BOARD OF DIRECTORS MEETING AGENDA

Directors:

> Dawntè Early (Chair, City of West Sacramento)
> Jesse Loren (Vice-Chair, City of Winters)
> Lucas Frerichs (Yolo County)
> Josh Chapman (City of Davis)
> Mayra Vega (City of Woodland)
> Matt Dulcich (UC Davis, ex-officio)
> Sukhi Johal (Caltrans, ex-officio)

This Board Meeting will be held in person at the location below. Members of the public who wish to participate remotely may use the zoom link or phone number below.

IN-PERSON INFORMATION
Meeting Date: January 13, 2025
Meeting Time: 6:00 PM
Meeting Place: Yolo Transportation District Board Room
        350 Industrial Way
        Woodland CA 95776

ZOOM INFORMATION

Link: https://us06web.zoom.us/j/87969227172?pwd=hIaEqV4cjgNVfdOT80mRulUABybc3v.1
Phone Number: (669) 444-9171
Meeting ID: 879 6922 7172
Passcode: 105086

All participants will be entered into the webinar as attendees.

YoloTD offers teleconference participation in the meeting via Zoom as a courtesy to the public. If no voting members of the YoloTD Board are attending the meeting via Zoom, and a technical error or outage occurs with the Zoom feed or Zoom is otherwise disrupted for any reason, the YoloTD Board reserves the right to continue the meeting without remote access.

The YoloTD Board of Directors encourages public participation in its meetings. Members of the public shall be given an opportunity to address the Board of Directors in person, remotely, and/or in writing. For more information on how to provide public comment, please see the section of this agenda entitled "Public Participation Instructions."

The Board reserves the right to take action on all agendized items at any time during the meeting, except for timed public hearings. Items considered routine or non-controversial are placed on the Consent Calendar. Any Consent Calendar item can be separately addressed and discussed at the request of any member of the YoloTD Board.

Estimated Time		Agenda Item	Informational	Action Item
6:00 PM	1.	Determination of Quorum (Voting members: Woodland, Davis, West Sacramento, Winters, Yolo County) (Nonvoting members: Caltrans, UCD)		X
6:05 PM	2.	Approve Agenda for January 13, 2025 Meeting		X
6:10 PM	3.	Comments from public regarding matters on the consent calendar, or items NOT on the agenda but within the purview of YoloTD. Please note, the Board is prohibited from discussing items not on the agenda.	X	

CONSENT CALENDAR

6:15 PM	4a.	Approve Minutes for Regular Meeting of December 9, 2024 *(J.Marte, pp 5-8)*		X
	4b.	Approve Resolution 2025-01 Authorizing User Agreement with Littlepay Inc. for Transit Fare Processing Services for Contactless Payments *(C.Williams,pp 9-25)*		X
	4c.	Approve Increase to Student Intern Hourly Wages Schedule to Comply with California Minimum Wage Change Effective January 1, 2025 *(D. Romero,pp 26-27)*		X

REGULAR CALENDAR

6:20 PM	5.	Revised Proposal for Special Budget Workshops *(A.Bernstein, pp 28-35)*		X
6:45 PM	6.	Short Range Transit Plan: Receive Informational Presentation on Transit Service Planning *(L.Torney, pp 36-54)*	X	
7:00 PM	7.	2025 SACOG Regional Funding STIP Coordination *(B.Abbanat, pp 55-97)*	X	
7:15 PM	8.	Appoint Alternate to Capitol Corridor Joint Powers Authority Board of Directors *(A.Bernstein, p 98)*		X
7:30 PM	9.	Appointments to the Capitol Area Regional Tolling Authority *(A. Bernstein, p 99)*		X

7:45 PM	10.	Adminstrative Reports *(A.Bernstein)*
		Discussion regarding subjects not specifically listed is limited to clarifying questions.
		    A. Board Members' Verbal Reports
		    B. Transdev's Verbal Report
		    C. Executive Director's Verbal Report
		    D. Long Range Calendar *(A.Bernstein, p 100)*
			X	

8:00 PM	11.	Adjournment		X

Unless changed by the YoloTD Board, the next meeting of the Board of Directors will be Monday, February 10, 2025, at 6:00 pm at Yolo Transportation District, 350 Industrial Way, Woodland CA 95776.

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, January 10, 2025 at the Yolo County Transportation District Office (350 Industrial Way, Woodland, California). Additionally, copies were transmitted electronically to the Woodland, Davis, West Sacramento, and Winters City Halls, as well as to the Clerk of the Board for the County of Yolo.

J.Marte

_____

Janeene Marte ,   Clerk of the Board

Public Participation Instructions

Members of the public shall be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. Depending on the length of the agenda and number of speakers, the Board Chair reserves the right to limit the time each member of the public is allowed to speak to three minutes or less.

IN PERSON:
Please fill out a speaker card and give it to the Board Clerk if you wish to address the Board. Speaker cards are provided on a table by the entrance to the meeting room.

ON ZOOM:
If you are joining the meeting via Zoom and wish to make a comment on an item, click the "raise hand" button. If you are joining the webinar by phone only, press *9 to raise your hand. Please wait for the host to announce the comment period has opened and indicate that you wish to make a comment at that time. The Clerk of the Board will notify the Chair, who will call you by name or phone number when it is your turn to comment.

IN ADVANCE OF THE MEETING:
To submit a comment in writing, please email public-comment@yctd.org. In the body of the email, include the agenda item number and title with your comments. Comments submitted via email during the meeting shall be made part of the record of the meeting but will not be read aloud or otherwise distributed during the meeting. To submit a comment by phone in advance of the meeting, please call 530-402-2819 and leave a voicemail. Please note the agenda item number and title with your comments. All comments received by 4:00 PM on Monday, January 13, 2025, will be provided to the YoloTD Board of Directors in advance.

Americans With Disabilities Act Notice

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the office for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, to participate in a public meeting should telephone or otherwise contact Yolo Transportation District as soon as possible and preferably at least 24 hours prior to the meeting. We may be reached at telephone number (530) 402-2819, via email at custserv@yctd.org or at the following address: 350 Industrial Way, Woodland, CA 95776.

![Yolo TD - Yolo Transportation District logo]

VISION, VALUES AND PRIORITIES

Vision Statement

The vision statement tells us what we intend to become or achieve.

Provide seamless, sustainable mobility solutions to help Yolo communities thrive.

Core Values

A core value describes our individual and organizational behaviors and helps us to live out our vision.

- We are transparent, inclusive and accountable to the public, stakeholders and partner agencies
- We are committed to addressing inequities and improving outcomes for our most vulnerable communities
- We prioritize environmental sustainability and climate resilience
- We value efficiency, innovation and responsible stewardship of public funds

District-Wide Priorities

Priorities align our vision and values with our implementation strategies.

1. Provide transit service that is faster, more reliable and convenient.

2. Partner with member jurisdictions, community-based organizations and local, regional, state and federal agencies to identify and address the current and evolving mobility needs of Yolo County.

3. Coordinate, plan and fundraise to deliver a full suite of transportation projects and programs.

Updated November 2022

BOARD COMMUNICATION: **YOLO TRANSPORTATION DISTRICT**
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Approve Minutes for Regular Meeting of December 9, 2024	Agenda Item#: Agenda Type:	**4a** **Action**
		Attachments: (Yes) No
Prepared By: J.Marte		**Meeting Date: January 13, 2025**

RECOMMENDATION:

Approve Minutes for the Regular Meeting of December 9, 2024

BACKGROUND:

The Yolo Transportation District (YoloTD) Board of Directors holds regular meetings in compliance with the Brown Act and public records laws. Those meetings are recorded in minutes, which are to be retained, in perpetuity, in the YoloTD archives.

The purpose of this item is to approve minutes of the Board of Directors meeting for the historical preservation and posterity of the YoloTD Board of Directors actions for future generations to understand the valuable work considered and accomplished by YoloTD.

BUDGET IMPACTS:

There are no anticipated financial impacts.

Attachments:
1. Minutes

BOARD OF DIRECTORS MEETING MINUTES

December 9, 2024, at 6:00 p.m.
Yolo Transportation District Board Room
350 Industrial Way, Woodland, CA

1. Roll Call - Determination of Quorum

Chair Chapman called the meeting to order at 6:02 p.m.

Directors Present:

Josh Chapman, Chair, City of Davis	Dawnté Early, Vice Chair, City of West Sacramento
Jesse Loren, City of Winters	Tom Stallard, City of Woodland
Matt Dulcich, UC Davis Health, ex-officio	
Manpreet Ark, Caltrans, ex-officio	

Directors Absent:
Lucas Frerichs, Yolo County

Staff Present:

Autumn Bernstein, Executive Director	Kimberly Hood, Legal Counsel
Brian Abbanat, Director of Planning	

2. Approval of Agenda

Motion: Director Stallard made a motion to approve the Agenda. Motion was seconded by Director Loren. The motion was approved by a vote of 4 Yes/0 No/1 Absent vote.

3. Public Comments

Alan Hirsch provided comments regarding public input and its inclusion in the official record.

Michael Barnbaum provided comments regarding CCJPA Board meeting in November of 2024.

Seeing no further comments, Chair Chapman closed public comments

4. Consent Calendar

4a. Approve Board Minutes for Regular Meeting of November 18, 2024
4b. Approve Resolution 2024-28, Approving an Amended Conflict of Interest Code Subject to Board of Supervisors approval.
4c. Approve Updated Job Description for the Communications and Marketing Specialist.
4d. FY 2024-25 Operating & Capital Budget Status Report and Internal Control update for Quarter 1.

Director Loren requested clarification on Item 4d.

Director of Finance and Administration, Chas Fadrigo, joined the meeting to respond to Board inquiries on Item 4d.

Motion: Vice Chair Early made a motion to approve the Consent Calendar. Motion was seconded by Director Loren. The motion was approved by a vote of 4 Yes/0 No/1 Absent.

Regular Calendar

5. Appointment of Chair and Vice-Chair for 2025

Executive Director Bernstein provided the staff recommendation to appoint Director Early as Chair and Director Loren as Vice Chair for 2025, .based on the rotation schedule from prior years:

Chair Chapman called for public comment.

Michael Barnbaum provided comments regarding the appointments.

Seeing no further comments, Chair Chapman closed public comments.

Motion: Director Stallard made a motion to approve the appointment of Chair and Vice-Chair for 2025. Motion was seconded by Chair Chapman. The motion was approved by a vote of 4 Yes/0 No /1 Absent.

6. Approve Resolution 2024-29 and 2024-30 Evaluating Woodland Transit Center Gateway Shopping Center Option, Affirming Intent to Partner with Yolo County Housing Authority on Grant Application for Yolano-Donnelly Housing Site.

Director of Planning Abbanat delivered a presentation.

Executive Director Bernstein and Director of Planning Abbanat responded to questions from the Board.

Woodland City Manager Ken Hiatt and Executive Director of Yolo County Housing Authority Ian Evans were present to discuss agenda item.

Chair Chapman called for public comment.

Michael Barnbaum provided comments related to transit hubs and the presentation.

Alan Hirsch provided comments on the presentation and locations of the transit hub.

Executive Director Bernstein acknowledged public comment received online from Andy Furillo of the Citizens Advisory Committee, who requested that the item be postponed

Seeing no further comments, Chair Chapman closed public comments.

Resolution No. 2024-29: Chair Chapman called for a motion on Resolution No. 2024-29; no motion was received to support adoption of Resolution 2024-29 and the resolution failed for lack of action/support from the Board.

Resolution No. 2024-30: Motion by Director Loren, Second by Vice Chair Early to approve Resolution 2024-30, but with the following revisions regarding the potential location of a the Woodland Transiter Center at the Yolano-Donnelly site: Recognizing that it is not the only option, the YoloTD Board nevertheless: 1) endorses the grant application of the Yolano-Donnelly, contingent upon execution of MOU with the City of Woodland supporting routing of intercity bus routes into the downtown, 2) commits to providing sufficient research assistance to assist in preparing a viable application; and 3) will pursue analysis of 2nd and Court as quickly as we can.

Motion: Director Loren made a motion to approve Resolution No. 2024-30. Motion was seconded by Director Early. The motion was approved by a vote of 3 yes/0 No/1 Absent/1 Abstain. Director Stallard abstained due to potential conflict.

7. Administrative Reports

A. Board Members' Verbal Reports

There were no reports from Board members

B. Transdev's Verbal Report

Transdev Representative Michael Klein reported on restoring services, training and recruitment.

C. Executive Director's Verbal Report

Executive Director Bernstein acknowledged the expansion and restoration of services, upcoming budget workshops, 4th and Hope surveys, SACOG funding, and YATC outreach efforts.

D. Long Range Calendar

Chair Chapman called for public comment.

Alan Hirsch provided general comments.

Michael Barnbaum provided general comments.

Seeing no further comments, Chair Chapman closed public comments.

8. Adjournment

Seeing no further business, Chair Chapman adjourned the meeting at 8:31 p.m.

Respectfully Submitted,
_J.Marte_____Janeene Marte, Clerk of the Board

Topic: Approve Resolution 2025-01 authorizing User Agreement with Littlepay Inc. for transit fare processing services for contactless payments	Agenda Item#:	**4b** **Action**
	Agenda Type:	Attachments: (Yes) No
Prepared By: C. Williams		**Meeting Date: January 13, 2025**

RECOMMENDATION:

Approve Resolution 2025-01 authorizing Executive Director to execute a user agreement with Littlepay, Inc transit fare processing services for contactless payments.

BACKGROUND:

In 2022, a consortium of transit agencies in the Sacramento region, led by SACOG and the Capitol Corridor Joint Powers Authority (CCJPA) – and including YoloTD – applied for and won a grant from the California Transit and Intercity Rail Capital Program (TIRCP) for the Sacramento Region Cal-ITP Implementation Project. The purpose of this project is to purchase, install, and implement contactless payment equipment and services on transit fleets throughout the region.

The core objectives of the project are:

- Reinforce regional collaboration by creating a seamless payment experience across and within agencies in the SACOG region to expand ridership.
- Provide riders with the convenience to pay with the credit/debit card in their pocket.
- Increase the on-time performance of transit systems by allowing riders to bypass the need to search for exact change.

The Cal-ITP is a project of the California State Transportation Agency (CalSTA) that is tasked with helping transit agencies across California simplify and integrate their payment systems. The main solution Cal-ITP has advanced is the use of contactless open loop payment solutions (also known as 'tap-to-pay' systems). Contactless payment technology allows passengers to use a chip-enabled credit or debit card to pay transit fares at the time of boarding. With this technology, customers will be able to pay by tapping their contactless bank card or smartphone to a validator mounted inside the transit vehicle, much like they do for many other purchases today. Currently, YoloTD does not accept debit or credit card payments in any of our vehicles.

At the October 2024 meeting of the YoloTD Board of Directors, the Board approved Resolution 2024-21 which authorized the Executive Director to enter into a subrecipient agreement with SACOG to receive $179,000 in TIRCP funding for this project.

At the November 2024 meeting of the YoloTD Board of Directors, the Board approved Resolution 2024-27, which authorized the Executive Director to execute a contract with Kuba, Inc. to purchase hardware for contactless payments. The actions before you today, if approved, will authorize staff to move forward with two additional contracts for transit fare processing services and payment acceptance, both of which are needed to implement this project.

Attachments

> Resolution 2025-01 authorizing the Executive Director to execute user agreement with LittlePay Inc, contract for transit fare processing services for the Sacramento Region Cal-ITP Implementation project.
>
> Littlepay Contract (User Agreement, Exhibit A nd C)
>
> Exhibit B (Scope of Work)

Attachments 2 and 3 reference a Master Services Agreement (MSA 5-21-70-28-06) between the State of California and Kuba, Inc. While not included as an attachment to this staff report, the MSA can be found here https://caleprocure.ca.gov/PSRelay/ZZ_PO.ZZ_CTR_SUP_CMP.GBL?Page=ZZ_CTR_SUP_PG&Action=U&SETID=STATE&CNTRCT_ID=5-21-70-28-06

To align with the goals of the statewide Cal-ITP project, YoloTD and the other transit agencies in the Sacramento region will leverage technology solutions that were procured by Cal-ITP. This ensures statewide consistency and also streamlines the procurement process for individual transit agencies like YoloTD.

Cal-ITP conducted competitive procurements in 2021 through the State Department of General Services (DGS) for three categories of vendors, all three of which are necessary to make contactless payments work. They awarded Master Service Agreements to multiple vendors in each category:

Category A:Hardware payment acceptance devices (Kuba, INIT and SC Soft),

Category B: Transit processor services to do fare calculation ((INIT, Bytemark, Enghouse, and Littlepay)

Category C: Financial payment processors (Elavon and Fiserv).

After the 2022 award, YoloTD and our agency partners in the Sacramento region worked together to identify the preferred vendors for a tap to pay system. The consortium chose to solicit proposals from all available state contractors for the hardware and transit processor services. After solicitation of both initial and Best and Final Offers and evaluation, the agencies jointly selected Kuba, Inc. as the preferred vendor for Category A (Payment Acceptance Device) and LittlePay, Inc. for Category B (Transit Processor). Additionally, the consortium selected Elavon for Category C (Payment Processor) provider.

Each transit agency in the consortium is required to independently contract with Kuba, Little Pay, and Elavon using the statewide Master Service Agreements. YoloTD is also required to enter into a subrecipient agreement through SACOG to access the TIRCP awarded funds – an action the YoloTD Board approved in October 2024.

Littlepay is the selected provider of transit fare processing services whose functionality will allow riders using credit or debit cards to tap their cards on Kuba devices to pay their fare. Open loop payment systems allow transactions to occur among passengers with differing banks without requiring individuals to have specific bank accounts or apps with a financial organization. This is a required component of the Cal-ITP program and required feature to enable a tap to pay system on the Yolobus transit system.

FISCAL IMPACT:

This contract requires YoloTD to pay a one-time implementation fee of $5,000, a 2.25% fee on the total revenue processed, and a $0.02 fixed fee for each fare transaction The estimate for the total revenue fee is $21,656, and the estimated fixed fee per fare transaction is $11,000. Total estimated annual cost not including the onetime fee would be $32,656.

ATTACHMENT 1

RESOLUTION NO. 2025-01

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE USER AGREEMENT WITHLITTLEPAY INC, CONTRACT FOR TRANSIT FARE PROCESSING SERVICES FOR THE SACRAMENTO REGION CAL-ITP IMPLEMENTATION PROJECT

WHEREAS, the State of California established the California Integrated Travel Project (Cal-ITP) to standardize and modernize transit payments across California transit operators;

WHEREAS, Open-loop contactless fare payment systems (aka tap-to-pay) that accept bank cards and mobile wallets are proven to lower expenses and increase transit ridership;

WHEREAS, in 2021, the State Department of General Services (DGS) conducted a Request for Proposals that established Master Service Agreements (MSAs) allowing public transportation providers to directly purchase equipment for contactless payment systems, including for hardware payment acceptance devices, transit processor services to do fare calculation; and payment processors;

WHEREAS, In April 2022, a consortium of transit agencies in the Sacramento region, including YoloTD, applied for and won a Transit and Intercity Rail Capital Project (TIRCP) award for the Sacramento Region California Integrated Travel Project (Cal-ITP) Implementation Project to purchase, install, and implement contactless payment equipment and services on transit fleets throughout the region;

WHEREAS, In August 2024, the California Transportation Commission allocated the TIRCP award of $2,180,000, releasing the TIRCP funds to SACOG to administer the Sacramento region transit agency consortium; and authorizing the Sacramento region transit agency consortium to with Cal-ITP approved vendors to implement contactless payment solutions;

WHEREAS, the consortium of transit agencies in the Sacramento region has selected, Littlepay Inc as the preferred vendor for transit fare processing services;

WHEREAS, at the October 14th 2024 Board Meeting YoloTD was authorized to enter into the subrecipient agreement with SACOG to receive $179,000 of the awarded 2022 TIRCP funds to support the CAL-ITP implementation project;

WHEREAS, to complete the Cal-ITP project, YoloTD must enter a standalone contract with Littlepay Inc for transit fare processing services;

WHEREAS, the terms of the contract is 60 months beginning from date of contract execution, a $5,000 one-time implementation fee, 2.25% fee on the total revenue processed, and a $0.02 fixed fee for each fare transaction;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Yolo County Transportation District authorizes the Executive Director to execute the attached contract with Littlepay Inc.

PASSED AND ADOPTED by the Board of Directors of the Yolo Transportation District, County of Yolo, State of California, this 13th day of January, 2025, by the following vote:

      AYES:

      NOES:

      ABSTAIN:

      ABSENT:

_____

Dr. Dawnte Early
Board of Directors

ATTEST:

_____

Janeene Marte, Clerk
Board of Directors

Approved as to Form:

_____

Kimberly Hood, District Counsel

USER AGREEMENT

1.   This User Agreement is entered into between **YOLO COUNTY TRANSPORTATION DISTRICT** ("Contracting Agency") and **LITTLEPAY, INC.** ("Contractor"). This User Agreement expressly incorporates the California Master Service Agreement (MSA) No. 5-21-70-28-06 which is incorporated herein. This User Agreement contract form serves as an appropriate equivalent to the STD 213 as required by the MSA.

Contracting Agency: Yolo County Transportation District

Contractor Name: Littlepay, Inc.

2.   The Term of this Agreement is:

Start Date: The date of last signature

Through End Date: 60 months from the Start Date

3.   The maximum amount of this Agreement is:

(Not applicable)

4.   **Exhibits.** The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this agreement.

Exhibits	Title	Pages
Exhibit A	Yolo County Transportation District Statement of Work	3
Exhibit B	Scope of Works (Attached PDF)	8
Exhibit C	Payment Provisions	1
MSA 5-21-70-28-06	MSA 5-21-70-28-06 is hereby incorporated by reference. The MSA is available at: https://caleprocure.ca.gov/PSRelay/ZZ_PO.ZZ_CTR_SUP_CMP.GBL?Page=ZZ_CTR_SUP_PG&Action=U&SETID=STATE&CNTRCT_ID=5-21-70-28-06	

In Witness Whereof, This Agreement has been executed by the parties hereto.

Contractor:

_____   Date:_____
Littlepay, Inc.
915 L. Street, Suite C #441
Sacramento, CA 95814
By: Amin Shayan, CEO

Contracting Agency Name:

_____   Date:_____
Yolo County Transportation District

350 Industrial Way, Woodland CA, 95776
Autumn Bernstein
Executive Director

<u>**Exhibit A - Yolo County Transportation District   Statement   of Work**</u>

1. Incorporate MSA by Reference

MSA 5-21-70-28-06 and its amendments are hereby incorporated by reference as if attached hereto.

2. Project Background

Seven transit operators in the region will lead the project with support from the Sacramento Area Council of Governments (SACOG). In 2022, the region was awarded funds from the Transit and Intercity Rail Capital Program, $2.18 million of which was allocated to collaboratively deploy contactless payment technology across the region's agencies.

The seven transit providers that operate in the SACOG region, and are part of this award, include El Dorado Transit, Placer County Transit, Roseville Transit, Sacramento Regional Transit District (SacRT), South County Transit/Link (SCT), Yolo County Transportation, and Yuba-Sutter Transit. A brief description of each transit provider follows:

- **El Dorado Transit** was established in 1975 and has since expanded to provide public Dial-a-Ride service and four fixed-route lines for the western slope communities of the county. The operator also provides two commuter routes connecting the county with Folsom and Sacramento. Additionally, the operator jointly provides a fixed-route line with Capitol Corridor and Amtrak connecting Sacramento, El Dorado County and South Lake Tahoe. In 2018, the operator made $1.5 million from passenger fares and supported over 376,000 trips.

- **Placer County Transit** operates one local and five intercity fixed routes services throughout the county. Their service also includes a commuter route connecting the county as far out as Colfax to Sacramento. The fixed-route services are supplemented by a public Dial-a-Ride service

- **Roseville Transit** serves the most populous city in Placer County, providing 10 local fixed-routes, six morning commuter routes to Sacramento, and seven evening commuter routes back to Roseville. These services also include Dial-a-Ride and paratransit.

- **Sacramento Regional Transit District (SacRT)** was established in 1973 and is the largest operator in the area, offering 80 fixed-route local and commuter bus routes throughout Sacramento and neighboring communities within the 418 square-mile service area. Further, the operator provides paratransit, Dial-a-Ride, and SmaRT Ride Microtransit services. SacRT co-operates the Causeway Connection with Yolo County Transportation, joining Davis and East Sacramento.

- **South County Transit/Link (SCT)** operates two inter-city fixed-routes – one in the Delta communities of the southernmost parts of Sacramento County and one Highway 99 inter-city fixed route from Lodi to Elk Grove. A commuter route is also offered, stretching from Galt to Sacramento. Within Galt, SCT also offers Dial-a-Ride services.

- **Yolo County Transportation** services disparate but populous cities in addition to more rural communities within the county. The operator offers 27 fixed-route local and intercity routes. Of these, four routes offer cross-county connectivity between Yolo and Sacramento in addition to the jointly operated Causeway Connection. Both microtransit and paratransit are offered in the county.

- **Yuba-Sutter Transit** operates six local fixed-routes, two commuter routes on SR 70 and SR 99 corridors to Sacramento, and three rural routes with deviations within ¾ miles of a rural route with an advanced reservation. Dial-a-Ride service is available across Marysville, Yuba City, Olivehurst, and Linda.

3. Transit Provider Objectives

The core objective of the project is to reinforce regional collaboration by creating a seamless payment experience across and within agencies to expand ridership. Introducing contactless payments to the existing portfolio of fare media provides riders with the convenience to pay with the credit/debit card in their pocket. Further, the region's agencies aim to increase the on-time performance and efficiency of their transit systems through speedier boarding with riders no longer needing to search for exact change.

While the scope of work submitted to vendors aims for a regional collaboration, sections of this scope of work hereafter pertain to Yolo County Transportation District only.

4. Fare Structure and Business Rules

Yolo County Transportation District will implement the following fare policies:
- Base fares vary by mode and route but are <u>all flat fares</u>
    - Fixed-route services – 3 types (local, inter-city, express)
    - Paratransit – 3 types (local, inter-city, premium)
    - Beeline on-demand transit – 3 types (per city)
- Fare caps are requested at this time for fixed-route services only
    - Daily cap applicable to all fixed-route services
    - Monthly caps that are route-specific
- The following transfer rules are requested and are valid up to two hours
    - To be $0.25 for transfers between local and intercity fixed-route services
    - To be $1 when transferring to an express fixed-route service
    - Free transfers between on-demand transit and fixed-route
- Inter-agency transfers (i.e. SacRT) are requested when available

Existing discounts (seniors, disability, etc.) will continue to be offered on the legacy systems. When such capability is available to offer those discounts on the contactless payment system, Yolo County Transportation District may request that the Category B provider integrate with the resulting Eligibility Verification system to do so.

5. On-board Technologies

Fare media currently includes cash, Yolobus tickets/passes, SacRT tickets/passes, ZipPass mobile passes, and Connect Card taps.
The all single-door fleet totals 73 vehicles. Yolo County Transportation District currently uses TripSpark for live bus tracking information and vehicles use TMobile or Verizon for connectivity through cradlepoints. The vendor will confirm compatibility with available technologies to support the open loop system or propose solutions when needed.

6. Scope of Work for Category B

Yolo County Transportation District would like to use the Transit Processor's standard website for account management and customer support. Additionally, Yolo County Transportation District accepts the Transit Processor's standard reporting as described in the MSA.

6.1 Determining whether any changes are needed to default service level agreements (SLAs) in the User Agreement

Yolo County Transportation District accepts the default SLAs in the Master Service Agreement.

6.2 Determining internal responsibilities for the project

Please reach out to Daisy Romero and Courtney Williams to coordinate all details regarding this project.

Daisy Romero

Director of Transit Operations, Yolo Transportation District

dromero@yctd.org

Courtney Williams

Senior Transportation Planner

cwilliams@yctd.org

Exhibit C

Pricing for mandatory & optional items

- All pricing is in US$.

- Pricing excludes acquirer fee. The acquirer fee will include the gateway fee. Card association and interchange fees will be passed through by the acquirer at cost.

- Fees for Transit Processing Services (A.1 and A.2 below) will be invoiced monthly. Implementation Services (if any) will be invoiced on signature, unless otherwise stated below. See section 3(b) of Exhibit B   for more details.

	CAL-ITP Standard Pricing (under DGS MSA)	Transit Authority Pricing (US$)
A.1 Transit processing services		
Transit processor services fee as % of total revenue processed	2.8%	2.25%
A.2 Transit processing services: free fare transactions		
Transit processor services fee as fixed fee ($ per transaction processed)	$ 0.04	$ 0.02
B. Transit processor implementation services		
Implementation services (Mandatory)	$ 5,000.00	$ 5,000.00
C. Value added implementation services		
Supporting EMV Level 3 certification (Mandatory)	$20.000.00	Not required when using SC Soft or Kuba devices
Custom Development Work (Optional)	Category B Hourly Rate Card	Not anticipated
D. Transit processor interface and integration services		
Integration with PAD contractor (Mandatory)	$20,000.00	Not required when using SC Soft or Kuba devices
Integration with a payment processor (Mandatory)	$100,000.00	Not required when using Cybersource & Elavon
Integration with eligibility verification system (Mandatory)	$20,000.00	Not required when using Cal-ITP portal
E. Value added operations services		
Premium final charge management services (Optional) *[fare calculation provided by littlepay]*	1.50%	Not applicable
Premium customer support (Optional)	0.25%	Not applicable

This EXHIBIT B Scope of Work ("UASOW") forms part of the User Agreement between:

(a) **Yolo County Transportation District**, a special district in Yolo County, California, with a registered address of 350 Industrial Way, Woodland CA, 95776, USA, contactable for notice at the following email address: dromero@yctd.org ("**Transit Authority**"); and

(b) **Littlepay, Inc.**, a Delaware corporation with a Branch in California (File number: C4769096) with an address of 915 L. Street, Suite C #441, Sacramento, CA 95814, USA, contactable for notice at the following email address: legal@littlepay.com ("**Littlepay**"),

each a "**party**" and together the "**parties**".

BACKGROUND

(A) The Transit Authority is a public transportation operator, providing public transit to Transit Customers. The Transit Authority wishes to offer Transit Customers the option to pay by way of contactless EMV Cards.

(B) Littlepay sells payment processing and ancillary services and has been awarded a Master Services Agreement number 5-21-70-28-06 as the same may be amended in accordance with its terms from time to time ("**DGS MSA**") by the Department of General Services ("**DGS**"), State of California in Category B "Transit Processor Services". The Transit Authority wishes to procure these services in compliance with the terms and conditions agreed under the DGS MSA.

(C) The Agreement entered into by the parties (which comprises the User Agreement and the Exhibits referred to therein, including this Exhibit B) constitutes the "**User Agreement**" between the parties as contemplated in the DGS MSA framework.

(D) The Transit Authority has separate arrangements with third parties under which it receives merchant acquiring and payment gateway services. The User Agreement manages the relationship of the Transit Authority and Littlepay, being the terms upon which Littlepay offers payment processing and any ancillary services to the Transit Authority.

(E) Littlepay may subcontract certain aspects of its processing and other system management obligations under the User Agreement to Littlepay Pty Ltd, a company incorporated under the laws of Australia and under common Control with Littlepay.

(F) Pursuant to Section 10 of Exhibit A to the DGS MSA, the DGS MSA is incorporated into the User Agreement, such that applicable general provisions in the DGS MSA that refer to "the State" shall be understood to refer to the Transit Authority.

(G) In the event of any inconsistency between the User Agreement and the Card Scheme Rules, the Card Scheme Rules will prevail.

AGREED TERMS

1. INTERPRETATION

1.1 DEFINITIONS. The following definitions apply in this UASOW:

Acquirer: a bank or financial institution that allows the Transit Authority to accept Card payments from an Issuer which, for the purposes of this Agreement, is deemed to be Elavon, Inc.

Authorization: means an affirmative response, by or on behalf of an Issuer, to a request to effect a Transaction on a Card and that the Card has sufficient funds available for the Transaction and has not been blocked for any reason or reported by the Cardholder as lost or stolen.

Authorization Request: means a message sent to the card scheme to validate a Card. Authorization Requests are performed in compliance with the Card Scheme Rules and in agreement with Financial Processors.

Business Day: a day other than a Saturday, Sunday or public holiday in California when banks in California are open for business.

Card: means a valid and current credit, debit, prepaid, commercial or any other payment Card issued by the Issuer.

Card Scheme: means Mastercard, Visa or any other Card Scheme otherwise agreed in writing between the parties from time to time.

Card Scheme Rules: means the rules and operating instructions issued by particular Card Schemes from time to time.

Cardholder: means an individual, company, firm or other body to whom a valid Card has been issued by a financial institution which is a member of one or more of the Card Schemes. For the purposes of this Agreement, all Cardholders who use a Card to purchase services from the Transit Authority will also be a Transit Customer.

Charges: the standard charges for the Services (both General Services and Value Added Services, collectively) as set forth in Exhibit C to the User Agreement and any applicable Statement of Work attached hereto and any other monies that may fall due under this Agreement.

Control: means the direct or indirect power to govern the management and policies of a person or entity, whether through ownership of voting securities, by contract, or otherwise.

EMV: means, in relation to this Agreement, the Europay, MasterCard and Visa standard, a secure technology used worldwide for all payments done with credit, debit and prepaid Europay, Mastercard and Visa smart Cards.

General Services: those services described in Section 2A.

Issuer: means an organization that issues Cards and whose name appears on the Card as the issuer of such Card and who is a member of a Card Scheme, that enters into a contractual relationship with a Cardholder for the issuance and use of one or more Cards.

Mobile Inspection Device: Equipment validating the right to travel associated with a contactless EMV payment credential.

MVP Phase: An initial discovery period during which only registered riders can use the service.

Payment Card Industry Data Security Standard or **PCI-DSS**: means a worldwide information security standard defined by the Payment Card Industry Data Security Standards Council and applies to all organizations which hold, process, or exchange Cardholder information from any Card.

Representatives: means the employees, officers, representatives or advisors of a party to this Agreement.

Settlement: means the payment made to the Acquirer to the value of a Transaction.

Terminal: means an electronic device used at the point of Transaction that has the capability to capture Card details, process electronic data, obtain an Authorization and provide Transaction receipt data.

Transaction: means the acceptance of a Card or information embossed on the Card, for payment for services provided to Cardholders by the Transit Authority. For the avoidance of doubt, the term Transaction also includes credits (refunds), errors, returns and adjustments.

Transit Authority Equipment: any equipment, including tools, computers, tablets or electronic hardware, systems, cabling or facilities, provided by the Transit Authority, its agents, subcontractors or consultants which is used directly or indirectly in the supply of the Services including any such items specified in a Statement of Work.

Transit Authority Materials: all documents, information, items and materials in any form, whether owned by the Transit Authority or a third party, which are provided by the Transit Authority to Littlepay in connection with the Services, including the items provided pursuant to Section 2A.3.

Transit Customer: The end user that is purchasing a fare for transport service provided by the Transit Authority.

Trip: a single Transit Customer journey. If that Transit Customer journey involves making two contactless EMV Card "taps" on on-board readers, with one tap recording the boarding stage and the other recording the alighting stage for the purposes of accurate fare calculation, those taps shall constitute one Trip.

User Documentation: refers to a manual maintained and published by Littlepay, and is available via Littlepay's login credentials.

1.2   Section, Exhibit and paragraph headings shall not affect the interpretation of this Agreement.

1.3   A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.4   The User Agreement Exhibits and Appendix 1 to this Exhibit B form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the User Agreement Exhibits and Appendix 1.

1.5   A reference to a **company** includes any company, corporation or other body corporate, wherever and however incorporated or established.

1.6   Unless the context otherwise requires, words in the singular includes the plural and in the plural includes the singular.

1.7   Intentionally Omitted.

1.8   This Agreement shall be binding on, and enure to the benefit of, the parties to this Agreement and their respective personal representatives, successors and permitted assigns, and references to any party shall include that party's personal representatives, successors, and permitted assigns.

1.9   A reference to a statute or statutory provision is a reference to it as amended from time to time.

1.10   A reference to a statute or statutory provision includes all subordinate legislation made at the date of this Agreement under that statute or statutory provision.

1.11   A reference to **writing** or **written** includes email.

1.12   Any obligation on a party not to do something includes an obligation not to allow that thing to be done.

1.13   A reference to **this Agreement** or to any other agreement or document referred to in this Agreement is a reference of this Agreement or such other agreement or document as varied or novated (in each case, other than in breach of the provisions of this Agreement) from time to time.

1.14 References to Sections and Exhibits are to the Sections and Exhibits of this Agreement and references to paragraphs are to paragraphs of the relevant Exhibit.

1.15 Any words following the terms **including**, **include**, **in particular**, **for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase, or term preceding those terms.

2. SERVICES

A. LITTLEPAY'S CATEGORY B TRANSIT PROCESSOR SERVICES

1. In consideration of the Charges payable under the User Agreement Littlepay shall provide to the Transit Authority during the Term the Transit Processor Services as described in Section 2A.2 below (such services being the "General Services"). Littlepay shall provide the General Services subject to the terms of the User Agreement and in a manner consistent with the Customer Specific Considerations described in Appendix 1 to this UASOW.

2. Littlepay General Services

Littlepay shall implement the technology, infrastructure and systems agreed between the parties from time to time as being required to facilitate the processing of contactless EMV Card payments of Transit Customers in respect of the Transit Authority's ticketing operations. Littlepay's obligations shall include, without limitation, the provision of systems and services to enable:

(i) Transaction capture: Littlepay shall receive taps from Terminals where Terminals conform to the "Littlepay Device API" and have been previously integrated by Littlepay and duly certified;

(ii) Aggregation: Littlepay shall, according to Card Scheme Rules and Transit Authority configurations, define a time period where multiple Transactions are aggregated together into a single Transaction that is submitted for Authorization;

(iii) Fare Capping: Littlepay shall apply a maximum capped amount to the amount charged to the Cardholder for a defined period. Refer to User Documentation for the types of fare capping available;

(iv) Authorization Processing: Littlepay shall, according to automated strategies, configurable settings and in compliance with Card Scheme Rules, generate the necessary Authorization Requests and exchange these with "Financial Processor(s)" (e.g. Acquirer, Gateway, Card Schemes) for approval by the Issuer;

(v) Settlement Processing: Littlepay shall, according to configurable settings, generate and submit the necessary Settlement records to the Financial Processor(s);

(vi) Deny List Processing: Littlepay shall manage a "Deny List" of Cards that have been declined and make the Deny List available to all Terminals on the Transit Authority's network connected to Littlepay. Once a debt is cleared, a Card is removed from the Deny List;

(vii) Debt Recovery: Littlepay shall, via an automated strategy in compliance with Card Scheme Rules, re-present Authorization Requests that were initially declined at the time of Authorization;

(viii) Transit Authority Portal: Littlepay shall make available to the Transit Authority an online portal to enable the required administrative functions including Transit Authority configuration, Transaction viewing, exception processing and data analytics. Refer to User Documentation for the features available;

(ix) <u>Passenger Portal</u>: On request, Littlepay shall make available to Cardholders an online portal (Littlepay branded) for Cardholders to enter their Card details in a PCI-DSS secured manner and retrieve data related to their Card usage and associated Trips.

Littlepay operates a single cloud-based processing platform. New features will be introduced over time, and existing functions may be updated. Littlepay manages these changes entirely at its own discretion. Where new features are introduced to the standard platform, these will be made available to the Transit Authority without incurring additional Charges. Littlepay may also introduce premium features that require additional Charges to access. Relevant updates to functionality shall be communicated to the Transit Authority on a timely basis. User Documentation is updated upon significant change and made available to the Transit Authority via an online repository.

3. The General Service Charges

(a) In order for Littlepay to provide the Services to the Transit Authority, the necessary Transit Authority Equipment and or Transit Authority Materials must be integrated by Littlepay. The Transit Authority shall bear responsibility for verifying with Littlepay whether the Transit Authority Equipment and or Transit Authority Materials has been, or needs to be, integrated beyond the Customer Specific Considerations described in Appendix 1 to this UASOW. Charges for integration, such as devices or third-party components (software, portals, applications) are available on application by the Transit Authority (the "Integration" and, once integrated, become "Integrated") and will be charged as Custom Development Work in accordance with the User Agreement terms, as follows:

   i. The parties will work together to agree the requirements of any project(s) required to update and/or improve the procedures and specifications needed for the Transit Authority to be able to interact with Littlepay's systems. This will include relevant Card Scheme specifications and Transit Authority operating instructions from the Acquirer where practicably possible;
   ii. Littlepay shall work with a relationship manager representing the Transit Authority to provide an SOW for any such new projects or integrations, outlining the type of advice and technical support to be provided to the Transit Authority during the project within a reasonable timeframe of identifying a new project or integration to be undertaken;
   iii. Custom Development Work will be charged by Littlepay as "one-off" charges in accordance with the Category B Hourly Rate Card in Exhibit B.1 of the MSA. When a device or third-party component has completed Integration, it will be considered by the parties to be included as an Integrated Device and will not incur any further Charges.

(b) All amounts invoiced by Littlepay under this section will become due 45 calendar days after the issuing of a valid invoice by Littlepay to the Transit Authority. Invoices for Transit processing services (under section A of Exhibit C) shall be in US$ and shall not be issued until the end of the month in which such charges are incurred.

(c) If Littlepay's performance of its obligations under this Agreement is prevented or delayed by any act or omission of the Transit Authority, its agents, subcontractors, consultants or employees then, without prejudice to any other right or remedy it may have, Littlepay shall be allowed an extension of time to perform its obligations equal to the delay caused by the Transit Authority.

3. TERMINATION

3.1 Transit Authority's termination rights will be as specified in the MSA. Littlepay may terminate this agreement if:

(a) Transit Authority: commits a material breach of any term of the User Agreement and such breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 30 calendar days after being notified in writing to do so; or

(b) Transit Authority enters into or becomes the subject of any insolvency related procedure; or

(c) Transit Authority fails to pay any amount due under this Agreement on the due date for payment (45 days) as described in MSA Exhibit B (Payment and Budget Provisions) and remains in default not less than 30 calendar days after being notified in writing to make such payment.

3.2 Termination or expiration of this Agreement shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination or expiration, including the right to claim damages in respect of any breach of the Agreement which existed at or before the date of termination or expiration.

APPENDIX 1

Customer Specific Considerations for Category B Transit Processing Services

The comments below address the specific requirements outlined in discussions with the Transit Authority and Littlepay's proposed approach. Signature of this document is confirmation that these statements reflect the agreed services between the parties, notwithstanding any other provision of this User Agreement. Accordingly, to the extent there is any inconsistency between the provisions of this Appendix 1 and any other documentation, the terms of this Appendix 1 will prevail.

Fare Requirements - SOW Section 6.2

We've reviewed the fare tables of all seven agencies and do not anticipate any difficulties in supporting these fares. Based on prior Cal-ITP rollouts, this remains the case with whichever Category A vendor you might opt for. At the Cal-ITP deployments, the single trip fares are set by the device vendor and both this, and the zone of the tap is included in the tap message sent to Littlepay. As an example of this, Yuba-Sutter's "after 6pm" fare would be triggered at the validator and the adjusted fare passed through to Littlepay.

Fare capping will be delivered by both Littlepay and the chosen Category A provider. While Yuba-Sutter is the only agency currently utilizing a daily ($3) cap, any agency can configure caps and business rules via the Littlepay Control portal as they choose.

Littlepay offers each member of SACOG tremendous flexibility and control over their fares, their fare rules, and their fare caps, and we provide training and consultancy to each agency to achieve independence of operations.

In addition, should SACOG wish to introduce region-wide multi-agency fare capping ("MOC") on a daily, weekly or monthly basis, the Littlepay platform can support that direction. Regional fare initiatives such as multi-operator caps have become one of Littlepay's specialties, and as mentioned above in our description of Littlepay's fare capping capabilities, there are several options we can offer towards enabling SACOG to configure fare rules and inter-agency transfers towards driving increased fare equity and ridership.

Discounted Fares - SOW Section 6.2

Littlepay can support legacy discounts currently offered and enable additional future discounts of the agencies' choosing. We've worked very closely with Cal-ITP in their creation of the California Benefits Eligibility Portal and working together towards delivering greater access to mobility services for those who benefit the most.

Pilot projects with Sac-RT and MST (Monterey-Salinas Transit) have successfully combined three elements: a transit portal, a federal (login.gov) eligibility authentication, and the association of that eligibility with a rider's preferred form of payment. Littlepay will be continuing our work with Cal-ITP towards expanding and democratizing rider benefits. Each SACOG agency will benefit from this development at no additional project or development cost.

As the capabilities of the Cal-ITP/Littlepay Benefits Eligibility Portal continues to develop, we will automatically make service enhancements and extensions immediately available to all SACOG member agencies.

Reporting - SOW Section 7.3

As prescribed in the SACOG SOW, Littlepay will meet all the stated reporting requirements and will enable member agencies to run reports that include the required fields for each transaction:

- Date/time start
- Date/time end
- Fare amount
- Trip start location
- Trip end location
- Vehicle #
- Route Name/#

Internal responsibilities for the project

Transit Authority:

- Daisy Romero

dromero@yctd.org Littlepay:

- Commercial: Paul Griffin, sales.usa@littlepay.com

Customer Support:

Notwithstanding anything in this User Agreement, the following provisions shall apply (and will prevail over section 7.2(h) of Exhibit A of MSA 5-21-70-28-06):

The Transit Processor shall provide online access for logging issues and support requests 365/24/7. The online support ticket system (currently Zendesk) shall be the main point of contact for Transit Processor support staff. Critical (Sev 1) Issues (i.e. those that prevent any systems operation) should also be raised by telephone and Transit Processor shall endeavour to respond to such critical issues within 60 minutes of such telephone call.

Telephone contact for Critical (Sev 1) Issues: +44 808 164 0262

BOARD COMMUNICATIONS: YOLO TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776----(530) 661-0816

Topic: Approve Increase to Student Intern Hourly Wages Schedule to Comply with California Minimum Wage Change Effective January 1, 2025	Agenda Item#:	**4c**
	Agenda Type:	**Action**
		Attachments: (Yes) No
Prepared By: D. Romero		Meeting Date: January 13, 2025

RECOMMENDATION:

Approve the attached revisions to the Student Intern Hourly Wages Schedule for Transportation Interns (Extra Help) to comply with the increase in California's minimum wage effective January 1, 2025.

BACKGROUND:

In 2024, the Board approved an amendment to the Student Intern Hourly Wages Schedule in compliance with California Labor Code § 1182.12, increasing the minimum hourly wage from $15.50 to $16.00. Effective January 1, 2025, California's minimum wage will increase to $16.50 per hour, pursuant to the same statute.

FISCAL IMPACT:

The District has four (4) staff interns. The estimated fiscal impact for the remaining six months of FY 2024-25 is approximately $1,000.

Student Intern Hourly Wages Schedule

Proposed Effective Date January 1, 2025

First-Year Student (Less than equivalent of 30-semester units completed)	Hourly Rate
No relevant work experience	$16.50
At least equivalent of 15-semester units completed or 500 hours of appropriate experience	$16.75
For every year of relevant comparable experience (up to 3 years or $0.75)	$0.25

Second Year Student (Equivalent of 30-semester units completed)	
No relevant work experience	$17.00
At least equivalent of 45-semester units completed or 500 hours of appropriate experience	$17.25
For every year of relevant comparable experience (up to 3 years or $0.75)	$0.25

Third Year Student (Equivalent of 60-semester units completed)	
No relevant work experience	$17.50
At least equivalent of 75-semester units completed or 500 hours of appropriate experience.	$17.75
For every year of relevant comparable experience (up to 3 years or $0.75)	$0.25

Fourth Year Student (Equivalent of 90-semester units completed)	
No relevant work experience	$18.50
At least equivalent of 105-semester units completed or 500 hours of appropriate experience.	$19.00
For every year of relevant comparable experience (up to 3 years or $0.75)	$0.25

Graduate Student (B.A. or B.S. Degree Completed)	
No relevant work experience	$20.50
At least equivalent of 9-semester units completed or 500 hours of appropriate experience.	$21.00
For every year of relevant comparable experience (up to 3 years or $0.75)	$0.25

Topic: Revised Proposal for Special Budget Workshops	**Agenda Item#:**	**5** **Action**
	Agenda Type:	Attachments: (Yes) No
Prepared By: A. Bernstein		**Meeting Date: January 13, 2025**

RECOMMENDATION:

Provide feedback on revised proposal for special budget workshops and direct staff to proceed with planning the first workshop for April 2025.

BACKGROUND:

The concept of a special budget workshop was proposed by Board members during the development of the FY 2024-25 budget. Board members expressed a desire for additional education about YoloTD funding sources, allocation of funds – particularly TDA funds – and the impact of lapsing one-time COVID relief funds.

The proposal to create a special workshop was included in the July 8, 2024 Board action to approve the budget.

At the November 2024 meeting of the Board of Directors, the Board provided feedback on a first draft proposal for a series of three workshops.   That feedback is summarized below.

The Board also instructed staff to work with the incoming Board Chair Early and Vice-Chair Loren to revise the proposal. On December 12, 2024, the Chair and Vice-Chair met with staff to discuss the Board's feedback and revise the workshop proposal.

The attached proposal reflects the discussion and feedback provided at both these meetings. Staff recommends that the Board review the revised proposal, share any additional feedback, and direct staff to proceed with planning the first workshop.

DISCUSSION:

Key Takeaways from November 2024 Board Discussion:

- A majority of Board members prefer that workshops happen during regular monthly meeting slot -- go later in the evening if needed
- Doesn't all need to get done by April because the fiscal cliff is not imminent – we have another year or two to figure this out.
- Level-setting and information-sharing should happen first, and then get into the difficult issues, advocate and provide direction to staff.
- Provide written memos where information is straightforward, use discussions/ presentations to focus on more complex issues.

- Need to understand where there is and isn't discretion in the use of dollars.

- Need to understand how funds are allocated among jurisdictions and whether that allocation is fair.

- Meetings should be broadly advertised and CAC should be invited to participate in at least the kickoff meeting.

Key Takeaways from December 12, 2024 meeting with Chair and Vice-Chair:

- At the conclusion of the workshop series, the Board will need to provide direction to staff on a variety of issues related to the budget and funding, including:

    o Whether and how to revisit agreements, both formal and informal, regarding the allocation of funding sources among YoloTD and its partner agencies;

    o New/expanded funding sources that should be evaluated and pursued;

    o Guidelines for when and how to reduce the budget in the face of shrinking revenues.

- Hold each workshop in lieu of a regularly scheduled Board meeting, with a Consent Calendar to keep time-sensitive work on track.

- The first workshop should take place before the next budget cycle begins, and the focus of that workshop should be state funding, particularly the Transportation Development Act (TDA).

- The second and third workshops should take place in FY 2025-26.

Staff prepared a revised proposal (Attachment A) which reflects these takeaways.

BUDGET IMPACT:

None. All workshops will be organized by staff. If there are guest speakers who travel from out of the area to present at the workshop, YoloTD will offer to reimburse them for travel expenses. These costs can be absorbed by our existing budget for travel expenses.

Proposal for Special Budget Workshops
Revised Jan 2025

This memo outlines proposed content for up to three (3) special workshops, each approximately 90 minutes long, each addressing a different aspect of the YoloTD budget.

Audience: The workshops are intended to provide a forum for education and level-setting for the YoloTD Board of Directors. Additionally, advisory committee members, local agency staff and other interested stakeholders would be encouraged to attend. Workshops would be open to the public and held in accordance with the Brown Act. Meeting materials and recordings would be preserved and made available as reference materials.

Timing and Scheduling: Each workshop will be held in lieu of a regularly-scheduled Board meeting, with a consent calendar to keep time-sensitive work on track. If this plan is approved by the Board, the first workshop will take place at the **April 14, 2025** Board of Directors meeting, prior to the upcoming FY 2025-26 annual budget process.   The second and third workshops would take place in FY 2025-26.

Workshop 1: Overview of State Funding Sources and Yolo County Allocations

April 2025

Goals:
1. Increase Board/stakeholder knowledge of recurring state funding sources (primarily TDA) that support transit operations

2. Hear from outside experts about current status and future of TDA and other state funding programs

3. Clarify roles and responsibilities of state, regional and local agencies in determining YoloTD's share of state funding sources.

4. Understand how YoloTD and Yolo County jurisdictions allocate and use TDA funds for transit operations and other local transportation needs

Potential Speakers: (not confirmed)
Chad Edison, California State Transportation Agency
Josh Pulverman, Caltrans Division of Rail and Mass Transit
Kristina Svensk, SACOG
Kari Watkins, UC Davis Professor, Co-Director, Transit Research Center and Member of the Transit Transformation Task Force

1A: State Funding Sources

Overview of state agencies roles re: transit funding

- o CalSTA
- o Caltrans
- o CTC

Transportation Development Act (TDA)

- o Overview of the law and legislative intent, funding sources
- o Different programs within TDA, State Transit Assistance (STA), Local Transportation Funds (LTF)
- o Roles and Responsibilities of state agencies, MPOs, local transportation agencies unmet Transit Needs process

Other State Funding Programs Supporting Transit Operations

- o Low Carbon Transit Operations Program (LCTOP)
- o SB 125 Transit Program

Future of State Transit Operations Funding

- o Transit Transformation Task Force
- o Prospects for Future Transportation Funding Program to Replace Prop 1B
- o Road User Charge Pilot Program
- o Others?

1B. TDA Funds in Yolo County

Current and historical TDA funds allocated to Yolo County

YoloTD allocation/uses of TDA funding
- o Local transit service in Woodland, Davis, West Sac
- o Rural transit service in Winters and Yolo County
- o Intercity transit service (Route 42A/B)
- o Capital and Planning Projects

Other Yolo County agencies use of TDA funds for local transportation needs

1C: How does YoloTD allocate other state funding sources (LCTOP, SB 125)?

Workshop 2: Overview of Federal Funding Sources, Local Funding Sources and Yolo County Allocations

Fall 2025

Goals:

1. Increase Board/stakeholder knowledge of recurring federal funding sources and major local funding sources that support transit operations.

2. Hear from outside experts about current status and future of federal funding programs

3. Understand how transit operation costs are allocated across federal sources

4. Clarify roles and responsibilities of state, regional and local agencies in determining YoloTD's share of federal funding sources.

Potential Speakers: (not confirmed)
Ray Tellis, Federal Transit Administration Region 9 Administrator
Ward McCarragher, American Public Transportation Association
Benito Perez, Transportation for America
Kristina Svensk, SACOG

2A: Federal Funding Sources

Overview of federal formula funding programs for transit

Legislative intent and priorities of Bipartisan Infrastructure Law and its predecessors

How funding flows from Congress to local transit agencies

Roles/responsibilities of FTA, Caltrans, SACOG, YoloTD

Eligible uses, restrictions and reporting requirements

Urbanized service areas in Yolo County

How funding is divided among transit operators in our UZAs

Annual total allocations to YoloTD and how that has changed over time

One-Time COVID Relief Funds and how they differ from ongoing sources

Transit programs that flow directly from FTA to YoloTD

- o   5307: Urbanized Area Formula Grants
- o   5311: Formula Grants for Rural Areas
- o   5339: Grants for Buses and Bus Facilities

Overview of federal formula funds that flow indirectly from FTA → YoloTD

- o   5310: Enhanced Mobility of Seniors & Individuals with Disabilities
- o   5337: State of Good Repair
- o   Future of federal transit funding

2B. YoloTD's allocation of transit operations costs across federal funding sources

How does YoloTD currently allocate TDA funding (using FY 2024-25 as an example)

Woodland, Davis, West Sacramento, Winters and Unincorporated Yolo County

Intercity Service (Route 42A/B)

2C: Existing Local Funding Sources for YoloTD

Fare Revenue

Cache Creek Mitigation Funds

CNG Fuel sales and LCFS credits

Yolo 80 Mitigation Funds and (Possible) Toll Revenues

Workshop 3: COVID Impact, Future Budget Outlook and Options for Growing Revenues/Reducing Costs

Goals:
1.   Examine assumptions that are baked into YoloTD Five-Year Budget Outlook

2.   Explore options for new/increased funding sources for YoloTD

Potential Speakers: (not confirmed)
Michael Pimentel, California Transit Association
Keith Dunn, Self-Help Counties Coalition
Sarah Christensen, Santa Cruz County Regional Transportation Commission (Countywide VMT Mitigation Program)

3A. COVID Impact: how YoloTD's cost allocations changed in response to COVID-era service cuts and one-time recovery funds.

Pre-COVID Revenues and Costs (2015-2019)

COVID Era Revenues and Costs (2020 – 2022)

Post-COVID Revenues and Costs (2023- current)

3B. Five Year Outlook and Underlying Assumptions

Review Five-Year Outlook from FY 2024-25 or FY 2025-26 Budget

Examine Revenue Assumptions:

- o Assumption: YoloTD continues to receive 50% of TDA funding
- o Assumption: Increased availability and/or utilization of federal funds
  - Sac UZA Discretionary Funds – Yolo utilization increases
  - Davis UZA Funds – Unitrans shares increases with YoloTD

- o Assumption: Yolo 80 toll revenue sustains mitigation measures indefinitely
- o Assumption: State does not replace SB 125 funding program
- o Assumption: YoloTD does not develop a sales tax measure or other self-help program

Examine Cost Assumptions:

- o Assumption: Transit operation costs don't increase dramatically with new operations contract
- o Assumption: Zero emission infrastructure and other capital improvements are largely funded through competitive and non-operating funds.
- o Assumption: No net expansion of transit service beyond that funded by Yolo 80 mitigation

3C. Options for Increasing Revenue

Federal Funding Options:

- o Davis UZA federal funding: Open discussions with Unitrans and City of Davis about increasing YoloTD share of Davis UZA funds
- o Sac UZA: develop strategy for receiving more Sacramento UZA discretionary funds
- o Hire consultants/lobbyists to assist with securing federal discretionary grants for zero emissions infrastructure and other capital projects

State Funding Options:

- Increase engagement in state policy to develop new sources of transit funding
- Revisit assumptions and agreements about TDA allocations

Local Funding Options:

- Shape CARTA toll policy to continue prioritizing toll revenues for transit
- Countywide transportation sales tax measure
- Countywide VMT mitigation program

3D. Options for Reducing Costs

Discuss triggers/thresholds for reducing transit service New SRTP includes a reduced funding scenario and recommendations for how/where to cut transit service

Reduce multimodal programs and projects

BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Short-Range Transit Plan: Receive Informational Presentation on Transit Service Planning	Agenda Item#:	6 Informational
	Agenda Type:	Attachments: (Yes) No
Prepared By: L Torney		Meeting Date: January 13, 2025

RECOMMENDATIONS:

Receive a presentation on the basics of transit service planning (aka Transit 101).

BACKGROUND:

YoloTD is currently working with Transportation Management and Design, Inc. (TMD) on the Short-Range Transit Plan (SRTP) for 2024-2031. This plan will outline how YoloTD will operate and serve the community over the next few years. An overview of transit service planning basics will ensure that each member of the Board has a foundational understanding to best position the Board for upcoming policy decisions needed for the SRTP and other guiding principles for our agency.

Topics to be covered in the presentation include understanding the balance between service coverage vs. frequency, the role cities play in successful transit service, ways to most effectively design transit routes based on the agency's stated goals, and ADA requirements for bus stops.

YoloTD has also purchased copies of the book, *Human Transit: How clearer thinking about public transit can enrich our communities and our lives* by Jarrett Walker for each Board member. The book takes a deeper dive into the concepts presented in the Transit 101 presentation by YoloTD staff. Board members can use this book as a reference on transit service planning when providing direction on future YoloTD and Yolobus-specific endeavors.

Feedback from Citizen's Advisory Committee

The YoloTD Citizens Advisory Committee received this presentation on January 6, 2025. Overall feedback was positive with CAC members recommending Board members continue to encourage density in their communities and to consider further coordination between fixed-route transit and microtransit (BeeLine) during the SRTP process.

BUDGET IMPACT:

None.

ATTACHMENTS:

1. Slide Deck

Transit 101

YoloTD's Transit Service Network Structure

Local
6 routes
- $2 fare
- Hourly

Intercity
6 routes
- $2.25 or $2.50 fare
- 30 minutes or hourly

Express
4 routes
- $3.25 fare
- Hourly

SYSTEM OVERVIEW MAP

2

Two Competing Goals of Public Transit Service

Coverage Goal

Success: Maximize access to transit

Strategy: Allocate service widely with lower frequency of service

Outcome: More routes, longer waits, shorter walks to service

Both goals are good. Transit operators must balance spending between the two.

39

Ridership-Coverage Balance

High-Ridership Transit Goal

+

- ✓ DENSE
- ✓ WALKABLE
- ✓ LINEAR
- ✓ CLOSE

Coverage Transit Goal

SERVICE FOR NON-RIDERSHIP PURPOSES
- ✓ Geographic coverage
- ✓ Equity
- ✓ Critical community destinations

40

4
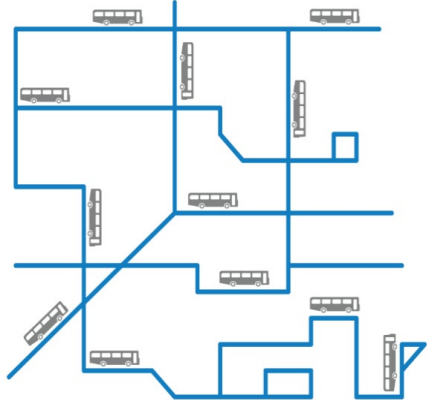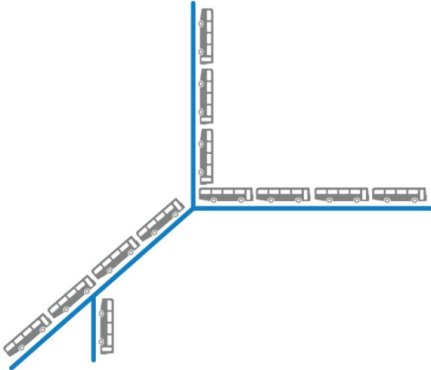
YoloTD Can't Do This Alone

Transit-Favorable Land Uses

Street Network + Pedestrian Environment

Fast, Frequent, Reliable, Safe
Transit Service

41

If Ridership is the Goal: The Ridership Recipe

Density: How many people near transit?

Lower Ridership

6
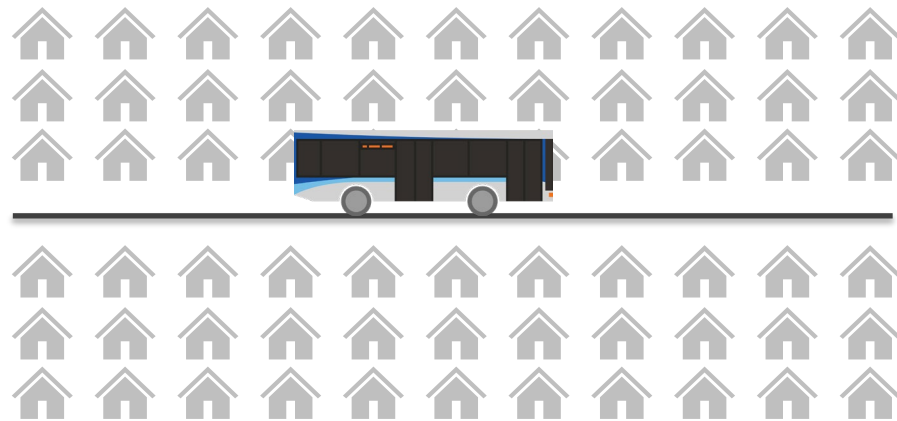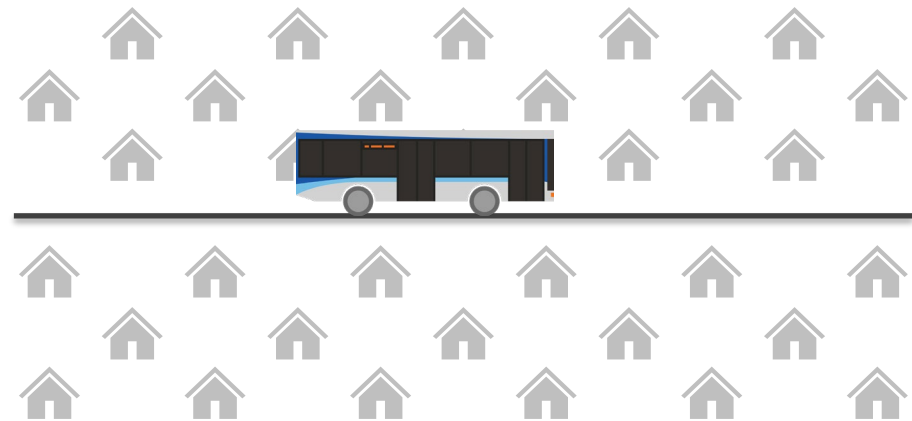
If Ridership is the Goal: The Ridership Recipe

Higher Ridership

Lower Ridership

Closer/aligned destinations means direct travel paths and shorter trip durations.
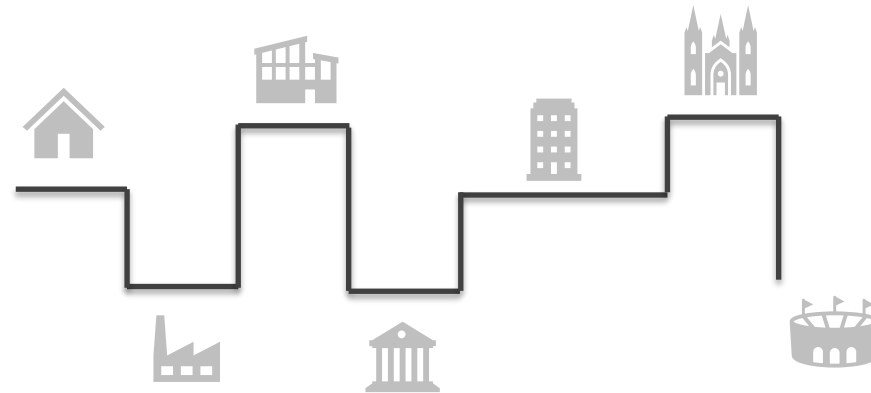
Dispersed destinations require circuitous travel paths and longer trip durations.

43

If Ridership is the Goal: The Ridership Recipe

Higher Ridership

Lower Ridership

Shorter trips are better than long trips.

8

If Ridership is the Goal: The Ridership Recipe

Higher Ridership

Mixed land uses attract all kinds of trips all day long on weekdays and weekends.

Lower Ridership

Homogenous land uses serve fewer kinds of trips, at fewer days/times, and create unidirectional demand that results in empty buses in one direction.

If Ridership is the Goal: The Ridership Recipe

Walkability: How accessible is the transit stop?

Lower Ridership
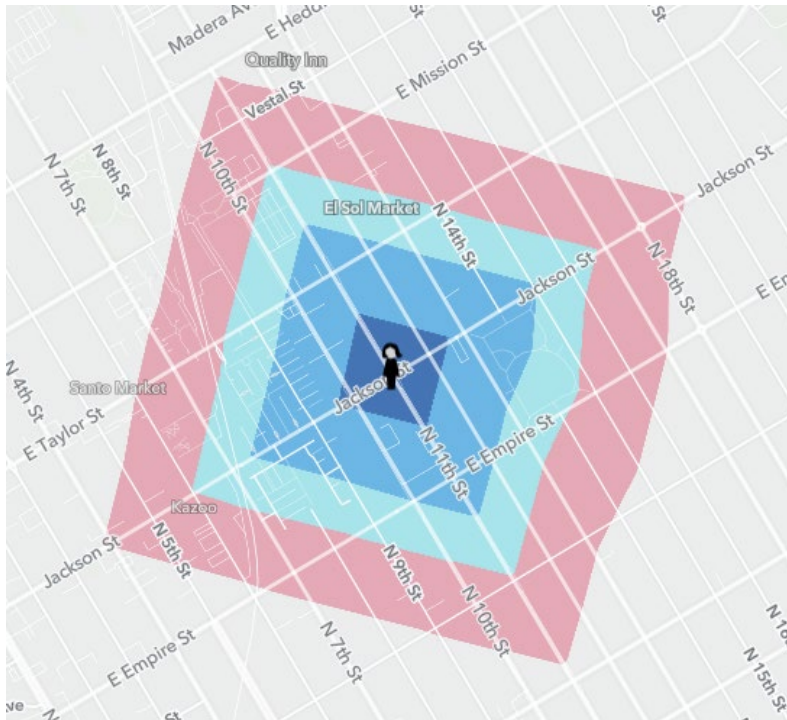
Street grid maximizes access
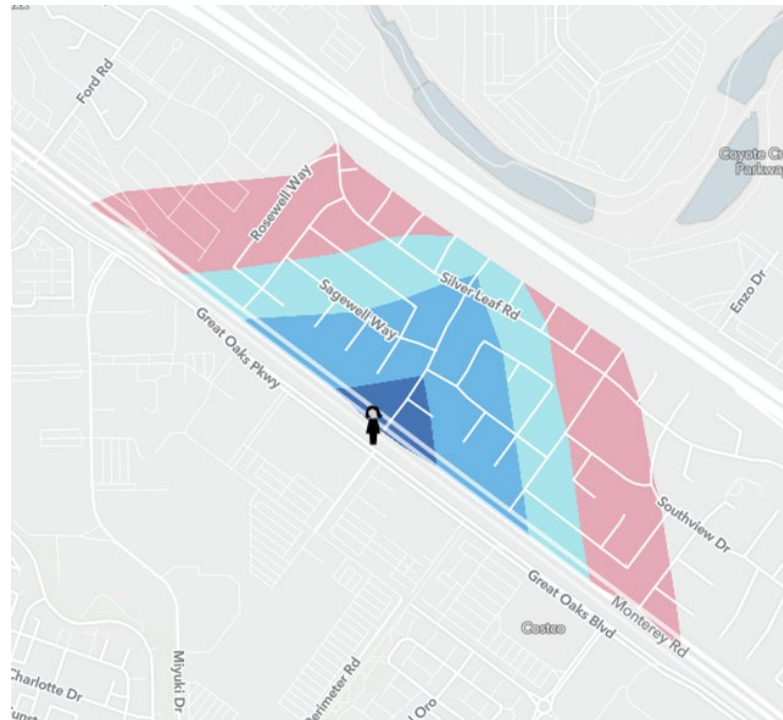
Train tracks, creeks, and freeways prevent access

Legend:
- 2 Minute Walk
- 5 Minute Walk
- 7 Minute Walk
- 10 Minute Walk

Designing for High-Ridership Service

Service Levels $

"How much service?"

- ❑ Service hours

- ❑ Vehicles   →

- ❑ Operators

Designing for High-Ridership Service

"Where should the service go?"

Routes should be:

- ✓ Simple & consistent
- ✓ Symmetrical
- ✓ On a direct path
- ✓ Minimize deviations

- ✓ Along arterials (Rapid & Frequent Routes)
- ✓ Fast (give transit vehicles priority)
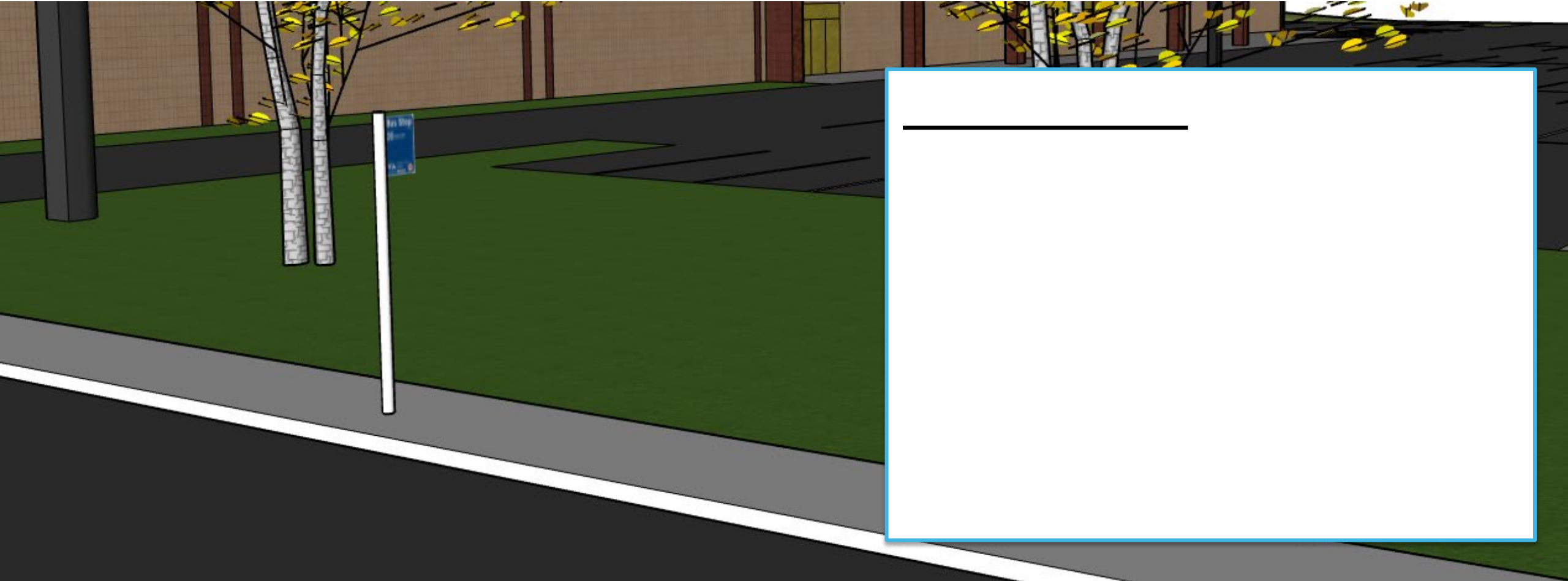- ✓ Coordinated (timed transfers, aligned frequencies)
- ✓ Space stops appropriately

48

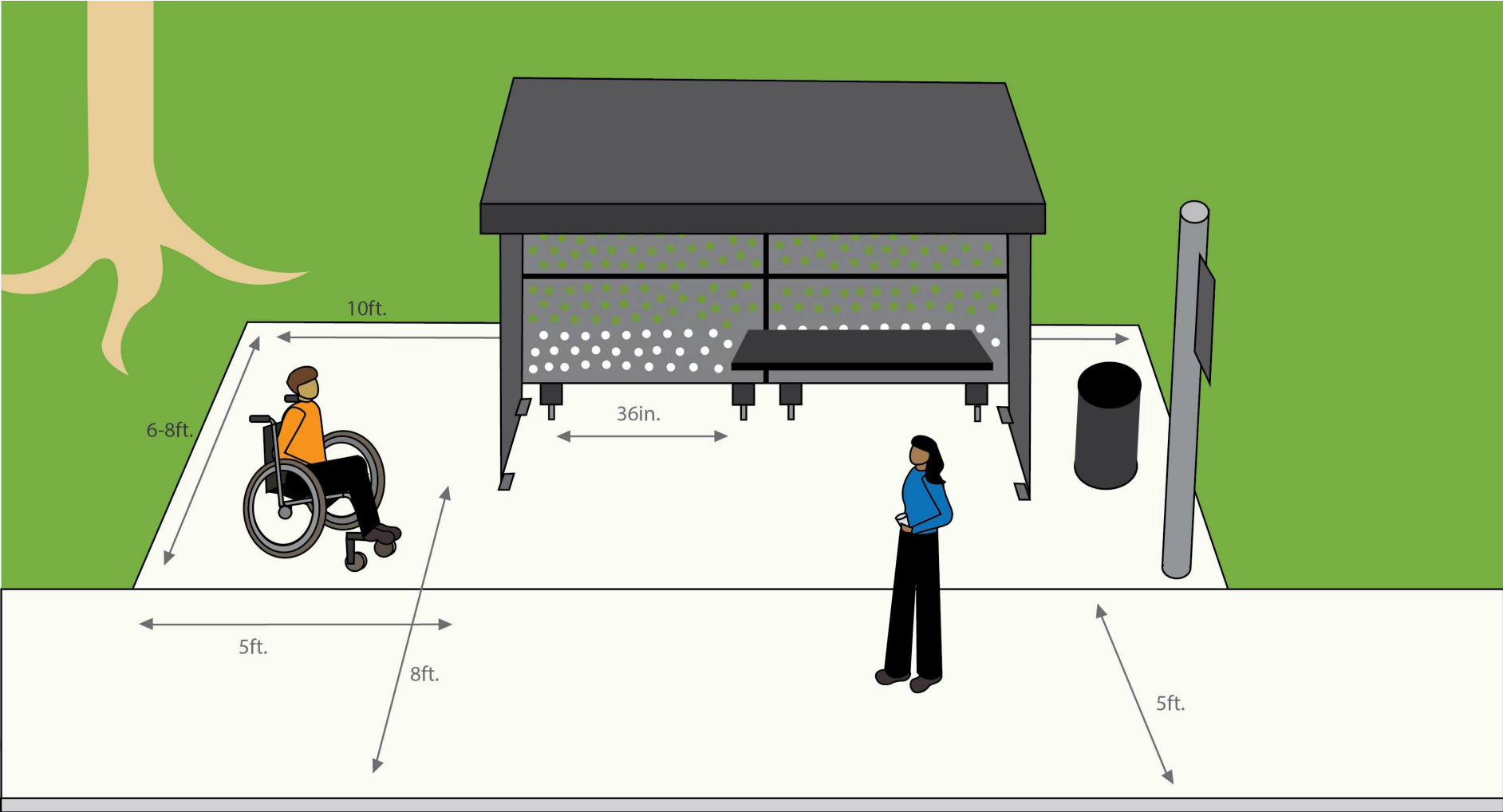# Designing for High-Ridership Service

Service Productivity

"How efficient/effective is the service?"

Role of Bus Stops in Service Planning

Elements of an ADA-Compliant Bus Stop

10ft.

6-8ft.

36in.

5ft.

8ft.

5ft.

51

*Not to scale

- YoloTD prefers 11-foot lanes
- YoloTD does not have a stated ridership vs coverage goal
- Consider bikeway/bus interactions especially at bus stops – bus boarding islands are crucial when separated bikeways are installed
    - Except at time points
- Land uses can change over time, but change can be slow – talk to us early and often!
- Chicken and the egg problem: If transit tries to follow development, you'll never be able to get the transit you want
- Developers can help fund transit improvements
- Cities control factors that determine ridership: Density, linearity, walkability, proximity, and land use mix
- Cities control quantity and quality of transit: Street design and priority policies determine transit travel speeds

Transit-Favorable Land Uses

Street Network + Pedestrian Environment

Fast, Frequent, Reliable, Safe
Transit Service

16

Short-Range Transit Plan

- Spring 2025: Existing conditions report (including rider survey results) and goals/objectives/performance measures
- Summer 2025: Draft recommendations
- End of year 2025: Final recommendations

Questions?

YoloⅡ⟩ 18

Topic: 2025 SACOG Regional Funding STIP Coordination	**Agenda Item#:**	**7**
	Agenda Type:	**Informational**
		Attachments: Yes No
Prepared By: B. Abbanat		**Meeting Date: January 13, 2025**

STAFF RECOMMENDATIONS:

Receive update on coordination efforts facilitated by YoloTD in preparation for SACOG's changes to STIP funding allocations within their Regional Funding Program framework.

BACKGROUND:

SACOG Regional Funding Changes

The Sacramento Area Council of Governments (SACOG) has engaged regional agencies over the past 10 months in conversations around potential changes to their biennial Regional Funding Program. Many Yolo County local agencies are familiar with this process and/or participated in SACOG's Regional Funding Working Group to help shape that program's direction. Changes to the program were driven, in part, by a federal finding that SACOG's prior method of allocating federal funds need to be revised.

Historically, SACOG has combined the major state and federal funding sources (CMAQ, RSTP/STBG, STIP) and allocated these through competitive programs such as Transformative, Maintenance & Modernization, and Community Design.

The SACOG Board recently approved a revised program structure, informed by feedback from the local agency partners, which separates allocation of federal (CMAQ, RSTP/STBG) and state (STIP) funds.

In this new structure, federal funds would continue to be allocated competitively across the region. However, in this cycle state STIP funding will be allocated to each county on a population formula basis. Local agencies within each county are presumed by SACOG to then compete for the amount allocated to their respective county. The below figures helps illustrate the new structure:

Figure 1: SACOG Regional Funding
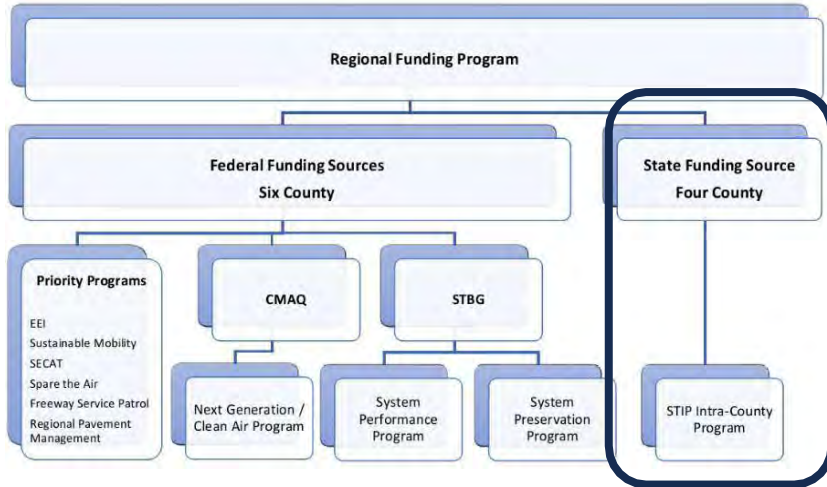
Statewide STIP funding objectives include:

- Fix-it first projects that advance climate, safety, and/or equity issues
- Transit projects
- Zero Emission Vehicle projects
- Bicycle and pedestrian projects
- Micromobility projects

SACOG estimates the historical STIP formula allocation for Yolo County has been approximately $6 million per programming cycle.

Regional Set Aside

For the 2025 STIP cycle, SACOG intends to establish a "set aside" of each county's formula STIP allocation for "regionally significant projects". The purpose is to fund larger projects within the regional STIP funding program. As a result, all eligible agencies within the SACOG regional could apply for this sub pot of STIP funding.

The effect of the STIP funding set-aside from each county is it will reduce the amount of formula STIP funds ultimately programmable for Yolo (and other counties') projects. The SACOG Board has not determined the set-aside percentage, but the SACOG staff recommendation ranges from 10% to 50%.

The below table illustrates the effect of "set aside" ranges on STIP funding allocation to Yolo county.

		Regional Set Aside Scenarios					
		0%	10%	12%	20%	25%	50%
Yolo County Funding Allocation		$ 6,200,000	$ 5,558,000	$ 5,435,000	$ 4,941,000	$ 4,632,000	$ 3,088,000

An Opportunity for Improved Coordination

Historically, there has been limited coordination among local agencies within Yolo County when deciding which projects should seek funding from the Regional Funding Round. As a result, multiple Yolo County agencies have regularly competed against each other (as well as agencies across the region) for these funds.

With the changes to the funding round structure, and relatively small amount of funding available across six eligible agencies, a coordinated, strategic approach among Yolo County local agencies to this limited funding source is worth considering. Several courses of action can be taken by Yolo County local agencies (including none at all) in response to the SACOG Regional Funding program changes.

Since summer 2024, YoloTD staff has facilitated conversations with staff member agencies' staff via YoloTD Technical Advisory Committee meetings. Starting in December 2024, the YoloTD TAC is meeting monthly to determine if a collectively beneficial approach is possible.

Importantly, YoloTD has no decision-making authority in this effort. YoloTD's role is limited to conducting analysis and providing a forum for discussion among member agencies. Ultimately, any countywide coordinated approach to this funding must be supported by each jurisdiction.

The purpose of these discussions is to determine if YoloTD member agencies can coordinate a collectively beneficial approach to this relatively small funding source. TAC members agreed the resources required to prepare and submit competitive grant applications is substantial with considerable risk of not receiving funding. A coordinated approach to the SACOG STIP Funding Program could provide greater funding certainty for Yolo county agencies while reducing scarce resources on preparing grant applications when only 2-3 projects would likely be funded.

The below section briefly describes the options explored within the YoloTD TAC and summarizes the current status of those conversations.

Options Explored for Improved Coordination

The YoloTD Technical Advisory Committee initiated these discussion with the following goals in mind for the upcoming funding cycle:

1. Provide meaningful funding for selected agencies in each cycle
2. No agency must wait more than two cycles before selection to apply
3. Funding leads to quickly delivered projects

Option #1, "Free for All": In this option, eligible Yolo County local agencies would continue to approach the STIP funding portion of the cycle as in the past. That is, submitting as many (or as few) applications as desired and allowing the SACOG evaluation process to play out for each application. **While this option was not supported by the TAC at the July 2024 meeting, it is considered a default fallback in the event there is not agreement on any other option.**

Option #2, Take Turns: In this option, two agencies would apply for the funding equally split, with full control over projects submitted to SACOG, consistent with their competitive grant application

guidelines. Over subsequent cycles, different agencies would apply for the funding, until all agencies have their opportunity for the funds. **This option was not supported by TAC members.**

Option #3, Intra-County Competitive: In this option, top projects within Yolo County are selected based on competitiveness. No more than two projects from any local agency could be submitted and no more than three local agencies' project(s) would be selected for advancement to the SACOG grant program. Agencies selected for a given cycle are not eligible again until all agencies have been selected. **This option was not supported by TAC members.**

Option #4, Proportional Allocation: In this option, each agency is assigned a predetermined "suballocation." The local agency would submit an application(s) consistent with the STIP program objectives noted above, up to their predetermined, proportional allocation. This approach would more closely resemble the early 2000s when local agencies directly received formula funding prior to SACOG consolidating funding into the Regional Funding program. YoloTD staff provided different scenarios based on equally weighted population and road miles metrics, which staff-level TAC participants felt was most equitable for all agencies. **This option had the most TAC support.**

The below table illustrates what those "suballocations" could be for each agency against different SACOG "set aside" scenarios.

						Regional Set Aside Scenarios				
Fair Share "Assignment": Road Miles & Population (Equal Weight Scenario)						10%	12%	20%	25%	50%
Starting Amount			$6,200,000			$ 5,558,000	$ 5,435,000	$ 4,941,000	$ 4,632,000	$ 3,088,000
YoloTD (10%)	-		$ -			$ 556,000	$ 544,000	$ 494,100	$ 463,000	$ 309,000
Remaining Amount			$6,200,000			$ 5,002,000	$ 4,891,000	$ 4,447,000	$ 4,169,000	$ 2,779,000
Place	Road Miles	Road Miles %	Population	Population %	% Average			Suballocations		
Davis	162	12%	67,057	30%	21%	$ 1,053,000	$ 1,029,000	$ 935,943	$ 877,000	$ 585,000
Woodland	204	15%	61,227	28%	21%	$ 1,064,000	$ 1,041,000	$ 946,198	$ 887,000	$ 591,000
West Sacramento	190	14%	54,163	24%	19%	$ 959,000	$ 938,000	$ 852,611	$ 799,000	$ 533,000
Winters	33	2%	7,270	3%	3%	$ 143,000	$ 139,000	$ 126,690	$ 119,000	$ 79,000
UC Davis / Unitrans	20	1%	8,229	4%	3%	$ 129,000	$ 127,000	$ 115,052	$ 108,000	$ 72,000
Yolo County	752	55%	24,169	11%	33%	$ 1,654,000	$ 1,617,000	$ 1,470,507	$ 1,379,000	$ 919,000
Total	1,361	100%	222,115	100%	100%	$ 5,558,000	$ 5,435,000	$ 4,941,100	$ 4,632,000	$ 3,088,000

Given the wide range of suballocations and local agency resources required to obligate STIP funds, this option raised questions among TAC members that would need clarification to solidify their support. Below were the key issues clarified by SACOG based on YoloTD staff's follow-up conversation:

- While SACOG staff is waiting for confirmation from California Transportation Commission (CTC) staff on this, SACOG staff believe any unprogrammed county funds would remain available countywide for future programming.

- If confirmed by CTC staff, Yolo county local agencies could theoretically "bank" their "fair share assignment" of STIP funds.

- Mechanics: Agencies could defer this cycle and wait for the following cycle (or cycles) to apply to the SACOG Four-County STIP program for a larger STIP award to a project. Alternatively, they could apply for STIP funding in this year's cycle up to their "fair share assignment".

- This interpretation could result in more flexibility for Yolo county agencies to program STIP funds onto their projects than assumed to date within the competitive funding program framework. So, each agency could choose in what cycle to apply as unprogrammed STIP funding can carry over to future funding rounds.

- How agencies with smaller STIP "fair share assignments" could move forward doesn't change significantly. At least four options not involving SACOG fund swapping could be available:
  1. Continue to accumulate STIP funds over multiple cycles until enough funds accrue to submit a grant application.
  2. Partner with another agency on a project.
  3. Swap funds with another Yolo county agency (i.e. relinquish "fair share assignment" STIP funds in exchange for local funds")
  4. Voluntarily relinquish STIP funds to another agency

If STIP funding can be flexibly programmed within the broader competitive grant program context as described immediately above, YoloTD could continue to play the role of coordinating agency to track fair share assignments, STIP cycle deferments, applications, and awards as SACOG will only track total Yolo county funds programmed.

SACOG staff made two *important* points:

1. STIP funding is very volatile. County allocations change from cycle-to-cycle, sometimes significantly. Thus, local agencies should not *expect* the same allocations each cycle. However, in theory, future cycle funding volatility should not affect unprogrammed funds from prior cycles.

2. SACOG emphasized an expectation to receive applications for competitive projects from this countywide coordinated effort. That means, projects that would meet a minimum threshold score consistent with STIP requirements and grant program guidelines. Local agency staff should familiarize themselves with the STIP and prior SACOG Maintenance and Modernization program guidelines, from which the Four-County STIP grant program is derived.

Next Steps

As stated, the purpose of this process is to determine if YoloTD member agencies can coordinate a collectively beneficial approach to this relatively small funding source. TAC members agreed the resources required to prepare and submit competitive grant applications is substantial with considerable risk of not receiving funding. A coordinated approach to the SACOG STIP Funding Program could

provide greater funding certainty for Yolo county agencies while reducing scarce resources on preparing grant applications when only 2-3 projects would likely be funded.

Since YoloTD has no decision-making authority, staff present this item for informational purposes, feedback, and to facilitate discussion among YoloTD Board members to hopefully achieve better outcomes for our member agencies.

FISCAL IMPACT:

No direct fiscal impact to YoloTD.

ATTACHMENTS:

1. SACOG Four-County STIP Draft Guidelines
2. SACOG Regional Funding Draft Guidelines

SACOG FOUR-COUNTY STATE FUNDING PROGRAM

DRAFT GUIDELINES

APPLICATION AND GUIDELINES RELEASE
DATE:
XX XX,XXXX

APPLICATIONS DUE:
4:00 p.m., Friday, XX XX,XXXX

This document contains the guidelines for the Four-County State Funding Program of the Sacramento Area Council of Governments Regional Program. The program grants funding from the State Transportation Improvement Program (STIP) to local government agencies and their partners to projects that meet performance outcomes, overall policy, and selection considerations identified by the SACOG Board.

Please note: This Funding Program applies to the counties of Sacramento, Sutter, Yolo, and Yuba only. Projects must be located within the four-county portion of the Sacramento region.

Table of Contents

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.

XX XX,XXXX   Advance Agency Consultations

XX XX,XXXX   Call for Projects begins with release of program guidelines and application

XX XX,XXXX   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.

XX XX,XXXX   Staff releases project award recommendations

XX XX,XXXX   Transportation Committee recommends project awards to
the SACOG board for final approval

XX XX,XXXX   SACOG board takes final action on recommended projects
and determines final program funding amount

XX XX,XXXX   Initiate programming and federal authorization request process,
depending on fund type received.

.

SECTION 1: INTRODUCTION

In 2023 the SACOG Board directed staff to convene a board working group to guide the creation of the next Regional Funding Round. To complement the board group, SACOG staff also organized a staff working group to facilitate more in-depth conversation to inform guideline development. The board working group is comprised of six SACOG board members, one from each county, and the staff working group is comprised of representatives from local agencies from the across the region, including public works, planning, and transit agency staff. This Regional Funding Round Framework was created through an eighteen month process that was guided by the two working groups.

The framework balances the requirements and eligibility of SACOG's funding sources, SACOG's regulatory requirements, and the needs of SACOG's member jurisdictions. The Regional Funding program includes a state funded program with goals and objectives that are aligned with the state's Climate Action Plan for Transportation Infrastructure (CAPTI), focusing state dollars on fix-it-first projects and large regional projects that move forward policies and goals related to climate, modal choice, and equity.

Program Goals and Commitments

- **Meet state performance objectives and policy goals.** Regional funding rounds have successfully helped the region align with state policy, including safety, state of good repair, goods movement, and greenhouse gas emission reductions. These are critical requirements that the region must show progress on to remain competitive for state and federal funding.
- **Position region for competitive state and federal funding.** SACOG's technical assistance and strategic funding has supported successful federal and state grant applications. The Regional Funding Round will continue leveraging funding and support to advance large regional capital investments and regionally identified priority projects through board action.
- **Implement policies from the 2020 MTP/SCS.** Focusing on the triple bottom line framework of equity, economy and environment, the Regional Funding Program will align with priorities that shape the long-range transportation landscape.
- **Integrate equity considerations more fully into regional investment priorities.** The Regional Funding Program will incorporate equity into the funding process, while also prioritizing equity as part of partner project development. Elements include affirming equity as an outcome in the core funding programs and building a richer dataset through the Project Performance Assessment toolkit for use by applicants and the evaluation review groups.
- **Prioritize state of good repair and fix-it-first.** Recognizing the growing maintenance needs of the region, the Regional Funding Program seeks to reinvest in existing infrastructure to maintain facilities in a state of good repair, allowing for safe and efficient travel for all modes.
- **Advance regionally identified programs.** The SACOG board has recently adopted plans and prioritized agency programs for the Regional Trail Network, Green Means Go, and regional high-capacity transit investments, among others. The Regional Funding Round will provide opportunity to continue implementation of these key projects.

Regional Funding Programs Guiding Themes

- Greenhouse gas (GHG)/Vehicle miles traveled (VMT) reduction
- State of good repair
- Urban and rural needs balance

64

- More certainty of funding
- Partnerships and regional support of projects
- Agency Strategic Plan and MTP/SCS Policy Framework – Equity, Economy, and Environment

Program Goal and Objectives

The Four-County State Funding Program includes both competitive and pooled funding elements. This structure provides for known funding amounts and consistency, leverages the newly established regional prioritization program, and provides opportunity to meaningfully support regional prioritized projects.

Under the pooled portion of the funding program, the number of projects supported or funded is dependent upon two main factors: 1) the funding available and 2) whether the region's partners and SACOG board elect to coalesce around a single regionally significant project or multiple projects that each help the region meet the established goals and targets associated with the MTP/SCS.

The intra-county competitive program focuses on fix-it-first projects that also provide additional performance outcomes and/or modernize roadways, mirroring the goals of CAPTI to align with state policy goals for state of good repair, modal choice, climate, and equity. Addressing several of the needs of the local agencies with consistent county-wide funding. In this program, local agencies only compete against other agencies within their county.

More specifically, this program seeks to fund projects in the following categories:

- Rehabilitation and operational improvements for regional roadways that:
  - Include additional improvements necessary to accommodate other modes of transportation, such as bicycles, NEVs, micromobility, pedestrians, and/or high-capacity transit infrastructure that
    - Fill in existing network gaps; and/or
    - Connect to key destination centers and/or mobility hubs
  - Resolve significant safety issues (such as projects related to intersections with disproportionately high crash rates and/or high levels of congestion)
  - Support regional goods movement
  - Provide traffic calming strategies or other complete streets elements
- Projects that improve traffic flow, including signal systemization, streamlining intersections, improving transportation systems management and operations, traffic signal optimization plans, and traffic signal interconnection
- Projects that include project elements that address resiliency and adaptation including (but not limited to):
  - Cooling elements such as trees, shade, cool pavement treatments, etc.
  - Support of evacuation routes and/or emergency response routes
- Implementation and maintenance of trails projects or other active transportation projects
- Transit projects that increase the frequency or service improvements for public transit, including capital improvements

As 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 Four-

County State Funding Program incorporates socio-economic and racial equity as a cross cutting objective. Sponsors can draw on data and analysis, either from SACOG or local sources, to support how the project provides benefit to these communities. Equity will be addressed through three evaluation elements that will be integrated into the application: Community Engagement, Project Benefit and Impacts, and Project Location and Existing Conditions. Applicants will be asked to describe their community engagement process including engagement methods, identified community, and how the project was impacted by the engagement process. Performance outcome questions will focus on how the project benefits the identified community and if there are potential negative impacts. Project Location and Existing Conditions questions will ask applicants to describe the community and why the project was prioritized for that community.

Funding

County specific funding amounts will be developed and will align with state driven funding allotments from the STIP program. SACOG will reserve a portion of funding to be pooled across all four counties to support larger regional projects. The funding estimate for the Four-County State Funding Program will be adopted by the SACOG Board of Directors prior to the release of the call for projects. The funding estimate for the state STIP will be determined by the state published STIP five-year estimates. The state determines the funding for each county by a calculation of population and lane miles. That estimate will include the specific budget for each county and the percentage of pooled funds. The overall selection of projects is dependent on the funding available. The available funding for the STIP program will be from FY 2027-2028 and FY 2028-2029.

Projects selected for this program must qualify for state funding sources available to SACOG. For capital projects, 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 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.

Projects selected for 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 to manage FTA funds as an FTA Grantee. Member agencies, Caltrans District 3, and transit districts can independently submit their application. Other special districts and public agencies (e.g., air

districts, JPAs, transportation management associations) are eligible to apply directly, but they must have a member agency co-applicant with whom they coordinate during the consultation process to receive a funding request priority ranking from the member agency in addition to their application prioritization.

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 MTP lump sum eligibility requirement.

3. The project must be identified as an "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. "Exempt" projects are typically considered non-expansion projects, while "non-exempt" projects are typically considered expansion projects.

4. Project scopes must be eligible for State Transportation Improvement Program (STIP) funding. Eligible projects are those that significantly contain transportation infrastructure in public right-of-way. Activities or tasks within the project must be either categorized as "construction," "environmental," "design" or "right-of-way."

5. Sponsors must provide a minimum of 11.47 percent match funds towards the project cost.
    Example: 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. State program funds that are supported by federal revenues (e.g., HSIP, HBR) may also be used to meet the matching requirements.

6. In addition to funding for capital projects, project development funding scope activities is also available for projects listed for implementation within the next 10 years of the 2020 MTP/SCS. The application must be for a non-expansion capital project that will support a phase of technical work that will lead to construction.

7. The project must be scheduled to begin construction no later than June 2029, 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

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.

- 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 Sacramento Transportation Authority (STA) for Sacramento County project sponsors).
- Project sponsors must provide a priority ranking for all submitted applications in the this program, as shown in Section 2.
- Eligible project sponsors must complete and submit all required application materials by the XX XX,XXXX deadline.

Project Evaluation and Selection Process

- Work during this phase is completed by two review committees, the Technical Project Delivery Committee and the Performance Outcome Review Committee, comprised of SACOG staff, external experts, and project sponsors. All involved individuals will sign an agreement that ensures conflict of interest requirements are met.
- The process begins with the technical project delivery committee comprised 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 review group review also looks at the cost-effectiveness measure.

- The performance outcome review committee considers each application as an integrated whole, drawing on input from the technical project delivery review committee and the performance outcomes-based working groups to complete the final evaluation. All application components (engineering cost/feasibility analysis, cost-effectiveness, PPA outcomes, narrative responses, project sponsor rankings) are reviewed individually by experts and at the group level. The project review committee will evaluate projects by the selection criteria adopted by the SACOG board.

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

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.

- Meet any required conditions placed on the project during the award process.

- 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.

- The required match for most funding is 11.47 percent of the participating phase cost and/or the total participating project cost required for projects receiving 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. 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 State FY 2027/28. The earliest opportunity to receive awarded funding is July 1, 2027.

- When a project is programmed in the MTIP and is ready for implementation, the lead agency requests a 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.

SECTION 2: APPLICATION CONTENT DESCRIPTION

The Four-County State Funding Program application includes the following required components: (1) Project Application, (2) Project Programming Request, (3) Engineer's Cost Estimate, (4) either PPA or TAM data table, (5) and Cost Effectiveness calculation. Sponsors need to include their Priority Ranking Table (6) once, either as part of the submission for their highest priority project or separately to the SACOG program manager (i.e., no need to include the table in every submission). Finally, sponsors may include additional graphics, visuals, or support letters (7), 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
	Project Background *			
	Community Engagement *			
	Performance Outcomes *			
	Leverage & Cost Effectiveness			
2	Simplified Project Programming Request	Yes	All projects	Excel
3	Engineer Cost Estimate	Yes	All projects	Excel
4	Project Performance Assessment: Data Output / Transit Asset Management Data	Yes	All projects	PDF/Excel (report output)
5	Cost Effectiveness calculation	Yes	All projects	Excel
6	Adopted Agency Resolution	Yes	All projects	PDF
7	Sponsor priority ranking table	Yes	Only need to include once, not in every app	PDF
8	Optional additional graphics, maps, visuals	No	All projects, but optional	PDF

* Includes equity evaluation element

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: Scope of Improvements** (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.

For projects that are in or benefiting a racial or socio-economic equity communities, agencies should utilize existing data sources and indices that are currently used by programs serving low income, vulnerable, and underserved communities:

- SACOG Environmental Justice Areas
- Federally-recognized tribal lands
- CalEnviroScreen 4.0
- Disadvantaged Census Tract Areas
- Free or Reduced Priced School Meals
- Healthy Places Index
- Climate and Economic Justice Screening Tool (CEJST)
- Equitable Transportation Community (ETC) Explorer
- Areas of Persistent Poverty
- Environmental Protection Agency (EPA) Justice Screening (EJScreen)
- Caltrans Equity Index (EQI)
- Environmental Justice Block Groups
- Sacramento Promise Zones
- Opportunity Zones

For projects that benefit a locally defined equity area that may not be located in a predefined geography list above, the agency can use the narrative section to support the benefits of that project to underserved communities. These locally defined areas should be supported by using similar indicators. Agencies should consider appropriate data, indices, and screening tools to determine whether a specific community is disadvantaged based on a combination of variables that may include, but are not limited to, the following:

- Low income, high and/or persistent poverty
- High unemployment and underemployment

- Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities
- Linguistic isolation
- High housing cost burden and substandard housing
- High transportation cost burden and/or low transportation access
- Disproportionate environmental stressor burden and high cumulative impacts
- Limited water and sanitation access and affordability
- Disproportionate impacts from climate vulnerability
- High energy cost burden and low energy access
- Access to healthcare

Community Engagement

A successful project is the result of active engagement of impacted community members, particularly of Black, Indigenous, Asian, Pacific Islander, Hispanic/Latino, and other communities of color, along with low-income (rural, suburban, and urban), persons with disabilities, youth, older adults, and other underrepresented communities that have been historically disenfranchised and excluded from planning processes.

Engagement should occur prior to and during project development, with the intent to provide direct benefits or solve an expressed transportation issue, while also limiting and mitigating any negative impacts. The narrative section for community engagement should address the following questions:

- Why was the project concept developed? How were the project's purpose and need identified?
- How was the community engaged as the project was developed and designed?
    - How did you identify specific communities and populations likely to be directly impacted by the project?
    - How did community members become involved in project plan development?
    - What engagement methods and tools were used?
    - What techniques did you use to reach populations traditionally not involved in community engagement related to transportation projects?

- Who participated in the project engagement process? (Race/ethnicity, age, education, socioeconomic status, disability status, etc.)

- How did engagement influence the project plans or recommendations? How did you share back findings with community and re-engage to assess responsiveness of these changes?

Performance Outcomes

The Four-County State Funding Program asks sponsors to demonstrate the performance outcomes that complement the project's goals. The PPA data table will give quantitative indicators across performance outcomes. In the narrative section the sponsor should respond to up to two of the following outcomes:

1. Demonstrate state of good repair benefits that maintain and improve the existing transportation system.
2. Increase multi-modal travel/ alternative travel/ choice of transportation options.

3. Support climate adaptation and resilience of the regional transportion system

4. Improve goods movement in and through the region.

5. Significantly improve safety and security.

Project performance outcomes draw 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.

- Performance outcomes are 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 performance outcome criteria support project evaluation across a breadth of size, scope, location, and context.

- Performance outcomes are also assessed relative to submitted applications for similar projects. This is a secondary consideration but still important in the overall evaluation of the benefit.

Qualitative content

In the performance outcomes section of the application, sponsors will select two of the program performance outcomes listed above. Answer the narrative questions only for the selected outcomes. Projects will only be evaluated on the applicant-selected two outcomes.The sponsor will answer the narrative question on how the project supports the selected performance outcomes. 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.

Applicants will identify the overall project benefits anticipated for the community in relation to the selected performance outcomes. Included in this section will be how the project addresses racial and socio-economic equity, specifically what are the benefits specific to Black, Indigenous, Asian, Pacific Islander, Hispanic/Latino, and other communities of color, along with low-income (rural, suburban, and urban), persons with disabilities, youth, older adults, and other underrepresented communities residing or engaged in activities near the project area, and substantiate benefits with data.

1. Describe the project's specific benefits and who will benefit most.
   a. How does the project relate to the needs of people who live, work and play in that area? Who does the project serve and how (immediate residents, workers, children, the elderly, etc.)?
   b. What are the potential barriers to accessing project benefits?

2. Acknowledge and describe any negative project impacts and/or specific transportation burdens, and who will be burdened. Describe measures to mitigate these impacts.
   a. What are the potential unintended impacts or consequences of the proposed project?

73

Project Delivery and Readiness

All applications will complete this section following the application prompts.

Simplified Project Programming Request (PPR)

The second required component of the 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. 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.

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.

Project Performance Data

This program continues the tradition of using both quantitative and qualitative analysis as part of project evaluation. As in prior cycles, each sponsor in the 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. 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 benefits in their application narrative response.

Project Performance Assessment Data Table / TAM Data Table

Applicants to the program are required to attach a Project Performance Assessment (PPA) data table as part of the application. The data table for must be submitted as an Excel file.

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. 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 these performance outcomes through the narrative section and with any additional data or analysis provided in the application.

Cost-Effective Calculation

Applications will be evaluated by a simplified methodology that divides the project's expected users by its expected costs. See Section 3 for details on the methodology and directions for completing this simple calculation as part of the application.

Sponsor Priority Ranking Table

Project priority rankings are a selection criterion in the Four-County State Funding Program. As such, each sponsor needs to complete a table of priorities within the program category (Sample Table, below).

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

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

Your application must include:
Required content:
- ☐ **1.** Complete project application.
- ☐ **2.** SACOG Project Programming Request
- ☐ **3.** SACOG Engineer's Cost Estimate
- ☐ **4.** Project Performance Assessment Data Table or
- ☐ **4.** Transit Asset Management Data Table (for transit vehicle replacement and equipment projects)
- ☐ **5.** Cost-Effectiveness Calculation
- ☐ **6.** Resolution stating agency commitment to delivering awarded project

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

SACOG REGIONAL FEDERAL FUNDING PROGRAM
DRAFT GUIDELINES

APPLICATION AND GUIDELINES RELEASE
DATE:
XX XX,XXXX

APPLICATIONS DUE:
4:00 p.m., Friday, XX XX,XXXX

This document contains the guidelines for the Next Generation Solutions and Clean Air Program, the System Performance Program, and the System Preservation Program of the Sacramento Area Council of Governments (SACOG) Regional Federal Funding Program. The program grants funding from the federal Congestion Mitigation and Air Quality (CMAQ) Program and the Surface Transportation Block Grant (STBG) Program to local government agencies and their partners for projects that meet performance outcomes, overall policy, and selection considerations identified by the SACOG Board of Directors.

76

Contents

77

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.

XX XX,XXXX   Advance agency consultations

XX XX,XXXX   Call for Projects begins with release of program guidelines and application

XX XX,XXXX   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.

XX XX,XXXX   Staff releases project award recommendations

XX XX,XXXX   Transportation Committee recommends project awards to
the SACOG board for final approval

XX XX,XXXX   SACOG board takes final action on recommended projects
and determines final program funding amount

XX XX,XXXX   Initiate programming and federal authorization request process,
depending on fund type received.

Section 1. Introduction

In 2023 the SACOG Board directed staff to convene a board working group to guide the creation of the next Regional Funding Round. To complement the board group, SACOG staff also organized a staff working group to facilitate more in-depth conversation to inform guideline development. The board working group is comprised of six SACOG board members, one from each county, and the staff working group is comprised of representatives from local agencies from the across the region, including public works, planning, and transit agency staff. These Regional Funding Round Programs were created through an eighteen month process that was guided by the two working groups.

The program balances the requirements and eligibility of SACOG's funding sources, SACOG's regulatory requirements, and the needs of SACOG's member jurisdictions. This funding program consists of three federal funded programs: the Next Generation Solutions and Clean Air program to align with Congestion Mitigation and Air Quality (CMAQ) funds, and the System Performance Program and System Preservation Program to align with Surface Transportation Block Grant (STBG) funds.

In addition to the programs above, the Regional Funding Program includes a set of Priority Programs. Priority Programs are sub-programs that are designed to achieve one specific regional priority. These focused programs traditionally have smaller budgets and generally provide funding to projects that are not centered on capital investments as explicitly as the major programs discussed above. SACOG is carrying forward the Priority Programs that have either been administered in years past, and/or that have already been dedicated funding by the SACOG board. These include Engage, Empower, and Implement (EEI), Sustainable Mobility (formerly Mode Shift), Sacramento Emergency Clean Air Transportation Program (SECAT), and Spare the Air. In addition, SACOG has added two new programs for this category – the Regional Pavement Management Program and the Freeway Service Patrol Program (FSP).

As 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 Regional Funding Program incorporates socio-economic and racial equity as an objective across the programs. Sponsors can draw on data and analysis, either from SACOG or local sources, as evidence of how their project benefits these communities. Equity will be address through three elements that will be integrated in to the application: Community Engagement, Project Benefit and Impacts, and Project Location and Existitng Conditions. These elements are labled in each of the Application Contents in Setion 2 below.

Funding

Financial support for these SACOG funding programs will come from the federal funding sources Congestion Mitigation and Air Quality (CMAQ) Program and the Surface Transportation Block Grant (STBG) Program expected to be available to the region. The funding estimate for the federal programs will be adopted by the SACOG Board of Directors prior to the release of the call for projects. That estimate will include the specific budgets for the Next Generation Solutions and Clean Air, System Performance, and System Preservation Programs as well as the Priority Programs.

The overall selection of projects is dependent on the funding available. Projects are anticipated to be programmed into FY 2027-2028 and FY 2028-2029 of the MTIP; 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.

Projects selected for this program must qualify for the federal CMAQ and STBG 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 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 Funding Program.

Regional Program Goals and Commitments

- **Meet federal and state performance objectives and policy goals.** Prior funding rounds have successfully helped the region meet federal and state performance targets, including safety, state of good repair, goods movement, and greenhouse gas emission reductions. These are critical requirements that the region must show progress on to remain competitive for state and federal funding.
- **Position region for competitive state and federal funding.** SACOG's technical assistance and strategic funding has supported successful federal and state grant applications. The Regional Funding Round will continue leveraging funding and support to advance large regional capital investments and regionally identified priority projects through board action.
- **Implement policies from the 2025 Blueprint (MTP/SCS).** Focusing on the triple bottom line framework of equity, economy and environment, the Regional Funding Program will align with priorities that shape the long-range transportation landscape.
- **Integrate equity considerations more fully into regional investment priorities.** The Regional Funding Program will incorporate equity into the funding process, while also prioritizing equity as part of partner project development. Elements include the new Engage, Empower, and Implement program; affirming equity as a performance outcome in the core funding programs; and building a richer dataset through the Project Performance Assessment toolkit for use by applicants and the evaluation review groups.
- **Prioritize state of good repair and fix-it-first.** Recognizing the growing maintenance needs of the region, the Regional Funding Program seeks to reinvest in existing infrastructure to maintain facilities in a state of good repair, allowing for safe and efficient travel for all modes.
- **Advance regionally identified programs.** The SACOG board has recently adopted plans and prioritized agency programs for the Regional Trail Network, Green Means Go, and regional high-capacity transit investments, among others. The Regional Funding Round will provide opportunity to continue implementation of these key projects.

Regional Funding Programs Guiding Themes

- Greenhouse gas (GHG)/Vehicle miles traveled (VMT) reduction
- State of good repair/fix-it-first
- Urban and rural needs balance
- More certainty of funding
- Partnerships and regional support of projects
- Agency Strategic Plan and MTP/ SCS Policy Framework – Equity, Economy, and Environment

Regional Funding Round Programs
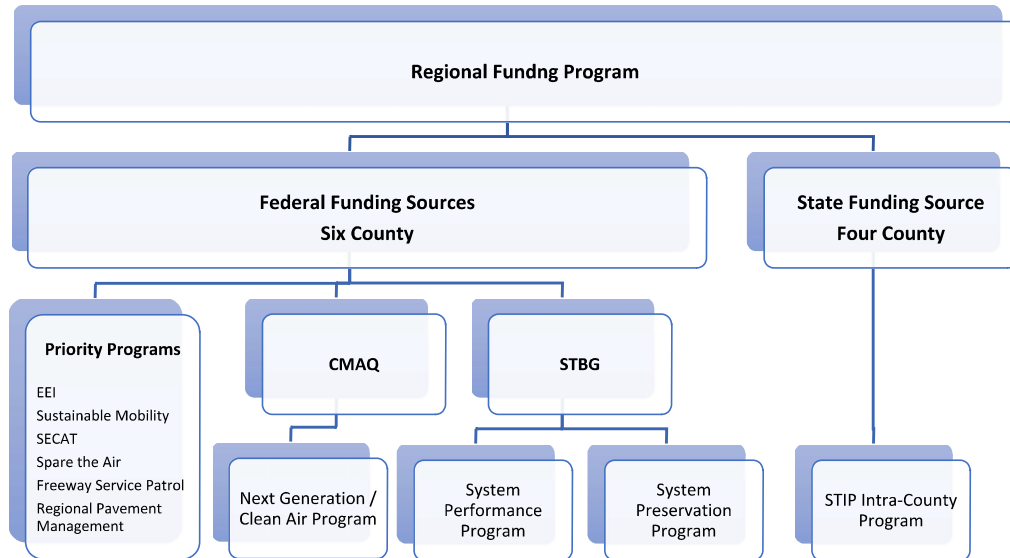
Next Generation Solutions and Clean Air Program

The Next Generation Solutions and Clean Air Program is designed to foster the next generation of mobility solutions, including implementation of SACOG initiatives such as the Regional Transit Network Study and Regional Trails Network, as well as funding active transportation projects, ZEV implementation, Complete Streets projects, other infrastructure for high-capacity transit, streetscape corridors, and other projects that have air quality or multi-modal benefits.

System Performance Program

The System Performance program will advance projects that increase the performance of the existing regional transportation network. The flexible nature of the STBG program allows for a wide range of eligibility for roadway improvements and other transportation network infrastructure projects, including transit.

System Preservation Program

The System Preservation Program will address the need for road preventative maintenance to reduce the local agency backlog of road maintenance needs and focus funding on major roadways that heavily contribute to the movement of people and goods in the region.

Priority Programs

The priority programs are designed to fund smaller budget, non-capital projects that achieve established regional priorities. Given the variety of potential projects, these programs utilize funding from the STBG

or CMAQ programs, depending on the eligibility requirements. Each of the programs described below have individual timelines and are administered independently of the larger Regional Programs.

Existing Programs

Engage, Empower, and Implement

The Engage, Empower, and Implement (EEI) Program will fund partnerships between local government entities and community-based organizations (CBOs) for community-based planning and pre-construction project development activities in the six-county greater Sacramento region, with a specific focus on meaningful community engagement in disinvested communities.

Sustainable Mobility Program (Formerly named Mode Shift)

This program partners with local agencies to invest in, test, and expand programs that reduce car trips and provide new mobility solutions. Projects funded by Sustainable Mobility include small non-infrastructure programs, events, quick-build projects, tactical urbanism, or projects to reduce single occupancy vehicle trips and miles by encouraging biking, walking, riding transit, carpooling, vanpooling, and teleworking as options for reducing car trips.

SECAT

The Sacramento Emergency Clean Air Transportation (SECAT) Program is a partnership between the Sacramento Metropolitan Air Quality Management District (District or Sac Metro Air District) and SACOG. The program's goal is to promote zero and near-zero emission on-road medium and heavy-duty vehicles operating in the SACOG region.

Spare the Air

The Spare the Air program is a partnership of the region's air districts dedicated to measurably improving the region's air quality and helping residents protect themselves from air pollution by providing air quality forecasts, real-time readings, air pollution alerts, and educational materials for schools, businesses, residents, and community organizations.

New Programs

Regional Pavement Management Program

The Regional Pavement Management Program would collect pavement data regionwide to inform future policy decisions regarding funding. This program would address several needs from our local partners as well as standardize the pavement data region wide. SACOG's smaller and rural member jurisdictions would significantly benefit from a regional program, especially the data collection and analysis, where a process may not currently exist. The goal for this program is to create a regional pavement management program approach when it comes to funding maintenance projects, providing a level playing field across the six counties and provide a comprehensive database with pavement condition information utilizing SACOG's existing access to StreetSaver program. Note that this would require a program to be set up at SACOG and would be operational to inform decision making for the future funding rounds. Subsequent aspects of the program would include ongoing updates and maintenance of the dataset, among other similar activities.

Freeway Service Patrol

The Sacramento Metropolitan Freeway Service Patrol (FSP) program is designed to reduce freeway congestion by quickly finding and removing minor incidents from our freeways. This long-standing program has been funded by the CVR-SAFE program in El Dorado, Sacramento and Yolo counties, while Placer County Transportation Planning Agency has previously used federal funding in its county. This proposal will augment the existing CVR-SAFE funding in El Dorado, Sacramento and Yolo counties with federal funding, and continue funding for Placer County, which is not a part of CVR-SAFE.

Project Eligibility

The following section outlines the project eligibility and application contents for the Next Generation Solutions and Clean Air Program, System Performance Program, and System Preservation Program. A full application must be submitted to SACOG staff to be considered for funding. A maximum of three (3) applications per agency may be submitted under each of the three (3) federal program categories, totaling up to nine (9) applications for an agency.

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 six-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 2025 Blueprint 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 2025 Blueprint eligibility requirement.
3. Projects 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 eligible if they are explicitly listed in the current 2025 Blueprint project list that has undergone an air quality conformity approval process. "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) or Surface Transportation Block Grant (STBG) 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." Projects in the Next Generation and Clean Air Program are required to demonstrate and quantify a reduction in regulated emissions, specifically carbon monoxide, ozone and particulate matter pollution.

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 2025 Blueprint.
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 2029, 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

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 program 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 program 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 outcomes and competitiveness of potential applications will be discussed, and technical assistance offered during this phase of work.
- 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, Placer County Transportation Planning Agency (PCTPA), El Dorado County Transportation Commission (EDCTC), or Sacramento Transportation Authority (STA) for Sacramento County project sponsors).
- Project sponsors must provide a priority ranking for all submitted applications in the program and an "overall prioritization" for how these applications are ranked in comparison to any applications in other SACOG funding programs.

Project Evaluation and Selection Process

- SACOG will utilize the Project Performance Assessment Tool to generate data about project benefits that can be compared to other projects. At the outset of the process, SACOG may also identify other technical tools and data to be used to evaluate projects.
- Projects sponsors from all six counties would submit applications to SACOG. In El Dorado County, EDCTC would submit a prioritized list to SACOG on behalf of all applicants in the county. In Placer County, PCTPA would submit a prioritized list to SACOG on behalf of all applicants in the county.
- SACOG will review all projects for eligibility and consistency with 2025 Blueprint goals before sending them to the review panel.
- Projects reviewed by a six-county committee consisting of technical experts from SACOG, EDCTC, PCTPA, local transportation departments, and other transportation professionals.
- Projects prioritized across all six counties by review committee using the criteria established by the SACOG Board of Directors at the beginning of the funding round cycle, the technical experts would score and prioritize projects.
- SACOG staff review recommendations and ensure all projects are scored using regional performance criteria. SACOG staff sets final regional list of priorities recommended to the Transportation Committee and SACOG Board.
- SACOG Transportation Committee reviews and recommends: As the policy committee over funding, the Transportation Committee would review the staff recommendation and make a recommendation to the full board.
- SACOG Board Selects Projects: Through its final action on the funding round recommendations, the board may modify the recommendations, and therefore retain the ultimate authority to select all projects that are consistent with board policy and applicable state and federal requirements.

Implementation

Successful applicants who are awarded funding will be asked to:

- Amend their project into the Metropolitan Transportation Improvement Program (MTIP) via SACTrak, the online MTIP project database.
- Meet any required conditions placed on the project during the award process.
- 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 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 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 CMAQ and STBG available on a first-come, first-served basis. The earliest opportunity to receive awarded funding is July 1, 2026.
- When a project is programmed in the MTIP and is ready for implementation, the lead agency requests a federal authorization (E-76) 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.

Program Specific Goals and Objectives

Next Generation Solutions and Clean Air Program

The Next Generation Solutions and Clean Air Program is funded with federal Congestion Mitigation and Air Quality Improvement (CMAQ) funds, which must be spent on transportation projects or programs that contribute to attainment or maintenance of the national ambient air quality standards. Based on our regional program goals and commitments, the Next Generation Solutions and Clean Air Program is designed to foster the next generation of mobility solutions, including implementation of SACOG initiatives such as the Regional Transit Network Study and Regional Trails Network, as well as funding active transportation projects, ZEV implementation, Complete Streets projects, high capacity transit (generally 15 minute service at peak and better), streetscape corridors, and other projects that have air quality or multi-modal benefits. More specifically, this program seeks to fund projects in the following categories:

- Transit Capital Improvements
  - New transit facilities, if they are associated with new or enhanced transit service
  - Acquisition of new transit vehicles (bus, rail, van) to expand the fleet to support high-capacity transit services
  - Replacement of existing fleet vehicles to zero emission vehicles
  - Preferential bus treatment on existing roads to support speed and reliability improvements along key corridors
  - New park-and-ride facilities adjacent to high-capacity transit stops and stations
  - Mobility hubs that increase access to transit service
- Clean Fuel and Zero Emission
  - Establishment of fueling and charging facilities, and other infrastructure needed to support alternative fuel vehicles
  - Zero emission vehicle purchase

- Development of zero emission vehicle programs, such as car sharing
- Active Transportation
    - Complete streets projects that include active transportation components
    - Construction of active transportation infrastructure that:
        - Fill in existing network gaps;
        - Connect to key destination centers and/or mobility hubs; and/or;
        - Are included in the SACOG Regional Trails Network
    - Non-construction projects that increase bicycle and pedestrian safety
- Congestion Management
    - Projects that improve traffic flow, including signal systemization, streamlining intersections, improving transportation systems management and operations, traffic signal optimization plans, ramp metering, and traffic signal interconnection
    - Intelligent Transportation System improvements, such as cameras, dynamic messaging signs, speed detection, and other efforts to improve incident and emergency response; or real time traffic, transit and multimodal traveler information (or similar) to improve mobility
- Travel Demand Management
    - Activities designed for mode shift, ranging from carpool and vanpool programs to parking management and road pricing measures.
    - Shared micromobility, such as bikeshare and shared scooter systems
    - Carpool and vanpool programs include computer matching of individuals seeking to carpool and employer outreach to establish rideshare programs.
    - New or expanded rideshare programs, such as new locations for matching services, upgrades for computer matching software, etc.
- Miscellaneous
    - Project development activities that lead to construction of facilities or new services and programs with air quality benefits, such as preliminary engineering or project planning studies.

System Performance Program

The System Performance program advances projects that increase the performance of the existing regional transportation network. The flexible nature of the STBG program allows for a wide range of eligibility for roadway improvements and other transportation network infrastructure projects. Eligible projects include:

- Reconstruction, rehabilitation, and operational improvements for roadways functionally classified as arterials or collectors, and bridges on roadways of all functional classifications, that:
    - Include additional improvements necessary to accommodate other modes of transportation, such as bicycles, NEVs, micromobility, pedestrians, and/or high-capacity transit infrastructure;
    - Resolve significant safety issues (such as projects related to intersections with disproportionately high crash rates and/or high levels of congestions)
    - Provide necessary infrastructure to support existing development or Green Zone developments, such as underlying utility infrastructure;
    - Provide traffic calming strategies or other complete streets elements;

- o Include creation of, expansion of, or substantial improvements to an evacuation route or emergency response route; and/or
  - o Include climate resiliency or adaptation elements, such as cool pavement treatments.
- Capital costs for transit projects, including vehicle replacement, station/facility upgrades, etc.
- Transportation infrastructure projects that advance managed lanes and other pricing strategies.
- Roadway projects such as new roadway capacity that is managed or improvements to existing interchanges that address other underlying issues (such as evacuation needs, emergency response, or safety issues). New interchanges or new unmanaged capacity are not eligible for funding in this program.
- Projects and programs to support and advance electric vehicle (EV) charging infrastructure programs and strategies.
- Construction or enhancement of multi-use paths and/or grade separated bicycle/pedestrian crossings of major barriers.
- Development of mobility hubs that includes access and infrastructure for multiple transportation modes.
- Infrastructure-based intelligent transportation systems (ITS) capital improvements.
- Enhancing the competitiveness of large infrastructure programs or projects that have been prioritized in the region for federal and state grants.

System Preservation Program

The System Preservation Program will address the need for road preventative maintenance to reduce the local agency backlog of road maintenance needs and focus funding on major roadways that heavily contribute to the movement of people and goods in the region.

Under this program, funding is focused on preservation and resurfacing of roadways functionally classified as major arterials or collectors that:

- Include existing transit routes;

- Are designated as freight or truck routes;

- Are located in a locally-defined equity priority area;

- Are located within areas that have (or have planned) transit-oriented development, mixed use, or are along major commercial corridors;
- Include existing active transportation or trail networks;
- Serve as key evacuation and/or emergency response routes for rural communities;
- Support regional goods movement such as farm to market routes and agritourism; **and/or**
- Provide access to education centers.

Section 2. Application Contents Description

The Regional Funding Round application includes the following 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 manager (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. Not every program requires all components. The table below shows the required component for each specific program.

Ref. No.	Application Content	Next Generation Solutions & Clean Air Program	System Performance Program	System Preservation Program
1	**Project Application**			
	Project Background *	X	X	X
	Community Engagement *	X	X	
	Performance Outcomes *	X	X	X
	Leverage & Cost Effectiveness	X	X	X
2	**Simplified Project Programming Request**	X	X	X
3	**Engineer Cost Estimate**	X	X	X
4	**Project Performance Assessment: Data Table / Transit Asset Management Data**	X	X	X
5	**Cost Effectiveness calculation**		X	X
6	**CMAQ calculation**	X		
7	**Adopted Agency Resolution**	X	X	X
8	**Sponsor priority ranking table**	X	X	X
9	**Optional additional graphics, maps, visuals, letters**	X	X	X

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

The **project description** should be concise, and provide a one-to-two-sentence description of your project; do not include purpose, benefits, or anything beyond a short description of the work to be done. SACOG will use the description to program the project in the MTIP 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: Scope of Improvements (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.

For projects that are in or benefiting a racial or socio-economic equity community, agencies should utilize existing data sources and indices that are currently used by programs serving low income, vulnerable, and underserved communities:

- SACOG Environmental Justice Areas
- Federally-recognized tribal lands
- CalEnviroScreen 4.0
- Disadvantaged Census Tract Areas
- Free or Reduced Priced School Meals
- Healthy Places Index
- Climate and Economic Justice Screening Tool (CEJST)
- Equitable Transportation Community (ETC) Explorer
- Areas of Persistent Poverty
- Environmental Protection Agency (EPA) Justice Screening (EJScreen)
- Caltrans Equity Index (EQI)
- Environmental Justice Block Groups
- Sacramento Promise Zones

- Opportunity Zones

For projects that benefit a locally defined equity priority area that may not be located in a predefined geography list above, the agency can use the narrative section to support the benefits of that project to underserved communities. These locally defined equity areas should be supported by using similar indicators. Agencies should consider appropriate data, indices, and screening tools to determine whether a specific community is disadvantaged based on a combination of variables that may include, but are not limited to, the following:

- Low income, high and/or persistent poverty
- High unemployment and underemployment
- Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities
- Linguistic isolation
- High housing cost burden and substandard housing
- High transportation cost burden and/or low transportation access
- Disproportionate environmental stressor burden and high cumulative impacts
- Limited water and sanitation access and affordability
- Disproportionate impacts from climate vulnerability
- High energy cost burden and low energy access
- Access to healthcare

Community Engagement

A successful project is the result of active engagement of impacted community members, particularly of Black, Indigenous, Asian, Pacific Islander, Hispanic/Latino, and other communities of color, along with low-income (rural, suburban, and urban), persons with disabilities, youth, older adults, and other underrepresented communities that have been historically disenfranchised and excluded from planning processes.

Engagement should occur prior to and during project development, with the intent to provide direct benefits or solve an expressed transportation issue, while also limiting and mitigating any negative impacts. The narrative section for community engagement should address the following questions:

- Why was the project concept developed? How were the project's purpose and need identified?
- How was the community engaged as the project was developed and designed?
    - How did you identify specific communities and populations likely to be directly impacted by the project?
    - How did community members become involved in project plan development?
    - What engagement methods and tools were used?
    - What techniques did you use to reach populations traditionally not involved in community engagement related to transportation projects?

- Who participated in the project engagement process? (Race/ethnicity, age, education, socioeconomic status, disability status, etc.)

92

- How did engagement influence the project plans or recommendations? How did you share back findings with community and re-engage to assess responsiveness of these changes?

Performance Outcomes Section

In the Performance Outcomes section of the application, select two of the program specific performance outcomes (except the System Preservation Program which only has one). Each program is listed below and includes the program specific performace outcomes to select. Answer the narrative questions only for the selected outcomes. Projects will only be evaluated on the applicant-selected two outcomes.

Next Generation Solutions and Clean Air Program

The Next Generation Solutions and Clean Air Program seeks to promote effective and efficient use of limited federal funding resources to both develop and maintain the regional transportation network and provide regional benefits. This program specifically focuses on increasing mobility options and projects that improve air quality. This is done by evaluating projects through the following SACOG performance outcomes:

- Reduce regional vehicle miles traveled (VMT) and/or greenhouse gases (GHG) per capita.
- Reduce regional congestion.
- Increase multi-modal travel/alternative travel/choice of transportation options.

- Provide long-term economic benefit within the region, recognizing the importance of sustaining urban and rural economies.

- Climate adaptation and resilience.

Applicants will be asked to choose two of the performance objectives above that best represent their projects goals. This will be discussed in the Project Outcomes section of the application and will be supported with both quantitative data from SACOG's Project Performance Assessment (PPA) Tool and a series of narrative questions.

System Performance Program

The System Performance Program seeks to promote effective and efficient use of limited federal funding resources to both develop and maintain the regional transportation network and provide regional benefits. This is done by evaluating projects through the following SACOG performance outcomes:

- Reduce regional vehicle miles traveled (VMT) and/or greenhouse gases (GHG) per capita.
- Reduce regional congestion.
- Increase multi-modal travel/alternative travel/choice of transportation options.

- Provide long-term economic benefit within the region, recognizing the importance of sustaining urban and rural economies.

- Improve goods movement in and through the region.
- Significantly improve safety and security.

- Demonstrate state of good repair benefits that maintain and improve the existing transportation system.

Applicants will be asked to choose two of the performance objectives above that best represent their projects goals. This will be discussed in the Project Outcomes section of the application and will be supported with both quanitiatave data from SACOG's Project Performance Assesment (PPA) Tool and a series of narrative questions.

System Preservation Program

The System Preservation Program seeks to promote effective and efficient use of limited federal funding resources to maintain the regional transportation network and provide regional benefits. The program uses the single performance outcome "demonstrate state of good repair benefits that maintain and improve the existing transportation system". This will be discussed in the Project Outcomes section of the application and will be supported with both quanitiatave data from SACOG's Project Performance Assesment (PPA) Tool and a series of narrative questions. Applicants will be asked to support why they are prioritizing the project and have the opportunity to provide additional details like safety, modal chaice, and ecomonic development.

Project performance outcomes review draws on quantitative and qualitative measures

- Performance outcomes are measured through the Project Performance Assessment (PPA)/Transit Asset Management (TAM) tool and application narrative response. Any sponsor can also bring forward its own data in the application material as part of the project evaluation.
- Performance outcomes are 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.
- Performance outcomes are also assessed relative to submitted applications for similar projects. This is a secondary consideration but still important in the overall evaluation of the benefit.

Qualitative content

In the performance outcomes section of the application, sponsors will select two of the program performance outcomes. The sponsor will answer the narrative question on how the project supports the selected performance outcomes. 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.

Applicants will identify the overall project benefits anticipated for the community in relation to the selected performance outcomes. Included in this section will be how the project addresses racial and socio-economic equity, specifically what are the benefits specific to Black, Indigenous, Asian, Pacific Islander, Hispanic/Latino, and other communities of color, along with low-income (rural, suburban, and

urban), persons with disabilities, youth, older adults, and other underrepresented communities residing or engaged in activities near the project area and substantiate benefits with data.

1. Describe the project's specific benefits and who will benefit most.
   a. How does the project relate to the needs of people who live, work and play in that area? Who does the project serve and how (immediate residents, workers, children, the elderly, etc.)?
   b. What are the potential barriers to accessing project benefits?

2. Acknowledge and describe any negative project impacts and/or specific transportation burdens, and who will be burdened. Describe measures to mitigate these impacts.
   a. What are the potential unintended impacts or consequences of the proposed project?

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.

Simplified Project Programming Request (PPR)

The second required component of the 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.

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.

Project Performance Data

This program uses both quantitative and qualitative analysis as part of project evaluation. Each sponsor is required to include a project performance data table as part of the application package. Most projects will use the Project Performance Assessment (PPA) tool to create the required data table. Projects applying for transit vehicle replacements or equipment are the one exception to using the PPA; these projects instead use the TAM Data Table.

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.

With the exception of transit vehicle projects, applicants to the program are required to attach a Project Performance Assessment (PPA) data table as part of the application. The data table must be submitted as an Excel file.

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. 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 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.

Cost-Effectiveness Calculation

(System Performance and System Preservation Programs Only)

Applications will be evaluated by a simplified methodology that divides the project's expected users by its expected costs. See Section 3 for details on the methodology and directions for completing this simple calculation as part of the application.

CMAQ Calculation

(Next Generation Solutions and Clean Air Program Only)

Through the Regional Funding 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.

Sponsor Priority Ranking Table

Project priority rankings are not a weighted selection criterion in the program but are a consideration in the evaluation and project selection efforts completed by review group.

Each sponsor needs to complete a single table that ranks all their submissions to the specific funding program in terms of local agency priority (Sample Table 2, below). The table should include the sponsor's submissions to the SACOG Regional Funding Program.

The sponsor should include these tables either in the application of their highest ranked project, or directly to the SACOG program manager 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.

Optional Content

Project applicants may attach additional information to help the review 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 of the program's performance outcomes, and answering the associated questions for the selected two outcomes

☐ **2.** SACOG Project Programming Request

☐ **3.** SACOG Engineer's Cost Estimate

☐ **4.** Project Performance Assessment Data Table or

☐ **4.** Transit Asset Management Data Table (for transit vehicle replacement and equipment projects)

☐ **5.** Cost-Effectiveness Calculation

☐ **6.** CMAQ Calculation (Next Generation Solutions & Clean Air Program only)

☐ **7.** Resolution stating agency commitment to delivering awarded project

Additional content:

☐ **8.** Sponsor priority ranking tables (only needed once per sponsor, not in every application)

☐ **9.** Additional graphics, maps, letters of support, visuals (optional)

BOARD COMMUNICATIONS: YOLO COUNTY TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776----(530) 661-0816

Topic: Appoint Alternate to Capitol Corridor Joint Powers Authority Board of Directors	Agenda Item#: Agenda Type:	**8** **Action**
		Attachments: Yes No
Prepared By: A. Bernstein		**Meeting Date: January 7, 2025**

RECOMMENDATION:

Staff recommend that the Board of Directors appoint an Alternate to serve on the Capitol Corridor Joint Powers Authority (CCJPA) Board of Directors.

BACKGROUND:

The Capitol Corridor runs 16 trains a day each direction between the Bay Area (Oakland/San Jose) and the Sacramento region (Sacramento/Roseville). All Capitol Corridor trains run through Yolo County, Davis and West Sacramento. There is one station in Yolo County, in downtown Davis. The CCJPA is currently working with the City of Davis on major changes to the Davis station.

The CCJPA Board of Directors includes two representatives apiece from YoloTD, Santa Clara Valley Transportation Authority (VTA), Sacramento Regional Transit District (SacRT), Solano Transportation Authority (STA), and Placer County Transportation Planning Agency (PCTPA). The BART Board of Directors has six members on the CCJPA Board, two apiece from San Francisco, Contra Costa and Alameda Counties.

Since January 2023, YoloTD has been represented on the CCJPA Board by Yolo County (Lucas Frerichs) and City of Davis (Josh Chapman). Tom Stallard (City of Woodland) has served as Alternate. With recent changes to the YCTD Board, it is necessary to appoint a new Alternate.

The Capital Corridor Board meets bimonthly (5 meetings per year), on the third Wednesday of the month. The next meeting of the Capitol Corridor JPA Board is February 19, 2025 at 10 am. The meeting location alternates between Oakland and Suisun.

BUDGET IMPACT:

None.

Topic: Appointments to the Capitol Area Regional Tolling Authority	Agenda Item#:	**9** **Action**
	Agenda Type:	Attachments: Yes (No)
Prepared By: A. Bernstein		Meeting Date: January 13, 2025

RECOMMENDATION:

Appoint two Directors and one Alternate to serve on the Board of Directors of the Capitol Area Regional Tolling Authority (CARTA) Joint Powers Agency (JPA).

BACKGROUND:

The Capitol Area Regional Tolling Authority is a Joints Powers Authority established in January 2024 by the Sacramento Area Council of Governments, the Yolo Transportation District, and Caltrans District 3.. CARTA's charge is to develop and operate toll facilities in the Sacramento region.

In May 2024, the California Transportation Commission granted authority to CARTA to develop and operate a tolled managed lane on the Yolo 80 corridor between Davis and West Sacramento.

CARTA is currently staffed by SACOG. YoloTD Executive Director Autumn Bernstein serves on the Technical Advisory Committee.

The CARTA governance structure includes two Director appointments from Yolo Transportation District, two Director appointments from SACOG, and one appointment from Caltrans. CARTA also includes non-voting seats representing local transportation agencies in Sacramento, Placer and El Dorado Counties.

At the January 2024 YoloTD Board meeting, the Board appointed Directors Dawnte Early (City of West Sacramento) and Josh Chapman (City of Davis) to serve on the CARTA Board. Director Jesse Loren (City of Winters) was appointed as Alternate. The Board also directed staff to revisit CARTA appointments on an annual basis.

BOARD COMMUNICATION: YOLO TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Long-Range Calendar	Agenda Item#:	**10d** **Informational**	
	Agenda Type:	Attachments: Yes (No)	
Prepared By: A. Bernstein		Meeting Date: January 13, 2025	

RECOMMENDATION:

The following agenda items are tentatively scheduled for upcoming meetings of the YoloTD Board of Directors.

Long Range Calendar Agenda Items

February 2025:

- Open 30-day Comment Period on Winters/Knights Landing BeeLine service change
- Service to Sutter Health Park for Rivercats and A's 2025 Baseball Season
- FY23-24 Audited Financial Statements includes Internal Control updates
- FY24-25 Quarter 2 Finance update
- Woodland Transit Center: Update and Possible Action on Preferred Site for Inclusion in AHSC application
- Yolo Active Transportation Corridors (YATC) Expenditure Authorization Request for Design

March 2025:

- Woodland Transit Center: Possible Action to Approve MOU for Yolano-Donnelly AHSC application
- Short Range Transit Plan Update (2)
- Update on Response to Fourth & Hope Grand Jury Report Findings
- Close Public Hearing and Possible Action on BeeLine Service Changes in Winters and Knights Landing

April 2025:

- Special Budget Workshop on TDA Funding