



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

# Folsom City Council Staff Report

<b>MEETING DATE:</b>	8/27/2024
<b>AGENDA SECTION:</b>	Consent Calendar
<b>SUBJECT:</b>	Resolution No. 11249 – A Resolution of the City Council of the City of Folsom Authorizing the City Manager or City Manager’s Designee to Execute Agreements with California Department of Transportation for the Sustainable Transportation Planning Grant Program for a Sustainable Transit Connections to Health Services Planning and Feasibility Study and Appropriation of Funds
<b>FROM:</b>	Community Development Department

## **RECOMMENDATION / CITY COUNCIL ACTION**

Approve Resolution No.11249 – A Resolution of the City Council of the City of Folsom Authorizing the City Manager or City Manager’ Designee to Execute Agreements with California Department of Transportation for the Sustainable Transportation Planning Grant Program for the Sustainable Transit Connections to Health Services Planning and Feasibility Study and Appropriation of Funds.

## **BACKGROUND / ISSUE**

The Sacramento Regional Transit District (SacRT) operates the bus service for the City of Folsom. Folsom Stage Line Routes 10, 20, and 30 currently serve the area north of Highway 50. There are currently no fixed bus routes serving the Folsom Plan Area south of Highway 50.

In April of 2010, a Transit Master Plan was prepared for the Folsom Plan Area. The Transit Master Plan identifies proposed roadways to be used by future bus transit routes, along with potential locations for bus turnouts, pedestrian shelters, and bus transfer stations. The Transit Master Plan also identifies a “high capacity” bus route along Alder Creek Parkway that would link the residential areas with the major commercial areas in the Folsom Plan Area and the Hazel Avenue light rail station. According to the Transit Master Plan, the principal land use factors that promote transit ridership are density, diversity (land use mixture), and pedestrian friendly design that encourages walking. The Transit Master Plan anticipates that the transit system would be developed in phases as future development occurs within the Folsom Plan Area to support transit ridership.

SacRT operates light-rail transit (LRT) service in Sacramento County. LRT service in Folsom is provided on the Gold Line from downtown Sacramento along the Folsom Boulevard/Highway 50 corridor to the Historic Folsom light-rail station, with local stops at Hazel Avenue, Iron Point Road, Glenn Drive and Historic Folsom. SacRT is in the process of adding a second track in sections of the Gold Line route in order to operate 15-minute service between Sunrise Station in Rancho Cordova and Historic Folsom Station in Folsom, rather than the existing 30-minute service. The construction of the second track commenced earlier this year and is expected to last through the fall of 2024.

Over the past year, the Community Development Department has collaborated with the Sacramento Regional Transit District (SacRT) on various planning projects, including the General Plan, the Folsom Plan Areas Specific Increased Residential Capacity Project, and the Gold Line Double Tracking Project. The objective of this collaboration is to enhance sustainable transit connections in the City and develop strategies for the execution of the Folsom Plan Area Transit Master Plan. The partnership has highlighted the need for ongoing cooperation with SacRT and local partners, especially medical facilities like UC Davis, Dignity Health, Kaiser Permanente, and Sutter Health. With these health care providers undertaking major new facilities that are either in the planning entitlement process or under construction near US Highway 50 and East Bidwell Street, planning a transit route that connects them to the Gold Line is crucial for residents, employees, patients and those living outside the area.

In January of this year, the City Council approved Resolution No. 11155 granting staff approval to apply for funds from the Caltrans Sustainable Transportation Grant Program. In July of 2024, the Caltrans Division of Transportation Planning conditionally awarded \$218,472 to the City to carry out a planning and feasibility study for transit connections to health services and other key locations in the city. The City has responded to the conditional award letter by the August 16<sup>th</sup> deadline and the Caltrans District Grant Manager is reviewing the items. The study aims to work with local health service partners and others to develop recommendations for the route alignment and station locations; create station area plans; conduct extensive community outreach; and establish an implementation and funding strategy with the goal of bringing transit service in the next few years to the major medical facilities in the Folsom Plan Area and those near the E. Bidwell and Iron Point intersection.

## **POLICY / RULE**

The California Department of Transportation requires that the governing body of the applicant accept the grant funds and authorize the execution of the grant agreement through a resolution.

## **ANALYSIS**

The proposed Sustainable Transit Connections to Health Services Planning and Feasibility Study, in partnership with the Sacramento Regional Transit District (SacRT), aims to proactively plan for sustainable transit connections that will support the planned future growth of the City. The goal is to integrate various transportation modes, enhance transit station connections, improve access to medical facilities, and provide easy access to regional transit services in Folsom and the vicinity. This initiative will increase accessibility to the regional transit system for all (including older

adults and people with disabilities), reduce traffic congestion, lower greenhouse gas emissions, and improve community health.

The study is timely due to several factors. First, the enhancements to the Regional Transit's Gold Line will allow for 15-minute light rail service in our region. Second, the four new medical facilities staff is collaborating with are still in the early stages of development and/or planning. This will allow for integration with other transportation modes to create safe, effective, and convenient transit stop access, thereby promoting ridership. Lastly, Alder Creek Parkway is yet to be fully completed, providing an opportunity for efficient resource and space utilization by integrating the transit infrastructure into the final street design before construction. These factors offer a unique opportunity to plan transit connections and transit stops/stations early on, providing future sustainable regional transit access new medical facilities, jobs, and services.

This initiative will follow SacRT's successful collaboration with UC Davis and others in launching the Causeway Connection bus service in 2020 linking UC Davis and its Medical Center campus in Sacramento, as well as the recent launch of the Elk Grove/UC Davis Medical Center express bus service in 2023. Additionally, the study will align with several current planning efforts, including, but not limited to the Folsom Light Rail Modernization Double Track Project, SACOG's Green Means Go Program, and the City's General Plan and Folsom Plan Areas Specific Increased Residential Capacity Project. It will also focus on connecting pedestrian and bike facilities under the city's Active Transportation Plan. The study will encompass technical analysis, transit route scenario modeling, station area planning, public outreach, and implementation and funding strategies, with support from multiple stakeholders.

Adopting this resolution is consistent with the City's General Plan Goal to support and maintain a comprehensive, safe, and integrated transit system that responds to the needs of all residents and allow frequent and convenient travel through the City and region and aligns with the objectives of the Sustainable Transportation Grant.

### **FINANCIAL IMPACT**

The overall project budget for the comprehensive planning and feasibility transit connection study is \$250,000. The Caltrans sustainable transportation planning grant award total is \$218,472 and requires a minimum 11.47 percent local match. In this case, the total local match is \$31,528 (which represents a 12.61% local match), of which \$25,808 will come from the City of Folsom in-kind staff services and \$5,720 will come from SacRT in-kind staff services. The City would contribute its local match in the form of staff time including acting as project manager overseeing the project team conducting the planning and feasibility transit connections study.

Consulting services supporting the project would be funded initially through the Light Rail Impact Fee Fund (Fund 451) and reimbursed by the Sustainable Transportation Planning Grant Program funds in accordance with the reimbursement schedule. The City currently has sufficient funds available in the Light Rail Impact Fee Fund to fund the grant amount of \$218,472. Staff is requesting an appropriation in the amount of the grant for \$218,472 in the Light Rail Impact Fee Fund (Fund 451). There is no impact on the General Fund if the grant award is accepted.

## **ENVIRONMENTAL REVIEW**

Execution of the grant agreement does not constitute the approval of a project but is rather a step toward determining the feasibility of a project. The Sustainable Transit Connections to Health Services Planning and Feasibility Study is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15262, which provides an exemption for feasibility and planning studies for future action. The feasibility study will not, in and of itself, authorize or approve any construction.

## **ATTACHMENTS**

1. Resolution No. 11249 – A Resolution of the City Council of the City of Folsom Authorizing the City Manager or City Manager’s Designee to Execute Agreements with California Department of Transportation for the Sustainable Transportation Planning Grant Program for a Sustainable Transit Connections to Health Services Planning and Feasibility Study and Appropriation of Funds
2. Conditional Award Letter

Submitted,

A handwritten signature in blue ink, appearing to read "Pam Johns", with a long horizontal flourish extending to the right.

Pam Johns, Community Development Director

## ATTACHMENT 1

A Resolution of the City Council of the City of Folsom Authorizing the City Manager or City Manager's Designee to Execute Agreements with California Department of Transportation for the Sustainable Transportation Planning Grant Program for a Sustainable Transit Connections to Health Services Planning and Feasibility Study and Appropriation of Funds

**RESOLUTION NO. 11249**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOLSOM  
AUTHORIZING THE CITY MANAGER OR CITY MANAGER'S DESIGNEE TO  
EXECUTE AGREEMENTS WITH CALIFORNIA DEPARTMENT OF  
TRANSPORTATION FOR THE SUSTAINABLE TRANSPORTATION PLANNING  
GRANT PROGRAM FOR SUSTAINABLE TRANSIT CONNECTIONS TO HEALTH  
SERVICES PLANNING AND FEASIBILITY STUDY AND APPROPRIATION OF  
FUNDS**

**WHEREAS**, the City of Folsom (City) recognizes the importance of sustainable transportation planning to enhance mobility, reduce greenhouse gas emissions, and improve the quality of life for residents; and

**WHEREAS**, the California Department of Transportation (Caltrans) offers the Sustainable Transportation Planning Grant Program to support local and regional planning efforts; and

**WHEREAS**, the City is eligible to receive funding through the program; and

**WHEREAS**, on July 9, 2024, the City received notice of a conditional Sustainable Transportation Planning Grant award in the amount of \$218,472 from Caltrans for the Sustainable Transit Connections to Health Services Planning and Feasibility Study, with a total local match obligation of \$31,528, all as set forth in the conditional Grant Award; and

**WHEREAS**, a grant agreement is necessary to secure these funds; and

**WHEREAS**, the City of Folsom City Council wishes to delegate authorization to the City Manager or City Manager's Designee to execute the grant agreement, any amendments thereto, and any related documents; and

**WHEREAS**, execution of the grant agreement does not constitute approval of a project under the California Environmental Quality Act (CEQA), and the planning and feasibility study is exempt from CEQA pursuant to State CEQA Guidelines Section 15262, which provides exemption for feasibility and planning studies and possible future actions.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Folsom hereby:

1. Approves the acceptance of the grant award from the Caltrans for the Sustainable Transportation Planning Program in the total amount of \$218,472.
2. Approves the total local match obligation of \$31,528, (which represents a 12.61% local match), of which \$25,808 will come from the City of Folsom in-kind staff services and \$5,720 will come from SacRT in-kind staff services.

3. Authorizes the City Manager or City Manager's Designee to execute a grant agreement with Caltrans for the Sustainable Transportation Planning Grant for the Sustainable Transit Connections to Health Services Planning and Feasibility Study, including related actions.
4. Authorizes the Finance Director to appropriate an amount not to exceed \$218,472 in the Light Rail Fee Fund (Fund 451).

**PASSED AND ADOPTED** this 27th day of August, 2024, by the following roll-call vote:

**AYES:** Councilmember(s):  
**NOES:** Councilmember(s):  
**ABSENT:** Councilmember(s):  
**ABSTAIN:** Councilmember(s):

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Michael D. Kozlowski, MAYOR

ATTEST:

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Christa Freemantle, CITY CLERK

ATTACHMENT 2  
Conditional Award Letter



# California Department of Transportation

DIVISION OF TRANSPORTATION PLANNING  
 P.O. BOX 942873, MS-32 SACRAMENTO, CA 94273-0001  
 (916) 261-3326 | TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



July 9, 2024

**SENT VIA E-MAIL**

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, we are pleased to congratulate you on your Sustainable Transportation Planning Grant award.

Sustainable Transportation Planning Grant Program					
<b>Grant Award Fiscal Year</b>	24-25	<b>Grant Category</b>	Sustainable Communities Competitive	<b>Grant Fund Source</b>	RMRA
<b>Project Title</b>	Sustainable Transit Connections to Health Services Planning and Feasibility Study				
<b>Grantee/Agency</b>	City of Folsom				
<b>Executive Director</b>	Elaine Andersen				
<b>Grantee/Agency Contact</b>	Stephanie Henry				
<b>Sub-Recipient(s)</b>	Sacramento Regional Transit District				
<b>Caltrans District Contact(s)</b>	Gabriela Wentz				
<b>Caltrans District Contact(s) E-mail</b>	gabriela.wentz@dot.ca.gov				
<b>Grant Award</b>	<b>Local Match (Cash)</b>	<b>Local Match (In-Kind)</b>	<b>Total Local Match</b>	<b>% Local Match</b>	<b>Total Project Cost</b>
\$218,472	\$25,808	\$5,720	\$31,528	12.61%	\$250,000
<b>Conditions of Award Due to Caltrans</b>		<b>Grant Expiration Date</b>		<b>Final Invoice Due</b>	
8/16/24		6/30/27		8/29/27	
* The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Cost and Schedule. Any change in Local Match that increases/decreases the Total Project Cost must be approved by Caltrans and may require a Formal Amendment. Each invoice must include the contractual/agreed upon local match % - any deviation to this amount requires an approved Tapered Local Match Amendment prior to invoice submittal. Any change to the Local Match Fund Source requires prior Caltrans approval and an Administrative Amendment.					

### Next Steps

1. The Caltrans District Grant Manager will schedule a Conditional Award Meeting with your agency soon.
  - The attached specific and general conditions and project revisions necessary to accept grant funding will be discussed at this meeting.
2. The required conditions must be submitted to the Caltrans District Grant Manager no later than the date listed in the table above.
  - Failure to satisfy these conditions will result in the forfeiture of grant funds.
3. The Caltrans District Grant Manager will review and approve all items required to fulfill the attached specific and general conditions.
4. Once the required conditions are met and the agreement is executed, the Caltrans District Grant Manager will:
  - Send a Notice to Proceed letter (for MPO/RTPAs, this will happen after the OWP/OWPA formal amendment is processed). *Grant work cannot begin until the Notice to Proceed letter is received by your agency.*
  - Coordinate and schedule a grant kick-off meeting with your agency.

If you have questions concerning your Conditional Grant Award, please reach out to your Caltrans District contact listed in the table above.

Sincerely,



ERIN THOMPSON  
Chief, Office of Regional and Community Planning

Attachments:  
Specific and General Conditions

Sustainable Transportation Planning Grant Program  
**Grant Award Specific and General Conditions**

**Specific Conditions**

If Specific Conditions have been identified for this grant, they will be listed below. Please make all necessary revisions to the Grant Application Cover Sheet, Scope of Work (SOW), and/or the Cost and Schedule, and complete the right column to indicate where the specific conditions were addressed.

Specific Conditions	Conditions Addressed List Document, Section & Page(s)
1. Revise schedule to reflect a Nov. 2024 - June 2027 timeline.	
2. Task 4 – Public outreach should be better developed to quantify outreach efforts throughout the project. Language barriers should be accounted for in outreach efforts.	
3. Identify the authorized signer(s) and email address(s) for the grant agreement that will be routed via Adobe Acrobat Sign.	
4. Complete form STD 1000 - Generative Artificial Intelligence (GenAI) Disclosure & Factsheet	

Specific Conditions	Conditions Addressed List Document, Section & Page(s)

## General Conditions

Please review the General Conditions below and complete them, as necessary. Most of these items are outlined in the Grant Application Guide, Ch. 6 and Appendix B.

- **Board Resolution** – A current (less than one year old) Local Board Resolution, signed by the governing board that includes the grant project title and job title of the person authorized to enter into a contract with Caltrans, is required to be submitted to Caltrans by September 13, 2024.
- **Government Entity Taxpayer ID Form** is now required in place of the previously required STD-204. It is required by Caltrans Accounting to ensure payments are sent to the correct recipient and address.
- **Generative Artificial Intelligence (GenAI) Disclosure (STD 1000)** is a new form now required by Caltrans for all contract submittals. The Solicitation Number field can be left blank.
- **Scope of Work (SOW) and Project Cost and Schedule** (Refer to Grant Application Guide, Appendix B Checklists) These are frequently missed requirements:
  - Project Management stand-alone tasks, staff and/or consultant coordination are not allowed. Project Management activities must be charged to the tasks in which they are accrued.
  - Include tasks for a kick-off meeting with Caltrans, invoicing, quarterly reporting, and Board adoption or acceptance.
  - Ensure the deliverable for the consultant procurement task includes: Request for Proposal (RFP), executed consultant contract, and a copy of your agency's procurement procedures.
  - The earliest project start date is November 4, 2024, with an end date of June 30, 2027. The Project Cost and Schedule will need be updated to reflect your proposed start date. At least one task must extend to the grant expiration date on June 30, 2027.
  - Indirect Costs - For Local Government Agencies requesting to bill for indirect costs: Indirect costs must be identified in the SOW and Project Cost and Schedule, and the indirect cost rate included at the bottom of the Project Cost and Schedule.
- **Grant Application Cover Sheet and Project Cost and Schedule**
  - Ensure the grant award, local match, and total project costs are consistent with the award letter amounts.
- **Grant Application Cover Sheet** - Must identify the specific source of cash and in-kind local match funds; and must identify the agency providing the local match.
  - If your agency is using staff time as a cash match, the application cover sheet must identify the source of local match funds for staff time (e.g., General Fund).
  - Direct grantee staff time is not an allowable in-kind match and must be identified as cash match.
- **Third Party In-Kind Valuation Plan, if applicable** - Third-party in-kind contributions consist of goods and services donated from outside the grantee's agency (e.g., printing, facilities, interpreters, equipment, advertising, staff time, and other goods or services). If utilizing third-party in-kind contributions to satisfy the local match requirement:
  - Ensure in-kind contribution information is identified on the Grant Application Cover Sheet and Project Cost and Schedule.
  - To clarify, sub-recipient staff time, if reimbursed, is considered cash match. If donating their time, it is considered in-kind.

- Submit a Third-Party In-kind Valuation Plan. The district can provide a copy of the valuation plan checklist and template.
- **Ensure Consistency** - All changes made to the Grant Application Cover Sheet, SOW, and Project Cost and Schedule are made consistently in all documents.

## Grant Administrative Requirements

Refer to the Grant Application Guide, Ch. 6, and the Restricted Grant Agreement boilerplate for a detailed overview of the Grant Administrative Requirements that must be adhered to over the life of the project. In summary:

- **Third Party Contracts** - Competitive consultant procurement, i.e., Request for Proposals (RFP) is required for all grant projects.
  - If there is a consultant on-board, ensure the process to procure the consultant was a competitive process (documentation must be provided to Caltrans); the grant work must have been part of the original RFP.
  - If using an on-call consultant list, the process for establishing the list must be competitive and less than five years old (documentation must be provided to Caltrans)
  - If the consultant helped to prepare the Project Scope of Work or grant application, they shall not be considered in the consultant procurement.
- **Quarterly Reporting** – Quarterly Progress Reports (a narrative of completed project activities) are submitted on a quarterly basis.
- **Invoicing and Financial Requirements** –
  - Maintain a proper accounting system (MS Excel is unacceptable).
  - Request for Reimbursements/invoices (RFRs) at least quarterly, but no more than monthly.
    - One-time, lump sum invoices are not allowed.
    - If requesting reimbursement of indirect costs, a copy of the ICAP/ICRP acceptance letter must be submitted with the first invoice.
    - Local match commitments must be satisfied with every RFR/invoice, including any local match amount above the minimum amount. If you are unable to meet this commitment, coordinate with your district Contract Manager.
    - All work must be completed by June 30, 2027.
    - Final RFR/invoice and the final product are due no later than August 29, 2027.
    - The final RFR/invoice will not be processed without the final product.
  - An Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) must be submitted each year to the Inspector General Independent Office of Audits and Investigations for approval. Instructions for submitting an ICAP/ICRP are available at the following webpage: <https://ig.dot.ca.gov/resources>
- **Grant Amendments** - Proposed changes to the Grant Application Cover Sheet, SOW, and Project Cost and Schedule (e.g., local match amount, fund source, movement of funds) will require an Amendment and Caltrans approval. Please contact Caltrans for guidance on this process.