

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Madera County Transportation Commission (MCTC)
Project Name:	MCC Bus Stop Shelters and Bike Lockers
Project Type: <i>See Attachment A</i>	B3: Upgrade transit stops/stations to support active transportation and encourages ridership
Description of Project (Short):	Purchase and install Bus Stop Shelters and Bike Lockers
Project Location:	Various locations within the County.
Project Start Date (anticipated):	May, 2018
Project End Date (anticipated):	Feb., 2019

Funding Information:

Funding Year:	2016
Requested Amount of PUC 99313:	\$63,492
Requested Amount of PUC 99314:	\$0
Total LCTOP Funding:	\$63,492
Total Project Cost:	\$ 144,200

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	0.0001
Project Life:	3 years (Funds carried over to year three.)
Estimated Total GHG Reduction:	18.35 MTCO ₂ e

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	Yes
Does the Project Benefit a DAC?	Yes
Identify the DAC Census Tracts?	6039000508, 6039001000
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 1H: Project improves transit stations or stops in a disadvantaged community to increase safety and comfort.
Qualitative Description of DAC Benefit?	There currently are no shelters or bike lockers at these locations. This project will provide bus stop shelters and bike lockers at existing bus stops within the DAC's listed.
Describe the DAC Need Project Addresses?	One Bus Stop Shelter and one bike locker to be installed at each DAC address: 30277 Avenue 12, Madera, CA 93638, approx. 37388 Avenue 12, Madera, CA 93636 and 37405 Avenue 12, Madera, CA 93636
Total GGRF \$ Allocated to DAC	\$ 114,200

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	11,226.58
Ridership Increase	660
Fuel Uses Reduction:	
Energy Use Reduction:	

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Madera County Transportation Commission (MCTC)	
Project Lead: Madera County Transportation Commission (MCTC)	County: Madera
Project Title: MCC Bus Stop Shelters and Bike Lockers	

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: Patricia Taylor

Signature: *Froy McNeil FOR,*

Title: Executive Director

Agency: Madera County Transportation Commission (MCTC)

Date: _____ **Amount:** \$63,492

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:** _____

<i>LCTOP Allocation</i>	15/16	16/17	17/18
Request Amount per PUC 99313:	\$63,492	\$40,354	\$40,354
Request Amount per PUC 99314:	\$0		
Total Project Allocation Request:	\$63,492	\$40,354	\$40,354
Project Title:	MCC Bus Stop Shelters and Bike Lockers		
Project Location/Address:	Various locations within County		

Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: Madera County Transportation Commission (MCTC)	Assembly:	5
Contact Person: Amelia Erlandsen	Senate:	12, 14
Contact Phone #: 559-675-0721	Congressional:	4 & 16
Email Address: amelia@maderactc.org	Amount:	PUC Funds Type:
Address: 2001 Howard Rd, Suite 201	\$ 144,200	99313
Madera, CA 93637	\$	

Table 2: Contributing Sponsor Information

Name:	Amount :	PUC Fund Type:
Contact:	\$	
Contact Phone #:	\$	
Email Address:		
Address:		
Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name:	\$	
Name:	\$	
Name:	\$	
TOTAL \$144,200		

(*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	
<input type="checkbox"/>	A1	<input type="checkbox"/>	Ai
<input type="checkbox"/>	A2	<input type="checkbox"/>	Aii
<input type="checkbox"/>	A3	<input type="checkbox"/>	Aiii
<input type="checkbox"/>	A4	<input checked="" type="checkbox"/>	Aiv
<input type="checkbox"/>	A5	<input type="checkbox"/>	
		<input type="checkbox"/>	B1
		<input type="checkbox"/>	B2
		<input checked="" type="checkbox"/>	B3
		<input type="checkbox"/>	B4
		<input type="checkbox"/>	Bi
		<input type="checkbox"/>	Bii
		<input type="checkbox"/>	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.

The project includes purchase and installation of four (4) Bus Stop Shelters and three (3) Bike Lockers at various locations within the County. Three of the Shelters and all of the Bike lockers will be located in DAC areas. There are no amenities at these existing stops. It is anticipated the ridership will increase at these locations because of these improvements. The LCTOP program allows projects to accumulate funds over three funding cycles. Due to funding limitations this year, LCTOP funds will be accumulated over three years in order to complete this project. Equipment purchasing and construction is planned to begin the summer of 2018.

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>.

Three of the Shelters and all of the Bike lockers will be located in DAC areas. One Bus Stop Shelter and one bike locker to be installed at each DAC address: 30277 Avenue 12, Madera, CA 93638, approx. 37388 Avenue 12, Madera, CA 93636 and 37405 Avenue 12, Madera, CA 93636. The fourth bus stop shelter will be installed at 40530 California 41, Oakhurst, CA 93644. See attached maps of each location.

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: 20 years
 Operations:

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 upgraded transit stops will support active transportation and encourages ridership by providing Bus Stop Shelters where none exist. Not only are the shelters covered, but they provide solar L.E.D. lighting at night. Commuters will be further encouraged by the fact that bike lockers will also be installed. The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates using a conservative increase of 5% indicates that the expansion could add as much as 660 riders in the first year. Because we operate a rural transit system, long distance commuter service default values were used in the Greenhouse Gas Emission Reduction Calculator. The estimated annual average auto vehicle miles traveled (VMT) displaced by the project is 11,226.58. This equates to GHG Emission Reductions of 18.35 MTCO_{2e}.

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

<input type="checkbox"/>	1A	<input type="checkbox"/>	2A
<input type="checkbox"/>	1B	<input type="checkbox"/>	2B
<input type="checkbox"/>	1C	<input type="checkbox"/>	2C
<input type="checkbox"/>	1D		

<input type="checkbox"/>	1A
<input type="checkbox"/>	1B
<input type="checkbox"/>	1C
<input type="checkbox"/>	1D
<input type="checkbox"/>	1E
<input type="checkbox"/>	1F

Transit Projects

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

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

This project will directly benefit the DAC(s) within our service area by installing three of the four Shelters and all of the Bike lockers within those communities. Approximately 80% of the total project funding applies to these DAC's.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

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

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.
 Lighted and covered shelters improve safety by their very nature. Bus stops with shelters and bike lockers are more inviting and encourage walking and biking, thereby promoting active modes of transportation and improving public health. The majority of these bus stops will be connected to the communities around them by sidewalks and bike lanes.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	September, 2018
End Construction Phase (Contract Acceptance)	December, 2018
Begin Vehicle/Equipment Order (Contract Award)	May, 2018
End Vehicle/Equipment Order (Contract Acceptance)	August, 2018
Begin Closeout Phase	January, 2019
End Closeout Phase	February, 2019

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

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

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

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

b) Describe the fare structure for this system.

N/A

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

N/A

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

N/A

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

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

Person preparing this form (please type or print) Jerome C. Jackson Phone: 559-675-7811 Date: 01/25/16

Approval Authority: Sign and date 02/01/16 Typed name and phone number: Amelia Erlandsen 559-675-0721

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

Proposed Total Project Cost								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	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	63,492	40,354	40,354	0	0	0	144,200
Operations/Other	0	0	0	0	0	0	0	0
TOTAL	0	63,492	40,354	40,354	0	0	0	144,200

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		63,492	40,354	40,354				144,200
Operations/Other								0
TOTAL	0	63,492	40,354	40,354	0	0	0	144,200

Funding Source:								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							

Funding Source:								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							

Funding Source:								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							



Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

Funding Source:								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							

Funding Source:								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							

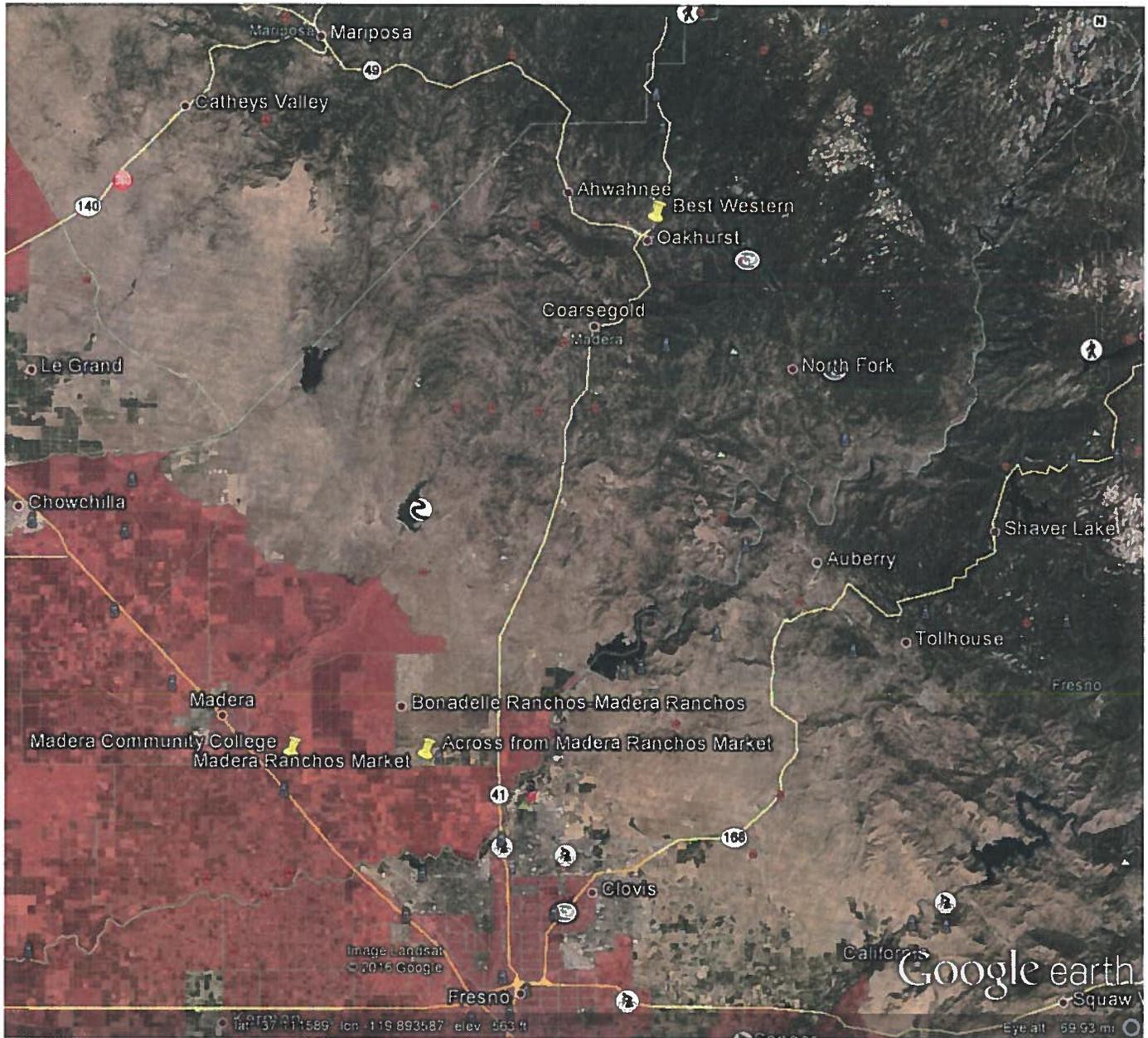
Funding Source:								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							

Funding Source:								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							

Funding Source:								
Component	Prior	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							

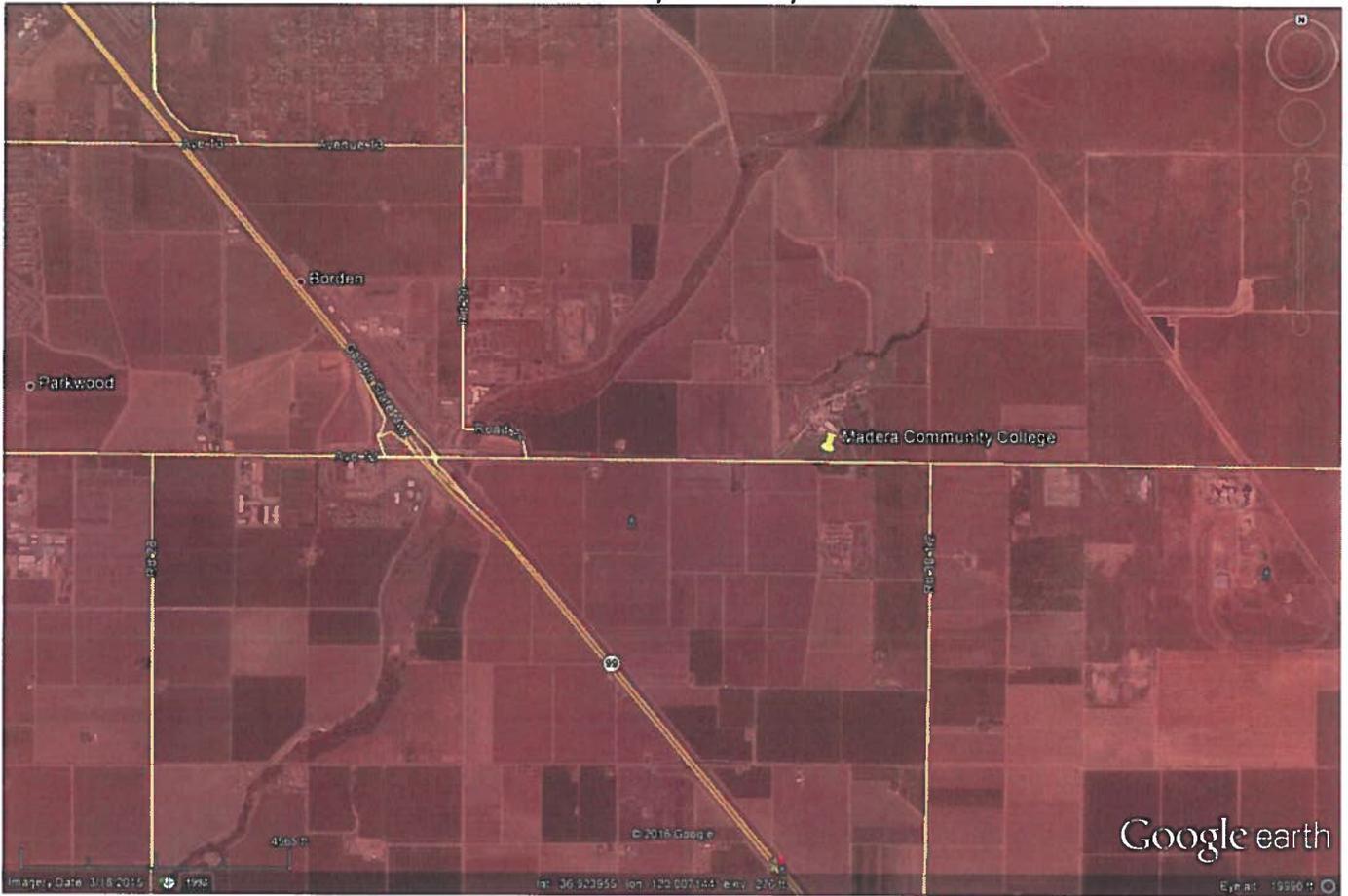
Madera County Connection Site Map of 4 Locations

Madera Community College: 30277 Avenue 12, Madera, CA 93638
Madera Ranchos Market: 37388 Avenue 12, Madera, CA 93636
Across Madera Ranchos Market: 37405 Avenue 12, Madera, CA 93636
Best Western: 40530 California 41, Oakhurst, CA 93644.



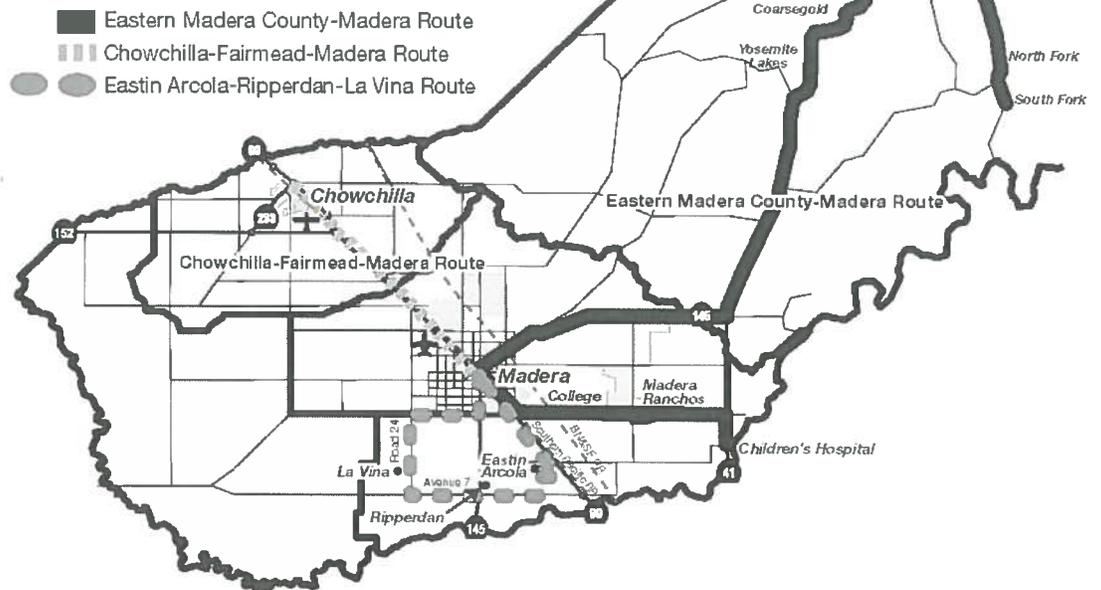
 Disadvantage Communities Map
per SB535

Madera Community College
 Avenue 12 East of Highway 99
 30277 Avenue 12, Madera, CA 93638



 Disadvantage Communities Map per SB535

Madera County Connection System Map



Madera Ranchos Market

On Avenue 12 West of Road 38

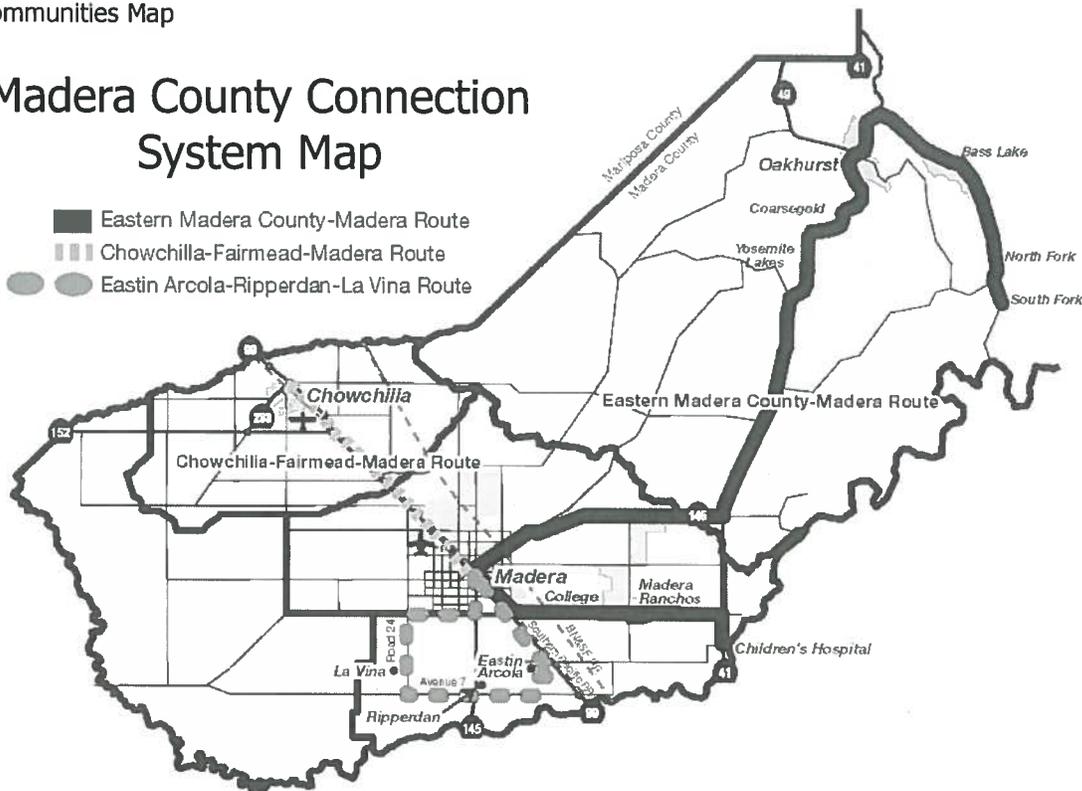
337388 Avenue 12, Madera, CA 93636 and 37405 Avenue 12, Madera, CA 93636.



Disadvantage Communities Map per SB535

Madera County Connection System Map

- Eastern Madera County-Madera Route
- Chowchilla-Fairmead-Madera Route
- Eastin Arcola-Ripperdan-La Vina Route



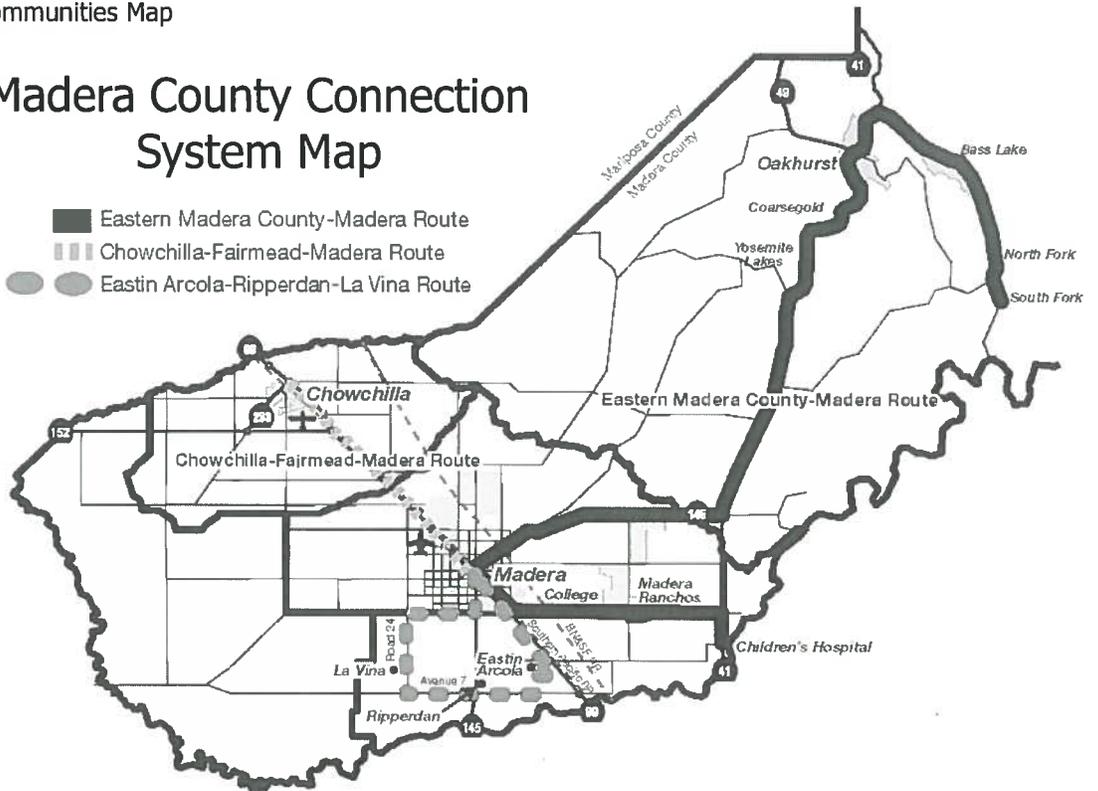
Best Western
 On Highway 41 North of Highway 49
 40530 California 41, Oakhurst, CA 93644



Disadvantage Communities Map
 per SB535

Madera County Connection System Map

-  Eastern Madera County-Madera Route
-  Chowchilla-Fairmead-Madera Route
-  Eastin Arcola-Ripperdan-La Vina Route



Avenue 12 Avenue 12
 To Children's Hospital



California Environmental Protection Agency
Air Resources Board

**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/auctionproceeds/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:	MCC Bus Stop Shelters and Bike Lockers
Project ID:	
Contact Name:	Jerome Jackson
Contact Phone Number:	559-675-7811
Contact Email:	jerome.jackson@co.madera.ca.gov
Date Completed:	1/25/2016

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.

For more information on ARB's efforts to support implementation of GGRF investments, see: www.arb.ca.gov/auctionproceeds
 Questions on this document should be forwarded to GGRFProgram@arb.ca.gov
 Questions on the LCTOP program should be forwarded to LCTOPcomments@dot.ca.gov

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	Annual VMT or Units of Fuel
13,196	13,856	0.83	5.00	0.80	5.00	11,226.58			
						-			
						-			
						-			
						-			
						-			
						-			
						-			
						-			



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:	MCC Bus Stop Shelters and Bike Lockers
Project ID:	0

Inputs in RED must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	18.35	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	63,492.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	144,200.00	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 (\$)	144,200.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions / Total GGRF Funds Requested (\$)	0.0001	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 Madera County Transportation Commission
(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.

Patricia Taylor, Executive Director OR
(Name and Title of Authorized Agent)

Troy McNeil, Fiscal Supervisor OR
(Name and Title of Authorized Agent)

Amelia Erlandsen, Associate Regional Planner
(Name and Title of Authorized Agent)

Patricia Taylor Executive Director
(Print Name) (Title)

(Signature)

Approved this _____ day of _____, 20____

Attachment: Board Resolution approving Authorized Agent



Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: Madera County Transportation Commission (MCTC)

Agency Name: Madera County Transportation Commission (MCTC)

Effective Date of this Document: 2/17/2016

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: _____

Patricia Taylor, Executive Director
Madera County Transportation Commission

1
2 BEFORE
3 THE COMMISSIONERS OF THE MADERA COUNTY TRANSPORTATION COMMISSION
4 COUNTY OF MADERA, STATE OF CALIFORNIA
5

6 In the matter of) Resolution No. 16-xx
7 **AUTHORIZATION FOR THE**)
8 **EXECUTION OF THE**)
9 **CERTIFICATIONS AND**)
10 **ASSURANCES AND AUTHORIZED**)
11 **AGENT FORMS FOR THE LOW**)
12 **CARBON TRANSIT OPERATIONS**)
13 **PROGRAM (LCTOP)**)
14

15
16 **WHEREAS,** the Madera County Transportation Commission (MCTC) is an eligible
17 project sponsor and may receive state funding from the Low Carbon Transit Operations Program
18 (LCTOP) for transit projects; and
19

20 **WHEREAS,** the statutes related to state-funded transit projects require a local or regional
21 implementing agency to abide by various regulations; and
22

23 **WHEREAS,** Senate Bill 862 (2014) named the Department of Transportation
24 (Department) as the administrative agency for the LCTOP; and
25

26 **WHEREAS,** the Department has developed guidelines for the purpose of administering
27 and distributing LCTOP funds to eligible project sponsors (local agencies); and
28

29 **WHEREAS,** the MCTC wishes to delegate authorization to execute these documents and
30 any Amendments thereto to Patricia Taylor, Executive Director or Troy McNeil, Fiscal Supervisor or
31 Amelia Erlandsen, Associate Regional Planner,
32

33 **NOW, THEREFORE, LET IT BE RESOLVED** by the MCTC that the fund recipient
34 agrees to comply with all conditions and requirements set forth in the Certification and Assurances
35 and the Authorized Agent documents and applicable statutes, regulations and guidelines for all
36 LCTOP funded transit projects.
37

38 **NOW, THEREFORE, BE IT FURTHER RESOLVED** that Patricia Taylor,
39 Executive Director or Troy McNeil, Fiscal Supervisor or Amelia Erlandsen, Associate Regional
40 Planner be authorized to execute all required documents of the LCTOP program and any
41 Amendments thereto with the California Department of Transportation:
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43
44

45 The foregoing resolution was adopted this 17th day of February, 2016 by the following vote:
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49

1 Commissioner Wheeler voted: _____
2 Commissioner Rodriguez voted: _____
3 Commissioner Frazier voted: _____
4 Commissioner Poythress voted: _____
5 Commissioner Medellin voted: _____
6 Commissioner Ahmed voted: _____

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Chairman, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission