

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Victor Valley Transit Authority
Project Name:	Fare Media Outreach and Educational Program II
Project Type: <i>See Attachment A</i>	A5: Free or reduced-fare transit vouchers
Description of Project (Short):	Extension of Cycle 1 Transit Fare Media Outreach & Educational Program providing assistance to non-profit, human and social service agencies who service individuals with disabilities, seniors and low-income individuals.
Project Location:	VVTA service areas: Victor Valley and North Desert
Project Start Date (anticipated):	Jul-16
Project End Date (anticipated):	Jun-17

Funding Information:

Funding Year:	Cycle 2 <i>Year 2</i> FY 2015-16
Requested Amount of PUC 99313:	\$0
Requested Amount of PUC 99314:	\$10,000
Total LCTOP Funding:	\$10,000
Total Project Cost:	\$10,000

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	2893.48 <i>25.09</i>
Project Life:	Operating project
Estimated Total GHG Reduction:	2893.48 <i>.0025 (GHG/Total GGRF \$)</i>

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	Yes
Does the Project Benefit a DAC?	Yes
Identify the DAC Census Tracts?	6071009117 Adelanto, 6071012002 Barstow and 6071009800 Victorville
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 2B: Project improves local bus transit connectivity for riders using stations or stops that are accessible by walking within 1/2 mile of a disadvantaged community.
Qualitative Description of DAC Benefit?	This project focuses entirely on greater mobility and increased access to clean transportation for DAC residents. The target clientele are identified as qualifying in this category by the VVTA screened and selected non-profit, human and social service agencies. Materials and supplies that will enhance their experience will be used to help in the transition from the automobile to the VVTA system.
Describe the DAC Need Project Addresses?	Various non-profit, human and social service agencies who service clientele within and nearby designated disadvantaged communities or corridors.
Total GGRF \$ Allocated to DAC	\$10,000

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	5,528,250
Ridership Increase	1%
Fuel Use Reduction:	
Energy Use Reduction:	

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: SANBAG	
Project Lead: Victor Valley Transit Authority	County: San Bernardino
Project Title: Fare Media Outreach and Educational Program II	

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: Kevin Kane

Signature: 

Title: Executive Director

Agency: Victor Valley Transit Authority

Date: 1/19/2016 **Amount:** \$10,000

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>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>
Request Amount per PUC 99313:	\$0	\$0	\$0
Request Amount per PUC 99314:	\$10,000	\$0	\$0
Total Project Allocation Request:	\$10,000	\$0	\$0
Project Title: <u>Fare Media Outreach and Educational Program II</u>			
Project Location/Address: <u>VVTA service areas: Victor Valley and North Desert</u>			

Table 1: Project Lead Information

		Legislative District Numbers	
Agency Name: <u>Victor Valley Transit Authority</u>		Assembly: <u>33</u>	
Contact Person: <u>Nancie Goff</u>		Senate: <u>21</u>	
Contact Phone #: <u>760.995.3595</u>		Congressional: <u>8</u>	
Email Address: <u>ngoff@vvta.org</u>		Amount: _____	PUC Funds Type: _____
Address: <u>17150 Smoketree Street</u>	\$ _____		
<u>Hesperia, CA 92345</u>	\$ <u>10,000</u>		<u>99314</u>

Table 2: Contributing Sponsor Information

Name: _____	Amount: _____	PUC Fund Type: _____
Contact: _____	\$ _____	
Contact Phone #: _____	\$ _____	
Email Address: _____		
Address: _____		
Other Contributing Sponsors: (Attach sheet with contact information)		
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	

TOTAL \$10,000

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

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes)).

Operations Projects				Capital Projects			
	A1		Ai		B1		Bi
	A2		Aii		B2		Bii
	A3		Aiii		B3		Bii
	A4		Aiv		B4		
X	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.

VVTA administrative staff will continue outreach for the program, accept scholarship applications, update guidelines and eligibility criteria as necessary to prioritize the DAC service area and the target population. Staff review applications received and determine which agencies have the capacity to meet the eligibility criteria for the program. Agencies eligible to receive these funds would be those which provide their services either within the disadvantaged communities and/or serve seniors, individuals with disabilities and low income clients. Once approved, these agencies would be able to apply for funds in order to procure fare media specific to each client's needs. The agency would then be able to provide the means to their clientele to ensure that they would have adequate transportation to reach vital medical, social and human services appointments, as well as opportunities to reintegrate into the economic setting. Further, VVTA, would assist in these goals by improving accessibility to public transportation options for these clientele through educational materials and information that would enhance the success of the program.

See attachment behind document and applications

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>.

Various non-profit, human and social service agencies who service clientele within and nearby designated disadvantaged communities or corridors including the Cities of Adelanto, Barstow, and Victorville all of which are located within the San Bernardino County.

See maps

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

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 service will provide vital benefits to the low income and disabled communities of the Victor Valley who often depend on older, less reliable automobiles for their transportation needs; automobiles that increase the greenhouse gases in the atmosphere due to these increased trips. Funds will be used to provide VVTA fare media to the eligible agencies that serve and help them. The requesting agencies will be required to document the need for these
 ? scholarships. Transitioning these riders to a multi-modal form of transportation to and from their destinations will take single automobile trips off the road, reducing Greenhouse Gas Emissions (GGE's). The theory of supply and demand lends benefit to this project: The Fare Media Outreach and Educational Program, with its focus on the reduction of transit fare cost to nonprofit, human and social service agencies, will encourage the increased use of public transportation across the High Desert region, and consequently, will contribute to the reduction of GGE's. Victor Valley Transit's commitment to alternative fuel sources, such as CNG, further contributes to the reduction of GGEs. Estimates show that expanded bus pass distribution through this method will eliminate 416 one-way trips per week. Assuming that this weekly pattern will continue throughout the year, the Fare Media Outreach and Educational Program could reduce automobile trips 15,142 annually. Further, this will reduce vehicle miles traveled by automobiles 324,480 miles annually. This equates to a reduction of 632 tons of greenhouse gas emissions annually. This calculation was made using the formulas and calculation constraints stipulated by the Mojave Desert AQMD.

(see updated tool)

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

Implementation of the bus pass program will expand transportation options available to an underserved population in the Victor Valley. With greater access to bus passes, initial estimates show that 416 additional one-way trips on the Victor Valley Transit system will be added per week. Additionally, VVTA is uniquely able to provide additional support services that disadvantaged individuals would need to be successful in expanding and fully utilizing their public transportation and multimodal options. VVTA has in place several mobility management programs that provide education, training and sustainability to participants. VVTA coordinates with partnered and stakeholder non-profit, human and social service agencies to maximize the success of participants. Successful scholarship participants will be required to report back quarterly to VVTA showing the number of transit fares distributed to their clientele. This will allow VVTA to calculate the actual GGE's that are reduced by the scholarship program.

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

	1A		1G		2E
X	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 focuses entirely on greater mobility and increased access to clean transportation for disadvantaged community residents. The target clientele are identified as qualifying in this category by the VVTA-screened and selected non-profit, human and social service agencies. Materials and supplies that will enhance their experience will be used to help in the transition from the automobile to the VVTA system.

See attachment

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 checked="" type="checkbox"/> Improved Safety	<input type="checkbox"/> Coordination with Educational Institutions
<input checked="" type="checkbox"/> Improved Public Health	<input type="checkbox"/> College/University <input type="checkbox"/> Grades K-12
<input type="checkbox"/> Reduced Operating/Maintenance Cost	<input checked="" type="checkbox"/> Promotes Active Transportation (walking, biking)
<input type="checkbox"/> Increase System Reliability	<input checked="" type="checkbox"/> Promotes integration with other modes of transportation
<input checked="" type="checkbox"/> Other Benefits (describe below)	

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

These funds will improve safety through educational materials and enhancements, improve public health by decreasing the number of automobile trips and encouraging multi-modal transportation options (i.e., bus - bike or bus - walk trips), and promote active transportation due to the ability of passengers to take their bicycles with them on the bus (utilizing existing bike racks) and continue their trip with a bicycle, walking, or other ambulatory method. Connections with neighboring transit services is achieved through the VVTA's BV Link service, which connects from Barstow to San Bernardino, Rialto, and Fontana - passengers can connect with Omnitrans routes as well as Metrolink through this service.

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	Jul-16
End expanded/enhanced transit services	Jun-17
Begin Closeout Phase	Sep-17
End Closeout Phase	Oct-17

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.

VVTA staff will continue to reach out to stakeholders, partner agencies, nonprofit, human and social service agencies targeting the low-income, disabled, and disadvantaged communities, to promote and publicize the availability of these scholarship funds. Once the agencies are screened through the application process, and selected as eligible to participate, they will be allocated funds to help their clientele obtain transit passes for use in the VVTA regional system. The scholarship methodology is utilized so that it is clear this is a unique and special opportunity to ^{? Unregistered} participate in a program that can change their clients' lives. Materials and information needed to help these individuals transition to public transportation will be used to encourage participation and use of the passes. Some of these materials include the VVTA mobility management program, where VVTA resources will be utilized to educate the clientele on how to ride the bus such as use of a Travel Training Bus, the Ambassador Program, where new riders can be taught one-on-one how to ride the bus, and the classroom training sessions, where VVTA staff instruct participants on how to navigate public transportation systems with a group of potential riders.

b) Describe the fare structure for this system.

Nonprofit, human and social service agencies will have the opportunity to purchase fare media specific to the transportation service their clientele need; for example, a daily or monthly pass. The existing fare structure will remain in place; however, these clients will have their fares subsidized due to this scholarship program, and the availability of the LCTOP funds.

	Regular	Student	Senior/Disabled/Medicare
Standard Fare	\$1.25	\$1.00	\$0.60
County Routes	\$2.25	\$2.00	\$1.00
Deviation Routes	\$2.00	\$2.00	\$1.00
Day Pass - Standard*	\$3.50	\$3.25	\$1.75
Day Pass - County*	\$5.50	\$4.50	\$2.75
31-Day Pass - Standard*	\$50.00	\$40.00	\$25.00
31-Day Pass - County*	\$75.00	\$65.00	\$35.00
BV Link (Barstow-Victor Valley)	\$6.00	\$6.00	\$3.00
BV Link (Victor Valley-SB Valley)	\$6.00	\$6.00	\$3.00
	Zone 1	Zone 2	Zone 3
Direct Access	\$2.50	\$4.50	\$6.00

**does not include deviated service*

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

VVTA staff determined the average number of transit passes purchased from nonprofit, human and social service agencies, along with the additional requests received for free, reduced or subsidized transit passes, for the previous fiscal year. With this number, staff calculated the number of 31-day passes that this would total and made the assumption that each 31-day pass holder would make at least two one-way trips each day of the business week. Assuming that these travel patterns would hold throughout most of the year, staff then multiplied the number of total weekly trips by 52 weeks for an annual total.

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

Operating estimates were derived from the use of existing request for free or subsidized passes from nonprofit, human and social service agencies (that are not able to be fulfilled), in addition to existing pass/ticket sales that are purchased by the agencies that serve disadvantaged community residents. VVTA staff have determined that the most efficient and equitable method for dividing the funds to be distributed in association with the VVTA Fare Media Outreach and Educational Program would be to divide the total scholarship amount into equal portions which the regional non-profit, human and social service agencies would then be eligible to apply for on behalf of their clientele, and utilize to purchase fare media for their clientele's use on the VVTA transit system.

Supplemental
Free or Reduced-fare Transit Vouchers
Project continued from Cycle 1

Estimated one-trip rides: 15,142

Estimated recipients: 275

Estimated fare media to be utilized: This is dependent upon the number of successful applications which VVTA's administrative staff receives in relation to the program. The fare media scholarship program provides each successful applicant with a dollar amount, usually around \$500, which the awarded agency will then apply to fare media from VVTA in accordance with the fare media format of the agency's choice. This means that the number and type of fare media/passes to be distributed will differ depending on the agency and the needs of its clientele, though most agencies typically opt for day passes as opposed to 31 day passes, as this stretches the amount of fare media available to its clientele. For this reason, it is difficult to provide an exact number of passes that will be distributed throughout the life of the fare media scholarship program, as this will likely vary from year to year.

Partner agencies: This program is limited to nonprofit, medical and human social service agencies in the Victor Valley and North Desert region of San Bernardino County. Agencies awarded scholarships will have to demonstrate the capacity and competency to partner with VVTA to make the program a success. VVTA's administrative staff have provided a reporting tool by which the agencies will record the number of passes distributed, as well as the demographic metrics associated with the individuals who have received passes in association with the scholarship program. In order to receive the fare media from VVTA, each agency has to agree to distribute the passes in accordance with the demographic criteria established in the reporting tool. VVTA's administrative staff have taken great pains to explain which individuals are qualified to receive passes through the program. Additionally, during the application process, part of the criteria that is used to determine if an agency is qualified to receive fare media through the program is whether or not the agency itself serves individuals that reside in the DAC. If an agency does not serve members of the DAC then that agency's application is not considered for the scholarship program. This focus helps to ensure that more than 50% of the funding is applied to DAC areas.

Attachments: Revised tool and Sample application
VVTA uses the application process to predominately target a DAC client base with zip code tracking and the client base of recipient organizations



Victor Valley Transit Authority
Fare Media Outreach and Educational Program
Scholarship Application

The VFTA provides service throughout the Victor Valley and outlying areas. VFTA's efforts to aid in getting new clientele onto the public transit system has grown over the past few years, and VFTA is constantly moving forward with new ideas to open up public transportation opportunities for new and future consumers. This Scholarship Program is aimed at low-income, disabled, or seniors who currently lack transportation options, or are not familiar with the VFTA system, and therefore are not able to utilize it. Scholarship recipients should currently require the use of an automobile to make their trips and reside in areas acknowledged by the EPA as Disadvantaged Communities (<http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>).

VFTA was successful in securing funds, specifically aimed at these individuals, in order to help them learn to utilize the local transit system as well as to help subsidize the cost of their travel. It is VFTA's goal to utilize these funds to the maximum extent possible, and serve as many individuals as is possible. Organizations that serve these communities, and these individuals, may apply on behalf of their clients for these funds. The selected organizations will be required to document that the clients that receive the scholarships meet the selection criteria, and report back to VFTA on these statistics.

Please complete the form below in its entirety. Incomplete applications will not be considered.

Organizational Information

Organization: _____
Address: _____
City: _____ Zip: _____ Fax: _____
Point of Contact: _____ Phone: _____
Email: _____
Authorized Representative: _____ Phone: _____
Email: _____
Website: _____

What is your organization
Mission Statement?

Clientele Base

Who is your target
clientele or client base?



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) Nancie Goff	Phone: 760.995.3495	Date: 1/19/2016
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Approval Authority: Sign and date 1/21/16	Typed name and phone number: Kevin Kane 760.995.7446
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Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								
Component	Prior	FY 2015-16	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	10,000	0	0	0	0	0	10,000
Veh/Equip Purchase	0	0	0	0	0	0	0	0
Operations Other	0	0	0	0	0	0	0	0
TOTAL	0	10,000	0	0	0	0	0	10,000

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 2015-16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON		10,000						10,000
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	10,000	0	0	0	0	0	10,000

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



California Environmental Protection Agency
Air Resources Board

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:	Fare Media Outreach and Educational Program II
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	25.09	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	10,000.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	10,000.00	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 (\$)		Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions / Total GGRF Funds Requested (\$)	0.0025	The metric to be reported in the application.

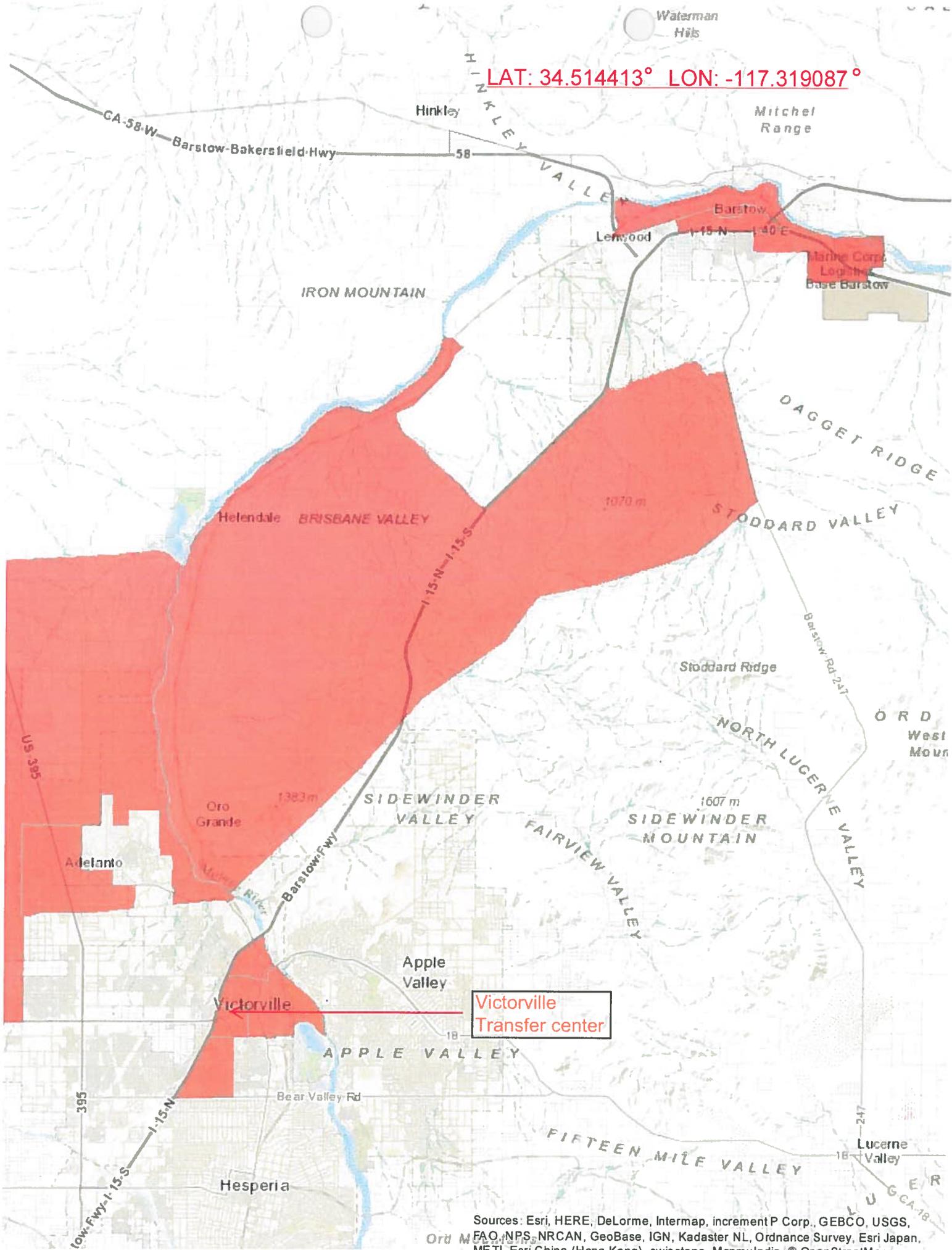


California Air Resources Board (ARB)
 Greenhouse Gas Emissions Reduction Calculator for the
 Low Carbon Transit Operations Program (LCTOP)
 Greenhouse Gas Reduction Fund
 Fiscal Year 2015-16

Project ID: Project Name: Project Type: Project Start Date: Project End Date:
 Note: All values are in metric tons of CO₂e. *EIO numbers are required (EIO depends on project type (see questionnaire methodology))

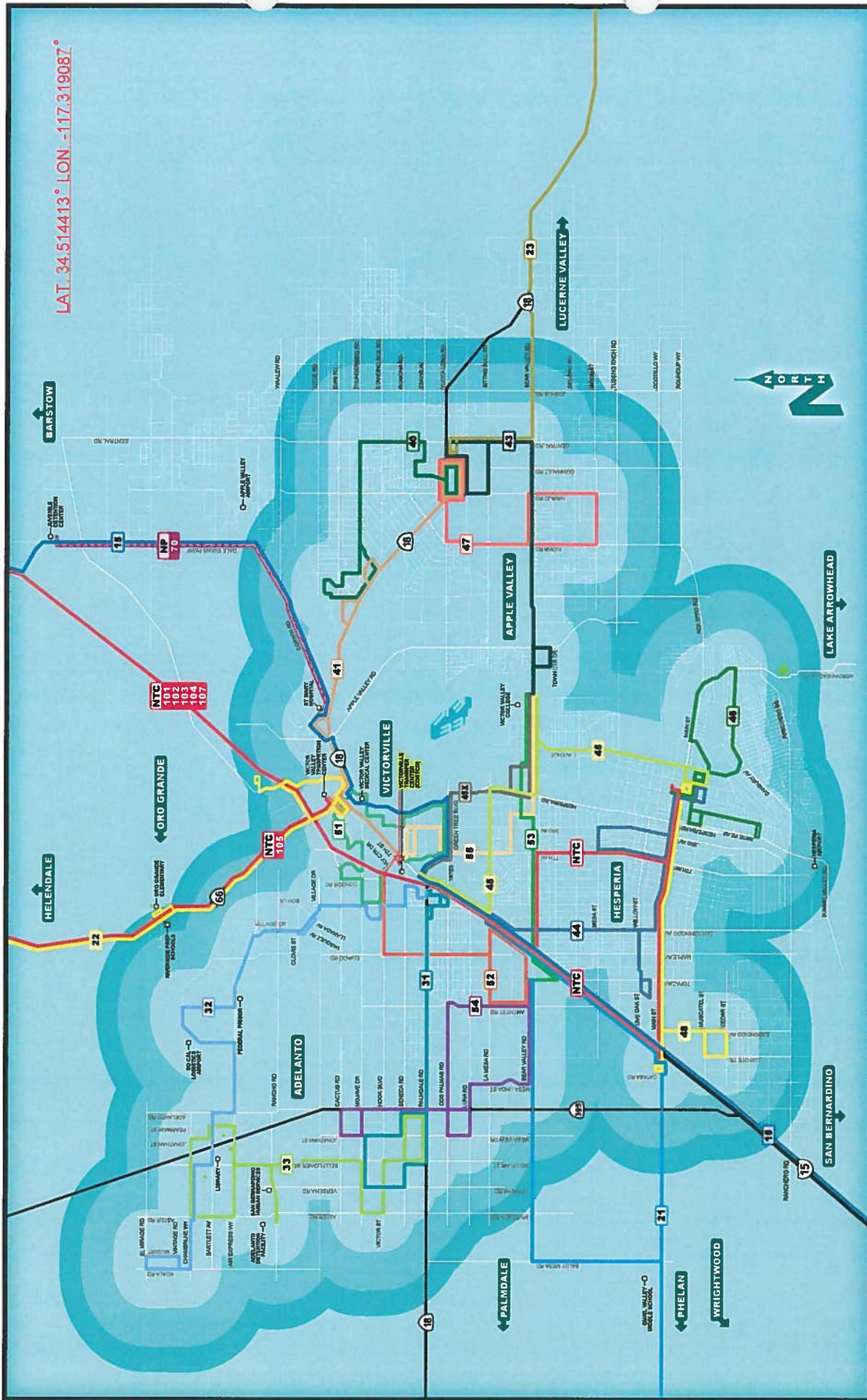
Project Details	Displaced Asset Details										New Expanded Vehicle Details			Old Service Vehicle or Displaced Fuel Details			Net CIG Benefits			
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Annual Average	Fuel Type	Engine Size	Annual Units of Fuel	Additional Project Type	Fuel Type		Engine Size	Annual Units of Fuel	Total CIG Emissions Reductions (MTCO ₂ e)
Expanded Transit Fleet of Service (Subcontract)																				
Transit Service Type	San Bernardino																			
Net CIG Benefits																				

LAT: 34.514413° LON: -117.319087°



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, Mapbox, © OpenStreetMap

LAT. 34.514413° LON. -117.319087°





Low Carbon Transit Operations Program (LCTOP) AUTHORIZED AGENT

AS THE Board Chair
(Chief Executive Officer / Director / President / Secretary)

OF THE Victor Valley Transit Authority
(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.

Executive Director OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent)

(Print Name) Board Chair
(Title)


(Signature)

Approved this 19th day of January, 2016

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: San Bernardino Associated Governments

Agency Name: Victor Valley Transit Authority

Effective Date of this Document: January 19th, 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:



Kevin Kane, Executive Director
Victor Valley Transit Authority



VICTOR VALLEY TRANSIT AUTHORITY

Representing the Communities of Adelanto, Apple Valley, Hesperia,
Victorville and San Bernardino County

RESOLUTION#: 16-01

AUTHORIZATION FOR THE EXECUTION OF THE THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:

TRANSFER CENTER AND BUS STOP AMENITIES ENHANCEMENT

WHEREAS, the Victor Valley Transit Authority 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 Victor Valley Transit Authority wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Victor Valley Transit Authority 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 Victor Valley Transit Authority 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:

1. *Project Name: Transfer Center and Bus Stop Amenities Enhancement. Amount of LCTOP funds requested: \$296,574. Short description of project: Make improvements to the main transfer centers in the VVTA system, as well as provide additional amenities to existing bus stops. Contributing Sponsors (if applicable): SANBAG*
2. *Project Name: Fare Media Outreach and Educational Program. Amount of LCTOP funds requested: \$10,000. Short Description of project: Extend Cycle 1 project to provide funding for eligible and approved applicants to participate in a scholarship program that provides fare media, educational materials, and transportation options to participants. Contributing Sponsors (if applicable): None*

PASSED, APPROVED and ADOPTED this 19th day of January 2016.

VVTA Board Chair

ATTEST:

Debi Lorrh, Clerk of the Board



VICTOR VALLEY TRANSIT AUTHORITY

Representing the Communities of Adelanto, Apple Valley, Hesperia,
Victorville and San Bernardino County

RESOLUTION: 16-02

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

WHEREAS, the *Victor Valley Transit Authority* is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

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

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

WHEREAS, the Victor Valley Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Kevin Kane, Executive Director.

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

NOW THEREFORE, BE IT FURTHER RESOLVED that Kevin Kane, Executive Director 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 19th day of January 2016.

VVTA Board Chair

ATTEST:

Debi Lorrach, Clerk of the Board