

Application Checklist

The following documents are required and must be submitted via Smartsheet in one single PDF document, not to exceed 25 MB. The Signature Page may be submitted separately if there are issues combining with the single PDF document. Keep the file name brief, as files are corrupted when file names are too long. Refer to the Grant Application Guide for additional information and/or samples. Failure to include any of the required documents will result in a reduced application score.

PDF documents should be submitted in their fillable PDF formats. The original file formats will be required upon grant award.

Required Application Documents	
(✓)	Ensure these items are completed prior to submitting to Caltrans via Smartsheet
✓	Application Cover Sheet (complete in Smartsheet and submit with single PDF document)
✓	Signature Page (Electronic signatures accepted; may submit as a separate file if there are issues with combining with single PDF document)
✓	Application Narrative
✓	Scope of Work
✓	Cost and Schedule
	Third Party In-Kind Valuation Plan (if applicable, required upon award)
✓	Map of Project Area
Supplemental Documentation (not required)	
✓	Graphics of Project Area (when applicable)
✓	Letter(s) of support
	Data



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART A. APPLICATION INFORMATION

FY 2025-26

Grant Category (select only one)

Climate Adaptation (MPOs, RTPAs, Transit Agencies, Cities, Counties, Tribes, other Public Transportation Planning Entities)

11.47% Local Match requirement (Not Applicable to Native American Tribal Governments)

Sustainable Communities (MPOs with sub-applicant, RTPAs, Transit Agencies, Cities, Counties, Tribes, other Public Transportation Planning Entities)

Strategic Partnerships (MPOs & RTPAs only)

Strategic Partnerships Transit (MPOs, RTPAs & Transit Agencies only)

☒ Sustainable Communities Competitive (11.47% Local Match requirement) **Not applicable to Native American Tribal Governments**

Strategic Partnerships (FHWA SPR Part I) (20% Local Match requirement)

Sustainable Communities Competitive Technical (11.47% Local Match requirement) **Not applicable to Native American Tribal Governments**

Strategic Partnerships Transit (FTA 5304) (11.47% Local Match requirement)

Application Submittal Type (more than one may be selected)

New

Prior Phases

Re-Submittal

☒

New Application

Continuation of a prior project. If so, list the Grant FY and project title below.

Re-submittal from a prior grant cycle.

How many times has an application been submitted for this project, including this one?

PART B. PROJECT INFORMATION

Project Title and Location

Project Title Connecting Capitola Village Active Transportation Plan

Project Location (City) Capitola

Project Location (County) Santa Cruz

Funding Information

1. Is the applicant proposing to meet the minimum local match requirement or an over-match? Use the Match Calculator to determine the appropriate match. [Match Calculator](#) (Posted on STPG Website)

☒ Minimum Local Match ☐ Over-Match

2. What is the source of Local Match funds being used? (MPOs – Federal Toll Credits, PL, and FTA 5303 cannot be used to match Sustainable Communities Competitive or Adaptation Planning grants)

☐ Local Transportation Funds ☐ Local Sales Tax ☐ Special Bond Measures

☒ Other, specify: In-kind Capitola Staff time

Grant Funds Requested

Local Match (Cash)

Local Match (In-Kind)

Total Local Match

% Local Match

Total Project Cost

\$450,000

\$

\$60,000

\$60,000

11.76%

\$510,000



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

Project Description (3-5 Sentences Max.)

Insert Application Narrative:

1. Project Description

The City of Capitola is requesting funds to develop its first Active Transportation Plan (ATP) to create a safe, accessible, and connected active transportation network that meets the needs of all community members, including underserved populations such as seniors, youth, and low-income residents. This project will identify gaps, barriers, and opportunities in Capitola's bicycle and pedestrian infrastructure and emphasize modern, protected designs to improve safety and equity for all users. The ATP will incorporate climate resilience strategies, prioritize Vision Zero principles, and align with the goals of Capitola's General Plan, Regional Transportation Plan, District 5 Active Transportation Plan, and the California Climate Action Plan for Transportation Infrastructure (CAPTI). Community engagement will be a central focus, ensuring a collaborative vision that enhances mobility options, supports future grant competitiveness, and promotes healthier, more sustainable transportation choices.

Project Type

Choose the Project Type that best represents the focus of the proposed project. See Grant Application Guide for examples. Select a maximum of two project types.

- ☒ Active Transportation (Bicycle and Pedestrian)
- ☐ Climate Change (Infrastructure Adaptation, Vulnerability and Resiliency)
- ☐ Complete Streets (Multimodal specific type)
- ☐ Corridor (Local Streets or Highways)
- ☐ Freight/Goods Movement
- ☐ General Plan-Related (Circulation Element, Land Use Element, Specific Plan)
- ☐ Multimodal (Motorized and Active Transportation)
- ☐ Safety (Vision Zero, Safe Routes to Schools)
- ☐ Technical (Modeling, VMT Mitigation, ZEV Infrastructure, ZEB Transition, etc.)
- ☐ Transit (Bus, Light Rail, and Commuter Rail Service)
- ☐ Other, specify:

Under-Resourced Community Definitions



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART B. PROJECT INFORMATION (CONTINUED)

the under-resourced communities in the project

- ☐ Rural Communities of 50,000 or less and outside of urbanized areas
- ☐ Native American Tribal Governments
- ☐ Regionally/Locally Defined Under-Resourced Communities
- ☒ At/Below 80% Assembly Bill 1550 (Gomez, Statutes of 2016)
- ☐ At/Above 75% California Department of Education, Free or Reduced Priced Meals Data
- ☐ At/Above 75% CalEnviroScreen Version 4.0
- ☐ At/Below 25% California Healthy Places Index



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART C. CONTACT INFORMATION*

	Primary Applicant	Sub-Applicant	Sub-Applicant
Organization (Legal name)	City of Capitola	Ecology Action	
Dept./Division	Public Works		
Street Address	420 Capitola Avenue	877 Cedar Street, Ste. 240	
City	Capitola	Santa Cruz	
Zip Code	95010	95060	
Phone Number	831-475-7300	831-426-5925	
Executive Director Name	Jamie Goldstein	Jim Murphy	
Title	City Manager	Executive Director	
Executive Director E-mail	jgoldstein@ci.capitola.ca.us	jmurphy@ecoact.org	
Financial Manager Name	Jim Malberg	Kathleen Steffanic	
Title	Finance Director	VP Finance and Human Resources	
Financial Manager E-mail	jmalberg@ci.capitola.ca.us	Kathleen.steffanic@ecoact.org	
Contact Person Name	Jessica Kahn	Jeanne LePage	
Title	Public Works Director	Strategic Fund Development Director	
Contact Phone Number	831-475-7300	831-234-8364	
Contact E-mail	jkahn@ci.capitola.ca.us	jlepage@ecoact.org	

*Use additional pages if necessary.



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART D. COMPLIANT HOUSING ELEMENT

City/County Primary/Sub-Applicants for Sustainable Communities Grants	Yes	No
Does the City/County have a compliant Housing Element? If No, explain the current status:	X	
Has the City/County submitted Annual Progress Report to the California Department of Housing and Community Development for calendar years 2022 and 2023?	X	

PART E. OTHER FUNDING PROGRAMS

Applicants may leverage other program funds for this planning grant, as long as the activities are eligible.

	Yes	No	N/A
Is the applicant applying for the Governor's Office of Planning and Research (OPR) Climate Adaptation Planning Grant Program? Applicants should not submit the same project application to both funding programs. However, applicants may propose to leverage funds from one funding program to another. For instance, an applicant with a large project may propose to fund one component with Caltrans funds, and another with OPR funds. Applicants may also propose two entirely different projects to each funding program. If yes, identify the differences between each proposal, and briefly summarize the leverage opportunity if awarded both Caltrans and OPR funding:		X	
Is the applicant applying for any other funding programs to complete this project? If yes, list them here:		X	



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART F. LEGISLATIVE INFORMATION

Use the following link to determine the appropriate legislative members in the Project area.

Search by address: <http://findyourrep.legislature.ca.gov/>

State Senator(s)		Assembly Member(s)	
District	Name	District	Name
17	Laird	30	Addis

PART G. LETTERS OF SUPPORT

List all letters of support received for the proposed project. Letters should be addressed to the applicant. Letters received after the final application filing date will not be considered.

Name/Agency	Name/Agency
California Coastal Commission	Vista Center for the Blind
Santa Cruz County Regional Transportation Commission	Bay Avenue Senior Housing
City of Capitola City Council	
City of Capitola Public Works	
Ecology Action	
Community Traffic Safety Coalition of Santa Cruz County	
Bike Santa Cruz County	
Soquel Union Elementary School District	

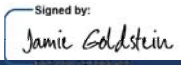



Sustainable Transportation Planning Grant Program

GRANT 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 program guidelines.

Applicant			
Authorized Official (Applicant)			
Print Full Name	Jamie Goldstein		
Title	City Manager		
Signature	<small>Signed by:</small> 	Date	1/21/25
Sub Applicant(s)*			
Authorized Official (Sub-Applicant)			
Print Full Name	James Murphy		
Title	Executive Director and CEO		
Signature		Date	1/20/25
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	

*Use additional pages if necessary.



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

PART H. APPLICATION NARRATIVE

FY 2025-26

Project Information

Organization (Legal name)	City of Capitola
Project Title	Connecting Capitola Village Active Transportation Plan
Project Area Boundaries	City of Capitola, with special focus on Capitola Village area and major streets shown in map
Project Timeframe (Start and End Dates)	November 2025 – June 2028

Do not alter application format and font size 10

Application Narrative

1. Project Description (10 points) - Do not exceed the space provided (5 sentences maximum)

Briefly summarize project in a clear and concise manner, including why the project is necessary, major deliverables, parties involved, and any connections to relevant local, regional, and/or State planning efforts.

The City of Capitola is requesting funds to develop its first Active Transportation Plan (ATP) to create a safe, accessible, and connected active transportation network that meets the needs of all community members, including underserved populations such as seniors, youth, and low-income residents. This project will identify gaps, barriers, and opportunities in Capitola's bicycle and pedestrian infrastructure and emphasize modern, protected designs to improve safety and equity for all users. The ATP will incorporate climate resilience strategies, prioritize Vision Zero principles, and align with the goals of Capitola's General Plan, Regional Transportation Plan, District 5 Active Transportation Plan, and the California Climate Action Plan for Transportation Infrastructure (CAPTI). Community engagement will be a central focus, ensuring a collaborative vision that enhances mobility options, supports future grant competitiveness, and promotes healthier, more sustainable transportation choices.



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

2A. Project Justification (15 points) - Do not exceed the space provided

- Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies
- Describe the ramifications and impact of not funding this project
- Clearly define the existing issues surrounding the project (e.g., transportation issues, inadequate transit services, impacts of heavy trucking on local streets, air pollution, etc.)
- Competitive applications support the need for the project with empirical data
- Describe how this project addresses issues raised
- Define the public benefit
- Explain how the public was involved with identifying issues

The City of Capitola faces significant gaps and barriers in its bicycle and pedestrian network that hinder safety, accessibility, and equity for residents and visitors. Although the City has made strides in improving infrastructure, there is no cohesive, community-derived, data-based Active Transportation Plan (ATP) to guide it in addressing critical deficiencies in key corridors. Many of Capitola's residents, including underserved populations, seniors, students, and tourists, rely on walking and biking, yet these groups are often faced with inadequate, unsafe, or disconnected infrastructure. Notably, essential routes such as arterials and collectors lack basic facilities such as bike lanes and sidewalks. This plan would not only rectify these deficiencies but also recommend infrastructure that is modern and includes amenities such as lighting, buffered or protected bike lanes, high-visibility or protected intersections, and low-stress alternative routes.

According to the California Office of Traffic Safety, Santa Cruz County ranked 2nd and 3rd worst in the state in the past three years for bicyclist injury and death. The City of Capitola ranked 5th, 1st, and 2nd worst in the past three years for cities of similar size for injuries and death for pedestrians aged 65 and over. Another data source used to determine the focus corridors for this ATP is the attached bike/ped crash map. In particular, Capitola's narrow streets, lack of pedestrian crossings, and insufficient bike lanes contribute to increased safety risks, including higher rates of traffic accidents involving non-motorized road users. Additionally, as a coastal community, Capitola faces increasing climate-related challenges, such as sea-level rise, flooding, and extreme weather events. These impacts exacerbate mobility issues and make the need for climate-resilient infrastructure even more urgent.

If this project is not funded, the safety, connectivity, and equity challenges in Capitola will persist, leaving residents and visitors at greater risk of collisions. Furthermore, the City will continue to fall short of State and regional goals for reducing greenhouse gas emissions, improving active transportation infrastructure, and advancing equitable access to transportation options. Capitola has one of the smallest municipal budgets in Santa Cruz County, limiting its capacity to fund comprehensive planning efforts and large-scale infrastructure improvements without outside assistance.



Sustainable Transportation Planning Grant Program SUSTAINABLE COMMUNITIES - GRANT APPLICATION NARRATIVE

2A. Project Justification (continued)

The ATP will directly address these issues by identifying safety and connectivity improvements, including recommending appropriate best practice solutions such as protected bike lanes and intersections, enhanced pedestrian crosswalks, and various traffic-calming measures to reduce speeding and improve visibility. The plan will also prioritize resilience to climate change by incorporating flood-resistant infrastructure and sustainable design solutions. Importantly, the ATP will align with key plans, including Capitola's General Plan, Santa Cruz County's Active Transportation Plan, and the State's California Transportation Plan (CTP) and Climate Action Plan for Transportation Infrastructure (CAPTI). The ATP will incorporate Vision Zero principles and two major corridor studies in Capitola along Bay Avenue (to be completed in 2025) and the 41st Avenue Corridor Plan (to begin in early 2025). This will better link major infrastructure projects like the Monterey Bay Sanctuary Scenic Trail (MBSST) to other important corridors making Capitola's streets safer, more enjoyable, and accessible for all users.

This project will have a broad public benefit by improving safety, accessibility, and affordable mobility for all Capitola residents and visitors, particularly for underserved groups such as low-income residents, seniors, and people with disabilities. By addressing these critical issues, the City will not only enhance the local transportation network but also connect to regional improvements and contribute to State and regional goals for sustainable transportation, reduced vehicle emissions, and equitable access to mobility options.

Community engagement will be a cornerstone of this effort. Building on past outreach initiatives for projects such as the Capitola Wharf and Village redevelopment, the City will engage with residents through public workshops, surveys, and targeted outreach efforts to ensure that diverse perspectives, particularly from underserved populations, are included. This process will ensure that the ATP recommendations reflect the real needs of the community and are responsive to residents' concerns. Additionally, the City will survey the public after each outreach event to gauge the effectiveness of the activities and make adjustments as needed to ensure broad participation.

This project will address significant deficiencies in Capitola's active transportation network, improve safety and equity for all residents, and create a comprehensive and resilient transportation plan that aligns with state and regional goals. By securing funding, the City can begin prioritizing its transportation needs and transforming Capitola into a safer, more connected, and climate-resilient community for all.



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

2B. Under-Resourced Communities Justification (5 points) - Do not exceed the space provided

- Explain how the project area or portions of the project area are defined as an under-resourced community, including Native American Tribal Governments and rural communities
- Explain how the proposed project addresses the needs of the under-resourced community
- Describe how under-resourced communities will benefit from the proposed planning project
- Cite data sources, the Grant Application Guide Appendix A tools used to define under-resourced communities, and include a comparison to the statewide thresholds that are established in each tool

The entire City of Capitola qualifies as an AB 1550 low-income community, meeting the definition of an underserved area. The city includes eight mobile home parks with 681 units, four of which have income restrictions. While tools like CalEnviroScreen and the Healthy Places Index do not fully capture local disparities, Capitola faces challenges due to its high proportion of low-income households, seniors, individuals with disabilities, and unhoused residents. These populations often rely on walking, biking, and public transit and face limited access to safe, reliable infrastructure. The proposed Active Transportation Plan (ATP) will address these needs by improving safety, accessibility, and connectivity to key destinations. Outreach will prioritize low-income families, seniors, individuals with limited English proficiency, and the unhoused. The ATP will enhance safety for seniors by including features like improved sidewalks, lighting, and crossings designed for mobility aids, reducing fall risks and increasing independence. It will reduce transportation barriers and improve access to medical services, grocery stores, schools, and parks, enhancing quality of life for vulnerable residents. By targeting equity and mobility, the ATP will create a more inclusive and accessible transportation network for all Capitola residents.

2C. Under-Resourced Communities Engagement (5 points) - Do not exceed the space provided

- See Grant Application Guide, Appendix A, for community engagement best practices
- Describe how the proposed effort would engage under-resourced communities, including Native American Tribal Governments and rural communities. Include specific outreach methods for involving under-resourced communities
- Describe how under-resourced communities will continue to be engaged during the next phases after the proposed planning project is complete, including project implementation.

Underserved communities in Capitola will be engaged through established partnerships with local organizations that support these populations, such as the Mid-County Senior Center, Housing Matters, the Community Garden, and the Homeless Outreach Program. These organizations will help design outreach strategies to engage low-income residents, seniors, youth, people with disabilities, and other vulnerable populations. The City will also work closely with local community leaders to ensure culturally competent and bilingual engagement, fostering trust within these communities. To ensure broad outreach, public meetings will be held at accessible locations, and online platforms will include bilingual options. During the implementation phase, the City will maintain regular communication with these communities through updates, surveys, and progress reports with these communities. Advisory groups will remain active to monitor progress and ensure ongoing alignment with community needs.



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

3. Grant Specific Objectives (Total 35 points)

Integrate the following Grant Program Considerations (Grant Application Guide, Chapter 1.2) in the responses for 3A-G below, as applicable:

- Caltrans Strategic Plan
- California Transportation Plan (CTP)
- Modal Plans that Support the CTP
- Strategic Highway Safety Plan
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Adaptation Strategy
- Master Plan for Aging

3A. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal encourages local and regional multimodal transportation, housing and land use planning that furthers the region's RTP SCS (where applicable)
- Demonstrate how the proposed effort would coordinate transportation, housing, and land use planning components of the project to inform one another (i.e., regular coordination meetings between responsible entities, joint community meetings, letters of commitment from all relevant implementing agencies, etc.)
- Explain how the proposed effort would contribute to shifts in land use towards more sustainable and equitable communities, such as more affordable housing near transit or more compact regional development patterns (Reference Grant Application Guide, Chapter 2.2, for example project types)

The City of Capitola is committed to integrating transportation, housing, and land use planning to create sustainable and equitable communities. This project will coordinate closely with the City's Community Development Department, to ensure that active transportation infrastructure is connected to and is incorporated into current and future housing developments, particularly affordable housing. The City will also collaborate with regional agencies, including the Santa Cruz Metropolitan Transit District (SCMTD), to optimize transit connections for new and existing developments. The project will include the prioritize improvements to or enhanced connections to regional bike/ped facilities including the Pacific Coast Route and the Monterey Bay Scenic Sanctuary Coastal Rail Trail. Regular coordination meetings will be held between the Community Development Department, the City's Public Works Department, the Santa Cruz County Regional Transportation Commission, the Association of Monterey Bay Area Governments, and other relevant agencies, to align multimodal transportation planning with housing growth. This includes prioritizing development patterns that are pedestrian- and bike-friendly, reducing the need for private vehicle use, and improving access to transit services. The project enables the City to reach the regional goals of the Santa Cruz County RTP and the Monterey Bay Area MTP/SCS, improving livability, health, access, mobility, the environment, safety, and equity. A technical advisory committee will be formed, including representatives from the City's Community Development Department, Public Works, transit agencies, and local housing developers, ensuring the project is well-coordinated and contributes to building a more sustainable, equitable, and connected community.



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

3B. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal contributes to the State's GHG reduction targets and advances 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.)

The Capitola Village Active Transportation Plan will contribute to the State's greenhouse gas (GHG) reduction targets by prioritizing active transportation infrastructure that encourages a shift from private vehicle use to walking, biking, and public transit. By integrating the City's active transportation planning with the goals of the California Climate Action Plan for Transportation Infrastructure (CAPTI) and California Transportation Plan (CTP), the project will support GHG reduction through mode shift and operational efficiencies. Recommended projects will improve bike and pedestrian access, mobility, and safety, particularly for travel across the Soquel Creek choke point barrier, which connects key educational, residential, commercial, and recreational destinations. The project will also enhance access to existing public transit services and coordinate transportation infrastructure with future housing and sustainable regional developments to reduce vehicle miles traveled (VMT). These efforts align with statewide strategies to cut GHG emissions, promote cleaner mobility options, and improve community health and equity. The City will continue prioritizing infrastructure investments that maximize GHG reduction potential while advancing sustainability and resilience through an integrated multimodal transportation system.

3C. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal supports other State goals, including but not limited to:
 - State Planning Priorities (Government Code Section 65041.1)
 - Climate Adaptation Goals (State Adaptation Strategy)
 - Goals and Best Practices cited in the 2024 RTP Guidelines, Appendices E and G

The Capitola Village Active Transportation Plan proposal supports various State goals, as outlined in Government Code Section 65041.1, promoting active transportation options in infill developments and underserved areas. This proposal aligns with the Caltrans 2020-2024 Strategic Plan goals, such as ensuring safety, enhancing multimodal transportation networks, advancing climate action, and promoting equity and livability. These goals are integrated into the project by prioritizing active transportation solutions like walking and biking, which are essential for reducing greenhouse gas emissions and increasing sustainable mobility. In line with the 2024 RTP guidelines, the project aims to reduce VMT and GHG emissions by increasing walking and biking. Additionally, the ATP addresses the State's Climate Adaptation Strategy by evaluating how active transportation facilities can be resilient to climate impacts, ensuring public health and safety. The plan also incorporates elements from the California Master Plan for Aging, which promotes creating age- and disability-friendly communities by improving walkability and reducing vehicle reliance, particularly in areas with high pedestrian activity like Capitola Village. Lastly, the proposal integrates principles from the California Transportation Plan 2050 - safety, accessibility, climate resilience, and equity - to ensure that the ATP contributes to a sustainable and inclusive future.



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

3D. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal encourages stakeholder involvement
- List the stakeholders involved in the planning effort (e.g., first responders, community-based organizations, local housing and public health departments, transit agencies, and partners including State, federal, local agencies)
- Explain how stakeholders will be involved throughout the project

An engagement plan will be developed to ensure broad community participation, with a special focus on reaching underserved populations and seniors. The plan will use a multi-tiered approach that includes creating a Technical Advisory Committee (TAC), hosting focus group meetings, and engaging the general public through open input channels. The TAC will consist of representatives from key local, regional, and state agencies such as City Community Development and Public Works, public transit and regional transportation, health, housing, Caltrans District 5, the school district, and other relevant partners.

Additionally, focus groups will be organized with community advocacy organizations representing diverse interests, including pedestrians, bicyclists, the elderly, people with disabilities, environmental advocates, youth, local businesses, and neighborhoods. Throughout the project, the TAC and focus groups will play a critical role in providing ongoing feedback. They will be involved at project milestones, such as identifying needs, developing a list of proposed projects, and reviewing the draft plan. Stakeholders will also engage with their specific communities, represent their interests, and communicate feedback to the project team.

3E. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal involves active community engagement
- Describe the specific public outreach methods/events that will be employed throughout the project
- Explain how public input will inform the project
- Describe how the effort will survey the public at the end of each outreach event to gauge effectiveness of these activities for the planning effort

The ATP will involve the community through an extensive and inclusive outreach process to ensure broad participation and gather diverse input. A minimum of three public meetings will be held at key milestones to inform the community and gather feedback. One of these meetings will be held at a school site, focusing on engaging students and their families. Additionally, pop-up events will be held at popular community locations to engage residents informally and gather input in a more casual setting. To ensure accessibility for all, online surveys, virtual meetings, and interactive platforms will be provided. These online options will include bilingual resources to accommodate residents who may face language or mobility barriers. Regular email notifications will be sent to a distribution list of interested parties to keep the community updated on the project's progress. Outreach will also include opportunities for engagement at City Council meetings. These meetings will allow the public to directly interact with elected officials and decision-makers. Public input gathered through these activities will inform the prioritization of improvements and help shape the final plan. After each outreach event, surveys will be conducted to gauge the effectiveness of the engagement. This feedback will be used to refine and improve future outreach efforts to ensure the planning process remains transparent, inclusive, and responsive to community needs.



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

3F. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal assists in achieving the Caltrans Mission and Grant Program Objectives (Grant Application Guide, Chapter 1.2): Safety, Sustainability, Preservation, Accessibility, Innovation, Economy, Health, and Social Equity, as applicable

The ATP directly supports the Caltrans Mission and Grant Program Objectives: Sustainability and Innovation: This plan incorporates best practices and innovative approaches to enhance walking and biking infrastructure, encouraging mode shifts toward sustainable, non-motorized transportation options; Preservation: The proposal prioritizes active transportation infrastructure that reduces dependency on motor vehicles, supports more space-efficient and low-impact modes, and supporting infill development and compact urban planning; Accessibility: The planning process will engage diverse groups, including seniors, people with disabilities, and other underrepresented communities, ensuring that the proposed infrastructure is accessible for all ages and abilities and removes barriers to affordable and independent travel; Safety and Health: Guided by the principles of Vision Zero, this plan aims to eliminate traffic-related fatalities and severe injuries while fostering a healthier, safer community for active transportation; Social Equity: The project will address transportation equity concerns by engaging underserved communities and ensuring that all segments of the population have access to improved active transportation options that promote social inclusion and reduce disparities in mobility. This comprehensive approach will directly contribute to improving the safety, sustainability, and inclusivity of Capitola's transportation system, aligning with Caltrans' mission to create a transportation network that is safe, sustainable, and accessible to all.

3G. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal ultimately results in funded and programmed multimodal transportation system improvements
- Discuss next steps for project implementation, including timing for programming improvements that would result from the planning effort

The ATP aims to create a foundation for long-term, funded multimodal transportation improvements by identifying key projects and strategies that address community needs for active transportation. The planning process will involve prioritizing projects based on safety, accessibility, and environmental sustainability to ensure the effective use of available resources. The Plan will include an Implementation Strategy chapter that outlines a timeline for implementation, identifies high-priority projects, and matches potential funding sources with those projects. Next steps for project implementation will include: Project Prioritization: Identify high-priority projects that address urgent needs, such as pedestrian safety and connectivity, for inclusion in short- and long-term funding plans; Financing and Funding Strategy: Outline potential funding sources, including leveraging local funds, applying for state and federal grants, and partnerships; Implementation Plan: Develop detailed plans for prioritized projects with timelines, milestones, and reporting mechanisms to ensure accountability and community updates; Grant Applications: Provide a clear list of projects for funding applications, such as the Active Transportation Program, starting in FY28. With a clear and updated plan in place, the City will be well prepared to secure the necessary funds for these projects.



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

4. Project Management (Total 30 points)

See Scope of Work and Cost and Schedule samples and checklists for requirements (Grant Application Guide, Appendix B), also available on the Caltrans grants website:
<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants>

4A. Scope of Work (15 points)

4B. Cost and Schedule (15 points)

Scope of Work Checklist

The Scope of Work (SOW) is the official description of the work that is to be completed during the contract. Tasks 1-6 outlined in the SOW are for illustrative purposes only.

Applications with missing components will be at a competitive disadvantage. Please use this checklist to make sure your Scope of Work is complete.

Scope of Work Checklist	
(✓)	Ensure these items are completed prior to submitting to Caltrans
✓	Use the Fiscal Year 2025-26 template provided
✓	Include the activities discussed in the grant application
✓	List all tasks using the same title as stated in the Project Cost and Schedule
✓	Include task numbers in accurate and proper sequencing, consistent with the Cost and Schedule
✓	Exclude sub-task numbers; only include sub-headings
✓	Exclude tasks for project management and/or staff/consultant coordination; these activities should be spread among relevant tasks
✓	Include a thorough Introduction to describe relevant background, related planning efforts, the project and project area demographics, including a description of the under-resourced community involved with the project, if applicable
✓	Include a thorough and accurate narrative description of each task
✓	Task 01 is a required task. It must be titled "Project Administration", it cannot exceed 5% of the grant award amount, and only the grantee and sub-recipient(s) can charge against this Task. This Task must only include the following activities and deliverables: <ul style="list-style-type: none"> • Caltrans and grantee Project kick-off meeting at the start of the grant • Invoicing and quarterly reporting to Caltrans • DBE Reporting (federal grants only)
✓	Include Task 02 for the procurement of a consultant (if needed). This task is for the <u>grantee and sub-applicant(s) only</u> .
✓	Include detailed public participation and services to diverse communities in the Public Outreach Task (excluding technical projects)
✓	Identify public outreach strategies in a manner that provides flexibility and allows for a diverse range of outreach methods (both in-person and virtual), excluding technical projects
✓	Include a Task(s) for a Draft and Final product. The draft plan must include an opportunity for the public to provide feedback (excluding technical projects).
✓	Include a summary of next steps your agency will take towards implementing the project in the Final Product
✓	List achievable project deliverables for each Task
✓	EXCLUDE environmental, complex design, engineering work, and other ineligible activities outlined in the Grant Application Guide

SCOPE OF WORK

Project Information	
Grant Category	Sustainable Communities Competitive
Grant Fiscal Year	FY 2025-26
Project Title	Connecting Capitola Village Active Transportation Plan
Organization (Legal name)	City of Capitola

Disclaimer

Agency commits to the Scope of Work below. Any changes will need to be approved by Caltrans prior to initiating any Scope of Work change or amendment.

Introduction

The City of Capitola is a quaint seaside village community (1.6 square miles) located along Monterey Bay in Santa Cruz County. Capitola was originally founded in 1869 as California's first beach resort. Incorporated as a city in 1949, the Village area and its beach remain popular with visitors, drawing approximately 350,000 visits annually. Only 35 miles from San Jose and two hours by car from San Francisco, this modest City hosts the Begonia Festival, the Art and Wine Festival, and other celebrations bringing tourists from all over California.

The population in Capitola swells during the summer season and at other key times as visitors come in great numbers. The population year-round is predominantly renters (52%), and 31% of residents are seniors. According to the 2020 census, Capitola has a population of 9,938. The renter occupied rate of housing is higher than the state average. According to the 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) data, generated for the city from the U.S. Department of Housing and Urban Development (HUD), approximately 2,405 low to extremely low-income households reside in Capitola. This means that 54% of households earn up to 80% of the Area Median Income (AMI) for Santa Cruz County, with many earning significantly less.

The number of vulnerable road users is increasing in the city. While most age groups declined between 2010 and 2020, the number of city residents aged 5 to 9 doubled and residents aged 65 to 74 increased by almost 200%. As reported in the 2016-2020 ACS 5-Year Estimates, 1,448 City residents, or 31% of the total population, were 65 years or older. According to the California Office of Traffic Safety, the City of Capitola ranked 5th, 1st, and 2nd worst in the past three years for cities of similar size for injuries and death for pedestrians aged 65 and over.

Additionally, in the coming years the Monterey Bay Sanctuary Scenic Trail (MBSST) will be constructed through the heart of the narrow and already congested village center leaving even more pedestrians and cyclists at risk. The City aims to anticipate this increase in multi-mobility and welcome users with safe, welcoming facilities that reduce injury and increase biking and walking in our town.

As a consequence of our pedestrian crash history and future use pressures, the City of Capitola is seeking to create its first ever Active Transportation Plan. A major focus of the plan will be devoted to the downtown area (the Village) and connecting collectors and arterials that link residents to major community destinations such as senior housing, schools, parks, shopping centers, community center, library, and senior center. The Village faces unique challenges due to increased usage and current geography. The Soquel Creek bisects the community, with residences and commercial uses to the west of the creek and a mixture of residences and small shops and businesses to the east. As a result, local travel is funneled through the Village, which also serves as an alternative route to Highway 1 during congested commuting periods. The area accommodates small freight deliveries, critical emergency services such as police and fire and

a significant concentration of tourists. Additionally, as a coastal community, Capitola faces increasing climate-related challenges, such as sea-level rise, flooding, and extreme weather events. These impacts exacerbate mobility issues and make the need for climate-resilient infrastructure even more urgent.

Historically, vehicle infrastructure has taken precedence over bicycle and pedestrian facilities, conflicting with current city, regional, and state goals and priorities. Undertaking an Active Transportation Plan will empower the city to move forward with cutting-edge designs and best practices, creating dedicated, safe, and attractive pedestrian and bicycle facilities across Capitola.

In the most recent Housing Element update assignments, Capitola was directed to construct an additional 1,336 units, including a total of 430 low income units. This housing development will occur citywide. The anticipated 25 percent increase in residential units and their location in relation to bike/pedestrian facilities and resources will necessitate improved connections to be in place. This increase highlights the urgency of developing an Active Transportation Plan as soon as possible.

The current Bicycle Plan is outdated, and there is no city Pedestrian Plan. Efforts are already being made across the city to study and redesign key corridors with a Vision Zero and Complete Streets lens including Cliff Drive, Bay Avenue, Stockton Street, and 41st Avenue. Two major corridor studies in particular will be incorporated into the proposed Plan: Bay Avenue (to be completed in 2025) and the 41st Avenue Corridor Plan (to begin in early 2025). A major focus of the Active Transportation Plan will be to link the bike/ped network to major regional projects currently in development. The Capitola Avenue Highway 1 overcrossing with new bike lanes and sidewalks will, when completed in late 2026, bring additional bike and pedestrian usage through the Village. Additionally, the previously mentioned Monterey Bay Sanctuary Scenic Trail (MBSST), is a major active transportation investment, using multiple local, state, and federal funding sources to create a dedicated off-street facility connecting Capitola to Santa Cruz on the west and Aptos to the east. This landmark project is projected to bring significant bike traffic through the Village. Anticipating the impacts and planning safe, separated facilities is key to creating a safe and seamless network.

The Active Transportation Plan will cohesively link the Village area and all the city's neighborhoods, and establish clear goals and standards for safety, mobility, and prioritization of bicycle and pedestrian facilities. As other corridor studies and projects progress, the city can align their outcomes with the Active Transportation Plan, adapting and expanding its scope as needed to maintain and improve facilities.

Strengthening these connections in a safe and accessible way will help to create mode shift to more sustainable and healthy options, improving mobility and quality of life. To develop recommendations, the Plan will analyze safety data, inventory bicycle and pedestrian infrastructure, identify gaps, and consider best practice solutions for the different types of streets in the Plan area. Community engagement is a key component involving schools, lower-income neighborhoods, and residents with limited English proficiency to both understand the community's needs and to vet recommendations catered to each street and corridor.

Delaying the Plan will widen the gap between city transportation goals and the needs of residents and visitors and would not adequately address our high senior pedestrian crash rates. It would also limit preparation for connections to important new regional facilities currently in development within the city and beyond. Beginning the Plan now is critical to establishing a strong foundation for Capitola's transportation planning and ensuring long-term cohesion, safety, and accessibility.

Project Stakeholders

The City of Capitola will oversee the project at every stage to ensure alignment with City planning documents and policies. The City will ensure Council adoption of the Plan and wide distribution through City channels. Ecology Action will lead the grant administration, research, public outreach, and plan development.

A Technical Advisory Committee representing a diverse pool of entities will be engaged including Public Works, Community Development, the Transit District, Public Health, Caltrans District 5, the two school districts, local non-profits, and the Regional Transportation Commission.

A focus group will be formed, consisting of representatives of underserved communities (as defined by AB1550) and regionally disadvantaged communities as outlined in the Regional Transportation Plan. These include small, under-resourced census blocks, such as older apartment complexes and mobile home parks.

Additional stakeholders include biking and walking advocates, business representatives, seniors, people who are unhoused, people with disabilities, the Bicycle Advisory Committee and the Elderly & Disabled Transportation Advisory Committee.

Overall Project Objectives

- Create visionary projects with broad public support to transform transportation in Capitola Village and beyond.
- Align strategies with Capitola's General Plan, Local Coastal Program, Regional Transportation Plan, Caltrans District 5 Active Transportation Plan, and California Climate Action Plan for Transportation Infrastructure (CAPTI).
- Inventory current bike and walking facilities in the City and assess the implementation of the recommendations of the 2011 Bicycle Plan
- Identify a network of pedestrian and bicycle routes that provide access to key destinations.
- Develop visionary concept plans for key routes building on data collected from previous public outreach efforts.
- Describe existing education and encouragement programs related to active transportation, schools' access, and transportation demand management.
- Coordinate with all relevant partners to optimize transit connections for new and existing developments .
- Identify bicycle and pedestrian safety and connectivity improvements by assessing barriers, gaps, unsafe conditions, and conditions uncomfortable for all ages and skill levels .
- Utilize community-centered engagement strategies with a social justice lens to ensure inclusiveness and appropriate solutions .
- Incorporate climate resilience design strategies to reduce vehicle miles traveled and greenhouse gas emissions, and address major weather events, sea level rise, and flooding.
- Use a Vision Zero, Safe Systems, and Complete Streets approach in making project recommendations that significantly improve the local active transportation network
- Make prioritized project, program, and maintenance recommendations including an approach to achieving funding and implementation.

Summary of Project Tasks

Task 0-1: Project Administration

This is an Administrative Task that shall only be charged against by the Grantee for the Administration of this grant project. Budget for this task cannot exceed 5% of the grant award amount.

Grantee will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

Fiscal Administration

- Submit complete invoice packages to Caltrans District staff based on milestone

completion—at least quarterly, but no more frequently than monthly.

- Responsible Party: City of Capitola and Ecology Action

Quarterly Reports

- Monitor project progress and prepare and submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.
- Responsible Party: City of Capitola and Ecology Action

Kickoff Meeting

- Caltrans, City and Ecology Action kickoff meeting at the beginning of the project to coordinate and review scope, schedule, and budget

Responsible Party: City of Capitola and Ecology Action

Task Deliverables
Kick-off meeting with Caltrans - Meeting Notes, quarterly invoices and progress reports.

Task 0-2: Consultant Procurement

Grantee will procure a consultant, consistent with state and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee. Project will utilize a competitive RFP process to secure a consultant familiar with active transportation.

- Carry out a competitive RFP process.
- Use an evaluation team to review proposals and conduct interviews
- Execute contract with the highest-ranking consultant

Responsible Party: City of Capitola

Task Deliverables
Copy of the Request for Proposal/Qualifications, copy of the contract between consultant and grantee.

Task 1: Existing Conditions

Literature review

- Review the City's existing Bicycle Plan, General Plan, Climate Action Plan, Local Coastal Program, and other relevant local plans
- Review the County of Santa Cruz Active Transportation Plan, whose jurisdiction surrounds and connects to Capitola streets
- Review regional and state plans including the Caltrans District 5 Active Transportation Plan, the Santa Cruz County Regional Transportation Commission (SCC RTC) Regional Transportation Plan, State Bike and Pedestrian Plan, and California State Transportation Agency (CalSTA) Climate Action Plan for Transportation Infrastructure (CAPTI)

Inventory facilities

- Assess progress of the 2011 Bicycle Plan, Local Coastal Program, and Climate Action Plan

- Inventory all project area bike and pedestrian facilities and nearby regional bike and transit facilities
- Identify quality, maintenance condition, and accessibility of facilities

Data collection

- Describe existing education, encouragement, and transportation demand management programs related to active transportation
- Compile detailed bicycle and pedestrian collision data, including factors, street type, and location
- Compile mode share data and determine whether there is need for further surveying or counts

Responsible Party: City and Consultant

Task Deliverables
<ul style="list-style-type: none"> • List of documents reviewed • Map of existing active transportation facilities, facilities in development • Map of safety data • Summary of current physical and collision conditions • List of data needs

Task 2: Analysis of Data

- Map important community destinations and necessary travel patterns, especially for underserved and/or vulnerable community travelers
- Determine physical barriers, gaps, and needs for various travelers of all ages, skill levels, and abilities bicyclists, mobility device users, and pedestrians.
- Analyze collision data for patterns related to factors, street type, and street condition.
- Relate mode share to physical conditions and non-infrastructure factors, where applicable

Responsible Party: Consultant

Task Deliverables
<ul style="list-style-type: none"> • Summary of patterns and mode share • Summary of safety conditions • Summary or map of barriers/gaps • Summary of mobility and access conditions • Project and Program Recommendations with scoring and planning level cost estimates

Task 3: Public Outreach

Convene focus groups to engage community representatives

- Facilitate focus groups that representing diverse interests such as pedestrians, bicyclists, elderly and disabled individuals, environmental advocates, youth, health organizations, business, and neighborhood groups. Meetings will be organized in partnership with community organizations and align with existing meetings or gathering places where possible. These sessions will focus on identifying current barriers to active transportation and gathering recommendations for meaningful education and encouragement

programs to enable walking and biking comfortably for all ages and abilities, increasing trips.

- Hold 1-2 meetings for each focus group at key milestones of project including identifying active transportation needs and draft project recommendations.
- Review and analyze comments from the focus groups to help determine the active transportation needs, the project list, priority order, and provide input on the draft Plan.
- Responsible Party: City and Ecology Action

Convene public workshops and other in-person outreach

- Convene a minimum of two public meetings bringing residents of the community together to provide input at key milestones of the project. Host meetings at convenient locations for residents throughout the City, ensuring accessibility via multimodal transportation and online platforms to maximize participation. Meetings will be held on days and times that will provide the greatest level of participation.
- Table at community destinations or during community events, where possible
- Translate materials into Spanish and provide a translator for non-English-speaking participants.
- Key milestones of project include development of project list by identifying active transportation needs and draft Plan.
- Responsible Parties: City and Ecology Action

Create Plan Outreach website

- Create a web interface to inform the public about the Plan development process, objectives, and opportunities for providing input.
- Responsible Party: Ecology Action

Provide Regular Project Updates

- Share regular project updates and meeting notices through social media posts, website updates, press releases, email notifications to distribution lists, and school communications.
- The project webpage will be updated regularly to show progress on the Plan, next steps, and ways to provide input
- Responsible Party: City and Ecology Action

Review, analyze, and incorporate public comments

- Review, categorize, and analyze public comments from community event tabling, public meetings, emails, and online submissions to summarize public input and priorities.
- Responsible Party: City and Consultant

Task Deliverables
<ul style="list-style-type: none">• List of Stakeholders/Focus Group Parties• Focus Group Agendas and Presentation Materials• Website, E-news, and News Release Content• List of Public Comments• Public Workshop Presentation Materials• Survey• Public Outreach Summary

Task 4: Advisory Committee Meetings

- Establish a Technical Advisory Committee including Public Works, Community Development, the Transit District, public health, Caltrans District 5, the two school districts, local non-profits, the Association of Monterey Bay Area Governments, and the Regional Transportation Commission.
- Hold at least three meetings of the Technical Advisory Committee during the Plan development
- Present to and receive comments from these countywide public committees:
 - Bicycle Advisory Committee
 - Elderly & Disabled Transportation Advisory Committee

Responsible Party: City and Ecology Action

Task Deliverables
<ul style="list-style-type: none">• Technical Advisory Committee agendas and summaries of input• Public Advisory Committee meeting agendas and summaries of input

Task 5: Infrastructure Recommendations

- Develop a project list of infrastructure recommendations to facilitate the safety and flow of multi-modal users based on analysis and public feedback.
- Incorporate the project list into the final Plan.

Develop a Rating System

- Develop an infrastructure project rating mechanism based on traffic, crash, and population data, as well as public input, to prioritize future projects. The rating system will help evaluate and rank proposed infrastructure (IN) and non-infrastructure (NIN) projects to ensure alignment with community priorities and data-driven analysis.

Responsible Party: Consultant

Task Deliverables
<ul style="list-style-type: none">• Project List, rating system

Task 6: Draft Plan

Non-Infrastructure (NI) Recommendations

- Develop list of NI recommendations to be included in Plan based on analysis and public input.
- Develop a rating system for NI recommendations.
- Incorporate into the final Plan.

Draft Plan Development and Review

- Produce a Draft Active Transportation Plan detailing current biking and walking conditions, barriers, and solutions. The Plan will describe obstacles and challenges, recommend IN solutions that connect residents to major activity centers, and provide NIN policy and programmatic recommendations. IN needs will be reviewed by Public Works staff and the consultant.
- Integrate all collected data, public input, and research into the Plan. An IN and NIN priority project list will be developed using the established rating system.

- The Draft Plan will be reviewed by the Consultant, stakeholders, and City staff to ensure best practices are applied and that the Plan reflects the planning process and is implementation-ready.
- The Draft Plan will be presented to the Capitola City Council for review and comment. It will also be posted on the project website, accompanied by a press release and public comment announcement distributed to partner agencies, stakeholders, and the community.

Responsible Party: City and Ecology Action

Task Deliverables
<ul style="list-style-type: none"> • Rating Matrix • Draft Plan • City Council agenda and presentation materials • Comments from City staff, stakeholders, and consultant

Task 7: Final Plan and Board Review/Approval

Final Plan Approval

- Comments from the Consultant, City staff, stakeholders, and the public will be consolidated and incorporated into the Final Plan.
- The Final Plan will be distributed to local governing bodies, stakeholders, and the public through various channels. Present the Final Plan to the Capitola City Council for adoption. Distribute copies of the Final Plan to the public library, local partner agencies, and Capitola Public Works. Post the Final Plan on the City of Capitola website, and share links on partner websites and social media platforms, including Facebook and other relevant channels.
- The Final Plan will serve as a resource for securing funding and guiding project implementation. Recommendations, public input, and research documented in the Plan will be applicable for Active Transportation Program (ATP) grant applications and other funding opportunities. Public support, demonstrated through the community engagement process, will strengthen funding applications and ensure alignment with local priorities.

Responsible Party: City and Ecology Action

Task Deliverables
<ul style="list-style-type: none"> • Create Final Plan based on comments and review • City Council agenda and presentation materials • Meeting minutes documenting City Council acceptance/approval • Press release announcing Plan adoption • Distribution list for Plan dissemination • Summary of potential funding mechanisms to support Plan recommendations

Cost and Schedule Checklist

The Cost and Schedule is the official budget and timeline for the project. Tasks 1-6 outlined in the Cost and Schedule are for illustrative purposes only. **The Cost and Schedule must be consistent with the Grant Application Cover Sheet. Applications with missing components will be at a competitive disadvantage.**

Cost and Schedule Checklist	
(✓) Ensure these items are completed prior to submitting to Caltrans	
x	Use the Fiscal Year 2025-26 template provided (do not alter the template)
x	List all tasks with the same title as stated in the Scope of Work
x	Include task numbers in proper sequencing, consistent with the Scope of Work
x	Exclude sub-task numbers and sub-headings
x	Exclude tasks for project management and/or staff/consultant coordination; these activities should be spread among relevant tasks
x	Task 01 is a required task. It must be titled "Project Administration", it cannot exceed 5% of the grant amount requested, and only the grantee and recipient(s) can charge against this Task. This Task must only include the following activities and deliverables: <ul style="list-style-type: none"> • Project kick-off meeting between the grantee and Caltrans at the start of the grant • Invoicing and quarterly reporting to Caltrans • DBE Reporting (federal grants only)
x	Include Task 02 for procurement of consultants, if consultants are needed. This task is for the <u>grantee and sub-recipient(s) only</u> .
x	Complete all budget columns as appropriate: Total Cost, Grant Amount, Local Cash Match, and if applicable, Local In-Kind Match
x	Ensure a local match amount is provided for each task (Task 01 & Task 02 optional)
x	Use the Local Match Calculator to ensure the total Local Match amount meets the minimum required Local Match for the specified Grant Category
x	Include a grant amount for each Task (Task 01 & Task 02 optional)
x	Identify if a Tapered Local Match approach will be used, which allows grantees to vary the required local match ratio over the life of the grant contract. Grantee agrees to satisfy the total local match amount by the contract expiration date.
x	Identify the estimated indirect cost rate if indirect costs will be reimbursed. If FY 2024-25 indirect cost rates are not available, the rate will be an estimate based on the currently approved rate.
x	Include a best estimate of the amount of time needed to complete each task
x	State a realistic total cost for each task based on the work that will be completed
x	Use only whole dollars in the financial information fields. No rounding up or down and no cents.
x	Start the timeframe at the beginning of the grant period (November 2025)
x	Extend the timeframe to the end of the grant period (June 2028)

California Department of Transportation
Sustainable Transportation Planning Grant Program
COST AND SCHEDULE

[illegible]

Map of Project Area



Supplemental Documents
Photos of Current Conditions



Image 1: Biker using crosswalk at the intersection at 41st Ave and Gross Rd. The bike lane is faded and unprotected and crosses into oncoming traffic at a Highway 1 on-ramp.



Image 2: Intersection at 41st Ave and Gross Rd where bikers are forced into oncoming traffic. This intersection has higher rates of bike/ped crashes.



Image 3: No protected bike facilities adjacent to New Brighton Middle School and park on Monterey Ave.



Image 4: Four way stop lacking bike facilities and modern pedestrian crossings at the intersection of Bay Ave and Capitola Ave. This area is known for higher ped/bike crashes.

Photos of Current Conditions (continued)



Image 5: Youth bikers use roadway due to narrow bike lane width on Stockton Ave leaving Capitola Village.



Image 6: Narrow dedicated bike lane ends in roadway on Stockton Ave going towards Capitola Ave.

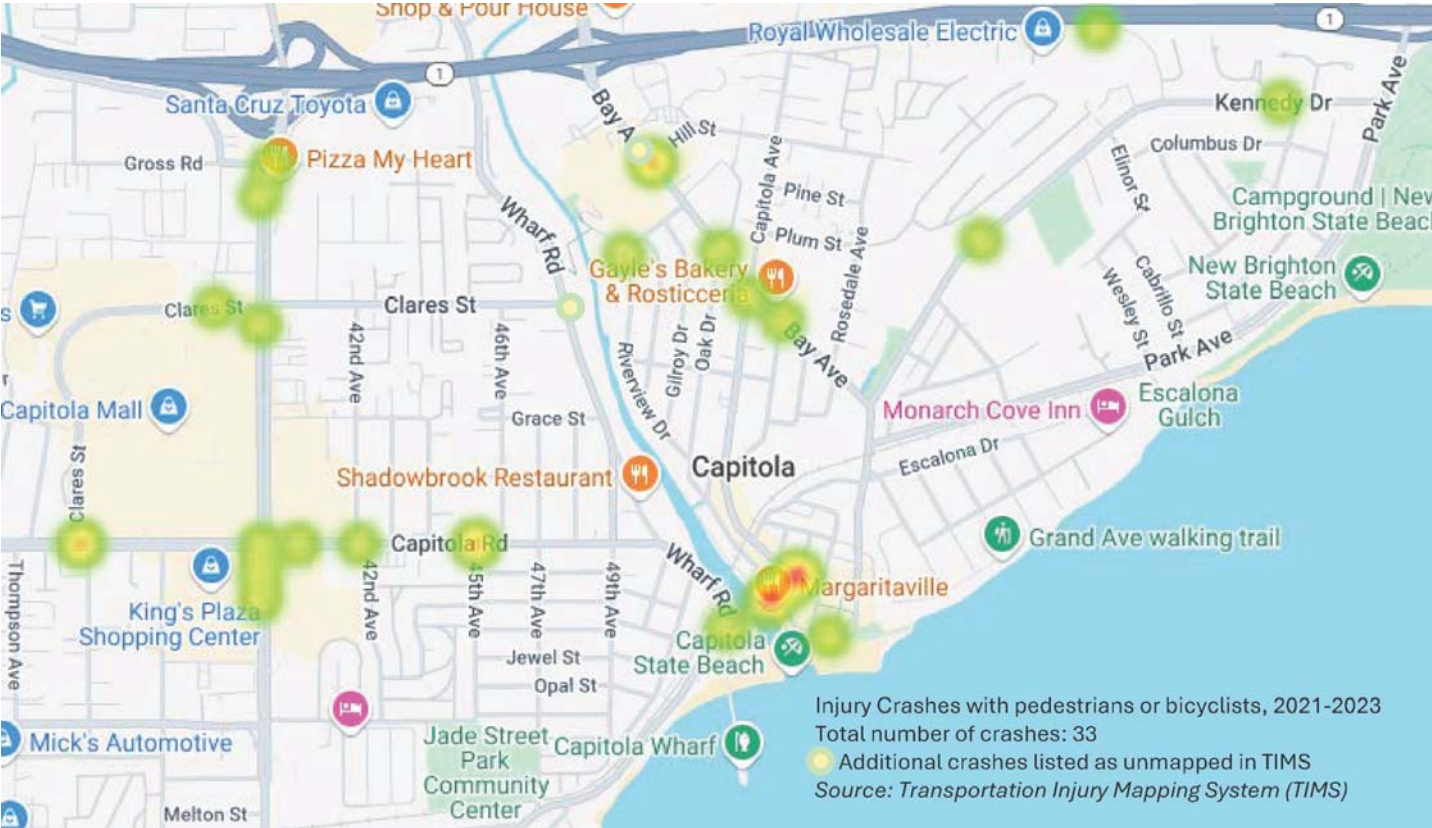


Image 7: Biker turning alongside vehicle. Stockton Ave and Capitola Ave Intersection has the highest rate of bike/ped crashes in Capitola. It lacks dedicated bike facilities and is limited by inadequate ROW widths.



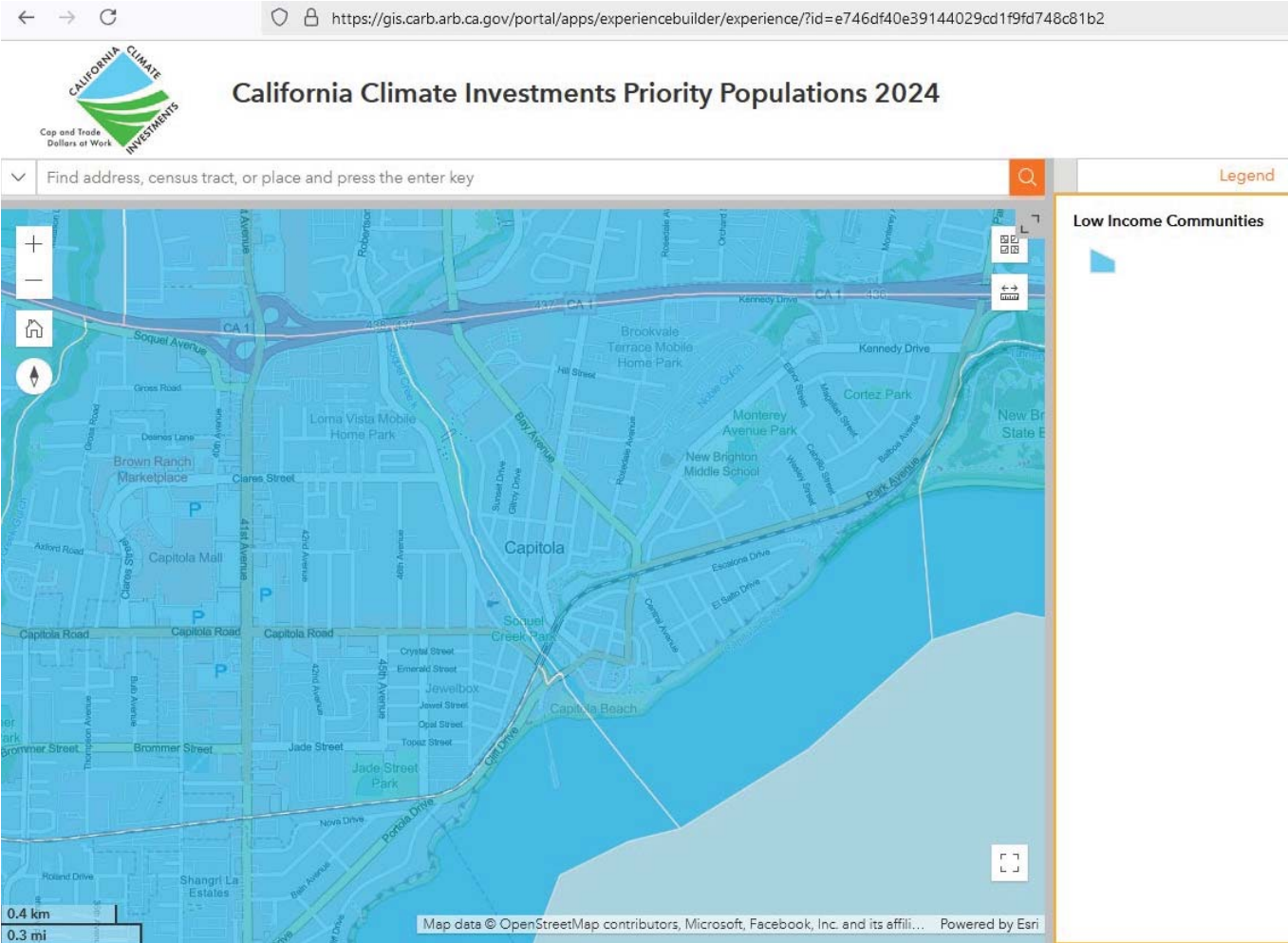
Image 8: Car show in Capitola Village on Monterey Ave. Many community events happen here attracting additional pedestrians and bicyclists. They require enhanced safety measures and dedicated facilities, like bike racks, which are lacking.

Crashes Data



Source: tims.berkeley.edu, accessed December 2024

Underserved Communities (AB1550 Low Income) Map



Source: gis.carb.arb.ca.gov, accessed December 2024

CALIFORNIA COASTAL COMMISSION

455 MARKET STREET, SUITE 300
SAN FRANCISCO, CA 94105
PHONE: (415) 904-5202
WEB: WWW.COASTAL.CA.GOV



January 22, 2025

Sent Electronically

Jessica Kahn, Public Works Director
City of Capitola
420 Capitola Avenue
Capitola, CA 95010
jkahn@ci.capitola.ca.us


Subject: Support for the City of Capitola's Active Transportation Grant Application

Dear Jessica Kahn:

We would like to express our support for the City of Capitola's grant application to Caltrans entitled "Connecting Capitola Village Active Transportation Plan". Overall, we would like to emphasize that we are very supportive of planning efforts that seek to expand multi-modal transportation opportunities in the region. Bicycle and pedestrian improvements through Capitola Village would enhance the greater California Coastal Trail (CCT) network in an area where safe and attractive bicycle and pedestrian connectivity is presently fairly limited. Improving transportation through Capitola Village by offering safer, greener, and healthier options for bicycling and walking would help connect residential areas with employment areas, schools, parks, beaches, and community centers along the coast. Enhancing multi-modal transportation through Capitola Village would also have broader benefits, including via improving regional connections to neighboring Santa Cruz County areas such as Live Oak and Aptos, but also providing improved free and lower-cost recreational opportunities for residents and visitors alike. In addition, enhancements to the CCT network would also serve inland and coastal Capitola and Santa Cruz County residents, and would further serve visitors from inland communities by providing for new and enhanced ways to experience, access, and recreate along the coast. And bicycle and pedestrian improvements through Capitola Village would also align with key Coastal Act and City Local Coastal Program goals related to enhancing and maximizing public access and recreation opportunities, and reducing greenhouse gas emissions (GHGs) and vehicle miles traveled (VMT), all through an equitable lens via providing safer bicycle and pedestrian routes and recreation opportunities for all persons, including those with mobility impairments and those not fortunate enough to be able to live near the coast. Finally, such improvements would help advance other state and local sustainability measures of improved mobility and circulation, environmental conditions, and economic vitality and health.

For these reasons, we offer our support for the City of Capitola's grant application

Sincerely,

DocuSigned by:

AFF4284CFEB54FA...

Rainey Graeven
District Supervisor
Central Coast District
California Coastal Commission



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060-4418 • (831) 460-3200 • info@sccrtc.org

City of Capitola c/o Jessica Kahn, Public Works Director
420 Capitola Ave
Capitola, CA 95010

January 22, 2025

Dear City of Capitola partners,

The Santa Cruz County Regional Transportation Commission (RTC) strongly supports Capitola's application to Caltrans Sustainable Transportation Planning Grants for the Connecting Capitola Village Active Transportation Plan (ATP). With Capitola streets seamlessly connecting to surrounding unincorporated county streets and neighborhoods, we recognize the importance of this new plan not just for Capitola residents and visitors but for the region.

We believe that our Elderly & Disabled Transportation Advisory Committee and our Bicycle Advisory Committee will provide valuable perspective, input, and assistance as this plan is developed, and they will also help spread the word to increase public involvement. And with their meetings being open to the public, that will be another opportunity for public engagement.

We look forward to continuing to work very closely with Capitola to connect bicyclists and pedestrians to the major regional projects currently under development, including the Monterey Bay Sanctuary Scenic Trail which is located in RTC right-of-way, and connections to bridges over State Route 1 under construction that once complete will reconnect the communities currently divided by the freeway. With the Trail already in final design and State Route 1 bridges under construction, there is urgency to prepare city streets now to connect to these facilities. The ATP will put Capitola and the region in a strong position to make strides in alternative transportation mode shift and achieve the goals of the Regional Transportation Plan and state transportation plans.

Besides the use of our citizen advisory committees, the RTC will also participate in the plan by joining the transportation advisory committee, to provide that regional and inter-jurisdictional lens.

The Active Transportation Plan is an important next step to achieve a shared vision of a community that is accessible to people of all ages and abilities by active, independent, and affordable modes. The RTC strongly supports funding for this project and partnering with the City of Capitola in its transportation planning and implementation.

Sincerely,

Sarah Christensen, Executive Director
Santa Cruz County Regional Transportation Commission



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 479-8879
Website: <http://www.cityofcapitola.org>

January 16th, 2025

California Department of Transportation
Division of Transportation Planning
1120 N Street
Sacramento, CA 95814

Dear California Department of Transportation,

I am pleased to offer my enthusiastic support for the City's application for the Sustainable Transportation Planning Grant to create its first-ever Active Transportation Plan (ATP). This plan will provide much-needed recommendations to increase safe and equitable multimodal access for youth, families, and adults throughout the City of Capitola, while contributing to reduced congestion, improved air quality, and greenhouse gas reductions.

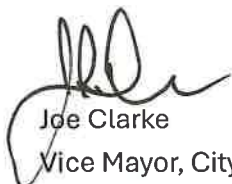
The Active Transportation Plan (ATP) is critical for the City to cohesively determine, prepare for, and prioritize the necessary bicycle and pedestrian improvements across Capitola. The plan will lay the foundation for safe connections to surrounding neighborhoods, connecting key community destinations, including those in the Village.

The planning process will engage with traditionally disadvantaged communities, ensuring that a wider range of voices is included in the final recommendations. By incorporating Vision Zero principles, the plan will promote practices that create a transportation system that is healthy, safe, and welcoming to all users, with a particular focus on enhancing accessibility throughout Capitola.

As Vice Mayor of Capitola, I fully support the development of this ATP and its potential to make our streets safer, more livable, and better connected for residents of all ages and abilities.

Thank you for your consideration of this important application.

Sincerely,



Joe Clarke
Vice Mayor, City of Capitola



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 479-8879
Website: <http://www.cityofcapitola.org>

January 6th, 2025

California Department of Transportation
Division of Transportation Planning
1120 N Street
Sacramento, CA 95814

Dear California Department of Transportation,

On behalf of the City of Capitola's Public Works Department, I am pleased to offer our enthusiastic support for the City's application for the Sustainable Transportation Planning Grant to create its first-ever Active Transportation Plan (ATP). This plan will provide essential recommendations to increase safe, equitable, and multimodal access for youth, families, and adults across Capitola, contributing to reduced congestion, improved air quality, and significant greenhouse gas reductions.

We are excited to be partnering with Ecology Action as a co-applicant on this project. Ecology Action has a long track record of excellence in sustainable transportation planning throughout Santa Cruz County and will bring invaluable experience and local insight to the development of this plan. Together, we are committed to working with our county and regional partners to create a comprehensive, cohesive, and robust ATP that will benefit the entire community.

The ATP will address critical connectivity challenges in the central Village area, with high pedestrian traffic and connectivity needs. It will integrate regional initiatives such as the Monterey Bay Sanctuary Scenic Trail and lay the groundwork for sustainable connections between neighborhoods and community destinations across Capitola. The plan will include outreach to ensure diverse voices are reflected in the final recommendations.

By incorporating Vision Zero principles, this plan will promote a safe and welcoming transportation system for all users. It will support our efforts to create a transportation network that works for everyone—regardless of age, ability, or mode of travel.

We are excited about the potential impact of this project and thank you for considering this important application. We look forward to working with the California Department of Transportation to bring this vision to life.

Sincerely,

Jessica Kahn, P.E.
Public Works Director
City of Capitola



City of Capitola
Jessica Kahn
Public Works Director
420 Capitola Ave
Capitola, CA 95010

January 6th, 2025

Dear City of Capitola,

Ecology Action is pleased to share its enthusiastic support for the City of Capitola's application for creating its first ever Active Transportation Plan. This plan and its recommendations will increase safe and equitable multimodal access for youth, families and adults in the City of Capitola as well as contribute towards reduced congestion, improved air quality, and greenhouse gas reductions.

An Active Transportation Plan (ATP) is urgently needed to enable the city to cohesively determine, prepare for, and prioritize much needed bicycle and pedestrian improvements, and to link major regional projects currently in development, including the Monterey Bay Sanctuary Scenic Trail. An ATP will lay the groundwork for safe connections not only in the highly congested central Village area but will help to connect many important community destinations in surrounding neighborhoods. The planning process will conduct innovative outreach with traditionally disadvantaged communities ensuring that a wider diversity of voices is included in the final plan. The plan will use Vision Zero principles that utilize innovative practices that foster a transportation system that is healthy, comfortable, and welcoming to all.

As partners, we are vested in innovative and progressive active transportation infrastructure being actualized in our region. And with equity as a key driver of the overall process, diverse voices will create a plan that is representative of the entire community making it a strong and resilient plan. Ecology Action looks forward to assisting this effort with public outreach, plan review and providing local knowledge. We intend to help build a plan that will position the City to meet the state's greenhouse gas reduction goals as well as review and recommend necessary non-infrastructure improvements.

Ecology Action strongly supports this application and the impact it will have to identify the best opportunities to create a safer, more livable city for the residents of Capitola.

Thank you for your consideration of this application.

Respectfully,

A handwritten signature in black ink, appearing to read "Jim Murphy", written in a cursive style.

Jim Murphy
Executive Director

COMMUNITY TRAFFIC SAFETY COALITION

of SANTA CRUZ COUNTY



www.sctrafficsafety.org ♦ www.facebook.com/sctrafficsafety ♦ CTSC@santacruzcounty.us ♦ (831) 454-7551

January 13, 2025

City of Capitola
Jessica Kahn
Public Works Director
420 Capitola Ave
Capitola, CA 95010

Dear City of Capitola,

The Community Traffic Safety Coalition (CTSC) is delighted to share its strong support for an Active Transportation Plan for the City of Capitola. Increasing active transportation through improved infrastructure, safety measures, and community engagement, is being implemented with great promise and success in many cities across the State. We look forward to this plan's potential of identifying roadway enhancements to reduce the high rates of fatal and serious injury crashes among pedestrians and cyclists in our community.

Our coalition appreciates this proposal's investment in conducting innovative outreach with traditionally disadvantaged communities to ensure that a wider diversity of voices is included. We acknowledge that the impact of crashes is not felt equally across different sectors of the population. The project's identification of gaps, barriers, and opportunities for improvement in bicycle and pedestrian infrastructures will create greater safety for everyone, including youth, families, adults, and older adults.

The CTSC is committed to supporting Capitola's ATP in any way possible, as it directly aligns with our mission and vision. Our coalition continues to support and collaborate with our jurisdictions to promote Vision Zero efforts. We welcome the opportunity to support and work more closely with Capitola in creating safe, accessible, and equitable transportation for all.

In conclusion, the CTSC wholeheartedly supports an ATP for Capitola and the impact it will have in identifying the best ways to create a safer, healthier, and more livable city for the residents of Capitola and all its visitors.

Sincerely,

Leo Jed, Co-Chair

Community Traffic Safety Coalition of Santa Cruz County



City of Capitola
Jessica Kahn
Public Works Director
420 Capitola Ave
Capitola, CA 95010

January 13th, 2025

Dear City of Capitola,

Bike Santa Cruz County is pleased to share its enthusiastic support for the City of Capitola's application for creating its first ever Active Transportation Plan. This plan and its recommendations will increase safe and equitable multimodal access for youth, families, and adults in the City of Capitola as well as contribute towards reduced congestion, improved air quality, and greenhouse gas reductions. As a community-based organization whose mission is to promote bicycling through advocacy, education, and community building, we support the development of this study. Our goal is for people of all ages and abilities to feel comfortable using their bikes for daily trips and not worry that their transportation choice could injure them.

An Active Transportation Plan (ATP) is urgently needed to enable the city to cohesively determine, prepare for, and prioritize much needed bicycle and pedestrian improvements, and to link major regional projects currently in development, including the Monterey Bay Sanctuary Scenic Trail. An ATP will lay the groundwork for safe connections not only in the highly congested central Village area but will help to connect many important community destinations in surrounding neighborhoods. The planning process will conduct outreach with traditionally disadvantaged communities ensuring that a wider diversity of voices is included in the final plan. The plan will use Vision Zero principles that utilize practices that foster a transportation system that is healthy, comfortable, and welcoming to all.

Bike Santa Cruz County works towards creating a world where bicycling is a safe, respected, convenient, and enjoyable form of transportation and recreation for people of all ages and abilities. Having an Active Transportation Plan in place is the first step towards realizing safe and comfortable bike facilities in Capitola, which will benefit not only residents but people throughout the county who travel through the city to other destinations.

Bike Santa Cruz County strongly supports this application and the impact it will have to identify the best opportunities to create a safer, more livable city for the residents of Capitola.

Thank you for your consideration of this application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amelia Conlen", with a long, sweeping horizontal line extending to the right.

Amelia Conlen
Board Chair, Bike Santa Cruz County



SOQUEL UNION ELEMENTARY SCHOOL DISTRICT

Cultivating Knowledge, Character, and Equity

 (831) 464-5630

 620 Monterey Avenue, Capitola, CA 95010

 www.suesd.org

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Area 5

January 8, 2025

City of Capitola
Jessica Kahn
Public Works Director
420 Capitola Ave
Capitola, CA 95010

Dear City of Capitola,

On behalf of the Soquel Union Elementary School District, I am pleased to express our enthusiastic support for the City of Capitola's application to create its first-ever Active Transportation Plan (ATP). This plan and its recommendations will significantly improve safety, accessibility, and mobility for students, families, and residents across the city, while also contributing to reduced congestion, enhanced air quality, and lower greenhouse gas emissions.

As a district committed to the well-being and safety of our students and the surrounding community, we believe that the development of an Active Transportation Plan is essential for creating safe and sustainable transportation options for all. This initiative will not only support walking and biking to school but also enhance overall community connectivity, particularly for youth and families. By linking important community destinations and regional projects, including the Monterey Bay Sanctuary Scenic Trail, the plan will foster greater mobility and environmental Sustainability.

The ATP will provide a much-needed framework to address the city's bicycle and pedestrian infrastructure challenges and will help ensure that all users—regardless of age or ability—can navigate Capitola safely and confidently. Through robust community engagement, including outreach to traditionally underserved populations, the plan will reflect the diverse needs of the entire community. Incorporating Vision Zero principles will further promote a transportation network that is healthy, welcoming, and equitable for all.

District Administration

Scott Turnbull
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Area 5

The Soquel Union Elementary School District strongly supports this application and the positive impact it will have in creating a safer, more livable environment for all Capitola residents, particularly our students and families.

Thank you for your consideration of this important project.

Sincerely,



Scott Turnbull
Superintendent, Soquel Union Elementary School District

District Administration

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January 16th, 2025

Jessica Kahn, Public Works Director
City of Capitola
420 Capitola Ave
Capitola, CA 95010

Subject: Letter of Support for City of Capitola's Sustainable Transportation Planning Grant Application

Dear Ms. Kahn,

On behalf of Vista Center for the Blind, I am writing to express our strong support for the City of Capitola's application for the Sustainable Transportation Planning Grant to develop its first-ever Active Transportation Plan (ATP). This plan will be instrumental in making Capitola safer and more accessible for all residents, including people who are blind or visually impaired.

Our organization's mission is to empower individuals living with vision loss through rehabilitation, education, and support services. For many of our clients, accessible sidewalks, safe road crossings, and reliable public transportation are essential for maintaining independence and a high quality of life. By creating a cohesive strategy for bicycle and pedestrian improvements throughout the city, Capitola's ATP will directly address the barriers faced by individuals with visual impairments.

Moreover, the ATP's emphasis on engaging traditionally underserved communities resonates with our commitment to inclusivity. We are encouraged that Vision Zero principles will guide the development of a transportation network that prioritizes safety and equitable access for everyone. The ATP's focus on the Village area, where many community services and activities take place, will also help ensure that people with visual impairments can travel confidently and safely to local destinations.

We believe this ATP has the potential to transform Capitola's streetscapes, making them more navigable, welcoming, and inclusive. Thank you for your time and for supporting efforts to improve active transportation opportunities across our region.

Sincerely,

Sophia Harrison-Boylan
Assistant Manager, Clinic and Program Operations
Vista Center for the Blind

January 15th, 2025

Jessica Kahn, Public Works Director
City of Capitola
420 Capitola Ave
Capitola, CA 95010

Subject: Letter of Support for City of Capitola's Sustainable Transportation Planning Grant Application

Dear Ms. Kahn,

On behalf of Bay Avenue Senior Housing, I am writing to express our strong support for the City of Capitola's application for the Sustainable Transportation Planning Grant to create its first-ever Active Transportation Plan (ATP). This plan promises to increase safe, equitable, and convenient multimodal access for residents of all ages, including the seniors we serve at Bay Avenue.

Many of our residents rely on accessible sidewalks, well-marked crosswalks, and convenient transit routes for everyday needs, including grocery shopping, medical appointments, and social activities. The proposed Active Transportation Plan (ATP) will help address these issues by prioritizing essential pedestrian and bicycle improvements throughout Capitola. By focusing on safe, connected travel options, the ATP will also help reduce congestion, improve air quality, and contribute to valuable greenhouse gas reductions.

Furthermore, the plan's emphasis on engaging traditionally underserved populations ensures our seniors' perspectives will be included. We appreciate that the ATP incorporates Vision Zero principles to develop a transportation network that puts safety and accessibility at the forefront—particularly in highly trafficked areas, such as the central Village, which many of our residents enjoy visiting.

We believe the ATP is a vital step toward creating a healthier, safer, and more equitable community for everyone, and we urge your full consideration of Capitola's application.

Thank you for your time and for supporting efforts to improve active transportation opportunities across our region.

Sincerely,
Nancy Galvan
Property Manager, Bay Avenue Senior Housing

