



2018 GREEN REGION GUIDELINES

APPLICATION AND GUIDELINES RELEASE DATE: June 25, 2018

APPLICATIONS DUE: 4 p.m., Friday, August 24, 2018

This document contains the guidelines for the Sacramento Area Council of Governments (SACOG) Green Region Program. The program grants funding from a variety of sources to local government agencies and their partners to projects that meet performance outcomes, overall policy, and selection considerations identified by the SACOG Board.

Section 1 contains the 2018 Guidelines for the Green Region Program. Page 3 provides the schedule for this funding round.

Section 2 contains application instructions for the 2018 Green Region Program. Please note the Green Region Program application itself is a separate document.

Section 3 contains the 2018 Green Region Program guidance on addressing performance outcomes.

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Reference Information

Schedule

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

June 21, 2018 Call for projects approved by the SACOG Board

June 25, 2018 Applications available
Process begins

August 24, 2018 Project applications due by 4:00 p.m.

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

November 1, 2018 Staff presents recommended projects to SACOG Transportation Committee

November 15, 2018 SACOG Board publicly releases draft of funding recommendations

December 20, 2018 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. The earliest opportunity to receive funds is February 1, 2019

Program Contact

Please direct any questions regarding the Green Region Program to the SACOG Climate and Energy Team Manager.

Raef Porter, Senior Planner

Phone: (916) 340-6261

E-mail: rporter@sacog.org

Section 1: Program Guidelines

This section addresses the policy and processes to be utilized for the competitive Green Region Program.

Overview of Program

The Green Region Program is SACOG's newest competitive program. The program is intended to help our region's transportation system emit fewer emissions while continuing to function effectively and efficiently. It works in conjunction with other programs at SACOG in relation to the Metropolitan Transportation Plan / Sustainable Communities Strategy (MTP/SCS). While there are many efforts underway in the region to influence the choices people make about transportation and adopt lower emitting vehicles, Green Region is an attempt to bring together the various partners, both public and private, that are working toward this same goal.

The Plan focuses on five groups of projects: personal vehicles, shared rides and vehicles, public and private microtransit and shuttles, medium and heavy duty fleets, and disadvantaged communities.

There are many productive efforts at moving the region toward a more sustainable and cleaner form of transportation. SACOG will work with its partner agencies on these efforts to implement the Green Region Program. The Green Region plan, which outlines the programs and policy framework, was adopted by the SACOG Board on May 17, 2018. It provides the policy foundation for this program.

Goals of Program

The Green Region Plan is a collection of projects that work together to help make our region the region with the most robust system of clean transportation options in America. The Plan has three main goals:

1. Concentrated investment in electrification of the region's transportation fleet to demonstrate technologies and our region's interest in a zero emission transportation future.
2. Showcase the region's ability to coalesce around clean transportation technology and signal to the State of California that we know how to effectively invest in clean transportation, and we should receive additional funds to further this goal.
3. Work with other programs around land use, transportation demand management, smart cities and infrastructure, and equitable access for all in a cohesive and comprehensive way that helps our region achieve its air quality and greenhouse gas emission goals.

Funding

Financial support for this and other SACOG programs will come primarily from federal funding sources expected to be available to the region. The SACOG Board of Directors will approve the amounts allocated to each program before the start of the project selection process, according to the 2016 MTP/SCS and the agency's more immediate priorities. The fund estimate for the 2018 Green Region Program is \$11,760,000. The overall selection of projects, across programs, is dependent on the funding and fund sources available.

Most of the projects selected for this and other SACOG programs must qualify for the federal/state funding sources available to SACOG. Federal funding requirements are applicable. For capital projects, federal funds may be used for the preliminary engineering phase, which includes environmental work and design, as well as for right-of-way and construction phases.

SACOG reserves the right to fund less than the amount reserved for each funding program in a given funding cycle. Additionally, SACOG encourages project applicants to seek other sources of funding that may be available.

Project Eligibility

Projects must be eligible for CMAQ, RSTP, or STIP funds.

Screening Projects Out

A full application must be submitted to SACOG staff to be considered for funding.

All of the following conditions must be met for a project to proceed in the evaluation process. Failure to meet each screening consideration will eliminate the project from further consideration.

1. Projects must provide a minimum of 11.47% match in non-federal funds towards the project cost, as is required for all federal aid funding projects. In other words, for every \$100,000 of total project cost (grant and match combined), the program will pay up to \$88,530 for every \$11,470 of match provided by the project applicant.
2. The project must be eligible for CMAQ funds.
3. The project must be scheduled to begin construction or operation no later than April 2021, and if applicable, preliminary engineering and environmental analysis scheduled within one year.
4. A request for construction funding must demonstrate that environmental, engineering, and right-of-way will be ready by the time funds are requested, and that the agency has the financial capacity for ongoing operations and maintenance.

SACOG staff will forward applications meeting all screening criteria to the Green Region Program's project selection process.

Project Selection Process

The Green Region Program evaluates applications across a series of related performance assessments. First, a group of SACOG staff reviews projects for eligibility. SACOG then convenes a working group comprised of both SACOG and outside agency staff. After individually reviewing and evaluating applications, the working group meets to rank and prioritize submitted projects.

Working Group prioritizes and ranks the projects

The Working Group prioritizes and ranks the projects, according to an iterative process that uses both quantitative and qualitative methods. The Working Group will meet over several sessions and evaluate the projects both against the criteria listed in these guidelines and the pool of candidate projects. To establish project performance, the Working Group will consider the project's cost effectiveness, deliverability, context sensitivity, narrative responses, and application as a whole. Project costs and schedule estimates for environmental, engineering, right-of-way

(ROW) and start-up construction must be believable, based on standards for similar projects. The project applicant must have a track record that demonstrates technical capacity and reliability for similar projects. Further, the applicant must demonstrate how the project is appropriate for the surrounding community's current and expected land uses and transportation needs, and considers the range of current and future users.

The four general evaluation criteria, defined below, will be used by the Working Group. Applicants should use this section to understand the approach that the Working Group will take when considering the proposed project against the performance outcomes. Applicants should also consider this when selecting competitive projects. The four criteria are:

1. Within at least one of the Green Region Plan program areas (See Section 3 for description);
2. Reduce regional vehicle miles travelled (VMT) per capita;
3. Increase multi-modal travel/ alternative travel/ choice of transportation options;
4. Advances the use of electric and other zero-emission vehicles;

The Working Group will be looking for applications with supporting evidence of performance and need through the application. The compilation of projects recommended by the Working Group must meet the intentions of the Board approved goals and priorities for the Green Region Program. The Working Group recommendation, upon completion, will be provided to SACOG management staff for use in the development of the final draft recommendation to the SACOG Board of projects across the various funding programs. Selection and funding of projects is limited to the available state and federal funding available at the time of programming action.

Implementation

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

- Follow SACOG's delivery policy at the time of the award for obligating and spending the grant funds. The policy requires that project applicants honor the schedule and/or delivery commitment schedules for obtaining funds and implementing the phases of the project.
- 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 required for projects receiving federal funding in the Sacramento region, with a few exceptions. 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 SACOG's delivery guidelines at the time of the 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. The earliest opportunity to obligate/delivery awarded funding is February 1, 2019.

When a project receives funding, the MTIP and is ready for implementation, the lead agency requests a federal authorization (E-76) from Caltrans. Only after the project is authorized, can the sponsor incur expenses that will then be reimbursed from the grant. A project sponsor submits invoices for the entire cost incurred, and is reimbursed at the authorized reimbursement rate.

Section 2: Application Instructions

This section outlines the requirements for applying for a 2018 Green Region Program grant. Please read the instructions in this section with the information in Section 1 when preparing your grant request. Check for any program updates under the 2018 Green Region Program link at the SACOG website: <https://www.sacog.org/green-region>

Application Contents Description

Applicants must use the templates provided on the SACOG website when provided. In the electronic submission, submit these application pieces as separate attachments, not as a single file. File names for application contents should include the reference number, the applicant name, the project name, and the description of the item, e.g. "2. City of Paradise – Main Street Improvements - project app".

Ref. #	Application Content	Template provided by SACOG?	Applies to	Submitted as
1	Cover letter	No	All projects	PDF
2	SACOG Project Application	Yes	All projects	PDF
3	SACOG Engineer Cost Estimate	Yes	All projects	Excel
4	CMAQ Emissions Benefit Calculation	No	All projects	Excel
5	Optional letters of support and/or additional graphics	No	All projects, but is optional	PDF

All SACOG-provided templates are available on the Green Region Program website: <https://www.sacog.org/green-region>

1. Cover letter

The cover letter must be on letterhead of lead applicant and signed by the chief elected official of governing body, chief executive officer, or designated official who has managerial authority over the application. Electronic signature is acceptable. The cover letter should acknowledge that the application is authorized by the jurisdiction or agency, provide the official name of the project, and identify a project manager. Any other content is optional. Please address the cover letter to the 2018 SACOG Green Region Manager: Raef Porter, Senior Planner.

2. Project Application

Complete the Project Background section of the application. Answer the narrative section for the outcomes. The application provides suggested lengths for question responses, but does not identify a required maximum or minimum length.

3. Engineer's Cost Estimate

Fill out the Engineer's Cost Estimate with your project information. Please use the Excel version available online. Attach completed excel sheet to project application.

4. Emissions Benefit Calculations for CMAQ Funding

Applicants are required to complete and attach a Congestion Mitigation and Air Quality ([CMAQ emissions benefits calculations](#)) on projects that include new bicycle and pedestrian facilities, carpool lanes, bus replacements and expansion, light rail replacement and expansion, and Park & Ride lots. CMAQ funds are intended to support projects that improve air quality and relieve congestion, and are more than one-third of the funding distributed through the Green Region Program. A project may receive a mix of fund types (e.g. part CMAQ, part RSTP) if only part of the scope is CMAQ-eligible. SACOG reserves the right to ask applicants to complete the CMAQ emissions calculation at further stages of the evaluation.

For assistance with the CMAQ emissions benefit calculations, please contact:

José Luis Cáceres, Transportation Planner, SACOG
(916) 340-6218
JCaceres@sacog.org

5. Optional Content

Project applicants may attach additional information to help the working group understand the significance of your project. This may include pictures of the project area, letters of support, and/or other exhibits related to your project. Do not send the letters of support directly to SACOG; instead, include any letters as part of the overall application. Do not attach completed local planning documents.

Applicant Reminders

1. Coordinate early: 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 to establish a partnership/sponsorship.
2. Use the right template: All SACOG-provided templates are available on the Regional Funding Program website: <https://www.sacog.org/green-region>.
3. Submittal Deadline: Applications can be submitted at <https://www.sacog.org/green-region> beginning June 25, 2018, and are due **4:00 p.m. on Friday, August 24, 2018**.

Application checklist

Your application must include:

- A submittal letter (scanned or electronic signature acceptable)
- Complete project application
- SACOG Engineer's Cost Estimate
- CMAQ Emissions Benefit Calculation (required for projects with the identified scope elements, optional for all others)

Optional additional attachments

- Letters of support, partnership, or commitment
- Pictures of the project area or other relevant exhibits

Section 3: Green Region Plan Guidance

[The Green Region Plan](#) helps our region's transportation system emit fewer emissions while continuing to function effectively and efficiently. While there are many efforts underway in the region to influence the choices people make about transportation and adopt lower emitting vehicles, the Green Region Plan is an attempt to bring together the various partners, both public and private, that are working toward this same goal.

The Green Region Plan is a collection of projects that work together to help make our region the region with the most robust system of clean transportation options in America. The Plan has three main goals:

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2. Showcase the region's ability to coalesce around clean transportation technology and signal to the State of California that we know how to effectively invest in clean transportation, and we should receive additional funds to further this goal.
3. Work with other programs around land use, transportation demand management, smart cities and infrastructure, and equitable access for all in a cohesive and comprehensive way that helps our region achieve its air quality and greenhouse gas emission goals.

The Plan focuses on personal vehicles, shared rides and vehicles, public and private microtransit and shuttles, medium and heavy duty fleets, and disadvantaged communities. Each of these groups contains multiple projects, explained in more detail below.

Program Descriptions

[EV charging program for public charging](#)

Program Summary Fund publically available DC Fast Charging stations.

[Fund a regional EV car share program, Provide assistance for EVs in regional car rental companies, and Place EVs in TNC fleets and analyze use of TNCs in the region](#)

Program Summary Acquire a fleet of EVs as demonstration vehicles for car share, rental companies, and TNCs on a three year basis

[Provide incentives for EV shuttles in public fleets, and Bring private microtransit providers using EVs into the region](#)

Program Summary This program will focus on 12 passenger microtransit service and cutaway buses, where EV technology currently exists.

Plan and provide funding for zero emission buses and required fueling infrastructure

Program Summary This is an extension of the SECAT program, with a specific focus on public transit operators

Light, medium, and heavy duty ZEV fleets

Program Summary This is an extension of the SECAT program for non-transit fleets

Mobility Hubs in disadvantaged communities

Program Summary Provide targeted incentives, education, and outreach to populations that have been underserved will insure equity in the Green Region plan. This project will pilot an all EV mobility hub in a selected community.