

FY 2015-16, FY 2016-17 and FY 2017-18 Transit Capital Priorities Call for Projects

Attachment 3: Project Template Instructions

Attachment 2: Project Template has three tabs, for FY 2016, FY 2017 and for FY 2018. All projects for which you are requesting FY 2016, FY 2017 or FY 2018 TCP funds should be entered in the appropriate worksheet except ADA paratransit operating assistance projects funded by the 10% ADA set-aside, which do not need to be entered in the project template. The ADA set-aside will be programmed to each eligible operator's ADA operating project in the program development process. See Attachment 8 for estimated ADA set-aside amounts.

There is no need to indicate which FTA funding program you are applying for, i.e., Section 5307, 5337 or 5339. Funding sources will be assigned during the program development process based on the project's eligibility for each program, projected revenues, and urbanized area constraints. See Attachment 1, Section III B, Program Eligibility, and Section III B, Urbanized Area Eligibility for more information. See Attachment 5 for projected revenues for each program and urbanized area.

Please do not include requests for funding from the Lifeline, Transit Performance Initiative Capital, or Transit Performance Initiative Incentive programs. These programs have separate call for projects and program development processes.

Please enter all information in the unshaded columns for each requested project. The amounts in the columns shaded yellow are calculated for you, and do not need to be entered.

Operator: Please copy the name of your agency to all lines with projects.

TIP ID: If the project is already in the TIP, please enter the TIP ID number, e.g. ALA01003. If the project is not already in the TIP, please enter "New."

Project Title: Please enter a short title for the project, up to 50 characters long. If the project is already in the TIP, please use the same title as is used in the TIP.

Project Description: Please enter a longer description of the project. The description should be sufficiently detailed to determine which FTA program(s) the project is eligible for, demonstrate that the project meets the screening criteria, and to assign a TCP score. See Attachment 1, Section III B, Program Eligibility, Section III B, Screening Criteria, and Section III B, Project Scoring for more information.

For vehicle replacement requests, project descriptions should include the number, type (over-the-road coach, standard bus, paratransit van, etc.), length, fuel type (diesel, gas, CNG, or hybrid), year and manufacturer for both the vehicles being replaced and the vehicles being procured.

Regional Transit Capital Inventory (RTCI) Asset Class: If the project would replace or rehabilitate a capital asset, please enter the appropriate RTCI Asset Type Code and TRSID/NTD ID. A list of the current RTCI asset classes and corresponding RTCI Asset Type Codes, as well as your agency's TRSID, is included in Attachment 4. RTCI related reference files such as the

updated RTCI asset type codes can also be downloaded from <https://mtcdrive.box.com/TCPPublic>

The Seating Capacity field is for revenue vehicles only. The Quantity field refers to the quantity reported in the RTCI, which may differ from the quantity being requested in the project (see Project Quantity below). This data is being requested for information and comparison purposes only, and to provide additional justification for the project.

TCP Score: Please enter the relevant TCP score (see Attachment 1, Section III B, Project Scoring). If you are not sure of the correct scoring category for your project, leave the score blank.

Project Quantity: Please enter the quantity of assets being purchased, e.g., the number of buses being procured. The quantity may differ from the total quantity reported in your asset inventory (see Regional Transit Capital Inventory Asset Class above). If you are procuring more than one type of vehicle as part of a single project, please enter the quantity of each type on a separate line. For construction, rehab or operating projects that cannot be divided into identical discrete units, such as track rehab, dredging or preventive maintenance, enter a quantity of 1.

Unit Cost – Federal: Enter the amount the amount of federal funding requested per unit, e.g., the federal share of the price for each bus. If the project is for procuring buses or vans, this amount cannot exceed the amount specified for that vehicle type in the regional bus-van pricelist (see Attachment 6). If buses or vans are projected to cost more than the pricelist amount, please indicate that in the Notes column. If you are procuring more than one type of vehicle as part of the project, please enter the federal share for each type on a separate line.

Unit Cost – Local: Enter the amount of the local matching funds per unit, e.g., the local share of the price for each bus. If you are procuring more than one type of vehicle as part of the project, please enter the local share for each type on a separate line.

Unit Cost – Total, Total Cost – Federal, Local and Total, Federal/Local Split: These amounts (shaded in yellow) are calculated for you based on the quantity and federal/local unit costs, and do not need to be entered. The Federal/Local Split columns should be checked to make sure you have entered the correct federal and matching amounts. For bus and van procurements, the split should match the 82%/18% split on the bus-van pricelist (see Attachment 6). For all other capital projects, including ADA operating assistance, the federal amount should not exceed 80% of the total amount. For operating assistance, the federal amount should not exceed 50% of the total amount.

For projects subject to project caps, including fixed guideway project caps, the total cost should reflect the total estimated cost of the project before applying the cap. For vehicle procurements, other replacement projects, and expansion or enhancement projects, project caps will be applied in the program development process. See Attachment 1, Section III B, Project Funding Caps for more information.

For projects subject to the fixed guideway project caps, the capped amount is entered in the FG Cap Federal Amount column (see instructions below), and the total federal amount should equal the sum of the amounts entered in the fixed guideway cap column. We are requesting total

project costs that exceed the caps for informational purposes only, to help assess capital needs in the region and the TCP program's ability to fund those needs.

Example 1: If you are requesting funds to purchase 100 buses with a bus-van pricelist federal share of \$400,000 and local share of \$100,000 in FY 2013, enter 100, \$400,000 and \$100,000 in the appropriate columns in the FY 2016 worksheet. The worksheet will calculate the total cost of \$50 million with a federal share of \$40 million. MTC staff will apply the \$20 million annual vehicle project cap by programming \$20 million in each year (subject to funding availability). If the project is not fully funded by the end of the program period, the balance will be noted as a prior-year commitment with priority for funding in the subsequent TCP round.

Example 2: If you are requesting to replace a communications/AVL system with a total cost of \$10 million in FY 2016, enter 1 for quantity, \$8 million for federal share, and \$2 million for local share in the FY 2016 worksheet. MTC staff will apply the Other Replacement Projects cap by programming \$5 million in FY 2016 (subject to funding availability). Staff will recommend whether to program additional funding for the system project in the subsequent year based on demand for other Score 16 projects compared to available funds.

FG Cap Federal Amount: For projects subject to fixed guideway project caps (see Attachment 7), please enter the amount of your agency's annual fixed guideway cap that you are applying to each project. The total of the amounts in this column should equal your agency's cap amount in each year, unless you are requesting to advance caps from future years. If you are requesting to advance caps, please provide an explanation and justification in a cover memo with your application. Projects in the following categories must be funded within the fixed guideway cap:

- Track/Guideway Replacement/Rehabilitation
- Traction Power Systems Replacement/Rehabilitation
- Train Control/Signaling Replacement/Rehabilitation
- Dredging
- Ferry Fixed Guideway Connectors Replacement/Rehabilitation
- Ferry Major Component Replacement/Rehabilitation
- Ferry Propulsion Replacement/Rehabilitation
- Cable Car Infrastructure Replacement/Rehabilitation
- Wayside or Onboard Fare Collection Equipment Replacement/Rehabilitation for Fixed Guideway vehicles

If you are requesting a waiver to use fixed guideway cap funds for other capital needs not included in the list above, please indicate the amount of the cap that you are applying to the non-FG project, and include a justification in your cover memo that explains how the waiver meets the conditions specified in the TCP policy (see Attachment 1, Section II B, Project Funding Caps).

FY 2014-15 FG Cap Deferrals based on Undisbursed Grant Balances

The portion of FG caps that were deferred in FY2014-15 may be programmed in FY2016-17 or FY 2017-18 if sufficient funds are available. (Based on preliminary projections of Score 16 needs vs. FTA apportionments, it appears unlikely that the region will have sufficient funds to restore deferred FG funds during the programming period.) Please indicate the dollar amount and the FG Cap project that you would like to program the FY2014-15 Cap deferrals to in the Notes section for the appropriate year.

1% Security Set-Aside:

Enter the amount of your project that could qualify as a security project in order for MTC to meet the 1% security requirement at an urbanized area level. Project sponsors are required by FTA to meet the 1% security set-aside provisions. FTA now allows designated recipients to comply with this requirement at an urbanized area level rather than at an individual grant level.

Local Match Source: Please list the source(s) of matching funds you anticipate using for the local share of project costs, e.g., AB 664, TDA, county sales tax, Prop 1B.

Notes: Please use the Notes column to explain any of the following that apply, or to provide other information that will help staff understand your request. You can refer to a more detailed explanation in your cover memo or a separate attachment if you prefer.

- Requests for programming that were deferred from a previous year's program;
- Requests for programming that were partially funded in a previous year's program due to annual project funding caps;
- Requests to program vehicle replacement funds prior to the first eligible year in order to advance procurements or to replace vehicles with higher than normal maintenance costs (see Attachment 1, Section III B, Asset Useful Life);
- Requests for compensation for bus replacement beyond the minimum useful life (see Attachment 1, Section III B, Compensation for Bus Replacement Beyond Minimum Useful Life);
- Requests to advance fixed guideway cap funds for future years (see Attachment 1, Section III B, Project Funding Caps);
- Requests for a one-year waiver to use fixed guideway cap funds for other capital needs that are not included in one of the eligible fixed guideway project categories listed above (see Attachment 1, Section III B, Project Funding Caps);
- Requests for replacement of buses or vans with projected costs less than the bus-van pricelist amount (see Attachment 1, Section III B, Bus-Van Pricelist);
- Requests for compensation for cost-effective bus purchases (see Attachment 1, Section III B, Compensation for Cost Effective Bus Purchases);
- Requests for replacement of revenue vehicle types that are not listed in the bus-van pricelist, including how you estimated costs (see Attachment 1, Section III B, Bus-Van Pricelist);

- Requests to replace revenue vehicles with a different number or size of vehicles, e.g., a request to replace 10 40' buses with 12 35' buses; in such cases, please provide the total seating capacity of the old and new fleets;
- Requests to treat vehicle rehabilitation projects (including mid-life overhauls and rebuilds) as Score 16 because the life of the vehicles will be extended beyond the standard useful life (See Attachment 1, Section III B, Project Scoring);
- Requests for operating assistance for operators with 100 or fewer buses that operate in large urbanized areas (see Attachment 1, Section III C, Limited Use of FTA Funds for Operating Purposes);
- Projects that qualify as Associated Transit Improvements, formerly known as Transit Enhancements (see Attachment 1, Section III C, Associated Transit Improvements);
- Requests to treat preventive maintenance funding as Score 16 under the Funding Exchange, Capital Exchange, Negotiated Agreement or Budgetary Shortfalls elements of the TCP policy (see Attachment 1, Section III C, Preventive Maintenance Funding);
- Requests to treat replacement of bus diesel emission reduction devices, or purchase of spare devices, as Score 16 (see Attachment 1, Section III C, Bus Diesel Emission Reduction Device Funding Program);
- Requests for funding for projects that have unexpended balances from prior-year FTA grants (see Attachment 1, Section III C, Conditioning Programming on Expenditure of Prior Grants);
- Any plans or potential for procuring the requested assets through a joint procurement or piggyback with other operators (see Attachment 1, Section III C, Joint Procurements);
- Requests to procure, replace or upgrade maintenance management or asset management systems (see Attachment 1, Section III C, Transit Asset Management).
- Requests to transfer ADA set-aside funds to capital projects if the operator certifies that its ADA operating costs are covered by other funding sources.