



SACRAMENTO AREA COUNCIL OF GOVERNMENTS

2012 BICYCLE & PEDESTRIAN FUNDING PROGRAM

**GUIDELINES AND
APPLICATION INSTRUCTIONS**

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This document contains information about the Sacramento Area Council of Governments (SACOG) Bicycle and Pedestrian Funding Program. The program grants funding from a variety of sources to local government agencies and their partners to provide facilities for walking and biking within the cities and towns of the region and to provide connections between them. Grant cycles occur approximately every two years.

Section 1 contains the 2012 Guidelines for the Bicycle and Pedestrian Funding Program. Part K provides the schedule for this funding round.

Section 2 contains the 2012 Application Instructions. Applications are due to SACOG no later than 5:00 p.m. on August 22, 2011.

Please note: This Funding Program applies to the counties of Sacramento, Sutter, Yolo and Yuba only. Placer and El Dorado Counties have their own programming process through a Memorandum of Understanding with SACOG.

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A. PROGRAM

The purpose of this funding program is to provide facilities for walking and biking in the cities and towns of the region and to provide connections between them. Also, the efficiency of the transportation system is a key component of achieving the goals set forth by the Blueprint Planning Process. In the preferred Blueprint Scenario, bicycling and walking are integral to the types of development patterns depicted in the Blueprint Preferred Scenario and are necessary for its successful implementation. Projects and programs funded through this program must support the implementation of the Blueprint Preferred Scenario and planning principles.

Bicycle and pedestrian facilities in new developments are expected to be paid for by developers in cooperation with cities and counties.¹ Further, facilities that serve strictly recreational trips or equestrians are also expected to obtain other funding.

In November 2004, SACOG adopted the *Regional Bicycle, Pedestrian and Trails Master Plan*, which was subsequently amended in 2005, 2007, 2009, and 2011. This plan provides the eligible pool of projects for this funding program. The *Master Plan* is a product of the efforts of SACOG's Bicycle and Pedestrian Advisory Committee. The *Master Plan* contains a list of planned projects from around the region, and jurisdictions were encouraged to rank their projects in priority order.

In selecting the projects to fund from the projects listed in the *Master Plan*, costs, benefits and the goals listed below in Part F will be considered.

B. GENERAL APPLICATION PROCESS

SACOG will issue a call for applications when federal funding opportunities arise, typically once every two years. Public agencies (cities, counties, and other public agencies) in Sacramento, Sutter, Yolo, and Yuba counties are the eligible applicants for these federal funds. Each time funds are made available, the call for applications will be made through SACOG's newsletter, webpage, advisory committee meetings, and letters and emails to public works and planning departments, transportation agencies, transit agencies, transportation management associations, and other organizations. An application, timeline, and these guidelines will be made available at that time.

C. FUNDING

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

¹ Local agencies and developers should refer to the Federal Highway Administration's *Design Guidance for Accommodating Bicycle and Pedestrian Travel* for a list of good practices in new developments. The SACOG funding program is not intended to be used to fund these basic good practices.

Most of the projects selected for these programs must qualify for the three federal funding sources available to SACOG.² In most cases, a local funding match requirement of 11.47 percent of the total participating project cost applies. Federal funding requirements from the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) are applicable. For capital projects, federal funds may be used for the preliminary engineering phase, which includes environmental work and design, as well as for right-of-way and construction phases.

D. PROJECT SELECTION PROCESS

The following process applies to Sacramento, Sutter, Yolo, and Yuba counties. Placer and El Dorado Counties have their own programming process through a Memorandum of Understanding with SACOG. For Placer and El Dorado Counties, a separate process is used.

The Bicycle and Pedestrian Working Group, formed from existing SACOG committees and staffed by SACOG, will make recommendations to SACOG staff on project selection. After SACOG staff screen project applications for eligibility, Working Group members will be responsible for reading applications, and applying the selection criteria to make recommendations for which projects to fund. Part L provides more detail on the process and the membership of these committees. SACOG staff will review and evaluate the Working Group recommendation and make a recommendation to the SACOG Board of Directors.

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

E. IMPLEMENTATION

After SACOG has awarded a grant, project sponsors will be asked to:

- Amend their project into the Metropolitan Transportation Improvement Program (MTIP) via SACTrak.
- Follow SACOG's "Use It or Lose It" policy for obligating and spending the grant funds. The policy requires that project sponsors honor the MTIP schedule for obtaining funds and implementing the phases of the project.
- Provide a local (non-federal) match. The required match for most federal funding is 11.47 percent of the participating phase cost and/or the total participating project cost required for projects receiving federal funding in the Sacramento region, with a few exceptions. 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.
- Comply with the California Transportation Commission's State Transportation Improvement Program Guidelines; the Caltrans' Local Assistance Procedures Manual; and Caltrans' Local Assistance Program Guidelines.

² These sources are currently the Regional Surface Transportation Program (RSTP), the Congestion Management and Air Quality Program (CMAQ), State Transportation Improvement Program (STIP), and Transportation Enhancement (STIP-TE).

- Partner with a community conservation corps or the California Conservations Corps if the project receives STIP-TE funding.

When a project is programmed in the MTIP and is ready for implementation, the project sponsor requests a federal authorization (E-76) from Caltrans. Only after the project is authorized, can the sponsor incur expenses that will then be reimbursed from the grant. A project sponsor submits invoices for the entire cost incurred, and is reimbursed at 88.53% (the total cost minus local match).

SACOG encourages project sponsors to seek other sources of funding that may be available.

F. GOALS

Capital Project Goals

For a community pursuing bicycle and pedestrian improvements, its top priority should be to provide local intra-community bicycle and pedestrian connections. Bicycle and pedestrian facilities achieve the greatest good when they provide safe, comfortable, and convenient options for travel in areas where popular destinations are within short distances. Intercommunity projects are bicycle and/or pedestrian connections that link communities within and between the large, medium, and small cities and towns of the four-county region. In addition to local intra-community connections, bicyclists and pedestrians also need to have options for medium and long distance travel on facilities that are safe, comfortable, and convenient. An intercommunity project should have good bicycle and/or pedestrian circulation at both ends of the segment. Specifically, projects should:

1. Provide connections within or through the central business districts.
2. Provide connections to regional and local public transit systems, at stops, stations, and terminals.
3. Provide connections within, through, or to regional and local activity centers such as schools, libraries, community centers, colleges, universities, hospitals, medical offices, senior residences, parks, athletic facilities, government services, employment centers, and high-density residential or mixed-use areas.
4. Fill in gaps on existing, planned, or proposed bicycle or pedestrian routes, including intercommunity routes.
5. Provide bicycle and pedestrian access across barriers such as arterial roads, highways, freeways, rivers, canals, creeks, and railroads.
6. Improve the time convenience of walking and bicycling, for example with shortcuts or special facilities such as bike/pedestrian boulevards.
7. Improve the safety and security of walking and bicycling.
8. Provide an aesthetic, pleasant, or more comfortable biking or walking experience.
9. Provide capital facilities that support bicycling, such as storage, parking, or bike stations.
10. Complement projects funded with other regional or state sources such as the Community Design or Safe Routes to School programs, thereby improving bicycle and/or pedestrian access provided by those programs.
11. Complement bicycle and pedestrian plans and projects in an adjacent region.

Non-capital Projects and Programs Goals

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

G. ELIGIBLE PROJECT TYPES

Eligible Project Types

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

General Bicycle and Pedestrian Projects

1. New sidewalks and pedestrian paths
2. Improvements to existing pedestrian facilities
3. Improved street crossings, including mid-block crossings
4. Curb extensions and median refuge islands
5. Bicycle signals and sensors at intersections
6. Pedestrian signal detection
7. Lighting for bicyclists and pedestrians
8. Signage and pavement markings
9. Traffic calming beneficial to bicyclists and pedestrians
10. Streetscaping that shades bicyclists and pedestrians
11. Upgrades to existing bikeways, including loop detectors or signal detection, pavement rehabilitation on shared-use paths, etc.
12. Class I shared-use paths and paved trails
13. Class II bike lanes
14. Bike boulevards
15. Short-cuts³
16. Bicycle/pedestrian bridges, tunnels, undercrossings and additions to rail/vehicle bridges and tunnels
17. Improvements to substandard railroad track crossings, when appropriate

³ An example of a short-cut project is the land acquisition and a bicycle/pedestrian path that connects a neighborhood to local retail center, library, or school, shortening the travel time and providing convenient and safer access.

18. Portion of one-way street reversion to two-way street that benefits bicyclists or pedestrians
19. Bicycle parking and storage
20. Attended bicycle parking facilities or bike stations
21. Changing and shower facilities (in limited circumstances)
22. Project feasibility studies
23. Land acquisition for capital projects

School-related Bicycle and Pedestrian Projects

1. Local school bikeway and pedestrian projects
2. Bicycle and pedestrian access improvements to and through colleges and universities

Transit-related Bicycle and Pedestrian Projects

1. On-board bicycle storage
2. Station or terminal bicycle storage
3. Transit stop/station bicycle and pedestrian access projects
4. Express bus services for bicyclists

Bicycle and Pedestrian Planning, Education, Information and Marketing

1. Bicycle and pedestrian master plans
2. Design manuals
3. Motorist education about sharing the road with bicyclists and pedestrians
4. Public agency staff training
5. Bicycle/pedestrian coordinator positions (up to two years)
6. Public relations campaigns
7. Public service announcements
8. Mapping projects
9. Brochures and pamphlets
10. Skills training
11. Education on health benefits

H. INELIGIBLE PROJECT TYPES

Projects and programs that are not eligible include facilities that serve only a recreational, rather than a transportation function, projects in new developments that are considered “good practices” according to FHWA guidelines, bicycle and pedestrian facility maintenance, school education

programs, long-term staff positions, transit operations (except for bus services for bicyclists), law enforcement, and bicycle racks for carpools, vanpools, or private vehicles.

I. PROJECT EVALUATION

Project Screening for Capital Projects

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

1. It is included in the Master Plan as a planned project. Only under very special circumstances will an application be considered that is not listed in the Master Plan.
2. It must be ready for inclusion into the *Metropolitan Transportation Improvement Program*, with project scope and cost. The project application may include the cost of preparing environmental documents. However, for large projects that will necessitate a full Environmental Impact Statement (EIS), the EIS can be funded separately from the design and construction of the project (which should seek funding in a later round of funding).

Project Performance Outcomes for Capital Projects (Background in Goals Section)

1. Barrier elimination
2. Gap closure
3. Connections to/within activity centers
4. Increases the number of bicycle and walking trips (reduces Vehicles Miles Travelled)
5. Improves safety/security for bicyclists and pedestrians

Selection Considerations

1. Project fulfills program goals and performance outcomes
2. Cost-effectiveness is achieved by minimizing projected capital and operating expenditures while offering strong performance benefits
3. Sponsor agency commitment to implement the project, as evident by non-SACOG source funding commitments and inclusion in local policy documents

Other Considerations

1. Capital projects that support Blueprint implementation will be given priority over non-capital projects and programs, although up to 10 percent of the funding in a round may be used for non-capital projects.
2. The project is closely related to local activity center/compact development area, and identified in the local general plan that will be implemented soon but is beyond what is required of the developer to pay for.
3. A bicycle or pedestrian project located in an undeveloped area that connects two developed areas with good circulation, particularly in areas with land use planning consistent with Blueprint principles.

4. Projects that benefit both public transit or roadways and bicycling/walking may be funded partially from this funding source with the expectation that transit or roadway funding sources will pay for the remainder.
5. The same type of program or project has been implemented successfully elsewhere.
6. For inter-community projects, priority given to those proposals offering evidence of strong support by all local jurisdictions where the project is located.

J. ADDITIONAL INFORMATION

The minimum project size for this funding program is \$167,205 (\$150,000 funding award + \$17,205 local match). Public agencies applying for funding for smaller projects may want to consider combining projects to meet the \$167,205 threshold, or consider a larger, multi-year program or project. The exceptions to this rule are funding for plans, short-term bicycle and pedestrian coordinator positions, or projects that would qualify for Federal Transit Agency Enhancement funds.

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

K. SCHEDULE

June 21, 2011	Call for projects.
August 22, 2011	Project applications due 5:00 p.m.
September 13-15, 2011	Working Group meets up to three times and makes project selection recommendations to SACOG staff.
September 21- October 27, 2011	SACOG staff reviews recommendations for funding and makes recommendations to the SACOG Board of Directors. Recommendations are presented for information to Bicycle and Pedestrian Advisory Committee and Regional Planning Partnership
November 17, 2011	The SACOG Board releases the project list for public comment.
December 15, 2011	The SACOG Board adopts projects and funding.

L. DETAILED PROJECT SELECTION PROCESS

Project applicants (sponsors) may be any agency or organization that holds a master agreement with Caltrans to administer federal transportation funds. The following process applies to Sacramento, Yolo, Yuba, and Sutter Counties, but not to Placer and El Dorado Counties. For Placer and El Dorado Counties, a separate process is used.

Steps in the Process

1. SACOG staff reviews the applications and screens them for eligibility. Ineligible applications are discarded, based on ineligibility for federal funds, lack of funding of the appropriate type, or on the program guidelines.
2. SACOG staff forwards the applications to the Bicycle and Pedestrian Working Group (see below for the composition of the Working Group).
3. The Bicycle and Pedestrian Working Group prioritizes and ranks the applications, according to its own process, but does not discard any applications. Working Group members will not vote or comment on applications from their own organizations. The Working Group and/or SACOG reserve the right to contact applicants during this project selection process for additional information. The Working Group makes its recommendations to SACOG staff.
4. SACOG staff reviews the ranking recommendations of all funding program working groups, taking into consideration the availability and requirements of appropriate funding sources, and balancing the ranking of projects based on geographic location.
5. SACOG staff will then provide a complete funding recommendation to the SACOG Board of Directors.

Membership of the Bicycle and Pedestrian Working Group

Members should represent diverse geography. A SACOG staff member will staff each meeting. The group will select a Chairperson.

Expertise	Appointed by	Number
Land Use Planners	Planners' Committee	1
Project Engineers	Regional Planning Partnership	2
Bicycle/Pedestrian Planning	Bicycle & Pedestrian Advisory Committee	4 (2 advocates, 2 professionals)
Air Quality	Air Districts	1
TDM	TDM Task Force	1
Transit	Transit Coordinating Committee	1
Community Groups	Regional Planning Partnership	1
Total		11

SECTION 2: APPLICATION INSTRUCTIONS

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

M. PROGRAM MANAGER

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

Lacey Symons, Bicycle & Pedestrian Coordinator
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814
Phone: (916) 340-6212
Fax: (916) 321-9551
E-mail: lsymons@sacog.org

N. APPLICATION CONTENTS

Applications must contain the following elements with page limits as listed; a Microsoft Word version of the application (Part P) and a Microsoft Excel version of the Engineer's Estimate (Part R) will be available on the SACOG website.

Maximum Pages	Content Element	Content Description
5 application, 1 page context map	Project Application	Complete form provided by SACOG (Part P).
1	Cost and Schedule Summary	Complete form provided by SACOG (Part Q).
Amount Necessary	Engineer's Construction Estimate	Complete form provided by SACOG (Part R) to the level of detail necessary for the scope of the project.
7	Program Specific Questions	Complete form provided by SACOG (Part S).
1- 4	Maps or Exhibits	Insert maps/exhibits
1	Miscellaneous	In this space, you may address anything we didn't provide space for.
1-2	Emissions Calculations for CMAQ Funding	Follow California Air Resources Board methodology and attach calculations (Part T).
1-2	Partner Commitment Letters	Letters from partners explaining responsibilities and contributions to the project.
0	Support Letters	Do not include letters of support.

O. FORMAT

The overall application format requirements are:

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

P. PROJECT APPLICATION

Project Title	
SACOG ID number (if available)	
PPNO and/or EA number (if applicable) Federal ID number (if applicable)	
Responsible Project Manager/Contact Name: Position: Address: Phone: E-mail:	
Co-sponsor/Partner Agencies	
Project Location (Also attach a map)	
Project Scope/ Description (250 word limit)	
Project Schedule (estimated month and year): 1. Start environmental/preliminary engineering 2. Final ED approved - Start engineering/design 3. Start R/W acquisition & utilities 4. Complete plans, R/W, & permits – Ready to advertise for construction/procurement	
Total Project Cost (Part Q)	
Total Funding Request	
Funding committed from other sources 1. Environmental/preliminary engineering 2. Engineering/design 3. R/W acquisition & utilities 4. <u>Construction/procurement</u> TOTAL Describe any other potential funding sources	
Can you build a usable partial stage of this project? If so, describe scope and cost.	

<p>Have you identified any significant and reasonably likely risks to the project? Describe: (150 words maximum total)</p> <ul style="list-style-type: none"> ▪ Risks that would change scope ▪ Risks that would change schedule ▪ Risks that would change cost 	
<p>Project Study Report or equivalent completion date (if PSR completed, attach electronic file to CD of application packet)</p>	
<p>Environmental Justice: Include your brief response to the following: What kind of outreach to the community and to other stakeholders do you plan to undertake? Will low-income or minority members of the community be given an opportunity to fully participate in this outreach? Evaluate the benefits and burdens of this project with regard to low income and minority members of the community. (150 word limit)</p>	
<p>TE Eligible Projects: Will you be working with a community conservation corps or the California Conservation Corps (yes/no)? Please explain (50 word limit).</p>	

Q. COST AND SCHEDULE SUMMARY

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					

S. BICYCLE AND PEDESTRIAN PROGRAM SPECIFIC QUESTIONS

Project Screening for Capital Projects

Please respond yes/no (if no, please explain):

1. It this project included in the Regional Bicycle, Pedestrian, & Trails Master Plan as a planned project?
2. Is this project ready for inclusion into the *Metropolitan Transportation Improvement Program*, with project scope and cost?

Capital Project Performance Outcomes

Please describe how the project supports one or more of the performance outcomes for the programming round. (Half page per item, maximum)

1. Eliminates barriers
2. Closes gaps
3. Connects to/within activity centers
4. Increases the number of bicycle and walking trips (reduces Vehicles Miles Traveled)
5. Improves safety/security for bicyclists and pedestrians

Selection Considerations

1. **Goals**

Please briefly describe how the project supports additional capital or non-capital goals, and how well. Please refer to Part F. (Half page per goal, maximum)

2. **Project Benefit Estimate**

Please provide a quantitative and/or qualitative benefit analysis.

a. Quantifiable Benefits Methodology

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

b. Qualitative Benefits Methodology

In one or two paragraphs, please describe benefits to the project that are not measured by the dollar figure above. Qualitative benefits can be measured using various factors. Factors to discuss, as applicable, include: accident reduction, existing and projected usage/ridership/productivity, increase or decrease in ADT, life cycle cost reduction, VMT decrease, pavement quality index, congestion relief (idle reduction, stop and go reduction, and travel time decrease), reduced operating or maintenance costs, etc.

For safety projects, other methods of demonstrating benefits can be found at:

<http://safety.fhwa.dot.gov/hsip/resources/fhwas09029/sec4.cfm>

or

http://onlinemanuals.txdot.gov/txdotmanuals/hsi/using_the_safety_improvement_index.htm

3. Commitment to Project

Please briefly describe your agency's commitment to implement the project. Examples may include governing body approval, approved plan, engineering drawings completed, NEPA/CEQA completion, etc. (Half page maximum)

Other Considerations

Below are other considerations that will be used to make funding recommendations to the Board. If other considerations relevant to the project are not already addressed earlier in the application, please briefly provide appropriate information. (One page maximum)

- Analysis of Parts P, Q, R (e.g. project eligibility for federal funds and fund types, schedule, cost, work with conservation corps, risk to project, etc.)
- Project's air quality benefits
- Application follows Content (Part N) and Format (Part O) requirements
- Agency's historical performance in delivering federal aid projects (i.e. following federal rules, STIP guidelines, delivery timeliness, etc.).
- Projects are not serving primarily recreational trips or equestrians, and are not part of developer-funded basic good practices (see footnote 1).
- Capital projects that support Blueprint implementation will be given priority over non-capital projects and programs, although up to 10 percent of the funding in a round may be used for non-capital projects.
- The project is closely related to local activity center/compact development area, and identified in the local general plan that will be implemented soon but is beyond what is required of the developer to pay for.
- A bicycle or pedestrian project located in an undeveloped area that connects two developed areas with good circulation, particularly in areas with land use planning consistent with Blueprint principles.
- Projects that benefit both public transit or roadways and bicycling/walking may be funded partially from this funding source with the expectation that transit or roadway funding sources will pay for the remainder.
- The same type of program or project has been implemented successfully elsewhere.
- For inter-community projects, priority given to those proposals offering evidence of strong support by all local jurisdictions where the project is located.

T. EMISSIONS BENEFIT CALCULATIONS FOR CMAQ FUNDING—

Required if project is eligible for CMAQ funds

Projects funded under this program may be candidates for funding under the Congestion Mitigation and Air Quality (CMAQ) program. CMAQ funds are intended to support projects that result in measurable reductions in emissions of carbon monoxide (CO), ozone precursors including volatile organic compounds (VOCs) and oxides of nitrogen (NO_x), or particulate matter (PM). To show that air quality objectives are being met, state and local governments must demonstrate the benefits of individual CMAQ projects. Therefore, project applicants must submit a calculation of emissions reductions showing each pollutant, CO (if measurable), VOC, NO_x, and PM₁₀ in kilograms/day. While quantitative analysis is required whenever possible, a qualitative analysis is also considered acceptable when project benefits cannot be quantified.

To assist in calculating the quantitative emission benefits reductions and the cost effectiveness of the reductions, the California Air Resources Board (CARB) has produced a hard copy manual and an automated Microsoft Access database file. The manual and database are available online at:

<http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>

Print and attach the emission benefits calculations to the application.

U. CHECKLIST OF APPLICATION REQUIREMENTS

- ❑ Eligibility: Potential applicants may check with the SACOG Program Manager regarding the eligibility of their project or their eligibility as an applicant (project sponsor) for federal transportation funding.
- ❑ Program Schedule: Review the program schedule (**Part K**) in the Guidelines for important dates.
- ❑ Application contents: Review pages for all needed elements. Review the section of the Guidelines on Project Evaluation (**Part I**) and check that the application contains all information necessary. Page limits are listed in **Part N**.
 - Project Application—**Part P**
 - Cost and Schedule Summary—**Part Q**
 - Engineer’s Estimate—**Part R**
 - Program Specific Questions—**Part S**
 - Maps and Exhibits
 - CMAQ Calculations (if project is eligible for CMAQ funding)—**Part T**
 - Partner Support Letters (if project is co-sponsored)
 - Miscellaneous – Any other information in support of your project
- ❑ Implementation Requirements: Review the Implementation section (**Part E**) in the Guidelines and evaluate your ability to meet all federal and SACOG requirements, including providing local matching funds of at least 11.47 percent of the total project cost and following SACOG’s “Use it or Lose It” policy.
- ❑ Submittal Deadline: Please submit one (1) signed original, twelve (12) copies of the complete grant application, and one (1) compact disc by no later than 5:00 p.m. on Monday, August 22, 2011, to:

Lacey Symons, Bicycle & Pedestrian Coordinator
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814

E-mailed applications are not acceptable. This deadline will be strictly enforced. Please refer to **Part N** and **Part O** for additional information.
- ❑ Electronic Application Submittal: Submit one compact disc with a PDF file of all the application contents. Include an Excel file of your Engineer’s Estimate. Scanned materials into the PDF file are acceptable, such as maps, graphics, etc. If a Project Study Report (PSR) or equivalent is complete, please submit a PDF of the PSR on the compact disc. The compact disc is due the same time as the applications.