

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

Project Information:

| | |
|--|--|
| Lead Agency: | CITY OF GUADALUPE |
| Project Name: | GUADALUPE TRANSIT EXPANSION |
| Project Type: <i>See Attachment A</i> | A2: Expand/Enhance transit service |
| Description of Project (Short): | Expand intercity transit Flyer service between Guadalupe and Santa Maria to provide two additional Saturday morning loops, one additional Saturday evening loop, and eight new Sunday loops. |
| Project Location: | City of Guadalupe, Santa Barbara County, California |
| Project Start Date (anticipated): | July 1, 2016 |
| Project End Date (anticipated): | June 30, 2017 |

Funding Information:

| | |
|--------------------------------|-----------|
| Funding Year: | 2016-2017 |
| Requested Amount of PUC 99313: | \$71,000 |
| Requested Amount of PUC 99314: | |
| Total LCTOP Funding: | \$71,000 |
| Total Project Cost: | \$71,000 |

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

| | |
|--------------------------------|------------------------|
| Estimated GHG Reduction: | .66 MTCO _{2e} |
| Project Life: | 1 year |
| Estimated Total GHG Reduction: | .66 MTCO _{2e} |

Disadvantaged Communities (DAC) Benefits:

| | |
|--|--|
| Does your service area have a DAC? | YES |
| Does the Project Benefit a DAC? | YES |
| Identify the DAC Census Tracts? | 6083002402 |
| Identify Specific DAC Benefit Criteria? <i>See Attachment B</i> | TP 1A: Project provides improved transit or intercity rail service for stations or stops in a disadvantaged community. |
| Qualitative Description of DAC Benefit? | Project provides improved transit service for bus stops and enhanced access for residents in a disadvantaged community by providing three added Saturday loops and a new service day on Saturday (8 loops). |
| Describe the DAC Need Project Addresses? | Transit riders had expressed the need for this expanded service (Sat. & Sun.) during repeated Unmet Transit Needs Hearings and during community meetings. Prior to the creation of the LCTOP grants, transit resources were insufficient in answering that unmet need. |
| Total GGRF \$ Allocated to DAC | 71000 (0.0010) |

Co-benefit

| | |
|-----------------------------------|--|
| Critical Air Pollution Reduction: | |
| VMT Reduction: | 75,260 |
| Ridership Increase | 7,750 projected new passenger trips annually |
| Fuel Ues Reduction: | |
| Energy Use Reduction: | |

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

| | |
|--|-------------------------------------|
| Regional Entity: Santa Barbara Co. Assoc. of Gov. (SBCAG) | |
| Project Lead: CITY OF GUADALUPE | County: Santa Barbara County |
| Project Title: GUADALUPE 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.

Name: ANDREW CARTER

Signature: *Andrew Carter*

Title: CITY ADMINISTRATOR

Agency: CITY OF GUADALUPE

Date: 1/19/2015 **Amount:** \$71,000

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:

Signature:

Title:

Agency:

Date: **Amount:**

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

| <i>LCTOP Allocation</i> | 15/16 | 16/17 | 17/18 |
|---|-------|----------|-------|
| Request Amount per PUC 99313: | | \$71,000 | \$0 |
| Request Amount per PUC 99314: | \$0 | \$0 | \$0 |
| Total Project Allocation Request: | \$0 | \$71,000 | \$0 |
| Project Title: <u>GUADALUPE TRANSIT EXPANSION</u> | | | |
| Project Location/Address: <u>918 Obispo St., Guadalupe, CA 93434</u> | | | |

Table 1: Project Lead Information

Legislative District Numbers

| | |
|--|-------------------------------------|
| Agency Name: <u>CITY OF GUADALUPE</u> | Assembly: <u>37</u> |
| Contact Person: <u>ANDREW CARTER</u> | Senate: <u>19</u> |
| Contact Phone #: <u>(805) 356-3892</u> | Congressional: <u>24</u> |
| Email Address: <u>acarter@ci.guadalupe.ca.us</u> | Amount: _____ PUC Funds Type: _____ |
| Address: <u>918 Obispo Street</u> | \$ <u>71,000</u> |
| <u>Guadalupe, CA 93434</u> | \$ _____ |

Table 2: Contributing Sponsor Information

| | | |
|------------------------|---------------|----------------------|
| Name: _____ | Amount: _____ | PUC Fund Type: _____ |
| Contact: _____ | \$ _____ | |
| Contact Phone #: _____ | \$ _____ | |
| Email Address: _____ | | |
| Address: _____ | | |

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

TOTAL \$71,000

(*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 |
| XX | A2 | | Aii |
| | A3 | | Aiii |
| | A4 | | Aiv |
| | A5 | | |
| | | | B1 |
| | | | B2 |
| | | | B3 |
| | | | B4 |
| | | | Bi |
| | | | Bii |
| | | | Bii |

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.

Improvements to be made: The project will expand the Guadalupe Flyer schedule to include three additional service loops (two in the morning and one in the evening) on Saturdays and a full eight-loop day of new service on Sundays. This service expansion will: 1) Reduce Greenhouse gas emissions and Vehicle Miles Traveled in cars, 2) Promote inter-modal transportation (walking, bicycle, local transit), 3) Promote access to inter-regional transit services (Amtrak, Greyhound, San Luis Obispo Rapid Transit (SLORTA) Route 10), 4) Enhance Job Access, and 5) Increase Retail and Recreational Access. **Increased level of service and performance goals:** Based on preliminary first-year outcomes and to include continued advertising and promotions in 2016-2017, the new-passenger goal for the three Saturday loops in 2016-2017 is projected at 2,400 new trips. The new passenger goal for the Sunday service in 2016-2017 is projected at 5,350 for a total performance goal of 7,750 new passenger trips in 2016-2017.

The residents of Guadalupe personify the definition of "transit dependence". The Guadalupe Transit system continues to have the highest passenger trip per capita of any transit system in the region. In the past three years ('13-'14/'14-'15/'15-'16), the system provided an average of 108,039 annual passenger trips. This level was over 2 times the trip per capita for the nearby Santa Maria Area Transit service, a successful service in its own right, and 10 times the trips per capita of Lompoc Colt and Santa Ynez transit COMBINED. This service level was achieved with the previous 6-day per week schedule.

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 City of Guadalupe, population 7,080 (2010 Census), is located in the northwestern corner of Santa Barbara County, roughly 8 miles from Santa Maria, the largest city in the county and the location of the majority of retail, medical, education (high school and college), social service, employment and recreation services. The City operates a transit service that includes the Guadalupe Flyer route between Guadalupe and Santa Maria. Each 75 minute round trip loop travels through twelve bus stops in Guadalupe and four bus stops in Santa Maria, anchored at the Santa Maria Transit Center located within two blocks of the city's government center and Town Center Mall. The transit center is also the hub for a number of local and inter-regional transit services. A passenger survey included in the 2014 Short Range Transit Plan indicated that 79% of surveyed riders had NO Access to an Automobile, demonstrating the substantial transit dependency of Guadalupe residents.

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

Effective 11/15

Operations: 12 months, Fiscal Year 7/1/2016 - 6/30/2017

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 on Saturdays and Sundays will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Based on 2015-2016 first year ridership and continued advertising/promotion, in 2016-2017 the Saturday expansion is projected to add 2,400 new annual passenger trips and the new Sunday service is projected to add an additional 5,350 annual passenger trips for a total of 7,750 NEW passenger trips in 2016-2017. Using this NEW ridership projection of 7,750, the average trip distance of 12.50 miles, and using the CARB Calculator (attached), the expanded service is projected to reduce automobile Vehicle Miles Traveled by 75,260 VMT and reduce Greenhouse Gases by .66 MTCO_{2e}.

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

The project will provide 3 loops of additional service Mon-Sat and 1 new day of service (8 loops) on Sundays, all previously not available to residents of Guadalupe and the affected DAC. This new service is projected to provide 7,750 in total increased mode share that otherwise would have been completed in automobiles or simply not have taken place.

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 disadvantaged community (e.g., vouchers, reduced fares, transit passes).

| Low Carbon Transportation Projects | | | | Transit Projects | | | | | |
|------------------------------------|----|--|----|------------------|----|--|----|--|----|
| | 1A | | 2A | XX | 1A | | 1G | | 2E |
| | 1B | | 2B | | 1B | | 1H | | 2F |
| | 1C | | 2C | | 1C | | 2A | | 2G |
| | 1D | | | | 1D | | 2B | | 2H |
| | | | | | 1E | | 2C | | 2I |
| | | | | | 1F | | 2D | | |

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

The Guadalupe Flyer bus stop (refer to attached maps please) on Main and Russell is .1 mile walking distance to a designated DAC as well as immediately adjacent to two popular retail shopping areas (Carneceria El Toro and La Jolla Plaza) and a bilingual dental clinic. This Flyer bus stop is also 0.1 miles from the Santa Maria Area Transit (SMAT) Route 2 bus stop. The project expansion therefore offers passengers increased access to retail shopping, bilingual dental services, and inter-city transit services.

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

The Guadalupe Flyer route includes a bus stop at the Amtrak Surfliner train station in Guadalupe and extends to the Santa Maria Transit Center where all intercity SMAT routes stop, as well as the inter-regional (SLORTA Route 10 to San Luis Obispo County), and Greyhound intermodal services can be accessed . The Transit Center's close proximity to nearby Town Center Mall, neighboring retail outlets, medical offices, social services, and the city's government center also promotes walking and bicycle riding.

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 | 1-Jul-16 |
| End expanded/enhanced transit services | 30-Jun-17 |
| Begin Closeout Phase | |
| End Closeout Phase | |

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

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

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

The project is an extension of the service expansion that was implemented in August 2015. As such, the operations will continue seamlessly from fiscal year '15-'16 to '16-'17. The Guadalupe Flyer route will continue as a 75 minute loop between Guadalupe and Santa Maria starting at 6:15 a.m. and finishing at 7:50 p.m. Mondays through Saturdays. An abbreviated schedule operates on Sundays from 8:45 a.m. through 6:35 p.m. This fixed route service will also offer complementary ADA origin to destination service for eligible disabled residents during the same schedule hours as required.

b) Describe the fare structure for this system.

The Guadalupe Flyer fares are: General Public \$1.50; Students \$1.00; Seniors, Disabled, and Medicare Cardholders \$0.75. Convenient Monthly Passes are also available: General Public \$45; Students, Seniors, Disabled, Medicare Cardholders \$25. A \$10 Punch Pass is also available. Passes are sold at Guadalupe City Hall, at the transit contractor's office (SMOOTH, Inc.) in Santa Maria, at the Town Center Mall utility counter, and Allen Hancock College in Santa Maria.

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

Passenger ridership during the first five months of 2015-2016 were used to project ridership for this grant cycle. Building on the first year ridership, and allowing for growth resulting from expanded awareness through marketing and promotional efforts, a Saturday rides per month goal of 200 trips was developed for 2016-2017 ... $200 \times 12 \text{ months} = 2,400$ new Saturday rides. Likewise, Sunday ridership for 2016-2017, to include anticipated expansion, the '16-'17 target for new Sunday ridership was set at 446 trips per month... $446 \times 12 \text{ months} = 5,352$ (rounded down to 5,350). This resulted in a projected total ridership for the project year of 7,750.

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

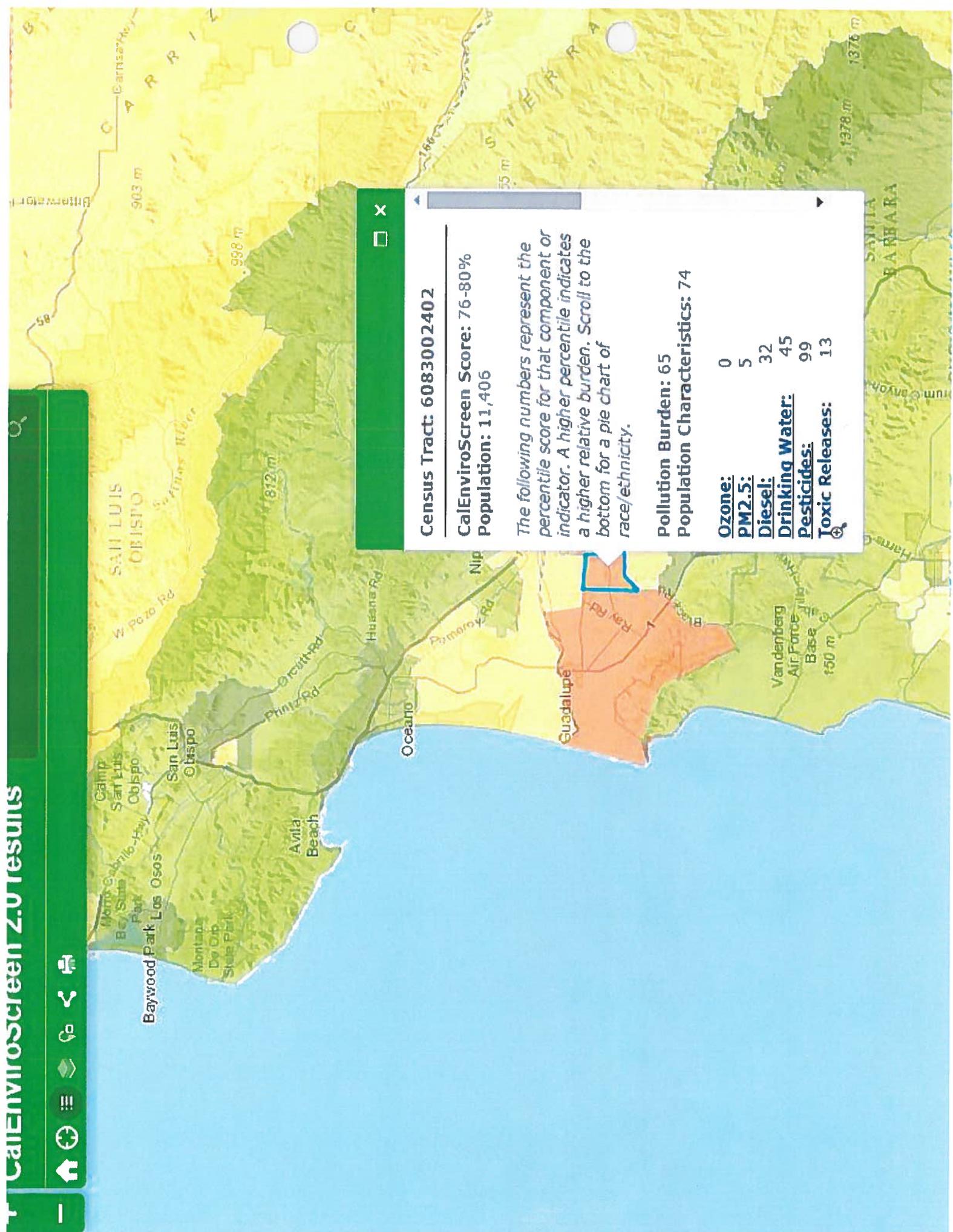
Transit staff developed a detailed expense spreadsheet for the 2015-2016 year which was used for LCTOP periodic reports and internal controls. This spreadsheet allowed the contractor and city to report all actual expenses incurred in the first full year of service. For the 2016-2017 grant cycle, actual days of expanded service in the target year were calculated and all projected expense changes were inserted in the spreadsheet (payroll increases, fuel cost estimate, advertising and promotion costs, projected maintenance, etc.) It is offered that this methodology has resulted in a reliable expense projection.

Low Carbon Transit Operations Program (LCTOP)
2016-2017 Cycle

Lead Agency: City of Guadalupe
Project Name: Guadalupe Transit Expansion

ATTACHMENTS TABLE OF CONTENTS

| | |
|-----------|---|
| Page 1 | Census Tract Map (6083002402) |
| Page 2 | Project and DAC Maps |
| Page 3 | DAC Destinations & Distance from DAC to Bus Stop Connections |
| Page 4-6 | CARB Calculator (GHG Emission and VMT Reductions) |
| Page 7 | Authorized Agent (original) |
| Page 8-10 | Certifications and Assurances (original) |
| Page 11 | City of Guadalupe Resolution No. 2016-01, Authorize Execution of Certifications and Assurances and Authorized Agent (original) |
| Page 12 | City of Guadalupe Resolution No. 2016-02, Project Authorization (original) |



Census Tract: 6083002402

**CalEnviroScreen Score: 76-80%
Population: 11,406**

The following numbers represent the percentile score for that component or indicator. A higher percentile indicates a higher relative burden. Scroll to the bottom for a pie chart of race/ethnicity.

**Pollution Burden: 65
Population Characteristics: 74**

| | |
|------------------------|----|
| Ozone: | 0 |
| PM2.5: | 5 |
| Diesel: | 32 |
| Drinking Water: | 45 |
| Pesticides: | 99 |
| Toxic Releases: | 13 |

PROJECT AND DAC MAPS (Table 4: Item b AND Table 5: Item d)

Grant Program:

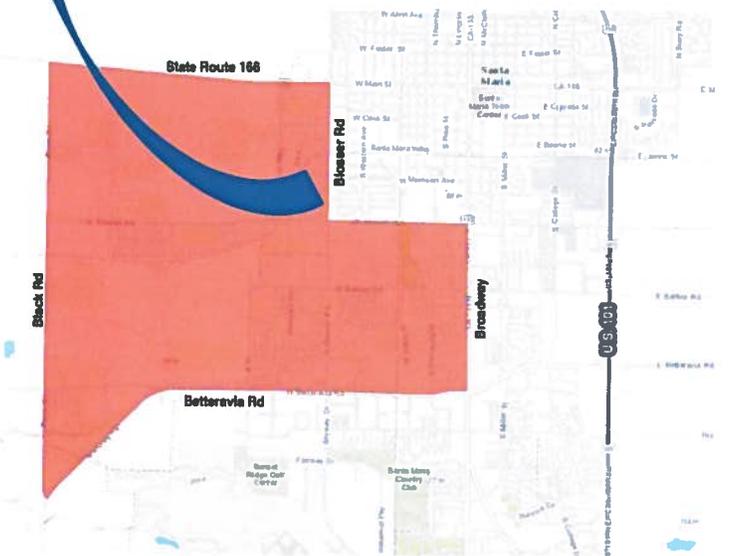
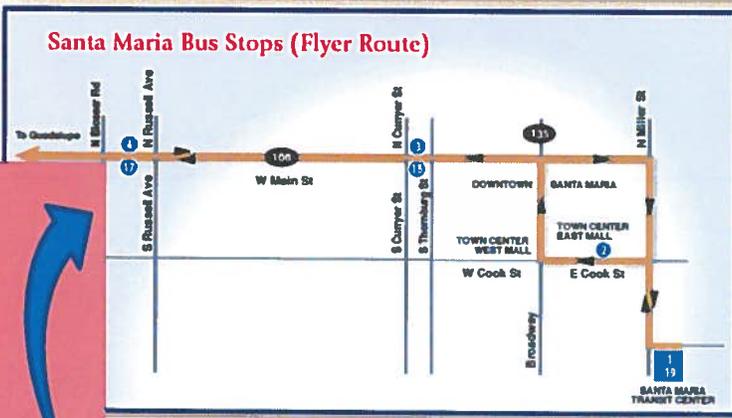
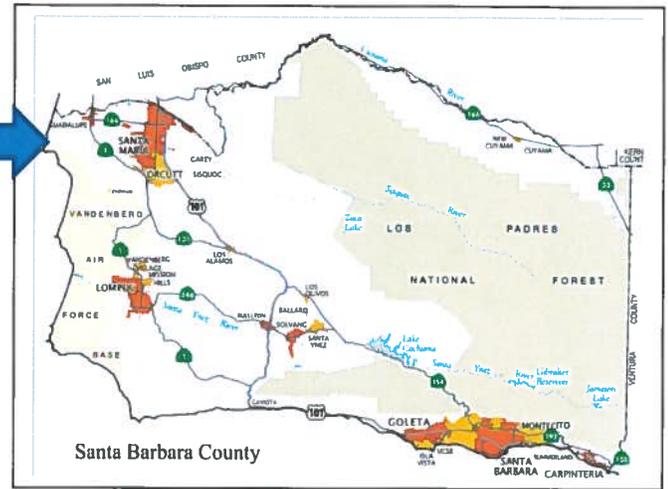
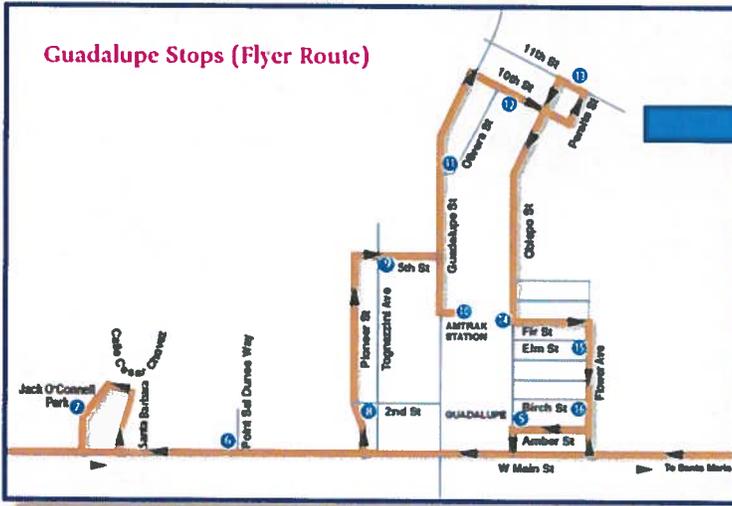
Low Carbon Transit Operations Program (LCTOP), 2016-2017

Applicant:

City of Guadalupe

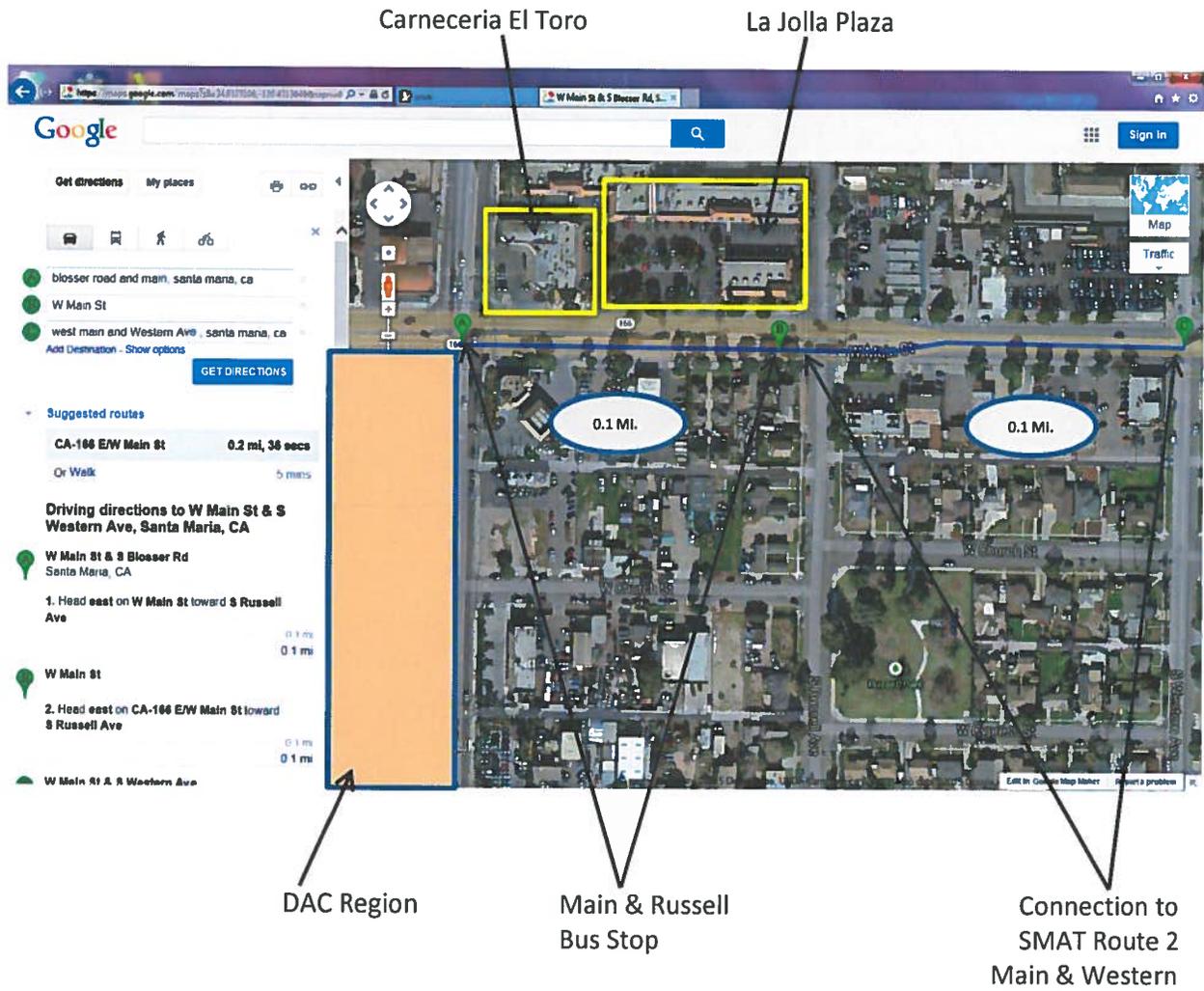
Project Name:

Guadalupe Transit Expansion



DAC DESTINATIONS & DISTANCE FROM DAC TO BUS STOP CONNECTIONS
(Table 5 – d: Distance from DAC to Bus Stop)

Grant Program: Low Carbon Transit Operations Program (LCTOP), 2016-2017
Applicant: City of Guadalupe
Project Name: Guadalupe Transit Expansion



| Displaced Autos Details | | | | | | | New/Expanded Vehicle Details | | |
|-------------------------|----------------------|----------------|------------|-----------------|-------------|------------------------------|------------------------------|-----------|-----------------|
| Yr1 Annual Ridership | YrF Annual Ridership | Adjustment (A) | Length (L) | Adjustment (AA) | Length (LL) | Annual Average VMT Displaced | Fuel Type | Engine MY | VMT or Units of |
| 5,575 | 5,575 | 0.83 | 11.50 | 0.80 | 5.00 | 34,704.38 | Diesel | 2010 | 12,641 |
| | | | | | | - | | | |
| | | | | | | - | | | |
| | | | | | | - | | | |
| | | | | | | - | | | |
| | | | | | | - | | | |
| | | | | | | - | | | |
| | | | | | | - | | | |
| | | | | | | - | | | |



Low Carbon Transit Operations Program (LCTOP) AUTHORIZED AGENT

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

OF THE CITY OF GUADALUPE
(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.

ANDREW CARTER, CITY ADMINISTRATOR OR
(Name and Title of Authorized Agent)

(Intentionally left blank) OR
(Name and Title of Authorized Agent)

(Intentionally left blank)
(Name and Title of Authorized Agent)

John Lizalde Mayor
(Print Name) (Title)

John Lizalde
(Signature)

Approved this 12th day of January, 2016

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: CITY OF GUADALUPE

Agency Name: CITY OF GUADALUPE TRANSIT

Effective Date of this Document: _____

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:



ANDREW CARTER, CITY ADMINISTRATOR
City of Guadalupe

RESOLUTION NO. 2016-01

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

WHEREAS, the CITY OF GUADALUPE 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 CITY OF GUADALUPE wishes to delegate authorization to execute these documents and any amendments thereto to ANDREW CARTER, CITY ADMINISTRATOR.

NOW, THEREFORE, BE IT RESOLVED by the **CITY COUNCIL** of the CITY OF GUADALUPE 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 ANDREW CARTER, CITY ADMINISTRATOR be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

AGENCY BOARD DESIGNEE:

BY: _____



RESOLUTION NO. 2016-02

**AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
GUADALUPE TRANSIT EXPANSION / \$ 71,000**

WHEREAS, the CITY OF GUADALUPE 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 CITY OF GUADALUPE wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the **CITY COUNCIL** of the CITY OF GUADALUPE 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 **CITY COUNCIL** of the CITY OF GUADALUPE 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: **GUADALUPE TRANSIT EXPANSION**

Amount of LCTOP funds requested: **\$ 71,000**

Short description of project: Expand the Guadalupe Flier intercity transit schedule that offers round trip service to city residents from Guadalupe to neighboring Santa Maria. The expanded service will include:

- * Two (2) additional Saturday morning loops,
- * One (1) additional Saturday evening loop, and
- * An eight (8) loop day of service on Sundays

Contributing Sponsors (if applicable): **None Anticipated**

AGENCY BOARD DESIGNEE:

BY: 