



Item #4

## Bicycle & Pedestrian Advisory Committee

July 19, 2007

### **Amendment to the Regional Bicycle & Pedestrian Funding Program Guidelines and Application**

**Issue:** The Draft Amendment to the Regional Bicycle & Pedestrian Funding Program Guidelines and Application are available for public comment until August 20, 2007.

**Recommendation:** That the Bicycle & Pedestrian Committee comment on the Draft Amendment to the Guidelines and Application and recommend approval by the SACOG Board of Directors. The Committee also needs to appoint members to the Bicycle & Pedestrian Working Group and the Grant Program Overview Committee.

**Discussion:** Attachment A is the Amendment to the Program Guidelines and Application. The public comment period extends from July 20 – August 20, 2007. Please submit comments to José Luis Cáceres, Associate Planner, by email: [jcaceres@sacog.org](mailto:jcaceres@sacog.org) by fax: (916) 321-9551, or by regular mail: 1415 L Street, Suite 300, Sacramento, CA 95814.

According to the Guidelines, the Bicycle & Pedestrian Advisory Committee also needs to appoint four members to the Bicycle & Pedestrian Working Group, two professionals and two advocates. This group will meet several times after the application deadline to review, and rank the applications. The Committee also needs to appoint two members to the Grant Programs Overview Committee, which reviews the funding recommendations from this program, Community Design, and Air Quality, and sends its own recommendation to the Board of Directors.

AH:ts

Attachment

Key Staff: Aimee Hagen, Associate Planner, (916) 340-6211  
José Luis Cáceres, Associate Planner, (916) 340-6218

**Sacramento Area Council of Governments**

**2007/08-2008/09**

**BICYCLE & PEDESTRIAN FUNDING PROGRAM  
DRAFT  
GUIDELINES  
and  
APPLICATION INSTRUCTIONS**

This document contains information about the Sacramento Area Council of Government's Bicycle and Pedestrian Funding Program for federal fiscal years 2007/08 and 2008/09. The program grants funds to local government agencies and their partners to provide facilities for walking and biking in the cities and towns of the region, or to provide connections between them. Grants cycles are approximately every two years.

Section 1 contains the Guidelines for the Bicycle and Pedestrian Funding Program.

Section 2 contains the Application Instructions for the 2005/06-2006/07 funding cycle. Applications are due to SACOG Monday, October 22, 2007.

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**Section 1**

**GUIDELINES FOR  
SACRAMENTO AREA COUNCIL OF GOVERNMENTS  
BICYCLE AND PEDESTRIAN FUNDING PROGRAM**

**A. INTRODUCTION**

In July 2002, the Sacramento Area Council of Governments (SACOG) adopted the *Metropolitan Transportation Plan for 2025* (the MTP for 2025). This 23-year, \$22 billion plan for the region included four federally-funded programs to be used for regional transportation and related priorities that implement the goals of the Plan (Appendix A.1). The four programs, with 23-year funding amounts are:

- Air Quality \$180 million
- Bicycle and Pedestrian \$350 million
- Transportation Demand Management \$ 44 million
- Community Design \$500 million

When the MTP for 2025 was adopted, it was the intent of SACOG to continue these four regional funding programs into the foreseeable future in each successive MTP. Since the adoption of the MTP for 2025, SACOG has adopted several other MTPs, and the funding programs have been continued. Currently, the 2006 MTP is the plan that is operable in the SACOG Region.

These guidelines pertain only to the Bicycle and Pedestrian Funding Program. The other three programs each have a separate set of guidelines that are consistent with these, and the intent is to coordinate the selection of projects in all four programs with a joint recommendation for funding presented to the SACOG Board of Directors.

Public agencies will periodically be given the opportunity to apply for programs on a schedule that will be published before each funding round. The timing of funding rounds is dependent on the availability of the federal funding, and can't always be predicted far in advance.

SACOG is committed to using this funding for projects and programs in all parts of the region. For the Bicycle and Pedestrian Program 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 Placer and El Dorado Counties, a different situation applies, due to Memoranda of Understanding between the Placer County Transportation Planning Agency (PCTPA) and SACOG and the El Dorado County Transportation Commission

(EDCTC) and SACOG that govern the use of federal funds in those counties. Please refer to Appendix C for an explanation of how federally-funded projects are approved in those counties. SACOG is also committed to following federal guidance on environmental justice. The goal of environmental justice is 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.

## **B. FUNDING**

Financial support for these programs will come primarily from Federal funding sources expected to be available to the region. The SACOG Board of Directors will approve the amounts allocated to each program before the start of the project selection process, according to long-term Metropolitan Transportation Plan and the agency's more immediate priorities.

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 SAFETEA-LU are found in Appendix D. 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.

## **C. GENERAL APPLICATION PROCESS**

SACOG will issue a call for applications when 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 applications will be made through SACOG's newsletter, webpage, advisory committee meetings, and letters to public works and planning departments, transportation agencies, transit agencies, transportation management associations, and other organizations. An application, timeline, and these guidelines will be made available at that time.

## **D. PROJECT SELECTION PROCESS**

[The following process applies to Sacramento, Yolo, Yuba, and Sutter Counties, but not to Placer and El Dorado Counties.]

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

Applications for Bicycle and Pedestrian projects in Sacramento and Yolo Counties must be presented as information to the countywide transportation agency in those counties. Because there are no countywide transportation agencies in Yuba and Sutter Counties, ~~this step is not necessary~~ **information must be presented to the appropriate County Board of Supervisors.**

The Bicycle and Pedestrian Working Group and a Grant Overview Committee, formed from existing SACOG committees and staffed by SACOG, will make recommendations to the SACOG Board of Directors, through the appropriate Board Committee, on project selection. After SACOG staff screen project applications for eligibility, Working Group and Grant Overview Committee members will be responsible for reading applications and making recommendations for projects to be funded. Appendix E provides more detail on the process and the membership of these committees.

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.

## **E. IMPLEMENTATION**

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 ct.
- 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).

## **F. BICYCLE AND PEDESTRIAN PROGRAM GOALS**

The purpose 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. **The efficiency of the transportation system is a key component of achieving the goals set forth by the Blueprint Planning Process (Appendix A.2). In the preferred Blueprint Scenario bicycling and walking are integral to the types of development patterns depicted in the Blueprint Preferred Scenario and are necessary for its successful implementation. Projects and programs funded through this program shall support the implementation of the Blueprint Preferred Scenario and planning principles. However,** bicycle and pedestrian facilities in new developments are expected to be paid for by developers in cooperation with cities and counties<sup>5</sup> and 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.

In November 2004 SACOG adopted a *Regional Bicycle, Pedestrian and Trails Master Plan* **which was subsequently amended in 2005 and 2007.** This plan provides the eligible pool of projects for this funding program. The *Master Plan* is a product of the efforts of SACOG's Bicycle and Pedestrian Advisory Committee, which ranked projects from around the region into "high" "medium" and "low" priority. The plan contains a list of at least 20 years of projects that require at least partial regional funding. Selection criteria insured that the projects are forward thinking, high quality, high impact, and regionally significant.

In selecting the best projects to fund from the higher priority projects listed in the *Master Plan*, costs, benefits and the following goals will be considered:

### Specific goals for capital projects

1. **Support implementation of the Blueprint Preferred Scenario and Planning Principles (Appendix A.2).**
2. Provide bicycle or pedestrian connections

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<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.

- a. between, through, and within large, medium, and small cities and towns of the 6-county region.
  - b. to regional and local public transit systems (including rail) at stops, stations, and terminals.
  - c. to park-and-ride lots.
  - d. 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.
3. Provide bicycle and pedestrian access within or through the central business districts of the region.
  4. Fill in gaps on existing, planned, or proposed interregional bicycle or pedestrian routes.
  5. Provide bicycle and pedestrian access across barriers such as arterial roads, highways, freeways, rivers, canals, creeks, and railroads.
  6. Improve the time convenience of walking and bicycling, for example with shortcuts or special facilities such as bike/pedestrian boulevards.
  7. Improve the safety and security of walking and bicycling.
  8. Provide an aesthetic, pleasant, or more comfortable biking or walking experience.
  9. Provide capital facilities that support bicycling, such as storage, parking, or bike stations.
  10. 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.
  11. Complement bicycle and pedestrian plans and projects in an adjacent region.

#### Specific goals for non-capital projects and programs

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

## **G. 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

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

### School-related bicycle and pedestrian projects

- a. Local school bikeway and pedestrian projects
- b. Bicycle and pedestrian access improvements to and through colleges and universities

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<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.

### Transit-related bicycle and pedestrian projects

- a. On-board bicycle storage
- b. Station or terminal bicycle storage
- c. Transit stop/station bicycle and pedestrian access projects
- d. Express bus services for bicyclists

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

- a. Bicycle and pedestrian master plans
- b. Design manuals
- c. Motorist education about sharing the road with bicyclists and pedestrians
- d. Public agency staff training
- e. Bicycle/pedestrian coordinator positions (up to two years)
- f. Public relations campaigns
- g. Public service announcements
- h. Mapping projects
- i. Brochures and pamphlets
- j. Skills training
- k. Education on health benefits

Other projects and programs that meet the goals of this funding program will also be considered, as long as they are listed in the *Master Plan*.

Under special circumstances, SACOG will consider funding a project or program that is not listed in the *Master Plan* or is listed in the *Master Plan* but is medium or low priority. In this case, the project application must contain a detailed justification for why the project should be funded.

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 **\$167,205 (\$150,000 funding award + \$17,205 local match)**. Public agencies applying for funding for smaller projects may want to consider combining projects to meet the **\$167,205** \$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.

The application process will be specific to the Bicycle and Pedestrian program, although the Grant Overview Committee will present a recommendation for funding to the SACOG Board of Directors for all of the funding programs together.

## H. PROJECT EVALUATION

### Screening criteria

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

- a. It is included in the *Regional Bicycle, Pedestrian, and Trails Master Plan* as a “high” priority project. “Medium” priority projects will be considered if not enough “high” priority projects are ready for inclusion as described below, or if the delivery of a “high” priority project as been significantly delayed or has become infeasible. Under very special circumstances, applications may be considered that are not listed in the *Master Plan* or are listed as low or medium priority.
- b. It must be ready for inclusion into the *Metropolitan Transportation Improvement Program*, with project scope and cost. The project application may include the cost of preparing environmental documents. 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

In Sacramento, Yolo, Yuba, and Sutter Counties, projects to be funded will be chosen from the list of high priority projects included in the *Master Plan*. They will then be ranked based on the following criteria, with a maximum of 100 points, and 10 additional bonus points possible. These rankings will be used to determine which of the high priority projects will be funded.<sup>1</sup>

**1. Blueprint Implementation: How well the project/program supports Blueprint Implementation (40 points)**

2. Meet program goals: How many **of the other** goals does the project/**program** address, and how well? (~~50~~ **20** points)

3. Cost effectiveness: The ratio of items 6 and 7 below (20 points)

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<sup>1</sup> Placer and El Dorado County projects are ranked in the Master Plan to serve as guidelines for the respective jurisdictions and do not indicate a priority relative to projects in Sacramento, Yolo, Yuba, and Sutter Counties. See Appendix C for details on project selection in those counties.

**4. Strength of commitment, degree of risk to cost and schedule, relative priority at local jurisdiction(s) (20 points)** 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. For analysis, all costs should be computed to present value.

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 **that support Blueprint implementation** 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)~~.
- **Project is closely related to local activity center/compact development area, and identified in the local general plan, that will be implemented soon but is beyond what is required of the developer to pay for.**
- **If an intercommunity project, both ends already have good bicycle/pedestrian circulation.**
- Projects that benefit both public transit **or roadways** and bicycling/walking may be funded partially from this funding source with the expectation that transit **or roadway** funding sources will pay for the remainder.
- The same type of program or project has been implemented successfully elsewhere.

**APPENDIX A.1**  
**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 A.2**  
**BLURPRINT PLANNING PRINCIPLES**

1. **Transportation Choices: Developments should be designed to encourage people to sometimes walk, ride bicycles, ride the bus, ride light rail, take the train or carpool. Use of Blueprint growth concepts for land use and right-of-way design will encourage use of these modes of travel and the remaining auto trips will be, on average, shorter.**
2. **Mixed-Use Developments: Buildings homes and shops, entertainment, office and even light industrial uses near each other can create active, vital neighborhoods. This mixture of uses can be either in a vertical arrangement (mixed in one building) or horizontal (with a combination of uses in close proximity). These types of projects function as local activity centers, contributing to a sense of community, where people tend to walk or bike to destinations and interact more with each other. Separated land uses, on the other hand, lead to the need to travel more by auto because of the distance between uses. Mixed land uses can occur at many scales. Examples include: a housing project located near an employment center, a small shopping center located within a residential neighborhood, and a building with ground floor retail and apartments or condominiums on the upper floor(s).**
3. **Compact Development: Creating environments that are more compactly built and use space in an efficient but aesthetic manner can encourage more walking, biking, and public transit use, and shorten auto trips.**
4. **Housing Choice and Diversity: Providing a variety of places where people can live – apartments, condominiums, townhouses, and single-family detached homes on varying lot sizes – creates opportunities for the variety of people who need them: families, singles, seniors, and people with special needs. This issue is of special concern for the people with very low-, low-, and moderate-income, often our teachers, other public employees and professionals, as well as retail employees, service workers and other people for whom finding housing close to work is challenging. By providing a diversity of housing options, more people have a choice.**
5. **Use of Existing Assets: In urbanized areas, development on infill or vacant lands, intensification of the use of underutilized parcels (for example, more development on the site of a low-density retail strip shopping center), or redevelopment can make better use of existing public infrastructure. This can also include rehabilitation and reuse of historic buildings, denser clustering of buildings in suburban office parks, and joint use of existing public facilities such as schools and parking garages.**
6. **Quality Design: The design details of any land use development - such as the relationship to the street, setbacks, placement of garages, sidewalks, landscaping, the aesthetics of building design, and the design of the public right-of-way (the**

**sidewalks, connected streets and paths, bike lanes, the width of streets) - are all factors that can influence the attractiveness of living in a compact development and facilitate the ease of walking and biking to work or neighborhood services. Good site and architectural design is an important factor in creating a sense of community and a sense of place.**

- 7. Natural Resources Conservation: This principle encourages the incorporation of public use open space (such as parks, town squares, trails, and greenbelts) within development projects, over and above state requirements; along with wildlife and plant habitat preservation, agricultural preservation and promotion of environment-friendly practices such as energy efficient design, water conservation and stormwater management, and shade trees to reduce the ground temperatures in the summer. In addition to conserving resources and protecting species, this principle improves overall quality of life by providing places for everyone to enjoy the outdoors with family outings and by creating a sense of open space.**

**APPENDIX B.  
SCHEDULE FOR  
BICYCLE AND PEDESTRIAN FUNDING PROGRAM**

July 20 – August 20, 2007	Commence 30-day public comment period on revised Program Guidelines. Bicycle and Pedestrian Advisory Committee and Regional Planning Partnership review the revised Bicycle and Pedestrian Funding Program Guidelines and application and make a recommendation to the Board of Directors.
Sept. 20, 2007	Board of Directors approves revised Guidelines.
Sept. 21, 2007	Call for projects.
Oct. 22, 2007	Project applications due
Early Nov. 2005	Working Group meets and makes project selection recommendations
Mid Nov. 2007	Grant Overview Committee meets and makes recommendations for funding to the SACOG Board of Directors Recommendations are presented for information to Bicycle and Pedestrian Advisory Committee and Regional Planning Partnership
Dec. 20, 2007	The SACOG Board approves the release of recommended projects for a 30-day period of public review.
Jan. 17, 2008	The SACOG Board holds a public hearing, approves the projects and amends the <i>Metropolitan Transportation Improvement Program</i> (MTIP) to include them.

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

This process considers the Memoranda of Understanding (MOUs) and related resolutions approved by SACOG, the Placer County Transportation Planning Agency (PCTPA), and the El Dorado County Transportation Commission (EDCTC) that govern interagency relationships.

In summary, PCTPA and EDCTC are able to choose their own projects for which to use federal transportation funding, separate from the process used at SACOG for choosing projects in Sacramento, Yolo, Sutter, and Yuba Counties. If the selected projects in Placer and El Dorado Counties meet the criteria for SACOG's funding programs, they will be added to the overall list of projects for that funding program. If not they will still be programmed, but not counted toward the regional funding program goals established in the Metropolitan Transportation Plan. (See example at end of this appendix).

For each round of federal funding (Urban RSTP and CMAQ), approximately every two to three years, state law calls for PCTPA, EDCTC, and SACOG to each receive a separate allocation, with SACOG (as Metropolitan Planning Organization) responsible to program this funding.

In the Metropolitan Transportation Plan (MTP), SACOG has established four special funding programs (Community Design, Air Quality, Bicycle and Pedestrian, and Transportation Demand Management) that use a portion of these federal funds.

In each federal funding cycle, SACOG, EDCTC, and PCTPA agree to follow this process:

1. SACOG advises PCTPA and EDCTC of their combined fair shares of Urban RSTP and CMAQ together with a statement of MTP objectives for that funding cycle. PCTPA and EDCTC agree to seriously consider SACOG's priorities as they decide which programs to forward for programming. They encourage their cities, counties and transit operators, as they have in the past, to propose projects that address SACOG's priorities and meet criteria established in the guidelines approved by the SACOG Board for each of the four regional funding programs. They will also include SACOG staff on advisory committees reviewing the project proposals and use the PLACE<sup>3</sup>S software to help evaluate Community Design proposals.
2. The SACOG Board approves an amount of federal funding to allocate for each of the four funding programs, for Sacramento, Yolo, Yuba, and Sutter Counties. If the federal funding authorization to the region is greater or less than the original estimates, PCTPA, EDCTC, and SACOG will either receive more or less federal funding on a fair share basis, and as a consequence the amounts allocated to the four regional programs may be changed.

3. Some of projects and programs funded by SACOG through the funding programs are regional in nature, for example the Regional Rideshare Program. SACOG will consult with PCTPA and EDCTC about fair share support of these regionwide programs before the three agencies select projects for programming.
4. In the Bicycle/Pedestrian, Air Quality, and Community Design Funding Programs, SACOG solicits project proposals from qualified project sponsors within Sacramento, Yolo, Yuba, and Sutter Counties. For each of these three competitive programs, a working group of SACOG's planning partners from the four counties analyzes, evaluates, and ranks the proposals based on their technical merit. A separate Grants Program Review Committee then reviews the recommendations from all working groups and makes a final recommendation to the Board of Directors that takes into account regional balance.
5. At the same time, PCTPA and EDCTC also conduct an evaluation and ranking process to select federally funded projects. After approval by their Boards of Directors, these lists are forwarded to SACOG for programming. It is expected that at least some of these projects will meet the goals and criteria for the regional funding programs. SACOG staff will evaluate these projects for whether they fit the programs, and will make a recommendation to the SACOG Board about whether to include them in the list of projects under the four funding programs or program them outside of the four programs.
6. If there are a greater number of highly recommended projects than there is funding available in a program, SACOG staff may seek to reduce the amount programmed to some or all projects, or may request a higher allocation for that funding program. The increase would mean a decrease in another funding program or would replace other regional priorities for federal programming.

Example of Funding for El Dorado or Placer County Project: As an example of how a project might be designated as a Community Design project from Placer County, it would work as follows. Placer County develops a project proposal that conforms to SACOG's Community Design Guidelines and submits it to the Placer County Transportation Planning Agency. PCTPA's Board approves the project for federal CMAQ funding under PCTPA's allocation. The project is forwarded to SACOG and screened by staff for whether it meets the goals and criteria of the Community Design Program. If it does, it is added to the list of projects in that program.

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

The following federal funding requirements are derived from the State's Transportation Enhancement Activities (TE) funding program guidelines. Items "a" and "b" apply only to TE funds, but "c" through "l" apply to all federal funds, including TE. 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: TE 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. TE 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: TE 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 TE 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 TE 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 TE 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 TE 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. TE 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, TE 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:
1. Section 404 of the Clean Water Act of 1977,
  2. Executive order 11990, "protection of Wetlands," May 24, 1977,
  3. Executive Order 11991, "Floodplain Management," May 24, 1977,
  4. Section 7 of the Endangered Species Act of 1973, and
  5. Section 106 of the National Historic Act of 1966.

Many TE projects will end up involving no permits, but that must be determined project-by-project through studies and consultation.

- i. Transportation project requirements: TE 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: TE 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. Metropolitan Transportation Plan, MTIP and air quality conformity. All projects using federal transportation funds must be consistent with the regional transportation plan, known as the Metropolitan Transportation Plan (MTP), 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 Metropolitan Transportation Improvement Program (MTIP) the document describing the slate of projects approved for federal funding by the Federal Highway Administration (FHWA). In the SACOG region, SACOG is the designated metropolitan planning organization responsible for drawing up the MTP and MTIP and amending it when necessary; SACOG 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 the MTIP is formally amended, which can be an arduous three- to five-month process. While TE projects by themselves rarely would have any significant effect on air quality, MTIP amendments often contain a package of projects, including some highway projects that force a time-consuming re-evaluation of clean air impacts. In the end, FHWA must approve the MTIP (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. SACOG programs bicycle and pedestrian projects in a lump sum and, thus, in some cases, can avoid the need to process formal amendments.
  
- l. Maintenance Agreement: The project applicant must guarantee that the TE 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

Project applicants (sponsors) may be any agency or organization that holds a master agreement with Caltrans to administer federal transportation funds. For projects within the jurisdictions of Sacramento County, project proposals must be presented as information to the Board of the Sacramento Transportation Authority, and for Yolo County jurisdictions, to the Yolo County Transportation District Board. For Sutter and Yuba Counties, project proposals must be presented to the appropriate County Board of Supervisors, ~~there are no countywide transportation agencies, so this step is not needed.~~ For Placer and El Dorado Counties, a separate process is used (see Appendix C).

### Steps in the Process

1. Project sponsors fill out application forms and submit to relevant countywide transportation agency **or County Board of Supervisors**. ~~, if applicable.~~
2. Applications are presented as information to countywide transportation agency Boards **or County Board of Supervisors** by the application deadline. ~~For projects in Yuba and Sutter Counties, this step is unnecessary.~~
3. 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.
4. SACOG staff forwards the applications to the Bicycle and Pedestrian Working Group (see below for the composition of the Working Group).
5. The Bicycle and Pedestrian Working Group scores and ranks the applications, according to its own process, but does not discard any applications. Working Group members will not vote on applications from their own organizations.
6. SACOG staff reviews the ranking recommendations of all funding program working groups and makes its own ranking recommendations. 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 each of the working groups.
7. The SACOG staff recommendations are discussed by the Grant Programs Overview Committee (see below for the composition of this committee). This committee reviews working group recommendations for three funding programs – Bicycle and Pedestrian, Air Quality, and Community Design – at the same time.

8. The Grant Programs Overview 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 Grant Programs Overview Committee recommendations are different from the SACOG staff recommendations, then both sets of recommendations are made to the SACOG Board of Directors.

Membership of the Bicycle and Pedestrian Working Group

Members 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>Number</b>
Planners	Planner's Committee	1
Project Engineers	Regional Planning Partnership	2
Bike/Ped	Bike/Ped Advisory Committee	4 (2 advocates, 2 professionals)
Air Quality	Air Districts	1
TDM	TDM Task Force	1
Transit	Transit Coordinating Committee	1
Community Groups	Regional Planning Partnership	1
<b>TOTAL</b>		<b>11</b>

Membership of the Grant Programs Overview 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>
Planners 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>	<b>15</b>

## **Section 2: APPLICATION INSTRUCTIONS**

This section directly addresses the requirements for applying for a Bicycle and Pedestrian Grant. Please read the instructions in this section with the background information from the Guidelines in Section 1 when considering and preparing your grant application.

### **PROGRAM MANAGER**

Please direct any questions regarding the Bicycle and Pedestrian Funding Program or the application process to the SACOG Program Manager:

José Luis Cáceres, Associate Planner  
Sacramento Area Council of Governments  
1415 L Street, Suite 300  
Sacramento, CA 95814  
phone (916) 340-6218  
fax (916) 321-9551  
email [jcaceres@sacog.org](mailto:jcaceres@sacog.org)

### **APPLICATION FORMAT AND CONTENTS**

Applications are required to stay within the prescribed format and on forms provided by SACOG so that there is uniformity for the Bicycle and Pedestrian Working Group to review.

#### **Format**

The overall application format requirements are:

- All narrative text shall have at least 1 inch margins on all sides, and use no less than 11 point font size. Footers and headers are exempt from margin and font size requirements.
- Narrative pages may only be written on 8.5" x 11" paper. Graphics, photos and maps may be printed only on 8.5"x11" or 11"x17" paper; either size counts only as one page.
- Divider pages are allowed if they are made of colored paper that can be recycled. These do not count toward the page limits. Please do not insert plastic or non-recyclable tabs on the divider page. The divider page may show section titles; no other narrative or graphic content is allowed.
- Please do NOT include a separate cover, comb-binding or any plastic materials; stapling or clipping the document will suffice; the signed letter from the primary applicant

described below shall serve as the cover for the application. One blank white sheet of paper may serve as the back page.

- Submit 1 original signed application and 12 copies of each application. E-mailed applications are not acceptable.
- Submit 1 compact disc with a PDF of the application, including support materials. Scanned images are acceptable in the PDF file.

### **Application Contents**

Applications must contain the following elements with page limits as listed:

Max Pages	Content Element	Content Description
2	Cover memo	Signed cover memo on letterhead of lead applicant jurisdiction by chief elected official of governing body or designated individual by that official. Memo acknowledges that the application is officially authorized by the jurisdiction, provides an official name of the project, and identifies the contact person and contact information on behalf of the applicant. Any other contents are optional. Please address cover letter to the SACOG Program Manager listed above.
1	Project Summary Table	Summary description of grant application using similar format that shown below.
16 total pages combined with maps/ graphics/ photos (see below)	Narrative Project Description	Written description of project — applicant may choose format, structure and any content. This is where you will describe the project, how grant funds would be spent, the commitments in place for the project and/or adjacent projects, how it meets the screening and ranking criteria in the Guidelines, and any information the applicant believes will best describe why this project should be awarded a grant. Page total is combined limit with maps/graphics/photos described below.
16 total pages combined with narrative project description (see above)	Project Maps/Graphics/Photos	Maps or graphics illustrating the project. Applicant may choose any graphic medium but page sizes are restricted to either 8.5"x11" or 11"x17". These pages may be interspersed with the pages from the narrative project description above.
20	Related Materials	Any additional information that will provide support for the application. Examples may be key pages from an adopted plan that includes the grant project or subject area, information regarding adjacent private or public projects or list of investments made in subject area that will benefit from bicycle and/or pedestrian improvements.
1	Environmental justice	Include your response to the following: What kind of outreach to the community and to other stakeholders do

		you plan to undertake? Will low income or minority members of the community be given an opportunity to fully participate in this outreach? Evaluate the benefits and burdens of this project with regard to low income and minority members of the community.
No limit	Letters of support or commitment	Any letters of endorsement or commitment from key stakeholders (e.g., private developers who have financially committed to building project(s) adjacent or near project site, neighborhood groups in support of the project, etc.)

<u>Max Pages</u>	<u>Content Element</u>	<u>Content Description</u>
<u>1</u>	<u>Cover Memo</u>	<u>Signed cover memo on letterhead of lead applicant jurisdiction by chief elected official of governing body or designated individual by that official. Memo acknowledges that the application is officially authorized by the jurisdiction. Please address cover letter to the SACOG Program Manager listed above.</u>
<u>1-2</u>	<u>Partner Commitment Letters</u>	<u>Letters from partners explaining responsibilities and contributions to the project</u>
<u>1</u>	<u>Project Summary</u>	<u>Complete form provided by SACOG (see below)</u>
<u>1-4</u>	<u>Maps or Exhibits</u>	
<u>1</u>	<u>Detailed Cost Estimate</u>	<u>Complete form provided by SACOG (see below)</u>
<u>1-2</u>	<u>Emissions Calculations for CMAQ Funding</u>	<u>Follow methodology provided by SACOG</u>
<u>1</u>	<u>Environmental Justice</u>	<u>Include your response to the following: What kind of outreach to the community and to other stakeholders do you plan to undertake? Will low-income or minority members of the community be given an opportunity to fully participate in this outreach? Evaluate the benefits and burdens of this project with regard to low income and minority members of the community.</u>

**PROJECT SUMMARY**

<b><u>Project Title</u></b>	
<b><u>Local agency contact information</u></b>	
<b><u>Partners</u></b>	
<b><u>Project Number in SACOG Master Plan</u></b>	
<b><u>Scope of project &amp; location (not to exceed 150 words)</u></b> <b><u>Include aspects of project/program that contribute to Blueprint implementation and other goals of the Funding Program</u></b>	
<b><u>Project Schedule &amp; Milestones:</u></b> <ul style="list-style-type: none"> <li>• <b><u>Start work</u></b></li> <li>• <b><u>Final Ed approved</u></b></li> <li>• <b><u>R/W Acquired</u></b></li> <li>• <b><u>Final plans approved</u></b></li> <li>• <b><u>Environmental permits secured</u></b></li> <li>• <b><u>Award construction contract</u></b></li> <li>• <b><u>Work completed</u></b></li> </ul>	
<b><u>Overall Total Cost Estimate</u></b>	
<b><u>Total funding sought and funding committed from other sources</u></b>	
<b><u>Local funding commitment from each partner</u></b> <b><u>Local match must be at least 11.47% of requested amount</u></b>	
<b><u>Risks to Schedule or Cost</u></b>	
<b><u>Phases/divisibility</u></b>	

**DETAILED COST ESTIMATE**

<b><u>Funding Categories</u></b>	<b><u>Task</u></b>	<b><u>Cost Estimate</u></b>
<b><u>Environmental</u></b>	<b><u>Environmental Studies</u></b>	
<b><u>Engineering</u></b>	<b><u>Engineering &amp; Design</u></b>	
<b><u>Right-of-Way</u></b>	<b><u>Right-of-Way acquisition</u></b>	
	<b><u>Utility relocation &amp; lighting</u></b>	
<b><u>Construction</u></b>	<b><u>Environmental mitigation</u></b>	
	<b><u>Grading</u></b>	
	<b><u>Foundation &amp; Pavement</u></b>	
	<b><u>Bridges &amp;/or tunnels</u></b>	
	<b><u>Drainage, curb/gutter, street furniture, planting &amp; irrigation</u></b>	
	<b><u>Signage, signals, &amp; striping</u></b>	
	<b><u>Bicycle storage/parking</u></b>	
	<b><u>Buildings/structures</u></b>	
	<b><u>Non-capital staff activities</u></b>	
	<b><u>Non-capital materials (maps, brochures, manuals, printing, etc)</u></b>	
<b><u>Misc.*</u></b>	<b><u>Other project components</u></b>	

**\*If project applicant is Caltrans, please provide cost estimate for the following additional two components:**

- **Right-Of-Way Support:** \_\_\_\_\_
- **Construction Support:** \_\_\_\_\_

## CHECKLIST OF APPLICATION REQUIREMENTS

- ❑ Eligibility: Potential applicants may check with the SACOG Program Manager regarding the eligibility of their project or their eligibility as an applicant (project sponsor) for federal transportation funding.
- ❑ Program Schedule: Review the program schedule in the Guidelines for important dates.
- ❑ Application contents: Review pages for all needed elements., ~~including cover memo, one page summary, narrative project description, graphics, related materials, and support letters.~~ Review the section of the Guidelines on Project Evaluation and check that the application contains the information necessary to evaluate using the screening and ranking criteria.
- ❑ Implementation Requirements: Review the Implementation section in the Guidelines and evaluate your ability to meet all federal and SACOG requirements, including providing local matching funds of at least 11.47% of the total project cost and following SACOG's "Use it or Lose It" policy.
- ❑ Countywide Transportation Agency or Board of Supervisors Review: **Provide project application information to the appropriate Countywide Transportation Agency or Board of Supervisors** ~~the Boards of Directors or either the Sacramento Transportation Authority or the Yolo County Transportation District with information on the proposal before the application deadline.~~
- ❑ Submittal Deadline: Please submit one (1) signed original and twelve (12) copies of the grant application by no later than 4:00 p.m. Monday, October 22, 2007 to José Luis Cáceres, Associate Planner, Sacramento Area Council of Governments, 1415 L Street, Suite 300, Sacramento, CA 95814. E-mailed applications are not acceptable. This deadline will be strictly enforced.

PDF File Submittal: Also, please submit one compact disc with a PDF file of all the application contents. Scanned materials into the PDF file are acceptable, such as maps, graphics, etc. The compact disc is due the same time as the applications.

## POST-SUBMITTAL MATERIALS

SACOG reserves the right to contact applicants during the project selection process and request up to one written e-mail page to clarify questions the Bicycle and Pedestrian Working Group or the Grant Programs Overview Committee may have. Applicants are not required to respond to these questions. Applicants will be given five calendar days to submit their responses via e-mail from the time they are contacted by the Program Manager. If no response is provided, the selection committees will make their own assumptions regarding the questions.