



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Guidance and Application Workshop

**For Shuttle/Feeder Bus Service and
Regional Ridesharing Projects**

August 11, 2015

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Air Quality Specialist



- **Introduction to the Air District and TFCA Program**
- **Review of Program:**
 - **Guidance**
 - TFCA Regional Fund Policies & Project Requirements
 - Application/Project Evaluation Criteria
 - Eligible Costs
 - Application Submittal Process
 - Insurance Requirements
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Bay Area Air Quality Management District (Air District)

NINE COUNTY JURISDICTION OF THE BAAQMD



- **Established 1955**
- **Nine Bay Area Counties**
- **7 million residents**
- **5,340 square miles**

Mission: To protect and improve public health, air quality, and the global climate



Transportation Fund for Clean Air (TFCA)

- Purpose: To reduce **tailpipe criteria emissions** from **on-road sources**
- \$4 surcharge on motor vehicle registrations
- **Regional Fund** (60% of funding)
 - Clean Air Vehicles
 - Vehicle Trip Reduction Projects
 - Bicycle Projects
- **County Program Manger Fund** (40% of funding)
 - Same as Regional Fund
 - Arterial Management
 - Smart Growth





FYE 2016 – Shuttle, Rideshare, & Pilot Trip Reduction Program

- **Eligible Applicants:** Public Agencies only
- **Total Program Funding:** \$4.36 Million

Solicitation for Existing Shuttle & Rideshare Projects

- For Existing Services
- Up to \$4 million available
- Open August 4, 2015
- Applications Due:

SEPTEMBER 1, 2015

by 4PM

(Board resolutions due by October 1, 2015)

Solicitation for Pilot Trip Reduction Projects

- For NEW projects
- ~\$0.36 million available
- Program guidelines currently under development
- Tentatively scheduled to open later this fiscal year



FYE 2016 Guidance, Policies, and Evaluation Criteria



FYE 2016 Policies – Overview

TFCA-funded projects must comply with all applicable Board-adopted Policies:

- General and project type-specific policies
- Existing Shuttle/Feeder Bus Service policies: **#28**
- Regional Ridesharing policies: **#30**



Summary of Policy Changes for FYE 2016

- **TFCA Cost-Effectiveness (#2):** Cost-Effectiveness limits for Shuttle/Feeder Bus Services in CARE areas and PDAs increased to \$200,000/ton
- **In Compliance with Air Quality Regulations (#11):** New policy that aligns TFCA requirements with other Air District grant programs
- **Combined Funds (#19):** TFCA County Program Manager Funds may no longer be combined with TFCA Regional Funds for Shuttle/Feeder Bus Service Projects
- **Shuttle/Feeder Bus Services (#28):** Revisions include:
 - Clarified “duplication of service” requirement (28.d)
 - Removed requirement to submit a financial plan
 - Clarified requirement that a letter of concurrence from transit agency must be submitted (28.h)



FYE 2016 Policies – Cost-Effectiveness (#2)

$$\text{CE} = \frac{\text{TFCFA \$ awarded}}{\text{Tons of NO}_x + \text{ROG} + (\text{PM}_{10} * 20) \text{ reduced}}$$

Cost Effectiveness: Ratio of TFCFA funds awarded divided by the total tons of reactive organic gases (ROG), oxides of nitrogen (NO_x), and weighted particulate matter (PM₁₀) *reduced* over project useful life.

Cost Effectiveness Calculation

Tons of NO_x +
ROG +
(PM₁₀*20) reduced

=

Step 1
Emissions
reduced from
eliminated
auto trips

-

Step 2
New emissions
from auto trips
to transit
station

+

Step 3
Emissions
from shuttle
vehicles

Emission Reduction Calculations

Step 1 - Emissions for Eliminated Trips

A	B	C	D	E	F	G	H	I
# Trips/Day (1-way)	Days/Yr	Trip Length (1-way)	VMT	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust & Trip End PM10 Emissions (gr/yr) *	Other PM10 Emissions (gr/yr) *	CO2 Emissions (gr/yr)
100	250	16	400,000	94,075	92,675	6,800	81,600	35,806,658
500.0	250	16	2,000,000	470,375	463,375	34,000	408,000	679,033,288
Total			2,000,000	470,375	463,375	34,000	408,000	679,033,288

Step 2 - Emissions for New Trips to Access Transit/Ridesharing

A	B	C	D	E	F	G	H	I
# Trips/Day (1-way)	Days/Yr	Trip Length (1-way)	VMT	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust & Trip End PM10 Emissions (gr/yr) *	Other PM10 Emissions (gr/yr) *	CO2 Emissions (gr/yr)
50	250	3	37,500	16,488	11,725	800	7,650	12,731,874
120.00	250	3	90,000	39,570	28,140	1,920	18,360	30,556,498
Total			90,000	39,570	28,140	1,920	18,360	30,556,498

Step 3A - Emissions for Shuttle/Vanpool Vehicles up to GVW of 14,000 lbs.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
# Vehicles, Model Year	Emission Std.	Vehicle GVW	ROG Factor (gr/mi)	NOx Factor (g/mi)	Exhaust PM10 Factor (g/mi)	Total PM10 Factor (g/mi)	CO2 Factor (g/mi) (See CO2 Table for LD and LHD)	Total Annual VMT (sum all vehicles)	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust PM10 Emissions (gr/yr)	Other PM10 Emissions (gr/yr)	CO2 Emissions (gr/yr)
2, 2005	LEV	10,001-14,000	0.23	0.40	0.12	0.32	860	8000	1,840	3,200	960	1,600	6,880,000
Total									0	0	0	0	0

Step 3B - Emissions for Buses

A	B	C	D	E	F	G	H	I	J	K	L	M	N
# Vehicles	Engine Year, Make, & Model	Retrofit Device Name	ROG Factor (gr/mi)	NOx Factor (g/mi)	Exhaust PM10 Factor (g/mi)	Other PM10 Factor (g/mi)	CO2 Factor (g/mi)	Total Annual VMT (sum all vehicles)	ROG Emissions (gr/yr)	NOx Emissions (gr/yr)	Exhaust PM10 Emissions (gr/yr)	Other PM10 Emissions (gr/yr)	CO2 Emissions (gr/yr)
1	2010 Diesel	n/a	0.19	0.74	0.03	0.139		30000	5,700	22,200	981	4,170	0
Total									5,700	22,200	981	4,170	0



Cost Effectiveness Calculation

Important Information

Step 1: Eliminated Auto Trips

- % of riders that would drive if shuttle is unavailable
- Total trip distance

Step 2: Auto Trips to Transit Station

- % of riders that drive to access transit
- Distance driven to reach transit station

Step 3: Shuttle Vehicle Emissions

- Engine Year, Model, Emission Standards (CARB EO)
- Vehicle Class and GVWR
- Total Annual (Service) Miles



FYE 2016 Policies for Existing Shuttle/Feeder Bus Services (#28)

- Direct and timed service that connects passengers from a **mass transit hub** (e.g., rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport) to a distinct **commercial** or **employment** area
- TFCFA funding may only be used to pay for commuter peak-hour service (**5 AM – 10 AM** and/or **3 PM – 7 PM**)
- Only services to locations that are **under-served** and **lack other comparable service** may be funded.
- Cost-Effectiveness limit = \$175,000; \$200,000 for services in CARE Areas or PDAs (Policy #2)



- Services that facilitate trip reduction (e.g., maintaining a ridesharing/carpooling website)
- Projects must be comprised of riders from **at least five** Bay Area counties
- No one county may account for more than **80%** of all riders
- Cost-Effectiveness limit = \$90,000 (Policy #2)





Application/Project Evaluation Criteria

- Projects must comply with all applicable Board-adopted Policies
- Applications ranked based on Cost-Effectiveness
- The first 60% of Program funds will be awarded to the most cost-effective projects located in either:
 - Highly Impacted Communities or Episodic Areas (CARE Areas) or
 - Priority Development Areas (PDAs)



Eligible Project Costs

- Project Implementation Costs:
 - Documented hourly labor charges/contractor (salaries, wages, and benefits) directly and solely related to implementation of the TFCA project;
 - Shuttle Vehicle maintenance and fuel costs;
 - Indirect project implementation costs associated with implementing the project, limited to approved rates from oversight agencies
- Administrative project costs that are associated with the administration of the TFCA grant (Shuttle Projects only)



Application Submittal Instructions

A complete application package must be submitted **BOTH online and as a hard-copy** by the submittal deadline:

- [Online application](#); submit the online form and upload the required attachments
- *Hard-copy*; Print the completed online application form and mail the signed hardcopy along with the required attachments to the Air District at:

BAAQMD

Attn: Chengfeng Wang, Supervising Air Quality Specialist
939 Ellis Street
San Francisco, CA 94109



Insurance Requirements

Project Type	Insurance Required
Operation of Shuttles and Vanpools	<ul style="list-style-type: none">• Commercial General Liability• Automobile Liability• Automobile Physical Damage• Workers Compensation
Other Ridesharing Operations	<ul style="list-style-type: none">• Commercial General Liability



Online Grant Application

Shuttle/Feeder Bus Service

&

Regional Ridesharing Projects

Part 1: Summary Information

Shuttle/Feeder Bus Projects

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Save my progress and resume later | [Resume a previously saved form](#)



GRANT APPLICATION
TFCA REGIONAL FUND PROGRAM
SHUTTLE/FEEDER BUS PROJECTS
FYE 2016

Application packages must be submitted to the Air District BOTH electronically (online) and as a hard copy (one copy). Grant applications will be accepted through Tuesday, September 1, 2015 (by 4 PM). Only complete applications will be evaluated. Please refer to the [Shuttle and Ridesharing](#) program website for complete program eligibility requirements and instructions.

NOTE: This application will work best using **Google Chrome** or **Mozilla Firefox** browsers.

Legal Name of Applicant Organization *

Name of Project  *

APPLICANT'S ADDRESS

Legal Address * Street Address Line 2 City * State * Zip *

Do you have a mailing address different from above? *

- Yes
- No

All official documents regarding this grant will be sent to the legal address unless a mailing address is provided.

CONTACT INFORMATION

Project Contact

This person serves as the point of contact for day-to-day communications.

Name of Project Contact * Project Contact Position/Title *

Project Contact Email Address  * Project Contact Phone Number *



Part 2: Route Information (Budget)

Route

Name of service route: *

Has this project been funded TFCA Regional Funds in prior years? * Yes No Unsure

Is the service open to the public? * Yes No

A. PROPOSED BUDGET

Provide a project budget below, broken out by operation and administrative costs (for TFCA Regional Funds) and operation costs only (for Matching Funds). Any other costs should be excluded from the project budget. If match funding is derived from more than a single source, specify each funding source and the amount of match funds on a separate line.

TFCA Regional Funds Line Item

	TFCA Regional Funds Line Item	Estimated Cost (\$)	Source
Item	Shuttle Operation	<input type="text"/>	TFCA Regional Funds
Item	Administrative	<input type="text"/>	TFCA Regional Funds

Total TFCA Regional Funds for Route (\$) 0.00

Matching Funds Line Item † (if necessary, add additional lines)

	Matching Funds Line Item	Estimated Cost (\$)	Source
Item	Shuttle Operation	<input type="text"/>	<input type="text"/>

[Add line item](#)

Total Matching Funds for Route (\$) 0.00

† Matching Funds: If any TFCA County Program Manager funds are used as a match, these must be listed. Project sponsors must provide a minimum of 10% matching funds from non-TFCA sources. TFCA County Program Manager funds may NOT be used towards fulfilling this requirement.

TOTAL ROUTE COST (\$) 0.00



Part 2: Route Information (Map & Schedule)

B. ROUTE DESCRIPTION

1. Provide the following information for the proposed project:

List major transit hubs that would be served by the route: ?

List major activity and employment centers, transit hubs that would be served by the route: ?

Name of agency/company that will operate the service:

UPLOAD:

Map of Route ? * Choose File No file chosen

Schedule of Route ? Choose File No file chosen


NOTE: the Project scope must include peak-hour operations only, as defined by Policy #27. Highlight the sections of the schedule to be included in the scope of the Project.

Part 2: Route Information (Vehicles)

Vehicle Information

Fill out the following information for each vehicle that will be used for the route.

For each vehicle, UPLOAD:

Copy of Vehicle's Current DMV Registration  * No file chosen

[Executive Order for engine](#)  * No file chosen

[Executive Order of retrofit device \(if applicable\)](#)  * No file chosen

Engine Family Name  * Engine Make/Model *

Engine Year * Fuel Type *

Name, Make and Model of Retrofit Device on Vehicle (if applicable)

Gross Vehicle Weight * Max. Passenger Capacity *

Total Annual Revenue/Service Miles  * Total Annual Miles  *

[Add another vehicle](#)

3. The proposed project (shuttle service) is included in the applicant's federally-approved paratransit plan, prepared in accordance with the requirements of the Americans with Disabilities Act. *

Yes No

[ADD ANOTHER ROUTE](#)

PART 3. CHECKLIST OF SUPPLEMENTAL DOCUMENTS TO SEND WITH PRINTED COPY OF APPLICATION

Ensure that the following attachments are included with the application by checking off the following list on the one printed copy of this application.

Print out and check boxes

All shuttle/feeder bus projects:

- Documentation for all matching funds that will be applied to the project.
- Assigned Letter of Commitment or Resolution authorizing the submittal of the application identifying the individual authorized to submit and carry out the proposal.
- A map and schedule for each service route.
- Data showing ridership for the past three (3) years.
- Printed raw survey data (exported from an Excel spreadsheet).
- Document showing methodology for all calculations used, including assumptions and equations.
- Documents for each vehicle that will be providing service including
 - 1) A copy of the vehicle's current Department of Motor Vehicle (DMV) registration,
 - 2) Executive Order for engine, and
 - 3) Executive Order of retrofit device, if applicable.
- A letter of concurrence from the transit district or transit agency that provides service in the area of the proposed route, certifying that the service does not conflict with existing service. (see Policy #28.i in Appendix A in Grant Application Guidance).

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Part 4: Certification & Survey

PART 4. CERTIFICATION AND SURVEY

By signing below, I certify that:

I understand that this application is for evaluation purposes only and does not guarantee project funding.

The proposed project and the emission reductions that would be realized from it are not required by any federal, state or local regulation, judicial order, agreement, memorandum of understanding, contract, mitigation requirement, or other binding obligation that requires the project applicant to implement any portion of the project.

All matching funds have been disclosed and that this application is for service, equipment/ vehicle(s)/ engine(s) that neither have been already been funded, nor are currently under consideration for funding by another air district, the California Air Resources Board (ARB) or by another public agency.

To the best of my knowledge, the information contained in this application and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate and I understand that any misstatements or omissions of material facts may disqualify this grant application and any monies awarded based on it.

To the best of my knowledge, that the Project complies with all vehicular and service requirements for fixed route systems, demand responsive systems, or other designated public transportation that are prescribed in (Titles II and III of) the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and its accompanying regulations and are applicable to the Project.

I understand and agree that no costs funded by this program can be incurred until after the notice of award and after a funding agreement is executed between the project sponsor (grantee) and the Air District.

The applicant entity I represent is in compliance and will remain in compliance with all applicable federal, state, and local air quality rules and regulations.

I have the legal authority to apply for funding on behalf of the applicant entity and that I am authorized to sign this application on behalf of applicant.

Signed: _____ Date: _____
(Authorized Representative of Applicant)

Print out and sign



Program Timeline

- **September 1, 2015** – Applications due date
- **October 1, 2015** – Board resolutions due date
- Recommendations for award of funding to eligible projects will be considered on:
 - **October 2015 (tentative)** by Mobile Source Committee
 - **November 2015 (tentative)** by Board of Directors
- **November/December 2015 (tentative)** – Funding Agreements for approved projects sent to Project Sponsors for signature / execution



Other Program Requirements

Project Timing

- Projects must start in CY 2016 (but not until funding agreement is executed)
- Maximum of two years of operating funds (for projects requesting up to \$100,0000)

Payment / Invoicing

- Interim Payments on a quarterly reimbursement basis
- Final Payment after receipt and approval of Final Report

Monitoring and Reporting

- Progress reports due semi-annually every April 15 and October 15
- Final report due 3 months after project completion
- Survey Requirement, see project schedule

Project Closeout

- Project closeout occurs after final payment

Audit and Inspection

- Projects funded by TFCA are subject to independent audit and inspection



General Grants Contact:

Chengfeng Wang, Supervising Air Quality Specialist
cwang@baaqmd.gov (415) 749-8647

Shuttle/Feeder Bus & Ridesharing Projects:

Ken Mak, Air Quality Specialist
kmak@baaqmd.gov (415) 749-8660

Air District Grants Website:

www.baaqmd.gov/grants