



**FY 2017-2018 LCTOP  
Allocation Request**

**Lead Agency Information**

<b>Name:</b>	Torrance City Bus (TCB)		
<b>Address:</b>	220 W. Carson Street		
<b>City, State Zip Code:</b>	Torrance, CA 90501		
<b>County:</b>	Los Angeles	<b>Regional Entity:</b>	Los Angeles
<b>Agency Website:</b>	<a href="http://www.TCB.org">www.TCB.org</a>		
<b>Approved Title VI (Date)*:</b>	8/26/2015		
<b>Link to Agency's Approved Title VI Plan:</b>	<a href="http://www.TCB.org/title_VI_Plan.html">www.TCB.org/title_VI_Plan.html</a>		

\*Please provide a copy of your FTA/Caltrans Approval Letter as an attachment to your FY17-18 LCTOP Allocation Request

Allocation Request Prepared by	
<b>Name:</b>	Brandon Walsh
<b>Title:</b>	Associate Transportation Planner
<b>Phone #:</b>	310-533-4396
<b>E-mail:</b>	<a href="mailto:bwalsh@tcb.org">bwalsh@tcb.org</a>

Contact (if different then "Prepared by")	
<b>Name:</b>	Dylan Mc Kay
<b>Title:</b>	Financial Officer
<b>Phone #:</b>	310-533-4396
<b>E-mail:</b>	<a href="mailto:dmckay@tcb.org">dmckay@tcb.org</a>

Authorized Agent	
<b>Name:</b>	Kelly Taylor
<b>Title:</b>	Executive Director
<b>Phone #:</b>	310-533-4396
<b>E-mail:</b>	<a href="mailto:ktaylor@tcb.org">ktaylor@tcb.org</a>

Legislative District Numbers						
<b>Assembly*:</b>	64					
<b>Senate*:</b>	35					
<b>Congressional*:</b>	47					

\*if you have more Districts please provide an attachment

**Project Summary**

<b>Name:</b>	Increase frequency on Line 10					
<b>Description (Short):</b> <i>No more than 4 lines.</i>	Increase frequency on Line 10 along Crenshaw Blvd between Pacific Coast Hwy to Crenshaw LA Metro Station. This service enhancement would add two additional AM peak and two additional PM peak trips in each direction. AM peak is from 5:47 AM to 7:34 AM and 4:21 PM and 6:22 PM.					
<b>Type:</b>	Operations					
<b>Sub-Type</b>	New expanded/enhanced transit service					
<b>Is the Lead Agency rolling over LCTOP funds:</b>	No	<b>How many years will the funds be rolled over:</b>				
If the Lead Agency is rolling over LCTOP funds in order to accumulate the needed funds to complete the project, leave the next question (Start Date) blank until the last year of rollover.						
<b>Start date (anticipated):</b>	9/1/2018	<b>End date (anticipated):</b>	8/31/2019			
<b>General Area (City/County):</b>	City of Torrance/ Los Angeles County					
<b>Specific Area (Lat-Long of the project in decimal degrees separated by a comma "," (e.g., 34.413775, -119.848624). For multiple locations, list each separated by a semicolon ";")</b>	List of Bus Stops with Lat-Long is located in Bus Stop tab					
<b>Project Life</b> - 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>			<b>Operations:</b>	12 months		
<b>Funding:</b>	<b>99313:</b>	\$38,201	<b>99314:</b>	<b>\$181,039</b>	<b>Total:</b>	\$219,240
<b>Approved LONP:</b>	No		<b>LONP Approval date:</b>			



**FY 2017-2018 LCTOP  
Allocation Request**

**Funding Information**

<i>LCTOP Allocation Year</i>	<b>Prior</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>
<b>PUC 99313 Amount:</b>		\$38,201					\$38,201
<b>PUC 99314 Amount:</b>		\$181,039					\$181,039
<b>Total LCTOP Funds:</b>	\$0	\$219,240	\$0	\$0	\$0	\$0	\$219,240
<b>Other GGR Funds:</b>							\$0
<b>Other Funds:</b>							\$0
<b>Total Project Cost:</b>	\$0	\$219,240	\$0	\$0	\$0	\$0	\$219,240

<b>Lead Agency:</b>	Torrance City Bus (TCB)	<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>	Dylan Mc Kay		99313
<b>Contact Phone #:</b>	310-533-4396	\$181,039	99314
<b>Contact E-mail:</b>	dmckay@tcb.org		

<b>Contributing Sponsor:</b>	Los Angeles Council of Governments	<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>	Donna Martin	\$38,201	99313
<b>Contact Phone #:</b>	213-902-1000		99314
<b>Contact E-mails:</b>	<a href="mailto:Donna.Martin@LACOG">Donna.Martin@LACOG</a>		

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

**Total FY 17-18 LCTOP Funding      \$219,240**

**Supplanting Funds** - Describe how the LCTOP funds will not supplant other funding sources.  
Without this LCTOP funding TCB would be unable to increase this service.

**Fully Funded Project** - Provide a description of the status of all the funds to be used to completely fund this project.  
LCTOP funds are the only funds to be used for this proposed project.



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**Funding Plan**

Proposed Total Project Cost								
Component	Prior	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	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	\$219,240	\$0	\$0	\$0	\$0	\$0	\$219,240
<b>TOTAL</b>	\$0	\$219,240	\$0	\$0	\$0	\$0	\$0	\$219,240

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other		\$219,240						\$219,240
<b>TOTAL</b>	\$0	\$219,240	\$0	\$0	\$0	\$0	\$0	\$219,240

Funding Source:								
Component	Prior	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:								
Component	Prior	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:								
Component	Prior	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



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**Funding Plan**

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</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>FY 22-23</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>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</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>FY 22-23</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>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</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>FY 22-23</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>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</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>FY 22-23</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>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</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>FY 22-23</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>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Project/Agency Information**

**Project 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). *No more than 10*

The proposed project would increase frequency on Line 10 along Crenshaw Blvd between Pacific Coast Hwy to Crenshaw LA Metro Station. This service enhancement would add two additional AM peak and two additional PM peak trips in each direction and would operate Monday through Friday, 252 days in the first year. AM peak is from 5:47 AM to 7:34 AM and 4:21 PM and 6:22 PM. Line 10 currently operated on the proposed route providing all day service between Crenshaw Blvd between Pacific Coast Hwy to Crenshaw LA Metro Station, however many of the AM and PM peak trips are experiencing over crowding with passengers standing for much of the 9.5 mile trip.

**Agency Service Area** - Describe the project area including the city, town, community (rural, suburban, urban & demographics). *No more than 10 lines.*

The City of Torrance encompasses an area of approximately 21 square miles and has an estimated population of 146,115, which makes Torrance one of the top 10 most populated cities in Los Angeles County. Residents have a high median age of about 42 years, and over a third of the population are Asian Americans. Torrance has the second-highest population of Japanese Americans in the United States. Our population has a median income of \$75,549, and 46% of residents over age 25 have a bachelor's degree or higher. A third of households have children under the age of 18 living with them.

**Agency Service** - Describe the service you provide and how the project plays into your overall operations plan. *No more than 10 lines.*

Approximately 60% of our routes and service are outside of the City of Torrance proper, serving disadvantaged communities and cities with a high density of low-income residents. Our service operates from the South Bay to Downtown Los Angeles, and from Redondo Beach to Long Beach. We operate fixed route bus service on 11 lines, including a Rapid Bus Line and an Express Line. A copy of our system map, service area, and a map of the disadvantaged communities that we service is attached. We host El Camino Community College, the ITT Technical Institute of Torrance, and Westwood College of South Bay, while our buses also service Cal State Dominguez Hills. The Torrance Transit Park and Ride Regional Terminal is a seven acre facility currently being constructed and will serve as a multi-modal transportation hub in the South Bay region, connecting bus, car, bicycle and in the near future, light rail service (this facility is the future terminus of the Metro Green line Light Rail).

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

We charge a base fare of \$1.00; we charge senior, disabled, and Medicare patrons \$0.25; we charge students \$0.50; children ride for free. Interagency transfers cost \$0.40. None of these fares will be affected by our project.

**Project Information (continued)**

**Project Costs** - Describe the assumptions and process for how the projects costs were developed. *No more than 10 lines.*

The proposed project used the following assumptions to develop a total project cost: 4 additional trips, each 1.5 hours long equals 6 additional revenue service hours per day, 252 days of service (in the first year) equals 1,512 additional revenue service hours for the first year. At a cost of \$145 per revenue service hour (system wide average cost) estimated total project cost is \$219,240

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

Increasing service on Route 10 is a core element of TCB Short-Range Transit Plan. This plan was presented before our city council and was open to public input and comment. TCB monitors and analyzes its service provision data on a continuous basis, and receives operational information from bus operators. Route service has shown consistently heavy ridership for many years. Public outreach was conducted in 2016 when this and other routes were modified, and two additional buses were added to the route. We have also recently conducted a comprehensive system analysis to obtain additional information from which to plan service changes and determine efficiencies; that analysis confirms the continued need for Route 10 expansion.

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

The provision of additional buses on this heavily traveled transit corridor relieves overcrowding during peak commute periods, thus would not impose any substantial burden on any low income disadvantaged community.

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**Project GHG 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 expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Expansion to the service by 4 additional trips are estimated to added approximately 133 commuter bus riders per day to replace an average auto trip of 9 miles each direction

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

	<b>Value</b>	<b>Explanation</b>
<b>Year 1 (Yr1)</b> - <i>First year of service, or year that capital improvements will be completed.</i>	2018	Service is to begin September 1, 2018, and this grant will pay to operate the service for one year
<b>Year F (YrF)</b> - <i>Final year that the service is funded or the final year of the capital improvements useful life.</i>	2019	The one year of operations would end August 31, 2019
<b>Project Yr1 Ridership</b> - <i>Estimated annual ridership contributed by the new service or capital improvement in Yr1.</i>	33,264	The current average riders per hour of service on Route 10 is 30 passengers per hour. Staff estimated the new service to have an average of 22 passengers in the first year 22 x 1512 hours of service = 33264
<b>Project F Yr. Ridership</b> - <i>Estimated annual ridership contributed by the new service or capital improvement in YrF.</i>	33,264	The current average riders per hour of service on Route 10 is 30 passengers per hour. Staff estimated the new service to have an average of 22 passengers in the first year 22 x 1512 hours of service = 33265
<b>Adjustment (A)</b> - <i>Adjustment factor to account for transit dependency. Default: 0.5 for local bus service and 0.83 for long distance commute service.</i>	0.50	Using the default for local bus service
<b>Trip Length (L)</b> - <i>Length (miles) of average auto trip reduced or average passenger trip length (miles).</i>	4.61	Per our February 2017 Ridcheck Plus Survey Summary, our average passenger trip length is 4.61 miles. The survey is attached, with the final average highlighted on page 4 of the survey results.
<b>Project Useful Life</b>	<b>1</b>	<b>This is calculated based on the values above.</b>
<b>Total Project Ridership Increased</b>	<b>33,264</b>	<b>This is calculated based on the values above.</b>
<b>Total Project VMTs Reduced</b>	<b>76,674</b>	<b>This number is calculated based on the values above.</b>
<b>Estimated Total Project GHG (mtco2) Reduction:</b>	<b>39.37</b>	<b>This number is calculated based on the values from above and the QM-Tool tab.</b>
<b>LCTOP Emission Reductions /Total LCTOP Funds Requested</b>	<b>0.0002</b>	<b>This number is calculated based on the values from above and the QM-Tool tab.</b>



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Project Benefits

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

The additional trips will increase mobility in communities along the route increasing the number of mass transit opportunities and residents abilities to travel throughout the region (as the route serves a Metro rail station and two airports). Staff estimated the new service to have an average of 22 passengers in the first year 22 x 1512 hours of service = 33265

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

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

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

[Empty box for describing co-benefits]





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**AB 1550 Populations Benefits**

<b>Does your Service Area have a Disadvantaged Community?</b>	Yes
<b>Does the Project Benefit a Disadvantaged Community?</b>	Yes
<b>Does the Project Benefit a Low Income Community or a resident of a Low-Income Household?</b>	Yes
<b>Does the Project Benefit a Low Income Community or a resident of a Low-Income Household with in a 1/2 of a Disadvantaged Community?</b>	Yes

<b>Identify the DAC Census Tract Project Benefits (please use the 10-digit identification code) :</b>	603765091, 6037980005, 6037603702, 6037603704, 6037602507, 6037602506, 6037602509, 6037670003
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<b>Identify AB 1550 Criteria Table:</b>	Transit
<b>Identify the Specific AB 1550 Criteria (for more information please review AB 1550 Criteria tab):</b>	A. Is the project at least partially located within the boundaries of a disadvantaged community census tract? For projects that improve transit service or increase transit access along transit lines or corridors, is the project serving at least one stop located within the boundaries of a disadvantaged community census tract?
<b>Identify the approach your agency used to identify AB 1550 Community Need (for more information please review AB 1550 Needs tab):</b>	D. Refer to the list of common needs for disadvantaged communities in CARB's Funding Guidelines Table 2-2 and select a project that addresses a listed need.
<b>Identify Specific AB 1550 Group Common Needs (if you select letter D. in question above):</b>	ECON 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).

<b>AB 1550 Community Need:</b> Describe, in detail the identified community need(s) and how the project meets the need(s), including the levels of community engagement.
TCB used a variety of approaches to determine community need including referring to the list of common needs for disadvantaged communities in the CARB's Funding Guidelines Table 2-2. Staff has worked with members of the Crenshaw Blvd. Community on many occasions including the public hearing held on Thursday, February 15, 2018 when the City Council voted to use LCTOP funds to increase service on Line 10.

<b>Identify the Specific AB 1550 Benefit Criteria (for more information please review AB 1550 Benefit Criteria tab):</b>	A. Project provides improved transit or passenger rail service for stations or stops within an AB 1550 community (e.g., new transit lines, more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, improved accessibility, bus rapid transit service);
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**DAC Benefit** - Explain, in your own words, how the project will benefit Disadvantaged Community(ies) within your service area.

The improved service on Line 10 will increase Crenshaw Blvd. communities access to affordable, reliable and convenient mass transportation service both within Torrance and within the region. Line 10 benefits DAC by connecting low income residents to educational facilities, medical offices, major employment centers in the Greater South Los Angeles area and Downtown Los Angeles via light rail at the Metro Green Line Station.

**Low-Income Community or Low-Income Household Benefit** - Explain, in your own words, how the project will benefit Low-Income Community(ies) or Low-Income Households within the project area.

The improved service on Line 10 will increase Crenshaw Blvd. communities access to affordable, reliable and convenient mass transportation service both within Torrance and within the region. Line 10 benefits Low-income communities by connecting low income residents to educational facilities, medical offices, major employment centers in the Greater South Los Angeles area and Downtown Los Angeles via light rail at the Metro Green Line Station.

**Low-Income Community or Low-Income Household within 1/2 a mile of a Disadvantaged Community Benefit** - Explain, in your own words, how the project will benefit Low-Income Community(ies) or Low-Income Households within the project area.

The improved service on Line 10 will increase Crenshaw Blvd. communities access to affordable, reliable and convenient mass transportation service both within Torrance and within the region. Line 10 benefits Low-income communities by connecting low income residents to educational facilities, medical offices, major employment centers in the Greater South Los Angeles area and Downtown Los Angeles via light rail at the Metro Green Line Station.

<b>Amount funds to benefit a DAC: \$</b>	175,392
<b>Amount funds to benefit Low-Income Households &amp; Residents: \$</b>	21,924
<b>Amount funds to benefit Low-Income Households or Resident within 1/2 mile of a DAC: \$</b>	21,924



Authorized Agent

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

OF THE City of Torrance (Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Kelly Taylor, Executive Director OR (Name and Title of Authorized Agent)

Click here to enter text. OR (Name and Title of Authorized Agent)

Click here to enter text. OR (Name and Title of Authorized Agent)

Click here to enter text. OR (Name and Title of Authorized Agent)

Steve Sanders Mayor (Print Name) (Title)

Handwritten signature of Steve Sanders (Signature)

Approved this 16 day of February, 2018

**Certifications and Assurances**

**Lead Agency:** Torrance City Bus (TCB)

**Project Title:** Increase frequency on Line 10

**Prepared by:** Brandon Walsh

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, Lead Agency must comply with these terms and conditions.

**A. General**

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency 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 Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency 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 Lead Agency 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 Lead Agency 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 Lead Agency 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 Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency 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.

## Certifications and Assurances

### C. Reporting

1. The Lead Agency 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 disadvantaged communities.

### D. Cost Principles

1. The Lead Agency 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 Lead Agency 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 Lead Agency 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 Lead Agency 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 Lead Agency to the State. Should the Lead Agency 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 Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

**Certifications and Assurances****A. Record Retention**

1. The Lead Agency 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 Lead Agency, 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 Lead Agency, 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 Lead Agency, 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 Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency'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 Lead Agency'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 Lead Agency shall furnish copies thereof if requested.
3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

**F. Special Situations**

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.

Kelly Taylor

*(Print Authorized Agent)*



*(Signature)*

Executive Director

*(Title)*

*(Date)*

## Allocation

**Lead Agency:** Torrance City Bus (TCB)  
**Project Title:** Increase frequency on Line 10  
**Regional Entity:** Los Angeles County Metropolitan Transportation Authority  
**County:** Los Angeles

**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.

**Authorized Agent:** Kelly Taylor  
**Title:** Executive Director  
**Lead Agency:** Torrance City Bus (TCB)

**Signature:**   
**PUC Funds Type:** 99313 \$ 0  
**PUC Funds Type:** 99314 \$ 181,039

**Contributing Sponsor(s):** 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. The contributing sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) they are contributing the project. 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 Contributing Sponsors.

**Authorized Agent:** Donna Martin  
**Title:** Chief Executive Officer  
**Contributing Sponsor:** Los Angeles Council of Governments

**Signature:**   
**PUC Funds Type:** 99313 \$ 38,201  
**PUC Funds Type:** 99314 \$ 0