

STAFF REPORT



MEETING DATE:	February 23, 2016
SUBJECT:	Approve 2016 Low Carbon Transit Operations Program Project
AGENDA ITEM:	6-7
STAFF CONTACT:	Jennifer Pollom, Senior Transportation Planner

SUMMARY:

SRTA receives an annual allocation from the Low Carbon Transit Operations Program (LCTOP). An allocation request must be approved by Caltrans. SRTA recommends that LCTOP funds be approved for expansion of express routes provided by the Redding Area Bus Authority (RABA).

STAFF RECOMMENDATION:

It is recommended that the board of directors adopt attached Resolutions:

1. 16-01 delegating authority to the executive director to provide LCTOP certifications, assurances, and other requested information to Caltrans; and
2. 16-02 authorizing the 2016 LCTOP regional allocation for expansion of express bus services.

DISCUSSION:

LCTOP is a new program that provides public transportation operating and capital assistance for new and enhanced transit services that reduce greenhouse gas (GHG) emissions and improve mobility. LCTOP funding comes to the region through an annual formula allocation. All projects receiving LCTOP funding must be approved by the board of directors and must meet the program GHG reduction criteria (attached). Project proposals (attached) were due to Caltrans by February 1 and are pending SRTA Board of Directors approval.

In the first cycle of LCTOP funding (2015), the region received \$62,657 and committed the funding to operation of the new Cottonwood Express bus service – scheduled to begin on March 28. The Shasta region's 2016 LCTOP allocation is \$187,529. It is recommended that 2016 LCTOP funds be approved to continue funding Cottonwood Express for the maximum three years allowed. It is also recommended to fund one year of a new Crosstown Express service linking the Redding Civic Center and the hotel district along Hilltop Drive with connections at both the Downtown and Canby Transfer Centers.

Projects may be changed through a corrective action plan. Any alternate project must also have an LCTOP allocation request approved by the board of directors and Caltrans.

ALTERNATIVES:

The board of directors may modify the project.

OTHER AGENCY INVOLVEMENT:

Caltrans administers the LCTOP. RABA staff submitted a letter to sponsor SRTA as the project lead. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FINANCING:

LCTOP is funded by auction proceeds from the California Air Resources Board Cap-and-Trade Program. Staff time required to administer the LCTOP is budgeted in the Overall Work Program.



Daniel S. Little, AICP, Executive Director

Attachment: Resolution 16-01: Delegation Authority for the Low Carbon Transit Operations Program
Resolution 16-02: Authorization for the Execution of the Low Carbon Transit Operations Program
Program Project: Expansion of Express Services for \$187,529
LCTOP Greenhouse Gas Reduction Criteria
2015-16 SRTA Allocation Request

RESOLUTION



RESOLUTION NUMBER:	16-01
SUBJECT:	Delegation Authority for the Low Carbon Transit Operations Program

WHEREAS, Shasta Regional Transportation Agency (SRTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP), now or sometime in the future, for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

WHEREAS, SRTA wishes to delegate authorization to execute these documents and any amendments thereto to the executive director.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency:

1. Agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects; and
2. Executive director is authorized to execute all required documents of the LCTOP program and any amendments thereto with Caltrans.

PASSED AND ADOPTED this 23rd day of February, 2016, by the Shasta Regional Transportation Agency.

, Chair

Shasta Regional Transportation Agency

RESOLUTION



RESOLUTION NUMBER:	16-02
SUBJECT:	Authorization for the Execution of the Low Carbon Transit Operations Program Project: Expansion of Express Services for \$187,529

WHEREAS, Shasta Regional Transportation Agency (SRTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP), now or sometime in the future, for transit projects; and

WHEREAS, the statutes related to state funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

WHEREAS, SRTA wishes to implement the LCTOP expansion of express services project.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency:

1. Agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects; and
2. Authorizes the submittal of the following project nomination and allocation request to Caltrans in fiscal year 2015-16 funds:

Expansion of express services project for \$187,529. The purpose of the project is to expand express route transit services provided by Redding Area Bus Authority (RABA). LCTOP funds will contribute to the operation of the increased services, and RABA is a contributing sponsor.

PASSED AND ADOPTED this 23rd day of February, 2016, by the Shasta Regional Transportation Agency.

, Chair

Shasta Regional Transportation Agency

Attachment A – Greenhouse Gas Reduction Criteria

Eligible Projects (list prepared by ARB and expected to meet GHG requirements)

For FY 14-15, as an interim guide to comply with the greenhouse gas reduction requirement, ARB and Caltrans provided a list of eligible projects pre-determined to meet the statutory requirements of SB 862. For FY 15-16, ARB and Caltrans are continuing to provide a list of eligible projects but will also ask agencies to quantify GHG emission reductions using methodology developed by ARB. All projects must quantify GHG emission reductions. Projects must also fit into one of the categories of Eligible Projects in Attachment A.

Per Public Resource Code 75230 (d) (1-3) funds shall be expended to provide transit operating or capital assistance that meets **all** of the following criteria:

- Expenditures supporting new or expanded bus, ferry or rail services, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities,
- The recipient transit agency demonstrates that each expenditure directly enhances or expands transit service to increase mode share, and
- The recipient transit agency demonstrates that expenditures reduce greenhouse gas emissions.

Eligible Project List:

REQUIRED (each project must fall within one of these categories and be listed in the Allocation Request, Project Description)

A) Operational Projects

1. Implement new transit service (New routes/line)
2. Expand/Enhance Transit service (extend transit routes, extend service hours, increase frequency of service, increase capacity [e.g., add more buses or railcars to existing routes])
3. Provide alternative transit options that use zero-emission or hybrid vehicles to improve mobility (e.g., vanpooling, shuttles, bikesharing)
4. Network/fare integration (e.g., universal fare card that can be used for multiple transit systems)
5. Free or Reduced-fare transit vouchers

The following Projects are only fundable as a component of an Operations Project (1-5)

- i. Purchase, operate and maintain zero-emission or hybrid vehicles and equipment (e.g., buses, railcars, auxiliary electric power units)
- ii. Install infrastructure to support zero-emissions or plug-in hybrid vehicles and equipment (e.g., electric charging stations, hydrogen fueling)
- iii. Install infrastructure to support natural gas or other low carbon alternative fuels
- iv. Install renewable energy at transit facilities (e.g., solar panels at transit facilities)

B) Capital Projects

1. Install new stops/stations for local bus, intercity rail, commuter bus or rail service
2. Install new transit stop/station that connect to bike paths/pedestrian paths

3. Upgrade transit stops/stations to support active transportation and encourage ridership (e.g., bikesharing facilities, bicycle racks/lockers, covered benches, energy efficient lighting)
4. Upgrade transit vehicles to support active transportation and encourage ridership (e.g., bicycle racks on the buses, bicycle storage on railcars)

The following projects are only fundable as a component of a Capital Project (1-4)

- i. Install renewable energy at transit facilities (e.g., solar panels)
- ii. Maintenance or operations to support expanded transit facilities and enhancements



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E-Mail srta@srta.ca.gov • HOME PAGE www.srta.ca.gov

Daniel S. Little, Executive Director

February 1, 2016

LCTOP Program
California Department of Transportation
Division of Rail and Mass Transportation, MS #39
P.O. Box 942874
Sacramento, CA 94274-0001

Subject: **2015-16 SRTA LCTOP Allocation Request**

To Whom It May Concern:

Please accept the enclosed documents as Shasta Regional Transportation Agency's (SRTA) allocation request for 2015-16 LCTOP funds. Signed original forms (Authorized Agent; Certifications and Assurances; Allocation Request; Funding Plan; and Board Resolutions) will be submitted after the SRTA board meeting on February 23, 2016.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Pollom", is written over a horizontal line.

Jennifer Pollom, AICP, Senior Transportation Planner
Shasta Regional Transportation Agency (MPO)

DSL/jac

Enclosure

Sponsor: SRTA (RABA)		
DOCUMENTS	COMPLETE	NOTES
Authorized Agent Form	needs sig	after 2/23 board meeting
Certifications and Assurances	needs sig	after 2/23 board meeting
Board Resolution approving above forms	needs sig	at 2/23 board meeting
Board Resolution approving Project	needs sig	at 2/23 board meeting
Project Description and Allocation Request		
Project Summary (page 1)	complete	
Allocation (page 2)		
Project Information	complete	
Project Lead (including signature)	needs sig	after 2/23 board meeting
Contributing Sponsor(s) (including signature)	complete	
Funding (page 3)		
Table 1 - Project Lead Information (Contact, Mailing Address)	complete	
Table 2 - Contributing Sponsor Information	complete	
Project (page 4)		
Table 3 - Project Type	complete	
Table 4 - Project Description, Location (include map) and Life	complete	need to print maps
Benefits/Outcomes (page 5-6)		
Table 5 - Greenhouse Gass Reduction, Mode Share Increase, Disadvantaged Communities (DAC) Project Criteria, DAC Benefits and Co-benefits checklist, Co-benefits description	complete	
Schedule (page 6)		
Table 6 - Project Schedule	complete	
Operations (page 7)		
Table 7 - Operating plan, fare structure, ridership assumptions, cost assumptions	complete	
Total Project Cost and Funding Plan	needs sig	after 2/23 board meeting
LCTOP Amount of 99313 funds:	\$173,067	
LCTOP Amount of 99314 funds:	\$14,462	
Total Project Funds (LCTOP + all other funds):	\$187,529	

**Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT**

AS THE Executive Director
(Chief Executive Officer / Director / President / Secretary)

OF THE Shasta Regional Transportation Agency
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Daniel S. Little, Executive Director

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent)
Daniel S. Little Executive Director

(Print Name) (Title)

(Signature)

Approved this 24th day of February, 2016

Attachment: Board Resolution approving Authorized Agent

To be signed after
board meeting
on 2/23

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: Shasta Regional Transportation Agency

Agency Name: Shasta Regional Transportation Agency

Effective Date of this Document: February 24, 2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to

verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

- (10) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
 - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify that all of these conditions will be met.

BY:

Daniel S. Little, Executive Director
Shasta Regional Transportation Agency

To be signed
after Board meeting
on 2/23

RESOLUTION



RESOLUTION NUMBER:	16-01
SUBJECT:	Delegation Authority for the Low Carbon Transit Operations Program

WHEREAS, Shasta Regional Transportation Agency (SRTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP), now or sometime in the future, for transit projects; and

WHEREAS, the statutes related to state funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

WHEREAS, SRTA wishes to delegate authorization to execute these documents and any amendments thereto to the executive director.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency:

1. Agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects; and
2. Executive director is authorized to execute all required documents of the LCTOP program and any amendments thereto with Caltrans.

PASSED AND ADOPTED this 23rd day of February, 2016, by the Shasta Regional Transportation Agency

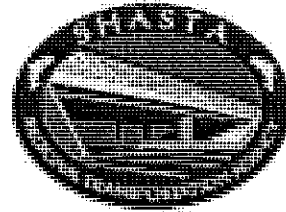
, Chair

Shasta Regional Transportation Agency

SIGN
HERE

To be signed at
board meeting
on 2/23

RESOLUTION



RESOLUTION NUMBER:	16-02
SUBJECT:	Authorization for the Execution of the Low Carbon Transit Operations Program Project: Expansion of Express Services for \$187,529

WHEREAS, Shasta Regional Transportation Agency (SRTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP), now or sometime in the future, for transit projects; and

WHEREAS, the statutes related to state funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

WHEREAS, SRTA wishes to implement the LCTOP expansion of express services project.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency:

1. Agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects; and
2. Authorizes the submittal of the following project nomination and allocation request to Caltrans in fiscal year 2015-16 funds:

Expansion of express services project for \$187,529. The purpose of the project is to expand express route transit services provided by Redding Area Bus Authority (RABA). LCTOP funds will contribute to the operation of the increased services, and RABA is a contributing sponsor.

PASSED AND ADOPTED this 23rd day of February, 2016, by the Shasta Regional Transportation

_____, Chair

Shasta Regional Transportation Agency

To be signed at
2/23 Board
Meeting

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Shasta Regional Transportation Agency
Project Name:	Expansion of Express Route Services
Project Type: <i>See Attachment A</i>	A1: Implement new transit service
Description of Project (Short):	Expansion of express route transit services falls under category A-1 and A-2: Expand/Enhance transit service. The project is to expand express transit route services provided by Redding Area Bus Authority.
Project Location:	Shasta County
Project Start Date (anticipated):	1-Mar-16
Project End Date (anticipated):	30-Jun-19

Funding Information:

Funding Year:	2015-16
Requested Amount of PUC 99313:	\$173,067
Requested Amount of PUC 99314:	\$14,462
Total LCTOP Funding:	\$187,529
Total Project Cost:	187,529

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	4.36
Project Life:	3 years of operation
Estimated Total GHG Reduction:	4.36

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	No
Does the Project Benefit a DAC?	N/A
Identify the DAC Census Tracts?	N/A
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	
Qualitative Description of DAC Benefit?	N/A
Describe the DAC Need Project Addresses?	N/a
Total GGRF \$ Allocated to DAC	0

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	184,764
Ridership Increase	43,849 in year 1
Fuel Ues Reduction:	
Energy Use Reduction:	

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Shasta Regional Transportation Agency	
Project Lead: Shasta Regional Transportation Agency	County: Shasta
Project Title: Expansion of Express Route Services	

Project Lead:

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Daniel S. Little

Signature: To be signed 2/24/2016

Title: Executive Director

Agency: Shasta Regional Transportation Agency

Date: 24-Feb-16

Amount: \$173,067

Contributing Sponsor(s):

*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

Name: Brian F. Crane

Signature: letter signed January 19, 2016

Title: Executive Officer

Agency: Redding Area Bus Authority

Date: letter signed January 19, 2016

Amount: \$14,462

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

<i>LCTOP Allocation</i>	15/16	16/17	17/18
Request Amount per PUC 99313:	\$173,067	\$0	\$0
Request Amount per PUC 99314:	\$14,462	\$0	\$0
Total Project Allocation Request:	\$187,529	\$0	\$0
Project Title:	Expansion of Express Route Services		
Project Location/Address:	Shasta County, CA		

Table 1: Project Lead Information

		Legislative District Numbers	
Agency Name:	Shasta Regional Transportation Agency	Assembly:	1
Contact Person:	Jennifer Pollom	Senate:	1
Contact Phone #:	530-262-6195	Congressional:	1
Email Address:	jpollom@srta.ca.gov	Amount:	PUC Funds Type:
Address:	1255 East Street, Suite 202	\$	\$173,067 99313
	Redding, CA 96001	\$	

Table 2: Contributing Sponsor Information

Name:	Redding Area Bus Authority	Amount :	PUC Fund Type:
Contact:	Brian F. Crane	\$ 14,462	99314
Contact Phone #:	530-225-4171	\$	
Email Address:	777 Cypress Avenue		
Address:	Redding, CA 96001		
Other Contributing Sponsors: (Attach sheet with contact information)		Amount:	PUC Fund Type:
Name:		\$	
Name:		\$	
Name:		\$	

TOTAL \$187,529

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes)).

Operations Projects				Capital Projects			
X	A1		Ai		B1		Bi
	A2		Aii		B2		Bii
	A3		Aiii		B3		Bii
	A4		Aiv		B4		
	A5						

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

Expansion of express route transit services falls under category A1 - Implement new transit service (new routes/lines).

The Cottonwood Express route (under development and implementation using the region's 14/15 LCTOP allocation) will be funded for the three full years allowed by the LCTOP. The Cottonwood Express is new and uses interlining to extend the bus service that currently serves the city of Anderson (population 10,128) into the community of Cottonwood (population 3,316). This route will run five times a day on weekdays and three times a day on Saturday.

The Crosstown Express is being tested currently and will service Hilltop Drive hotels, the Redding Civic Auditorium, and Turtle Bay Exploration Park. The route could run two or three times per hour during the times of day to serve start/end times of the school and employees work schedules six days a week (Mon-Sat). The route will be the most direct connection between the downtown Redding (city population 91,119/urban population 117,731) transfer center (west side of Sacramento River) and the Mount Shasta Mall (east side of Sacramento River).

Both routes will use Gillig diesel 35'-40' buses, which are the standard buses that Redding Area Bus Authority (RABA) has for fixed route use.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

Maps - 1) Cottonwood Express; 2) Crosstown Express; 3) Shasta County SB535__DACs

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital:

Operations: Cottonwood-3 years
Crosstown-1 year

Map 1

Final Proposed Fixed Route Plan

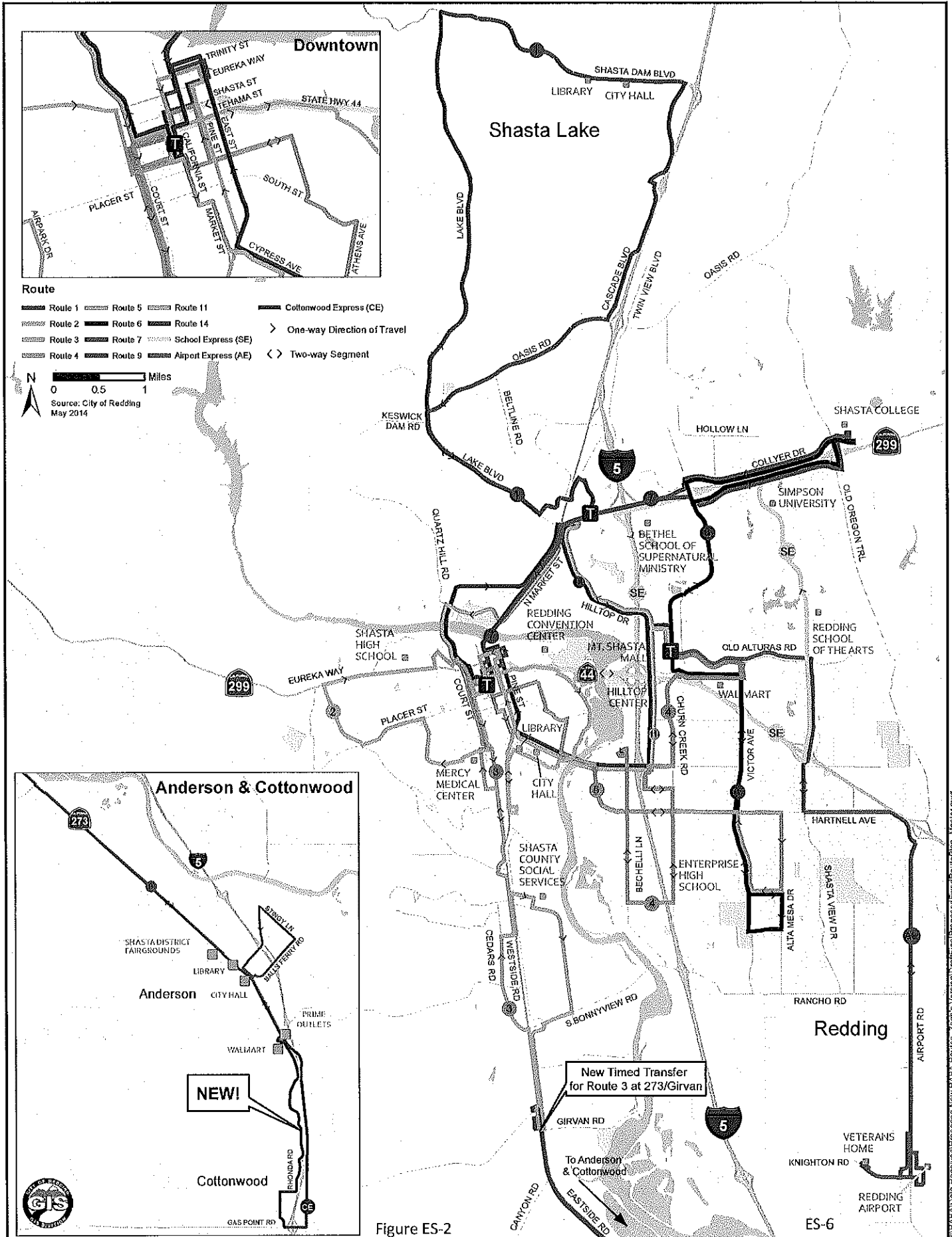


Figure ES-2

ES-6

Final Proposed Fixed Route Plan

Final Proposed Fixed Route Plan

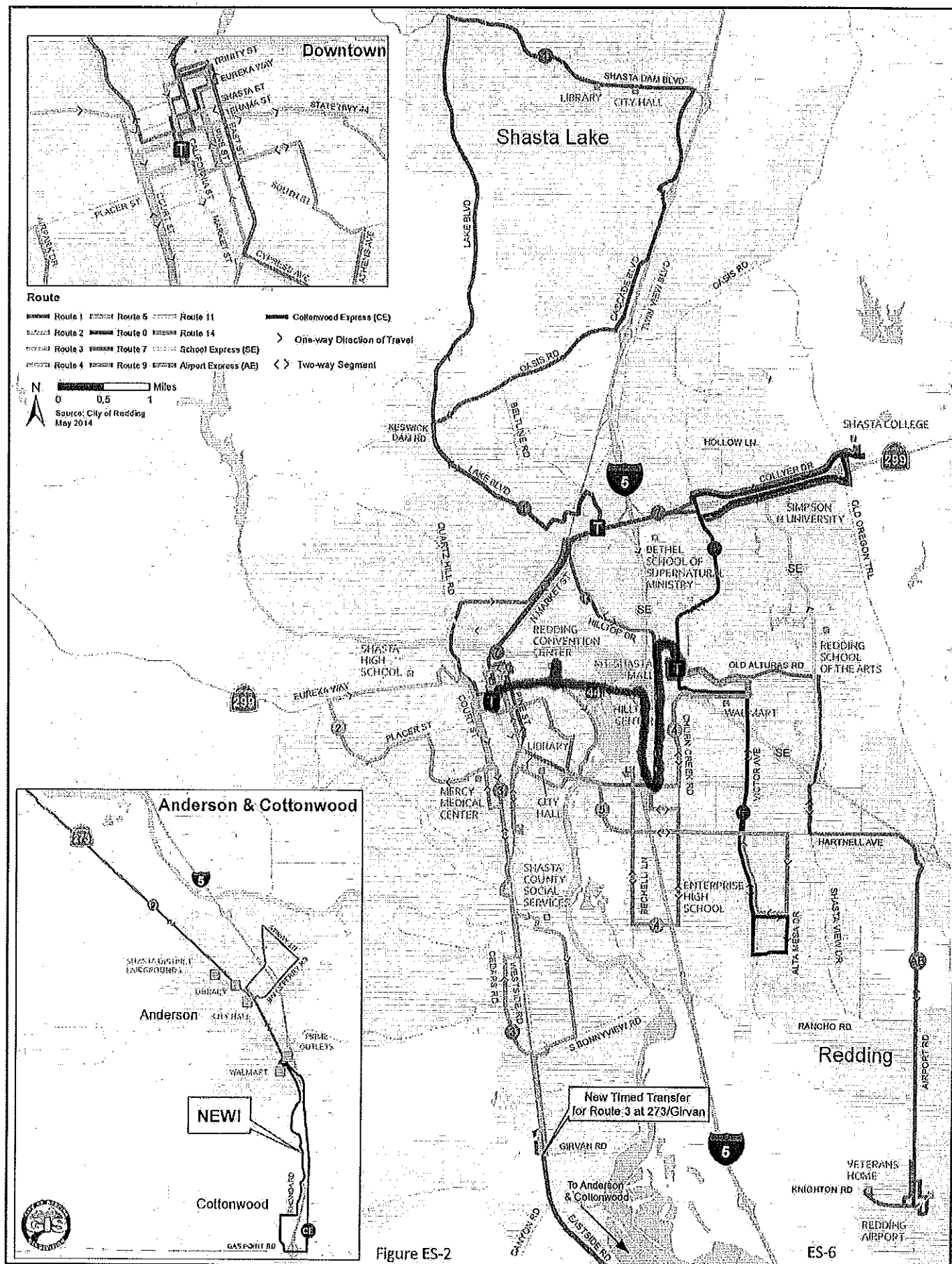


Figure ES-2

ES-6

Shasta County

SB535 Disadvantaged Communities

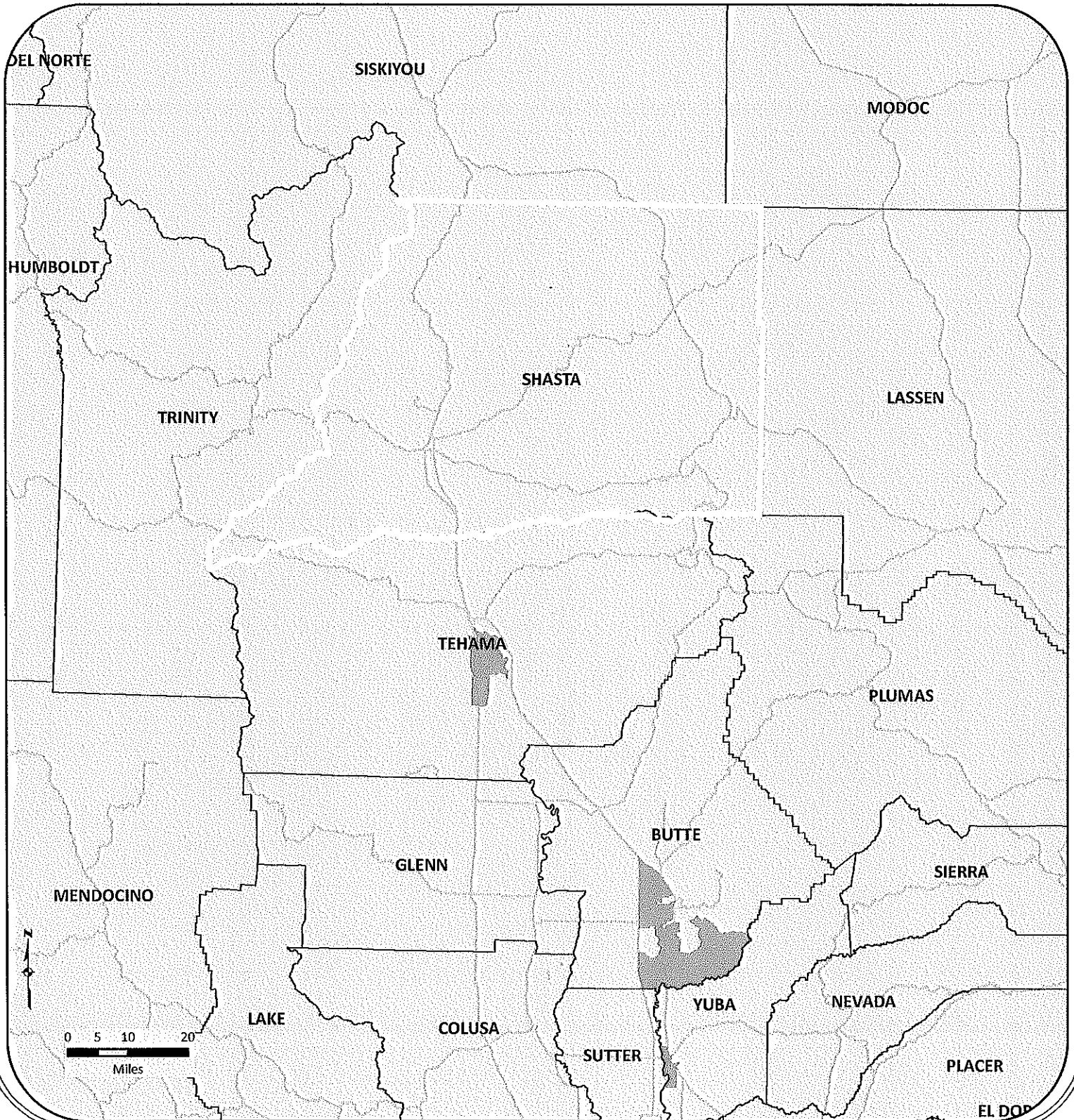


SB535 disadvantaged communities



County Boundary

There are no SB535 "disadvantaged communities" as identified by CalEPA in Shasta County.



Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips --Initial estimates indicate that Cottonwood Express with interlining could add 20 commuter bus riders per day to replace an average auto trip of 24.5 miles each way from the community of Cottonwood to Shasta College. This results in an estimated 0.61 MTCO2 GHG emission reductions.

--Initial estimates indicate that Crosstown Express could add 125-150 bus riders per day to replace an average auto trip of 4 miles each way from the Redding Civic Auditorium to the Mt Shasta Mall, the Canby Transfer Center, and the hotel district along Hilltop Drive. This results in an estimated 3.75 MTCO2 GHG emission reductions.

b) Increased Mode Share - Describe how this project will directly increase mode share.

The expansion of express route transit services targets populations to increase mode share. The expansion of express routes increases transit service by extending one route to create a new service area through interlining and by creating a new route to serve Hilltop Drive, Redding Civic Auditorium, and Turtle Bay Exploration Park employees and hotel guests. The Cottonwood Express service will open up transit service to an unserved community designated as an Urban Cluster by the U.S. Census and will offer one seat rides in each direction from Cottonwood to Shasta College. The service increases the potential for building ridership among the student population. The Crosstown Express service will serve as a direct route between the hotel district along Hilltop Drive and the tourist destinations of Turtle Bay Exploration Park and Sundial Bridge. The Crosstown Express would also be the most direct route between the Downtown Transit Center and the Canby Transfer Center at the Mount Shasta Mall. Express service and transfer station connectivity would serve the over 500 international students that attend private school at Redding Civic Auditorium.

c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantage community (e.g., vouchers, reduced fares, transit passes).

Low Carbon Transportation Projects

	1A		2A
	1B		2B
	1C		2C
	1D		

	1A
	1B
	1C
	1D
	1E
	1F

Transit Projects

	1G		2E
	1H		2F
	2A		2G
	2B		2H
	2C		2I
	2D		

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

There are no Senate Bill 535 disadvantaged communities in the service area.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) Co-Benefits - Check all additional Benefits/Outcomes.

☐ Improved Safety	☒ Coordination with Educational Institutions
☐ Improved Public Health	☒ College/University ☐ Grades K-12
☐ Reduced Operating/Maintenance Cost	☐ Promotes Active Transportation (walking, biking)
☐ Increase System Reliability	☐ Promotes integration with other modes of transportation
☐ Other Benefits (describe below)	

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

The new Cottonwood Express route will interline with other bus routes to offer a one seat passage to Shasta College. The Crosstown Express route would serve student of Bethel Church which holds its classes at the Redding Civic Auditorium.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	
End Closeout Phase	

Operations Projects	
Begin expanded/enhanced transit services	1-Jul-16
End expanded/enhanced transit services	Dec-19
Begin Closeout Phase	Mar-19
End Closeout Phase	Jun-20

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds,they must be funded by other sources.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

Cottonwood Express - The route will be interlined for a one-seat ride to and from Shasta College. Five runs on weekdays and 3 runs on Saturday.

Crosstown Express - The route would run two or three times per hour during the times of day to serve start/end times of the school and employees work schedules.

b) Describe the fare structure for this system.

Regular Fares

Base Fare (Ages 6-61) - \$1.50

Airport Road Corridor Commuter Route - \$1.50

Zone Change - \$0.75

Children (under 6) - Free

Transfers - Free

Special Fares

Senior Base Fare (62 and older) - \$0.75

Handicapped Base Fare - \$0.75

Medicare Card Holder - \$0.75

Zone Change - \$0.40

c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

Ridership projections for Cottonwood Express assume 0.75% of the 2010 Census community population of 3,316.

Ridership projections for the Crosstown Express assume 25-30% of the estimated 500 international students that attend Bethel Church).

d) Describe the assumptions and process for how the operating cost projections were developed.

Redding Area Bus Authority (RABA) operates at approximately \$90 per service hour.

Cottonwood Express is anticipated to run 715.5 service hours per year (*\$90 = \$64,395) for three years (*3 = \$193,185) using LCTOP funding. 14/15 LCTOP funds (\$62,657) have been applied to this project, which leaves \$130,528 in LCTOP 15/16 funds need to run the express service for the full three years allowed.

This leaves the remaining LCTOP 15/16 allocation (\$187,529 - \$130,528 = \$57,001) for the Crosstown Express. It is anticipated to run 533 service hours per year (*\$90 = \$52,920). Future years of LCTOP allocation are anticipated to fund the Crosstown Express for the full three years.

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print) Jennifer Pollom	Phone: 530-262-6195	Date: 1/27/2016
Approval Authority: Sign and date	Typed name and phone number: Daniel S. Little 530-262-6190	

Shaded fields are automatically calculated. Please do not fill these fields.

Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	Total
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other	62,657	187,529							250,186
TOTAL	62,657	187,529	0	0	0	0	0	0	250,186

Low Carbon Transit Operations Program (LCTOP)

Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	Total
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other	62,657	187,529							250,186
TOTAL	62,657	187,529	0	0	0	0	0	0	250,186

Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	Total
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
TOTAL	0	0	0	0	0	0	0	0	0

Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	Total
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
TOTAL	0	0	0	0	0	0	0	0	0

Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	Total
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
TOTAL	0	0	0	0	0	0	0	0	0

Low Carbon Transit Operations Program

TOTAL PROJECT COST AND FUNDING PLAN

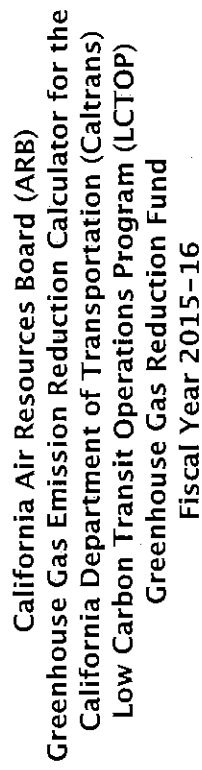
Funding Source:								
Component	Prior	FY 15/16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15/16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15/16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15/16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

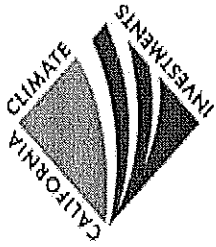
Funding Source:								
Component	Prior	FY 15/16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0


Air Resources Board

Inputs into columns highlighted in **YELLOW** with **RED** headers are required fields dependent on project type (see quantification methodology). Must be filled out from left to right

Inputs Tab (Part 1 of 3)

Useful Life	Additional Project Type	Old Service Vehicle or Displaced Fuel Details			Fuel Cost Benefits	
		Fuel Type	Engine HP	Annual VMT per Unit of Fuel	Total GHG Emission Reductions (MTCO ₂ e)	



California Environmental Protection Agency



California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16

Project Name:	Expansion of Express Route Services
Project ID:	N/A

Inputs in RED must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	4.36	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	187,529.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	187,529.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	187,529.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions / Total GGRF Funds Requested (\$)	0.0000	The metric to be reported in the application.