

# Guidelines for SACOG's Air Quality, Bicycle/Pedestrian and Transportation Demand Management Funding Programs



September 18, 2003

**Sacramento Area  
Council of  
Governments**

1415 L Street  
Suite 300  
Sacramento, CA  
95814

tel: 916.321.9000  
fax: 916.321.9551  
[www.sacog.org](http://www.sacog.org)

# **GUIDELINES FOR SACOG'S AIR QUALITY, BICYCLE/PEDESTRIAN, AND TRANSPORTATION DEMAND MANAGEMENT FUNDING PROGRAMS**

Adopted September 18, 2003

## **INTRODUCTION**

In July 2002 the Sacramento Area Council of Governments (SACOG) adopted the *Metropolitan Transportation Plan for 2025*. This 23-year, \$22 billion plan for the six counties of the Sacramento region includes three programs directly funded by SACOG for regional transportation and related priorities that implement the goals of the Plan (Appendix A). These three programs, with 23-year funding amounts are:

- Air Quality \$180 million
- Bicycle and Pedestrian \$350 million
- Transportation Demand Management \$ 44 million

An additional program called Community Design, funded at a level of \$500 million, is the subject of a separate set of guidelines.

Public agencies will periodically be given the opportunity to apply for these funds. The schedule for implementation of the programs is shown in Appendix B. SACOG intends to revisit the guidelines after the first round of funding to change or fine-tune them if necessary.

SACOG is committed to using this funding for projects and programs in all parts of the region. For the Bicycle and Pedestrian Programs a fair and equitable share of the funding for these programs combined with other SACOG-controlled regional funds, will be the goal for each public jurisdiction over the long term. For the Air Quality and Transportation Demand Management programs, a regional approach is more appropriate.<sup>1</sup>

SACOG is also committed to following Federal guidance on environmental justice. The goal of environmental justice to ensure that when transportation decisions are made, low-income and minority communities have a full opportunity to participate in the decision-making, and that they receive an equitable distribution of benefits and not a disproportionate share of burdens. Each project or service seeking funds from SACOG's regional funding programs will be evaluated for environmental justice. The grant application process will include explicit questions on environmental justice for project applicants to answer.

## **FUNDING**

Financial support for these programs will come primarily from federal funding sources expected to be available to the region, starting in fall 2003 with the Federal funding reauthorization (for now called "T3") and continuing throughout the life of the *Metropolitan Transportation Plan for 2025*. In November 2002, the SACOG Board of Directors approved the following amounts for the first two years of T3 funding (2003-04 and 2004-05):

- Air Quality \$4 million

---

<sup>1</sup> See Appendix C for an explanation of the process of funding and project selection in Placer and El Dorado Counties. SACOG maintains Memoranda of Understanding with the regional transportation agencies in these two counties that call for a different decision-making process.

- Bicycle and Pedestrian \$2.5 million
- Transportation Demand Management \$1 million

Although these are not new sources of funding, the programs are established to guarantee the use of this expected Federal funding for some of SACOG's regional priorities. Formerly, SACOG divided much of the Federal funding among local jurisdictions on a fair and equitable share basis and asked them to make their own recommendations on the use of these funds.

Bicycle and pedestrian projects for this round of funding have already been selected, however projects under the remaining two programs (and the Community Design Program) will be selected in late 2003.

Most of the projects selected for these programs must qualify for the three federal funding sources available to SACOG.<sup>2</sup> In most cases, a local funding match requirement of 11.47% of the total project cost applies. Federal funding requirements from the current authorization (the Transportation Equity Act for the 21st Century, or TEA-21) are found in Appendix D, and T3 is expected to use the same or similar requirements. For the Congestion Management and Air Quality (CMAQ) funds, project sponsors will also need to calculate quantifiable air quality benefits that will result from their projects. When SACOG is able to obtain other sources of funding for the programs, different requirements may apply. In most cases, the minimum project size SACOG will consider is \$150,000.

## **APPLICATION PROCESS**

Project proposals will be solicited through a call for projects by SACOG as federal funding opportunities arise, typically once every two to three years. Public agencies (cities, counties, and other public agencies) are the eligible applicants for these Federal funds. Each time funds are made available, the call for projects will be made through SACOG's newsletter, webpage, advisory committee meetings, and letters to public works and planning departments, transit agencies and other agencies. An application, timeline, and set of procedures explaining the application and funding process will be made available at that time.

## **PROJECT SELECTION PROCESS**

Applications for Bicycle/Pedestrian grants must be endorsed by the appropriate countywide transportation agency in each county (This does not apply to TDM and Air Quality proposals since they are more regional in nature.<sup>3</sup>) Working Groups and a Project Selection Advisory Committee, formed from existing SACOG committees and staffed by SACOG, will make recommendations to the Board of Directors, through the appropriate Board Committee, on project selection for these three regional funding programs. After SACOG staff screen project applications for eligibility, Working Group and Advisory Committee members will be responsible for reading all proposals and making recommendations for projects to be funded. Appendix E provides more detail on these committees and the process.

SACOG reserves the right to fund less than the amount reserved for each funding program in a given funding cycle, as well as to fund projects in a program other than the one for which it was submitted.

## **IMPLEMENTATION**

---

<sup>2</sup> These sources are currently the Surface Transportation Program (STP), the Congestion Management and Air Quality Program (CMAQ), and Transportation Enhancements (TE).

<sup>3</sup> See Appendix B for the details on the process in Placer and El Dorado Counties.

After SACOG has awarded a grant, project sponsors will be asked to follow or be aware of these requirements:

- Follow all federal funding requirements listed in Appendix D.
- Follow all federal environmental justice directives.
- Assure SACOG that the projects meet the requirements of the Americans with Disabilities Act.
- Follow SACOG's "Use It or Lose It" policy for obligating and spending the grant funds. The policy requires project sponsors to schedule fund obligation and project implementation in the *Metropolitan Transportation Improvement Program* and to honor that schedule.
- A local non-federal match of at least 11.47% of the total cost of a project is required for projects receiving federal funding in the Sacramento region, with a few exceptions that are detailed under the individual program guidelines. This does not include "in kind" match, but must be funding that is dedicated to eligible features within the project and included in its overall cost.
- For capital projects, federal funds may be used for Preliminary Engineering (which includes environmental work and design) as well as for right-of-way and construction. When a project is ready for implementation, the project sponsor requests an authorization from Caltrans. When the project is authorized, the sponsor can incur expenses that will then be reimbursed from the grant. A project sponsor submits invoices for the entire cost incurred, and will be reimbursed at 88.53% (the total cost minus local match).
- SACOG encourages project sponsors to seek other sources of funding that may be available, including Community Development Block Grants or other federal HUD funds (although for the most part, federal funds from other programs cannot be used as match).

## **AIR QUALITY FUNDING PROGRAM**

### **Background and Program Goal**

The SACOG region currently holds a non-attainment status for ozone under federal air quality laws. Because the region must meet a 2005 federal air quality deadline for the one-hour ozone standard, SACOG will, in this first round of funding, place highest priority on the selection of cost-effective transportation projects that contribute the most to reaching attainment.

After 2005, SACOG will reassess the priorities for the air quality funding program. If there is a new *State Implementation Plan for Air Quality* (SIP) by that time, as expected, the air quality funding program could be used to directly implement the mobile-source measures in that plan. The adoption of a more stringent federal eight-hour ozone standard may also affect the priorities of the funding program.

### **Eligible Project Types**

The Air Quality Program will fully or partially fund projects in the following categories, first applying screening criteria to qualify potential projects. The project must meet all of the screening criteria.

- A. Projects that provide real, permanent<sup>4</sup> and quantifiable on-roads emissions reductions for the region. Examples are the projects in the SECAT program, gross-polluting vehicle replacement programs, bus demonstration projects, and alternative-fuel buses.

---

<sup>4</sup> The definition of "permanent" used by the Environmental Protection Agency is "that the emission reduction occurs throughout the life of the measure, and for as long as it is relied upon in the State Implementation Plan."

#### Screening Criteria

- The project results in claimable emissions reductions.

#### B. Air quality improvement plans

For example, State and Federal air quality plans.

#### Screening Criteria

- Funding of the appropriate type is available for this purpose.
- Air quality planning activities proposed are related to analysis and assessment of control measures for on-road vehicle emissions or emissions from road construction vehicles.
- There is inadequate funding from other sources to prepare legally required air quality plans by mandated deadlines.

#### C. Public awareness and educational campaigns

An example would be the Spare the Air campaign.

#### Screening Criteria

- The program has an established track record in this region or in another region or offers the potential of significantly contributing to a reduction in emissions.
- The program is eligible for credit under the Environmental Protection Agency's Economic Incentive Program.

### **Project Evaluation**

Projects will be evaluated using the criteria shown below with other appropriate criteria that may be added by the Air Quality Working Group (see Appendix E, Project Selection Process for a description of this group and process).

#### For all projects

- Air quality benefits
- Project costs (see Note 1)
- Project lifecycle costs (see Note 1)
- Air quality cost effectiveness (see Notes 1 and 2)
- Length of time to implement and see results
- Air quality impacts of not funding project or plan
- Added priority (see Note 3)
- Other policy considerations

#### For plans

- The relevance and significance of the planning activities to the region's submission of a legally valid and technically sound air quality plan in compliance with Federal laws.

#### For buses

- Projected ridership and average trip length
- For bus replacements, the potential impacts of not replacing the buses (such as function of the transit system and regional network, ridership, and shifts from or to driving or other modes of transportation).

#### Notes

1. The definition of "cost" is that part of the total cost of the project intended to be funded with this program. There is an 11.47% local match required for using these funds, but additional match funding can be applied.
2. Evaluation of benefits and cost-effectiveness require the use of Air Resources Board or Environmental Protection Agency methodologies.

In the absence of an ARB or EPA accepted methodology, SACOG will rely on methodologies recommended by the Air Districts of the region.

3. Added priority is given to projects that
  - are time critical for meeting state or federal air quality mandates.
  - in addition to reducing ozone precursors also reduce particulate matter.

## **BICYCLE AND PEDESTRIAN FUNDING PROGRAM**

### **Background and Program Goals**

The emphasis of this funding program is to provide facilities for walking and biking in the cities and towns of the region, or to provide connections between them. Bicycle and pedestrian facilities in new developments are expected to be paid for by developers in cooperation with cities and counties.<sup>5</sup> Facilities that serve strictly recreational trips or equestrians are also expected to obtain other funding.

Non-capital programs and projects are eligible for funding, but are of lower priority than capital projects and master plans. Up to 10% of the program funds may be set aside in a funding cycle for non-capital programs other than master plans.

SACOG is currently developing a *Regional Bicycle, Pedestrian and Trails Master Plan*, which is expected to be completed by early 2004. The *Master Plan* is intended to guide decisions for this funding program, but if it isn't complete by the next round of Federal funding, the criteria in this document will be used to guide funding decisions. In other words, this document presents an interim set of criteria that may be modified upon adoption of the *Master Plan*. These criteria are the result of considerable effort and collaboration among bicycle and pedestrian experts from around the region and will become an important foundation for the development of the *Master Plan*.

Around \$2.5 million in the first round of T3 funding has already been programmed by SACOG. and staff don't expect another round of funding to be available for bicycle and pedestrian projects until 2005/06.

Projects and programs funded by this program will be selected according to costs, benefits, and how well they meet the following specific goals.

#### Specific goals for capital projects

- Provide bicycle or pedestrian connections
  - between, through, and within large, medium, and small cities and towns of the 6-county region.
  - to regional and local public transit systems (including rail) at stops, stations, and terminals.
  - to park-and-ride lots.
  - to regional and local activity centers such as schools, libraries, community centers, colleges, universities, hospitals, medical offices, senior residences, parks, athletic facilities, government services, employment centers, high-density residential areas, and commercial centers.
- Provide bicycle and pedestrian access within or through the central business districts of the region.
- Fill in gaps on existing, planned, or proposed interregional bicycle or pedestrian routes.
- Provide bicycle and pedestrian access across barriers such as arterial roads, highways, freeways, rivers, canals, creeks, and railroads.
- Improve the time convenience of walking and bicycling, for example with shortcuts or special facilities such as bike/pedestrian boulevards.
- Improve the safety and security of walking and bicycling.

---

<sup>5</sup> Local agencies and developers should refer to the Federal Highway Administration's *Design Guidance for Accommodating Bicycle and Pedestrian Travel* for a list of good practices in new developments. The SACOG funding program is not intended to be used to fund these basic good practices.

- Provide an aesthetic, pleasant, or more comfortable biking or walking experience.
- Provide capital facilities that support bicycling, such as storage, parking, or bike stations.
- Complement projects funded with other regional or state sources such as the Community Design or Safe Routes to School programs, thereby improving bicycle and/or pedestrian access provided by those programs.
- Complement bicycle and pedestrian plans and projects in an adjacent region.

Specific goals for non-capital projects and programs

- Encourage biking and walking through public information, education, and awareness.
- Where needed, perform studies and plans that support the goals for capital facilities stated above.
- Increase the level of public agency staff expertise on bicycling and walking.

**Eligible Project Types**

The following projects and programs may be funded wholly or in part and are not in priority order:

General bicycle and pedestrian projects

- New sidewalks and pedestrian paths
- Improvements to existing pedestrian facilities
- Improved street crossings, including mid-block crossings
- Curb extensions and median refuge islands
- Bicycle signals and sensors at intersections
- Pedestrian signal detection
- Lighting for bicyclists and pedestrians
- Signage and stenciling
- Traffic calming beneficial to bicyclists and pedestrians
- Streetscaping that shades bicyclists and pedestrians
- Upgrades to existing bikeways, including loop detector signal detection, pavement rehabilitation, and shared-use paths, etc.
- Class I shared-use paths and paved trails
- Class II bike lanes
- Bike boulevards
- Short-cuts<sup>6</sup>
- Bicycle/pedestrian bridges, tunnels, undercrossings and additions to rail/vehicle bridges and tunnels
- Improvements to substandard railroad track crossings, when appropriate
- Portion of one-way street reversion to two-way street that benefits bicyclists or pedestrians
- Bicycle parking and storage
- Attended bicycle parking facilities or bike stations
- Changing and shower facilities (in limited circumstances)
- Project feasibility studies
- Land acquisition for capital projects

---

<sup>6</sup> An example of a short-cut project is the land acquisition and a bicycle/pedestrian path that connects a neighborhood to local retail center, library, or school, shortening the travel time and providing convenient and safer access.

### School-related bicycle and pedestrian projects

Local school bikeway and pedestrian projects

Bicycle and pedestrian access improvements to and through colleges and universities

### Transit-related bicycle and pedestrian projects

On-board bicycle storage

Station or terminal bicycle storage

Transit stop/station bicycle and pedestrian access projects

Express bus services for bicyclists

### Bicycle and pedestrian planning, education, information and marketing

Bicycle and pedestrian master plans

Design manuals

Motorist education about sharing the road with bicyclists and pedestrians

Public agency staff training

Bicycle/pedestrian coordinator positions (up to two years)

Public relations campaigns

Public service announcements

Mapping projects

Brochures and pamphlets

Skills training

Education on health benefits

Other projects and programs that meet the goals of this funding program will also be considered. Projects and programs that are not eligible include facilities that serve only a recreational, rather than a transportation function, projects in new developments that are considered “good practices” according to FHWA guidelines, bicycle and pedestrian facility maintenance, school education programs, long-term staff positions, transit operations (except for bus services for bicyclists), law enforcement, and bicycle racks for carpools, vanpools, or private vehicles.

The minimum project size for this funding program is \$150,000. Public agencies applying for funding for smaller projects may want to consider combining projects to meet the \$150,000 threshold, or consider a larger, multi-year program or project. The exception to this rule is funding for plans, short-term bicycle and pedestrian coordinator positions, and projects that would qualify for Federal Transit Agency exchange funds.

## **Project Evaluation**

### Screening criteria

To be selected for funding, a project or program must meet both of the following screen criteria:

- A. If a bicycle or pedestrian plan exists in the area, the project or program must be included in that plan. If there is not plan, it must be approved by the governing board of a city, county, or public agency.
- B. It must be ready for inclusion into the *Metropolitan Transportation Improvement Program*, with project scope and cost. For most capital projects, SACOG requires that environmental evaluation be completed before the project can be funded. However, for large projects that will necessitate a full Environmental Impact Statement (EIS), the EIS can be funded separately from the design and construction of the project (which should seek funding in a later round of funding).

### Ranking criteria

Projects and programs will be ranked on the following criteria, with a maximum of 100 points, and 10 additional bonus points possible:

1. Meet program goals: How many goals does the project address, and how well? (50 points)
2. Cost effectiveness: The ratio of items 6 and 7 below (20 points)
3. Project need: What problem does the project solve? (20 points)
4. Provide multiple benefits or synergies: What indirect benefits does the project cause? (10 points)
5. Bonus - Extra local match provided (10 points maximum, 1 point for each 5% of additional local match beyond the required 11.47%)

#### Project costs and benefits

6. Project costs and lifecycle costs
7. Quantifiable project benefits, including safety improvement, time savings, air quality benefits, and increases in usage by bicyclists and pedestrians.

#### Other considerations

Other factors SACOG will take into consideration when ranking projects are:

- Capital projects and bicycle and pedestrian plans will be given priority over non-capital projects and programs, although up to 10% of the funding in a round may be used for non-capital projects (excluding plans).
- Projects that benefit both public transit and bicycling/walking may be funded partially from this funding source with the expectation that transit funding sources will pay for the remainder.
- The same type of program or project has been implemented successfully elsewhere.

### **TRANSPORTATION DEMAND MANAGEMENT FUNDING PROGRAM**

#### **Background**

Transportation Demand Management (TDM) is composed of strategies that can lower the demands made on the road and highway system and improve air quality by encouraging the use of carpooling, vanpooling, public transit, bicycling and walking. SACOG currently operates the regional ridesharing database and performs a number of marketing activities that publicize TDM strategies to the general public. SACOG also sponsors the TDM Task Force, a group of Transportation Management Associations (TMAs) and other organizations that perform or promote TDM services for employers and residents of the region. The TDM Task Force has developed several plans to guide the TDM effort in the Sacramento Region, including the *Transportation Demand Management Strategic Plan* for the Sacramento Region, the *SACOG TDM Marketing Plan*, and the *SACOG TDM Short Range Marketing Plan, 2003-2003*.

To implement the MTP, SACOG has allocated \$1 million of Federal T3 funds in fiscal years 2003-04 and 2004-05 for TDM. This amount is slightly higher than what is currently spent on TDM activities from funding sources controlled by SACOG. These TDM Guidelines recommend using the *Short Range Marketing Plan* objectives as a guide in the short term.

Under this program, SACOG will continue to provide region-wide TDM services. Collaboration with partners outside of SACOG will continue to be a priority. TMAs and other organizations that are currently members of the "TDM Outreach Group"<sup>7</sup> will continue to function in coordination with SACOG as TDM providers in the different areas of the region. SACOG will continue to provide funding through grants and memoranda of Understanding (MOU) with the members of the TDM Outreach Group as an extension of SACOG's TDM responsibilities. Other organizations, such as public transit providers or new TMAs that are able to provide TDM services will also be allowed to apply to SACOG for grant funding, if they provide new services

or extend TDM services to new areas. SACOG maintains an interest in sustaining existing TDM providers, while allowing others to participate in this program if they can add value to it.

---

<sup>7</sup> The TDM Outreach Group is currently composed of the 50 Corridor TMA, the North Natomas TMA, the Point West Area TMA, the Power Inn BTA, the Sacramento TMA, the South Natomas TMA, the Yolo TMA, the City of Roseville, and the Placer County Transportation Planning Agency.

## **Program Goal**

Using transportation demand management strategies, reduce single-occupant vehicle trips in the Sacramento region and measure the effects of these strategies.

## **Program Strategy and Eligible Project Types**

The 2-year, \$1,000,000 budget for regional TDM will be divided in the following way, for the listed activities:

Up to \$600,000 to SACOG for regional ridesharing, promotional services, coordination, and evaluation

1. Provide and maintain an Internet Rideshare database for the region.
2. Promote the Rideshare program through a website, roadside signs, and other forms of publicity.
3. Provide links on the SACOG website to park-and-ride lot maps, bicycle maps and riders guide, links to transit, and to the rideshare database.
4. Provide Rideshare phone assistance for those not able or interested in using the Internet.
5. Provide brochures on regional services, such as 1800COMMUTE.org, Park-and-Ride lots, and Bicycle Commute Guides.
6. Support outreach organizations by attendance at worksite events.
7. Staff the TDM Task Force meetings.
8. Promote TDM throughout the region at selected community events.
9. Market TDM regionally with spring and fall events.
10. Promote TDM at elementary/middle schools, high schools and college campuses in cooperation with outreach organizations.
11. Respond to special situations with TDM strategies (for example, the closure of Folsom Dam Road)
12. Provide TDM evaluation tools, such as surveys or methodology, particularly important for mode split information.
13. Present an annual report to the SACOG Board of Directors.

SACOG will include its TDM activities in its annual Overall Work Program.

At least \$400,000 to be divided among the TDM Outreach Group members to perform TDM services

1. Provide a Guaranteed Ride Home program for members. Commuters using alternative modes at least 60% of the time who work for member organizations are covered by an emergency ride home program.
2. Generally, promote rideshare and other alternative mode information. Provide member organizations alternative mode materials and information to share at their companies.
3. Provide an annual TDM Services Plan that lists communications, events, promotional campaigns, promotional material and other required activities planned for the year. See the format under "Project Implementation."
4. Promote spring and fall events among members. SACOG Regional Rideshare staff is planning to sponsor community-wide spring and fall events and expects outreach organizations to inform and encourage members to participate. Announce the events in newsletters, e-mails, on website, and at Employee Transportation Coordinator (ETC), Board or worksite meetings.
5. Participate in and support the SACOG TDM Task Force. An organizational representative should attend and participate in most TDM Task Force meetings.
6. Perform outreach to potential new members. Some outreach to non-members to grow the outreach effort is expected; at the minimum, this could be new member information on a website.
7. Identify the need to implement corridor strategies. Where there are corridors with major construction activities or other special local needs (such as the closure of the Folsom Dam Rd.) identify specific needs.
8. Promote completion of TDM program surveys or use of other evaluation tools. SACOG staff will be developing evaluation tools and will expect outreach organizations to encourage Employer Transportation Coordinators to have their employees complete them, or for the outreach organizations to encourage employees directly.

9. Periodically report to governing boards and report quarterly to SACOG. Report actual activity to SACOG following the format of an annual plan.

If a TDM Outreach Group member has fulfilled these core requirements at a minimum level, that member may apply for funding for additional TDM services on this list or on the list shown under "Menu of Additional TDM Services." Every TDM Outreach member who can meet the minimum core requirements will be guaranteed TDM funding.

There will be no upper or lower limit on the size of a TDM grant request.

Members of the TDM Outreach Group may submit joint projects for funding or may make coordinated applications, however SACOG will need to develop a separate Memorandum of Understanding with each member.

Other organizations, such as transit providers or non-profit organizations, that do not fulfill all of the core services requirement may also be allowed to apply for TDM grant funding without fulfilling all of the requirements of items 1 through 9. SACOG's priority in the short term, however, is to sustain existing TDM Outreach Group outreach activities.

### **Project Implementation**

Grant awards to successful applicants will be made shortly after approval, in the form of one payment. A Memorandum of Understanding will be written between SACOG and each grant recipient for each funding cycle. Each recipient will have 18 months to use the funds.

Below is shown an example of the format for an annual TDM Services Plan or Quarterly Report. This example is for illustration purposes only. Each grant recipient will present SACOG with an annual TDM Services Plan, even if the grant period is for more than one year. Quarterly Reports to SACOG on activities completed and outcomes are also required of grant recipients.

#### Format for TDM Services Plan for One Year (or Quarterly Report)

"OUTREACH GROUP MEMBER X"

<b>Year</b>	<b>Communication</b>	<b>Events</b>	<b>Promotions/ Campaigns</b>	<b>Promotional Materials/Items</b>	<b>Other Required Activities</b>
2002	Website  24 electronic newsletters	Annual meeting  6 transportation fairs (give locations)	Bike to Work  Clean Air Month  Spare the Air Rewards	50 acrylic display boards  New member information packet  GRH brochure  1800Commute website postcard	Guaranteed Ride Home  TDM Task Force participation  Identification of need for corridor strategies  Promotion of the use of evaluation tools  Quarterly reports to SACOG

#### TDM Services Outcomes

In quarterly reports, SACOG will also expect grant recipients to report on the outcomes of TDM services. A list of outcomes follows, however this is not a prescriptive list since some TDM Outreach Group members do not have access to all of this information. A list of outcomes for each grant recipient will be including in its MOU with SACOG.

- Number of single occupant vehicle trips reduced
- Number of employers participating in programs
- Number of Guaranteed Ride Home participants
- Amount of air pollutants reduced
- Other relevant, measurable outcomes

#### Menu of Additional TDM Services

This is a list of additional TDM services that could be provided by SACOG, grant recipients, or both. For the TDM Outreach Group members and others, this list is a source of TDM activities that SACOG will consider in TDM program grant applications. SACOG will also consider a TDM activity that is not on this list if it meets the goal of the program.

#### **Education and Marketing**

Public education materials and activities

Public education and community outreach within a TDM Outreach Member service area

Work options such as compressed schedules and teleworking

Employer-based commute allowances

Parking cash-out programs

"Transportation choices" marketing campaigns

#### **Information Services**

511 phone number for transportation information (SACOG only)

Kiosks

Instant ridematching for non-work trips

#### **Incentive Programs**

- Carpool
- Vanpool
- Vanpool startup
- Vanpool bonus
- Mini-vanpooling
- Fleetpools
- Public transit
- New resident transit
- Commuter bicycle
- Highway corridor
- Carsharing
- Teleworking
- Flexpass
- TDM Rewards

**School-based Programs**

- School pools
- Walking and bicycling promotions
- School-based educational activities and curriculum

**Public Transit**

- Universal transit passes
- Transit trip planning
- Shuttle bus services

**Other**

- Training for workplace TDM Coordinators
- Surveys and data collection for evaluation purposes
- TDM evaluations
- Nonwork trip demonstration projects
- Park-and-ride lot needs assessment
- TDM strategies at regional destinations such as shopping centers
- Implementation of corridor strategies (where there are corridors with major construction activities)
- Bike racks and lockers; above and beyond what is required by code

**APPENDIX A.**  
**GOALS OF THE METROPOLITAN TRANSPORTATION PLAN FOR 2025**  
*Plan adopted by the SACOG Board of Directors in July 2002*

1. Overarching Goal: Quality of Life: Develop a fully integrated, multi-modal transportation system to serve as a catalyst to enhance the quality of life enjoyed by the current and future residents of the Sacramento region.
2. Access and Mobility: Improve access to goods, jobs, services, housing, and other destinations; provide mobility for people and goods throughout the region, in a safe, affordable, efficient and convenient manner.
3. Air Quality: Develop a transportation system and related strategies that contribute to achieving healthy air in the region.
4. Travel Choices: Provide affordable, convenient, safe, and integrated travel choices.
5. Economic Vitality: Enhance the economic vitality of our region by efficiently and effectively connecting people to jobs, goods, and services, and by moving goods within our region and beyond with an integrated multi-modal freight system.
6. Equity: pursue a transportation system that addresses the needs of all people in all parts of the region and assure that impacts of transportation projects don't adversely affect particular communities disproportionately.
7. Transportation and Land Use: Influence land use policies to improve access to jobs, services and housing to everyone in the region by using market forces and the regulatory process.
8. Funding and Revenue: In order to adequately fund the Plan, develop appropriate, innovative, equitable, and stable funding sources (both short- and long-term) and identify cost-reduction measures.
9. Health and Safety: Improve the health of our residents by developing systems that would encourage walking and biking, and improve the safety and security of people on all modes in all areas.
10. Environmental Sustainability: Develop the transportation system to promote and enhance environmental quality for present and future generations.



**APPENDIX C.**  
**THE APPLICATION AND FUNDING PROCESS**  
**IN PLACER AND EL DORADO COUNTIES**

The process of applying for and receiving grants through SACOG's regional funding programs will operate somewhat differently in Placer and El Dorado Counties due to Memoranda of Understanding (MOUs) between the Placer County Transportation Planning Agency (PCTPA) and SACOG and the El Dorado County Transportation Commission (EDCTC) and SACOG. SACOG serves as the federally-designated Metropolitan Planning Organization for six counties, including El Dorado and Placer, giving it the responsibility for programming local assistance projects into the Federal Transportation Improvement Program (MTIP). However under State law, PCTPA and EDCTC approve the projects to be programmed. The MOUs each establish that PCTPA and EDCTC may chose the projects for a "fair and equitable share" of Federal Congestion Management and Air Quality (CMAQ) and Surface Transportation Program (STP) funds, for inclusion into the MTIP.

Since CMAQ funding will be a primary source for these funding programs, PCTPA and EDCTC will receive project nominations for the programs from public agencies before SACOG does, approve and then forward those nominations they want considered for the regional programs. SACOG will then evaluate those nominations in a regionwide context and program accordingly. If SACOG does not accept a particular nomination for one of the programs, PCTPA or EDCTC may elect to choose them for funding in any case.

Any projects approved by PCTPA and EDCTC and programmed by SACOG become part of the local assistance program for Placer and El Dorado Counties respectively. PCTPA and EDCTC should select their projects in context with other local assistance projects, and SACOG will ensure that Placer and El Dorado Counties receive the right mix of federal funds to carry out their programs.

Should PCTPA and EDCTC choose to nominate projects for the regional funding programs and those projects are chosen for funding by SACOG, it is possible that in one funding round PCTPA or EDCTC will receive more than a "fair and equitable share" of CMAQ funds. It is expected that equity of CMAQ distribution will be then be achieved in later rounds of funding.

## **APPENDIX D. FEDERAL FUNDING REQUIREMENTS**

The following federal funding requirements are derived from the State's Transportation Enhancement Activities (STE) funding program guidelines. Items "a" and "b" apply only to STE funds, but "c" through "f" apply to all federal funds, including STE. The SACOG regional funding programs can be funded from any of the types of federal funds that SACOG receives.

- a. Direct relationship to the transportation system: STE projects must be directly related to the surface transportation system. This relationship may be one of function, proximity or impact. For example, a bikeway or historic rail station still in service is a functional component of the transportation system; landscaping or restoration of a historic site alongside the highway can be related by proximity (the proximity relationship will not be eligible if tenuous or contrived); and archaeology planning or water pollution control alongside an existing highway affect the impact of the transportation system or the environment.
- b. Over and above normal work: Enhancement funds must build projects that would be over and above normal transportation work. STE projects cannot be used for mitigation specified in environmental documents, permit requirements from federal, state or local agencies for other transportation work, maintenance activities such as repaving bike lanes or repainting historic buildings on a normal life cycle schedule, and other requirements such as retrofit of drainage facilities to meet current clean water standards or retrofit of existing sidewalks for compliance with requirements of the Americans with Disabilities Act.
- c. Public benefit and access: STE projects use public funds, must provide benefit to the general public, and generally must provide for public access, except in certain cases where access might be inappropriate, such as wildlife corridors or water pollution control facilities. Improvements to private property and commercial tenant facilities are not eligible.
- d. Right of way acquisition: Any property needed for right of way for STE projects must be acquired from willing sellers, since a finding of public necessity for eminent domain cannot be made for work "over and above normal work." Whenever federal funds are used in any phase of a project, acquisition of real property for the project becomes subject to the provisions of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, no matter if carried out by federal, state or local agencies or by private parties. Properties to be acquired must be appraised, and an offer made to purchase at full-appraised value, although the sale may be completed for an option value or another value different from appraised value by mutual agreement. Any tenants displaced because of the project are entitled to relocation assistance benefits under the Act (funded within the project), but willing sellers are not. Improvements for tenant or commercial activities such as snack bars or retain businesses are not eligible.
- e. Historic restoration: Projects funded with federal transportation funds must comply with Section 106 of the National Historic Preservation Act, pertaining to evaluation and preservation of historic and archaeological resources. For historic property projects, all restoration work must be done in compliance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, the Secretary of the Interior's Standards for Treatment of Historic Properties, or the State Historic Building Code. Work must be managed under the direction of professionals meeting the standards published in the Code of Federal Regulations, 36 CFR, Part 61, which define minimum education and experience required to perform eligible historic preservation activities; in some cases, additional areas or levels of expertise may be needed depending on the complexity of the task and the nature of the historic properties involved. Rehabilitation work to return a property to a state that allows contemporary use while preserving the significant historic features of that property will usually be eligible. Preservation work to repair deferred maintenance that should have been done, as a condition of a prior historic preservation agreement is not eligible. Construction of replicas of historic structures or buildings is not eligible. Work related to Native American archaeological sites typically requires extra consultation with interested tribes, may require that Native Americans control the disposition of certain artifacts, and may require artifact displays to show alternative interpretations.
- f. Environmental studies and review: All STE projects are subject to the requirements of both the National Environmental Policy Act (NEPA) of 1969 and the California Environmental Quality Act (CEQA) of 1970. For NEPA, the project sponsor must make a good faith effort to study, assess and disclose environmental impacts that could be expected from the project and consult with interested

federal agencies; and for CEQA, the project must mitigate any significant adverse impacts to the extent feasible. Experienced agencies can meet both the federal and state environmental requirements using a single joint process. The level of effort varies by the type of project, the amount of impacts and the degree of public controversy. While some projects may be able to use a Categorical Exemption/Categorical Exclusion, and most others will require no more than a Finding of No Significant Impact/Negative Declaration (which may include mitigation of impacts), a few STE projects will require a full Environmental Impact Statement/Environmental Impact Report, particularly those where significant public controversy arises, with all of the required agency consultation and public reviews.

- g. Parks: Since STE projects must have a direct relationship to transportation, park improvements such as park benches, park landscaping and recreational trails are not eligible, although the same scope of project might be eligible in a streetscape setting. STE projects that may provide an ancillary recreational experience or may be located on parkland can be eligible as bicycle or pedestrian facilities if the projects also provide through access from one point to another. Section 4(f) of the Department of Transportation Act of 1966 applies to projects funded with federal enhancement funds, even though it is an odd fit with the enhancements program; it prohibits building a project on land in a publicly owned park, recreation area, wildlife or waterfowl refuge, or significant historic site unless the applicant can demonstrate that there is no prudent and feasible alternative to the use of park property, and can minimize damage to the park property from the transportation use. The state expects Section 4(f) should be waived for most enhancements projects, but does not have the power to ensure this.
- h. Permits: Depending on the nature of the project, STE projects may require permits or clearance from a wide range of federal and state agencies with environmental responsibilities, covering at least water quality, floodplain encroachment, wetlands protection, endangered species (both federal and state listed) and habitat protection, and historic or archaeological resources. In particular, wetlands protection and floodplain encroachment require a no-practicable-alternative finding. The list of interested agencies usually includes, but is not limited to, the U.S. Army Corps of Engineers, the U.S. Fish & Wildlife Service (or National Marine Fisheries Service), California Department of Fish & Game, California Coastal Commission, State Historic Preservation Office, and Advisory Council on Historic preservation. The most common applicable federal legal requirements can be found in:
  - Section 404 of the Clean Water Act of 1977,
  - Executive order 11990, "protection of Wetlands," May 24, 1977,
  - Executive Order 11991, "Floodplain Management," May 24, 1977,
  - Section 7 of the Endangered Species Act of 1973, and
  - Section 106 of the National Historic Act of 1966.Many STE projects will end up involving no permits, but that must be determined project-by-project through studies and consultation.
- i. Transportation project requirements: STE projects are transportation projects and, thus, must meet any applicable federal or state standards for transportation projects. For example, bicycle facilities generally must meet federal and state standards for width, grade and signing; state highway landscaping must comply with state landscaping policies on Nation Highway System routes; and removal of nonconforming billboards must follow federal and state procedures, including local ordinances to control subsequent outdoor advertising in the area. Projects sharing or crossing railroad rights of way must have railroad agreements, which can be time-consuming to negotiate and get approved. Walkways and buildings must include handicapped access (Americans with Disabilities Act (ADA)). Agencies unfamiliar with the requirements and costs of constructing to the design standards required for federal-aid projects should consult in advance with their Caltrans District Local Assistance Engineer.
- j. Other federal contract requirements: STE projects use federal funds and so must comply with various federal contracting requirements, which apply if consultants are to be used for environmental or design studies, to right of way activities (including utility work) done under contract, and for the project construction contract. The most ubiquitous of these requirements include competitive bidding, pre-award audits, minority business participation (DBE/WBE), and prevailing wage rates (Davis-Bacon Act).
- k. Regional Transportation Plan, Federal TIP and air quality conformity. All projects using federal transportation funds must be consistent with the regional transportation plan covering that area; if the plan is not specific enough to list every small project, the project must be

consistent with the general policy direction and priorities of the plan and not inconsistent with any of its provisions. All projects using federal transportation funds must also be added to the Federal Transportation Improvement Program (TIP), a document describing the slate of projects approved for federal funding by the Federal Highway Administration (FHWA). In urban areas, the designated metropolitan planning organization is responsible for drawing up the regional transportation plan and Federal TIP, and amending it when necessary; in rural counties, Caltrans has that responsibility. The agency responsible for the Federal TIP must also assess the air quality implications of the whole slate of projects and make a finding that total pollutant emissions from all projects collectively do not exceed federal clean air standards; that finding must be reassessed each time a Federal TIP is amended, which can be an arduous process in areas far out of compliance with the clean air standards. While STE projects by themselves rarely would have any significant effect on air quality, Federal TIP amendments often contain a package of projects, including some highway projects that will force a time-consuming re-evaluation of clean air impacts. In the end, FHWA must approve the Federal TIP (and any amendments), and the U.S. Environmental Protection Agency (EPA) must approve the findings of air quality conformity before funds can be released for the project. Some regions reserve enhancement funds in a lump sum and, thus, can avoid the need to amend their Federal TIP each time projects are selected; others have not done this.

1. Maintenance Agreement: The project applicant must guarantee that the STE project will be maintained for the normal project life cycle, by the sponsoring agency or via contract with a third party, as a condition of receiving federal enhancement funds. The Caltrans' master agreement typically will hold the applicant liable up to the amount of federal funding if maintenance is not kept up. The project applicant should understand that the use of federal enhancement funds for a project brings all of these federal and state requirements that may apply to bear on the entire project, not necessarily just the part funded by enhancement funds (unless the project consists of distinct and separable phases done as separate projects by separate contracts). The project applicant should build into the project application enough funding to deal with these many requirements and build into the project schedule enough time to carry out the work, most of which must be completed before project construction can be started.

## **APPENDIX E. PROJECT SELECTION PROCESS**

For the Bicycle/Pedestrian Program, SACOG will only accept project applications that have been reviewed, approved, and forwarded by countywide transportation agencies. This requirement does not apply to the TDM and Air Quality project applications, which will be received directly by SACOG.<sup>8</sup> The SACOG portion of the TDM program is not subject to this project selection process, since those activities will be included in the agency's annual Overall Work Program.

### Steps in the Process

1. SACOG receives project applications for the regional funding programs. The due dates for project applications may vary.
2. SACOG staff reviews the applications and screens them for eligibility. Ineligible applications are discarded, based on ineligibility for federal funds, lack of funding of the appropriate type, or on the program guidelines.
3. SACOG staff forwards the applications to the appropriate Working Group (see below for the composition of the Working Groups).
4. The Working Groups score and rank the applications in their program area, but don't discard any applications. Working Group members will not vote on applications from their own organizations.
5. SACOG staff reviews the ranking recommendations of all working groups and makes its own ranking recommendations (including projects from the Community Design Program, which has a separate set of guidelines). These staff recommendations will take into consideration the availability and requirements of appropriate funding sources and will balance the ranking of projects based on geographic location. These ranking recommendations will then be communicated back to the Working Groups.
6. The SACOG staff recommendations are discussed by the Project Selection Advisory Committee (see below for the composition of this committee).
7. The Project Selection Advisory Committee makes recommendations that are provided as information to the Regional Planning Partnership and then are made to the SACOG Board of Directors. If the Project Selection Advisory Committee recommendations are different from the SACOG staff recommendations, then both sets of recommendations are made to the Board.

---

<sup>8</sup> For all four programs, project or program proposals from Placer and El Dorado Counties will be approved by the Placer County Transportation Planning Agency and the El Dorado County Transportation Commission to be consistent with their use of Federal funds, according to Memoranda of Understanding between those agencies and SACOG. See Appendix C for more details.

Membership of the Project Selection Working Groups

Members can serve on more than one Working Group and should represent diverse geography. A SACOG staff member will staff each meeting. The group will select a Chairperson.

<b>Expertise</b>	<b>Appointed By</b>	<b>Air Quality</b>	<b>Bike/Ped</b>	<b>TDM</b>	<b>TOTAL</b>
Planners	Planner's Committee	0	1	1	2
Project Engineers	Regional Planning Partnership	0	2	1	3
Bike/Ped	Bike/Ped Advisory Committee	0	4 (2 advocates, 2 professionals)	1	5
Air Quality	Air Districts	5 Air Pollution Control Officers of the 5 Air Districts	1	1	7
TDM	TDM Task Force	0	1	5	6
Transit	Transit Coordinating Committee	0	1	1	2
Community Groups <sup>9</sup>	Regional Planning Partnership	0	1	1	2
Regional	SACOG Executive Director	1 (Exec. Director or designee)	0	0	1
<b>TOTAL</b>		6	11	11	28

Membership of the Project Selection Advisory Committee

All members must also be a member of a working group and represent diverse geography. SACOG will staff each meeting and the group will choose a chairperson.

<b>Appointed By</b>	<b>Number</b>
Planner's Committee	3
Regional Planning Partnership	4
Bike/Ped Advisory Committee	2
TDM Task Force	2
Transit Coordinating Committee	2
Air Districts	2
<b>TOTAL</b>	15

---

<sup>9</sup>Community Groups can include social equity, environmental, business, neighborhood, or other community groups.