

Low Carbon Transit Operations Program (LCTOP)
PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Palo Verde Valley Transit Agency	
Project Name:	Operations Facility Solar Project	
Project Type: <i>Attachment A</i>	<i>See</i>	B3: Upgrade transit stops/stations to support active transportation and encourages ridership
Description of Project (Short):	This project consists of procurement, installation and operation of an integrated solar energy collection system (panels) with infrastructure and public use of a electric vehicle (EV) charging station at the PVVTA Operations Center / Park-N-Ride Lot located at 415 N. Main Street. Installation of a solar panel array would reduce the overall electricity cost by 35%. Making available an EV station would provide access to up to 50% of the EV traffic within the Palo Verde Valley. With the integration of solar systems and charging station ridership is anticipated to increase by 10% yearly over the life of the project.	
Project Location:	415 N. Main Street, Blythe CA 92225 Riverside County	
Project Start Date (anticipated):		July 2016
Project End Date (anticipated):		June 2017

Funding Information:

Funding Year:	FY 15/16
Requested Amount of PUC 99313:	\$24,295
Requested Amount of PUC 99314:	\$1,050
Total LCTOP Funding:	\$25,345
Total Project Cost:	\$25,345

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	549.31
Project Life:	20 years
Estimated Total GHG Reduction:	0

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	YES
Does the Project Benefit a DAC?	YES
Identify the DAC Census Tracts?	6065046200
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 2A: Project provides improved local bus transit service for riders using stations or stops that are accessible by walking within 1/2 mile of a DAC.
Qualitative Description of DAC Benefit?	System infrastructure improvement at transit stations or stops in a DAC will increase safety and comfort (i.e., lights, shelters, benches. The PVVTA Operations Park-N-Ride lot is strategically located within 1/4 of a mile of the most disadvantaged areas within the DAC of the Palo Verde Valley. Potential user of transit in this community could walk or commute from the location and use the amenities offered through this project.
Describe the DAC Need Project Addresses?	The project provides DAC access to transit at a clean and modern Park-N-Ride facility.
Total GGRF \$ Allocated to DAC Benefits?	

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	
Ridership Increase	
Fuel Ues Reduction:	
Energy Use Reduction:	

Low Carbon Transit Operations Program (LCTOP)
PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Riverside Co. Transportation Commission	
Project Lead: Palo Verde Valley Transit Agency	County: Riverside
Project Title: Operations Facility Solar Project	

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: K. George Colangeli

Signature:

Title: General Manager

Agency: Palo Verde Valley Transit Agency

Date: 1/31/2016 **Amount:** \$25,345

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: Josefina Clemente

Signature:

Title: Program Manager

Agency: Riverside County Transportation Commission

Date: 1/31/2014 **Amount:** 25,345

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:	\$24,295	\$0	\$0
Request Amount per PUC 99314:	\$1,050	\$0	\$0
Total Project Allocation Request:	\$25,345	\$0	\$0
Project Title:	Operations Facility Solar Project		
Project Location/Address:	415 N. Main Street Blythe, CA 92225		

Table 1: Project Lead Information

Agency Name: Palo Verde Valley Transit Agency	Legislative District Numbers	
Contact Person: Helen Colbert	Assembly:	56
Contact Phone #: 760-922-1140	Senate:	40
Email Address: financepvvta@yahoo.com	Congressional:	36
Address: 415 N. Main Street	Amount:	PUC Funds Type:
Blythe, CA 92225	\$ 1050	99314
	\$	

Table 2: Contributing Sponsor Information

Name: Riverside County Transportation Commission	Amount :	PUC Fund Type:
Contact: Josefina Clemente	\$ 24295	99313
Contact Phone #: 951-787-7141	\$	
Email Address: jclemente@rctc.org		
Address: 4084 Lemon St. Riverside, CA 92502		
Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	
TOTAL \$25,345		

(*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)).

<u>Operations Projects</u>				<u>Capital Projects</u>			
	A1		Ai		B1		Bi
	A2		Aii		B2		Bii
	A3		Aiii	X	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.

This project consists of procurement, installation and operation of an integrated solar energy collection system (panels) with infrastructure and public use of a electric vehicle (EV) charging station at the PVVTA Operations Center / Park-N-Ride Lot located at 415 N. Main Street. Installation of a solar panel array will reduce the overall electricity cost by 35%. Making available an EV station will provide access to up to 50% of the EV traffic within the Palo Verde Valley. With the integration of a solar system and a charging station ridership is anticipated to increase by 10% yearly over the life of the project.

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>.

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:

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.

A typical auto trip in the Palo Verde Valley is between 10-15 miles one-way per vehicle. Adding solar and EV charging to an established Park-N-Ride and operations facility could reduce as much as 200 miles per operating day in known stakeholders. Potential of capturing new commuting stakeholders could be as much as an addition 25% or 40 miles per operating day. The added benefit is in the use of the EV station where up to 4 EV vehicles daily can be charged with one outlet. The GGR could be up to 25 lb. CO2 per vehicle based on the commute of the specific user.

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

The envisioned use and outcome from this project is having EV and conventional commute user hub at the Park-N-Ride. This would be where users can use public transit to bridge the gap in time while their EV is charging or as a convention commuter would park their vehicle and use transit due to the added security, amenities and eco-friendly options that the lot and transit facility would have. Offering renewable energy options with modern and universally accessible infrastructure would attract more user to public transit and peak interest in renewable energy which is not offered due to being within a DAC.

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

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

The envisioned use and outcome from this project is having EV and a conventional commute user hub at the Park-N-Ride. This would be where users can use public transit to bridge the gap in time while their EV is charging or as a convention commuter would park their vehicle and use transit due to the added security, amenities and eco-friendly options that the lot and transit facility would have. Offering renewable energy options with modern and universally accessible infrastructure would attract more user to public transit and peak interest in renewable energy which is not offered due to being within a DAC.

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.

N/A

b) Describe the fare structure for this system.

N/A

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

N/A

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

N/A



10th Ave

N BROADWAY

Todd Park

Highway 60

Blythe

50 14th Ave

15th Ave

18th Ave

S Arrowhead Blvd

18th Ave

E Hobson Way

Quechan Marina

US-95 S

Riviera Dr

Census Tract: 6165046200

CalEnviroScreen Score: 76.8%

Population: 3,341

The following numbers represent the percentile score for that component or indicator. A higher percentile indicates a higher relative burden. Scroll to the bottom for a pie chart of race/ethnicity.

Pollution Burden: 52

Population Characteristics: 90

Low Carbon Transit Operations Program (LCTOP)

AUTHORIZED AGENT

AS THE **CHAIRMAN OF THE BOARD**
(Chief Executive Officer / Director / President / Secretary)

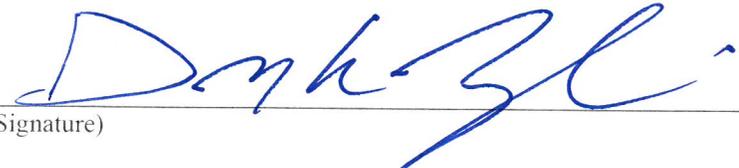
OF THE **PALO VERDE VALLEY TRANSIT AGENCY**
(Name of County/City Organization)

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.

HELEN COLBERT, FINANCE MANAGER OR
(Name and Title of Authorized Agent)

GEORGE COLANGELI, GENERAL MANAGER.
(Name and Title of Authorized Agent)

JOSEPH DECONINCK, CHAIRMAN
(Print Name) (Title)


(Signature)

PENDING
- APPROVAL

Approved this 3rd day of February, 2016

Attachment: Board Resolution approving Authorized Agent

RESOLUTION PVVTA 2016-03

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

WHEREAS, PVVTA 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, PVVTA wishes to delegate authorization to execute these documents and any amendments thereto to the Finance Manager and/or General Manager.

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

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

PASSED, APPROVED AND ADOPTED this 3rd day of February 2016 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:


Joseph DeConinck, Chairman

PENDING APPROVAL

ATTEST:

PENDING
Mallory Sutterfield, Clerk

RESOLUTION PVVTA 2016-04

**AUTHORIZATION FOR THE EXECUTION OF THE
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
PVVTA OPERATIONS FACILITY SOLAR PROJECT**

WHEREAS, PVVTA 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, PVVTA has been allocated LCTOP funds in the amount of \$25,345 for use towards the Operations Facility Solar Project; and

WHEREAS, PVVTA wishes to implement the LCTOP project(s) listed above,

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

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Palo Verde Valley Transit Agency that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

PASSED, APPROVED AND ADOPTED this 3rd day of February 2016 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:


Joseph DeConinck, Chairman

PENDING APPROVAL

ATTEST:



Mallory Sutterfield, Clerk

LCTOP Guidelines FY 15-16 – GGRF

Low Carbon Transit Operations Program (LCTOP)

CERTIFICATIONS AND ASSURANCES

Project Sponsor: Riverside County Transportation Commission

Agency Name: Palo Verde Valley Transit Agency

Effective Date of this Document: 02/03/2016

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. If a separate account is not possible the agency may show documents of a line item or subaccount dedicated to 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

LCTOP Guidelines FY 15-16 – GGRF

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.

LCTOP Guidelines FY 15-16 – GGRF

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:


AUTHORIZING OFFICER, Title
Unit/Department/Agency

General Manager