

Sacramento Area Council of Governments

DRAFT FINAL 10/1/09

2010 REGIONAL / LOCAL FUNDING PROGRAM

GUIDELINES AND APPLICATION INSTRUCTIONS

This document contains information about the Sacramento Area Council of Governments (SACOG) Regional / Local Funding Program. The program grants a variety of funds to local government agencies and their partners to construct regional-scale and. Grants cycles occur approximately every two years.

Section 1 contains the 2010 Guidelines for the Regional / Local Funding Program.

Section 2 contains the Application and Application Instructions for the 2010 cycle. Applications are due to SACOG 5:00 p.m. Friday, October 23, 2009. Project Sponsors must submit one (1) original signed application and eight (8) copies of each application. E-mailed applications are not acceptable.

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Section 1

GUIDELINES FOR SACOG REGIONAL / LOCAL FUNDING PROGRAM

A. OVERALL POLICY CONSIDERATIONS

In September 2009, the Sacramento Area Council of Governments (SACOG) Board of Directors approved a process for administering the Regional / Local Funding Program as part of the 2010 Programming Round. Five policy considerations are included as part of this action:

Honor Prior Funding Commitments

In addition to funding commitments made to other agencies, the SACOG Board adopted transportation control measures (TCMs) through the adoption of the new State Implementation Plan (SIP) air quality plan. TCMs must be completed by the dates specified in the SIP in order to meet air quality attainment milestones, but there may be some flexibility as to how the funds are spread over the years leading up to the TCM completion date.

Emphasize Cost-Effective Programming Decisions

The current constrained funding environment calls for placing an even greater emphasis on making the most cost-effective programming decisions. Projects will be expected to perform more with fewer funding resources, so the focus could be on more immediate needs (e.g., projects within the next 10 years of the MTP). Project sponsors will also be expected to leverage other sources of funds, given the ever-shrinking share of state/federal funds, and to consider joint applications if multi-jurisdictional benefits can be maximized. The appropriate types of funding will be matched to the best projects for those fund types.

Fix it First, or Maintain Facilities in a State of Good Repair

The current poor economic situation, as reflected in local and state transportation budgets, is significantly straining the ability of member agencies to operate and maintain existing facilities and services. The funding from this fall programming can help support local agencies while also advancing longer-term policy objectives from the MTP. Road rehabilitation projects will be allowed to compete in the Regional / Local funding program for this round as long as they also include elements that support complete streets and corridor features appropriate to an urban, small community, or rural context.

Focus on Small or Medium-Sized Capital Projects

The Regional / Local Funding Program has been an important source of capital funding, especially before state transportation bond funds became a key funding source. In past funding cycles, capital project providing regional benefits have been awarded funds through the Regional/ Local program. A challenge for this policy priority is the limited number of projects that could be funded if the fall programming revenue is severely constrained. For the federal and state funds that are available, Board members note that it is wise to emphasize small or medium sized projects.

Support Project Development Phases for Future Funding Opportunities

The recent one-time funding from the American Recovery and Reinvestment Act (ARRA) and the Proposition 1B funding programs demonstrate the need to have “shelf ready” capital projects that are delivered and thereby ready to utilize funding from competitive programs likely to appear in the near future (e.g., reauthorization of the federal transportation bill, a possible second ARRA bill, future proposition 1B rounds, etc.). The policy consideration concept is for a relatively small and strategically allocated portion of the total revenue (no more than 5% without further Transportation Committee discussion) going to project development efforts (e.g., advance planning, environmental, and design/engineering).

B. PROJECT SCREENING CONSIDERATIONS

All of the following conditions must be met for a project to proceed in the programming process. Failure to meet each screening consideration will eliminate the project from further consideration. Project applicants must address how the project meets these screening considerations in two pages or less of text. References to other documents may be made, with those other documents included in an appendix.

1. The project must be listed in the MTP or a lump sum project category.
2. The project must be scheduled to begin construction no later than FFY 2016 with preliminary engineering and environmental analysis scheduled within three years.
3. The project costs and schedule estimate for environmental, engineering, ROW and start up construction must be believable, based on standards for similar projects.
4. The project sponsor must have a track record that demonstrates technical capacity and reliability for similar projects.
5. A request for construction funding must demonstrate that environmental, engineering and ROW will be ready by the time funds are requested and the financial ability for ongoing operations and maintenance.
6. The project must be consistent with complete streets requirements (if applicable).

C. PROJECT PERFORMANCE OUTCOMES & SELECTION CONSIDERATIONS

This section of the application asks applicants to demonstrate how the project supports six performances outcomes for the fall programming round. The performance outcomes & selection considerations were approved by the SACOG Board in September:

1. A regional reduction in VMT per household/per capita
1. A regional reduction in congested VMT per household/per capita
2. An increase in multi-modal travel / alternative travel / choice of transportation options
3. Provide long-term economic benefit within the region, recognizing the importance of sustaining both the urban and rural economies
4. Improve goods movement, including farm-to-market travel, in and through the region
5. Significantly improve safety and security

Other Selection Considerations endorsed by the SACOG Board in September:

- Special consideration will be given to agencies submitting a joint-proposal project; in other words, a project that can demonstrate multi-jurisdictional participation and benefits will receive some level of priority.
- Special consideration will be given to agencies submitting a project for which the agency has already funded the initial phases with its own resources (i.e. environmental, design and/or right-of-way).

Section 2

**APPLICATION INSTRUCTIONS FOR
SACOG REGIONAL / LOCAL FUNDING PROGRAM**

SACOG UNIFORM PROJECT FUNDING APPLICATION

Application Instructions

Format

The overall application format requirements are:

- Key section of application is the four-page Project Summary, focused on project scope, schedule, and cost, common to all SACOG programs, usually with a map or exhibit. Other calculation, information, certification, and support pages are required for some programs that use specific project review and selection processes, as described below.
- 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; a signed letter from the primary applicant shall serve as the cover for the application. One blank white sheet of paper may serve as the back page.

CONTENTS OF APPLICATION PACKAGES

<u>Program:</u>	<u>Regional</u>	<u>Bike&Ped</u>	<u>Comm.Design</u>	<u>Air Quality</u>	<u>TDM</u>
Pre-Submittal	No	No	Yes	No	No
Cover Memo or Letter	Optional	Yes	Yes	Yes	Yes
Responsibility Statements	No	No	Yes	No	No
Project Summary	Yes	Yes	Yes	Yes	Yes
Map or Exhibits (if applicable)	Usually	Yes	Yes	Optional	Optional
Project Schedule/Timeline	Optional	Yes	Yes	No	No
Cost Estimate Summary	Optional	Yes	Yes	Yes	Yes
Benefit Estimate/Evaluation	No	Yes	Yes	Yes	Yes
CMAQ Calculation Info.	Maybe	Yes	Maybe	Yes	Yes
Match Funds Commitment	Maybe	Yes	Yes	Yes	Yes
Partner/Support Letters	Optional	Optional	Optional	Optional	Optional
Enviro. Justice Statement	No	Yes	Yes	Yes	Yes

PROJECT SUMMARY

Project Title	
SACOG ID number (if available)	
PPNO and/or EA number (if applicable)	
Project Location (Also attach a map)	
Project Scope	
Project Schedule (estimated month & year): 1. Start environmental/preliminary engineering 2. Final ED approved - Start engineering/design 3. Start R/W acquisition & utilities Complete plans, R/W, & permits – Ready to advertise for construction/procurement	1. 2. 3. 4.
Total Cost Estimate (by phase) 1. Environmental/preliminary engineering 2. Engineering/design 3. R/W acquisition & utilities 4. <u>Construction/procurement</u> TOTAL	1. 2. 3. 4. _____
Funding committed from other sources 1. Environmental/preliminary engineering 2. Engineering/design 3. R/W acquisition & utilities 4. <u>Construction/procurement</u> TOTAL	1. 2. 3. 4. _____
Funding requested from this application 1. Environmental/preliminary engineering 2. Engineering/design 3. R/W acquisition & utilities 4. <u>Construction</u> TOTAL	1. 2. 3. 4. _____
Preferred Funding Type <ul style="list-style-type: none"> • RSTP (federal) • CMAQ¹ (federal) • STIP TE (enhancements) (federal) STIP (non-federal)	

¹ If Congestion Mitigation and Air Quality (CMAQ), emission reduction calculation is required. Methodology available online at www.arb.ca.gov/planning/tsaq/eval/eval.htm

Project Title	
Responsible Project Manager/Contact Name: Position: Address: Phone: E-mail:	
Co-sponsor/partner agencies	
Itemize committed funding and sources:	
Can you build a usable partial stage of this project? If so, describe scope and cost.	
Have you identified any significant and reasonably likely risks to the project? Describe: <ul style="list-style-type: none"> • Risks that would change scope • Risks that would change schedule • Risks that would change cost 	

Note:

If STIP or STIP-TE funding is being requested, then a Project Study Report (PSR) or PSR equivalent must be completed. Has a PSR or PSR equivalent been completed? If not, when is it expected to be complete?

OVERALL PROJECT FUNDING

Federal Fiscal Year (FFY) – for funds is the year in which funds will be obligated by the sponsor (e.g, FFY 2010 is October 1, 2009-September 30, 2010)

Fund Type – source of funds (be as specific as possible: i.e. county general funds, local developer funds, mitigation fees, etc.)

Phase - environmental/engineering/design, right-of-way, construction (ROW support is part of ROW and CON support is part of CON)

Source of matching funds and amount (match must be non-federal, and at least 11.47% of total project cost – not 11.47% of federal funds)

FFY	Fund Type	ENV/ENG	ROW	CON	Total
Totals					

PROJECT BENEFIT ESTIMATE (If Applicable)

Quantifiable Benefits Methodology

- Estimate of Existing Usage = x (Can be zero)
- Estimate of Increase in Usage = y (Can be zero)
- Length of Project (miles) = a
- Quantifiable Benefits = (x (a/10 mph) (\$5/hr)) + (y(a/10 mph) (\$10/hr))
= \$ benefits

Qualitative Benefits Methodology

In one or two paragraphs, are there benefits to the project that are not measured by the dollar figure above?

COST ESTIMATE SUMMARY

Please address all applicable tasks as completely as possible

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

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

- Right of Way Support: _____
- Construction Support: _____

Regional / Local Funding Program Supplemental Application

Project Sponsor

Project Title

- **Project Sponsors must submit one (1) original signed application and eight (8) copies of each application. E-mailed applications are not acceptable.**

Screening Criteria (Yes/No Questions)

1. The project must be listed in the MTP or a lump sum project category.
2. The project must be scheduled to begin construction no later than FFY 2016 with preliminary engineering and environmental analysis scheduled within three years.
3. The project costs and schedule estimate for environmental, engineering, ROW and start up construction must be believable, based on standards for similar projects.
4. The project sponsor must have a track record that demonstrates technical capacity and reliability for similar projects.
5. A request for construction funding must demonstrate that environmental, engineering and ROW will be ready by the time funds are requested and the financial ability for ongoing operations and maintenance.
6. The project must be consistent with complete streets requirements (if applicable).

For Road Rehabilitation Projects Only - Describe *the complete streets or complete corridors features that will be included as part of the scope of the project: (refer to Attachment B for more information)*

Performance Outcomes & Selection Considerations: *This section of the application asks applicants to demonstrate how the project supports six performance outcomes for the fall programming round. The performance outcomes & selection considerations were approved by the SACOG Board in September.*

- Projects may relate to certain performance outcomes more than others. Please match your project to each performance outcome to the extent it is applicable.
- As a general rule of thumb, responses should be around one-half page (excluding attachments from documents that are referenced in your response).
- **Attachment A** is provided to help you identify easy and efficient ways to make your performance outcomes case. It is neither prescriptive nor comprehensive. The attachment is intended as a reference, not a set of directions. Please note that some of the potential points to make are shared across multiple performance outcomes.
- All SACOG reference sources will be available on the SACOG website by Tuesday, October 6. (www.sacog.org/regionalfunding/fall2009)
- Don't hesitate to contact SACOG staff if you have any questions about this section of the application. This is a collaborative effort and we want to support your efforts to produce strong applications for consideration.

1. A regional reduction in VMT per household/per capita

2. A regional reduction in congested VMT per household/per capita

3. An increase in multi-modal travel / alternative travel / choice of transportation options

4. Provide long-term economic benefit within the region, recognizing the importance of sustaining both the urban and rural economies

5. Improve goods movement, including farm-to-market travel, in and through the region

6. Significantly improve safety and security