Allocation Request Instructions

This document will serve as your guide to completing the

Caltrans Low Carbon Transit Operations Program (LCTOP) Allocation Request form. Please Read before completing.

For Your Information

The FY 19-20 Allocation Request contains features including drop down lists, auto fill cells and cells that preform calculations.

- Light yellow cells are cells with drop down lists
- Light blue cells auto populate
- Light green cells include a calculation-if calculation is broken or does not add correctly, number will turn red.

The FY 19-20 Allocation Request has also been improved by including required documentation into one file. The Excel document includes the Allocation Request, Quantification Methodology (QM) Tool, Lat-Lon, and Map tab. It includes three summary tabs that will auto populate from completed inputs throughout the Allocation Request and QM Tool.

NEW This Year!

- Reorganized the areas within the Allocation Request Tab for a better flow of info
- LCTOP recently included a LAT-Lon tab intended for use by agencies inputting project location data.
- Section to document community engagement based on CARB Co-Benefits Tool

<u>Allocation Request:</u>

The Allocation section must be submitted by the Lead Agency along with a PDF version of the document.

<u>PAGE 1</u>

<u>Lead Agency Information</u>
The Lead Agency must complete all questions on the Lead Agency section including;
Name, Address, County, Regional Entity, Agency Website, Approved Title VI Date, Preparer and Contact Information, as well Authorized Agent information.

<u>Project Summary</u>
The Lead Agency must complete all questions on the Project Summary page including:

1. Name;
2. Short description,
3. Project type from drop down (please scroll down to the Eligible Projects page to determine your project),
4. Sub-type by drop down populates after type is selected, if it is a rollover select total number of years and remaining rollover years;
5. Roll Over documentation
6. Start date and end date;
7. General area;
8. Identify the Project Census Tract. Please USE the LAT and LON TAB to add in project location data that would also represent benefit to a DAC, Low-Income Community and or Low-Income Community within ½ mile of a DAC. This should at minimum have three location data points of a stop within a priority population if agency is documenting/claiming benefit;
9. Project life in Capital or Operations;
10. The requesting funding amount for 99313 and 99314;
11. Indicate if there is an approved Letter of no prejudice on file (LONP).

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Funding Information

The Lead Agency completes this section and provides information about the amount and the number of years of LCTOP funding needed to complete the project.

1. Please document prior year funding only if it is associated with this project. This could be a Roll Over project or it could be a project that CAP'ed prior year funds to be used.
2. Include future funding amounts for fully funded project on a roll over. Four years of LCTOP allowed.
3. These numbers should be consistent from year to year.
4. **Any increase in funding here from one roll over to the next will be questioned**.
5. Increases are allowed when there is a scope increase.
6. If there is a Contributing Sponsor(s) to the proposed project, contact information for that entity needs to be provided.
7. The Lead Agency must also describe how the LCTOP funds will not supplant other funds and that the project is fully funded.

PAGE 3-4
Funding Plan

1. The Lead Agency completes this section and provides information about the funding amount and the number of years of LCTOP funding is needed to complete the project.
2. If there are other funding sources on this project, please identify the sources as well.
3. LCTOP funding should not be listed in phases prior to construction.
4. **The funding amount needs to be consistent across the allocation request.**

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Project Information
The Lead Agency must complete all questions in the Project Information section.

The Lead Agency must provide a clear and concise description of their proposed project in the Project Information section. 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. Include a description of the planning process for the project. This is a great opportunity to document community support, engagement, outreach, etc. For example, if the project plans to increase frequency, the lead agency may document that the planning process included community meeting where residents requested frequency increases on certain days. Then, describe the cost of the project. This should also be consistent with numbers in the funding plan. How much does the project? How did you arrive at this amount?

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Agency Information

The Lead Agency must also provide information regarding their agency fare structure and if the project has any impact on it. This is extremely pertinent to list out the cost of fare in free fare/voucher projects. Please describe the agency service area and the service that the agency provides (fixed route, dial a ride, commuter, etc.).

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Project GHG Benefits

The Lead agency must provide required qualitative and quantitative information needed to prove the proposed project has an estimated Greenhouse Gas Reduction.

This section works directly with the Quantification Methodology Tool (QM) included in the document.

Please include numbers in the value column and explanation to those inputs you entered. If you are having difficulty in the explanation portion contact staff or review a sample project for assistance. The ridership should be associated with the actual project. For capital projects, estimate the ridership increase from the project. Operating projects should document the estimated ridership from the service increase, number of increased ridership from vouchers, etc.

For additional assistance in Average Trip Length and Adjustment Factors, lead agencies could utilize averages provided below also found in the QM Tool user guide also found in the QM TOOL User Guide The bottom two rows (light blue) will auto populate once the QM-Tool tab is completed.

Preparer may want to jump to the QM-Tool tab at this point to complete then jump back into the AR tab.

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Project
Benefits
Job
Support
The Lead agency must provide the required data to complete the jobs calculations. Caltrans has integrated the Inputs and Results entries into the Allocation Request with many of the questions being completed through the Allocation Request. CARB staff developed this Job Co-Benefit Modeling Tool to estimate jobs supported by California Climate Investments projects. For more direct information on the Job Co-Benefit Modeling Tool, please email ggrfprogram@arb.ca.gov. The Final standalone Job Co-benefit Modeling Tool and Final Job Co-benefit Assessment Methodology will be available on the California Climate Investments co-benefits webpage at: www.arb.ca.gov/cci-benefits

Project Activities in drop down:

Construction of bicycle or pedestrian facilities
Construction or installation of transit or rail infrastructure or station improvements
Operation of bicycle share program
Operation of car share program
Operation of intercity passenger rail service
Operation of local transit service, including mixed mode
Procurement of alternative fueling equipment
Procurement of bicycle racks or lockers
Procurement of buses
Procurement of communications systems
Procurement of electric vehicle supporting infrastructure
Procurement of fare collection or integration equipment
Procurement of ferries
Procurement of light duty vehicles
Procurement of locomotives or other rail vehicles
Procurement of signage
Procurement of solar photovoltaic equipment
Procurement of street lights
Procurement of transit and rail signaling equipment
Transit subsidies

Travel Cost Savings Benefits

The Lead Agency must include values associated with the project and provide a brief explanation for the value as supporting documentation. This is also a CARB Co-Benefit Tool that was imbedded into the AR.

Transit Mode Share

The Lead Agency must provide a description of how the proposed project will increase transit mode share.

Co-Benefits
The Lead Agency must explain how the proposed project might have additional/cobenefits besides reducing Greenhouse Gas and increasing transit mode share. GREAT area to highlight these benefits! Please mark all the apply to the project then describe the benefits as it relates to the markings.

PAGE 9-11
Priority Population Benefits
The Lead Agency must complete this section as it pertains to their project**. If the Lead Agency has a DAC within their service area, at least 50 % of the total funds received shall be expended on projects or services that benefit a DAC and are required to provide a detailed description of the criteria used to evaluate if a project provides direct, meaningful and assured benefit(s) to the DAC and meaningfully address an important community need(s)**

1. (Please scroll down to the Criteria for Evaluating Benefits to Priority Populations page to review.)
2. Lead Agency please answer the first four questions (Yes or No). These questions pertain to Identifying the Priority Population.

Lead Agency please document the community engagement from the drop down of High, Medium, and Low.

This section is highlight suggested and based on co-benefit methodology from CARB.
Additional information could be found by visiting the website for various methodologies. The fillable format a Lead Agency should utilize is below and within the guidelines.

Lead Agency must identify the important community need and describe the selected community need as it pertains to the project. The list in Criteria for Evaluating Priority Populations Benefits below and in the guidelines.

Lead Agency must specify the Priority Population Benefit. This includes describing how it pertains to the project for benefiting a DAC, Low Income Community of Household, and/or Low-Income Community or Household within ½ mile of a DAC.
Please document the amount of funding from this project that is benefit the Priority Populations. The total amount of the three listed amounts should not be more than total current funding allocation amount from LCTOP.

SB 1119 Project Criteria should be documented based on project response to three yes or no drop-down questions. Then provide an explanation if selecting that the project is providing connectivity to a DAC.

Quantification Methodology Tool TAB:

Much of the information here is being auto populated from the Allocation Request. Please make sure that Lead Agency completes this portion in order from the top down. Please select the correct drop town from the yellow boxes. Please input data into the white boxes. For a standalone tool please visit: https://ww2.arb.ca.gov/resources/documents/cciquantification-benefits-and-reporting-materials

Lat-Long TAB:

Please include the Latitude and Longitude of project location data. Please separate location data by DAC, Low-Income, and Low-Income Benefit within ½ mile of a DAC. Please make sure to input at least three stop location data points that pertain to the priority populations if claiming benefit to them. Agency is highly encouraging to submit shape files as it pertains to the project if it is a service wide project benefit.

MAP TAB:

Please include screenshot of project area location as it pertains to the CalEnviroScreen 3.0

Signature Pages

The Word Document includes the Authorized Agent, Certification and Assurances, Allocation Page, and Sample Board Resolution. If the Lead Agency has no changes to a previously submitted Authorized Agent, please include the copy of the document instead of completing a new page.

Please make sure the Allocation Page matches information inputted into the location
Request (funding amounts and contributing sponsor). This section should be signed by an Authorized Agent of the Lead Agency and Contributing Sponsor(s) Agency. An official signed support letter can be submitted by a Contributing Sponsor(s) in lieu of signing the Allocation Page. This letter should include the correct contribution amount.

The Sample Board Resolution needs to be finalized prior to project award. If the Lead Agency cannot obtain a final board resolution by submittal data, please include a draft when submitting documents along with an estimated date of finalization. This resolution has areas to include that directly correlates to the information inputted into the allocation request. If the project or projects benefit Priority Populations, please make note of that.
Allocation Request will not move forward without finalize board resolution.