**TFCA PROJECT INFORMATION FORM F**

**Existing and Pilot First/Last Mile Connections (Shuttle and Feeder Bus) and Pilot Trip Reduction**

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| **Project Sponsor:**  **Project Title**:  **Project Contact:** |

**Eligibility**

Existing and Pilot Shuttle/Feeder Bus Service projects and Pilot Trip Reduction projects are eligible under Policies 28 and 29 of the Air District’s TFCA CPM Policies.

Existing and Pilot Shuttle/Feeder Bus Service projects:

These projects are to reduce single-occupancy vehicle trips by providing short-distance connections. All of the following conditions must be met for TFCA eligibility:

* The service must provide direct connections between a mass transit hub (e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal, or airport) and a distinct commercial or employment location.
* The service’s schedule must be coordinated to have a timely connection with corresponding mass transit service.
* The service must be available for use by all members of the public.
* TFCA funds may be used to fund only shuttle services to locations that are under-served and lack other comparable service. See Policy No. 28 of the Air District’s TFCA CPM Policies for how the Air District defines “comparable service”.
* Grantees must be either: 1) a public transit agency or transit district that directly operates the shuttle/feeder bus service; or (2) a city, county, or any other public agency.
* Applicants must submit a letter of concurrence from all transit districts or transit agencies that provide service in the area of the proposed route, certifying that the service does not conflict with existing transit service.
* A rider survey is to be conducted at least once during the TFCA funded period. Pilot projects are to survey riders annually.

Pilot shuttle/feeder bus projects:

* Pilot shuttle/feeder bus service projects are defined as new routes that are at least 70% unique and where no other service was provided within the past three years. In addition to meeting the conditions listed above for existing projects, pilot projects must also comply with the following:
  + Demonstrate how the project will reduce single-occupancy vehicle trips and result in a reduction of emissions of criteria pollutants (NOX, ROG, PM). Provide evidence demonstrating the public’s need for the service, including a demand assessment survey and letters supporting the demand for the service;
  + Provide a letter from the local transit agency denying service to the project’s proposed service area; and
  + Applicants must provide written documentation of plans for financing the service in the future and demonstrate that the service will require minimal, if any, TFCA funds to maintain operations after the TFCA-funded pilot period.

Pilot Trip reduction projects:

* The project reduces single‐occupancy commute vehicle trips by encouraging mode‐shift to other forms of shared transportation. Pilot projects are defined as projects that serve an area where no similar service was available within the past three years, or that will result in significantly expanded service to an existing area. Funding is designed to provide the necessary initial capital to a public agency for the start‐up of a pilot project so that by the end of the third year of the trip reduction project’s operation, the project will be financially self‐sustaining or require minimal public funds, such as grants, to maintain its operation.
  + Applicants must demonstrate the project will reduce single‐occupancy commute vehicle trips and result in a reduction in emissions of criteria pollutants;
  + The proposed service must be available for use by all members of the public;
  + Applicants must provide a written plan showing how the service will be financed in the future and require minimal, if any, TFCA funds to maintain its operation by the end of the third year;
  + If the local transit provider is not a partner, the applicant must demonstrate that they have attempted to have the service provided by the local transit agency. The transit provider must have been given the first right of refusal and determined that the proposed project does not conflict with existing service;
  + Applicants must provide data and any other evidence demonstrating the public’s need for the service, such as a demand assessment survey and letters of support from potential users;
  + Pilot trip reduction projects that propose to provide ridesharing service projects must comply with all applicable requirements in policy #27 and complete ***Project Information Form H for Ridesharing Projects*.**

**Project Information**

*For all projects proposed for TFCA funding under this category, the Alameda CTC is required to evaluate estimated emissions reductions for criteria pollutants (NOX, ROG, PM10) and TFCA cost-effectiveness, based on the following project information. Use the most accurate or best estimate data available and state all assumptions/ calculations*.

**TABLE 1 – Service Provided:**

In Table 1, the default values are provided by the Air District for the purpose of calculating estimated emissions reductions due to the existing/ pilot shuttle or pilot trip reduction project. If alternative values are proposed for this project, for each input entered that differs from the stated default, provide a detailed justification for the use of the proposed value in lieu of the default (source, calculations, etc.) in the space provided at the end of the table.

Two key components in calculating TFCA cost-effectiveness for shuttle/feeder bus and pilot trip reduction projects are the number of trips eliminated per day and the eliminated trip length. The number of vehicle trips eliminated is the number of trips by participants that would have driven a single occupant vehicle (SOV) if not for the service; it is not the same as the total number of shuttle/bus riders or participants. A frequently used proxy is the number of survey respondents who report that they would have driven alone if not for the project/service. For calculating the length of an eliminated trip, it is appropriate to use only the length of the commute (home to destination) distance for shuttle riders who would have otherwise driven alone. For commuters who use the service, but still drive for part of their commute in order to access the service, the distance of the SOV trip is to be reported in the below section “New SOV Trips to Access Transit/Ridesharing”.

**TABLE 2 – Vehicles Providing Shuttle/Feeder Bus Service:**

For each vehicle type providing the service, provide a copy of the CARB Executive Order (EO) and complete Table 2 (next page):

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| **TABLE 1 – Existing or Pilot Service to be Provided** | | |
| ***General*** | | |
| Data required: | Input Data: | Default values/guidance: |
| Is this a pilot project or existing service? |  | *A pilot project is a defined route that is at least 70% unique and has not previously been funded by TFCA.* |
| Number of years of TFCA funding requested |  | *Enter 1 or 2 years. For operations a maximum of 2 years of funding can be requested at a time.* |
| Days/Hours of Operation |  | *Provide the days and hours shuttle/feeder bus/ ridesharing service operates.* |
| The service route/location |  | *Include whether project is in a priority area,* |
| ***Eliminated Trips*** | | |
| Data required: | Input Data: | Default values/guidance: |
| Average Daily ridership |  | *Existing service: calculate average from most recent 12 months of ridership data; New service: use 50% seating capacity.* |
| Number of eliminated SOV trips/ day (1-way, bus/shuttle/ van) |  | *The number of former SOV trips eliminated by shuttle service. Existing service: use survey results;*  *New service: use 50% of seating capacity x 67%.* |
| Days/yr. project in effect |  | *Enter actual number of service days per year.* |
| Eliminated SOV trip length 1-way in miles |  | *Enter survey-based commute distance. If not available, use default 16 miles for shuttles and 35 miles for vanpools.* |
| ***New SOV Trips to Access Transit/Ridesharing*** | | |
| Data required: | Input Data: | Default values/guidance: |
| Number of new SOV trips/day (1-way) to access first transit mode |  | *If available, use survey data for number of riders with an SOV trip from home to access first transit mode; if no survey data, default is 50% of the number of eliminated 1-way SOV trips/day entered above.* |
| Days/yr. new trips to transit |  | *Enter days per year project in effect from above.* |
| New SOV trip length to access transit, 1-way in miles |  | *This is the average distance driven from home to reach the first transit mode. Use survey-based distances. For new service, if no survey, use 3 mi. for home to rail trips; no default for other project types.* |
| **Additional Information:** If alternative values are proposed for this project, for each input entered that differs from the stated Default value, provide a detailed justification for the use of the assumption in lieu of the default (source, calculations, etc.). | | |

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| **TABLE 2 – Vehicles Providing the Service** | | |
| Data required: | Input Data: | Default values/guidance: |
| Number of vehicle trips/day *(1-way, bus/ shuttle/van)* |  | *Total shuttle 1-way vehicle trips (all vehicles). Divide round trips or loops by 2. If service is provided in one direction only, count empty vehicle return trips.* |
| Days per year bus/ shuttle/ van in operation |  | *Enter same number of days per year project in effect from Table 1.* |
| Vehicle trip length 1-way in miles (*bus/shuttle/van)* |  | *Provide 1-way distance. Divide round trip or loop distances by 2.* |
| Total annual VMT (*sum all trips for all vehicles)* |  | *VMT = Length of shuttle/van trip (1-way) x total number of 1-way trips per day (all vehicles) x number of service days/year.* |
| Number of vehicles |  | *Number of vehicles included in VMT calculation* |
| Vehicle Type (Engine year, make, and model) |  | *If project using vehicles of different years, makes, or models, specify and provide the number of each.*  *For each project vehicle type provide a copy of the CARB issued Executive Order (EO)* |
| Emissions rating(s) |  | *E.g., LEV, ULEV, SULEV, ZEV/Electric, etc.* |
| Retrofit device *(as applicable)* |  | *CARB verified Diesel Emission Control Strategy* |
| Gross Vehicle Weight (GVW) |  | *Enter weight in Lbs.* |