



SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG)

ROUND 5 COMMUNITY DESIGN FUNDING PROGRAM (2011-2013)

APPROVED PROGRAM AND APPLICATION GUIDELINES

RELEASE DATE: Friday, June 17, 2011

APPLICATIONS DUE: 4 p.m., Wednesday, August 17, 2011

This document contains information regarding the Sacramento Area Council of Government's Community Design Program for 2011-13 (Round 5). The program provides grants to local government agencies and their partners to implement the SACOG Blueprint Principles or smart growth. Approximately every two years the program releases the program and application guidelines. This document provides background and instructions for submitting an application:

- **Frequently Asked Questions (FAQ)** provides a summary background of the program, the application requirements and other basic information.
- **Section 1** serves as the program guidelines for Community Design. It includes the purpose of the program, how the program is managed and practical information that applicants should consider when preparing an application based on the selection process from prior funding rounds.
- **Section 2** is the Application Guidelines and contains the specific instructions regarding the submittal requirements, including timelines and optional workshops. (NOTE: This section is NOT included in this review draft, but will be publicly released with the Section 1 and the FAQ.)

Please note that this program only applies to jurisdictions in Sacramento, Sutter, Yolo and Yuba Counties. Jurisdictions in El Dorado and Placer Counties have separate programs for their funds.

The Frequently Asked Questions portion of this document will be updated as questions come up and posted on the SACOG website at www.sacog.org.

Round 5 Community Design Funding Program (2011-13)

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Round 5 Community Design Funding Program (2011-13)
FREQUENTLY ASKED QUESTIONS
(Updated June 17, 2011)

This document, Frequently Asked Questions (FAQ), provides the basic information about the Community Design Program for potential applicants. If applying, the applicant is expected to fully review the program and application guidelines that will be released upon approval by the board. If there are any clarifications or information on the guidelines after June 17, 2011, then this FAQ will be updated on the SACOG website at:

<http://www.sacog.org/regionalfunding/communitydesign.cfm>

What is the Community Design Funding Program?

The Community Design Program was established in 2003 by the SACOG Board of Directors to provide financial assistance to implement the principles of the Blueprint Project: mixed land uses, transportation options, housing choice, compact development, use existing assets, quality design, and natural resource protection. The program offers funding for projects by local jurisdictions that implement these principles, but only in Sacramento, Sutter, Yolo and Yuba Counties. El Dorado and Placer Counties have their own programs.

How much funding will be awarded in this round?

The SACOG Board approved a minimum of \$8 million for Round 5 of the program. In the prior cycle, Round 4, the Board approved a minimum of \$12 million, and used \$5.5 million in “recycled” funds (unused and/or defaulted project funding from prior rounds.) The reason for the decrease in Round 5 is that SACOG staff anticipates a decrease in federal and state transportation funding revenues to SACOG. The staff may request that the Board provide more funding to Round 5 depending on the selection process and the recommendations made by the two review committees and the release of the federal and state funding estimates.

What kinds of projects are eligible?

Generally speaking, this program provides support funding for improvements to public right-of-ways that promote smart growth and sponsored by an eligible public agency. Because federal transportation funds are used for this program, awarded projects must be “federal aid eligible”. This means that projects must have a significant element involving transportation – the construction of infrastructure, environmental review, design or right-of-way purchase are general tasks that are eligible for these funds. The most common prototype project is one where the grant funds street improvements along a corridor that has infill development with private capital committed. However, the program cannot fund elements of projects that already conditionally required of projects. In other words, the eligible activities that this project

will fund must be “over and above” the requirements that the governing local jurisdiction would place on the project.

Planning activities by themselves are generally not eligible, with the possible exception of the Category 3 projects described later. The main reason is the sources of funds in this round do not allow for pure planning projects in most cases.

Because the issue of eligibility is so critical to the program, each project is reviewed on a case-by-case basis for eligibility. Applicants must submit a pre-submittal letter to SACOG; and, in return, SACOG and Caltrans staff will reply with a letter stating whether the project is eligible and any foreseeable concerns the project is raising. Potential applicants are required to work with their public works staff or equivalent who are trained in managing federal aid requirements, and with SACOG staff throughout the application, selection and funding stages of the program.

It is strongly recommended that the applicant contact the SACOG Program Manager before sending in the pre-submittal letter regarding the project eligibility.

Who can apply? What jurisdictions are eligible?

Local jurisdictions in Sacramento, Sutter, Yolo and Yuba Counties that have a master agreement with Caltrans to receive federal transportation funding are eligible to apply for Community Design Program funds. This may include cities, counties, air districts, and transit districts. Potential applicants unaware of their eligibility are advised to check with SACOG or Caltrans staff. Jurisdictions in El Dorado and Placer Counties have a separate Memorandum of Understanding with SACOG and receive their share of federal aid through a different process.

Are applicants required to provide a local match?

Yes. The recipient must provide a minimum of 11.47% match in non-federal funds, as is required in all federal aid funding projects. This means for every \$100,000 of federal funds requested from the program, the applicant is required to match a minimum of \$12,957. Or, put another way, for every \$100,000 of total project costs (grant and match combined), the program will pay up to \$88,530 for every \$11,470 of match provided by the project sponsor. Applications in all three program funding categories must meet this minimum match regardless of which funding source the awardee receives. In past funding rounds, the Selection Committee has also generally construed higher local match amounts as stronger, more committed applications.

What are the critical dates?

The most important date is the applications are due at 4 p.m., Wednesday, August 17, 2011. The applications guidelines were released by SACOG on Friday, June 17th. A pre-submittal letter is required before an applicant is permitted to submit an application; the last day that

SACOG will accept pre-submittal letters is Wednesday, August 3. There will be two identical, optional Program Overview/Grant Writing 101 Workshops on Thursday, June 30 (10:30 a.m. to noon) and on Tuesday, July 12 (3:00 to 4:30 pm). Jurisdictions that are represented at either workshop are offered the incentive of SACOG staff reviewing drafts of applications for general-level comments). Project applicants in Category 1 and 2 that receive a recommendation for funding by the Selection Committee will be interviewed by the SACOG/Caltrans Review Team in mid to late September (date to be determined). The SACOG Board of Directors will be asked to approve the recommended projects on December 15, 2011.

If awarded, when will the program funds be available?

Projects receiving grant funding in Round 5 will have been evaluated by how quickly the project can be delivered, generally considered within three years of funding. However, because of the availability of funding sources has been limited in prior funding rounds, it is reasonably possible that a project will not receive its awarded funding until programming years farther into the future, possibly four or five years out. This is inconvenient for all parties involved, but has become a reality with the program. These guidelines place an emphasis on deliverable, “real” projects, but some awarded projects may not receive funding for a few years. As such, SACOG will work with each funding recipient and accommodate funding needs as best the situation calls for, but applicants will need to understand the programming capacity may not be available for four or more years. In some cases, requests for advancement of funds earlier than the assigned program year may be allowed by the federal and/or state agencies that manage the funds.

If programming capacity is available for an awarded project, then the program requires the project be completed within three years of receipt, unless obstacles created by SACOG or Caltrans cause a delay. The SACOG/Caltrans Review Team determines the appropriateness of whether a deadline can be extended, with the SACOG Board serving as the final appealable body for a project’s timeline to expend program funding.

What are the major key elements of the Program that a potential applicant needs to know about?

Some of the key features of the proposed guidelines for Round 5 are:

- The program is intended to fund projects that promote the implementation of the SACOG Blueprint Principles (compact development, mixed of land uses, transportation options, etc.)
- Cities, counties, air districts and transit districts in Sacramento, Sutter, Yolo and Yuba counties are eligible to apply, while jurisdictions in El Dorado and Placer counties have their own programs;
- Projects must be federal transportation aid eligible (construction, environmental review, design or right-of-way purchase for transportation infrastructure);

- The SACOG Board approved a minimum of \$8 million in Round 5, (compared to \$12 million in Round 4 plus an addition 5.5 million in “recycled” funds), due to an anticipated decline in revenues for SACOG’s Regional Funding Programs;
- There are three categories of funding projects; Categories 1 and 2 are competitive and have a maximum award of \$4 million per project, while Category 3 is non-competitive with a \$100,000 maximum award.
- Applicants must provide a pre-submittal letter to SACOG to determine eligibility;
- The applicant’s point-of-contact must be trained in managing federal transportation aid and is responsible for all contents submitted in the application and communications with SACOG;
- Interviews will be conducted with applicants who received a funding recommendation from the first of two review committees; and
- Applications will be evaluated based on how well they implement the Blueprint principles, the project’s realistic ability to be delivered within three years of receiving its programmed funding, and the past performance by the applicant jurisdiction in delivering awarded projects.

What are the major proposed changes since the last round of Community Design Funding?

Generally, the program and application requirements, processes and guidelines remain the mostly the same as the prior cycle, Round 4. SACOG staff contacted each applicant in Round 4 for feedback on the program and major changes were recommended; only relatively minor adjustments were suggested. The only major proposed is the minimum amount of program funding the SACOG Board is recommended to approve has decreased. SACOG staff anticipates that the agency’s federal and state transportation funding revenues will decrease in the upcoming biennial cycle. As such, the Board approved a minimum funding amount of \$8 million for the Round 5, compared with the Round 4 minimum amount of \$12 million.

Correspondingly, the maximum request amount will go down from \$7 million for Category 1 or 2 applications down to \$4 million. Also, for Category 1 and 2 projects, SACOG staff is strongly suggesting – but not requiring – that projects have a minimum request of \$500,000 to make it worthwhile for a project to be federalized.

There are three funding categories—what are they, and what do I need to know?

There are three categories of project applications, as defined by the amount of funding requested. First, the most common category, referred to as Category #1 (also called “Conventional”), is for federal-aid projects that seek funding between \$100,000 to \$4 million. The types of projects in this category can be varied so long as they are federal-aid eligible. Most projects (except the planning ones, which are not eligible) awarded in past rounds fall into this category.

Category #2 projects are federal-aid eligible “Complete Streets” projects seeking \$1 million to \$4 million. These projects seek improvements within transportation corridors into more pedestrian and transit-friendly environments with associated land use changes.

Category #3 projects seek \$100,000 or less and are non-competitive. This is the only category in which projects may be awarded non-federal funding sources. Only cities and counties may apply for funding in this category, and they are not allowed to submit applications in any other category. The submittal requirements are less than applications in the other two categories, although the program would prefer projects that are federal aid eligible. Some planning projects could be eligible on a case-by-case basis. Applicants may only submit one application and the SACOG/Caltrans Review Team will work with the applicant to develop a scope of work that meets the program’s objectives. Projects in this category are compared only with others in this category.

What’s involved in the application process?

All applicants are expected to review and follow the program and application guidelines. They must submit a pre-application letter before an application may be submitted. Applicants must also submit the application in accordance to the guidelines and with SACOG’s letter of reply to the pre-submittal letter.

How will the projects be selected for funding?

There will be two different bodies reviewing the applications. First, the internal SACOG/Caltrans Review Team comprised of staff, Caltrans, and others, will review the pre-submittal letter and provide written comments regarding eligibility and delivery that it would like to see addressed in the application. Then, the Community Design Review Committee, comprised of staff and professionals in related fields from around the region, will review the applications and make funding recommendations based on merit as per the program guidelines. The SACOG/Caltrans Review Team will then interview and negotiate with each recommended recipient on the scope, timeline and deliverables. The team will also factor in an applicant’s past performance on delivering Community Design Projects. If the project is considered eligible and deliverable by the team, and the applicant has a solid history of delivering past Community Design Projects, the project will be forwarded to the SACOG Board for funding approval.

What responsibilities do jurisdictions have once SACOG has programmed the awarded funds?

As per prior funding rounds, all recipients must accept the full responsibility of managing federal-aid funds. This is a significant responsibility that can require a lot of reporting and coordination with Caltrans and federal agencies. SACOG will only allow a trained professional in managing federal aid funding for the project.

Also, jurisdictions that receive Community Design Funds are required to deliver their projects according to their applications and subsequent negotiated scopes of work, timelines and deliverables.

If I have questions, who do I contact?

Please contact SACOG Community Design Program Manager, Greg Chew. He can be reached at (916) 340-6227 or at gchew@sacog.org.

Section 1
Round 5 Community Design Funding Program (2011-13)
PROGRAM GUIDELINES

A. COMMUNITY DESIGN PROGRAM BACKGROUND

The overall purpose of the Community Design Program is to provide financial support for federal aid eligible capital development projects that promote implementation of the Blueprint Project Principles.

The Community Design Program provides financial incentives to local governments in Sacramento, Sutter, Yolo and Yuba Counties that have specific development and public improvements that will help foster Blueprint-friendly communities. The financial incentives, which come in the form of grants through a competitive process, must be federal aid eligible and transportation-related projects that have some land use component. Projects must also conform to some of the seven Blueprint Principles (which are discussed in detail on the SACOG website: www.sacog.org/regionalfunding/betterways.pdf):

- transportation choices;
- housing diversity;
- compact development;
- mixed land uses;
- use of existing assets;
- natural resource protection; and
- quality design.

The Metropolitan Transportation Plan for 2035 authorized the Community Design Program through 2035. The MTP included \$500 million dedicated to directly fund public agencies (possibly in partnership with private developers and community organizations) for projects that support the goals of the Plan. The intent of the Community Design Program is to use regional transportation funding to promote the construction of land use developments (or land use and related projects) that lead to fewer vehicles miles traveled and more walking, biking, and transit usage. The program results from the recognition that land use influences travel behavior and can be a powerful tool to improve the efficiency and effectiveness of the regional transportation system. If it is convenient for people to travel to common destinations by walking, biking, or public transit, the Sacramento region can reap air quality and congestion-relief benefits at the local and regional scale.

The Community Design Program is one of SACOG's Regional Funding Programs. Community Design along with the Air Quality, Transportation Demand Management, and Bicycle/Pedestrian programs provide financial assistance to promote specific activities that lead to more livable communities.

Please note that the Community Design Program only applies to jurisdictions within the Sacramento, Sutter, Yolo and Yuba Counties; funding for El Dorado and Placer County projects will be according to their respective agreements with SACOG..

B. BLUEPRINT PROJECT

The Blueprint Project has given the six-county Sacramento region a long-range vision for land use to better manage the growth pressures of this region. The SACOG Board of Directors adopted a Blueprint Project Preferred Scenario in December, 2004. The Preferred Scenario serves only as a concept-level illustration of the growth principles. It was developed with parcel-level data and analysis to help ensure that the growth concepts were being applied in a realistic manner; however, the Preferred Scenario is not for literal, parcel-level interpretation. Besides the Preferred Scenario, the Blueprint Project also created the seven Blueprint Principles listed above that help guide the region when planning for individual communities. SACOG is working with local jurisdictions to implement the concepts of the Preferred Scenario. The Community Design Funding Program is intended to promote the actual construction of projects that promote the Blueprint Principles. More information about the Blueprint Project may be found at <http://www.sacregionblueprint.org/sacregionblueprint/home.cfm>

C. PROGRAM FUNDING AND GRANT CATEGORIES

In the combined fiscal years 2012-13 and 2013-14, SACOG has reserved a minimum of \$8 million total for this round of the Community Design Funding Program. If, through the end of the selection process, the two selection committees assigned to review and make recommendations on the application believe that more than \$8 million should be funded, their recommendations for the higher amount will also be submitted to the SACOG Board. Staff will then have to offer the Board alternatives to providing enough funding from the various federal and state funding sources, most likely from other regional funding programs. Ultimately, the SACOG Board of Directors will make the determination on the final program amount for Round 5 after it reviews the award recommendations.

There are three grant categories within the Community Design Funding Program for 2011-13.

- **Category #1:** Conventional Projects. This category covers the range of projects that are anticipated to be the most numerous during this round of funding. Typically, these include transportation infrastructure projects. These infrastructure projects must either (1) connect directly to a site, corridor, or neighborhood development or redevelopment project that incorporates Blueprint Principles, or (2) supports a land use plan for development or redevelopment that incorporates the Principles, or (3) support an existing community that

conforms to the Principles but lacks transportation infrastructure for alternative modes. Project applicants may seek from \$100,000 to \$4 million per project in this category.

- **Category #2:** Complete Streets Projects: This category provides funding for the transformation of transportation corridors to more pedestrian and transit friendly streetscapes with an associated transition in land uses. At least one project in this category will be selected in this round of funding. Projects funding requests must be between \$1 million to \$4 million.
- **Category #3:** \$100,000 Projects: This category is to provide more opportunities for cities and counties that choose not to compete for larger amounts of funding. Category #3 limits applicants to request one \$100,000 maximum grant. It was developed to encourage cities and counties that have not applied for program funds in the past, and those that cannot compete in the other two categories. Application submittal requirements for Category #3 are less than the other Categories #1 and #2 (see Sub-section Q). Projects in this category do not necessarily have to be federal aid eligible, but must meet the objectives of the program; SACOG will review each project on a case-by-case basis. Applications in this category are rated against other projects in this category, not against projects in the other two categories. A very limited amount of non-federal sources of funding may be awarded to projects in this category.

D. FEDERAL AID ELIGIBILITY

All projects must be federal aid eligible and will primarily lead to or include construction. Generally speaking, federal aid eligible projects are those that significantly contain transportation infrastructure. Activities or tasks within the project must be either categorized as “construction”, “environmental”, “design” or “right-of way”. Pure planning activities are generally not considered an eligible use for the Community Design Program in Categories 1 and 2.

The following are examples of projects that are generally considered federal aid eligible:

- Transportation infrastructure directly connected to a land development project, land use plan, or in an existing “Blueprint friendly” community
- Bicycle and pedestrian paths, tunnels, and bridges
- On-street bike lanes
- Pedestrian plazas in public right-of-ways
- Pedestrian street crossings
- Streetscaping such as median landscaping, street trees, lighting, and furniture
- Traffic calming (but not interfering with public transit, bicycling or walking)
- Transit buses and services that serve the site (operations limited to 3 years)

- Transit stop amenities such as shelters, restrooms, and benches
- Transit transfer centers

One critical distinction is that federal aid projects must be for project elements that are considered “over and above” those that are standard requirements if there is an associated development with the project. For instance, if a private development is going in, and the project seeks Community Design funds for street improvements, the improvements must go beyond the jurisdiction’s “standard” requirements for that associated development. The private developer may be required to put in sidewalks and crosswalks, but federal aid could pay for textured crosswalks, landscaped medians and other elements that enhance the pedestrian experience that are not standard conditions of approval.

Not all projects can be easily determined for eligibility. In all cases, SACOG and Caltrans District #3 Local Assistance staff will work directly with each applicant on eligibility. For each potential application, an applicant must submit a pre-application letter describing the project and SACOG/Caltrans will provide a written response addressing issues relating to eligibility. In addition, all applicants must have a staff person who is trained in federal aid funding management. In most cases, the staff is found in the Public Works Departments.

For those sponsoring jurisdictions that do not have internal staff who can manage federal transportation funds, they will be required to team up with a local agency or hire a qualified consultant in this area. This is not something that can be learned just for one project. The Caltrans District 3 Local Assistance staff makes the final determination on whether an individual is adequately qualified in federal aid management. If that person is deemed not qualified and a suitable replacement cannot be found, Caltrans may advise SACOG to disqualify the application.

E. FUNDING SOURCES, TIMELINES AND EXTENSIONS

The following are considered the most likely sources of funding for the awarded Community Design Funding Program for Category 1 and 2 projects:

- Regional Surface Transportation Program (RSTP)
- Transportation Enhancements (TE)
- CMAQ (Congestion Management and Air Quality Program)

Category 3 projects that are awarded funding may receive funds from the above sources, or “SACOG-managed” funds, which have only the restrictions that SACOG imposes on the use of these funds. Category 3 recipients in most cases will receive SACOG-managed funds and will need to sign a Memorandum of Understanding with SACOG. For Category 1 and 2 funding sources, the idea situation is that awarded projects be programmed for one of two federal fiscal years 2012-13 and/or 2013-14. However, the reality of the current federal and state funding situation is that awarded projects may receive funding in programming years 2015-16 or later.

This creates a number of obstacles for projects to be delivered. Some past awarded projects have been able to request from state and federal agencies to “advance” funding, with mixed success. While other projects may simply have to put their projects on hold until the program year funds become available. SACOG cannot assure funding recipients that the year that they receive programming will match their timeline. In all cases, SACOG and Caltrans will work with the recipient to identify the best potential options available, but applicants are required to understand the reality of programming funding situation.

If, in the event programming funds are available in the 2012-13 or 2013-14 fiscal years for an awarded project, then the project has three years from the date of receiving the project E-76 notice to complete the project, or SACOG reserves the right to de-program the project’s funding without the recipient’s consent. There are two exceptions by which an applicant can appeal to extend this deadline:

- (1) if SACOG, Caltrans or a federal agency do not process a programming request in a timely manner, as evaluated and administered by the SACOG/Caltrans Review Team; or
- (2) with direct approval by the SACOG Board of Directors.

F. GENERAL AWARD REQUIREMENTS

Recipients receiving funding in the Community Design Funding Program will be asked to follow or be aware of these requirements.

- Follow all federal funding requirements listed in Appendix A.
- 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. The “Use It or Lose It” policy may be downloaded at:

<http://www.sacog.org/projectdelivery/useit.pdf>

- 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 non-federal sources of matching funding that may be available.

G. PROJECT SPONSORSHIP

Eligible public agencies that may apply for Community Design funding are those organizations qualified to enter into a Cooperative Agreement with the California Department of Transportation to receive and use Federal transportation funds. This applies only to jurisdictions in Sacramento, Sutter, Yolo and Yuba Counties. These jurisdictions may choose to create a partnership with private or non-profit parties. However, the eligible sponsoring agency thereby agrees to assume all the responsibility in management of federal transportation funds, ensuring that eligible match funds are dedicated to this project, and all of the other responsibilities that accompany submittal of the application and receipt of funding.

Public/private collaborations are encouraged, but the sponsoring eligible jurisdiction applying for the funds bears the responsibility of managing federal aid requirements. Community groups and developers who wish to apply for these funds with a public agency are required to receive the consent of the applicable eligible public agency. It is recommended that the coordination of such a request occur as early as possible.

Non-city/county qualified public agencies that choose to serve as the lead sponsor will be evaluated on whether they received support from the local government in which the project site is located, preferably with coordination early in the application process. Lack of documented support or coordination will leave the impression that the project is not endorsed by the SACOG member agency and would considerably weaken the project's chances for program funding.

Also please note that if the awarded government agency intends to hire private consulting or construction services with the grant funds, public bidding laws may affect the selection of contractors.

H. PLACER AND EL DORADO COUNTIES

For Placer and El Dorado Counties, a different situation applies, due to Memoranda of Understanding between the Placer County Transportation Planning Agency and SACOG and the El Dorado Transportation Commission and SACOG that govern the use of federal funds in those counties.

In summary, the Regional Transportation Planning Agencies (RTPA) for Placer and El Dorado Counties each hold a written agreement with SACOG that allows them to select projects with a fair share of federal funds. Local governments in these two counties will submit their grant applications to their RTPA. The RTPA will forward its selected projects to SACOG for funding. SACOG staff will review these projects and make a determination if they are qualified for the Community Design Funding Program, and, if so, they will be designated as receiving funding through this program and will be recognized as such.

I. LOCAL MATCHING FUNDS REQUIREMENT

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. This means for every \$100,000 of federal funds requested from the program, the applicant is required to match a minimum of \$12,957. Or, put another way, for every \$100,000 of total project costs (grant and match combined), the program will pay up to \$88,530 for every \$11,470 of match provided by the project sponsor. 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.

If in-kind matching resources are proposed, please contact the SACOG Community Design Program Manager before submitting your application.

Federal funds may be used for Preliminary Engineering (which includes environmental work and design) as well as for right-of-way and construction. If awarded, 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).

Jurisdictions are encouraged to provide a local match higher than 11.47% if they are able to. The two review committees have generally viewed a higher match percentage as a better indication by the jurisdiction that it is committed to the project.

The match works through the reimbursement process. For instance, if a grant recipient has a 20% match and sends an invoice with incurred costs of \$100,000, then the Community Design Program will send, via Caltrans, a reimbursement check for \$80,000. The remaining \$20,000 will be paid for by the recipient. (This does not necessarily apply to Category 3 projects, which will likely be directly reimbursed by SACOG; but the local match requirement remains in effect).

J. COMMUNICATION TO COUNTYWIDE TRANSPORTATION AUTHORITIES

Depending on the county in which the primary applicant jurisdiction resides, specific requirements are in effect:

Sacramento/Yolo Counties: Applicants for Community Design Funding Program in Sacramento and Yolo Counties must communicate (email acceptable) to the board of the transportation agency in those counties that they intend to apply for these funds before the August 17, 2011 application due date. The CTA does not need to take action on the application.

Sutter and Yuba Counties: These two counties do not have countywide transportation agencies in place, so the above action is not necessary.

K. PAST PROGRAM PERFORMANCE

Recipients of the Community Design Program funding will be evaluated by the SACOG/Caltrans Review Team (described below) on their delivery performance in prior rounds. SACOG reserves the right to reject an application at any point during the selection process if the proposed grant application is determined to be unrealistic with the proposer's ability to deliver the project as stated in the application.

L. REVIEW COMMITTEES AND SELECTION PROCESS

Two committees will be involved in the review and selection process. The first committee is the Community Design Working Group. Its main function is to review the applications and recommend funding based on the stated criteria (see sub-section M). The committee is comprised of staff and appointed officials from geographically diverse areas of the region. Different technical disciplines will also be represented on the committee (see below for composition).

The second committee is the SACOG/Caltrans Review Team, comprised of SACOG and Caltrans staff, and possibly staff from other agencies who are familiar with federal transportation funding requirements. This team will review each applicant's pre-application letter to provide guidance on federal aid eligibility.

Here is the application selection process involving the two review committees:

Step 1a: Pre-submittal Letter: Applicants submit a pre-submittal letter regarding their project to SACOG. The SACOG/Caltrans Review Team reviews the letter for federal aid eligibility and any other issues that raise concerns. A response letter is sent back to the applicant indicating the Team's findings. The applicant may proceed if the Team's review indicates the project is federal aid eligible and/or could be modified to be eligible.

Step 2: Round 5 Application Review: The applicant submits the application. Round 5 applications will be reviewed by the first committee, the Community Design Working Group. The Group will select projects based on implementation of the Blueprint Principles, ability to be delivered in a timely manner, and the relative merits of the project when compared to other applications. The Group's recommendations will be forwarded to Step 3.

Step 3: Interviews for Recommended Projects: The SACOG/Caltrans Review Team will review the projects recommended for funding for their ability to be delivered, and to ensure that they remain federal aid eligible. For each recommended project in Categories #1 or #2, an interview will take place between the Team and the applicant. Projects in Category #3 will have a phone interview. Prior to the interview, the applicant will submit a document providing more detail on the scope of work, timeline and deliverables. The Team and the applicant will discuss the scope work/timeline/deliverables. If the Team concludes the project is deliverable and federal aid eligible and the written scope of work, timeline and deliverables is accepted by the Team , the project will be submitted for recommended funding to the Board.

Step 4: Final Program Funding Decision: The SACOG Board of Directors will be presented with the list of recommended projects for funding. The recommendation will have a minimum of \$8 million of projects. However, if the two review committees recommend more than \$8 million of projects, then the Board will be presented with two lists: one showing how \$8 million will be awarded, and another showing a higher amount coupled with SACOG staff’s recommendations on the sources of funding for the higher amount. The Board will be asked to take action of one of the two lists.

Members of the first committee, the Community Design Working Group, will be appointed from the following groups as shown below:

Community Design Working Group Composition

Expertise	Appointment By:	Working Group Positions
Planners	Planners Committee	3-5
Project Engineers	Regional Planning Partnership	1-2
Urban Designer	Regional Planning Partnership	1
Bicycle/Pedestrian Planning	Bicycle/Pedestrian Advisory Committee	1
Air Quality	Air Districts	1
TDM	TDM Task Force	1
Transit	Transit Coordinating Committee	1
Community Groups	Regional Planning Partnership	1
TOTAL		10-13

M. EVALUATION CRITERIA

There are three evaluation criteria used by the two review committees to determine whether a project will be recommended for funding. Below each criterion is a description of what the two committees look for, including some questions they frequently have about a project, or specific information they seek.

Criterion #1: How well does the proposed project promote the Blueprint Project Principles?

Practical considerations: This is the most fundamental question each project will be judged against by the Working Group. Based on the prior funding rounds, the Working Group selected federal aid qualified projects that best exemplified the Blueprint Principles. Reviewers look for projects that will promote pedestrian/transit friendly, compact mixed-use communities. Oftentimes, projects that have private investment associated with property adjacent or near the application project area are favorably viewed.

Reviewers also look for the “relative context” and “relative value”, meaning relative to the jurisdiction and community that the project is in, will the project implement Blueprint principles better than other projects. For instance, a small project in a more rural area that promotes walking and more compact development may provide more relative value per dollar in the review group’s view than a bigger, more costly project in a more urban area. In other words, the small jurisdiction offers more “Blueprint value” given its locational conditions per dollar than bigger jurisdiction.

Applicants seeking to understand how competitive their projects might be, may wish to compare their idea against the projects funded in prior rounds. Some of the past funded projects show the concept of relative context and relative value. These applications may also give prospective applicants an idea of what application contents were successfully used. However, please be sure to note that many of the pure planning projects that were funded in Rounds 1 and 2 are no longer eligible for funding in Categories 1 and 2. The .PDF files of grant applications of all past awarded projects may be found at:

<http://www.sacog.org/regionalfunding/communitydesign.cfm>

The single most common concern the Working Group had in reviewing applications was the lack of clarity, information or documentation. Some applications lacked why their project was Blueprint-supportive, while others tried unsuccessfully to rationalize why a project followed the Blueprint principles. Some applicants also lacked a clear explanation of why the project was needed to support Blueprint. Other applicants failed to clearly describe how they would use the grant funding in a way that would lead to Blueprint-friendly development. The following are questions that have been raised in the past by the Working Group (although the applicant does not have to necessarily answer these in the application):

- Does this project serve as a good example of the Blueprint Principles for the region when compared to other applications?
- There are several projects in the region that need funding; what makes this project particularly outstanding that regional funds should be used to get it built?
- Has the governing body with the most legal standing endorsed or approved this project? How else has this governing body shown support for this project?

- Are there letters or other documentation from property owners and other stakeholders who have something to lose stating support for the project? Do the property owners state what they are intending to do with their property that is Blueprint-friendly and how committed they are completing their project(s)?
- Has the surrounding neighborhood been involved in the project's development and has the affected neighborhood or the appropriate neighborhood association endorsed the grant project?
- What are the number of units of housing, commercial space, jobs and other important indicators within a quarter mile of this site? Within one mile? How do residential densities compare with other comparable subject areas?
- If the project is implemented, what additional Blueprint-style development will occur as a result from both the public and private sectors?
- Is the design of the project of a quality standard that the region would use as an example of Blueprint for others to follow?

Criterion #2: Will this project be delivered? What is the likelihood that the project will be implemented as the application implies?

Of the applications that showed a strong tie with the Blueprint Principles, the Working Group will consider how realistic, or “deliverable”, are these proposals. As stated above, both the Review Team and the Working Group will review a project's deliverability. The Working Group will base its review on the information in the application, and the Review Team may ask for additional information beyond the application if the project is recommended for funding by the Working Group.

Successful applicants will be able to provide evidence that the project has been well-thought through and that the project was likely be implemented immediately. The following are some of the questions that past Working Groups have used to help evaluate this criterion. Please note that applicants are not expected to answer each of the following questions, but use some of them as a framework for creating a clear understanding of the deliverability of the project. The following are common questions that the SACOG/Caltrans Review Team has used in evaluating project applications:

- What evidence is there to suggest the applicant can deliver this project in a timely manner?
- Where is the applicant in terms of securing right-of-way, CEQA/NEPA, and other pertinent matters?
- Where is this project in the development review and approval process?
- What documentation is there on how much funding has been invested in the project area?

- What source of money is being used for the matching funds? Have those funds been dedicated for this project? Do the match and/or past activities show the high level of commitment by the applicant?
- Are there major outstanding issues that are not resolved? Does this project need to be awarded in this funding cycle, or can it wait until future cycles after the applicant has addressed all critical issues?

Practical Considerations: Past awarded projects have generally addressed the issues raised in these criteria. Some of the tools that successful applicants included in their applications included:

- A context map of the site: where is the subject area in relation to the commonly known landmarks within the region.
- An aerial map showing the project or subject area. The maps showed what exist currently, what projects are in place, and how and where grant funds were going to be used.
- A list of major capital improvements within, adjacent to, or near the subject site. This list could show infrastructure improvements, private development investment made or committed, and long-term public works projects likely to be built according to an adopted plan.
- Photographs of the site or subject area as they currently exist.
- Renderings or drawings of what the subject site or area will look like as a result of grant funding.
- Renderings, graphics or photographs of projects that have recently been built or are going through development review for construction in or near the project subject area.
- Letters of support from key organizations (neighborhood association, adjacent property owners, private developers directly affected by the subject project). These stakeholders should have “something to lose” but support the project anyway. Please note that the more letters does not necessarily have a positive impact; letters from parties who have little at risk generally have not influenced past Working Groups or may even demonstrate that the applicant is not addressing the challenges they face.
- Written information that addresses as some (but not all) of the questions mentioned above. The level of detail that is provided should be enough to provide the Working Group a clear, overall picture of what activities, investments, etc. are taking place without providing extraneous information.

Criterion #3: Past Performance of Community Design Funded Projects

The SACOG/Caltrans Review Team will consider the applicant’s past success or failure with Community Design projects. Applicants that have delivered Community Design projects will be

given more credibility towards delivering future projects. Applicants that have failed or are significantly behind schedule on past awarded Community Design projects will lose credibility on their ability to deliver a project according to their application, thus jeopardizing the applicant's ability to be recommended for funding in Round 5.

N. OPTIONAL PROGRAM OVERVIEW/GRANT WRITING 101 WORKSHOPS WITH INCENTIVE

There will be two identical optional workshops that potential applicants may attend. These workshops will review the program, the application requirements and lessons from prior funding rounds as they apply to this funding cycle, including how to prepare a grant application. The focus on the workshops is to provide insight into the thought process of the two review committees.

The workshops, which are identical and will contain the same contents, will be held on:

**Thursday, June 30
10:30 a.m. to Noon**

and

**Tuesday, July 12
3:00 to 4:30 p.m.**

Sacramento Area Council of Governments
1415 L Street, Suite 300, Sacramento
(No RSVP necessary; open to all parties)

Incentive for Attending Either Workshop: Anyone may attend either or both workshops. Individuals who attend the workshop will be allowed to submit drafts of their application to SACOG staff for a general review. Staff will provide verbal comments on the draft and specific suggestions for improvement. This service is not available to jurisdictions that do not have individuals attending one of these workshops.

Section 2
Round 5 Community Design Funding Program (2011-13)
APPLICATION GUIDELINES

This section serves as the Request for Applications and directly addresses the requirements for applying for a Community Design Grant. Please read the instructions in this section with the background information from the Guidelines in Section 1 when considering and preparing a grant application.

O. SACOG PROGRAM MANAGER AND UPDATED INFORMATION

Please direct any questions regarding the Community Design Funding Program or the application process to the SACOG Program Manager:

Gregory Chew
Community Design Funding Program Manager
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814
Phone: (916) 340-6227
Fax: (916) 321-9551
E-mail: gchew@sacog.org.

SACOG staff will provide assistance to all potential applicants regarding eligibility, deliverability and the application and selection process. Staff will also provide preliminary draft application review to individuals who attend one of two optional workshops (see sub-section N).

Updated information will be posted on the SACOG website (www.sacog.org) to provide answers to frequently asked questions. The FAQs will not be sent directly to potential applicants, so please periodically check the website for updates, particularly as the application deadline draws near.

P. PRE-SUBMITTAL LETTER (REQUIRED)

All applicants are required to submit to the SACOG Project Manager a letter describing their potential project. Category 1 and 2 letters may be submitted any time after June 17, 2011, and must be received by SACOG by August 3, 2011; Category 3 pre-submittal letters must be received by SACOG between June 17 and August 15, 2011. The SACOG Review Team will prepare a written response to Category 1 and 2 pre-submittal letters within 7 working days of receipt of the pre-submittal addressing issues regarding eligibility or delivery that should be addressed in the application; Category 3 responses will be sent within 7 working days or by August 16, whichever is first.

The response letter will state if the project is evaluated as eligible, and if so, the applicant will be given permission to submit an application. If the project is not eligible, the letter will explain why and the project will not be allowed to submit. If the project's eligibility is unclear, the response letter will state what some of the issues are; in some cases, the applicant will be asked to submit a revised letter, and in other cases, the applicant will be asked to make the necessary adjustments and address the issues raised in the application.

The letter is expected to be about two pages; however, more pages are allowed and encouraged if it provides the Review Team more information in which to make an assessment on the project's eligibility and deliverability. The letter may be written in any format using any narrative style. Letters may be converted to a .pdf and sent via email, so long as the signature is provided. The pre-submittal letter may only come from the staff person at each jurisdiction who is trained in managing federal aid projects. Here are the key questions that the Review Team will be addressing:

1. Name of the Sponsoring Jurisdiction
2. Name of the Project
3. Category of the Project (Category 1, 2 or 3)
4. Staff Member Trained in Managing Federal Aid Project
5. Federal Aid Project Manager's phone and email
6. If awarded, how will the federal transportation funding be spent (what is the project, what are the major outcomes, deliverables, etc.)
7. (a) What is the preferred fiscal year programming date? (b) What other fiscal programming date years are you willing to accept (see discussion in sub-Section E)? And (c) When is the starting date (assume that federal clearance of the project will take place no earlier than fall, 2012)?
8. Why does this project help promote the Blueprint Project?
9. How much in matching funds will be committed? What source do they come from?
10. Is there associated private and public development with this project? At what stage is the development?
11. Please let the SACOG/Caltrans Review Team know anything else it may need to know to make a preliminary assessment of the eligibility and deliverability of the project, including any questions that the applicant would like addressed by the Team.
12. Statement declaring review by jurisdiction's federal aid manager/application contact person ("I am trained in managing federal aid eligible projects and have reviewed and approved the contents in this pre-submittal letter").
13. Signed by the staff member trained in managing federal aid funding

Q. APPLICATION FORMAT AND CONTENTS

Upon receiving permission to submit an application in the pre-submittal response letter, applicants may prepare the application based on the following instructions. Applications are required to stay within the prescribed format so that there is uniformity for the Working Group to review.

Format

The format requirements for all application categories 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 on colored or white paper that can be recycled. These do not count toward the page limits. Please do not insert plastic pages 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 on letterhead described below shall serve as the cover for the application. One blank white sheet of paper may serve as the back page.
- Submit 1 labeled original signed application and 19 copies of each application.
- Submit one electronic .pdf file of the application, including support materials. Scanned images are acceptable in the .pdf file. The file may be submitted on a compact disc or via email to SACOG Program Manager within 24 hours of submitting the application. If submitted by email, it is the applicant's responsibility to ensure that the file has been received by SACOG.

Application Contents For Category #1 or Category #2 Applications

Grant proposals in the Category #1 (“**Conventional**”) and Category #2 (“**Complete Streets**”) 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 the chief elected official of governing body, chief executive officer or designated official who has managerial authority above the federal aid project manager for this application (see below). Memo acknowledges that the application is officially authorized by the jurisdiction, provides an official name of the project, and identifies the jurisdiction’s Federal Aid Project Manager, who will serve as the contact person for the project. Any other contents are optional. Please address cover letter to the SACOG Program Manager listed above. If a jurisdiction submits more than one application, only the delegated official may sign all cover letters.
1	Signed statement understanding terms of award	By same signatory above, signed statement of “Understanding of Conditions of Acceptance by Community Design Funding Recipient” (shown later in this sub-section). This may be combined with the cover letter above (with 3 pages maximum), or serve as a separate document.
1	Letter from Applicant’s Federal Aid Project Manager	Signed letter from staff member who will manage the federal aid funds for the project. Letter must contain a clear statement that this person believes he/she is qualified to manage federal aid funds, has reviewed all of the contents in the application, states that to his/her best knowledge this project is federal aid eligible. This person also states that he/she will serve as the lead contact for managing federal aid funding for this project. In the past, almost all qualified persons are licensed civil engineers or closely related professionals. The Caltrans District #3 Local Assistance Office makes the final determination on the qualifications of the individual.
1-2	Project Summary Table #1	Summary description of grant application using similar format to Table #1 shown in this sub-section.

Max Pages	Content Element	Content Description
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 the applicant may wish to describe what the project is, how it fits in with the Community Design Program and Blueprint Principles, how the grant funds will be spent, the commitments in place for the project and/or adjacent projects or any information proposer believes will best describe why this project should be awarded a grant. See description in Evaluation Criteria sub-section M. Page total is combined limit with maps/graphics/photos described below.
16 total pages combined with narrative project description	Project Maps/Graphics/Photos	Maps or graphics illustrating the proposal. Proposer may choose any graphic medium but page sizes are restricted to either 8.5"x11" or 11"x17". See description in Evaluation Criteria in sub-section M for suggested ideas. These pages may be interspersed with the pages from the narrative project description above.
1	Project timeline	Provide a one page chart showing when the project will start and when the project will be delivered. Please note that if awarded, the project may not receive programming funding in a near-term fiscal year or the requested fiscal year in the proposed chart. If the applicant has identified a fiscal year that the project cannot go beyond under any circumstances, the project may not receive funding through this program. The applicant may provide more detail on the timeline, major work tasks, etc. outside of this table as part of the 16 page limit above.
1	Project Budget - Table #2	Fill out Table #2 shown later in this sub-section describing the project budget according to federal aid categories and fiscal years. The applicant may provide more detail on the costs and budget, etc., outside of this table as part of the 16 page limit above.
As applicable	Copy of pre-submittal letter and response letter	Copy of pre-submittal letter sent to SACOG; and SACOG's written response letter

Max Pages	Content Element	Content Description
15 pages total	Related Materials	Any additional information that will provide support for the application. This information should be <u>pre-existing</u> from other reports, plans, etc. and should not be created for this 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 are Blueprint-friendly.
No limit	Letters of support or commitment	Letters of endorsement or commitment from key stakeholders (e.g., private developers who have financially committed to building a project adjacent to or near the project site, recognized neighborhood groups in support of the project, etc.). The review committees look for support letters from those who have the most at stake by the project. Do <u>not</u> have letters sent directly to SACOG; instead, they must be part of the application package.

Category #3 Submittal Requirements

For applications in the **Category #3 (“\$100,000 grant”)** only, the following are the submittal requirements:

Max Pages	Content Element	Content Description
2	Cover memo	Signed cover memo on letterhead of lead applicant jurisdiction by the chief elected official of governing body, chief executive officer or designated official who has managerial authority above than the federal aid project manager for this application (see below). 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	Signed statement “Understanding Terms of Award”	By same signatory above, signed statement of “Understanding of Conditions of Acceptance by Community Design Funding Recipient” (shown later in this sub-section)
1-2	Project Summary Table #1	Summary description of grant application using similar format to Table #1 shown later in this sub-section.

Max Pages	Content Element	Content Description
6 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 the applicant may wish to describe what the project is, how it fits in with the Community Design Program and Blueprint Principles, how the grant funds will be spent, the commitments in place for the project and/or adjacent projects or any information proposer believes will best describe why this project should be awarded a grant. See description in Evaluation Criteria sub-section M. Page total is combined limit with maps/graphics/photos described below.
6 total pages combined with narrative project description	Project Maps/Graphics/Photos	Maps or graphics illustrating the proposal. Proposer may choose any graphic medium but page sizes are restricted to either 8.5"x11" or 11"x17". See description in Evaluation Criteria in sub-section M for suggested ideas based. These pages may be interspersed with the pages from the narrative project description above.
1	Project timeline	Provide a one page chart showing when the project will start and when the project will be delivered.
1	Project Budget - Table #2	Fill out Table #2 in this subsection below describing the project budget according to federal aid categories and fiscal years. Applicant may provide more detail on the costs and budget, etc., outside of this table as part of the 16 page limit above.
As applicable	Copy of pre-submittal letter and response letter	Copy of pre-submittal letter sent to SACOG; and SACOG's written response letter
10 pages total	Related Materials/Letters of support	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, letters of support by affected stakeholders or list of investments made in subject area that are Blueprint-friendly.

Project Summary Table #1 (1 to 2 pages – all grant categories - required)

Please fill out the contents of this table for an application in any of the three grant categories. This is the one or two page summary description as explained in the table above; please insert it after the cover letter. The applicant does not need to replicate this exact format, but the table must fit on to no more than two pages.

Project Title	(official name of project)
Sponsoring Agency	(lead organization of grant application; entity that assumes all responsibility regarding management of federal aid funding, the match and project delivery)
Lead Person and contact information (phone, email, mailing address)	(Category 1 and 2: name of lead person who will manage the federal aid funding for the project. Category 3: name of lead contact person. All categories: This person will be the main contact person for all grant-related communications. Please be sure this contains: the person’s name, title, organization, mailing address, phone number, fax number and email address.)
Partner Organizations	(names of other organizations officially affiliated with project)
Grant Category	Category #1, 2 or 3 (Conventional, Complete Street or \$100,000)
Community Design Funds Requested	(amount of money requested from Community Design Grant Program; SACOG administrative fees will not be taken from this amount)
Overall Committed Total Project Costs	(total estimated <u>committed</u> amount for project from all funding sources; please round figure to nearest \$1,000; do not include the Community Design amount requested)
Local Match and other funds	(local match must be at least 11.47% of requested amount above; also list other funding amounts from other sources if full grant amount is awarded)
Minimum Amount to Conduct Project	(if not awarded the full requested amount above, what is the minimum amount needed to do the project – this may mean a reduced scope of work, which would be negotiated between applicant and SACOG Review Team before the award is granted. Please note that if the selection process recommends this project may receive funds for less than the stated minimum amount, no award will be given to this project. Please round amount stated to nearest \$1,000.)
Project Description	(summary description of project that may include what is the project, its need, its location, and how the grant funds will be utilized. This summary will be used repeatedly when summarizing all the application descriptions to the SACOG Board of Directors. Not to exceed 125 words)

Understanding Terms of Award Statement (Required – all grant categories)

The following is a summary of the terms that all recipients must acknowledge as their applications are submitted. The applicant may photocopy this page, and then have the authorized official who signs the application cover letter sign this as well and include it as part of the application. This is a required element of the application.

Upon receiving funding through the SACOG Community Design Program for the application in this packet, I, as the authorized signatory for _____ (name of sponsoring jurisdiction) understand the following:

- The funding for the awarded project is for federal aid projects and the jurisdiction that I represent accepts the responsibility of undertaking federal aid funding.
- The staff person who is knowledgeable of federal aid requirements has reviewed the contents in this application and will be assigned as the lead person overseeing federal aid requirements throughout the delivery of this project. The jurisdiction acknowledges that if it does not have a qualified staff person or consultant to manage federal transportation funds, SACOG maintains the right to retract committed funding for this project.
- Delivery of the project as conveyed in the application in terms of scope, timeline and deliverables will be used to evaluate the success of this project. If the project is not delivered or completed within three years of receiving authorization by the funding source, this jurisdiction acknowledges that it may be penalized in future funding cycles of SACOG’s four regional funding programs, and in particular the Community Design Program. This will likely mean this project will be de-programmed of any of its unused grant funding, plus this jurisdiction will be prohibited from applying in the next round of funding in this program.
- All awarded projects, regardless of funding source, are required to submit to the SACOG Community Design Program Manager a quarterly update on the status of the project. The responsibility of submitting the 1 or 2 paragraph email to SACOG lies solely with the award recipient. Failure to do so may result in penalties to this jurisdiction in future funding cycles of SACOG’s four regional funding programs, and in particular the Community Design Program. If the awarded jurisdiction’s project manager changes during the course of the project, it is the responsibility of the jurisdiction to convey this Terms of Award Statement to the new project manager.

Signature

Title, Jurisdiction

Print Name

Date

Project Budget Summary – Table #2 (for all grant categories)

Project Name _____

SACOG ID (if available) _____

	Phase	Cost Estimate	Amount Requested	Month/Year Funding Requested	For SACOG Use Only	For SACOG Use Only
NON-CAPITAL	Planning Studies					
	Non-capital Staff Activities					
	Non-capital Materials (maps, brochures, racks, printing, etc.)					
	Miscellaneous					
CAPITAL	Feasibility Studies					
	Environmental					
	Engineering/Design					
	Right-of-Way					
	Construction and Construction Management					
	TOTAL					

R. ADDITIONAL REQUIREMENTS ON CMAQ, TE AND CALIFORNIA CONSERVATION CORPS

If, based on the pre-submittal letter, the SACOG/Caltrans Review Team determines that the project is eligible for either Congestion Mitigation and Air Quality (CMAQ) funding and/or Transportation Enhancement (TE) funding, then the application for the project will require additional information. This information will be requested prior to the October 8 and 9 interviews if your project is recommended by the Community Design Review Group.

Projects that are eligible for federal CMAQ will be required to submit a supplementary Emissions Benefit Calculation; applicants will be notified the week of September 28 if they need to perform the calculation.

Projects that may be eligible for federal TE funds will need to submit a supplemental TE application for Caltrans to determine eligibility. Also, a new law requires that SACOG give priority to TE-eligible projects that partner with or employ the Sacramento Regional Conservation Corps (916) 386-8394 or the California Conservation Corps (916) 341-3129. For this reason, the SACOG/Caltrans Review Team will work with the applicant of a TE eligible project if it is recommended for funding by the Community Design Review Group. The week of September 28 applicants will find out if their projects are recommended for funding by the Group; if so, the SACOG/Caltrans Review Team will ask the applicant to propose ways to work with the SRCC or the CCC. If the applicant cannot commit to partnering with or employing these organizations, the applicant will need to provide an explanation. The SACOG/Caltrans Review Team may consider this as a reason not to recommend this project for funding.

According to Senate Bill 286, approved September 27, 2008, SACOG must give priority in the selection of TE projects to sponsors that partner with or commit to employ the services of a community conservation corps or the California Conservation Corps. The purpose of this law is to direct project sponsors to assist young people in developing civic consciousness and becoming productive members of society through the employment training provided by community conservation corps. Law makers believe that it also serves the interests of project sponsors to partner with community conservation corps because the corps may be able to do the work for less.

S. POST-SUBMITTAL CLARIFICATIONS FOR WORKING GROUP

SACOG reserves the right to contact applicants during the project selection process and request up to one written email page to clarify questions the Community Design Working Group or the SACOG/Caltrans Review Team may have. Applicants are not required to respond to these questions. Applicants will be given five calendar days to submit their responses via email 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.

T. PROGRAM SCHEDULE

June 16, 2011	SACOG Board of Directors Reviews and Approves release of Program and Application Guidelines
June 17	Program and Application Guidelines released and posted on SACOG Website
June 30, 10:30-Noon (Thursday)	Optional Workshop #1: Program Guidelines and Grant Writing 101
July 12, 3:00-4:30 p.m. (Tuesday)	Optional Workshop #2: repeat of Workshop #1
August 3, 4:00 p.m. (Wednesday)	Last day SACOG will accept pre-submittal letters for Category #1 and #2 projects
August 1, 4 p.m. (Monday)	Last day SACOG will accept pre-submittal letters for Category #3
August 17, 4:00 p.m. (Wednesday)	ROUND 5 APPLICATIONS DUE for all categories - One signed original, 19 copies of application to Greg Chew, SACOG Community Design Program Manager 1415 L Street, Suite 300, Sacramento, CA 95814. 4:00 p.m. submittal time strictly enforced.
August 18, 4:00 p.m. (Thursday)	Pdf file of application on CD due
September 12-14	First Review Committee completes recommendations on selected projects; all applicants notified if they are recommended for funding, and, if so, an interview will be scheduled.
September 16 (Friday)	Deadline for Selected project applicants to submit detailed descriptions of scope, timeline and deliverables for SACOG/Caltrans Review Team evaluation
September 19, 20 (Monday/Tuesday)	One-on-one interviews on selected projects with SACOG/Caltrans Review Team; following interview, selected project applicant revises scope/schedule/deliverables and re-submits to SACOG until agreement

October 3 (Monday)	Deadline for SACOG/Caltrans to approve revised description of scope, timeline and deliverables; SACOG staff submits staff report to Transportation Committee with recommendations
November 3, 10:00 a.m. (Thursday)	Staff presents recommended projects to SACOG Transportation Committee
November 17, 9:00 a.m. (Thursday)	SACOG Board publicly releases draft of funding recommendations
December 15, 9:00 a.m. (Thursday)	SACOG Board takes action on recommended projects and determines final program funding amount
After December 15, 2011	Initiate programming and federal authorization request process
Fall 2012	Earliest likely time a federal authorize request will be approved (for Categories 1 and 2). Timeline highly subject to the recipient's ability to prepare request and nature of the project, and program funding availability

U. CHECKLIST OF APPLICATION REQUIREMENTS

1. Program Updates: check for any program updates under the Community Design link at the SACOG website at www.sacog.org.
2. Optional Workshops: Attend an optional workshop on June 30 or July 12. Attendees offered opportunity for feedback on draft application by SACOG staff. See sub-section **N**.
3. Partnership/Sponsorship: for non-city/county public agencies that are considering applying as the lead applicant, please coordinate early with the city or county in which the project area lies.
4. Notification to County Transportation Authority: Check sub-section **J** for pre-submittal review requirements based on the county of the applicant's jurisdiction.
5. Pre-submittal letter: All applicants are required to provide a pre-submittal letter to SACOG before an application is permitted. A SACOG Review Team will provide a response to the letter. Review sub-section **P**.
6. Proposal contents: Review sub-section **Q** for all application contents, including cover letter, federal aid management qualifications, one page summary (showing local match), narrative project description, graphics, related materials, and support letters. Review sub-section **M** for practical information regarding evaluation criteria and application materials.
7. Program Schedule: Review the program schedule in sub-section **T** for all timeline matters.
8. **Submittal Deadline: Please submit one signed original and 19 copies of the grant application by no later than 4:00 p.m. (strictly enforced) on Wednesday, August 17, 2011, to Greg Chew, SACOG Community Design Program Manager, 1415 L Street, Suite 300, Sacramento, CA 95814.**
9. PDF File Submittal: Also, please submit one compact disc with one .pdf file of all the application contents. Scanned materials into the pdf file are acceptable, such as maps, graphics, related materials and letters of endorsement. Check sub-section **Q** for details.

APPENDICES

Appendix A: Federal Funding Requirements

Appendix B: 2009-11 Awarded Community Design Grant Application Descriptions

APPENDIX A

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 "l" apply to all federal funds, including STE. The SACOG Community Design Program can be funded from any of the types of federal funds that SACOG receives.

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.

8. 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.

9. 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.

10. 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).
11. 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.
12. 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 B
DESCRIPTIONS OF AWARDED PROJECTS
FROM 2009-11 COMMUNITY DESIGN FUNDING PROGRAM (ROUND 4)

The following are summary descriptions of projects awarded through Round 4 (2009-11) of the Community Design Funding Program. The complete grant applications for each of these projects may be viewed online at:

<http://www.sacog.org/regionalfunding/communitydesign.cfm>

City of Citrus Heights – Auburn Boulevard Complete Streets Revitalization
Awarded Funding: \$3 million

This project will spur revitalization of an aging transportation corridor through the completion of a “complete street” environment. This will be achieved by constructing wide sidewalks, bike lanes, a pedestrian/bike bridge, enhanced transit stops and shelters, pedestrian-scale street lighting, raised medians and landscaping, and consolidated multiple driveways.

City of Davis – Fifth Street Road Diet
Awarded Funding: \$836,000

This project will create a “road diet” or lane reduction on a strategic arterial through central Davis. Reducing the travel lanes will provide room, within the existing right-of-way, for bicycle lanes, turn pockets, and medians on Fifth Street between A and L Streets. It will also include new traffic controls for a new lane configuration. One travel lane in each direction will provide the necessary width for median islands, turn pockets at intersection, and bicycle lanes along the whole length of the corridor.

City of Folsom – Historic Folsom Station Public Plaza
Awarded Funding: \$500,000

This project will include a full range of landscape and hardscape improvements and pedestrian enhancements in the Historic Folsom Station Public Plaza. The plaza is an integral component of the larger Historic Folsom Station project. The plaza will include a public outdoor amphitheater, a market area, is adjacent to the Historic Sutter Street and serves as the terminus for the light rail line to downtown Sacramento.

City of Galt – Deadman Gulch Trail Connection
Awarded Funding: \$100,000

This project will construct a trail connection between two segments of a multi-use trail that are presently separated by a 4-lane arterial road with a median. The trail connects users with Galt Community Park, River Oaks Elementary School and residential areas.

City of Live Oak – Live Oak Community Trail
Awarded Funding: \$491,000

The Community Trail is designed as a Class 1 pedestrian/bicycle facility to serve Downtown Live Oak and surrounding neighborhoods. This project will convert one of four segments of an abandoned railroad corridor into a cohesive trail and greenway system serving the core of the community.

Regional Transit – Fulton Avenue Bus Shelter Project
Awarded Funding: \$150,000

This project will design, purchase the easements for and install 8 to 11 bus shelters along Fulton Avenue from Arden Way to Auburn Boulevard. The bus shelters will serve the business and residential areas along this corridor and help increase transit ridership.

City of Sacramento – Del Paso Boulevard Streetscape Improvements
Awarded Funding: \$1 million

This project will include aesthetic and safety enhancements along Del Paso Boulevard between State Route 160 and Arden Way. Improvements will include architecturally treated sidewalks, accessibility improvements, enhanced pedestrian crossings, bulb-outs, pedestrian scale street lighting, benches and receptacles. It will also include enhanced signage to alert drivers to the presence of pedestrians near the Globe Light Rail Station.

City of Sacramento – Railyards West Tunnel
Awarded Funding: \$1 million

This project will provide a direct pedestrian and bicycle connection between Old Sacramento, the Central Business District, and the Railyards Development and River District. The project will help in the initial stages of construction a 247-foot tunnel beneath the re-aligned mainline Union Pacific tracks.

Sacramento County – Fair Oaks Village Streetscape Design
Awarded Funding: \$136,200

This project will provide the design, environmental review and approval of Phase 1 improvements in the Fair Oaks Village. It will include selected improvements in curbs, gutters, sidewalks, ADA facilities, bike lanes crosswalks, and landscape improvements along Fair Oaks Boulevard between Winding Way and Bridge Street.

Sacramento County – Old Town Florin Streetscape Improvements
Awarded Funding: \$2.346 million

This project will provide a “Complete Street” segment within the Old Town Florin Town area, from Pritchard Road to McComber Road. It will construct sidewalks, transit facilities, bus turnouts, bike lanes, landscaped medians, tree canopy, street lighting, traffic signalization, and other streetscape amenities that encourage transit use, bicycling and walking.

Sutter County – Bike/Pedestrian Master Plan Update
Awarded Funding: \$100,000

The updated plan will interface with and support the recently adopted plans for the cities of Yuba City and Live Oak. It will also utilize data and alternatives being considered in the current Sutter County General Plan Update. Design documents for the first phase of the improvements identified by the plan may also be included in the project.

University of California Davis – Hutchison Corridor Complete Street
Awarded Funding: \$1.455 million

This project will improve the central portion of the Hutchison corridor to relieve existing deficiencies and institute key improvements. This corridor goes through the core of the campus and serves as a bike/bus boulevard. Improvements will include removal of an S-curve, provision of an adequate road section of increased transit usage, new sidewalks and critical circulation modifications.

City of West Sacramento – Tower Bridge Gateway Modification Project East Phase
Awarded Funding: \$4.189 million

This project will eliminate the barrier of the former State Route 275 freeway that separates the Bridge District and the Washington Specific Plan and major riverfront development areas. It will reconstruct the Tower Bridge Gateway between Garden Street and Tower Bridge with at-grade intersections at Third Street and Fifth Street to cross the Tower Bridge Gateway and reconnect the two riverfront development areas. Accommodations for the future Downtown-Riverfront streetcar will be made.

City of Winters – Pedestrian Connection Project
Awarded Funding: \$100,000

This project will complete infill pedestrian facilities including curb and gutter along State Highway 128 (Grant Avenue). This will create a safe pedestrian route along the city's main transportation corridor near its public high school and other civic facilities.

City of Woodland – Downtown Streetscape
Awarded Funding: \$915,000

This project will construction pedestrian and streetscape improvements along the four block section of Main Street from Third to East Streets. The ultimate improvements will include: new sidewalks, bulb outs, accessible ramps at multiple locations, striping and stamped boards for crosswalks, landscaping, bikeway and other signage, concrete medians, and street furnishings.

Yolo County – Climate Action Plan
Awarded Funding: \$100,000

This project will assist the County in implementing some of its smart-growth policies by identifying strategies for reducing greenhouse gas emissions, address economic and social adaptations that effect climate change.

City of Yuba City – Highway 20 Revitalization Strategy
Awarded Funding: \$100,000

This project will assist the city in continuing its multiple phased revitalization project along the Highway 20 corridor. The project will conduct public outreach efforts, a corridor assessment and planning to promote a more Blueprint-oriented community.

Yuba County – North Beale Road Complete Street Revitalization
Awarded Funding: \$1 million

This project will provide revitalize 2.6 mile segment of North Beale Road from Lindhurst Avenue to Griffith Avenue in Linda. Curbs, gutters, wider sidewalks, landscaping, bike lanes and roundabouts will be design. Some areas will be reduced from four lanes to two. The project will lead to boosting the economic vitality of the Linda community while improving safety.