

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	City of Norwalk - Norwalk Transit System
Project Name:	Operating Assistance for New NTS Route
Project Type: <i>See Attachment A</i>	A2: Expand/Enhance transit service
Description of Project (Short):	Expand Norwalk Transit Services (NTS) to include Metro's Line 270. This will entail a joint effort of NTS and Foothill Transit to take-over line 270 whereas NTS will service the southern portion of the route.
Project Location:	12650 E. Imperial Hwy. Norwalk, CA 90560
Project Start Date (anticipated):	6/27/2016
Project End Date (anticipated):	6/27/2017

Funding Information:

Funding Year:	FY 15-16
Requested Amount of PUC 99313:	
Requested Amount of PUC 99314:	\$51,207
Total LCTOP Funding:	\$51,207
Total Project Cost:	\$793,598

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	4.81
Project Life:	1
Estimated Total GHG Reduction:	4.81

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	Yes
Does the Project Benefit a DAC?	Yes
Identify the DAC Census Tracts?	Yes
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 1A: Project provides improved transit or intercity rail service for stations or stops in a disadvantaged community.
Qualitative Description of DAC Benefit?	Continued access to transit service connecting commuters to stations & stops.
Describe the DAC Need Project Addresses?	NTS Service area including City of Norwalk, Santa Fe Springs & Whittier.
Total GGRF \$ Allocated to DAC	\$51,207

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	378,100
Ridership Increase	13%
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:	\$0	\$0	\$0
Request Amount per PUC 99314:	\$51,207	\$0	\$0
Total Project Allocation Request:	\$51,207	\$0	\$0
Project Title:	<u>Operating Assistance for New NTS Route</u>		
Project Location/Address:	<u>12650 E. Imperial Hwy. Norwalk, CA 90650</u>		

Table 1: Project Lead Information

	Legislative District Numbers
Agency Name: <u>City of Norwalk - Norwalk Transit Sys</u>	Assembly: <u>57</u>
Contact Person: <u>Sudesh Paul</u>	Senate: <u>30</u>
Contact Phone #: <u>(562) 929-5660</u>	Congressional: <u>38</u>
Email Address: <u>spaul@norwalkca.gov</u>	Amount: _____ PUC Funds Type: _____
Address: <u>12650 E. Imperial Hwy</u>	\$ <u>51,207.00</u> <u>99314</u>
<u>Norwalk, CA 90650</u>	\$ _____

Table 2: Contributing Sponsor Information

Name: _____	Amount :	PUC Fund Type:
Contact: _____	\$ _____	
Contact Phone #: _____	\$ _____	
Email Address: _____		
Address: _____		

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

TOTAL \$51,207

(*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			
X	A1		Ai		B1		Bi
	A2		Aii		B2		Bii
	A3		Aiii		B3		Bii
	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.

Los Angeles County Metropolitan Transportation Authority (Metro) plans to discontinue operation of their Line 270 whereas portion of this line operates in the City of Norwalk. Therefore, Norwalk Transit System (NTS) and Foothill Transit will jointly operate the route, whereas, NTS will operate the southern segment of Metro Line 270 service (from the City of Whittier to the Metro Green Line Station in the City of Norwalk to NTS). This segment equates to adding approximately 199,000 passengers per year. The new NTS route will connect patrons with the Metro Greenline, all of NTS's existing routes and Metrolink. This project will meet the Guidelines' primary criteria of supporting new or expanded service, increase mode share and reducing greenhouse gas emissions. This project provides NTS an opportunity to restore service along Firestone blvd. and connecting to the Greenline Station. This project is expected to be implemented on June 27, 2016.

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 new NTS Route (Metro Line 270) will operate within the NTS's service area which includes City of Norwalk, Santa Fe Springs and Whittier.

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.

The continued operation of Metro's Line 270 will ensure passengers will continue to use public transportation rather than using their own vehicles.. Thereby, reducing greenhouse gas emissions by keeping passengers from single occupant vehicles and on-street travel to a transit service.

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

This project is designed to increase NTS ridership and mode share; NTS expects an increase in ridership by 13% which equates to an estimated 199,000 additional passengers annually.

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

X	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 communities.

This project, service route, traverses and serves several areas identified as disadvantage communities as shown in the attachment. By taking over the southern portion Metro Line 270, NTS can continue to provide service connecting commuters to stations and stops to the disadvantage community residents. The new route will continue to connect patrons boarding in these communities to educational, employment and other activities and opportunities in the service area.

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 type="checkbox"/> Reduced Operating/Maintenance Cost <input 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 checked="" 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.

Continuing operating Metro's Line 270 will ensure patrons have a means to travel using public transportation. This project will continue to keep single occupancy vehicles off the road, thereby reducing greenhouse gas emissions and improving public health. This project will also continue to provide connectivity to the Greenline Station and the Metrolink Station.

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	6/27/2016
End expanded/enhanced transit services	6/27/2017
Begin Closeout Phase	7/1/2017
End Closeout Phase	8/1/2017

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.

NTS will work with Metro and Foothill Transit for a seamless transition; the new route will be operated for the first year exactly as Metro is currently operating. NTS will use existing bus fleet to operate the new route. NTS's outreach includes public hearing scheduled for March, car cards on buses, stakeholder letters. This project is expected to be implemented on June 27, 2016.

b) Describe the fare structure for this system.

NTS Fixed Route Fare Structure includes the Base Adult Fare (\$1.25); Senior/Disabled (\$.60); Student \$1.00; local/inter-agency transfers (\$.50). NTS also accepts the following fare media: regional EZ passes, Metrolink passes, and Access Services for which NTS is reimbursed on a monthly basis.

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

NTS expects an annual increase of 13% in ridership; this assumption was based on operating data provided by Metro.

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

Operating costs such as but not limited to fuel, maintenance and salaries for assuming the southern segment of Metro Line 270 is estimated at \$793,598 (5,945 estimated annual revenue hours multiplied by \$133.49, NTS's operating cost per hour). The annual cost estimate will be offset/reduced by \$208,198 due to modification to NTS Route 3, whereas Route 3 revenue hours will be reduced by 1,560 annually. The 5,945 revenue hours are estimated based on Metro's Line 270 schedule.



Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

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

Person preparing this form (please type or print):	Phone:	Date:
Sudesh Paul	(562) 929-5560	02/01/16

Approval Authority: Sign and date <i>Sudesh Paul 2/1/16</i>	Typed name and phone number: Sudesh Paul (562) 929-5560
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Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								
Component	Prior	FY 15-16	FY	FY	FY	FY	FY	Project 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	51,207	742,391	0	0	0	0	793,598
TOTAL	0	51,207	742,391	0	0	0	0	793,598

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 15-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		51,207						51,207
TOTAL	0	51,207	0	0	0	0	0	51,207

Funding Source: Operating								
Component	Prior	FY 15-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other			742,391					742,391
TOTAL	0	0	742,391	0	0	0	0	742,391

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

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

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

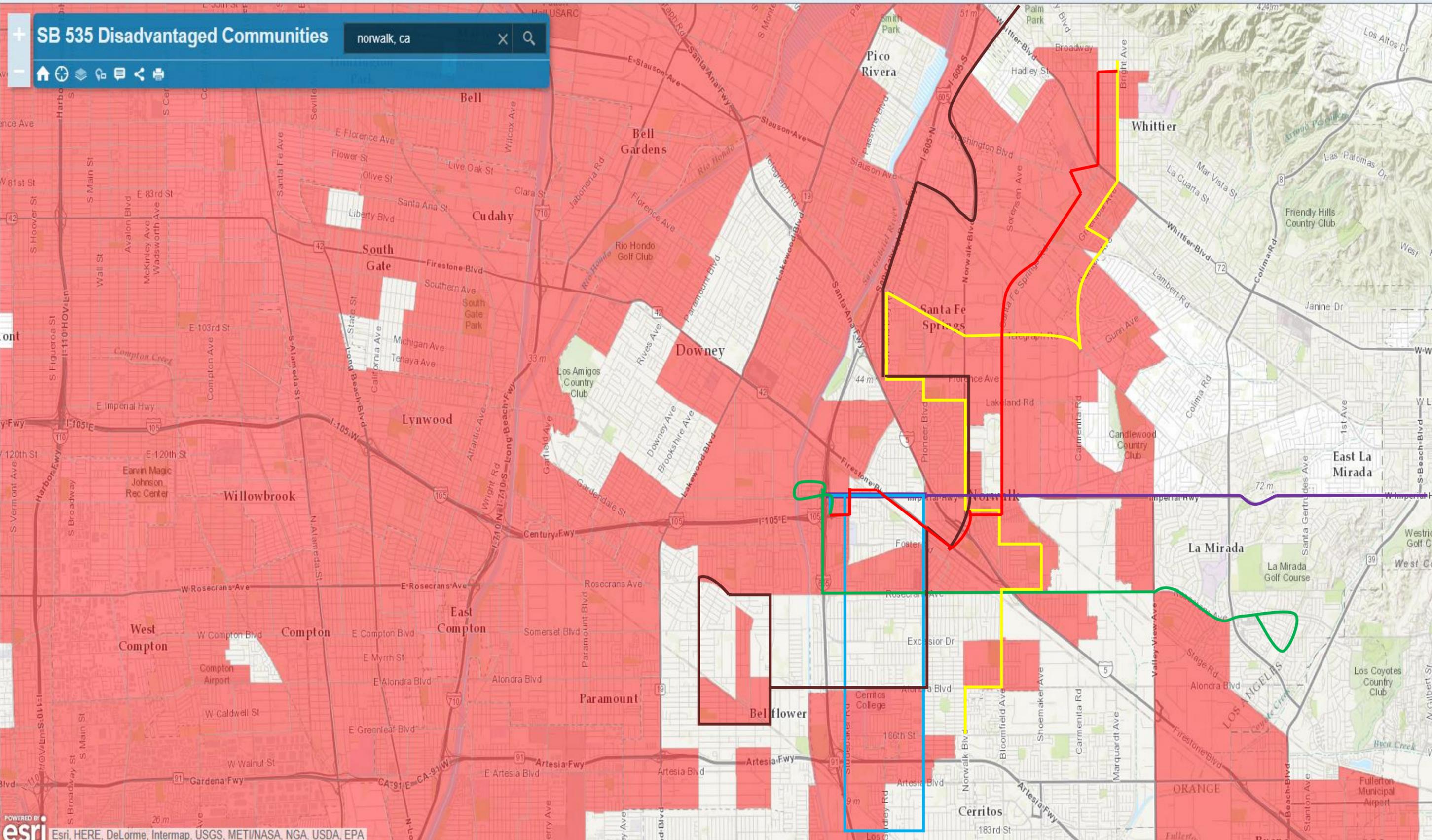
Funding Source:								
Component	Prior	FY 15-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0							

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

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

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

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





California Air Resources Board (ARB)
 Greenhouse Gas Emission Reduction Calculator for the
 California Department of Transportation (Caltrans)
 Low Carbon Transit Operations Program (LCTOP)
 Greenhouse Gas Reduction Fund
 Fiscal Year 2015-16

**Updated Emission factors on December 18, 2015.

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/finalctopqm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. **Refer to the quantification methodology document for background, step by step detailed instructions and examples.** To use this calculator, follow these steps:

Step 1 Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.

Step 2 Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.

Step 3 Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

Read Me Tab (this page):

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C_001Transit BRT." Project names may be abbreviated.

Project Name:	Operating Assistance for New NTS Route
Project ID:	
Contact Name:	Sudesh Paul
Contact Phone Number:	(562) 929-5660
Contact Email:	spaul@norwalkca.gov
Date Completed:	2/1/2016



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:	Operating Assistance for New NTS Route
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO ₂ e)	Description
Net GHG Benefits	4.81	Total GHG Emission Reductions (MTCO₂e)
LCTOP Funds Requested (\$)	51,207.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	51,207.00	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 (\$)	51,207.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
/Total GGRF Funds Requested (\$)	0.0001	The metric to be reported in the application.

RESOLUTION NO. 16-03

A RESOLUTION OF THE NORWALK CITY COUNCIL AUTHORIZING THE EXECUTION OF GRANT ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, California Legislature, Senate Bill 862 (SB 862), established Transit, Affordable Housing, and Sustainable Communities Program, and appropriated proceeds in the Greenhouse Gas Reduction Fund for the Low Carbon Transit Operations Program (LCTOP); and

WHEREAS, SB 862 designates administrative agency requirements, appropriates LCTOP funds, and assigns California Department of Transportation (Caltrans), in coordination with Air Resources Board (ARB) to establish the program guidelines; and

WHEREAS, SB 862 named the California Department of Transportation as the administrative agency for the LCTOP; and

WHEREAS, the City of Norwalk is an eligible applicant and may receive state funding from the LCTOP for transit projects to reduce greenhouse gas emissions and improve mobility; and

WHEREAS, the City of Norwalk will use FY 2015/16 LCTOP funds in the amount of \$51,207 for operating assistance for additional service to increase ridership;

NOW, THEREFORE, THE NORWALK CITY HEREBY DETERMINES, FINDS, AND RESOLVES AS FOLLOWS:

Section 1. The Director of Transportation, or his designee, is authorized to file and execute applications and funding agreements, and revisions, if required, together with all necessary supporting documents of LCTOP Program with the California Department of Transportation.

Section 2. The City of Norwalk and its agents shall comply with the provisions set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

Section 3. The City of Norwalk approves the execution of Certification and Assurances and the Authorized Agent Form as required for LCTOP Program.

APPROVED AND ADOPTED this 5th day of January 2016.


LEONARD SHRYOCK
MAYOR

ATTEST:

I, **Theresa Devoy**, City Clerk of the City of Norwalk, California **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 16-03** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the Norwalk City Council, held January 5, 2016, and that the same was approved and adopted by the following vote to wit:

AYES: Councilmembers Kelley and Rodarte, Vice Mayor Mendez, and Mayor Shryock

NOES: None

ABSENT: Councilmember Vernola


THERESA DEVOY, CMC
CITY CLERK

RESOLUTION NO. 16-04

A RESOLUTION OF THE NORWALK CITY COUNCIL AUTHORIZING THE EXECUTION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT TO RECEIVE OPERATING ASSISTANCE FOR ADDITIONAL FIXED ROUTE SERVICE

WHEREAS, California Legislature, Senate Bill 862 (SB 862), established Transit, Affordable Housing, and Sustainable Communities Program, and appropriated proceeds in the Greenhouse Gas Reduction Fund for the Low Carbon Transit Operations Program; and

WHEREAS, SB 862 designates administrative agency requirements, appropriates LCTOP funds, and assigns California Department of Transportation (Caltrans), in coordination with Air Resources Board (ARB) to establish the program guidelines; and

WHEREAS, SB 862 named the California Department of Transportation as the administrative agency for the LCTOP; and

WHEREAS, the City of Norwalk is an eligible applicant of the population-based State Transit Assistance (STA) funds pursuant to PUC Section 99314; and

WHEREAS, the City of Norwalk will use FY 2015/16 LCTOP funds in the amount of \$51,207 for operating assistance to increase mode share by adding additional service;

NOW, THEREFORE, THE NORWALK CITY COUNCIL HEREBY DETERMINES, FINDS, AND RESOLVES AS FOLLOWS:

Section 1. The City of Norwalk and its agents shall comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

Section 2. The City of Norwalk authorizes the submittal of the allocation request to the Department of Transportation in FY 2015/16 LCTOP funds for operating assistance in the amount of \$51,207.

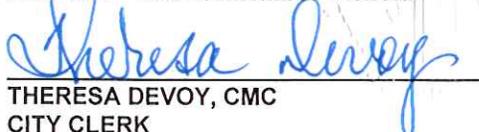
APPROVED AND ADOPTED this 5th day of January 2016.


LEONARD SHRYOCK
MAYOR

ATTEST:

I, Theresa Devoy, City Clerk of the City of Norwalk, California DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 16-04 has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the Norwalk City Council, held January 5, 2016, and that the same was approved and adopted by the following vote to wit:

AYES: Councilmembers Kelley and Rodarte, Vice Mayor Mendez, and Mayor Shryock
NOES: None
ABSENT: Councilmember Vernola


THERESA DEVOY, CMC
CITY CLERK



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

AS THE Director of Transportation
(Chief Executive Officer / Director / President / Secretary)

OF THE City of Norwalk
(Name of County/City Organization)

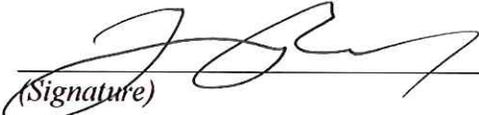
I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and 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.

Theresa Clark, Manager of Strategic Planning & Admin. Services OR
(Name and Title of Authorized Agent)

Sudesh Paul, Sr. Management Analyst - Grant Administration OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

James C. Parker Director of Transportation
(Print Name) (Title)


(Signature)

Approved this 5th day of January, 20 16

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: City of Norwalk

Agency Name: City of Norwalk

Effective Date of this Document: January 5, 2016

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

A. General

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

B. Project Administration

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

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

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

C. Reporting

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

D. Cost Principles

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

E. Record Retention

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

F. Special Situations

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

I certify all of these conditions will be met.

BY:



James C. Parker, Director of Transportation
Norwalk Transit System
City of Norwalk