This document contains information regarding the Sacramento Area Council of Government’s Community Design Program for 2015-17 (Round 7). The program provides grants to local government agencies and their partners to implement the SACOG Blueprint Principles or smart growth. Approximately every two 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 [http://www.sacog.org/regionalfunding/communitydesign.cfm](http://www.sacog.org/regionalfunding/communitydesign.cfm)
2015 Community Design Funding Program (Round 7)

TABLE OF CONTENTS

Frequently Asked Questions ........................................................................................................... 2
Section 1 .......................................................................................................................................... 5
Guidelines for Community Design Funding Program .................................................................... 5
   A. General Description of Program ........................................................................................ 5
   B. General Application Process ............................................................................................ 5
   C. Funding and Local Matches ............................................................................................. 5
   D. Project Selection Process ................................................................................................. 6
   E. Implementation ............................................................................................................... 7
   F. Project Eligibility .......................................................................................................... 7
   G. Program Application Categories ...................................................................................... 9
   H. Two Different Optional Workshops ............................................................................... 10
   I. Program Schedule .......................................................................................................... 11
   J. Detailed Project Selection Process ................................................................................ 12
   K. Evaluation Criteria .......................................................................................................... 13
Section 2 ........................................................................................................................................ 17
2015 Community Design Funding Program (Round 7) Application Guidelines ............................ 17
   L. SACOG Program Coordinator And Updated Information .............................................. 17
   M. Pre-Submittal Letter (Required) .................................................................................... 17
   N. Application Format And Contents (Categories 1A, 1B And 2) ....................................... 19
   O. Checklist Of Application Requirements ......................................................................... 25
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 guidelines for Round 7 that have remained unchanged since Round 6 are:

- The program funds projects that promote the implementation of the SACOG Blueprint Principles (compact development, mixed of land uses, transportation options, etc.)
- 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;
- Projects activities must be federal transportation aid eligible (construction, environmental review, design or right-of-way purchase for transportation infrastructure);
- Only a draft funding target has been established for this round, but the program has historically funded between $12 million and $20 million, and Round 7 is expected to be on the higher end of this range;
- There are four categories of funding projects; Categories #1A (“Conventional pre-construction only”) and #1B (“Conventional construction”), #2 (“Complete Streets”) 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. Applicants receiving Category #1A funds in Round 7 must apply for Community Design Funding in Round 8 (some exceptions allowed; be sure to read about additional pre-construction activity requirements);
- 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 on July 22, 2015; and
- 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 is the Community Design Funding Program?**

The Community Design Program was established in 2003 by the SACOG Board of Directors to provide financial assistance to implement the principles of the Blueprint Project: 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.

3. **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.

4. **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.

5. **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.

6. **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.

7. **What are the critical dates?**
   The most important dates are the application submission deadline at 4:00 p.m., Monday, June 29, 2015, and interviews for all Category 1A, 1B and 2 applicants on Wednesday, July 22, 2015. Other additional key dates described in the application guidelines include the deadline for pre-submittal letters is June 5 and the working meeting/interview for all Category 1 and 2 projects is July 22.

8. **What are the changes in this round of Community Design Funding?**
   Generally, the program and application requirements, processes and guidelines remain mostly the same as the prior cycle, Round 6. The program in Round 7 will continue to fund a limited number of pre-construction projects (Category 1A) as was started in Round 6. In addition, Round 7 will place an emphasis on post-project tracking to verify if applications that claim land use impacts actually follow-through. SACOG will more closely monitor the land use impacts of funded projects and the associated land use changes and will take that into consideration for future applications from those applicants.

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 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 at [http://www.sacog.org/regionalfunding/communitydesign.cfm](http://www.sacog.org/regionalfunding/communitydesign.cfm) 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 for federal aid eligible capital projects that promote implementation of the Blueprint Project Principles. The Community Design Program provides financial incentives to local governments in Sacramento, Sutter, Yolo and Yuba Counties that have specific development and transportation improvements that will help foster Blueprint-friendly communities. The financial incentives, 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: www.sacog.org/regionalfunding/betterways.pdf): (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.

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 only a draft funding target for this round because SACOG’s federal and state funding estimates have not been made official, although a rough projected working estimate is approximately $17-19 million. Financial support for these programs will come primarily from federal
funding sources expected to be available to the region\textsuperscript{1}. 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**

<table>
<thead>
<tr>
<th>Expertise</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Use Planners</td>
<td>3-5</td>
</tr>
<tr>
<td>Project Engineers</td>
<td>1-2</td>
</tr>
<tr>
<td>Urban Design</td>
<td>1</td>
</tr>
<tr>
<td>Bicycle/Pedestrian Planning</td>
<td>1</td>
</tr>
<tr>
<td>Air Quality</td>
<td>1</td>
</tr>
<tr>
<td>Transportation Demand Management</td>
<td>1</td>
</tr>
<tr>
<td>Transit</td>
<td>1</td>
</tr>
<tr>
<td>Community Groups</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10-13</strong></td>
</tr>
</tbody>
</table>

SACOG staff encourages potential applicants to discuss possible projects. Applicants 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. If the project is determined to be eligible, a full application can then be submitted. The Working Group then 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

---

\textsuperscript{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).
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 if programming funds are available in the 2015/16, 2016/17, or 2017/18 fiscal years.
- 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 the end of 2018), contingent on SACOG having programming 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. 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

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 2015 Community Design Funding Program as described below:

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

  **Category #1A: Pre-construction:** 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*.

  **Category #1B: Construction:** 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 8 (2017) 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 estimated provided in Round 7. 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, 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 would not likely allocate more than 15 to 20 percent of this round’s overall amount to the 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.

- **Category #2: Complete Streets Projects:** 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. Project funding requests must be
between $1.5 million to $4 million.

- **Category #3: $100,000 Non-Competitive Projects:** This category is to provide 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. 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 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. Two Different Optional Workshops**

There will be two different optional workshops that potential applicants may attend:

The first workshop will provide an overview on SACOG’s four Regional Funding Programs: (1) Active Transportation Program; (2) Bicycle/Pedestrian, (3) Regional/Local and (4) Community Design funding programs. The workshop will describe the objectives, guidelines and application requirements for each program. This workshop will be held on

**SACOG Four Funding Programs Workshop**

**Wednesday, May 6, 2015**

10:00 a.m. to Noon

Sacramento Area Council of Governments
1415 L Street, Suite 300, Sacramento
(No RSVP necessary; open to all parties)

The second workshop will be exclusively for the Community Design Program. The workshop will review the program, the application requirements and lessons from prior funding rounds as they apply to this funding cycle, including how to prepare a grant application. The focus on the workshops is to provide insight into the thought process of the two review committees. This workshop will be held on:

**Community Design Program Workshop**

**Wednesday, May 27**

1 to 2 p.m.

Sacramento Area Council of Governments
1415 L Street, Suite 300, Sacramento
Phone-in Option (888-431-3598, access code 8547312801)
(No RSVP necessary; open to all parties)

**Incentive for Participating in May 27 Workshop:** Individuals who attend the second workshop will be allowed to submit drafts of their application to SACOG staff for a general review. Staff will provide verbal comments on the draft and specific suggestions for improvement. This service is not available to jurisdictions that do not have individuals attending one of these workshops.
I. Program Schedule

The following are the key dates of the application process. Please check the www.SACOG.org website for any updated announcements.

Monday, April 20, 2015  
Program and Application Guidelines released and posted on SACOG Website

Wednesday, May 6, 10 a.m.-Noon  
Optional Workshop #1: SACOG Regional Funding Programs: Active Transportation Program, Bicycle/Pedestrian, Regional/Local and Community Design

Wednesday, May 27, 1:00-2:00 p.m.  
Optional Workshop #2: Community Design Program Guidelines and Grant Writing 101

Friday, June 5, 4:00 p.m.  
Last day to send pre-submittal letters (all Categories)

Monday, June 29, 4:00 p.m.  
ROUND 7 APPLICATIONS DUE for all categories - One signed original, 15 copies 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.

Tuesday, June 30, Noon  
Submit .pdf file of application on CD or by email

Friday, July 17  
Working Group completes recommendations on selected projects; all applicants notified if they are recommended to move forward in the process, and, if so, an interview will be scheduled.

Tuesday, July 21  
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 22

Wednesday, July 22  
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)

July and Aug  
SACOG reviews all funding recommendations in the various funding programs and makes potential adjustments based on available funds.
Wednesday, August 26 (approx.) SACOG staff releases recommendations to SACOG Regional Planning Partnership (RPP)

Thursday, September 3 (10 a.m.) Staff presents recommended projects to SACOG Transportation Committee

Thursday, September 17 SACOG Board publicly releases draft of funding recommendations

Thursday, December 10, 2015 (9:30 a.m.) SACOG Board takes final action on recommended projects and determines final program funding amount

December, 2015 Initiate programming and federal authorization request process; depending on fund type received.

Spring, 2016 Earliest likely time a federal authorize request will be approved (for Categories 1 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 provide the applicant an assessment whether the project is eligible for the sources of funding offered in this program. Secondly, it provides 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 June 29 and may be sent by email.

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: meeting the objectives of the Blueprint Principles and (2) project readiness or deliverability.

In addition, this program cycle places an emphasis on the applicant to demonstrate that the projected associated land use changes identified will be reliable. These criteria, including the emphasis on projected land uses, 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 is described in more detail in sub-section K. The Working Group’s recommendations will be forwarded to Step 3.

Applicants may be contacted during the project selection process and 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 Sessions on Wednesday, July 22**
The SACOG Review Team will review the each Category 1 and 2 project’s ability to be delivered, and to ensure that they remain federal aid eligible. For ALL projects in Categories #1A, 1B or 2, a working meeting will take place between the Review Team and the applicant. Prior to the work session, 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 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 three funding programs (Regional Active Transportation Program, Regional/Local, and Bicycle/Pedestrian) 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 judged against by the Working Group. 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, more costly project in a more urban area. In other words, 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 to prior funded projects may be found at the Community Design website at http://www.sacog.org/regionalfunding/communitydesign.cfm

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 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 for others to follow?
Emphasis on Associated Land Use Changes

In this round, an emphasis is being placed on the applicant demonstrating that the land use changes consistent with the Blueprint Principles are generated and will occur. 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 these proposed changes are. 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 metric 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 jurisdictions ability to receive funding in this program in the future.

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 #1 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 exist 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 that provides the Selection Committee.

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.
This section serves as the Request for Applications and directly addresses the requirements for applying for a Community Design 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, Fax: (916) 321-9551; E-mail: gchew@sacog.org.

SACOG staff will provide assistance to all potential applicants regarding eligibility, deliverability and the application and selection process. Staff will also provide preliminary draft application review to individuals who attend one of two optional workshops (See sub-section H).

Updated information will be posted on the Community Design page at http://www.sacog.org/regionalfunding/communitydesign.cfm 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 1, and 2 must be received by SACOG any time between April 20 and June 5, 2015 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 June 29, 2015.

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

Here are the key pre-submittal questions that the SACOG Review Team will be addressing:

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 1 and 2; Project Manager Name for Category 3
5. Federal Aid Project Manager’s phone and email (Category 1 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, etc.)
7. Categories 1, and 2: (a) What is the preferred fiscal year programming date? Explain any reasons why if you have a particularly programming target year. (b) When is the starting date (assume that federal clearance of the project will take place no earlier than winter, 2016)? Category 3: Will you be able to fully use the grant funds before December 31, 2018 (assume SACOG has program capacity for funding for that year)? (c) only for Category 1A pre-construction projects: what is your preliminary estimate to construct the project after it is designed?
8. Why does this project help promote the Blueprint Project? (limit to one paragraph only)
9. **New:** What, if any, are the associated land use changes 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 1, and 3: 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 1, 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 Team.
13. (Category 1 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 1 labeled original signed application and 15 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 noon on Tuesday, June 30. If submitted by email, it is the applicant’s responsibility to ensure that the file has been received by SACOG.
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:

<table>
<thead>
<tr>
<th>Max Pages</th>
<th>Content Element; Category</th>
<th>Content Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Cover memo</td>
<td>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 Manager listed above. If a jurisdiction submits more than one application, only the delegated official may sign all cover letters.</td>
</tr>
<tr>
<td>1</td>
<td>Signed statement understanding terms of award</td>
<td>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.</td>
</tr>
<tr>
<td>1</td>
<td>Letter from Applicant’s Federal Aid Project Manager</td>
<td>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.</td>
</tr>
<tr>
<td>1-2</td>
<td>Project Summary Table #1</td>
<td>Summary description of grant application using similar format to Table #1 shown in this sub-section.</td>
</tr>
<tr>
<td>4 total pages</td>
<td>Narrative Project Description</td>
<td>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. The text narrative may be interspersed with graphics, but the collective text length should not exceed 4 pages.</td>
</tr>
<tr>
<td>Max Pages</td>
<td>Content Element; Category</td>
<td>Content Description</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>6 total pages</td>
<td>Project Maps/Graphics/ Photos</td>
<td>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 subsection K for suggested ideas. May be interspersed with narrative text.</td>
</tr>
<tr>
<td>1</td>
<td>Project timeline</td>
<td>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 10 page limit above.</td>
</tr>
<tr>
<td>1</td>
<td>Project Budget - Table #2</td>
<td>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 10 page limit above.</td>
</tr>
<tr>
<td>As applicable</td>
<td>Copy of pre-submittal letter and response letter</td>
<td>Copy of pre-submittal letter sent to SACOG; and SACOG’s written response letter</td>
</tr>
<tr>
<td>10 pages total</td>
<td>Pre-existing Related Materials and/or Letters of support or commitment.</td>
<td>Any additional information that will provide support for the application. This information should be pre-existing 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. 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 not have letters sent directly to SACOG; instead, they must be part of the application package.</td>
</tr>
</tbody>
</table>
**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 cover letter. The applicant does not need to replicate this exact format, but the table must fit one page.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>(official name of project)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Agency</td>
<td>(lead organization of grant application; entity that assumes all responsibility regarding management of federal aid funding, the match and project delivery)</td>
</tr>
<tr>
<td>Lead Person and contact information</td>
<td>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, fax number and email address. This individual must be the trained in managing federal transportation aid funding.</td>
</tr>
<tr>
<td>Partner Organizations</td>
<td>(names of other organizations officially affiliated with the grant project)</td>
</tr>
<tr>
<td>Grant Category</td>
<td>Category #1A (Conventional Pre-construction), #1B (Conventional Construction), 2 (Complete Streets)</td>
</tr>
<tr>
<td>Community Design Funds Requested</td>
<td>(amount of money requested from Community Design Grant Program; SACOG administrative fees will not be taken from this amount)</td>
</tr>
<tr>
<td>Overall Committed Total Grant Project Costs</td>
<td>(total estimated committed amount for project from all funding sources; please round figure to nearest $1,000; do not include the Community Design amount requested)</td>
</tr>
<tr>
<td>Local Match and other funds</td>
<td>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.</td>
</tr>
<tr>
<td>Estimated Construction Cost</td>
<td>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.</td>
</tr>
<tr>
<td>Minimum Amount to Conduct Project</td>
<td>(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. )</td>
</tr>
<tr>
<td>Project Description</td>
<td>(summary description of project that may include what is the project, its need, its location, and how the grant funds will be utilized. Not to exceed 125 words)</td>
</tr>
</tbody>
</table>
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 four 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 four 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. 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 July 22, 2015. Details to be provided in the response to your pre-submittal letter.

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

Project Name ____________________________  SACOG ID (if available) ________________
O. Checklist Of Application Requirements

1. **Program Updates:** check for any program updates under the Community Design link at the SACOG website at www.sacog.org.

2. **Optional Workshops:** Attend up to two different optional workshops on May 6 or May 27. Attendees 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.

4. **Pre-submittal letter:** All applicants are required to provide a pre-submittal letter by June 5 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 signed original and 15 copies of the grant application by no later than 4:00 p.m. (strictly enforced) on Monday, June 29, 2015, to Greg Chew, SACOG Senior Planner, 1415 L Street, Suite 300, Sacramento, CA 95814. (Category 3 project see special instructions in sub-section M).

8. **PDF File Submittal:** Also, please submit one compact disc with one .pdf file of all the application contents by no later than noon, Tuesday, June 30, 2015. Scanned materials into the pdf file are acceptable, such as maps, graphics, related materials and letters of endorsement. Emails to program coordinator are acceptable but applicant must verify that SACOG received it. Check **sub-section I** for details.