

**FRESNO COUNCIL OF GOVERNMENTS**  
**CARBON REDUCTION PROGRAM APPLICATION PACKET**



**All application packages should include 10 hard copies delivered to the address below, and one electronic copy emailed to the main contact listed below.**

Fresno Council of Governments  
Attention: Robert Phipps, Deputy Director, 2023-24 CRP Call-For-Projects  
2035 Tulare Street, Suite 201  
Fresno, CA, 93721

<b>KEY DATES</b>	
Programming subcommittee convenes to review scoring criteria and call information	May 2023
Guidelines, criteria and application packet to TTC/PAC for approval	June 9, 2023
Guidelines, criteria and application packet to COG Policy Board for adoption and initiation of call for projects	June 29, 2023
Call for Projects Workshop for Member Agencies	July 12, 2023
<b>Regional Bid project submittals DUE by 12:00PM</b>	<b>September 15, 2023</b>
CRP Scoring Committee convenes	December 6, 2023
COG Policy Board approves recommended projects	January 2024
2024 FTIP submittal to Caltrans	Fall 2024

Program guidelines (which includes the scoring rubric), the application packet, and referenced materials can be found on the Fresno COG website at the following link: <https://www.fresnocog.org/project/congestion-mitigation-air-quality-cmaq-program/>

Main Contact:  
Robert Phipps, Deputy Director  
[rhipps@fresnocog.org](mailto:rhipps@fresnocog.org)

Cover Page Template

Cover page will be accepted in any format but should, at minimum, include all the information listed on the example template below.

## **2023/2024 Carbon Reduction Program (CRP) Application**

**[Insert Agency Name]**

**[Insert Agency Logo]**

**[Insert FTIP Project Title]**

**[Insert Project Priority]**

**[Insert CRP \$ Request] | [Insert Total Project Cost]**

## ***Applicant Information***

**Implementing Agency:** This agency must enter into a Master Agreement with Caltrans and will be financially and contractually responsible for the delivery of the project within all pertinent Federal funding requirements, including being responsible and accountable for the use and expenditure of program funds. This agency is responsible for the accuracy of the technical information provided in the application and is required to sign the application.

**IMPLEMENTING AGENCY'S NAME:**

**IMPLEMENTING AGENCY'S ADDRESS:**

**CITY:**

**STATE:**

**ZIPCODE:**

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**IMPLEMENTING AGENCY'S CONTACT PERSON:**

**CONTACT PERSON'S TITLE:**

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**CONTACT PERSON'S PHONE NUMBER:**

**CONTACT PERSON'S EMAIL ADDRESS:**

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## ***General Project Information***

**PROJECT NAME:** (To be used in all program referenced project lists)

**Project/Application Number:** (Priority # - Max 2 per Agency)

Example: 1 of 2

**FTIP Proposed Project Title:** (Maximum 34 characters)

**Project is being submitted in the following category:**

- Transit
- ZEV Infrastructure
- Active Transportation
- Miscellaneous

**SUMMARY OF PROJECT SCOPE:** Summary of the Existing Condition, Project Scope, and the Expected Benefits:

**PROJECT PURPOSE:** Describe the main purpose of the project:

**FTIP PROJECT DESCRIPTION:** (Max 156 characters) [(Location :) + (Limits) + (;) + (Improvement)]

**PROJECT LOCATION:** (Include Route # or Name, Post Mile Limits/Length of Project and Project Limits)

In addition to the Location Description provided, please **attach** a location map to the application as specified in “Attachment G” below. The location map needs to show the project boundaries in relation to the Implementing Agency's boundaries.

**Functional Classification:** Examples of local function include arterial, expressway, major collectors, etc., as designated within local circulation plan. Provide both local classification and federal classification if different. The federal classification takes precedence. CMAQ funds may be used on local roadways.

## ***Project Details***

**Annual Auto Trips Reduced in trips/year:** (if greater than zero, calculations should be included in emissions reduction sheet attachment)

**Annual Auto Vehicle Miles Traveled (VMT) Reduced in miles/year:** (if greater than zero, calculations should be included in emissions reduction sheet attachment)

**Air Quality Screening Criteria Code(s):** (refer to Appendix A for list of codes, list all applicable)

**Length/Width (in miles/feet) of Any New Active Transportation Facility (Class I / II / III / IV):**

Example: 1.2 miles of Class I at 10 feet wide

**Length/Width (in miles/feet) of New Sidewalk:**      **Number/Type of New Crosswalks:**

<input type="text"/>	<input type="text"/>
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**Number of New ADA Ramps:**      **Number/Type of New Pedestrian Signals:**

<input type="text"/>	<input type="text"/>
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**If ITS Project, Number of Signals Connected:**      **Length of Connected Signals:**

<input type="text"/>	<input type="text"/>
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**Does this project have a warrant study? (submit calculations as attachment)**

YES, See attachment       NO

**Right of Way (ROW) Impacts:** (Check all that apply)

- Agency has site control.** Project is 100% within the Implementing Agency's ROW and/or is within their control at the time of this application submittal. (This includes temporary construction easements)
  
- Private ROW and/or utility relocations required.** Project will likely require ROW in fee ownership, permanent easements, and/or temporary construction easements from private owners and/ or will require utility relocations from utility companies outside that implementing agency's governmental control.

*The federal ROW process involving private property acquisitions and/or private utility relocations can often take 18 to 24 months after environmental document approval. The project schedule in the application for ROW needs to reflect the necessary time to complete the federal ROW process.*

- Public ROW required.** Project will likely require ROW, Easements, encroachment, and/or approval involving Governmental, Environmental, or Railroad owner's property.

What is the total number of months included in the project schedule to account for all ROW and/or utility impacts selected above?

**Anticipated ROW Certification Date.** Expected date project will receive ROW certification or RFA for certification will be submitted.

**Is this project listed on the Financial Constrained List of the 2022 RTP?**

- Project is on the constrained project list in the 2022 RTP.
- Project is NOT on the constrained project list in the 2022 RTP.

If not, does the project meet the goal and objectives of the RTP policies?                      **YES**       **NO**

**Optional:** Please explain why the project is not on the RTP. The CMAQ Scoring Committee may take extenuating circumstances into consideration. Project would still be reduced by 5 points at minimum.

**Please provide any other pertinent subjective information that you would like evaluators to consider when scoring your project:**

Subjective information shall be no more than one page in length.

## Project Delivery Schedule

Fund	Work Phase	2024/25	2025/26	2026/27	2027/28	Total
<b>CMAQ Regional Bid Funds</b>						
%	<b>Percent share of costs – maximum 88.53%</b>					
<i>PE</i>						
<i>ROW</i>						
<i>Construction</i>						
<b>Sub-total</b>						

<b>Local Matching Funds</b>						
%	<b>Matching fund rate – minimum 11.47%</b>					
<i>PE</i>						
<i>ROW</i>						
<i>Construction</i>						
<b>Sub-total</b>						

<b>Project Total</b>						
<i>PE</i>						
<i>ROW</i>						
<i>Construction</i>						
<b>Grand Total</b>						

- Please fill out the project delivery schedule according to the planned years of implementation for your project.
- Note that actual programming will depend on financial capacity.
- Any non-participating costs (non-CRP eligible costs) of your project need to be clearly listed in the engineers estimate, on this project delivery schedule, and on the financial plan.

**Is the project applying as a “construction-ready project”?** Points will be awarded to projects requesting construction funding only and within the first two years of the FTIP. Please attach all available environmental and ROW certifications or documentation. Projects requesting points in this category will go through a Caltrans screening process.

- Project is requesting funds for construction only in the first year (2024/25) of the FTIP and PE/ROW documentation is attached.**
- Project is requesting funds for construction only in the second year (2025/26) of the FTIP and PE/ROW documentation is attached.**
- Project does not qualify / applicant is opting out**

**Is the project going to follow an expedited delivery schedule?                      YES                       NO**   
Please check “yes” if your project qualifies for the construction ready and/or expedited project delivery scoring criteria and you agree to the project delivery guidelines.

**Is the project leveraging additional local funds?** Points will be awarded to projects that leverage additional local funds (Measure C, TDA) in addition to the required local match.

- Project includes a 20% local match**
- Project includes a 30% local match**
- Project is not leveraging additional local funds**



## Project Funding and Scalability

### Proposed Source of Local Match Funding:

Place a checkmark in the box signifying where local matching funds for this project will be coming from and specify dollar amount.

<b>LOCAL</b>	<b>Sales Tax</b>	
	<input type="checkbox"/> City	
	<input type="checkbox"/> County	
	<input type="checkbox"/> Other (Transportation Development Act)	
	<b>Sales Tax sub-total:</b>	
	<b>Gas Tax</b>	
	<input type="checkbox"/> Gas Tax (Subventions to Cities)	
	<input type="checkbox"/> Gas Tax (Subventions to Counties)	
	<b>Gas Tax sub-total:</b>	
	<b>Other Local Funds</b>	
	<input type="checkbox"/> City General Funds	
	<input type="checkbox"/> Street Taxes and Developer Fees	
	<input type="checkbox"/> Local Transportation Funds	
	<input type="checkbox"/> Other	
	<b>Other Local Funds sub-total:</b>	
<b>Transit</b>		
<input type="checkbox"/> Transit Fares		
<input type="checkbox"/> Other Transit (parcel/property taxes, parking revenue, etc.)		
<input type="checkbox"/> Tolls (e.g., non-state-owned bridges)		
<input type="checkbox"/> Other (e.g., RTEP)		
<b>Transit sub-total:</b>		
<b>REGIONAL</b>	<input type="checkbox"/> Tolls	
	<input type="checkbox"/> Bridge	
	<input type="checkbox"/> Corridor	
	<input type="checkbox"/> Regional Transit Fares/Measures	
	<input type="checkbox"/> Regional Sales Tax "Measure C" Local Pass Through	
	<input type="checkbox"/> Regional Bond Revenue	
	<input type="checkbox"/> Regional Gas Tax	
	<input type="checkbox"/> Vehicle Registration Fees (CARB Fees, SAFE)	
	<input type="checkbox"/> Other	
	<b>Regional sub-total:</b>	
<b>Grand Total:</b>		

Is this project scalable?      YES       NO

If yes, specify the minimum funds required: \$

**Please provide an explanation of scalability with specific reference to budget line items on the Financial Plan (Attachment B).**

Example: If a project is asking for funding to pave 10 alleyways, and applicant is willing to take funding for #X (less <10) alleyways, or a partial scope of any project, this project would be considered scalable.

**Would your agency accept partial funding for this project?      YES       NO**

**If yes, please explain your contingency plan to fully fund and implement the project.**

Example: If a project is asking for funding to pave 10 alleyways, and applicant received funding for 7 alleyways, how would the agency plan to fully fund the other 3 alleyways? If an agency could use other funds, this project would be willing to accept partial funding. If not, then agency would not accept partial funding. Partial funding still requires the *entire* scope be completed.

## ***Application Attachments***

**Application Checklist and Signature Page** (Required for all applications)

**Attachment A**

**Financial Plan** (Required for all applications)

**Attachment B**

**AB 1012 Resolution** (Required for all applications)

**Attachment C**

**Project Estimate** (Required for all applications)

**Attachment D**

**Cost-Effectiveness and Emissions Reductions Calculations** (Required for all applications)

**Attachment E**

**RTP Documentation** (Required for all applications)

**Attachment F**

**Project Location Map** (Required for all applications)

**Attachment G**

**Preliminary Engineering and Design, Environmental, and Right-of-Way Documentation or Certification** (If needed)

**Attachment H**

**Warrant Study** (If needed)

**Attachment I**

**Photos of Existing Conditions** (*Strongly* recommended for all applications)

**Attachment J**

### **Additional Attachments**

Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information. All additional attachments must be scanned into one document. Please list the additional attachments:

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## **Attachment A: Project Submittal Checklist and Signature Page**

**Name of Project:**

**Submitted by:**

**Agency/Organization:**

**Check All That Apply:**

- Project meets CRP eligibility under federal guidelines.
- Sponsor will comply with California Environmental Quality Act, the National Environmental Policy Act, the Americans with Disabilities Act, AB1012 (Timely Use of Funds), Buy America, and/or any other applicable regulations.
- Project can be obligated within the identified timelines.
- Project scope will remain the same as detailed in application.
- If needed, a warrant study is attached.
- If needed, PE&D, Environmental, and ROW documentation are attached.
- AB 1012 Resolution is attached.
- 10 hard copies of application for regional bid are attached, and an electronic copy has been provided via email or USB flash drive.
- An engineer's estimate/quote of probable costs for project is attached.
- All required attachments are included.
- I understand that incomplete or late submittals will be considered for scoring at the committee's discretion, as time allows, after scoring other projects.

**I certify that the information contained in the application packet is accurate to the best of my knowledge and that I am authorized to submit the following project proposal for scoring and possible programming. The agency will provide the required non-federal matching funds, and deliver the project as proposed within the scope and schedule specified in the application should the project be awarded funding. Signature of full-time agency staff authorized to enter into a contract for federal funding if selected.**

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ***Attachment B: Financial Plan***

**Below, please discuss the project funding strategy, clearly indicating total cost, authorization amounts and dates for all funding sources committed or anticipated to fully fund the project and any contingency plan if anticipated funding does not materialize. Any contingency plan to provide a reduced scope, should partial funding be available, would need to take into consideration air quality benefits and demonstrate it is feasible to perform the project in deliverable segments, or with reduced scope.**

**I certify that the information contained in the financial plan is accurate to the best of my knowledge and that I am authorized to submit the following project proposal for scoring and possible programming. The agency will provide the required non-federal matching funds, and deliver the project as proposed within the scope and schedule specified in the application should the project be awarded funding.**

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment C: Sample Council/Board Resolution**

**BEFORE THE  
(NAME OF CITY/COUNTY/DISTRICT COUNCIL/BOARD)  
RESOLUTION NO. 202X-\_\_\_\_\_ -**

In the Matter of:

Project Delivery Schedules  
For Federal Transportation Project Selection

RESOLUTION SUPPORTING  
AND IMPLEMENTING TIMELY  
USE OF FUNDING

WHEREAS, AB 1012 has been enacted into State Law in part to provide for the “timely use” of State and Federal funding; and

WHEREAS, the (City/County/District) is able to apply for and receive Federal and State funding under the Federal Transportation Act;

WHEREAS, the (City/County/District) desires to ensure that its projects are delivered in a timely manner to preclude the Fresno Region from losing those funds for non-delivery; and

WHEREAS, it is understood by the (City/County/District) that failure for not meeting project delivery dates for any phase of a project may jeopardize federal or state funding to the Region; and

WHEREAS, the (City/County/District) must demonstrate dedicated and available local matching funds; and

NOW THEREFORE BE IT RESOLVED, that the (Council/Board) hereby agrees to ensure that all project delivery deadlines for all project phases will be met or exceeded.

BE IT FURTHER RESOLVED, that failure to meet project delivery deadlines may be deemed as sufficient cause for the Fresno Council of Governments Policy Board to terminate an agency’s project and reprogram Federal/State funds as deemed necessary.

BE IT FURTHER RESOLVED that the (City/County/District) (Council/Board) does direct its management and engineering staffs to ensure all projects are carried out in a timely manner as per the requirements of AB 1012 and the directive of the (City/County/District) (Council/Board).

THE FOREGOING RESOLUTION was passed and adopted by the (Council/Board) on Month, Day, and Year.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ATTEST: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Mayor, City of ( ----- )  
Chair, Board of ( ----- )  
Chair, ( ----- ) Board

I hereby certify that the foregoing is a true copy of a resolution of the (Council/Board) duly adopted at a regular meeting thereof held on the \_\_\_\_\_ day of Month, Year.

***Attachment D: Project Estimate***

**[Attach engineers estimate/quote of probable costs for project]**

***Attachment E: RTP Project Documentation***

**[Attach documentation showing that the project is on the 2022 RTP Constrained List]**



## ***Attachment F: Project Map***

**[Attach project map, the location map needs to show the project boundaries in relation to the Implementing Agency's boundaries]**

***Attachment G: PE&D, Environmental, and ROW Documentation or Certification***

**[Attach documentation of PE&D, Environmental, and ROW documentation or certification here. If you are not applying in the construction-ready projects category, please do not include this page in your project's application]**

## ***Attachment H: Warrant Study***

**[Attach a copy of the warrant study here. If your project does not require a warrant study, please do not include this page in your project's application]**

***OPTIONAL Attachment I: Photos of Existing Conditions***

**[Attach photos of existing conditions here. Otherwise, please do not include this page in your project's application]**

## ***Additional Attachments***

**[Attach additional items here. Otherwise, please do not include this page in your project's application]**

## Appendix A: Air Quality Screening Criteria

### **1.00 SAFETY PROGRAMS**

- 1.01 Railroad/Highway Crossing
- 1.02 Hazard Elimination Program
- 1.03 Safer non-Federal-aid system roads
- 1.04 Shoulder improvements
- 1.05 Increasing sight distance
- 1.06 Safety Improvement Program
- 1.07 Traffic control devices and operating assistance other than signalization projects.
- 1.08 Railroad/highway crossing warning devices
- 1.09 Guardrail, median barriers, crash cushions
- 1.10 Pavement resurfacing and/or rehabilitation
- 1.11 Pavement marking demonstration
- 1.12 Emergency Relief (23 U.S.C. 125)
- 1.13 Fencing
- 1.14 Skid treatments
- 1.15 Safety roadside rest areas
- 1.16 Adding medians
- 1.17 Truck climbing lanes outside the urbanized area
- 1.18 Lighting improvements
- 1.19 Widening narrow pavements or reconstructing bridges (no additional travel lanes)
- 1.20 Emergency truck pullovers

### **2.00 MASS TRANSIT**

- 2.01 Operating assistance to transit agencies
- 2.02 Purchase of support vehicles
- 2.03 Rehabilitation of transit vehicles
- 2.04 Purchase of office, shop, and operating equipment for existing facilities
- 2.05 Purchase of operating equipment for vehicles (e.g., radios, fareboxes, lifts, etc.)
- 2.06 Construction of renovation of power, signal, and communications systems
- 2.07 Construction of small passenger shelters and information kiosks
- 2.08 Reconstructions of renovation of transit buildings and structures
- 2.09 Rehabilitation or reconstruction of track structures, track, and trackbed in exiting right-of-way
- 2.10 Purchase of new buses and rail cars to replace existing vehicles or for minor expansion of fleet
- 2.11 Construction of new bus, rail storage/maintenance facilities categorically excluded (23 CFR 771)

### **3.00 SAFETY PROGRAMS**

- 3.01 Continuation of ridesharing and van-pooling promotion activities at current levels
- 3.02 Bicycle and pedestrian facilities

### **4.00 LANDSCAPING/SIGNS**

- 4.01 Specific activities which do not involve or lead directly to construction
- 4.05 Engineering to assess social, economical, and environmental effects of the proposed action or alternatives to that action
- 4.06 Noise attenuation
- 4.07 Emergency or hardship advance land acquisitions [23 CFR 712.204(d)]
- 4.08 Acquisition of scenic easements
- 4.09 Plantings, landscape, etc.
- 4.10 Sign Removal
- 4.11 Directional and informational signs
- 4.12 Transportation enhancement activities (except rehabilitation and operation of historic buildings, structures, or facilities)

**4.13** Repair of damage caused by natural disasters, civil unrest, or terrorist acts, except projects involving substantial functional, locational, or capacity increase

**5.00** *OTHER*

**5.01** Intersection channelization projects

**5.02** Intersection signalization projects at individual intersections

**5.03** Changes in vertical and horizontal alignment

**5.04** Interchange reconfiguration projects

**5.05** Truck size and weight inspection stations

**5.06** Bus terminals and transfer points

**5.07** Traffic signal synchronization