

Caltrans Excellence in Partnering / Success in Motion Partnering Award Applicant Checklist

This checklist is intended to assist you in providing complete and thorough applications. Please verify that your application includes the following and excludes extraneous materials:

✓	Item	Application Location/Reference
	Application Form, Signed by Caltrans and the Contractor	Page 3
	Word Count completed for sections I through IV, confirm that total does not exceed 2200 words.	Page 2, Item 2
	Additional Supporting Pages (maximum 5 single sided, letter pages)	Page 2, Item 3
	Partnering Charter, signed copy*	Section IV, Item A
	Monthly Partnering Evaluation Survey and Results (maximum 3 sample reports, preferably including the final one)*	Section IV, Item B
	Testimonial Letters regarding stakeholder relationships (maximum 5 letters)*	Section V, Item C
	6 Project Photos, in jpg or tif format (include a couple with team members in the photo)	Page 2, Item 3

*Not counted towards additional support pages.

If your email system cannot send the PDF application because the PDF file is too large, contact the HQ partnering coordinator Ken Solak at ken_solak@dot.ca.gov for an alternative submission process.