



County of Siskiyou

Notice of Intent (NOI)

Department:	General Services - STAGE
Project Manager/Contact No.	Angie Stumbaugh/530-842-8297
Department Director/Contact No.	Joy Hall/530-842-8259
Project Name:	22/23 LCTOP Grant
Amount of Grant:	\$ 112,167.00
Last Updated:	October 27, 2023

Project Description:

Re-Establish the Happy Camp Bus Route.

Summary:

STAGE will provide the residents of Happy Camp the opportunity to utilize our bus service in order to attend appointments and run errands in the city of Yreka twice weekly.

Approvals

DocuSigned by:
Prepared by: Angie Stumbaugh
Project Manager

DocuSigned by:
Approved by: Joy Hall
Department Director

DocuSigned by:
Angela Davis
County Administrator Officer

**ATTACHMENT
Grant Summary Form**

This form is available on the County's Intranet.

County of Siskiyou
GRANT SUMMARY FORM

GENERAL INFORMATION

Grant Title			Grant No.(CFDA)		
General Description of Grant Work scope					
Granting Agency FED STATE OTHER			Agency Contact		Phone No.
Responsible Department			Department Contact		Extension No.
Board Approval Date		Application Date		Award Date	Est'd Completion Date

GRANT COST AND REVENUE SUMMARY

Program Cost Summary	Total	Grant Portion
Revenue (Please display with brackets <>)		
Soft/hard cash match or In kind (<>)		
Staffing		
Contract Services		
Supplies & Other Operating Expenditures		
Capital Outlay		
Indirect Cost@ % of Direct Costs		
TOTAL GRANT COSTS AND REVENUES	\$	\$
How Was Grant Portion Determined?		

Budget Amendment Request Required? Appropriation Transfer	Yes	No	If yes, please attach copy of Budget

Does this grant allow for supplanting? Yes No The grant is a percentage of our net project cost
Does this grant allow for program income? Yes No as outlined in the attached sheet.
Will this require an advance of grant dollars? Yes No

OTHER COMMENTS (note any significant or unusual compliance requirements)

Use reverse side if necessary to provide additional information

Prepared By: Angela Stumbaugh

Date: _____

****Please attach a copy of the grant guidelines and all supporting documents that relate to the program cost summary section.



FY 2022-2023 LCTOP Certifications and Assurances

Lead Agency: County of Siskiyou

Project Title: STAGE Happy Camp Service

Prepared by: Angie Stumbaugh

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).



FY 2022-2023 LCTOP

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.

C. Reporting

1. The Lead Agency must submit the following LCTOP reports:

- a. **Annual Project Activity Reports October 27th each year.**
 - b. **A Close Out 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.**
 - d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
 - e. **Jobs Reporting as defined by CARB Funding Guidelines.**
2. Other Reporting Requirements: CARB develops and revises 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 CARB'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



FY 2022-2023 LCTOP

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 subject 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.

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



FY 2022-2023 LCTOP

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.

Angela Davis

(Print Authorized Agent)

County Administrator

(Title)

(Signature)

(Date)

Lead Agency Information

Lead Agency Name:	County of Siskiyou		
Address:	190 Greenhorn Road		
City, State, Zip Code:	Yreka, CA 96097		
County:	Siskiyou County		
Regional Entity:	Siskiyou County Local Transportation Commission		
Title VI Attached:	Yes	Title VI Approval Date:	08/14/20

Allocation Request Prepared by	
Name:	Angela Adkison
Title:	Staff Services Analyst II
Phone #:	530-842-8226
E-mail:	aadkison@co.siskiyou.ca.us

Contact (if different than "Prepared by")	
Name:	
Title:	
Phone #:	
E-mail:	

Authorized Agent	
Name:	Melissa Cummins
Title:	Executive Director, SCLTC
Phone #:	530-842-8017
E-mail:	mcummins@co.siskiyou.ca.us

Legislative District Numbers						
Assembly*:	1					
Senate*:	1					
Congressional*:	1					

*if you have additional Districts, please provide a separate attachment

Project Summary

Name: <i>No more than 180 characters.</i>	STAGE Happy Camp Service		
Description (Short): <i>No more than 375 characters.</i>	STAGE will provide the residents of Happy Camp (a small rural underserved community) the opportunity to utilize our bus service to access essential services in city of Yreka twice weekly.		
SB-942	No	Agencies that elect to use SB 942 are required to use their apportionment concurrent to the initial submittal of their SB-942 project. Agencies are limited to three years maximum to expend project funds using SB-942. Missed submission of LCTOP Project Activity Reports (PAR) will result in a request to return funds to the LCTOP program. Agencies are required to submit annual expenditure reports along with their project activity reports. Agencies are not permitted to request a CAP for a transfer of funds to or from SB-942 projects. Cost savings and interest must be applied to the awarded project or returned to the LCTOP program.	
Type:	Operations		
Sub-Type	Provision of a new expanded/enhanced transit service		

Total Years of Rollover:	0	Remaining Years of Rollover:	0
Start date (anticipated):	7/1/2023	End date (anticipated):	03/31/2025

Please provide specific area information for the project in the Lat-Long tab.

Project Life: For capital projects, state the project useful life in years. For operation projects state the number of months a service will be funded.

Capital:		Operations:	21
Funding:	99313: \$107,586	99314: \$4,581	Total: \$112,167
Approved LONP:	No	LONP Approval date:	

Funding Information

<i>LCTOP Allocation Year</i>	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Total
PUC 99313 Amount:		\$107,586				\$107,586
PUC 99314 Amount:		\$4,581				\$4,581
Total LCTOP Funds:	\$0	\$112,167	\$0	\$0	\$0	\$112,167
Other GGRF:						\$0
Other Funds:						\$0
Total Project Cost:	\$0	\$112,167	\$0	\$0	\$0	\$112,167

Lead Agency:	County of Siskiyou	Amount:	PUC Funds Type:
Contact Person:	Angela Adkison	\$107,586	99313
Contact Phone #:	530-842-8226	\$4,581	99314
Contact E-mail:	aadkison@co.siskiyou.ca.us		

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

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

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Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

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Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Total FY 22-23 LCTOP Funding	\$112,167
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Fully Funded Project: Provide a description of all the funds that will be used to complete this project and how LCTOP funds will not supplant other funding sources. Include the project ID and awarded funding amount from prior rollover years.

This project will provide all of the funding for this route, so it is only possible because of the LCTOP funds. It will serve a Low Income and Disadvantaged Populace who desperately need this service and have been requesting it for some time.

Project Changes: This section should be completed to detail any funds included in the "Prior" column of the Funding Information section above. For projects with an approved CAP that transferred funds and/or interest into the project from previous years, include the Project ID, amount of funds transferred, and CAP approval date.

LCTOP FY 2022-2023
Allocation Request

Funding Plan

Proposed Total Project Cost

Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	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	\$112,167	\$0	\$0	\$0	\$0	\$0	\$112,167
TOTAL	\$0	\$112,167	\$0	\$0	\$0	\$0	\$0	\$112,167

Low Carbon Transit Operations Program (LCTOP)

Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other		\$112,167						\$112,167
TOTAL	\$0	\$112,167	\$0	\$0	\$0	\$0	\$0	\$112,167

Funding Source:

Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:

Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:

Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Plan

Funding Source:								
Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:								
Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:								
Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:								
Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:								
Component	Prior	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Information

1) Project Description - Provide a comprehensive project description. For operations projects, include: [number of trips, span, frequency improvements, number of days of operation and marketing component \(if applicable\)](#). For capital projects, include: [product specifications](#) and identify [all LCTOP funded components](#). **No more than 12 lines.**

The project will provide 364 trips to or from Happy Camp on 104 days over the course of 21 months. This is an improvement of 208 trips per year, as we currently do not have this service.

2) Project Planning - Provide a detailed explanation of the project planning process and how it was designed to avoid substantial burden on any low- income, disadvantaged, and vulnerable populations. [Include any public outreach efforts, engagement events, community input, and workshops](#). **No more than 10 lines.**

Planning for this project consisted of reviewing several requests for service made by members of the community who have specifically asked for service to and from Happy Camp. Many of these requests came from residents of the town, many of whom utilized the service in the past when we had a route through Happy Camp. Not only did STAGE staff take the requests into consideration while planning for this project, but also we are aware that the town of Happy Camp has experienced extreme hardship over the last few years after a fire devastated the community and ravaged the land. Happy Camp is a low income and disadvantaged populace that will utilize the bus service to reach vital services only provided in Yreka. It has been expressed in several of our Local Transportation Commission meetings that the community in Happy Camp and the smaller communities between Happy Camp and Yreka would benefit greatly from a STAGE bus route.

3) Project Costs - Provide an [itemized breakdown](#) of project components and describe [how the cost estimations were developed](#). Please include marketing and bus wraps cost in this section. **Total costs must correspond to the [Funding Information](#) section above. No more than 12 lines.**

According to the Siskiyou County 2021 Short Range Transit Plan, bus service to/from Happy Camp costs STAGE \$149.38 per vehicle per hour. Operating 104 days a year, equals 416 hours. ($\$149.38 * 416 \text{ hours} = \$62,142.08$) Fuel \$5000, Repairs \$2200, liability and Insurance \$10,000, Wages and Compensation \$45,000.

Agency Information

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

Happy Camp fares are \$6.00 one-way. The discounted rate for Happy Camp fares is \$4.50 one-way. This project will not affect the fare structure.

5) Agency Service - Describe the transit service provided and how the project plays into the overall operations. Include how the COVID-19 pandemic has impacted transit service related to the project. *No more than 10 lines.*

Pre COVID 19, transit service was provided 2 days a week to the community of Happy Camp, CA. The pandemic significantly impacted the community when all bus services stopped. During this time some bus drivers left employment for their own health and safety concerns. One being the Happy Camp driver, who lived in that community. Making things more challenging to the residents of Happy Camp, was the 2020 Slater forest fire that directly impacted the local residents. Now that the pandemic is over and the community has rebuilt, the residences of Happy Camp have expressed an overwhelming interest in re-instating the bus route so that they can conduct essential business in the City of Yreka, CA.

Project GHG Benefits

Greenhouse Gas Reductions - Describe qualitatively how this project will reduce greenhouse gas emissions.

By providing a transit route to Happy Camp we will be removing individual resident drivers which reduces GHG and reduces vehicle miles traveled. This was an existing route in 2019 and because of Covid it was canceled.

Greenhouse Gas Reductions - Please provide quantitative information requested below and explanations supporting the data provided.

	Value	Explanation
Year 1 (Yr1) - First year of service, or year that capital improvements will be completed.	2023	July 2023 - June 2024
Year F (YrF) - Final year that the service is funded or the final year of useful life for capital improvements.	2025	July 2024 - March 2025
Project Yr. 1 Ridership Increase - Estimated annual ridership contributed by the new service or capital improvement in Yr1. Refer to page 5 of the Supplemental Guidance.	438	Short Range Transit Plan ridership for this route is 438 per year.
Project Yr. F Ridership Increase - Estimated annual ridership contributed by the new service or capital improvement in YrF. Refer to page 5 of the Supplemental Guidance.	460	We are expecting a 5% increase in the second year. $438 \times .05 = 460$
Adjustment (A) - Adjustment factor to account for Choice Riders. Use default values listed on page 5 of the Supplemental Guidance.	0.705	Default Value for Commuter Bus
Trip Length (L) - Length (miles) of average auto trip reduced or average passenger trip length. You may use default values listed on page 17 of the Supplemental Guidance.	23.15	Default Value for Commuter Bus
Project Useful Life	2	This is calculated based on the values above.
Total Project Ridership Increased	898	This is calculated based on the values above.
Total Project VMTs Reduced	14,656	This number is calculated based on the values above.
Total Project GHG Emission Reductions (MTCO_{2e})	50.79	This number is calculated based on the values from above and the <u>QM-Tool tab</u> .
LCTOP Project GHG Emission Reductions (MTCO_{2e})	50.79	This number is calculated based on the values from above and the <u>QM-Tool tab</u> .

Project Benefits

Job Support Benefits (Refer to LCTOP Guidelines and CARB Co-Benefits website for more information)

Primary Project Activity (select from drop-down)	Operation of local transit service, including mixed mode
% of Project Budget Associated with Primary Activity	100%
Other Project Activity (select from drop-down)	
% of Project Budget Associated with Other Activity	
Other Project Activity (select from drop-down)	
% of Project Budget Associated with Other Activity	

Travel Cost Savings Benefits

Refer to page 6 on the Supplemental Guidance.

	Value	Explanation
Baseline Average One-Way Fare Cost (\$/One-Way Trip/Rider) (Average fare per way <i>prior</i> to project implementation)	\$6.00	This is the Happy Camp base fare.
New Average One-Way Fare Cost (\$/One-Way Trip/Rider) (Average fare per way <i>resulting from</i> project implementation)	\$6.00	This is the Happy Camp base fare.
Transit Facility Parking Cost (\$/Roundtrip/Rider) (Average cost to park to use transit associated with project)	\$0.00	We do not charge for parking at our transit facility.
Avoided Parking Cost (\$/Roundtrip/Rider) (Average avoided parking cost associated with project)	\$0.00	N/A
Avoided Toll Cost (\$/Roundtrip/Rider) (Average avoided toll cost associated with project)	\$0.00	N/A

Co-Benefits - Check all additional Benefits/Outcomes.

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

Co-Benefits - Describe benefits selected above and other benefits not listed.

The project will improve safety as there will be only one bus on the road carrying multiple passengers instead of several cars on the road, which will statistically reduce the risk of car accidents. The project will improve public health as these passengers will be utilizing the service to attend doctor appointments and other health-related events in Yreka. This project will promote active transportation by allowing bikers and hikers going either way to travel to the communities in order to participate further in their chosen activity. Yreka is a city that has several parks and recreational activities that will promote the residents of Happy Camp and the surrounding areas to visit and exercise by enjoying these activities. Happy Camp is well-known for hiking trails and Native Culture education, prompting many tourists to visit and enjoy these immenities.

Priority Populations Benefits

Does your Agency's Service Area have a Disadvantaged Community? (as defined by SB 535)	Yes
Is the project located within the boundaries of a disadvantaged community census tract?	Yes
Is the project located within the boundaries of a low-income community census tract?	Yes
Is the project located outside of a disadvantaged community, but within 1/2 mile of a disadvantage community and within a low-income census tract?	Yes
Amount of FY 22-23 funds benefitting Disadvantaged Communities : \$	112,165
Priority Population Community Engagement: Identify the specific assessment for the Community Engagement Co-benefit (High, Medium, Low): *See Page 30 of the Supplemental Guidance	Low
<u>Method:</u> Select the method your agency used for identifying an important community or household need.	B. Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support.
<u>Specific Common Need:</u> Make a selection only if letter D is selected above.	

Priority Populations Community Needs Description: Expound on the selections above in **Method** and **Specific Common Need** to describe the process that your agency used to identify important community needs. Provide details of any public outreach efforts, engagement events, community input, and workshops.

Misty Rickwalt, the Karuk Transportation Director, has attended multiple Local Transportation Commission meetings, representing the people of Happy Camp and the communities between Happy Camp and Yreka. She has requested at each meeting that STAGE resume their route that connects these communities to Yreka so that the residents can reach essential services. She has stated in these meetings that the route was beloved by the community and that it has been missed by many who used it in the past. STAGE management has been communicating with her and she has provided a letter of support for this project in order to reestablish the route.

Priority Populations Benefits

Identify the Priority Population(s) that will benefit from this project.	Project provides benefits to a DAC, a LIC/HH, and a LIC/HH 0.5mi from a DAC
---	---

Priority Population Benefit: Select the benefit your project provides to the community or household.	D. Project improves mobility between key destinations and communities.
---	--

Priority Population Benefit: Based on the selections above, explain in greater detail how the project will provide benefits to the priority populations in your service area.

Happy Camp and the small communities between Happy Camp and Yreka are inhabited by low income and disadvantaged individuals who utilize the STAGE bus route to access essential services in the City of Yreka. The communities between Happy Camp and Yreka are so rural and low income, many residents lack vehicles or driver's licenses. This means that their only means of transportation to the City of Yreka will be this route.

SB 1119 Project Criteria: See page 7 of the LCTOP Supplemental Guidance for more information.

Is the project a transit fare subsidies or network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes	
--	--

Is the project a purchase of zero-emission transit buses and/or purchase and installation of supporting infrastructure?	
--	--

Is the project a new or expanded transit service that connects with transit service serving a disadvantaged communities?	
---	--

SB 1119 Project Criteria: If this is a new or expanded service project, explain how it connects to a transit service that serves a Disadvantaged Community.

[Empty response area for SB 1119 Project Criteria]



California Air Resources Board
Benefits Calculator Tool for the
Low Carbon Transit Operations Program
California Climate Investments

Note to applicants:

A step-by-step user guide, including project examples, for this Benefits Calculator Tool is available here:
https://ww2.arb.ca.gov/sites/default/files/classic/cc/capandtrade/auctionproceeds/caltrans_lctop_finaluserguide_20-21.pdf

Step 2a: Identify the Project Type.
Step 2b: Input Project-specific Information.

Project Name:	STAGE Happy Camp Service
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This section is used to determine the quantification method and emission factors to use to estimate emissions.

Project Info Inputs	Input	Required	Description
Project Type	Provision of a new expanded/enhanced transit service	Required Input	For the purposes of this quantification, eligible LCTOP projects fall into four project types. Select the project type that best describes this component.
Quantification Method	New Service	Automated	Emission Estimates = Emission Reductions from Displaced Autos – Emissions from New Service
Service Type	Intercity/Express Bus (Long Distance)	Required Input	The transit service (e.g., Intercity/Express Bus (Long Distance), Light Rail, Vanpool, etc.) directly associated with the proposed project. For projects that serve multiple services, select Multi-modal.
Type of Region	County	Required Input	The type of region that best encompasses the geographic location for the proposed project type.
Region	Siskiyou	Required Input	The County or Air Basin where the majority of the service occurs.
Year 1 (Yr1)	2023	Required Input	The first year of operation for the new expanded/enhanced service - funded by FY 2022-23 LCTOP funds.
Year F (YrF)	2025	Required Input	The final year of operation for the new expanded/enhanced service - funded by FY 2022-23 LCTOP funds.
Useful Life (yrs)	2	Calculated	The number of years the service is funded by FY 2020-21 LCTOP funds. Limited to up to 50 years.

This section is used to estimate the emission and cost reductions from displaced auto vehicle miles traveled (VMT).

Displaced Auto VMT Inputs	Input	Required	Description
Yr1 Ridership	438	Required Input	The increase in unlinked passenger trips directly associated with the proposed project in the first year (Yr1).
YrF Ridership	460	Required Input	The increase in unlinked passenger trips directly associated with the proposed project in the final year. If the ridership is not expected to change, Yr1 and YrF should be the same value.
Adjustment Factor	0.7050	Required Input	Discount factor applied to annual ridership to account for transit-dependent riders. Use: Document project-specific data or system average developed from a recent, statistically valid survey or default.
Length of Average Trip (mi)	23.15	Required Input	Annual passenger miles over unlinked trips directly associated with the proposed project.
Passenger VMT Reductions (mi)	14,656	Calculated	The estimated displaced auto VMT from the proposed project.
GHG Emission Reductions (MTCO ₂ e)	6	Calculated	The estimated GHG emission reductions in metric tons (MT) of carbon dioxide equivalent (CO ₂ e) from displaced auto VMT from the proposed project.

This section is used to estimate the net emission reductions from new service or from the purchase of new zero-emission/hybrid vehicle(s).

New Service Vehicle Inputs	Input	Required	Description
Vehicle Type	Transit Bus	Required Input	The vehicle type (e.g., Transit Bus, Streetcar, Ferry, etc.) that will operate the new service or will be procured.
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type	Diesel	Required Input	The fuel type (e.g. Electric, Diesel, etc.) of the vehicle that will operate the new service.
Hybrid Vehicle	No	Required Input	Is the vehicle that will operate the new service a hybrid?

Model Year	2017	Required Input	The engine model year of the vehicle that will operate the new service.
Project-Specific GHG Emission Factor (gCO ₂ e/MJ)		Optional Input	If used, applicant must be able to demonstrate an approved carbon intensity value under the Low Carbon Fuel Standard and submit additional documentation.
Annual VMT (mi/yr)	16,640	Required Input	The estimated annual VMT required to operate the new service or of the new vehicle(s) to be procured (e.g., 72,000 mi/yr). For rail vehicles, applicants may alternatively use Annual Fuel. For vehicles with multiple engines (e.g., DMUs), provide the cumulative VMT across all the engines.
Annual Fuel Use		Not Required	Not applicable for this project type.
Annual Renewable Energy Generated (kWh/yr)		Not Required	Not applicable for the selected fuel type.
GHG Emissions (MTCO ₂ e)	66	Calculated	The estimated GHG emissions (MTCO ₂ e) of the vehicle that will operate the new service.
This section is used to estimate the net emission reductions from vehicle replacement as a result of the proposed project.			
Baseline Vehicle Inputs	Input	Required	Description
Vehicle Type		Optional Input	Not applicable for this project type.
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type	Diesel	Not Required	Not applicable for this project type.
Hybrid Vehicle	No	Not Required	Not applicable for this project type.
Model Year	2017	Not Required	Not applicable for this project type.
Project-Specific GHG Emission Factor (gCO ₂ e/MJ)		Not Required	Not applicable for this project type.
Annual VMT (mi/yr)	16,640	Not Required	Not applicable for this project type.
Annual Fuel Use		Not Required	Not applicable for this project type.
GHG Emission Reductions (MTCO ₂ e)		Calculated	The estimated GHG emissions (MTCO ₂ e) of the vehicle that will operate the new service.

This section is used to estimate the net emission reductions from fuel/energy reductions as a result of the proposed project.			
Fuel/Energy Reductions Inputs	Input	Required	Description
Vehicle Type	Transit Bus	Optional Input	The vehicle type (e.g., Transit Bus, Streetcar, Ferry, etc.) of the vehicle(s) that will realize fuel/energy reductions as a result of The project.
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type	Diesel	Required Input	The fuel/energy type (e.g., diesel, grid electricity, etc.) being reduced as a result of the project.
Model Year	2017	Required Input	The average engine model year(s) of the vehicle(s) that will realize fuel/energy reductions as a result of the project.
Annual Fuel/Energy Reduced	4,088	Required Input	The estimated annual fuel/energy reductions expected to be realized as a result of the project. Units of gallons for biodiesel, diesel, gasoline, LNG, renewable diesel; scf for CNG and renewable natural gas; kWh for electric; kg for hydrogen. For projects that generate renewable electricity using solar photovoltaic panels, applicants should use the PVWatts Calculator to determine this input, available at http://pvwatts.nrel.gov/ .
GHG Emission Reductions (MTCO ₂ e)	110	Calculated	The estimated GHG emission reductions (MTCO ₂ e) from fuel/energy reductions.
This section is used to estimate the travel cost savings as a result of the proposed project.			
Travel Cost Savings Inputs	Input	Required	Description
Baseline Average One-Way Fare Cost (\$/One-Way Trip/Rider)	\$6.00	Not Required	Not applicable for this project type.
New Average One-Way Fare Cost (\$/One-Way Trip/Rider)	\$6.00	Required Input	The new expected average fare cost per one-way trip per rider resulting from the proposed project.
Average Transit Facility Parking Cost (\$/Roundtrip/Rider)	\$0.00	Required Input	The average expected cost of parking per roundtrip per rider that riders would pay at the transit facility where the trip originates. Consider that not all transit riders may use the parking. However, the calculations will already take into account that parking is only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
Average Avoided Parking Cost (\$/Roundtrip/Rider)	\$0.00	Required Input	The average expected cost of parking per roundtrip per rider that riders would have otherwise paid if not using the service resulting from the project. The calculations will already take into account that parking is only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
Average Avoided Toll Cost (\$/Roundtrip/Rider)	\$0.00	Required Input	The average expected cost of tolls per roundtrip per rider that riders would have otherwise paid if not using the service resulting from the project. The calculations will already take into account that tolls are only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
This section is used to estimate the travel cost savings as a result of the proposed project.			
Total Project GHG Emission Reductions (MTCO ₂ e)	51	Calculated	Total GHG emission reductions (MTCO ₂ e) from the project during the useful life.
Total LCTOP Project GHG Emission Reductions (MTCO ₂ e)	51	Calculated	The portion of GHG emission reductions attributable to funding from LCTOP; GHG emission reductions are prorated according to the level of program funding contributed from LCTOP and other GGRF-funded programs, as applicable.
FY 2022-23 LCTOP Project GHG Emission Reductions (MTCO ₂ e)	51	Calculated	The portion of GHG emission reductions attributable to funding from FY 20-21 LCTOP; GHG emission reductions are prorated according to the level of program funding contributed from FY 20-21 LCTOP and other GGRF-funded programs, as applicable.



California Air Resources Board
 Benefits Calculator Tool for the
 Low Carbon Transit Operations Program
 California Climate Investments

Step 3: Review the Estimated GHG Emission Reductions for the Proposed Project

Project Name:	STAGE Happy Camp Service
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Co-benefits and Key Variables Summary	
LCTOP GGRF Funds	
Local Diesel PM Emission Reductions (lbs)	0
Local NO _x Emission Reductions (lbs)	42
Local PM _{2.5} Emission Reductions (lbs)	3
Local ROG Emission Reductions (lbs)	1
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO _x Emission Reductions (lbs)	0
Remote PM _{2.5} Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	14,656
Fossil Fuel Use Reductions (gallons)	3,788
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$4,702
Energy and Fuel Cost Savings (\$)	\$17,166
Additional California Climate Investments Program(s)	
Local Diesel PM Emission Reductions (lbs)	0
Local NO _x Emission Reductions (lbs)	0
Local PM _{2.5} Emission Reductions (lbs)	0
Local ROG Emission Reductions (lbs)	0
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO _x Emission Reductions (lbs)	0
Remote PM _{2.5} Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	0
Fossil Fuel Use Reductions (gallons)	0
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$0
Energy and Fuel Cost Savings (\$)	\$0
Total California Climate Investments	
Local Diesel PM Emission Reductions (lbs)	0
Local NO _x Emission Reductions (lbs)	42
Local PM _{2.5} Emission Reductions (lbs)	3
Local ROG Emission Reductions (lbs)	1
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO _x Emission Reductions (lbs)	0
Remote PM _{2.5} Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	14,656
Fossil Fuel Use Reductions (gallons)	3,788
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$4,702
Energy and Fuel Cost Savings (\$)	\$17,166



California Air Resources Board
 Job Co-benefit Modeling Tool
 California Climate Investments

Project Name

Total Full-time Equivalent Jobs Supported by Project Budget	2.6
Total Full-time Equivalent Jobs Supported by Project GGRF Funds	2.6
Full-time Equivalent Jobs Directly Supported by Project GGRF Funds	1.9
Full-time Equivalent Jobs Indirectly Supported by Project GGRF Funds	0.2
Full-time Equivalent Induced Jobs Supported by Project GGRF Funds	0.4

Note:

It is not appropriate to directly compare the job estimates from this Job Co-benefit Modeling Tool to the GGRF project dollars. California Climate Investments facilitate greenhouse gas emission reductions and deliver a suite of economic, environmental, and public health co-benefits, including job co-benefits. A different mix of spending on materials, equipment, and labor is expected across various California Climate Investments project types and match funding arrangements. As such, some project types will support more jobs than others.



California Air Resources Board
 Benefits Calculator Tool for the
 Low Carbon Transit Operations Program
 California Climate Investments

Step 3: Review the Estimated GHG Emission Reductions for the Proposed Project

	Project Name: STAGE Happy Camp Service
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Project Information	
FY 2022-23 LCTOP GGRF Funds Requested (\$)	\$ 112,167
Total LCTOP GGRF Funds (\$)	\$ 112,167
Total GGRF Funds (\$)	\$ 112,167
Non-GGRF Leveraged Funds (\$)	\$ -
Total Funds (\$)	\$ 112,167

GHG Summary	
Total FY 2022-23 LCTOP GHG Emission Reductions (MTCO ₂ e)	51
Total LCTOP GHG Emission Reductions (MTCO ₂ e)	51
Total GHG Emission Reductions (MTCO ₂ e)	51
Total GHG Emission Reductions per FY 2022-23 LCTOP GGRF Funds (MTCO ₂ e/\$million)	453
Total GHG Emission Reductions per Total GGRF Funds (MTCO ₂ e/\$million)	453



Legend ⌵ ⌵

Priority Populations CES4 2022

PriorityPopulationsCES4

- Disadvantaged Communities
- Disadvantaged and Low-income Communities
- Low-income Communities
- Low-income Communities within 1/2 mile of Disadvantaged Communities
- ▨ Low-income Households within 1/2 mile of Disadvantaged Communities

* Low-income households statewide are also considered a priority population for the purposes of California Climate Investments

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

April 13, 2023

Angela K. Stumbaugh
Siskiyou Transit and General Express
190 Greenhorn Road
Yreka, CA 96097

Subject: Letter of Support for STAGE Bus Route to Happy Camp, CA and the Surrounding Communities

Ayukii (hello),

The Karuk Tribe is pleased to offer this letter of support for the proposed STAGE bus Route to Happy Camp, CA and the surrounding communities submitted by STAGE to the State of California for the 22/23 Low Carbon Transit Operations Program (LCTOP) Grant project.

Happy Camp and the rural communities that reside between Yreka and Happy Camp do not currently have a transit system to assist residents to attend to any of their current needs that may be in Yreka; including medical appointments, recreational activities, and/or errands. According to the California Greenhouse Gas Census Tracker, Happy Camp is a low-income community with areas of disadvantaged individuals.

The Karuk Tribe supports the project's goals to reinitialize the previously existing route to Happy Camp and the surrounding communities. We appreciate your consideration of this application to fund this project. We look forward to collaborating with STAGE in its implementation of this project and wish for a successful outcome from the grant application process.

Yootva (thank you),

Russell "Buster" Attebery
Chairman
Karuk Tribe

California Department of Transportation

DIVISION OF LOCAL ASSISTANCE
P.O. BOX 942874, MS-1 | SACRAMENTO, CA 94274-0001
(916) 653-8620 | FAX (916) 654-2409 TTY 711
www.dot.ca.gov/programs/local-assistance



October 27, 2023

Melissa Cummins
Executive Director, SCLTC
County of Siskiyou
190 Greenhorn Road
Yreka, CA 96097

Dear Melissa Cummins,

Congratulations! Your FY22-23 Low Carbon Transit Operations Program (LCTOP) project meets the guidelines of the program and has been authorized for funding. The California Department of Transportation (Caltrans), in coordination with the California Air Resources Board, reviewed the project(s) listed below and have determined they meet the requirements for funding. The funding will be allocated directly to you, the lead agency, by the State Controller's Office.

22-23-D02-10	STAGE Happy Camp Service	\$112,167
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Please use the project ID number listed above on all future correspondence with Caltrans LCTOP including all project activity reports, corrective action plans and final reports. A list of awarded FY 22-23 projects will be posted on the LCTOP website (<http://www.dot.ca.gov/dgmt/splctop.html>) along with project summaries.

Should you have any questions, please feel free to contact LCTOP Program Manager Erik Reitz, by phone at 916-216-7982 or by email at erik.reitz@dot.ca.gov

Sincerely,

A handwritten signature in blue ink that reads 'Wendy King'.

Wendy King
Office Chief
Transit Grants and Contracts
Division of Local Assistance
California Department of Transportation



"Provide a safe and reliable transportation network that serves all people and respects the environment"



DEPARTMENT OF TRANSPORTATION

DIVISION OF RAIL & MASS TRANSPORTATION

P.O. BOX 942874, MS-74

SACRAMENTO, CA 94274-0001

PHONE (916) 653-0243

FAX (916) 654-9366

TTY 711

www.dot.ca.gov



Making Conservation
a California Way of Life.

August 14, 2020

Siskiyou County General Services
Department Fiscal Officer - Angie Stumbaugh
190 Greenhorn Road
Yreka, CA 96097

Re: Title VI Plan Approval

Dear Ms. Stumbaugh:

Thank you for submitting the Siskiyou Transit and General Express (STAGE) Title VI Plan. Upon review, we have determined that it meets the requirements set forth in the Federal Transit Administration's (FTA) Title VI Circular, 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Recipients," effective October 1, 2012. This Plan becomes part of your Certificate and Assurances that will be uploaded in TRAMs for final FTA approval. Please upload your agency's Plan and this letter into the BlackCat system under the "Important Documents" tab.

Your next Title VI Plan must be updated and submitted by June 2023.

We thank you for partnering with us to meet the FTA compliance requirements. Please feel free to contact me at (916) 657-5206, should you have any questions or need immediate technical assistance. I can also be reached by e-mail at [Sharon Beasley@dot.ca.gov](mailto:Sharon.Beasley@dot.ca.gov)

Sincerely,

Sharon Beasley

SHARON BEASLEY, Specialist
Federal Policies & Reporting
Office of Transit Grants and Contracts



FY 2022-2023 LCTOP

RESOLUTION # 23-05 SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECT(S): STAGE HAPPY CAMP SERVICE - \$112,167.00

WHEREAS, the Siskiyou County Local Transportation Commission 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 Siskiyou County Local Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to Melissa Cummins, Interim Executive Director.

WHEREAS, the Siskiyou County Local Transportation Commission wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission wishes to fund the recipient and 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 Melissa Cummins, Interim Executive Director, is hereby authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Siskiyou County Local Transportation Commission wishes that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2022-2023 LCTOP funds:

(Continued to next page)



FY 2022-2023 LCTOP

List project(s), including the following information:

Project Name: STAGE Happy Camp Service

Amount of LCTOP funds requested: \$112,167.00.

Short description of project: Service to and from Happy Camp for 21 months.

Contributing Sponsors (if applicable): N/A

AYES: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela

NOES: None

ABSENT: Criss, Mason, McCoy

DocuSigned by:

Nancy Ogren

5/31/2023

Chairperson - Siskiyou County
Local Transportation Commission

ATTEST:

DocuSigned by:

Melissa Cummins

5/31/2023

Melissa Cummins, Interim Executive Director



FY 2022-2023 LCTOP

Authorized Agent

AS THE Chair

(Chief Executive Officer/Director/President/Secretary)

OF THE Siskiyou County Local Transportation Commission

(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.

Melissa Cummins, Interim 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)

Nancy Ogren Chair
(Print Name) (Title)

DocuSigned by:
Nancy Ogren
852DA1B9F1C44B4...
(Signature)

Approved this 9 day of May, 2023



FY 2022-2023 LCTOP

Certifications and Assurances

Lead Agency: Siskiyou County Local Transportation Commission

Project Title: STAGE Happy Camp Service

Prepared by: Angela Adkison

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.



FY 2022-2023 LCTOP

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.

C. Reporting

1. **The Lead Agency must submit the following LCTOP reports:**
 - a. **Annual Project Activity Reports October 27th each year.**
 - b. **A Close Out 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.**
 - d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
 - e. **Jobs Reporting as defined by CARB Funding Guidelines.**
2. Other Reporting Requirements: CARB develops and revises 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 CARB'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,



FY 2022-2023 LCTOP

- 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.

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,



FY 2022-2023 LCTOP

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.

Melissa Cummins

(Print Authorized Agent)

DocuSigned by:

Melissa Cummins

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(Signature)

Interim Executive Director

(Title)

5/31/2023

(Date)