



California STIC Incentive Program Funding Application and Guidelines

Projects can request up to \$100,000 with a 20% (of project total) State match requirement.
Complete and submit to CALSTIC@dot.ca.gov no later than July 7, 2023

Guidelines:

The Federal Highway Administration (FHWA) State Transportation Innovation Council (STIC) incentive program helps states foster a culture of innovation. Technologies, tactics and techniques that are selected will be employed and promoted to become standard practice within the transportation community at the local, regional or statewide level. **Incentive funding for eligible projects is for the Federal share of 80 percent, limited to \$100,000. The 20 percent (of project total) non-Federal State match may come from project sponsors or other allowable fund sources.**

The STIC promotes a collaborative culture for rapid implementation of ready to deploy innovations to efficiently deliver to the public a modern, high quality transportation system. The goal of the California STIC (CalSTIC) is to identify new strategies to respond to the challenges impacting California's transportation infrastructure and to promote innovations that will deliver a safer, more efficient and sustainable transportation system.

Qualifications:

To qualify, activities must meet the following requirements:

- Have a statewide impact in fostering a culture of innovation or in making an innovation a standard practice.
- Be eligible for Federal-aid assistance and adhere to applicable federal requirements
- Start within six months, but no later than one year, after funding approval. Funds must be expended within two years.

STIC incentive funds may be used for activities that address Technology and Innovation Deployment Program (TIDP) goals. These include, but are not limited to the following:

- developing standards and specifications
- developing and delivering training to facilitate widespread use of an innovation
- refining current specifications based on lessons learned from implementing an innovation
- developing memoranda of agreement
- preparing standard operating procedures or technical guidance for an innovation; preparing a report summarizing the lessons learned and economic analysis of an innovation
- developing a decision matrix for use of an innovation
- preparing an implementation plan for an innovation, including performance measures; sponsoring an innovation workshop/exchange sharing best practices



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A few examples of costs associated with technology transfer and innovation deployment activities which are not allowable/eligible for Federal reimbursement:

- food
- promotional items
- conference attendance; or
- conference/exhibit booth space rental.

Proposals must be submitted by public sector organizations such as city, county, tribal, state government organization, or federal agencies operating in California. Proposals may include partners from non-public-sector organizations but must be submitted by public sector organizations.

Applicant Responsibilities:

Responsibilities of the applicant associated with the STIC Incentive program are as follows:

- Ensure that proposal(s) comply with the program requirements outlined above
- Identify/obtain 20 percent matching funds
- Submit proposal(s) to the local STIC point of contact

Recipient Responsibilities:

Responsibilities of the recipient associated with the STIC Incentive program are as follows:

- Comply with eligibility requirements for use of the funds
- Obligate the awarded funds to the project within 6 months of fund allocation;
- Report progress at CalSTIC council meetings
- For each project, provide brief, written progress reports to CalSTIC semi-annually (every 6 months from the date of the allocation memorandum)

For each project, provide a brief, written final report (maximum 5 pages) to the local FHWA Division Office which includes a description of the project, overall budget, how the work specifically meets the program criteria, result(s) of the project, challenges, and lessons learned.

Further Information:

- STIC Incentive program guidance is available on the FHWA website <https://www.fhwa.dot.gov/innovation/stic/guidance.cfm>
- Information about the California STIC, please contact Jennifer Thao at (916) 591-0303 or CALSTIC@dot.ca.gov



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Executive Summary

Project Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

Project Abstract: Describe project work that is to be completed, the project purpose, the benefit to the state, and whether this is a complete project or part of a larger project with prior investment. It is important that your project abstract succinctly describes how this specific request for STIC Incentive funds will be used to complete your project.

Click or tap here to enter text.

Project Team:

Role:	Name:	Email:	Phone:
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This application is for Federal Fiscal Year (FFY) funding. The fiscal year is designated by the calendar year in which it ends; for example, FFY 2023 begins on October 1, 2023 and ends on September 30, 2024.



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General Information:

- **Provide a brief description of the proposed work:**

Describe the scope of work that is to be completed with this funding request.

Click or tap here to enter text.

- **What are the project benefits, relating to the Key Innovation Areas promoted by STIC?**

The key innovation areas are 1) Ease of implementation and usefulness statewide; 2) Readiness of implementation; 3) Transportation Sustainability; 4) Transportation System Performance and Accessibility; 5) Transportation Safety and Health, Transportation Process Efficiencies; and/or Transportation Operational Efficiencies.

Click or tap here to enter text.

- **Specify how you plan for the innovation to become a standard practice within California.** Identify what the final deliverable will be when the project is complete.

Click or tap here to enter text.

- **Explain how the proposed project relates to:** Innovation, an Every Day Counts Initiative, or a Lean idea.

Click or tap here to enter text.



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- **Amount of STIC Incentive Funds Requested:** provide a cost estimate that is reflective of the total cost of the proposed work by line item.
 - Each line item should be associated with a completed task, deliverable, or outcome that contributes to the completed funding request.
 - If partial funding is available, this information will aid in the development of funding recommendations and provide the applicant the opportunity to fully complete individual components of the funding request.
 - If the applicant is willing to accept partial funding of the request, that should be indicated.

Task #	Task Description	Hours / Units	Cost/Unit Cost	Deliverable
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- **Commitment Funds:** Funding is an 80/20 match
(example: project total = \$70,000, Federal STIC funding request = \$56,000 and State match => \$14,000)
 - Federal budget authority source and commitment must be established and indicated on application.
 - Indicate the amounts and sources of non-federal funds that constitute the 20% match:
 - **Possible sources:** Private funding, other public funding and/or, third party in-kind services (non-monetary soft match).

Click or tap here to enter text.

Note:

Only indicate funding that has documented Federal and State budget authority commitments.

- **Project Schedule:** The anticipated project schedule (assuming the requested STIC Incentive is provided) is required. The schedule should show how the work will be advanced in the fiscal year for which the funds are being requested, and the anticipated completion date of the work. This should directly reference each line item in the cost estimate. Include a table with:
 - Start and end dates. (Projects must start within six months, but no later than one year, after funding approval. Funds must be expended within two years.)
 - Anticipated project timeline, including: 6-month reports (Progress Report #1 to be submitted 6-months after the allocation memo is issued. Include all 6-month progress reports dated in June and December of each year until the project is completed. Example: Allocation memo is issued in Fall/Winter of 2023 then Progress Reports are June 2024 (#1), December 2024(#2), June 2025(#3), December 2025 (Final report) and spending schedule.



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Example- Project Year 1 FFY 2023 10/01/23 to 09/30/24	Task 1 (Project Kick-off)	Task 2	Progress Report #1 (at 6 month mark, Jan- June for July 2024)	Task 3	Progress Report #2 (at 12 month mark, July-Dec for Jan 2025)
Example- Date:	Sept - Oct 2023	Nov - Dec 2023	Due July 2024	Aug - Nov 2024	Due Jan 2025
Example- Remaining Funds:	\$48,000	\$12,000	\$10,000	\$7,500	\$7,000

Example- Project Year 2 FFY 2024 10/01/24 to 09/30/25	Task 4	Task 5	Progress Report #3 (at 18 month mark, Jan-June for July 2025)	Task 6	Progress Report #4 (Final report, July- Dec 2025 for Jan 2026)
Example- Date:	Jan - March 2025	April - Jun 2025	Due July 2025	July – Dec 2025	Due Jan 2026
Example- Remaining Funds:	\$5,000	\$3,000	\$2,500	\$500	\$0

- Applications should only be submitted for projects that are ready to advance if the minimum partial funding request is met.

Click or tap here to enter text.

- **Project Administration:**

- Indicate whether the project is being administered by the State Transportation Agency (STA), metropolitan planning organization, local government, and tribal government, and include a letter or e-mail communication that confirms this by the appropriate entity. This information is needed to determine to whom to allocate the funds if the project is selected for funding.

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- If the project is to be allocated to other than the State department of transportation, indicate coordination with State department of transportation, the ability to act on behalf of the applicant jurisdiction, and ability to meet Federal funding requirements. If this information is not included in the application, the project will not be considered ready to advance.

Click or tap here to enter text.

- Will the TIDP funds be obligated and reimbursable work performed within six months of the date the funds are made available? (Y/N and include the estimated Obligation Date and to whom)

Click or tap here to enter text.