

# FY 2019/20 – FY 2022/23 Call for Projects Guidelines



## Calaveras Council of Governments

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## **Calaveras Council of Governments**

### **Call for Projects**

#### **1. Introduction**

The Calaveras Council of Governments (CCOG) approves State and federal funding for City and County transportation projects through periodic “call for projects”. The funds available come from State and federal sources that are apportioned to the agency using statutorily prescribed formulas. The last funding cycle conducted by CCOG was completed in 2015 and covered FY 2015/16 to 2018/19. Since that cycle was completed, a project allocated funding in FY 18/19 has been deleted. A new call for projects is being initiated in November 2017 to reallocate the deleted project’s funding in FY 18/19 and to program four years of new revenue, from FY 19/20 – FY 22/23.

Included in these guidelines are the fund estimate, schedule, project evaluation ground rules, new timely use of funds requirements, and project nomination application for this call for projects. Applications are due to the CCOG office no later than 5:00 pm on February 9, 2018. In February and March 2018, the CCOG Technical Advisory Committee (TAC) will review the project applications and recommend to the Council a prioritized list of projects for funding from the revenues estimated to be available for this cycle. The final recommendation will be presented to the Council for adoption during the regularly scheduled CCOG meeting in April 2018.

#### **2. Eligible Applicants/Projects**

Eligible applicants for this call for projects include the parties to CCOG's Joint Powers Agreement (JPA), which are the CCOG, the City of Angels and the County of Calaveras. Special Districts, citizen groups, and other agencies are encouraged to apply. Such agencies must apply through their respective jurisdiction (County or City). An application for a project nominated by a non-JPA agency must be accompanied by a resolution or minute order from their respective jurisdiction demonstrating that they have the endorsement of the jurisdiction’s policy body. All project applications are subject to review by the Technical Advisory Committee (TAC) and approval by the Council.

#### **3. Timely Use of Funds**

Attached as Appendix A is a draft Timely Use of Funds policy that would become part of the guidelines for this call for projects. The intent of the Timely Use of Funds policy is to ensure sponsoring agencies do not lose any funds due to missing a federal or state funding deadline. The policy also is intended to ensure that Calaveras County residents benefit from an improved transportation system through the expeditious application of the scarce transportation resources available to our region. Funding that goes unused for years defers safety, air quality, goods movement, and congestion reduction benefits. Worse yet, funding that lapses to other regions never results in benefits for our citizens.

The regional deadlines described in the policy have been established in advance of state and federal funding deadlines to provide the opportunity for project sponsors to solve potential project delivery issues and bring projects back in-line in advance of losing funds due to a missed funding deadline. The policy is also intended to incentivize project delivery by ensuring that projects awarded funding remain a priority for their sponsor or, if funds lapse, they are allocated to other priority projects.

It is the intent of CCOG to assist project sponsors in delivering their projects in a timely manner. The completion of projects is the goal that CCOG, its member agencies, and project sponsors should all be striving for. When extraordinary or unforeseen circumstances are encountered on a project, project sponsors may request a deadline extension from CCOG. To expedite project delivery, on a case-by-case basis, CCOG has assisted and will continue to assist project sponsors by administering the consultant procurement process for regionally funded projects. CCOG will also continue to propose new ideas and procedures intended to result in the ultimate success of project sponsors.

Occasionally, projects will fail to meet the deadlines. Unexpected obstacles encountered after the project evaluation process may make the proposed project infeasible. The priorities of a sponsor may change after funding award and community needs may shift. Staffing or matching fund resources may no longer be available. In these cases, projects will be challenged to meet the timely use of funds deadlines. Projects in these cases will lapse funding, and the funding will be reallocated to other projects in the same or prior cycles needing additional funding. Funding may also be allocated to projects on the backup list approved by the Council at the time the OWP\CIP was approved.

#### **4. Call for Projects Schedule**

This call for projects will be conducted according to the schedule shown below.

| <b><i>Date</i></b>             | <b><i>Deadline</i></b>                                                                                                       |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <i>November 15</i>             | <i>Upcoming Call for Projects Discussed at TAC Meeting</i>                                                                   |
| <i>November 21</i>             | <i>Working Group Discusses Draft Guidelines, Recommends the CCOG Council Adopt Guidelines and Initiate Call for Projects</i> |
| <i>December 6</i>              | <i>Council adopts Call for Project Guidelines, Initiates Call for Projects</i>                                               |
| <i>February 9, 2018 5 p.m.</i> | <i>Project Applications Due to CCOG</i>                                                                                      |
| <i>February 21, 2018</i>       | <i>TAC Reviews Project Applications, Develops Draft Funding Recommendation</i>                                               |
| <i>March 7, 2018</i>           | <i>Draft Funding Recommendation Presented to CCOG Council</i>                                                                |
| <i>March 21, 2018</i>          | <i>TAC Adopts Final Funding Recommendation</i>                                                                               |
| <i>April 4, 2018</i>           | <i>CCOG Council Adopts Final Funding Recommendation</i>                                                                      |
| <i>April 2018</i>              | <i>Federally Funded Projects Submitted to Caltrans for Inclusion in FSTIP</i>                                                |

## 5. Estimated Funding Available

The estimated funding for this cycle is as follows:

| Fund Source         | FY 18/19  | FY 19/20  | FY 20/21  | FY 21/22  | FY 22/23  | Total       |
|---------------------|-----------|-----------|-----------|-----------|-----------|-------------|
| <b>CMAQ</b>         | \$0       | \$60,500  | \$242,100 | \$403,500 | \$403,500 | \$1,109,600 |
| <b>RSTP</b>         | \$210,000 | \$210,000 | \$210,000 | \$210,000 | \$210,000 | \$1,050,000 |
| <b>LTF Bike Ped</b> | \$0       | \$16,600  | \$16,600  | \$16,600  | \$16,600  | \$66,400    |
| <b>Total</b>        | \$210,000 | \$287,100 | \$468,700 | \$630,100 | \$630,100 | \$2,226,000 |

Funds are available from three sources.

Congestion Mitigation Air Quality (CMAQ). This federal funding source is apportioned to state governments to support transportation projects or programs that will contribute to attainment or maintenance of the National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide, and particulate matter. The State sub-apportions CMAQ funds to eligible counties and allows regional transportation agencies in those counties, such as CCOG, to select projects for funding that are appropriate for their respective region. Projects eligible for funding include, but are not limited to, transit Improvements, bicycle and pedestrian facilities, public education and outreach activities, carpooling, vanpooling and car sharing programs.

Regional Surface Transportation Program (RSTP). This federal funding source is also apportioned to state governments as a block grant to promote flexibility in State and local transportation decisions and provide flexible funding to best address State and local transportation needs. The State of California sub-apportions part of the funding to regional agencies such as CCOG, allowing CCOG broad flexibility to select projects that meet the region's needs and priorities. The state also allows smaller regional agencies such as CCOG the option of exchanging its sub-apportionment for state cash provided that projects funded with the exchanged monies meet the federal program's eligibility requirements. This reduces the project administration costs of project sponsors in these smaller regions and provides funding that can be used as a match to leverage federal grants. Eligible projects for this funding source include but are not limited to roads and highways, bridges, tunnels and transit capital facilities.

Local Transportation Fund (LTF). This funding source is derived from ¼ cent of the general sales tax collected statewide. The funds may be used for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance. Some counties, including Calaveras, have the option of using these funds for local streets and roads projects if they can demonstrate to the regional transportation planning agency that there are no unmet transit needs. Two percent of the remaining funds may be made available for city and county facilities for the exclusive use of pedestrians and bicycles.

## **6. Ground Rules for Project Evaluation**

Project applications received by CCOG will be evaluated by the Technical Advisory Committee to the CCOG Council. The TAC Committee will recommend to the Council the projects that it believes should be funded with the available resources. The Council has final approval authority on projects that will be funded. When evaluating project applications, the TAC will operate according to the following ground rules.

- The Technical Advisory Committee (“the Committee”) will strive towards an equitable distribution of funds among member agencies.
- The Committee may recommend a lower funding than that requested. If the local agency expresses that it cannot deliver the project with the lower amount at the time of the draft recommendation, the funds will be re-distributed and the recommendation revised before CCOG Council consideration.
- The Committee will recommend a funding source (RSTP, CMAQ, LTF) for a recommended project. Aside from ensuring that basic eligibility requirements are met by projects for the recommended funding source, the Committee will strive to maximize leveraging of outside funding for the project and region, minimize the costs to sponsors of administering federally funded projects, and align projects with funding sources that will increase the probability they will meet timely use of funds deadlines.
- The Committee, in some cases, may recommend a different programming year than requested due to financial capacity. If the local agency expresses it cannot utilize the funding in that year at the time of the draft recommendation, the funding will be re-allocated to another project and the recommendation revised before CCOG Council consideration.
- The Committee will establish a "back up list" of projects to be funded, should there be project cost savings/project delivery failures.
- The Committee will strive toward a multimodal programming recommendation.
- To the degree possible, the Committee will group projects in similar categories so they can be evaluated within the same category (i.e. bike projects in one group, local road projects in one group, traffic signal projects in one group)
- To facilitate project delivery and make the most efficient use of federal funds, the Committee will try to concentrate federal CMAQ funds on fewer, larger projects and maximize the federal share on federalized project so as to reduce the overall number of federal-aid projects. The Committee will also seek to use RSTP and LTF for Preliminary Engineering (PE) and Right of Way (ROW) phases and target the federal CMAQ funds on the Construction (CON) phase, thus further reducing the number of authorizations processed by Caltrans and FHWA.
- The Committee will utilize “High”, “Medium”, and “Low” to indicate how well projects match up against the evaluation criteria.

## **7. Evaluation Criteria**

The objective of the regional evaluation criteria is to review and rate similar types of projects. Projects will be compared to one another within their category in order to determine the magnitude of the improvement and to arrive at a final recommendation. The evaluation criteria for this call will be:

- Improvements in Congestion Relief. Will the project result in VMT reductions, LOS improvements, travel time savings, etc.?
- Improvements in Air Quality. Will the project reduce emissions of both traditional air pollutants as well as greenhouse gas emissions, and to what extent? For CMAQ projects, air quality benefits must be quantified by using the CARB Air Quality Model or other descriptive, but detailed, information. Emissions reductions can occur through the following:
  - Eliminating vehicle trips
  - Inducing a mode shift away from single occupant vehicles (SOVs)
  - Reducing vehicle miles traveled (VMT)
  - Improving traffic flow (e.g., through signal coordination or by removing a bottleneck); reduction in vehicle idling
  - Converting to cleaner fuels, equipment, fuel systems and/or vehicles
- Improvements in Accessibility/Mobility. Will the project close a gap, provide a link, or close a barrier?
- Improvements in Safety. Will the project address a critical accident area or resolve non-standard design issues, such as eliminating non-standard geometrics?
- Improved Goods Movement. Will the project improve truck movement, remove barriers to truck movement, promote efficient intermodal connections?
- Matching Funds. To what degree (percent) do other funding sources provide matching funds? What are the amounts of secured funding on the project (dollar amount and percent of total project cost)?
- Leveraging Funds Will the funding requested be used to leverage outside funding?
- Construction Phase Funding. Is funding being requested for the construction phase; as a result, the funds will directly result in a built project. This is a "yes or no".
- Improvements to Mode Share. Will the project provide alternatives to driving alone, such as transit or bike/pedestrian travel modes.

- Project Readiness. Is the environmental document complete? What stage is the project in design or right-of-way? What year is funding being requested?
- Project Delivery Record. Has the sponsor expeditiously delivered projects funded in prior cycles?

#### **8. Instructions for Submitting Project Applications**

Application packets must include the following items for each project submittal:

- Application Form
- Planning Goals
- Local Jurisdiction Endorsement Form (If applicable)
- Resolution or Minute Order

Applicants must submit one electronic copy of the completed application, in MSWord or PDF format. Incomplete applications will be returned to the applicants for completion. All projects must be approved by the County Board of Supervisors or City Council prior to submission of the applications. A copy of the resolution or minute order detailing approval must be included with the application. Non-JPA agencies must also submit an endorsement form signed by an authorized representative from their respective jurisdiction.

The deadline for all submittals is February 9, 2018 at 5 p.m. Applications must be submitted to:

Calaveras Council of Governments  
P.O. Box 280  
444 E. Saint Charles St., Suite A  
San Andreas, CA 95249

Submission via email are acceptable and must be sent to: [ekelly@calacog.org](mailto:ekelly@calacog.org)