

## **PTMISEA Allocation Request Instructions**

The following is to be used as a guide to completing the California Department of Transportation Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) Allocation Request.

### **Cover Page**

An original should be completed and submitted by the Lead Agency and signed by contributing sponsor(s). An official signed letter can be submitted by contributing sponsor(s) in lieu of signing the cover page. The signature(s) should be from the Executive Director or the Authorized Agent to confirm validity of the request.

### **PTMISEA Project Description and Allocation Request**

#### **Allocation Request Amount**

The amount requested should be listed under the year the funding was appropriated by the legislature, not the year the funding is being requested or expended. The funds requested by each project sponsor cannot exceed the amount identified by the Controller for each year.

**Table 1 – Project Sponsor/Recipient Agency Information:** The Lead/Recipient Agency completes this table. If there are other contributing project sponsors, the agency receiving the funds from other project sponsors becomes the Lead Agency/Recipient Agency. The Lead Agency/Recipient Agency becomes the principal project contact and responsible for complying with reporting requirements. **Remember, only agencies identified by the Controller can be Project Sponsors.**

#### **Table 2 – Contributing Project Sponsor(s) Information**

The Request must clearly identify the contributing PTMISEA-eligible sponsors and the amount of funds they are contributing. In addition, the request needs to indicate whether the funds are from the PTMISEA formula for GC Section 8879.55(a)(2) or GC Section 8879.55(a)(3). **List PTMISEA funds only.**

#### **Table 3 – Project Category**

Select one category that best describes the project. *Refer to Eligible Projects, item #4, on the PTMISEA guidelines.*

#### **Table 4 – Project Summary**

Describe the project (or minimum operable segment of a project). The description of the project should include the number of items being produced/purchased with PTMISEA funding (i.e. 5 vehicles, 1 transit center), the type (i.e. Type VII bus, i.e. Light Rail Station), and any appropriate definitions of project. Attach any additional pages if necessary.

#### **Table 4.b:**

The useful life of the project or asset, which shall not be less than the required useful life for capital assets pursuant to the State General Obligation Bond Law.

### **Table 5 – Description of Major Benefits / Outcomes**

Please select one or more of the measurable public benefit(s). The major public benefit should be stated as a measurable statistical benefit shown as a percent. This information will be posted on the Governor’s Bond Accountability Website for the public to view. In addition, please summarize any additional benefits the project will generate.

**Examples:**

**Project Description** - Pave and re-stripe 40 Park & Spaces.

**Output** - Park & Ride Spaces

**Benefit** - Increase Ridership by 5%

**Project Description** - Rehabilitate 50 Buses.

**Output** - Increase fleet life

**Benefit** - Reduce Operating / Maintenance Cost by 10%

**Project Description** - Replace 10 Diesel buses with new CNG models

**Output** - Purchase CNG vehicles

**Benefit** - Reduce Emissions by 20%

**Project Description** - Purchase and Install AVL in bus fleet

**Output** - On-Time Performance Increase

**Benefit** - Increased System Reliability by 10%

*Note: Percentages above are for example purposes only.*

### **Table 6 – Project Schedule and Milestones**

State the estimated start and completion dates for the project phases as applicable: start and completion dates for environmental clearance, design, right of way, construction, vehicle/equipment procurement, and project closeout. Please note, the PTMISEA-funded phase of the project **must** be ready to proceed within six months of the allocation.

### **Table 7 – Tax Compliance Information**

Respond to the questions as asked. These questions replace the Tax Compliance Questionnaire usually required.

### **Total Project Cost and Funding Plan**

The funding plan must demonstrate the project is fully funded by identifying the sources of funding, including federal, local, private, and State money committed for the project. If the project-funding plan includes interest earned on PTMISEA funds, it will be listed as a separate funding source and included on this attachment. The PTMIESA funding should be entered according to the year the funding was appropriated, not the year the funding was received or expended.

### **Projected Cash Flow Schedule**

Due to various fiscal constraints, funds may be allocated based on the projected cashflow needs schedule of a project. Please complete the spreadsheet with the estimated spending level per six-month segment. For extensive construction projects, please indicate what proportion will be used to pay for each separate task/segment of the project.

### **Short Range Transit Plan**

Projects must be consistent with the project sponsor's most recently adopted short-range transit plan or other publicly adopted plan that programs or prioritizes funds for transit capital improvements, including the region's transportation improvement program or a certified board endorsement. Submit only the following information of your plan:

- a. Cover page
- b. Summary
- c. Adoption page
- d. Relevant project description

### **Project Lead Check List**

The checklist serves as a guide to complete and submit key requirements in the Allocation Request process. Completing the checklist will help to ensure that requests are processed in a timely matter to meet Allocation Request deadlines.