



## 2022/23 REGIONAL PROGRAM TRANSFORMATIVE CATEGORY

### GUIDELINES

APPLICATION AND GUIDELINES RELEASE DATE:

**October 24, 2022**

APPLICATIONS DUE:

**4:00 p.m., Wednesday, February 8, 2023**

This document contains the guidelines for the Transformative category of the Sacramento Area Council of Governments (SACOG) 2022/23 Regional 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 of Directors.

Please note: This funding program applies to the counties of Sacramento, Sutter, Yolo, and Yuba only. Placer and El Dorado Counties have their own programming process through a Memorandum of Understanding with SACOG. Projects must be located within the four-county portion of the region.

**Section 1** contains the 2022/23 guidelines for the Transformative category of the Regional Program. Page 2 provides the schedule for this funding round.

**Section 2** contains application instructions for the 2022/23 Transformative category of the Regional Program. Please note the application itself is a separate document.

**Section 3** contains evaluation guidance on addressing performance outcomes and evaluation criteria in the 2022/23 Transformative category of the Regional Program.

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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/regional-program>.

**October 24, 2023** Call for Projects begins with release of program guidelines and application

**February 8, 2023** 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 the Regional Program, will be made.

**March 31, 2023** Staff releases project award recommendations

**April 6, 2023** Transportation Committee recommends project awards to the SACOG board for final approval

**April 20, 2023** SACOG board takes final action on recommended projects and determines final program funding amount

**July 2023** Initiate programming and federal authorization request process, depending on fund type received. The earliest opportunity anticipated to receive funds is July 1, 2023<sup>1</sup>

### Program Contact

Please direct any questions regarding the Regional Program or the application process to the Regional Program coordinator:

**Chris Dougherty**

Funding and Grants Program Manager

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

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<sup>1</sup> Actual receipt of funds will vary. Please contact Miguel Mendoza of the Metropolitan Transportation Improvement Program team at [MMendoza@sacog.org](mailto:MMendoza@sacog.org) for more information on project delivery, such as how to accelerate the delivery of your project and when to expect receipt of funds, especially if you would like to start state or federally-reimbursable work as soon as possible.

## SECTION 1: PROGRAM GUIDELINES

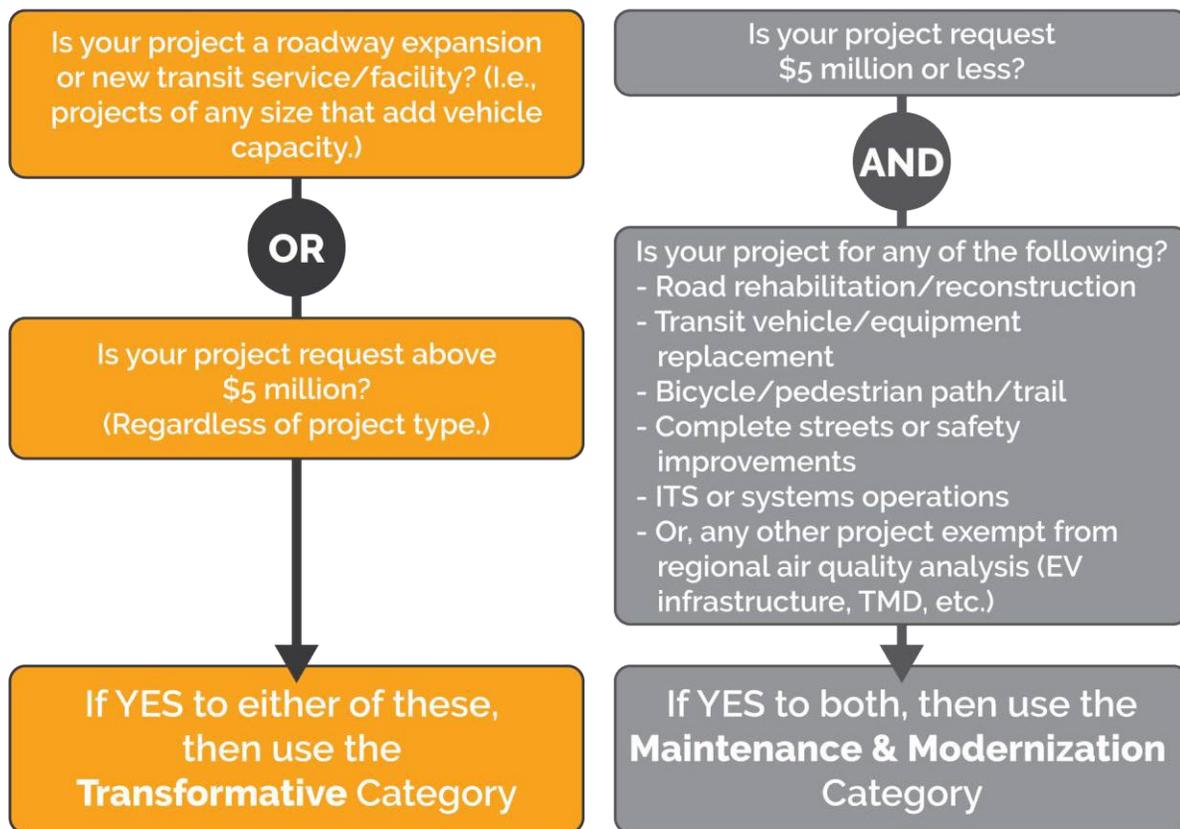
This section addresses the policy and processes to be utilized for the Regional Program. Application instructions may be found in Section 2. The Regional Program is SACOG's largest competitive program and is comprised of two primary categories.

- The **Transformative** category is for all system expansion project requests (of any size) and for larger (above \$5m) non-expansion project requests that can demonstrate significant regional benefit.
- The **Maintenance & Modernization** category is for non-expansion project requests of \$5 million or less that improve the management and condition of existing transportation assets.

The below gives a simple decision tree chart between the Transformative and Maintenance & Modernization categories. Sponsors can reach out to SACOG staff during the consultation phase if they have detailed questions about project eligibility.

### Which category is right for your project?

#### Transformative or Maintenance & Modernization



## Program Goal and Objectives

The policy framework adopted by the SACOG board in September 2020 provides the policy foundation for this program. The emphasis of the Regional Program is to fund cost-effective transportation projects that realize the performance benefits of the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). The program seeks to promote effective and efficient use of limited state and federal funding resources to both develop and maintain the regional transportation network and provide regional benefits. This is accomplished through the funding of capital and lump-sum category projects included in the 2020 MTP/SCS and reflected in the following performance objectives of the MTP/SCS:

1. Reduce regional vehicle miles travelled (VMT) and/or greenhouse gases (GHG) per capita.
2. Reduce regional congested VMT per capita.
3. Increase multi-modal travel/alternative travel/choice of transportation options.
4. Provide long-term economic benefit within the region, recognizing the importance of sustaining urban and rural economies.
5. Improve goods movement, including farm-to-market travel, in and through the region.
6. Significantly improve safety and security.
7. Demonstrate “state of good repair” benefits that maintain and improve the existing transportation system.

The 2022/23 cycle includes “advance racial equity” as a goal for the Regional Program. This is part of SACOG’s commitment to work toward a just and equitable region that addresses the historic wrongs and where health and economic outcomes for all groups are improved. The Transformative category incorporates racial equity as a cross-cutting objective across the seven performance outcomes, where sponsors can draw on data and analysis (including the environmental justice data produced in the project performance assessment [PPA] tool) to evidence how the project provides benefit for disadvantaged communities within the seven performance outcomes.

## Funding

A budget of \$ \$115.1 million for the three Regional Program categories (Maintenance & Modernization, Transformative, and Revolving Match) will be available to project sponsors. The budget reserves up to 25 percent of the Regional Program budget for the Revolving Match program to support projects competing for federal or state competitive grant applications (up to \$28.75 million total, \$4 million cap per sponsor). The Revolving Match Guidelines and applications are provided as a separate document due to the different schedule and ongoing/semi-annual call for projects. The budget for the Maintenance & Modernization program category is a minimum of 50 percent, or \$57.55 million. Lastly, up to 25 percent, or \$28.75 million, is identified for the Transformative program category.

The policy framework for the 2022/23 regional funding round maintains the opportunity for a limited number of non-expansion projects applying in the Transformative category to be considered for a multi-round (2+ year) funding commitment. These longer-term funding commitments will be included as part of the staff recommendation for awards.

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 approved the amounts allocated to each program before the start of the project selection process, according to the 2020 MTP/SCS and the agency's more immediate priorities. 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. Most of the available funding and associated project programming in the MTIP will be between FY 2024-2025 and FY 2026-2027. Projects may receive an earlier funding allocation if there is delivery failure for other projects programmed earlier in the MTIP, consistent with the SACOG Delivery Plan Process.

SACOG reserves the right to award less than the amount reserved for each funding program in a given funding cycle. Additionally, SACOG encourages project applicants to seek other sources of funding that may be available, and to demonstrate the ability to absorb any cost overruns and deliver the approved project with no additional funding from the Regional Program.

Note that many projects selected for the Regional Program will receive State Transportation Improvement Program (STIP) funding. Projects receiving this funding will be included in the SACOG Regional Transportation Improvement Program (RTIP) that is submitted to the California Transportation Commission for approval. As such these projects will require supplemental information to be included prior to the grant award.

## Project Eligibility

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. Public agencies in the four-county region, Caltrans District 3, and special districts (e.g., air districts, JPAs, transit agencies) are eligible to apply if they have a master agreement with Caltrans to manage federal-aid funds or with the Federal Transit Administration (FTA) to manage FTA funds as an FTA Grantee.
2. Projects must be listed in the 2020 MTP/SCS or fit within a lump-sum project category. Lump sum project categories include road maintenance and reconstruction, transit vehicle replacements, operational improvements, Intelligent Transportation Systems, and bicycle and pedestrian investments. In other words, if your project is a road maintenance or operations, transit vehicle replacement, and/or bicycle/pedestrian project it meets the lump sum MTP eligibility requirement.
3. Project must be identified as either an "exempt" or "non-exempt" project on the application to help determine eligibility related to air quality considerations. "Exempt" refers to any project listed by the U.S. Environmental Protection Agency (USEPA) as an approved exemption from a regional air quality analysis per 40 CFR Subpart A § 93.126 and 93.127. Non-exempt projects are still be eligible

if they are explicitly listed in the current MTP/SCS project list that has undergone an air quality conformity approval process. Non-exempt project requests can be of any dollar value. Funding requests for exempt project types need to be above \$5 million (exempt projects requesting \$5 million or less apply in the Maintenance & Modernization category). “Exempt” projects are typically considered “non-expansion” projects, while “Non-exempt” projects are typically considered expansion projects.

4. Project scopes must be federal-aid eligible for Congestion Mitigation & Air Quality (CMAQ), Regional Surface Transportation Program (RSTP) or State Transportation Improvement Program (STIP) funding. Federal-aid eligible projects are those that significantly contain transportation infrastructure in the public right-of-way. Activities or tasks within the project must be either categorized as “construction,” “environmental,” “design” or “right-of-way.” Other planning activities (e.g., general planning studies) are typically not federal-aid eligible and, therefore, not eligible in the Transformative Category.
5. In addition to funding for capital projects, project development funding for federal-aid eligible scope activities is also available for projects listed for implementation within the next ten years of the 2020 MTP/SCS.
6. Projects must provide a minimum of 11.47 percent match in non-federal funds towards the project cost, as is required for all federal aid funding projects.

Example: For every \$100,000 of total project cost (grant and match combined), the Regional Program will pay up to \$88,530 for every \$11,470 of match provided by the project applicant. State program funds that are supported by federal revenues (e.g., HSIP, HBR) may also be used to meet the matching requirements.

7. The project must be scheduled to begin construction no later than June 2025, with preliminary engineering and environmental analysis scheduled within three years.
8. A request for construction funding must demonstrate that environmental, engineering, and right-of-way are reasonably estimated in the application materials and the agency has the financial capacity for ongoing operations and maintenance.

SACOG staff will advance any applications meeting all screening criteria into the project selection phase.

## Project Selection Process

The process is simpler and streamlined from prior funding rounds so it reduces the time and resources required from project sponsors. Streamlining elements include uniform Project Programming Requests and eliminating several SACOG-specific forms. Project selection involves three distinct phases:

### Advance Consultation & Sponsor Project Application Priorities

- All potential applicants requesting a pre-application consultation are required to complete a short “pre-application form” (which will be provided as part of the pre-application consultation). The form provides background so that SACOG can offer input on project eligibility by program category and will be a helpful reference for the advance consultation meeting.
- SACOG staff will meet individually with any potential applicant who requests an advance consultation. Through these optional meetings, a sponsor’s transportation investment needs for a two to five-year period will be discussed and SACOG staff will offer information and advice about the various funding round programs. Technical assistance (e.g., data, mapping) from SACOG will also be offered during the consultation.
- Consultation will focus on the sponsor’s planning documents (e.g., capital improvement program, pavement management system, transit asset management plan, active modes plans) in the context of the funding round guidelines.), in the context of the funding round guidelines.
- SACOG will ask project sponsors to share and discuss local engagement efforts, including activities to engage underserved communities, that shape the discussion of the project and performance outcomes in the context of the funding round guidelines.
- SACOG seeks to engage with potential new project sponsors, including disinvested communities, who have been underrepresented in previous funding rounds. SACOG will ask sponsors to describe any need for technical assistance that offers capacity-building benefits towards application development.
- Performance benefits and competitiveness of potential applications will be discussed, and technical assistance offered during this phase of work. As part of this coordination, SACOG staff will run the project performance assessment tool, a required part of the application, for any sponsor who requests it.
- The consultation phase ends when the project sponsor submits their application and prioritizes their funding requests.

### Interagency Consultations & Application Submittal

- Applicants are encouraged to coordinate their application preparation work with relevant agencies and involve them in the consultation process (e.g., Caltrans, air quality management districts, adjacent cities and counties, transit districts, or STA for Sacramento County project sponsors).
- Projects that were submitted in a prior round can carry forward the prior information into the new application with a simple update instead of brand-new material.

- Project sponsors must provide a priority ranking for all submitted applications in the Transformative category and an “overall prioritization” for how these applications are ranked in comparison to any applications in the Maintenance & Modernization category, as shown in Section 2.7.
- Eligible project sponsors must complete and submit all required application materials by the February 8, 2023 deadline.

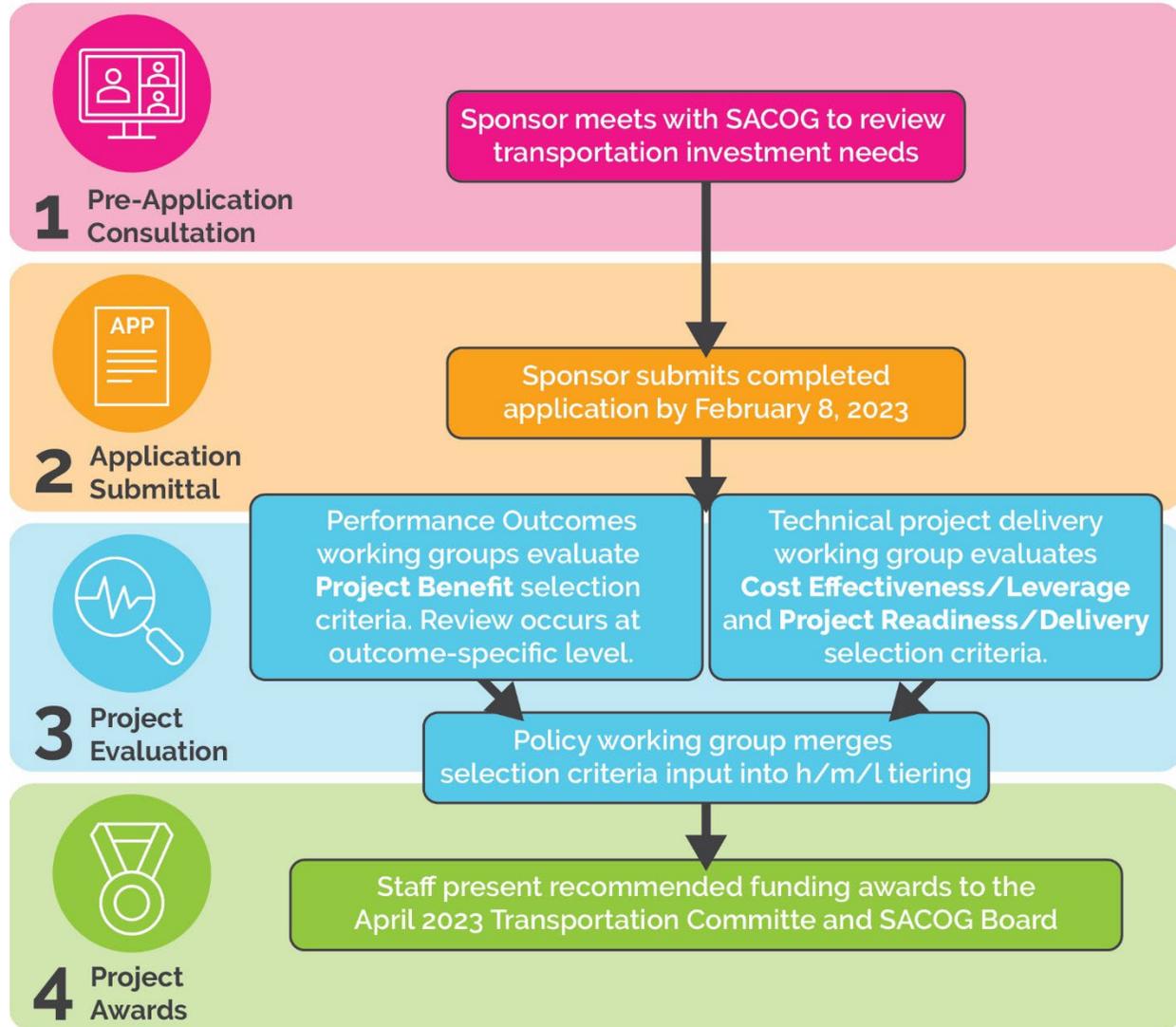
## Project Evaluation and Selection Process

- Work during this phase is primarily completed by working groups comprised of SACOG staff, external experts, and project sponsors. All individuals involved will sign an agreement that ensures conflict of interest requirements are met.
- Section 3 defines the selection criteria and seven performance outcomes used by the working groups. Applicants should use Section 3 to understand the approach that the working groups will take when evaluating the proposed project against the performance outcomes. Applicants should also consider the selection criteria when selecting competitive Transformative projects.
- The process begins with the **technical project delivery working group** comprised primarily of experienced project engineers reviewing the project applications to confirm eligibility and completing a programming risk assessment. The focus is on the sponsor’s project delivery track-record and the feasibility of the scope, schedule, and budget elements from the project application. The technical working group review also looks at the cost-effectiveness and leverage selection criteria.
- Next, each project receives a quantitative evaluation of performance outcome indicators provided through the PPA tool (or TAM data for certain transit projects). Many projects will already have completed the PPA through the advance consultation phase. The quantitative score is a more highly weighted criterion for Transformative project applications than for Maintenance and Modernization project applications because these larger projects have regional benefits that can be measured with more confidence.
- A separate **performance outcome working group** then evaluates project benefits against the performance selection criteria. The review occurs through sub-working groups, each focused on a specific outcome (e.g., a set of experts to evaluate projects that selected the “multi-modal” outcome, and a separate set of reviewers to review projects selecting the “support economic prosperity” outcome). The performance outcome review draws on both the PPA/TAM results and application material to evaluate the project benefit selection criteria.
- The **policy working group** draws on input from the technical project delivery working group and the performance outcomes-based working groups to complete the final evaluations. This iterative process considers each application as an integrated whole. All application components (engineering cost/feasibility analysis, cost-effectiveness, PPA outcomes, narrative responses) are reviewed by experts individually and at the group level. The policy working group categorizes submitted projects into three priority tiers (low, medium, and high) by the selection criteria adopted by the SACOG board.

- As a final step, SACOG staff and management review all working group recommendations across the selection criteria and Regional Program categories to recommend a full project list to the SACOG board for funding awards.

The following graphic illustrates this process.

## Transformative Program Category Application and Evaluation



## Implementation

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

- Amend their project into the Metropolitan Transportation Improvement Program (MTIP) via SACTrak, the online MTIP project database.
- Follow SACOG's delivery policy at the time of the award for obligating and spending the grant funds. The policy requires that project applicants honor the MTIP schedule and/or delivery commitment schedules for obtaining funds and implementing the phases of the project.
- 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. 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.
- Comply with SACOG's delivery guidelines at the time of the award. SACOG makes RSTP and CMAQ available on a first-come, first-served basis. STIP funds do not deliver on a first-come, first-served basis, and so may not be as available for advancement. Some STIP funds may not be available until SFY 2028/29. The earliest opportunity to receive awarded funding is July 1, 2023.<sup>2</sup>
- When a project is programmed in the MTIP and is ready for implementation, the lead agency requests a federal authorization (E-76) and/or STIP Allocation Request from Caltrans District 3 Local Assistance. Only after the project is authorized and/or allocated, can the sponsor incur expenses that will then be reimbursed from the grant.

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<sup>2</sup> Actual receipt of funds will vary. Please contact Miguel Mendoza of the Metropolitan Transportation Improvement Program team at [MMendoza@sacog.org](mailto:MMendoza@sacog.org) for more information on project delivery, such as how to accelerate the delivery of your project and when to expect receipt of funds, especially if you would like to start state or federally-reimbursable work as soon as possible.

## SECTION 2: APPLICATION INSTRUCTIONS

This section outlines the requirements for applying for a 2022/23 Regional Program grant in the Transformative category. Check for any program updates under the 2022/23 Regional Program link at the SACOG website: <https://www.sacog.org/regional-program>.

### Application Submittal

Applications are due by 4:00 p.m. PST on Monday, February 8, 2023. Applications will be submitted electronically (i.e., no paper applications will be accepted). All submittals will receive a confirmation of receipt email.

### Applicant Reminders

1. **Complete pre-application form in advance of consultation** with SACOG prior to the application deadline. Pre-application forms are shared as part of the consultation coordination.
2. **Coordinate Project Performance Assessment (PPA) data table:** SACOG will run the PPA tool for any interested sponsor that requests a run prior to the deadline, 5:00 pm on December 18, 2023.
3. **Check eligibility:** If you require a co-applicant, please coordinate early with the eligible agency to establish a partnership/sponsorship.
4. **Include all required elements:** The Regional Program application requires five components detailed below.
5. **Use the right templates:** All SACOG-provided templates are available on the 2022/23 Regional Program website: <https://www.sacog.org/regional-funding-programs>.
6. **Submittal Deadline:** By no later than 4:00 p.m. on Monday, February 8, 2021, please submit your application electronically. Direct all questions to Chris Dougherty, Regional Program coordinator, at: [CDougherty@sacog.org](mailto:CDougherty@sacog.org).

## Application Contents Description

The Transformative category of the 2022/23 Regional Program includes six required components: (1) Project Application, (2) Project Programming Request, (3) Engineer’s Cost Estimate, (4) either PPA or Transit Asset Management (TAM) data table, (5) Cost Effectiveness calculation, and (6) CMAQ Calculation. As explained below, each sponsor needs to also include their Priority Ranking Table (7) once, either as part of the submission for their highest priority project or separately to the SACOG program coordinator (i.e., no need to include the table in every submission). Sponsors may include additional graphics, visuals, or support letters (8), though these elements are optional. Applications must use the templates provided on the SACOG website for the required elements.

Ref. No.	Application Content	Template provided by SACOG?	Applies to	Submitted as
1	Project Application	Yes	All projects	PDF
2	Simplified Project Programming Request	Yes	All projects	Excel
3	Engineer Cost Estimate	Yes	All projects	Excel
4a	Project Performance Assessment: Data Table	Yes	All projects, except transit vehicle replacements	PDF/Excel (report output)
4b	Transit Asset Management Data	Yes	Transit vehicle replacements/equipment	Excel
5	Cost Effectiveness calculation	Yes	All projects	Excel
6	CMAQ Calculation	Yes	All projects with CMAQ-eligible scope	Excel
7	Sponsor priority ranking table	Yes	Only need to include once, not in every application	PDF
8	Optional additional graphics, maps, visuals, letters	No	All projects, but optional	PDF

All SACOG-provided templates are available on the 2022/23 Regional Funding Program website: <https://www.sacog.org/regional-program>.

## 2.1 Project Application

Complete the narrative-based questions and prompts contained in the application. The application provides suggested lengths but does not require a minimum or maximum length for question responses. If necessary, you may expand any of the application text boxes to fully answer the question, including carrying the response or formatting over to the next page, or creating a new page.

Below are more detailed instructions for several of the questions.

### Project Background Section:

For the **project description**, be concise. Provide a one-to two-sentence description of your project. Do not include purpose, benefits, or anything beyond a concise description of the work to be done. SACOG will use the description to program the project in the MTIP and STIP via SACTrak (if it's new). Therefore, ensure that the description includes all relevant scope necessary for federal approvals. Do not include any additional scope that won't be delivered by this particular project. Use the following structure:

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

### Example Project Descriptions:

- Ex. 1 In Rancho Cordova, on Folsom Blvd., from Bradshaw Rd. to Horn Rd.: Streetscape improvements, including sidewalk gap closure, new bifurcated sidewalks (on south side of Folsom Blvd.), new Class II bike lanes, and landscaped medians.
- Ex. 2 In Elk Grove, along the south side of Elk Grove Creek from Laguna Springs Drive to Oneto Park: Construct a separate Class I (off-street) bicycle/pedestrian trail. Along Laguna Springs Drive, from Elk Grove Boulevard to Laguna Palms Way: Construct Class II (on-street) bike lanes.

### Performance Outcomes Section

In the Performance Outcomes section of the application, select two of the seven possible 2022/23 Regional Program performance outcomes. Answer the narrative questions only for the two selected outcomes (you can either delete or leave the sections for the other five outcomes blank). Projects will only be evaluated on the applicant-selected two outcomes.

In the narrative component of the performance outcomes section the applicant can choose to include any additional data, studies, or documentation to support the relevant performance outcome, especially data the applicant feels is essential to describe the project conditions and purpose beyond data from the PPA tool.

### Leverage and Cost Effectiveness Section

Sponsors are asked to provide a simple cost effectiveness calculation. Section 2.5 gives more detail on how to complete the simple calculation.

## 2.2 Simplified Project Programming Request (PPR)

The second required component of the 2022/23 Regional Program application is the Project Programming Request (PPR). All projects need to complete a PPR that includes an estimated full project cost, even if the project is for project development only (i.e., those seeking funds for environmental, design or right-of-way work). SACOG has simplified the standard PPR used by the state for the STIP. Projects that are recommended for funding and programmed with STIP funds will be asked to update the PPR with additional information as required by the California Transportation Commission. SACOG expects a sizable portion of the 2022/231 awards to receive STIP funds.

### How to fill out the simplified PPR?

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

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

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

Next, fill in the various funding sources that comprise your project. The “**Total Project Cost**” table (rows 8-16) will auto-populate as you add in fund sources, so do not input any data into this grey table.

Instead, begin with Fund No. 1 (rows 18 through 27). Fund No. 1 is the request you are making on the 2022/23 SACOG funding round. Input your funding request (in \$1,000s), split by project phase and requested year of the funding. All requests should be rounded to the nearest \$1,000. Then input all additional funding sources for your project (in \$1,000s). Reference the source of each fund in the cell next to its fund number. For many projects this could include funding not yet secured. In the “**note funding status here**” cell of each fund table, identify whether the funds are committed/already programmed on the project, being competed through a separate funding source, or a different status.

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

## 2.3 Engineer’s Cost Estimate

Fill out the Engineer’s Cost Estimate with your project information. Please use the Excel version available on the program website. Project development requests do need to include a cost estimate but can use planning level estimates.

## 2.4 Project Performance Data

The 2022/23 Regional Program continues the tradition of using both quantitative and qualitative analysis as part of project evaluation. As in prior cycles, each sponsor in the 2022/23 Regional Program is required to include a project performance data table as part of the application package. Most projects will use the Project Performance Assessment tool (4a) to create the required data table (for the 2022/23 round SACOG has offered to run the PPA tool for any interested sponsors). Projects applying for transit vehicle replacements or equipment are the one exception to using the PPA; these projects instead use the TAM Data Table (4b).

The required data metrics are a uniform piece of information for each project's evaluation but can only provide part of the story of a project's potential. As such, sponsors are encouraged to add any additional data/analysis/evidence of project benefit in their application narrative response.

### 4a. Project Performance Assessment Data Table

With the exception of projects falling under Section 4b, applicants to the 2022/23 Regional Program are required to attach a Project Performance Assessment (PPA) data table as part of the application. The data table for 4a must be submitted as an Excel file.

For the 2022/23 funding round SACOG has offered to run the PPA tool for all interested sponsors. If a sponsor wants SACOG to complete any PPA runs, it should make a request to SACOG by 5:00 p.m. on December 18, 2020. SACOG's contact for the PPA runs is Darren Conly, [dconly@sacog.org](mailto:dconly@sacog.org).

For any PPA requested by the sponsor by the deadline, SACOG will provide a completed PPA workbook that the sponsor can use as element 4a. If the sponsor wishes to run the tool themselves, detailed instructions are included as Attachment A.

### 4b. TAM Data Table

Transit agencies applying for transit vehicle replacements or equipment are required to submit Transit Asset Management (TAM) data instead of using the PPA tool. Note that transit agencies submitting requests for other types of projects (e.g., new service, new station, station improvements) are required to attach the PPA data table (4a). Transit agencies should consult with SACOG staff in advance if unsure whether they are required to provide TAM data or the PPA data table as part of their project application.

Sponsors submitting TAM data will use the data table template on the Regional Program website. The sponsor should use the most current data available and reference the data year in the table. Note that sponsors using the TAM data will not have PPA indicators. Instead, the sponsor will provide evidence for the program's performance outcomes through the narrative section and with any additional data or analysis provided in the application.

## 2.5 Cost-Effectiveness Calculation

Sponsors are required to complete a simple cost-effectiveness calculation. The measure looks at annual total travel over annual cost and is calculated as:

$$(\text{average daily travel} \times \text{annualization factor}) / (\text{total project cost} / \text{useful life estimate})$$

In preparing the inputs, use your best available estimates. We recognize the level of estimates may vary based on the project's stage. Planning level estimates are acceptable.

## Input Description

**Daily Travel:** Use the estimated daily travel for once the investment is built. Road rehabilitation projects can use existing ADT (average daily travel). For road expansion projects use your estimate for ADT once the investment is complete (if you don't have a build-year ADT you can reach out to SACOG, who will provide an estimate based on lanes added and length). For transit projects use daily boardings. Bike/ped/trail projects should report expected users.

- Ex 1. Main Street has an estimated ADT of 14,000 and bicycle and pedestrian counts estimate a combined 1,000 walk and bike trips per day. The sponsor has requested a grant for maintenance and modernization activities on Main Street including bike/ped treatments. The sponsor should use 15,000 as the input in the daily travel cell.
- Ex 2. Magnolia Way currently has an ADT of 10,000. The sponsor is adding an additional vehicular lane and estimates ADT will increase by 5,000. The sponsor should use 15,000 (10,000 current + 5,000 new) as the input in the daily travel cell.
- Ex 3. Western Transit District is asking for a grant to replace part of their vehicle fleet. The operator's average number of daily boardings per bus is 1,500 and the award would allow the sponsor to purchase 10 vehicles. The sponsor should use 15,000 boardings (1,500 per bus x 10 buses) as the input in the daily travel cell.

**Annualization:** Factor to convert the typical daily travel/users into a yearly estimate. Use 365 as the annualization factor.

**Total project cost:** Use the total cost to build (implement) the project, NOT just the project request.

- Ex 1. A sponsor is asking for \$1 million for project development activities for a project that will ultimately cost \$5 million to complete. The sponsor should use \$5 million in the project cost cell.
- Ex 2. A sponsor is asking \$4 million for construction and has already spent \$1 million on project development. The sponsor should use \$5 million in the project cost cell.

**Useful life estimate:** This is the expected useful service life of the improvement (in years). The useful life estimate covers the operating period during which the project provides full benefits. In other words, the number of years until the same type of action (reconstruction, vehicle replacement, etc.) would need to take place.

## Input Tables (for application)

### SPONSOR INPUTS ON COST EFFECTIVENESS

Daily Travel (ADT or boardings)	
Annualization Factor	365
Project Cost	
Useful Life Estimate (years)	

### COMPLETE THE COST EFFECTIVENESS CALCULATION

Cost Effectiveness Calculation = (daily travel x annualization factor) / (project cost/ useful life estimate)

## 2.1 CMAQ Calculation

Through the Regional Program SACOG awards CMAQ funds to projects that will help our region meet the requirements of the Clean Air Act. Sponsors are asked to calculate the potential emissions benefits of their project. Sponsors should consult with SACOG staff in advance of the application due date if they need assistance identifying the emissions reductions attributable to the project.

## 2.2 Sponsor Priority Ranking Table

Project priority rankings are not a weighted selection criterion in the Transformative Category but are a consideration in the evaluation and project selection efforts completed by the Policy Working Group.

Each sponsor needs to complete a single table that ranks all their submissions to the 2022/23 Regional Program in terms of local agency priority (Sample Table 2, below). The table should include the sponsor's submissions to the Transformative and Maintenance & Modernization program categories.

Note that project priority rankings are a weighted selection criterion in the Maintenance & Modernization category so applicants in that category will need to complete a separate table of priorities just within the category (Sample Table 1, below) if the applicant is submitting applications in Maintenance & Modernization.

The sponsor should include these tables either in the application of their highest ranked project, or directly to the SACOG program coordinator separate of the application (i.e., the table does not need to be provided in every application submission) using the template provided on the program website.

### Sample Table 1 –

#### MAINTENANCE & MODERNIZATION PROGRAM CATEGORY Funding Priorities for County of Kalamazoo

Sponsor Priority Rank w/in Maintenance & Modernization	Project Name
1	Elm Avenue Complete Streets Road Diet
2	Main Street Rehabilitation and Safety Project
3	Spruce Street Signalization and Operations

## Sample Table 2 –

### OVERALL 2022/23 REGIONAL PROGRAM Funding Priorities for County of Kalamazoo

Sponsor Priority Rank	Project Name	Regional Program Category
1	Elm Avenue Complete Streets Road Diet	Maintenance & Modernization
2	Riverfront Trail Extension	Transformative
3	Main Street Rehabilitation and Safety Project	Maintenance & Modernization
4	Spruce Street Signalization and Operations	Maintenance & Modernization
5	Pine Avenue Widening	Transformative

## 2.8 Optional Content

Project applicants may attach additional information to help the working groups 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. Address any support letter to James Corless, SACOG’s Executive Director and submit them with the application. Do not send the letters of support directly to SACOG’s Executive Director. Do not attach completed local planning documents.

SACOG encourages complete street and active transportation projects to include a cross section visual as part of the application material. ([StreetMix](#)) is available if you do not already have these documents.)

## Application checklist

Required content:

- 1.** Complete project application. This includes selecting for evaluation two of the program’s seven performance outcomes, and answering the associated questions for the selected two outcomes
- 2.** SACOG Project Programming Request
- 3.** SACOG Engineer's Cost Estimate
- 4a.** Project Performance Assessment Data Table or
- 4b.** Transit Asset Management Data Table (for transit vehicle replacement and equipment projects)
- 5.** Cost-Effectiveness Calculation
- 6.** CMAQ Calculation

Additional content:

- 7.** Sponsor priority ranking tables (only needed once per sponsor, not in every application)
- 8.** Additional graphics, maps, letters of support, visuals (optional)

## SECTION 3: PROJECT APPLICATION EVALUATION GUIDANCE

The Transformative category of the 2022/23 Regional Program evaluates submitted applications across three primary selection criteria: Project Benefit, Project Leverage & Cost Effectiveness, and Project Readiness & Delivery. Each selection criteria category has two evaluation factors:

### **3.1 Project Benefit** (50 points possible)

- (1) Project Performance Assessment (PPA/TAM) score
- (2) Project Benefit narrative score

### **3.2 Project Leverage & Cost Effectiveness** (30 points possible)

- (1) Project Leverage data and narrative score
- (2) Cost-Effectiveness data calculation

### **3.3 Project Deliverability & Risk Assessment** (20 points possible)

- (1) Risk Assessment narrative score
- (2) Project Readiness narrative score

Both quantitative data and qualitative narrative factors are part of the evaluation. This section provides guidance on how the working groups will evaluate both the data and narrative components of the selection criteria using high, medium, and low performance ranges.

### **3.1 Project Benefit**

The Regional Program evaluates project benefit through seven performance outcomes and a cross-cutting objective to advance racial equity as it is supported through the performance outcomes. Applicants choose the two performance outcomes that best fit their project. Projects are then evaluated on the two outcomes selected. The seven performance outcomes are:

1. Reduce regional vehicle miles travelled (VMT) and/or greenhouse gases (GHG) per capita.
2. Reduce regional congested VMT per capita.
3. Increase multi-modal travel/alternative travel/choice of transportation options.
4. Provide long-term economic benefit, recognizing the importance of sustaining urban and rural economies.
5. Improve goods movement, including farm-to-market travel, in and through the region.
6. Significantly improve safety and security.
7. Demonstrate “state of good repair” benefits that maintain and improve the existing transportation system.

Sponsors can incorporate any equity measures/analysis and community engagement and support into the selected performance outcomes narrative section to help demonstrate project need and benefit. The Project Performance Assessment data table includes accessibility measures for disadvantaged communities to key services and amenities.

## Project Benefit review draws on quantitative and qualitative measures

- Performance Outcomes are measured through the Project Performance Assessment (PPA)/TAM and application narrative response. Any sponsor can also bring forward its own data in the application material as part of the project evaluation.
- Project Benefit is assessed relative to project size and within similar place types. The sponsor provides evidence that the project is appropriate for the surrounding community’s current and expected land uses and the application considers transportation needs for current and future users. The project benefit criteria support project evaluation across a breadth of size, scope, location, and context.
- Project Benefit is also assessed relative to submitted applications for similar projects. This is a secondary consideration but still important in the overall evaluation of the benefit.

Data Inputs to Performance Outcome Evaluation		
Performance Outcome	Supporting Data Measure*	Data provided by
Reduce regional vehicle miles travelled (VMT) and/or greenhouse gases (GHG) per capita	<ul style="list-style-type: none"> <li>• MTP/SCS change in jobs + dwelling units</li> <li>• change in land use diversity</li> <li>• neighborhood services accessibility</li> </ul>	Data produced by PPA tool. Sponsor includes PPA results in application. Transit vehicle replacement projects will instead use TAM data.  Any sponsor can also provide their own additional data to speak to any performance outcome (optional).
Reduce regional congested VMT per capita	<ul style="list-style-type: none"> <li>• congestion severity</li> <li>• travel time reliability</li> <li>• growth in project corridor</li> </ul>	
Increase multi-modal travel/ alternative travel/ choice of transportation options	<ul style="list-style-type: none"> <li>• street connectivity</li> <li>• bike network connection</li> <li>• transit activity</li> <li>• residential travel mode split</li> </ul>	
Provide long-term economic benefit, recognizing the importance of sustaining urban and rural economies	<ul style="list-style-type: none"> <li>• job access &amp; job growth (jobs sub outcome)</li> </ul>	
	<ul style="list-style-type: none"> <li>• school access &amp; enrollment (training sub outcome)</li> </ul>	
	<ul style="list-style-type: none"> <li>• acres of ag land near project (agriculture sub outcome)</li> </ul>	
Improve goods movement, including farm-to-market travel, in and through the region	<ul style="list-style-type: none"> <li>• STAA truck route status</li> <li>• industrial jobs share</li> <li>• industrial job growth</li> </ul>	
Significantly improve safety and security	<ul style="list-style-type: none"> <li>• total collisions</li> <li>• collision rate</li> <li>• fatality and bike/ped collision rate</li> </ul>	
Demonstrate “state of good repair” benefits	<ul style="list-style-type: none"> <li>• PCI (sponsor provided)</li> <li>• volumes (sponsor provided)</li> <li>• TAM data (sponsor provided)</li> </ul>	
Cross-cutting measures (i.e., can inform any of above performance outcomes)	<ul style="list-style-type: none"> <li>• Environmental justice (EJ) population</li> <li>• EJ percent</li> <li>• EJ accessibility</li> </ul>	

\*Freeway projects use slightly different data measures to demonstrate performance outcomes, given their different travel sheds. The [PPA documentation](#) has further detail for freeway projects.

<b>Project Benefit Evaluation Scores</b>	
The project receives high scores for the quantitative (i.e., PPA/TAM/sponsor data) and qualitative (i.e., narrative benefit description) measures relative to (1) its project size and similar place types; and (2) submitted applications for similar projects.	High (36 to 50)
The project receives medium scores for the quantitative (i.e., PPA/TAM/sponsor data) and qualitative (i.e., narrative benefit description) measures relative to (1) its project size and similar place types; and (2) submitted applications for similar projects.	Medium (18 to 35)
The project receives low scores for the quantitative (i.e., PPA/TAM/sponsor data) and qualitative (i.e., narrative benefit description) measures relative to (1) its project size and similar place types; and (2) submitted applications for similar projects.	Low (0 to 17)

### 3.1 Project Leverage and Cost Effectiveness Analysis

Longstanding SACOG board direction places an emphasis on making the most cost-effective funding decisions, which is achieved by selecting projects that maximize performance outcomes and minimize project costs. A related board interest is to fund projects that leverage additional funds and serve as a catalyst for additional investments (public or private) in the immediate area.

Evaluation will draw on two related factors. Application narrative is the primary input because the data required from project sponsors is limited for this criterion. The project delivery working group will be responsible for the evaluation of project leverage and cost-effectiveness criteria. The working group will consider both the applicant’s narrative response and Project Programming Request. In the Project Programming Request the reviewer will look for leverage and any additional local funding secured that can be a catalyst for other investments.

#### (1) Project Leverage (up to 15 points possible)

- The sponsor commits a relatively high match of non-federal funds towards project implementation.** A higher score may still be possible if the sponsor demonstrates that they are likely to later leverage other funds to accelerate project development work or to use towards the construction phase of the project. For a project development application, the sponsor should demonstrate that a SACOG funding award enhances the sponsor’s competitiveness in pursuing a federal or state grant program. Application match will be compared across applications to establish a high/medium/low ‘relative’ amount. In prior funding rounds, a high match was roughly double the minimum match requirement and a medium match level was approximately 1.5 the minimum match requirement level.
- Evidence that supportive and related capital investments in the immediate project area are more likely to happen by the implementation of the project.** To evidence this criterion, sponsors will answer a brief narrative-based question in the application; the review will also look at the PPA indicators discussed above for context of growth in the project area.

Project Leverage Scoring Template <i>(for construction funding application)</i>	
The project has a large, committed match of non-federal funds, and/or clear evidence that additional funding is likely to be secured by December 2022 to accelerate project implementation. Likewise, the application makes a compelling case that additional funding is very likely to support related capital investments in the immediate project area.	High (11 to 15)
The project’s match is about average, and the application offers some solid evidence that additional local funding likely will be secured by December 2022 to accelerate project implementation. The material provided in the narrative suggests additional funding is somewhat likely to support related capital investment in the immediate project area.	Medium (5 to 14)
The project has a low match and little evidence of additional local funding likely by December 2022 to accelerate project implementation. The application does not	Low (0 to 4)

provide sufficient evidence that additional funding is likely to support related capital investment in the immediate project area.	
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<b>Project Leverage Scoring Template (for project development application)</b>	
The project has a large, committed match, and clear evidence that additional local funding will be secured by December 2022 to accelerate project implementation. Likewise, the application clearly identifies how a project development award enhances the sponsor’s competitiveness pursuing a federal or state grant program.	High (11 to 15)
The project’s match is about average, and the application has some evidence that additional local funding likely will be secured by December 2022 to accelerate project implementation. The application somewhat identifies how a project development award enhances the sponsor’s competitiveness pursuing a federal or state grant program.	Medium (5 to 14)
The project has a low match and little evidence of additional local funding likely by December 2022 to accelerate project implementation. The application does not adequately account for how a project development award enhances the sponsor’s competitiveness pursuing a federal or state grant program.	Low (0 to 4)

## **(2) Cost-effectiveness (up to 15 points possible)**

Applications will be evaluated by a simplified methodology that divides the project’s expected users by its expected costs. See Section 2.5 for details on the methodology and directions for completing this simple calculation as part of the application.

<b>Cost Effectiveness Scoring Template</b>	
The project’s cost elements are low relative to similar projects while the simple benefit-to-cost calculation scored high compared to peer projects.	High (11 to 15)
The project’s cost elements are average relative to similar projects while the simple benefit-to-cost calculation scored average compared to peer projects.	Medium (5 to 14)
The project’s cost elements are high relative to similar projects while the simple benefit-to-cost calculation scored low compared to peer projects.	Low (0 to 4)

## **3.3 Project Delivery Risk Assessment & Readiness**

### **(1) Project Delivery Risk Assessment (up to 10 points possible)**

Applications for construction or project development funding should include a well-defined funding plan, budget and schedule that demonstrate the implementation of the project is feasible. Construction funding requests will demonstrate coordination with stakeholders throughout the planning and project implementation phases and identification of commitments to maintain the improvements after completion.

Project development requests will focus on the ability of the applicant to deliver the phase(s) of the project for which funding is sought.

Applicant project delivery history is also a consideration. SACOG’s Programming & Project Delivery team will supply the delivery information to the working group about project sponsors and prior funding awards. For example, information will include whether the project sponsor has failed to deliver a SACOG funded project commitment or lost any federal/state funding within the last three years.

The working group will consider both the applicant’s narrative response and Project Programming Request. In the Project Programming Request the reviewer will assess if the project scope, schedule, and budget are reasonable in comparison to similar project types. The technical project delivery working group will use a risk assessment checklist:

**Detailed Scope, Schedule, and Funding Plan**

- Well-defined project scope
- Well-defined schedule and budget
- Identified funding need to continue project development

**Implementation Considerations**

- Evidence from plans that the project is identified as a priority investment for the sponsor
- Identified implementation issue(s) can be resolved or mitigated
- High levels of community and governing body support
- Clear evidence of advance coordination with project partners
- Sponsor has a solid track record delivering on earlier SACOG funding awards

**Project Lifecycle**

- Clear evidence of funding sources to maintain the project after completed
- Clear evidence of sponsor agency commitment for maintaining the project after it is completed

<b>Project Deliverability Risk Assessment Scoring Template</b>	
The application includes a well-defined funding plan, budget and schedule; implementation of the project phase is feasible; a high level of support for the project is demonstrated and there is a good financial plan to maintain the project once built or launched; the project sponsor has a strong record delivering earlier federal/state funding awards.	High (7 to 10)
The application includes an adequate funding plan, budget and schedule; implementation of the project phase is feasible, but some risks have been identified; an adequate level of support for the project is demonstrated and there is reasonable financial plan to maintain the project once built or launched; the project sponsor has an average track record delivering earlier federal/state funding awards and/or some delivery risks in the application are identified.	Medium (3 to 6)
The sponsor does not adequately demonstrate through the application that it is an implementable project, or the application does not provide sufficient evidence of project support or the project support or does not include an adequate financial plan	Low (0 to 2)

to maintain the project once built or launched. The project has notable delivery risks, and/or the project sponsor has failed to deliver on prior federal/state funding awards.	
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**(2) Project Readiness (up to 10 points possible)**

For construction funding requests, projects demonstrating a higher state of construction readiness will receive a higher score. Readiness includes technical and financial readiness such as completion of engineering, environmental and design, secured funding towards project completion, feasible schedule, etc. Readiness considerations for project development funding requests focus on evidence the sponsor can complete the project phases for which SACOG funding is requested (e.g., environmental, design, right-of-way).

Working groups will use a project readiness checklist for project status (not initiated, underway, complete):

- Status of planning and scoping documents (this is especially important for project development applications that are seeking funds for environmental, design or right-of-way work)
- Status of environmental phase and clearances
- Status of preliminary engineering & design phase
- Status of right-of-way acquisitions

<b>Project Readiness Scoring Template</b>	
For construction funding requests, the sponsor has completed all project development phases and/or clearly demonstrates in the application they have the resources and commitment to complete the remaining phases in the near-term. For project development funding requests, the application provides clear evidence that the sponsor is ready to complete the project phases for which SACOG funding is requested (e.g., environmental, design, right-of-way) in a timely manner.	High (7 to 10)
For construction funding requests, the sponsor has completed nearly all project development phases and/or offers adequate evidence in the application they are likely to have the resources and commitment to complete the remaining phases in a timely manner. Some timing or resource concerns may lead to a medium range score vs. a high range score. For project development funding requests, the application provides adequate evidence that the sponsor is ready to complete the project phases for which SACOG funding is requested (e.g., environmental, design, right-of-way). Some timing or resource concerns may lead to a medium range vs. high range score.	Medium (3 to 6)
For construction funding requests, the sponsor has not completed many project development phases and/or does not offer adequate evidence in the application they are likely to have the resources and commitment to complete the remaining phases in a timely manner. Many timing or resource concerns may lead to a low range vs. medium range score. For project development funding requests, the application does not provide adequate evidence that the sponsor is ready to complete the project phases for which SACOG	Low (0 to 2)

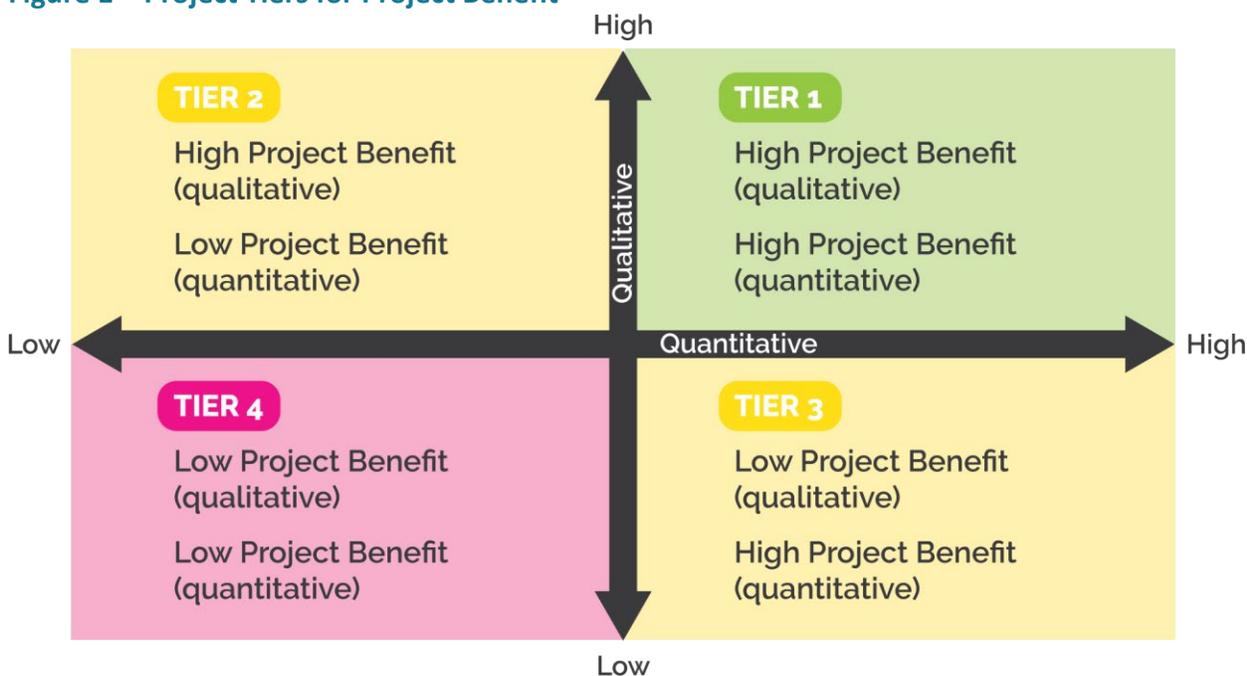
funding is requested (e.g., environmental, design, right-of-way). Many timing or resource concerns may lead to a low range vs. medium range score.	
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### 3.4 Policy Working Group and Project Tiering

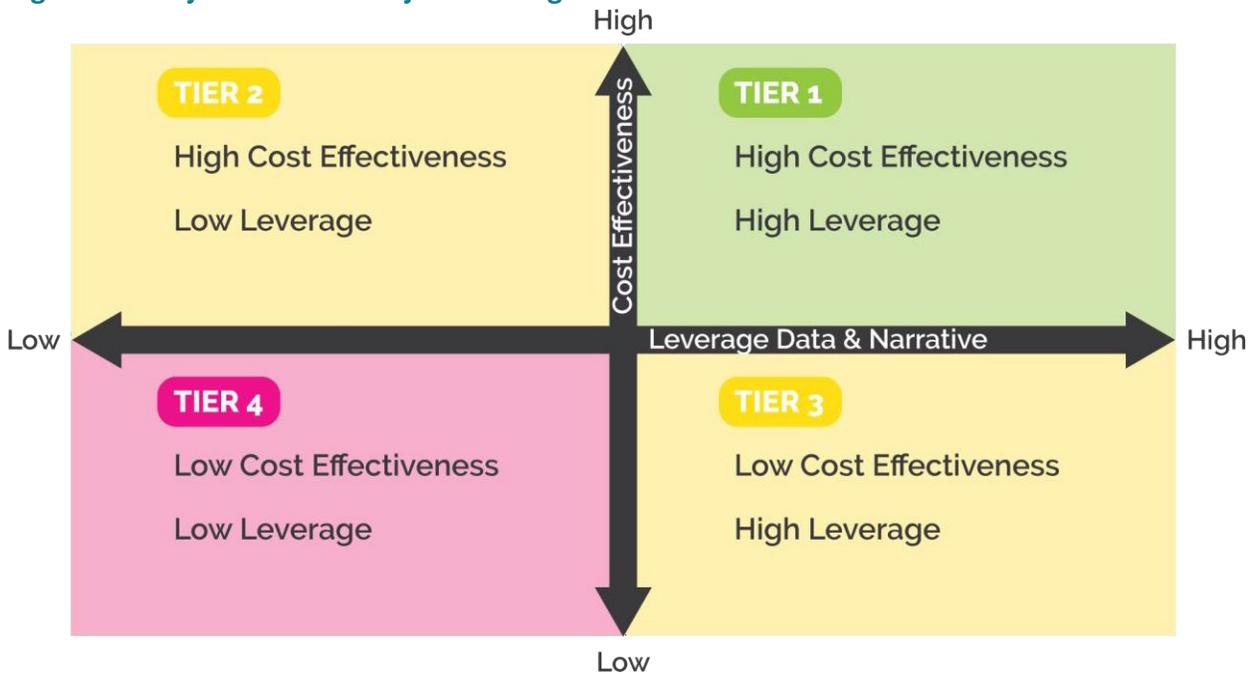
The policy working group completes the final evaluations through taking input from the technical project delivery working group and the performance outcome-based working groups. A key integration role is to sort the projects into three project tiers (low, medium, and high). The qualitative assessment of other project application details (e.g., application narrative,) are then considered to establish final project selection tiers for award consideration.

The project tiers consider evaluation inputs (1) and (2) together for each criterion. This method simplifies a series of numbers into a relative score of four tiers by selection criteria. Figures 1 through 3 illustrate the tiers to evaluate Transformative project applications.

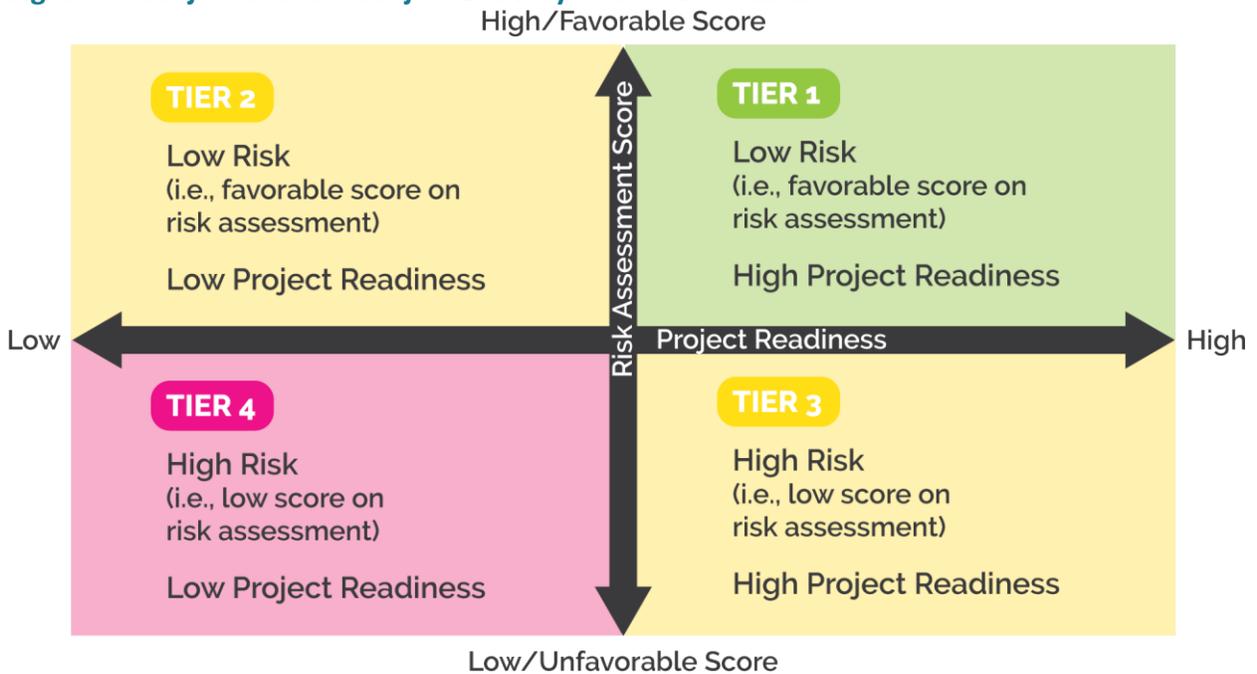
**Figure 1 – Project Tiers for Project Benefit**



**Figure 2 – Project Tiers for Project Leverage & Cost Effectiveness**



**Figure 3 – Project Tiers for Project Delivery & Risk Assessment**



\*A project that receives a high numeric score on the risk assessment signifies the review found the project had low associated risks.

The benefit of using a tiering system is that it gives the policy working group the ability to quickly reference how all scored projects relatively compare to each other. Each project is grouped into a high/medium/low category by the three selection criteria using the groupings shown in Table 1 below.

**Table 1 – Project Selection Tiers**

Tier	Factor 1	Factor 2	Grouping
1	High	High	High
2	High	Low	Medium
3	Low	High	Medium
4	Low	Low	Low

## Attachment A: How to use the online Project Performance Assessment tool

### Step 1: Open the online PPA tool

- Applicants can access the PPA tool on the funding round website or through the following link: <https://www.sacog.org/project-performance-assessment>.

### Step 2 – Explore data layers

- Prior to running the tool, you can explore a rich variety of transportation and demographic data in and near your project area. To browse through these data layers, click on the Layers icon in the top left part of the window, indicated below:



### Step 3: Choose which tool you will be using

- For the Regional Program application, click the below icon in the header bar to open the Regional Program tool.



### Step 4: Draw out your project in the Inputs Tab

- Zoom in to the location of your project on the map. Use the mouse to move around in the map and to zoom in.
- Select the line input project line type. (From left to right: straight, segmented, curvy.)
  - NOTE: draw the full extent of the project, being as accurate as possible.
  - If your project extent is too large for the screen, the segmented (polyline) line input allows you to scroll while drawing a line
- Clicking red trash bucket button will clear the entire segment.
- For intersection projects, draw a very short line that just covers the width of the intersection. Zooming in to the intersection location(s) will help with accuracy.

#### Input Project Line\*



Projects with unique geographies (new facility, system wide investments, or any project not tied to a specific geography or facility) or projects whose primary benefits are to provide an alternative to an existing facility need to work with SACOG staff to create a custom geography in the PPA tool by the PPA deadline of December 18, 2020. SACOG's contact for the PPA tool is Darren Conly, [dconly@sacog.org](mailto:dconly@sacog.org).

### Step 5: Fill in your project's information in the Inputs Tab

- Enter a unique name of the project. The project name should tie to the project title of your application but cannot exceed 30 characters.
- Enter the Jurisdiction/Agency that is the project sponsor.
- Select the project type. For projects using the Regional Program interface there are three different project types: (1) freeway projects (any freeway project, regardless of program category), (2) arterial or transit expansion projects (for Transformative program category), and (3) complete streets/state of good repair (for Maintenance and Modernization program category). Note that transit vehicle replacement projects do not use the PPA, as there is no spatial component to the project. Instead, transit vehicle replacement projects use the separate Transit Asset Management data.
- For the Regional Program, select the performance outcomes that you want to evaluate your project on. The script will bring these performance outcomes to the front of the output sheet.
- Input the user provided data (Average Daily Traffic Volumes, Posted Speed Limit, and Pavement Condition Score).
  - **Annual Daily Traffic (ADT)** only applies to Performance Outcome #3 (multi-modal) and Performance Outcome #7 (State of Good Repair). If the applicant is not claiming either of those Performance Outcomes, put a "0" (zero) in the ADT field.
  - **Speed Limit** only applies to Performance Outcome #3 (multi-modal). If the applicant is not claiming that Performance Outcome, put a "0" (zero) in the speed limit field.
  - **Pavement Condition Index (PCI)** only applies to Performance Outcome #7 (State of Good Repair). If the applicant is not claiming that Performance Outcome, put a "0" (zero) in the PCI field.

### Step 6: Execute the tool

- After you've reviewed the information for completeness and reviewed the segment to ensure it is correctly drawn, click the Run button at the bottom right of the input tab.
- Wait for the tool to complete. This could take between 5 and 10 minutes. The more people using the tool at a given time, the longer it will take to complete the run.

### Step 7: Review the Summary Table

- After the tool completes, it will return a link to download an Excel file containing your project's report.
- The Regional Program guidelines and PPA documentation provide further guidance on how the working group will interpret the PPA data results.

### Step 8: Save report pages

- With the Excel spreadsheet open, go to File > Save and save for workbook as an excel.
- Attach the excel to your application as element 4a.



*To create a second project, navigate back to the input tab, hit the red trash icon to clear the project line. You also need to manually delete the*