



## 2019 SACOG Funding Round Guidelines: State of Good Repair Program Category

APPLICATION AND GUIDELINES RELEASE DATE: May 7, 2019

APPLICATIONS DUE: 5:00 p.m., Monday, June 10, 2019

This document contains the guidelines for the Sacramento Area Council of Governments (SACOG) State of Good Repair program category of the 2019 SACOG Funding Round. The program grants funding from a variety of sources 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 region. Placer and El Dorado counties have their own programming process through a Memorandum of Understanding with SACOG.

**Section 1** contains the guidelines for the 2019 State of Good Repair program category.

**Section 2** contains application instructions for the 2019 State of Good Repair program category. Please note the program application itself is a separate document.

**Section 3** contains the 2019 State of Good Repair program evaluation guidance on addressing performance outcomes.

Check for program updates for the 2019 SACOG Funding Round at the program website:  
<https://www.sacog.org/2019-funding-round>

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## Reference Information

### Schedule

Please note all dates are subject to change. To view the most recent information please go to:  
<https://www.sacog.org/2019-funding-round>

April 18, 2019                      SACOG Board approves 2019 Funding Round Policy Framework

May 7, 2019                        Applications available  
 Process begins

**June 10, 2019                      Project applications due by 5:00 p.m.**

During the review period that follows, the applications will be evaluated and programming recommendations made.

July 26, 2019                      Anticipated release of staff recommendation

August 1, 2019                    Staff presents recommended funding list to SACOG Transportation Committee

August 15, 2019                 SACOG Board takes final action on recommended projects and determines final program funding amount

### Program Contact

Please direct any questions regarding the 2019 SACOG Funding Round or the application process to the SACOG Funding Round Manager:

Garett Ballard-Rosa, Senior Planner

Phone: (916) 319-5183

E-mail: [gballard-rosa@sacog.org](mailto:gballard-rosa@sacog.org)

## Section 1: Program Guidelines

This section addresses the policy and processes to be utilized for the 2019 State of Good Repair program category. Application instructions are found in Section 2.

### Overview of Program

This funding category provides for project awards up to \$3 million for a road rehabilitation project with complete streets features, and/or for transit vehicle replacements. The emphasis of the program is to fund cost-effective transportation projects that realize the performance benefits of the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). The program seeks to promote effective and efficient use of limited state and federal funding resources to both develop and maintain the regional transportation network and provide regional benefits. This is accomplished through the funding of capital and lump-sum category projects included in the 2016 MTP/SCS. The policy framework adopted by the SACOG Board on April 18, 2019, provides the policy foundation for this program.

### Goals of Program and 2019 Funding Round

The 2019 funding round continues the foundational elements of the 2018 funding round while incorporating board, project sponsor, and stakeholder feedback. The durable goals and priorities that guided last year's funding round are still relevant for the 2019 funding round:

#### **Emphasize Cost-Effective Programming Decisions**

Selection criteria aim to fund projects that maximize performance outcomes while minimizing costs.

#### **Leverage Regional Funds for Near-Term Project Development**

A category of new funding offers member agencies an opportunity to accelerate planning and project development efforts, so they can later pursue construction funding from SACOG, or alternative federal or state grant programs.

#### **Target Projects with Demonstrated Performance Benefits**

The selection criteria use the same performance outcomes adopted by the board in 2018. These outcomes also align with the guiding principles for the MTP/SCS.

#### **Manage Assets and Maintain a State of Good Repair**

A category of new funding is available to support transit vehicle replacements and road rehabilitation projects with complete streets elements.

### **Target Active Transportation Investments**

The funding for State of Good Repair includes selection criteria to prioritize road rehabilitation projects that also offer benefits for active transportation.

### **Focus on Small or Medium-Sized Projects**

The funding caps for new projects helps address the challenge that a very limited amount of funding is available in 2019.

### **Support the Region's Greenhouse Gas (GHG) Reduction Target**

This performance outcome is supported by reaffirming the selection criteria of the 2018 funding round and providing funding for a transportation demand management (TDM)/innovative mobility program that helps reduce GHG emissions.

## **Funding**

Financial support for this and other SACOG programs will come primarily from federal and state funding sources available to the region. The fund estimate for the full 2019 Funding Round is \$54,500,000 with up to a ten percent increase possible. Additional background on the funding target for the 2018/2019 funding cycle is [found here](#). The SACOG board did not adopt a funding target within the individual 2019 programs but expects awards in each of the three competitive program categories. The overall selection of projects, across programs, is dependent on the funding and fund sources available.

Most of the projects selected for this and other SACOG programs must qualify for the federal and state funding sources available to SACOG. Unless otherwise noted, 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.

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 proposed project with no additional funding from SACOG funding rounds.

## **Project Eligibility**

There are three competitive program categories in the 2019 Funding Round:

(1) 2018 Partial Projects, (2) State of Good Repair, and (3) Planning & Project Development.

- Applicants may only apply to one of these three funding program categories.
- Each program category has unique eligibility, screening, and selection criteria.
- Regardless of the program category, projects applying to the 2019 Funding Round must fall within the four-county (Sacramento, Sutter, Yolo, Yuba) region, and be listed in the 2016 MTP/SCS or fit within a lump-sum project category.
- Applications to the State of Good Repair program category are limited to SACOG member

agencies in the four-county region.

- Eligible applicants can submit a **single application** in this program category, and that application cannot exceed \$3 million in requested funding.
- Eligible projects are limited to road rehabilitation projects with complete streets features and/or transit vehicle replacements.
- Projects must also meet the federal-aid project eligibility and match requirements of the program guidelines. For projects located in a disadvantaged community however the match requirement is waived.

### Screening Projects Out

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.

- A full application must be submitted to SACOG staff to be considered for funding.
- The project must be currently listed in the 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. Non-exempt projects must align with SACOG's air quality conformity and greenhouse gas objectives. Non-exempt refers to any project not listed by the U.S. Environmental Protection Agency (USEPA) as an approved exemption from regional air quality analysis.
- Projects must include a minimum of 11.47% match in non-federal funds towards total project cost, a requirement for projects funded through federal aid. In other words, 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 participating match provided by the project sponsor towards eligible features. State program funds that are supported by federal revenues (e.g., Highway Safety Improvement Program, Highway Bridge Program, etc.) may also be used to meet the matching requirements. The exception to this match requirement is projects located in a disadvantaged community. Projects that demonstrate they serve a disadvantaged community do not need to include a minimum 11.47% match. Projects requesting to waive the match requirement must answer the supplemental section found at the end of the application.
- The project must be eligible for appropriate funding sources (i.e., Congestion Mitigation and Air Quality [CMAQ], Regional Surface Transportation Program [RSTP], State Transportation Improvement Program [STIP]). For questions about fund eligibility, contact Caltrans District 3 Local Assistance:  
<http://www.dot.ca.gov/dist3/departments/planning/localassist.html>
- The construction phase of the project must be ready to be programmed into the Metropolitan Transportation Improvement Program to occur no later than June 2023.
- A request for construction funding must demonstrate that environmental, engineering, and right-of-way will be ready by the time funds are requested, and that the agency has the financial capacity for ongoing operations and maintenance and to cover cost overruns.

Applications meeting all screening criteria for the 2019 funding round will advance to the project selection phase.

## **Project Selection Process**

The 2019 funding round will convene a working group comprised of internal and external agency staff to evaluate applications across the three programs using a series of related performance assessments. After individually reviewing applications, the working group will meet to evaluate submitted projects by following the selection criteria in the program guidelines. SACOG staff and management will then review working group recommendations across the three program categories to recommend a full project list for funding awards to the board.

### **Working group evaluates the projects**

The working group evaluates projects through a process that uses both quantitative and qualitative methods. The working group will evaluate the projects against both the criteria listed in these guidelines and a comparative review of the application pool. To evaluate project performance, the working group considers the project's cost effectiveness, deliverability, and context sensitivity, along with the project performance assessment outcomes, narrative responses, and application as a whole. Project costs and schedule estimates for environmental, engineering, right-of-way, and start-up construction must be believable, based on standards for similar projects. The project applicant must have a track record that demonstrates technical capacity and reliability for similar projects.

Section 3 defines the evaluation criteria used by the working group. Applicants should use Section 3 to understand the approach that the working group will take when considering the proposed project against the performance outcomes. Applicants should also consider this when selecting competitive projects.

The compilation of projects recommended by the working group must meet the intentions of the board-approved goals and priorities for the 2019 funding round. The working group recommendation, upon completion, will be provided to SACOG management staff for use in development of the final draft recommendations of funding awards to the SACOG Board of projects across the various funding programs. Selection and funding of projects is limited to the state and federal funding available at the time of programming action.

## **Implementation**

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

- Amend their project into the Metropolitan Transportation Improvement Program (MTIP) via SACTrak.
- 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.
- 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. SACOG makes RSTP, CMAQ, and SACOG Managed Funds available on a first-come, first-served basis. STIP funds may not be as available. Some STIP funds may not be available until SFY 2024-25.

When a project is programmed in the MTIP and is ready for implementation, the lead agency 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. Many projects selected for funding through the 2019 Funding Round will receive STIP funding. Projects receiving this funding will be included in the SACOG Regional Transportation Improvement Program (RTIP) that is submitted to the California Transportation Commission for approval. These projects will require supplemental information prior to STIP programming and allocation.

## Section 2. Application Instructions

This section outlines the requirements for applying for a 2019 State of Good Repair grant. Please read the instructions in this section along with the information in Section 1 above and the evaluation guidance in Section 3 below when preparing your grant request. Check for any program updates under the 2019 SACOG Funding Round website: <https://www.sacog.org/2019-funding-round>

### Application Submittal

Applications are due by 5:00 p.m. PST on Monday, June 10, 2019. Submit your completed application via email (i.e., no paper applications are required) to SACOG's Funding Round Manager:

Garett Ballard-Rosa  
[gballard-rosa@sacog.org](mailto:gballard-rosa@sacog.org)

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

2019 application submittal: Project Sponsor, Project Title, 2019 Program Category  
 (use 'Partials' for the 2018 Partial Projects category, 'SGR' for the State of Good Repair category, or 'PPD' for the Planning & Project Delivery' category)

Example submittal email subject lines:

2019 application submittal: City of Hope, Main Street Rehabilitation, SGR  
 2019 application submittal: County of Kalamazoo, Westside Mobility Study, PPD

All submittals will receive a confirmation of receipt email.

### Application Contents

The 2019 State of Good Repair program category consists of five required components: (1) Project Application, (2) Project Programming Request, (3) Engineer's Cost Estimate, (4) Project Map, and (5) Project Cross Section. For elements 1-3, applicants must use the templates provided on the SACOG website.

Application Content	Template provided on SACOG website?	Submit as
1. Project Application	Yes	PDF
2. Project Programming Request	Yes	Excel
3. Engineer's Cost Estimate	Yes	Excel
4. Project Map	No	PDF
5. Project Cross Section	No	PDF

## Applicant Reminders

1. Check eligibility: For non-SACOG members please coordinate early with the city or county in which the project area lies to establish a partnership/sponsorship.
2. Include all required elements: The State of Good Repair application requires five components.
3. Use the right templates: All SACOG-provided templates are available on the 2019 Funding Program website: <https://www.sacog.org/2019-funding-round>
4. Submittal Deadline: By no later than **5:00 p.m. on Monday, June 10, 2019**, please submit one electronic (email) version of the application and corresponding components, to:  
Garett Ballard-Rosa, SACOG Funding Round Manager  
[gballard-rosa@sacog.org](mailto:gballard-rosa@sacog.org)

## Application Content Description

### (1) Project Application Instructions

Fill out the project application per the following guidelines. 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.

For the project description, provide a one to two sentence description of your project, using the following structure-

**Location, facility, limits: Improvement** (Repeat for multiple locations or limits).

#### Example Project Descriptions

- 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.
- 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.

### (2) Project Programming Request

The second required component of the 2019 funding round application is the Project Programming Request (PPR). Project development projects do need to include an estimated full project cost, including for construction.

For the SACOG funding round SACOG has simplified the standard PPR used for state purposes. As such, projects that are recommended for funding in SACOG's round and programmed with STIP funds will be asked to update the PPR with the information required by the California Transportation Commission. SACOG expects a sizable portion of the 2019 awards to receive STIP funds.

### How to fill out the simplified PPR?

Begin with the 'Project Info' tab. Input the requested information in the white text boxes. Any cell that is grey is either a header or will auto populate as you complete the form (i.e., don't input into any grey field, just white text boxes). The red triangles in the top right of the header cells provide reference for each input.

For the 'Project Milestone' table: for each phase of the project fill in either the 'Completed' column (date when milestone was completed) or the 'Planned' column (date when you expect the milestone to be completed). For example, a project that is currently in the design phase would use the 'Completed' column for all phases up to begin design, and then use the 'Planned' column for all subsequent phases. Transit vehicle replacement projects should have the vehicle purchase occur in the 'construction' phase of the PPR and need not fill out project milestones not applicable to transit.

Once the 'Project Info' tab is complete, move to the 'Funding Info' tab. All cells in rows 1 through 6 will have automatically populated with material from the project info tab, except the SacTrak project ID cell. If your project does not yet have a SacTrak project ID, you may leave this cell blank.

Next, fill in the various funding sources that comprise your project. The 'Total Project Cost' table (rows 8-16) will auto-populate as you add in fund sources, so do not input any data into this grey table. Instead, begin with Fund No. 1 (rows 18-27). Fund No. 1 is the request you are making on the 2019 SACOG funding round. Input your funding request (in \$1,000s), split by project phase and requested year of the funding. Then input all additional funding sources for your project (in \$1,000s). Reference the source of each fund in the cell next to its fund number. For many projects this could include funding not yet secured. In the 'note funding status here' cell of each fund table, identify whether the funds are committed/already programmed on the project, being competed through a separate funding source, or a different status.

In the case that you have more than eight funding sources, you may copy the 'funding info' table or tab with as many additional funding sources as you need. You would need to update the 'Total Project Cost' table if adding additional funding source tables.

### **(3) Engineer's Cost Estimate**

Fill out the Engineer's Cost Estimate with your project information. Use the Excel version available on the 2019 SACOG Funding Round website.

### **(4) Project Map**

Provide a map of your project location, including any information necessary to understand the project needs and benefits. The map should be set to print on an 8 ½ x 11-inch page.

### **(5) Project Cross Section**

For roadway projects, include a typical cross section for your project. ([StreetMix](#) is available if you do not already have these documents.)

## Section 3. 2019 State of Good Repair Evaluation Guidance

This section provides guidance on how the working group will evaluate project performance based on the selection criteria established in the program's policy framework.

Each project that passes the screening criteria will be scored on a 50-point scale divided between two selection criteria: (1) System Maintenance Need and (2) Multi-modal Travel Potential.

All project evaluation scores will be derived from the application material and relative comparisons between the applicant pool.

### System Maintenance Need (up to 30 points possible)

Projects will be evaluated based on their category (i.e., road rehabilitation projects will be evaluated on the road rehabilitation criteria, with up to 30 points possible; transit vehicle replacement on the transit criteria, with up to 30 points possible; and, combined road rehabilitation and transit replacement on both criteria, with up to 30 points possible). Combined road rehabilitation and transit replacement scores will be weighted by their share of the overall proposed project budget.

The working group will consider both the data inputs and the narrative response in the project review.

- For roadway projects the sponsor must provide the Pavement Condition Index (PCI) score and average daily vehicle traffic (ADT) for the segment. If the segment has multiple PCI, use a weighted average based on segment length, or the applicant's best approximation of the average pavement condition on the segment requested for funding. Likewise, applicants may use a weighted average if they have different ADT estimates for different portions of the facility. If available, applicants may also include multi-modal travel volumes on the facility.
- Transit vehicle replacement projects must provide the percentage of the agency's fleet that exceeds the Federal Transit Administration's (FTA) default useful life benchmark, and the average mileage of the vehicles that are being requested for replacement. Use a simple average for the vehicle mileage, not weighted by vehicle cost. Applicants can find these indicators in the agency's transit asset management (TAM) plan.

Data Inputs	Data Measure	Data Provided By
<i>Roadway indicators</i>		
Pavement condition	Pavement Condition Index (PCI)	Applicant
Facility use	Average Daily Traffic (ADT)	Applicant
<i>Transit vehicle replacement indicators</i>		
Useful life	Percent of fleet exceeding FTA's default useful life benchmark	Applicant
Fleet condition	Average vehicle mileage	Applicant

<b>System Maintenance Need: Scoring Template</b>	
The data indicators demonstrate a significant maintenance need for a roadway with relatively high traffic volumes <u>and/or</u> significant need for transit vehicle replacements. Also, the narrative clearly establishes how the investment is the most effective means to preserve and extend the life of the facility/asset.	High (21 to 30)
The data indicators demonstrate a moderate maintenance need for a roadway with volumes at or near community-type average <u>and/or</u> some need for transit vehicle replacements. Also, the narrative adequately establishes how the investment is the most effective to preserve and extend the life of the facility/asset.	Medium (11 to 20)
The data indicators demonstrate less road maintenance <u>and/or</u> transit vehicle replacement need relative to the pool of candidate projects. Also, the narrative does not sufficiently establish how the investment is the most effective to preserve and extend the life of the facility/asset.	Low (0 to 10)

### **Multi-modal Travel Potential (up to 20 points possible)**

The working group will use the application's narrative responses, data inputs, project map and project cross section as the basis for the multi-modal evaluation. SACOG will run the project's complete street index as a data input for the working group. The [guidelines](#) of the 2018 Regional Program provide more information on the complete street index, which serves as a proxy for accessibility and other elements of a successful complete streets project.

The sponsor may also choose to provide incident or collision data for the facility, though this response is optional. As a resource, SACOG's [Project Performance Assessment](#) (PPA) tool has collision data by facility for the years 2011 to 2016. Based on this data the tool provides three measures of collision history for the selected facility:

- Total collisions per 1 million vehicle miles travelled (collision rate)
- Percent of collisions resulting in a fatality (collision severity)
- Percent of collisions involving a pedestrian or cyclist

These three measures are found within Outcome #6 of the PPA summary table (cells C27, C28, and C29). Follow [this link](#) for more information about the PPA tool. Project sponsors may use this PPA data in their 2019 state of good repair application, bring in alternative sources of incident data, or elect not to include any collision data (as this response is optional).

For projects without safety data, the reviewers will look to the narrative response in evaluating the safety outcome. Across applications, the reviewers will look for responses rich in supporting evidence of need and corresponding performance outcomes, while recognizing the project's local context.

<b>Data Inputs</b>	<b>Data Measure</b>	<b>Data Produced by</b>
Level of transportation needs created by surrounding land uses	Complete Street index	SACOG
Collision history	Rate of total collisions, fatalities, and bike/ped collisions	Applicant, though is optional

<b>Complete Streets Potential: Scoring Template</b>	
The overall project is very likely to support increases in walking, biking, or transit use. Projects including roadway improvements strongly enhance multi-modal user experience, network connectivity, and access between key origins and destinations. Projects including transit vehicle replacements demonstrate strong support for productive transit services, including a reduction in single occupancy vehicle trips.	High (7 to 10)
The overall project is somewhat likely to support increases in walking, biking, or transit use. Projects including roadway improvements may only moderately enhance multi-modal user experience, network connectivity, and access between key origins and destinations. Projects including transit vehicle replacements demonstrate some support for productive transit services, including a reduction in single occupancy vehicle trips.	Medium (4 to 6)
The overall project is not as likely to support increases in walking, biking, or transit use. Projects including roadway improvements are not as likely to enhance multi-modal user experience, network connectivity, or improve access between key origins and destinations. Projects including transit vehicle replacements may not demonstrate clear support for productive transit services, including a reduction in single occupancy vehicle trips.	Low (0 to 3)

<b>Safety and Security: Scoring Template</b>	
The project location <u>and/or</u> transit vehicle fleet has a significant immediate need for safety and security improvements. The project scope elements clearly address the safety and/or security needs across travel modes.	High (7 to 10)
The project location <u>and/or</u> transit vehicle fleet has a moderate or later need for safety and security improvements. The project scope elements somewhat address the safety and security needs across travel modes.	Medium (4 to 6)
The project location <u>and/or</u> transit vehicle fleet has a relatively low or later need for safety and security improvements. The project scope elements do not address the safety and security needs across travel modes.	Low (0 to 3)

### **Supplemental Section for Local Match Waiver**

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% match you may leave this section blank.

Projects requesting to waive the program's local match requirement must fall within a federal Opportunity Zone or SACOG's Environmental Justice geography. SACOG has created the online [Environmental Justice/Opportunity Zone map](#) to help project sponsors with this determination. The icons in the top left of the map provide a legend, the ability to turn off layers, and definitions. The map displays both Opportunity Zones and Environmental Justice areas. SACOG's Environmental Justice geography consists of four components: low income, minority, minority & low income, and other vulnerabilities. To waive the program match requirement the project must fall within any of these four Environmental Justice areas, or within an Opportunity Zone (or in an Environmental Justice/Opportunity Zone overlap, as often there is overlap between these two areas). If your project partially falls within an Opportunity Zone/Environmental Justice area and partially outside, you may contact the SACOG funding round manager for an individual assessment.

Project sponsors requesting to waive the program's local match requirement must also answer the supplemental narrative question on how the project serves a disadvantaged community. The response must demonstrate that the project responds to the needs of and has conducted (or will conduct through the grant award) outreach in the community. As a resource, SACOG has produced an [outreach webinar](#), and compiled best practices for outreach in disadvantaged communities. SACOG strongly encourages all project sponsors to attend a workshop on May 21, 2019, from 10:00 am to 12:00 pm that discusses community engagement in Environmental Justice communities. For more information about this workshop please contact Rosie Ramos, [RRamos@sacog.org](mailto:RRamos@sacog.org)