Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Humboldt Transit Authority
Project Name:	Electric Bus Charging Station
Project Type: *See Attachment A*	Aii: Install infrastructure to support zero-emission or plug-in hybid vehicles and equipment
Description of Project (Short):	HTA is submitting a LCTOP allocation reqeust for a BEV to assist with route expansioin and freqeucny. A charging station is needed to use the electric bus.
Project Location:	Humboldt County
Project Start Date (anticpated):	June 1, 2016
Project End Date (anticpated):	April 1, 2017

Funding Information:

Funding Year:	15/16
Requested Amount of PUC 99313:	$34,406
Requested Amount of PUC 99314:	$9,594
Total LCTOP Funding:	$44,000
Total Project Cost:	$44,000

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	8708.01
Project Life:	20 years
Estimated Total GHG Reduction:	8708.01

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	No
Does the Project Benefit a DAC?	N/A
Identify the DAC Census Tracts?	N/A
Identify Specific DAC Benefit Criteria? *See Attachment B*	
Qualitative Description of DAC Benefit?	N/A
Describe the DAC Need Project Addresses?	N/A
Total GGRF $ Allocated to DAC	0

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	108,870 annual average VMT displaced/year
Ridership Increase	2%
Fuel Ues Reduction:	Each zero emission bus will save 7,800 gallons in fuel to the fleet per year.
Energy Use Reduction:	

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

	Regional Entity: Humboldt Transit Authority
Project Lead: Humboldt Transit Authority	**County:** Humboldt
Project Title: Electric Bus Charging Station	

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: Greg Pratt

Signature: Greg Pratt

Title: General Manager

Agency: Humboldt Transit Authority

Date: 1/25/2016 **Amount:** $9,594

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: Marcella Clem

Signature:

Title: Executive Director

Agency: Humboldt County Association of Governments

Date: 1/25/2016 **Amount:** 34,406

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

LCTOP Allocation	15/16	16/17	17/18
Request Amount per PUC 99313:	$34,406		
Request Amount per PUC 99314:	$9,594		
Total Project Allocation Request:	$44,000		

Project Title: Electric Bus Charging Station

Project Location/Address: 133 V Street, Eureka CA 95501

Table 1: Project Lead Information

Agency Name: Humboldt Transit Authority
Contact Person: Greg Pratt
Contact Phone #: (707) 443-0826
Email Address: greg@hta.org
Address: 133 V Street
Eureka, CA 95501

Legislative District Numbers

Assembly:
Senate:
Congressional:

Amount:	PUC Funds Type:
$ $9,594	99314
$	

Table 2: Contributing Sponsor Information

Name: Humboldt County Association of Governments
Contact: Marcella Clem
Contact Phone #: (707) 444-8208
Email Address: marcella.clem@hcaog.net
Address: 611 I Street, Suite B • Eureka, CA 95501

Amount :	PUC Fund Type:
$ $34,406	99313
$	

Other Contributing Sponsors: (Attach sheet with contact information)

	Amount:	PUC Fund Type:
Name:	$	
Name:	$	
Name:	$	

TOTAL $44,000

*(*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

☐	A1	☐	Ai
☐	A2	☑	Aii
☐	A3	☐	Aiii
☐	A4	☐	Aiv
☐	A5		

Capital Projects

☐	B1	☐	Bi
☐	B2	☐	Bii
☐	B3	☐	Bii
☐	B4		

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 Humboldt Transit Authority (HTA) operates the Redwood Transit System that services Highway 101 from Scotia to Trinidad. It operates a minimum schedule on Saturday and the buses are becoming overcrowded due to minimal frequency. Over the past two months, passengers have been turned away because of the buses being full. HTA needs to add another bus to increase frequency to accomodate the demand for ridership on Saturdays. Also, when the Junior and State Colleges are in session, ridership is up 20%. Increased frequency is needed to keep up with the demand of ridership during peak times of the day. HTA purchasing a BEV would reduce GHG emissions of the overall fleet and increase ridership on the weekends and peak hours during the week. Purchasing an electric bus charging station will allow HTA the ability to purchase zero emission buses that will reduce GHG emissions of the overall fleet and increase ridership on the weekends and peak hours during the week.

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 location of the service being provided is between the campuses of College of the Redwoods and Humboldt State University.

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.

Purchasing a charging station for a BEV will give HTA the ability to bring in more electric buses in the future and begin the process of converting the fleet from diesel buses to electric. The BEV charger will reduce GHG emissions in Humboldt County by 8708.01 over the next 20 years and that number will increase as HTA adds more electric buses. HTA is also applying for LCTOP funds to purchase an electric bus that will reduce VMT by 108,870 annually. This has the potential to add 35 passengers per day; replacing an average auto trip of 20 miles each way.

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

Purchasing an electric charging station will give HTA the ability to charge a zero emission bus. It will give HTA the ability to expand service which would increase mode share as commuters would have more options of travel times and not be turned away from full buses. The service would become more reliable by getting passengers to their destinations on time and making critical transfers.

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

Low Carbon Tranportation Projects

- ☐ 1A
- ☐ 1B
- ☐ 1C
- ☐ 1D

- ☐ 2A
- ☐ 2B
- ☐ 2C

Transit Projects

- ☐ 1A
- ☐ 1B
- ☐ 1C
- ☐ 1D
- ☐ 1E
- ☐ 1F

- ☐ 1G
- ☐ 1H
- ☐ 2A
- ☐ 2B
- ☐ 2C
- ☐ 2D

- ☐ 2E
- ☐ 2F
- ☐ 2G
- ☐ 2H
- ☐ 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.**

Having the first BEV in the community will bring awareness to GHG emmissions. Purchasing a charging station for an electric bus will give the county an infrastructure that will support other zero emission vehicles. The charging station is also compatible for electric cars.

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.

_____ Improved Safety
✓ Improved Public Heath
✓ Reduced Operating/Maintenance Cost
✓ Increase System Reliability
_____ Other Benefits (describe below)

✓ Coordination with Educational Institutions
✓ College/University _____ Grades K-12
_____ Promotes Active Transportation (walking, biking)
_____ Promotes integration with other modes of transportation

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

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase **(Contract Award)**	
End Construction Phase **(Contract Acceptance)**	
Begin Vehicle/Equipment Order **(Contract Award)**	June 2016
End Vehicle/Equipment Order **(Contract Acceptance)**	February 2017
Begin Closeout Phase	March 2017
End Closeout Phase	April 2017

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 soures.

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 charging station will support a BEV for a new bus route. The new route will be ran at busy times of the day to help other buses with the heavy passenger loads and to help other buses stay on schedule. It will run between 7:00 a.m. and 11:30 am and between 2:00 p.m. and 6:00 p.m Monday through Friday on the mainline Redwood Transit System route. The route will operate between Humboldt State University in Arcata, CA and the College of the Redwood, which is located seven miles south of Eureka, CA

b) Describe the fare structure for this system.

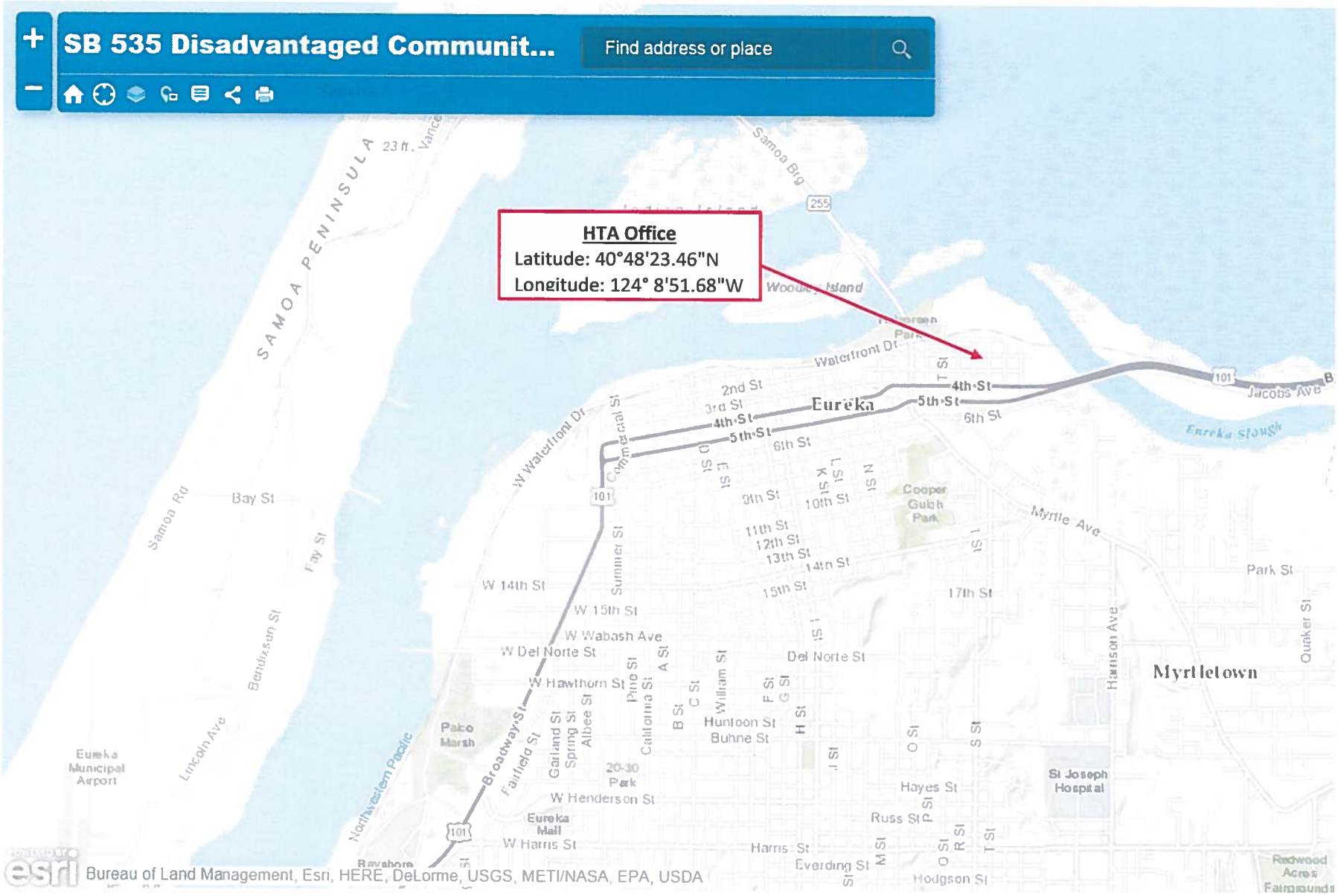
The charging station will be used for a bus for the Redwood Transit System. The cash Fares are $3.00 per ride. Purchasing a $20.00 Stored Value Card reduces the cost per ride to $1.90. 31 Day Month Passes are available for $59.00 and all seniors, children, and persons with disabilities receive a discount.

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

The charging station will support new bus service for the Redwood Transit System that will operate six days per week. Many riders do not utilize bus service during peak times because of overflowing buses. Either the buses are too full to bring on anymore passengers or they see the full buses and do not board because of the inconvenience. During each operating day, it is estimated that this affects approximately 20 riders that do not board due to standing room only buses. We also receive phone calls asking for more buses during that time and it has been an unmet need through the Humboldt County Association of Governments for the past two years. Gaining an extra 30 passengers per day would net at least 10,000 passengers/year.

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

The amount quoted for the charging was $40,000 plus sales tax of 8.75% which comes out to a total of $43,500. Adding $500 for freight brought the total price to $44,000. The main operating cost to operate the new route with the BEV will be the capital lease payment. HTA is also applying for $68,775 in LCTOP funds to cover that cost.


SB 535 Disadvantaged Communit...
Find address or place
HTA Office
Latitude: 40°48'23.46"N
Longitude: 124° 8'51.68"W
SAMOA PENINSULA
Samoa Brg
Woodley Island
Waterfront Dr
Eureka
2nd St
3rd St
4th St
5th St
6th St
Jacobs Ave
Eureka Slough
Cooper Gulch Park
Myrtle Ave
Park St
Quaker St
Harrison Ave
Myrtletown
St Joseph Hospital
Hayes St
Russ St
Harris St
Everding St
Hodgson St
Del Norte St
Huntoon St
Buhne St
W Henderson St
W Harris St
Eureka Mall
20-30 Park
Palco Marsh
Broadway St
Fairfield St
Garland St
Spring St
Albee St
Pine St
California St
William St
W Del Norte St
W Hawthorn St
W Wabash Ave
W 15th St
W 14th St
Summer St
Commercial St
W Waterfront Dr
Bay St
Samoa Rd
Fay St
Bendixsen St
Lincoln Ave
Eureka Municipal Airport
Northwestern Pacific
Redwood Acres Fairgrounds
Bureau of Land Management, Esri, HERE, DeLorme, USGS, METI/NASA, EPA, USDA

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)	Phone:	Date:
Greg Pratt	(707) 443-0826	12/28/2016

Approval Authority: Sign and date	Typed name and phone number:
Greg Pratt 1/28/16	Greg Pratt (707) 443-0826

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

Proposed Total Project Cost								Project
Component	Prior	FY 15/16	FY ___	FY ___	FY ___	FY ___	FY ___	Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	44,000	0	0	0	0	0	44,000
Operations/Other	0	0	0	0	0	0	0	0
TOTAL	0	44,000	0	0	0	0	0	44,000

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 15/16	FY ___	FY ___	FY ___	FY ___	FY ___	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		44,000	0	0				44,000
Operations/Other								0
TOTAL	0	44,000	0	0	0	0	0	44,000

Funding Source:	State Transit Assistance Funds							
Component	Prior	FY 15/16	FY ___	FY ___	FY ___	FY ___	FY ___	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

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

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

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

**Updated Emission factors on December 18, 2015.

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/finallctopqm.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:	Electric Bus Charging Station
Project ID:	1-Aii_001_Electric Bus Charging Station
Contact Name:	Greg Pratt
Contact Phone Number:	(707) 443-0826
Contact Email:	greg@hta.org
Date Completed:	1/28/2016

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

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

California Environmental Protection Agency
Air Resources Board

Project Name:	Electric Bus Charging Station
Project ID:	1-Aii_001_Electric Bus Charging Station

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

Project Details					
Eligible Project Type	Transit Service Type	County	Year 1 (Yr1)	Year F (YrF)	Yr1 Annual Ridership
Expanded Transit Facilities or Service Enhancements	Bus (local bus)	Humboldt	2017	2037	10,000

Displaced Autos Details						New/Expanded Vehicle Details		
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
11,994	0.50	20.00	0.10	2.00	108,870.30			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			

	Old Service Vehicle or Displaced Fuel Details				Net GHG Benefits
Useful Life	Additional Project Type	Fuel Type	Engine MY	Annual VMT or Units of Fuel	Total GHG Emission Reductions (MTCO2e)
	Fuel Savings	Diesel		47,000	8708.01

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

Project Name:	**Electric Bus Charging Station**
Project ID:	**1-Aii_001_Electric Bus Charging Station**

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	8,708.01	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested ($)	44,000.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested ($)	44,000.00	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 ($)	44,000.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested ($)	0.1979	The metric to be reported in the application.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

Division of Rail and Mass Transportation
Low Carbon Transit Operations Program (LCTOP)
Authorized Agent Form
Effective 1/15

Authorized Agent

AS THE BOARD CHAIR

OF THE HUMBOLDT TRANSIT AUTHORITY

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. This form is valid for Fiscal Year 2015-2016 funds. 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.

GREG PRATT, GENERAL MANAGER *OR*
(Name and Title of Authorized Agent)

_____ *OR*
(Name and Title of Authorized Agent)

_____
(Name and Title of Authorized Agent)

MICHAEL WINKLER — HTA CHAIR
(Print Name) — *(Title)*

Michael Winkler
(Signature)

Approved this 18TH *day of* NOVEMBER, *20* 15

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP)

Certifications and Assurances

Project Sponsor: Humboldt County Association of Governments
Agency Name: Humboldt Transit Authority

Effective Date of this Document: November 18, 2015

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 sponsors (both Project Lead and Contributing Sponsors) must comply with these terms and conditions.

A. General

(1) The project sponsor agrees to abide by the current LCTOP Guidelines and applicable legal requirements.

(2) The project sponsor 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 when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.

(3) 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.

(4) 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.

(5) 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.

(6) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.

(7) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).

(8) 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.

(9) 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 February 15th and August 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: ARAB 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 ARAB'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 allowability 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), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. 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 from the date of final payment 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.

Greg Pratt, HTA General Manager

ATTACHMENT I

RESOLUTION # 15-17

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

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

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

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

WHEREAS, the Humboldt Transit Authority 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 Humboldt Transit Authority, 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 the General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

PASSED, APPROVED AND ADOPTED by the Humboldt Transit Authority Governing Board of Directors, on September 16, 2015 by the following vote:

AYES: Winkler, Fullerson, Lovelace, Marks, Bohn, Trent, Arroyo
NOES:
ABSENT:

AGENCY BOARD DESIGNEE:

Michael Winkler
Chair of the HTA Governing Board of Directors

ATTEST:

Brenda Fregoso
Secretary to the Board

RESOLUTION #16-03

AUTHORIZATION FOR THE EXECUTION OF THE THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT: *IN-DEPOT ELECTRIC BUS CHARGING STATION: $44,000.00*

WHEREAS, the Humboldt Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

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

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

WHEREAS, the Humboldt Transit Authority wishes to implement the LCTOP project(s) listed above,

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Transit Authority 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:

List project(s), including the following information:

Project Name: In-Depot Electric Bus Charging Station
Amount of LCTOP funds requested: $44,000.00
Short description of project: The In-Depot charging station will give the ability to charge the bus in under 5 hours and give it a range of 180 miles. Being able to have an extended range of travel will help increase frequency of the service and reduce the GHG.
Contributing Sponsors (if applicable): Humboldt County Association of Governments

Michael Winkler
Chair of the HTA Governing Board of Directors

ATTEST:

Brenda Fuegoso
Secretary to the Board