

STAFF REPORT



MEETING DATE:	April 25, 2017
SUBJECT:	Approve 2017 Low Carbon Transit Operations Program for the Crosstown Express Bus Route Providing Service Between the Downtown Transit Center, the Redding Civic Auditorium, and the Canby Road Transfer Center
AGENDA ITEM:	5-8
STAFF CONTACT:	Jennifer Pollom, Senior Transportation Planner

SUMMARY:

The Shasta region receives an annual allocation from the Low Carbon Transit Operations Program (LCTOP). A project proposal requires approval by the SRTA Board of Directors and Caltrans. SRTA recommends that LCTOP funds be approved for Crosstown Express bus service provided by the Redding Area Bus Authority (RABA) between the Downtown Transit Center, the Redding Civic Auditorium, and the Canby Road Transfer Center.

STAFF RECOMMENDATION:

It is recommended that the board of directors adopt:

1. Resolution #17-03 authorizing the execution of the LCTOP forms and other requested information from Caltrans by the SRTA Executive Director; and
2. Resolution #17-04 authorizing the 2017 LCTOP regional allocation for expansion of express bus routes.

DISCUSSION:

LCTOP provides public transportation operating and capital assistance for new and enhanced transit services that reduce greenhouse gas (GHG) emissions and improve mobility. LCTOP funding comes to the region through an annual formula allocation. All projects receiving LCTOP funds require approval by the board of directors and Caltrans. SRTA staff submitted a project proposal to Caltrans by the due date – March 30, 2017. It requires SRTA Board of Directors approval as shown in the attached 2016-17 Allocation Request.

In the first two cycles, SRTA approved LCTOP funding for expansion of express bus routes, including Cottonwood Express service and the new Crosstown Express service. The Shasta region's 2017 LCTOP allocation is \$85,439. It is recommended that 2017 LCTOP funds be approved as a portion of \$140,000 needed for a modified Crosstown Express through June 2018. A combination of a student pass program with Bethel; passenger fares; and Transportation Development Act (TDA) funds will cover the remaining operating costs.

Crosstown Express ridership is low. The schedule started in September 2016 and was aligned with Bethel School of Supernatural Ministry's (Bethel) class start and end times at the Redding Civic Auditorium. The service included extended breaks in the daily schedule to align with projected peak times. Passengers per service hour were at a low of 1.2 in October 2016 and at a high of 3.8 in

September 2016. The highest farebox ratio was in September at an initial estimate of 2.03% compared to what is ultimately a 20% requirement after the first two years of operation. RABA is planning to change the schedule to consistent 30-minute headways which will improve the service appeal for all RABA riders. RABA is further addressing the low ridership by discussing a student pass program agreement with Bethel where Bethel would pay a set rate per semester and in return Bethel students could ride RABA unlimited. By capturing 100 Bethel students daily, RABA could achieve a 36,000 ride annual increase.

Crosstown Express' frequent and direct transit connection between downtown and the mall meets community-identified transit needs. Specifically, the 2014 Short-Range Transit Plan for RABA recommended 30-minute headways for core routes during peak commute and other times. Crosstown's service also helps to leverage other capital funding such as the Affordable Housing and Sustainable Communities Program that rewards projects near higher frequency transit services.

ALTERNATIVES:

The board of directors may discontinue or modify the service through a Corrective Action Plan at the June meeting as part of the 2017/18 public transit budget. At this time, it is recommended that the board adopt the attached resolution so that Caltrans can release the funds to SRTA.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

An early estimate for the cost for Crosstown Express was \$70,560, based on 784 annual service hours at \$90 per service hour for a limited three service hours daily. However, the RABA board approved Crosstown Express in August 2016 to run six hours per day, five days a week for a total of 1,560 annual service hours. This increased the annual cost to approximately \$140,000. RABA may increase the daily hours to seven or eight, which will further increase the service costs. For the 2017/18 fiscal year –in addition to \$85,439 from LCTOP – a combination of a student pass program with Bethel; passenger fares; and TDA funds will cover the remaining operating costs as determined by the 2017/18 public transit budget to be adopted by the SRTA Board of Directors in June.



Daniel S. Little, AICP, Executive Director

Attachment: Resolution 17-03: Delegation Authority for the Low Carbon Transit Operations Program
Resolution 17-04: Authorization for the Execution of the Low Carbon Transit Operations Program Project: Expansion of Express Bus Routes– with limited stops and running during peak hours – for \$85,439
2016-17 Allocation Request

RESOLUTION



RESOLUTION NUMBER:	17-03
SUBJECT:	Authorization for the Execution of the Low Carbon Transit Operations Program Forms

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), now or sometime in the future, for transit projects; and

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

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

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

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

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

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

PASSED AND ADOPTED this 25th day of April, 2017, by the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency

RESOLUTION



RESOLUTION NUMBER:	17-04
SUBJECT:	Authorization for the Execution of the Low Carbon Transit Operations Program Project: Expansion of Express Bus Routes – for \$85,439

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

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

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

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

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

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

1. Agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects; and
2. Authorizes the submittal of the following project nomination and allocation request to Caltrans in fiscal year 2016-17 funds:

Expansion of express services project for \$85,439. The purpose of the project is to expand express route transit services provided by Redding Area Bus Authority (RABA). LCTOP funds will contribute to the operation of the increased services, and RABA is a contributing sponsor.

PASSED AND ADOPTED this 25th day of April, 2017, by the Shasta Regional Transportation Agency.

Greg Watkins, Chair

Shasta Regional Transportation Agency



FY 2016-2017 LCTOP

Allocation Request

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:	http://srta.ca.gov/		Approved Title VI (Date)*:	12/13/2016	
Link to Agency's Approved Title VI Plan:	http://srta.ca.gov/DocumentCenter/Home/View/1014				

*Please provide a copy of your FTA/Caltrans Approval Letter as an attachment to your FY16-17 LCTOP Allocation Request.

Allocation Request Prepared by

Name:	Jennifer Pollom
Title:	Senior Transportation Planner
Phone #:	(530) 262-6195
E-mail:	jpollom@srta.ca.gov

Contact (if different then "Prepared by")

Name:	Jennifer Pollom
Title:	Senior Transportation Planner
Phone #:	(530) 262-6195
E-mail:	jpollom@srta.ca.gov

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 Information

Name:	Expansion of Express Services				
General Area (City/County):	Redding/Shasta				
Specific Area (Lat-Long, Census Tract, or Address) use separate sheet if needed:	40.583564, -122.392813 Census tracts: 06089010100, 06089010200, 06089010803				
Category (see EPC tab):	A1: Implement new transit service				
Description (Short): Should not be more than 3 lines.	The project is to expand express transit route services provided by Redding Area Bus Authority (RABA).				
Type:	New/Expanded Service		Start date (anticipated):	9/12/2016	
Sub-Type:	Implement new transit service		End date (anticipated):	6/30/2018	
Completed LONP:	No		LONP Approval date:	N/A	
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:	6 months	
Description - Describe the project using comprehensive overall project description regarding improvements to be made, increased level of service and project goals (include for operations projects number of trips, span, frequency improvements and number of days of operation; for capital projects include product specifications).					



FY 2016-2017 LCTOP Allocation Request

Expansion of express route transit services falls under category A1 - Implement new transit service.

The Crosstown Express began service on September 12, 2016, and operation of the service is funded with LCTOP funding. The route is the only transit bus service for the Redding Civic Auditorium, Turtle Bay Exploration Park, Sundial Bridge. It has a 30 minute headway. The route runs for approximately 7 service hours daily (from 9 AM to 4 PM) on weekdays and is the most direct connection between the downtown Redding transfer center (west side of Sacramento River) and the Mount Shasta Mall (east side of Sacramento River).

Crosstown Express uses a Gillig diesel 35'-40' buses, which are the standard buses that Redding Area Bus Authority

FY 2016-2017 LCTOP Allocation Request

Project Information (continued)

Area - Describe the project area including the city, town, community (rural, suburban, urban & demographics) Crosstown Express is solely located in the city of Redding, in the center of the Redding, CA Urbanized Area (2010), connecting the downtown to the mall. Redding's city population is 91,582 (U.S. Census Bureau, Population Estimates Program (PEP), Updated annually. Population and Housing Unit Estimates) and the urban population is 118,789 (U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates).
Service - Describe the service you provide and how the project plays into your overall operations plan. SRTA as the lead agency for LCTOP turns around and provides the funding to the Redding Area Bus Authority (RABA). RABA is the main transit agency in Shasta County. Their services include - Bus services: fixed route service, commuter service, and express service. Bus services are provided along fixed routes and stops, on fixed schedules. - Paratransit: for people with disabilities who are functionally unable to use fixed route service. - Burney Express: provided by the County of Shasta and operated by RABA. Transit and Transfer Centers: connect the various regional and interregional bus routes and Amtrak.
Service - Describe the fare structure for your system and how the project will affect that structure if at all. Crosstown Express will not change the fare structure Regular Fares Base Fare (Ages 6-61) - \$1.50 Senior (62+)/Disabled/Midcare Base Fare - \$0.75
Costs - Describe the assumptions and process for how the projects costs were developed. An annual project cost was approved by the RABA Board of Directors on August 15, 2016, based on the following. RABA's current operating cost per hour is approximately \$90. Adding six hours per day, five days a week will cost roughly \$140,000 annually. For the 2017/18 fiscal year –in addition to \$85,439 from LCTOP – a combination of bus pass sales to Bethel; passenger fares; and Transportation Development Act funds will cover the
Environmental Justice - Explain how your agency designed the project to avoid substantial burden on <i>any</i> low income disadvantaged community. The project was designed to provide better service between two economic, public service, and housing centers: downtown and the mall. Cottonwood Express offers RABA's only 30 minute headway between the two transfer centers; more frequent service has been requested through the region's annual Transit Needs Assessment. The CalEnviroScreen 2.0 Population Characteristic Indicator for Poverty and the 2015 Regional Transportation Plan for Shasta County Low Resource Community analysis for poverty identify the Census Tract and Block Group around the Downtown Transit Center as one of the lower income areas of the region. The project avoided burden to the low income area by creating a
Planning - Explain the planning process this project went through, including any public outreach/input, or workshops. Crosstown Express was identified as a potential project in RABA's Short Range Transit Plan (June 2014). Subsequent annual Transit Needs Assessments performed by SRTA have identified more frequent service as something the RABA riders want.



FY 2016-2017 LCTOP
Allocation Request

Funding Information

Project Name:	Expansion of Express Services
Project Location:	Redding/Shasta

LCTOP Allocation Year	Prior	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total
PUC 99313 Amount:		\$78,764				\$78,764
PUC 99314 Amount:		\$6,675				\$6,675
Total LCTOP Funds:	\$0	\$85,439	\$0	\$0	\$0	\$85,439
Other GGR Funds:		\$0				\$0
Other Funds:		\$0				\$0
Total Project Cost:	\$0	\$85,439	\$0	\$0	\$0	\$85,439

Is the Lead Agency rolling over LCTOP funds:	No	How many years will the funds be rolled over:	
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Lead Agency:	Shasta Regional Transportation Agency	Amount:	PUC Funds Type:
Contact Person:	Jennifer Pollom	\$78,764	99313
Contact Phone #:	(530) 262-6195		99314
Contact E-mail:	jpollom@srta.ca.gov		

Contributing Sponsor:	Redding Area Bus Authority	Amount:	PUC Funds Type:
Contact Person:	Brian F. Crane		99313
Contact Phone #:	530-225-4171	\$6,675	99314
Contact E-mails:	bcrane@ci.redding.ca.us		

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

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

Total FY 16-17 LCTOP Funding

\$85,439

Supplanting Funds - Describe how the LCTOP funds will not supplant other funding sources.
Crosstown Express is a new service initiated with LCTOP funding. Therefore the LCTOP funds do not supplant other fun

FY 2016-2017 LCTOP Allocation Request

Project 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.		
Crosstown Express is a new service with improved headways between two transfer centers thus making a more convenient transit option thus increasing ridership, reducing vehicle miles traveled and reducing greenhouse gas emissions.		
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.	2017	Crosstown Express started on September 12, 2016, but 2017 was entered for purposes of the GHG calc tool.
Year F (YrF) - Final year that the service is funded or the final year of the capital improvements useful life.	2018	The intent is to fund the service through June of 2018 with LCTOP funding.
Project Yr1 Ridership - Estimated annual ridership contributed by the new service or capital improvement in Yr1.	31,272	50% increase over daily ridership on average of routes 11 and 14 that serve all three transfer centers.
Project F Yr. Ridership - Estimated annual ridership contributed by the new service or capital improvement in YrF.	31,272	50% increase over daily ridership on average of routes 11 and 14 that serve all three transfer centers.
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	Default for local bus service.
Trip Length (L) - Length (miles) of average auto trip reduced or average passenger trip length (miles).	3.50	One way mileage between transfer centers.
Total Project VMTs Reduced	54,726	This number is calculated based on the values above.
Estimated Total Project GHG (mtco2) Reduction:	1.11	This number is calculated based on the values from above and the QM-Tool tab.
LCTOP Emission Reductions /Total LCTOP Funds Requested	1.11	This number is calculated based on the values from above and the QM-Tool tab.



FY 2016-2017 LCTOP
Allocation Request

Project Benefits (continued)

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

The Crosstown Express serves as the only route to the tourist destinations of Turtle Bay Exploration Park and Sund

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 of
☐ Other Benefits	☐ Transportation

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

The Crosstown Express route would serve student of Bethel Church which holds its classes at the Redding Civic Au



FY 2016-2017 LCTOP
Allocation Request

Disadvantaged Communities (DAC) Benefits

Does your Service Area have a Disadvantaged Community?	No	If you answer "No" to either of these questions, please move onto the Allocation Section on page 7.
Does the Project Benefit a DAC?	No	
Identify the DAC Census Tract Project Benefits:		
Identify the Specific DAC Benefit Criteria (for more information please review DAC Criteria tab):		
DAC Benefit - Explain, in your own words, how the project will benefit Disadvantaged Community(ies) within your service area.		
Identify the Specific DAC Need Project Addresses (for more information please review DAC Need tab):		
DAC Need - To determine community needs, agencies can use a variety of approaches such as; looking at the factors in CalEnviroScreen that caused an area to be defined as disadvantaged community; hosting community meetings to get local input; referring to the list of common needs in Table 2.2 (question above); or receiving documentation of community support (e.g., letters or emails). Explain the approach your organization used.		
Low-Income Communities - Explain, in your own words, how the project will benefit low-income residents.		
Total Greenhouse Gas Reduction Funds Allocated to DAC:	\$	



FY 2016-2017 LCTOP
Allocation Request

Allocation

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

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

Signature:

Date:

PUC Funds Type:	99313	Amount:	\$78,764
PUC Funds Type:	99314	Amount:	\$0

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

Authorized Agent:	Brian F. Crane
Title:	Executive Officer
Agency:	Redding Area Bus Authority

Signature:

Date:

PUC Funds Type:	99313	Amount:	
PUC Funds Type:	99314	Amount:	6675



**FY 2016-2017 LCTOP
Authorized Agent**

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

OF THE _____
(Name of County/City Organization)

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

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent)

(Print Name)

(Title)

(Signature)

Approved this _____ day of _____, 20 _____

Only needed if there is a change in the Authorized Agent(s).

Lead Agency: Shasta Regional Transportation Agency

Project Name: Expansion of Express Services

Prepared by: Jennifer Pollom

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, project lead must comply with these terms and conditions.

A. General

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

C. Reporting

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

D. Cost Principles

1. The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 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 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 project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

**FY 2016-2017 LCTOP
Certifications Assurances**

A. Record Retention

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

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)

Executive Director

(Title)

(Signature)

(Date)



FY 2016-2017 LCTOP Quantification Methodology GHG Calculator Tool

California Environmental Protection Agency
Air Resources Board

Project Name:	Expansion of Express Services	Contact Name:	Jennifer Pollom
Lead Agency:	Shasta Regional Transportation Agency	Contact Phone #:	(530) 262-6195
Date Completed:	3/30/2017	Contact Email:	jpollom@srta.ca.gov
Project ID	Caltrans will provide upon approval		

	Requires applicant input		Calculated field; no input required
	Auto filled from Allocation Request		Additional documentation required

Applicant must input required fields from top down (i.e., first Project Category, then Project Type, etc.).

Required fields and descriptions are dependent on the inputs selected or entered.

User tips to provide clarification or suggested inputs may appear when input cells are selected.

Inputs		Required	Description
This section is used to determine the GHG emission reduction method and emission factors to apply.			
Project Type	New/Expanded Service	Yes	Enter the project category that best represents the proposed project type; see Required Fields by Category . If applying for more than one project type, then the agency must submit multiple Allocation Requests and GHG Calculator tools.
Project Sub-Type	Implement new transit service	Yes	Implement new transit service (new routes/lines). GHG Emission Reductions = GHG Emissions of Displaced Autos – GHG Emissions of New Service
Region	County	Yes	The region that best encompass the geographic location for the proposed project type.
Sub region	Shasta	Yes	The county where the majority of the service occurs.
Year 1 (Yr1)	2017	Yes	The first year of service - funded by FY 2016-17 LCTOP funds.
Year F (YrF)	2018	Yes	The final year of service - funded by FY 2016-17 LCTOP funds.
Useful Life	1	Calculated	The number of years the service is funded by FY 2016-17 LCTOP funds.
This section is used to estimate the GHG emissions from displaced auto vehicle miles traveled (VMT).			
Service Type	Local/ Intercity Bus (Short Distances)	Yes	The transit service (e.g., Bus, Light Rail, Heavy Rail, etc.) directly associated with the the proposed project. For projects that serve multiple services, select Multi-modal.
Yr1 Ridership	31,272	Yes	The increase in unlinked passenger trips directly associated with the proposed project in the first year.



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YrF Ridership	31,272	Yes	The increase in 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. Use: documented project specific data or system average developed from a recent, statistically valid survey or default.
Length of Average Trip (L)	3.50	Yes	Annual passenger miles over unlinked trips directly associated with the proposed project.
GHG Emission Reductions	29.13	Calculated	The estimated GHG emission reductions in metric ton (MT) of carbon dioxide equivalent (CO ₂ e) from displaced auto VMT from the proposed project.
This section is used to estimate the net GHG emission reductions from new/expanded service or from the purchase of new zero-emission/hybrid vehicle(s).			
Vehicle Type	Transit Bus	Yes	The vehicle type (e.g., Transit Bus, Streetcar, Ferry, etc.) that will operate the new service.
Hybrid Vehicle	No	Yes	Is the vehicle that will operate the new service a hybrid?
Fuel Type	Renewable Diesel (gal)	Yes	The fuel type (e.g. Electric, Diesel, etc.) of the vehicle that will operate the new service.
Project Specific Emission Factor		Optional	Applicant must be able to demonstrate an approved carbon intensity value under the Low Carbon Fuel Standard; must submit additional documentation.
Model Year	2015	Yes	The engine model year of the vehicle that will operate the new service.
Annual VMT	24,995	Yes	The estimated annual VMT required to operate the new service (e.g., 72,000). For rail and ferry vehicles, applicants may alternatively use Annual Fuel.
Annual Fuel		No	Not applicable for this vehicle type.
GHG Emissions	28.02	Calculated	The estimated GHG emissions (MTCO ₂ e) of the vehicle that will operate the new service.
Net GHG Reductions	1.11	Calculated	The estimated net GHG emission reductions (MTCO ₂ e) of the new service.
This section is used to estimate the net GHG emission reductions from vehicle replacement or the GHG emission reductions from displaced fuel.			
Additional GHG Emission Reductions	Not Applicable	Yes	Not applicable for this project type.



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Fuel 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		No	Not applicable for this project type.
GHG Emissions		Calculated	Not applicable for this project type.
Net GHG Reductions		Calculated	Not applicable for this project type.
This section is used to gather the total Greenhouse Gas Reduction Fund (GGRF) funding requested or awarded.			
FY 2016-17 LCTOP GGRF Funds Requested	\$85,439.00	Yes	The amount of FY 2016-17 LCTOP dollars the applicant is requesting from Caltrans per State Controller's Office Eligible list for FY 2016-17.
Total LCTOP GGRF Funds Requested	\$142,440.00	Yes	The amount equal to FY 2016-17 LCTOP Funds Requested plus all LCTOP dollars from Caltrans that have previously been awarded to the same project and any future LCTOP dollars that the project plans to apply for. If no other LCTOP funds have been requested, the Total LCTOP GGRF Funds Requested will be the same amount as the FY 2016-17 LCTOP Funds Requested.
Total GGRF Funds Requested	\$142,440.00	Yes	The amount equal to the Total LCTOP Funds Requested plus all GGRF dollars that have previously been awarded to the same project and any other GGRF dollars that the project has or plans to apply for. If no other GGRF funds have been requested, the Total GGRF Funds Requested will be the same amount as the Total LCTOP GGRF Funds Requested.
This section calculates the greenhouse gas (GHG) emission reductions achieved by the proposed project.			
Total Project GHG Reductions	1.11	Calculated	Total GHG emission reductions (MTCO ₂ e) from the project during the useful life.
LCTOP Project GHG Reductions	1.11	Calculated	The prorated Total Project GHG Reductions based on the Total LCTOP GGRF funds over Total GGRF funds requested.



FY 2016-2017 LCTOP Quantification Methodology GHG Calculator Summary

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Project Name:	Expansion of Express Services	Contact Name:	Jennifer Pollom
Lead Agency:	Shasta Regional Transportation	Contact Phone #:	(530) 262-6195
Date Completed:	3/30/2017	Contact Email:	jpollom@srtc.ca.gov
Project ID	Caltrans will provide upon approval	No inputs required	

	Results	Description
Annual Displaced Auto VMT	54,726	Annual displaced average auto vehicle miles traveled (VMT) from the proposed project.
Annual GHG Emission Reductions from Displace Autos	29.13	Annual GHG emission reductions from auto VMT displaced from the proposed project.
Total Displaced Auto VMT	54,726	Total displaced auto VMT over the useful life.
GHG Emission Reductions from Displace Autos	29.13	Total project greenhouse gas (GHG) emission reductions from the total displaced auto VMT during the useful life.
Total GHG Emission Reductions	1.11	Total GHG emission reductions (MTCO ₂ e) from the project during the useful life.
LCTOP GGRF FY 2016-17 Funds Requested	\$85,439.00	Funds requested per State Controller's Office Eligible list for FY 2016-17.
Total LCTOP GGRF Funds Requested	\$142,440.00	The amount equal to FY 2016-17 LCTOP Funds Requested plus all LCTOP dollars from Caltrans that have previously been awarded to the same project and any future LCTOP dollars that the project plans to apply for.
Total GGRF Funds Requested (\$)	\$142,440.00	The amount equal to the Total LCTOP Funds Requested plus all GGRF dollars that have previously been awarded to the same project and any other GGRF dollars that the project has or plans to apply for.
LCTOP GHG Emission Reductions	1.11	GHG emission reductions (MTCO ₂ e) from the project during the useful life attributed to LCTOP.
LCTOP Emission Reductions /Total LCTOP GGRF Funds Requested	0.00000778	The metric to be reported in the application.



FY 2016-2017 LCTOP Quantification Methodology GHG Calculator Summary

California Environmental Protection Agency
 Air Resources Board

Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.00000778	The metric to be reported in the application.
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FY 2016-2017 LCTOP Funding Plan

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds. The Lead Agency certifies that the requested LCTOP funds for the proposed project will not be used to supplant other funding sources.

Lead Agency:	Shasta Regional Transportation Agency	Project Name:	Expansion of Express Services
Authorized Agent Name:	Daniel S. Little	Prepared by:	Jennifer Pollom
Phone:	(530) 262-6191	Phone:	(530) 262-6195
E-mail:	jpollom@srtc.ca.gov	E-mail:	jpollom@srtc.ca.gov
Signature:		Date:	

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Proposed Total Project Cost								Project
Component	Prior	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	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	85,439	54,561	0	0	0	0	140,000
TOTAL	0	85,439	54,561	0	0	0	0	140,000

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		85,439						85,439
TOTAL	0	85,439	0	0	0	0	0	85,439

Funding Source: Farebox								
Component	Prior	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other			6,500					6,500
TOTAL	0	0	6,500	0	0	0	0	6,500

Funding Source: Bethel								
Component	Prior	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other			15,000					15,000
TOTAL	0	0	15,000	0	0	0	0	15,000

FY 2016-2017 LCTOP Funding Plan

Funding Source:		State Transit Assistance or Local Transportation Fund (TDA)						
Component	Prior	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other			33,061					33,061
TOTAL	0	0	33,061	0	0	0	0	33,061

Funding Source:								
Component	Prior	FY 16-17	FY 17-18	FY 17-18	FY 17-18	FY 17-18	FY 17-18	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 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	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 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	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 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	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