

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

**Project Information:**

Lead Agency:	Orange County Transportation Authority
Project Name:	Fare Adjust
Project Type: <i>See Attachment A</i>	A5: Free or reduced-fare transit vouchers
Description of Project (Short):	A 10-month bus fare adjustment program. The program is expected to achieve a 4% increase in ridership, reduce greenhouse gas emissions and reach 63% of boardings from DACs and associated Benefit Zones 1/2 mile around the DACs.
Project Location:	Orange County
Project Start Date (anticipated):	1-Jul-16
Project End Date (anticipated):	30-Apr-17

**Funding Information:**

Funding Year:	2015-16
Requested Amount of PUC 99313:	\$3,048,893
Requested Amount of PUC 99314:	\$539,531
Total LCTOP Funding:	\$3,588,424
Total Project Cost:	\$3,588,424

**Project Benefits:**

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

Estimated GHG Reduction:	9000.79 tons
Project Life:	1 year
Estimated Total GHG Reduction:	9000.79 tons

**Disadvantaged Communities (DAC) Benefits:**

Does your service area have a DAC?	Yes
Does the Project Benefit a DAC?	Yes
Identify the DAC Census Tracts?	OCTA services 86 census tracts identified as DACs (See attached map)
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 1B: Project provides transit incentives to residents with a physical address in a disadvantaged community.
Qualitative Description of DAC Benefit?	Project provides transit incentives to residents with a physical address in a disadvantaged community through reduced fares.
Describe the DAC Need Project Addresses?	Project reduces travel expenses for residents with a physical address in a DAC
Total GGRF \$ Allocated to DAC	\$2,260,707

**Co-benefit**

Critical Air Pollution Reduction:	Yes - GHG reduction of 9000.79 tons
VMT Reduction:	Yes - 17,101,751 VMT reduced
Ridership Increase	Yes - 4%
Fuel Use Reduction:	Yes - 747,347 gallons of fuel reduced
Energy Use Reduction:	Yes - reduction of fuel use

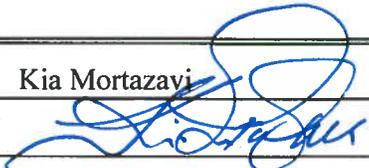
## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

<b>Regional Entity:</b>	
<b>Project Lead:</b> Orange County Transportation Authority	<b>County:</b>
<b>Project Title:</b> Fare Adjust	

**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.

<b>Name:</b>	Kia Mortazavi		
<b>Signature:</b>			
<b>Title:</b>	Executive Director, Planning		
<b>Agency:</b>	Orange County Transportation Authority		
<b>Date:</b>	1-29-16	<b>Amount:</b>	\$ 3,579,849

**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.

See attached letter

<b>Name:</b>	John Pietig		
<b>Signature:</b>			
<b>Title:</b>	City Manager		
<b>Agency:</b>	City of Laguna Beach		
<b>Date:</b>		<b>Amount:</b>	\$ 8,575

## 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>
<b>Request Amount per PUC 99313:</b>	\$3,048,893	\$0	\$0	\$0
<b>Request Amount per PUC 99314:</b>	\$539,531	\$0	\$0	\$0
<b>Total Project Allocation Request:</b>	\$3,588,424	\$0	\$0	\$0
<b>Project Title:</b>	Fare Adjust			
<b>Project Location/Address:</b>	OCTA service area in Orange County			

**Table 1: Project Lead Information**

	<b>Legislative District Numbers</b>	
Agency Name: <u>Orange County Transportation Authority</u>	Assembly:	<u>55,65,68,69,72,73,74</u>
Contact Person: <u>Adriann Cardoso</u>	Senate:	<u>29,32,34,36,37</u>
Contact Phone #: <u>714-560-5915</u>	Congressional:	<u>39,45,46,47,48,49</u>
Email Address: <u><a href="mailto:acardoso@octa.net">acardoso@octa.net</a></u>	Amount:	PUC Funds Type:
Address: <u>550 South Main Street</u>	\$ <u>3,048,893</u>	<u>PUC 99313</u>
<u>Orange, California 92863</u>	\$ <u>530,956</u>	<u>PUC 99314</u>

**Table 2: Contributing Sponsor Information**

Name: <u>City of Laguna Beach</u>	Amount :	PUC Fund Type:
Contact: <u>Thomas Toman</u>	\$ <u>8,575</u>	<u>PUC 99314</u>
Contact Phone #: <u>949-497-0303</u>	\$	
Email Address: <u><a href="mailto:ttoman@lagunabeachcity.net">ttoman@lagunabeachcity.net</a></u>		
Address: <u>505 Forest Avenue</u>		
<u>Laguna Beach, California 92651</u>		
<i>Other Contributing Sponsors: (Attach sheet with contact information)</i>	Amount:	PUC Fund Type:
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	
<b>TOTAL \$3,588,424</b>		

(\*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			Bi
	A2		Aii			Bii
	A3		Aiii			Bii
	A4		Aiv			
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.

The FY 2015-16 LCTOP funds would be used for a bus fare adjustment program over a ten month period. The proposed fare adjustment program is currently expected to result in an average systemwide fare reduction of 12%. Using the Simpson Curtin rule and OCTA past experience, this fare reduction is expected to achieve a 4% increase in ridership thereby reducing greenhouse gas emissions by 9000.79 tons, reducing VMT by 17,101,751, and fuel use by 747,347 gallons and reaching 63% of boardings from DACs and associated Benefit Zones 1/2 mile around the DACs. Total GHG emission reductions over GGRF funds requested is 0.0025. OCTA is in the process of completing a fare study and will use the results of this study to refine the proposed program and if necessary revise the assumptions. Depending upon the success of the program, OCTA may make this a continuing program throughout the life of the LCTOP.

**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 in the OCTA service area that covers most of Orange County.

**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:                      1 year

## 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 fare adjustment program is expected to result in an average fare reduction of 12% which is estimated to result in a 4% increase in ridership per the Simpson Curtin rule. This is equivalent to an average annual increase of 2,235,523 transit boardings. The recommended adjustments for local bus service are assumed (A=0.5; AA=0.1 and LL=2) OCTA's traffic model uses an average trip length of 15.5 miles, so L=15.5. The removal of auto trips results in 747,347 gallons of fuel saved and the GHG Quantification Tool yields GHG reduction of 9,000.79 tons. The GHG reduction/LCTOP funds requested is 0.0025 tons/\$.

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

The anticipated decrease in fares is estimated to result in a 4% increase in bus ridership. Current mode share for bus trips is 2.9% for work trips and the projected increase in transit trips and reduction of auto trips would increase transit mode share to 3.02%.

**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 disadvantaged community (e.g., vouchers, reduced fares, transit passes).

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

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

OCTA bus service serves 86 census tracts designated as DACs with a total population of 526,857. 32% of OCTA boardings are in these DACs and including the Benefit Zone extending 1/2 mile around the DACs, 63% of OCTA boardings are in DACs and the Benefit Zone. The reduction in fares will benefit all residents in those DACs as well as 63% of OCTA current boardings in the DACs and Benefit Zone. In addition, the transit ridership promotion and outreach programs will have a particular focus in these DACs increasing the percentage of boardings from DACs so that more than 63% of the LCTOP funds will benefit DACs.

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

**Table 5: Description of Major Benefits/Outcomes**

**e) Co-Benefits** - Check all additional Benefits/Outcomes.

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

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

**Table 6: Project Schedule**

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	
End Closeout Phase	

Operations Projects	
Begin expanded/enhanced transit services	7/1/2016
End expanded/enhanced transit services	4/30/2017
Begin Closeout Phase	4/30/2017
End Closeout Phase	4/30/2017

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

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

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

#### Table 7: Operations Project Description

a) Describe the operating plan for this system.

OCTA provides fixed route and paratransit bus services for Orange County. Fixed route service includes local fixed route, community fixed route, express, StationLink (rail feeder), and special shuttle services. Paratransit bus services consist of ACCESS service, the complementary paratransit service required by the American's with Disabilities Act, and alternative programs providing service to seniors and persons with disabilities. OCTA's bus system offers 77 different routes and nearly 6,200 bus stops to provide service throughout Orange County and beyond.

b) Describe the fare structure for this system.

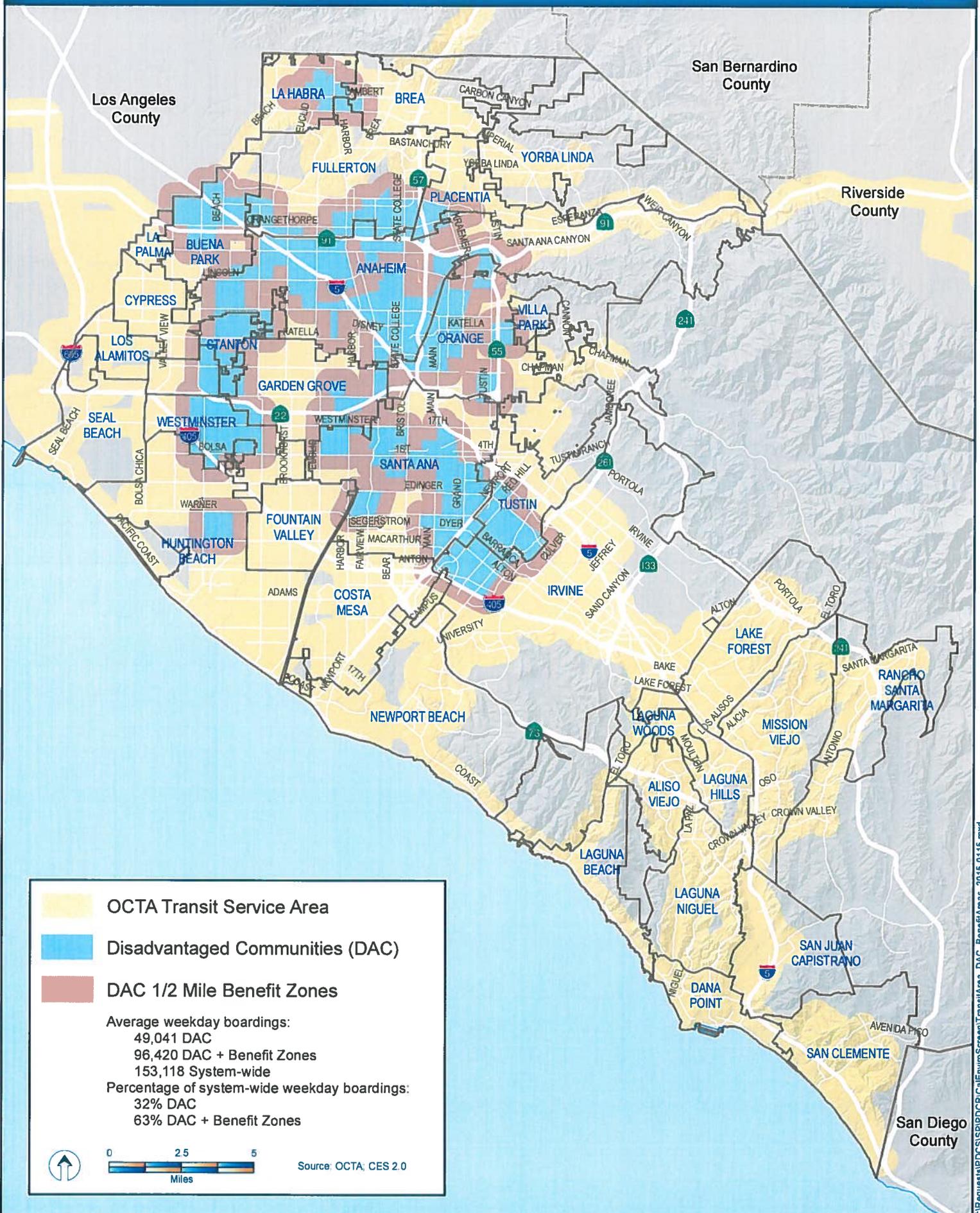
OCTA passes and fares: Passes provide unlimited use on all local routes while valid. Local Routes: Day Pass \$5.00; Seniors (60 & older), persons with disabilities and Medicare cardholders \$1.50; Pre-Paid Day Pass \$4.50; Senior Day Pass (60 & older), persons with disabilities and Medicare cardholders \$1.35; 7-Day Pass \$25.00; Seniors (60 & older), persons with disabilities and Medicare cardholders \$8.25; 30-Day Pass \$69.00; Youth (ages 6-18 only) \$40.00; Seniors (60 & older), persons with disabilities and Medicare cardholders \$22.25; 5 Rides Pass -Valid for 5 rides, anytime. Valid for all ages. Expires after 5th ride \$9.00; Express Routes: Service on Routes 701, 721 and 794 - 30-Day Pass (Unlimited use on all routes) \$187.50; Day Pass \$12.00; Seniors (60 & older) persons with disabilities, and Medicare cardholders \$10.00. Service on Routes 757 and 758 - 30-Day Pass (Unlimited use on all routes) \$125.00; Day Pass \$8.00; Seniors (60 & older), persons with disabilities and Medicare cardholders \$7.00

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

OCTA prior experience has shown that for a 3% increase in fares there is a 1% reduction in ridership. This fare elasticity model, known as the Simpson-Curtin Rule, is used by transit agencies nationwide. A 25% fare increase in 2013 was projected to have an 8% decrease in ridership and this is the major contributing factor to the current decrease in ridership. Conversely for a 3% decrease in fares, we would expect a 1% increase in ridership and an estimated systemwide 12% decrease in fares, would result in a 4% increase in ridership.

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

Any marketing or outreach of the fare adjustment program will be covered by local funds. The LCTOP funds will be applied to cover loss of fare revenue over the period of fare reduction. The annual fare revenue for FY 2015-16 is projected to be \$50.8 million. The monthly revenue projected in the FY 2015-16 Budget is \$4.233 million. Assuming an average 12% reduction in fares, and no change in ridership, monthly revenue would be decreased by 12% to \$3.725 million. However, associated with the 12% fare reduction is an expected 4% increase in ridership, so the monthly fare revenue would be \$3.874 million. Thus there would be a net monthly loss of revenue of approximately \$0.358 million. Consequently, the program could be funded with the 15-16 LCTOP funds for approximately 10 months. OCTA will evaluate the success of this program and if necessary revise the assumptions and may make this a continuing program throughout the life of the LCTOP.





**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**

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

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

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

- Step 1** Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.
- Step 2** Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.
- Step 3** Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

**Read Me Tab (this page):**

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]\_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C\_001," the project name is " Transit BRT," and the file is the input file, the file name may be " 1-1C\_001Transit BRT." Project names may be abbreviated.

<b>Project Name:</b>	Fare Adjust
<b>Project ID:</b>	
<b>Contact Name:</b>	Adriann Cardoso
<b>Contact Phone Number:</b>	714-560-5915
<b>Contact Email:</b>	acardoso@octa.net
<b>Date Completed:</b>	1/28/2016

**Inputs Tab:**

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

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

For more information on ARB's efforts to support implementation of GGRF investments, see: [www.arb.ca.gov/auctionproceeds](http://www.arb.ca.gov/auctionproceeds)  
 Questions on this document should be forwarded to [GGRFProgram@arb.ca.gov](mailto:GGRFProgram@arb.ca.gov)  
 Questions on the LCTOP program should be forwarded to [LCTOPcomments@dot.ca.gov](mailto:LCTOPcomments@dot.ca.gov)







**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**

<b>Project Name:</b>	<b>Fare Adjust</b>
<b>Project ID:</b>	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
<b>Net GHG Benefits</b>	9,000.79	Total GHG Emission Reductions (MTCO2e)
<b>LCTOP Funds Requested (\$)</b>	3,588,424.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
<b>Total LCTOP Funds Requested (\$)</b>	3,588,424.00	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.
<b>Total GGRF Funds Requested (\$)</b>	3,588,424.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
<b>Total GHG Emission Reductions /Total GGRF Funds Requested (\$)</b>	0.0025	The metric to be reported in the application.



## 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) Adriann Cardoso	Phone: 714-560-5915	Date: 1/29/16
Approval Authority: Sign and date 1-29-16	Typed name and phone number: Kia Mortazavi 714-560-5741	

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

Proposed Total Project Cost								Project
Component	Prior	FY 15/16	FY 16/17	FY	FY	FY	FY	Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	0	0	0	0	0	0	0
Operations/Other	0	3,588	0	0	0	0	0	3,588
<b>TOTAL</b>	0	3,588	0	0	0	0	0	3,588

Low Carbon Transit Operations Program (LCTOP) ✓								Total
Component	Prior	FY 15/16	FY 16/17	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		3,588						3,588
<b>TOTAL</b>	0	3,588	0	0	0	0	0	3,588

Funding Source:								Total
Component	Prior	FY 15/16	FY 16/17	FY	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:								Total
Component	Prior	FY 15/16	FY 16/17	FY	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:								Total
Component	Prior	FY 15/16	FY 16/17	FY	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	FY _____	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	FY _____	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	FY _____	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	FY _____	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

<b>Funding Source:</b>								
Component	Prior	FY 15/16	FY 16/17	FY _____	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



**Division of Rail and Mass Transportation  
Low Carbon Transit Operations Program**



**Authorized Agent**

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

*OF THE* Orange County Transportation 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 funds provided by the California Department of Transportation, Division of Rail and Mass Transportation.

Darrell Johnson, Chief Executive Officer OR  
(Name and Title of Authorized Agent)

Ken Phipps, Deputy Chief Executive Officer OR  
(Name and Title of Authorized Agent)

Andrew Ofelie, Executive Director, Finance and Administration OR  
(Name and Title of Authorized Agent)

Kia Mortazavi, Executive Director, Planning  
(Name and Title of Authorized Agent)

Darrell Johnson Chief Executive Officer  
(Print Name) (Title)

[Signature]  
(Signature)

Approved this 2 day of November, 2015

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

**Project Sponsor:** Orange County Transportation Authority

**Agency Name:** Orange County Transportation Authority

**Effective Date of this Document:** 1/29/16

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

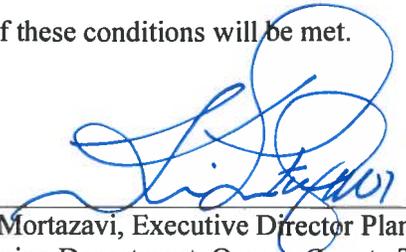
- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, 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: \_\_\_\_\_

  
Kia Mortazavi, Executive Director Planning  
Planning Department, Orange County Transportation Authority

**RESOLUTION 2015-063**

**RESOLUTION TO APPROVE THE SUBMITTAL OF A PROJECT  
FOR THE FISCAL YEAR 2015-16  
LOW CARBON TRANSIT OPERATIONS PROGRAM**

**WHEREAS**, the Orange County Transportation 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**, SB 862 (Chapter 36, Statutes of 2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Orange County Transportation Authority that the fund recipient agrees to comply with all conditions and requirements set forth in applicable statutes, regulations, and guidelines for all LCTOP funded transit projects;

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Directors of the Orange County Transportation Authority that it hereby authorizes the submittal of the project nomination and allocation request to Caltrans requesting \$3,588,424 for the fiscal year (FY) 2015-16 apportionment in FY 2015-16 LCTOP funds for a fare reduction program.

ADOPTED, SIGNED AND APPROVED this 12<sup>th</sup> day of October, 2015.

AYES: Chair Lalloway, Vice Chair Donchak, Directors Bartlett, Do, Hennessey, Jones, Katapodis, Miller, Murray, Nelson, Pulido, Shaw, Spitzer, Tait, Ury, and Winterbottom

NOES: None

ABSENT: Director Steel

ATTEST:



Laurena Weinert  
Clerk of the Board



Jeffrey Lalloway, Chairman  
Orange County Transportation Authority



**MINUTE EXCERPT**

**BOARD OF DIRECTORS**

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Vice Chair

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Andrew Do  
Director

Michael Hennessey  
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Jim Katapodis  
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Gary A. Miller  
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Al Murray  
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Todd Spitzer  
Director

Michelle Steel  
Director

Tom Tait  
Director

Frank Ury  
Director

Gregory T. Winterbottom  
Director

Ryan Chamberlain  
Ex-Officio Member

**CHIEF EXECUTIVE OFFICE**

Darrell Johnson  
Chief Executive Officer

The following is an excerpt from the Minutes of the Orange County Transportation Authority (OCTA) Board of Directors meeting held on **October 12, 2015**.

**8. Low Carbon Transit Operations Program Recommendations for Fiscal Year 2015-16 Funds**

A motion was made by Director Murray, seconded by Director Ury, and declared passed by those present, to:

- A. Approve the use of up to \$4.7 million in Low Carbon Transit Operations Program funding for a fare adjustment program, consistent with the fare study underway to increase bus system ridership.
- B. Direct staff to return with the detailed plan for the fare adjustment program following completion of the fare study.
- C. Approve Resolution 2015-063, consistent with the Low Carbon Transit Operations Program Guidelines.
- D. Approve the authorized agent form identifying the Chief Executive Officer, or his designee, as having authority to act on behalf of the Orange County Transportation Authority to submit project nominations, allocations, reports, and corrective action plans.
- E. Authorize staff to make all necessary amendments to the Federal Transportation Improvement Program, as well as execute any necessary agreements to facilitate the recommendations above.

Director Steel was absent from the meeting.

The foregoing excerpt was approved by the Board of Directors on **October 26, 2015**, as part of the complete minutes of the October 12, 2015, OCTA Board of Directors' meeting.

Laurena Weinert  
Clerk of the Board

Dated: November 5, 2015