rise
- Studies that promote greater access between affordable housing and job centers
- Context-sensitive streetscapes or town center plans
- Complete street plans
- Active transportation plans, including bicycle, pedestrian and trail master plans
- Bike and pedestrian plans with a safety-enhancement focus, including Vision Zero plans
- Traffic calming and safety enhancement plans
- Corridor enhancement studies
- Health and transportation studies, including health equity transportation studies and other plans that incorporate health into transportation planning
- Climate change adaptation plans for transportation facilities
- Policies, strategies and programs to preserve transit facilities and optimize transit infrastructure
- Studies that evaluate accessibility and connectivity of the multimodal transportation network
- Studies to improve access to social services and other community destinations for disadvantaged communities
- Studies, plans or planning mechanisms that address environmental justice issues in a transportation related context
- Station area planning
- Student internships for rural agencies and/or disadvantaged communities for transportation planning purposes
- First-mile/Last-mile project development planning
- Planning for zero- or near-zero-emission vehicles
- Planning for integrating autonomous vehicles with transportation and environmental planning

- Shared-mobility services planning studies
- Road or parking pricing studies
- Transportation Demand Management studies
- Congestion-pricing studies and plans
- Commute-trip reduction studies and plans
- Planning to remove or reduce barriers created by transportation infrastructure such as highways, overpasses and underpasses, that create disconnected communities

Land-use planning activities *in coordination with a transportation project*. Examples include:

- An update to a general plan land-use element or zoning code that increases development opportunities around key transportation corridors or nodes
- Creating a transit-oriented development overlay zone or other special zoning district around key transportation corridors or nodes
- Studies, plans and policies that address land use conflicts with major transportation corridors such as major highways, ports, shipping and freight corridors, etc. that are near sensitive land uses such as homes, schools, parks, etc. or potentially impacted by climate change

#### **7. Eligible Activities and Expenses**

Eligible activities must have a transportation nexus per the California Constitution, Article XIX Section 2 and 3. Please consult with Fresno COG staff for more information on whether costs are eligible for funding. Some examples of eligible costs include:

- Data gathering and analysis
- Planning consultants
- Conceptual drawings and design
- Community surveys, meetings, charrettes, focus groups
- Bilingual services for interpreting and/or translation services for meetings
- Community/stakeholder advisory groups
- Fresno COG will administer the awarded project from procurement through completion.

#### **8. Ineligible Activities and Expenses**

Some activities, tasks, project components, etc. are not eligible under this grant program. If an application has any of the following elements, it will be disqualified. Ineligible activities and expenses include:

- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or the California Environmental Quality Act
- Engineering plans and design specification work
- Project Initiation Documents (PIDs)
- Regional Transportation Plans (RTP) or updates, excluding SCS development
- Construction projects or capital costs

- Office furniture or other capital expenditures
- Decorations, e.g., for public workshop events
- Acquisition of vehicles or shuttle programs
- Membership fees
- Unreasonable incentives, such as prizes for public participation
- Charges passed on to sub-recipient for oversight of awarded grant funds
- Other items unrelated to the project

## **9. Project Start Dates and Timelines**

For cycle 1, all awarded projects can begin as soon as project recommendations are approved by the Fresno COG policy board. Cycle 2-awarded projects may commence upon adoption of Fresno COG's 2018-19 Overall Work Program, no later than July 1, 2018. All work must be completed and submitted to Fresno COG by February 28, 2020 for cycle 1 and February 28, 2021 for cycle 2. No time extensions will be granted.

## **10. Grant Project Administration Requirements**

### **Third Party Contracts**

Fresno COG will produce any RFP and enter contract agreements as the project administrator, if a consultant is required. If the awarded project is conducted without a consultant, additional reporting will be required and negotiated accordingly. Fresno COG will only pay direct costs associated with deliverables.

### **Accounting Requirements**

Fresno COG and its **SIPGP** steering committee will monitor work and expenses to ensure the project is completed according to the contracted scope of work and project timeline. Fresno COG will be responsible for project administration for the awarded project(s). Project sponsors must communicate with Fresno COG staff to ensure any issues are addressed early in the project period.

## **11. Project Selection Process**

A scoring committee will evaluate, score and rank the proposed projects. An agency can submit project applications for each cycle. The same project can be submitted for each cycle but must be submitted separately. An agency submitting multiple project applications must clearly prioritize its projects, per project per cycle. Applications will be scored separately for cycle 1 and cycle 2. There may be more than one awarded project based on the scoring committee's discretion. Scoring committee representatives cannot score a project submitted by their own agency or organization.

The selected project(s) will go through Fresno COG Transportation Technical Committee, Policy Advisory Committee and Policy Board for endorsement.

The scoring committee comprises one representative from each of the following entities:

1. Fresno Council of Governments
2. City of Fresno/Clovis
3. Eastside cities
4. Westside cities
5. County of Fresno
6. Caltrans
7. Transit Agency
8. Community-Based Organization/Non-Profit Organization

## **12. Scoring Criteria (maximum 100 points)**

1. Grant-specific objective (maximum 32 points):
  - Extent to which the proposed project addresses the grant specific objective of the sustainable communities grant program: to encourage local and regional multimodal transportation and land use planning that furthers the region's RTP SCS (where applicable), contributes to the State's GHG reduction targets and other State goals, including but not limited to, the goals and best practices cited in the 2017 RTP Guidelines, address the needs of disadvantaged communities, and also assist in achieving the grant program overarching objectives.
2. Plan implementation (maximum 20 points):
  - Extent to which the application demonstrates project readiness and capacity to implement the proposed work on time and within budget.
  - The project will be scored favorable if it leads to a capital improvement project or other tangible changes such as a general plan amendment.
3. Benefit to areas with health burden measures (maximum 20 points):
  - Extent to which the project benefits areas that are most health burdened. Visit Fresno County Department of Public Health's website at <http://gis.co.fresno.ca.us/HealthPriorityNDX/> (Health Priority Index) for a map to determine project areas level of health burden. Health burden measures include: pre-term birth rate, pollution burden, year of potential life lost, and composite mortality index.
4. Community engagement (maximum 18 points)
  - Extent to which community members affected by the project would be engaged throughout the planning process and implementation, and if any previous community engagement has led to the proposed project.
5. Environmental Justice Communities (maximum 10 points)



- Extent to which the project benefits areas of minority populations and low-income populations. Visit EPA <https://ejscreen.epa.gov/mapper/> for a map to determine project areas minority and low income population.

<b>SCORING CRITERIA</b>	
<b>Grant-Specific Objective (32 points maximum)</b>	
4 points per objective	Application has described how it will address up to eight grant specific objectives. Application will get 4 points for each addressed objective
<b>Plan Implementation (20 points maximum)</b>	
10 points max	Application has described in detail project readiness and implementation capacity within the timeline and budget provided.
5 points max	Application has provided a detailed scope of work.
5 points max	Application has described how the project will lead to capital improvements or other tangible changes such as a general plan amendment.
<b>Benefit to Areas with Health Burden Measures (20 points maximum)</b>	
20 points	Projects that benefit areas with three to four health burden measures
10 points	Projects that benefit areas with one to two health burden measures
0 points	Projects that do not benefit areas with significant health burden measures
<b>Benefit to Areas of Low-Income Populations (compared to State) (5 points maximum)</b>	
5 points	95-100 percentile
4 points	90-94 percentile
3 points	80-89 percentile
2 points	70-79 percentile
1 point	69 percentile and lower
<b>Benefit to Areas of Minority Populations (compared to State) (5 points maximum)</b>	
5 points	95-100 percentile
4 points	90-94 percentile
3 points	80-89 percentile
2 points	70-79 percentile
1 point	69 percentile and lower
<b>Community Engagement (18 points maximum)</b>	
9 points max	Application encourages stakeholder collaboration
9 points max	Application demonstrates active community engagement

# FY 2017-18 FRESNO COG SUSTAINABLE INFRASTRUCTURE PLANNING GRANT APPLICATION

## APPLICATION SUBMITTAL INSTRUCTIONS

All grant application packages should include 9 hard copies delivered to the address below, and one electronic copy emailed to the main contact listed below.

If you are applying for both Cycle 1 and Cycle 2 funding, please provide 9 hardcopies and one electronic copy for each application.

Fresno Council of Governments  
c/o Jennifer Soliz  
2035 Tulare St, Suite 201  
Fresno, CA 93720

Main Contact:  
Jennifer Soliz, Associate Regional Planner  
[jsoliz@fresnocog.org](mailto:jsoliz@fresnocog.org)

KEY DATES	
<b>Adoption of Guidelines and Application by Policy Board</b>	February 22, 2018
<b>Application Released following Policy Board Adoption</b>	February 23, 2018
<b>Application Due</b>	April 6, 2018
<b>Scoring Committee Convenes</b>	April 30, 2018
<b>Anticipated Notification of Award</b>	May 11, 2018
<b>Program Adoption by Policy Board</b>	May 31, 2018

### Required Application Documents

- The PDF Application form in the exact format provided online at <https://www.fresnocog.org/project/fresno-cog-administered-grant-programs/>
- Application Signature Page (print, sign, and scan this page in PDF format)
- Budget
- Scope of Work with Timeline (please use templates provided)

### Optional Supplemental Information

- Graphics of Project Area (when applicable)
- Letter(s) of Support
- Data

FY 2017-18  
 FRESNO COG SUSTAINABLE INFRASTRUCTURE PLANNING  
 GRANT APPLICATION

PROJECT INFORMATION	
<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION</b>	
<b>PROJECT DESCRIPTION/ JUSTIFICATION</b> (300 words max)	
<b>PROJECT RANKING</b> (if submitting multiple projects) <i>example: Project 1 of 2</i>	Project _____ of _____

FY 2017-18  
**FRESNO COG SUSTAINABLE INFRASTRUCTURE PLANNING  
 GRANT APPLICATION**

	Applicant	Partnering Organization
Organization		
Mailing address		
City		
Zip code		
Contact name and title		
Contact e-mail address		
Phone number		
<b>FUNDING INFORMATION</b>		
<b>Funding Cycle</b> <i>(please indicate which funding cycle you are applying for. If both, provide an application for each cycle per instructions in the guidelines and the first page of this application).</i>		
<input type="checkbox"/> <b>Cycle 1 (May 2018 to February 28, 2020)</b> <input type="checkbox"/> <b>Cycle 2 (July 1, 2018 to February 28, 2021)</b>		
<b>Grant Funds Requested</b>	<b>Total Project Cost</b>	
\$	\$	

*\*Fresno COG will provide the required 11.47% local match. The local match should not exceed 11.47% of the Total Project Cost requested, up to the total amount available of \$155,278.*

FY 2017-18  
FRESNO COG SUSTAINABLE INFRASTRUCTURE PLANNING  
GRANT APPLICATION

Please identify the grant program overarching objectives (Grant Guidelines, Page 1) that the proposed transportation planning grant project will address. Select all that apply and provide brief explanation.

- Sustainability** – Promote reliable and efficient mobility for people, goods, and services, while meeting the State’s GHG emission reduction goals, preserving the State’s natural and working lands, and preserving the unique character and livability of California’s communities.

*Please explain how:*

- Preservation** – Preserve the transportation system through protecting and/or enhancing the environment, promoting energy conservation, improving the quality of life, and/or promoting consistency between transportation improvements and State and Local planning growth and economic development patterns.

*Please explain how:*

- Mobility** – Increase the accessibility of the system and mobility of people and freight.

*Please explain how:*

- Safety** – Increase the safety and/or security of the transportation system for motorized and active transportation users.

*Please explain how:*

- Innovation** – Promote the use of technology and innovative designs to improve the performance and social equity of our transportation system and provide sustainable transportation options.

*Please explain how:*

FY 2017-18  
FRESNO COG SUSTAINABLE INFRASTRUCTURE PLANNING  
GRANT APPLICATION

- Economy** – Support the economic vitality of the area (i.e. enables global competitiveness, enables increased productivity, improves efficiency, increases economic equity by enabling robust economic opportunities for individuals with barriers to employment and for Disadvantaged Business Enterprises, etc.).

*Please explain how:*

- Health** – Decrease exposure to local pollution sources, reduce serious injuries and fatalities on the transportation system, and promote physical activity especially through transportation means.

*Please explain how:*

- Social equity** – All of these overarching objectives should promote transportation solutions that focus on and prioritize the needs of communities most affected by poverty, air pollution and climate change, and promote solutions that integrate community values with transportation safety and performance while encouraging greater than average public involvement in the transportation decision making process.

*Please explain how:*

FY 2017-18  
FRESNO COG SUSTAINABLE INFRASTRUCTURE PLANNING  
GRANT APPLICATION

**1. Grant-specific Objectives (750 words) (32 points):** Explain how the proposed project addresses the grant-specific objectives of the Sustainable Communities Grant Program: to encourage local and regional multimodal transportation and land use planning that furthers Fresno COG’s RTP SCS, contributes to the State’s GHG reduction targets and other State goals, including but not limited to, the goals and best practices cited in the 2017 RTP Guidelines, address the needs of disadvantaged communities, and also assist in achieving the Grant Program Overarching Objectives.

Sustainability

Mobility

Innovation

Health

Preservation

Safety

Economy

Social Equity



FY 2017-18  
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GRANT APPLICATION

**Grant-specific Objectives (Continued)**

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FY 2017-18  
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GRANT APPLICATION

**2. Plan implementation (400 words) (20 points):** Describe readiness and capacity to implement the proposed work within the timeline and budget.

FY 2017-18  
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GRANT APPLICATION

**3. Health-burdened, low-income, and minority communities (500 words) (20 points):** Describe how the project would positively impact residents within a health-burdened area or disadvantaged community. Please refer to the following tools: [EPA EJ Screen](#), [Fresno County Department of Public Health’s Health Priority Index](#), [CalEnviroScreen 3.0](#).

FY 2017-18  
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GRANT APPLICATION

**4. Community engagement (300 words) (18-points):** Describe how the community affected by the proposed project would be engaged throughout the planning process and implementation. Please be specific about what the outreach activities would be. If the community has previously been engaged in identifying the need for this project, please describe those activities and the input received from the community.

FY 2017-18  
FRESNO COG SUSTAINABLE INFRASTRUCTURE PLANNING  
GRANT APPLICATION

**Application Signature Page**

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

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*Signature of Authorized Official (Applicant)*

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*Print Name*

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*Title*

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*Date*

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*Signature of Authorized Official (partner)*

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*Print Name*

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*Title*

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*Date*

## Scope of Work Checklist

The Scope of Work is the official description of the work that is to be completed during the contract. The Scope of Work must be consistent with the Project Timeline. Applications with missing components will be at a competitive disadvantage. Please use this checklist to make sure your Scope of Work is complete.

### **The Scope of Work must:**

- Use the Fiscal Year 2017-18 template provided and in Microsoft Word format
- List all tasks and sub-tasks using the same title as stated in the project timeline
- Include task and sub-task numbers in accurate and proper sequencing; consistent with the project timeline
- List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e. member agency, partnering organization, or consultant)
- Include a thorough Introduction to describe the project and project area demographics, including a description of the disadvantaged community involved with the project, if applicable
- Include a thorough and accurate narrative description of each task and sub-task
- Include a task for a kick-off meeting with Fresno COG at the start of the grant
- Include a task for procurement of consultants, if consultants are needed
- Include detailed public participation and services to diverse communities
- Include project implementation/next steps
- List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline
- EXCLUDE environmental, complex design, engineering work, and other ineligible activities

# Sample Scope of Work

## City of Can Do Complete Street Plan

The City of Can Do Complete Street Plan will provide a conceptual multi-modal planning foundation for the City's downtown main street corridor. The Plan will be used to evaluate how different complete street features enhance or detract from the vision of the community. The city intends to gather public input through interactive community workshops which will be the driving factor of the planning process. The City of Can Do Complete Street Plan will contain conceptual design only. It is the City of Can Do's intent that once this plan is complete, it will lead to implementation and development.

The scope of work shown below reflects the anticipated process and deliverables for the City of Can Do Complete Street Plan.

### RESPONSIBLE PARTIES

The City of Can Do with the assistance of a consulting firm will perform this work. The City has not yet selected a consulting firm and the proper procurement procedures will be used through a competitive RFP process. City staff anticipates these figures will not differ substantially and will not exceed the grant request amount.

### OVERALL PROJECT OBJECTIVES

- Reduce street crown and replace surface with enhanced and/or porous street pavers.
- Widen sidewalk and include fully accessible ramp improvements at intersections.
- Add and improve bicycle lanes.
- Improve bike and pedestrian connectivity for residents of nearby apartments and homes.
- Install street trees with grates and tree grates for existing trees that can be preserved.
- Install pedestrian-scale street lighting at intersections.
- Install street furniture and other design features.
- Apply "green street" concepts, such as storm water planter boxes and porous pavement where possible.
- Include conceptual designs for underground utilities.
- Include conceptual designs to improve drainage conveyance.

## 1. Project Initiation

### Task 1.1: Project Kick-off Meeting

- The City will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.
- Responsible Party: The City

**Task 1.2: Staff Coordination**

- Monthly face-to-face project team meetings with consultants to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget. Caltrans staff will be invited to the project team meetings.
- Responsible Party: The City

**Task 1.3: RFP for Consultant Services**

- Complete an RFP process for selection of a consultant using the proper procurement procedures.
- Responsible Party: The City

**Task 1.4: Identify Existing Conditions**

- Gather existing conditions and background data by identifying opportunities and constraints as well as standards that should be used to guide preparation of the plan such as existing and planned land uses, population characteristics, and travel projections within the City.
- Inventory and evaluate existing bicycle and pedestrian facilities and nearby apartments and homes.
- Responsible Party: Consultant

<i>Task</i>	<i>Deliverable</i>
1.1	Meeting Notes
1.2	Monthly Meetings Notes
1.3	Copy of Procurement Procedures and Executed Consultant Contract
1.4	Existing Conditions Report

**2. Public Outreach**

*Note: All meetings will be publically noticed to ensure maximum attendance. All public notices will be in English and Spanish. Spanish translators and sign language interpreters will be present at all workshops.*

**Task 2.1: Community Workshop #1**

- Walking tour and workshop. This workshop will introduce the project to the public, define project parameters, inform the community of project opportunities and constraints, and solicit opinions from the community to shape Task 3.1, Develop Streetscape Concept.
- Responsible Party: Consultant



**Task 2.2: Community Workshop #2**

- An interactive workshop that will use clicker technology, modeling tools, and maps to present the streetscape design concept alternatives. Community will decide on preferred alternatives. Continue to solicit feedback from the community to shape Task 3.3, Draft Complete Street Plan.
- Responsible Party: Consultant

**Task 2.3: Community Workshop #3**

- Present Draft Design Concept and Report and continue to solicit feedback for public comments to shape Task 3.3, Draft Complete Street Plan and Task 3.6, Final Complete Street Plan.
- Responsible Party: Consultant

<i>Task</i>	<i>Deliverable</i>
2.1	<i>PowerPoint Presentation, Workshop Summary, Photos</i>
2.2	<i>PowerPoint Presentation, Workshop Summary, Photos</i>
2.3	<i>PowerPoint Presentation, Workshop Summary, Photos</i>

**3. Streetscape Plan**

**Task 3.1: Develop Streetscape Concept**

- Based on the existing conditions report and the community input from Workshop #1, a streetscape concept will be developed. Streetscape conceptual design will incorporate complete streets concepts and will include plans, sketches, and photos.
- Responsible Party: Consultant

**Task 3.2: Develop Conceptual Design Concept Alternatives**

- Up to three complete street conceptual design alternatives will be developed. Illustrations will be made in plan-view, as street cross sections, and as sketches. A model simulation will be developed for each alternative. The alternatives will be prepared and presented at Community Workshop #2.
- Responsible Party: Consultant

**Task 3.3: Draft Complete Street Plan**

- Based on the preferred design alternative chosen in Workshop #2, a draft report will be prepared. The draft report will be presented at Workshop #3 for public comment.
- Responsible Party: Consultant

**Task 3.4: Identify Potential Funding Sources**

- Review and identify potential funding sources for future implementation of the preferred alternative.
- Responsible Party: Consultant

**Task 3.5: Joint Planning/Parking and Safety/Bicycle/Housing Advisory Commission Meeting**

- Coordinate a joint session among the four commissions to review the draft report and conceptual design alternative. Solicit feedback, respond to any questions, and resolve any critical issues.
- Responsible Party: The City/Consultant

**Task 3.6: Final Complete Street Plan**

- Complete the final report that addresses the comments given from Workshop #3 and the Joint Commission Meeting. Four hard-copies and four electronic copies of the final report will be submitted to Caltrans. Credit of the financial contribution of the grant program will be credited on the cover of the report.
- Responsible Party: Consultant

**Task 3.7: City Council Adoption**

- Present the final Complete Street Plan at the City Council meeting. Resolve any critical issues. Adopt final City of Can Do Complete Street Plan.
- Responsible Party: The City/Consultant

<b>Task</b>	<b>Deliverable</b>
3.1	<i>Sketches, illustrations</i>
3.2	<i>Sketches, illustrations</i>
3.3	<i>Draft Report</i>
3.4	<i>Funding Source Report</i>
3.5	<i>PowerPoint Presentation, Workshop Summary, Photos</i>
3.6	<i>Final Report</i>
3.7	<i>Meeting Notes</i>

## Project Timeline Checklist

The Project Timeline is the official documentation of the budget and time frame of the project. **The Project Timeline must be consistent with the Scope of Work and the Grant Application Cover Sheet. Applications with missing components will be at a competitive disadvantage.**

The Project Timeline must:

- Use the Fiscal Year 2017-18 template provided (do not alter the template) and submitted in Microsoft Excel format
- List all tasks and sub-tasks with the same title as stated in the scope of work
- Include task and sub-task numbers in proper sequencing, consistent with the scope of work
- Include a task for a kick-off meeting with Fresno COG at the start of the grant
- Include a task for procurement of consultants, if consultants are needed
- List the responsible party for each task and sub-task, and ensure that it is consistent with the scope of work (i.e. member agency, partnering organization, or consultant)
- Complete all budget columns as appropriate: Total Cost, Grant Amount
- State a realistic total cost for each task based on the work that will be completed.
- Include a best estimate of the amount of time needed to complete each task
- Start the timeframe at the beginning of the grant period (June 1, 2018 for Cycle 1 and July 1, 2018 for Cycle 2)
- Extend the timeframe all the way to the end of the grant period (February 28, 2020 for Cycle 1 and February 28, 2021 for Cycle 2)
- List the deliverable for each task as stated in the scope of work

