



STAFF REPORT

MEETING DATE: April 23, 2019
SUBJECT: Correspondence
AGENDA ITEM: 5-4
STAFF CONTACT: Amy Lindsey, Executive Assistant

Attached and summarized below is correspondence determined to be of interest to the board of directors.

INCOMING CORRESPONDENCE

Date	From	Subject
2/12/19	Winton Emmett, Chief, Office of Project Implementation – North, Department of Transportation, Division of Local Assistance	Letter of allocation for 2018/19 STIP Planning, Programming & Monitoring Funds
2/25/19 3/6/19	- Bruce De Terra, Chief, Department of Transportation, Division of Transportation Programming - Tashia J. Clemons, Director, Planning & Environment, US Department of Transportation, Federal Highway Administration	Letters of approval for Amendment No. 3 to SRTA's 2018/19 – 2021/22 Federal Transportation Improvement Program (FTIP)
3/28/19	League of Women Voters of California	Thank you letter to Executive Director Dan Little for his presentation to the League of Women Voters

OUTGOING CORRESPONDENCE

Date	To	Subject
2/26/19	Appointments Secretary, Governor's Office, Appointments Unit, State Capitol	Letter of support for Celia McAdam to the California Transportation Commission (CTC)
3/7/19	Abhijit Bagde, SRTA FTIP Liaison, Department of Transportation, Division of Transportation Programming	Letter of approval for Administrative Modification No. 4 to the Shasta 2019 Federal Transportation Improvement Program (FTIP)
3/28/19	LCTOP Program, California Department of Transportation, Division of Rail and Mass Transportation	2018/19 SRTA LCTOP Allocation Request
4/9/19	Ian Howat, District Local Assistance Engineer, Department of Transportation	Invoice – Billing No. 1 - 2017/18 Payment of State Exchange Funds
4/10/19	Gary Atwal, Rail Transportation Associate, California Department of Transportation, Division of Rail and Mass Transportation	Letter of Request to Extend Last Expenditure Date

A handwritten signature in blue ink, reading "Dan Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachment: SRTA Correspondence Letters

DEPARTMENT OF TRANSPORTATION
 Division of Local Assistance
 1120 N STREET
 P.O. BOX 942874, MS# 1
 Sacramento, CA 94274-0001
 TTY 711



February 12, 2019

02-SHA-0-SRTA
 PPM19-6496(015)
 Adv Id: 0219000042
 PPNO: 02-2368
 Request No:1

Mr. Dan Little
 Executive Director
 Shasta Regional Transportation Agency
 1255 East Street, Suite 202
 Redding, CA 96001

Dear Mr. Little:

Your letter dated November 8, 2018 requested a fund allocation from the Regional Improvement Program for the Shasta Regional Transportation Agency 2018/2019 STIP Planning, Programming & Monitoring. These funds are programmed in the current State Transportation Improvement Program (STIP), as amended.

At their January 31, 2019, the California Transportation Commission (CTC) allocated funding in the amount(s) shown below.

The State hereby makes the following allocation on January 31, 2019, effective January 31, 2019.

Allocation No. 2019-118		2016 STIP		FUND ALLOCATION	
Senate District No. : 04 Assembly District No. : 02		Amount Programmed	Fiscal Year Programmed	Amount Previously Allocated	This Request
Const		\$95,000	2019	\$0	\$95,000
Federal Funds					\$0
State Funds					\$95,000
Total Amount		\$95,000		\$0	\$95,000

This allocation makes available \$0 of federal funds and \$95,000 of State (or State-only) funds for a total of \$95,000.

The effective date of allocation serves as the authorization to proceed and establishes the date for the start of reimbursable work for State-only funded projects.

For This Allocation :

Funds allocated for PPM are available for expenditure until :

June 30, 2021.

The Commission may grant a one-time extension of up to 20 months to the deadline specified above, if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. Please refer to the Local Assistance website at www.dot.ca.gov/hq/LocalPrograms/ for additional guidance.

This allocation is not a commitment on the part of the State to make reimbursements until the fund transfer agreement is executed between the Agency and the State.

Your attention is directed to the Local Assistance Procedures Manual and the current CTC guidelines for detailed instructions and information.

Sincerely,



For WINTON EMMETT, Chief
Office of Project Implementation - North
Division of Local Assistance

c: SRTA

Attachment: CTC Vote Box

Tab #	Item Description	Ref. #	Presenter	Status	Type	CT Follow-up Required
STIP Allocations						
80	Request of \$4,051,000 for two locally-administered STIP projects, on the State Highway System. Resolution FP-18-48 (Related Item under Ref. 2.2c.(6).) (Minor Correction to Project 2 in the Book Item Attachment.) (January 31 2019 Pt 1 02:11:41)	2.5c.(2)	Teresa Favila Bruce De Terra	Approved, as modified.	A D	
81	Request of \$3,502,000 for four locally-administered STIP projects, off the State Highway System. 2.5c. (3a) – \$3,378,000 for two STIP projects. 2.5c. (3b) – \$124,000 for two STIP Planning, Programming, and Monitoring projects. Resolution FP-18-49 (Minor Correction to Project 1 in the Book Item Attachment.) (January 31 2019 Pt 1 02:11:41)	2.5c.(3)	Teresa Favila Rihui Zhang	Approved, as modified.	A D	
Senate Bill 1 Program						
Local Partnership Program (LPP) Project Allocations						
82	Request of \$2,027,000 for the State-Administered US 101 Managed Lanes Project – Northern Segment SB1 LPP-Formulaic project, on the State Highway System, in San Mateo and Santa Clara Counties. (PPNO 0658D) Resolution LPP-A-1819-15 (January 31 2019 Pt 1 02:12:10)	2.5s.(1)	Christine Gordon Bruce De Terra	Approved.	A D	
83	Request of \$5,510,000 for the locally-administered State Route 99/Fulkerth Road Interchange Improvements SB1 LPP-Formulaic and Competitive project, on the State Highway System, in Stanislaus County. (PPNO 3414) Resolution LPP-A-1819-16 (January 31 2019 Pt 1 02:12:10)	2.5s.(2)	Christine Gordon Bruce De Terra	Approved.	A D	
84	Request of \$4,142,000 for two locally-administered LPP (Formulaic) projects, off the State Highway System. 2.5s.(3a) - \$4,142,000 for two LPP – Formulaic projects. Resolution LPP-A-1819-17 (January 31 2019 Pt 1 02:12:10)	2.5s.(3)	Christine Gordon Bruce De Terra	Approved.	A D	
Advance - LPP Project Allocations						
85	Request of \$4,597,000 for two locally-administered LPP (Formulaic) projects, off the State Highway System, programmed in FY 19-20. 2.5s.(4a) - \$4,597,000 for two LPP – Formulaic projects. Resolution LPP-A-1819-18 (Related Item under Ref. 4.8) (January 31 2019 Pt 1 02:12:50)	2.5s.(4)	Christine Gordon Bruce De Terra	Approved.	A D	



Office of CTC Liaison

<http://www.dot.ca.gov/hq/transprojectcliaison.htm>

Page 18 of 21

As of: February 3, 2019

Note: This document was prepared following the California Transportation Commission meeting and is a reflection of the Department's interpretation of actions taken by the Commission

CALIFORNIA TRANSPORTATION COMMISSION MEETING

January 30-31, 2019

Rocklin, California

CHANGES TO CTC AGENDA

MADE AT CTC MEETING

67 4.21 **Proposition 1A High Speed Passenger Train Bond Program Amendment** *Withdrawn prior to the CTC meeting.*
- Sacramento Regional Transit District – Downtown/Riverfront Sac-West Sac Streetcar System

69 2.6b.(3) **Amendment – Proposition 116 Program** – Laguna Nigel to San Juan Capistrano Passing & Siding Project (PPNO 2107)
In the Book Item Attachment, Revise the Resolution in the header as follows: Resolution BFP-18-03 **BFA-18-03**
–Agenda & Book Item are correct.

74 2.1a.(2) **STIP Amendment for Approval** *Meeting Handout*
San Mateo/Santa Clara US 101 Managed Lanes Project (PPNO 0658D) *(Letter to Caltrans from MTC)*

CHANGES TO ALLOCATIONS

77 2.5b.(1) **SHOPP Allocations** - Request of ~~\$241,543,000~~ **\$135,896,000** for ~~22-20~~ SHOPP projects
➤ Project 7 (03-Sac-160/PPNO 5832/EA 3F090) for CON ENG & CONST for \$28,417,000 *Withdrawn prior to the CTC meeting.*

➤ Project 10 (03-Yub-70/PPNO 9812/EA 1E060) for CON ENG & CONST for \$77,200,000 *Withdrawn prior to the CTC meeting.*

78 2.5b.(2) **SHOP COS Allocations** – Request of \$54,800,000 for ~~70~~ **69** 2018 SHOPP preconstruction project phases for environmental, design and R/W support:

2.5b.(2a) - \$23,700,000 for 34 2018 SHOPP phases

2.5b.(2b) - \$31,000,000 for ~~36~~ **35** 2018 SHOPP-SB 1 phases

➤ Project 18 (10-Mpa-49/PPNO 3233/EA 1C040) for \$9,000 in R/W Support on Attachment 2.5b.(2) *Withdrawn prior to the CTC Meeting*

80 2.5c.(2) **Locally Administered STIP projects, on the State Highway System**

In the Book Item Attachment:

- Project 2 (PPNO 0073A) – Santa Cruz County Regional Transportation Commission – Add the following from the vote box: **SB 184 effective December 21, 2018.**

→ 81 2.5c.(3) **Locally Administered STIP projects, off the State Highway System**

In the Book Item Attachment for 2.5c.(3b):

- Project 1 (PPNO 2368) – Shasta Regional Transportation Agency – Remove the following from the vote box: **(SB 184 in effect December 6, 2018.)**

86 2.6g.(1) **TIRCP Allocations** – Request of ~~\$1,845,000~~ **\$500,000** for ~~3~~ **2** TIRCP projects.

➤ Project 2 (PPNO 11-CP032/Project ID 0019000237) – San Diego Metropolitan Transit System (2018:17) Blue Line Rail Corridor Enhancements - \$1,315,000 for PS&E *Withdrawn prior to the CTC meeting.*

87 2.5w.(1) **ATP Allocations**

In Book Item Attachment 2.5w.(1a), revise the following:

- Project 1 (PPNO 2440A) – Hoopa Valley Tribe – Revise the Adv Phase in the vote box as follows: **S 4PAED**
- Project 7 (PPNO 5131) – City of Long Beach – South Water Front/Pier J Bike & Pedestrian Path – Revise the following in the vote box: (Right of Way Certification: ~~08/27/2018~~ **01/25/2019.**)

CHANGES TO TIME EXTENSION ITEMS

88 2.8b.(1) **Contract Award Time Extension – ~~9~~ **8** SHOPP Projects**

In the Book Item Attachment, revise the following for:

- Project 8 (SBD-18/PPNO 0191J/EA 08-0Q120) – In Victorville, from Cobalt Road to Route 395. The last column labeled “until end of (month-yr)” should be **Mar-2019** not ~~Feb-2019~~
- Project 9 (Sis-96/PPNO 3314/EA 02-4C150) – In and near Happy Camp at various locations in Siskiyou County. In the 9th column, labeled “Reason for Delay”, the last sentence should read as: “The Department is also requesting a concurrent ~~twelve~~ **8**-month time for Phase 3 Construction Support.”

➤ Project 6 (CC-var/PPNO 1488V/EA 04-3K320) In Contra Costa County on Routes 4, 24, 80, 242, 580, and 680 at various locations. **Project was Awarded prior to the CTC meeting.**

Tab #	Ref #	Item Description
89	2.8b.(2)	<u>Contract Award Time Extension – 8 <u>7</u> ATP Projects</u> ➤ Project 3 (PPNO 5383A) – Metro Bike Share University of Southern California/South Los Angeles/Exposition Line Communities Expansion project <i>Withdrawn prior to the CTC meeting.</i>

END TO CHANGES

2.5 Highway Financial Matters

Project # Allocation Amount Recipient <u>RTPA/CTC</u> District-County	Project Title Location Project Description	PPNO Program/Year Phase Prgm'd Amount Project ID Adv. Phase	Budget Year Item # Fund Type Program Code	Amount by Fund Type
2.5c.(3b)	Local STIP Planning, Programming and Monitoring Projects			Resolution FP-18-49
1 \$95,000	Planning, Programming and Monitoring	02-2368 RIP/18-19 CONST \$95,000 0219000042 S	2017-18 101-0042 SHA 20.30.600.670	\$95,000
Shasta Regional Transportation Agency <u>SRTA</u> 02-Shasta	(SB184 in effect December 6, 2018. <i>see change List</i>			←
2 \$29,000	Planning, Programming and Monitoring	10-B1950 RIP/18-19 CONST \$29,000 1019000038 S	2017-18 101-0042 SHA 20.30.600.670	\$29,000
Amador County Transportation Commission <u>ACTC</u> 10-Amador				

DEPARTMENT OF TRANSPORTATION**DIVISION OF BUDGETS**

P.O. BOX 942873, MS-24

SACRAMENTO, CA 94273-0001

PHONE (916) 654-7287

TTY 711

www.dot.ca.gov

*Making Conservation
a California Way of Life.*

February 25, 2019

Mr. Vincent Mammano
Division Administrator
Federal Highway Administration
650 Capitol Mall, Suite 4-100
Sacramento, CA 95814

Mr. Edward Carranza, Jr.
Regional Administrator
Federal Transit Administration, TRO-9
90 Seventh Street, Suite 15-300
San Francisco, CA 94103-6701

Attention: Ms. Tashia Clemons

Attention: Mr. Ted Matley

Dear Ms. Clemons and Mr. Matley:

The California Department of Transportation (Caltrans) has completed the review of the following amendment to the Shasta Regional Transportation Agency's (SRTA) 2018/19 – 2021/22 Federal Transportation Improvement Program (FTIP):

<u>No.</u>	<u>Description</u>
3	Local Transportation System This amendment modifies projects that include funding from the Highway Bridge Program, Highway Safety Improvement Program, Safe Routes to School Program, and the Active Transportation Program.

See enclosure.

The updated programming is for projects in an air quality attainment area that is exempt from the conformity determination requirement. SRTA has certified that this FTIP amendment is financially constrained, and meets the requirements of public involvement procedures per SRTA's Public Participation Plan.

Pursuant to the authority delegated to me by the Director of Caltrans, I approve SRTA's Amendment Number 3. I also recommend that the Federal Highway Administration and the Federal Transit Administration approve this FTIP amendment for inclusion into California's 2019 Federal Statewide Transportation Improvement Program (FSTIP). Projects included in this FTIP, in fiscal years beyond the four-year cycle of the current FSTIP, are not approved as part of this FTIP amendment and are for information only. Approval of this amendment does not constitute an eligibility determination of projects for federal funding.

Mr. Vincent Mammano/ Mr. Edward Carranza, Jr.
February 25, 2019
Page 2

Please address any questions on this FSTIP approval request to Abhijit Bagde of my staff, at (916) 654-3638.

Sincerely,

For 
BRUCE DE TERRA
Chief

Division of Transportation Programming

Enclosures

c: Karina OConnor - EPA Office of Air Planning (w/enclosure)
Daniel S. Little - Shasta Regional Transportation Agency
Kathy Urlie - Shasta Regional Transportation Agency



U.S. Department
of Transportation
**Federal Highway
Administration**

California Division

March 6, 2019

650 Capitol Mall, Suite 4-100
Sacramento, CA 95814
(916) 498-5001

In Reply Refer To:
HDA-CA

Mr. Bruce de Terra
Chief, Division of Transportation Programming
California Department of Transportation, MS 82
1120 N Street
Sacramento, CA 95814

Attention: Muhaned Aljabiry

SUBJECT: Shasta Regional Transportation Agency FY 2019 FTIP Amendment # 3

Dear Mr. De Terra:

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have completed the review of Amendment # 3 to the Shasta Regional Transportation Agency (SRTA) FY 2019 Transportation Improvement Program (FTIP) that was submitted by your letter dated February 25, 2019. SRTA adopted Amendment # 3 on February 22, 2019. This amendment to SRTA's FTIP:

- o Modifies projects in the SRTA region. Funding sources include the Highway Bridge Program, Highway Safety Improvement Program, Safe Routes to School and Active Transportation Programs.

Pursuant to the February 14, 2018, *Memorandum of Agreement between the Federal Highway Administration, California Division, and the Federal Transit Administration, Region IX*, we accept the modifications to the FY 2019 Federal Statewide Transportation Improvement Program (FSTIP) for the SRTA region in accordance with the Final Rule on Statewide and Metropolitan Transportation Planning published in the May 27, 2016 Federal Register.

We find that the SRTA's FTIP, through Amendment # 3, was developed through a continuing, cooperative and comprehensive transportation planning process carried out in accordance with the metropolitan planning provisions of 23 U.S.C. 134, and 49 U.S.C. Chapter 53 as amended by Public Law 114-94, the Fixing America's Surface Transportation Act (FAST).

We have determined that this program modification is exempt from the regional emissions analysis requirements pursuant to the transportation conformity provisions found in 40 CFR Part 93. This finding has been coordinated with Region 9 of the Environmental Protection Agency (EPA) in accordance with the procedures outlined in the *National Memorandum of*

Understanding between DOT and EPA on Transportation Conformity, dated April 25, 2000. Therefore, we find that the FTIP continues to conform to the applicable State Implementation Plan (SIP).

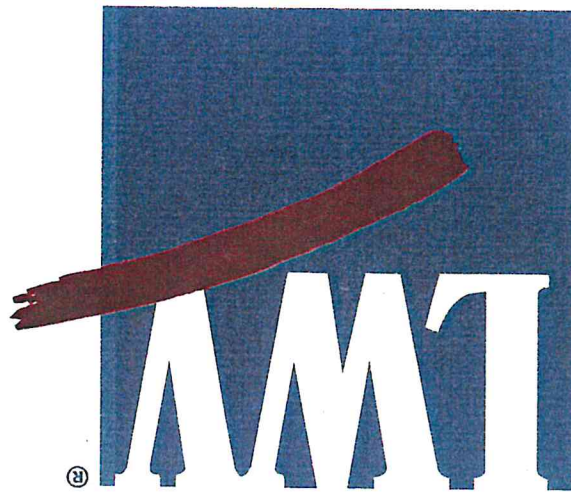
This approval is provided with the understanding that the FTA funding approval on the individual projects contained in the FSTIP are subject to grantees meeting all necessary FTA administrative requirements, and that approval of this programming action does not provide a federal eligibility determination for CMAQ projects or any other project funding source included in this amendment.

If you have questions or need additional information concerning our approval for this SRTA FSTIP amendment, please contact Scott Carson (scott.carson@dot.gov) of the FHWA California Division office at (916) 498-5029.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tashia J. Clemons', written in a cursive style.

Tashia J. Clemons
Director, Planning & Environment



League of Women Voters® of California
LWV is where hands-on work to safeguard democracy leads to civic improvement.
www.lwvc.org

3-28-19

Dear Mr. Little -

Thank you for your delightful and informative presentation about your SKTA Tuesday. We'll all be looking forward to the changes you mentioned. I will pass along your offer to return to our next program committee.

We have to thank Mike. He was the best assistant we've had this year!

Thank you so much!

Don Crowe, President



1255 East Street, Suite 202 • Redding, CA 96001 • (530) 262-6190 • Fax: (530) 262-6189
E-mail: srta@srta.ca.gov • Website: www.srta.ca.gov

Daniel S. Little, Executive Director

February 26, 2019

Appointments Secretary
Governor's Office - Appointments Unit
State Capitol, Suite 1173
Sacramento, CA 95814

SUBJECT: Celia McAdam, FAICP CTP (Application Database #74725)

Dear Secretary,

Please accept this letter of support to appoint Celia McAdam to the California Transportation Commission (CTC). I have worked with Celia for over 20 years and can say without reservation that she would bring the highest levels of leadership, energy, pragmatism, diplomacy and real-world experience to the commission. With great admiration, I have witnessed Celia chair transportation policy and programming groups with diverse interests from across the state and build consensus where none seemed possible.

In my 25 years of experience working with the California Transportation Commission, I have found that the most effective commissioners take the time to listen and communicate with all stakeholders regardless of political status. Celia has proved to be a people-person who routinely goes out of her way to mentor and help her peers from other agencies. She has much to offer to Metropolitan Planning Organizations such as ours, but what makes Celia special is she will go the extra mile to assist rural agencies who often lack the experience needed to navigate the complex world of transportation projects, programs, and policy. Celia has a knack for explaining complex issues in plain-English and forge a practical point-of-view born of her extensive experience.

It is, therefore, my distinct pleasure to wholeheartedly recommend Celia McAdam to serve on the California Transportation Commission. If you would like additional information about Ms. McAdam, please feel free to call me directly at (530) 262-2153 or email me at dlittle@srta.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads "Dan Little".

Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)



1255 East Street, Suite 202 • Redding, CA 96001 • (530)262-6190 • FAX (530)262-6189
E-Mail srta@srta.ca.gov • HOME PAGE www.srta.ca.gov

Daniel S. Little, Executive Director

March 7, 2019

Mr. Muhaned Aljibiry
Department of Transportation
Division of Transportation Programming, MS 82
P.O. Box 942874
Sacramento, CA 94274-0001

Attention: Abhijit Bagde, SRTA FTIP Liaison

Subject: Administrative Modification No. 4 to the Shasta 2019 Federal Transportation Improvement Program (FTIP)

Dear Mr. Aljibiry:

With the delegated authority provided on January 9, 2012, by Caltrans to the Shasta Regional Transportation Agency (SRTA) to approve administrative modifications to the Federal Transportation Improvement Program (FTIP), I hereby approve Administrative Modification No. 4 to the Shasta 2019 FTIP. The modification is consistent with metropolitan transportation planning regulations per Title 23 Code of Federal Regulations Part 450. As modified, the 2017 FTIP is financially constrained. Additionally, the modification is consistent with the Regional Transportation Plan. Shasta County is in conformance with federal air quality standards.

Enclosed for your convenience are the: authorizing resolution; summary of changes for this administrative modification; CTIPS programming pages of the "modified" and "prior" versions; and the grouped project listing.

In summary, the administrative modification makes one grouped project listing revision, as follows:

- **Grouped Projects for Bridge Rehabilitation and Reconstruction (CTIPS ID No. 211-0000-0083)** – Modifies the Caltrans, Headquarters October 30, 2018 Highway Bridge Program (HBP) project list by programming \$828,311 of Local Advance Construction (AC) funds, and \$107,316 of local funds, for 2018/19 construction of Bridge No. 06C0183 – Gas Point Road Over No Name Ditch, 1.9 miles west of Interstate 5. The project replaces an existing two-lane bridge with another two-lane bridge.

An electronic copy will be transmitted by email to you, and the below contact list.

If you have any questions, please contact Senior Transportation Planner Kathy Urlie at (530) 262-6194, or kurlie@srta.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Little', written over a horizontal line.

Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)

DSL/KKU/al

Enclosures: SRTA Resolution 11-15
Summary of Changes Spreadsheet
CTIPS Programming Pages (Modified and Prior)
Grouped Project Listing for CTIPS 211-0000-0083

C: Scott Carson – FHWA, CA Division
Jerome Wiggins – FTA, Region 9
Linda Newton – Caltrans, HQ Bridge Program
Rick Somers – Caltrans, District 2
Nicole Fortner – Caltrans, District 2
Shawn Ankeny – County of Shasta



1255 East Street, Suite 202 • Redding, CA 96001 • (530)262-6190 • FAX (530)262-6189
E-Mail: srta@srta.ca.gov • Website: www.srta.ca.gov

Daniel S. Little, Executive Director

March 28, 2019

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

Subject: 2018-19 SRТА LCTOP Allocation Request

To Whom It May Concern:

Please accept the enclosed documents as Shasta Regional Transportation Agency's (SRТА) allocation request for 2018-19 LCTOP funds. Signed original forms (Authorized Agent; Certifications and Assurances; Allocation Form; and Board Resolutions) will be submitted after the SRТА Board of Directors meeting on April 23, 2019.

Sincerely,

A handwritten signature in blue ink that reads "Dan Little".

Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)

DSL/SMT/acI

Enclosures

Lead Agency Information

Name:	Shasta Regional Transportation Agency		
Address:	1255 East Street, Suite 202		
City, State Zip Code:	Redding, CA 96001		
County:	Shasta	Regional Entity:	Shasta
Agency Website:	https://www.srta.ca.gov/		
Approved Title VI (Date)*:	12/13/2016		
Link to Agency's Approved Title VI Plan:	https://www.srta.ca.gov/DocumentCenter/View/3497		

*Please provide a copy of your FTA/Caltrans Approval Letter as an attachment to your FY18-19 LCTOP Allocation Request.

Allocation Request Prepared by	
Name:	Sean Tiedgen
Title:	Senior Transportation Planner
Phone #:	(530) 262-6185
E-mail:	stiedgen@srta.ca.gov

Contact (if different then "Prepared by")	
Name:	
Title:	
Phone #:	
E-mail:	

Authorized Agent	
Name:	Daniel S. Little
Title:	Executive Director
Phone #:	(530) 262-6191
E-mail:	dlittle@srta.ca.gov

Legislative District Numbers						
Assembly*:	1					
Senate*:	1					
Congressional*:	1					

*if you have more Districts please provide an attachment

Project Summary

Name: <i>No more than 180 characters.</i>	Sunday Transit Service Demonstration Project - Year 2				
Description (Short): <i>No more than 370 characters.</i>	The project will provide free fares for riders to ride the Sunday Transit service on Sundays during the demonstration project.				
Type:	Operations				
Sub-Type	Free or reduced fares				
Total Years of Rollover:	0		Remaining years of Rollover:		
Start date (anticipated) :	12/30/2019		End date (anticipated) :	12/30/2020	
General Area (City/County) :	Redding/Shasta				
Specific Area (Lat-Long of the project in decimal degrees separated by a comma "," (e.g., 34.413775, -119.848624). For multiple locations, list each separated by a semicolon ";")	40.583564, -122.392813				
Project Life - For capital projects, state the "Useful Life" of the project. For operation projects state the number of months service will be funded.					
Capital:			Operations:	12	
Funding:	99313:	\$329,232	99314:	\$0	Total: \$329,232
Approved LONP:	No		LONP Approval date:		

Funding Information

<i>LCTOP Allocation Year</i>	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
PUC 99313 Amount:		\$329,232					\$329,232
PUC 99314 Amount:		\$0					\$0
Total LCTOP Funds:	\$0	\$329,232	\$0	\$0	\$0	\$0	\$329,232
Other GGR Funds:							\$0
Other Funds:							\$0
Total Project Cost:	\$0	\$329,232	\$0	\$0	\$0	\$0	\$329,232

Lead Agency:	Shasta Regional Transportation Agency	Amount:	PUC Funds Type:
Contact Person:	Sean Tiedgen	\$329,232	99313
Contact Phone #:	(530) 262-6185	\$0	99314
Contact E-mail:	stiedgen@srta.ca.gov		

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Total FY 18-19 LCTOP Funding	\$329,232
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Supplanting Funds - Describe how the LCTOP funds will not supplant other funding sources.

The LCTOP funds will support free fares for Sunday on-demand transit service. LCTOP funds do not supplant or replace any other funding.

Fully Funded Project - Provide a description of the status of all the funds to be used to completely fund this project.

LCTOP funds are the only funds planned to fund this project.

Funding Plan

Proposed Total Project Cost								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PS&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R/W	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CON	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Veh/Equip Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operations/Other	\$0	\$329,232	\$0	\$0	\$0	\$0	\$0	\$329,232
TOTAL	\$0	\$329,232	\$0	\$0	\$0	\$0	\$0	\$329,232
Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other		\$329,232						\$329,232
TOTAL	\$0	\$329,232	\$0	\$0	\$0	\$0	\$0	\$329,232
Funding Source:								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 Plan

Funding Source:								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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

Project/Agency Information

Project Description - Describe the project using comprehensive overall project description regarding improvements to be made and/or increased level of service (include for operations projects number of trips, span, frequency improvements and number of days of operation; for capital projects include product specifications). *No more than 10 lines.*

Project funds would continue to provide free fares on Sundays for the On-demand Sunday transit service pilot project. The service runs approximately from 6:30 AM to 7:15 PM on Sundays only. It is expected that 15,449 trips would be provided as a result of the free fares.

Agency Service Area - Describe the project area including the city, town, community (rural, suburban, urban & demographics). *No more than 10 lines.*

The service area for this pilot project is located within a portion of the Redding Area Bus Authority's (RABA) service area within the city of Redding. The RABA service area is approximately 100 square miles. The area is a mix of urban and suburban communities.

Agency Service - Describe the service you provide and how the project plays into your overall operations plan. *No more than 10 lines.*

Sunday Transit will provide on-demand services to anyone requesting a ride within the defined service area. Services would be provided as curb-to-curb, with door-to-door services offered for individuals who are ADA paratransit certified. Passenger vehicles (8-12 seats) are utilized to provide the transit services and all vehicles will be equipped with two wheelchair positions. A ride can be requested via phone, website, or mobile phone application. A software product provided by Routematch, called Mobility On-Demand, automatically processes ride requests and determines the best available ride based on vehicle capacity, location of vehicles, other ride requests and service parameters set by SRTA. The service will run from approximately 6:30 AM to 7:15 PM. SRTA provides overall guidance and direction regarding service operations in the Shasta Region. Dignity Health Connected Living is contracted by SRTA to provide the Sunday transit service for the initial two years of the pilot.

Agency Fare - Describe the fare structure for your system and how the project will affect that structure if at all.

The fare would be \$15.00 per trip without LCTOP funds. This project provides those fares free-of-charge to riders during the pilot.

Project/Agency Information (continued)

Project Costs - Describe the assumptions and process for how the projects costs were developed. *No more than 10 lines.*

Funding will cover approximately 15,449 free fares, resulting in \$231,735 in LCTOP for free fares. In addition, project costs include administration of the program (\$62,497) and public outreach and marketing (\$35,000) to the community in support of providing free fares. This includes preparing print and electronic media to reach out to low-income communities, underserved communities, and employers.

Project Planning - Explain the planning process this project went through, including any public outreach/input, or worksho

RABA's Short Range Transit Plan (June 2014) and SRTA's Transit Needs Assessments (FY 15/16, 16/17, 17/18, & 18/19) identified Sunday transit services as a need. The region's Social Services Technical Advisory Committee recommended, in 2016, that this service be explored. SRTA hired a consultant to assist in developing a plan for providing Sunday transit. In the Spring of 2017 local agencies, transit providers and businesses were interviewed to understand community needs, opportunities and challenges. In October/November 2017, a survey was prepared and distributed - via website, social media and in-person surveys on buses - to gain community input on service needs, desired locations and times of service, and amenities. Feedback indicated that Sunday transit services should provide flexibility in requesting rides, be flexible in payment options, and have a similar cost to existing transit services. Survey results indicated riders may be apprehensive of an app-based style of service and possibly higher costs. Free fares were identified as a way to encourage participation and build confidence with riders that the service will meet their needs.

Environmental Justice - Explain how your agency designed the project to avoid substantial burden on *any* low income disadvantaged community.

This project is designed to lower the burden of transportation and other economic costs for low income and disadvantaged communities. With no transit services on Sundays, many low-income or disadvantaged individuals have to take more expensive transportation options for trips or forego taking trips at all. Additionally, the rider survey identified that many riders are very sensitive to costs. Another focus of the project is to provide services more directly to/from destinations. By providing free fares during the pilot, riders will be relieved of the transportation costs and will be encouraged to use the service more frequently to meet their needs.

Project GHG Benefits

Greenhouse Gas Reductions - Describe qualitatively how this project will reduce greenhouse gas emissions. For example, expanded/enhanced transit service will improve headways thus making transit a more convenient option of transportation thus increasing ridership, reducing Vehicle Miles Traveled (VMT) and reducing GHG.

This project will provide free fare transit service on Sunday's. Providing Sunday service will increase transit ridership, thereby reducing VMT and GHG. The app-based service would increase efficiency over current approaches by chaining ride requests together to common destinations, increase ridership, and encourage less use of single-occupancy vehicles and single-person trips.

Greenhouse Gas Reductions - Please provide quantitative information requested below and explanation/support for the data provided.

	Value	Explanation
Year 1 (Yr1) - First year of service, or year that capital improvements will be completed.	2019	Service will have already started and the free fare program will be in place. This continues the free fare program beyond initial funding.
Year F (YrF) - Final year that the service is funded or the final year of the capital improvements useful life.	2020	The intent is to provide free fares through June 2020.
Project Yr1 Ridership - Estimated annual ridership contributed by the new service or capital improvement in Yr1.	15,449	Estimated number of free fares provided.
Project F Yr. Ridership - Estimated annual ridership contributed by the new service or capital improvement in YrF.	15,449	Estimated number of free fares provided.
Adjustment (A) - Adjustment factor to account for transit dependency. Default: 0.5 for local bus service and 0.83 for long distance commute service.	0.50	Used default adjustment factor for local bus service.
Trip Length (L) - Length (miles) of average auto trip reduced or average passenger trip length (miles).	4.76	Based on an average of 15 miles per vehicle service hour and 3.15 passengers per hour.
Project Useful Life	1	This is calculated based on the values above.
Total Project Ridership Increased	15,449	This is calculated based on the values above.
Total Project VMTs Reduced	36,769	This number is calculated based on the values above.
Estimated Total Project GHG (mtco2) Reduction:	18.28	This number is calculated based on the values from above and the QM-Tool tab.
LCTOP Emission Reductions /Total LCTOP Funds Requested	55.52808	This number is calculated based on the values from above and the QM-Tool tab.

Project Benefits

Job Support Benefits (Refer to Read Me for more information)

Primary Project Activity <i>(select from drop down)</i>	Transit subsidies
% of Project Budget Associate with Primary Activity	100%
Secondary Project Activity <i>(select from drop down)</i>	
% of Project Budget Associate with Tertiary Activity	
Secondary Project Activity <i>(select from drop down)</i>	
% of Project Budget Associate with Tertiary Activity	

Travel Cost Savings Benefits

	Value	Explanation
Standard Fare Cost for Project (\$/Trip)	\$15.00	Estimated fare (per trip) necessary to operate the project.
Reduced Fare Cost (\$/Trip)	\$0.00	Fares are free for the duration of the project.
Transit Facility Parking Cost (\$/Trip)	\$0.00	No transit facilities to charge fees.
Avoided Parking Cost (\$/Trip)	\$0.00	No known parking fees in service area
Avoided Toll Cost (\$/Trip)	\$0.00	No tolls in the region.

Transit Mode Share (increase mobility): Describe how this project will increase transit mode share (increase mobility).

This project significantly increases transit mode share by providing an on-demand transit service on Sundays. Additionally, the project would encourage more choice riders and visitors to utilize the sunday transit service to reach popular destinations and connections to other transit services.

Co-Benefits - Check all additional Benefits/Outcomes.

- | | |
|---|--|
| ☐ Improved Safety
☒ Improved Public Health
☐ Reduced Operating/Maintenance Costs
☐ Increase System Reliability
☐ Other Benefits | ☐ Coordination with Educational Institution
☐ College ☐ Grades K-12
☒ Promotes Active Transportation
☒ Promotes Integration w/ other modes |
|---|--|

Co-Benefits - Describe benefits indicated above and other benefits not listed.

Active Transportation/Improve Public Health - Riders could walk to/from various destinations based on where they want to be picked up/dropped off. Riders could also reach active transportation destinations, such as the Sacramento River Trail and other recreational trails. More trips by transit reduces pollutants of single-person trips. Integration with other modes - riders could utilize the system to connect to interregional public transportation to other nearby counties, to other areas of California and other states.

Priority Populations Benefits

Does your Service Area have a Disadvantaged Community? (as defined by SB 535)	No
Is the project located within the boundaries of a disadvantaged community census tract?	No
Is the project located within the boundaries of a low-income community census tract?	Yes
Is the project located outside of a disadvantaged community, but within 1/2 mile of a disadvantage community and within a low-income census tract?	No
Is the project a new or expanded transit service that connects with transit service serving a disadvantaged communities?	No
Is the project a transit fare subsidies or network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes	Yes
Is the project a purchase of zero-emission transit buses and/or supporting infrastructure?	No

Identify the Project Census Tract(s) (please use the 10-digit identification code) :	06089010702, 06089010704, 06089010703, 06089010803, 06089010804, 06089010805, 06089011403, 06089011402, 06089011401, 06089011209, 06089011300, 06089010300, 06089010900, 06089011100, 06089011002, 06089010400, 06089010200, 06089010100, 06089010602, 06089010500, 06089010601
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Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need. (For more information please review Read Me) :	D. Where direct engagement is infeasible, refer to the list of common needs for disadvantaged communities in CARB's Funding Guidelines Table 2-2 and select a project that addresses a listed need.
--	---

Identify Specific Common Needs of Priority Populations (if you select letter D. in question above):	ECON 5 Reduce transportation costs (e.g., free or reduced cost transit passes) and improve access to public transportation (e.g., new services in under-served urban and rural communities).
--	--

Priority Populations Community Need: Describe, in detail the identified community need(s) and how the project meets the need(s), including the levels of community engagement.
SRTA used several approaches to determine community needs, including reviewing the common needs of AB 1550 populations described in Table 2-2 (Appendix B). Community input has been provided during previous Transit Needs Assessments, at Social Services Technical Advisory Committee (SSTAC) meetings and during the rider survey efforts in October/November 2017. The project will increase accessibility, provide more transportation services for all communities, including AB 1550 communities, and reduce transportation costs.

Identify the Specific Priority Population Benefit:	B. Project provides transit incentives to residents of a disadvantaged or low-income community or a low-income household (e.g., transit vouchers, reduced transit fares, transit passes);
---	---

DAC Benefit - Explain, in your own words, how the project will benefit Disadvantaged Community(ies) within your service area.

No DACs located within service area or region.

Low-Income Community or Low-Income Household Benefit - Explain, in your own words, how the project will benefit Low-Income Community(ies) or Low-Income Households within the project area.

The project will provide transit services on Sundays connecting low-income community members to common destinations, including places of worship, jobs, shopping, medical appointments, and for recreational activities. This project will provide a reliable, convenient, predictable, and affordable service for everyone. It will connect riders to other transportation services at the downtown Redding Transfer Center. The project supports active transportation and healthy living by providing convenient service to local and regional trails, bikeways, and walkways.

Low-Income Community or Low-Income Household within 1/2 a mile of a Disadvantaged Community Benefit - Explain, in your own words, how the project will benefit Low-Income Community(ies) or Low-Income Households within the project area.

Amount funds to benefit a DAC: \$	0
Amount funds to benefit Low-Income Households & Residents: \$	329,232
Amount funds to benefit Low-Income Households or Resident within 1/2 mile of a DAC: \$	0



California Air Resources Board
Benefits Calculator Tool for the
Low Carbon Transit Operations Program
California Climate Investments

Inputs		Required	Description
SECTION 1: This section is used to determine the quantification method and emission factors to use to estimate emissions.			
Project Type	Free or reduced fares		
Quantification Method	Increased Ridership	Automated	Emission Estimates = Emission Reductions from Displaced Autos
Type of Region	County	Yes	The region that best encompasses the geographic location for the proposed project type.
Region	Shasta	Yes	The county where the majority of the service occurs.
Year 1 (Yr1)	2019	Yes	The first year of operation for the new expanded/enhanced service - funded by FY 2018-19 LCTOP funds.
Year F (YrF)	2020	Yes	The final year of operation for the new expanded/enhanced service - funded by FY 2018-19 LCTOP funds.
Quantification Period	1	Calculated	The number of years the service is funded by FY 2018-19 LCTOP funds.
SECTION 2: This section is used to estimate the emission and cost reductions from displaced auto vehicle miles traveled (VMT).			
Service Type	Local/ Intercity Bus (Short Distances)	Yes	The transit service (e.g., Intercity/Express Bus (Long Distance), Light Rail, Vanpool, etc.) directly associated with the the proposed project. For projects that support multiple services, select Multi-modal.
Yr1 Ridership	15,449	Yes	The increase in annual unlinked passenger trips directly associated with the proposed project in the first year.
YrF Ridership	15,449	Yes	The increase in annual unlinked passenger trips directly associated with the proposed project in the final year. If the ridership is not expected to change, the same value should be input for Yr1 and YrF.
Adjustment Factor (A)	0.50	Yes	Discount factor applied to annual ridership to account for transit-dependent riders.
Length of Average Trip (L)	4.76	Yes	Annual passenger-miles over unlinked trips directly associated with the proposed project.
Passenger VMT Reductions	36.769	Calculated	The estimated displaced auto VMT from the proposed project.
GHG Emission Reductions	18	Calculated	The estimated GHG emission reductions in metric tons (MT) of carbon dioxide equivalent (CO2e) from displaced auto VMT from the proposed project.
SECTION 3: This section is used to estimate the net emission reductions from new service or from the purchase of new zero-emission/hybrid vehicle(s).			
Vehicle Type		No	Not applicable for this project type.
Engine Tier		No	Not applicable for this vehicle type.
Hybrid Vehicle		No	Not applicable for this project type.
Fuel/Energy Type		No	Not applicable for this project type.
Project Specific Emission Factor		No	Not applicable for this service type.
Model Year		No	Not applicable for this project type.
Annual VMT		No	Not applicable for this project type.
Annual Fuel/Energy		No	Not applicable for this project type.
GHG Emissions	Not Applicable	Calculated	Not applicable for this project type.

SECTION 4: This section is used to estimate the net emission reductions from vehicle replacement as a result of the proposed project.			
Additional GHG Reductions		No	Not applicable for this project type.
Vehicle Type		No	Not applicable for this project type.
Engine Tier		No	Not applicable for this vehicle type.
Fuel/Energy Type		No	Not applicable for this project type.
Model Year		No	Not applicable for this project type.
Annual VMT		No	Not applicable for this project type.
Annual Fuel/Energy		No	Not applicable for this vehicle type.
GHG Reductions	Not Applicable	Calculated	Not applicable for this project type.
SECTION 5: This section is used to estimate the net emission reductions from fuel/energy reductions as a result of the proposed project.			
Additional GHG Reductions		Optional	Select Not Applicable unless additional fuel/energy savings may be realized.
Vehicle Type		No	Not applicable for this project type.
Engine Tier		No	Not applicable for this vehicle type.
Fuel/Energy Type		No	Not applicable for this project type.
Model Year		No	Not applicable for this project type.
Annual Fuel/Energy		No	Not applicable for this vehicle type.
GHG Reductions	Not Applicable	Calculated	Not applicable for this project type.
SECTION 6: This section calculates the greenhouse gas (GHG) emission reductions achieved by the proposed project.			
Total Project GHG Reductions	18	Calculated	Total GHG emission reductions (MTCO ₂ e) from the project during the useful life.
LCTOP Project GHG Reductions	18	Calculated	The portion of GHG emission reductions attributable to funding from LCTOP; GHG emission reductions are prorated according to the level of program funding contributed from LCTOP and other CCI programs, as applicable.



California Air Resources Board
Benefits Calculator Tool for the
Low Carbon Transit Operations Program
California Climate Investments

Project Information			
Project Name	FY 2018-19 LCTOP GGRF Funds Requested (\$)	Sunday Transit Service Demonstration Project - Year 2	
	\$		329,232
Total LCTOP GGRF Funds (\$)	\$		329,232
Total GGRF Funds (\$)	\$		329,232
Non-GGRF Leveraged Funds (\$)	\$		-
Total Funds (\$)	\$		329,232
GHG Summary			
Total LCTOP GHG Emission Reductions (MTCO ₂ e)			18
Total GHG Emission Reductions (MTCO ₂ e)			18
Total GHG Emission Reductions per Total LCTOP GGRF Funds (MTCO ₂ e/\$million)			56
Total GHG Emission Reductions per Total GGRF Funds (MTCO ₂ e/\$million)			56



California Air Resources Board
Benefits Calculator Tool for the
Low Carbon Transit Operations Program
California Climate Investments

Project Name	Sunday Transit Service Demonstration Project - Year 2
Co-benefits and Key Variables Summary	
Diesel PM emission reductions (lbs)	LCTOP GGRF Funds 1
NOx emission reductions (lbs)	12
PM2.5 emission reductions (lbs)	1
ROG emission reductions (lbs)	2
Passenger VMT reductions (miles)	36,769
Fossil fuel use reductions (gallons)	0
Fossil fuel energy use reductions (kWh)	N/A
Renewable energy generated (kWh)	N/A
Travel cost savings (\$)	\$135,906
Energy and fuel cost savings (\$)	\$0
Additional California Climate Investments Program(s)	
Diesel PM emission reductions (lbs)	N/A
NOx emission reductions (lbs)	N/A
PM2.5 emission reductions (lbs)	N/A
ROG emission reductions (lbs)	N/A
Passenger VMT reductions (miles)	0
Fossil fuel use reductions (gallons)	0
Fossil fuel energy use reductions (kWh)	N/A
Renewable energy generated (kWh)	N/A
Travel cost savings (\$)	N/A
Energy and fuel cost savings (\$)	N/A
Total California Climate Investments	
Diesel PM Emission Reductions (lbs)	1
NOx emission reductions (lbs)	12
PM2.5 emission reductions (lbs)	1
ROG emission reductions (lbs)	2
Passenger VMT reductions (miles)	36,769
Fossil fuel use reductions (gallons)	0
Fossil fuel energy use reductions (kWh)	N/A
Renewable energy generated (kWh)	N/A
Travel cost savings (\$)	\$135,906
Energy and fuel cost savings (\$)	\$0



California Air Resources Board
 Benefits Calculator Tool for the
 Low Carbon Transit Operations Program
 California Climate Investments

Total Full-time Equivalent Jobs Supported by Project Budget	9.3
Total Full-time Equivalent Jobs Supported by Project GGRF Funds	9.3
Full-time Equivalent Jobs Directly Supported by Project GGRF Funds	6.9
Full-time Equivalent Jobs Indirectly Supported by Project GGRF Funds	0.8
Full-time Equivalent Induced Jobs Supported by Project GGRF Funds	1.6

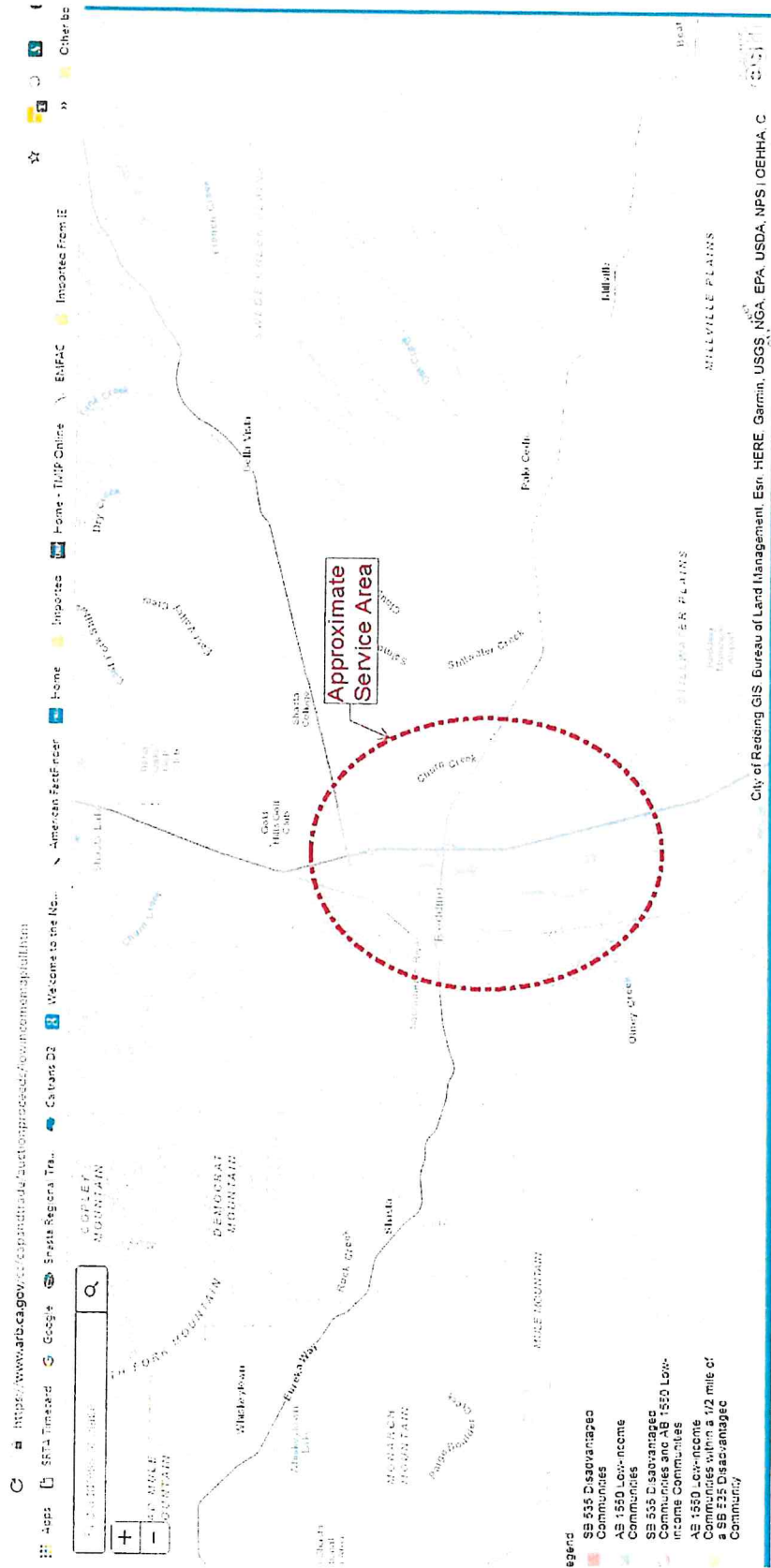
Note:

It is not appropriate to directly compare the job estimates from this Job Co-benefit Modeling Tool to the GGRF project dollars. California Climate Investments facilitate greenhouse gas emission reductions and deliver a suite of economic, environmental, and public health co-benefits, including job co-benefits. A different mix of spending on materials, equipment, and labor is expected across various California Climate Investments project types and match funding arrangements. As such, some project types will support more jobs than others.

Project Location Information

# ID	Name	Latitude	Longitude	Priority Population
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California Greenhouse Gas Reduction Funds Project Map



DEPARTMENT OF TRANSPORTATION**DIVISION OF TRANSPORTATION PLANNING**

P.O. BOX 942874, MS-32

SACRAMENTO, CA 94274

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*Making Conservation
a California Way of Life.*

May 16, 2018

Mr. Dan Little
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Mr. Little,

Thank you for submitting Shasta Participation and Partnership Plan (Title VI). Upon review, we have determined that it meets the requirements set forth in the Federal Transit Administration's (FTA) Title VI Circular, 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Recipients," effective October 1, 2012. The Plan must be updated and submitted every three years, which will be December 2019 for your agency.

Should you have any questions, feel free to contact me.

A handwritten signature in black ink, appearing to read "C. Philpot", with a long horizontal flourish extending to the right.

C. Edward Philpot, Jr., Chief
Transportation Equity Branch
Office of Regional Planning
Division of Transportation Planning

RESOLUTION



RESOLUTION NUMBER:	16-13
SUBJECT:	2016 Shasta Participation and Partnership Plan (Title VI)

WHEREAS, U.S. Code of Federal Regulations (23 CFR 450.316) guides the implementation of Fixing America's Surface Transportation (FAST) Act with respect to the adoption of a Public Participation Plan by each Metropolitan Planning Organization (MPO); and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for the Shasta Region and is responsible to carry out the transportation planning and programming process; and

WHEREAS, the Public Participation Plan has been made available for public review for the required 45 days; and

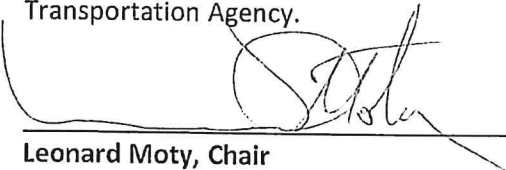
WHEREAS, the board of directors has considered all relevant information, including the factors set forth in the federal regulations that guide the implementation of the FAST Act; and all relevant verbal and written comments which have been submitted in a timely manner; and

WHEREAS, all interested agencies, organizations and persons have been given opportunity to be heard with respect to any matters relating to the proposed Public Participation Plan; and

WHEREAS, the proposed Public Participation Plan meets or exceeds the requirements of federal and state regulations:

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency approves and adopts the 2016 Shasta Participation and Partnership Plan (Title VI).

PASSED AND ADOPTED this 13th day of December, 2016, by the Shasta Regional Transportation Agency.


Leonard Moty, Chair
Shasta Regional Transportation Agency



**FY 2018-2019 LCTOP
Authorized Agent**

AS THE

Executive Director

(Chief Executive Officer/Director/President/Secretary)

OF THE

Shasta Regional Transportation Agency (SRTA)

(Name of County/City/Transit 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

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Click here to enter text.

(Name and Title of Authorized Agent)

OR

Daniel S. Little

(Print Name)

Executive Director

(Title)

(Signature)

Approved this 23 day of April, 2019



FY 2018-2019 LCTOP Certifications and Assurances

Lead Agency: San Bernardino Transportation Planning Agency

Project Title: San Bernardino Transportation Center, Phase 2

Prepared by: John Peterson

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans 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 Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency 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 Lead Agency 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 Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency 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 Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).



FY 2018-2019 LCTOP

Certifications and Assurances

9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans 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.

C. Reporting

1. The Lead Agency 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 Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
 - d. Project Outcome Reporting as defined by CARB Funding Guidelines.
2. Other Reporting Requirements: CARB 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 CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency 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 2 CFR, Part 200, 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



FY 2018-2019 LCTOP

Certifications and Assurances

Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency 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 subject to repayment by the Lead Agency to the State. Should the Lead Agency 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 Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The Lead Agency 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 Lead Agency, 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 Lead Agency, 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 Lead Agency, 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 Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency'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



FY 2018-2019 LCTOP

of the Lead Agency'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 Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, 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.

F. Special Situations

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

I certify all of these conditions will be met.

Daniel S. Little
(Print Authorized Agent)

(Signature)

Executive Director
(Title)

April 23, 2019

(Date)



FY 2018-2019 LCTOP
Allocation

Lead Agency: Shasta Regional Transportation Agency (SRTA)
Project Title: Shasta Transit Demonstration Project - Year 2
Regional
Entity: Shasta Regional Transportation Agency
County: Shasta

Lead Agency: 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, Lead Agency 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.

Authorized Agent: Daniel S. Little
Title: Executive Director
Lead Agency: Shasta Regional Transportation Agency (SRTA)

Signature:
PUC Funds Type: 99313 \$ 329,232
PUC Funds Type: 99314 \$ 0

Contributing Sponsor(s): The contributing sponsor is an entity that passes funds to the Lead Agency to support a project. The contributing sponsor could be the regional entity (PUC 99313) passing their funds to a recipient agency within their region or a recipient agency (PUC 99314) passing their funds through to either a regional entity or a recipient agency within their region. The contributing sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) they are contributing the project. 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 Contributing Sponsors.

Authorized Agent:
Title:
Lead Agency:

Signature:
PUC Funds Type: 99313 \$
PUC Funds Type: 99314 \$

RESOLUTION



RESOLUTION NUMBER:	19-04
SUBJECT:	Authorization for the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program for the following Project: Sunday Transit Service Demonstration Project – Year 2, for \$329,232

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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, the SRTA Board of Directors wishes to delegate authorization to execute the fiscal year 2018/19 LCTOP certifications, assurances and authorized agent forms and any amendments thereto to the executive director; and

WHEREAS, the SRTA Board of Directors wishes to implement the LCTOP project listed above.

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 LCTOP funded transit projects; and
2. Authorizes the Executive Director to execute all required documents of the LCTOP program and any amendments thereto with Caltrans; and
3. Authorizes submittal of the following project nomination and allocation request to Caltrans in FY 2018/19 LCTOP funds:

Project Name: Sunday Transit Demonstration Project – Year 2

Amount of LCTOP funds requested: \$329,232

Short description of project: Provide "free ride" days.

Benefit to a Priority Population: Reduced fares and increased access to public transportation

PASSED AND ADOPTED this 23rd day of April, 2019, by the Shasta Regional Transportation Agency.

Kristen Schreder, Chair
Shasta Regional Transportation Agency

Lead Agency Information

Name:	Shasta Regional Transportation Agency		
Address:	1255 East Street, Suite 202		
City, State Zip Code:	Redding, CA 96001		
County:	Shasta	Regional Entity:	Shasta
Agency Website:	https://www.srta.ca.gov/		
Approved Title VI (Date)*:	12/13/2016		
Link to Agency's Approved Title VI Plan:	https://www.srta.ca.gov/DocumentCenter/View/3497		

*Please provide a copy of your FTA/Caltrans Approval Letter as an attachment to your FY18-19 LCTOP Allocation Request.

Allocation Request Prepared by	
Name:	Sean Tiedgen
Title:	Senior Transportation Planner
Phone #:	(530) 262-6185
E-mail:	stiedgen@srta.ca.gov

Contact (if different then "Prepared by")	
Name:	
Title:	
Phone #:	
E-mail:	

Authorized Agent	
Name:	Daniel S. Little
Title:	Executive Director
Phone #:	(530) 262-6191
E-mail:	dlittle@srta.ca.gov

Legislative District Numbers						
Assembly*:	1					
Senate*:	1					
Congressional*:	1					

*if you have more Districts please provide an attachment

Project Summary

Name: <i>No more than 180 characters.</i>	Sunday Transit Service Demonstration Project - Year 2				
Description (Short): <i>No more than 370 characters.</i>	The project will provide free fares for riders to ride the Sunday Transit service on Sundays during the demonstration project.				
Type:	Operations				
Sub-Type	Free or reduced fares				
Total Years of Rollover:	0		Remaining years of Rollover:		
Start date (anticipated) :	12/30/2019		End date (anticipated) :	12/30/2020	
General Area (City/County) :	Redding/Shasta				
Specific Area (Lat-Long of the project in decimal degrees separated by a comma "," (e.g., 34.413775, -119.848624). For multiple locations, list each separated by a semicolon ";")	40.583564, -122.392813				
Project Life - For capital projects, state the "Useful Life" of the project. For operation projects state the number of months service will be funded.					
Capital:			Operations:	12	
Funding:	99313:	\$329,232	99314:	\$0	Total: \$329,232
Approved LONP:	No		LONP Approval date:		

Funding Information

<i>LCTOP Allocation Year</i>	<i>Prior</i>	<i>FY 18-19</i>	<i>FY 19-20</i>	<i>FY 20-21</i>	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>Total</i>
PUC 99313 Amount:		\$329,232					\$329,232
PUC 99314 Amount:		\$0					\$0
Total LCTOP Funds:	\$0	\$329,232	\$0	\$0	\$0	\$0	\$329,232
Other GGR Funds:							\$0
Other Funds:							\$0
Total Project Cost:	\$0	\$329,232	\$0	\$0	\$0	\$0	\$329,232

Lead Agency:	Shasta Regional Transportation Agency	Amount:	PUC Funds Type:
Contact Person:	Sean Tiedgen	\$329,232	99313
Contact Phone #:	(530) 262-6185	\$0	99314
Contact E-mail:	stiedgen@srtc.ca.gov		

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
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Contact E-mails:			

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Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Total FY 18-19 LCTOP Funding	\$329,232
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Supplanting Funds - Describe how the LCTOP funds will not supplant other funding sources.
The LCTOP funds will support free fares for Sunday on-demand transit service. LCTOP funds do not supplant or replace any other funding.

Fully Funded Project - Provide a description of the status of all the funds to be used to completely fund this project.
LCTOP funds are the only funds planned to fund this project.

Funding Plan

Proposed Total Project Cost								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PS&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R/W	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CON	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Veh/Equip Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operations/Other	\$0	\$329,232	\$0	\$0	\$0	\$0	\$0	\$329,232
TOTAL	\$0	\$329,232	\$0	\$0	\$0	\$0	\$0	\$329,232

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other		\$329,232						\$329,232
TOTAL	\$0	\$329,232	\$0	\$0	\$0	\$0	\$0	\$329,232

Funding Source:								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 Plan

Funding Source:								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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

Project/Agency Information

Project Description - Describe the project using comprehensive overall project description regarding improvements to be made and/or increased level of service (include for operations projects number of trips, span, frequency improvements and number of days of operation; for capital projects include product specifications). *No more than 10 lines.*

Project funds would continue to provide free fares on Sundays for the On-demand Sunday transit service pilot project. The service runs approximately from 6:30 AM to 7:15 PM on Sundays only. It is expected that 15,449 trips would be provided as a result of the free fares.

Agency Service Area - Describe the project area including the city, town, community (rural, suburban, urban & demographics). *No more than 10 lines.*

The service area for this pilot project is located within a portion of the Redding Area Bus Authority's (RABA) service area within the city of Redding. The RABA service area is approximately 100 square miles. The area is a mix of urban and suburban communities.

Agency Service - Describe the service you provide and how the project plays into your overall operations plan. *No more than 10 lines.*

Sunday Transit will provide on-demand services to anyone requesting a ride within the defined service area. Services would be provided as curb-to-curb, with door-to-door services offered for individuals who are ADA paratransit certified. Passenger vehicles (8-12 seats) are utilized to provide the transit services and all vehicles will be equipped with two wheelchair positions. A ride can be requested via phone, website, or mobile phone application. A software product provided by Routematch, called Mobility On-Demand, automatically processes ride requests and determines the best available ride based on vehicle capacity, location of vehicles, other ride requests and service parameters set by SRTA. The service will run from approximately 6:30 AM to 7:15 PM. SRTA provides overall guidance and direction regarding service operations in the Shasta Region. Dignity Health Connected Living is contracted by SRTA to provide the Sunday transit service for the initial two years of the pilot.

Agency Fare - Describe the fare structure for your system and how the project will affect that structure if at all.

The fare would be \$15.00 per trip without LCTOP funds. This project provides those fares free-of-charge to riders during the pilot.

Project/Agency Information (continued)

Project Costs - Describe the assumptions and process for how the projects costs were developed. *No more than 10 lines.*

Funding will cover approximately 15,449 free fares, resulting in \$231,735 in LCTOP for free fares. In addition, project costs include administration of the program (\$62,497) and public outreach and marketing (\$35,000) to the community in support of providing free fares. This includes preparing print and electronic media to reach out to low-income communities, underserved communities, and employers.

Project Planning - Explain the planning process this project went through, including any public outreach/input, or worksho

RABA's Short Range Transit Plan (June 2014) and SRTA's Transit Needs Assessments (FY 15/16, 16/17, 17/18, & 18/19) identified Sunday transit services as a need. The region's Social Services Technical Advisory Committee recommended, in 2016, that this service be explored. SRTA hired a consultant to assist in developing a plan for providing Sunday transit. In the Spring of 2017 local agencies, transit providers and businesses were interviewed to understand community needs, opportunities and challenges. In October/November 2017, a survey was prepared and distributed - via website, social media and in-person surveys on buses - to gain community input on service needs, desired locations and times of service, and amenities. Feedback indicated that Sunday transit services should provide flexibility in requesting rides, be flexible in payment options, and have a similar cost to existing transit services. Survey results indicated riders may be apprehensive of an app-based style of service and possibly higher costs. Free fares were identified as a way to encourage participation and build confidence with riders that the service will meet their needs.

Environmental Justice - Explain how your agency designed the project to avoid substantial burden on *any* low income disadvantaged community.

This project is designed to lower the burden of transportation and other economic costs for low income and disadvantaged communities. With no transit services on Sundays, many low-income or disadvantaged individuals have to take more expensive transportation options for trips or forego taking trips at all. Additionally, the rider survey identified that many riders are very sensitive to costs. Another focus of the project is to provide services more directly to/from destinations. By providing free fares during the pilot, riders will be relieved of the transportation costs and will be encouraged to use the service more frequently to meet their needs.

Project GHG Benefits

Greenhouse Gas Reductions - Describe qualitatively how this project will reduce greenhouse gas emissions. For example, expanded/enhanced transit service will improve headways thus making transit a more convenient option of transportation thus increasing ridership, reducing Vehicle Miles Traveled (VMT) and reducing GHG.

This project will provide free fare transit service on Sunday's. Providing Sunday service will increase transit ridership, thereby reducing VMT and GHG. The app-based service would increase efficiency over current approaches by chaining ride requests together to common destinations, increase ridership, and encourage less use of single-occupancy vehicles and single-person trips.

Greenhouse Gas Reductions - Please provide quantitative information requested below and explanation/support for the data provided.

	Value	Explanation
Year 1 (Yr1) - First year of service, or year that capital improvements will be completed.	2019	Service will have already started and the free fare program will be in place. This continues the free fare program beyond initial funding.
Year F (YrF) - Final year that the service is funded or the final year of the capital improvements useful life.	2020	The intent is to provide free fares through June 2020.
Project Yr1 Ridership - Estimated annual ridership contributed by the new service or capital improvement in Yr1.	15,449	Estimated number of free fares provided.
Project F Yr. Ridership - Estimated annual ridership contributed by the new service or capital improvement in YrF.	15,449	Estimated number of free fares provided.
Adjustment (A) - Adjustment factor to account for transit dependency. Default: 0.5 for local bus service and 0.83 for long distance commute service.	0.50	Used default adjustment factor for local bus service.
Trip Length (L) - Length (miles) of average auto trip reduced or average passenger trip length (miles).	4.76	Based on an average of 15 miles per vehicle service hour and 3.15 passengers per hour.
Project Useful Life	1	This is calculated based on the values above.
Total Project Ridership Increased	15,449	This is calculated based on the values above.
Total Project VMTs Reduced	36,769	This number is calculated based on the values above.
Estimated Total Project GHG (mtco2) Reduction:	18.28	This number is calculated based on the values from above and the QM-Tool tab.
LCTOP Emission Reductions /Total LCTOP Funds Requested	55.52808	This number is calculated based on the values from above and the QM-Tool tab.

Project Benefits

Job Support Benefits (Refer to Read Me for more information)

Primary Project Activity <i>(select from drop down)</i>	Transit subsidies
% of Project Budget Associate with Primary Activity	100%
Secondary Project Activity <i>(select from drop down)</i>	
% of Project Budget Associate with Tertiary Activity	
Secondary Project Activity <i>(select from drop down)</i>	
% of Project Budget Associate with Tertiary Activity	

Travel Cost Savings Benefits

	Value	Explanation
Standard Fare Cost for Project (\$/Trip)	\$15.00	Estimated fare (per trip) necessary to operate the project.
Reduced Fare Cost (\$/Trip)	\$0.00	Fares are free for the duration of the project.
Transit Facility Parking Cost (\$/Trip)	\$0.00	No transit facilities to charge fees.
Avoided Parking Cost (\$/Trip)	\$0.00	No known parking fees in service area
Avoided Toll Cost (\$/Trip)	\$0.00	No tolls in the region.

Transit Mode Share (increase mobility): Describe how this project will increase transit mode share (increase mobility).

This project significantly increases transit mode share by providing an on-demand transit service on Sundays. Additionally, the project would encourage more choice riders and visitors to utilize the sunday transit service to reach popular destinations and connections to other transit services.

Co-Benefits - Check all additional Benefits/Outcomes.

- | | |
|--|---|
| ☐ Improved Safety | ☐ Coordination with Educational Institution |
| ☒ Improved Public Health | ☐ College ☐ Grades K-12 |
| ☐ Reduced Operating/Maintenance Costs | ☒ Promotes Active Transportation |
| ☐ Increase System Reliability | ☒ Promotes Integration w/ other modes |
| ☐ Other Benefits | |

Co-Benefits - Describe benefits indicated above and other benefits not listed.

Active Transportation/Improve Public Health - Riders could walk to/from various destinations based on where they want to be picked up/dropped off. Riders could also reach active transportation destinations, such as the Sacramento River Trail and other recreational trails. More trips by transit reduces pollutants of single-person trips. Integration with other modes - riders could utilize the system to connect to interregional public transportation to other nearby counties, to other areas of California and other states.

Priority Populations Benefits

Does your Service Area have a Disadvantaged Community? <i>(as defined by SB 535)</i>	No
Is the project located within the boundaries of a disadvantaged community census tract?	No
Is the project located within the boundaries of a low-income community census tract?	Yes
Is the project located outside of a disadvantaged community, but within 1/2 mile of a disadvantage community and within a low-income census tract?	No
Is the project a new or expanded transit service that connects with transit service serving a disadvantaged communities?	No
Is the project a transit fare subsidies or network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes	Yes
Is the project a purchase of zero-emission transit buses and/or supporting infrastructure?	No

Identify the Project Census Tract(s) <i>(please use the 10-digit identification code) :</i>	06089010702, 06089010704, 06089010703, 06089010803, 06089010804, 06089010805, 06089011403, 06089011402, 06089011401, 06089011209, 06089011300, 06089010300, 06089010900, 06089011100, 06089011002, 06089010400, 06089010200, 06089010100, 06089010602, 06089010500,
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Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need. <i>(For more information please review Read Me) :</i>	D. Where direct engagement is infeasible, refer to the list of common needs for disadvantaged communities in CARB's Funding Guidelines Table 2-2 and select a project that addresses a listed need.
---	---

Identify Specific Common Needs of Priority Populations <i>(if you select letter D. in question above):</i>	ECON 5 Reduce transportation costs (e.g., free or reduced cost transit passes) and improve access to public transportation (e.g., new services in under-served urban and rural communities).
---	--

Priority Populations Community Need: Describe, in detail the identified community need(s) and how the project meets the need(s), including the levels of community engagement.

SRTA used several approaches to determine community needs, including reviewing the common needs of AB 1550 populations described in Table 2-2 (Appendix B). Community input has been provided during previous Transit Needs Assessments, at Social Services Technical Advisory Committee (SSTAC) meetings and during the rider survey efforts in October/November 2017. The project will increase accessibility, provide more transportation services for all communities, including AB 1550 communities, and reduce transportation costs.

Identify the Specific Priority Population Benefit:	B. Project provides transit incentives to residents of a disadvantaged or low-income community or a low-income household (e.g., transit vouchers, reduced transit fares, transit passes);
---	---

DAC Benefit - Explain, in your own words, how the project will benefit Disadvantaged Community(ies) within your service area.

No DACs located within service area or region.

Low-Income Community or Low-Income Household Benefit - Explain, in your own words, how the project will benefit Low-Income Community(ies) or Low-Income Households within the project area.

The project will provide transit services on Sundays connecting low-income community members to common destinations, including places of worship, jobs, shopping, medical appointments, and for recreational activities. This project will provide a reliable, convenient, predictable, and affordable service for everyone. It will connect riders to other transportation services at the downtown Redding Transfer Center. The project supports active transportation and healthy living by providing convenient service to local and regional trails, bikeways, and walkways.

Low-Income Community or Low-Income Household within 1/2 a mile of a Disadvantaged Community Benefit - Explain, in your own words, how the project will benefit Low-Income Community(ies) or Low-Income Households within the project area.

Amount funds to benefit a DAC: \$	0
Amount funds to benefit Low-Income Households & Residents: \$	329,232
Amount funds to benefit Low-Income Households or Resident within 1/2 mile of a DAC: \$	0



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

Daniel S. Little, Executive Director

INVOICE

Date of Invoice: April 9, 2019
Billing No: 1

Ian Howat
District Local Assistance Engineer
Department of Transportation
1657 Riverside Dr.
Redding, CA 96001-0536

Dear Ian,

Payment of state exchange funds is claimed pursuant to Local Agency-State Agreement No. X18-6496(014), AMS 0218000149, executed on May 22, 2018 (attached).

	<u>State Exchange</u>	<u>Total</u>
Total amount claimed:	\$1,777,435	\$1,777,435

I certify that the amounts in this invoice are true and correct; and the amount claimed is due and payable in accordance with the terms of the agreement.


for Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency

DSL/dlw

Enclosure

DEPARTMENT OF TRANSPORTATION

Division of Local Assistance
1120 N STREET
P.O. BOX 942874, MS# 1
Sacramento, CA 94274-0001
TTY 711



May 22, 2018

File : 02-SHA-0-SRTA
X18-6496(014)
2017/2018 Exchange Program

Mr. Dan Little
Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Dear Mr. Little:

Enclosed is your fully executed copy of the agreement for the 2017/2018 Exchange Program.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Emmett".

For WINTON EMMETT, Chief
Office of Project Implementation - North
Division of Local Assistance

Enclosure

c: OLP AE Project Files
(02) DLAE - Ian Howat

FEDERAL APPORTIONMENT EXCHANGE PROGRAM
CALIFORNIA DEPARTMENT OF TRANSPORTATION
REGIONAL TRANSPORTATION PLANNING AGENCY

District: 02

Agency: Shasta Regional Transportation Agency

Agreement No. X18-6496(014)
AMS Adv ID:0218000149

THIS AGREEMENT is made on 05/22/2018, by Shasta Regional Transportation Agency, a Regional Transportation Planning Agency (RTPA) designated under Section 29532 of the California Government Code, and the State of California, acting by and through the Department of Transportation (STATE).

WHEREAS, RTPA desires to assign RTPA's portion of federal apportionments made available to STATE for allocation to transportation projects in accordance with Section 182.6 of the Streets and Highways Code (Regional Surface Transportation Program/Regional Surface Transportation Block Grant Program [RSTP/RSTBGP] funds) in exchange for nonfederal State Highway Account funds:

NOW, THEREFORE, the parties agree as follows:

1. As authorized by Section 182.6(g) of the Streets and Highways Code, RTPA agrees to assign to STATE the following portion of its estimated annual RSTP/RSTBGP apportionment:

\$1,777,435.00 for Fiscal Year 2017/2018

The above referenced portion of RTPA's estimated annual RSTP/RSTBGP apportionment is equal to the estimated total RSTP/RSTBGP apportionment less (a) the estimated minimum annual RSTP/RSTBGP apportionment set for the County under Section 182.6(d)(2) of the Streets and Highways Code, (b) any Federal apportionments already obligated for projects not chargeable to said County's annual RSTP/RSTBGP minimum apportionment, and (c) those RSTP/RSTBGP apportionments RTPA has chosen to retain for future obligation.

2. RTPA agrees the exchange for County's estimated annual RSTP/RSTBGP minimum apportionment under Section 182.6(d)(2) of the Streets and Highways Code will be paid by STATE directly to Shasta County.

For Caltrans Use Only

I hereby Certify upon my own personal knowledge that budgeted funds are available for this encumbrance


Accounting Officer

| Date 6/7/18 \$ 1,777,435.00

STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION
PROGRAM SUPPLEMENT AND CERTIFICATION FORM
PSCF (REV. 01/2010)

Page 1 of 1

TO: STATE CONTROLLER'S OFFICE Claims Audits 3301 "C" Street, Rm 404 Sacramento, CA 95816		DATE PREPARED: 4/17/2018	PROJECT NUMBER: 02180000149
FROM:		REQUISITION NUMBER / CONTRACT NUMBER: RQS 021800000332	

FROM: **Department of Transportation**

SUBJECT:

Encumbrance Document

VENDOR / LOCAL AGENCY:

Shasta Regional Transportation Agency

CONTRACT AMOUNT:

\$ 1,777,435.00

PROCUREMENT TYPE:

Local Assistance

[illegible]

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (915) 654-6410 of TDD (916) -3880 or write Records and Forms Management, 1120 N. Street, MS-89, Sacramento, CA 95814.

3. Subject to the availability of STATE funds following the receipt of an RTPA invoice evidencing RTPA's assignment of those estimated RSTP/RSTBGP funds under Section 1 to STATE, STATE agrees to pay to RTPA an amount not to exceed \$1,777,435.00 of non-federal exchange funds ("Funds") that equals the sum of the estimated RSTP/RSTBGP apportionment assigned to State in Section 1 above.
4. RTPA agrees to allocate all of these Funds only for those projects implemented by cities, counties, and other public transportation agencies as are authorized under Article XIX of the California State Constitution, in accordance with the requirements of Section 182.6(d)(1) of the Streets and Highways Code.
5. RTPA agrees to provide to STATE annually by each August 1 a list of all local project sponsors allocated Funds in the preceding fiscal year and the amounts allocated to each sponsor.
6. RTPA agrees to require project sponsors receiving those Funds provided under this AGREEMENT to establish a special account for the purpose of depositing therein all payments received from RTPA pursuant to this Agreement: (a) for cities within their Special Gas Tax Street Improvement Fund, (b) for counties, within their County Road Fund, and (c) for all other sponsors, a separate account.
7. RTPA agrees, in the event a project sponsor fails to use Funds received hereunder in accordance with the terms of this AGREEMENT, to require that project sponsor to return those exchange Funds to RTPA for credit to the account established under Section 6 above. In the event of any such requirement by STATE, RTPA shall provide written verification to STATE that the requested corrective action has been taken.
8. STATE reserves the right to reduce the STATE Funds payment required hereunder to offset such additional obligations by the RTPA or any of its sponsoring agencies against any RSTP/RSTBGP federal apportionments as are chargeable to, but not included in, the assignment made under Section 1 above.
9. COST PRINCIPLES
 - A) RTPA agrees to comply with, and require all project sponsors to comply with Office of Management and Budget Supercircular 2 CFR 200, Cost Principles for State and Local Government and the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
 - B) RTPA will assure that its fund recipients 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 allowability of individual project cost items and (B) Those parties shall comply with Federal Administrative Procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements To State And Local Governments. Every sub-recipient receiving funds as a contractor or sub-contractor under this agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C) Any fund expenditures for costs for which RTPA has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Supercircular 2 CFR 200 are subject to repayment by RTPA to STATE. Should RTPA fail to reimburse fund moneys due STATE within 30 days of demand, or within such other period as may be agreed in writing between the parties, hereto, STATE is authorized to intercept and withhold future payments due RTPA and STATE or any third-party source, including but not limited to, the State Treasurer, The State Controller and the CTC. The implementation of the Supercircular will cancel 49 Cfr Part 18.

10. THIRD PARTY CONTRACTING

A) RTPA shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of STATE.

B) Any subcontract or agreement entered into by RTPA as a result of disbursing Funds received pursuant to this AGREEMENT shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors.

C) In addition to the above, the preaward requirements of third party contractor/consultants with RTPA should be consistent with Local Program Procedures as published by STATE.

11. ACCOUNTING SYSTEM

RTPA, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of RTPA, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.

12. RIGHT TO AUDIT

For the purpose of determining compliance with this AGREEMENT and other matters connected with the performance of RTPA's contracts with third parties, RTPA, RTPA's contractors and subcontractors and 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 for three years from the date of final payment of Funds to RTPA. STATE, the California State Auditor, or any duly authorized representative of STATE or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and RTPA shall furnish copies thereof if requested.

13. TRAVEL AND SUBSISTENCE

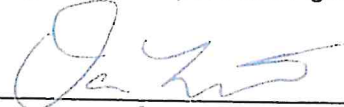
Payments to only RTPA for travel and subsistence expenses of RTPA forces and its subcontractors claimed for reimbursement or applied as local match credit shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules.

If the rates invoiced are in excess of those authorized DPA rates, then RTPA is responsible for the cost difference and any overpayments shall be reimbursed to STATE on demand.

STATE OF CALIFORNIA
Department of Transportation

Shasta Regional Transportation Agency

By: 
For Office of Project Implementation
Division of Local Assistance
Date: 05/22/2018

By: 
Title: Exec. Director
Date: 5-7-18

Shasta Regional Transportation Agency
(BTRD NAME)

A

A


$$C = A + B - D$$

Cash Disbursed by RTPA From 7/1/16 to 6/30/17

Name of Agency or Contractor Receiving Cash	Amount	Date

See explanatory letter



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E-mail: srta@srta.ca.gov • Website: www.srta.ca.gov

Daniel S. Little, Executive Director

May 14, 2018

Amy Chieng
Department of Transportation
Division of Local Assistance
1120 N Street
PO Box 942874, MS #1
Sacramento, CA 94274-0001

Subject: RE: Optional Regional Surface Transportation Program (RSTP/RSTBGP) Federal Exchange Program for FY 2017/2018

Dear Amy Chieng,

Per our phone conversation on May 11, 2018, as requested, I am writing to address your questions regarding the zero balance of fund distributed for the previous year.

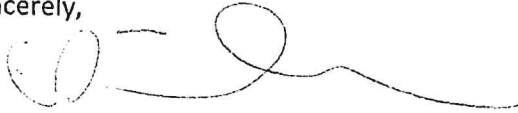
- The 2016-17 exchange funds were held over due to the Caltrans A&I preliminary RSTP finding re: RSTP project ineligibility for Anderson and SLC. Due to the uncertainty of what was eligible and what exactly A&I was hoping to resolve, we realized the existing SRTA RSTP policies likely needed revision. That revision was only able to take place after Caltrans, Local Assistance was able to determine exactly what the RSTP Exchange Program would look like on a statewide basis, and then subsequently revise Chapter 18 of the Caltrans Local Assistance Program Guidelines (LAPG) to match that vision. The revision to the LAPG took place in March 2018, and our BOD revised SRTA's RSTP policies on April 24, 2018.
- Our policies were revised to address the following major issues:
 - A call for projects and project nominations for SRTA BOD consideration of approval (that was A&I's final finding: that the Anderson and SLC RSTP

reimbursements were not for "projects" as they did not undergo a nomination process);

- Requiring a sub-recipient cooperative agreement (SCA) for each jurisdiction for RSTP exchange fund reimbursement eligibility (in that way we pass on the state requirements to them, as well as the provision of repayment related to any future findings); and
 - Including a reimbursement after project incurred expense vs. prior practice of providing the lump sum distribution to the jurisdictions after the exchange to use for eligible projects (some, if not all, were using it for expenses incurred before-the-fact).
-
- Funds will be approved for distribution at our June 19, 2018 Board of Directors (BOD) meeting. After execution of individual SCAs, the funds will be available for reimbursement for approved local jurisdiction projects. They will actually be distributed based upon when the local jurisdiction invoices for work completed on the projects (beginning only after execution of the SCA) .

Please let me know if you need anything further.

Sincerely,

A handwritten signature in black ink, appearing to be 'Monika Long', with a stylized flourish extending to the right.

Monika Long, CPA

Chief Fiscal Officer

Shasta Regional Transportation Agency (MPO)

EXHIBIT 5-J LOCAL AGENCY INVOICE REVIEW CHECKLIST

District / Local Agency: Shasta Regional Transportation Invoice No. 1
 Federal / State Project Number: X18-6496(014) NI Project: YES ☐ NO ☒
 Local Project Number: 0218000149
 Project Description: 2017-18 Exchange Program

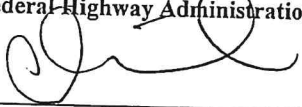
SECTION 1 – CHECKLIST ITEMS TO BE COMPLETED BY LOCAL AGENCY WITH / CONCURRENCE BY CALTRANS

Check applicable box for each item		Local Agency		Caltrans	
		Frequency	Confirm	N/A	Concur
1	Verify project funding agreement (e.g., program supplement agreement) has been executed by Caltrans, <u>and</u> Local Agency has received copy of executed agreement.	First Invoice for Phase of Work	☒	☐	☐
2	Local Agency Invoice Package format, content and support. documentation are consistent with Chapter 5 "Invoicing" of Local Assistance Procedures Manual (LAPM) or with program-specific guidelines (e.g. BTA,EEM, Exchange/Match, FSP, and PPM)	All Invoices	☒	☐	☐
3	CTC Allocation (or SB184/LONP letter) and/or Federal Authorization to Proceed (E-76) date prior to beginning reimbursable work and advertising construction contract.	First Invoice for Phase of Work	☒	☐	☐
4	Work performed and costs invoiced are consistent with approved project scope/limits of CTC Allocation and/or E-76.	All Invoices	☒	☐	☐
5	Phase(s) of work/fund types and amounts/reimbursement rates are consistent with state approved project Finance Letter.	All Invoices	☒	☐	☐
6	Cost incurred prior to authorized Period of Performance End Date (PPED)	All Invoices	☒	☐	☐
7	Work performed in accordance with STIP or ATP Timely Use of Funds deadlines, Invoice Package submitted to Caltrans in time (April 1 of fund reversion year) to comply with Department of Finance fund reversion/Cooperative Work Agreement deadlines.	All Invoices	☒	☐	☐
8	All consultant agreements/amendments follow the procurement and Caltrans oversight processes as outlined in LAPM Chapter 10.				
	• Submit Exhibits 10-C, 10-O1 and 10-O2 to DLAE.	First Federally	☐	☒	☐
	• Submit Exhibit 10-K (for contracts > \$150,000) to Caltrans A&I	Funded	☐	☒	☐
	• Submit copy of executed contract to the DLAE within 30 days of contract award or concurrently with first invoice, whichever is earlier.	Consultant Invoice	☐	☒	☐
	• For on-call contracts, submit copy of issued task order and Exhibit 10-O2 for the task order.		☐	☒	☐

			Local Agency		Caltrans
			Confirm	N/A	Concur
9	Construction Contract Award Package (see LAPM Chapter 15 or program-specific guidelines) forwarded to DLAE within 60 days of award or concurrent with first construction invoice, whichever is earlier.	Frequency First Construction Invoice	☐	☒	☐
10	Construction Contract Change Orders (federal/state/ program eligible, DLAE reviewed and concurred)	Construction Invoices	☐	☒	☐
11	Level of work completed consistent with total federal/state funds invoiced. ²	Construction Invoices	☐	☒	☐
12	Invoiced amount shall be greater than two percent (2%) of the total federal and/or state funds or \$1,000, whichever amount is greater, unless authorized by DLAE (e.g., to prevent loss of federal funds).	All Invoices	☒	☐	☐
13	Total invoiced funds do not exceed amounts allocated/authorized by the CTC and/or E-76 (less retention amount ³)	All Invoices	☒	☐	☐
14	Submittal of Local Agency Invoice, signed Local Agency Invoice Review Checklist, and Billing Summary ⁴ with appropriate documentation	All Invoices	☒	☐	☐

SECTION 2 – LOCAL AGENCY INVOICE CERTIFICATION / COMMENTS

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursement, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal/State award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). I certify that the costs claimed follow pertinent program guidelines, and all Federal/State regulations. All consultant and contractor agreements have been reviewed and approved in accordance with the LAPM Chapter 10 "Consultant Selection" and Chapter 16 "Administer Construction Contracts". I understand that Caltrans may review this invoice and support documentation for reasonableness at this time and that all invoice related documentation is subject to future detailed review by the Federal Highway Administration (FHWA) and/or Caltrans.


Signature of Full-time Local Agency Employee in Responsible Charge

4/9/19
Date

Manika Long, CFO
Printed Name and Title

For questions regarding this invoice, please contact:

Manika Long

Local Agency Contact Name

mlong@scta.ca.gov

E-mail Address

(930) 262-6193

Phone No.

Local Agency Comments:

Distribution: 2 signed copies to DLAE

SECTION 3 – CHECKLIST ITEMS TO BE COMPLETED BY CALTRANS

DATE THAT CALTRANS RECEIVED LOCAL AGENCY INVOICE: _____

		Frequency	Caltrans	
			Confirm	N/A
15	Consultant Contract DBE Information entered into LP2000. ⁵	First Federally Funded Consultant Invoice	☐	☐
16	Construction Contract Award Package: 1) Make adjustments as required through FADS (see LAPM Exhibit 3-G) 2) Copy of LAPM Exhibit 15-L "Local Agency Contract Award Checklist" or copy of Exhibit 22-A/ 23-A: Award Information for ATP/STIP Projects to LPA.	First Construction Invoice	☐	☐
17	Construction Contract Award DBE information entered into LP2000 prior to submittal of Invoice Package documentation to LPA ⁵ Distribution: District – 1 signed copy to LPA	First Federally Funded Construction Invoice	☐	☐
18	Invoice Package received and date-stamped by District and Invoice Package Receipt Date logged into LP2000.	All Invoices	☐	☐

SECTION 4 – CALTRANS CONCURRENCE TO PAY INVOICE

I have reviewed this Invoice Package in accordance with Chapter 5, I agree that based on the information received, the Invoice Package is complete and accurate, and I concur with payment of this invoice. ☐

-OR-

I have processed this invoice Package in accordance with the RBI 2.0 Guidance Memorandum, dated August 25, 2016, and I concur with payment of this invoice. ☐

Signature of Caltrans District Representative_____
Date_____
Printed Name and Title_____
Phone No.

1. This Local Agency Invoice Review Checklist acts as the Caltrans "receiving record" for this invoice.
 2. Local Agency must demonstrate that completed construction work is consistent with the level of federal and/or state funds invoiced (see Exhibit 5-K).
 3. For Construction phases, the state shall withhold the greater of two (2) percent of the total federal/state funds encumbered for each funding agreement, or a minimum of \$40,000 (unless otherwise authorized by the DLAE), until after the Local Agency submits the Final Report of Expenditures (FROE).
 4. A "Billing Summary" (Exhibit 5-K) must be submitted with each Local Agency invoice unless an acceptable alternative is authorized by the DLAE.
 5. Prior to submitting local agency invoice to LPA for payment of federal funded contracts, DLAE is to confirm that DBE information has been entered into LP2000. First new invoice of Task Orders requires submittal of Exhibit 10-02, and a copy of the Task Order.
 Note: Incomplete or disputed invoice packages must be returned promptly to the local agency to avoid incurring interest penalties. A Dispute Notification Letter shall accompany all Invoices returned to the Local Agency. Update LP2000 accordingly.

District Comment:

Distribution: DLAE



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E-mail: srta@srta.ca.gov • Website: www.srta.ca.gov

Daniel S. Little, Executive Director

April 10, 2019

Gary Atwal
Rail Transportation Associate
California Department of Transportation (Caltrans)
Division of Rail and Mass Transportation
Capital Projects Branch, North
1120 N Street, MS 74
Sacramento, CA 95814

Subject: **Request to Extend Last Expenditure Date**

Dear Mr. Atwal:

Shasta Regional Transportation Agency (SRTA) requests an extension to the last expenditure date for the North State Intercity Bus System project. The date reflected in the draft program supplement is April 18, 2019 (six months from California Transportation Commission allocation on October 18, 2018); SRTA requests an extension to April 18, 2020.

We will not have a third-party contract completed by April 18, 2019. In the fall of 2018, we met with electric bus manufacturers to get the most up-to-date information on electric motor coaches coming to market. We then proceeded to develop a request for proposal (RFP) based on the American Public Transportation Association "White Book," resulting in a document that would also serve as the contract with a chosen bus manufacturer. The RFP was released on January 16, 2019, and proposals were due March 11, 2019. As we are currently still in the procurement process, details of the proposals are not being released. SRTA is evaluating the proposals to make the best decision for the agency and with a prudent eye on the use of state funding.

We look forward to working with you further on the North State Intercity Bus System Project.

Sincerely,

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

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