

**FISCAL YEAR 2024-2025**

**SAN JOAQUIN COG**

**TRANSPORTATION DEVELOPMENT ACT**

**CLAIM FORM AND GUIDELINES**

**FOR**

**LOCAL TRANSPORTATION FUND (LTF)**

**AND**

**STATE TRANSIT ASSISTANCE FUND (STA)**

***Agency Name:***

**City of Manteca**

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**For Internal Use:**

Planner Review: \_\_\_\_\_

Finance Review: \_\_\_\_\_

Steve Dial Review: \_\_\_\_\_

## INSTRUCTIONS

These are the San Joaquin Council of Governments' forms for all Transportation Development Act claims, both Local Transportation Fund (LTF) and State Transit Assistance Fund (STA). This claim packet should include the following:

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Please read through these instructions carefully. The instructions are not meant to replace the Transportation Development Act Statutes and California Code of Regulations book. Each claimant is responsible for complying with all applicable statutes and codes.

**On page 10 and 11**, the claimant must complete a budget for the transit system. If there is more than one transit system, then a separate budget must be submitted for each. These pages are in accordance with the Uniform System of Accounts and Records.

**Page 12** calls for the system's operational information. Please complete all applicable lines. Again, if there is more than one transit service for which funds are being claimed, a separate sheet should be completed for each.

**Page 13** is the Three Year Fiscal Plan. Please complete one sheet for each transit service being claimed. Please provide the best estimate of the funds each service will be relying upon in each of the indicated fiscal years. The Three Year Fiscal Plan is used as a tool for determining the adequacy of projected apportionments to meet the expected allocation needs.

The Fleet Inventory sheet on Page 14 is to be completed only by claimants who own their own vehicles.

**Page 15-16** are for Article 4 transit operators. This information is required for ensuring compliance with and enforcement of the required Farebox Ratio, Local Support Ratio and the established Performance Objectives. Parts 1 & 4 are self-explanatory. You may wish to complete B. "Extension of Service/New Service", if portions of the transit service comply with the definition in 99268.8. Operators seeking to claim exemptions under this section must also complete and submit to the COG a special report: see 6633.8. Complete C, "15 Percent Expenditure Increase" if any of the line items exceeded 15 percent of the previous year's budget. Complete D, "Narrative Description" if there has been any change in service characteristics, or if there is a need to add explanations. Attach extra pages as necessary. Complete E, "Certification by the California Highway Patrol".

**Pages 17-22** are to be completed by Article 8 transit service contractors. In the case of a "unified transit system", page 23 should be completed instead of pages 17-22, by the "contributing claimant" only. Pages 17-22 assess the agencies performance. The established Transit Systems Performance Objectives highlight 3 areas. Operating Cost/Revenue Hour , Passenger/Revenue Hour and Subsidy per Passenger. Claimants are required to meet 2 of the 3 objectives. Claimants that do not meet the requirements may have their TDA revenue locked at the last year of compliance. Any questions regarding TDA requirements should be referred to COG staff.

### **Claim Request Sheets (Pages 6 and 7)**

Page 6 is for the LTF claim and Page 7 is for the STA claim. These are to be completed and signed by the claimant's Chief Financial Officer or designated department head. These pages identify the claimant, the amount of money being requested, and the year for which the request is being made. If funds are being claimed for proposed expenditures in two fiscal years, then a separate page should be completed for each fiscal year. The pages comply with Section 6632 of the TDA Statutes and California Code of Regulations.

### **Apportionments Page (Page 8)**

Lines A, B, and C for LTF and A & B for STA should be completed based on information supplied to you by COG staff. Lines I.D, II.C, and the totals should be completed by the claimant Line E under both Local Transportation Funds and State Transit Assistance reflects funds authorized by the COG Board for transportation and transit planning. The totals indicate the maximum amount that may be claimed. The unexpended carryover should reflect unexpended funds as of June 30 of the previous fiscal year. These should include all interest earned on the funds while in the claimant's possession. Line I is for your information only and indicates the new cash you will receive.

### **Allocation Page (Page 9)**

Page 9 identifies how much of the available LTF and STA funds will be expended on the various eligible purposes. Please identify the appropriate dollar amount on the line provided for each fund. If there are questions as to where to list an allocation request, please refer to the referenced section, or call COG staff.

Please total each column. Subtract the total claimed in each column from the TOTAL AVAILABLE FOR THIS CLAIM arrived at on page 8. The difference between the Total Available and the Claim Total is unclaimed apportionment, the amount of money that will remain in the Trust Fund accruing interest to the claimant contingent on actual revenues received.

IMPORTANT: to help prevent accidental over-payment, please identify on a line-by-line basis any unexpended carryover which is included on page 9.

## **PART I**

This part is to be completed by the claimants who operate a transit system, or contract for transit services. Please indicate at the top of page 10 whether the claim is for an operator or contractor. Generally, an "operator" is a service provider that owns the vehicles it operates, while a "transit service claimant" contracts for the provision of transit services. However, it is possible to own vehicles and yet not be an operator; please contact COG staff if you are not sure of your status. Note: if funds are being claimed for more than one transit service, separate entries, or separate pages must be provided.

## **PART II**

Please identify the Project, the Project Limits, and the LTF costs, as well as the Total Cost, for each pedestrian, bicycle, or other non-motorized expenditure. Note: by COG Board policy, the 2% bicycle/pedestrian funds may be used for other eligible TDA purposes, if the local governing body resolves that there are no pressing bicycle or pedestrian needs. However, the 2% must be spent on bicycle/pedestrian purposes for a jurisdiction to be eligible for Measure K Bicycle Program funds.

## **PART III**

This is to be completed in the same fashion as Part II. Please list all road and street projects by the project description, the limits of the project, and the LTF cost, as well as the total project cost. Please see Section 99402 of the Transportation Development Act Statutes and California Code of Regulations for eligible expenses.

## **PART IV**

Before completing this Part, it is strongly recommended to talk with COG staff first. This section is provided for those claimants wishing to identify TDA expenditures not covered in the four previous parts. This section should be completed in narrative fashion with each of the five items of information requested.

## **PART V**

### **Additional Required Documentation**

The following must be submitted along with the claim, or have already been submitted to COG, or the appropriate agency.

1. A certified fiscal audit must be submitted within 180 days after the end of the fiscal year, except where a 90 day extension has been granted by COG. (Section 99245 and Section 6664).
2. Transit operators and transit service claimants must submit to the State Controller's Office and to the COG a report on all expenditures of TDA funds for transit purposes, on or before October 1 (Section 6637).
3. All non-transit claimants must submit to the State Controller's Office a report on all expenditures of TDA funds for non-transit purposes, on or before October 1 (Section 6665).
4. Two original, signed copies of a City Council/Board of Supervisor Resolution authorizing the claimed amount of money must accompany two original, signed TDA claims. Upon COG Board approval, one copy will be returned to the claimant.

5. Transit operators seeking exemptions for extension of services/new services must submit a special report as required in 99268.8.
6. All TDA transit claims submitted by transit operators must be accompanied by a California Highway Patrol Certification pursuant to TDA Section 99251.
7. Two original, signed copies of a City Council/Board of Supervisor Resolution stating that there are no pressing bicycle or pedestrian needs must accompany claims that use their 2% bike/ped apportionment for other purposes. This can be part of the Resolution authorizing the TDA claim itself.
8. For Article 8 claimants, copies of contracts with transit contractors for the fiscal year for which TDA funds are being claimed.

**END INSTRUCTIONS. PLEASE DETACH PAGES 1-5 BEFORE  
SUBMITTING CLAIM TO COG**

**LOCAL TRANSPORTATION FUND  
CLAIM FOR FISCAL YEAR 2024/25**

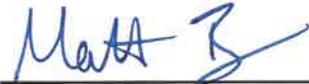
TO: San Joaquin Council of Governments  
555 E Weber Avenue  
Stockton, CA 95202

FROM: Applicant: City of Manteca  
Address: 1001 West Center Street  
City: Manteca Zip: 95337  
Contact Person: Matthew Boring/ Juan Portillo Phone: 209-456-8781/209-456-8775  
E-mail Address: [mboring@manteca.gov](mailto:mboring@manteca.gov) Fax: 209-923-8930

The City of Manteca hereby requests, in accordance with Chapter 1400 Statutes 1971 and applicable rules and regulations, that its annual transportation claim be approved in the amount of \$7,343,240 for fiscal year 2024/25, to be drawn from the Local Transportation Fund.

When approved, please transmit this claim to the County Auditor for payment. Approval of the claim and payment by the County Auditor to this applicant is subject to such monies being on hand and available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan.

The claimant certifies that this Local Transportation Fund claim and the financial information contained therein is reasonable and accurate to the best of my knowledge and the aforementioned information indicates the eligibility of this claimant for funds for the fiscal year of the application pursuant to CAC Section 6634 and 6734.

Submitted by:   
Title: Finance Director  
Date: 1/29/24

**San Joaquin Council of Governments**

Date of approval: \_\_\_\_\_

BY: \_\_\_\_\_  
Diane Nguyen  
Executive Director

BY: \_\_\_\_\_  
Steve Dial  
Deputy Executive Director/CFO

Date: \_\_\_\_\_

**STATE TRANSIT ASSISTANCE FUND  
CLAIM FOR FISCAL YEAR 2024/25**

TO: San Joaquin Council of Governments  
555 E Weber Avenue  
Stockton, CA 95202

FROM: Applicant: City of Manteca  
Address: 1001 West Center Street  
City Manteca Zip: 95337  
Contact Person: Matthew Boring/Juan Portillo Phone: 209-456-8781/209-456-8775  
E-mail Address: [mboring@manteca.gov](mailto:mboring@manteca.gov)/[jportillo@manteca.gov](mailto:jportillo@manteca.gov) Fax: 209-923-8930

The City of Manteca qualified pursuant to Sections 99313.6, 99314.5 and 99314.6 of the Public Utilities Code, hereby requests, in accordance with Chapter 1400, Statutes of 1971 as amended and applicable rules and regulations, that an allocation be made in the amount of \$101,227 for fiscal year FY24/25 to be drawn from the State Transit Assistance trust fund of San Joaquin County Allocation instructions and payment by the County Auditor to this claimant are subject to such monies being on hand and available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved claim.

The claimant certifies that this State Transit Assistance Fund claim and the financial information contained therein is reasonable and accurate to the best of my knowledge and that the aforementioned information indicates the eligibility of this claimant for funds for the fiscal year of the application pursuant to CAC Section 6634 and 6734.

Submitted by:   
Title: Finance Director  
Date: 1/29/26

**San Joaquin Council of Governments**

Date of approval: \_\_\_\_\_

BY: \_\_\_\_\_  
Diane Nguyen  
Executive Director

BY: \_\_\_\_\_  
Steve Dial  
Deputy Executive Director/CFO

Date: \_\_\_\_\_

## TRANSPORTATION DEVELOPMENT ACT APPORTIONMENTS

I	Local Transportation Fund Available Apportionment	
A.	General Area Apportionment 2024-2025	\$ <u>5,982,620</u>
B.	Pedestrian/Bicycle Apportionment	\$ <u>137,960</u>
C.	Previous Years' Unclaimed Apportionment	\$ <u>12,085,790</u>
D.	Unexpended Carryover	\$ <u>5,803,439</u>
E.	3% for COG Transit Planning	\$ <u>0</u>
F.	Total Available for 2024-2025 Claim(s)	\$ <u>24,009,809</u>
G.	Less any LTF Already Claimed 2024-2025	\$ <u>0</u>
H.	<b>TOTAL AVAILABLE FOR THIS CLAIM</b> (Also enter on page 9, 1st column)	\$ <u>24,009,809</u>
I.	Actual net funds available (H-D-E=I)	\$ <u>18,206,370</u>
II	State Transit Assistance Fund Available Apportionment	
A.	Area Apportionment 2024-25	\$ <u>5,454</u>
B.	Previous Years' Unclaimed Apportionment	\$ <u>9,113</u>
C.	Unexpended Carryover	\$ <u>95,773</u>
D.	2% for COG Transit Planning	\$ <u>0</u>
E.	Total Available for 2024-25 Claim(s)	\$ <u>110,340</u>
F.	Less any STA Already Claimed 2024-25	\$ <u>0</u>
G.	<b>TOTAL AVAILABLE FOR THIS CLAIM</b> (Also enter on page 9, 2nd column)	\$ <u>110,340</u>
H.	Actual net funds available (G-C-D=H)	\$ <u>14,567</u>

**CLAIM PURPOSES**

		I. LTF	II STA
<b>I. PUBLIC TRANSPORTATION</b>			
Article 4 (99260) - Operator <sup>1</sup>		\$ N/A	N/A
CCR Section 6730(a) Transit	Carryover	\$ N/A	95,773
CCR Section 6730(a) CAPITAL	5,454 current year allocation		5,454
Article 8 (99400(c)) Contractor Operating	Transit set aside current year alloc	\$ 1,212,938	0
Article 8 (99400(e)) Contractor Capital	Carryover \$2,223,099	\$ 2,549,961	0
Article 8 (99400(b)) Passenger Rail Service Operations and Capital	Current year Capital claim \$326,862	\$ N/A	N/A
TDA Administration		\$ 0	0
<b>II PEDESTRIAN AND BICYCLE</b>			
Article 3 (99234)	Carryover	\$ 415,156	0
<b>III ROADS AND STREETS</b>			
Article 8 (99400(a))	Carryover	\$ 3,165,185	0
<b>IV OTHER</b>			
Article 8 (99400(b,c,d,e))		\$ N/A	N/A
<b>TOTAL THIS CLAIM</b>		\$ 7,343,240	101,227
<b>TOTAL AVAILABLE FOR THIS CLAIM</b> (from pg. 8, (I.) H. and (II.) G)		\$ 24,009,809	110,340
<b>UNCLAIMED APPORTIONMENT</b> (TOTAL AVAILABLE less TOTAL THIS CLAIM)		\$ 16,666,570	9,113

**IMPORTANT:** To avoid accidental overpayment, please **identify** and **itemize** in the space below any unexpended carryover included in the amounts being claimed above. Identify the amount of carryover and the purpose for which it is being reclaimed. Attach pages as necessary.

LTF in Transit Fund to be reclaimed for	Capital Purpose	\$2,223,099
LTF in Streets and Roads Fund to be reclaimed for	Streets & Roads	\$3,165,184
LTF in Ped/Bike Fund reclaimed for	Peds/Bicycle	\$415,156
STA in Transit Fund reclaimed for	Transit	\$95,773
<b>TOTAL UNEXPENDED CARRYOVER</b>		<b>\$5,899,212</b>

**PART I - PUBLIC TRANSPORTION**

Article 4 Operator  
Article 8 Contractor

**FINANCIAL INFORMATION**

Please Circle Either

2024/2025

2024/2025

**A. OPERATING REVENUES**

	FY23/24 ESTIMATE ACTUAL	FY24/25 BUDGET ACTUAL
401 Passenger Fares	54,468	64,333
402 Special Transit Fares		
405 Charter Revenues		
406 Auxiliary Transportation Revenues (includes advertising)	66,763	72,154
407 Non-Transportation Revenues (Interest)	0	1,045
408 Tax Revenue (Specify)		
Property Tax		
Sales Tax (not TDA)		
409 Local Grants and Reimbursements		
Purchase of Service		
Local Transportation Fund (LTF revenue)	748,271	1,212,938
410 Local Special Fare Assistance - LCTOP	32,116	40,140
411 State Cash Grants & Reimbursement CMAQ		
Other: <u>SGR</u>		64,487
412 State Special Fare Assistance		
413 Federal Grants and Reimbursements		
FTA Grants 5307, 5339, CARES	2,814,154	2,905,849
430 Contributed Services (Not Cash)		
440 Subsidy from other Sector of Operations		
Interest Income		
<b>TOTAL</b>	<b>\$3,715,772</b>	<b>\$4,360,945</b>

**B. CAPITAL REVENUES**

464 Capital Grants and Subsidies		
Specify Federal, State, Local:		
FTA 5307 and 5339	0	0
LCTOP Capital	0	1,248,850
State Transit Assistance (STA)	0	0
Local Transportation Fund (LTF)	1,272	326,862
SGR	37,365	259,095
<b>TOTAL</b>	<b>\$38,637</b>	<b>\$1,834,807</b>

C. OPERATING EXPENSES	FY23/24		FY24/25
	ACTUAL		ACTUAL BUDGET
501 Labor			
Operations and Salaries/Wages	250,946	4.9%	263,147
Other Salaries/Wages			
502 Fringe Benefits	104,900	3.4%	108,433
503 Services	0		0
504 Materials/Supplies	219,798	44.1%	316,701
Fuel/Lubricants	136,700	6.9%	146,175
Tires/Tubes			
Other: CONTRACTED TRANSIT			
505 Utilities	50,462	40.2%	70,731
506 Casualty/Liability Costs	32,859	25.9%	41,374
507 Taxes			
508 Purchased Transportation Service	2,234,215	6.5%	2,380,095
509 Misc. Expenses - Support Services/Indirect Labor	619,654	-12.2%	544,124
LCTOP Grant Expenses	15,511		20,079
510 Expense Transfer			
511 Interest Expense			
512 Leases and Rentals			
513 Depreciation/amortization			470,086
Operator Funds			
Grant Funds			
<b>TOTAL</b>	<b>\$3,665,044</b>		<b>\$4,360,945</b>

**D. CAPITAL EXPENSES**

Debt Service			
Land/Property Acquisition	0		231,994
Vehicles      Capital Outlay Bus	0		1,567,960
Vehicles	0		0
Other: Multimodal Station	89,365		34,853
Other: Transit Security General	0		0
Other: Transit Small Equipment Purchase			
<b>TOTAL</b>	<b>\$89,365</b>		<b>\$1,834,807</b>

\* Allowable capital expenses are limited for Article 8 Claimants; see 99400(e)

\$3,754,409

\$6,195,751

II.

**OPERATIONAL INFORMATION**

	Actuals FY 2023/24	Actual/Est. FY 2024/25	Proposed FY 2025/26
<b>1. <u>Patronage</u></b>			
a. Total Passengers	<u>78,783</u>	<u>88,089</u>	<u>90,000</u>
b. Revenue Passengers	<u>78,634</u>	<u>87,710</u>	<u>89,500</u>
c. Youth Passengers	<u>79</u>	<u>177</u>	<u>181</u>
d. Elderly Passengers	<u>10,032</u>	<u>8,892</u>	<u>11,000</u>
e. Handicapped Passengers	<u>14,283</u>	<u>11,620</u>	<u>15,000</u>
<b>2. <u>Vehicle Miles</u></b>			
a. Total Vehicle Miles	<u>248,273</u>	<u>248,490</u>	<u>248,273</u>
b. Revenue Vehicle Miles	<u>237,474</u>	<u>248,490</u>	<u>234,419</u>
<b>3. <u>Revenue Vehicle Hours</u></b>	<u>19,914</u>	<u>20,928</u>	<u>21,000</u>
<b>4. <u>Revenue Vehicle Fuel Consumption</u></b>			
a. CNG	<u>4,778</u>	<u>33,245</u>	<u>73,000</u>
b. Gasoline	<u>136,700</u>	<u>146,175</u>	<u>150,000</u>
<b>5. <u>Fare Collection</u></b>			
a. Base	<u>\$ 1.00</u>	<u>\$ 1.00</u>	<u>\$ 1.00</u>
b. Zone	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
c. Youth	<u>\$ 0.75</u>	<u>\$ 0.75</u>	<u>\$ 0.75</u>
d. Senior	<u>.50/2.00</u>	<u>.50/2.00</u>	<u>.50/2.00</u>
e. Handicapped	<u>.50/2.00</u>	<u>.50/2.00</u>	<u>.50/2.00</u>
f. Monthly Pass (Adult/Senior & Disabled)	<u>\$35/\$28/\$28</u>	<u>\$35/\$28/\$28</u>	<u>\$35/\$28/\$28</u>
g. Other (Monthly DAR Pass)	<u>\$ 60.00</u>	<u>\$ 60.00</u>	<u>\$ 60.00</u>
h. Average Fare	<u>\$ 1.00</u>	<u>\$ 1.00</u>	<u>\$ 1.00</u>

A.

**THREE YEAR FISCAL PLAN**

	FY2024/25	FY2025/26	FY2026/27
<b>Operating Expenses</b>	<b>\$4,411,673</b>	<b>\$3,552,450</b>	<b>\$3,945,101</b>
<b>Operating Revenues</b>			
Sources			
LTF	1,344,453	736,153	598,641
STA			
Federal (5307)/CARES	2,905,849	2,642,952	3,225,229
Fares	54,468	64,333	\$54,468
Other Revenue (Ads, rental)	66,763	68,872	\$66,763
General Fund			
Other : LCTOP	40,140	40,140	
<b>Total</b>	<b>\$4,411,673</b>	<b>\$3,552,450</b>	<b>\$3,945,101</b>
<b>Capital Expenses</b>	<b>\$1,834,807</b>	<b>\$1,833,938</b>	<b>\$5,637,490</b>
<b>Capital Revenue</b>			
Sources			
LTF	326,862	293,877	
STA	0	0	0
LCTOP	0	67,223	
Other: FTA	1,248,850	1,248,850	
SGR	259,095	223,987	330,226
<b>Total</b>	<b>\$1,834,807</b>	<b>\$1,833,938</b>	<b>\$330,226</b>





**C. Fifteen Percent Expenditure Increase (6632)**

If any of the line items on the attached budget exceed by more than 15% the expenditure for that same item in the previous year's budget, then an explanation for that increase must be given below. Attach an extra page if necessary.

Materials and Supplies increased primarily due to higher fuel prices and an increase in revenue service hours. Additional costs reflect the purchase of vehicle lifts to support in-house fleet maintenance. This year also includes preliminary expenses associated with preparing for a potential yard acquisition.

Transit contractor costs increased due to the new operating contract, which incorporates expanded service within the City of Manteca.

Utilities expenses increased due to PG&E true-up billing and the implementation of new technology, which has increased overall utility usage.

Annual insurance premiums increased from the previous year.

**D. Narrative Description (6632)**

Please describe in the space below any changes in service characteristics from the previous fiscal year. This should specifically include any substantial increase or decrease in the geographic area served, major changes to the scope of operations, or addition of major new fixed facilities. Please attach an additional page if necessary.

**E. Certification by the California Highway Patrol (6632)**

Please attach a certification from the CHP verifying that the operator is in compliance with Section 1808.1 of the California Vehicle Code. This section concerns the "Driver Pull Notice participation"

Is a Certificate Attached?      Yes       No

SPECIAL NOTES FOR RATIO CALCULATIONS

SJRTD      Exclude certain costs and fares as specified in the most recent Compliance Audit Report

## ARTICLE 4 OPERATOR TDA REQUIREMENTS

### F. Operator's STA Qualifying Criteria (99314.6) Explanation

A transit operator must meet one of two efficiency standards before STA funds may be allocated for operating purposes:

- 1 The operator's operating cost per revenue vehicle hour, in the latest year for which audited data are available, must not exceed the sum of the preceding year's operating cost per revenue vehicle hour and an amount equal to the change in the Consumer Price Index (CPI), multiplied by the preceding year's operating cost per revenue vehicle hour. The formula below accomplishes this exercise:

**$(\text{opcost/RVH})\text{FY18 cannot exceed } [(\text{opcost/RVH})\text{FY17}] * [3.50] \text{ OR}$**

**For Example:**  $\text{Opcost/RVH/FY17-18} = \$125,000$  and  $\text{Opcost/RVH/FY16-17} = \$115,000$

$$115,000 * 2.8\% = 3,220 \quad \longrightarrow \quad 115,000 + 3,220 = \$118,220$$

$\$125,000$  is not less than  $\$118,220$ . This operator does not meet this standard requirement

- 2 The operator's average operating cost per revenue vehicle hour, in the latest three years for which audited data are available, must not exceed the sum of the average of the operating cost per revenue vehicle hour for the three years preceding the latest year for which audited data are available and an amount equal to the average change in the CPI for the same period. The formula below accomplishes this exercise:

**$\text{AVG}(\text{opcost/RVH})\text{FY16,17,18 cannot exceed } [\text{AVG}(\text{opcost/RVH})\text{FY15,16,17}] * [3.50]$**

**For Example:**  $\text{Avg. of 16,17,18} = \$20,000$  and  $\text{Avg. 15,16,17} = \$25,000$

$$25,000 * 2.8\% = \$700 \quad \longrightarrow \quad 25,000 + 700 = \$25,700$$

$\$20,000$  is less than  $\$25,700$ . This operator meets this standard requirement

- 3 If an operator does not meet either efficiency standard above, the operator shall receive its entire allocation and the funds shall be allocated pursuant to this paragraph. The portion of the allocation that the operator may use for operations shall be the total allocation to the operator reduced by the lowest percentage by which the operator's total operating cost per revenue vehicle hour for the applicable year or 3 year period calculated pursuant to the above calculations exceeded by the target amount necessary to meet the applicable efficiency standard. The remaining portion of allocation shall be used only for capital purposes.

As used here, Operating Costs are defined by PUC Section 99247:

***All costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class, and exclusive of all direct costs for providing charter services, and exclusive of all vehicle lease costs.***

STA allows for other exclusions, to be granted by the SJCOG, if deemed appropriate. These additional operating cost exclusions include:

- a. Exclusion of cost increases beyond the change in the CPI for fuel, alternative fuel programs; power, including electricity; insurance, or state and federal mandates. Including the additional operating costs required to provide comparable complementary paratransit service as required by Section 37.121 of title 49 of the Code of Federal Regulations, pursuant to Federal Americans with Disabilities Act of 1990 (42 U.S.C.

Sec. 12101 Et seq.), as identified in the operator's paratransit plan pursuant to Section 37.139 of Title 49 of the Code of Federal Regulations.

- b. Exclusion of start-up costs for new services for a period of not more than two years (refer to PUC Section 99268.8 for a definition of new service).

If you wish to claim these exclusions when calculating the operation cost per revenue vehicle hour, you must state the request and show calculations in support of the cost to be excluded.

*\* Percentage change across fiscal years using the California CPI*

Pursuant to SB 508 failure to meet the qualifying criteria based on the calculations; the operator will still receive STA funding, however, it can only spend the funds on Capital expenditures.

The following documents pertain to the new STA efficiency standards and are available at your request:

PUC Section 99314.6, also known as Chapter 35 Statutes of 1991 (SB 3-Kopp)

SB 508 Transportation Funds: transit operators: pedestrian safety.

The Uniform System of Accounts for Public Transit Operators.

Consumer Price Index Data for California, January 1982 through January 2017

Transportation Development Act Audit Reports, FY1992 through FY2017

Please complete the attached worksheet to determine if you fully qualify for your STA apportionment. TDA Audit reports will address this efficiency criteria.

**3. Operator's STA Qualifying Criteria (99314.6) - Worksheet**

<b>FISCAL YEAR</b> (Audited Data) use appropriate line	<b>2019/20</b> 2017/18	<b>2020/21</b> 2018/19	<b>2021/22</b> 2019/20	<b>2022/23</b> 2020/21
A. Operating Cost	\$0	\$0	\$0	\$0
B. Operating Costs Exclusions:	<b>N/A - STA Funds are not used for Operating Costs</b>			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
C. Adjusted Operating Cost (A-B)	_____	_____	_____	_____
D. Revenue Vehicle Hours (RVH)	_____	_____	_____	_____
E. RHV Exclusions: (add sheets if required)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
F. Adjusted RHV (D-E)	_____	_____	_____	_____
G. Operating Cost per RVH (C/F)	_____	_____	_____	_____
	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <b>w</b>	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <b>x</b>	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <b>y</b>	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <b>z</b>

**Efficiency Standard 1:**

Z must be less than or equal to (Y) \* (2.80)

Show calculation (see example on page 17) \_\_\_\_\_

**Efficiency Standard 2:**

[(X + Y + Z) / 3] must be less than or equal to [(W + X + Y)/3] \* (2.80)

Show calculation (see example on page 17) \_\_\_\_\_

**For SJCOG use only**

Operator qualifies under:

Standard 1	Yes	_____	No	_____
Standard 2	Yes	_____	No	_____

**IV. Article 8 Contractor TDA Requirements**

For contracted transportation service providers, the San Joaquin Council of Governments (SJCOG) Executive Board has waived the farebox and local support ratios as it is empowered to do by 99405(c) The SJCOG Board has established a two step process

**NOTE:** Contributing claimants should proceed to page 23

**A. Match Requirement**

For any Article 8 transit claim, no more than 90% of the total operating funds (minus depreciation) in the budget may be TDA (LTF and STA) derived. The ten percent (10%) or more matching funds may come from any other source available to the claimant besides TDA.

**B. Transit Systems Performance Objectives**

To receive an amount of TDA operating funds (LTF and STA combined) in excess of what was claimed the previous fiscal year, the claimant must be in compliance with the previous three-year Transit Systems Performance Objective established by the COG Board. The claimant must have met at least two of the three objectives at the end of the third year. The COG Board will adopt the system-wide transit systems performance objectives for the fiscal year of the claim. The Transit Performance Objectives must be established by November of each fiscal year.

If the system failed to meet its transit systems performance objectives at the end of the previous three-year period, then the claimant is only eligible to file a claim for the level of TDA operating funding received in the last year of compliance. In case of a unified transit system, each claimant would be limited to the prior year's level of TDA operating funding. If a system wishes to be eligible for increased TDA operating funding in a future fiscal year, then the claimant would need to be in compliance with two out of the three objectives at the end of the following three-year period.

1. What was the level of TDA operating funding received in previous fiscal year for this system by this claimant (LTF and STA)? \$1,283,585
  
2. Does the attached information (pg. 10) demonstrate at least a 10% match of non-TDA funds in FY 2023-2024? Yes  
Does the FY 2024-2025 budget (pg10) demonstrate a 10% match of non TDA funds? Yes
  
3. Is this claim requesting more TDA operating funds than were received for this system by this claimant in the previous fiscal year? Yes
  
4. If yes, did the system meet two of the three interim Transit Systems Performance Objectives in the previous fiscal year? Yes Is the system on target to meet the three year targeted Transit System Performance Objective (see page 22) ? No
  
5. Is the Claimant in a period of a two-year exemption for extension of service/new service waiver? If yes, which fiscal year was the waiver approved? N/A And what services were the waiver approved for? \_\_\_\_\_
  
6. Has the Claimant experienced a failure to meet identified Transit System Performance Objective? If yes, in which Fiscal Year? \_\_\_\_\_

**Article 8 Contractor TDA Requirements -Requirement Waived**

**C. What was last year's (FY 23-24) Transit System Performance Objectives?**

- 1) Operating Cost/Revenue Hour \$ \_\_\_\_\_
- 2) Passenger/Revenue Hour Ratio \_\_\_\_\_
- 3) Subsidy/ Passenger \$ \_\_\_\_\_

**I. What was the Operating Cost per Revenue Hour?**

- 1) Operating Cost † \$            Change to reflect audit
- 2) Revenue Hours            Change to reflect audit
- 3) Operating Cost per Revenue Hour (1/2) \$   #DIV/0!   Not met

**II. What was the Passenger per Revenue Hour ratio?**

- 1) Passengers \_\_\_\_\_
- 2) Revenue Hours            Change to reflect audit
- 3) Passenger per Revenue Hour ratio? (1/2)   #DIV/0!   Met

**III. What was the Subsidy per Passenger?**

- 1) Operating Cost † \$            Change to reflect audit
- (a) Farebox Revenue \$            Change to reflect audit
- 2) Passengers \_\_\_\_\_
- 3) Subsidy per Passenger? ([1-a]/2) \$   #DIV/0!   Met

**D. What are the Transit System Performance Objectives for this year's (FY24-25) claim?**

- 1) Operating Cost/Revenue Hour \$ \_\_\_\_\_
- 2) Passenger/Revenue Hour Ratio \_\_\_\_\_
- 3) Subsidy/ Passenger \$ \_\_\_\_\_

**IV. What is the projected Operating Cost per Revenue Hour?**

- 1) Budgeted Operating Cost † \$ \_\_\_\_\_
- 2) Budgeted Revenue Hours \_\_\_\_\_
- 3) Projected Operating Cost per Revenue Hour (1/2) \$   #DIV/0!   YES

**V. What is the Projected Passenger per Revenue Hour ratio?**

- 1) Budgeted Passengers \_\_\_\_\_
- 2) Budgeted Revenue Hours \_\_\_\_\_
- 3) Projected Passenger per Revenue Hour ratio (1/2)   #DIV/0!   YES

† Please use the operating cost exemptions worksheet on page 24  
See TDA sections 99268.2-99268.19 for eligible exemptions

## Article 8 Contractor TDA Requirements

### VI. What is the Projected Subsidy per Passenger?

1) Budgeted Operating Cost †	\$ 3,890,859
(a) Budgeted Farebox Revenue	\$ <u>3,089,335</u>
2) Budgeted Passengers	<u>88,089</u>
3) Projected Subsidy per Passenger? ((1-a)/2)	\$ <u>9.10</u>

1. Did the system meet two of the three Transit System Performance Objectives (IV, V, VI) for this year's (FY24-25) claim? N/A "freeze"

2. If an operator was allocated funds under this article during a fiscal year in which it did not maintain two of the three transit system performance objectives at the end of the previous three-year period, the operator's eligibility to receive moneys from the local transportation fund 99313.3 and 99314.3 shall be reduced during subsequent penalty year to the amount received in the last fiscal year of compliance. The penalty year shall be the fiscal year that begins one year after the end of the fiscal year during which the required ratio was not maintained.

**Note:** If this claim is for a unified transit system \*, has the contributing claimant been appraised of the planned system-wide objective set in VII. Above?     N/A    

† Please use the operating cost exemptions worksheet on page 21  
See TDA sections 99268.2-99268.19 for eligible exemptions

**Article 8 Contractor TDA Requirements**

**E. Fifteen Percent Expenditure Increase (6632)**

If any of the line items on the attached budget exceed by more than 15% the expenditure for that same item in the previous year's budget, then an explanation for that increase must be given below. Attach an additional page if necessary.

**NA**

**F. Narrative Description (6632)**

Please describe below any changes in service characteristics from the previous fiscal year. This should specifically include any substantial increase or decrease in the geographic area, major changes to the scope of operations, or additional of major new fixed facilities.

**G. Extension of Service/New Service**

An extension of service or new service is exempt from the required farebox and local support ratios if:

1. The extension of service or new service has been in operation for less than two full fiscal years. The two-year extension of services exclusion applies until two years after the end of the fiscal year in which the extension of services was put into operation
2. The claimant submits a report on the extension of services to the COG within 90 days after the end of the fiscal year. (for details of the report, see 6633.8(b))

Is an extension of service/new services being claimed? no

If so, has the required report been submitted for the most recently completed full fiscal year \_\_\_\_\_

If not, that report must accompany this claim

**E. Fifteen Percent Expenditure Increase (6632) - Explanation**

**H. Article 8 Contractor Operating Cost Exemption Worksheet**

1. Prior year Total Operating Cost (Pg. 11) *		<u>\$3,665,044</u>
Less:		
A. Depreciation (99247(a))		<u>\$ 480,406</u>
B. Vehicle Lease Cost (99247(a))		<u>\$ _____</u>
C. Extension/New Service (99268.8) **		<u>_____</u>
D. Exclusion of Ride Sharing Costs (99268.16)		<u>\$ _____</u>
E. Exclusion of Complementary Para-Transit Cost (99268.17) ***		<u>\$ _____</u>
F. Other (List TDA Section _____)		<u>\$ _____</u>
G. Prior Year Net Operating Cost		<u>\$3,184,638</u>
2. Claim Year Total Operating Cost (Pg. 11) *		<u>\$4,360,945</u>
Less:		
A. Depreciation (99247)		<u>\$ 470,086</u>
B. Vehicle Lease Cost (99347)		<u>\$ _____</u>
C. Extension/New Service (99268.8) **		<u>_____</u>
D. Exclusion of Ride Sharing Costs (99268.16)		<u>\$ _____</u>
E. Exclusion of Complementary Para-Transit Cost (99268.17) ***		<u>_____</u>
F. Other (List TDA Section _____)		<u>\$ _____</u>
G. Claim Year Net Operating Cost		<u>\$3,890,859</u>

Note: \* Exemptions and costs listed in this worksheet represent potential exemptions allowable under TDA exemption categories and costs will be verified through the annual TDA Audit.

\*\* Exemption applies only to cost associated with an extension of public transportation services to new geographical areas or route miles, or improvements in service frequency or hours of service greater than 25% of the route total, or the addition of new days of service, and for transit service claimants also includes the addition of a new type of service, such as van, taxi, or bus.

\*\*\* Defined as the cost to provide comparable complementary para transit service that exceeded the prior year cost adjusted by the consumer price index

I.

Article 8 Three Year Transit System Performance Objectives Worksheet

	FY 2024/25	FY 2025/26	FY 2026/27
<b>Operating Expenses (pg. 13)</b>	\$4,411,673	\$3,552,450	\$3,945,101
Operating Exemptions*			
Depreciation (99247)			
Vehicle Lease Cost (99247)	\$0	\$0	\$0
Extension/New Service (99268.8) **	\$61,462	\$64,535	\$67,762
Complementary Paratransit Service (99268.17)***	\$0	\$0	\$0
Other :			
<b>Net Operating Cost</b>	\$4,350,211	\$3,487,915	\$3,877,339
<b>Passengers</b>	88,089	90,000	94,500
<b>Revenue Hours</b>	20,928	21,000	21,000
<b>Fare Revenue</b>	3,027,080	3,148,163	3,274,090
<b>Transit System Performance Objective Projections</b>			
Operating Cost/Revenue Hour	\$207.87	\$166.09	\$184.64
Passengers/Revenue Hour	4.2	4.3	4.5
Subsidy/Passenger	\$15.02	\$3.78	\$6.38
<b>Targets</b>			
Operating Cost/Revenue Hour	\$0.00	\$135.90	\$139.85
Passengers/Revenue Hour	0.0	4.5	4.6
Subsidy/Passenger	\$0.00	\$20.07	\$20.37

- Notes:
- \* Exemptions and costs listed in this worksheet represent potential exemptions allowable under TDA exemption categories and costs will be verified through the annual TDA Audit.
  - \*\* Exemption applies only to cost associated with an extension of public transportation services to new geographical areas or route miles, or improvements in service frequency or hours of service greater than 25% of the route total, or the addition of new days of service, and for transit service claimants also includes the addition of a new type of service, such as van, taxi, or bus.
  - \*\*\* Defined as the cost to provide comparable complementary paratransit service that exceeded the prior year cost adjusted by the consumer price index

**J. Article 8 Contractor TDA Requirements: Unified Transit System (Contributing Claimants)**

In the case of a "unified transit system," please do not complete pages 17-22.

If you are the "contributing claimant" please contact the RTPA for further instructions.

A "unified transit system" is defined as one that has the same fare structure throughout the service area, but whose TDA expenses are claimed separately by two different TDA claimants. Additionally, to qualify as a unified transit system, all system TDA funding must be claimed under Article 8 (both claimants). "Contributing claimant" is defined as the claimant contributing a majority of the unified transit system's TDA funds. The claimant furnishing the majority of TDA funds is defined as the "primary claimant".

V.

**LOCAL TRANSPORTATION FUND  
ANNUAL PROJECT AND FINANCIAL PLAN  
PEDESTRIAN AND BICYCLE PROJECTS**

(Use additional forms as necessary)

**PART II**

<b>Briefly describe all proposed projects and indicate proposed project expenditures for right of way acquisition and the construction of road and street projects.</b>			
<b>Project Title &amp; Brief Description</b>	<b>Project Limits</b>	<b>Total Project Cost</b>	<b>LTF Funds Utilized</b>
Non Motorized Transportation Plan (19013)	Comprehensive plan to incorporate non-motorized transportation projects on existing streets.	\$ 415,156	\$ -
<b>TOTAL</b>		\$ 415,156	\$ -

- |   |           |
|---|-----------|
| 1. LTF carryover from previous fiscal years applied toward FY 2024/25 Pedestrian & Bicycle Projects | \$415,156 |
| 2. FY 2024/25 apportionment applied towards FY 2024/25 Non-motorized                                | \$0       |
| 3. Total of 1, 2 above (must match total LTF in Table 4 above)                                      | \$415,156 |

VI.

**LOCAL TRANSPORTATION FUND  
ANNUAL PROJECT AND FINANCIAL PLAN  
ROADS AND STREETS PROJECTS**

(Use additional forms as necessary)

**PART III**

Briefly describe all proposed projects and indicate proposed project expenditures for right of way acquisition and the construction of road and street projects.			
Project Title & Brief Description	Project Limits	Total Project Cost	LTF Funds Utilized
<b>Street Maintenance</b>			
120/McKinley Interchange (11034)	Construct ramps and widen McKinley Ave to provide a new interchange on Highway 120.	\$ 1,565,303	\$ -
Main St.: Northgate Dr. to Alameda St. (20005)	Install Class II bike lanes, raised medians, curb, and pedestrian crossings. Modify traffic signal.	\$ 1,200,025	\$ 14,606
Union Road (14037)	Reconstruct existing interchange	\$ -	\$ -
Yosemite Ave.: Walnut Ave. to Main St. (20006)	Add two way left turn lane and pedestrian crossing	\$ 76,288	\$ 7,629
Main St: Yosemite to Alameda (17063)	Removal of bulb-outs, addition of southbound lane, addition of bike lanes	\$ -	\$ -
Reflective Sign Project (16027)	Traffic Sign Maint accordance MUTCD	\$ 1,581,214	\$ 22,289
Springtime Estates Improvements (17068)	Pavement repair including asphalt, base repairs and other pavement repairs.		
Traffic Signal Update (17058)	Assessment of existing traffic signal network and Update of existing Model 170 Traffic Controllers	1,005,817	\$ 64,840
UPRR Crossing at Moffat & Industrial (23007)	Update traffic signal design, change to traffic signal advanced preemption system, update interection post-track clearance system, update railroad interconnect to current industry standards, restrict the southbound right turn movements toward the track during railroad preemption, and update signing and striping.	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 8,484,468</b>	<b>\$ 3,165,185</b>

1. LTF carryover from previous fiscal years applied toward FY 2024/25 Roads and Streets

\$3,165,184
-------------

2. FY 2024/25 apportionment applied toward FY 2024/25 Roads and Streets

\$0
-----

3. Total of 1, 2 above (must match total LTF in Table 4 above)

\$3,165,185
-------------



## PART IV

### VII. OTHER PURPOSES

It is possible that a claimant may wish to expend TDA funds for purposes allowed within the Act, but not covered by the three previous parts. TDA funds may be claimed under Article 8 consistent with Section 99400 of the TDA. To complete this section, on attached pages, identify:

- I. Project Title
- II Applicable subdivision of section 994400
- III Project Description
- IV Estimated total Costs
- V TDA Contribution to that total

A separate page of pages should be submitted for each specific project or purpose

It is strongly recommended that the claimant consult with SJCOG staff before completing this section

Other Article 8 (99400)

**N/A**

## PART V

### STATEMENT OF ASSURANCES CONFORMANCE REQUIREMENTS FOR CLAIMANTS

Please initial all applicable paragraphs pursuant to which the attached claim is being submitted. Initial in space provided or put N/A if it is not applicable to your organization.

#### Initial or N/A

- 1) 180 Day Certified Fiscal Audit (required for all claims) JP  
Claimant assures that it has submitted a satisfactory independent fiscal audit, with required certification, to SJCOG and to the State Controller not more than 180 days after the end of the prior fiscal year.  
(Refer to PUC Section 99245, CCR Section 6664)
- 2) 90 Day Annual State Controller Report (required for all transit claims) JP  
Claimant assures that it has submitted this report to the State Controller in conformance with the uniform system of accounts and records not more than 120 days after the end of the prior fiscal year.  
(Refer to PUC Section 99243, CCR Section 6665)
- 3) Elderly/Disabled (required for all transit claims) JP  
Assurance that the transit operator in question is in compliance with PUC Section 99155 pertaining to reduced transit fares for elderly and disabled persons and Section 99155.5 pertaining to dial-a ride and paratransit services.
- 4) Farebox Recovery Ratio Requirements (required for all transit claims) N/A  
Claimant filing a claim for LTF or STA funds certifies that it will maintain for the project that ratio of fare revenues and local support to operating cost required under PUC Sections 99268.3, 99268.4, 99268.5(a), 99268.5(b), 99268.12, 99270.1, and 99270.2, as appropriate.  
(Refer to PUC Section 99268, CCR Section 6633.2)
- 5) CHP Terminal Inspection (required for all transit claims) JP  
Claimant certifies that it has been certified by the Department of the California Highway Patrol within the last 13 months to be compliant with Section 1808.1 of the Vehicle Code. This section requires operators to participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles.  
(Refer to PUC Section 99251)
- 6) Implementation of Productivity Improvements (required for all transit claim JP  
Claimant certifies that the operator has made a reasonable effort to implement the productivity improvements recommended pursuant to PUC Section 99244.
- 7) Triennial Performance Audit JP  
Claimant assures that it has complied with the requirements of a triennial performance audit.  
(Refer to PUC Section 99248, CCR Section 6664.5)
- 8) Fiscal Audit JP  
Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with Required certification statement, to the RTPA and the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations 6664 for the prior fiscal year. Claimant assures that this audit requirement will be completed for the current fiscal year.

- 9) Operating Budget JP  
 Claimant certifies that its operating budget is not more than 15% greater than its previous year budget unless supported by documentation that substantiates such change. (Refer to PUC Section 99266)
- 10) Extension of Service N./A  
 Claimant who receives an allocation of LTF funds for extension of service pursuant to PUC Section 99268.8 certifies that it will file a report of these services pursuant to CCR section 6633.8(b) within 90 days after close of the fiscal year in which the allocation was granted.
- 11) Conformance with the Regional Transportation Plan JP  
 (required for STA claims, transit ped/bike and streets and roads claims)  
 Claimant certifies that all of the purposes for claim expenditures are in conformance with the Regional Transportation Plan. (Refer to CCR 6754(a))
- 12) Full Use of Federal Funds (required for STA claims only) JP  
 Claimant certifies that it is making full use of Federal Funds available under the Federal Transit Act. (Refer to CCR 6754(a))
- 13) Efficiency Standards N./A  
 (required for transit operator claimants claiming STA for operating purposes)  
 Operator certifies that it meets one of the following two efficiency standards (PUC Section 99314.6):
- a) Efficiency Standard 1: An operator's total operating cost per vehicle revenue hour for the most recent fiscal year must not exceed the prior year's operating cost per revenue vehicle hours, by a percentage greater than the percentage change in the Consumer Price Index (CPI) for the same period.
  - b) Efficiency Standard 2: An operator's total operating cost per vehicle revenue hour for the most recent fiscal year must not exceed the average total operating cost per vehicle revenue hour for the three prior years, increased by the average percentage change in the CPI for the same period.
- (Refer to PUC Section 99314.6)
- 14) Consistency with Bicycle Plan (required for bicycle claims only) JP  
 Claimant certifies that all of the purposes for claim expenditures are in conformance with the City/Town or County bicycle plan.
- 15) Part-Time Employees (Applies only to claims for STA) N./A  
 Claimant certifies that it is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or contracting with common carriers of persons Operating under a franchise or license. Claimant further certifies that no person who was a Full-time employee on June 28, 1979, shall have his/her employment terminated or his/her Regular hours of employment, excluding overtime, reduced as a result of it employing part-time drivers or contracting with such common carriers.