

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Yolo County Transportation District
Project Name:	Connect Card Project
Project Type: <i>See Attachment A</i>	A4: Network/fare integration
Description of Project (Short):	Funding of the startup and up to two years of operations of Yolo County Transportation District's share of the "Connect Card", a universal transit fare card program for the Sacramento Region
Project Location:	Yolo County, Central Sacramento
Project Start Date (anticipated):	7/1/2016
Project End Date (anticipated):	6/30/2019

Funding Information:

Funding Year:	2016
Requested Amount of PUC 99313:	\$138,233
Requested Amount of PUC 99314:	\$42,923
Total LCTOP Funding:	\$181,156
Total Project Cost:	\$2,017,346

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	86.24 MTCO2E
Project Life:	2
Estimated Total GHG Reduction:	86.24 MTCO2E

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	yes
Does the Project Benefit a DAC?	yes
Identify the DAC Census Tracts?	(Yolo)101.01,101.02,102.03,102.04 (Central Sacramento) 7,11.01,12,21
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	LCTP 1D: Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services in a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options.
Qualitative Description of DAC Benefit?	The Connect Card program will encourage greater use of public transit for DAC residents reducing greenhouse gas emissions in the DAC.
Describe the DAC Need Project Addresses?	The Connect Card program will encourage greater use of public transit by allowing DAC residents one pass that will allow them to travel to work, school or places of employment throughout the Sacramento Region. At the current time, multiple fare media from multiple districts creates a disincentive for easy transit usage.
Total GGRF \$ Allocated to DAC Benefits?	\$122,280

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	82,222.54 miles
Ridership Increase	Year 1 - 15,207 YearF-15,359
Fuel Use Reduction:	
Energy Use Reduction:	

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	<i>LCTOP Allocation</i>	15/16	16/17	17/18
Request Amount per PUC 99313:	\$138,233	\$0	\$0	\$0
Request Amount per PUC 99314:	\$42,923	\$0	\$0	\$0
Total Project Allocation Request:	\$181,156	\$0	\$0	\$0
Project Title:	Connect Card Project			
Project Location/Address:	Countywide			

Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: <u>Yolo County Transportation District</u>	Assembly:	4,7
Contact Person: <u>Mike Luken, Deputy Director</u>	Senate:	3,6
Contact Phone #: <u>(530)402-2830</u>	Congressional:	3,6
Email Address: <u>mluken@yctd.org</u>	Amount:	PUC Funds Type:
Address: <u>350 Industrial Way</u>	\$ 42,923	99314
<u>Woodland,CA 95776</u>	\$ 0	

Table 2: Contributing Sponsor Information

Name: SACOG	Amount :	PUC Fund Type:
Contact: Azadeh Dougherty	\$ 138,233	99313
Contact Phone #: (916)340-6221	\$ 0	
Email Address: <u>ADoherty@sacog.org</u>		
Address: 1415 L Street, Ste 300 Sacramento,CA 95814		
<i>Other Contributing Sponsors: (Attach sheet with contact information)</i>	Amount:	PUC Fund Type:
Name: Not applicable	\$ 0	
Name: Not applicable	\$ 0	
Name: Not applicable	\$ 0	
TOTAL \$181,156		

(*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		B1		Bi
	A2		Aii		B2		Bii
	A3		Aiii		B3		Bii
X	A4		Aiv		B4		
	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.

The Connect Card will be the Sacramento Region’s new transit smart card fare payment system. It provides a convenient and secure way to pay fares. The system will use a plastic, reloadable smart card with an embedded computer chip that can store existing cash value, passes, and discount fare. The Connect Card will provide riders with easy online account management, added security with our free balance protection, more locations for you to pay for fares, and one card to pay for eight participating transit agencies. Riders can load transit fares onto the Connect Card instead of purchasing paper passes or tickets, or needing to carry exact change. A rider can simply tap a Connect Card at the light rail station or on the bus and the system will deduct the correct fare. Participating agencies include Regional Transit, e-tran, El Dorado Transit, Folsom Stage Line, Roseville Transit, South County Transit Link, YoloBus, and Yuba-Sutter Transit. The Connect Card will be valid for travel on buses and light rail trains. This project is the implementation planning, procurement, and deployment of a regional universal transit fare card system. The new electronic fare system is expected to simplify transit system operations, improve system connectivity, contribute to regional air quality goals, and increase the attractiveness of transit to new patrons. The project will consist of two components: (1) YCTD Share of 2016 & 2017 Operations \$145,800 and (2) On-bus Connect Card Devices and Connect Card Adfare Machine at West Sacramento Transit Center-\$35,346

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 funded with this grant will allow Yolo County Transportation District (YoloBus) to participate in the Connect Card project to be implemented throughout Yolo County and Downtown Sacramento for both Yolo and Sacramento County residents and workers.

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:	3 years
Operations:	2 years

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 Connect Card project will reduce greenhouse gas emissions by making it easier for transit riders to use public transit. The projected 1% increase in ridership will reduce VMT by 82,224.54 miles and greenhouse gas emissions by 86.24 MTC02E by replacing auto trips with transit trips. Initial conservative estimates indicate that the expansion could add 15,369 local bus riders per year (42 riders per day) to replace an average vehicle trip of 10.96 miles (See Attached 2013 National Transit Database Survey for YCTD).

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

Navigating the use of multiple transit systems with different fare structures can discourage public transit ridership and keep people in their single occupancy automobiles. Coordination between service providers is critical for providing a seamless experience for transit users and increasing mode share to public transit. The Connect Card could also create a seamless experience to other modes such as bike share.

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).

<u>Low Carbon Transportation Projects</u>				<u>Transit Projects</u>			
	1A		2A		1A		1G
	1B		2B		1B		1H
X	1C		2C	X	1C		2A
	1D				1D		2B
					1E		2C
					1F		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.

The census tracts within the Yolo County DAC in West Sacramento represent the largest low income populations in Yolo County and thus those in the greatest need of public transit within the YCTD system. A large number of jobs in the industrial, transportation, back office and retail business sectors are located within the DAC's in both West Sacramento and Downtown Sacramento, attracting employees from throughout the County and Region. Due to the interlining of local YCTD buses, 48 of 54 buses (88.9%) in the fleet will travel through the two DAC's. YCTD Bus Routes 39,40,41,42A/B, 43,43R,44,45,230,231,232,240,241 and 340 all transect the Downtown Sacramento DAC bringing Yolo County residents to their places of employment, school, recreation, medical/dental appointments, and other destinations in Sacramento. The bus routes mentioned above that transect the Yolo and Central Sacramento DAC's represent 1,362,411 of the 2,017,339 miles traveled each year by the fleet (67.5%).

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"/> Improved Public Health <input checked="" type="checkbox"/> Reduced Operating/Maintenance Cost <input checked="" type="checkbox"/> Increase System Reliability <input type="checkbox"/> Other Benefits (describe below)	<input type="checkbox"/> Coordination with Educational Institutions <input type="checkbox"/> College/University <input type="checkbox"/> Grades K-12 <input type="checkbox"/> Promotes Active Transportation (walking, biking) <input type="checkbox"/> Promotes integration with other modes of transportation
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f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

Improved Health-reduction in green house gas emissions due to increase public transit may improve the health and welfare of Yolo County residents living both inside and outside of the Disadvantaged Communities.

Reduced Operating/Maintenance Costs-the Connect Card will reduce idling time at bus stops currently needed for drivers working with passengers to explain on-bus transactions between multiple transit districts.

Increased System Reliability-increasing the ease of use for transit services will allow disabled persons and seniors living inside and outside the Disadvantaged Communities increased ability to access employment, healthcare, educational insitutions, and other destinations

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	7/1/2016
End Vehicle/Equipment Order (Contract Acceptance)	12/31/2016
Begin Closeout Phase	1/1/2017
End Closeout Phase	4/30/2017
Operations Projects	
Begin expanded/enhanced transit services	7/1/2016
End expanded/enhanced transit services	6/30/2018
Begin Closeout Phase	7/1/2018
End Closeout Phase	9/30/2018

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 Connect Card is a new universal fare card system for public transit being developed by a consortium of transit districts including Sacramento Regional Transit, Elk Grove (E-Tran), El Dorado Transit, Placer Transit, Folsom Stage Line, Roseville Transit, South County Transit Link, Yolobus, and Yuba-Sutter Transit. The Sacramento Area Council of Governments (SACOG) is the lead agency in the project development phase of the project. The system is being developed by INIT, a world leading software firm that has implemented universal fare cards throughout the world. Sacramento Regional Transit will be the lead operator of the data center and customer service center for the Connect Card System on behalf of participating transit agencies. Each transit agency will pay for its fair share of operating costs and pay for equipment for its own vehicles and transit facilities.

b) Describe the fare structure for this system.

Each transit agency will retain its own fare system. Exchange agreements in place between outlying transit agencies and Sacramento Regional Transit will remain the same with the Connect Card system. These agreements may be modified over time as conditions warrant.

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

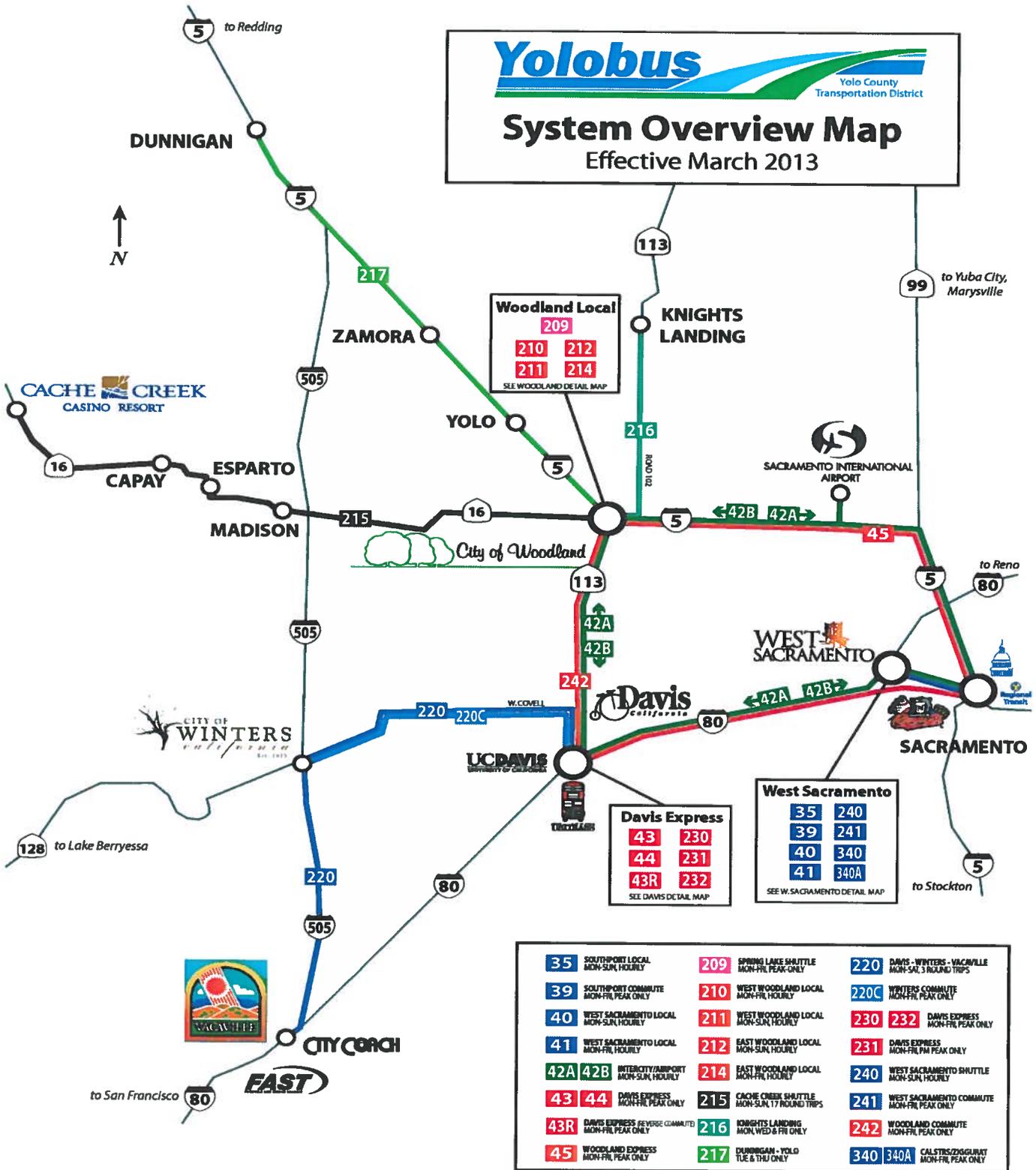
Universal fare card systems create a seamless method for transit riders to move from one transit service to another throughout the metropolitan area. These types of systems have been implemented throughout the country in place such as the San Francisco Bay Area (Clipper Card), Seattle (Orca) and Atlanta (Breeze). Sales of universal fare cards in these jurisdictions have increased exponentially bringing new riders into their system for this and other reasons. After MARTA in Atlanta implemented the Breeze card, the system experienced an increased ridership of 12%, increased passenger revenue of 4%, increased passenger satisfaction rate of 5%, reduced fare evasion and a sales of over 420,000 Breeze Cards (case study-Jones Worley, 2014)

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

The current estimated annual operating cost of the Connect Card Program is \$991,000. YCTD's proposed share of that operating cost is \$72,900 per year (See Attached Operations Plan). As no quantitative analysis has been done on universal fare card systems, this funding application is making a very conservative projection of a one percent (1%) increase in ridership attributable to the implementation of the Connect Card. Current ridership in the YCTD System for 2015-2016 is 1,617,736 riders which is a 5.9% decrease from 2014-2015 ridership. The projected systemwide ridership for 2016-2017 is 1,520,672 persons. A 1% increase in ridership from the implementation of the Connect Card on the YCTD System is 15,207 persons in Year 1 and 15,369 persons in Year 2. Historical ridership figures for fixed route service are attached.

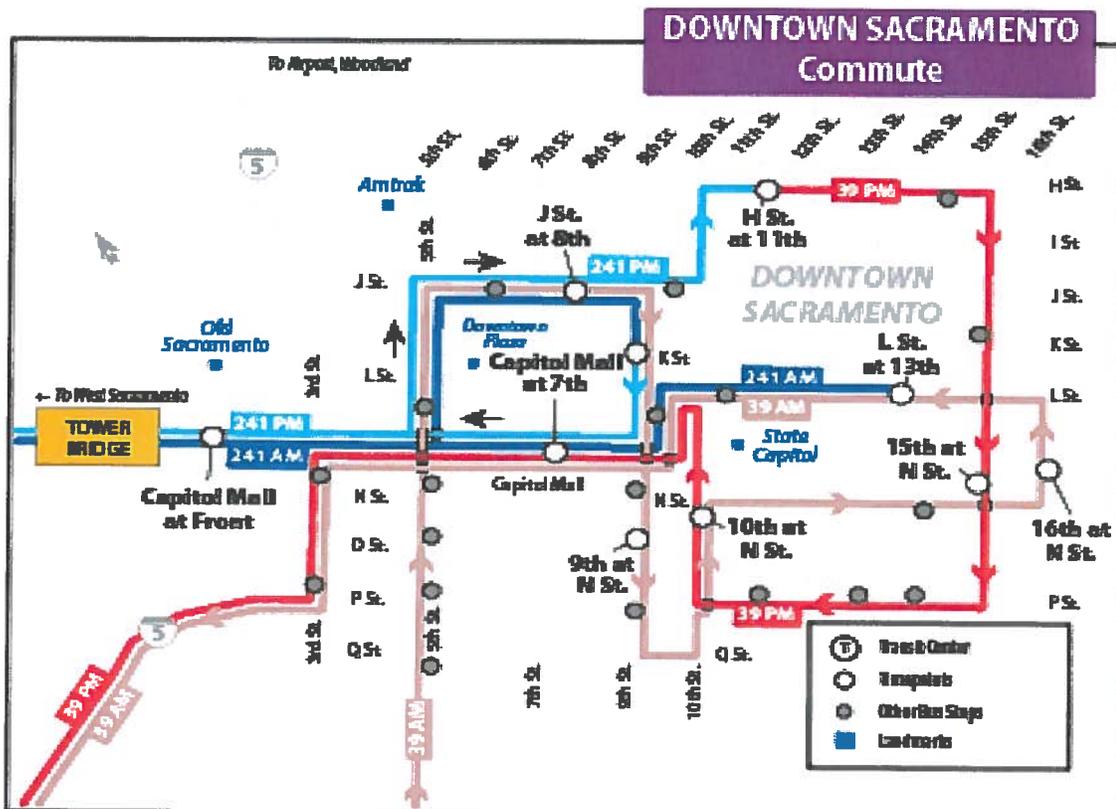
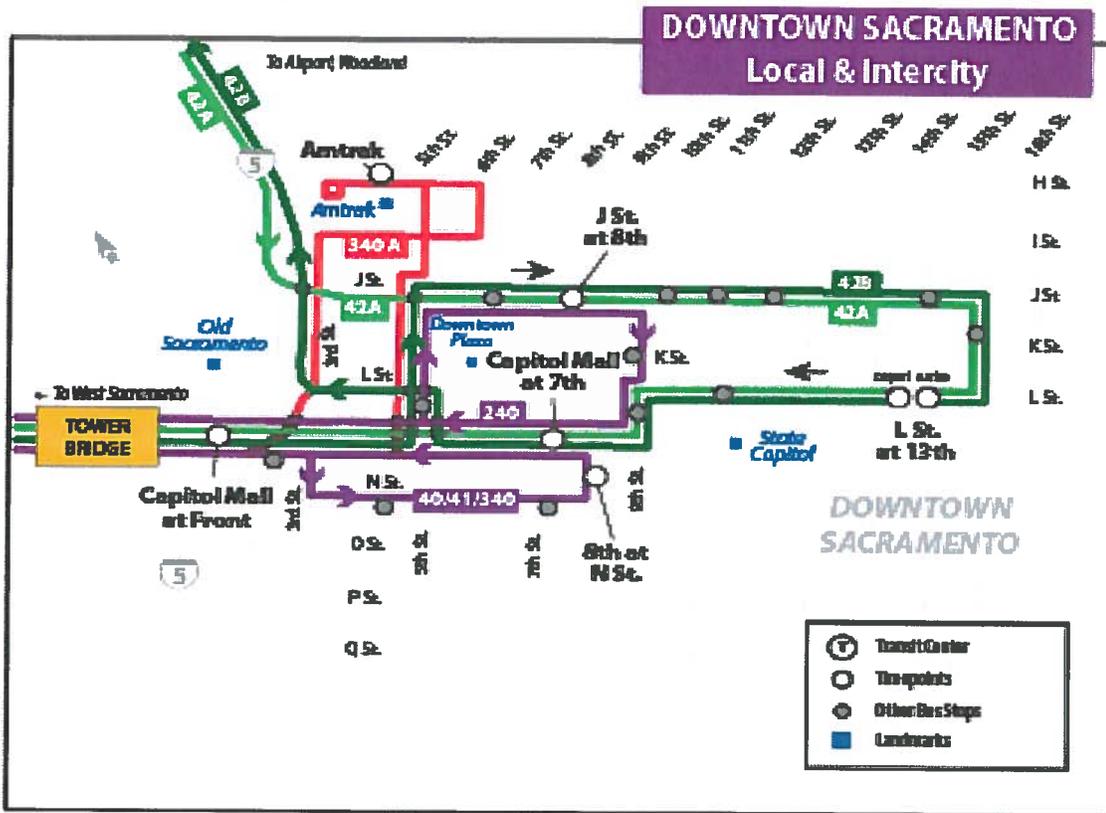
Low Carbon Transit Operations Program (LCTOP)

Project Location Map



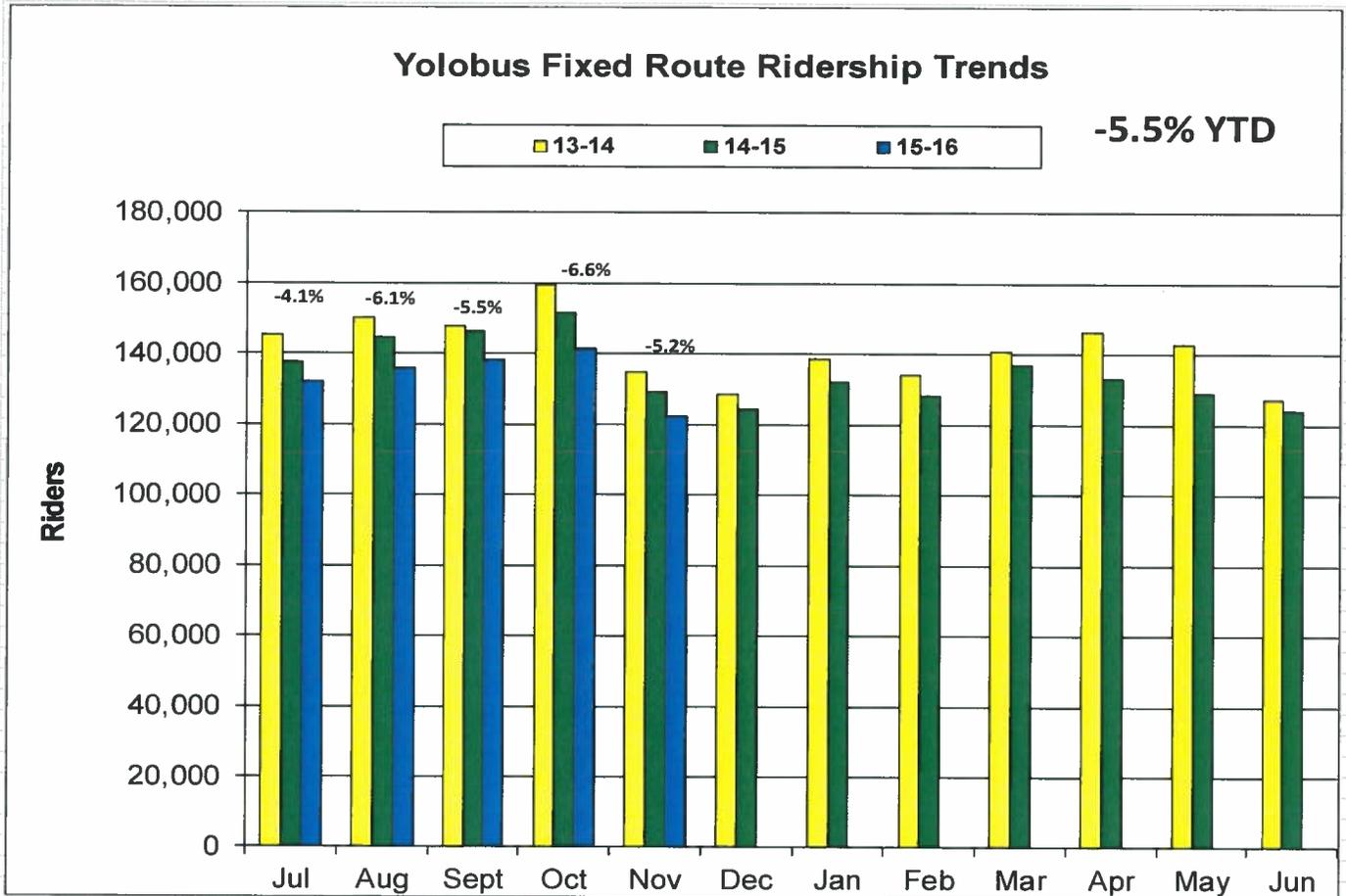
Low Carbon Transit Operations Program (LCTOP)

Downtown Sacramento Maps



Low Carbon Transit Operations Program (LCTOP)

YCTD Historic Ridership Projections



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
15-16	132,193	135,789	138,295	141,590	122,545								670,412
14-16	137,804	144,667	146,394	151,630	129,251	124,534	132,042	128,155	137,076	133,274	128,879	124,030	1,617,736
13-14	145,240	150,145	147,925	159,624	135,001	128,789	138,830	134,193	140,902	146,288	142,987	127,081	1,697,005
12-13	136,029	152,771	141,712	158,319	138,423	122,854	138,422	138,245	144,978	143,474	145,716	129,271	1,690,214
11-12	125,846	143,688	140,150	142,995	134,523	124,528	137,741	143,683	147,795	139,652	145,890	131,767	1,658,258
10-11	140,034	143,616	136,714	139,815	130,272	118,877	133,058	130,088	141,582	141,200	140,848	132,082	1,628,186
09-10	144,651	141,258	144,049	150,809	132,730	125,460	133,705	136,346	148,367	140,109	136,272	132,315	1,666,071
08-09	160,580	161,041	158,082	168,903	143,478	140,487	153,123	138,164	152,247	147,277	144,946	140,563	1,808,891
07-08	159,817	155,510	152,555	163,369	138,675	136,205	148,057	133,631	147,265	142,604	140,421	136,372	1,754,481
06-07	122,800	126,074	114,147	127,610	116,009	106,480	116,214	117,959	124,535	134,526	138,991	140,437	1,485,782
05-06	106,044	121,542	111,262	118,112	107,259	101,906	114,092	105,096	123,411	115,029	122,358	116,621	1,362,732
04-05	107,150	117,018	108,890	112,076	103,828	95,674	107,599	101,379	113,837	105,354	118,847	115,748	1,307,400
03-04	105,206	106,152	104,410	103,943	97,488	95,852	99,008	96,068	106,015	105,685	105,309	105,176	1,230,312
02-03	108,939	103,488	101,711	108,467	92,480	89,168	92,516	89,648	106,759	101,867	102,835	103,819	1,201,697
01-02	112,889	111,782	105,554	114,277	97,067	92,461	101,652	95,307	106,049	104,030	106,669	101,146	1,248,883
00-01	117,273	121,631	108,539	118,293	106,027	96,291	105,754	98,203	105,663	109,432	113,032	103,519	1,303,657

Low Carbon Transit Operations Program (LCTOP)

2013 YCTD National Transit Database Survey

Operating Statistics from National Transit Data Base (thru June 30, 2013)

	Yolobus	
population		200,849
Ridership		1,690,214
operating cost	\$	9,383,596
farebox revenue	\$	2,518,758
operating cost per ride	\$	5.55
vehicle revenue hours		100,712
vehicle revenue miles		1,991,680
passenger miles		18,524,745
farebox recovery ratio		26.8%
average fare	\$	1.49
subsidy per ride	\$	4.06
rides per capita		8.42
average miles per passenger trip		10.96
Rides per revenue hour		16.78
Cost per revenue hour	\$	93.17
Cost per revenue mile	\$	4.71
Cost per passenger mile	\$	0.51

Average Trip Length per Ride 10.96

Low Carbon Transit Operations Program (LCTOP)

Connect Card O&M Cost Model

DRAFT CONNECT CARD ANNUAL OPERATIONS AND MAINTENANCE COST MODEL												
Cost Category	2013 Estimate	Agency Managed (2)	Contracted Activity (2)	RT (3)	e-Tian	Folsom	El Dorado	YCTD	Yuba-Sutter	Placer	Roseville	SCT/Link
Ridership (1)				27,865,091	1,025,799	82,746	403,192	1,697,005	1,279,611	334,237	271,952	103,469
% Riders Switching to Connect Card				83%	80%	80%	80%	80%	80%	80%	80%	80%
Agency % of Regional Connect Card Ridership				86%	3.0%	0.2%	1.2%	5.0%	3.9%	0	0.8%	0.3%
Centralized costs are apportioned below.												
Order fare media, maintain inventory, and distribute to participant agencies and corporate accounts	\$ 52,100	\$ 52,100										
Printed Fare Media	\$ (304,200)			\$ (304,210)								
Connect Card Fare Media	\$ 126,000			\$ 113,980	\$ 2,540	\$ 200	\$ 1,000	\$ 4,200	\$ 3,170	\$ -	\$ 670	\$ 260
Customer Service and Sales Management												
Agency Sales	\$ (56,500)			\$ (56,500)								
Central Sales and Customer Service (4)	\$ 221,800	\$ 221,800										
Fare Media Revenue Processing												
Agency Revenue Processing	\$ (64,100)			\$ (64,100)								
Revenue Processing (transaction fees), and Clearinghouse Services (5)	\$ 200,700		\$ 472,900									
Banking Services	\$ (24,800)			\$ (24,800)								
System Comm. and Network Management												
Agency and Central Networks and Software Maintenance	\$ 327,700	\$ 238,900	\$ 88,800									
Equipment Maintenance												
Agency Equipment Maintenance	\$ (13,700)			\$ (13,700)								
Regional Program Equipment Maintenance	\$ 293,000	\$ 224,400	\$ 68,600									
Cash Fare Revenue Processing												
Cash Revenue Processing	\$ (21,900)			\$ (21,900)								
Fare Inspection (Rail)												
Personnel and Materials	\$ 46,700			\$ 46,700								
Fare Collection Costs (6)	\$ 762,800	\$ 737,200	\$ 630,300	\$ (324,500)	\$ 2,540	\$ 200	\$ 1,000	\$ 4,200	\$ 3,170	\$ -	\$ 670	\$ 260
Less: Reduction in Revenue Loss	\$ (64,000)			\$ (64,000)								
Net Annual Connect Card Program Costs:	\$ 718,800	\$ 737,200	\$ 630,300	\$ (368,500)	\$ 2,540	\$ 200	\$ 1,000	\$ 4,200	\$ 3,170	\$ -	\$ 670	\$ 260
Annual Connect Card Costs with Centralized Costs Apportioned by Agency Percent of Regional Connect Card Ridership												
	\$ 762,000	\$ 44,000	\$ 17,300	\$ 3,800	\$ 72,800	\$ 55,000	\$ 11,700	\$ 4,500				

Agencies should expect a decrease in the cost of printed fare media depending on the number of patrons switching to Connect Card and the number of legacy fare types eliminated.

Agencies should expect to see staff time savings from fewer and less frequent fare media purchases.

Centralized costs are apportioned below.

Agencies should expect to see staff time savings from fewer and less frequent fare media purchases.

Centralized costs are apportioned below.

Agencies should expect to see decreases in cash/check bank fees as patrons switch to credit card sales. However, agencies will incur processing and transaction fees for Connect Card credit card transactions, as detailed in item 7.

Centralized costs are apportioned below.

As agencies transition away from legacy fare media and cash transactions, legacy equipment maintenance costs will decrease slightly. However, agencies incur new maintenance costs on Connect Card capital equipment, as detailed in item 12.

Centralized costs are apportioned below.

All agencies transition away from legacy fare media and cash transactions. Fewer staff hours will be needed to handle and process cash, allowing staff time to be used for other purposes.

Light rail fare inspection costs apply only to RT.

Agencies can expect to see a reduction in revenue loss both because of a reduction in fraudulent boardings and because of a reduction in equipment failure.

NOTES:

- Ridership numbers are equal to each agency's highest annual ridership between 2013-2014
- Agency Managed and Contracted Activity costs are based on the INIT contract, the U.S. Bank contract, and the Elevon contract.
- The cost savings and increases seen in RT's Connect Card scenario are based on RT's current legacy system (legacy system cost information provided by RT staff in April 2010). Although not explicitly stated, non-RT agencies can also expect to see (4) Agencies will continue to manage their own legacy customer service systems. Connect Card customer service calls will be handled through RT's customer service center.
- Credit card transaction fees are passed on to the consumer under the Connect Card scenario.
- This model does not estimate legacy fare collection costs for Non-RT systems, nor does this model estimate potential cost savings for Non-RT systems. The Non-RT costs estimated in this model represent only the costs associated with operating

Low Carbon Transit Operations Program (LCTOP)

SACOG 99313 Letter (Page 1 of 3)

Sacramento Area
Council of
Governments

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95814

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January 29, 2016

Jila Priebe
Office Chief Program and Policy Management
Division of Rail and Mass Transportation, MS#39
P.O. Box 942874
Sacramento, CA 942874-0001

Re: SACOG FY 2014/15 LCTOP Section 99313 Contributions

Dear Ms. Priebe:

The Sacramento Area Council of Governments (SACOG) is an eligible recipient of Low Carbon Transit Operations Program (LCTOP) PUC Section 99313 funds and is a contributing sponsor on multiple LCTOP projects. On January 21, 2016, the SACOG Board of Directors approved the FY 2014/2015 Low Carbon Transit Operations Program (LCTOP) fund allocation which identifies the project leads and distribution amounts (see attachment). This is to confirm SACOG's contribution of PUC Section 99313 LCTOP funds to the following project leads in lieu of a signature on each allocation request:

Auburn
Citrus Heights
Colfax
Davis
El Dorado County
Elk Grove
Folsom
Galt
Isleton
Live Oak
Lincoln
Loomis
Marysville
Placer County
Placerville
Rancho Cordova
Rocklin
Roseville
Sacramento
Sacramento County
Sutter County
West Sacramento
Wheatland
Winters
Woodland
Yolo County
Yuba City
Yuba County

Sacramento Regional Transit District

Connect Card-Operations - \$45,000
Bus Route 25 Enhancements (Operations) - \$69,000
Bus Route 65 Expansion (Operations) - \$130,000
South Line Phase 2 Light Rail Operations - \$688,620
Golden 1 Center Special Event LRT service - \$206,632

Yolo County Transportation District

Connect Card Project - \$138,233

SACOG

Connect Card Project - \$126,847

Elk Grove

Service frequency improvements for Route 156 (2nd Year) - \$157,074

Yuba Sutter Transit

Transit Stop Enhancements - \$165,582

City of Davis/Unitrans

Bike e-lockers at the Davis Multimodal Terminal (Amtrak Station)- \$65,238

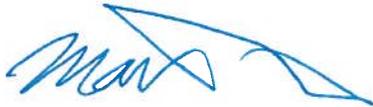
Low Carbon Transit Operations Program (LCTOP)

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SACOG FY 2014/15 LCTOP Section 99313 Contributions
January 29, 2016
Page 2

If you have any questions, please contact Azadeh Doherty, Senior Planner, at (916) 340-6221.

Sincerely,



Matt Carpenter
Director of Transportation Services

Attachment

Low Carbon Transit Operations Program (LCTOP)

SACOG 99313 Letter (Page 3 of 3)

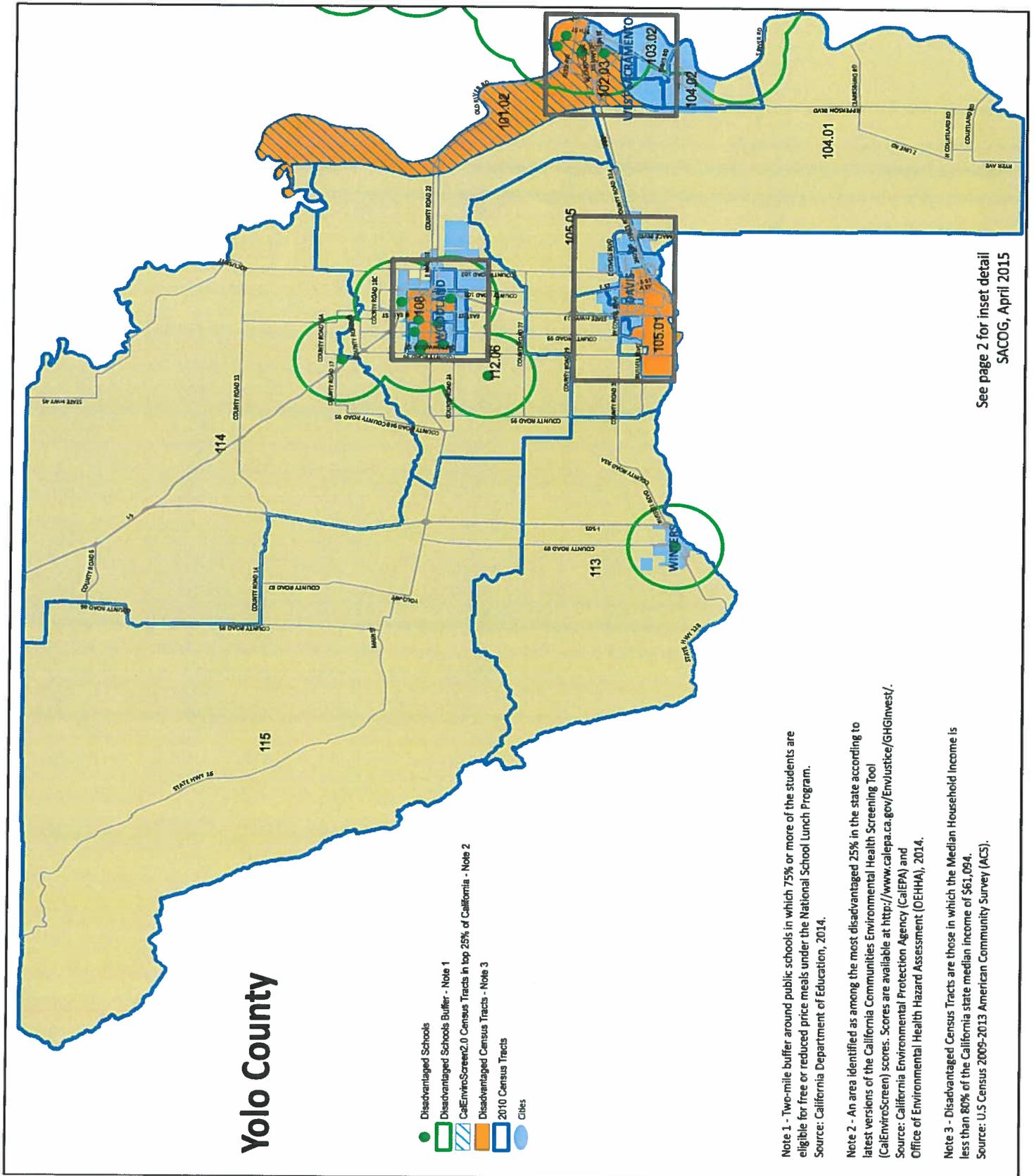
November 2015
SACRAMENTO AREA COUNCIL OF GOVERNMENTS
 Regional Share of Statewide PUC Allocation: 5% of annual proceeds
ALLOCATION OF LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
 FY 2015-16
 PUBLIC UTILITY CODE SECTION 99313

JURISDICTION	POPULATION ^{1/}	POPULATION AS A % OF TOTAL	ALLOCATION ^{2/}
SACRAMENTO COUNTY			
Unincorporated	568,132	30.98%	\$555,234 ^{3/}
Citrus Heights	84,550	4.61%	\$82,631 ^{4/}
Elk Grove	160,723	8.76%	\$157,074
Folsom (Regional)	74,014	4.04%	\$72,334 ^{5/}
Regional	24,285	1.32%	\$23,734 ^{5/}
Regional	815	0.04%	\$796 ^{5/}
Rancho Cordova	67,841	3.70%	\$66,301 ^{4/}
Sacramento	475,871	25.95%	\$465,069 ^{4/}
SUTTER COUNTY			
Unincorporated	21,655	1.18%	\$21,163
Live Oak	8,527	0.46%	\$8,333
Yuba City	65,557	3.57%	\$64,069
YOLO COUNTY			
Unincorporated	26,259	1.43%	\$25,663
Davis	66,802	3.64%	\$65,285
West Sacramento	50,908	2.78%	\$49,752
Winters	6,970	0.38%	\$6,812
Woodland	57,307	3.12%	\$56,006
YUBA COUNTY			
Unincorporated	58,193	3.17%	\$56,872
Marysville	12,078	0.66%	\$11,804
Wheatland	3,419	0.19%	\$3,341
TOTAL	1,833,906	100.00%	\$1,792,273

1. Sources: Report E-5, Department of Finance, Demographic Research Unit, 1/1/2014
2. Entire amount must be used for transportation planning and mass transportation purposes.
3. Of this amount, 94.6% (the percent of Unincorporated Sacramento County's population which is within the Sacramento Regional Transit District) or \$525,250 is reserved in whole or part for either SRTD or Paratransit, Inc. The balance of \$29,983 is reserved for an eligible regional project.
4. Entire amount is reserved for SRTD for a total of \$1,139,252
5. Available for an eligible regional project.

Low Carbon Transit Operations Program (LCTOP)

Disadvantaged Community-Yolo-Page 1 of 2



Yolo County

- Disadvantaged Schools
- Disadvantaged Schools Buffer - Note 1
- ▨ CalEnviroScreen2.0 Census Tracts in top 25% of California - Note 2
- Disadvantaged Census Tracts - Note 3
- 2010 Census Tracts
- Cities

Note 1 - Two-mile buffer around public schools in which 75% or more of the students are eligible for free or reduced price meals under the National School Lunch Program.
 Source: California Department of Education, 2014.

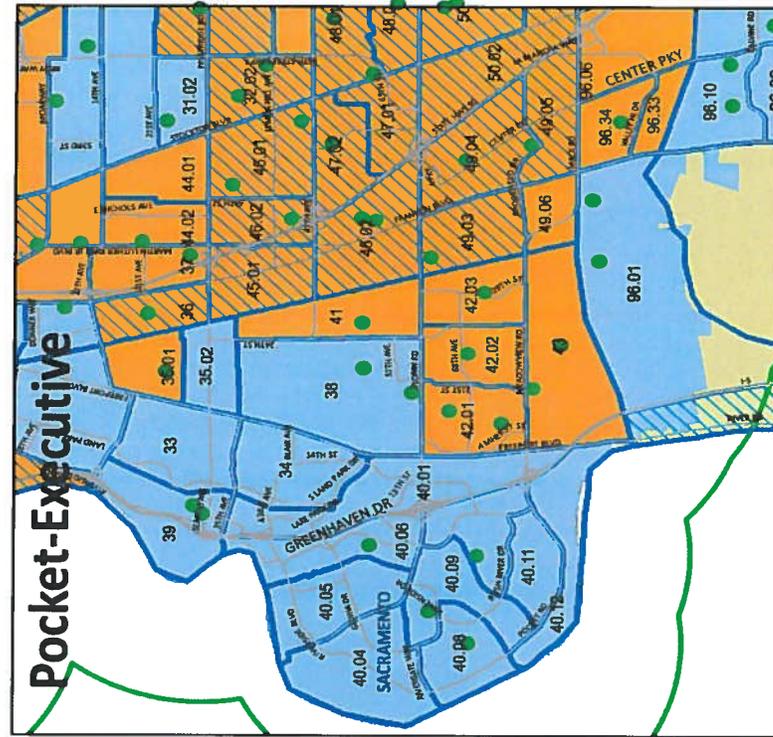
Note 2 - An area identified as among the most disadvantaged 25% in the state according to latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. Scores are available at <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>.
 Source: California Environmental Protection Agency (CalEPA) and Office of Environmental Health Hazard Assessment (OEHHA), 2014.

Note 3 - Disadvantaged Census Tracts are those in which the Median Household Income is less than 80% of the California state median income of \$61,094.
 Source: U.S. Census 2009-2013 American Community Survey (ACS).

See page 2 for inset detail
 SACOG, April 2015

Low Carbon Transit Operations Program (LCTOP)

Disadvantaged Community-Central Sacramento-Page 1 of 1



Sacramento County

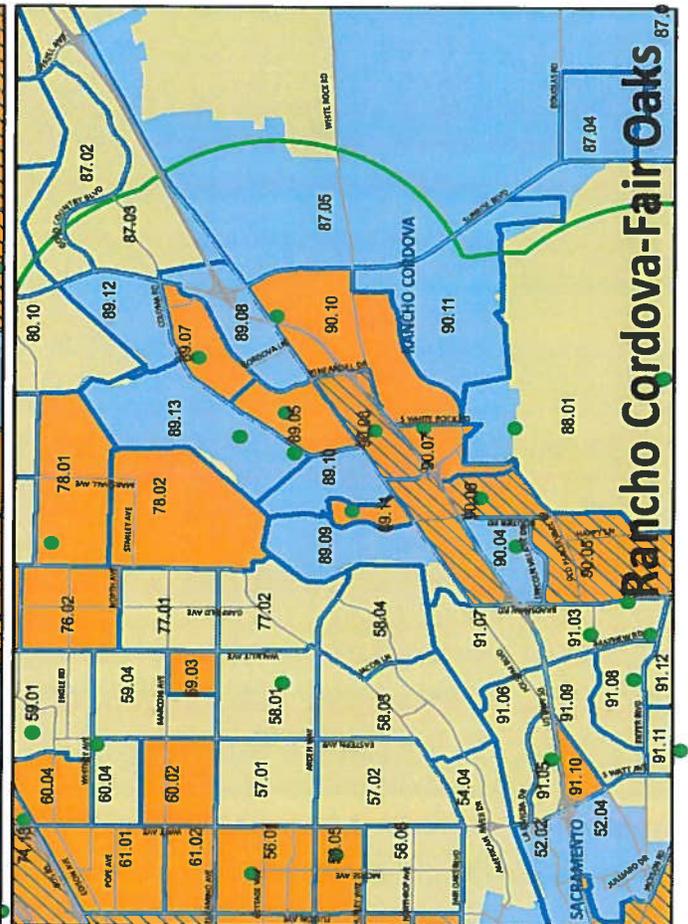
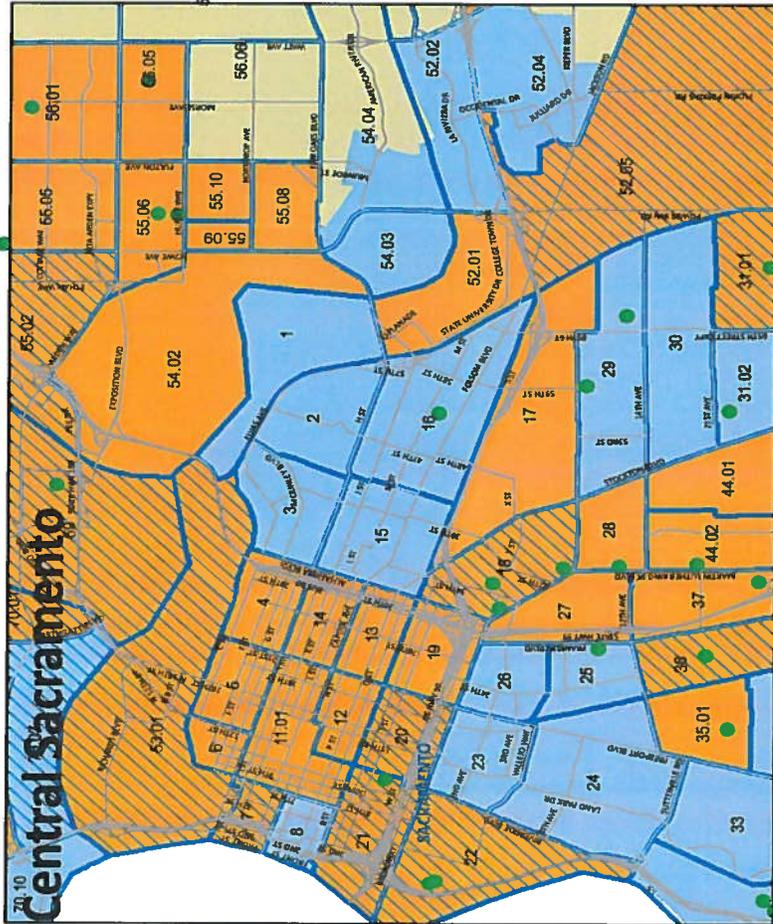
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Note 3 - Disadvantaged Census Tracts are those in which the Median Household Income is less than 80% of the California state median income of \$61,094.
 Source: U.S Census 2009-2013 American Community Survey (ACS).

Sacramento County: Page 3
 SACOG, April 2015





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: (530)402-2830 Date: 1/25/16
 Mike Luken, Deputy Director-Operations, Planning, Sp. Proj.

Approval Authority: Sign and date Typed name and phone number:
 1/28/16 Terry Bassett, Executive Director

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

Proposed Total Project Cost								Project
Component	Prior	FY2016	FY2017	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	35,346	0	0	0	0	0	35,346
Operations/Other	0	991,000	991,000	0	0	0	0	1,982,000
TOTAL	0	1,026,346	991,000	0	0	0	0	2,017,346

Low Carbon Transit Operations Program (LCTOP)								Total
Component	Prior	FY2016	FY2017	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		35,346						35,346
Operations/Other		72,900	72,900					145,800
TOTAL	0	108,246	72,900	0	0	0	0	181,146

Funding Source: Variable Funding Sources								Total
Component	Prior	FY2016	FY2017	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		918,100	918,100					1,836,200
TOTAL	0	918,100	918,100	0	0	0	0	1,836,200

Funding Source:								Total
Component	Prior	FY2016	FY2017	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							

Funding Source:								Total
Component	Prior	FY2016	FY2017	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							



Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

Funding Source:								
Component	Prior	FY2016	FY2017	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							

Funding Source:								
Component	Prior	FY2016	FY2017	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							

Funding Source:								
Component	Prior	FY2016	FY2017	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							

Funding Source:								
Component	Prior	FY2016	FY2017	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							

Funding Source:								
Component	Prior	FY2016	FY2017	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							



**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:	Connect Card
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	86.24	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	181,256.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	181,156.00	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 (\$)	181,156.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0005	The metric to be reported in the application.



California Air Resources Board
 Greenhouse Gas Emission Reduction C
 California Department of Transporta
 Low Carbon Transit Operations Pro
 Greenhouse Gas Reduction
 Fiscal Year 2015-16

California Environmental Protection Agency
Air Resources Board

Project Name: _____ Connect
 Project ID: _____ 0
 Inputs into columns highlighted in YELLOW with RED headers are required fields dependent on pro
 Must be filled out from left to right

Project Details		Vehicle or Displaced Fuel Details			Net GHG Benefits
Eligible Project Type	Transit Service Type	Fuel Type	Engine MY	Annual VMT or Units of Fuel	Total GHG Emission Reductions (MTCO ₂ e)
Expanded Transit Facilities or Service Enhancements	Bus (local bus)				85.24

**Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT**

AS THE Executive Director

(Chief Executive Officer / Director / President / Secretary)

OF THE Yolo County Transportation District

(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.

Terry Bassett, Executive Director

(Name and Title of Authorized Agent)

OR

Mike Luken, Deputy Director-Operations, Planning, Special Projects

(Name and Title of Authorized Agent)

OR

Janice Phillips, Deputy Director-Finance, Grants and Procurement

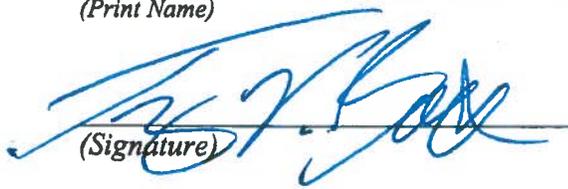
(Name and Title of Authorized Agent)

Terry Bassett

(Print Name)

Executive Director

(Title)



(Signature)

Approved this Twenty-Second day of February, 2016

Attachment: Board Resolution approving Authorized Agent

RESOLUTION #R-2016-05
AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT FOR THE
REGIONAL CONNECT CARD PROJECT

WHEREAS, the Yolo County Transportation District 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 Yolo County Transportation District wishes to implement the LCTOP project listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yolo County Transportation District 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 and hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

Project Name: Regional Connect Card
Amount of LCTOP funds requested: \$181,156
Short description of project: Regional Universal Fare Card Program
Contributing Sponsors: Sacramento Area Council of Governments

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 11th day of January, 2016, by the following vote:

AYES: *Anderson, Frerichs, Marble*

NOES: *NONE*

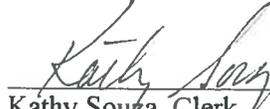
ABSTAIN: *NONE*

ABSENT: *Representatives of
West Sacramento:
Yolo County*



Harold Anderson, Chair
Board of Directors

ATTEST:



Kathy Souza, Clerk
Board of Directors

Approved As To Form:

By *Hope Welton*
Hope Welton, YCTD Legal Counsel



RESOLUTION #R-2016-0
AU THORIZATION FOR THE EXECUTIO OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS, the Yolo County Transportation District is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

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

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

WHEREAS, the Yolo County Transportation District wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director of the Yolo County Transportation District, or his designee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yolo County Transportations District that the District agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects and the Executive Director, or his designee, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED by the Board of Directors of the Yolo County Transportation District, County of Yolo, State of California, this 11th Day of January 2016, by the following vote:

AYES: *Anderson, Frerichs, Marble*

NOES: *NONE*

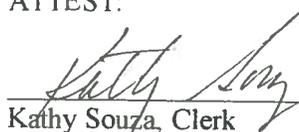
ABSTAIN: *NONE*

ABSENT: *Representatives of
West Sacramento;
Yolo County*



Harold Anderson, Chair
Board of Directors

ATTEST:



Kathy Souza, Clerk
Board of Directors

Approved As To Form:

By *Hope Welton*

Hope Welton, YCTD Legal Counsel





Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: Sacramento Area Council of Governments

Agency Name: Yolo County Transportation District

Effective Date of this Document: January 11, 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:
- Semi-Annual Progress Reports by May 15th and November 15th each year.
 - A Final Report within six months of project completion.
 - 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:
- 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
 - 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:


Terry Bassett, Executive Director
Yolo County Transportation District