

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

**Project Information:**

Lead Agency:	City of Santa Rosa
Project Name:	Reimagine CityBus Marketing & Implementation
Project Type: <i>See Attachment A</i>	A2: Expand/Enhance transit service
Description of Project (Short):	Advertise, promote and implement the Reimagine CityBus project. The Reimagine CityBus project has redesigned the existing fixed-route system with extensive public input making it more frequent and direct service.
Project Location:	Santa Rosa
Project Start Date (anticipated):	1-May-16
Project End Date (anticipated):	7-Aug-17

**Funding Information:**

Funding Year:	FY 15/16
Requested Amount of PUC 99313:	\$419,172
Requested Amount of PUC 99314:	\$27,337
Total LCTOP Funding:	\$446,509
Total Project Cost:	\$737,812

**Project Benefits:**

**Greenhouse Gas Benefits (off of worksheet)**

Estimated GHG Reduction:	5,198.73
Project Life:	30
Estimated Total GHG Reduction:	155,962.08

**Disadvantaged Communities (DAC) Benefits:**

Does your service area have a DAC?	There are no disadvantaged community (DAC) census tracts currently located within Santa Rosa service area.
Does the Project Benefit a DAC?	NA
Identify the DAC Census Tracts?	NA
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	
Qualitative Description of DAC Benefit?	
Describe the DAC Need Project Addresses?	
Total GGRF \$ Allocated to DAC	

**Co-benefit**

Critical Air Pollution Reduction:	
VMT Reduction:	96,118
Ridership Increase	Estimated increase of 2% or 43,690 customers
Fuel Uses Reduction:	
Energy Use Reduction:	

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

<b>Regional Entity:</b> Metropolitan Transportation Commission	
<b>Project Lead:</b> City of Santa Rosa	<b>County:</b> Sonoma
<b>Project Title:</b> Reimagine CityBus Marketing & Implementation	

#### Project Lead:

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

**Name:** Anita Winkler

**Signature:** 

**Title:** Deputy Director - Transit

**Agency:** City of Santa Rosa

**Date:** 1/25/16

**Amount:** \$27,337

#### Contributing Sponsor(s):

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

**Name:** Alix Bockelman

**Signature:**

**Title:** Deputy Executive Director, Policy

**Agency:** Metropolitan Transportation Commission (MTC)

**Date:**

**Amount:** \$419,172

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

<i>LCTOP Allocation</i>	15/16	16/17	17/18
<b>Request Amount per PUC 99313:</b>	\$419,172	\$0	\$0
<b>Request Amount per PUC 99314:</b>	\$27,337	\$0	\$0
<b>Total Project Allocation Request:</b>	\$446,509	\$0	\$0
<b>Project Title:</b>	Reimagine CityBus Marketing & Implementation		
<b>Project Location/Address:</b>	100 Santa Rosa Avenue, Santa Rosa CA		

**Table 1: Project Lead Information**

Agency Name: <u>City of Santa Rosa</u> Contact Person: <u>Pam Lorence</u> Contact Phone #: <u>707-543-3334</u> Email Address: <u>plorenc@srcity.org</u> Address: <u>100 Santa Rosa Avenue,</u> <u>Santa Rosa, CA 95401</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;"><b>Legislative District Numbers</b></th> </tr> <tr> <td style="width: 60%;">Assembly:</td> <td style="text-align: right;"><u>2</u></td> </tr> <tr> <td>Senate:</td> <td style="text-align: right;"><u>7</u></td> </tr> <tr> <td>Congressional:</td> <td style="text-align: right;"><u>6</u></td> </tr> <tr> <td>Amount:</td> <td style="text-align: right;">PUC Funds Type:</td> </tr> <tr> <td style="text-align: right;">\$ <u>\$27,337</u></td> <td style="text-align: right;"><u>99314</u></td> </tr> <tr> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">_____</td> </tr> </table>	<b>Legislative District Numbers</b>		Assembly:	<u>2</u>	Senate:	<u>7</u>	Congressional:	<u>6</u>	Amount:	PUC Funds Type:	\$ <u>\$27,337</u>	<u>99314</u>	\$ _____	_____
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Assembly:	<u>2</u>														
Senate:	<u>7</u>														
Congressional:	<u>6</u>														
Amount:	PUC Funds Type:														
\$ <u>\$27,337</u>	<u>99314</u>														
\$ _____	_____														

**Table 2: Contributing Sponsor Information**

Name: <u>Metropolitan Transportation Commissi</u> Contact: <u>Kenneth Folan</u> Contact Phone #: <u>510-817-5804</u> Email Address: <u>kfolan@mtc.ca.gov</u> Address: <u>101 8th Street, Oakland CA 94607</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Amount :</td> <td style="text-align: right;">PUC Fund Type:</td> </tr> <tr> <td style="text-align: right;">\$ <u>419,172</u></td> <td style="text-align: right;"><u>99313</u></td> </tr> <tr> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">_____</td> </tr> </table>	Amount :	PUC Fund Type:	\$ <u>419,172</u>	<u>99313</u>	\$ _____	_____
Amount :	PUC Fund Type:						
\$ <u>419,172</u>	<u>99313</u>						
\$ _____	_____						

<i>Other Contributing Sponsors: (Attach sheet with contact information)</i> Name: _____  Name: _____  Name: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Amount:</td> <td style="text-align: right;">PUC Fund Type:</td> </tr> <tr> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">_____</td> </tr> </table>	Amount:	PUC Fund Type:	\$ _____	_____	\$ _____	_____	\$ _____	_____
Amount:	PUC Fund Type:								
\$ _____	_____								
\$ _____	_____								
\$ _____	_____								

**TOTAL \$446,509**

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

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

**Table 3: Type of Project**

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

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

**Table 4: Project Summary**

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

"Reimagining Santa Rosa CityBus" is the first comprehensive evaluation and re-design of Santa Rosa's transit system in over 25 years. Santa Rosa CityBus will use these LCTOP funds to implement a completely redesigned CityBus system with improved more frequent and more direct service and expand awareness of this reimagined CityBus service through an expansive, enthusiastic, coordinated marketing campaign. This newly designed system operates 15-minute service on the major corridors with strong anchor points at both ends making travelling throughout the city much easier and faster. The LCTOP funds will be primarily used for the increased service on routes 1 and 9 which provide frequent service on the major corridors of the City and are the backbone for the "Reimagine CityBus" project. Route 1 is on an extremely high demand corridor running north to south with the downtown transit mall at one end and the Coddington transfer center at the other, providing connections to the rest of the system. This route provides service to major shopping areas, local schools, the Junior College, the SMART station, businesses and a major medical facility. Route 9 is located in the Roseland area of Santa Rosa and serves a priority development area. It is on a major corridor running East to West and connects the Roseland area to the rest of the system with connections at the downtown transit mall and the SMART station. It provides service to medical facilities, community centers, schools, county offices and major employers. The goal of the advertising campaign will be to welcome current riders to a new high-quality, expanded, efficient system and to increase ridership by encouraging new riders to enjoy this convenient, economical and environmentally supportive form of transportation as well as expected increased use of CityBus by current riders. Since the marketing program will be tailored to the Council approval of CityBus service, the details of the marketing program are not final. Given the extensive changes to CityBus service we will be using a wide variety of activities to explain the new service to our riders and the public and encourage people to ride the new service. They will include use of local media, bi-lingual printed materials in shelters and buses, take away cards and system maps, extensive travel training and free ride days.

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

Please see attached project map showing the service area of Santa Rosa and the redesigned route 1 & 9. The City of Santa Rosa is located 55 miles north of San Francisco and is the fifth largest city in the Bay Area. Santa Rosa CityBus is the primary transit provider for the City of Santa Rosa. The system consists of seventeen fixed routes serving the vast majority of residences and businesses within the city limits. Route 1 is located on Mendocino Avenue which is a high demand corridor in Santa Rosa running north to south with the downtown transit mall at one end and the Coddington transfer center at the other providing connections to the rest of the system. It provides service to major shopping areas, local schools, the Junior College, the SMART station, businesses and a major medical facility. Route 9 is located in the Roseland area of Santa Rosa and serves a priority development area. It is on a major corridor running East to West and connects Roseland to the rest of the system with connections at the downtown transit mall and the SMART stations. It provides service to medical facilities, community centers, schools, county offices and major employers.

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

Capital:

Operations: Four months of advertising & outreach, one year of additional service

## **Low Carbon Transit Operations Program (LCTOP)**

### **PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)**

#### **Table 5: Description of Major Benefits/Outcomes**

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

The improved transit service which will provide more direct and frequent service on the major corridors in the City of Santa Rosa will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that annual ridership will increase by at least 2%, reducing VMT by 96,118 and 50.71 total greenhouse gas reductions per year.

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

The newly designed system provides more frequent and direct service on the major corridors in the City of Santa Rosa, doubling the frequency to 15-minutes. The redesigned route 1 provides more frequent direct service on our highest ridership corridor to local schools, the Junior College, SMART station, businesses and a major medical facility. The new route 9 which is located in the Roseland area of Santa Rosa, is a priority development area and will provide service to medical facilities, community centers, schools, county offices and major employers. During the extensive outreach conducted in the design phase of the Reimagine project the majority of the respondents stated that their priority was to have more frequent, direct service. We anticipate that by providing this improved service, and strongly marketing it to the community, that ridership will increase by a minimum of 2% per year.

**c) Disadvantaged Communities (DAC) Project Criteria**

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents

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"/>	1B	<input type="checkbox"/>	2B	<input type="checkbox"/>	1B	<input type="checkbox"/>	1H
<input type="checkbox"/>	1C	<input type="checkbox"/>	2C	<input type="checkbox"/>	1C	<input type="checkbox"/>	2A
<input type="checkbox"/>	1D			<input type="checkbox"/>	1D	<input type="checkbox"/>	2B
				<input type="checkbox"/>	1E	<input type="checkbox"/>	2C
				<input type="checkbox"/>	1F	<input type="checkbox"/>	2D
						<input type="checkbox"/>	2E
						<input type="checkbox"/>	2F
						<input type="checkbox"/>	2G
						<input type="checkbox"/>	2H
						<input type="checkbox"/>	2I

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

There are no disadvantaged community census tracts currently located within Santa Rosa's service area.

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

**PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)**

**Table 5: Description of Major Benefits/Outcomes**

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

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

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

The newly designed system for Santa Rosa has been extensively tested by operations staff and our transit consultant and has resulted in a system that is designed to run reliably, more frequently, with increased on-time performance. Transit staff met with the local junior college staff and principals from the local high schools and middle schools to determine needs and promote transit for their students and has made a conscious effort to have a schedule that will work well for the majority of the students and staff. The design team paid special attention to reduce duplication of services with Sonoma County transit and provides easy transfers between CityBus, Sonoma County Transit, Golden Gate Transit and SMART.

**Table 6: Project Schedule**

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

<b>Operations Projects</b>	
Begin marketing and outreach campaign	5/1/2016
Begin expanded/enhanced transit services	8/1/2016
End expanded/enhanced transit services	8/1/2017
Begin Closeout Phase	9/1/2017
End Closeout Phase	12/31/2017

**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*

### 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.

"Reimagining Santa Rosa CityBus" is the first comprehensive evaluation and re-design of Santa Rosa's transit system in over 25 years. Santa Rosa CityBus will use these LCTOP funds to implement a completely redesigned CityBus system with improved more frequent and more direct service and expand awareness of this reimagined CityBus service through an expansive, enthusiastic, coordinated marketing campaign. This newly designed system operates 15-minute service on the major corridors with strong anchor points at both ends making travelling throughout the city much easier and faster. The LCTOP funds will be primarily used for the increased service on routes 1 and 9 which provide frequent service on the major corridors of the City and are the backbone for the "Reimagine CityBus" project. Route 1 is on an extremely high demand corridor running north to south with the downtown transit mall at one end and the Coddington transfer center at the other providing, connections to the rest of the system. This route provides service to major shopping areas, local schools, the Junior College, the SMART station, businesses and a major medical facility. Route 9 is located in the Roseland area of Santa Rosa and serves a priority development area. It is on a major corridor running East to West and connects the Roseland area to the rest of the system with connections at the downtown transit mall and the SMART station. It provides service to medical facilities, community centers, schools, county offices and major employers. The goal of the advertising campaign will be to welcome current riders to a new high-quality, expanded, efficient system and to increase ridership by encouraging new riders to enjoy this convenient, economical and environmentally supportive form of transportation as well as expected increased use of CityBus by current riders. Since the marketing program will be tailored to the Council approval of CityBus service, the details of the marketing program are not final. Given the extensive changes to CityBus service we will be using a wide variety of activities to explain the new service to our riders and the public and encourage people to ride the new service. They will include use of local media, bilingual printed materials in shelters and buses, take away cards and system maps, extensive travel training and free ride days.

b) Describe the fare structure for this system.

There are no proposed changes to the current transit fares for this improved system.

Current Fares are:

Cash- Adult \$1.50 Half (65 years or older, Regional Transit Discount Card) \$.75 Youth \$1.25 (5-18 years)

24 Hour Day Pass : Adult \$4, Half \$2, Youth \$3

31-Day Pass: Adult \$50, Half \$25, Youth \$25

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

City's transit consultant team, in conjunction with City's transit staff developed a conservative 2% estimated system increase in ridership based on experience of other transit systems that implemented a similar system wide redesign.

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

The marketing and outreach budget of \$57,000 uses the past costs for similar CityBus marketing activities covering collateral materials and other non-salary expenses. The projected costs for the increased service on the new route 1 and 9 is based off of the hourly operating costs from FY 14/15 of \$107.25/hour multiplied by the number of increased hours of service 25/day for a total cost of \$957,864

## Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

**Project Sponsor:** City of Santa Rosa and Metropolitan Transportation Commission

**Agency Name:** City of Santa Rosa – Transportation and Public Works

**Effective Date of this Document:** 1-21-16

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 15<sup>th</sup> and November 15<sup>th</sup> 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

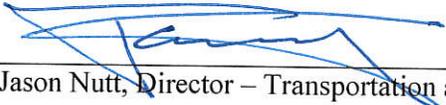
- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, 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:

  
\_\_\_\_\_  
Jason Nutt, Director – Transportation and Public Works, City of Santa Rosa





## 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.

Pam Lorence, Research and Program Coordinator 707-543-3334

Approval Authority: Sign and date Jason Nutt, Director Transportation and Public Works  
(707) 543-3810

*[Signature]* 1/26/16

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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		0	0	0	0	0	0	0
Operations/Other		737,812	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>737,812</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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								0
Operations/Other		446,509						446,509
<b>TOTAL</b>	<b>0</b>	<b>446,509</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>446,509</b>

Funding Source: JARC								
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		291,303						291,303
<b>TOTAL</b>	<b>0</b>	<b>291,303</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>291,303</b>

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
<b>TOTAL</b>	<b>0</b>							

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
<b>TOTAL</b>	<b>0</b>							



## Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

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

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

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

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

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



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

NO signature  
until after  
City Council

AS THE Mayor John Sawyer  
(Chief Executive Officer / Director / President / Secretary)

OF THE City Council, City of Santa Rosa  
(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.

Jason Nutt, Director of Transportation and Public Works OR  
(Name and Title of Authorized Agent)

\_\_\_\_\_  
(Name and Title of Authorized Agent) OR

\_\_\_\_\_  
(Name and Title of Authorized Agent)

Jason Nutt Director of Transportation and Public Works  
(Print Name) (Title)

\_\_\_\_\_  
(Signature)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Attachment: Board Resolution approving Authorized Agent

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AUTHORIZING THE CERTIFICATIONS AND ASSURANCES FOR THE CAP AND TRADE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS, the City of Santa Rosa 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 the 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 as the administrative agency for the LCTOP; and

WHEREAS, the City Council of the City of Santa Rosa wishes to delegate authorization to execute these documents and any amendments thereto to the Director of Transportation and Public Works.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santa Rosa that the fund recipient agrees to comply with all conditions and requirements set forth in the Certifications and Assurances documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED that the Director of Transportation and Public Works be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

IN COUNCIL DULY PASSED this \_\_\_\_ day of \_\_\_\_\_, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
City Clerk

APPROVED: \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AUTHORIZING THE EXECUTION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT REIMAGINE SANTA ROSA CITYBUS FOR \$446,509

WHEREAS, the City of Santa Rosa 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 the 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 City of Santa Rosa wishes to implement the LCTOP project listed above,

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santa Rosa 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.

BE IT FURTHER RESOLVED by the City Council of the City of Santa Rosa that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2015-16 LCTOP funds:

“Reimagine Santa Rosa CityBus”  
\$446,509

Implementation and advertising of the Reimagine CityBus project.

IN COUNCIL DULY PASSED this \_\_\_\_ day of \_\_\_\_\_, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_

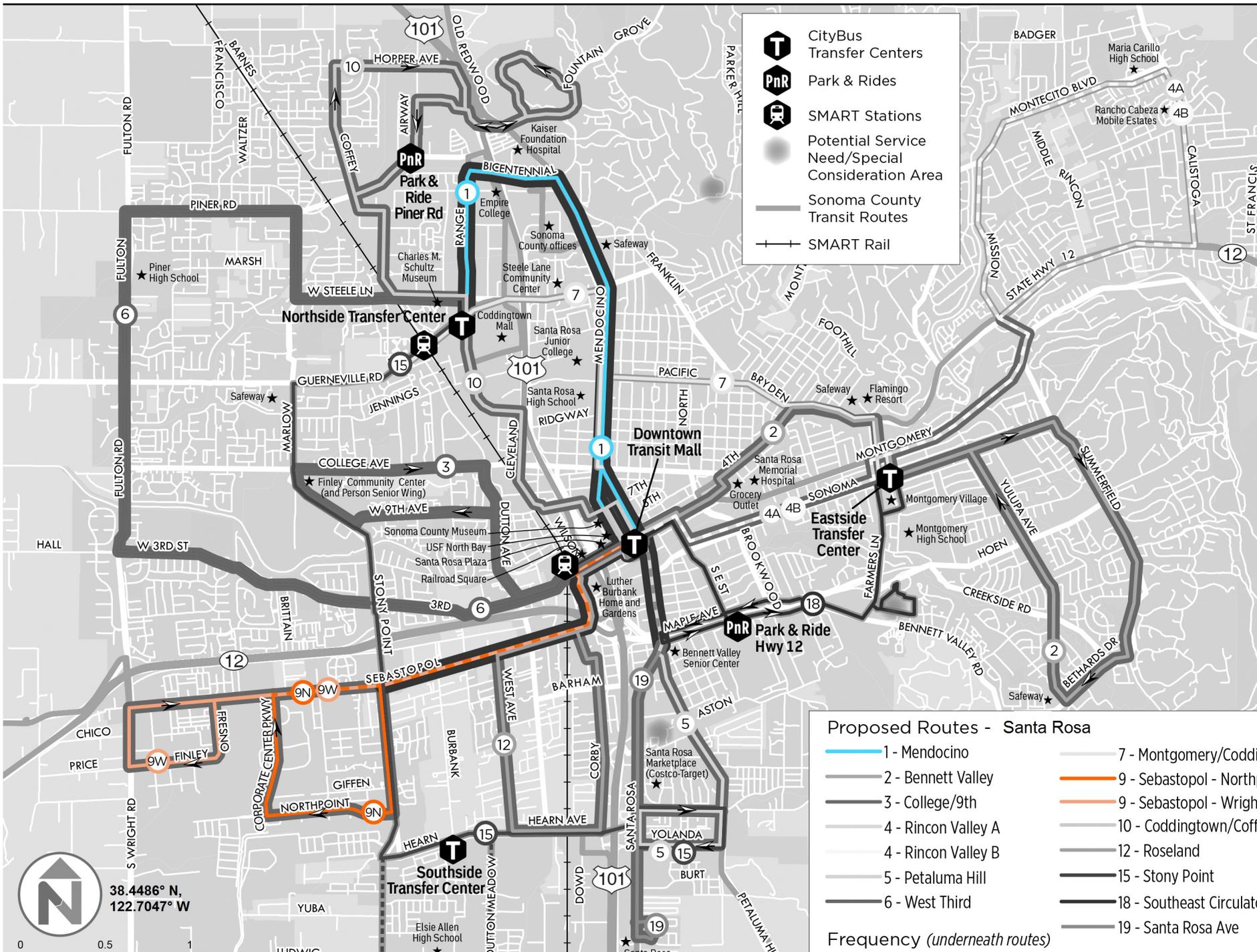
City Clerk

APPROVED: \_\_\_\_\_

Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



- CityBus
- Transfer Centers
- Park & Rides
- SMART Stations
- Potential Service Need/Special Consideration Area
- Sonoma County Transit Routes
- SMART Rail

**Proposed Routes - Santa Rosa**

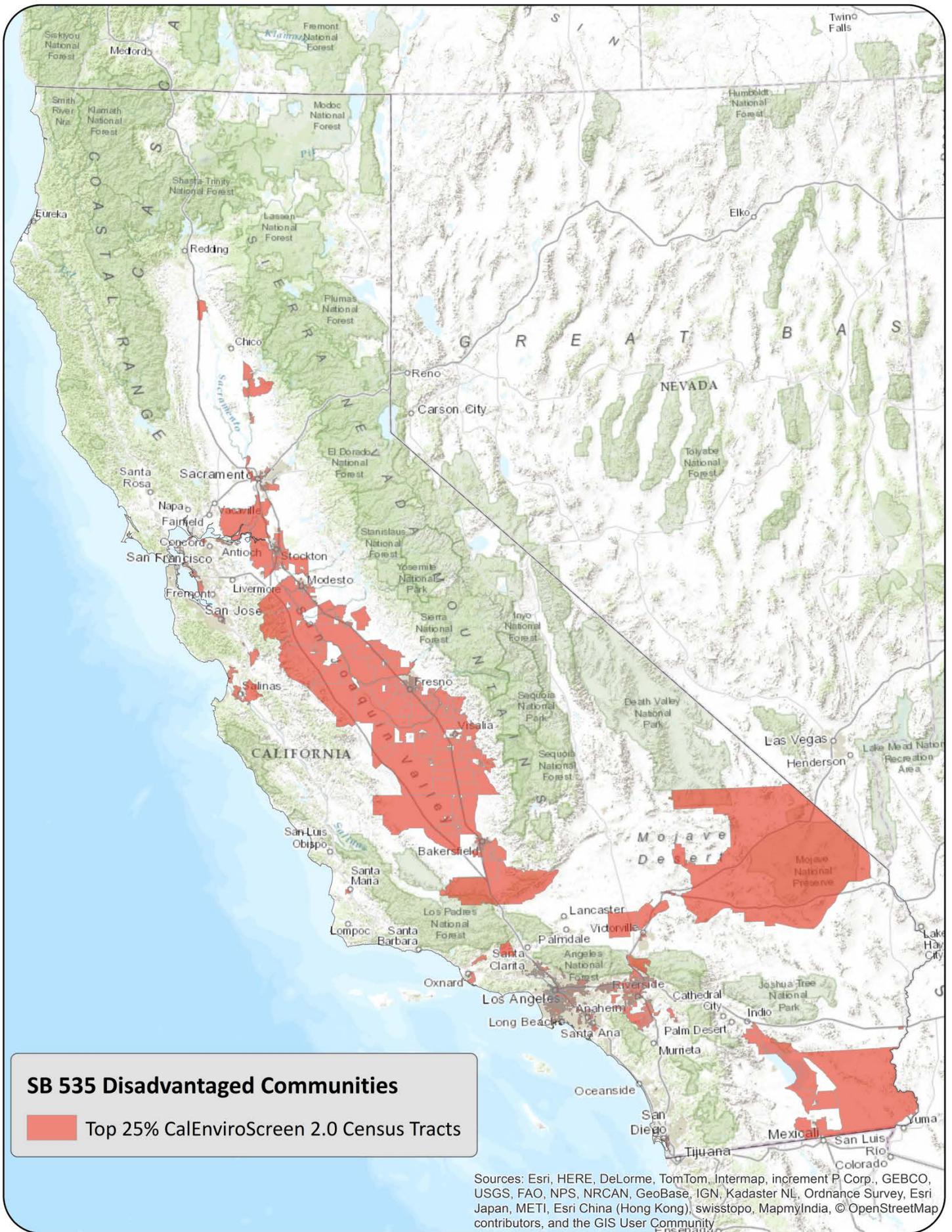
- |                     |                             |
|---------------------|-----------------------------|
| 1 - Mendocino       | 7 - Montgomery/Coddington   |
| 2 - Bennett Valley  | 9 - Sebastopol - Northpoint |
| 3 - College/9th     | 9 - Sebastopol - Wright     |
| 4 - Rincon Valley A | 10 - Coddington/Coffey      |
| 4 - Rincon Valley B | 12 - Roseland               |
| 5 - Petaluma Hill   | 15 - Stony Point            |
| 6 - West Third      | 18 - Southeast Circulator   |
|                     | 19 - Santa Rosa Ave         |

**Frequency (underneath routes)**

- |            |            |            |
|------------|------------|------------|
| 15 MINUTES | 30 MINUTES | 60 MINUTES |
|------------|------------|------------|

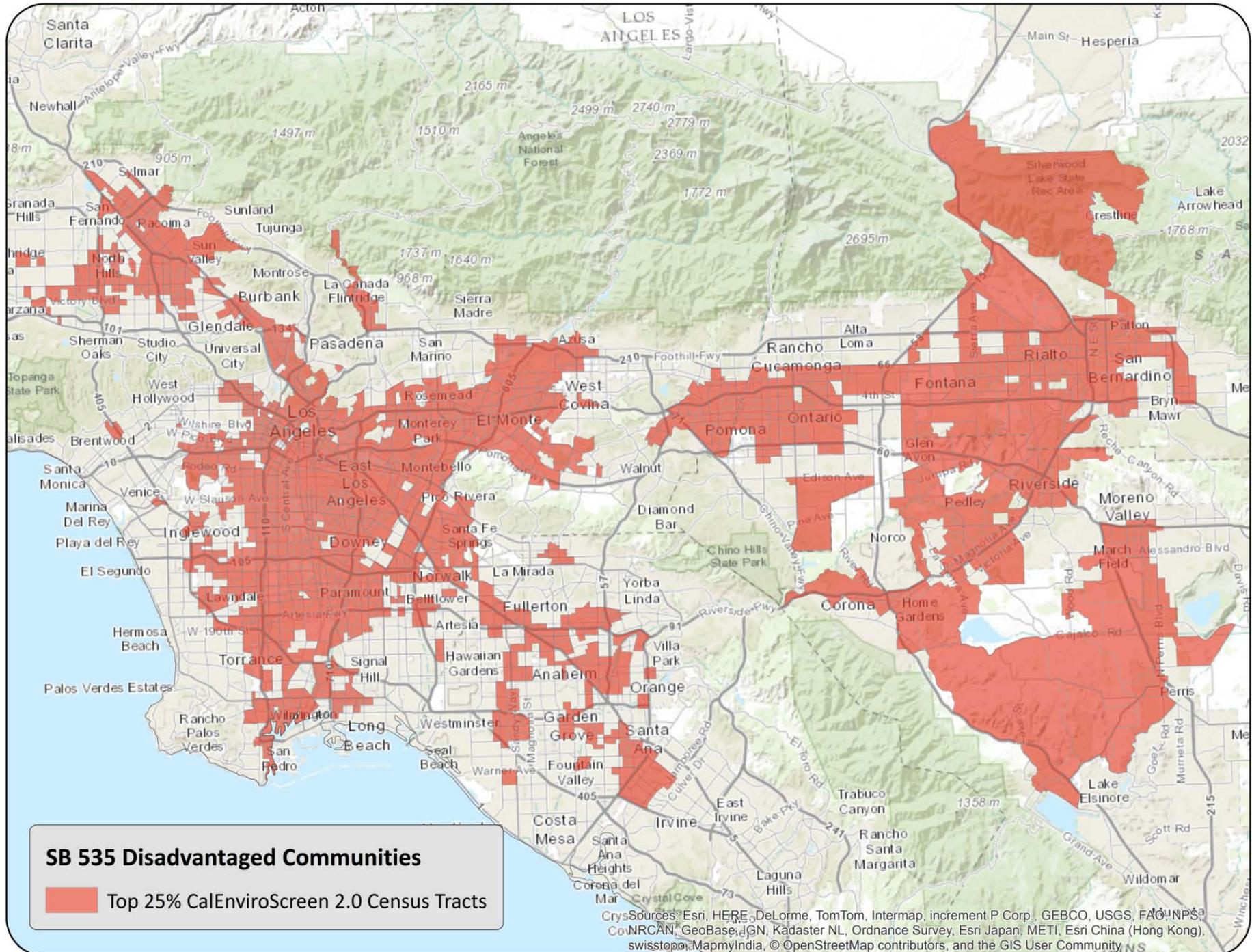
38.4486° N,
   
 122.7047° W

0 0.5 1 Miles

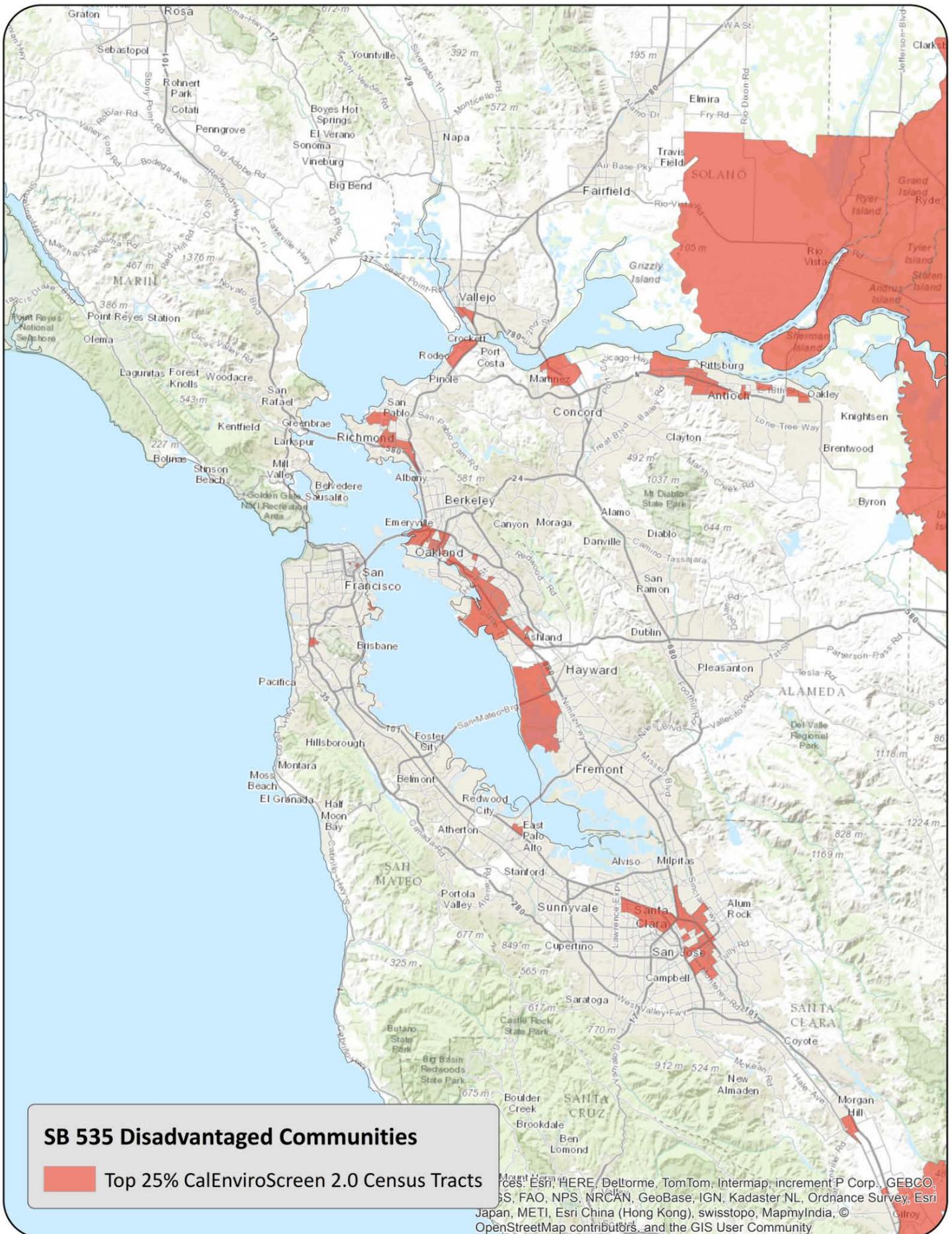


Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

# Los Angeles Area

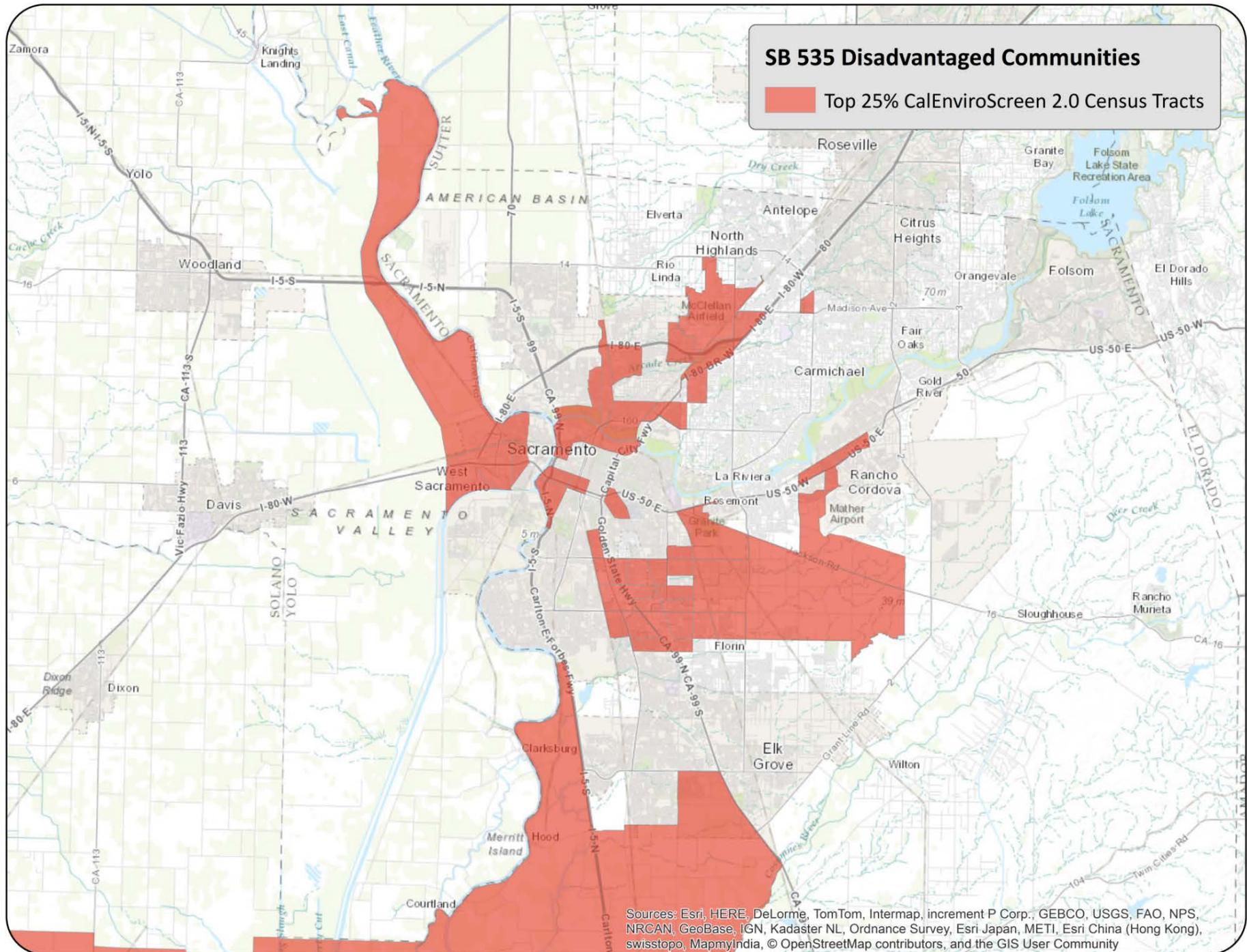


# San Francisco Area

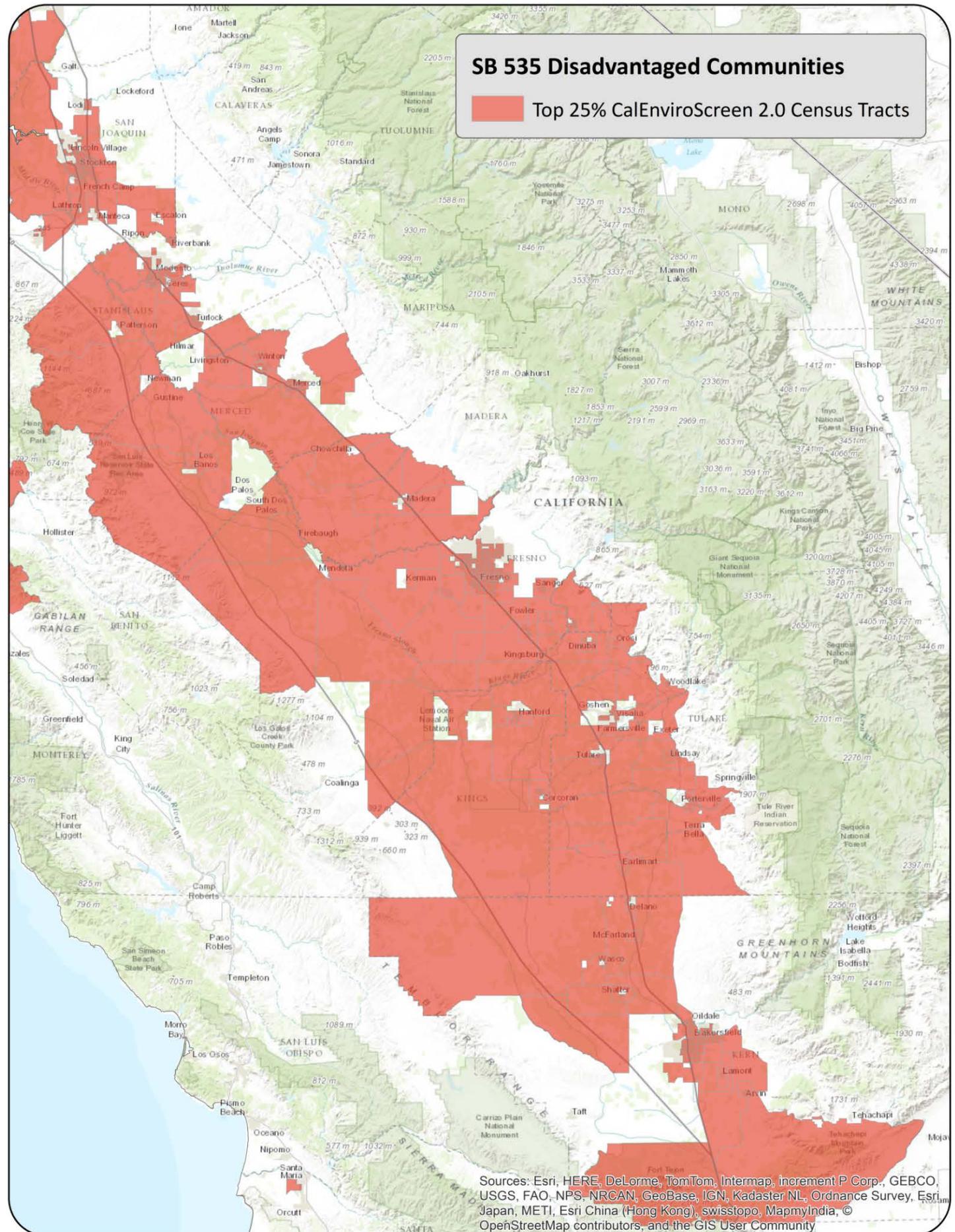




# Sacramento Area



# San Joaquin Valley



# Coachella & Imperial Valleys

