

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

**Project Information:**

Lead Agency:	Lassen County Transportation Commission
Project Name:	Lassen Rural Bus 2nd City Route
Project Type: <i>See Attachment A</i>	A2: Expand/Enhance transit service
Description of Project (Short):	expand service to the City route, making the loop more efficient by reducing the amount of wait time for passengers between buses
Project Location:	701-980 Johnstonville Road
Project Start Date (anticipated):	FY16-17
Project End Date (anticipated):	FY16-17

**Funding Information:**

Funding Year:	15-16
Requested Amount of PUC 99313:	\$31,085
Requested Amount of PUC 99314:	\$2,123
Total LCTOP Funding:	\$33,208
Total Project Cost:	between \$31,500 and \$50,500

**Project Benefits:**

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

Estimated GHG Reduction:	1.43
Project Life:	1 year
Estimated Total GHG Reduction:	1.43

#### 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:	
VMT Reduction:	x
Ridership Increase	x
Fuel Ues Reduction:	
Energy Use Reduction:	

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

<b>Regional Entity:</b> Lassen County Transportation Commission	
<b>Project Lead:</b> Lassen County Transportation Commission	<b>County:</b> Lassen
<b>Project Title:</b> Lassen Rural Bus 2nd City Route	

**Project Lead:**

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

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**Name:** Larry D. Millar

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**Signature:** 

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**Title:** Executive Secretary

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**Agency:** Lassen County Transportation Commission

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**Date:** 17-Feb-2016 **Amount:** \$31,085

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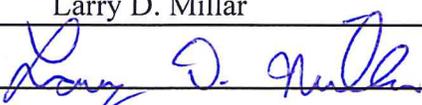
**Contributing Sponsor(s):**

\*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

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**Name:** Larry D. Millar

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**Signature:** 

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**Title:** Public Works Director

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**Agency:** Lassen County

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**Date:** 17-Feb-2016 **Amount:** \$2,123.00

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## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

<i>LCTOP Allocation</i>	15/16	16/17	17/18
<b>Request Amount per PUC 99313:</b>	\$31,085	\$0	\$0
<b>Request Amount per PUC 99314:</b>	\$2,123	\$0	\$0
<b>Total Project Allocation Request:</b>	\$33,208	\$0	\$0
<b>Project Title:</b> Lassen Rural Bus 2nd City Route			
<b>Project Location/Address:</b> 701-980 Johnstonville Road			

### Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: Lassen County Transportation Commis	Assembly:	1
Contact Person: Kelly Mumper	Senate:	1
Contact Phone #: 530-251-8305	Congressional:	1
Email Address: <a href="mailto:kmumper@co.lassen.ca.us">kmumper@co.lassen.ca.us</a>	Amount:	PUC Funds Type:
Address: 707 Nevada St. Suite 4	\$ 31,085	99313
Susanville, CA 96130	\$	

### Table 2: Contributing Sponsor Information

Name: Lassen County	Amount :	PUC Fund Type:
Contact: Kelly Mumper	\$ 2,123	99314
Contact Phone #: (530) 251-8305	\$	
Email Address: <a href="mailto:kmumper@co.lassen.ca.us">kmumper@co.lassen.ca.us</a>		
Address: 707 Nevada Street, Suite 4 Susanville, CA 96130		
<i>Other Contributing Sponsors: (Attach sheet with contact information)</i>	Amount:	PUC Fund Type:
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	
<b>TOTAL \$33,208</b>		

(\*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
x	A2		Aii
	A3		Aiii
	A4		Aiv
	A5		
			B1
			B2
			B3
			B4
			Bi
			Bii
			Bii

**Table 4: Project Summary**

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

The project will provide a second bus on the City Route that serves the majority of riders that use Lassen Rural Bus transit system. Currently, City Route runs on a one hour headway throughout the major employment, educational and healthcare facilities in the city. The majority of riders are college students who board and alight at Lassen Community College. During an on-board survey completed in 2011 as part of Lassen County Transportation Commission's Transit Development Plan (TDP) update, 93 valid responses were collected. 31% of respondents categorized themselves as full time students. 37% stated that they rode the bus due to lack of other travel options and 20.8% stated that they would like to see more peak-hour service. Also during the survey period, the data shows that LRB is on-time approximately 76% of the time...with the mid-day period recording the poorest on-time performance at less than 70%. Adding a second bus to the route during the peak time would increase the on-time performance, which in turn would improve reliability of the LRB, thus resulting in an increase in ridership.

**b) Project Location** - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

The project is located within the City of Susanville, in Lassen County, California.

**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:                      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. 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.

During the update of the TDP mentioned above, a community survey was conducted using direct mail, online techniques and by distributing them at several community locations. 392 valid responses were received. 12.24% of respondents stated that they would use LRB if the service was expanded. 14.29% stated that they would use LRB if there were better connections. Adding a second bus to the City Route would accomplish both service expansion and better connections for riders, thereby increasing ridership and decreasing trips in personal vehicles. The City Route typically doesn't see much use of park and ride facilities.

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

As stated above, a survey was conducted that shows ridership would increase by expanding LRB service and creating better connections. The survey also indicated that the absence of reliable transportation has impacted riders' ability to access healthcare, access school or vocational training, access social service programs, or work or employment opportunities.

**c) Disadvantaged Communities (DAC) Project Criteria**

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantaged community (e.g., vouchers, reduced fares, transit passes).

Low Carbon Transportation Projects

Transit Projects

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

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

This project does not have a DAC.

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

**Table 5: Description of Major Benefits/Outcomes**

**e) Co-Benefits** - Check all additional Benefits/Outcomes.

<input type="checkbox"/> Improved Safety	<input 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 checked="" 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 e) and any other benefits not listed.

In addition to decreasing the number of vehicles on the roadway, adding a second bus to the City Route will improve the reliability of the route. Currently, the route runs on a one hour loop throughout the city limits. Whenever there is an interruption in service, such as assisting a rider in a mobility device, the route runs behind schedule. Ridership will increase due to the shortened wait time between buses (every 30 minutes rather than every 60 minutes). By reducing the number of vehicles on the road, safety should also increase. Our City Route also connects with local commuter routes and also with the intercity routes to Reno, Nevada, Plumas County and Tehama County, California. The route also stops at major trailheads that will promote recreational ridership for local residents. There will also be more opportunity for college students to increase their number of classes by providing more frequent stops to the local college.

**Table 6: Project Schedule**

Capital Projects	
Begin Construction Phase ( <b>Contract Award</b> )	
End Construction Phase ( <b>Contract Acceptance</b> )	
Begin Vehicle/Equipment Order ( <b>Contract Award</b> )	
End Vehicle/Equipment Order ( <b>Contract Acceptance</b> )	
Begin Closeout Phase	
End Closeout Phase	

Operations Projects	
Begin expanded/enhanced transit services	1-Jul-2016
End expanded/enhanced transit services	30-Jun-2017
Begin Closeout Phase	1-May-2017
End Closeout Phase	30-Jun-2017

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

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

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

**Table 7: Operations Project Description**

a) Describe the operating plan for this system.

The City Route has difficulty meeting printed schedule times during the mid-day (peak hour) period. However, throughout the remainder of the day on-time performance is not an issue. This increased demand mid-day could best be explained by the number of students going both to and from Lassen College. Adding a second vehicle will help meet demand during the busy mid-day period, while improving performance and therefore reliability of the system. Furthermore, the additional vehicle will improve service throughout the day by providing more trips as frequency can be increased to every 30 minutes.

b) Describe the fare structure for this system.

Lassen Rural bus has a fare structure already in place for City Route. One trip is \$1 for general rider, \$.50 reduced. Daily passes are \$3 and \$1.50 general and reduced. Monthly passes are \$40 general and \$20 reduced. Reduced fares are available for students, seniors (over age 60), children under 6 years old and disabled riders.

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

Data used to develop projections in this request were all taken from the adopted 2012 Transit Development Plan.

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

Operating cost projections were determined by examining the last 5 years' operating costs. Each year of service cost increased by an average of 1% per year. Estimates for this request were derived by increasing the current fiscal years' rate by 1%.



**RESOLUTION 16-XX**

**AUTHORIZATION FOR THE EXECUTION OF THE  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:  
LASSEN RURAL BUS 2<sup>ND</sup> CITY ROUTE**

**WHEREAS**, the Lassen County Transportation Commission 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 Lassen County Transportation Commission wishes to implement the LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Lassen County Transportation Commission 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.

BE IT FURTHER RESOLVED that the LCTC does hereby authorize the Executive Secretary to execute all documents necessary to obtain funds through the LCTOP program and to administer the LCTOP program.

The foregoing resolution was adopted by the Lassen County Transportation Commission at its \_\_\_\_ meeting by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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AARON ALBAUGH, Chairman  
Lassen County Transportation Commission

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

**Project Sponsor:** Lassen County Transportation Commission

**Agency Name:** Lassen Transit Service Agency

**Effective Date of this Document:** \_\_\_\_\_

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

### A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to

verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

- (10) Funds must be encumbered and liquidated within the time allowed.

### C. Reporting

- (1) The project lead must submit the following LCTOP reports:
- a. Semi-Annual Progress Reports by May 15<sup>th</sup> and November 15<sup>th</sup> each year.
  - b. A Final Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

### D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
- a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

## E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the “Project Closeout” report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead’s external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead’s contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

## F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor’s LCTOP funded projects at the Department’s discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

BY:

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AARON ALBAUGH, Chairman  
Lassen County Transportation Commission