

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Central Contra Costa Transit Authority
Project Name:	Clean Fuels - Electric Trolleys
Project Type: <i>See Attachment A</i>	B4: Upgrade transit vehicles to support active transportation and encourage ridership
Description of Project (Short):	Replace four (4) diesel trolleys with four (4) electric trolleys to reduce GHG.
Project Location:	County of Contra Costa
Project Start Date (anticipated):	June 2016
Project End Date (anticipated):	June 2028

Funding Information:

Funding Year:	2016
Requested Amount of PUC 99313:	\$307,569
Requested Amount of PUC 99314:	\$0
Total LCTOP Funding:	\$615,578
Total Project Cost:	\$307,569

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	0.0095
Project Life:	12 years
Estimated Total GHG Reduction:	0.114

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	Yes
Does the Project Benefit a DAC?	Not this project. The Martinez Shuttle project does.
Identify the DAC Census Tracts?	Tract ID Number: 06013316000
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 2F: Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services that are accessible by walking within ½ mile of a disadvantaged community, including ride-sharing, car-
Qualitative Description of DAC Benefit?	The operational project (Martinez Shuttle) submitted in addition to this capital project requires more than 50% (\$308,009) of the total funds requested (\$615,578), as per LCTOP guidelines.
Describe the DAC Need Project Addresses?	The Martinez Shuttle enables Martinez residents to access shopping and social services using public transit. Transit ridership has significantly increased along the corridor being served by the new service.
Total GGRF \$ Allocated to DAC	\$308,009

Co-benefit

Critical Air Pollution Reduction:	Reduce emissions by over 154 tons of CO2 per year
VMT Reduction:	816,000 miles per year
Ridership Increase	Remain constant
Fuel Use Reduction:	13,954 gallons per year
Energy Use Reduction:	

<i>LCTOP Allocation</i>	15/16	16/17	17/18
Request Amount per PUC 99313:	\$307,569	\$0	\$0
Request Amount per PUC 99314:	\$0	\$0	\$0
Total Project Allocation Request:	\$307,569	\$0	\$0
Project Title:	Clean Fuels - Electric Trolleys		
Project Location/Address:	Contra Costa County		

Table 1: Project Lead Information

	Legislative District Numbers
Agency Name: Central Contra Costa Transit Authority	Assembly: 16
Contact Person: Anne Muzzini	Senate: 7
Contact Phone #: 925-680-2043	Congressional: 11
Email Address: muzzini@cccta.org	Amount: PUC Funds Type:
Address: 2477 Arnold Industrial Way	\$
Concord, CA	\$

Table 2: Contributing Sponsor Information

Name: Metropolitan Transportation Commissi	Amount :	PUC Fund Type:
Contact: Kenneth Folan	\$ 307,569	99313
Contact Phone #: 510-817-5804	\$	99314
Email Address: kfolan@mtc.co.gov		
Address: 101 Eighth Street, Oakland, CA 94607		
<i>Other Contributing Sponsors: (Attach sheet with contact information)</i>	Amount:	PUC Fund Type:
Name:	\$	
Name:	\$	
Name:	\$	
TOTAL \$307,569		

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

Low Carbon Transit Operations Program (LCTOP)
PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

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

The electric trolleys will replace existing diesel trolleys serving one of the most successful routes in County Connections' service area - Route 4. This route consistently ranks among the most productive route in the system carrying over 275,000 passengers in FY 2014-15 and operating 58,607 miles. The use of this technology would reduce emissions by over 154 tons of CO2 per year, reduce fuel consumption by as much as 13,954 gallons per year, and result in annual fuel savings of nearly \$50,000. This would be the first non-wired fully electric bus route in the Bay Area.

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

The electric buses will operate a 'Free' Downtown Shuttle serving the shopping district in the City of Walnut Creek. This route, which operates 7 days per week, requires no passenger fares due to fare subsidies from the City of Walnut Creek. An already popular service will become more appealing upon the introduction of a clean vehicles with the electric trolleys, thus alluring additional ridership.

c) Disadvantaged Communities (DAC) Project Criteria

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

Low Carbon Transportation Projects				Transit Projects					
<input type="checkbox"/>	1A	<input type="checkbox"/>	2A	<input type="checkbox"/>	1A	<input type="checkbox"/>	1G	<input type="checkbox"/>	2E
<input type="checkbox"/>	1B	<input type="checkbox"/>	2B	<input type="checkbox"/>	1B	<input type="checkbox"/>	1H	<input checked="" type="checkbox"/>	2F
<input type="checkbox"/>	1C	<input type="checkbox"/>	2C	<input type="checkbox"/>	1C	<input type="checkbox"/>	2A	<input type="checkbox"/>	2G
<input type="checkbox"/>	1D			<input type="checkbox"/>	1D	<input type="checkbox"/>	2B	<input type="checkbox"/>	2H
				<input type="checkbox"/>	1E	<input type="checkbox"/>	2C	<input type="checkbox"/>	2I
				<input type="checkbox"/>	1F	<input type="checkbox"/>	2D		

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities. Per LCTOP Guidelines, 50% of the total funds requested has been allocated to the Martinez Shuttle, which does benefit the DAC in County Connections' service area. The funds requested for this project will be used outside of the DAC.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

- | | |
|--|--|
| <input type="checkbox"/> Improved Safety | <input type="checkbox"/> Coordination with Educational Institutions |
| <input checked="" type="checkbox"/> Improved Public Health | <input type="checkbox"/> College/University <input type="checkbox"/> Grades K-12 |
| <input checked="" type="checkbox"/> Reduced Operating/Maintenance Cost | <input type="checkbox"/> Promotes Active Transportation (walking, biking) |
| <input type="checkbox"/> Increase System Reliability | <input type="checkbox"/> Promotes integration with other modes of transportation |
| <input checked="" type="checkbox"/> Other Benefits (describe below) | |

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

N/A

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	June 2015
End Vehicle/Equipment Order (Contract Acceptance)	June 2016
Begin Closeout Phase	June 2016
End Closeout Phase	December 2016

Operations Projects	
Begin expanded/enhanced transit services	
End expanded/enhanced transit services	
Begin Closeout Phase	
End Closeout Phase	

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

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

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

b) Describe the fare structure for this system.

N/A

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

N/A

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

N/A



Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

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

Person preparing this form (please type or print) Ruby Horta Phone: (925) 680-2048 Date: 01/22/2015

Approval Authority: Sign and date *Anne G. Muzzini 1/18/2016* Typed name and phone number: Anne Muzzini, (925) 680-2043

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

Proposed Total Project Cost								Project
Component	Prior	FY 15-16	FY	FY	FY	FY	FY	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	5,092,431	307,569	0	0	0	0	0	5,400,000
Operations/Other	0	0	0	0	0	0	0	0
TOTAL	5,092,431	307,569	0	0	0	0	0	5,400,000

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 15-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		307,569						307,569
Operations/Other								0
TOTAL	0	307,569	0	0	0	0	0	307,569

Funding Source: FTA Clean Fuels								
Component	Prior	FY 15-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase	4,320,000							4,320,000
Operations/Other								0
TOTAL	4,320,000	0	0	0	0	0	0	4,320,000

Funding Source: Prop. 1B								
Component	Prior	FY 15-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase	772,431							772,431
Operations/Other								0
TOTAL	772,431	0	0	0	0	0	0	772,431

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



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

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

OF THE CENTRAL CONTRA COSTA TRANSIT AUTHORITY
(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.

ANNE MUZZINI, DIRECTOR OF PLANNING AND MARKETING OR
(Name and Title of Authorized Agent)

SCOTT MITCHELL, DIRECTOR OF MAINTENANCE OR
(Name and Title of Authorized Agent)

RUBY HORTA, MANAGER OF PLANNING
(Name and Title of Authorized Agent)

RICK RAMACIER GENERAL MANAGER
(Print Name) (Title)


(Signature)

Approved this 6 day of Jan, 2016

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: Central Contra Costa Transit Authority

Agency Name: Central Contra Costa Transit Authority

Effective Date of this Document: 1/18/2016

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

A. General

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

B. Project Administration

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

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

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

C. Reporting

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

D. Cost Principles

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

E. Record Retention

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

F. Special Situations

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

I certify all of these conditions will be met.

BY:



ANNE MUZZINI, DIRECTOR OF PLANNING AND MARKETING
CENTRAL CONTRA COSTA TRANSIT AUTHORITY

RESOLUTION NO. 2016-014

BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA

* * *

**AUTHORIZE EXECUTION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM
(LCTOP) PROJECT:**

(MARTINEZ SHUTTLE AND CLEAN FUELS – ELECTRIC TROLLEYS)

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the CCCTA 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 Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the CCCTA wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CCCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CCCTA that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

List project(s), including the following information:

Project Name: Martinez Shuttle and the Clean Fuels – Electric Trolleys

Amount of LCTOP funds requested: TBD

Short description of project: Martinez Shuttle service connects residents in the DAC in Martinez with shopping and health and human services. The Clean Fuels – Electric Trolleys project will replace 4 diesel trolleys with 4 electric trolleys.
Contributing Sponsors (if applicable): N/A

AGENCY BOARD DESIGNEE:

BY: _____
Anne Muzzini, Director of Planning and Marketing

Regularly passed and adopted this 21st day of January 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Robert Storer, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

RESOLUTION NO. 2016-015

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

**AUTHORIZE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR
THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the Low Carbon Transit Operations Program (LCTOP);

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies);

WHEREAS, CCCTA desires to apply for LCTOP funds for the Martinez Shuttle, and the Clean Fuels – Electric Trolleys project in furtherance of CCCTA's public transportation purposes; and

WHEREAS, the Administration & Finance Committee has recommended that the Board authorize staff to apply for LCTOP funds and delegate authorization to execute necessary grant documents and any amendments thereto, to the General Manager, Director of Planning and Marketing, and the Director of Maintenance; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority that staff is hereby authorized to seek LCTOP funding for the Martinez Shuttle and the Clean Fuels – Electric Trolleys project; and

BE IT FURTHER RESOLVED that in furtherance thereof, the General Manager, Director of Planning and Marketing, and Director of Maintenance be authorized to execute all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation.

Regularly passed and adopted this 21st day of January 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Robert Storer, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board