

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

**Project Information:**

Lead Agency:	Marin County Transit District
Project Name:	MCTD 2016 Transit Expansion
Project Type: <i>See Attachment A</i>	A2: Expand/Enhance transit service
Description of Project (Short):	Add new service on Route 23 to provide express service through high ridership areas and attract new riders.
Project Location:	Marin County, California
Project Start Date (anticipated):	June, 2016
Project End Date (anticipated):	N/A

**Funding Information:**

Funding Year:	FY 15/16
Requested Amount of PUC 99313:	\$95,863
Requested Amount of PUC 99314:	\$179,550
Total LCTOP Funding:	\$275,413
Total Project Cost:	\$550,826 (2 years of funding)

**Project Benefits:**

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

Estimated GHG Reduction:	66.03
Project Life:	2
Estimated Total GHG Reduction:	33.015

**Disadvantaged Communities (DAC) Benefits:**

Does your service area have a DAC?	N/A
Does the Project Benefit a DAC?	
Identify the DAC Census Tracts?	
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:	131,321.60
Ridership Increase	68,000 riders per year
Fuel Uses Reduction:	yes, not quantified
Energy Use Reduction:	

**PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)**

<b>Regional Entity:</b> Metropolitan Transportation Commission	
<b>Project Lead:</b> Marin County Transit District	<b>County:</b> Marin
<b>Project Title:</b> MCTD 2016 Transit Expansion	

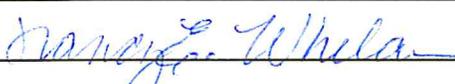
**Project Lead:**

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.

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**Name:** Nancy Whelan

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**Signature:** 

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**Title:** General Manager

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**Agency:** Marin County Transit District

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**Date:** 26-Jan-16 **Amount:** \$179,550 (1 year)

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**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.**

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**Name:** Alix Bockelman

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**Signature:**

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**Title:** Director of Programming and Allocations

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**Agency:** Metropolitan Transportation Commission

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**Date:** **Amount:** \$95,863 (1 year)

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

**PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)**

<i>LCTOP Allocation</i>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>
<b>Request Amount per PUC 99313:</b>	\$95,863	\$95,863	\$0
<b>Request Amount per PUC 99314:</b>	\$179,550	\$179,550	\$0
<b>Total Project Allocation Request:</b>	\$275,413	\$275,413	\$0
<b>Project Title:</b>	MCTD 2016 Transit Expansion		
<b>Project Location/Address:</b>	Marin County, California		

**Table 1: Project Lead Information**

		<b>Legislative District Numbers</b>	
Agency Name:	Marin County Transit District	Assembly:	10
Contact Person:	Lauren Gradia	Senate:	2
Contact Phone #:	415-226-0861	Congressional:	2
Email Address:	<a href="mailto:lgradia@marintransit.org">lgradia@marintransit.org</a>	Amount:	PUC Funds Type:
Address:	711 Grand Avenue #110	\$ 179,550	99314 - FY16
	San Rafael, CA 94901	\$	

**Table 2: Contributing Sponsor Information**

Name:	Metropolitan Transportation Commissi	Amount :	PUC Fund Type:
Contact:	Kenneth Folan	\$ 95,863	99313 - FY16
Contact Phone #:	510-817-5804	\$	
Email Address:	<a href="mailto:kfolan@mtc.ca.gov">kfolan@mtc.ca.gov</a>		
Address:	101 8th Street, Oakland, CA 94607		

<i>Other Contributing Sponsors: (Attach sheet with contact information)</i>	Amount:	PUC Fund Type:
Name:	\$	
Name:	\$	
Name:	\$	

**TOTAL \$275,413**

(\*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.

These funds will be used to provide expanded transit service starting in June 2016. FY 16 funds will be used immediately to fund the project. Specifically these funds will be used to provide 3,400 additional hours on the Route 23 (as the Route 23x). This will increase the existing service hours on this route by 24%. This additional service will provide express connections, serve high ridership areas in a low income area and create a new connection to an anticipated train service. The service has the potential to carry 68,000 additional passengers, eliminate car trips and bring new riders to transit.

This service expansion is part of larger service enhancements that will increase service by 17% and are based on recommendations from the 2013 Countywide Market Assessment and will also improve underperforming services, system efficiency, and connectivity to regional transit services. The proposed plan focuses on three specific areas of service performance: expanding service frequencies, improving connectivity, and decreasing travel time on fixed route services.

**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 project is located primarily in central San Rafael, linking the Canal neighborhood to the San Rafael Transit Center, the San Anselmo Hub, and the Fairfax/Manor region.

See attachments for maps

**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: 24 months

**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 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 186 bus trips per day to replace an average auto trip of 2 miles each way.

Average annual VMT displaced 131,321.  
 Total GHG Emission Reductions (MTC02E) 66.03.

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

The express service in this corridor is designed to attract new riders that were previously driving. A new connection with a new train service will provide an opportunity for drivers to change their mode of travel. As a result, the transit mode share in this heavily traveled corridor is expected to increase.

**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"/>	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.

We do not have any recognized DAC's in our service area.

**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 type="checkbox"/> Improved Public Health	<input type="checkbox"/> College/University <input 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 checked="" type="checkbox"/> Other Benefits (describe below)	

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

The proposed plan focuses on three specific areas of service performance: expanding service frequencies, improving connectivity, and decreasing travel time on fixed route services. Increased system reliability is reasonably expected by improving these areas of performance.

This service will also connect to a new train service, which will promote integration with other modes of transportation.

**Table 6: Project Schedule**

Capital Projects	
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	

Operations Projects	
Begin expanded/enhanced transit services	Jun-16
End expanded/enhanced transit services	Jun-18
Begin Closeout Phase	Sep-18
End Closeout Phase	Dec-18

**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.

This route is operated under an interagency agreement with Golden Gate Transit. All routes operated under the local fixed route program use heavy-duty transit vehicles that can accommodate up to two wheelchairs and three bicycles. The current fleet is a mix of low-floor and high-floor vehicles.

b) Describe the fare structure for this system.

Category	Cash Price	Stored Value Cards / Clipper	6 Month Pass <sup>(1)</sup>	1-Day Pass	7-Day Pass	31-Day Pass
Adult	\$2.00	\$1.80	-	\$5.00	\$20	\$80
Youth (5-18)	\$1.00	\$1.00	\$175 <sup>(1)</sup>	\$2.50	\$10	\$40
Children Under 5	Free when accompanied by an adult					
Seniors (65+)	\$1.00	\$1.00	-	\$2.50	\$10	\$25
Persons with Disabilities	\$1.00	\$1.00	-	\$2.50	\$10	\$25
ADA Mandated Service <sup>(2)</sup>	\$2.00	-	-	-	-	-
ADA Non-Mandated Service <sup>(2)</sup>	\$2.50	-	-	-	-	-

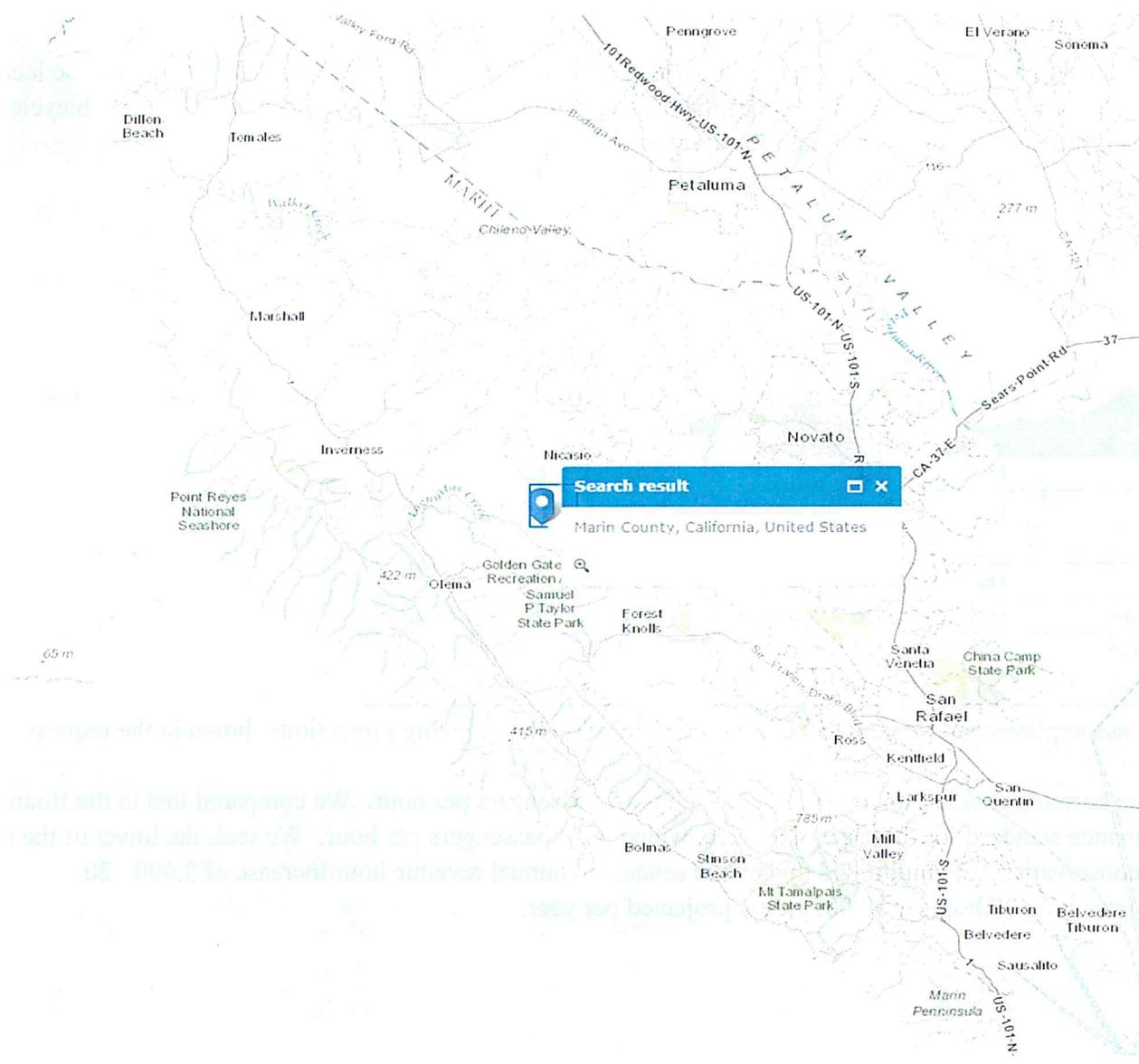
c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

We reviewed the current route ridership per hour, which is 25 passengers per hour. We compared this to the Board-adopted performance standard for this type of service, which is 20 passengers per hour. We took the lower of the two numbers to be conservative, and multiplied this by the scheduled annual revenue hour increase of 3,400. 20 passengers per hour x 3,400 hours = 68,000 riders projected per year.

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

Operating cost projections were calculated with historical fully-allocated costs per hour. To arrive at a fully-allocated rate, routes are categorized by program. All costs and fare revenue associated with a program are assigned to that program. Next, ancillary costs are assigned to all programs. Finally, the net costs are divided by the number of revenue hours in each route to arrive at a fully-allocated hourly cost by route.

The operating cost projections used in this request utilize FY15 costs per hour on this route.



**Search result**

Marin County, California, United States

65 m

422 m

415 m

785 m

277 m

37

37

37

37

37



Rt. #	Proposed Alignment Changes	Proposed Schedule Changes	Proposed % Change Over Existing
17	No changes to alignment	No significant changes to schedule. Running time revisions on current schedules will be complete to increase reliability	+500 hours (+3%)
22	No changes to alignment	No significant changes to service levels, minor schedule adjustments. The four early short southbound trips to College of Marin will be replaced with three full trips to Marin City and timed to depart San Rafael at 6:00 AM, 6:30 AM and 7:00 AM. Later southbound service will be added. The last southbound trip would now depart San Rafael at 10:00pm. The last northbound trip will be discontinued. The last northbound trip would now leave Marin City at 10:00pm. Midday service would be shifted 30 minutes and timed to the pulse at :55/:00 instead of the current :25/:30 and trips would be adjusted accordingly.	+1,050 hours (+7%)
23	The route 23 alignment on weekdays will be changed to match the current weekend alignment. This includes moving the western terminus of the route from Fairfax Manor to Downtown Fairfax on weekdays. Alternative options for service to Fairfax Manor are proposed on routes 23x, 68, and 228.	Aside from changes related to the new alignment, no major changes to schedule on existing trips.	-110 hours (-1%)
23x	Route 23x is a new express route between Fairfax Manor and the Canal. Route will serve all existing transit stops between Fairfax Manor and San Anselmo and then operate express (no stops) between San Anselmo and San Rafael. The route would use 2 <sup>nd</sup> and 3 <sup>rd</sup> streets instead of 4 <sup>th</sup> Street through central San Rafael. Service to the Canal would operate clockwise and serve all regular stops in the Canal but not extend further east than Kerner and Larkspur (no service to Target and Shoreline Parkway).	Route would operate once per hour on weekdays during peaks hours only. Route would be timed to arrive/depart at the San Rafael Transit Center at :25/:30 after the hour to connect with other transit routes and future SMART services departing at :30 after the hour. Morning service would operate between 6:00 AM and 9:30 AM and afternoon service would operate between 3:00 PM and 7:30 PM.	+3,500 hours
29	Significant changes are proposed on Route 29 alignment. The route would continue to serve the Canal, San Rafael Transit Center, and areas of Sir Francis Drake between Larkspur Landing and College of Marin but these destinations would be served in a different order. The proposed alignment, starting with the eastbound service is: serve the Canal in a clockwise direction, San Rafael Transit Center, and then go southbound on Highway 101 to Larkspur Ferry and Larkspur Landing Circle. The route would continue along Sir Francis Drake to College Ave, go south on College, becomes Magnolia, then north on Bon Air to the route's western terminus at Marin General Hospital. The eastbound service would start at Marin General and return to Larkspur Landing via Sir Francis Drake before serving the San Rafael Transit Center and the Canal. Service along Andersen Drive, Bellam, and Sir Francis Drake between College and Fairfax Manor will be discontinued. Alternative service to select stops along Andersen Drive is provided by Golden Gate Transit's Route 580. Alternative service to select stops along Bellam is provided by Golden Gate Transit's Route 40 and 580. Alternative service to stops along Sir Francis Drake between College and Fairfax Manor would be provided by proposed Routes 22, 23, 23x, 68, and 228.	Route would operate once per hour on weekdays during peaks hours only. Route would be timed to arrive / depart the San Rafael Transit Center at :55/:00 after the hour to connect with other transit routes and future SMART services departing at :00 after the hour. Morning service would operate between 6:30 AM and 10:00 AM and afternoon service would operate between 2:00 PM and 9:00 PM. Midday service between San Rafael, Marin General, and College of Marin on Route 29 would be discontinued and replaced by Route 228.	-6,800 hours
35	Route 35 alignment would continue to operate as it currently does between the Canal and San Rafael Transit Center. The route will be extended to cover most of the current Route 45 stops along Lincoln Ave, Civic Center Drive, and around Northgate Mall. In addition, the route would extend north of the Northgate area along Highway 101 to serve all the Highway 101 bus pads between Lucas Valley Road and Downtown Novato. The route would serve Redwood and Grant in Downtown Novato and have a northern terminus at Redwood and Olive.	Route 35 would continue to operate every 30 minutes daily and would continue to provide the same weekday and weekend span of service within the Canal. Service north of the San Rafael Transit Center would also be provided every 30 minutes but the first northbound trip would leave weekdays at 7:00 AM and the last northbound trip would leave at 8:30 PM. The first southbound trip from Redwood and Olive would depart southbound at 6:00 AM and the last southbound trips would depart at 7:00 PM. Weekend service north of San Rafael would start and end within 60 minutes of the weekday trips.	+16,890 hours (+198%)
36	No changes are proposed to current route alignment.	Route 36 would change from a weekday, peak-only service to a daily, all day service. Service would operate every 30 minutes between 6:30 AM-8:00 PM southbound and 7:30 AM-8:00 PM northbound. Weekend service would start and end approximately one hour later in the morning and one hour earlier at night. Service would be timed at :10/:15 and :40/:45 pulse in San Rafael.	+9,600 hours (+333%)
45/45K	Service to areas along the current Route 45 would be replaced with expanded service on Route 35. Along with Route 35, alternative service to destinations along this route would be provided primarily by proposed Routes 145, 257, and 245. Routes 49 and 233 also provide alternatives for riders between the San Rafael Transit Center and the Northgate/Civic Center area.		-8,000 hours
49	No changes are proposed to current route alignment.	Route 49 would be expanded to offer weekend service in addition to the current weekday service. Service during the weekday peak hours would be provided every 30 minutes. Off-peak service and weekend service would be offered hourly.	+6,300 hours (+99%)

Rt. #	Proposed Alignment Changes	Proposed Schedule Changes	Proposed % Change Over Existing
71	Route 71 would be extended south to Bay and Bridgeway in Sausalito. In addition, the route would operate express along some portions of Highway 101 and not serve the following bus pads that are currently served: Paradise/Tamalpais, Lucky Drive, North San Pedro, Freitas Parkway, Lucas Valley, Marinwood, and Alameda del Prado. Alternative service to these bus pads that will be removed from Route 71 will be provided by Golden Gate Regional Route 70. In addition, the following individual bus pads will have alternative service on the following proposed routes: Paradise/Tamalpais and Lucky: Routes 17, 36, new regional route 30; North San Pedro: Route 245; Lucas Valley: Routes 35, 49; Marinwood: Routes 35, 49, 257; Alameda del Prado: Route 35. Aside from Route 70, no alternative service is identified for the Freitas Parkway bus pad.	Route 71 would operate weekdays between 6:00 AM and 8:00 PM. Service would generally be offered hourly, with half-hourly service during select peak periods. The route would be spaced out with other services in the Highway corridor and would typically arrive/depart at :40/:45 after the hour in San Rafael. Select peak hour trips would arrive / depart San Rafael at :10/:15 after the hour. No service would be offered on weekends.	+1,100 hours
145	No changes are proposed to current route alignment.	In addition to current afternoon service offered to Terra Linda High School, one morning trip from the San Rafael Transit Center would be added to replace service on the 45K.	(+14%) +70 hours
219	No changes are proposed to current route alignment.	Schedule runtimes would be adjusted to account for changes in the traffic patterns and to improve regional connections with Golden Gate ferry and commute service.	(+72%) -250 hours
228	Weekday service would generally follow the same alignment as the weekend with the exception of service along Sir Francis Drake between El Portal Dr. and Bon Air Rd. The new route alignment would go south from Sir Francis Drake and serve South Eliseo Dr.	Route 228 would operate once an hour, daily. Eastbound service from Fairfax Manor would start at 7:30 AM on weekdays and 6:30 AM on weekends. Westbound service from San Rafael would start at 6:30 AM weekdays and 7:30 AM weekends. The last eastbound trip on weekdays and weekends would arrive in San Rafael at 8:25 PM. The last westbound trip from San Rafael would arrive in Fairfax Manor at 8:30 PM weekdays and 7:30 PM weekends.	(-4%) +6,830 hours
245	Route 245 is a new shuttle route that will serve the San Rafael Transit Center, Kaiser in Terra Linda, and the County's Health and Human services campus at 120 N. Redwood. The route will operate along Highway 101 between Downtown San Rafael and Freitas Parkway and then serve all local stops along Freitas Parkway, Nova Albion, and Las Gallinas between Nova Albion and Lucas Valley Road. The Route would serve the three local stops along Smith Ranch Road and the stop adjacent to the Health and Human Service building at 120 N. Redwood.	Route 245 would operate once an hour on weekdays and weekends. Northbound service would operate daily from San Rafael between 7:00 AM and 6:00 PM. Southbound service from Smith Ranch Road would operate daily between 7:30 AM and 6:30 PM. The route would be timed to arrive/depart in San Rafael at :55/:00 after the hour.	(+241%) +4,350 hours
251	Minor adjustments to routing at southern terminus in Hamilton. Southbound service would continue north on Nave Drive (past Hamilton Parkway), then go east on Hamilton Parkway, and then south on Palm Drive to the Hamilton Theatre (end of route). Northbound service would leave the Hamilton Theatre stop and continue along its current alignment on Main Gate Road back to Nave Drive.	Weekday service would operate later to and from San Marin with the last trip arriving northbound, and then departing southbound at 8:00 PM. The last three weekday southbound trips from Redwood and Grant, currently departing at 7:44 PM, 8:44 PM, and 9:44 PM would be discontinued. The only schedule change to weekends would be an extension of the 7:16 PM, 8:16 PM, and 9:16 PM trips from Redwood and Grant to Hamilton Theatre and cancellation of the 10:16 PM southbound trip from Redwood and Grant.	(-6%) -570 hours
257	Minor adjustments are proposed to Route 257 including no longer serving Smith Ranch Road (including Health and Human Services) but instead serving Kaiser in Terra Linda, Las Gallinas between Lucas Valley Road and Miller Creek Road, and the stops along Miller Creek Road between Las Gallinas and Highway 101. Alternative service to Smith Ranch Road and Health and Human Services would be provided by proposed Route 245.	Schedules would be adjusted to account for the new alignment and destinations served. The route would continue to operate once an hour on weekdays only. It would also continue to be timed to arrive/depart in San Rafael at :25/:30 after the hour. Northbound service from San Rafael would start 60 minutes later and the last trip would operate three hours later (7:30 AM to 8:30 PM). Southbound service would continue to start at 6:30 AM and evening service would be extended three hours with the last trip leaving the Indian Valley Campus at 9:30 PM.	(+20%) +1,290 hours
259	Service to areas along the current Route 259 would be replaced with expanded service on Route 49. In addition to Route 49 alternative service to stops along Freitas Parkway and Nova Albion, including Kaiser Hospital, would be provided by proposed Routes 245 and 257.		-10,120 hours
Total			+25,642 (+17%)





## 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) Lauren Gradia	Phone: 415-226-0861	Date: 1/26/16
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Approval Authority: Sign and date  <i>Nancy Whelan</i> 2/1/2016	Typed name and phone number: Nancy Whelan 415-226-0864
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Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								Project
Component	Prior	FY 15/16	FY 16/17	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	0
Operations/Other	0	275,413	275,413	0	0	0	0	550,826
<b>TOTAL</b>	<b>0</b>	<b>275,413</b>	<b>275,413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>550,826</b>

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 15/16	FY 16/17	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		275,413	275,413					550,826
<b>TOTAL</b>	<b>0</b>	<b>275,413</b>	<b>275,413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>550,826</b>

Funding Source:								
Component	Prior	FY 15/16	FY 16/17	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 16/17	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 16/17	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	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

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

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

OF THE Marin County Transit District  
(Name of County/City Organization)

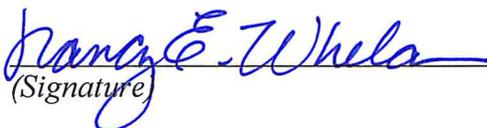
I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and 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.

Nancy Whelan, General Manager OR  
(Name and Title of Authorized Agent)

Lauren Gradia, Director of Finance & Capital Programs OR  
(Name and Title of Authorized Agent)

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

Nancy Whelan General Manager  
(Print Name) (Title)

  
(Signature)

Approved this 26th day of January, 2016

Attachment: Board Resolution approving Authorized Agent



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

**Project Sponsor:** Metropolitan Transportation Commission (MTC)

**Agency Name:** Marin County Transit District

**Effective Date of this Document:** January 26, 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 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: Nancy P. Whelan General Manager, Marin Transit  
AUTHORIZING OFFICER, Title  
Unit/Department/Agency



**RESOLUTION #2016-02**  
**To be adopted February 22, 2016**

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

**WHEREAS**, Marin County Transit District (*the District*) 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 District wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager;

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

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

**APPROVED AND PASSED this 22nd Day of February 2016**

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**PRESIDENT, Marin County Transit District**

**ATTEST:**

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**GENERAL MANAGER**



**RESOLUTION #2016-01**  
**To be adopted February 22, 2016**

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

June 2016 Fixed Route Service Expansion (Route 23x)  
\$191,726 Population-Based Funds & \$359,100 Revenue-Based Funds

**WHEREAS**, the Marin County Transit District (*the District*) 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 District wishes to implement the LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the District 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 District 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:

*Project Name: June 2016 Fixed Route Service Expansion (Route 23x)*

*Amount of LCTOP funds requested: Two years of funding: \$191,726 Population & \$359,100 Revenue*

*Short description of project: Add new service on Route 23 to provide express service through high ridership areas and attract new riders.*

*Contributing Sponsors (if applicable): Metropolitan Transportation Commission (MTC) for Population-Based funds only.*

**AGENCY BOARD DESIGNEE:**

**BY:** \_\_\_\_\_

