2021 REGIONAL PROGRAM

Revolving Match Fund

Project Funding Gap Support

APPLICATION AND GUIDELINES RELEASE DATE:
December 7, 2020

APPLICATIONS DUE:
4:00 p.m., Monday, February 1, 2021

This document contains the guidelines and applications for the **Revolving Match Fund** and the **Project Funding Gap Fund** of the Sacramento Area Council of Governments (SACOG) 2021 Regional Program.

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. Projects must be located within the four-county portion of the region.

Section 1 contains the guidelines

Section 2 contains application instructions

Section 3 contains evaluation guidance for the applications

Schedule

Please note all dates are subject to change. To view the most recent information please go to: https://www.sacog.org/regional-program.

December 7, 2020	Call for Projects begins with release of program guidelines and application
February 1, 2021	Project applications due by 4:00 p.m.

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.

March 25, 2021	Staff releases project award recommendations
April 1, 2021	Transportation Committee recommends project awards to the SACOG board for final approval
April 15, 2021	SACOG board takes final action on recommended projects and determines final program funding amount
July 2021	Initiate programming and federal authorization request process, depending on fund type received. The earliest opportunity anticipated to receive funds is July 1, 2021

Program Contact

Please direct any questions regarding the Regional Program or the application process to the Regional Program coordinator:

Garett Ballard-Rosa, Senior Planner
E-mail: gballard-rosa@sacog.org

Section 1: Guidelines

This section addresses the policy and processes to be utilized for the **Project Funding Gap Support** and **Revolving Local Match Fund**. Applications instructions for both programs are available in Section 2. These funding instruments are a component of SACOG's Regional Program and consistent with the requirements for the Maintenance & Modernization and Transformative program categories.

- A budget of up to $16.39 million (10% of total Regional Program) will be made available for the **Revolving Match Fund** category.

- A budget of up to $8.19 million (5% of total Regional Program) will be made available for the **Project Gap Funding Support** category.

Objectives

The policy framework adopted by the SACOG Board in September 2020 provides the policy foundation for the Regional Program that encompasses the two funding instrument categories. Both funding instruments are intended to help project sponsors with additional funding to help pursue federal or state grants and to support the delivery of their maintenance and capital programs.

- The **Project Funding Gap Support** provides new funding to a sponsor who needs to cover with a budget gap on a project that received a SACOG funding award since 2015.

- The **Revolving Local Match Fund** provides SACOG funding to help a sponsor meet match requirements for a federal or state grant. Match awards provided for unsuccessful grant applications are returned to the fund and recirculated for future applicants.

Most of the projects selected for this and other SACOG programs must qualify for the federal/state funding sources available to SACOG. Federal funding requirements 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.

Project Eligibility: Project Funding Gap Support

A complete 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. Applicants with a SACOG funding award in the 2015, 2018, or 2019 regional funding round cycles are eligible to apply. All federal-aid eligible projects in the Regional/Local (Regional Program in 2018 round onwards), Community Design, and Green Region programs will be considered. Eligible sponsors must still have a master agreement with Caltrans to manage federal-aid funds or with the Federal Transit Administration. 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 have a member agency co-applicant with whom they coordinate with during the consultation process to receive a funding request priority ranking.

2. There is a $1.5 million cap per funding award and no more than one award is available per project sponsor through the 2021 Regional Program.

3. Project 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/SCS eligibility requirement.

4. Project must be scheduled for construction within one year of the gap funding award. SACOG board action on funding awards is anticipated for April 15, 2021 so eligible projects will be scheduled for construction by April 15, 2022.

5. Projects must still be federal-aid eligible for Congestion Mitigation & Air Quality (CMAQ), Regional Surface Transportation Program (RSTP) or State Transportation Improvement Program (STIP) funding. Federal-aid 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." Other planning activities (e.g., general planning studies) are typically not federal-aid eligible and, therefore, not eligible for the Project Funding Gap Support fund.

6. Sponsors must continue to provide a minimum of 11.47 percent match in non-federal funds towards the project cost, unless the project is in a disadvantaged community; in that case, the match requirement on the gap award is waived. In other words, for every $100,000 of total project cost (grant and match combined), the fund 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.

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

Project Eligibility: Revolving Local Match Fund

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. Eligibility extends to any public agency in the four-county region, Caltrans District 3, and special districts (e.g. air districts, JPAs, transit agencies) 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 have a member agency co-applicant with whom they coordinate with during the consultation process to receive a funding request priority ranking.

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 eligibility requirement.

3. Projects must be federal-aid eligible for Congestion Mitigation & Air Quality (CMAQ), Regional Surface Transportation Program (RSTP) or State Transportation Improvement Program (STIP) funding. Federal-aid 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." Other planning activities (e.g., general planning studies) are typically not federal-aid eligible and, therefore, not eligible in the Maintenance & Modernization category.

4. Projects in disadvantaged communities may use a match award to meet a minimum match requirement on a federal or state grant. Projects outside of these geographies are eligible for a match award if they can separately meet the minimum match required on a grant. In these cases, sponsors must already have committed a minimum of 11.47 percent match in non-federal funds towards the project cost. State program funds that are supported by federal revenues (e.g., HSIP, HBR) may also be used to meet the matching requirements.

5. Federal or state grant programs eligible for funding support must be primarily transportation-focused. Federal program examples include the BUILD and INFRA programs from the Federal Highway Administration and Low or No Emission Vehicle Program from the Federal Transit Administration. State grant program examples include the Senate Bill 1 competitive grant programs: Local Partnership, Solutions for Congested Corridors and Trade Corridor Enhancement.

6. Match awards must be used on a federal or state transportation grant application within one year from the time of receipt. If the grant application is unsuccessful, the unused match awards return to the fund and reprogrammed. SACOG board action on funding awards is anticipated for April 15, 2021 so match funding requests should be for applications that will be submitted by April 15, 2022.

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

Project Selection & Implementation Process

Please review the Maintenance & Modernization or Transformative program guidelines for details on the advance consultation, application, evaluation, and implementation phases. Pay particular attention to the process and requirements for prioritizing funding requests. Project sponsors must provide an 'overall prioritization' for the Revolving Local Match Fund and Project Gap Funding Support fund in comparison to other applications submitted in the Maintenance & Modernization or Transformative categories.

Evaluation of applications is primarily completed by working groups comprised of SACOG staff, external experts, and project sponsors. As a final step, SACOG staff and management review all working group recommendations across the selection criteria and Regional Program categories to recommend a full project list to the SACOG board for funding awards.

Section 2: Application Instructions

This section outlines the requirements for applying for a 2021 Regional Program grant in the Project Gap Funding Support or Revolving Match Fund program categories. Check for any program updates under the 2021 Regional Program link at the SACOG website: https://www.sacog.org/regional-program.

Application Submittal

Applications are due by 4:00 p.m. PST on Monday, February 1, 2021. Submit your completed application via email (i.e., no paper applications are required) to the Regional Program coordinator:

Garett Ballard-Rosa
gballard-rosa@sacog.org

The subject line of your submittal email should use the following structure:

> 2021 Regional Program application: Project Sponsor, Project Title, Program Category

Example submittal email subject lines:

> 2021 Regional Program application: County of Kalamazoo, Elm Avenue Complete Streets, Project Gap Funding Support Category

> 2021 Regional Program application: County of Kalamazoo, Heartland Trail, Revolving Match Fund Category

All submittals will receive a confirmation of receipt email.

Applicant Reminders

1. **Complete pre-application form in advance of consultation** with SACOG prior to application deadline.

2. **Check eligibility:** If you require a co-applicant, please coordinate early with the eligible agency to establish a partnership/sponsorship.

3. **Include all required elements:** Review checklist at the end of the application.

4. **Use the right templates:** All SACOG-provided templates are available on the 2021 Regional Program website: https://www.sacog.org/regional-program

5. **Submittal Deadline:** By no later than 4:00 p.m. on Monday, February 1, 2021, please submit one electronic (email) version of the application and corresponding components to Garett Ballard-Rosa, Regional Program coordinator, at: gballard-rosa@sacog.org.

Application Contents Description:

The Project Gap Funding Support and Revolving Match Fund categories of the 2021 Regional Program include a required application plus associated exhibits. The Project Gap Funding Support category requires a Project Programming Request and Engineers Estimate. As explained below, each sponsor needs to also include a ranking table once, as part of the submission for their highest priority project (i.e., no need to include the table in every submission, just one). Sponsors in either category that are

requesting to waive the local match requirement must also include a brief supplemental section. Finally, sponsors may include additional graphics, visuals, or support letters, though these elements are optional. Applications must use the templates provided on the SACOG website for the required elements.

All SACOG-provided templates are available on the 2021 Regional Funding Program website: https://www.sacog.org/regional-program.

2.1 Project Application

Complete the questions and prompts contained in the application. The application provides suggested lengths for question responses but does not require a minimum or maximum length. 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.

2.2 Project Programming Request (PPR): *only for Project Gap Funding Support applications*

The second required component of the Project Gap Funding Support application is an updated streamlined Project Programming Request (PPR) or an edit to the PPR submitted in the original application that makes clear any changes to the scope, schedule, and budget to the project since the time of the initial funding award.

If a new PPR is needed, please see the guidelines for the Maintenance & Modernization or Transformative categories for directions on preparing the new PPR.

2.3 Engineer's Cost Estimate: *only for Project Gap Funding Support applications*

The Engineer's Cost Estimate from the original application should be included with your project information in the Project Gap Funding Support application, along with any notes as to why the project will cost more to implement than originally estimated.

2.4 Sponsor Priority Ranking Table

Project priority rankings are an important consideration for both the Project Gap Funding Support and Revolving Match Fund categories. As such, each sponsor needs to complete an overall priorities table that includes any funding requests from the Project Gap Funding or Revolving Match Fund categories.

OVERALL 2021 REGIONAL PROGRAM Funding Priorities for County of Kalamazoo

Sponsor Priority Rank	Project Name	Regional Program Category
1	Elm Avenue Complete Streets	Project Gap Funding Support
2	Main Street Rehabilitation and Safety Project	Maintenance & Modernization
3	Magnolia Avenue Widening	Transformative
4	Spruce Street Signalization and Operations	Maintenance & Modernization
5	Heartland Trail	Revolving Local Match

2.5 Supplemental Section for Projects in Disadvantaged Communities

If you have requested to waive the program's local match requirement you must fill out the supplemental section on how your project serves a disadvantaged or vulnerable community. If you are providing at least 11.47 percent match you may leave this section blank. See the guidelines for the Maintenance & Modernization program category for guidance on completing this supplemental section.

2.6 Optional Content

Project applicants may attach additional information to help the working groups understand your funding request, however, the intent is to minimize the application resource and time needed to apply within these two program categories.

Application checklist

Your application must include:

- ☐ **1.** Complete project application.
- ☐ **2.** SACOG Project Programming Request (only for Project Gap Funding Support applications)
- ☐ **3.** Original Engineers Estimate (only for Project Gap Funding Support applications)
- ☐ **4.** Sponsor priority ranking table(s) (only needed on submission of sponsor's highest ranked project)
- ☐ **5.** Supplemental Section for Local Match Waiver (for eligible applicants)

Section 3: Project Application Evaluation Guidance

The Project Gap Funding Award and Revolving Match Fund categories of the 2021 Regional Program evaluate submitted applications across two selection criteria: **Project Sponsor Priorities** and **Project Deliverability & Readiness**. Each selection criteria category has two evaluation factors:

> **Project Sponsor Priorities** (50 points possible)
> (1) Sponsor Priority Ranking
> (2) Documentation & Support for Priorities
>
> **Project Deliverability & Readiness** (50 points possible)
> (1) Risk Assessment narrative score
> (2) Project Readiness narrative score

This section provides guidance on how the working groups will evaluate both the data and narrative components of the selection criteria using high, medium, and low performance ranges.

3.1 Project Sponsor Priorities

Sponsors will provide a table of their overall Regional Program priority rankings, including both the Project Gap Funding Support and Revolving Match Fund categories, as described in Section 2.4.

3.2 Project Deliverability & Readiness:

(1) Project Delivery Assessment (up to 25 points possible)

Applications for Project Gap Funding Support funding will be more competitive if the scope, support, and implementation feasibility of the project has not changed significantly since the time of the initial SACOG funding award. It should be clear that the project can be under construction within one year of a funding award.

Applications for the Revolving Match Fund should be for projects that are feasible and likely to be implemented on the schedule anticipated by the sponsor.

Applicant project delivery history is also a consideration. SACOG's Programming & Project Delivery team will supply the delivery information to the working group about project sponsors and prior funding awards. For example, information will include whether the project sponsor has failed to deliver a SACOG funded project commitment or lost any federal/state funding within the last three years.

Project Deliverability Risk Assessment Scoring Template	
The sponsor demonstrates that project has a well-defined funding plan, budget and schedule; implementation of the project phase is feasible; a high level of support for the project is still demonstrated and there is a good financial plan to maintain the project once built or launched; the project sponsor has a strong record delivering earlier federal/state funding awards.	High (18 to 25)
The sponsor demonstrates that there is an adequate funding plan, budget and schedule; implementation of the project phase is feasible, but some risks have been identified; an adequate level of support for the project is demonstrated and there is reasonable financial plan to maintain the project once built or launched; the project	Medium (9 to 17)

sponsor has an average track record delivering earlier federal/state funding awards and/or some delivery risks in the application are identified.	
The sponsor does not adequately demonstrate that it is an implementable project, or the application does not provide sufficient evidence of project support or the project support or does not include an adequate financial plan to maintain the project once built or launched. The project has notable delivery risks, and/or the project sponsor has failed to deliver on prior federal/state funding awards.	Low (0 to 8)

(2) Project Readiness (up to 25 points possible)

Projects demonstrating a higher state of construction readiness will receive a higher score. Readiness includes technical and financial readiness such as completion of engineering, environmental and design studies, secured funding towards project completion, feasible schedule, etc. Readiness considerations for project development funding requests focus on evidence the sponsor is ready to complete the project phases for which SACOG funding is requested (e.g., environmental, design, right-of-way).

Working groups will use a project readiness checklist for project status (underway, complete)

- Status of planning and scoping documents (this is especially important for project development applications that are seeking funds for environmental, design or right-of-way work)
- Status of environmental phase and clearances
- Status of preliminary engineering & design phase
- Status of right-of-way acquisitions

Project Readiness Scoring Template	
The sponsor has completed all project development phases and/or clearly demonstrates in the application they have the resources and commitment to complete the remaining phases in the near-term if they receive additional funding.	High (18 to 25)
The sponsor has completed nearly all project development phases and/or offers adequate evidence in the application they are likely to have the resources and commitment to complete the remaining phases in a timely manner if they receive additional funding. Some timing or resource concerns may lead to a medium range score vs. a high range score.	Medium (9 to 17)
The sponsor has not completed many project development phases and/or does not offer adequate evidence in the application they are likely to have the resources and commitment to complete the remaining phases in a timely manner if they receive additional funding. Many timing or resource concerns may lead to a low range vs. medium range score.	Low (0 to 8)