



SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG)

**2018 COMMUNITY DESIGN
FUNDING PROGRAM (ROUND 8)**

PROGRAM AND APPLICATION GUIDELINES

RELEASE DATE: May 3, 2018

Pre-Submittal Letters Due: 4 p.m., June 8, 2018

APPLICATIONS DUE: 4 p.m., Friday, June 29, 2018

This document contains information regarding the Sacramento Area Council of Government's Community Design Program for 2018 (Round 8). The program provides grants to local government agencies and their partners to implement the SACOG Blueprint Principles or smart growth. Approximately every two or three years SACOG releases the program and application guidelines. This document provides background and instructions for submitting an application:

- **Frequently Asked Questions (FAQ)** provides a summary background of the program, the application requirements and other basic information.
- **Section 1** serves as the program guidelines for Community Design. It includes the purpose of the program, how the program is managed and practical information that applicants should consider when preparing an application based on the selection process from prior funding rounds.
- **Section 2** is the Application Guidelines and contains the specific instructions regarding the submittal requirements, including timelines and optional workshops.

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

The Frequently Asked Questions portion of this document will be updated as questions come up and posted on the SACOG website at <https://www.sacog.org/community-design>

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2018 Community Design Funding Program (Round 8)
FREQUENTLY ASKED QUESTIONS
(Updated May 3, 2018)

This document, Frequently Asked Questions (FAQ), provides the basic information about the Community Design Program for potential applicants. If there are any clarifications or information on the guidelines after May 3, 2018, then this FAQ will be updated on the SACOG website at:
<https://www.sacog.org/community-design>

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

Some of the key features of the 2018 guidelines for Round 8 that have remained unchanged since the prior funding cycle are:

- The program provides financial support to local government agencies for projects that promote community placemaking. These projects implement the SACOG Blueprint Principles (compact development, mixed of land uses, transportation options, quality design, using existing assets, housing options, and preserving natural resources).
- Cities, counties, air districts, transit districts and agencies that have Master Agreements with Caltrans in Sacramento, Sutter, Yolo and Yuba counties are eligible to apply, while jurisdictions in El Dorado and Placer counties have their own programs.
- The final funding target has not been established for this round as of this document release. The draft Community Design fund estimate for Round 8 is \$16 million, though this estimate is subject to further SACOG Board consideration, which will occur after the release of the Community Design guidelines.
- There are four categories of funding projects: Categories #1A (“Conventional pre-construction only”) and #1B (“Conventional construction”), #2 (“Complete Streets”), and #3 (non-competitive). Categories #1B and #2 have a maximum award of \$4 million per project, while Category #3 is non-competitive with a \$100,000 maximum award. In Category #1A, funds are allowed for preliminary engineering (design and environmental) and right of way activities that are federal aid eligible and have a maximum award of \$500,000. SACOG reserves the right to limit the number to awarded projects in Category #1A. Applicants receiving Category #1A funds in Round 8 must apply for Community Design Funding in Round 9 (some exceptions allowed; be sure to read about additional pre-construction activity requirements).
- Projects activities in competitive categories (categories 1A, 1B, and 2) must be federal transportation aid eligible (construction, environmental review, design or right-of-way purchase for transportation infrastructure).
- All applicants must provide a pre-submittal letter to SACOG to determine project eligibility.
- The applicant’s point-of-contact must be trained in managing federal transportation projects.
- Interviews will be conducted with ALL applicants in Categories #1A, #1B and #2.
- Applications will be evaluated based on how well they implement the Blueprint Principles, the project applicant’s realistic ability to complete the project within three years of receiving its programmed funding, and the past performance by the applicant jurisdiction in delivering SACOG awarded projects.

2. What are the key changes to the program in Round 8 and what is Project Performance Assessment?

Compared to Round 7, Round 8 only has one new enhancement: SACOG will run the Project Performance Assessment (PPA) tool on all Community Design projects applying in the competitive categories. The PPA analysis will be input and operated by SACOG staff, so applicants will not be responsible for running the tool. For more information about the Project Performance Assessment go to: <https://www.sacog.org/project-performance-assessment>. The PPA output will summarize quantitatively how the project relates to the seven Blueprint principles. SACOG staff will provide this data summary to the Community Design Working Group for deliberation. As in the prior funding round, applicants will be asked to continue to provide more narrative and/or quantitative explanation of the anticipated project performance in the application itself. Applicants are being asked to elaborate on exactly what changes will the project lead to if funded. Examples may include specific private or publicly-owned properties that will change or enhance its land uses as a result of the project and where they are located on a map in relation to the proposed project. More information is described in the body of the application guidelines.

3. What is the Community Design Funding Program?

The Community Design Program was established in 2003 by the SACOG Board of Directors to provide financial assistance on projects that help create placemaking in local communities. Placemaking projects improve the livability of a community by creating spaces that people want to spend time in, congregate in, or make the experience of the place more enjoyable. The awarded funding will help towards the implementation Blueprint Project Principles: mixed land uses, transportation options, housing choice, compact development, use existing assets, quality design, and natural resource protection. The program offers funding for transportation projects by local jurisdictions that implement these principles, but only in Sacramento, Sutter, Yolo and Yuba Counties.

4. What kinds of projects are eligible?

This program provides funding for improvements to public right-of-ways that promote smart growth and are sponsored by an eligible public agency. Awarded projects must be “federal aid eligible” and completed within three years. Projects must have a significant element involving transportation – the construction of infrastructure, environmental review, design or right-of-way purchase are general tasks that are eligible for these funds. The most common prototype project is one where the grant funds activities to engineer and/or construct street improvements along a corridor that has associated infill development or potential. Planning activities by themselves are generally not eligible, with the exception of the Category 3 (non-competitive, \$100,000 awards) projects.

5. How is a project determined to be eligible or not?

Because the issue of eligibility is so critical to the program, every project in Categories 1A, 1B and 2 are reviewed on a case-by-case basis for eligibility. Applicants in those categories must submit a pre-submittal letter to SACOG; and, in return, SACOG/Caltrans staff will reply with a letter stating whether the project is eligible and whether there are any foreseeable concerns.

6. Who can apply? What jurisdictions are eligible?

Local jurisdictions in Sacramento, Sutter, Yolo and Yuba Counties that have a Master Agreement with Caltrans to receive federal transportation funding are eligible to apply for Community Design Program funds. This may include cities, counties, air districts, and transit districts and other public agencies. However, the local city or county government in which the project is located must acknowledge the

project application and cannot oppose the project.

7. Are applicants required to provide a local match?

Yes. The project sponsors in Categories 1A, 1B or 2 must provide a minimum of 11.47% match in non-federal funds. This means for every \$100,000 of total project costs (grant and match combined), the program will pay up to \$88,530 for every \$11,470 of match provided by the project sponsor. Category 3 recipients must provide a 10% local match.

8. What are the critical dates?

The most important dates, in order are:

- Wednesday, May 30 (1pm)– optional conference call - Community Design Program Orientation;
- Friday, June 8 (4 pm)– deadline for Pre-submittal letters for Categories 1A, 1B and 2 projects;
- Friday, June 29 (4 pm)– deadline for applications (all categories);
- Tuesday, July 24- submit materials for July 31 work session/interview Categories 1A, 1B and 2
- Tuesday, July 31 – working session/interviews for all projects in Categories 1A, 1B and 2.

9. What are the funding categories?

The categories are: Category #1A and #1B (also called “Conventional Pre-construction” and “Conventional Construction”, respectively), is the catch-all category for a variety of federal-aid eligible projects that, most commonly, seek improvements to convert transportation corridors into more pedestrian and transit-friendly environments with associated land use changes. Category #1A allows for a limited number of projects that seek to do pre-construction federal aid eligible activities: engineering design, right-of-way and environmental review, and awarded applicants must apply for construction of Community Design Funds in the following round. Project funding ranges are described in the guidelines. Category #1B is for the construction of these projects. Category #2 projects are a sub-set of Category 1B projects that are federal-aid eligible “Complete Streets” projects seeking at least \$1.5 million. Category 3 is for applicants seeking \$100,000 or less and is non-competitive. Cities and counties may only apply for this if they do not apply in Categories 1 or 2. This is the only category in which projects may be awarded non-federal funding sources.

10. What’s involved in the application process?

The applicant sends a pre-submittal letter, and then is permitted to submit the application. Once the application is submitted, all applicants in Categories #1A, 1B and 2 will meet with SACOG staff and peer reviewers to ensure the scope of work, budget and timeline meet program requirements.

11. How do I find out more information?

Please visit the Community Design Program webpage for information and program updates at <https://www.sacog.org/community-design> or contact SACOG Community Design Program Coordinator, Greg Chew at (916) 340-6227 or at gchew@sacog.org.

SECTION 1

GUIDELINES FOR COMMUNITY DESIGN FUNDING PROGRAM

A. General Description of Program

The overall purpose of the Community Design Program is to provide financial support to local agencies for projects that promote placemaking. Placemaking projects improve or enhance the livability of a community and create places that people desire to spend time or live in. Projects must be eligible for federal aid and promote implementation of the Blueprint Project Principles.

The financial support, which come in the form of grants through a competitive process, must be federal aid eligible and transportation-related projects that have some land use component. Projects must also conform to some of the seven Blueprint Principles, which are discussed in detail on the SACOG website: <https://www.sacog.org/publication/better-ways-grow>: (1) transportation choices; (2) housing diversity; (3) compact development; (4) mixed land uses; (5) use of existing assets; (6) natural resource protection; and (7) quality design.

The intent of the Community Design Program is to use regional transportation funding to promote the construction of land use developments (or land use and related projects) that lead to fewer vehicle miles traveled and more walking, biking, and transit use. The program results from the recognition that land use influences travel behavior and can be a powerful tool to improve the efficiency and effectiveness of the regional transportation system. If it is convenient for people to travel to common destinations by walking, biking, or public transit, the Sacramento region can reap air quality and congestion-relief benefits at the local and regional scale.

Please note that the Community Design Program only applies to jurisdictions within the Sacramento, Sutter, Yolo and Yuba Counties; funding for El Dorado and Placer County projects will be according to their respective agreements with SACOG. Applicants must have a Master Agreement in place with Caltrans to receive federal and state transportation funds.

B. General Application Process

The application process has three steps: (1) submit a pre-submittal letter; (2) submit an application; and (3) interview with SACOG staff and peer professionals to discuss detailed scope, budget and timeline information.

C. Funding and Local Matches

As of this writing, there is no final funding target for Round 8 because SACOG's federal and state funding estimates have not been approved. However, Community Design's draft target at this point is \$16 million. Historically, the program has funded between \$12 million to \$20 million. Round 7 awarded approximately \$15 million, and about another \$3 million contingent on funding that came through later. Financial support for these programs will come primarily from federal funding sources expected to be

available to the region¹. The SACOG Board of Directors will approve the amounts allocated to each program in September prior to the project list recommendations.

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.

In Categories #1A, 1B and #2, referred to as the “competitive categories”, the recipient must provide a minimum of 11.47% match in non-federal funds, as is required in all federal aid funding projects. For every \$100,000 of total project costs (grant and match combined), the program will pay up to \$88,530 for every \$11,470 of match provided by the project sponsor.

Non-competitive Category 3 has a 10% local match requirement.

D. Project Selection Process

The application process remains the same as in prior rounds. Two committees will be involved in the review and selection process: the SACOG/Caltrans Review Team (SACOG Review Team) and the Community Design Working Group (Working Group). The SACOG Review Team is composed of SACOG and possibly staff from Caltrans staff and other agencies who are familiar with federal transportation funding requirements. The Working Group is comprised of staff and appointed representatives from geographically diverse areas of the region recruited through SACOG’s staff-level regional advisory committees (e.g., Planners Committee).

Community Design Working Group Composition

Expertise	Number
Land Use Planners	3-5
Project Engineers	1-2
Urban Design	1
Bicycle/Pedestrian Planning	1
Air Quality	1
Transportation Demand Management	1
Transit	1
Community Groups	1
TOTAL	10-13

SACOG staff encourages potential applicants to discuss possible projects. Applicants in competitive categories must submit a pre-submittal letter to SACOG describing the project, and the SACOG Review Team will reply with a letter stating whether the project is eligible and any foreseeable concerns the project raises. The response letter may also address any anticipated Project Performance Assessment outcomes for the project and how the applicants may want to address them in their applications. If the project is determined to be eligible, a full application can then be submitted. The Working Group then

¹ These sources are currently the Regional Surface Transportation Program (RSTP), the Congestion Management and Air Quality Program (CMAQ), State Transportation Improvement Program (STIP), and SACOG Managed Funds (SMF).

reviews eligible applications and recommends a prioritized project list to SACOG staff based on the criteria stated in these guidelines. Applicants may be contacted during the project selection process and requested to provide up to one written email page to clarify questions of the Working Group or the SACOG Review Team.

The Working Group prioritizes and ranks the applications, according to an iterative process that uses both quantitative and qualitative methods. For projects recommended by the Working Group to be on the prioritized list, applicants will meet with the SACOG/Caltrans Review Team to ensure the project's scope of work, budget and timeline meet program requirements. The Working Group and SACOG Review Team recommendations are then provided to the SACOG executive management.

E. Implementation

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

- Expend the project funds within three years, by December 31, 2021, assuming programmed funds are available. Extensions are given to awarded projects if programmed funds are not available within three years of award. SACOG makes SMF, RSTP and CMAQ available on a first-come, first-serve basis. STIP funds may not be as available. Some STIP may not be available until SFY 2024/25.
- Amend their project into the Metropolitan Transportation Improvement Program (MTIP) via SACTrak.
- Follow SACOG's Use It or Lose It policy for obligating and spending the grant funds. Project sponsors must honor the Project Commitment schedule for obtaining funds and implementing the phases of the project. Essentially, the project must utilize the awarded funds within three years of the award (effectively by December 31, 2021), contingent on SACOG having delivery capacity within those three years.
- Provide a local (non-federal) match. The required match for most federal funding is 11.47 percent of the participating phase cost and/or the total participating project cost. 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.

When a project is programmed in the MTIP and is ready for implementation, the project sponsor requests a federal authorization (E-76) from Caltrans. Only after the project is authorized, can the sponsor incur expenses that will then be reimbursed from the grant. The project recipient will work directly with Caltrans on the reimbursement process. A project sponsor submits invoices for the entire cost incurred, and is reimbursed at the reimbursement rate authorized.

F. Project Eligibility

All projects must be federal aid eligible and will primarily lead to or include construction. Generally speaking, federal aid eligible projects are those that significantly contain transportation infrastructure in public right-of-ways. Activities or tasks within the project must be either categorized as “construction,” “environmental,” “design” or “right-of way.” Pure planning activities are generally not considered an eligible use for the Community Design Program except in Category 3. The following are examples of projects that are considered federal aid eligible (however, please keep in mind the specific activities within the project must also be eligible):

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

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

Not all projects can be easily determined for eligibility. In all cases, the Review Committee and Caltrans District 3 Local Assistance staff will work directly with each applicant on eligibility. For each potential application, an applicant must submit a pre-application letter describing the project and SACOG, with the assistance of Caltrans and peer reviewers from local government agencies, will provide a written response addressing issues relating to eligibility. In addition, all applicants must assign a staff person who is trained in federal aid funding management to serve as the applicant’s point of contact. In most cases, the trained staff is found in the public works departments.

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

G. Program Application Categories

There are three grant categories within the 2018 Community Design Funding Program as described below:

- **Category #1A and #1B: Conventional Projects – Pre-construction and Construction activities:**

Category #1A: Pre-construction (Competitive): Pre-construction includes any combination of the three non-construction activities for a transportation infrastructure project that are generally considered federal aid eligible: engineering design, right-of-way, or environmental review. Applicants may apply for projects between \$150,000 to \$500,000 for pre-construction (see note * below). SACOG reserves the right to limit the number of projects awarded within Category 1A to no more than one project, as funding too many projects in this category may result in too many pre-construction projects seeking larger funding amounts in future cycles than there are available funds.

Category #1B: Construction (Competitive): This category covers the most typical projects that the program has funded in the past: construction of street improvements that implement the goals of Blueprint principles. Typically, these include transportation infrastructure projects or related projects; all must be eligible for utilizing federal transportation funds. These infrastructure projects must either (1) connect directly to a site, corridor, or neighborhood development or redevelopment project that incorporates Blueprint Principles, or (2) support a land use plan for development or redevelopment that incorporates the Principles, or (3) support an existing community that conforms to the Principles but lacks transportation infrastructure for alternative modes. The program has historically funded construction of these projects. Applicants seeking funds for construction this round may apply for \$300,000 to \$4 million for construction projects.

** Important Conditions on Pre-construction (Category #1A) projects:* Applicants will be asked in their application to estimate the construction cost of the project. If awarded for pre-construction, the applicant jurisdiction agrees that it must apply for Community Design Funds in Round 9 (approximately 2020 or 2021) for the construction of this project, or it may not apply for any Community Design funds in that round. The maximum amount the program will fund for the Construction phase is 120% of the cost estimate provided in Round 8. Please note that projects funded through this program for pre-construction are not guaranteed funding in future rounds of this program.

Exceptions to the Pre-construction funding range and the requirement that the project applies for funding may be made on a case-by-case basis by the SACOG/Review Team, all subject to final approval by the SACOG Board. Reasons for an exception may include projects that have multiple jurisdictions involved, or construction funding anticipated or secured from other sources.

Although there is not an identified funding target for pre-construction activities, realistically, as a rule of thumb, the program could not likely allocate more than one or two projects in the round's overall amount to these projects. If all pre-construction projects are required to apply for construction in the next round, there will not be enough funding for these projects, plus any other newly identified construction projects. For this reason, SACOG reserves the right to limit the number of awarded projects in Category 1A to one or two projects.

- **Category #2: Complete Streets Projects (Competitive):** This category provides funding for the transformation of transportation corridors to more pedestrian and transit friendly streetscapes with an associated transition in land uses. The project must be primarily or exclusively construction. At least one project in this category will be selected in this round of funding unless SACOG deems no project eligible. Project funding requests must be between \$1.5 million to \$4 million.
- **Category #3: \$100,000 Non-Competitive Projects:** This category provides more opportunities for member cities and counties that choose not to compete for larger amounts of funding. Category #3 limits applicants to request one \$100,000 maximum grant and only allows for the cities and counties within Sacramento, Sutter, Yolo or Yuba Counties to apply. It was developed to encourage cities and counties that have not applied for program funds in the past, and those that cannot compete in the other two categories. Application submittal requirements for Category #3 are significantly less than the other Categories (see sub-section M). Projects in this category do not necessarily have to be federal aid eligible, but must meet the objectives of the program; SACOG will review each project on a case-by-case basis. Staff will work with the applicant to craft the proposed projects to best fit the program. A very limited amount of non-federal sources of funding may be awarded to projects in this category.

H. Optional Orientation Conference Call

There will be an optional conference call that potential applicants may participate in:

Community Design Program Introduction Conference Call (Optional)

Wednesday, May 30, 1:00 – 2:00 p.m.

888-585-9008; access code 579-394-090

No RSVP necessary; open to all parties

The conference call will provide an introduction to the Community Design Funding Program. This will provide an overview of the program goals, types of projects it funds, common characteristics of awarded applications, and other information about the program. Callers will have an opportunity to ask questions during or after the conference call.

Incentive for Participating in Conference Call and/or Request Individual Project Consultation: Individuals who attend Community Design Program Introduction, and/or request an individual project consultation with SACOG staff prior to the pre-submittal letter submission, will be allowed to submit drafts of their application to SACOG staff for a general review prior to the application submission deadline. Staff will provide verbal comments on the draft and specific suggestions for improvement.

I. Program Schedule

The following are the key dates of the application process. Please check the <https://www.sacog.org/regional-funding-programs> website for any updated announcements.

Thursday May 3, 2018

Program and Application Guidelines released and posted on SACOG Website

Wednesday, May 30, 1:00-2:00 p.m.	Optional Conference Call: Community Design Program Guidelines and Grant Writing 101
Friday, June 8, 4:00 p.m.	Last day to send pre-submittal letters via email to gchew@sacog.org (Categories 1A, 1B and 2)
Friday, June 29, 4:00 p.m.	ROUND 8 APPLICATIONS DUE for Categories 1A, 1B and 2 (time strictly enforced) – One (1) signed original, five (5) copies of application and one (1) CD with .pdf file of application to Greg Chew, SACOG Community Design Program Coordinator 1415 L Street, Suite 300, Sacramento, CA 95814. 4:00 p.m. Submittal time strictly enforced. .pdf file may be emailed separately or included with hard copies.
Friday, June 29, 4:00 p.m.	Category 3 applicants submit letter application via email to gchew@sacog.org
Tuesday, July 24	Deadline for ALL Category 1A, 1B and 2 project applicants to submit detailed descriptions of scope, timeline and deliverables for SACOG Review Team evaluation on July 31.
Tuesday, July 31	ALL Category 1A, 1B and 2 project applicants required to meet in one-on-one working sessions with SACOG Review Team; following interview, selected project applicant revises scope/schedule/deliverables and re-submits to SACOG until agreement (SACOG will contact applicant for scheduling appointment)
November 1, 2018	Staff presents recommended projects to SACOG Transportation Committee
November 15, 2018	SACOG Board publicly releases draft of funding recommendations
Thursday, December 20, 9:30 a.m.	SACOG Board takes final action on recommended projects and determines final program funding amount
January, 2019	Initiate programming and federal authorization request process; depending on fund type received.
Spring, 2019	Earliest likely time a federal authorize request will be approved (for Categories 1A, 1B and 2). Timeline highly subject to the recipient’s ability to prepare request and nature of the project, and program funding availability

J. Detailed Project Selection Process

All applications in the program are reviewed through a five-step process described below.

Step 1: Pre-Submittal Letter by Applicant

Category 1A, 1B and 2 applicants are required to submit to the SACOG Project Coordinator a letter describing their potential project. The main purpose of the pre-submittal letter is to provide the applicant an assessment whether the project is eligible for the sources of funding offered in this program. Secondly, it provides the SACOG Review Team (comprised of SACOG, local agency engineers and possibly Caltrans staff) the opportunity to provide feedback on how well the proposed project fits the objectives of the program and what information it will look for in the application. Instructions for the pre-submittal letter are provided in sub-section M. After SACOG provides a written response granting permission to apply, based on project eligibility, the applicant may submit the application per directions following this section.

Category 3 applicants only need to submit a letter describing the project and the general scope of work. The letter is due by Friday, June 29, 2018 and may be sent by email to gchew@sacog.org.

Step 2: Overall Review by Community Design Working Group

The Community Design Working Group's main function is to review the applications and recommend funding based on the stated program's two criteria: (1) meeting the objectives of the Blueprint Principles and (2) project readiness or deliverability.

In addition, this program cycle places an increased emphasis on the project's impact to support the Blueprint Principles, by providing an expanded narrative explanation and graphics (e.g, map showing land use changes taking place, proposed developments, summary of entitled projects, etc). Likewise, SACOG staff will input and evaluate the projects quantitatively using the SACOG Project Performance Assessment Tool (<https://www.sacog.org/project-performance-assessment>). These criteria, including the emphasis on projected land use and transportation impacts, are described in more detail in sub-section K. The Working Group is comprised of staff and appointed representatives from geographically diverse areas of the region. Different technical disciplines will also be represented on the committee (see below for composition).

The Working Group will recommend projects based on implementation of the Blueprint Principles, ability to be delivered in a timely manner, and the relative merits of the project when compared to other applications. The evaluation criteria are described and outlined in more detail in sub-section K. The Working Group's recommendations will be forwarded to Step 3.

Follow-up question(s): Applicants may be contacted during the project selection process to request up to one written email page to clarify questions the Working Group or the Review Team may have. Applicants are not required to respond to these questions. Applicants will be given two work days to submit their responses via email from the time they are contacted by the Program Coordinator. If no response is provided, the selection committees will make their own assumptions regarding the questions.

Step 3: Individual Agency Work Session on Tuesday July 29, 2018

ALL applicants in Categories #1A, 1B or 2, will meet with the Community Design Review Team Tuesday, July 31. The time will be coordinated by SACOG staff with each applicant. Prior to the work meeting, the applicant will submit a document providing more detail on the scope of work, timeline and deliverables. The Team and the applicant will discuss the scope work/timeline/deliverables. The Review Team will evaluate and rank projects based on their realistic deliverability and federal aid eligibility to SACOG staff based on the written scope of work, timeline and deliverables.

Projects in Category #3 will have a phone call if needed at a time that works for the applicant to discuss the project and scope of work. SACOG staff will work with the applicant until a project and its scope of work are acceptable to both parties.

After the Working Group recommendations and Category 3 recommendations have been consolidated, they will be submitted to SACOG staff for consideration.

Step 4: Staff Recommendation to Executive Management

SACOG staff will review the funding recommendations in conjunction with the other funding program (Regional Program) and package the collective recommendations to the SACOG Board for review and action.

Step 5: Recommendation to Board

The SACOG Board of Directors will be presented with the list of recommended projects for funding.

K. Evaluation Criteria

There are two general evaluation criteria used by the two review committees and SACOG staff to determine whether a project will be recommended for funding. The two review committees will consider the projects based on the two criteria stated below, including some questions they frequently have about a project, or specific information they seek.

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

Practical considerations: This is the most fundamental question each project will be evaluated against by the Working Group. The Community Design Program's purpose is to help local governments with placemaking – making environments that improve the livability of communities that they serve. Reviewers look for projects that will promote pedestrian/transit friendly, compact mixed-use communities. Oftentimes, projects that have private investment associated with property adjacent or near the application project area are favorably viewed.

Reviewers also look for the “relative context” and “relative value”; meaning relative to the jurisdiction and community that the project is in, will the project implement Blueprint Principles better than other projects? For instance, a small project in a more rural area that promotes walking and more compact development may provide more relative value per dollar in the Working Group's view than a bigger, costlier project in a more urban area. In this example, the small jurisdiction offers more “Blueprint value” given its locational conditions per dollar than bigger jurisdiction.

Applicants seeking to understand how competitive their projects might be, may wish to compare their idea against the projects funded in prior rounds. Applications of projects funded in prior cycles may be found at the Community Design website at <https://www.sacog.org/community-design>

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

- Does this project serve as a good example of the Blueprint Principles for the region when compared to other applications?
- There are several projects in the region that need funding; what makes this project particularly outstanding that regional funds should be used to get it built?
- Has the governing body with the most legal standing endorsed or approved this project? How else has this governing body shown support for this project?
- Are there letters or other documentation from property owners and other stakeholders who have something to lose stating support for the project? Do the property owners state what they are intending to do with their property that is Blueprint-friendly and how committed they are completing their project(s)?
- Has the surrounding neighborhood been involved in the project's development and has the affected neighborhood or the appropriate neighborhood association endorsed the grant project?
- What are the number of units of housing, commercial space, jobs and other important indicators within a quarter mile of this site? Within one mile? How do residential densities compare with other comparable subject areas?
- If the project is implemented, what additional Blueprint-style development will occur as a result from both the public and private sectors?
- Is the design of the project of a quality standard that the region would use as an example of Blueprint principles for others to follow?

Increased Emphasis on Associated Land Use Changes and Project Performance

This funding round places an increased emphasis on the applicant demonstrating that the project will result in land use changes consistent with Blueprint principles. Applications in Category 1A, 1B and 2 projects will be evaluated two ways:

First, SACOG staff will input each competitive project application into the Project Performance Assessment tool. The tool will quantitatively analyze for each project the performance metrics summarized in the table below. This information will be submitted to the Community Design Working Group for evaluation.

Second, the applicant is asked to narratively and/or graphically describe anticipated land use changes (e.g., zoning, physical development, etc.) that would result from the project being implemented. The

applicant may show this by identifying parcels on a map anticipated to change, provide narrative information about proposed developments or adopted plans that would identify the land use changes, and/or include other materials that support reasons when land use changes are anticipated.

The Working Group will consider how realistic the applicant’s anticipated changes are based on the information provided in the application and the PPA output. The Working Group will evaluate if the applicant jurisdiction will make the necessary zoning changes for Blueprint-friendly development plans to be implemented. The Working Group will also be asked to identify ways in which SACOG can track whether the anticipated land use changes have occurred, and over what period of time. Each project will be evaluated and monitored on a case-by-case basis. Some projects may have a shorter monitoring period and more defined metrics for determining if the jurisdiction is successful; other projects (e.g., projects that intend to spur Blueprint-friendly development over a larger area or community) may be tracked over a longer timeframe and for a variety of measures (e.g., how much new housing is developed, private investment attracted, etc.). For example, if a project seeks to do street improvements along a corridor that the jurisdiction intends to attract housing and mixed use development, SACOG will track over time whether the jurisdiction makes the necessary zoning changes, provides incentives for development and ultimately attracts development to take place. SACOG staff will monitor these land use impacts over the course of several funding rounds and the evaluations may affect a jurisdiction’s ability to receive funding in this program in the future.

Explanation of Project Performance Assessment (PPA) Data Outputs

As described above, the Working Group for Round 8 will draw on SACOG’s Project Performance Assessment (PPA) tool to calculate a set of data indicators for each project by Blueprint Principle. The tool will report these indicators within the project’s ½ mile buffer area, for both existing conditions (defined as the base year of SACOG’s MTP/SCS) and future year conditions (defined as the horizon year of the MTP/SCS). Projects will be compared relative to those of similar place types. The SACOG website <https://www.sacog.org/project-performance-assessment> contains more detailed information and documentation. The tables below summarize the performance indicators produced by the PPA tool.

Project Performance Assessment Data Indicators by Blueprint Principle

Blueprint Principle	Data Indicator	Description
Transportation choice	Mode shares for Single Occupancy Vehicle, High Occupancy Vehicle, Bike/Walk, and Transit	The proportion of trips taken by walking, biking, transit, high occupancy vehicle, or low occupancy vehicle in the MTP/SCS base year; increases or decreases in those mode uses in project area by the MTP/SCS horizon year.
Housing diversity	MTP/SCS Community Type	The MTP/SCS identified five Community Types based on information from local land use plans to identify land use patterns. Each Community Type has typical characteristics associated with those patterns.
Compact development	Employment and dwelling unit density	The current employment and dwelling units per net acre for the base year of MTP/SCS, and the

		increase in density between base and horizon year of MTP/SCS.
Mixed land use	Jobs, population and dwelling unit totals	Jobs, dwelling units, and population in project buffer area for both base and horizon year of current MTP/SCS.
Existing assets	Developed acres to net total acres	The proportion of developed acres compared to the available acres for development in the MTP/SCS base year and horizon year.
Natural resources	Agriculture acres, agriculture acres preserved	The percentage of acres in the project area in agricultural use currently, and the percentage of acres projected to stay in agriculture through the MTP/SCS horizon year
Quality design	No data indicator	No data indicator

PPA Data Summary Table. SACOG will prepare this table for each Community Design project.

Project Name			
Jurisdiction			
Project Type	Community Design		
Blueprint Principle	Metric	Project Value (current conditions)	Project Value (future conditions)
Transportation Choice	Single occupancy vehicle mode share High occupancy vehicle mode share Transit mode share Walk mode share Bike mode share		
Housing Diversity	MTP/SCS Community Type		
Compact Development	Jobs per net acre Dwelling units per net acre		
Mixed Land Use	Job totals Population totals Dwelling units totals		
Existing Assets	Developed acres Available acres Proportion of developed acres to available acres		
Natural Resources	Percent of acres in agricultural use		
Quality Design	<i>No data indicator</i>		

Assistance on Project Performance Assessment: Applicants may contact SACOG staff member Darren Conly at any time during the application process for more information about the PPA tool. He may be reached at (916) 319-5192 or at dconly@sacog.org

Summary of Criterion #1 Performance Evaluation

The Working Group will use the PPA data indicators and the narrative component of the application to consider the appropriateness of the proposed project to support Blueprint Principles given existing conditions, and the reasonableness of the projected land use change relative to the current MTP/SCS. The applicant does not need to calculate the PPA data indicators. SACOG will calculate the Community Design PPA data indicators as part of the application process.

Criterion #2: How realistic is this project to be implemented within the program timeline?

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

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

- What evidence is there to suggest the applicant can deliver this project in a timely manner?
- Where is the applicant in terms of securing right-of-way, CEQA/NEPA, utility relocation and other pertinent matters?
- Where is this project in the development review and approval process?
- What documentation is there on how much funding has been invested in the project area?
- Are there major outstanding issues that are not resolved? Does this project need to be awarded in this funding cycle, or can it wait until future cycles after the applicant has addressed all critical issues?
- If the proposed project is a Category #1A pre-construction project, what is the plan to build the project, including financing and construction?

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

- A context map of the site: where is the subject area in relation to the commonly known landmarks within the region.
- An aerial map showing the project or subject area. The maps showed what exists currently, what projects are in place, and how and where grant funds were going to be used.
- A list of major capital improvements within, adjacent to, or near the subject site. This list could show infrastructure improvements, private development investment made or committed, and long-term public works projects likely to be built according to an adopted plan.

- Photographs of the site or subject area as they currently exist.
- Renderings or drawings of what the subject site or area will look like as a result of grant funding.
- Renderings, graphics or photographs of projects that have recently been built or are going through development review for construction in or near the project subject area.
- Engineer's Estimates on costs or any documentation that provides the Selection Committee an idea of the what elements are included in the project; and
- Cross section of streetscape improvements or any detailed drawing.

Please keep in mind that although not all of these items will fit into the main content section of the application, they are eligible in the "existing related content section," which allows for more pages. SACOG staff will use the recommendations from the review committees as well as these additional criteria to make their recommendation.

SECTION 2

2018 COMMUNITY DESIGN FUNDING PROGRAM (ROUND 8) APPLICATION GUIDELINES

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

L. SACOG Program Coordinator and Updated Information

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

Greg Chew, Senior Planner
Sacramento Area Council of Governments
1415 L Street, Suite 300, Sacramento, CA 95814
Phone: (916) 340-6227
E-mail: gchew@sacog.org

SACOG staff will provide consultation to all potential applicants regarding eligibility, deliverability and the application and selection process. Staff may also provide preliminary draft application review to individuals who meet the conditions stated in sub-section H.

Updated information will be posted on the Community Design page at <https://www.sacog.org/community-design> to provide answers to frequently asked questions. The FAQs will not be sent directly to potential applicants, so please periodically check the website for updates, particularly as the application deadline draws near.

M. Pre-Submittal Letter (Required)

Letters for categories 1A, 1B, and 2 must be received by SACOG any time between May 3 and June 8, 2018 via email to the SACOG program coordinator. The SACOG Review Team will prepare a written response within 7 working days of receipt of the pre-submittal addressing issues regarding eligibility or delivery that should be addressed in the application.

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

The pre-submittal letter is expected to be about two pages; however, more pages are allowed and encouraged if it provides the Review Team more information with which to make an assessment on the project's eligibility and deliverability. The letter may be written in any format using any narrative style.

Letters may be converted to a .pdf and sent via email, so long as the signature is provided. The pre-submittal letter for Category 1 and 2 may only come from the staff person at each jurisdiction who is trained in managing federal aid projects

Category 3 instructions: For Category 3 applicants, a pre-submittal letter is not required. However, a letter is required that serves as the Category 3 application. The letter will need to address the content described below. Category 3 letters are due by Friday, June 29, 2018.

Pre-submittal Letter Contents (Categories 1 and 2); Application Letter (Category 3)

Here are the key questions to answer in the pre-submittal letter:

1. Name of the Sponsoring Jurisdiction
2. Name of the Project
3. Category of the Project (Category 1A, 1B, 2, or 3)
4. Staff Member Trained in Managing Federal Aid Project for Category 1A, 1B and 2; Project Manager Name for Category 3
5. Federal Aid Project Manager's phone and email (Category 1A, 1B or 2) or Project Manager's phone and email (Category 3)
6. If awarded, how will the Community Design funding be spent (what is the project, what are the major outcomes, deliverables,) "If awarded Community Design funding, the project will result in"
7. Categories 1, and 2: What dates do you intend to request authorization to proceed for your funded phases? If you have a particular programming target year, explain any reasons why. Category 3: Will you be able to fully use the grant funds before December 31, 2021 (assume SACOG has delivery capacity for funding for that year)? (b) only for Category 1A pre-construction projects: what is your preliminary estimate to begin construction of the project after it completes design? When do you estimate to complete construction?
8. How does this project help promote the Blueprint Project? (limit to one paragraph only)
9. **New:** What, if any, are the associated land use changes that are anticipated to occur due to the proposed project? (e.g., has zoning changed, will potential development take place, etc.)
10. How much in local matching funds will be committed? What source do they come from? (Categories 1A, 1B and 2: 11.47% minimum; Category 3: 10% minimum)
11. Are there any associated private and/or public development with this project? If so, at what stage is the development?
12. (Categories 1A, 1B, and 2 only): Please let the SACOG/Caltrans Review Team know anything else it may need to know to make a preliminary assessment of the eligibility and deliverability of the project, including any questions that the applicant would like addressed by the Review Team.
13. (Category 1A, 1B and 2 only): Statement declaring review by jurisdiction's federal aid manager/application contact person ("I am trained in managing federal aid eligible projects and have reviewed and approved the contents in this pre-submittal letter").
14. Category 1, or 2: Signed by the staff member trained in managing federal aid funding. Category 3: Signed by the designated project manager.

N. Application Format and Contents (Categories 1A, 1B and 2)

After receiving a written response to the pre-submittal letter, the applicant may submit an application using the following guidelines:

Application Format

The format requirements for application categories #1A, 1B, and 2 are:

- All narrative text shall have at least 1 inch margins on all sides, and use no less than 11 point font size. Footers and headers are exempt from margin and font size requirements.
- Narrative pages may only be written on 8.5" x 11" paper. Graphics, photos and maps may be printed only on 8.5"x11" or 11"x17" paper; either size counts only as one page.
- Divider pages are allowed if they are on colored or white paper that can be recycled. These do not count toward the page limits. Please do not insert plastic pages or non-recyclable tabs on the divider page. The divider page may show section titles; no other narrative or graphic content is allowed.
- Please do not include a separate cover, comb-binding or any plastic materials; stapling or clipping the document will suffice. The signed letter from the primary applicant on letterhead described below shall serve as the cover for the application. One blank white sheet of paper may serve as the back page.
- Submit one (1) labeled original signed application and five (5) copies of each application.
- Submit one electronic .pdf file of the application, including support materials. Scanned images are acceptable in the .pdf file. The file may be submitted on a compact disc or via email to SACOG Program Coordinator by 4:00 pm, Friday, June 29, 2018 along with application hard copies, or by email to gchew@sacog.org. If submitted by email, SACOG will confirm it received the file, but it is the applicant's responsibility to follow-up if no confirmation is sent.

Application Contents (Categories 1A, 1B and 2 only)

Category 1A, 1B and 2 grant proposals must contain the following elements with page limits as listed:

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

Max Pages	Content Element; Category	Content Description
12 total pages when combined with maps/ graphics/ photos	Narrative Project Description	Written description of project – applicant may choose format, structure and any content. This is where the applicant may wish to describe what the project is, how it fits in with the Community Design Program and Blueprint Principles, how the grant funds will be spent, the commitments in place for the project and/or adjacent projects or any information proposer believes will best describe why this project should be awarded a grant. See description in Evaluation Criteria in sub-section K. In addition, an added emphasis is placed in Round 8 for projects to provide more narrative and/or quantitative information describing how the project will lead to performance that promotes the Blueprint Principles. See sub-section K for information. The text narrative may be interspersed with graphics for 12 total pages, but the collective text length should not exceed about half of this amount.
12 total pages when combined with narrative	Project Maps/Graphics/ Photos	Maps or graphics illustrating the proposal. Proposer may choose any graphic medium but page sizes are restricted to either 8.5"x11" or 11"x17". See description in Evaluation Criteria in sub-section K for suggested ideas. May be interspersed with narrative text.
1	Project timeline	Provide a one-page chart showing when the project will start and when the project will be delivered. Please note that if awarded, the project may not receive programming funding in a near-term fiscal year or the requested fiscal year in the proposed chart. If the applicant has identified a fiscal year that the project cannot go beyond under any circumstances, the project may not receive funding through this program. The applicant may provide more detail on the timeline, major work tasks, etc. outside of this table as part of the 12 page limit above.
1	Project Budget - Table #2	Fill out Table #2 shown later in this section describing the project budget according to federal aid categories and fiscal years. The applicant may provide more detail on the costs and budget, etc., outside of this table as part of the 12 page limit above.
As applicable	Copy of pre-submittal letter and response letter	Copy of pre-submittal letter sent to SACOG; and SACOG's written response letter

Max Pages	Content Element; Category	Content Description
10 pages total	Pre-existing related materials and/or letters of support or commitment.	<p>Any additional information that will provide support for the application. This information should be <u>pre-existing</u> from other reports, plans, etc. and should not be created for this application. Examples may be key pages from an adopted plan that includes the grant project or subject area, information regarding adjacent private or public projects or list of investments made in subject area that are Blueprint-friendly.</p> <p>Letters of endorsement or commitment from key stakeholders (e.g., private developers who have financially committed to building a project adjacent to or near the project site, recognized neighborhood groups in support of the project, etc.). The review committees look for support letters from those who have the most at stake by the project. Do <u>not</u> have letters sent directly to SACOG; instead, they must be part of the application package.</p>

Project Summary Table #1 (1 page – Categories 1A, 1B and 2 only - required)

Please fill out the contents of this table for an application for all grant categories and insert it after the letter from your jurisdiction’s Federal Aid Manager. The applicant does not need to replicate this exact format, but the table must fit one page.

Project Title	(official name of project)
Sponsoring Agency	(lead organization of grant application; entity that assumes all responsibility regarding management of federal aid funding, the match and project delivery)
Lead Person and contact information (phone, email, mailing address)	This person will be the main contact person for all grant-related communications. Please be sure this contains: the person’s name, title, organization, mailing address, phone number, and email address. This individual must be the trained in managing federal transportation aid funding.
Partner Organizations	(names of other organizations officially affiliated with the grant project)
Grant Category	Category #1A (Conventional Pre-construction), #1B (Conventional Construction), 2 (Complete Streets)
Community Design Funds Requested	(amount of money requested from Community Design Grant Program; SACOG administrative fees will not be taken from this amount)
Overall Committed Total Grant Project Costs	(total estimated <u>committed</u> amount for project from all funding sources; please round figure to nearest \$1,000; do not include the Community Design amount requested)
Local Match and other funds	Local match must be at least 11.47% of requested amount above; also list other funding amounts from other sources if full grant amount is awarded. Category 3, local match is at least 10% of project costs.
Estimated Construction Cost (Category 1A pre-construction projects only)	For Category 1A projects (those seeking funds for pre-construction activities only): what is the preliminary estimate of construction costs if this project is funded for preliminary design? Your jurisdiction must apply for construction in the next round of Community Design but not to exceed 120% of your estimated construction costs presented here.
Minimum Amount to Conduct Project	(if not awarded the full requested amount above, what is the minimum amount needed to do the project – this may mean a reduced scope of work, which would be negotiated between applicant and SACOG Review Team before the award is granted. Please note that if the selection process recommends that project may receive funds for less than the stated minimum amount, then no award will be given to this project. Please round amount stated to nearest \$1,000.)
Project Description	(summary description of project that may include what is the project, its need, its location, and how the grant funds will be utilized. “This project would.....” Not to exceed 125 words)

Understanding Terms of Award Statement (Required for Categories 1A, 1B and 2)

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

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

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

Signature

Title, Jurisdiction

Print Name

Date

Project Budget Summary – Table #2 (Required for Categories 1A, 1B and 2)

Please fill out this Project Budget Summary Table for Community Design application or, preferably, provide an engineer’s estimate in your application (it does not count towards any page limits). If you opt to submit the filled-in table below for your application, please note that you will be asked to submit an engineer’s estimate and timeline worksheet prior to the working session meeting with the SACOG/Caltrans Review Committee meeting on Tuesday, July 31, 2018. Details to be provided in the response to your pre-submittal letter.

Project Name _____

SACOG ID (if available) _____

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

O. Checklist of Application Requirements

1. Program Updates: check for any program updates under the Community Design link at the SACOG website at <https://www.sacog.org/community-design>
2. Optional Conference call: Participate in the optional Introduction to the Community Design Program on May 30, 2018. Attendees are offered opportunity for feedback on draft application by SACOG staff. **See sub-section H.**
3. Partnership/Sponsorship: for non-city/county public agencies that are considering applying as the lead applicant, please coordinate early with the city or county in which the project area lies and provide written correspondence that the local agency supports or at least does not oppose your project
4. Pre-submittal letter: All applicants are required to provide a pre-submittal letter by June 8, 2018 to SACOG before an application is permitted. A SACOG Review Team will provide a response to the letter. Review **sub-section M.**
5. Proposal contents: Review **sub-section N** for all application contents, including cover letter, federal aid management qualifications, one page summary (showing local match), narrative project description, graphics, related materials, and support letters. Review **sub-section K** for practical information regarding evaluation criteria and application materials.
6. Program Schedule: Review the program schedule in **sub-section I** for all timeline matters.
7. **Submittal Deadline: (for Categories 1A, 1B and 2 only) Please submit one (1) signed original and five (5) copies of the grant application, and one (1) .pdf file of the application by no later than 4:00 p.m. (strictly enforced) on Friday, June 29, 2018, to Greg Chew, SACOG Senior Planner, 1415 L Street, Suite 300, Sacramento, CA 95814. (Category 3 project see special instructions in sub-section M). The .pdf file may be put on a CD/DVD, microdrive or via email (to gchew@sacog.org). The .pdf file must contain all application contents within the one file. Scanned materials into the pdf file are acceptable, such as maps, graphics, related materials and letters of endorsement.**
8. Submit engineer's level scope, schedule and budget including engineers estimate by July 24 for interview with Community Design Working Group on July 31.