



# SACOG FOUR-COUNTY STATE FUNDING PROGRAM

## FINAL GUIDELINES

APPLICATION AND GUIDELINES RELEASE

DATE:

**March 17, 2025**

APPLICATIONS DUE:

**4:00 p.m., Friday, June 6, 2025**

This document contains the guidelines for the Four-County State Funding Program of the Sacramento Area Council of Governments Regional Program. The program grants funding from the State Transportation Improvement Program (STIP) to local government agencies and their partners to projects that meet performance outcomes, overall policy, and selection considerations identified by the SACOG Board.

Please note: This Funding Program applies to the counties of Sacramento, Sutter, Yolo, and Yuba only. Projects must be located within the four-county portion of the Sacramento region.

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## REFERENCE INFORMATION

### Schedule

Please note all dates are subject to change. To view the most recent information please go to: <http://www.sacog.org/funding/regional-funding-programs/stip-call-for-projects-301>

<b>March 17, 2025</b>	Call for Projects Officially Released
<b>March 19, 2025</b>	Pre-submittal Workshop (Virtual)
<b>March 28, 2025</b>	Pre-application Due to SACOG by 4:00 PM
<b>April 7-May 1, 2025</b>	Pre-application Consultations with SACOG Staff
<b>May 2, 2025</b>	Draft Applications Packages Due to SACOG by 4:00 PM
<b>May 21-June 3, 2025</b>	Daft Application Consultations with SACOG Staff
<b>June 6, 2025</b>	Final Applications Packages Due to SACOG by 4:00 PM

During the review period that follows, the applications will be evaluated and programming recommendations for the various funding programs, including the Regional Program, will be made.

<b>July 2025</b>	Staff releases project award recommendations
<b>August 2025</b>	Transportation Committee recommends project awards to the SACOG board for final approval
<b>August 2025</b>	SACOG board takes final action on recommended projects and determines final program funding amount
<b>March 2026</b>	Initiate programming

## SECTION 1: INTRODUCTION

In 2023 the SACOG Board directed staff to convene a board working group to guide the creation of the next Regional Funding Round. To complement the board group, SACOG staff also organized a staff working group to facilitate more in-depth conversation to inform guideline development. The board working group is comprised of six SACOG board members, one from each county, and the staff working group is comprised of representatives from local agencies from the across the region, including public works, planning, and transit agency staff. This Regional Funding Round Framework was created through an eighteen month process that was guided by the two working groups.

The framework balances the requirements and eligibility of SACOG's funding sources, SACOG's regulatory requirements, and the needs of SACOG's member jurisdictions. The Regional Funding program includes a state funded program with goals and objectives that are aligned with the state's Climate Action Plan for Transportation Infrastructure (CAPTI), focusing state dollars on fix-it-first projects and large regional projects that move forward policies and goals related to climate, modal choice, and equity.

### Program Goals and Commitments

- **Meet state performance objectives and policy goals.** Regional funding rounds have successfully helped the region align with state policy, including safety, state of good repair, goods movement, and greenhouse gas emission reductions. These are critical requirements that the region must show progress on to remain competitive for state and federal funding.
- **Position region for competitive state and federal funding.** SACOG's technical assistance and strategic funding has supported successful federal and state grant applications. The Regional Funding Round will continue leveraging funding and support to advance large regional capital investments and regionally identified priority projects through board action.
- **Implement policies from the 2020 MTP/SCS.** Focusing on the triple bottom line framework of equity, economy and environment, the Regional Funding Program will align with priorities that shape the long-range transportation landscape.
- **Integrate equity considerations more fully into regional investment priorities.** The Regional Funding Program will incorporate equity into the funding process, while also prioritizing equity as part of partner project development. Elements include affirming equity as an outcome in the core funding programs and building a richer dataset through the Project Performance Assessment toolkit for use by applicants and the evaluation review groups.
- **Prioritize state of good repair and fix-it-first.** Recognizing the growing maintenance needs of the region, the Regional Funding Program seeks to reinvest in existing infrastructure to maintain facilities in a state of good repair, allowing for safe and efficient travel for all modes.
- **Advance regionally identified programs.** The SACOG board has recently adopted plans and prioritized agency programs for the Regional Trail Network, Green Means Go, and regional high-capacity transit investments, among others. The Regional Funding Round will provide opportunity to continue implementation of these key projects.

### Regional Funding Programs Guiding Themes

- Greenhouse gas (GHG)/Vehicle miles traveled (VMT) reduction
- State of good repair
- Urban and rural needs balance

- More certainty of funding
- Partnerships and regional support of projects
- Agency Strategic Plan and MTP/SCS Policy Framework – Equity, Economy, and Environment

## Program Goal and Objectives

The Four-County State Funding Program includes both competitive and pooled funding elements. This structure provides for known funding amounts and consistency, leverages the newly established regional prioritization program, and provides opportunity to meaningfully support regional prioritized projects.

Under the pooled portion of the funding program, the number of projects supported or funded is dependent upon two main factors: 1) the funding available and 2) whether the region’s partners and SACOG board elect to coalesce around a single regionally significant project or multiple projects that each help the region meet the established goals and targets associated with the MTP/SCS.

The intra-county competitive program focuses on fix-it-first projects that also provide additional performance outcomes and/or modernize roadways, mirroring the goals of CAPTI to align with state policy goals for state of good repair, modal choice, climate, and equity. Addressing several of the needs of the local agencies with consistent county-wide funding. In this program, local agencies only compete against other agencies within their county.

More specifically, this program seeks to fund projects in the following categories:

- Rehabilitation and operational improvements for regional roadways that:
  - Include additional improvements necessary to accommodate other modes of transportation, such as bicycles, NEVs, micromobility, pedestrians, and/or high-capacity transit infrastructure that
    - Fill in existing network gaps; and/or
    - Connect to key destination centers and/or mobility hubs
  - Resolve significant safety issues (such as projects related to intersections with disproportionately high crash rates and/or high levels of congestion)
  - Support regional goods movement
  - Provide traffic calming strategies or other complete streets elements
- Projects that improve traffic flow, including signal systemization, streamlining intersections, improving transportation systems management and operations, traffic signal optimization plans, and traffic signal interconnection
- Projects that include project elements that address resiliency and adaptation including (but not limited to):
  - Cooling elements such as trees, shade, cool pavement treatments, etc.
  - Support of evacuation routes and/or emergency response routes
- Implementation and maintenance of trails projects or other active transportation projects
- Transit projects that increase the frequency or service improvements for public transit, including capital improvements

As part of SACOG’s commitment to work toward a just and equitable region that addresses the historic wrongs and where health and economic outcomes for all groups are improved, the Four-

County State Funding Program incorporates socio-economic and racial equity as a cross cutting objective. Sponsors can draw on data and analysis, either from SACOG or local sources, to support how the project provides benefit to these communities. Equity will be addressed through three evaluation elements that will be integrated into the application: Community Engagement, Project Benefit and Impacts, and Project Location and Existing Conditions. Applicants will be asked to describe their community engagement process including engagement methods, identified community, and how the project was impacted by the engagement process. Performance outcome questions will focus on how the project benefits the identified community and if there are potential negative impacts. Project Location and Existing Conditions questions will ask applicants to describe the community and why the project was prioritized for that community.

## Funding

County specific funding amounts will be developed and will align with state driven funding allotments from the STIP program. SACOG will reserve a portion of funding to be pooled across all four counties to support larger regional projects. The funding estimate for the Four-County State Funding Program will be adopted by the SACOG Board of Directors prior to the release of the call for projects. The funding estimate for the state STIP will be determined by the state published STIP five-year estimates. The state determines the funding for each county by a calculation of population and lane miles. That estimate will include the specific budget for each county and the percentage of pooled funds. The overall selection of projects is dependent on the funding available. The available funding for the STIP program will be from FY 2027-2028 and FY 2028-2029.

Projects selected for this program must qualify for state funding sources available to SACOG. For capital projects, 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.

SACOG reserves the right to award less than the amount reserved for each funding program in a given funding cycle. Additionally, SACOG encourages project applicants to seek other sources of funding that may be available, and to demonstrate the ability to absorb any cost overruns and deliver the approved project with no additional funding from the Regional Program.

Projects selected for this funding will be included in the SACOG Regional Transportation Improvement Program (RTIP) that is submitted to the California Transportation Commission for approval. As such these projects will require supplemental information to be included prior to the grant award.

## Project Eligibility

A full application must be submitted to SACOG staff to be considered for funding. All of the following conditions must be met for a project to proceed in the evaluation process. Failure to meet each screening consideration will eliminate the project from further consideration.

1. Public agencies in the four-county region, Caltrans District 3, and special districts (e.g., air districts, JPAs, transit agencies) are eligible to apply if they have a master agreement with Caltrans to manage federal-aid funds or with the Federal Transit Administration to manage FTA funds as an FTA Grantee. Member agencies, Caltrans District 3, and transit districts can independently submit their application. Other special districts and public agencies (e.g., air

districts, JPAs, transportation management associations) are eligible to apply directly, but they must coordinate during the consultation process to receive a funding request priority ranking from the member agency in addition to their application prioritization.

2. Projects must be listed in the 2020 MTP/SCS or fit within a lump-sum project category. Lump sum project categories include road maintenance and reconstruction, transit vehicle replacements, operational improvements, Intelligent Transportation Systems, and bicycle and pedestrian investments. In other words, if your project is a road maintenance or operations, transit vehicle replacement, and/or bicycle/pedestrian project it meets the MTP lump sum eligibility requirement.
3. The project must be identified as an “exempt” project on the application to help determine eligibility related to air quality considerations. “Exempt” refers to any project listed by the U.S. Environmental Protection Agency (USEPA) as an approved exemption from a regional air quality analysis, per 40 CFR Subpart A § 93.126 and 93.127. “Exempt” projects are typically considered non-expansion projects, while “non-exempt” projects are typically considered expansion projects.
4. Project scopes must be eligible for State Transportation Improvement Program (STIP) funding. Eligible projects are those that significantly contain transportation infrastructure in public right-of-way. Activities or tasks within the project must be either categorized as “construction,” “environmental,” “design” or “right-of-way.”
5. Sponsors must provide a minimum of 11.47 percent match funds towards the project cost.  
Example: For every \$100,000 of total project cost (grant and match combined), the program will pay up to \$88,530 for every \$11,470 of match provided by the project applicant. State program funds that are supported by federal revenues (e.g., HSIP, HBR) may also be used to meet the matching requirements.
6. In addition to funding for capital projects, project development funding scope activities is also available for projects listed for implementation within the next 10 years of the 2020 MTP/SCS. The application must be for a non-expansion capital project that will support a phase of technical work that will lead to construction.
7. The project must be scheduled to begin construction no later than June 2029, with preliminary engineering and environmental analysis scheduled within three years.
8. A request for construction funding must demonstrate that environmental, engineering, and right-of-way are reasonably estimated in the application materials and the agency has the financial capacity for ongoing operations and maintenance.

SACOG staff will advance any applications meeting all screening criteria into the project selection phase.

## **Project Selection Process**

### **Advance Consultation & Sponsor Project Application Priorities**

- All potential applicants requesting a pre-application consultation are required to complete a short “pre-application form” (which will be provided as part of the pre-application consultation).

The form provides background so that SACOG can offer input on project eligibility by program category and will be a helpful reference for the advance consultation meeting.

- SACOG staff will meet individually with any potential applicant who requests an advance consultation. Through these optional meetings, a sponsor's transportation investment needs for a two to five-year period will be discussed and SACOG staff will offer information and advice about the various funding round programs. Technical assistance (e.g., data, mapping) from SACOG will also be offered during the consultation.
- Consultation will focus on the sponsor's planning documents (e.g., capital improvement program, pavement management system, transit asset management plan, active modes plans) in the context of the funding round guidelines.), in the context of the funding round guidelines.
- SACOG will ask project sponsors to share and discuss local engagement efforts, including activities to engage underserved communities, that shape the discussion of the project and performance outcomes in the context of the funding round guidelines.
- SACOG seeks to engage with potential new project sponsors, including disinvested communities, who have been underrepresented in previous funding rounds. SACOG will ask sponsors to describe any need for technical assistance that offers capacity-building benefits towards application development.
- Performance benefits and competitiveness of potential applications will be discussed, and technical assistance offered during this phase of work.
- The consultation phase ends when the project sponsor submits their application and prioritizes their funding requests.

### **Interagency Consultations & Application Submittal**

- Applicants are encouraged to coordinate their application preparation work with relevant agencies and involve them in the consultation process (e.g., Caltrans, air quality management districts, adjacent cities and counties, transit districts, or Sacramento Transportation Authority (STA) for Sacramento County project sponsors).
- Project sponsors must provide a priority ranking for all submitted applications in the this program, as shown in Section 2.
- Eligible project sponsors must complete and submit all required application materials by the June 6, 2025 deadline.

### **Project Evaluation and Selection Process**

- Applications will be evaluated in two phases, 1) Draft Application Review and 2) Final Application Review. Work during these phases is completed by a review committee, comprised external experts, including experienced project engineers and planners. All involved individuals will sign an agreement that ensures conflict of interest requirements are met.
- The project review committee will evaluate applications as an integrated whole, using the selection criteria adopted by the SACOG board. Experts will individually review all application components, including engineering cost/feasibility analysis, cost-effectiveness,

PPA outcomes, narrative responses, and project sponsor rankings. Additionally, the committee will confirm eligibility and complete a programming risk assessment, focusing on the project delivery track record and the feasibility of the scope, schedule, and budget elements.

- As a final step, SACOG staff and management review all review committee recommendations across the selection criteria and various SACOG funding programs categories to recommend a full project list to the SACOG board for funding awards.

## Implementation

Successful applicants who are awarded a grant will be asked to:

- Amend their project into the Metropolitan Transportation Improvement Program (MTIP) via SACTrak, the online MTIP project database.
- Meet any required conditions placed on the project during the award process.
- Follow SACOG's delivery policy at the time of the award for obligating and spending the grant funds. The policy requires that project applicants honor the MTIP schedule and/or delivery commitment schedules for obtaining funds and implementing the phases of the project.
- The required match for most funding is 11.47 percent of the participating phase cost and/or the total participating project cost required for projects receiving funding in the Sacramento region. 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.
- Comply with SACOG's delivery guidelines at the time of the award. STIP funds do not deliver on a first-come, first-served basis, and so may not be as available for advancement. Some STIP funds may not be available until State FY 2027/28. The earliest opportunity to receive awarded funding is July 1, 2027.
- When a project is programmed in the MTIP and is ready for implementation, the lead agency requests a STIP Allocation Request from Caltrans District 3 Local Assistance. Only after the project is authorized and/or allocated, can the sponsor incur expenses that will then be reimbursed from the grant.

## SECTION 2: APPLICATION CONTENT DESCRIPTION

This section outlines the requirements for applying to the Four County State Funding Program. Check for any program updates under STIP Call for Projects at the SACOG website:

<https://www.sacog.org/funding/regional-funding-programs>

### Application Submittal

Applications are due by 4:00 p.m. PST on Friday, June 6, 2025. Applications will be submitted electronically (i.e., no paper applications will be accepted). All submittals will receive a confirmation of receipt email.

### Application Reminders

1. **Complete pre-application:** By no later than 4:00 p.m. on March 28, 2025. All potential applicants are seeking pre-application consultation and Project Performance Assessment (PPA) tool support are required to complete a short “pre-application form”. The form provides background so that SACOG can offer input on project eligibility and will be a helpful reference for the pre-application consultation meeting.
2. **Include all required elements:** The Four-County State Funding Program application requires seven components detailed below.
3. **Use the right templates:** All SACOG-provided templates are available on the Four-County State Funding Program webpage: <https://www.sacog.org/funding/regional-funding-programs/stip-call-for-projects-301>
6. **Submit Draft Application:** By no later than 4:00 p.m. on May 2, 2025, please submit your application electronically. Draft applications will be reviewed by the evaluation committee. Following review SACOG staff will schedule and discuss pre-liminary evaluation results with project sponsors.
7. **Submittal Deadline:** By no later than 4:00 p.m. on June 6, 2025, please submit your application electronically. Direct all questions to David Pape, Principal Planner, Funding and Grants: [dpape@sacog.org](mailto:dpape@sacog.org).

## Application Contents

The Four-County State Funding Program application includes the following required components: (1) Project Application, (2) Project Programming Request, (3) Engineer’s Cost Estimate, (4) either PPA or TAM data table, (5) Cost Effectiveness calculation, and (6) Adopted Agency Resolution. Sponsors need to include their Priority Ranking Table (7) once, either as part of the submission for their highest priority project or separately to the SACOG program manager (i.e., no need to include the table in every submission). Finally, sponsors may include additional graphics, visuals, or support letters (8), though these elements are optional. Applications must use the templates provided on the SACOG website for the required elements.

Ref. No.	Application Content	Template provided by SACOG?	Applies to	Submitted as
1	Project Application	Yes	All projects	PDF
	Project Background and Local Need*			
	Community Engagement *			
	Performance Outcomes *			
	Project Delivery and Readiness			
2	Simplified Project Programming Request	Yes	All projects	Excel
3	Engineer Cost Estimate	Yes	All projects	Excel
4	Project Performance Assessment: Data Output / Transit Asset Management Data	Yes	All projects	PDF/Excel (report output)
5	Cost Effectiveness calculation	Yes	All projects	Excel
6	Adopted Agency Resolution	No	All projects	PDF
7	Sponsor priority ranking table	Yes	Only need to include once, not in every app	PDF
8	Optional additional graphics, maps, visuals	No	All projects, but optional	PDF

\* Includes equity evaluation element

## Application Element 1: Project Application & Local Need

Complete the narrative-based questions and prompts contained in the application. The application provides suggested lengths but does not require a minimum or maximum length for question responses. If necessary, you may expand any of the application text boxes to fully answer the question, including carrying the response or formatting over to the next page, or creating a new page.

Below are more detailed instructions for several of the questions.

### Project Background

For the **project description**, be concise. Provide a one-to two-sentence description of your project. Do not include purpose, benefits, or anything beyond a concise description of the work to be done. SACOG will use the description to program the project in the MTIP and STIP via SACTrak (if it's new). Therefore, ensure that the description includes all relevant scope necessary for federal approvals. Do not include any additional scope that won't be delivered by this particular project. Use the following structure:

**Location, facility, limits: Scope of Improvements** (Repeat for multiple locations or limits).

### Example Project Descriptions

Ex 1 In Rancho Cordova, on Folsom Blvd., from Bradshaw Rd. to Horn Rd.: Streetscape improvements, including sidewalk gap closure, new bifurcated sidewalks (on south side of Folsom Blvd.), new Class II bike lanes, and landscaped medians.

Ex 2 In Elk Grove, along the south side of Elk Grove Creek from Laguna Springs Drive to Oneto Park: Construct a separate Class I (off-street) bicycle/pedestrian trail. Along Laguna Springs Drive, from Elk Grove Boulevard to Laguna Palms Way: Construct Class II (on-street) bike lanes. For projects that are in or benefiting a racial or socio-economic equity communities, agencies should utilize the following existing data sources and indices that are currently used by programs serving low income, vulnerable, and underserved communities:

- SACOG Environmental Justice Areas
- Federally-recognized tribal lands
- CalEnviroScreen 4.0
- Disadvantaged Census Tract Areas
- Free or Reduced Priced School Meals
- Healthy Places Index
- Climate and Economic Justice Screening Tool (CEJST)
- Equitable Transportation Community (ETC) Explorer
- Areas of Persistent Poverty
- Environmental Protection Agency (EPA) Justice Screening (EJScreen)
- Caltrans Equity Index (EQI)
- Environmental Justice Block Groups
- Sacramento Promise Zones
- Opportunity Zones

For projects that benefit a locally defined equity area that may not be located in a predefined geography list above, the agency can use the narrative section to support the benefits of that project to underserved communities. These locally defined areas should be supported by using similar indicators.

Agencies should consider appropriate data, indices, and screening tools to determine whether a specific community is disadvantaged based on a combination of variables that may include, but are not limited to, the following:

- Low income, high and/or persistent poverty
- High unemployment and underemployment
- Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities
- Linguistic isolation
- High housing cost burden and substandard housing
- High transportation cost burden and/or low transportation access
- Disproportionate environmental stressor burden and high cumulative impacts
- Limited water and sanitation access and affordability
- Disproportionate impacts from climate vulnerability
- High energy cost burden and low energy access
- Access to healthcare

## **Community and Partner Engagement**

A successful project is the result of active engagement of impacted community members, particularly of Black, Indigenous, Asian, Pacific Islander, Hispanic/Latino, and other communities of color, along with low-income (rural, suburban, and urban), persons with disabilities, youth, older adults, and other underrepresented communities that have been historically disenfranchised and excluded from planning processes.

Engagement should occur prior to and during project development, with the intent to provide direct benefits or solve an expressed transportation issue, while also limiting and mitigating any negative impacts. The narrative section for community engagement should address the following questions:

- Why was the project concept developed? How were the project's purpose and need identified?
- How was the community engaged as the project was developed and designed?
  - How did you identify specific communities and populations likely to be directly impacted by the project?
  - How did community members become involved in project plan development?
  - What engagement methods and tools were used?
  - What techniques did you use to reach populations traditionally not involved in community engagement related to transportation projects?
- Who participated in the project engagement process? (Race/ethnicity, age, education, socioeconomic status, disability status, etc.)
- How did engagement influence the project plans or recommendations? How did you share back findings with community and re-engage to assess responsiveness of these changes?

## Performance Outcomes

The Four-County State Funding Program asks sponsors to demonstrate the performance outcomes that complement the project's goals. The PPA data table will give quantitative indicators across performance outcomes. In the narrative section the sponsor should respond to up to two of the following outcomes:

1. Demonstrate state of good repair benefits that maintain and improve the existing transportation system.
2. Increase multi-modal travel/ alternative travel/ choice of transportation options.
3. Support climate adaptation and resilience of the regional transportation system
4. Improve goods movement in and through the region.
5. Significantly improve safety and security.

### Project performance outcomes draw on quantitative and qualitative measures:

- Performance outcomes are measured through the Project Performance Assessment (PPA)/TAM and application narrative response. Any sponsor can also bring forward its own data in the application material as part of the project evaluation.
- Performance outcomes are assessed relative to project size and within similar place types. The sponsor provides evidence that the project is appropriate for the surrounding community's current and expected land uses and the application considers transportation needs for current and future users. The performance outcome criteria support project evaluation across a breadth of size, scope, location, and context.
- Performance outcomes are also assessed relative to submitted applications for similar projects. This is a secondary consideration but still important in the overall evaluation of the benefit.

## Qualitative content

In the performance outcomes section of the application, sponsors will select two of the program performance outcomes listed above. Answer the narrative questions only for the selected outcomes. Projects will only be evaluated on the applicant-selected two outcomes. The sponsor will answer the narrative question on how the project supports the selected performance outcomes. The applicant can choose to include any additional data, studies, or documentation to support the relevant performance outcome, especially data the applicant feels is essential to describe the project conditions and purpose beyond data from the PPA tool.

Applicants will identify the overall project benefits anticipated for the community in relation to the selected performance outcomes. Included in this section will be how the project addresses racial and socio-economic equity, specifically what are the benefits specific to Black, Indigenous, Asian, Pacific Islander, Hispanic/Latino, and other communities of color, along with low-income (rural, suburban, and urban), persons with disabilities, youth, older adults, and other underrepresented communities residing or engaged in activities near the project area, and substantiate benefits with data.

1. Describe the project's specific benefits and who will benefit most.

- a. How does the project relate to the needs of people who live, work and play in that area? Who does the project serve and how (immediate residents, workers, children, the elderly, etc.)?
  - b. What are the potential barriers to accessing project benefits?
2. Acknowledge and describe any negative project impacts and/or specific transportation burdens, and who will be burdened. Describe measures to mitigate these impacts.
  - a. What are the potential unintended impacts or consequences of the proposed project?

### **Project Delivery and Readiness**

All applications will complete this section following the application prompts.

## **Application Element 2: Simplified Project Programming Request (PPR)**

The second required component of the program application is the Project Programming Request (PPR). All projects need to complete a PPR that includes an estimated full project cost, even if the project is for project development only. SACOG has simplified the standard PPR used by the state for the STIP. Projects that are recommended for funding and programmed with STIP funds will be asked to update the PPR with additional information as required by the California Transportation Commission.

## **Application Element 3: Engineer's Cost Estimate**

Fill out the Engineer's Cost Estimate with your project information. Please use the Excel version available on the program website. Project development requests do need to include a cost estimate but can use planning level estimates.

## **Application Element 4: Project Performance Data**

This program continues the tradition of using both quantitative and qualitative analysis as part of project evaluation. As in prior cycles, each sponsor in the program is required to include a project performance data table as part of the application package. Most projects will use the Project Performance Assessment tool (4a) to create the required data table. Projects applying for transit vehicle replacements or equipment are the one exception to using the PPA; these projects instead use the TAM Data Table (4b).

The required data metrics are a uniform piece of information for each project's evaluation but can only provide part of the story of a project's potential. As such, sponsors are encouraged to add any additional data/analysis/evidence of project benefits in their application narrative response.

### **Project Performance Assessment Data Table / TAM Data Table**

Applicants to the program are required to attach a Project Performance Assessment (PPA) data table as part of the application. The data table must be submitted as a PDF file.

Transit agencies applying for transit vehicle replacements or equipment are required to submit Transit Asset Management (TAM) data instead of using the PPA tool. Note that transit agencies submitting requests for other types of projects (e.g., new service, new station, station improvements) are required to attach the PPA data table. Transit agencies should consult with SACOG staff in advance if unsure whether they are required to provide TAM data or the PPA data table as part of their project application.

Sponsors submitting TAM data will use the data table template on the Regional Program website. The sponsor should use the most current data available and reference the data year in the table. Note that sponsors using the TAM data will not have PPA indicators. Instead, the sponsor will provide evidence for these performance outcomes through the narrative section and with any additional data or analysis provided in the application. The TAM data table should be provided as an excel document.

## **Application Element 5: Cost-Effective Calculation**

Applications will be evaluated by a simplified methodology that divides the project's expected users by its expected costs. Directions for completing this simple calculation are included in the form.

## Application Element 6: Sponsor Priority Ranking Table

Project priority rankings are a selection criterion in the Four-County State Funding Program. As such, each sponsor needs to complete a table of priorities within the program category (see form).

The sponsor should include these tables either in the application of their highest ranked project, or directly to the SACOG program coordinator separate from the application (i.e., it does not need to be provided in every application submission), using the template provided on the program website.

## Application Element 7: Adopted Agency Resolution

Project sponsors are required to submit an adopted agency resolution from their council or board. This resolution must indicate a firm commitment to deliver the awarded project on time, ensuring accountability and alignment with the project's goals and timelines.

## Application Element 8: Optional Content

Project applicants may attach additional information to help the working groups understand the significance of your project. This may include pictures of the project area, letters of support, and/or other exhibits related to your project. Address any support letter to James Corless, SACOG's Executive Director and submit them with the application. Do not send the letters of support directly to SACOG's Executive Director. Do not attach completed local planning documents.

SACOG encourages complete street and active transportation projects to include a cross section visual as part of the application material. (StreetMix is available if you do not already have these documents.)

## Application checklist

Your application must include:

Required content:

- 1. Complete project application.
- 2. SACOG Project Programming Request
- 3. SACOG Engineer's Cost Estimate
- 4. Project Performance Assessment Data Output PDF
- 4. Transit Asset Management Data Table (for transit vehicle replacement and equipment projects)
- 5. Cost-Effectiveness Calculation
- 6. Resolution stating agency commitment to delivering awarded project

Additional content:

- 7. Sponsor priority ranking tables (only needed once per sponsor, not in every application)
- 8. Additional graphics, maps, visuals, letters of support (optional)