California State Transportation Agency (CalSTA)
Frequently Asked Questions Related to the Call for Projects for the
2015 Transit and Intercity Rail Capital Program (TIRCP)

March 17, 2015

1. ***Can applicants quantify onroad emissions using emission factors***
    generated by EMFAC2014?

    FY 2014-2015 projects will utilize EMFAC 2011 values to quantify greenhouse
    gas (GHG) emission reductions. EMFAC2014 will be considered for use for FY
    2015-16 programs.

    [Note: FY2014-2015 projects encompass all submissions to TIRCP due by April
    10, 2015 regardless of whether they receive FY2014-2015 funding or FY 2015-
    2016 funding.]

2. ***Can applicants use a mode shift factor (i.e., "A" adjustment factor) to***
    account for transit dependency), consistent with the America Public
    Transportation Association's (APTA) Recommended Practice for
    Quantifying Greenhouse Gas Emissions from Transit? Can applicants use
    a project specific adjustment factor?

    The TIRCP Quantification Methodology uses a mode shift adjustment factor
    (defined as "A= adjustment factor to account for transit dependency") which
    equals the portion of transit riders who previously did not use transit. ARB has
    provided default values if project specific values are not available (see Page 4).
    Applicants can use project specific values if available and must provide
    supporting documentation. Applicants cannot use default values provided by
    APTA.

3. ***What information governs the format and contents of my application to the***
    TIRCP and where is it located?

    The main program website is at: http://www.dot.ca.gov/hq/MassTrans/tircp.html

    The key documents to reference are the TIRCP Call for Projects, the TIRCP
    Quantification Methodology, and the Adopted Guidelines for the Transit and
    Intercity Rail Capital Program (TIRCP). These documents describe the expected
    contents related to the current call for projects, as well as the greenhouse gas
    quantification approach and the overall program guidelines established by
    CalSTA.

    The Call for Projects specifically addresses the format of the project applications
    due April 10, 2015. It indicates the specific contents that should be submitted in
    each section of the application – (1) Cover Letter, (2) Project Narrative

Document, (3) Statement of Work Document, and (4) Support Documentation. While applications do not need to maintain the precise order or outline listed in the Call for Projects within each of the four sections, all relevant topics should be clearly addressed and if any do not apply, it should be explicitly stated.

In addition, the main Program website also contains two forms that may be of help to applicants – a Word version of the Disadvantaged Communities Form (this was also included in the PDF for the TIRCP Call for Projects) and an Excel version of the Project Programming Request (PPR), a requirement of the Statement of Work Document. While the PPR is also available in other locations on the Caltrans website, the current version is included on our Program website for the convenience of applicants.

The Program email account (tircpcomments@dot.ca.gov) can receive attachments totaling no more than 45 MB. While we prefer to receive application materials electronically, should supporting documentation be in a format or file size that exceeds the ability to be readily transmitted, application materials may be submitted by mail to:

Ms. Jila Priebe
Caltrans Office of Transit Programs
P.O. Box 942874
Sacramento, CA 94274-0001

4. *Is there a specific font size or style that should be used in the application materials?*

   While the Call for Projects did not specify a font size or style, the submitted application should be of readable quality and format. Generally speaking, we suggest 11 point font or greater be used for narrative portions of the document, with exceptions for footnotes, endnotes, and other contents not part of the main body of the document.

5. *Can items in the Statement of Work Document of the application be combined if this results in a more efficient description, or less duplication? For example, can item 3.b.i and 3.b.iii be combined into one section of the narrative, and can project costs (3.b.ii) and description of funding sources (3.b.iv) be discussed together?*

   Yes, we encourage any efficiencies such as these proposed to be incorporated into the application document. It would be helpful for the review process to indicate within each document which elements of the application requirements are addressed by each section of the applicant's submitted documents.

6. *Are projects that only result in planning activities being completed eligible for funding in this current Call for Projects?*

TIRCP projects must result in greenhouse gas emissions reductions and increased transit or intercity rail use. The planning phase of a major capital project will not generally result in these requirements being met unless a project sponsor is willing to guarantee project construction that does not anticipate any additional funds from the TIRCP program. Thus, most planning projects are not eligible.

However, certain planning studies are specifically designed to have implementable actions that result in increased ridership through a variety of actions. These include, but are not limited to, (1) redeploying an existing quantity of service onto more productive routes, onto restructured routes, or at different times (e.g., a transit effectiveness study), (2) recommending implementable schedule and timetable changes that lead to faster travel times and/or greater reliability, and (3) planning the most effective deployment of new frequencies and routes for which operating funding is already programmed. Such planning efforts are eligible as long as the applicant is willing to commit to implementation of recommendations that are reasonably expected to lead to increased ridership.

7. *Is a Board resolution or authorized agent form required in order to submit an application?*

Our program does not specifically require a board resolution or authorized agent form to be filed. We only require a cover letter, with appropriate signature authorizing and approving of the application. If you do not need to specifically go to your Board to request this permission, then we only need the signature of an executive authorized to submit (i.e. your General Manager/CEO).