

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

Project Information:

Lead Agency:	Livermore Amador Valley Transit Authority (LAVTA)
Project Name:	Purchase Two (2) Hybrid Replacement Buses
Project Type: <i>See Attachment A</i>	Ai: Purchase, operate and maintain zero-emission or hybrid vehicles and equipment
Description of Project (Short):	The purchase of two (2) hybrid 40' buses to replace two (2) diesel buses that have exceeded useful life
Project Location:	Cities of Dublin, Livermore, Pleasanton and unincorporated Alameda County
Project Start Date (anticipated):	July 2016
Project End Date (anticipated):	January 2017

Funding Information:

Funding Year:	FY 15-16
Requested Amount of PUC 99313:	\$203,612
Requested Amount of PUC 99314:	\$49,753
Total LCTOP Funding:	\$253,365
Total Project Cost:	\$1,516,176

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	4595.46
Project Life:	12 Years
Estimated Total GHG Reduction:	0.0181

Disadvantaged Communities (DAC) Benefits:

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

Co-benefit

Critical Air Pollution Reduction:	N/A
VMT Reduction:	154,792.99
Ridership Increase	16967 riders
Fuel Use Reduction:	N/A
Energy Use Reduction:	N/A



Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	LCTOP Allocation	15/16	16/17	17/18
Request Amount per PUC 99313:		\$203,612	\$0	\$0
Request Amount per PUC 99314:		\$49,753	\$0	\$0
Total Project Allocation Request:		\$253,365	\$0	\$0
Project Title:	Purchase Two (2) Hybrid Replacement Buses			
Project Location/Address:	1362 Rutan Ct, Ste 100, Livermore, CA 94551			

Table 1: Project Lead Information

Agency Name: Livermore Amador Valley Transit Au	Legislative District Numbers	
Contact Person: Angela Swanson	Assembly:	16
Contact Phone #: (925) 455-7561	Senate:	7
Email Address: aswanson@lavta.org	Congressional:	15
Address: 1362 Rutan Ct, Ste 100 Livermore, CA 94551	Amount:	PUC Funds Type:
	\$ 49,753	99314
	\$	

Table 2: Contributing Sponsor Information

Name: Metropolitan Planning Commission	Amount :	PUC Fund Type:
Contact: Melanie Choy	\$ 203,612	99313
Contact Phone #: 510-817-5607	\$	
Email Address: mchoy@mtc.ca.gov		
Address: 101 8th Street, Oakland, CA 94607		
Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	
TOTAL \$253,365		

(*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	X		B1	
	A2			B2	
	A3			B3	
	A4			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.

The Livermore Amador Valley Transit Authority (LAVTA) plans to replace two older diesel buses placed into service in 2000, with two new hybrid-electric buses. These hybrid-electric buses will emit less particle matter, produce less oxides of nitrogen, and reduce greenhouse gases, compared to the diesel buses. LAVTA is currently going through a Comprehensive Operational Analysis (COA), which is expected to increase ridership on the fixed routes. Therefore, it is expected that more productive routes will have increased headways, which is expected to increase ridership. An increase in ridership can contribute to a decrease in greenhouse gas emissions from single occupancy vehicles. The hybrid-electric buses will be used on Route 70X, which serves the Pleasant Hill BART Station to the East Dublin/Pleasanton BART Station, with service to Walnut Creek BART, continuing service to Hacienda Business Park.

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>.

The Wheels fixed-bus routes in the Tri-Valley covers a core service area of 40 square miles. The Tri-Valley area consists of the jurisdictions of Dublin, Livermore, and Pleasanton and is located in Eastern Alameda County in the San Francisco Bay Area. These hybrid-electric buses will be used on Route 70X, from the Dublin/Pleasanton BART Station, continuing the service to the Hacienda Business Park and up Hwy 680 to Pleasant Hill BART linking commuters.

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: 144 Months (12 years)

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

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

- **Improved Safety** - New vehicles come with improved safety features such as cameras, sensors, mirrors.
- **Improved Public Health** – Diesel exhaust contains ozone precursors, benzene, arsenic, dioxins, formaldehyde and other toxic substances and is a significant contributor to airborne concentrations of fine particulate matter (PM). Significant health impacts including lung damage and premature death area associated with exposure to fine particulate matter. It can also worsen conditions such as asthma and bronchitis. Using hybrid buses will improve air quality and address health concerns.
- **Reduced Operating/Maintenance Cost** – Hybrid buses are expected to have lower maintenance costs due to reduced stress on mechanical components such as brake linings, which may extend brake life by 50-100%. In addition, the electric drive has fewer parts, therefore requiring less maintenance than a traditional transmission resulting in reduced operating expenses.
- **Increase Systems Reliability** – Hybrid buses will increase systems reliability due to many factors including vehicle performance, emission, and vehicle noise.
- **Promotes integration with other modes of transportation.** Many of LAVTA’s fixed routes originate and/or conclude at transit centers (East Dublin BART, ACE train stops in Livermore/Pleasanton and the Wheels Transit Center) shared with other agencies. At each hub, passengers intersect with train, bus, and bicycle and pedestrian connectors.

Table 6: Project Schedule

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

Operations Projects	
Begin expanded/enhanced transit services	Jul-16
End expanded/enhanced transit services	Dec-16
Begin Closeout Phase	12/1/2016
End Closeout Phase	1/31/2017

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 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.

The operating plan for the Wheels service system currently has 16 mainline routes and 15 school tripper routes on their fixed-service route serving the Tri-Valley area. There are two hubs: Dublin/Pleasanton BART and the Livermore Transit Center. The connecting service includes ACE rail and BART. The hybrid-electric buses will be used to replace 2 of the 5 buses on Route 70X. Route 70X runs between the Hacienda Business Park and Pleasant Hill via the Dublin/Pleasanton and Walnut Creek BART stations. This route operates on AM/PM weekdays and holidays. It makes 7 full trips and 6 half trips per day.

LAVTA is implementing system changes to reflect the goals embraced through its COA: improve ridership and efficiency, evaluate whether service levels are matched to demand, and identify key causes of OTP issues. The redesign is expected to improve performance and reliability that will translate into higher ridership.

b) Describe the fare structure for this system.

The fare structure for the Wheels service system is a flat fare with the following price/discounts outlined:

Fare Type :

- Cash Fare/Adult: \$2.00 • Youth 6 years and older: \$2.00 Under 6: Free
- East Bay Monthly Pass: \$60.00
- FareBuster 10-ride tickets: \$16.00

Discount Fare

- Senior Cash Fare: \$1.00 • Disabled Cash Fare: \$1.00
- Senior Monthly Pass: \$18.00 • Disabled Monthly Pass: \$18.00

Transfers:

- From Wheels, County Connection, ACE Train: Free
- From BART to Wheels: \$1.00

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

The baseline (Yr1) annual ridership was drawn from LAVTA's database of GFI reports. The 2029 (YrF) ridership was calculated using a conservative growth projection of 2% additional riders each year. This projection is reflective of LAVTA's Comprehensive Operational Assessment (COA) which identifies that there is more demand for service than there are existing resources. The annual VMT was based on Route 70X's annual mileage and multiplied by 2 for the two buses.

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

The proposed project is for the purchase of 2 hybrid coaches for operation on the 70X line. Total project cost is \$1,516,176. This cost projection was developed using the Metropolitan Transportation Commission (MTC) Bus/Van pricing list. This tool is used by MTC and its affiliate local transit agencies to standardize project costs for purposes of the TIP. The most recent pricing for a 40' Diesel/Electric Hybrid Buses is \$758,088; \$1,516,176 for two buses. LAVTA is eligible for 5307 funding through the FTA, providing an 80% match. The 20% local match, absent the LCTOP funds comes from LAVTA's general fund (TDA monies).



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.

Approval Authority: Sign and date 	Phone: Michael Tree (925) 455-7564	Date: January 22, 2016
Approval Authority: Sign and date	Typed name and phone number: Alix Bockelman (510) 817-5850	

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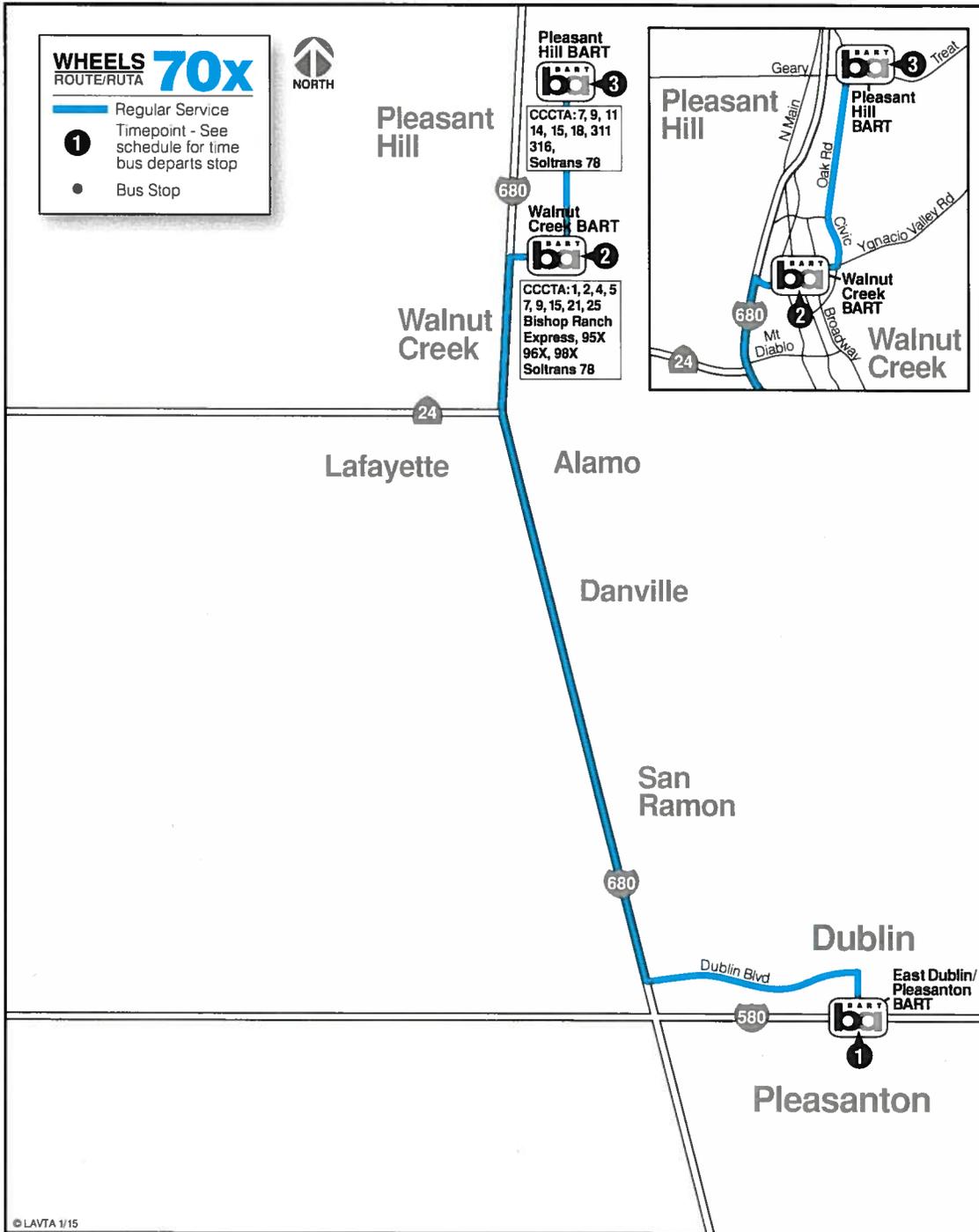
Proposed Total Project Cost								Project
Component	Prior	FY 16	FY	FY	FY	FY	FY	Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	1,516,176	0	0	0	0	0	1,516,176
Operations/Other	0	0	0	0	0	0	0	0
TOTAL	0	1,516,176	0	0	0	0	0	1,516,176

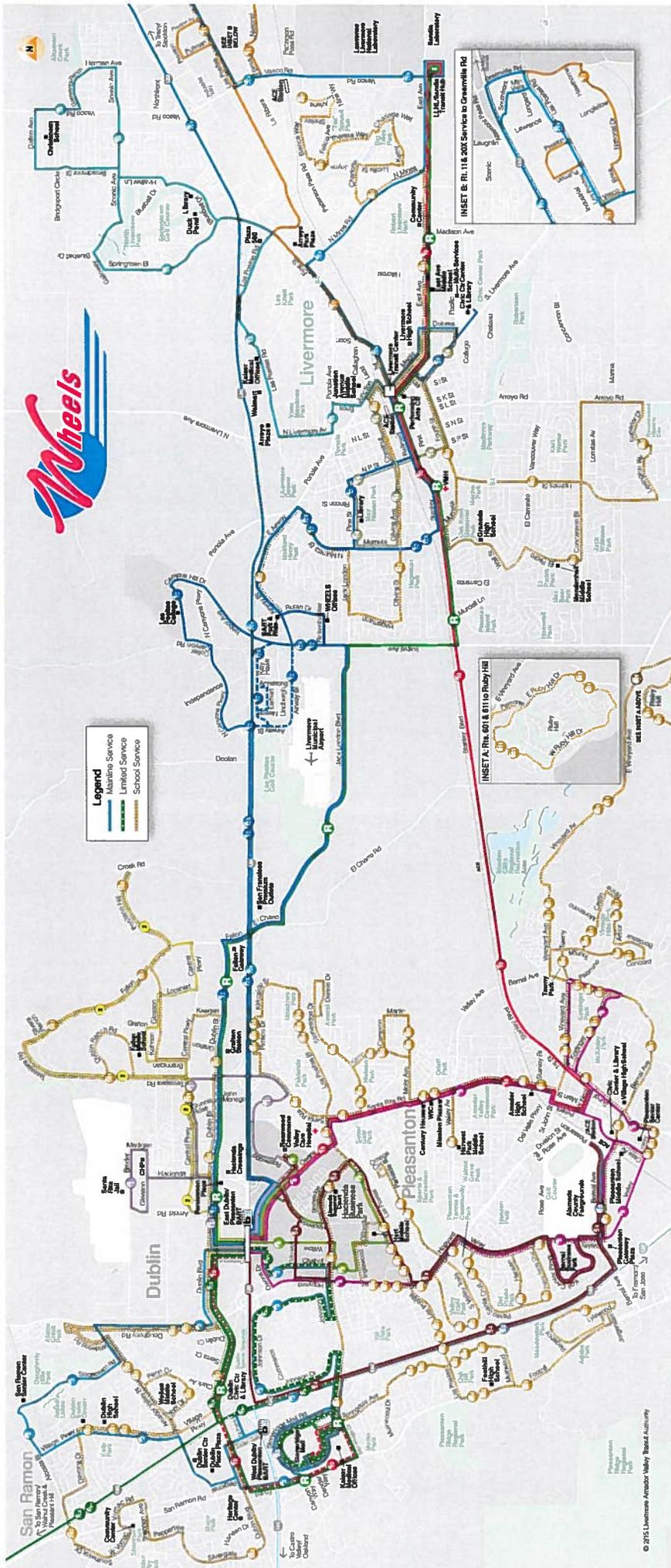
Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		253,365						253,365
Operations/Other								0
TOTAL	0	253,365	0	0	0	0	0	253,365

Funding Source: FTA (5307)								
Component	Prior	FY 16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		1,243,120						1,243,120
Operations/Other								0
TOTAL	0	1,243,120	0	0	0	0	0	1,243,120

Funding Source: Local TDA								
Component	Prior	FY 16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		19,691						19,691
Operations/Other								0
TOTAL	0	19,691	0	0	0	0	0	19,691

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







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

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auktionproceeds/finallctopgm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. Refer to the quantification methodology document for background, step by step detailed instructions and examples. To use this calculator, follow these steps:

- Step 1** Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.
- Step 2** Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.
- Step 3** Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

Read Me Tab (this page):

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C_001Transit BRT." Project names may be abbreviated.

Project Name:	Replace Two (2) Diesel Buses
Project ID:	
Contact Name:	Angela Swanson
Contact Phone Number:	(925) 455-7561
Contact Email:	aswanson@lavta.org
Date Completed:	1/22/2016

Inputs Tab:

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

www.arb.ca.gov/auktionproceeds

For more information on ARB's efforts to support implementation of GGRF investments, see: GGRFProgram@arb.ca.gov

Questions on this document should be forwarded to LCTOPcomments@dot.ca.gov



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

Project Name:	Replace Two (2) Diesel Buses
Project ID:	0

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

Project Details						
Eligible Project Type	Transit Service Type	County	Year 1 (Yr1)	Year F (YrF)	Yr1 Annual Ridership	YrF Annual Ridership
New/Expanded Service	Bus (local bus)	Alameda	2017	2029	57,809	74,776

Displaced Autos Details					New/Expanded Vehicle Details				Old
Adjustment (A)	Length (L)	Adjustment (AA)	Length (LL)	Annual Average VMT Displaced	Fuel Type	Engine MY	Annual VMT or Units of Fuel	Useful Life	Additional Project Type
0.50	4.87	0.10	2.00	154,792.99	Electric/BEV or PHEV	2016	189,499	12	Vehicle Improvement
				-					
				-					
				-					
				-					
				-					
				-					
				-					
				-					
				-					



California Environmental Protection Agency



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

Project Name:	Replace Two (2) Diesel Buses
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	4,595.46	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	253,635.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	253,635.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)		Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions / Total GGRF Funds Requested (\$)	0.0181	The metric to be reported in the application.

Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT

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

OF THE Livermore Amador Valley Transit Authority (LAVTA)
(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.

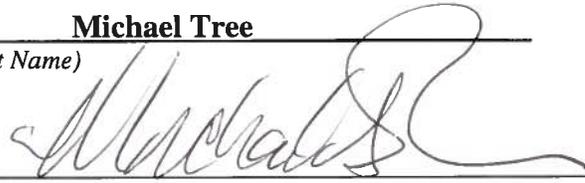
Angela Swanson, Senior Grants & Project Management Specialist. OR
(Name and Title of Authorized Agent)

Tamara Edwards, Grants & Finance Manager, OR
(Name and Title of Authorized Agent)

Beverly Adamo, Administrative Services Director
(Name and Title of Authorized Agent)

Michael Tree
(Print Name)

Executive Director
(Title)


(Signature)

Approved this 1st day of February, 2016.

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: Livermore Amador Valley Transit Authority

Agency Name: Livermore Amador Valley Transit Authority

Effective Date of this Document: February 1, 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

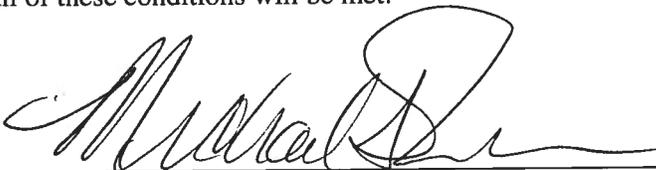
- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead,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



MICHAEL TREE, Executive Director
Livermore Amador Valley Transit Authority (LAVTA)

RESOLUTION #03-2016

**A RESOLUTION OF THE LIVERMORE AMADOR VALLEY TRANSIT
AUTHORIZING THE EXECUTION OF THE
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
PURCHASE OF TWO REPLACEMENT HYBRID BUSES
USING \$253,365 IN LCTOP FUNDS**

WHEREAS, the Livermore Amador Valley Transit Authority 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 Livermore Amador Valley Transit Authority wishes to use LCTOP funds to purchase replacement buses and operate them as listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority 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 Livermore Amador Valley Transit Authority that it hereby authorizes the submittal of the following project, the "*Purchase and Operation of Two Replacement Hybrid Buses*" and further authorizes the submittal of a \$253,365 allocation request to the Department in FY 2015-16 for LCTOP funds.

PASSED AND ADOPTED BY the governing board of the Livermore Amador Valley Transit Authority on this 1st day of February, 2016.

Certification

I, Don Biddle, duly appointed and Chairman of the Livermore Amador Valley Transit Authority (LAVTA) Board of Directors do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Livermore Amador Valley Transit Authority (LAVTA) Board of Directors on the 1st Day of February, 2016.

Chairman

(Official Position)

(Signature)

February 1, 2016

(Date)

RESOLUTION 04-2016

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
BOARD OF DIRECTORS**

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

WHEREAS, the Livermore Amador Valley Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

WHEREAS, Senate Bill 862 (2014) named the 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 Livermore Amador Valley Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Michael Tree, Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Amador Valley Transit Authority that the fund recipient 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.

NOW THEREFORE, BE IT FURTHER RESOLVED that Michael Tree, Executive Director, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

Certification

I, Don Biddle, duly appointed and Chairman of the Livermore Amador Valley Transit Authority (LAVTA) Board of Directors do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Livermore Amador Valley Transit Authority (LAVTA) Board of Directors on the 1st Day of February, 2016.

Chairman

(Official Position)

(Signature)

February 1, 2016

(Date)