

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Mendocino Transit Authority
Project Name:	Reduced Fare Project for Mendocino College Students
Project Type: A 5	
Description of Project (Short):	The Project will provide free bus rides to students of Mendocino College in order to attract new riders to transit, thus reducing VMT and GHG emissions.
Project Location:	Mendocino County
Project Start Date (anticipated):	1-Jul-16
Project End Date (anticipated):	30-Jun-17

Funding Information:

Funding Year:	2015-16
Requested Amount of PUC 99313:	\$86,075
Requested Amount of PUC 99314:	\$6,286
Total LCTOP Funding:	\$92,361
Total Project Cost:	\$ 92,361

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	189.03
Project Life:	1 year
Estimated Total GHG Reduction:	189.03

Disadvantaged Communities (DAC) Benefits:

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

Co-benefit

Critical Air Pollution Reduction:	No
VMT Reduction:	Yes
Ridership Increase	Yes
Fuel Ues Reduction:	Yes
Energy Use Reduction:	Yes

Low Carbon Transit Operations Program (LCTOP)

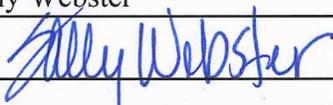
PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Mendocino Transit Authority	
Project Lead: Mendocino Transit Authority	County: Mendocino
Project Title: Reduced Fare Project for Mendocino College Students	

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: Sally Webster

Signature: 

Title: Finance & Personnel Manager

Agency: Mendocino Transit Authority

Date: 2/4/16 **Amount:** \$ 6,286

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: Phil Dow

Signature: 

Title: Executive Director

Agency: Mendocino Council Of Governments

Date: 2/5/16 **Amount:** \$ 86,075

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

<i>LCTOP Allocation</i>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>
Request Amount per PUC 99313:	\$86,075	\$0	\$0
Request Amount per PUC 99314:	\$6,286	\$0	\$0
Total Project Allocation Request:	\$92,361	\$0	\$0
Project Title:	Reduced Fare Project for Mendocino College Students		
Project Location/Address:	All bus service within Mendocino County		

Table 1: Project Lead Information

		Legislative District Numbers	
Agency Name: Mendocino Transit Authority		Assembly:	2
Contact Person: Sally Webster		Senate:	2
Contact Phone #: 707-621-1039		Congressional:	2
Email Address: sally@mendocinotransit.org		Amount:	PUC Funds Type:
Address: 241 Plant Rd	\$	6,286	99314
Ukiah, CA 95482	\$		

Table 2: Contributing Sponsor Information

Name: Mendocino Council of Governments	Amount :	PUC Fund Type:
Contact: Phil Dow	\$ 86,075	99313
Contact Phone #: 707-463-1859	\$	
Email Address: dowp@dow-associates.com		
Address: 367 N State, Ukiah, CA 95482		

Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	

TOTAL \$92,361

(*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			Bi
	A2		Aii			Bii
	A3		Aiii			Bii
	A4		Aiv			
X	A5					

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

In order to attract drivers to ride the bus, to increase bus ridership and to encourage potential students to attend Mendocino College, MTA bus Operators will accept student photo ID cards with a special stamp for fare free rides within Mendocino County for home-to-school and all other trips. With the card, students can also ride to or from Sonoma County for just \$5. Mendocino College has campuses in Ukiah, Willits and Fort Bragg. All are well served by transit - 30 minute headways for Ukiah and 1 hour headway in Willits and Fort Bragg. MTA staff found that an average of 270 rides started or finished at the Ukiah campus on weekdays. Our goal is to raise that number to 320 per weekday during the current Spring Semester and to 320 rides per weekday by Spring Semester 2017.

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>.

A map is attached showing all intercity bus routes. Frequent, convenient local bus service is available in Ukiah, Willits and Fort Bragg. No DACs are located in Mendocino County.

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

Capital:

Operations: Project will operate for 12 months.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. 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.

By offering fare free transit, some Mendocino College students will choose transit for access to and from school as well as other trips. To the extent that new transit trips are produced, VMT and GHG emissions will be reduced. Our estimate is that, compared to the base year of 2014, 100 trips per weekday will switch to transit next fiscal year. Conservatively estimating an average trip length of 10 miles per trip, this project would reduce VMT by 260,000 during its one-year life. (Over 100,000 VMT should be saved during the Spring Semester 2016.) The reduction of GHG emissions depends on the fleet average of emissions from the vehicles of those who switch. That would be difficult to estimate, but students with older, less clean cars would logically be more likely to switch than those of newer cars.

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

Using the figures from a) above, transit's estimated mode share was 5% in the base year 2014. We are estimating it will increase to 6% in Spring Semester 2016 and to 7% in FY 2016/17. That is based on 5,000 total trips to and from campuses per day.

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

	1A		2A
	1B		2B
	1C		2C
	1D		

Transit Projects

	1A		1G		2E
	1B		1H		2F
	1C		2A		2G
	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

No Disadvantaged Communities are located in Mendocino County

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 checked="" type="checkbox"/> Improved Safety <input checked="" 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 checked="" type="checkbox"/> Coordination with Educational Institutions <input checked="" type="checkbox"/> College/University _____ Grades K-12 <input checked="" type="checkbox"/> Promotes Active Transportation (walking, biking) <input type="checkbox"/> Promotes integration with other modes of transportation
--	--

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

Increased use of Transit reduces VMT and therefore congestion, improving safety. Increased transit use reduces GHG emissions and promotes walking and biking, improving public health. Coordination with Mendocino College is the project.

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 (Initial phase Jan 25, 2016)	1-Jul-16
End expanded/enhanced transit services (initial phase May 31, 2016)	30-Jun-17
Begin Closeout Phase (Initial phase May 31, 2016)	30-Jun-17
End Closeout Phase (initial phase June 30, 2016)	31-Jul-17

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.

Working with staff of Mendocino College, we determined that adequate identification for this benefit would be provided by their existing photo ID card, combined with a sticker on the back indicating the end of the Spring Semester, which was to cost \$5 to \$8 for the semester. Students need only present the ID card to MTA transit operators to enjoy a free bus ride anywhere in Mendocino County. Use is **not** restricted to home-to-school trips, but travel out of Mendocino County (we do go to Santa Rosa in Sonoma County) costs \$5 each way. Mendocino College provided most of the marketing for the new arrangement.

b) Describe the fare structure for this system.

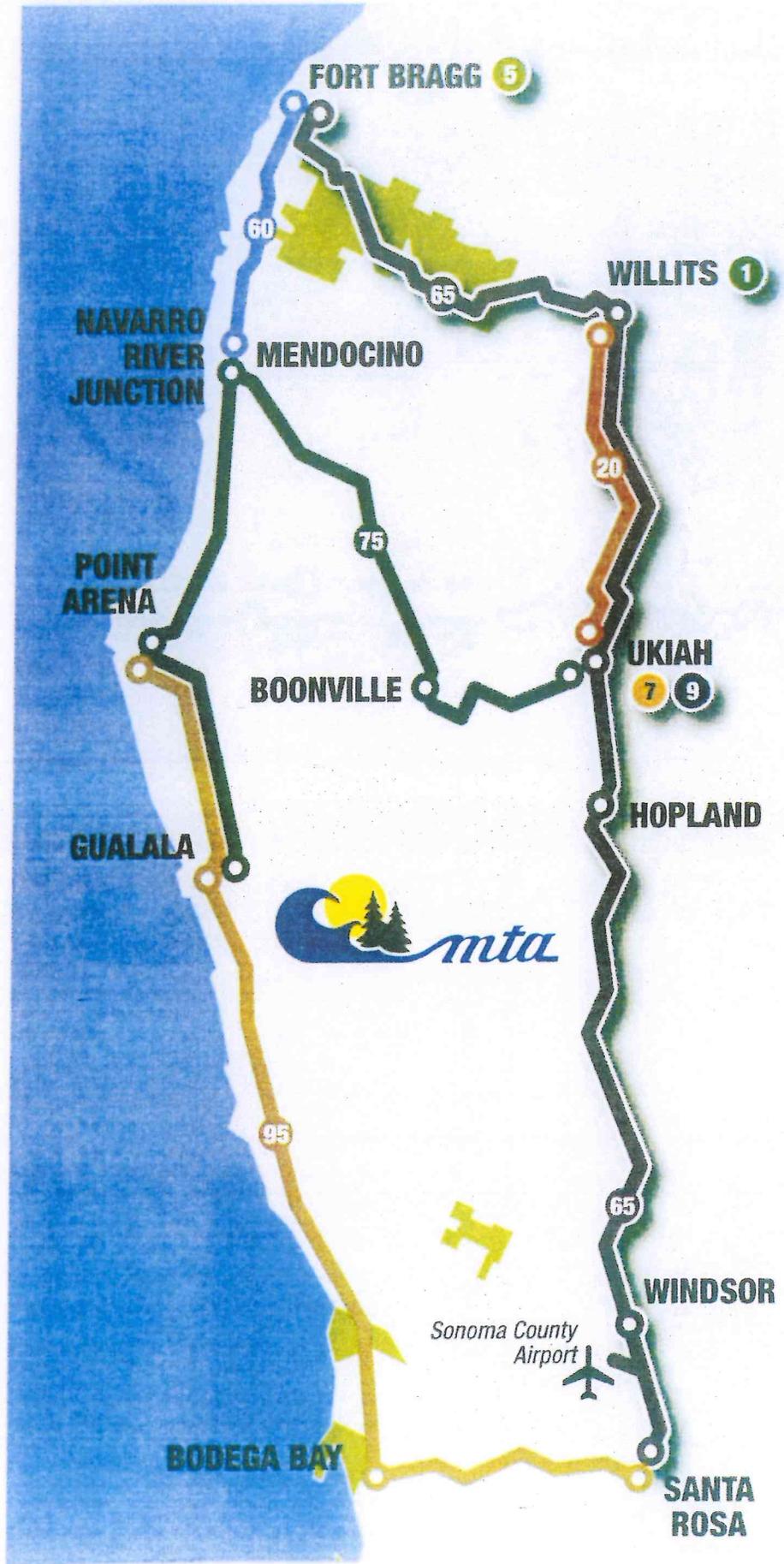
MTA bus fares are \$1.50 for rides within one fare zone, plus 75 cents for each fare zone travelled. The longest trip within the County, Gualala to Ukiah, would cost \$6.75. However, few students are expected to make such long trips.

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

MTA's 2012 Short-Range Transit Development Plan included thorough on-board passenger surveys. That data indicated that 270 bus trips were made to and from the College on an average weekday. Staff conservatively estimated an increase of 50 trips per weekday or 18.6% during the initial phase Spring Semester 2016. We now estimate an additional 50 trips per weekday or 37% compared to the base ridership.

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

Operating cost for this project is actually lost fare revenue from students who are already paying to ride but would now travel free. We continue to assume the base average ridership of 270 trips per weekday. We estimate the average fare to be \$1.30 since most students travel just one farezone and usually use a monthly pass or a punch pass rather than the higher priced cash. We multiplied resulting product by 176 school days per year to compute a loss of \$61,776. Adding a rough estimate of lost revenue on non school days and non home-to-school trips, would increase lost revenue to about \$80,000. That would leave additional funding to subsidize the fares of other groups of riders or to promote new services or under-utilized routes.





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) Bruce Richard	Phone: 707-621-1030	Date: February 4, 2016
--	------------------------	---------------------------

Approval Authority: Sign and date 	Typed name and phone number: Sally Webster 707-621-1039
---------------------------------------	--

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

Proposed Total Project Cost								Project
Component	Prior	FY 2015-16	FY _____	Total				
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	0	0	0	0	0	0	0
Operations/Other	0	92,361	0	0	0	0	0	92,361
TOTAL	0	92,361	0	0	0	0	0	92,361

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 2015-16	FY _____	Total				
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		92,361						92,361
TOTAL	0	92,361	0	0	0	0	0	92,361

Funding Source:								
Component	Prior	FY 2015-16	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 2015-16	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 2015-16	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



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:	Reduced Fare Project for Mendocino College Students
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	189.03	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	92,361.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	92,361.00	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 (\$)	92,361.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0020	The metric to be reported in the application.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-03

APPROVE THE SUBMITTAL OF A PROJECT
FOR FISCAL YEAR 2015-16
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FUNDS

WHEREAS:

1. The Mendocino Transit Authority (MTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now and in the future for transit projects; and
2. The statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and
3. Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and
4. The Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies).

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

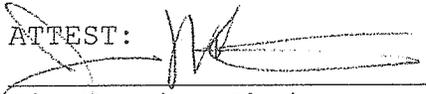
NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Mendocino Transit Authority that it hereby authorizes the submittal of the project nomination and allocation request to Caltrans requesting \$92,361 (\$6,286 of 99314 funds directly to MTA and \$86075 through MCOG) in FY 2015-16 LCTOP funds for Reduced Fare Project for Mendocino College Students.

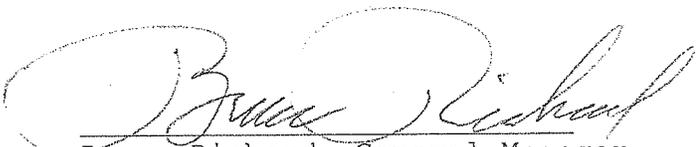
continued..

ADOPTION of this RESOLUTION was MOVED by Director Strong and
SECONDED by Director Gjerde at a regular meeting of the MTA
Board of Directors on January 28, 2016 by the following Roll
Call vote:

AYES: Strong, Doble, Peters, Gjerde, Cross, Tarbell, Mastin
NOES: none
ABSTAIN: none
ABSENT: none

ATTEST:


Jim Mastin, Chair


Bruce Richard, General Manager

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2016-04

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

WHEREAS:

1. The Mendocino Transit Authority (MTA) 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
2. The statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and
3. Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and
4. The Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and
5. The Mendocino Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager or the Finance and Personnel Manager.

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

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Mendocino Transit Authority that the General Manager or the Finance and Personnel Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

ADOPTION of this RESOLUTION was MOVED by Director Strong and SECONDED by Director Doble at a regular meeting of the MTA Board of Directors on January 28, 2016 by the following Roll Call vote:

AYES: Cross, Mastin, Peters, Tarbell, Doble, Gjerde, Strong
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:


Jim Mastin, Chair


Bruce Richard, General Mgr