

# LOW CARBON TRANSIT OPERATIONS PROGRAM FY 2016-2017 FINAL DRAFT GUIDELINES



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CALTRANS

DIVISION OF RAIL AND MASS TRANSPORTATION

OFFICE OF PROGRAM AND POLICY MANAGEMENT



# LCTOP Final Draft Guidelines FY 2016-2017

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## Executive Summary

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 with Senate Bill 862 (SB 862). SB 862 established LCTOP as a noncompetitive, formulaic program, with 5% of annual auction proceeds being continually appropriated at the beginning of 2015. LCTOP funds are distributed based on prior use of State Transit Assistance (STA) funds where 50% of the funds are designated to regional entities and the other 50% for transit operators. LCTOP was created to provide operating and capital assistance to transit agencies with the goal of reducing greenhouse gas (GHG) emissions and improving mobility; with an emphasis on serving Disadvantaged Communities (DAC). For agencies whose service area includes a DAC, at least 50% of the total monies received shall be expended on projects that provide a direct, meaningful and assured benefit to DAC(s).

The California Department of Transportation (Caltrans) is responsible for administering the statutory requirements of the program and ensuring they are met in terms of project eligibility, greenhouse gas reductions, improved mobility, DAC benefits, and other requirements of law. Recipients will report to Caltrans on their compliance with the statutory requirements. As such, recipients are strongly encouraged to select those projects that maximize public benefits for transit ridership, greenhouse gas reductions, DAC benefits, and other co-benefits. This program is administered by Caltrans in coordination with the California Air Resources Board (ARB) and the State Controller's Office (SCO).

This document provides guidance to eligible recipients on the process and timeline for requesting funds for transit projects that meet the criteria established in SB 862 and modified by recent legislation, Senate Bill 824 (SB 824) of 2016 and Senate Bill 838 (SB 838) of 2016. These guidelines are consistent with ARB's Cap-and-Trade Auction Proceeds: Funding Guidelines for Agencies that Administer California Climate Investments (Funding Guidelines). <http://www.arb.ca.gov/ccifundingguidelines>.

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## Introduction

### History of LCTOP

Assembly Bill 32 (AB 32), the California Global Warming Solutions Act of 2006, took a long-term, comprehensive approach to addressing climate change and its effects on the environment and natural resources. AB 32 required California to reduce GHG emissions to 1990 levels by 2020 and to continue reductions beyond 2020. California Air Resources Board (ARB) was directed to be the Lead Agency and implement the law. ARB adopted the *Climate Change Scoping Plan: Building on the Framework* on May 15, 2014 and together with other State and local agencies, have developed and implemented numerous regulations and programs to reduce emissions to meet these goals. The Cap-and-Trade program is a key element of the Scoping Plan, where ARB places a limit or cap on GHG emissions by issuing a limited number of tradable permits (called allowances) equal to the cap. A portion of these allowances can be purchased from the State at a quarterly auction, thereby generating auction proceeds. The State portion of these proceeds is deposited in the Greenhouse Gas Reduction Fund (GGRF) where it is available for appropriation by the Legislature. All projects funded by the GGRF must reduce GHG emissions and adhere to the purposes of AB 32.

Senate Bill 535 (SB 535) of 2012 requires GGRF investments in and benefit to DACs. The designation of “disadvantaged communities” was assigned to the California Environmental Protection Agency (CalEPA). ARB is responsible for developing Funding Guidelines that include a component for maximizing benefits to a DAC per SB 862.

SB 862 of 2014, established the LCTOP and a continuous appropriation with 5% of the annual auction proceeds. LCTOP projects will reduce GHG emissions and support transit agencies in their efforts to increase mode share.

SB 32 of 2016 further requires ARB to ensure rules and regulations are achieving the maximum technologically feasible and cost-effective greenhouse gas emissions and ensure that statewide greenhouse gas emissions are reduced to at least 40 percent below the statewide greenhouse gas emissions limit no later than December 31, 2030.

Assembly Bill 1550 (AB 1550) of 2016, revised requirements related to disadvantaged communities, and changes related to that legislation will be incorporated into the 2017-2018 program guidelines.

### Senate Bill 824

The California Legislature passed SB 824 in 2016, amending SB 862 to allow LCTOP funds to be expended by transit agencies on operating and capital assistance that reduce greenhouse gas

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emissions and improve mobility, with a priority on serving disadvantaged communities; and meets any of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero-emission buses.

Under SB 824, recipients are allowed to roll over funding for a maximum of 4 years; apply for a Letter of No Prejudice (LNOP) for an allowable expenditure (see page 16 for more information) and requires the audit of recipient agencies' finances—already required under the Transportation Development Act (TDA), to be expanded to include verification of receipt and appropriate expenditure of funds from the program. SB 824 also requires recipient agencies to comply with all applicable legal requirements, including California Environmental Quality Act (CEQA), and civil rights and environmental justice obligations under state and federal law.

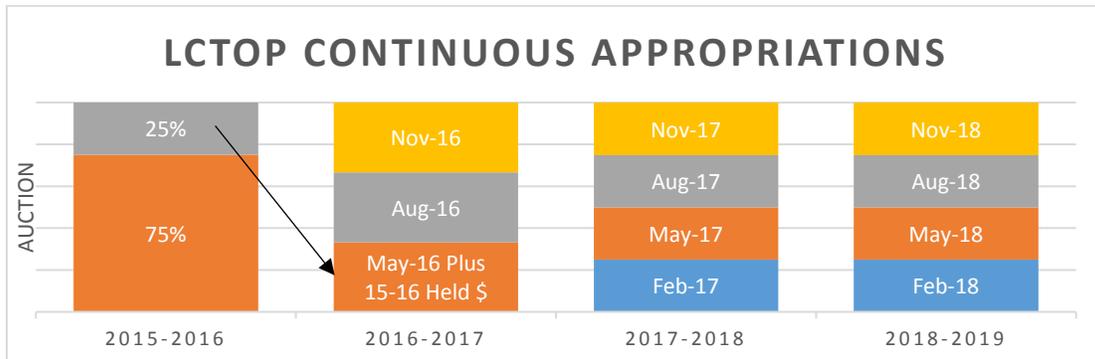
SB 824 also requires that a recipient agency demonstrate that each expenditure of program monies does not supplant another source of funds. To achieve the required greenhouse gas reduction for each project, Caltrans will not approve or accept any project that would not be fully funded when LCTOP funds are combined with other committed funding sources. Therefore, a project that only includes pre-construction work will likely be ineligible for the program.

## Continuous Appropriation

Per 2015-2016 **Budget Act AB 93 Chapter 10 Statute 2015 Sec. 15.13 (b)** *No department shall encumber or commit more than 75% of any appropriation prior to the fourth cap-and-trade auction in the 2015-2016 fiscal year.* To meet these requirements, Caltrans approved funding proposals based on 75% of the funding forecast (estimate) in FY 2015-2016; the remaining 25%, or actual amount, was then carried over to the next fiscal year (FY 2016-2017). This mechanism changed for FY 2016-2017 and beyond. The Department of Finance (DOF) will release auction proceeds quarterly after the auction totals are finalized. This will result in four separate releases during the 2016-2017 fiscal year. After the review of available proceeds and upon notice from the DOF, Caltrans will notify the State Controller's Office (SCO) to determine formulaic shares for recipients. Caltrans anticipates SCO to release amounts no later than January 2017 to meet the Spring 2017 Allocation Request due date. The amount of funding available for the FY 2016-2017 LCTOP will be carry-over funds from 2015-2016 auctions, combined with auction proceeds directed to LCTOP from August 2016 and November 2016 auctions. Auction proceeds

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from the February 2017 and May 2017 auctions will be directed to the FY 2017-2018 LCTOP. Please refer to the table on the following page.



## Funding Process

The SCO will prepare a list of eligible recipients and the amount of funds to allocate per Section 39719 of the Health and Safety Code. The formulaic shares will be based on the 2014 formula and remain the same for at least two years per 2016 legislation Senate Bill 838 (SB 838). Funds will be distributed by formula based on prior use of State Transportation Act (STA) funds and is divided in two equal parts. 50% is available for regional entities and is distributed based on the ratio of population of the area under its jurisdiction to the total population of the state. The other 50% is available to transit operators and is distributed based on the ratio of total revenue of each operator during the prior fiscal year to the total revenue (fare) of all operators of the state.

## Implementation

Caltrans in coordination ARB will work with local agencies to update these guidelines. After the LCTOP Guidelines are updated and SCO releases the list of eligible agencies and funding limits, Caltrans will invite eligible agencies to submit an Allocation Request for Caltrans and ARB review. The Guidelines describe the process that each agency must follow to qualify and receive their allocation. The Lead Agency will receive their allocation of funds once they have submitted an Allocation Request, and Caltrans—in coordination with ARB, has determined the project meets all requirements of the program.

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## Roles and Responsibilities

### Strategic Growth Council

The Strategic Growth Council (SGC) is responsible for reviewing guidelines for consistency with state policy.

### Department of Finance

Upon the enactment of the annual budget for the Greenhouse Gas Reduction Fund (GGRF), the Department of Finance (DOF) will consult with Caltrans and the State Controller's Office (SCO) to provide information on the amount of auction proceeds available to LCTOP for each fiscal year.

### State Controller's Office

The SCO will prepare a list of eligible recipients per the formula defined in Public Utilities Code (PUC) Section 99313 and 99314. During the FY 2015-2016 and each fiscal year thereafter, the SCO shall notify eligible recipients of the amount each will receive. The SCO will be responsible for allocating LCTOP funds to eligible recipients based on the list expenditures approved by Caltrans.

The SCO will annually apply the current year's formula to available funds from the quarterly auction proceeds (provided by DOF) to determine each eligible recipient's share. In FY 2015-2016, an estimated 25% was held to roll over into the FY 2016-2017. This amount will be combined with actual amount determined after each quarterly auction in August 2016 and November 2016.

### California Air Resources Board

The California Air Resources Board (ARB) will update and adopt the *Cap-and-Trade Auction Proceeds: Funding Guidelines for Agencies that Administer California Climate Investments-December 2015* (Funding Guidelines) after public comment, review and revisions. Please refer to the following link for the most current Funding

Guidelines: <http://www.arb.ca.gov/ccifundingguidelines>. This includes Volume 1: General Guidance, Volume 2: Investments to Benefit Disadvantaged Communities, and Volume 3: Reporting Requirements. ARB is also responsible for developing the methodology for quantification and reporting of greenhouse gas reductions and other co-benefits. For the FY 2015-2016 allocation, ARB worked with Caltrans to develop a tool so the recipient agency would be able to quantify their GHG reduction. This tool will be reviewed annually for possible updates and revisions when necessary. ARB will continue to coordinate with all GGRF programs to:

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1. Manage the GGRF, in coordination with DOF, and work with SCO to distribute GGRF monies to administering agencies.
2. Review and comment on program guidelines when necessary.
3. Work with administering agencies to determine the eligibility of the projects submitted by the Lead Agency for funding.
4. Collect information on program status for the annual report to the Legislature and to provide program transparency.
5. Collect data from administering agencies for multiple annual reports.
6. Ensure program investments are being made to benefit DACs.

## Caltrans

In coordination with ARB, Caltrans is responsible for developing and updating the guidelines for this program, and defining the criteria for project eligibility and reporting requirements. Caltrans will also:

1. Establish and manage the schedule for the allocation process.
2. Provide assistance and guidance to local agencies in preparing their requests for funds.
3. Evaluate agencies' requests for funds, reviewing projects with ARB for their concurrence on the approval of projects.
4. Monitor the progress of projects through reporting requirements and communication with project's Lead Agency.
5. Ensure approved projects, where applicable, are benefiting and meeting a community need.
6. Conduct spot audits and on-site monitoring.
7. Review project completion through reports and documentation from project's Lead Agency.
8. Review and approve Letter of No Prejudice (LONP) when applicable
9. Prepare program data for annual report for the Legislature.
10. Prepare LCTOP reports to submit to ARB, in accordance with reporting requirements contained in ARB's 2015 Funding Guidelines. These reports may include but are not limited to: Annual Expenditure Record, Project Profile, End of Year Report, Project Closeout Report, and Phase 2 Reporting.
11. Maintain copies of project records for three years after the "Project Closeout" report or final phase report is submitted.

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## Eligible Recipients

Eligible recipients are entities included in the list provided by the State Controller's Office (SCO) and are qualified by Public Utilities Code (PUC) 99313 and 99314. Transportation planning agencies and transit operators that are eligible for State Transit Assistance Fund (STA) per PUC 99313 or 99314 are eligible for allocation from the Greenhouse Gas Reduction Fund (GGRF) under the LCTOP. SCO allocates 50% of funds to regional entities and 50% of funds to transit agencies. All recipient agencies, both lead and contributing, must comply with California Air Resources Board (ARB) 2015 Funding Guidelines. The 2015 Funding Guidelines include requirements for reporting, recordkeeping and other activities designed to provide accountability and transparency.

### Lead Agency

The Lead Agency is an eligible recipient of LCTOP funds that is responsible for requesting funds and the implementation of the project. The Lead Agency is also responsible for submitting a full Allocation Request annually and ensuring funds are only applied to approved LCTOP expenditures in accordance with the LCTOP Guidelines. Lead Agencies may receive funds from contributing sponsors that support the approved project where the Lead Agency will also ensure that the appropriate signatures are included with final Allocation Requests from the contributing sponsor. Once an Allocation Request is approved and authorized for funding, the SCO will send LCTOP funds directly to that Lead Agency. The Lead Agency is also responsible for:

1. Oversight and/or performance of all work from receipt of funding through completion of the project.
2. Establishing a bank account for LCTOP funds. If a separate account is not possible, the agency may show documents of a line item or subaccount dedicated to LCTOP funds.
3. Meeting all DAC requirements, where applicable.
4. Quantifying GHG emission reductions per project and in accordance with ARB's quantification methodology tool for LCTOP, available online at: <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>
5. All project documentation including but not limited to: Allocation Request, Corrective Action Plans, Reports, Project Audits, Transportation Development Act Audits, Reassigning of GGRFs request, and any additional information needed in the event of an audit. Please review the Reporting section for greater detail.
6. Comply with all applicable California Environmental Quality Act (CEQA), civil rights and environmental justice obligations under state and federal law.
7. Maintaining copies of project records for three years after the "Final Project" report or Final Phase report is submitted.

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## Contributing Sponsor

The contributing sponsor is an entity that passes funds to the Lead Agency to support a project. The contributing sponsor could be the regional entity (PUC 99313) passing their funds to a recipient agency within their region or a recipient agency (PUC 99314) passing their funds through to either a regional entity or a recipient agency within their region. If a contributing sponsor has a DAC within its jurisdiction at least 50% of the transferred funds must benefit a DAC and meaningfully address an important community need. Caltrans is not responsible for tracking funding agreements (borrowing, loaning, delegating, relinquishing funds, etc.) between LCTOP recipients, including the lead agencies and contributing sponsor. Caltrans will track allocation amounts to ensure funding is accurate per regional apportionment and track contributing sponsors signature of agreement in order to pass their fund to the Lead Agency who will carry out the project requirements.

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## Project Eligibility

The LCTOP was created to provide operating and capital assistance for transit agencies to reduce GHG emissions and improve mobility, with a priority on serving DACs. Per **Public Resource Code 75230 (f) (1-3)** Moneys from the program shall be expended to provide transit operating or capital assistance that meets **any** of the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero-emission buses.

Caltrans in coordination with (ARB) will review Allocation Request to determine if the project supports at least one of the above listed criteria, decreases GHG emissions, and if applicable provides a benefit to a DAC. Recipients have the ability to fund “new or expanded services” with a single or multiple years of LCTOP funding as long as the agency is not **supplanting** funds. Within the Funding Plan (Attachment B, recipients must certify that each project of seeking LCTOP moneys does not supplant another source of funds. Any request or expenditure identifying a phase prior to construction will likely be ineligible for the program.

LCTOP is the only program that operation expenditures are considered eligible for funding. Therefore, Caltrans encourages transit agencies to explore other funding sources and opportunities prior to selecting a project(s) to utilize LCTOP apportionments. However, Caltrans understand that capital projects do in fact support the overall operations of a recipient agency.

### New or Expanded Service

New or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities is considered new if it is within five (5) years from the date of its implementation. When applying for LCTOP funds under this criteria, the intent is to help start a new viable service that can demonstrate GHG reductions. As these projects become part of the baseline transportation network, other funding sources should supplement and ultimately replace LCTOP funds for operating assistance; since over time these projects will no longer represent additional, net GHG reductions.

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In previous years of LCTOP funding, new or expanded was limited up to three years. Updated guidelines modifies this to allow up to 5 years support in alignment with the Federal Transit Administration's guidance for the Congestion Mitigation and Air Quality (CMAQ) "start-up" assistance. Akin to CMAQ funding, LCTOP will provide adequate incentive and flexibility while not creating a pattern of excessive or even perpetual support.

## Greenhouse Gas Reduction Criteria

ARB and Caltrans will continue to provide a list of eligible projects and require agencies to **quantify** the project GHG emission reductions by using the ARB Quantification Methodology Tool, available on line at <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>. Directions on how to complete this tool are in Attachment E along with further information and details regarding GHG Reduction Criteria. Agencies may need to utilize this tool if they complete a Corrective Action Plan (CAP) to change or amend their project.

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## Disadvantaged Communities Criteria

California Environmental Protection Agency (CalEPA) has identified Disadvantaged Communities (DAC) based on geographic, socioeconomic, public health, and environmental hazard criteria. Criteria may include but is not limited to:

- Areas disproportionately affected by environmental pollution and other hazards that can lead to negative public health effects, exposure, or environmental degradation.
- Areas with concentrations of people that are of low income, high unemployment, and low levels of education attainment.

This process utilized CalEnviroScreen 2.0, a tool that assesses all census tracts in the State to identify areas disproportionately affected by multiple types of pollution and areas with vulnerable populations. Maps identifying a DAC are available at: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>. The Lead Agency will provide a map or maps depicting their project in relation to the DAC, and in the publicly approved project Board Resolution, they must also identify any DAC project requirements.

### Disadvantaged Community Benefit

To maximize benefits to DACs, transit agencies whose service areas include a DAC, as identified in Section 39711 of the Health and Safety Code, shall expend at least **50%** of the total funds received on projects or services that benefit the DAC. If a recipient agency transfers funds to another agency, both agencies need to be aware of the applicable DAC requirements and fully comply. For example, if a recipient agency that contains a DAC transfers their funds, at least 50% of the transferred funds must be spent on a project that benefits a DAC by the recipient agency. The Lead Agency must use the funds accordingly and all expenditures must be tracked and reported including the DAC benefit(s). Volume II, Appendix 2.A from ARB's Funding Guidelines (also provided in Attachment H) provides a detailed description of the criteria used to evaluate if a project provides direct, meaningful, and assured benefit(s) to a DAC. Transit Agencies should design projects to avoid substantial burdens, such as physical or economic displacement of low income DAC residents and businesses or increased exposure to toxics or other health risks. Please review the table located in Attachment H, as it provides additional directions and guidance.

### Addressing a Disadvantaged Community Need

In addition, DAC projects shall specify how the investment will result in benefits that meaningfully address an important community need(s).

Compliant with ARB Funding Guidelines, Volume 2(i) on page 2-13, to determine community needs applicants can use a variety of approaches such as:

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- looking at the factors in CalEnviroScreen 2.0 that caused an area to be defined as a disadvantaged community;
- hosting community meetings to get local input;
- referring to the list of common needs in Table 2-2 (also listed in Attachment H);
- or receiving documentation of community support (e.g., letters or emails).

Caltrans and ARB encourages all agencies to conduct outreach to the DAC(s) they serve and fund projects that target the specific needs of these communities to the maximum extent possible. LCTOP funds should result in benefits that either address an important need commonly identified by DAC residents or address a key factor that caused the area(s) to be identified as a DAC, as described above. Ideally, the important needs will be identified during the outreach process. Please refer to Volume II, beginning on page 2-11, of ARB's Funding Guidelines for a detailed description of the needs identification process.

For further assistance and outreach, please contact the Disadvantaged Community Liaison for Caltrans:

Ramona Walker

[Ramona.walker@dot.ca.gov](mailto:Ramona.walker@dot.ca.gov)

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## Allocation Request and Award Requirements

This section will highlight how an agency should request their allocation and the requirements for the awarded projects that the Lead Agency and contributing sponsor must comply with and or submit.

### Allocation Request Form

The Lead Agency must submit to Caltrans a description of the proposed transit expenditure or expenditures it intends to fund with the LCTOP allocation. A guide for this form is available as Attachment A (Read Me). The LCTOP Allocation Request form is the basis for Caltrans' verification that the project is consistent with LCTOP requirements and is provided as Attachment B and is also available online at: <http://dot.ca.gov/hq/MassTrans/lctop.html>. This document, provided as an excel document with multiple worksheets, will include all project information, project sponsors, authorized signature page, detailed description of projects major benefits, project schedule, etc. Please note that a complete Allocation Request must be submitted annually in order to receive an agencies apportionment. This will allow the state to release funds annually to the Lead Agency's bank account where funds could potentially accrue interest.

Any contributing sponsor(s) must also sign the Allocation Request form indicating the dollar amounts to be contributed, or provide a signed letter detailing this information. If there are multiple contributing sponsors, each sponsor must sign the Allocation Request indicating their respective portion of funds being contributed or submit a signed letter with the required information as described above.

### Authorized Agent Form

The executive authority of an eligible recipient of LCTOP funds must submit to Caltrans a signed and dated Authorized Agent form that is Board approved, identifying the agent(s) given authority to act for the executive authority to submit the Allocation Request form and all reporting documents. If there is a change in the Authorized Agent(s), the eligible recipient must submit a new form. This form is required even when the Authorized Agent is the executive authority. The form is provided as Attachment C and available online at: <http://www.dot.ca.gov/hq/MassTrans/lctop.html>.

### Certifications and Assurances Form

Before submitting an Allocation Request, the eligible recipient must submit a self-certification that he/she will meet all requirements of the LCTOP Guidelines, including all reporting deadlines. Only Allocation Requests from agencies with a signed Certifications and Assurances document on file will be accepted. Agencies who do not have this form on file must submit a signed Certification and Assurances with their Allocation Request. This form must be Board

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approved and is provided as Attachment D and available online at: <http://www.dot.ca.gov/hq/MassTrans/lctop.html>.

## LCTOP Quantification Methodology Tool

Allocation Requests must use this calculator to estimate the Greenhouse Gas (GHG) reductions associated with the proposed LCTOP project. This tool will provide a uniform approach to quantify GHG emission reduction in metric tons of carbon dioxide equivalent. All projects must net a positive emissions reduction in order to qualify for approval. This tool will use project level data specified within the Allocation Request for estimated ridership increases and corresponding Vehicle Miles Traveled (VMT) reductions. Please see Attachment E or find the corresponding documents (PDF instructions and EXCEL based tool) online at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>

## Total Project Cost and Funding Plan

Attachment F provides an itemized list of all fund sources for full project costs. This will detail a break-out of each fiscal year of LCTOP contributions. The Lead Agency must provide a Total Project Cost and Funding Plan for the project that shows **all** fund sources (not just the LCTOP portion) needed to complete the project. If future year LCTOP funding is to be dedicated to the project, include those funds on the Total Project Cost and Funding Plan sheet as well and list the estimated amount in the appropriate fiscal year. **The Authorized Agent must sign the statement on the Funding Plan to assume all fiscal responsibilities.**

To ensure that LCTOP expenditures are *not supplanting* existing transit funding sources, a recipient agency receiving LCTOP funds shall certify that the funds will not be used to pay for existing expenditures. Caltrans may audit recipient agencies' to determine whether LCTOP funds are being used to supplant funding. If Caltrans determines that an agency is in fact supplanting with LCTOP funds, agencies will be subject to adverse action.

## Board Resolutions

The Authorized Agent, Certifications and Assurances Board Resolution, and Project Board Resolution may be combined into one Board Resolution. A sample is provided as Attachment J and K in the Appendix.

The Project Resolution must include a description of the project, the amount of LCTOP funds requested, identification of any DAC requirements and a list of contributing sponsors, if applicable. This resolution is crucial and demonstrates the project was publicly reviewed. LCTOP staff strongly recommends utilizing the sample project board resolution for use when submitting the Allocation Request to ensure all language is captured. A Lead Agency may combine multiple LCTOP Projects on one resolution, but each project must be listed separately

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or bulleted. Board Resolutions are also available at: <http://www.dot.ca.gov/hq/MassTrans/lctop.html>.

## Bank Account

Once an Allocation Request is approved, the State Controller's Office (SCO) will release the allocation amount to the Lead Agency. The Lead Agency must deposit funds into a dedicated bank account that will hold only LCTOP funds. If a separate account is not possible, the agency may show documents of a line item or subaccount dedicated to LCTOP funds. When the agency submits their Semi-Annual reports, they are required to submit a copy of their most recent bank statement.

## Fund Roll-Over

If the agency is not prepared to initiate a project in the current fiscal year, they may roll funds over into a subsequent fiscal year, accruing a maximum of **4** years of LCTOP funds for a more substantial project. All funds must be applied to the project within four years. Approved projects must also be completed and funds expended within the subsequent 4 years.

If the Lead Agency intends to roll over funds or hold funds for a more substantial project, a **full Allocation Request must be submitted in each year**. Unrequested funds **will not** be held by the state for a future request without the submittal of the complete Allocation Request *regardless* of when funds are expended. The request shall list both the current year and the estimated additional year(s) so the full plan of LCTOP fund use is documented. After the project has been fully reviewed and approved, the SCO will release the requested funds to the Lead Agency to be deposited in the dedicated LCTOP bank account. Funding received in the first year will remain in the account while the subsequent year(s) funds are accrued and added to the account. Upon receipt of the *final* year's funding, whether it's for four years or less, the agency will have six months to begin the project.

## Reassigning Funds to a New or Existing Eligible LCTOP Project

Lead Agencies may find that they have surplus funds at the completion of an approved LCTOP project or they may determine the funded LCTOP project is no longer a high priority or feasible. As a result, the Lead Agency may apply to reassign funds to a different approved LCTOP project. If the project is complete and there are surplus funds, an agency should include the proposed use for the surplus funds as part of the required Final Report. If use of surplus funds has not yet been determined, Caltrans staff shall treat the project as on-going (incomplete) until the agency identifies an eligible LCTOP project to receive the surplus funds. If the agency elects to reprioritize eligible projects and redirect approved LCTOP funds to an alternate project, a Corrective Action Plan (CAP) for the original project must be submitted. The alternate project must be approved by Caltrans, with concurrence from ARB. If the alternate project is not a

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previously approved LCTOP project, the project lead must submit a completed Allocation Request and comply with all requirements of the application process.

## Reassigning Funds to a NEW Eligible LCTOP Project:

- If the reassigned funds have been accrued from a project within a DAC, the reassigned funds may only be applied to another DAC project.
  - The Allocation Request for the reassigned funds should be treated the same as an Allocation Request submitted for new funding, and all required documents must be submitted in the same manner.
- The new project must expend the funds within the time limits of the original allocation of funds.
- Caltrans and ARB staff will review and approve or deny the reassignment within 90 days.
- The new Allocation Request must have all the authorized signatures of the same agencies as the original project, indicating all contributing sponsors are aware of the new use of their contributed funds.
- **The Lead Agency may not expend surplus funds from the new project before receiving written approval from Caltrans authorizing the Lead Agency to do so.**

## Reassigning Funds to an EXISTING LCTOP Project:

- The Lead Agency must submit a CAP for the project that will no longer be using LCTOP funds. The justification should list the project that will receive the reassigned funds.
- An additional CAP is to be submitted for the existing approved LCTOP project receiving the reassigned funds. This CAP should list the original fund amounts and the revised amounts based on the transfer of funds following the steps listed above.
- The reassigned funds must be expended within the time limits of the original allocation of funds.
- If there are any contributing sponsors to the reassigned funds, the Lead Agency must have sign-off from the contributing sponsor for the change in use of their funds so they are aware of the use of their funds. This may be documented by adding signature lines to the CAP or including a signed letter from the contributors indicating agreement of the use of their funds.
- If Caltrans staff determines an agency has a pattern/history of reassigning the same funds multiple times, the agency may be placed on the list of high risk project leads and could be subject to a spot audit (see section on spot audits).

Agencies who fail to submit revisions made to the CAP as requested by Caltrans staff and/or are delinquent in other required reports and submittals, **will not** receive additional allocations of LCTOP funds until all delinquent items have been submitted and approved.

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## Interest Earned

Interest on LCTOP funds must be used in the same manner as the principal. Interest earned must only be used for approved LCTOP projects. If the interest has been accrued from a project in a DAC, the interest may only be applied to another DAC project. If the project costs exceed the amount on the approved Allocation Request, any interest earned may be applied to the project. The Lead Agency must first submit a CAP and receive Caltrans' approval of that CAP before any interest earned may be applied to the project. Interest remaining after a project closeout must be applied to another approved LCTOP project. Any unused interest not applied to a current project should be applied to the next Allocation Request submitted and used prior to or along with, the allocation of additional funds. The LCTOP staff will inquire about the status of unused interest every six months until said interest earned is exhausted.

## Letter of No Prejudice

A project lead may apply to Caltrans for a Letter of No Prejudice (LONP) for a capital project or for any component of a capital project for which Caltrans has authorized a disbursement of funds. Upon receipt of the LONP request, Caltrans will have 45 days to review and approve/not approve said documentation. Caltrans will thoroughly review the LONP to ensure the agency is not proposing to supplant funds, and the LONP is necessary as LCTOP provides upfront project funds. If approved by Caltrans, the LONP shall allow the Lead Agency to expend its own money for the project and be eligible for future reimbursement from moneys available for the program. The amount expended shall be reimbursed by the state from funds available to the program if all of the following conditions are met:

1. The project or project component for which the LONP was requested has commenced and the regional or local expenditures have been incurred.
2. The expenditures made by the Lead Agency are eligible expenditures under the program. If the expenditures made by the Lead Agency are determined to be ineligible, Caltrans has no obligation to reimburse those expenditures.
3. The Lead Agency complies with all legal requirements for the project, including the requirements set forth by the California Environmental Quality Act (CEQA).
4. There are funds in the GGRF designated for the program that are sufficient to make the reimbursement payment.

The Lead Agency and Caltrans shall enter into an agreement governing the potential reimbursement. The timing and final amount of the reimbursement shall be dependent on the terms of the agreement and the availability of funds in the GGRF for the program.

## Compliance with CEQA, Civil Rights and Environmental Justice

Section 75231 (a) (3) of the Public Resources Code *“A recipient transit agency shall comply with all applicable legal requirements, including the requirements of the California*

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*Environmental Quality Act (Division 13 (commencing with Section 21000)), and civil rights and environmental justice obligations under state and federal law. Nothing in this section shall be construed to expand or extend the applicability of those laws to recipient transit agencies.”*

Currently all transit agencies must comply with these requirements and provide a requested approved Title VI plan. Within the Allocation Request lead agencies must document when their Title VI plan was approved by FTA and also provide a link to the plan. Most projects, if not all, should be construction ready and therefore have previously gone through the CEQA requirements. Caltrans also provides guidance and support for public agencies in the Environmental Justice and Title VI Program

page: <http://www.dot.ca.gov/hq/tpp/offices/ocp/ejandtitlevi.html>.

## LCTOP Annual Calendar

<b>Allocation Request Schedule:</b>	
Caltrans posts Updated LCTOP Guidelines FY 2016-17	December 9, 2016*
SCO notifies agencies of available funding for the fiscal year	January 2017*
Transit agencies submit Allocation Requests to Caltrans	March 2017*
Caltrans and ARB approve list of projects and submit to SCO	May 2017*
SCO releases approved project amounts to recipients	June 2017*
<b>Reporting Schedule:</b>	
Semi-Annual Report due to Caltrans (on data October 1 - March 31)	May 15th
Semi-Annual Report due to Caltrans (on data April 1 - September 30)	November 15th
<small>*Subject to Change</small>	

## LCTOP Allocation Request Submittal

The following required documents must be mailed hard-copy to Caltrans. This includes:

- Signed original Allocation Request
- Authorized Agent form
- Certifications and Assurances
- Funding Plan
- Board Resolutions

**Mailed to:**  
**LCTOP Program**  
**California Department of Transportation**  
**Division of Rail and Mass Transportation, MS #39**  
**P.O. Box 942874**  
**Sacramento, CA 94274-0001**

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In addition, a scanned copy of the completed request **and excel documents** of the Allocation Request, Total Project Cost, Funding Plan and the Quantification Methodology Tool are required to be **e-mailed** to [LCTOPcomments@dot.ca.gov](mailto:LCTOPcomments@dot.ca.gov). **One Allocation Request per email** to be sent by the Lead Agency.

**Please note:** An agency who fails to submit revisions made to any documents requested by Caltrans staff and/or are delinquent in other required reports and submittals will not receive additional allocations of LCTOP funds until all delinquent items have been submitted and approved.

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## Reporting Obligations

All programs funded by the Greenhouse Gas Reduction Fund (GGRF) must report annually. Caltrans must complete and submit documentation to California Air Resources Board (ARB) who will then compile all program information and submit reports to the legislatures. This section will highlight all of the reporting requirements that Caltrans and transit agencies must complete in order for ARB to report accurately.

### Annual Expenditure Record

Government Code, Section 16428.9, requires State agencies that have been appropriated monies from the GGRF to prepare an expenditure record. An expenditure record is prepared for a program, not for individual projects. It provides elements that describe the proposed use of monies and must be submitted prior to expenditure of those monies for projects. ARB has developed guidance on reporting and quantification methods for all state agencies that receive appropriations from the fund to ensure the requirements of this section are met. Caltrans submits the expenditure record to ARB prior to expending any funds (in accordance with ARB's Funding Guidelines, December 21, 2015 version available online at <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/fundingguidelines.htm>). Caltrans will collect the data from Allocation Requests and other information submitted by the project leads.

### Project Profile

This is submitted once *by Caltrans*, after project funds are awarded. It is due to ARB by January 15<sup>th</sup> of each year. The following project information is required from each Project Lead and is provided in the Allocation Request:

1. ID Number (file number assigned by Caltrans after all allocations are received)
2. Project Type (i.e., expand transit service, enhancement projects)
3. Location (address, county, Lat/Long, etc.)
4. Total amount of GGRF dollars allocated
5. Total Project Cost and leveraged funds
6. Project Schedule
7. Estimated GHG reductions
8. Estimated Co-benefits
9. Total GGRF dollars allocated to benefit disadvantaged communities
10. Description of DAC benefits
11. Identify the specific criteria in ARB Guidance that the project will meet

### End of Year Report

The end of year report is submitted once a year *by Caltrans* and due to ARB on or before January 15<sup>th</sup> and reflects both project-level status and program data as of December. This information will be used to support the annual report to the legislature due March 1<sup>st</sup>. ARB will provide a reporting template each year to collect and compile information from administering agencies.

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## Project Closeout Report

The project closeout report is submitted once *by Caltrans*, after the project completion date. It is also due to ARB on or before January 15<sup>th</sup> and will include:

1. ID Number
2. Summary of projects accomplishments, including benefits to DAC
3. Total GGRF dollars allocated to benefit DAC
4. Estimated GHG reduction for the entire project
5. Summary of co-benefits for the entire project

## Phase 2 Report

This is a follow-up report submitted periodically *by Caltrans* after project completion. The purpose of this report is to demonstrate that GHG emission reductions have been achieved, with the intent that the report will be due every two years for four years. The requirements and methods of data collection are still in developmental stage.

## Semi-Annual Progress Report

The project's Lead Agency is required to report semi-annually *to Caltrans* on the activities and progress of each approved and allocated project to ensure activities funded from auction proceeds are timely, within approved scope and cost, are reducing GHG emissions, and are achieving the intended purpose for which they are to be utilized. The Lead Agency must notify Caltrans when allocated LCTOP funds have been encumbered and must provide completed and signed progress reports every six months until an approved project is completed, and the project final report has been filed.

Reports will cover information accrued from October 1<sup>st</sup> to March 31<sup>st</sup> and April 1<sup>st</sup> to September 30<sup>th</sup>. Reports will be due to Caltrans 45 days after the close of the first and third quarters. The due date for the first quarter report will be May 15<sup>th</sup> and the due date for the third quarter will be November 15<sup>th</sup>. The aforementioned dates are necessary for Caltrans to meet program reporting requirements due to ARB annually on or before January 15<sup>th</sup>.

The report consists of two sections, the “Semi-Annual Report” and the “Semi-Annual Itemized Expenditure Table.” This report must contain accurate and up-to-date information on the progress of each project. Reports, will only be accepted by Caltrans staff when determined to be complete and accurate. **Bank statements for March 31<sup>st</sup> or September 30<sup>th</sup> must be attached to the expenditure table.**

All projects are expected to begin work within six months of becoming fully funded. Should a project experience any delays, the cause of such delay must be reported as an amendment, under “Justification for Change.” This amendment section should only be used for minor changes to the project and to discuss delays in the start date. Should there be a major change, a full Corrective Action Plan (CAP) is required. Any justification deemed inadequate by Caltrans Staff

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will be questioned and the agency will be asked to provide further information. If projects have not begun within six months of the project becoming fully funded, the report must include a clear description of the circumstances delaying the project which leaves no question that the circumstances were unforeseen, extraordinary, and beyond the control of the agency. The description must include information indicating specific steps the agency plans to take to keep the project on task. Agencies with a project that is repeatedly delayed will be encouraged to reassign the funds and complete a CAP.

If the agency is accruing LCTOP funds over a period of two years or more, a full Semi-Annual report will not be required until the project is fully funded and ready to go. However, a bank statement will still be required to verify the receipt of each year of LCTOP funds and the establishment of the dedicated bank account. A copy of the bank statement will continue to be required, due concurrently with Semi-Annual report requirements, until the project has started, at which time the Semi-Annual reports will begin. Funding received in the first year may remain in the account until the second, third and/or fourth year funds are accrued and added to the account. At that time, assuming the project is fully funded, the agency will have six months to begin the project.

All reports must reflect accurate and complete project information. Any incomplete or inaccurate reports will not be accepted and will be considered delinquent until submitted with corrections and/or additional information as requested by Caltrans staff. Agencies found to have submitted inaccurate information will be placed on the list of high risk project leads and could be subject to additional spot audits.

**Agencies, with delinquent reports will not receive further LCTOP allocations until reports have been received by Caltrans.**

## Corrective Action Plan

To change an approved Allocation Request, including any changes to the originally approved scope, schedule, or cost, the Lead Agency must first obtain approval from Caltrans by submitting a Corrective Action Plan (CAP). This must be done before funds can be applied to any use other than the current project's approved scope of work. Funds may not be used on an alternate project until the CAP has been submitted and approved. If the funds are being applied to an alternate project, it must have an approved LCTOP Allocation Request on file. The CAP must indicate any potential changes in the scope, approved funding amounts, and schedule. If the scope of work changes the type or level of benefits, the changes must also be reflected in the benefit description, with revised estimates of benefits listed. If there are significant changes to the project, a revised Quantification Methodology Tool may be requested to demonstrate a reduction in GHG.

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If the project schedule is being revised to reflect any delays or obstacles, an adequate justification must be given and the amended LCTOP project completion date must fall within the original Budget Act time lines. All CAPs must have the justification for change completed. If a justification is not deemed adequate by Caltrans staff, the agency will be asked to provide a revised justification before the CAP is approved. The project change may not move forward until Caltrans has approved the CAP.

If it is discovered that an agency has begun spending funds on a task or project outside the approved scope of work prior to submitting a CAP or prior to Caltrans approval of the CAP, the agency will be placed on the list of high risk Lead Agency. The State is entitled to recover any and all funds that are spent on an ineligible expenses.

**Upon receipt of the CAP, Caltrans has 30 days to review and approve/not approve the document. Agency may not proceed without Caltrans' approval of the CAP.**

## Final Project Report

Once a project has been completed, the Lead Agency must notify LCTOP staff by email or letter and submit a final project report within six months of completion. Please note, once an agency has received all LCTOP funding for a particular project, the project must be fully expended within four years. The final project report includes:

1. Final Project Report Form: Includes the comparison of actual project performance of the final project to project performance when the allocation was requested. It will also include summarized information regarding benefits to DACs (if applicable), estimated greenhouse gas reduction for the entire project, and a summary of co-benefits for the project.
2. Final Project Itemized Expenditure Table: Complete this table and attach the latest bank statement from the LCTOP dedicated bank account.
3. Verification: Project completion as scoped must be verified. The Lead Agency will provide evidence of project completion, including photograph(s) of the completed project. Evidence of project completion can be satisfied by submitting the required photographs and one or more of the following: A copy of the final invoicing; and a copy of the punch list from the facility's final walk through; and a copy of the Title, if the project is to procure a vehicle. This list includes a samples of what can be used to show evidence regarding completion of a project. Please contact LCTOP staff to discuss alternatives that may exist for your circumstances.
4. Savings: If the project has been completed with a savings, the report should indicate the amount of savings and how those funds will be applied towards an approved LCTOP project. Any project cost savings not reassigned to current project should be applied to the next Allocation Request submitted, and used prior to, or along with, the allocation of additional funds. LCTOP staff will inquire about the status of any outstanding cost

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savings every six months until said savings are exhausted. If the savings have been accrued from a project in a DAC, the savings may only be applied to another DAC project.

Please ensure that expended interest and all other information in the final report are properly reported. Incomplete or incorrect reports will not be accepted and will be considered delinquent until corrections are provided. Agencies with delinquent reports **will not** receive further LCTOP allocations until completed and/or corrected reports have been received by Caltrans.

## Project Audit

Annual audit of public transportation operators required under the Transportation Development Act (TDA), per PUC 99245, must include verification of receipt and appropriate expenditure of funds. Project leads receiving LCTOP funds in a fiscal year for which a TDA audit is conducted must submit a copy of the audit to Caltrans by December 31<sup>st</sup>, six months after the close of the fiscal year (closes June 30<sup>th</sup>). Caltrans will make the audits available to the Legislature and the SCO. Lead agencies may request a 90-day extension from the December 31<sup>st</sup> deadline to March 31<sup>st</sup>. They must notify Caltrans in writing via e-mail or a formal letter. Project leads who fail to submit an expanded TDA audit documenting all LCTOP funding allocated to date will not receive future LCTOP allocations until the required document(s) have been submitted to Caltrans.

## Spot Audit and On-site Monitoring

Spot audits and on-site monitoring can take place at any time at the discretion of Caltrans without prior warning given to the agency. Either a spot audit or monitoring may be conducted concerning specific issue or function. Any evidence or information that supports the need for compliance audit action or monitoring will be pursued by Caltrans. High risk lead agencies are likely to become the subject of a spot audit or on-site monitoring. Agencies or projects will be placed on the high risk list for the following:

1. Delinquent with reporting requirements and or not providing documentation as stipulated in the LCTOP guidelines
2. Agencies with frequent errors or that have not conformed to the requirements of previous awards
3. Agencies engaged in multiple reassignments of funds
4. Projects with 0% progress one year after allocation
5. Agencies suspected of supplanting funds and other special situations

Caltrans will select agencies each year and perform an extensive review of all LCTOP related information from the agency. If selected, an agency may be asked to provide additional documents pertinent to the LCTOP program and projects that have been funded. If inconsistencies are found, agencies will be provided an opportunity to correct those errors. If discrepancies are not corrected, the agency will not be eligible to receive future funding.

# **Attachment A**

## Low Carbon Transit Operations Program (LCTOP)

### ALLOCATION REQUEST FORM INSTRUCTIONS

*The following is to be used as a guide to completing the Caltrans Low Carbon Transit Operations Program (LCTOP) Allocation Request form.*

Caltrans staff worked hard to make the FY 16-17 Allocation Request more user friendly, eliminate repetition and clarify required information. The FY 16-17 Allocation Request includes a large number of feature including drop down lists, auto fill cells and cells that perform calculations. Yellow Cells are cells with drop down lists, Orange Cells auto populate, Green Cells include a calculation. The FY 16-17 Allocation Request has also been improved by including all of the needed document in one file. The excel document includes the Allocation Request (AR), Authorized Agent (AA), Certification and Assurances (C&A) Funding Plan (FP) and Quantification Methodology (QM) Tool.

#### **Lead Agency Information (page 1)**

The Lead Agency must complete all questions on the Lead Agency page including Name, Address, Regional Entity, Agency Website, Contact information, and Authorized Agent information.

#### **Project Information (page 2-3)**

The Lead Agency must complete all questions in the Project Information section. The Lead Agency should use the Eligible Project Categories (EPC) Tab to select a category that best describes the project. The Lead Agency also need to include information on project life, project type, start and end date.

The Lead Agency must provide clear, concise descriptions of their proposed project in the Project Information section. Describe what the project is and what it will do. If the proposed project is a capital project, the description of the project should include the number of items being purchased with LCTOP funding (i.e. 5 vehicles, 1 transit center), the type (i.e., Zero emission bus, Light Rail Station, etc.), and any appropriate descriptions of the project to provide a clear understanding of the intent of the project. If the proposed project is an operational project, the description of the project should include the type of service, the number of trips, the number of additional revenue service hours, the number of additional revenue service miles and the purpose of the additional service. Attach any additional pages if necessary.

The Lead Agency must also provide information regarding their project area, transit service, fare structure and any information on the planning process for the proposed project.

#### **Funding Information (page 4)**

The Lead Agency completes this section include providing information about the amount and the number of years of LCTOP funding needed to complete the project. If there is a Contributing Sponsors to the proposed project contact information for that entity needs to be provided. The Lead Agency must also describe how the LCTOP funds will not supplant other funds.

#### **Project Benefits (page-5-7)**

**Greenhouse Gas Reductions** – The Lead agency must provide required qualitative and quantitative information needed to prove the proposed project has a Greenhouse Gas Reduction. This section works directly with the Quantification Methodology (QM) include in the document.

**Increased Transit Mode Share** – The Lead Agency must provide a description of have the proposed project will increase transit mode share.

**Co-Benefits** – The Lead Agency must explain how the proposed project might have additional/co-benefits besides reducing Greenhouse Gas and increasing transit mode share.

**Disadvantaged Community** – The Lead Agency is required to complete this section only if they have a Disadvantaged Community (DAC), as identified in Section 39711 of the Health and Safety Code within their service area. If the Lead Agency has a DAC within their service area, at least 50 percent of the total funds received shall be expended on projects or services that benefit a DAC and are required to provide a description direct, meaningful and assured benefit(s) to the DAC and meaningfully address an important community need.

**Allocation (page 7) -**

The Allocation section must be submitted by the Lead Agency. A signed copy and PDF version of the document should be submitted too. The Allocation section should be signed by an Authorized Agent of the Lead Agency and if there is a Contributing Sponsor(s) by an Authorized Agent from each of the Contributing Sponsors. An official signed letter can be submitted by Contributing Sponsor(s) in lieu of signing the Allocation Page.



**Low Carbon Transit Operations Program (LCTOP)**

**PROJECT LEAD CHECK LIST**

<b>Lead Agency:</b>		
<b>Project Name:</b>		
	<b>DOCUMENTS</b>	<b>COMPLETE</b>
		<b>NOTES</b>
<b>Allocation Request</b>		
<b>Lead Agency Information (page 1)</b>		
<b>Project Information (page 1-2)</b>		
Project Information		
Transit Service Information		
<b>Funding Information (page 3)</b>		
Lead Agency Funds		
Contributing Sponsor Funds		
Local Funding		
LCTOP Funds		
Other GGRF Funds		
<b>Project Benefits (page 4-6)</b>		
Greenhouse Gas Reduction		
Co-Benefits		
Disadvantaged Communities (DAC) Benefits		
<b>Project Allocation</b>		
Lead Agency's Allocation (including signature)		
Contributing Sponsor(s) Allocations (including signature)		
<b>Project Maps</b>		
<b>DAC Maps</b>		
<b>Copy of FTA Approve Title VI Plan</b>		
<b>Authorized Agent Form</b>		
<b>Certifications and Assurances</b>		
<b>Quantification Methodology Tool</b>		
<b>Total Project Cost and Funding Plan</b>		
<b>Board Resolution approving above forms</b>		
<b>Board Resolution approving Project</b>		

# **Attachment B**



**Lead Agency Information**

<b>Name:</b>	ABC Transit		
<b>Address:</b>	123 Transit Way		
<b>City, State, Zip Code:</b>	Transit, CA 95123		
<b>County:</b>	Sacramento	<b>Regional Entity:</b>	SACOG
<b>Agency Website:</b>	<a href="http://www.ABCTransit.com">www.ABCTransit.com</a>	<b>FTA Approved Title VI (Date)*:</b>	10/31/2015
<b>Link to Agency's FTA Approved Title VI Plan:</b>	<a href="http://www.ABCTransit/TitleVIPlan/html">www.ABCTransit/TitleVIPlan/html</a>		

\*Please provide a copy of your FTA Approval letter as an attachment to your FY16-17 LCTOP Allocation Request.

**Allocation Request Prepared by**

<b>Name:</b>	Joe Smith
<b>Title:</b>	Associate Transportation Planner
<b>Phone #:</b>	123-456-7899
<b>E-mail:</b>	<a href="mailto:jsmith@ABCTransit.org">jsmith@ABCTransit.org</a>

**Contact (if different then "Prepared by")**

<b>Name:</b>	Jane Doe
<b>Title:</b>	Deputy Director Finance
<b>Phone #:</b>	123-456-7891
<b>E-mail:</b>	<a href="mailto:jdoe@ABCTransit.org">jdoe@ABCTransit.org</a>

**Authorized Agent**

<b>Name:</b>	Jack MacDonald
<b>Title:</b>	Executive Director
<b>Phone #:</b>	123-456-7897
<b>E-mail:</b>	<a href="mailto:jmacdonald@ABCTransit.org">jmacdonald@ABCTransit.org</a>

**Legislative District Numbers**

<b>Assembly:</b>	1
<b>Senate:</b>	1
<b>Congressional:</b>	1

**Project Information**

<b>Name:</b>	New Pear Line Service		
<b>Location (City/County):</b>	Pear, Plum and Peach		
<b>Category (see EPC tab):</b>	A1: Implement new transit service		
<b>Description (Short):</b> <i>Should not be more than 3 lines.</i>	Increase the number of trips between Pear and the cities of Peach and Plum located in Sacramento County.		
<b>Start date (anticipated):</b>	7/1/2017	<b>Type:</b>	Operations
<b>End date (anticipated):</b>	6/30/2018	<b>Completed LONP:</b>	No

**Project Life** - For capital projects, state the "Useful Life" of the project. For operation projects state the number of months service will be funded.

<b>Capital:</b>	N/A	<b>Operations:</b>	12 months
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**Description** - Describe the project using comprehensive overall project description regarding improvements to be made, increased level of service and project goals (include for operations projects number of trips, span, frequency improvements and number of days of operation; for capital projects include product specifications).

The proposed project adds 20 additional trips between Pear and the cities of Peach and Plum in Sacramento County and extends ABC Transit's service in the evening by an additional 2 hours (from 10:30 PM - 12:30 PM). This new service will operate weekdays only (operating 252 days in year 1).



**Project Information (continue)**

**Area** - Describe the project area including the city, town, community, (rural, suburban, urban)

Pear is a small suburban city located directly between the large urban cities of Peach and Plum with a population of 45,000. Peach located south east of Pear. Pear is a large urban city with a major industrial area, financial district and the areas professional baseball and basketball stadiums

**Service** - Describe the service you provide and how the project plays into your overall operations plan.

ABC Transit provides fixed route and paratransit service for the counties of Sacramento, Yolo and El Dorado, operating 57 40ft coaches on 33 fixed routes. In FY 15-16 ABC provided 11.3 million one way trips and operated over 600,000 revenue service hours. The proposed project will add another 3,500 revenue service hours in FY 17-18.

**Service** - Describe the fare structure for your system and how the project will affect that structure if at all.

Regular Fare \$2.00, Seniors \$1.00, Youth \$1.00. The proposed project will have no affect on the fare structure.

**Costs** - Describe the assumptions and process for how the projects costs were developed.

**Environmental Justice** - Explain how your agency designed the project to avoid substantial burden on *any* low income disadvantaged community.

**Planning** - Explain the planning process this project went through, including any public outreach/input, or workshops.

**FY 16-17 LCTOP  
 Allocation Request**



**Funding Information**

**Project Name:** New Pear Line Service  
**Project Location:** Pear, Plum and Peach

<i>LCTOP Allocation Year</i>	<b>Prior</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>Total</b>
<b>PUC 99313 Amount:</b>		\$150,000				\$150,000
<b>PUC 99314 Amount:</b>		\$150,000				\$150,000
<b>Total LCTOP Funds:</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
<b>Other GGR Funds:</b>						
<b>Other Funds:</b>		\$300,000				
<b>Total Project Cost:</b>	<b>\$0</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>

**Is the Lead Agency rolling over LCTOP funds:** **No** **How many years will the funds be rolled over:**

<b>Lead Agency:</b>	ABC Transit	<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>	Jane Doe	\$150,000	99314
<b>Contact Phone #:</b>	123-456-7891		
<b>Contact E-mail:</b>	jdoe@ABCTransit.org		

<b>Contributing Sponsor:</b>	SACOG	<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>	John Doe	\$150,000	99313
<b>Contact Phone #:</b>	987-654-3210		
<b>Contact E-mails:</b>	jdoe@SACOG.org		

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			
<b>Contact Phone #:</b>			
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			
<b>Contact Phone #:</b>			
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			
<b>Contact Phone #:</b>			
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			
<b>Contact Phone #:</b>			
<b>Contact E-mails:</b>			

**Total FY 16-17 LCTOP Funding** **\$300,000**

**Supplanting Funds** - Describe how the LCTOP funds will not supplant other funding sources.

**Project Benefits**

**Greenhouse Gas Reductions** - Describe qualitatively how this project will reduce greenhouse gas emissions. For example, expanded/enhanced transit service will improve headways thus making transit a more convenient option of transportation thus increasing ridership, reducing Vehicle Miles Traveled (VMT) and reducing GHG.

The new transit service will connect major retail and job centers with high density housing thus providing additional alternative transportation options, enticing signal occupancy vehicle drivers to use mass transit.

**Greenhouse Gas Reductions** - Please provide quantitative information requested below and explanation/support for the data provided.

	Value	Explanation
<b>Year 1 (Yr1)</b> - First year of service, or year that capital improvements will be completed.	2016	Service is planned to start 7/1/16.
<b>Year F (YrF)</b> - Final year that the service is funded or the final year of the capital improvements useful life.	2017	This request is only to fund the service for a single year thus the completion date is currently planned to be 6-30-17.
<b>Project Yr1 Ridership</b> - Estimated annual ridership contributed by the new service or capital improvement in Yr1.	45,000	Value represents a 15% increase in ridership from the current service which is a conservative estimate given service improvements will increase the number of trips by 25%.
<b>Project F Yr. Ridership</b> - Estimated annual ridership contributed by the new service or capital improvement in YrF.	45,000	This request is only to fund the service for a single year thus year 1 and year F ridership are the same.
<b>Adjustment (A)</b> - Adjustment factor to account for transit dependency. Default: 0.5 for local bus service and 0.83 for long distance commute service.	0.50	Using Local Bus Service default.
<b>Trip Length (L)</b> - Length (miles) of average auto trip reduced or average passenger trip length (miles).	10.55	The average distance between the last stop in Pear and the first stop in Plum and the last stop in Pear and the first stop in Peach and vice versa is 10.55 miles which means the average intercity rider will travel at a minimum of 10.55 miles per one-way trip.
<b>Adjustment (AA)</b> - Adjustment factor to account for auto trips used to access transit service. Default: 0.1 for local bus service or 0.8 for long distance commute service.	0.10	Using Local Bus Service default.



**Project Benefits (continue)**

	<b>Value</b>	<b>Explanation</b>
<b>Length (LL) - Length (miles) of average trip for auto access to transit. Default 2 miles for local bus or 5 miles for long distance commute service.</b>	2.00	Using Local Bus Service default.
<b>Total Project VMTs Reduced</b>	237,375	<b>This number is calculated based on the values above.</b>
<b>Estimated GHG Reduction (mtco2) /Year:</b>	14.65	
<b>Estimated Total Project GHG (mtco2) Reduction:</b>	0.06	

**Transit Mode Share (increase mobility):** Describe how this project will increase transit mode share (increase mobility).

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

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Improved Safety</b><br><input type="checkbox"/> <b>Improved Public Health</b><br><input type="checkbox"/> <b>Reduced Operating/Maintenance Costs</b><br><input type="checkbox"/> <b>Increase System Reliability</b><br><input type="checkbox"/> <b>Other Benefits</b> | <input type="checkbox"/> <b>Coordination with Educational Institution</b><br><input type="checkbox"/> <b>College</b> <input type="checkbox"/> <b>Grades K-12</b><br><input type="checkbox"/> <b>Promotes Active Transportation</b><br><input type="checkbox"/> <b>Promotes Integration w/ other modes of Transportation</b> |
|---|---|

**Co-Benefits -** Describe benefits indicated above and other benefits not listed.

**FY 16-17 LCTOP  
 Allocation Request**



**Disadvantaged Communities (DAC) Benefits**

<b>Does your Service Area have a Disadvantaged Community?</b>	Yes	<b>If you answer "No" to this question, please move onto the Allocation Section on page 7.</b>
<b>Does the Project Benefit a DAC?</b>	Yes	
<b>Identify the DAC Census Tract</b>		
<b>Identify the Specific DAC Benefit Criteria (for more information please review DAC Criteria tab):</b>	TP 1A: Project provides improved transit or intercity rail service for stations or stops in a disadvantaged community.	
<b>DAC Benefit - Explain, in your own words, how the project will benefit Disadvantaged Community(ies) within your service area.</b>		
[Empty space for DAC Benefit explanation]		
<b>Identify the Specific DAC Need Project Addresses (for more information please review DAC Need tab):</b>	Reduce transportation costs (e.g., free or reduced cost transit passes) and improve access to public transportation (e.g., new services in under-served urban and rural communities).	
<b>Disadvantaged Communities - Explain how your agency communicates/works with the Disadvantaged Community(ies) within your service area and explain any plans, reports or requests on the needs of this community(ies). Include information on any workshops, meetings, letters, e-mails or phone calls.</b>		
[Empty space for Disadvantaged Communities explanation]		
<b>Low-Income Communities - Explain, in your own words, how the project will benefit low-income residents.</b>		
[Empty space for Low-Income Communities explanation]		
<b>Total Greenhouse Gas Reduction Funds Allocated to DAC:</b>		\$

**FY 16-17 LCTOP  
 Allocation Request**



**Allocation**

<b>Regional Entity:</b> SACOG	
<b>Lead Agency:</b> ABC Transit	<b>County:</b> Sacramento
<b>Project Title:</b> New Pear Line Service	

**Lead Agency:** 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, Lead Agency 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>Authorized Agent:</b>	Jack MacDonald
<b>Title:</b>	Executive Director
<b>Lead Agency:</b>	ABC Transit

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PUC Funds Type:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**PUC Funds Type:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**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.**

\_\_\_\_\_  
**Authorized Agent:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PUC Funds Type:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**PUC Funds Type:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

# **Attachment C**



# **Attachment D**

**FY 16-17 LCTOP**  
**Certifications Assurances**



Lead Agency: **ABC Transit**

Project Name: **New Pear Line Service**

Prepared by: **Joe Smith**

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). 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 Caltrans 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 Caltrans 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 Caltrans 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 Caltrans 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 Caltrans 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

### **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 2 CFR, Part 200, 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 2 CFR, Part 200, 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 2 CFR, Part 200, 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 2 CFR, Part 200, 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.

### **A. Record Retention**

**FY 16-17 LCTOP**  
**Certifications Assurances**



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

**F. Special Situations**

Caltrans may perform an audit and/or request detailed project information of the project sponsor’s LCTOP funded projects at Caltrans’ discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

**Jack MacDonald**

*(Print Authorized Agent)*

**Executive Director**

*(Title)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

# **Attachment E**



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). For the Department of Transportation's (Caltrans) Low Carbon Transit Operations Program (LCTOP), ARB staff developed this GHG Calculator Tool and LCTOP Quantification Methodology for FY 2016-17 to provide methods for estimating GHG emission reductions of each proposed project. Refer to the quantification methodology document for background, step by step detailed instructions and examples. The LCTOP Quantification Methodology can be downloaded from <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>

**Note:** Applicants must first enter and define the proposed project in LCTOP Allocation Request form before using the GHG Calculator Tool. The LCTOP Allocation Request form can be downloaded from <https://www.dot.ca.gov/hq/MassTrans/lctop.html>.

Instructions: Applicants must use this calculator to estimate the GHG emission reductions associated with the LCTOP projects as defined in the LCTOP Allocation Request form. This Excel file must be submitted with other documentation requirements. Please use the following file naming convention: "[Project Name]\_calculator" not to exceed 20 characters. Project names may be abbreviated. Additional documentation may be necessary to substantiate the inputs to this file.

Read Me tab

To use this calculator, follow these steps:

Step 1: Identify the LCTOP Project Category and Quantification Method

The applicant will use the **Eligible Project Types** tab to identify the LCTOP Project Category and Quantification Method for the applicable project type as defined in the LCTOP Allocation Request form.

Step 2: Determine the LCTOP Project Inputs Needed

The applicant will use the **Required Fields by Project Category** tab to determine the required project details needed for input into this tool for the applicable project type as identified in Step 1.

Step 3: Estimate GHG Emission Reduction for the LCTOP Project using the GHG Calculator tab

The applicant will enter the project details identified in Step 2 into this tool under the **GHG Calculator** tab to calculate the GHG emission reductions of the proposed project.

GHG Calculator tab

Identifies inputs required by the user, generally requiring project-specific data or assumptions. Applicants must work from top to bottom and enter all required data. Some cells may not be applicable to the project. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Key terms are defined under the **Description** column based on the project category and project type selected. Input and output fields are color coded.

Cells Formatting Guide

Yellow: selection from a drop-down box or direct user input is required.

Orange: must match user entries from the Allocation Request form, if applicable.

Red: optional direct user input; additional documentation is required to support entry.

Green: calculation fields that are automatically populated based on user entries and the calculation methods.

Tab Formatting Guide

Blue tabs: Information; no data are entered here

Green tab: All applicants must enter data here

Program Assistance

Caltrans and ARB staff will review the quantification portions of the LCTOP GHG Calculator tool to ensure that the methods described in this document were properly applied to estimate the GHG emission reductions for the proposed project. Applicants should use the following resources for additional questions and comments:

Applicants are encouraged to check the frequently asked questions (FAQ) regularly during the application process, which is at: <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>.

Questions on this document should be sent to [GGRFProgram@arb.ca.gov](mailto:GGRFProgram@arb.ca.gov).

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 pertaining to the LCTOP should be sent to [LCTOPcomments@dot.ca.gov](mailto:LCTOPcomments@dot.ca.gov).



California Air Resources Board (ARB)  
GHG Calculator for  
Department of Transportation  
Low Carbon Transit Operations Program  
Greenhouse Gas Reduction Fund



Project Type	Description	Project Category	Quantification Method	Additional Benefits
Install new transit facilities	Install new facilities (stops/stations) for local bus, intercity rail, commuter bus or rail service or that connect to bike paths/pedestrian path.	Capital: Capital Improvements	Capital/Service Improvements	Optional: Displaced Fuel
Upgrade transit facilities	Upgrade transit facilities (stops/stations [e.g., bike-sharing facilities; bike racks/lockers; covered benches; energy efficient lighting]).			Not Applicable
Upgrade transit vehicle(s)	Upgrade transit vehicle(s) (e.g., bicycle racks on buses; bicycle storage on rail cars) to support active transportation and encourage ridership.			Not Applicable
Transit vouchers	Free or reduced-fare transit vouchers	Operations: Service Improvements		Not Applicable
Network/fare integration	Network/fare integration (e.g., universal fare card that can be used for multiple transit systems).			Not Applicable
Implement new transit service	Implement new transit service (new routes/lines).	Operations: New/Expanded Service	New/Expanded Service	Optional: Displaced Fuel
Expand/Enhance transit service	Expand/Enhance transit service (extend transit routes, extend service hours, increase frequency of service, increase capacity [e.g., add more buses or rail cars to existing routes]).			Not Applicable
Provide alternative transit options	Provide alternative transit options that use zero-emission or hybrid vehicles to improve mobility (e.g., vanpooling, shuttles, bike-sharing).			Not Applicable
Purchase zero-emission/hybrid vehicle(s)	Rolling stock acquisition. GHG emission reductions achieved by comparing each zero-emission or hybrid purchase against a conventional (diesel) vehicle as the baseline for each project.	Capital: Cleaner Vehicles	Cleaner Vehicles	Not Applicable
Purchase replacement zero-emission/hybrid vehicle(s)	Rolling stock acquisition. Requires a vehicle to be replaced. GHG emission reductions achieved by comparing each zero-emission or hybrid purchase against the replaced (project specific) vehicle as the baseline for each project.			Vehicle Replacement



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 Greenhouse Gas Reduction Fund  
 Released 2016



✓	Required input	<b>Optional</b>	Additional documentation is necessary to substantiate input.
✓	Required; from Allocation Request Form	<b>Optional</b>	Applicant may include additional GHG emission reductions

Inputs	Capital/Service Improvements	New/Expanded Service	Cleaner Vehicle	
Project Classification	✓	✓	✓	
Project Type	✓	✓	✓	
Service Type	✓	✓	✓	
Region	✓	✓	✓	
Subregion	✓	✓	✓	
Year 1 (Yr1)	✓	✓	✓	
Year F (YrF)	✓	✓	✓	
Project Yr1 Ridership	✓	✓		
Project YrF Ridership	✓	✓		
Adjustment Factor (A)	✓	✓		
Trip Length (L)	✓	✓		
Vehicle Type		✓		✓
Hybrid Vehicle		✓	✓	
Fuel Type		✓	✓	
Project Specific Emission Factor			<b>Optional</b>	<b>Optional</b>
Model Year			✓	✓
Annual VMT			✓	✓
Annual Fuel			<b>Optional</b>	<b>Optional</b>
Additional Benefits: Displaced GHG Emissions		<b>Optional: Displaced Fuel</b>	<b>Optional: Displaced Fuel</b>	<b>Optional: Vehicle Replacement</b>
Fuel Type		✓	✓	✓
Model Year				✓
Annual VMT			✓	
Annual Fuel	✓		✓	<b>Optional</b>
FY 2016-17 LCTOP Funds Requested	✓	✓	✓	
Total LCTOP Funds Requested	✓	✓	✓	
Total GGRF Funds Requested	✓	✓	✓	



Project Name:		Contact Name:	
Lead Agency:		Contact Phone #:	
Date Completed:		Contact Email:	
Project ID:	To be filled out by Caltrans		

	Applicant must input if required		Calculated field; no input required
	Required input from Allocation Request Form		Applicant must submit additional documentation

Applicant must input required fields from top down (i.e., first Project Category, then Project Type, etc.).

Required fields and descriptions are dependent on the inputs selected or entered.

User tips to provide clarification or suggested inputs may appear when input cells are selected.

Inputs	Required	Description
<b>This section is used to determine the GHG emission reduction method and emission factors to apply.</b>		
Project Category	Yes	Enter the project category that best represents the proposed project type; see <b>Required Fields by Category</b> . If applying for more than one project type, then the agency must submit multiple Allocation Requests and GHG Calculator tools.
Project Type	Yes	
Region	Yes	The region that best encompass the geographic location for the proposed project type.
Subregion	Yes	
Year 1 (Yr1)	Yes	
Year F (YrF)	Yes	
Useful Life	Calculated	
<b>This section is used to estimate the GHG emissions from displaced auto vehicle miles traveled (VMT).</b>		
Service Type		
Yr1 Ridership		
YrF Ridership		
Adjustment Factor (A)		
Length of Average Trip (L)		
GHG Emission Reductions	Calculated	The estimated GHG emission reductions in metric ton (MT) of carbon dioxide equivalent (CO <sub>2</sub> e) from displaced auto VMT from the proposed project.
<b>This section is used to estimate the net GHG emission reductions from new/expanded service or from the purchase of new zero-emission/hybrid vehicle(s).</b>		
Vehicle Type		
Hybrid Vehicle		
Fuel Type		
Project Specific Emission Factor		
Model Year		
Annual VMT		
Annual Fuel		
GHG Emissions	Calculated	
Net GHG Benefit	Calculated	
<b>This section is used to estimate the net GHG emission reductions from vehicle replacement or the GHG emission reductions from displaced fuel.</b>		
Additional Benefits: Displaced GHG Emissions		
Fuel Type		
Model Year		
Annual VMT		
Annual Fuel		
GHG Emissions	Calculated	
Net GHG Benefit	Calculated	
<b>This section is used to gather the total Greenhouse Gas Reduction Fund (GGRF) funding requested or awarded.</b>		
FY 2016-17 LCTOP Funds Requested	Yes	The amount of FY 2016-17 LCTOP dollars the applicant is requesting from Caltrans per State Controller's Office Eligible list for FY 2016-17.
Total LCTOP GGRF Funds Requested	Yes	The amount equal to FY 2016-17 LCTOP Funds Requested plus all LCTOP dollars from Caltrans that have previously been awarded to the same project and any future LCTOP dollars that the project plans to apply for. If no other LCTOP funds have been requested, the Total LCTOP GGRF Funds Requested will be the same amount as the FY 2016-17 LCTOP Funds Requested.
Total GGRF Funds Requested	Yes	The amount equal to the Total LCTOP Funds Requested plus all GGRF dollars that have previously been awarded to the same project and any other GGRF dollars that the project has or plans to apply for. If no other GGRF funds have been requested, the Total GGRF Funds Requested will be the same amount as the Total LCTOP GGRF Funds Requested.
<b>This section calculates the greenhouse gas (GHG) emission reductions achieved by the proposed project.</b>		
Total Project GHG Reductions	Calculated	Total GHG emission reductions (MTCO <sub>2</sub> e) from the project during the useful life.
LCTOP Project GHG Reductions	Calculated	The prorated Total Project GHG Reductions based on the Total LCTOP GGRF funds over Total GGRF funds requested.



California Air Resources Board (ARB)  
 GHG Calculator for  
 Department of Transportation  
 Low Carbon Transit Operations Program  
 Greenhouse Gas Reduction Fund  
 Released 2016



Project Name:	<b>0</b>	Contact Name:	<b>0</b>
Lead Agency:	<b>0</b>	Contact Phone #:	<b>0</b>
Date Completed:	<b>1/0/1900</b>	Contact Email:	<b>0</b>
Project ID	<b>To be filled out by Caltrans</b>		

Display fields only; no inputs required

	Results	Description
Annual Displaced Auto VMT	<b>0</b>	Annual displaced average auto vehicle miles traveled (VMT) from the proposed project.
Annual GHG Emission Reductions from Displace Autos	<b>#N/A</b>	Annual GHG emission reductions from auto VMT displaced from the proposed project.
Total Displaced Auto VMT	<b>#VALUE!</b>	Total displaced auto VMT over the useful life.
GHG Emission Reductions from Displace Autos	<b>#N/A</b>	Total project greenhouse gas (GHG) emission reductions from the total displaced auto VMT during the useful life.
Total GHG Emission Reductions		Total GHG emission reductions (MTCO <sub>2</sub> e) from the project during the useful life.
LCTOP FY 2016-17 Funds Requested	<b>\$0.00</b>	Funds requested per State Controller's Office Eligible list for FY 2016-17.
Total LCTOP Funds Requested	<b>\$0.00</b>	The amount equal to FY 2016-17 LCTOP Funds Requested plus all LCTOP dollars from Caltrans that have previously been awarded to the same project and any future LCTOP dollars that the project plans to apply for.
Total GGRF Funds Requested (\$)	<b>\$0.00</b>	The amount equal to the Total LCTOP Funds Requested plus all GGRF dollars that have previously been awarded to the same project and any other GGRF dollars that the project has or plans to apply for.
LCTOP GHG Emission Reductions		GHG emission reductions (MTCO <sub>2</sub> e) from the project during the useful life attributed to LCTOP.
LCTOP Emission Reductions /Total LCTOP Funds Requested	<b>#VALUE!</b>	The metric to be reported in the application.
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	<b>#VALUE!</b>	The metric to be reported in the application.

# **Attachment F**

## FY 16-17 LCTOP 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. The Lead Agency certifies that the requested LCTOP funds for the proposed project will not be used to supplant other funding sources.

<b>Lead Agency:</b>	ABC Transit	<b>Project Name:</b>	New Pear Line Service
<b>Authorized Agent Name:</b>	Jack MacDonald	<b>Prepared by:</b>	Joe Smith
<b>Phone:</b>	123-456-7897	<b>Phone:</b>	123-456-7899
<b>E-mail:</b>	jsmith@ABCTransit.org	<b>E-mail:</b>	jsmith@ABCTransit.org
<b>Signature:</b>		<b>Date:</b>	

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

Proposed Total Project Cost								Project
Component	Prior	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	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	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>							

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	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 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	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 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	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>							

**FY 16-17 LCTOP  
 Funding Plan**



<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>Total</b>
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>Total</b>				
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>Total</b>
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>Total</b>
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>Total</b>
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# **Attachment G**

## **Eligible Project Categories**

The projects listed below are expected to meet the statutory requirements of SB 824 for meeting greenhouse gas reduction requirements and the following amended Public Resources Code 75230 (f) (1-3) Moneys for the program shall be expended to provide transit operating or capital assistance that meets any of the following:

1. Expenditures that directly enhance or expand bus or rail service, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses.

### **A. Operational Projects**

- 1 Implement new transit service including bus, rail and water-borne transit (new routes/lines)
- 2 Expand/Enhance transit service (extend transit routes, extend service hours, increase frequency of service, increase capacity [e.g., add more buses or rail cars to existing routes])
- 3 Provide alternative transit options that use zero-emission or hybrid vehicles to improve mobility (e.g., vanpooling, shuttles, bike sharing)
- 4 Network/fare integration (e.g., universal fare card that can be used for multiple transit systems)
- 5 Free or reduced-fare transit vouchers (this is a good opportunity to partner with educational institutions, low-income housing developers near transit, or other groups with your jurisdiction to enhance access to transit)

#### **The following projects are only fundable as a component of an Operations Projects (1-5).**

- i Purchase, operate and maintain low carbon alternative vehicles or hybrid vehicles and equipment (e.g., buses, railcars, auxiliary electric power units)
- ii Install infrastructure to support plug-in hybrid vehicles and equipment (e.g., electric charging stations, hydrogen fueling)
- iii Install infrastructure to support natural gas or other low carbon alternative fuels
- iv Install renewable energy at transit facilities (e.g., solar panels at transit facilities)

### **B. Capital Projects**

- 1 Install new stops/stations for local bus, intercity rail, commuter bus or rail service
- 2 Install new transit stop/station that connect to bike paths/pedestrian path
- 3 Upgrade transit stops/stations to support active transportation and encourages ridership (e.g., bike sharing facilities; bike racks/lockers; covered benches; energy efficient lighting)
- 4 Upgrade transit vehicles to support active transportation and encourage ridership (e.g., bicycle racks on buses; bicycle storage on rail cars)
- 5 Purchase of zero-emission buses, include electric buses and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses

**The following projects are only fundable as a component of a Capital Projects (1-5).**

- i Install renewable energy at transit facilities (e.g., solar panels)
- ii Maintenance or operations to support expanded transit facilities and enhancements.

Notes:

Transit operations and maintenance investments made in one year may be included in the subsequent year's project plans. For example, if a transit operator uses LCTOP funds to expand transit service in one year, projects may include the continuation of that same service for additional years, through the funding of related operations or maintenance costs.

Transit capital investments that include the purchase of new zero-emission vehicles may be presumed to meet the service enhancement requirements of Public Resource Code 75230 (d).

For eligible recipients who operate ferry services, funds may be spent in support of new or expanded ferry services, consistent with the requirements of statute and these guidelines.

# **Attachment H**

Disadvantaged Communities Criteria: provided by ARB in the Funding Guidelines for Agencies that Administer California Climate Investments, December 21, 2015 version available on line at <http://www.dot.ca.gov/hq/MassTrans/lctop.html>.

For transit agencies whose service areas include disadvantaged communities (DAC) as identified in Section 39711 of the Health and Safety Code, at least 50 percent of the total funds received shall be expended on projects or services that benefit the DAC. The California Environmental Protection Agency (CalEPA) has identified disadvantaged communities based on geographic, socioeconomic, public health, and environmental hazard criteria. This process utilized CalEnviroScreen version 2.0, a tool that assesses all census tracts in the State to identify areas disproportionately affected by multiple types of pollution and areas with vulnerable populations.

Eligible Project Lead shall provide a map of their project area by printing a map from the CalEPA website (<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/535investments.htm>) to determine which, if any, disadvantaged communities fall within their service areas, and report those in the format proscribed by Caltrans. Project Lead must provide a map whether or not their service area includes a disadvantaged community. Only the CalEPA designation of disadvantaged communities shall be used for the purpose of the LCTOP. Eligible Project Leads with service areas that include disadvantaged communities shall also consult the ARB's website (<http://www.arb.ca.gov/auctionproceeds>) for the most recent information on the criteria to evaluate projects which are (1) located within a disadvantaged community, and (2) not within a disadvantaged community, but still provide a benefit to a disadvantaged community. Where applicable, eligible Project Leads shall provide a map that identifies the applicable service area in relation to the disadvantaged community(ies) that will benefit from the project. Project Leads must also describe the benefits of selected projects to disadvantaged communities in the appropriate section of the Allocation Request form provided by Caltrans. **Where a proposed project involves the demolition or rehabilitation of existing units occupied by lower-income households or businesses in disadvantaged communities, the project must include measures to avoid the displacement of low-income residents and businesses from those communities.**

ARB's criteria for serving disadvantaged communities, as released in their guidelines on December 21, 2015, are listed below. If these criteria are later updated, and these LCTOP guidelines have not been updated, the ARB updated criteria will take precedent over the criteria listed below.

The following criteria must be used to determine if projects will be counted toward the statutory expenditure requirements for disadvantaged communities. **Each criterion is independent; a project need only meet one criterion to qualify as eligible to be considered as located within or providing benefits to one or more disadvantaged communities.**

The applicable ARB criterion below is split into two parts: Low Carbon Transportation and Transit Projects. The Low Carbon Transportation Projects are to achieve GHG reductions through the use of zero and near zero-emission passenger vehicles, buses, trucks, and freight technology. The category of Transit Projects includes a broader category of projects that are to achieve GHG reductions by reducing passenger vehicle miles travelled through incentives, infrastructure, or operational improvements (e.g., providing better bus connections to intercity rail, encouraging people to shift from cars to transit). This would include, but not limited to, new and expanded transit services, including additional routes, installation of new transit stops or stations, operations and maintenance of new or expanded services, and free or reduced fare passes or vouchers. All of these must also meet the requirement of reducing greenhouse gas emissions and expanding the mode share of transit.

**Table 2.A-1 Low Carbon Transportation Projects - Capital Projects:**

Projects will achieve GHG reductions through the use of zero and near zero-emission passenger vehicles, buses, trucks, and freight technology.

**Criteria To Evaluate Projects**

When selecting projects for a given investment, give priority to those that maximize benefits to disadvantaged communities (e.g., use scoring criteria that favor projects which provide multiple benefits or the most significant benefits).

**Step 1 – Located Within:** Evaluate the project to see if it meets at least one of the following criteria for being located in a disadvantaged community census tract\* and provides direct, meaningful, and assured benefits to a disadvantaged community; and meaningfully address an important community need.

Project must meet at least one of the following criteria focused on reducing air pollution for disadvantaged community residents:

- A. Project provides incentives for vehicles or equipment to those with a physical address in a disadvantaged community\*\*; or
- B. Project provides incentives for vehicles or equipment that will be domiciled in a disadvantaged community; or
- C. Project provides incentives for vehicles or equipment that reduce air pollution on fixed routes that are primarily within a disadvantaged community (e.g., freight locomotives) or vehicles that serve transit stations or stops in a disadvantaged community (e.g., zero-emission buses); or
- D. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services in a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options (e.g., neighborhood electric vehicles, vanpooling, shuttles, smartphone application-based ride sharing services, bike sharing services).

**Step 2 – Provides Benefits To:** If the project does not meet the above criteria for “located within,” evaluate the project to see if it meets at least one of the following criteria for providing direct, meaningful, and assured benefits to a disadvantaged community; and meaningfully addresses an important community need.

Project must meet at least one of the following criteria focused on reducing air pollution for disadvantaged community residents:

- A. Project provides incentives for vehicles or equipment to those with a physical address in a ZIP code that contains a disadvantaged community census tract\*; or
- B. Project provides incentives for freight vehicles or equipment that primarily serve freight hubs\*\* located in a ZIP code that contains a disadvantaged community census tract, as identified in Table 2.A-1, Appendix 2.A, of Volume 2 of the Funding Guidelines; or
- C. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services that are accessible by walking within ½ mile of a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options (e.g., neighborhood electric vehicles, vanpooling, shuttles, bike sharing services).

\* For maps of disadvantaged community census tracts, refer to: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>.

\*\* “Those with a physical address in a disadvantaged community” may include individuals as well as businesses, public agencies, nonprofits, and other community institutions.

**Table 2.A-2 Transit Projects - Operations Projects:**  
 Projects will achieve GHG reductions by reducing passenger vehicle miles travelled through incentives, infrastructure, or operational improvements (e.g., providing better bus connections to intercity rail, encouraging people to shift from cars to mass transit).

**Criteria to Evaluate Projects**

When selecting projects for a given investment, give priority to those that maximize benefits to disadvantaged communities (e.g., use scoring criteria that favor projects which provide multiple benefits or the most significant benefits).

**Step 1 – Located Within:** Evaluate the project to see if it meets at least one of the following criteria for being located in a disadvantaged community census tract and provides direct, meaningful, and assured benefits to a disadvantaged community.

Project must meet at least one of the following criteria focused on increasing transit service along transit lines or corridors that have stations, or stops in a disadvantaged community, or improving transit access for disadvantaged community residents, or reducing air pollution in a disadvantaged community:

- A. Project provides improved transit or intercity rail service for stations or stops in a disadvantaged community (e.g., new transit lines, more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, bus rapid transit service for disadvantaged community residents); or
- B. Project provides transit incentives to residents with a physical address in a disadvantaged community (e.g., vouchers, reduced fares, transit passes); or
- C. Project improves transit connectivity at stations or stops in a disadvantaged community (e.g. network/fare integration, better links between transit and active transportation); or
- D. Project improves connectivity between travel modes for vehicles or equipment that service stations or stops in a disadvantaged community (e.g., bicycle racks on transit vehicles); or
- E. Project creates or improves infrastructure or equipment that reduces air pollution at a station, stop or transit facility in a disadvantaged community (e.g., auxiliary power, charging stations); or
- F. Project creates or improves infrastructure or equipment that reduces air pollution on regular routes that are primarily within a disadvantaged community (e.g., rail electrification, zero-emission bus); or
- G. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services in a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options associated with transit (e.g., neighborhood electric vehicles, vanpooling, shuttles, smartphone application-based ride-sharing services, bike sharing services); or
- H. Project improves transit stations or stops in a disadvantaged community to increase safety and comfort (e.g., lights, shelters, benches).

**Step 2 – Provides Benefits To:** If the project does not meet the above criteria for “located within,” evaluate the project to see if it meets at least one of the following criteria for providing direct, meaningful, and assured benefits to a disadvantaged community.

Project must meet at least one of the following criteria focused on increasing transit service along transit lines or corridors that have stations or stops in a disadvantaged community, or improving transit access for disadvantaged community residents, or reducing air pollution in a disadvantaged community:

- A. Project provides improved local bus transit service for riders using stations or stops that are accessible by walking within ½ mile of a DAC (e.g., more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, bus rapid transit service); or
- B. Project improves local bus transit connectivity for riders using stations or stops that are accessible by walking within ½ mile of a disadvantaged community (e.g., better links to active transportation, bicycle racks on local bus); or
- C. Project provides improved intercity rail (and related feeder bus service), commuter bus or rail transit service for riders using stations or stops in a ZIP code that contains a disadvantaged community census tract or within ½ mile of a disadvantaged community (e.g., new lines, express bus service); or
- D. Project provides improved intercity rail (and related feeder bus service), commuter bus or rail transit connectivity for riders using stations or stops in a ZIP code that contains a disadvantaged community census tract or within ½ mile of a disadvantaged community (e.g., network/fare integration, better links between local bus and intercity rail, bicycle racks on rail); or
- E. Project will increase intercity rail (and related feeder bus service), commuter bus or rail transit ridership, with at least 25 percent of new riders from disadvantaged communities; or
- F. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services that are accessible by walking within ½ mile of a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options associated with transit (e.g., neighborhood electric vehicles, vanpooling, shuttles, bike sharing services); or
- G. Project improves transit stations or stops that are accessible by walking within ½ mile of a disadvantaged community, to increase safety and comfort (e.g., lights, shelters, benches); or
- H. Project includes recruitment, agreements, policies or other approaches that are consistent with federal and state law and result in at least 25 percent of project work hours performed by residents of a disadvantaged community; or
- I. Project includes recruitment, agreements, policies or other approaches that are consistent with federal and state law and result in at least 10 percent of project work hours performed by residents of a disadvantaged community participating in job training programs which lead to industry-recognized credentials or certifications.

# **Attachment I**

To the maximum extent possible, investments should result in benefits that meaningfully address an important community need. To determine community needs, applicants can use a variety of approaches such as: looking at the factors in CalEnviroScreen that caused an area to be defined as a disadvantaged community; hosting community meetings to get local input; referring to the list of common needs in Table 2-2; or receiving documentation of community support (e.g., letters or emails).

Table 2-2 lists some common needs of disadvantaged communities, as identified by community advocates in discussions with ARB staff and during a day-long workshop convened in Spring 2014 by the University of California Los Angeles Luskin Center for Innovation. Table 2-2 is not intended to reflect a definitive list of all potential benefits to disadvantaged communities. Rather, it is provided for illustrative purposes to help agencies assess whether their projects might address some common needs and offer specific benefits to disadvantaged communities.

**Table 2-2 Illustrative Examples of Common Needs of Disadvantaged Communities (as Identified by Community Advocates)**

**Public Health and Safety**

1. Reduce health harms (e.g., asthma) suffered disproportionately by low-income residents / communities due to air pollutants.
2. Reduce health harms (e.g., obesity) suffered disproportionately by low-income residents / communities due to the built environment (e.g., by providing active transportation opportunities, parks).
3. Increase community safety.
4. Reduce heat-related illnesses and increase thermal comfort (e.g., weatherization and solar energy can provide more efficient and affordable air conditioning; urban forestry can reduce heat-island effect).
5. Increase access to parks, greenways, open space, recreation, and other community assets.

**Economic**

1. Create quality jobs and increase family income (e.g., targeted hiring for living wage jobs that provide access to health insurance and retirement benefits with long-term job retention, using project labor agreements with targeted hire commitments, community benefit agreements, community workforce agreements, partnerships with community-based workforce development and job training entities, state-certified community conservation corps, etc.).
2. Increase job readiness and career opportunities (e.g., workforce development programs, on-the-job training, industry-recognized certifications).
3. Revitalize local economies (e.g., increased use of local businesses) and support California-based small businesses.
4. Reduce housing costs (e.g., affordable housing).
5. Reduce transportation costs (e.g., free or reduced cost transit passes) and improve access to public transportation (e.g., new services in under-served urban and rural communities).
6. Reduce energy costs (e.g., weatherization, solar, etc.).
7. Improve transit service levels and reliability on systems/routes that have high use by low-income riders.
8. Bring jobs and housing closer together (e.g., affordable housing in transit-oriented development and in healthy, high-opportunity neighborhoods).
9. Preserve community stability and maintain housing affordability for low-income households (e.g., prioritize projects in jurisdictions with anti-displacement policies in place.)

**Environmental**

1. Reduce exposure to local environmental contaminants, such as toxic air contaminants, criteria air pollutants, and drinking water contaminants (e.g., provide a buffer between bike/walk paths and corridors with high levels of transportation-related air pollution).
2. Prioritize zero-emission vehicle projects for areas with high diesel air pollution.
3. Reduce exposure to pesticides in communities near agricultural operations.

# **Attachment J**



**SAMPLE**

RESOLUTION # \_\_\_\_\_

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

*(The following is sample language that could be included in your Board Resolution, necessary for execution of Certification and Assurances and Authorized Agent forms)*

**WHEREAS**, the (Agency) 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 (Agency) wishes to delegate authorization to execute these documents and any amendments thereto to (Name and title).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the (Agency) 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 (Name and Title) be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**AGENCY BOARD DESIGNEE:**

BY: \_\_\_\_\_

# **Attachment K**



**SAMPLE**

RESOLUTION # \_\_\_\_\_

AUTHORIZATION FOR THE EXECUTION OF THE  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:  
(NAME OF PROJECT(S) AND DOLLAR AMOUNT)

*(The following is sample language for the Board Resolution for LCTOP Project, necessary for approval of Allocation Request for LCTOP funds)*

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

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

*List project(s), including the following information:*

*Project Name:*

*Amount of LCTOP funds requested:*

*Short description of project:*

*Contributing Sponsors (if applicable):*

**Agency Board Designee:**

BY: \_\_\_\_\_