

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Gold Coast Transit District
Project Name:	Ticket Vending Machines (TVM)
Project Type: <i>See Attachment A</i>	B3: Upgrade transit stops/stations to support active transportation and encourages ridership
Description of Project (Short):	This project will install ticket vending machines (TVM) at three transit centers in the GCTD service area. As two of these transit centers do not currently sell passes, the TVMs will make it easier and more convenient to ride transit.
Project Location:	Oxnard Transit Center, C Street Transfer Center, Ventura Transit Center
Project Start Date (anticipated):	1/1/2017
Project End Date (anticipated):	7/30/2018

Funding Information:

Funding Year:	2015-16
Requested Amount of PUC 99313:	
Requested Amount of PUC 99314:	\$40,701
Total LCTOP Funding:	\$40,701
Total Project Cost:	\$252,000.00

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	0.0212
Project Life:	20 years
Estimated Total GHG Reduction:	861.81

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	yes
Does the Project Benefit a DAC?	yes
Identify the DAC Census Tracts?	91.00, 39.00, 49.02, 45.03, 47.15
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 1H: Project improves transit stations or stops in a disadvantaged community to increase safety and comfort.
Qualitative Description of DAC Benefit?	One transit center where the TVMs will be installed is located within a DAC and another is just adjacent to one, allowing residents to benefit from more accessible transit usage. GCTD also has 3 additional DAC and residents of these areas use the transit centers where the TVMs will be installed.
Describe the DAC Need Project Addresses?	This project will increase the availability of passes to residents of DACs and help to decrease the time spent on the transit process, allowing passengers to spend their time on other activities and increasing the attractiveness of transportation.
Total GGRF \$ Allocated to DAC	\$26,862

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	286,961.56
Ridership Increase	13,985
Fuel Use Reduction:	
Energy Use Reduction:	

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Ventura County Transportation Commission	
Project Lead: Gold Coast Transit District	County: Ventura
Project Title: Ticket Vending Machines (TVM)	

Project Lead:

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

Name: Steven P. Brown

Signature:

Title: General Manager

Agency: Gold Coast Transit District

Date: 1/28/2016

Amount: \$40,701

Contributing Sponsor(s):

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

Name:

Signature:

Title:

Agency:

Date:

Amount:

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:	\$40,701	\$0	\$0
Total Project Allocation Request:	\$40,701	\$0	\$0
Project Title:	Ticket Vending Machines (TVM)		
Project Location/Address:			

Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: Gold Coast Transit District	Assembly:	37, 44
Contact Person: Claire Johnson-Winegar	Senate:	19
Contact Phone #: (805) 483-3959 x118	Congressional:	24, 26
Email Address: cjwinegar@goldcoasttransit.org	Amount:	PUC Funds Type:
Address: 301 E. Third St.	\$ 40,701	99314
Oxnard, CA	\$	

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 \$40,701		

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

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	
<input type="checkbox"/>	A1	<input type="checkbox"/>	Bi
<input type="checkbox"/>	A2	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A3	<input checked="" type="checkbox"/>	Bii
<input type="checkbox"/>	A4	<input type="checkbox"/>	
<input type="checkbox"/>	A5	<input type="checkbox"/>	

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.

This project will install new Ticket Vending Machines (TVMs) at three of GCTD busiest transit centers. In 2013, GCTD upgraded fareboxes and introduced magnetic stripe fare media which led to an increase demand for multi-ride and 31-day bus passes. Passes are currently only sold out of a few in-person ticket outlets and at the Oxnard Transit Center which have limited hours and accept cash/check only. Due to the limited availability of ticket outlets, our passengers often have to make an extra trip to purchase fare media. In addition, the Ventura Transit Center and C Street Transfer Center, which each have over 2,500 average daily boardings do not have any nearby sales outlets making purchasing passes extremely difficult. Adding to this difficulty, in fall of 2015, our second largest in-person outlet near the Ventura Transit Center closed, causing a decrease in pass sales and ridership. By purchasing TVMs, GCTD will enable passengers to easily purchase fare media directly at the three main Transit Centers, saving both time and effort. Additionally, the TVMs will be programmed to accept credit/debit cards, a feature currently not offered at any sales outlets, making purchasing multi-ride and 31-day passes easier. TVMs will provide passengers with the benefit of being able to save money through purchasing passes, which typically provides at least a 10% discount. With this project, GCTD will also have the potential to partner with the Ventura County Transportation Commission to offer sales of Intercity bus tickets in addition to GCTD fare media.

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 TVMs will be installed at the Oxnard Transit Center, C Street Transfer Center and the Ventura Transit Center. Please see attached map.

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

Capital: 20 years

Operations:

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

This project will reduce greenhouse gases by increasing the incentive to ride transit by making it more convenient for our passengers to buy passes. This allows GCTD to sell passes 24/7 and accept credit/debit cards at high ridership locations, which will therefore decrease auto trips. TVMs at transit centers will help to save passengers time since they will no longer have to make separate trips to in-person ticket outlets. Additionally, increasing the usage of passes helps to speed up the boarding process and in turn speed up service. This decrease in time spent as part of the transit rider's trip will be an incentive to ride transit. Estimates indicate that adding vending machines will decrease GHG emissions by 861.81 tons.

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

Increasing the attractiveness of transit will help increase ridership and decrease auto trips. Additionally, these vending machines will likely distribute passes for the regional transit system that will help increase their ridership and promote usage on Ventura County transit systems.

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				Transit Projects			
<input type="checkbox"/>	1A	<input type="checkbox"/>	2A	<input type="checkbox"/>	1A	<input type="checkbox"/>	1G
<input type="checkbox"/>	1B	<input type="checkbox"/>	2B	<input type="checkbox"/>	1B	<input checked="" type="checkbox"/>	1H
<input type="checkbox"/>	1C	<input type="checkbox"/>	2C	<input type="checkbox"/>	1C	<input type="checkbox"/>	2A
<input type="checkbox"/>	1D			<input type="checkbox"/>	1D	<input type="checkbox"/>	2B
				<input type="checkbox"/>	1E	<input type="checkbox"/>	2C
				<input type="checkbox"/>	1F	<input type="checkbox"/>	2D
						<input type="checkbox"/>	2E
						<input type="checkbox"/>	2F
						<input type="checkbox"/>	2G
						<input type="checkbox"/>	2H
						<input type="checkbox"/>	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.

One transit center where the TVMs will be installed is located within a DAC and another is less than half a mile away from a DAC, allowing residents to benefit from more accessible transit usage. GCTD also has 3 additional DACs and residents of these areas use the transit centers where the TVMs will be installed, benefitting them as well. Also, GCTD also serves 24 additional census tracts that have both an unemployment rate over 1% above the national average and an income level 80% or less of the national average that will benefit from these ticket vending machines.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

- | | |
|--|---|
| <input checked="" type="checkbox"/> Improved Safety | <input type="checkbox"/> Coordination with Educational Institutions |
| <input type="checkbox"/> Improved Public Health | <input type="checkbox"/> College/University <input type="checkbox"/> Grades K-12 |
| <input checked="" 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 d) and any other benefits not listed.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	4/1/2017
End Vehicle/Equipment Order (Contract Acceptance)	3/31/2018
Begin Closeout Phase	4/1/2018
End Closeout Phase	7/30/2018

Operations Projects	
Begin expanded/enhanced transit services	
End expanded/enhanced transit services	
Begin Closeout Phase	
End Closeout Phase	

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

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

GCTD plans to directly oversee the implementation, operations and maintenance of the vending machines. This would include siting, installation, testing, training staff, loading and maintaining machines. GCTD Planning staff would determine installation requirements for each TVM location. Once installed, GCTD Maintenance Department staff (E-Mechanic) would be assigned to service TVMs on a regular basis as needed to ensure continual functioning. Auditing and cash counting would be conducted weekly (or as needed) by GCTD Finance Administration staff. Customer information and training would be developed and implemented by Planning and Marketing staff.

b) Describe the fare structure for this system.

The ticket vending machines will use the current GCTD fare structure.

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

GCTD's pass usage is 50% of total fares paid. Calculations of passes sold by the ticket machines were calculated as 50% of total passengers that use the transit centers. Ridership calculations reflect a .5% increase based on statistics of passenger usage and ridership increases and decreases when magnetic stripe passes were introduced and when ticket centers were eliminated and studies that show that transit service improvements, including ease of and accessibility of fare payment, results in an increase in ridership by benefitting existing passengers, new passengers, benefitting society by reducing traffic problems, providing scale economies and increasing fare revenue for transit agencies. GCTD used an average trip length of 4.29 miles as reported to NTD.

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

The cost projections we developed as part of the farebox proposal GCTD received when implementing new fareboxes. Ticket vending machines were included as an option and the pricing is good through spring 2017.



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) Claire Johnson-Winegar	Phone: (805) 483-3959	Date: 1/28/16
Approval Authority: Sign and date	Typed name and phone number: Steven P. Brown, (805) 483-3959	

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

Proposed Total Project Cost								Project
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	252,000	0	0	0	0	0	252,000
Operations/Other	0	0	0	0	0	0	0	0
TOTAL	0	252,000	0	0	0	0	0	252,000

Low Carbon Transit Operations Program (LCTOP) 99314								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		40,701						40,701
Operations/Other								0
TOTAL	0	40,701	0	0	0	0	0	40,701

Funding Source: Congestion Mitigation Air Quality/Local Funding								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		211,299						211,299
Operations/Other								0
TOTAL	0	211,299	0	0	0	0	0	211,299

Funding Source:								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0



Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

Funding Source:								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

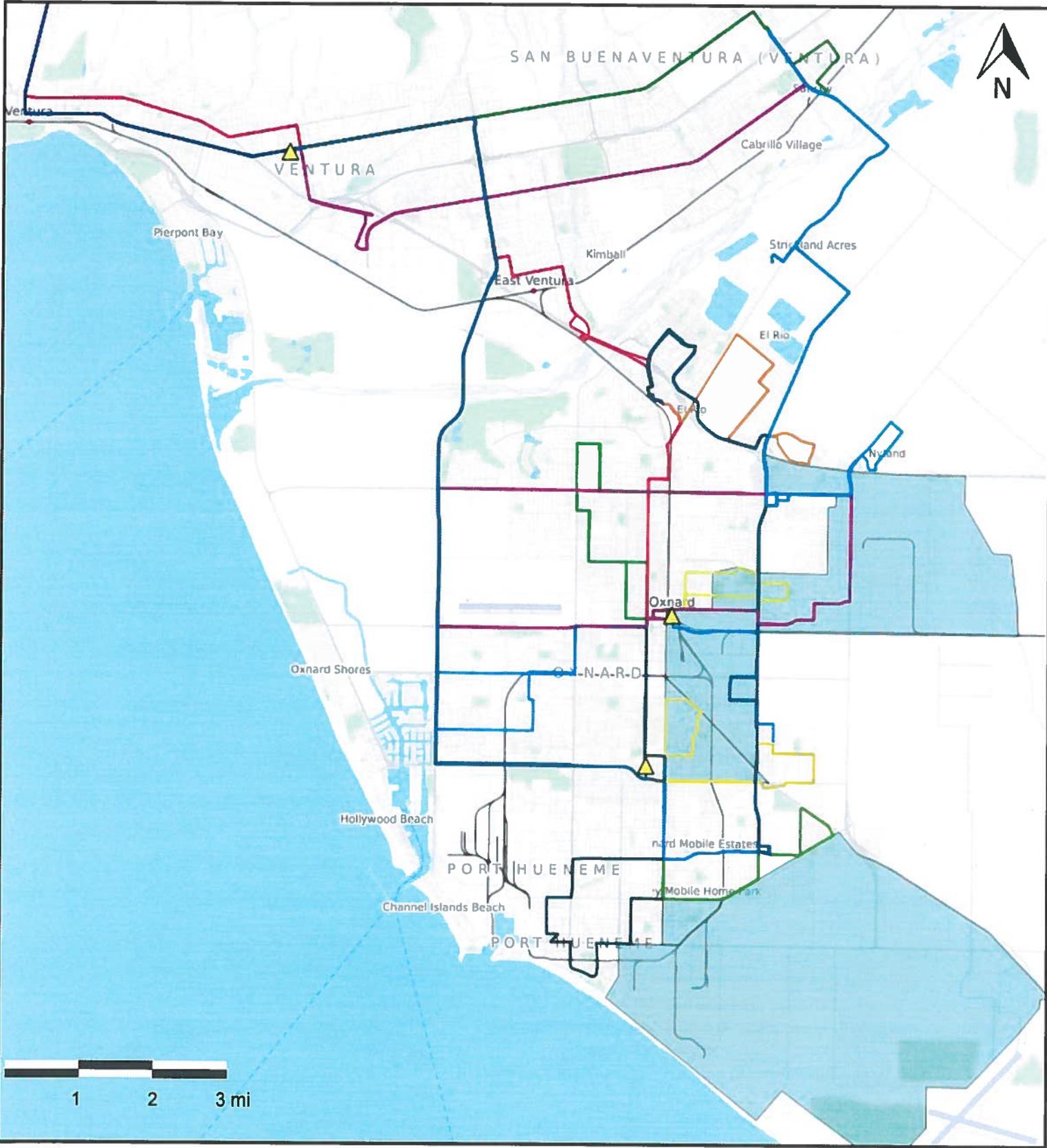
Funding Source:								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Gold Coast Transit District Routes, Service Area DAC Census Tracts



-  Ticket Vending Machine Site
-  Disadvantaged Communities
-  Gold Coast Transit Route



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/finalctopgm.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 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-C_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-C_001Transit BRT." Project names may be abbreviated.

Project Name:	Tricket Vending Machines
Project ID:	
Contact Name:	Claire Johnson-Winegar
Contact Phone Number:	805-483-3959 ext. 118
Contact Email:	cjwinegar@goldcoasttransit.org
Date Completed:	1/29/2016

Inputs Tab:

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

For more information on ARB's efforts to support implementation of GGRF investments, see: www.arb.ca.gov/auctionproceeds

Questions on this document should be forwarded to GGRFProgram@arb.ca.gov
Questions on the LCTOP program should be forwarded to LCTOPcomments@dot.ca.gov

Displaced Autos Details					New/Expanded Vehicle Details			
YrF Annual Ridership	Adjustment (A)	Length (L)	Adjustment (AA)	Length (LL)	Annual Average VMT Displaced	Fuel Type	Engine MY	Annual VMT or Units of Fuel
54,477	0.50	4.29	0.10	2.00	106,117.10			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			



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:	Ticket Vending Machines
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	861.81	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	40,701.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	40,701.00	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 (\$)	40,701.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0212	The metric to be reported in the application.



Authorized Agent

AS THE General Manager
(Chief Executive Officer / Director / President / Secretary)

OF THE Gold Coast Transit 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.

Steven P. Brown, General Manager OR
(Name and Title of Authorized Agent)

Steve Rosenberg, Director of Finance and Administration OR
(Name and Title of Authorized Agent)

Vanessa Rauschenberger, Director of Planning and Marketing
(Name and Title of Authorized Agent)

Steven P. Brown General Manager
(Print Name) (Title)


(Signature)

Approved this 1st day of February, 2016

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: Steven P. Brown _____

Agency Name: Gold Coast Transit District _____

Effective Date of this Document: 2/1/16 _____

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:



Steven P. Brown, General Manager
Gold Coast Transit District

RESOLUTION #2016-01

**AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
(Ticket Vending Machines, \$40,701)**

WHEREAS, the Gold Coast Transit 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 Gold Coast Transit District wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Gold Coast Transit 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.

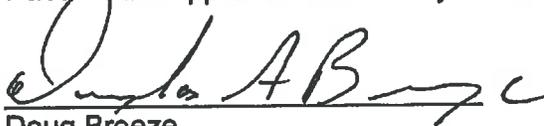
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Gold Coast Transit District that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2015-16 LCTOP funds:

Project Name: Ticket Vending Machines

Amount of LCTOP funds requested: \$40,701

Short description of project: This project will install ticket vending machines (TVMs) at three transit centers in the GCTD service area. As two of these transit centers do not currently sell passes, the TVMs will make it easier and more convenient to ride transit.

Passed and approved this 2nd day of March, 2016.



Doug Breeze
Board Chair