

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

**Project Information:**

Lead Agency:	Imperial County Transportation Commission
Project Name:	Calexico Intermodal Transit Center (ITC)
Project Type: <i>See Attachment A</i>	B1: Install new stops/stations for local bus, intercity rail, commuter bus or rail service
Description of Project (Short):	The Calexico Intermodal Transit Center (ITC) will be a brand new transit facility in the City of Calexico
Project Location:	City of Calexico
Project Start Date (anticipated):	7/1/2018
Project End Date (anticipated):	6/30/2020

**Funding Information:**

Funding Year:	2015/16
Requested Amount of PUC 99313:	\$177,674
Requested Amount of PUC 99314:	\$15,809
Total LCTOP Funding:	\$193,483
Total Project Cost:	\$520,000

**Project Benefits:**

**Greenhouse Gas Benefits (off of worksheet)**

Estimated GHG Reduction:	9.05
Project Life:	30
Estimated Total GHG Reduction:	7,002.07

**Disadvantaged Communities (DAC) Benefits:**

Does your service area have a DAC?	Yes
Does the Project Benefit a DAC?	Yes - 23 out of 25 bus stop (92%) are in or within 1/2 mile from the DAC
Identify the DAC Census Tracts?	6025012100 primary; 6025011300 secondary
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 1A: Project provides improved transit or intercity rail service for stations or stops in a disadvantaged community.
Qualitative Description of DAC Benefit?	The completion of a regional transit transfer hub will increase access for the community within the DAC. Those living within the DAC will have the multiple public and private transit system operators colocated at the downtown site. The selected site is also within close proximity of the Calexico West International port of entry where thousands of people cross the border regularly. A designated site for transit services will encourage ridership through ease of use. There will also be increased access for passenger vehicle drop off, city taxi service, and Greyhound which will encourage more public transit usage. The facility will also improve pedestrian access in around the facility through improved sidewalk access and at grade design for ease of use. There are a number of additional pedestrian improvements in the immediate proximity of the facility that will increase the safety for those located in the DAC.

Describe the DAC Need Project Addresses?	The US/Mexico Port of Entry is expected to increase daily pedestrian crossings by 10,000 in 20 years, including new transit riders. The facility will serve the needs of those who access transit services, both public and private. Sidewalk and pedestrian improvements will also serve the DAC. Increased transit ridership will serve to lower VMT and reduce GHG emittants.
Total GGRF \$ Allocated to DAC	\$178,004

**Co-benefit**

Critical Air Pollution Reduction:	.028 tons (0.011 ROG + 0.012 NOx +.005 PM10)
VMT Reduction:	51480 annual average
Ridership Increase	23400 annual average
Fuel Use Reduction:	2383 gallons of gasoline annual average
Energy Use Reduction:	

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

<b>Regional Entity:</b> IC Transportation Commission	<b>County:</b> Imperial
<b>Project Lead:</b> Imperial County Transportation Commission	
<b>Project Title:</b> Calexico Intermodal Transit Center (ITC)	

**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.

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**Name:** Mark Baza

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**Signature:**

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**Title:** Executive Director

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**Agency:** Imperial County Transportation Commission

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**Date:** 1/29/2016                      **Amount:** \$193,483

**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.**

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**Name:** does not apply

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**Signature:**

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**Title:**

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**Agency:**

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**Date:**    **Amount:**

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

<i>LCTOP Allocation</i>	15/16	16/17	17/18
<b>Request Amount per PUC 99313:</b>	\$177,674	\$177,674	\$177,674
<b>Request Amount per PUC 99314:</b>	\$15,809	\$15,809	\$15,809
<b>Total Project Allocation Request:</b>	\$193,483	\$193,483	\$193,483
<b>Project Title:</b>	Calexico Intermodal Transit Center (ITC)		
<b>Project Location/Address:</b>	City of Calexico		

**Table 1: Project Lead Information**

		<b>Legislative District Numbers</b>	
Agency Name: Imperial County Transportation Commission		Assembly:	56
Contact Person: David Salgado		Senate:	40
Contact Phone #: 760.592.4494		Congressional:	51
Email Address: <a href="mailto:davidsalgado@imperialctc.org">davidsalgado@imperialctc.org</a>		Amount:	PUC Funds Type:
Address: 1405 N. Imperial Ave., Suite 1	\$	177674	99313
El Centro, CA 92243	\$	15809	99314

**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 \$193,483**

(\*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	X	B1		Bi
	A2		Aii	X	B2		Bii
	A3		Aiii		B3		Bii
	A4		Aiv		B4		
	A5						

**Table 4: Project Summary**

**a) Project Description** - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

The proposed project would pay for a portion of the construction costs for the proposed Calexico Intermodal Transportation Center (ITC). The facility will be developed as a part of the regions ongoing transportation planning implementation efforts. It is proposed to consolidate private and public transit operators at the same site, with potential for Greyhound to occupy the space as well with a facility for ticket sales. Currently a number of different transit service providers operate from different locations throughout the city. A site selection study was completed by ICTC in order to move forward with the plan. The study developed a preliminary plan of eight (8) bus bays with additional space for Greyhound buses, farm labor vehicles, taxis, and bike facilities on a site approximately 200 yards from the international pedestrian border crossing. The facility design will take into consideration the extreme heat and sun exposure conditions in Imperial County. Upon the completion of the study a preferred site was selected. ICTC has worked to obtain funding for design through a call for projects. The funding obtained is Congestion Mitigation and Air Quality (CMAQ) funding. The proposed transit facility will increase access to transit for all residents of Calexico and many others. In addition to improving access to important community facilities within a DAC not currently served by transit, the US General Services Agency (GSA) is reconfiguring and expanding the US Port of Entry adjacent to the proposed Gran Plaza bus stop to increase vehicle traffic and pedestrian capacity. Pedestrian crossings would also continue at the present location just south of the transit center. Increased demand for pedestrian processing could grow from the current 20,000 per day to 30,000 by 2035, according to the Calexico Border Intermodal Transportation Center Feasibility Study (Huitt-Zollars, Inc.), Oct. 2014, page 4. The traffic is comprised mostly of day-trippers including workers, students and shoppers. Passenger ridership is, therefore, expected to grow with the increase in pedestrian border crossings. Upon completion of the facility it is anticipated that the Calexico IVT Garnet Line will be implemented which is a separate project but relative as it is a new circulator bus route in the city and will also provide benefits to the region.

**b) Project Location** - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

The project is located within the City of Calexico situated along the US-Mexico Border in the Imperial Valley. The project travels through the heart of downtown and east/west of the City in a circular route. The project would provide new bus stops including Calexico High School, Clinicas de Salud del Pueblo, El Centro Regional Medical Center, Walmart Supercenter and the new Port of Entry on the west-end of the City (adjacent to the Gran Plaza stop). Exhibit B provides the project site map that shows the transit service area and project location.

**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: 50 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.

The construction of a new transportation center in the City of Calexico will have provide strong GHG reduction benefits. The construction and completion of the transportation terminal will reduce green house gas by The new Garnet Line transit service will reduce and greenhouse gas emissions by replacing auto trips with transit trips. Preliminary estimates indicate the new service may increase ridership by improving service frequency at existing stops utilized by two existing routes, and by adding new stops at popular destinations not directly served by transit. A similar transit service improvement in Imperial County (Gold Line) generated about 11,000 annual passengers the first year. Because of the improvement to the Port of Entry and expected increase in pedestrians crossing the border, it is anticipated that annual transit passengers could be higher for the Garnet Line at 15,600 the first year and up to 31,200 the second year. Each auto trip is expected to reduce an average auto trip of 4.6 miles each way. VMT reductions are estimated at an annual average of 51,480, and GHG emission reductions at 9.05.

**b) Increased Mode Share -**

This project will increase transit mode share by increasing the number of transit passengers while reducing the amount of vehicle miles driven drivers shifting to transit. The colocation of the various transportation service providers in Calexico will increase use by providing direct access to the various options available for transit. The creation of a transit facility will also encourage riders to use as there will be designated space for waiting, pick ups and drop off's of passengers as well as easier bicycle and pedestrian access.

**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**

<input type="checkbox"/>	1A	<input type="checkbox"/>	2A
<input type="checkbox"/>	1B	<input type="checkbox"/>	2B
<input type="checkbox"/>	1C	<input type="checkbox"/>	2C
<input type="checkbox"/>	1D		

**Transit Projects**

<input checked="" type="checkbox"/>	1A	<input checked="" type="checkbox"/>	1G	<input type="checkbox"/>	2E
<input type="checkbox"/>	1B	<input type="checkbox"/>	1H	<input type="checkbox"/>	2F
<input checked="" type="checkbox"/>	1C	<input type="checkbox"/>	2A	<input type="checkbox"/>	2G
<input type="checkbox"/>	1D	<input type="checkbox"/>	2B	<input type="checkbox"/>	2H
<input type="checkbox"/>	1E	<input type="checkbox"/>	2C	<input type="checkbox"/>	2I
<input type="checkbox"/>	1F	<input type="checkbox"/>	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 project would provide service within Census Tract 6025012100 with a CalEnviroScreen 2.0 percentile range of 76-80% Percentile Range, and included in the SB535 DAC List.

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

The project will provide for increased efficiencies and transfers amongst services as all of the transportation services will be co-located. The facility will also promote connectivity for the region. The project will also help to promote transportation and transit usage as this facility will be the first dedicated facility of its type within the City of Calexico. Having a dedicated facility with timed transfers will encourage the general public to use transit services. The completion of the terminal will realize a total GHG reduction of 0.0121. The colocation of services will allow for increased efficiencies realized on transfers as well. The current design of the transportation center includes bike amenities which will help to promote and increase bicycle and pedestrian usage. Facility will also include increase pedestrian access by designing a lot of the site at grade. The proximity of the project to the Calexico West International Border crossing will also promote increased bus and pedestrian access. The Calexico West port of entry has recently broke ground on a \$98 million improvement project which will see a large increase in pedestrian traffic limiting the wait times allowing for increased pedestrian flow. Currently wait time discourage the public from crossing by foot. Once the improvements have been implemented the pedestrian traffic will improve dramatically. The implementation of the transportation facility will help to reduce congestion and promote alternatives to vehicle travel (BUS). System reliability will be realized by the colocation of all the different transit services in Imperial County.

**Table 6: Project Schedule**

Capital Projects	
Begin Construction Phase (Contract Award)	7/1/2018
End Construction Phase (Contract Acceptance)	6/30/2020
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	6/30/2020
End Closeout Phase	8/30/2020

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.

b) Describe the fare structure for this system.

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

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





## 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) Mark Baza	Phone: 760.592.4494	Date: 3/14/2016
Approval Authority: Sign and date	Typed name and phone number: Mark Baza 760.592.4494	

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

Proposed Total Project Cost								Project
Component	Prior	FY	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	193,483	193,483	193,483	0	0	0	580,449
Veh/Equip Purchase	0	0	0	0	0	0	0	0
Operations/Other	0	0	0	0	0	0	0	0
<b>TOTAL</b>	0	193,483	193,483	193,483	0	0	0	580,449

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	15/16	16/17	17/18	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON		193,483	193,483	193,483				580,449
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	0	193,483	193,483	193,483	0	0	0	580,449

Funding Source:								
Component	Prior	FY	FY	17/18	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY	FY	17/18	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY	FY	17/18	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	0	0	0	0	0	0	0	0



## Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

Funding Source:								
Component	Prior	FY _____	FY _____	17/18	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>							

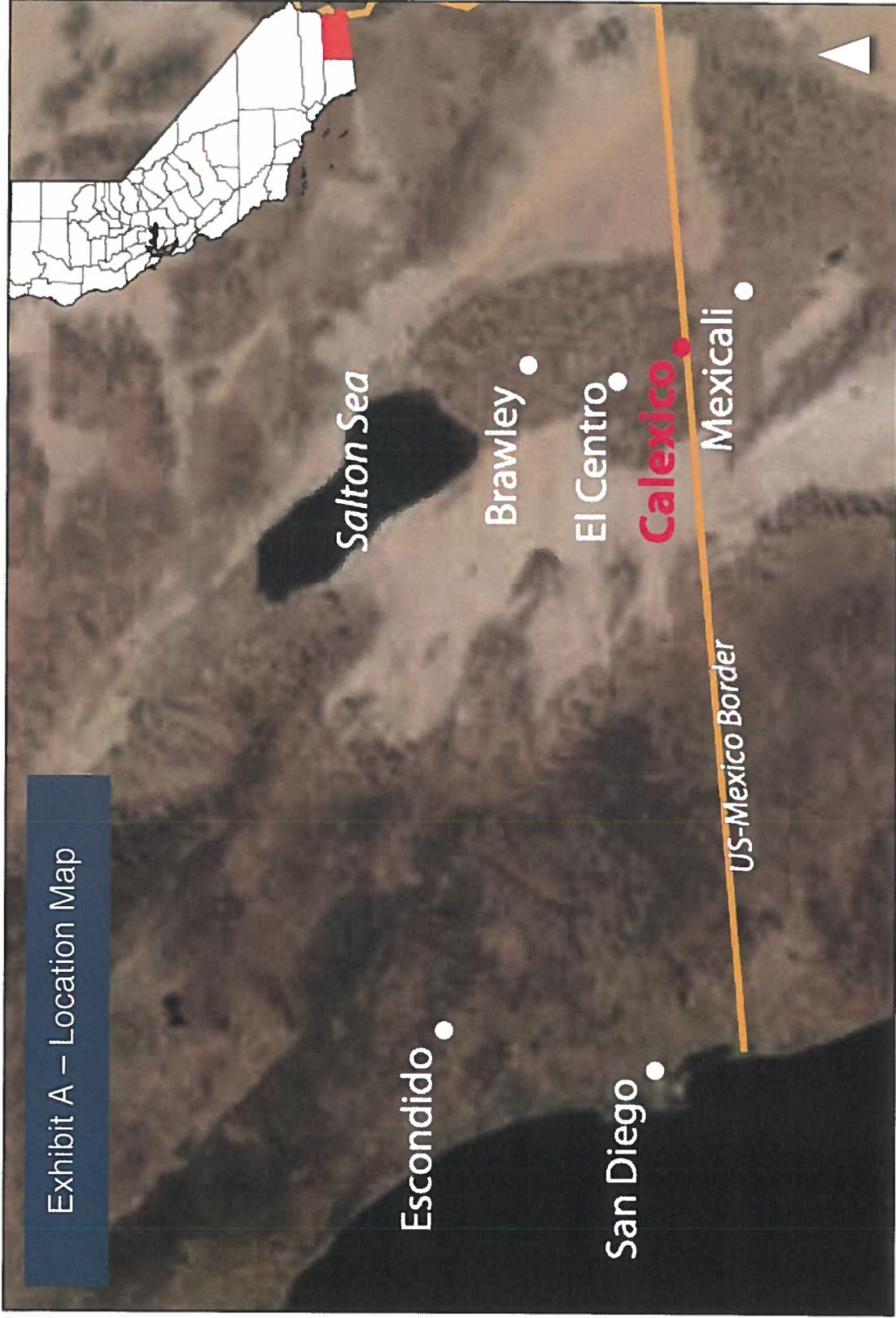
Funding Source:								
Component	Prior	FY _____	FY _____	17/18	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>							

Funding Source:								
Component	Prior	FY _____	FY _____	17/18	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>							

Funding Source:								
Component	Prior	FY _____	FY _____	17/18	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>							

Funding Source:								
Component	Prior	FY _____	FY _____	17/18	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>							

Exhibit A – Location Map



32.405101N 115.264203W

# Exhibit B – DAC Project Site



Google earth

Images © 2018 DigitalGlobe

© 2018 IEG

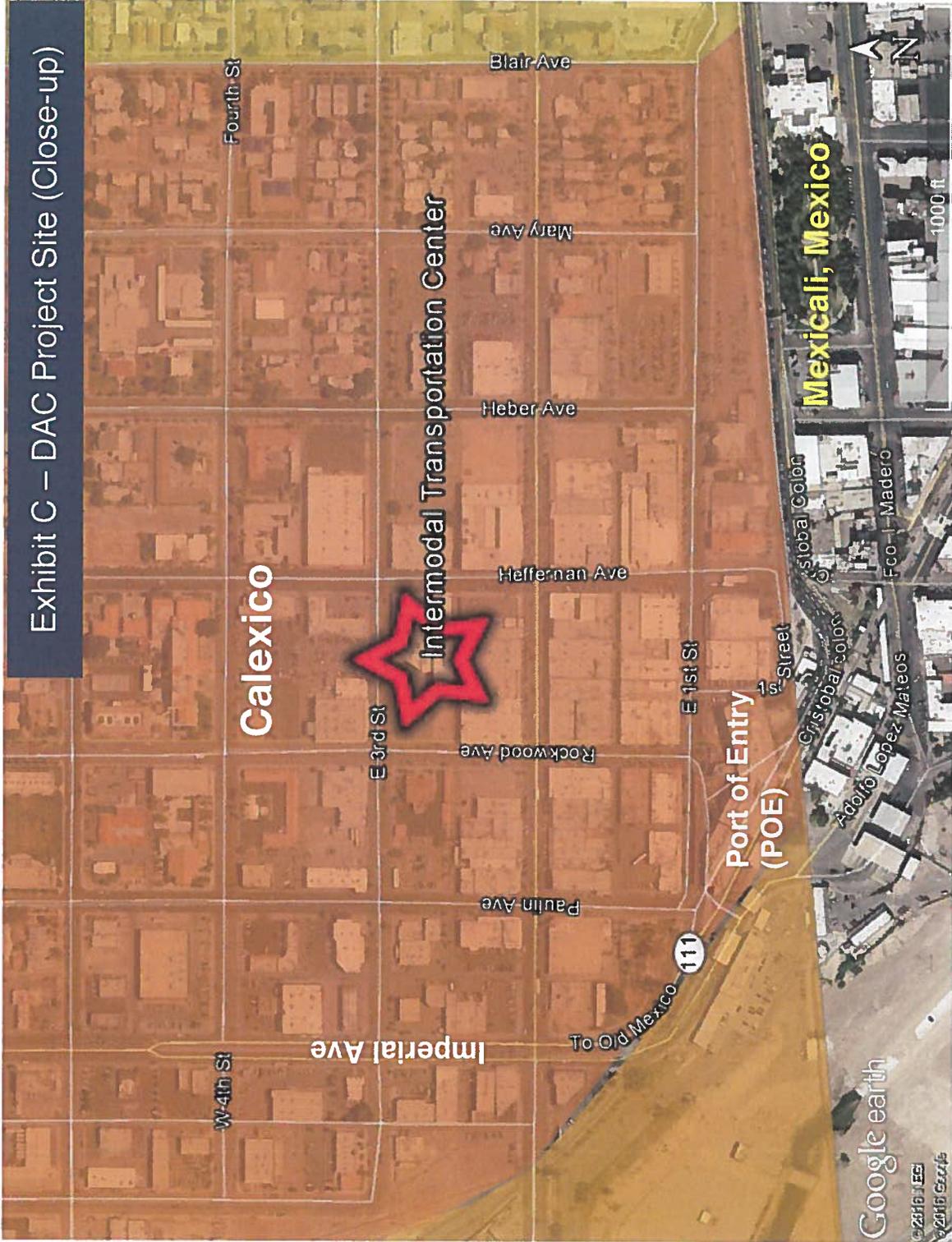
© 2018 Google

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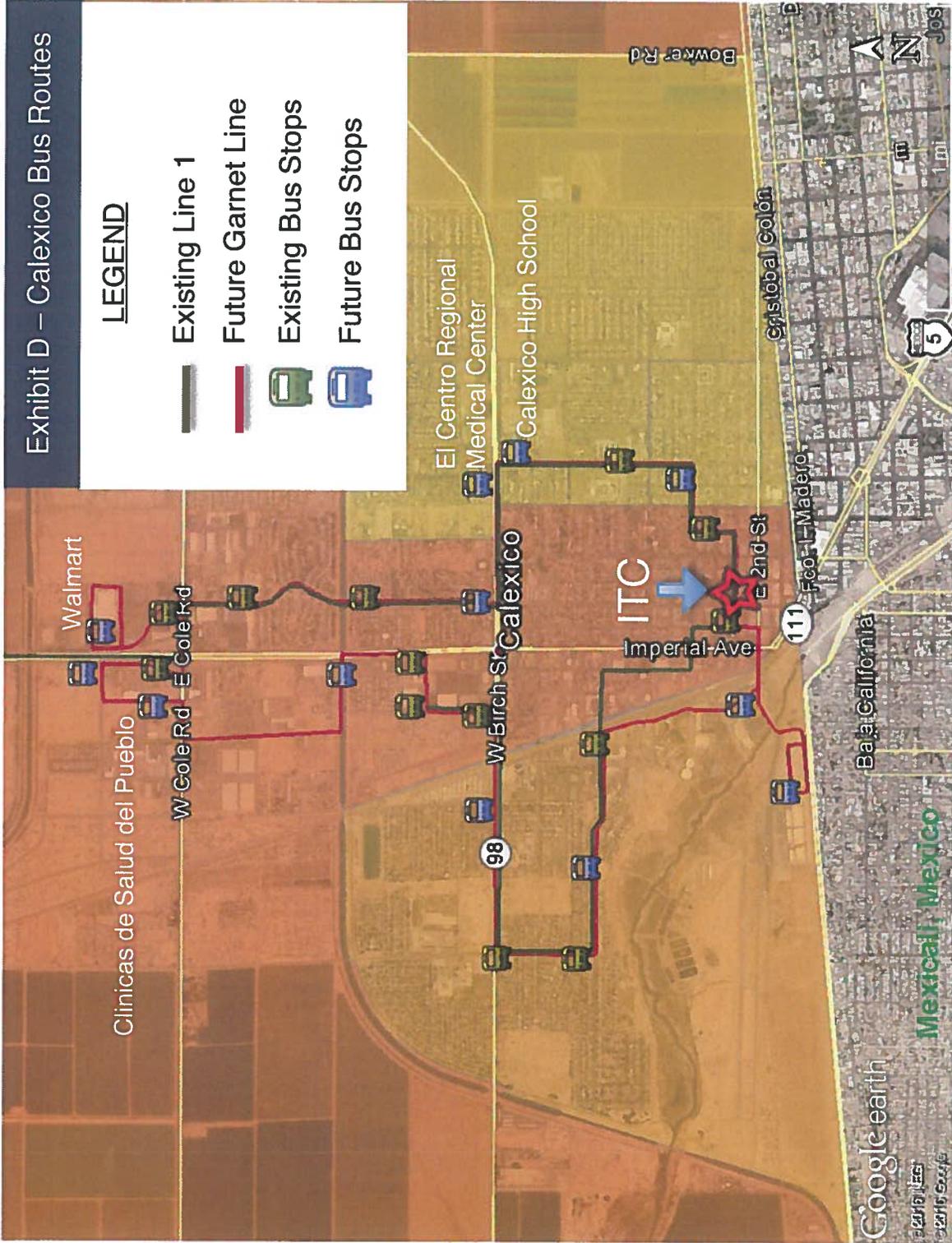
Exhibit C – DAC Project Site (Close-up)



# Exhibit D – Calexico Bus Routes

## LEGEND

- Existing Line 1
- Future Garnet Line
- Existing Bus Stops
- Future Bus Stops

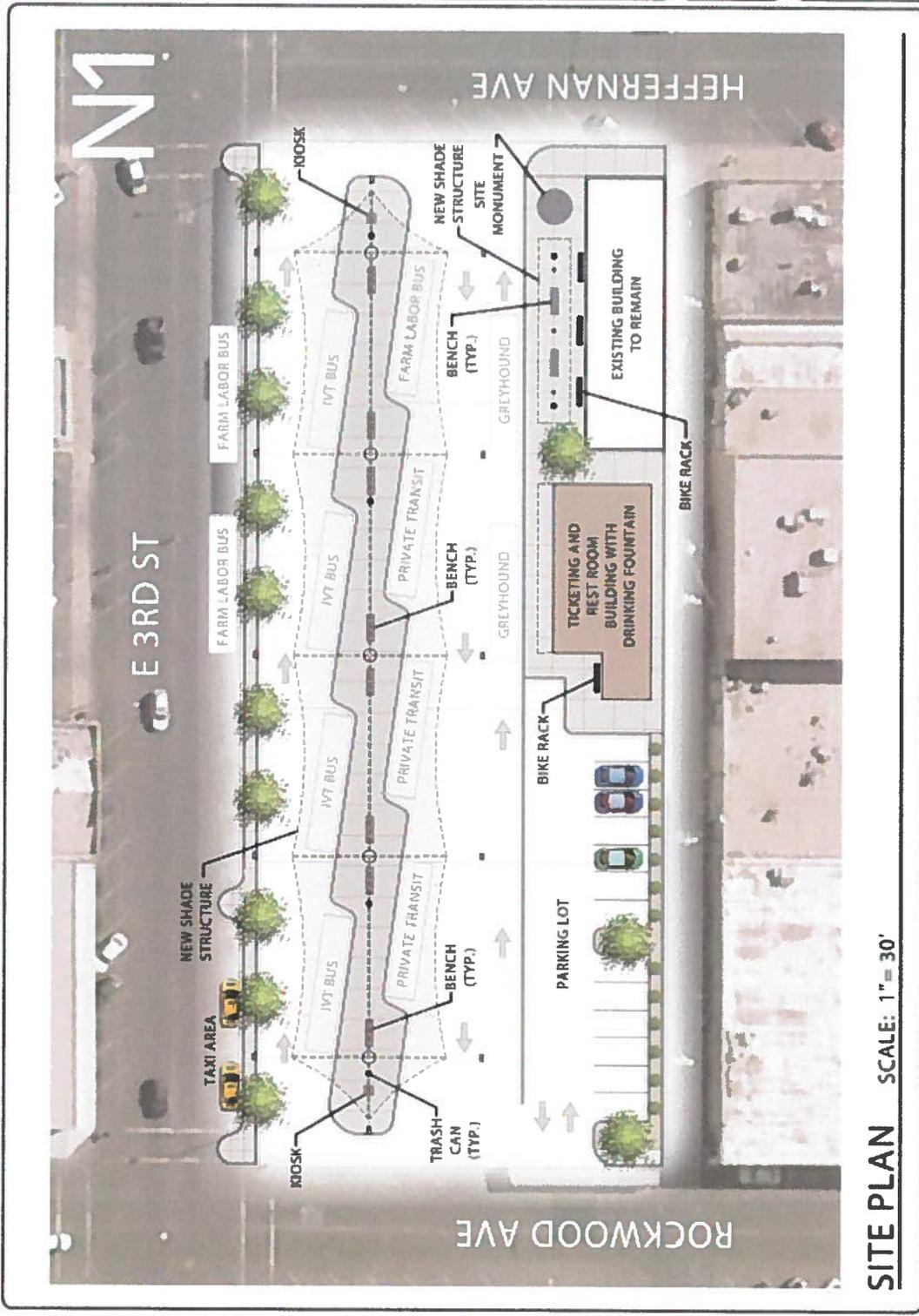


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WWW.HUNT-ZOLLARS.COM

SITE PLAN (ALTERNATIVE 2)  
**CALEXICO BORDER INTERMODAL  
TRANSPORTATION CENTER**



DATE: 04/15/14  
PROJECT NO.: 14-0001  
SHEET NO.: 1  
SHEET: A100



SITE PLAN SCALE: 1" = 30'



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

AS THE Secretary to the Commission  
(Chief Executive Officer / Director / President / Secretary)

OF THE Imperial County Transportation Commission  
(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.

Mark Baza, Executive Director OR  
(Name and Title of Authorized Agent)

\_\_\_\_\_  
(Name and Title of Authorized Agent) OR

\_\_\_\_\_  
(Name and Title of Authorized Agent)

Cristi Lerma Secretary to the Commission  
(Print Name) (Title)

Cristi Lerma  
(Signature)

Approved this 27 day of January, 2016

Attachment: Board Resolution approving Authorized Agent

## Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

**Project Sponsor:** Imperial County Transportation Commission

**Agency Name:** Imperial County Transportation Commission

**Effective Date of this Document:** 01/29/16

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 15<sup>th</sup> and November 15<sup>th</sup> 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:

  
\_\_\_\_\_  
Mark Baza, Executive Director  
Imperial County Transportation Commission

**RESOLUTION NO. 012716-2A2**

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

**WHEREAS**, the Imperial County Transportation Commission (ICTC) 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 ICTC wishes to delegate authorization to execute these documents and any amendments thereto to Mark Baza, ICTC Executive Director.

**NOW, THEREFORE, BE IT RESOLVED** by Commissioners of the Imperial County Transportation Commission 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 Mark Baza, ICTC Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**PASSED AND ADOPTED** at a regular meeting of the Imperial County Transportation Commission held on January 27, 2016.

By:   
Chairman

ATTEST:

By:   
CRISTI LERMA  
Secretary to the Commission

RESOLUTION NO. 012716-2A3

**AUTHORIZATION FOR THE EXECUTION OF THE  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:  
OPERATING AND CAPITAL COSTS ASSOCIATED WITH  
IMPERIAL VALLEY TRANSIT – GARNET LINE \$193,483.00**

**WHEREAS**, the Imperial County Transportation Commission (ICTC) 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 ICTC wishes to implement the LCTOP project listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of ICTC 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 Commissioners of ICTC 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: Imperial Valley Transit – Garnet Line

Amount of LCTOP funds requested: \$193,483.00

Short description of project: Operating and capital costs associated with Imperial Valley Transit – Garnet Line

Contributing Sponsors (if applicable): Not Applicable

**PASSED AND ADOPTED** at a regular meeting of the Imperial County Transportation Commission held on January 27, 2016.

By:   
Chairman

ATTEST:  
By   
CRISTI LERMA  
Secretary to the Commission