

RCTC

**RIVERSIDE
COUNTY
TRANSPORTATION
COMMISSION**

Transit Operator Funding Guide

May 2025



Table of Contents

1	Introduction	1
1.1	Background of RCTC and its Roles and Responsibilities	1
1.2	Relationship Between RCTC and Transit Operators	2
2	Formula Funding Sources.....	5
2.1	State Sources	5
2.2	Local Sources – Measure A	9
2.3	Federal Sources	11
3	Funding Approval Process.....	13
3.1	Short-Range Transit Plan Development and Approval.....	13
3.2	Justification Requirements For New Projects.....	18
3.3	Federal Transportation Improvement Program	20
3.4	Farebox Recovery Ratio Requirements	21
4	Claims Procedures.....	25
4.1	Claim Form Package	25
5	Funding Disbursement Procedures.....	27
5.1	Invoicing Procedures	27
5.2	LTF Fund Disbursement	28
5.3	STA Fund Disbursement	28
5.4	Measure A Fund Disbursement	28
5.5	SGR Fund Disbursement	29
5.6	SB 125 Fund Disbursement.....	29
5.7	LCTOP Funding.....	29
5.8	Federal Funding	29
6	Performance Monitoring and Reporting	30
6.1	Monthly Reporting in Transtrack.....	30
6.2	Quarterly Meetings for Performance Monitoring.....	30
6.3	TDA Annual Financial Fiscal Audit and Single Audit Report	30
6.4	Annual SGR Report	32
6.5	Citizens and Specialized Transit Advisory Committee.....	32
6.6	Transit Needs Public Hearing.....	32
6.7	TDA Triennial Performance Audit.....	33
7	Timeline of Transit Operator Activities.....	34
	References	35

List of Figures

Figure 1. Map of Public Transit Operators in Riverside County.....	2
Figure 2. Measure A Program Funds Allocation	9
Figure 3. Overview of the SRTP Annual Update Process	14

List of Tables

Table 1. Available Formula Funding by Transit Operator	5
Table 2. Summary of State Formula Funding Sources	8
Table 3. Summary Measure A Public Transit Programs	10
Table 4. Summary of FTA Formula Funding Sources	12
Table 5. Summary of SRTP Data Tables.....	17
Table 6. Farebox Recovery Requirements by Operator.....	21
Table 7. Claim Form Checklist.....	25

Appendices

- Appendix A: Frequently Asked Questions
- Appendix B: Claim Form Package Sample
- Appendix C: TransTrack User Guide
- Appendix D: Other Discretionary Funding Programs and Resources
- Appendix E: Acronyms

1 Introduction

This guide is intended for public transit operators in Riverside County (County) receiving federal, state, and local formula funding annually through the Riverside County Transportation Commission (RCTC or Commission). The guide explains RCTC's role and responsibilities as the Regional Transportation Planning Agency (RTPA) and County Transportation Commission (CTC)¹ and details the funding sources that are available to operators, the process for accessing these funds, and other funding requirements regarding performance monitoring and reporting.

This guide should be utilized in combination with the Commission's adopted transit policies, California Transportation Development Act (TDA) Guidelines, Southern California Association of Governments' (SCAG) Federal Transportation Improvement Program (FTIP) Guidelines, Federal Transit Administration (FTA) circulars, and other federal or state documents, as necessary. Where possible, links to outside sources of information are included so that transit operators can find the most up-to-date information.

1.1 BACKGROUND OF RCTC AND ITS ROLES AND RESPONSIBILITIES

RCTC was created pursuant to California state law in 1976 to oversee the funding and coordination of all public transportation services within the County and is designated as the RTPA and CTC.² RCTC's mission is to assume a leadership role in improving mobility in the County. RCTC's governing body consists of all five members of the County Board of Supervisors, one elected official from each of the 28 cities, and one non-voting member appointed by the Governor of California.³

As required under state law, the Commission is responsible for setting policies, establishing priorities, and coordinating activities among the County's various transit operators.⁴ This includes allocating TDA funds, which are the primary sources of funding for transit in the County. TDA provides two sources of funding: Local Transportation Fund (LTF),⁵ derived from the one-quarter of one-cent state sales tax, and State Transit Assistance (STA),⁶ derived from the statewide sales tax on diesel fuel. The Commission also allocates other state funds, such as the Low Carbon Transit Operations Program (LCTOP) funding from the Cap-and-Trade Program^{7,8} and the State of Good Repair (SGR) Program funding from the Road Repair and Accountability Act of 2017.⁹

The Commission serves as the tax authority and implementing agency for the Measure A Transportation Improvement Program in Riverside County.¹⁰ The County's electorate first approved Measure A in 1988 for a 20-year period, beginning in 1989, and renewed it in 2002 for 30 years, beginning in 2009. The

¹ California Code, Public Utilities Code – PUC § 130050, 130250

² Ibid.

³ California Code, Public Utilities Code – PUC § 130053

⁴ California Code, Public Utilities Code – PUC § 130303, 130303.1

⁵ California Code, Public Utilities Code – PUC § 99230-99251

⁶ California Code, Public Utilities Code – PUC § 99312-99319

⁷ California Senate Bill (SB) 862

⁸ <https://ww2.arb.ca.gov/our-work/programs/cap-and-trade-program>

⁹ California Senate Bill (SB) 1, Chapter 5 Statutes of 2017; Senate Bill (SB) 125

¹⁰ <https://www.rctc.org/wp-content/uploads/2022/01/Ordinance-02-001-Expenditure-Plan-and-Retail-Transaction-and-Use-Tax.pdf>

measure imposes a half-cent sales tax to fund specific transportation programs and will remain in effect until 2039.

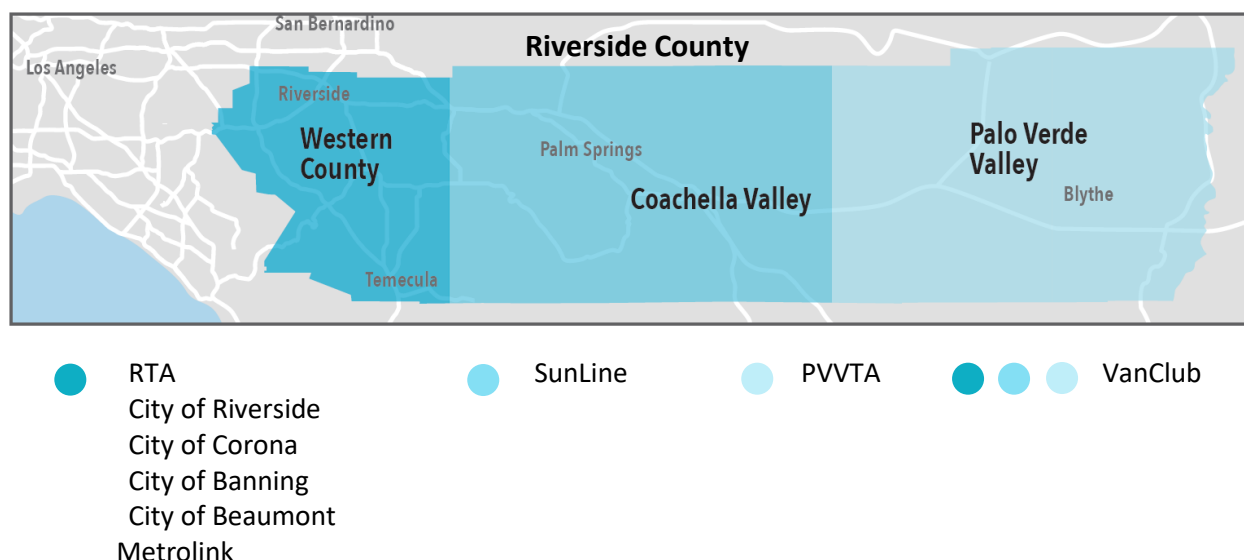
The Commission also oversees and allocates FTA funds to transit operators in collaboration with the metropolitan planning organization (MPO), SCAG, which is the designated recipient of formula FTA funds in large, urbanized areas (UZAs) within its jurisdiction; and the California Department of Transportation (Caltrans), which is the designated recipient of formula FTA funds for small UZAs and rural areas throughout the state.

Additionally, the Commission is responsible for providing financial oversight through the implementation of policies and procedures regarding performance monitoring and financial auditing of the transit operators. This includes identifying, analyzing, and recommending potential productivity improvements and ensuring federal, state, and local funds are allocated to transit operators to provide needed transit services for Riverside County residents.^{11,12,13}

1.2 RELATIONSHIP BETWEEN RCTC AND TRANSIT OPERATORS

In Riverside County, there are seven public bus transit operators: the cities of Banning, Beaumont, Corona, and Riverside; Riverside Transit Agency (RTA); SunLine Transit Agency; and the Palo Verde Valley Transit Agency (PVVTA). There is one commuter rail operator, the Southern California Regional Rail Authority (SCRRA or Metrolink), which the Commission is a member agency and funds through its Rail Program, for a total of eight public transit operators. The Commission also operates a countywide vanpool program better known as VanClub; however, it is not a recipient of traditional state formula funds. Figure 1 shows where the operators are located within Riverside County.

Figure 1. Map of Public Transit Operators in Riverside County



¹¹ California Code, Public Utilities Code – PUC § 130303 (b)

¹² California Code, Public Utilities Code – PUC § 99244

¹³ California Code of Regulations (CCR) – § 6754

The Commission works closely with the transit operators to carry out three main functions:¹⁴

1. Allocation of Funds
2. Financial and Performance Oversight
3. Coordination of Transit Services

Allocation of Funds

The Commission allocates and programs funds through the Short-Range Transit Plan (SRTP) process. The SRTP serves as the Commission's primary justification for federal and state funds, for transit operations, and for capital expenditures. Transit operators must submit all formula funding requests to RCTC for approval. Projects that are provided federal funds and projects that are regionally significant are forwarded to SCAG for inclusion into the FTIP for federal approvals.^{15,16} The Commission also holds an annual transit needs hearing, as required for the distribution of TDA funds.¹⁷ Transit operators are responsible for evaluating the public feedback to make future service improvements.

Financial and Performance Oversight

The Commission must annually review financial and performance data of each operator to identify, analyze, and recommend potential productivity improvements to lower their operating costs.¹⁸ The Commission evaluates this data through the SRTP process to ensure there are not substantial operating or capital changes, TDA mandatory requirements are met, and that each transit system is performing efficiently and effectively. Transit operators are expected to make a good faith effort to institute such improvements and failure to make such a good faith effort could jeopardize subsequent funding increases. The Commission may also form a committee of the transit operators and Commission staff to dive into factors that lead to lowering operating costs.¹⁹

The data collected through the SRTP also forms the basis of the annual financial audit of each transit operator. TDA requires that the Commission lead the annual financial audits of the transit operators in its jurisdiction.²⁰ Transit operators may also seek approval from the Commission to complete their own audits and forward to the Commission upon completion. The Commission sends the certified audits to the State Controller's Office (SCO) and Caltrans.²¹

The Commission is also required to complete a performance audit of itself and each transit operator within its jurisdiction every three years.²² The triennial performance audit examines audited financial data and SRTPs to provide recommendations to improve performance and efficiency of the system.²³ The audit also

¹⁴ RCTC Transit Policy No. 1-1

¹⁵ <https://scag.ca.gov/sites/default/files/2024-01/final-2025-ftip-guidelines.pdf>, page 7

¹⁶ California Code, Public Utilities Code – PUC § 130304

¹⁷ California Code, Public Utilities Code – PUC § 99238.5

¹⁸ California Code, Public Utilities Code – PUC § 99244

¹⁹ Ibid.

²⁰ California Code, Public Utilities Code – PUC § 99245, 99245.2

²¹ California Code, Public Utilities Code – PUC § 99276

²² California Code, Public Utilities Code – PUC § 99246

²³ California Code, Public Utilities Code – PUC § 99247

provides recommendations to the Commission on how to improve its role in administering TDA guidance within Riverside County.

Coordination of Transit Services

The Commission is charged with coordinating the operation of all public transportation services within the County to achieve operational efficiencies and resolve all jurisdictional disputes between public transit operators.²⁴ Transit operators are required to fully cooperate and coordinate with the regional operator, municipal operators, and the local transportation zones in such matters as schedules, routes, and exchange of transfers. The Commission reviews plans and projects to ensure that the regional operator, municipal operators, and local transportation zones do not compete or unnecessarily duplicate services but assist each other to provide the maximum level of transit service to the general public cost effectively.²⁵ All plans proposed for the design, construction, and implementation of public mass transit systems or projects, including exclusive public mass transit fixed guideway systems or projects, and federal-aid and state highway projects, are required to be submitted to the Commission for review and approval and must be in conformity with the regional transportation plan.²⁶

²⁴ California Code, Public Utilities Code – PUC § 130250

²⁵ California Code, Public Utilities Code – PUC § 130262

²⁶ California Code, Public Utilities Code – PUC § 130252

2 Formula Funding Sources

Funding for transit operators comes from federal, state, and local revenue sources. Each source of funding has different requirements, such as geographical area or Census-designated UZAs, service modes, and regional or municipal operator designation. The Commission provides estimates of formula federal, state, and local funding sources each year during the SRTP annual update to transit operators in the County. Table 1 is a summary of the formula funding sources available to each public transit operator in the County. Other federal, state, and local discretionary sources of funding outside of the Commission formula funding sources can be found in Appendix D.

Table 1. Available Formula Funding by Transit Operator

Fund Type	Funding Source	RTA	City of Riverside	City of Corona	City of Banning	City of Beaumont	SunLine	PVVTA	RCTC Rail/SCRRRA	RCTC Van-pool
State	LTF	✓	✓	✓	✓	✓	✓	✓	✓	
State	STA	✓	✓	✓	✓	✓	✓	✓	✓	
State	SGR	✓	✓	✓	✓	✓	✓	✓	✓	
State	LCTOP	✓	✓	✓	✓	✓	✓	✓	✓	
State	SB 125	✓	✓	✓	✓	✓	✓	✓	✓	
Local	Measure A	✓				✓	✓		✓	✓
Federal	Section 5307	✓	✓	✓			✓		✓	✓
Federal	Section 5310	✓	✓	✓	✓	✓	✓	✓		
Federal	Section 5311	✓					✓	✓		
Federal	Section 5337								✓	
Federal	Section 5339	✓	✓	✓			✓			✓

2.1 STATE SOURCES

State funding is the primary source for transit operations and capital in the County, comprising between 50 to 55 percent of total transit costs annually. There are four sources of state formula funds available to fund transit operations and capital projects. RCTC Transit Policy No. 2-1 determines how these funding programs are to be allocated and prioritized.

Local Transportation Fund

The TDA of 1971 established two primary funding sources: LTF and STA.²⁷ LTF funds are derived from one-quarter cent of every dollar collected by the general sales tax statewide and are returned by the California Department of Tax and Fee Administration to each county. LTF Article 4 revenues in Riverside County are prioritized for operating expenses. RCTC's current policy distributes Article 4 public transit funds by geographical area (Western County, Coachella Valley, and Palo Verde Valley) and population size.

In Western County, bus operators receive 72 percent of the available LTF funds and 28 percent are available for the Commission's Commuter Rail program. There are no funding splits in the Coachella Valley or Palo Verde Valley, as all LTF funds are available for the respective bus operators serving those areas. LTF funds can be utilized for operations and capital; however, the Commission prioritizes LTF funds for transit operations to maintain existing levels of service. The Commission is required to provide annual LTF projections by March of every year.²⁸ The Commission may provide an updated estimate before the close of a fiscal year (FY).²⁹

State Transit Assistance

STA funds are collected from diesel fuel excise taxes with 50 percent of funds distributed based on county population size (PUC § 99313) and 50 percent of funds distributed based on transit operator revenues from the prior fiscal year (PUC § 99314).

In 2017, Senate Bill (SB) 1, also known as the Road Repair and Accountability Act, augmented the STA program by nearly doubling the amount of STA funds provided to each county.³⁰ The State legislature appropriates these funds annually and the SCO provides these estimates by formula to the Commission. The Commission is the direct recipient of PUC § 99313 funds and the transit operators are the direct recipients of funds under PUC § 99314.

The Commission's policy is to provide STA PUC § 99313 funds by geographical area (Western County, Coachella Valley, and Palo Verde Valley) and population size. It further splits the PUC § 99313 in Western County between bus and rail by 72 percent and 28 percent, respectively. In 2013, the Commission further split the PUC § 99313 in Coachella Valley between bus and rail by 90 percent and 10 percent, respectively. In Palo Verde, only PVVTA is eligible to receive STA funds.

STA funds can be utilized for capital and operations; however, the Commission prioritizes STA funds for capital projects and to match federal and other state grants to maintain a more competitive capital program. When STA funds are used for operating, transit operators should refer to the required efficiency standards pursuant to PUC § 99314.6 and RCTC Transit Policy No. 2-2.

State of Good Repair

SB 1 also created a new funding program for transit operators to upgrade, improve, and maintain equipment in a state of good repair. This includes the maintenance and rehabilitation of existing vehicles,

²⁷ California Code, Public Utilities Code – PUC § 99200-99420

²⁸ California Code, Code of Regulations – § 6644

²⁹ California Code, Code of Regulations – § 6655.5

³⁰ [Senate Bill 1 \(SB1\) | Caltrans](#)

transit facilities, and the purchase of new, energy-efficient transit vehicles. The program’s funding is derived from a transportation improvement fee on vehicle registrations. The State legislature appropriates these funds annually and the SCO provides these estimates by formula to the Commission. The Commission is the direct recipient of PUC § 99313 funds, and the transit operators are the direct recipients of funds under PUC § 99314. The Commission works cooperatively with transit operators and distributes PUC § 99313 funding based on local needs. Caltrans requires that these funds have an annual program of projects, a certified resolution, and annual reporting.

Low Carbon Transit Operations Program

LCTOP receives funding from the cap-and-trade Greenhouse Gas Reduction Fund appropriated by the State legislature. The State legislature appropriates these funds annually and the SCO provides these estimates by formula to the Commission. The Commission is the direct recipient of PUC § 99313 funds, and the transit operators are the direct recipients of funds under PUC § 99314. The Commission works cooperatively with transit operators and distributes PUC § 99313 funding based on local needs. Funds can be used for expansion services and projects that lead to a reduction in greenhouse gas (GHG) emissions, including free and reduced fare transit programs annually.³¹ Other uses for the funds must be in accordance with the approved Caltrans guidance.

Other State Formula Funds

Other state formula funds include the SB 125 formula-based Transit and Intercity Rail Capital Program (TIRCP) and the Zero-Emission Transit Capital Program (ZETCP). In July 2023, Assembly Bill (AB) 102 and SB 125 we passed by the Legislature and signed into law, amending the Budget Act of 2023 to appropriate about \$4 billion of general fund to TIRCP over FYs 2023/24 and 2024/25, and \$910 million of Greenhouse Gas Reduction Funds and \$190 million of Public Transportation Account funding over FYs 2023/24 – 2026/27 to establish ZETCP. SB 125 guides this process and identifies the California State Transportation Agency as the administering agency and the RTPAs as the funding agency.³² The Commission consulted transit operators and local jurisdictions and reviewed priority plans and projects that are able to meet the eligibility of the SB 125 guidelines. RCTC received a total of \$286.9 million and awarded the funds to the operators and local jurisdictions on December 13, 2023, and July 10, 2024, respectively.

Table 2 provides a summary of each state funding source and includes a brief objective, annual amount, and what the funding can be used for.

³¹ California Senate Bill 942, 2021-2022 Session

³² <https://calsta.ca.gov/subject-areas/sb125-transit-program>

Table 2. Summary of State Formula Funding Sources

Fund Source	Objective	Estimated Annual Amount*	Requirements/Eligible Uses
TDA – Local Transportation Funds (Article 4)	Provides funding to be allocated to transit-related purposes that comply with regional transportation plans.	\$140.4 million	<ul style="list-style-type: none"> Planning studies Transit operations (priority per RCTC policy) and capital projects
TDA – State Transit Assistance Funds	Provides funding to be allocated to transit-related purposes that comply with regional transportation plans.	\$33.0 million	<ul style="list-style-type: none"> Transit capital (priority per RCTC policy) and operations
State of Good Repair (SGR)	Provides funding for capital assistance to rehabilitate and modernize existing local transit systems.	\$4.7 million	<ul style="list-style-type: none"> Transit capital projects or services to maintain or repair existing transit vehicle fleet or transit facilities, including rehabilitation and/or modernization New vehicles and facilities Preventative maintenance
Low Carbon Transit Operations Program – (LCTOP)	Provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority of serving disadvantaged communities.	\$7.0 million	<ul style="list-style-type: none"> Operational expenditures that expand transit service and increase transit mode share Purchase of zero-emission buses and related equipment and infrastructure Discounted and free fares
SB 125 Transit and Intercity Rail Capital Program (TIRCP)	Created to fund transformative capital improvements that modernize California’s transit services to: Reduce GHG, expand and improve transit service to increase ridership, integrate the rail service of the state’s various rail operations.	n/a	<ul style="list-style-type: none"> Rail capital projects that increase service levels, improve reliability, or reduce travel times Integrated ticketing and scheduling systems and related software/hardware investments Projects enabling or enhancing shared-use corridors Bus rapid transit and other bus and ferry transit investments
SB 125 Transit Program Zero-Emission and Transit Capital Program (ZETCP)	Funding zero-emission vehicles and equipment and refueling infrastructure and related operating expenses.	n/a	<ul style="list-style-type: none"> Zero-emission vehicles and fueling or charging infrastructure or facility modifications Transit operations expenditures that prevent service reduction or elimination

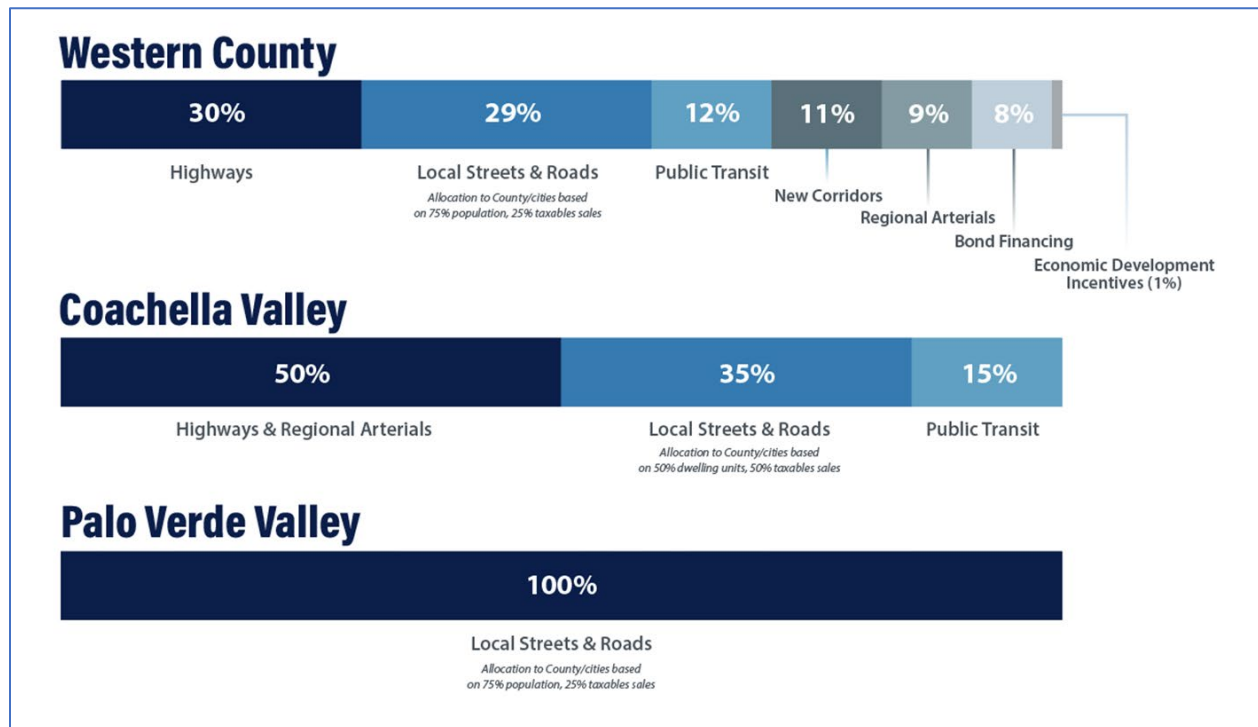
*Based on FY 2023/24 amounts.

2.2 LOCAL SOURCES – MEASURE A

The Commission is the tax authority and implementing agency for the voter-approved one-half cent sales tax Measure A Transportation Improvement Program.³³ The 2009 Measure A Expenditure Plan (Ordinance No. 02-001) provides funds to each geographical area for various programs, such as highways, local streets and roads, public transit, and regional arterials.

Figure 2 describes the Measure A distribution by geographical area and program through June 2039.

Figure 2. Measure A Program Funds Allocation



Measure A funding for public transit includes five transit programs in Western County³⁴ and one program in the Coachella Valley, as presented in Table 3. Palo Verde Valley does not receive an allocation of Measure A towards public transit. Table 3 provides a summary of each public transit Measure A funding source and program objective, estimated annual amount, and eligible projects.

³³ <https://www.rctc.org/wp-content/uploads/2018/07/Measure-a-expenditure-plan-ordinance.pdf>

³⁴ RCTC Transit Policy No. 4-1

Table 3. Summary Measure A Public Transit Programs

Program	Objective	Estimated Annual Amount*	Requirements/Eligible Projects
Western County - Commuter Rail	Provide alternatives to automobile travel that relieves congestion and expands rail coverage.	\$13.6 million	<ul style="list-style-type: none"> • Station operations and maintenance • Operating and capital support for service expansion
Western County - Intercity Bus	Increase intercity bus service to feed Metrolink service and reduce auto travel for daily commuters.	\$3.4 million	<ul style="list-style-type: none"> • Express bus routes that serve commuter rail stations
Western County - Specialized Transit	Support services that extend or expand transportation to disadvantaged populations.	\$4.2 million	<ul style="list-style-type: none"> • Operating assistance for non-emergency medical, senior and disabled transportation, volunteer driver and mileage reimbursement and travel training programs • Capital funding for equipment, new and rehabilitated vehicles
Western County - Consolidated Transportation Services Agency (CTSA)	Provides funds for RTA as the CTSA for greater efficiency, and coordination among public transit and nonprofit agencies.	\$1.0 million	<ul style="list-style-type: none"> • Programs that can direct consumers to the most cost-effective service for their individual needs • Increased outreach to Senior Centers and other large Dial-A-Ride consumers • Assistance with grant preparation and policy assessments
Western County - Commuter Services	Reduce peak hour traffic for travel within Riverside County and into neighboring counties.	\$3.3 million	<ul style="list-style-type: none"> • Rideshare matching • Incentive programs • Vanpool seed money • Buspool subsidies • Park and Ride lot leasing
Coachella Valley - Public Transit and Specialized Transit	To improve and expand public transit and specialized transportation services.	\$8.3 million	<ul style="list-style-type: none"> • Discount fares and expanded transportation services for seniors and persons with disabilities • Specialized transportation services • Bus replacement and more frequent service

* Based on FY 2023/24 amounts

2.3 FEDERAL SOURCES

The Commission oversees and allocates FTA funds to public transit operators in collaboration with SCAG and Caltrans. SCAG serves as the designated recipient of formula FTA Sections 5307, 5337, and 5339 funds within large UZAs in its jurisdiction. Caltrans, on the other hand, is responsible for FTA Sections 5307, 5311, and 5339 funds for small UZAs and rural areas throughout the state.

UZAs are categorized by population as defined by the United States Census Bureau:

- **Rural Areas:** Population under 50,000
- **Small UZAs:** Population between 50,000 and 200,000
- **Large UZAs:** Population over 200,000

In Riverside County, there are three large UZAs and one small UZA that encompass the jurisdiction of federally eligible transit operators:

- **Large UZAs:** Riverside-San Bernardino, Murrieta-Temecula-Menifee, and Indio-Cathedral City
- **Small UZA:** Hemet-San Jacinto

FTA formula funding is determined by a combination of factors, including population data, tax receipts, and revenue miles. The Commission works with SCAG and Caltrans to provide annual funding estimates for five federal programs to eligible transit operators in each UZA.

Through a Memorandum of Understanding (MOU) with SCAG, the Commission in its role as the CTC is responsible for allocating formula FTA funds for Riverside County and programming all federal and regionally significant projects into the FTIP.³⁵ The Commission maintains regular contact with Caltrans to ensure that transit operators are appropriately programming federal formula funds and regionally significant projects are included in SCAG's FTIP database.

The Commission allocates FTA funds to eligible operators by UZA based on local needs.³⁶ An exception to this is the FTA Section 5310 program, which operates as a competitive biennial call for projects managed by Caltrans.

A summary of the formula federal funding sources and their eligible projects are provided in Table 4.

³⁵ MOU Nos. 07-65-111-00 and 18-26-080-00

³⁶ RCTC Transit Policy No. 3-1

Table 4. Summary of FTA Formula Funding Sources

Fund Source	Objective	Estimated Annual Amount*	Requirements/Eligible Projects
Section 5307: Urbanized Area Formula Grants	Program for transit capital and operating assistance in UZAs and for transportation-related planning.	\$47.8 million	<ul style="list-style-type: none"> • Planning, engineering, design, right-of-way and construction activities • Operational assistance for operators with less than 100 peak vehicles • Capital projects for bus/rail and bus/rail-related activities • Preventative maintenance and capital cost of contracting • Workforce development
Section 5310: Enhanced Mobility of Seniors & Individuals with Disabilities	Improve mobility for seniors and individuals with disabilities by removing barriers and expanding transportation services.	\$3.6 million	<p>Caltrans competitive call for projects, including for two categories:</p> <ul style="list-style-type: none"> • Traditional projects include replacement vehicles, wheelchair lifts and other vehicle equipment, information technology, and mobility management. • Expanded projects include travel training, new operational services, and expansion vehicles.
Section 5311: Formula Grants for Rural Areas	Provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000.	\$1.4 million	<p>Rural areas with Caltrans coordination, including:</p> <ul style="list-style-type: none"> • Planning and capital assistance consistent with 5307 projects • Operating assistance • Job access and reverse commute • Acquisition of public transportation services
Section 5337: State of Good Repair	Provides capital assistance for maintenance, replacement, and rehabilitation projects of fixed guideways.	\$13.3 million	Capital projects for fixed guideways to replace, rebuild, and rehabilitate such as: rolling stock, track, line equipment and substations, security equipment, and maintenance facilities and equipment.
Section 5339: Grants for Buses and Bus Facilities Formula Program	Provides funding to replace, rehabilitate, and purchase buses and bus-related facilities.	\$3.2 million	Capital projects to replace, rehabilitate, and purchase buses, vans, and related equipment, and to construct bus-related facilities, including low or no emission vehicles or facilities.

* Based on FY 2023/24 amounts

3 Funding Approval Process

State law requires that RCTC develop a short-range transportation program spanning three to five years.³⁷ The program reflects transportation capital and service priorities within the County in coordination with the operators and other regional partners. The SRTP encompasses federal, state, and local funding allocated for transit operating and capital projects and serves as the primary mechanism through which RCTC fulfills this requirement.³⁸

3.1 SHORT-RANGE TRANSIT PLAN DEVELOPMENT AND APPROVAL

The SRTP is a comprehensive planning and programming document that outlines each transit operator's current network, its performance, anticipated future changes, and a financially constrained plan to address future operational and capital needs. The SRTP includes both qualitative and quantitative data covering the next three to five years. The key components of the SRTP are outlined in the following sections.

SRTP Annual Updates

The annual SRTP update process runs from February to July each year, beginning with a kickoff meeting in February led by RCTC staff. In this meeting, staff will cover:

- Projected revenues for the upcoming years;
- Recommended outline of the SRTP narrative; and
- Approval timeline.

Transit operators must submit an updated SRTP to RCTC each year to qualify for federal, state, and local funding. This document serves as a budgeting and programming tool and outlines strategies for guiding near-term transportation decisions. It emphasizes coordination among operators by detailing fares, transfers, agreements, and planning processes, thereby promoting efficiency and collaboration throughout Riverside County.

Once the SRTP is approved by the Commission by June every year, RCTC and transit operator staff work together to monitor and amend the plan as needed throughout the year. A high-level overview of the timeline is illustrated in Figure 3, and a more detailed timeline is provided during each kickoff meeting.

³⁷ California Code, Public Utilities Code – PUC § 130303

³⁸ RCTC Transit Policy 1-2

Figure 3. Overview of the SRTP Annual Update Process

FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
<ul style="list-style-type: none"> Kickoff meeting and review of funding estimates Q&A sessions TransTrack training 	<ul style="list-style-type: none"> Operators submit draft funding tables RCTC provides feedback on drafts Audit information due in TransTrack 	<ul style="list-style-type: none"> Operators present SRTPs to the Citizens and Specialize Transit Advisory Committee (CSTAC) Third-quarter data due in TransTrack Operators submit complete draft of SRTP 	<ul style="list-style-type: none"> Final SRTP is due to RCTC 	<ul style="list-style-type: none"> Commission reviews and approves funding allocation based on SRTP Commission staff informs operators of year-end accruals 	<ul style="list-style-type: none"> Claim forms sent to operators via TransTrack Operator Board-approved SRTPs due to RCTC along with claim forms

SRTP Amendments

RCTC acknowledges that plans may change after the SRTP has been approved by the Commission and transit operators' governing boards. Such changes can affect both the FTIP and the SRTP. While transit operators have the discretion to implement services as they see fit, any modifications made post-adoption must align with the program's objectives. RCTC should be informed of these changes.

Operators are required to submit the following documentation to RCTC to request an amendment:

- Memorandum addressed to RCTC, including:
 - Background explanation of the issue or reason for the change
 - Description of the requested change
 - Justification for the change
 - Any related Board actions (if applicable)
- Original and Amended Table 4.0
- Original and Amended Table 4.0A (if applicable)

There are two types of SRTP amendments:³⁹

1. Formal Amendments

A formal amendment is a major revision to the SRTP that generally requires Commission approval and includes:

- Any request requiring a budget amendment. Examples include: 1) an increase of funds for operating or capital revenues administered by the Commission or funding programs where the Commission is responsible for project nominations or allocations, such as LTF, STA, SB 1 State of Good Repair, and FTA formula funds; or 2) a request to move funds from capital to operating.

³⁹ RCTC Transit Policy No. 1-2

1.2. Any service change that significantly departs from the service in the approved SRTP. To the maximum extent possible, major service changes should be evaluated as part of the annual SRTP update and approval process. The process for evaluating and approving significant or major service changes are normally required under the following conditions:

- a) 25 percent or more change in revenue miles of existing services per route;
- b) 15-minute (or more) change in peak hour headways per route;
- c) Establishment of a new route, exclusive of demonstration services, that will operate for less than six (6) months;
- d) Change in the days of service operation;
- e) More than a 10 percent change in any capital program budget, per federal grant amendment procedures; and
- f) Any change in scope (intent, purpose) within the plan, such as substitution of one capital program for another.

These conditions are intended to be consistent with guidelines requiring public hearings for operators receiving federal operating assistance. If the operator is a federal recipient and federal guidelines for major service changes are revised, the operator should adhere to federal requirements. Service changes shall be evaluated under this process to ensure that adequate information is presented to the transit agency's government board and the Commission concerning anticipated ridership gains and losses and anticipated costs. It is possible that a service change will meet the conditions above but not require Commission action. Commission policy grants the Executive Director, or designee, authority to make the final determination as to whether a service change without a budget amendment requires Commission approval. When Commission approval is required for a service change, the transit operator shall present the proposed service change to the Commission for approval of an SRTP amendment, and after approval, implement the service with the approval of the transit agency's governing board. Additional coordination with RCTC will be necessary if the amendment affects the FTIP.

2. Administrative Amendments

Administrative amendments are minor revisions that do not constitute a material change and may be approved by RCTC's Executive Director or designated staff without Commission approval. Examples include:

- Reprogramming funds without increasing the total amount (net-zero change)
- Minor adjustments to the SRTP or planned capital projects (technical changes)
- Addition of discretionary funds from other agencies

Administrative amendments require written correspondence to RCTC staff detailing the change and updated financial tables. If these amendments affect the FTIP, further coordination with RCTC will also be needed.

SRTP Outline

The SRTP consists of four core chapters, designed to help operators meet federal and state requirements, as outlined below.

Chapter 1: System Overview and Service Profile

-
- 1.1 Description of service area with a map*
 - 1.2 Population profile and demographics*
 - 1.3 Description of services by mode/route classification (e.g., fixed route, demand response)*
 - 1.4 Ridership, revenue miles, and revenue hours by mode/route classification*
 - 1.5 Current fare structure and any incentive programs*
 - 1.6 Fleet inventory*
 - 1.7 Existing transit facilities and amenities*
 - 1.8 Coordination between transit agencies*
 - 1.9 Prior or existing studies and plans*

Chapter 2: Existing Service and Route Performance

- 2.1 Key performance indicators*
- 2.2 SRTP performance report*
- 2.3 SRTP service summary*
- 2.4 Service performance breakdown by route*
- 2.5 Ongoing productivity improvement efforts*
- 2.6 Major trip generators*
- 2.7 Recent service changes*

Chapter 3: Future Service Plans, Fare Changes, Capital Planning, and Marketing

- 3.1 Planned service changes*
- 3.2 Future marketing and promotional plans*
- 3.3 Projected ridership growth*
- 3.4 Proposed fare structure changes*
- 3.5 Capital improvement planning*
- 3.6 Optional longer-term vision (beyond five years)*

Chapter 4: Financial Planning

- 4.1 Operating and capital budget narrative for FY 25*
- 4.2 Funding plans for FY 26-29*
- 4.3 Compliance with regulatory requirements*
- 4.4 Status of open projects*

While RCTC provides a recommended outline for consistency, operators can include additional sections as they see fit. This structured approach ensures consistency across the County and clarity for the operator's board and RCTC, while providing essential insights into service planning and operational effectiveness.

SRTP Tables

The SRTP includes various data tables to present information on services, fleet, performance measures, and costs. These tables may be formatted in Word, Excel, or through RCTC's contracted database system,

TransTrack Solutions Group (TransTrack). Table 5 provides a summary of each data table included in the S RTP.

Table 5. Summary of S RTP Data Tables

Table in S RTP*	Purpose	Data Table Format
Table 1.0	Description of services (by mode/route classification: fixed-route, paratransit, express, train, vanpool, microtransit, etc.)	Word or Excel file
Table 1.1	Provides the fleet inventory of an agency by mode of service	TransTrack data table
Table 2.0	Quantitative data table that displays key performance indicators, including TDA Farebox recovery ratio and provides the efficiency and effectiveness of the service between plan data, target data, and actual data	TransTrack data table
Table 2.1	Quantitative data table that displays the performance of the upcoming S RTP based on the planned data and Consumer Price Index (CPI) increased targets from completed audits. This table provides the targets for TDA Farebox recovery ratio and TDA efficiency and effectiveness standards.	TransTrack data table
Table 2.2	Quantitative data table that displays the performance of each mode of service in the upcoming S RTP based on the planned data and CPI increased targets from completed audits. This table provides the targets for TDA Farebox recovery ratio and TDA efficiency and effectiveness standards by service mode.	TransTrack data table
Table 2.2A	Description of services to be excluded from the performance metrics calculation and the timeframe for the exclusion	Word or Excel file
Table 2.3	Quantitative data table that displays the planned service details in calculating target farebox recovery, performance, efficiency, and effectiveness at the route level	TransTrack data table
Table 3.0	Description of the service highlights for the current and upcoming S RTP	Word or Excel file
Table 4.0	Quantitative data table summarizing the funding requested and programmed for operating and capital projects in the upcoming fiscal year	TransTrack data table
Table 4.0A	Quantitative and qualitative data table providing the justification and funding amount for a capital project (See Justification for Capital Projects for more details)	TransTrack data table

Table 4.0B	Quantitative data table that includes the revenue sources included in the farebox calculation and target farebox recovery ratio for the recent audit, the current year estimate, and the upcoming SRTP cycle	Word or Excel file
Table 4.1	Quantitative data table summarizing the funding requested and programmed for operating and capital projects in the second year of the SRTP (For planning purposes)	TransTrack data table
Table 4.2	Quantitative data table summarizing the funding requested and programmed for operating and capital projects in the third year of the SRTP (For planning purposes)	TransTrack data table
Table 4.3	Quantitative data table summarizing the funding requested and programmed for operating and capital projects in the fourth year of the SRTP (For planning purposes)	TransTrack data table
Table 4.4	Quantitative data table summarizing the funding requested and programmed for operating and capital projects in the fifth year of the SRTP (For planning purposes)	TransTrack data table
Table 4.5	Description of regulatory data, including recent TDA Performance Audits and FTA Triennial Review, and the actions taken by the agency	Word or Excel file
Table 4.6	Quantitative data table summarizing the open capital projects prior to the upcoming SRTP cycle, including the project name, project timeline, project costs, project status, and programmed funding	Word or Excel file

Note: Tables for future funding requests may vary depending on the selected three- or five-year SRTP.

If operators include additional tables, they should also provide descriptions to ensure clarity for the intended audience. RCTC manages the license for TransTrack, which allows transit operators to access this database for data collection and reporting. Operator training for TransTrack can be scheduled with RCTC staff and reference the TransTrack User Guide available in Appendix C.

3.2 JUSTIFICATION REQUIREMENTS FOR NEW PROJECTS

Operating Projects

New operating projects must be outlined in Chapter 4 of the SRTP and should clearly explain the project's purpose and benefits. If total operating costs increase beyond the CPI from the previous SRTP cycle, this should be detailed in the Chapter 4 narrative.⁴⁰ Justifications for these increases may stem from board directives or planning studies that clarify why the rise exceeds last year's CPI. The Commission will not

⁴⁰ https://www.bls.gov/regions/west/news-release/consumerpriceindex_riverside.htm

fund any cost increases over 15 percent from the prior year request without additional information.⁴¹ Each year, the Commission reviews operators' requests, particularly focusing on increases that surpass CPI and significant changes in operating or capital budgets over 15 percent from the prior year. Funding for these increases requires supporting documentation to justify the changes.

Capital Projects

The Commission requires that transit operators justify the capital projects identified in the SRTP.⁴² RCTC provides a capital project justification form, Table 4.0A, in TransTrack for transit operators to complete. Operators must detail the scope of the project, purpose, schedule, project costs, FTIP numbers, and FTA grant information for each capital project. Capital projects understandably may take multiple years to fund and complete and continuous progress is expected. Projects can stem from asset management, safety plans, or capital improvement programs. Transit operators are expected to communicate with Commission staff early in the planning process of major capital projects to develop funding plans.

Operators may consider the following types of categories and projects, as described in the SCAG FTIP guidelines, when planning and programming capital projects⁴³:

1. Revenue Vehicles
2. Non-Revenue Vehicles
3. Vehicle Systems and Equipment
4. Buildings and Facilities
5. Communication and Intelligent Transportation Systems
6. Transit Shelters and Amenities
7. Fixed Guideways and Tracks
8. Debt Service
9. Maintenance Equipment
10. Safety and Security
11. Planning/Feasibility Studies
12. Other

Projects should have a defined scope with a clear timeframe. If a project spans multiple fiscal years, it should be structured to allow for that, while full procurement within one year must be treated as a single project. RCTC will review capital projects for consistency with regional transportation plans.

The Commission is responsible for approving all plans for the design, construction, and implementation of fixed guideway systems or project throughout the County, including designating the operator of any approved transit guideway system. Transit operators are required to work closely with the Commission as it will be the lead agency for all fixed guideway projects in the County.⁴⁴ Track work along existing rail right-of-way will be handled on a case-by-case basis and may be led by SCRRA.

⁴¹ California Code, Public Utilities Code – PUC § 99266

⁴² RCTC Transit Policy No. 6-2

⁴³ <https://scag.ca.gov/sites/default/files/2024-01/final-2025-ftip-guidelines.pdf>, pages 73 and 79-80

⁴⁴ RCTC Transit Policy No. 6-3

3.3 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM

All projects, either operating or capital that have federal funds, are required to be in the FTIP for approval and execution of a federal grant agreement.⁴⁵ The FTIP is developed by SCAG and encompasses a four-year period. Other regionally significant projects are also required to be programmed in the FTIP. The FTIP serves as a critical tool for implementing SCAG's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) by ensuring an orderly allocation of federal, state, and local funds for the planning and execution of specific transportation projects. This programming is essential for advancing the RTP/SCS and adheres to federal and state requirements concerning project scheduling, financing, and the timely implementation of measures to reduce air pollution.

Projects Included in the FTIP

Each year, FTA publishes funding apportionments and allocations for its various programs, which are accessible on the FTA website. Projects that are funded through FTA funds become part of the federal Program of Projects (POP). SCAG oversees the approval process for the POP.⁴⁶ The FTIP must include regionally significant federally funded projects⁴⁷, which are defined as:

- Intermodal transfer facilities (e.g., transit centers, rail stations, airports, ports)
- New fixed transit routes (e.g., light and heavy rail, commuter rail, express bus services)
- Routes connecting to intermodal transfer facilities

RCTC will utilize the data provided in Tables 4.0 and 4.0A for the FTIP inclusion, which requires detailed project descriptions, locations, and specifications, including size, quantity, and fuel type. Additionally, a local match for federal funds must be documented in Table 4.0.

Performance Measures in the FTIP

Following the passage of federal legislation in 2012, SCAG is mandated to establish transportation performance measures. Transit agencies must report targets for:

- Transit asset management
- Transit safety
- Equity

These targets are shared with and analyzed by Caltrans. For each new federally funded project added to Table 4.0A, a performance measures Excel file must be completed. This file is available for download from TransTrack, and all relevant questions must be answered.

Exempt Projects from Performance Measures

⁴⁵ <https://scag.ca.gov/sites/default/files/2024-01/final-2025-ftip-guidelines.pdf>, pages 7-8

⁴⁶ <https://scag.ca.gov/fta-program-projects>

⁴⁷ <https://scag.ca.gov/sites/default/files/2024-01/final-2025-ftip-guidelines.pdf>, page 67

If a project is already included in the FTIP and additional funds are being programmed, or if it is part of an ongoing annual project already grouped in the FTIP, the performance measures file is not required. Examples of FTIP grouped projects exempt from the performance measures file include:

- Preventive maintenance
- Vehicle capital parts
- Capitalized tire leases
- Rehabilitation of existing revenue and non-revenue vehicles
- Purchase of new vehicles for minor expansion (five buses or fewer)
- Renovation of existing facilities and bus stop amenities
- Purchase of office, shop, and operating equipment for existing facilities
- Purchase of operating equipment for vehicles (e.g., radios, fareboxes, lifts)

RCTC Planning and Programming staff can be reached for any assistance related to the FTIP. Transit operators can also refer to SCAG's FTIP Guidelines for additional information on project requirements.

3.4 FAREBOX RECOVERY RATIO REQUIREMENTS

TDA requires that transit operators maintain a farebox recovery ratio of 10 percent for non-urbanized areas, 20 percent for urbanized areas, and 10 percent for services dedicated to the elderly and disabled.

Transit operators serving both urbanized and non-urbanized areas may use an intermediate or blended farebox recovery ratio as adopted by the RTPA.⁴⁸

Table 6 summarizes the farebox recovery requirements by operator in Riverside County.

Table 6. Farebox Recovery Requirements by Operator

Operator	Farebox Recovery Requirement
City of Banning	Blended farebox ratio for fixed routes 10 percent for exclusive senior and disabled demand response
City of Beaumont	Blended farebox ratio for fixed routes 10 percent for exclusive senior and disabled demand response
City of Corona	20 percent for fixed routes (100 percent in urbanized area) 10 percent for exclusive senior and disabled demand response
City of Riverside	10 percent for exclusive senior and disabled demand response
PVVTA	10 percent for fixed routes (100 percent in non-urbanized area) 10 percent for exclusive senior and disabled demand response
RTA	Blended farebox ratio for fixed routes 10 percent for exclusive senior and disabled demand response
SunLine	Blended farebox ratio for fixed routes 10 percent for exclusive senior and disabled demand response

Bills such as AB 90, AB 149, and SB 125 temporarily relieved transit operators from financial penalties for not meeting farebox recovery ratios and allowed flexibility in meeting STA efficiency standards until FY 2025/26. AB 149 also made permanent changes affecting farebox recovery ratios, auditing, and

⁴⁸ RCTC's Transit Policy No. 5-1

performance evaluations; and SB 125 established a task force to reevaluate farebox recovery policy and performance metrics in the coming years.

Farebox Recovery Ratio Calculation

The farebox recovery ratio is the percentage of passenger fares received to operating costs, as depicted in the formula below:

$$\text{Farebox Recovery} = \frac{\text{Passenger Fare Revenues}}{\text{Operating Costs}}$$

The Commission utilizes the following definitions for the farebox recovery ratio calculation:

- A) **Operating Costs** – This refers to all costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class of the uniform system of accounts and records adopted by the Controller pursuant to PUC § 99243. Operating costs exclude all subsidies for commuter rail services operated on railroad lines under the jurisdiction of the Federal Railroad Administration, all direct costs for providing charter services, all vehicle lease costs, and principal and interest payments on capital projects funded with certificates of participation (PUC § 99247[a]).
- B) **Capital-Related Expenses Considered as Operating Costs** – Capital-related expenses below capitalization thresholds meet this definition of operating costs. The Federal Transit Administration defines operating expenses as being consumable items with a useful life of less than one year and an acquisition cost which equals the lesser of \$5,000 or the capitalization level established by the transit operator.
- C) **Passenger Fare Revenues and Local Funds** – These fund types consist of all revenues which can be classified as passenger fare revenues for transit services, special transit fares, and school bus service revenues (CCR § 6611.2); all revenues in the following revenue account classes of the uniform system of accounts and records adopted by the State Controller pursuant to PUC § 99243 (CCR § 6611.3); and federal funds for operating assistance and calculating all free and reduced transit fares at their current full retail value. This effectively includes all nonstate grant funds that operators may include in the farebox recovery ratios, including CCR § 6633.2(g) and CCR § 6634(a)(2)), AB 149 PUC § 99268.19.

Blended Farebox Recovery Ratio Calculation

The transit operators, under PUC § 99268.3 and § 99268.4, are responsible for calculating the blended farebox ratio and providing the ratio calculation to the Commission for approval during the SRTF update.

The Commission will require that the following calculation methodology and rules and regulations be applied for a blended farebox recovery ratio:

$$\text{BFR} = \frac{(.1 \text{ CnUZA} + .2 \text{ CUZA})}{(\text{CnUZA} + \text{CUZA})}$$

BFR = Blended Farebox Recovery Ratio

CnUZA = Operating Costs of fixed-route and general public demand response services in non-urbanized areas

CUZA = Operating Costs of fixed-route and general public demand response services in urbanized areas

The transit operators should apply the definitions above for farebox recovery ratio calculation with the following rules:

- For the purpose of this calculation, the operating cost in the urbanized areas shall include the cost of fixed-route lines, groups of fixed-route lines, and general public demand responsive services operating entirely within an urbanized area. The operating cost in the non-urbanized area shall include the cost of fixed-route lines, groups of fixed-route lines, and general public demand response services operating entirely within a non-urbanized area.
- For fixed-route lines operating partly within an urbanized area and partly within a non-urbanized area, the cost shall be apportioned to the urbanized area costs and non-urbanized area costs in proportion to the route miles in the urbanized area and the route miles in the non-urbanized area.

Upon submittal of the ratio calculation by a transit operator, the Commission will review and adopt the blended farebox ratios by June 30th of each year. Once approved by the Commission, the fare ratio cannot be changed for the year.

Applicability of Ratio

These ratios apply only to routes or services that have been operational for more than the year of implementation and the two preceding full fiscal years. Extensions of services are exempt from farebox recovery ratio calculations during the year the service was implemented and the subsequent two fiscal years (PUC § 99268.8). Per PUC § 99268.8, extension of services includes additions of geographical areas or route miles, or improvements in service frequency or hours of service greater than 25 percent 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.

Transit Operators Exclusion and Exemption Determination

Transit operators can choose whether to exempt or include costs and revenues for service extensions when calculating farebox ratios for the first year and the following two fiscal years during the S RTP process. This decision can be reviewed and changed annually by September 30th after the fiscal year ends, based on the productivity of the service extension. Any changes must be reflected in the State Controller's Report, the Fiscal and Compliance Audit, and the Commission's database system.

Non-Compliance with Required Ratios

Under CCR § 6633.9, if a transit operator fails to meet the required fare revenue to operating cost ratio for a fiscal year, their eligibility for LTF funds will be affected as follows:

- **First Year (Grace Year):** No change in eligibility.
- **Second Year (Determination Year):** Eligibility remains unchanged, but an audit will determine the difference between the required or target blended farebox recovery ratio and actual or final blended farebox recovery ratio.
- **Fourth Year (Penalty Year):** Eligibility for LTF funds will be reduced by the difference between the required and actual fare revenues. Additionally, operators must demonstrate how they will achieve the required ratio during any penalty year.

Additionally, if an operator is struggling to meeting farebox recovery ratio and is also unable to make reasonable efforts to implement recommended improvements for services, the Commission will not approve allocations in the next year greater than the current year (PUC § 99244).

4 Claims Procedures

After the approval of the SRTP, RCTC will provide transit operators with a claim form package. Operators are required to follow the claims submission process in order for funds to be disbursed.⁴⁹

RCTC consolidates claim forms and necessary documentation from individual operators within its jurisdiction and files a single, comprehensive claim with the appropriate agency. While RCTC will provide required documentation to funding agencies where possible, some sources may require additional documentation or actions from the operators.

Claim forms are legal documents that enable fund allocation to specific projects. They can be accessed in the Reports section of TransTrack, where they are prepopulated for the fiscal year being submitted.

4.1 CLAIM FORM PACKAGE

The claim form package varies slightly for TDA funds and non-TDA funds. Table 7 delineates the items needed for TDA LTF and STA claims and non-TDA claims for SGR, Measure A, and SB 125.

Table 7. Claim Form Checklist

Claim Package Contents	LTF	STA	SGR	Measure A	SB 125 Claims
Claim Forms (from TransTrack)	✓	✓	✓	✓	✓
TDA Assurances	✓	✓			
California Highway Patrol (CHP) Compliance Forms	✓	✓			
Copy of Transit Operator Board minutes for SRTP approval	✓	✓	✓	✓	✓
Final copy of Board-approved SRTP	✓	✓	✓	✓	✓

A sample of the claim form package is included in Appendix B. Following is a description of the claim package contents:

Claim Forms

- Claim forms are automatically populated in TransTrack based on the data from Table 4.0 of the SRTP. They include a full list of funding sources and estimated operating and capital funding amounts for two fiscal years.
- A separate claim form must be submitted for each funding source, accompanied by the Operating and Capital Detail form and the Table 4.0 Summary of Funding Requests generated in TransTrack.

⁴⁹ RCTC Transit Policy No. 5-3

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- Operators must verify the accuracy of funding amounts and submit the forms to RCTC after Board approval, including the meeting minutes.
 - If any amendments are approved during the fiscal year, a new claim form reflecting the amended funding amounts must be submitted.

TDA Standard Assurances

- TDA Standard Assurances form are required for LTF and STA claims. This form certifies that certain requirements and conditions have been met, making the operator eligible to receive TDA funds.
- Requirements include certification to TDA performance standards, completion of financial and performance audits, and adherence to specific operational provisions.

California Highway Patrol Operator Compliances and Inspection

- Each transit operator must comply with the requirements of PUC 99251 and undergo a terminal inspection by the CHP.
- A certification that the inspection has been completed within the last 13 months must accompany the TDA claim. This certification can be issued after a terminal inspection or a reinspection conducted within 60 days by the CHP.
- A sample of the terminal managers' CHP compliance checklist is included in Appendix B. Forms 339 and 343 will be provided by the CHP upon completion of the inspection.

Proof of SRTP Board Approval and Submission of Final SRTP

- After RCTC reviews and comments on an operator's final draft SRTP, the operator must present the SRTP to its governing Board for approval.
- A copy of the meeting minutes that indicate the approval, along with the final SRTP, must be submitted to RCTC.

5 Funding Disbursement Procedures

After claim forms are processed, transit agencies can request payments for funding under the Commission's purview. The following section discusses how RCTC disburses funds to operators after claims forms for funding have been received.

Operating Funds

Allocated operating funds are disbursed to transit operators upon receipt of an approved claim form and invoice following the Commission's disbursement policies.⁵⁰

Capital Funds

Capital funds are disbursed on a reimbursement basis. It is expected that the transit operator will also spend capital funds soon after receipt. Public and specialized transit operators can request advance payments with written communication to RCTC and with the submission of an approved purchase order. The Commission reserves the right to modify or rescind any allocated funds under its purview, if the monies are not used in a timely manner after allocation. At any time within three years after the date of allocation, RCTC may rescind or revise an allocation of funds held in reserve. Capital payments will also be withheld if the operator is holding sufficient funds allocated in a previous fiscal year that are reserved for that specific capital project.⁵¹

5.1 INVOICING PROCEDURES

Once RCTC has received and approved a complete and signed claim form, an operator may submit invoices to receive allocated funds. Invoices submitted for fund disbursements held by RCTC must include the following:

- Cover letter with project summary
- Invoice details by project, including tracking sheet
- Proof of payment for reimbursed expenses (not required for internal charges)
- Backup documentation to invoice (proof of expenditure, contractor invoices, and/or GL expenditure)

Currently, invoices are submitted via email to PublicTransit@RCTC.org. After receipt, RCTC's Multimodal Services Department staff will review the submitted backup documentation to ensure it is accurate and corresponds to the listed projects. Once approved, invoices will be forwarded to the RCTC Finance Department for payment processing. Multimodal Services Department staff will notify the operator to help them track the status of their invoice submission. Beginning in FY 2025/26, invoice submissions will also be accepted through the TransTrack database. Disbursements described in the following sections are derived from Commission Transit Policy No. 5-3.

⁵⁰ RCTC Transit Policy No. 5-3

⁵¹ California Code of Regulations, Title 21, § 6648, 6649

5.2 LTF FUND DISBURSEMENT

Operating funds for LTF do not require a separate invoice and are disbursed on a schedule throughout the fiscal year. Once a completed claim form has been submitted and approved by RCTC staff, LTF funds will be disbursed to the operators as follows, unless a modified method is approved:

- Two-twelfths of the allocation will be disbursed in July with the remainder disbursed evenly over the next 11 months.

Transit operators may request up to 50 percent of the allocation in one upfront payment, contingent upon sufficient LTF fund balance and a cash flow analysis approved by RCTC staff. The remaining LTF funds shall be disbursed on a modified payment plan over the fiscal year.

Funding for capital projects using LTF funds are a lower priority and are disbursed on a reimbursement basis and must be included in the approved SRTP.

5.3 STA FUND DISBURSEMENT

Similar to LTF, RCTC staff will provide a claim form package to the transit operator before paying any invoices in the new fiscal year after SRTP approval. Once the claim form package is submitted, STA payments are processed upon invoice submission. The Commission prioritizes STA funding for capital projects and match for federal grants.⁵²

If a transit operator uses STA for operating, STA invoices submitted by agencies are processed and disbursed once approved and provided no clarification is needed.⁵³ Once the invoice is approved, RCTC will disburse STA payments as follows:

- For operators with an annual operating STA allocation of \$500,000 or less, STA operating funds will be disbursed monthly, contingent upon fund balance and cash flow analysis performed by RCTC.
- For operators with an annual STA allocation greater than \$500,000, STA operating funds will be disbursed quarterly, contingent upon fund balance and cash flow analysis performed by RCTC.

Funding for capital projects using STA funds is disbursed on a reimbursement basis and must be included in the approved SRTP.

5.4 MEASURE A FUND DISBURSEMENT

Once the SRTP is approved by the operator's board and the Commission, RCTC will provide a completed Measure A claim form for the transit operator to sign and submit with the required attachments. Similar to STA and SGR, Measure A payments require an invoice to be submitted after the claims package submission.

Allocated 2009 Measure A Public Transit Funds for Coachella Valley and Western Riverside County programs will be disbursed as follows:

⁵² RCTC Transit Policy No. 5-3

⁵³ RCTC Transit Policy No. 2-2

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- Measure A funds will be paid monthly from each public transit operator's annual allocation contingent upon fund balance and cash flow.
 - All operators are to submit invoices to the Commission for payment.

5.5 SGR FUND DISBURSEMENT

Once the SRTP is approved by the respective operator's board and the Commission, and projects are approved by Caltrans in CalSMART, RCTC staff will provide the transit operator a claim form package to complete prior to paying any SGR invoices in the new year.

Allocated SGR operating funds will be paid quarterly from each public transit operator's annual allocation contingent upon fund balance and cash flow analysis performed by RCTC. SGR invoices submitted by agencies are processed and disbursed once approved provided no clarification is needed.

Funding for capital projects using SGR funds is disbursed on a reimbursement basis and must be included in the approved SRTP.

5.6 SB 125 FUND DISBURSEMENT

Once the SRTP is approved by the operator's board and the Commission, RCTC will provide a completed SB 125 claim form for the operator to sign and submit with the required attachments. Funding for capital projects using SB 125 funds is disbursed on a reimbursement basis and must be included in the approved SRTP.

5.7 LCTOP FUNDING

LCTOP funds are disbursed by Caltrans directly to the operator, typically at the beginning of the project.⁵⁴ Transit operators should refer to the latest LCTOP Guidelines for instructions.

5.8 FEDERAL FUNDING

Claims and payments for federal funds are processed directly with the federal agency, and not through RCTC unless a subrecipient agreement has been approved.

⁵⁴ <https://dot.ca.gov/programs/rail/low-carbon-transit-operations-program-lctop>

6 Performance Monitoring and Reporting

Once the SRTP is approved and funding is allocated to transit operators, RCTC begins its performance monitoring and reporting activities. RCTC has a broad responsibility for overseeing funds in Riverside County, and it utilizes various methods to monitor transit operators through the following:

- Monthly information collected through the TransTrack database system
- Quarterly Performance Monitoring Meetings
- TDA annual financial fiscal audit and single audit report
- Annual SGR Report
- Transit Needs Public Hearing
- Citizens and Specialized Transit Advisory Committee
- TDA Triennial performance reporting

6.1 MONTHLY REPORTING IN TRANSTRACK

To assist transit operators in meeting reporting requirements for transit funding, RCTC provides access to the TransTrack database system. This tool streamlines the process of collecting, reporting, and analyzing transit performance data. Transit operators are required to enter the following data elements into TransTrack at least monthly:

- Aggregate daily data for hours, miles, and passengers, categorized by day type (e.g., weekday, Saturday, Sunday).
- Allocate operating expenses and revenues to modes and routes, summarizing by reporting levels.
- Update vehicle lifetime mileage in the fleet module and determine end-of-year mileage.

Additionally, during the Year-to-Date Close actions, operators must populate key statistics by level, fiscal year, month, and day type (e.g., route, program, mode/service type) for management and planning reports. Operators must also reconcile TransTrack data after annual financial audits are conducted. Further instructions on navigating the TransTrack system are provided in Appendix C.

6.2 QUARTERLY MEETINGS FOR PERFORMANCE MONITORING

RCTC meets with the transit operators on a quarterly basis to monitor their SRTP performance and any outstanding concerns they have regarding funding and requirements. These meetings also allow RCTC to oversee ongoing activities and receive status reports on capital projects.

6.3 TDA ANNUAL FINANCIAL FISCAL AUDIT AND SINGLE AUDIT REPORT

State law requires RCTC and operators to publish complete financial statements within six months of the close of each fiscal year.⁵⁵ These statements must conform to Generally Accepted Accounting Principles and be audited by independent certified public accountants.

⁵⁵ California Code Public Utilities Code PUC § 99245

The Commission hires an external consultant to conduct an annual certified audit of transit operators, focusing on TDA funds. The audit must be prepared within 180 days of the fiscal year-end, with a possible 90-day extension available upon written request.⁵⁶ Requests for extension should be submitted in writing to the Commission. The Commission may expand the scope of the audit to include conditions and purposes of funds received from other sources.⁵⁷

RCTC leads the auditing process for the cities of Banning, Beaumont, Corona, and Riverside, and PVVTA. RTA and SunLine conduct their own audits and provides RCTC an opportunity to review the final documents. Entities expending \$750,000 or more in federal funds during a state fiscal year must submit a Single Audit Report by March 31st to the SCO and the Federal Audit Clearinghouse.

Deferred and Unearned Revenues

RCTC is required to account for each transit operator's deferred and unearned revenues.⁵⁸ Financial audits use the term deferred or unearned revenues, which is the same as excess funds the claimant is eligible to receive.

State law requires RCTC to recover LTF or STA funds in excess of the amount that the claimant is eligible to receive during the fiscal year for which an allocation is made. This includes the difference between allocated and actual operating or capital expenses as identified in the operator's annual financial audit. CCR § 6649 requires that RCTC recover the excess funds in either of the following ways:⁵⁹

- (a) Demand repayment for excess funds; or
- (b) Deduct excess revenues from following fiscal year allocations.

RCTC has found that the best practice for recovering these funds is to request repayment for excess funds. This allows the operators to pay the Commission unearned or deferred revenue back by the end of the fiscal year for the year prior after audits are finalized, allowing operators to maintain cash flow. The repayment for excess funds is to include accrued interest, consistent with Generally Accepted Accounting Principles.

RCTC will provide revised allocation instructions, documenting the changes resulting from the annual audit.⁶⁰ The following procedures are used to complete the accounts receivable (A/R) invoices, updates to claim forms, and allocation instructions.

- 1) RCTC staff to obtain the complete audited financials
- 2) RCTC staff to review the audited financials for any questions/comments
- 3) After operators address questions/comments, RCTC staff to prepare a claim form revision memo
- 4) RCTC staff to initiate administrative amendment for the current year SRTP Table 4.0
- 5) RCTC staff to revise the allocation instructions
- 6) RCTC staff to send operator an A/R invoice for the excess funds
- 7) RCTC staff to update Claim Form Package for operator signature

⁵⁶ California Code Public Utilities Code PUC § 99245

⁵⁷ California Code Public Utilities Code PUC § 99245.2

⁵⁸ California Code of Regulations (CCR), Title 21, § 6634, 6649 and 6659 and RCTC Transit Policy No. 5-3

⁵⁹ California Code of Regulations (CCR), Title 21, § 6649

⁶⁰ California Code of Regulations (CCR), Title 21, § 6756

-
- 8) RCTC staff to attach claim form revision memo and send to pertinent operator

The Commission also applies these procedures to other formula funds that it oversees including SGR, SB 125 TIRCP and ZETCP, and Measure A funds.

6.4 ANNUAL SGR REPORT

RCTC and transit operators must report annually on activities and progress related to SGR-funded projects to Caltrans.⁶¹ These reports ensure that SGR projects achieve their intended goals, are executed in a timely manner, and remain within the approved scope and budget. Reports are due to Caltrans by January 31st each year and must detail the total funding expended or carried over. RCTC and transit operators collaborate on these reports, providing project descriptions, updated schedules, actual expenditures, and unexpended balances. Additionally, SGR funding is reported in the annual financial fiscal audit.

6.5 CITIZENS AND SPECIALIZED TRANSIT ADVISORY COMMITTEE

As the RTPA for Riverside County, RCTC is required to establish and convene a Social Services Transportation Advisory Council and a Citizens Advisory Committee.^{62, 63} The CSTAC fulfills both roles in Riverside County. The CSTAC participates annually in identifying transit needs, reviewing and recommending actions on those needs, and advising RCTC on coordination and consolidation of specialized transportation services. The CSTAC holds bi-monthly meetings, including an annual meeting in the spring where operators present their draft SRTPs for review and discussion.

6.6 TRANSIT NEEDS PUBLIC HEARING

Once all LTF funding is allocated to transit, RCTC conducts a countywide transit needs hearing to solicit public participation from Riverside County residents, as required by TDA (PUC § 99238.5).⁶⁴ RCTC provides public notice through local newspapers and other forums and supplies operators with flyers and marketing materials to promote public participation.

Operators are encouraged to advertise the meeting on their vehicles and bus stops to increase awareness and participation. The hearing is held at a CSTAC meeting and all operators are encouraged to attend. RCTC provides a summary of the public comments received within each operator's jurisdiction, allowing operators to respond directly to customers as needed. Although not formally required, RCTC will monitor comments and require justification for any unmet needs not included in future plans.

An unmet transit needs hearing is required when LTF funding is used for public works projects.⁶⁵ These hearings are held in jurisdictions where LTF funds are allocated to street and road projects. Currently, these hearings are not necessary in Riverside County as LTF funds are not allocated to local streets and roads projects.

⁶¹ <https://dot.ca.gov/programs/rail/state-transit-assistance-state-of-good-repair>

⁶² California Code Public Utilities Code PUC § 99238

⁶³ California Code Public Utilities Code PUC § 130105

⁶⁴ California Code Public Utilities Code PUC § 99238.5

⁶⁵ California Code Public Utilities Code PUC § 99401.5

6.7 TDA TRIENNIAL PERFORMANCE AUDIT

The Commission procures a consultant to conduct TDA Triennial Performance Audits of its activities and those of the transit operators. This audit evaluates system performance and efficiency, as required by the TDA, which funds both LTF and STA programs.

The TDA Triennial Performance Audit for operators includes a comprehensive review of compliance requirements and a functional assessment of operator activities.⁶⁶ Typically, triennial audit preparations begin six months before the audit year to secure funding for an independent auditor. RCTC will contact operators once a firm is selected to provide the audit timeline.

⁶⁶ California Code Public Utilities Code PUC § 99246

7 Timeline of Transit Operator Activities

Timeframe	Checklist
February	<input type="checkbox"/> Attend kickoff meeting for SRTP
	<input type="checkbox"/> One-on-one training sessions for TransTrack and the SRTP process
March	<input type="checkbox"/> Operators submit first draft SRTP Tables 4, 4.1, and 4.2 through TransTrack
	<input type="checkbox"/> Complete and submit final financial audit statements by March 27th
April	<input type="checkbox"/> SRTP presentations to the CSTAC
	<input type="checkbox"/> Ensure transit operator audit information and third quarter data is in TransTrack
	<input type="checkbox"/> Respond to RCTC comments on draft SRTP
	<input type="checkbox"/> Provide blended farebox amounts to RCTC (RTA & SunLine)
	<input type="checkbox"/> Operators submit first full draft of SRTP, including refined tables 4, 4A, 4.1, and 4.2
May	<input type="checkbox"/> Submit draft final SRTP to RCTC and finalize SRTP tables in TransTrack
	<input type="checkbox"/> Program federal funds into the FTIP
	<input type="checkbox"/> Schedule SRTP Board approval dates and submit anticipated approval date to RCTC
June	<input type="checkbox"/> RCTC approves draft final SRTP and allocation requests
	<input type="checkbox"/> Submit year-end accruals to RCTC
	<input type="checkbox"/> Receive LTF/STA/SGR/Measure A claim forms from RCTC
July	<input type="checkbox"/> Submit claim forms packages for LTF/STA/SGR/Measure A
August	<input type="checkbox"/> RCTC holds the annual transit needs public hearing
November	<input type="checkbox"/> Begin activities for financial audits for prior fiscal year
December	<input type="checkbox"/> Financial audits must be completed by December 30 th or operator must submit request for extension through March
Monthly	<input type="checkbox"/> Enter/Upload transit performance and financial data into TransTrack
Bimonthly	<input type="checkbox"/> Attend RCTC Bimonthly Roundtable meetings
Quarterly	<input type="checkbox"/> Attend RCTC quarterly performance meetings
Annually	<input type="checkbox"/> Complete annual TDA financial audits
	<input type="checkbox"/> Complete SGR annual report
	<input type="checkbox"/> Present Draft SRTP to CSTAC
	<input type="checkbox"/> Participate in annual Transit Needs Hearing process
Triennially	<input type="checkbox"/> Undergo TDA Triennial Performance Audit

References

1. California Air Resources Board Cap-and-Trade Program <https://ww2.arb.ca.gov/our-work/programs/cap-and-trade-program>
California Code, PUC § 99200-99420, 130050, 130053, 130056-130057, 130105, 130250, 130262, 130300, 130303-130304
<https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=PUC&tocTitle=+Public+Utilities+Code+--+PUC>
 2. California Code of Regulations, Title 21, § 6611.2, 6611.3, 6633.9, 6634, 6644, 6648, 6649, 6655.5, 6659, 6754, 6756
[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I9405C4504C8511ECB533000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I9405C4504C8511ECB533000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhcp=1)
 3. California Assembly Bills (AB)
 - a. AB 149 <https://trackbill.com/bill/california-assembly-bill-149-transportation/1971390/>
 4. California Senate Bills (SB)
 - a. SB 1, Chapter 5 Statutes of 2017 <https://dot.ca.gov/programs/sb1>
 - b. SB 125 <https://calsta.ca.gov/subject-areas/sb125-transit-program>
 - c. SB 325 Mills-Alquist-Deddeh Act <https://dot.ca.gov/programs/rail/transportation-development-act>
 - d. SB 862
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB862
 - e. SB 942, 2021-2022 Session <https://ww2.arb.ca.gov/2022-senate-bill-942-newman-josh-low-carbon-transit-operations-program-free-or-reduced-fare-transit>
 5. Caltrans Programs
 - a. Low Carbon Transit Operations Program <https://dot.ca.gov/programs/rail/low-carbon-transit-operations-program-lctop>
 - b. State of Good Repair <https://dot.ca.gov/programs/rail/state-transit-assistance-state-of-good-repair>
 6. Commission Transit Policy Manual
 - a. RCTC Transit Policy Nos. 1-1, 1-2, 2-1, 2-2, 3-1, 4-1, 5-1, 5-2, 5-3, 6-2, and 6-3
 7. Federal Transit Administration National Transit Database Glossary
<https://www.transit.dot.gov/ntd/national-transit-database-ntd-glossary>
 8. Riverside County Transportation Commission Memorandum of Understanding with Southern California Association of Governments Agreement numbers 07-65-111-00 and 18-26-080-00
 9. Riverside County Transportation Commission Transportation Expenditure Plan and Retail Transaction and Use Tax Ordinance <https://www.rctc.org/wp-content/uploads/2022/01/Ordinance->
-

[02-001-Expenditure-Plan-and-Retail-Transaction-and-Use-Tax.pdf](#) (<https://www.rctc.org/wp-content/uploads/2018/07/Measure-a-expenditure-plan-ordinance.pdf>)

10. Southern California Association of Governments Federal Transit Administration Program of Projects <https://scag.ca.gov/fta-program-projects>
11. Southern California Association of Governments Federal Transportation Improvement Program Guidelines; Final 2025 <https://scag.ca.gov/sites/default/files/2024-01/final-2025-ftip-guidelines.pdf>
12. U.S. Bureau of Labor Statistics, Consumer Price Index, Riverside Area https://www.bls.gov/regions/west/news-release/consumerpriceindex_riverside.htm
13. Short-Range Transit Plan Table 4.0A, extracted from TransTrack <https://www.transtrack.net/login>

Appendices

Appendix A:

Frequently Asked Questions

Frequently Asked Questions

Are there penalties for not meeting the RCTC timeline for reporting?

Timely reporting is critical for RCTC to make accurate and appropriate funding decisions of all operators within the County. Late reporting can delay the SRTP and annual audit processes and, in some cases, can result in lapsing of funds. See Performance Monitoring and Reporting for more guidance on reporting requirements or contact RCTC staff.

Who is the main point of contact at RCTC?

The primary points of contact is RCTC's Transit Manager or Senior Management Analyst at (951) 787-7141.

What is the purpose of the SRTP?

The SRTP is a planning and budgeting document that describes each transit operator's current transit network, how that network is performing, future changes to that network, and a financially constrained plan on how to pay for future operating and capital needs. See Funding Approval Process for more details.

Is it a requirement to submit all of the information into TransTrack?

TransTrack data should be entered or uploaded on at least a monthly basis and should include the data points identified in the Service Provider Data Input training manual available in TransTrack under the Support tab and Training Materials. See the Appendix C section for further details.

What funding is an agency eligible for?

The operator's funding eligibility depends on which geographic area of the County services are provided, whether urban or rural, or whether the agency is eligible to receive federal funds. See the Funding Sources Available section and the tables for objectives and eligibility for state, local, and federal funds.

If an agency wants to change lists of routes, what is required?

The process to change routes will usually include the requirements of submitting a formal SRTP amendment, including holding a public hearing. See SRTP Plan Amendments for more details.

What routes should be excluded in TransTrack?

Routes to be excluded in TransTrack include demonstration routes, extension of service, and pilot projects that are within the first two years of implementation and are granted an exclusion from TDA farebox recovery requirements. See [CCR, Title 21, § 6633.8](#) in the TDA Guidebook for further guidance.

How often should audits be included in TransTrack?

TransTrack data should be reconciled immediately following the completion of the TDA Annual Compliance audit based on the changes or findings presented. See TDA Annual Audit and Single Audit Report for more information.

What is the status of the invoice submitted?

Invoices are paid once all required supporting documentation has been provided and after the agency has submitted and received approval of the claim form for the funding source being invoiced. See the Invoicing section for more information.

What is the project allocation balance?

Operator should review Table 4.0, 4.0A, and 4.6 of the SRTP, the approved claim form, and any approved amendments for the funding source to assess the programmed allocation amount. Any funds subsequently disbursed for the project in question would be deducted from the programmed allocation. Contact RCTC staff for current allocation balances if you are unsure of the correct amount.

Appendix B:

Sample Claim Form Package



TRANSPORTATION DEVELOPMENT ACT
Claim Form
Local Transportation Fund
FY 2025/26

CLAIMANT: _____

COUNTY: **Riverside**

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE NO: _____

TITLE: _____

EMAIL ADDRESS: _____

I verify that the information on this Claim Form is true and accurate to the best of my knowledge. Additionally, I verify that the FY 2025/26 SRTP has been approved by my agency's governing body and a copy of the minutes approving the FY 2025/26 SRTP is attached.

SIGNED: _____ DATE: _____

Purpose: Article 4
PUC 99260a

REQUESTED ALLOCATION

ALLOCATIONS FOR OPERATIONS \$ -
(From page 2, Line 11)

ALLOCATIONS FOR OPERATIONS \$ -
Prior Year Reserves
(From page 2, Lines 12 & 13)

ALLOCATIONS FOR CAPITAL \$ -
(From page 2, Line 11)

ALLOCATIONS FOR CAPITAL \$ -
Prior Year Reserves
(From page 2, Lines 12 & 13)

TOTAL PAYMENT REQUESTED: \$ -

NOTES:

CONDITION OF APPROVAL: Approval of this claim and payment by the County Auditor to the claimant are subject to the monies being available and to the provision that such monies will be used only in accordance with the terms and conditions set forth in this claim.

OPERATING ASSISTANCE: Funds will be disbursed based on RCTC's current approved policy.

CAPITAL ASSISTANCE: Funds will be disbursed based on information contained on attached document, contingent upon operator submission of acceptable proof of purchase (Contract Award or Paid Invoice).



TRANSPORTATION DEVELOPMENT ACT
Claim Form
Local Transportation Fund
FY 2025/26

OPERATING & CAPITAL DETAIL

REVENUES	OPERATING ASSISTANCE		CAPITAL ASSISTANCE	
	Estimated FY 2024/25	Estimated FY 2025/26	Estimated FY 2024/25	Estimated FY 2025/26
1) FTA Section 5307	-	-	-	-
2) FTA Section 5311	-	-	-	-
3) FTA Section 5337	-	-	-	-
4) FTA Section 5339	-	-	-	-
5) FTA Section (Obligated)	-	-	-	-
6) Other Federal	-	-	-	-
7) LCTOP - Low Carbon Transit Operations Program 99313	-	-	-	-
8) LCTOP - Low Carbon Transit Operations Program 99314	-	-	-	-
9) LCTOP - (Obligated)	-	-	-	-
10) Subtotal - includes lines 7, 8 & 9	-	-	-	-
11) Local Transportation Funds (Current)	-	-	-	-
12) Local Transportation Funds (Deferred)	-	-	-	-
13) Local Transportation Funds (Obligated)	-	-	-	-
14) Subtotal - includes lines 11, 12 & 13	-	-	-	-
15) State Transit Assistance 99313 (Current)	-	-	-	-
16) State Transit Assistance 99314 (Current)	-	-	-	-
17) State Transit Assistance (Deferred)	-	-	-	-
18) State Transit Assistance (Obligated)	-	-	-	-
19) Subtotal - includes lines 15, 16, 17 & 18	-	-	-	-
20) State of Good Repair 99313 (Current)	-	-	-	-
21) State of Good Repair 99314 (Current)	-	-	-	-
22) State of Good Repair (Deferred)	-	-	-	-
23) State of Good Repair (Obligated)	-	-	-	-
24) Subtotal - includes lines 20, 21, 22 & 23	-	-	-	-
25) SB 125 TIRCP GF	-	-	-	-
26) SB 125 TIRCP GF (Obligated)	-	-	-	-
27) SB 125 TIRCP GGRF	-	-	-	-
28) SB 125 TIRCP GGRF (Obligated)	-	-	-	-
29) SB 125 ZETCP GGRF	-	-	-	-
30) SB 125 ZETCP GGRF (Obligated)	-	-	-	-
31) SB 125 ZETCP PTA	-	-	-	-
32) SB 125 ZETCP PTA (Obligated)	-	-	-	-
33) Subtotal - includes lines 25, 26, 27, 28, 29, 30, 31, & 32	-	-	-	-
34) Other State Revenues	-	-	-	-
35) Measure-A	-	-	-	-



TRANSPORTATION DEVELOPMENT ACT
Claim Form
Local Transportation Fund
FY 2025/26

OPERATING & CAPITAL DETAIL

36) Passenger and Special Fares	-	-	-	-
37) Other Local (Interest, TUMF)	-	-	-	-
38) TOTAL REVENUES (excludes lines 10, 14, 19, 24 & 33)	-	-	-	-
TOTAL REVENUES	-	-	-	-

SAMPLE

**STANDARD ASSURANCES FOR CLAIMANTS
TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS
Local Transportation Funds and State Transit Assistance Funds**

Claimant: _____

Fiscal Year: _____

Please initial all applicable paragraphs pursuant to which the attached claim is being submitted.

- _____ 1. **180-DAY CERTIFIED FISCAL AUDIT** - Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to RCTC and to the State Controller, pursuant to Public Utilities Code (PUC) § 99245 and California Code of Regulations Title 21 (CCR) § 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one). Claimant may also request a 90-day extension pursuant to PUC § 99245 and CCR § 6664.
- _____ 2. **7-MONTH ANNUAL REPORT** - Claimant certifies that it has submitted a State Controller's report in conformance with the uniform system of accounts and reports, to RCTC and to the State Controller, pursuant to PUC § 99243, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one) in accordance with the State Controller instructions.
- _____ 3. **REVENUE RATIOS FOR OPERATORS IN RIVERSIDE COUNTY** - Claimant filing a claim pursuant to PUC §'s 99268.2, 99268.3, 99268.4, or 99270.1 certifies that it will maintain for the project year a ratio of fare revenues to operating costs of: a) 20 percent if the claimant is serving an urbanized area; b) 10 percent if the claimant is serving a non-urbanized area, or an intermediate ratio established by RCTC in accordance with state legislation.
- _____ 4. **REVENUE RATIOS FOR EXCLUSIVE SERVICES TO ELDERLY AND HANDICAPPED** - Claimants filing a claim pursuant to PUC § 99268.5 certifies that, for the purposes of that claim, it provides services using vehicles for the exclusive use of elderly and handicapped persons and that it will maintain for the project year a ratio of fare revenues to operating costs of 10 percent in accordance with current state legislation.
- _____ 5. **EXTENSION OF SERVICE** - Claimant that received an allocation of LTF funds for an

extension of service pursuant to PUC § 99268.8 certifies that it will file a report of these services pursuant to PUC § 6633.8b within 90 days after the close of the fiscal year in which that allocation was granted.

- _____ 6. **RETIREMENT SYSTEM** – (Please check) Claimant filing a claim pursuant to PUC § 99260 certifies that:
- ☐ a) the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system; or
 - ☐ b) the operator is implementing a plan approved by the transportation planning agency which will fully fund the retirement system for such officers and employees within 40 years; or
 - ☐ c) the operator has a private pension plan which sets aside and invests, on a current basis, funds sufficient to provide for the payment of future pension benefits and which is fully in compliance with the requirements stated in PUC § 99272 and PUC § 99273.
- _____ 7. **USE OF FEDERAL FUNDS** - Claimant filing a claim for TDA funds for capital intensive projects pursuant to PUC § 99268.7 certifies that it has made every effort to obtain federal funding for any project which is funded pursuant to PUC § 99268.7.
- _____ 8. **REDUCED FARES FOR ELDERLY AND DISABLED** – A claimant filing a claim pursuant to PUC § 99260 which offers reduced fares to senior citizens and disabled persons certifies that it is in compliance with PUC § 99255.
- _____ 9. **CALIFORNIA HIGHWAY PATROL (CHP) CERTIFICATION** Claimant certifies compliance with Driver Pull Notice Requirements of PUC § 99251 and Vehicle Code 1808.1 (**attach copy of CHP certification**).
- _____ 10. **TRIENNIAL PERFORMANCE AUDIT** Claimant agrees to make a reasonable effort to address all issues and recommendations made in the last Triennial Performance Audit.
- _____ 11. **PRODUCTIVITY IMPROVEMENT PROGRAM** Claimant agrees to make a reasonable effort to implement the productivity improvements recommended pursuant to PUC § 99244.
- _____ 12. **EFFICIENCY STANDARDS (STA FOR OPERATIONS ONLY)** Claimant receiving funds pursuant to PUC § 99314.6 certify that it meets one of the efficiency standards as described in PUC § 99314.6(a) and can provide documentation to RCTC upon request.
- _____ 13. **PART-TIME DRIVERS (STA FOR OPERATIONS ONLY)** Claimant agrees that is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or contracting with common carriers or persons operating under a franchise or license.

_____ **14. STAFFING ON VEHICLES**

Claimant certifies that it is in compliance with PUC § 99264 and does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.

(Legal Name of Applicant/Claimant)

(Authorizing Signature)

(Print Name and Title)

SAMPLE

TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

TERMINAL MANAGER'S COMPLIANCE CHECKLIST

The following checklist is provided to assist motor carriers whose California (CA) terminals are subject to inspection by the Department of the California Highway Patrol (CHP) pursuant to Section 34501 or 34501.12 of the California Vehicle Code (CVC). Any motor carrier, as defined in Section 408 CVC, can improve its ability to pass such inspections by closely examining its own operations using the following checklist.

NEW DRIVERS AND RECORDS

1. Do you obtain a CA Department of Motor Vehicles (DMV) report showing a prospective driver's current driving record (issued within 30 days of the hire date) prior to allowing them to drive a vehicle listed in Section 34500 CVC? *Section 1808.1 CVC*
2. Before you use a driver, is their CA DMV driving record reviewed? *Section 1808.1 CVC*
3. Is a copy of a driver's current CA DMV driving record signed, dated, and retained until receipt of their DMV Employee Pull Notice (EPN) record? *Section 1808.1 CVC*
4. Do you maintain an employment application, certified as true and accurate, for each driver? *Section 15230 CVC*

EMPLOYER PULL NOTICE PROGRAM AND RECORDS

5. Are all your drivers who operate vehicles requiring a commercial driver's license, class C license with a special driving certificate, or a modified limousine immediately enrolled in the EPN system? Drivers include managers, supervisors, and family members who operate vehicles previously mentioned. *Section 1808.1 CVC*
6. Do you have an EPN record, current within 12 months, on file for each of your drivers? *Section 1808.1 CVC*
7. Have EPN records been reviewed to verify that each employee's driver's license has not been suspended or revoked; traffic violation point count; and whether any employee has been convicted of driving under the influence of alcohol or drugs? *Section 1808.1 CVC*
8. Are EPN records signed and dated? *Section 1808.1 CVC*
9. Have you employed or continue to employ, any driver, for whom a disqualifying action has been taken against their driving privilege or required certificate? *Section 1808.1 CVC*

DRIVERS' HOURS OF SERVICE AND RECORDS

10. Do you retain the original driver's record of duty status (log) for at least six months? *Title 13 California Code of Regulations (CCR) Sections 1213, and 1234*
11. Do you maintain supporting documents, which may be used to verify the information recorded on drivers' timekeeping records for at least six months? *Title 13 CCR Sections 1201 and 1234*
12. Do you retain drivers' timekeeping records (for example - time sheets or time cards) from a driver who operates a vehicle locally for at least six months which includes, the time reported to duty, the time released from duty, and the total number of hours on duty each day? *Title 13 CCR Sections 1212 and 1213*
13. Do you retain a signed statement from a driver used for the first time or intermittently which includes, the total time on duty during the immediately preceding seven days and the time at which the driver was last relieved from duty prior to beginning work? *Title 13 CCR Sections 1213*
14. Do you ensure drivers' operate vehicle within the hours of service limitations and requirements? *Sections 34501.2, 34501.3, 34501.4 CVC, and Title 13 CCR Sections 1212.5*

DRIVER PROFICIENCY AND RECORDS

15. Do you require drivers to demonstrate their ability to safely operate each different type of vehicle or vehicle combination before allowing them to operate these vehicles on the highway unsupervised? *Title 13 CCR Section 1229*
16. Do you maintain a record of the different types of vehicles and combinations each driver is capable of operating proficiently? *Title 13 CCR Section 1234*

INSPECTION, MAINTENANCE, LUBRICATION, AND REPAIR RECORDS

17. Are your vehicles maintained in a safe and proper operating condition? *Title 13 CCR Section 1230*
18. Do you require all drivers to submit documented daily vehicle inspections reports (DVIR)? *Title 13 CCR Section 1234*
19. Are safety defects noted on DVIRs corrected before the vehicle is operated on the highway? *Sections 34505, 34505.5 CVC and Title 13 CCR Section 1215 and 1234*



TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

20. Do you retain DVIRs for at least three months? *Title 13 CCR Sections 1202.1, 1202.2 and 1234*
 21. Are all vehicles regularly and systematically inspected, maintained, and lubricated? *Sections 34505, 34505.5 CVC, and Title 13 CCR Section 1232*
 22. Do you have a means of indicating the types of inspection, maintenance, and lubrication operations to be performed on each vehicle, and the date or mileage when these operations are due? *Title 13 CCR Section 1232*
 23. Do you ensure individuals performing inspections, maintenance, repairs or service to the brakes on regulated vehicles are qualified in accordance with Title 49 Code of Federal Regulations (CFR) 396.25? *Title 13 CCR Section 1232*
 24. Do you document each systematic inspection, maintenance, lubrication, and repair performed for each vehicle? *Title 13 CCR Section 1234*
 25. Do your maintenance records include at least the following: *Sections 34505, 34505.5 CVC, and Title 13 CCR Section 1234*
 - Identification of the vehicle, including make, model, license number, company vehicle number or other means of positive identification?
 - Date or mileage, nature of each inspection, maintenance, lubrication, repair performed, and to be performed?
 - The name of the lessor or contractor furnishing any vehicle?
 - The signature of the motor carrier's authorized representative or person performing the inspection and/or the completion of all required repairs?
 26. Are your maintenance records retained for one or more years as required? *Sections 34505, 34505.5 CVC and Title 13 CCR Section 1234*
- Note: You may retain the above outlined inspection and maintenance records in a computer system in lieu of the signed records, if the printouts include the information listed above in number 25. *Section 34505.5 CVC*

CARRIER-PERFORMED INSPECTIONS

27. Do you perform a periodic safety inspection on each regulated vehicle listed below? *Sections 34500, 34505, 34505.5 CVC and Title 13 CCR 1232*
 - Motortrucks of three or more axles with a gross vehicle weight rating (GVWR) of more than 10,000 pounds.
 - Truck tractors.
 - Buses, school buses, school pupil activity buses, youth buses, and labor vehicles, including limousines, and general public paratransit vehicles.
 - Trailers and semitrailers designed or used for the transportation of more than 10 persons and the towing motor vehicle.
 - Trailers and semitrailers, pole or pipe dollies, auxiliary dollies, and logging dollies used in combination with vehicles listed above. This does not include camp trailers, trailer coaches, and utility trailers.
 - A combination of a motortruck with a GVWR of more than 10,000 pounds, while towing any trailer listed above, which exceeds 40 feet in length when coupled together. Combinations which include a pickup truck as defined in Section 471 CVC or which are never operated in commercial use are excluded.
 - A commercial motor vehicle (CMV) with a GVWR of more than 26,000 pounds or a CMV of any GVWR towing trailers listed above with a GVWR of more than 10,000 pounds.
 - A vehicle or combination of vehicles, transporting hazardous materials (HM) for which the display of placards, a CA HM transportation license, or a CA hazardous waste transporter registration is required.
 - Any other motortruck not specified above that is regulated by the DMV Motor Carrier of Property Permit (MCP), Public Utilities Commission (PUC), or Federal Motor Carrier Safety Administration (FMCSA).

VEHICLE IDENTIFICATION

28. Does each vehicle or combination of vehicles display the company's name under whose authority the vehicle is being operated on both sides clearly legible from 50 feet? *Section 27900 CVC, and Title 13 CCR Section 1256*
29. Does each vehicle or combination of vehicles display a valid carrier identification number on both sides clearly legible from 50 feet? *Section 34507.5 CVC, and Title 13 CCR 1256*
30. Are identification numbers and company names removed before sale, transfer, or other disposal of a vehicle? *Sections 34507.5 and 27900 CVC*



TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

HAZARDOUS MATERIALS HANDLING PROCEDURES

31. Do you transport HM in compliance with the regulations contained in Title 49 CFR Parts 100 to 180 and Title 13 CCR Parts 1160 to 1167? This includes but is not limited to, the following:
- Shipping paper requirements, including proper entries, shipper's certification, retention, accessibility in transport vehicles. *Title 13 CCR Section 1161, and Title 49 CFR Section 172.200*
 - Marking requirements for packages, containers, and vehicles. *Title 13 CCR Section 1161.3, and Title 49 CFR Section 172.300*
 - Labeling requirements for packaging and containers. *Title 13 CCR Section 1161.2, and Title 49 CFR Section 172.400*
 - Placarding requirements for vehicles or containers. *Title 13 CCR Section 1162, and Title 49 CFR Section 172.500*
 - Emergency response information requirements including accessibility in transport vehicles. *Title 13 CCR, and Title 49 CFR Section 172.600*
 - Training requirements for HM employees. *Title 13 CCR 1161.7, and Title 49 CFR Section 172.700*
 - Safety and security plan requirements. *Title 13 CCR 1161.8, and Title 49 CFR 172.800*
 - Proper use and maintenance of packaging. *Title 13 CCR Section 1163, and Title 49 CFR Section 173.24*
 - Segregation, separation, and securement of cargo. *Title 13 CCR Section 1164, and Title 49 CFR Part 177*
 - Incident report submission and retention requirements. *Title 13 CCR Section 1166, and Title 49 CFR Part 171.16*

SATISFACTORY RATED TERMINALS

A terminal rated satisfactory is one that is in compliance with applicable laws and regulations. Minor deficiencies or defects may exist as long as highway safety is not jeopardized. *Title 13 CCR Section 1233*

UNSATISFACTORY RATED TERMINALS

A terminal rated unsatisfactory is one showing a lack of compliance which could jeopardize the safety of passengers and/or the motoring public; one in which articulable proof is obtained showing widespread noncompliance with or willful disregard of, statutory or regulatory requirements. An Unsatisfactory rating is assigned for any of the following conditions: *Title 13 CCR Section 1233*

- Vehicle or equipment violations of a liberator or long-hauling nature.
- More than 20 percent of vehicles in the inspection sample are placed out of service.
- Drivers' hours-of-service violations exceeding five percent of the total days audited.
- Falsified drivers' hours-of-service records/violations exceeding five percent of the total days audited (drivers' hours-of-service and falsified drivers' hours-of-service violations may be combined in determining an excess of five percent of total days audited).
- Failure to maintain and/or retain drivers' timekeeping records when that failure precludes a reasonable determination that the carrier is in compliance with drivers' hours-of-service requirements.
- Failure to participate in the DMV EPN Program, failure to enroll all drivers, failure to obtain and retain a driver's current CA driving record, failure to obtain a periodic EPN record for all drivers, or utilizing disqualified or unqualified drivers.
- Failure to provide the Department a reasonable opportunity to conduct an inspection.
- Lack of compliance with any HM requirement, which jeopardizes public or environmental safety, or hinders prompt action by emergency response personnel.
- Willful disregard of statutory or regulatory requirements.
- Violations generally spread over the inspected vehicles and/or maintenance records which, by their nature, should have been detected, documented, and corrected under an acceptable inspection and maintenance program.
- Violations generally spread over the inspected drivers' records which, by their nature, should have been prevented, and/or detected and corrected under an acceptable drivers and records management program.



TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

CONDITIONAL RATED TERMINALS

A terminal rated conditional is one in which the terminal's compliance is no longer unsatisfactory, but that actual compliance cannot be determined. In this case, the CHP will return for a follow-up inspection in approximately six months to reinspect the terminal and assign a new safety compliance rating. The new rating will not be conditional; it will either be satisfactory or unsatisfactory. Under certain circumstances when re-inspecting a terminal which had been previously assigned an unsatisfactory rating, the CHP is unable to determine that all required corrections have been accomplished by the motor carrier. One example is a terminal which had received an unsatisfactory rating for excessive drivers' hours of service, and as a result the PUC or DMV suspended the motor carrier's operating authority or MCPP for a period of time. During the suspension, the carrier could not lawfully operate any of its vehicles, and therefore, could not demonstrate compliance with laws and regulations governing drivers' hours of service. Under such circumstances, if all other compliance failures at that terminal have been corrected by the carrier, the CHP will normally assign a conditional rating to that terminal, and reevaluate the hours of service issue within six months.

OPERATING AUTHORITY

Prior to operating regulated vehicles on any public highway, motor carriers may be required to obtain an operating authority or permit. The operating authority may be a DMV MCPP, PUC registration or operating authority, or a FMCSA registration and authority. Additional information may be obtained for the DMV MCPP via the Internet at www.dmv.ca.gov or calling (916) 657-8153; PUC via the Internet at www.cpuc.ca.gov or calling (800) 848-5580; or, FMCSA via the Internet at www.fmcsa.dot.gov or calling (800) 832-5660.

UNITED STATES DEPARTMENT OF TRANSPORTATION NUMBERS

Motor carriers must obtain a United States (US) Department of Transportation (DOT) number prior to applying for a CA number. The issuance of US DOT numbers allows data to be included in the FMCSA Safety Measurement System (SMS). The US DOT number may be displayed in lieu of the CA number. Carriers should update their US DOT number census information as required and monitor their FMCSA SMS information for accuracy via the Internet at www.fmcsa.dot.gov. Section 34507.5 CVC

SAMPLE

COMMERCIAL INDUSTRY EDUCATION PROGRAM

The CHP's Commercial Industry Education Program, offers free educational safety seminars for motor carriers and commercial drivers of regulated vehicles. Presentations vary from one to eight hours. Motor carriers have the option of receiving the presentations at their facility or another location. Presentations can be tailored to suit the needs of the carriers, including presentations provided in Spanish. Additional information may be obtained via the Internet at www.chp.ca.gov or contacting the nearest CHP Motor Carrier Safety Unit (MCSU) as listed below.

ABOUT THIS CHECKLIST

This checklist, while detailed, cannot list all possible items where compliance with law or regulation could be an issue, nor can it explore all possible applications of CHP policy in the assignment of ratings. A motor carrier who examines their operations using this checklist as a guide can identify areas where compliance may be weak, and take action to improve those areas. Some of these items may not apply to every type of carrier. Laws and regulations change over time, and staying current with these changes is one of the keys to success for anyone who operates or directs the operation of commercial vehicles. This checklist is not law; it is intended only to assist motor carriers in achieving success in the area of highway safety. It does not bind the CHP to a particular determination regarding the compliance of any motor carrier with laws and regulations in existence at any given moment. Any conflict between this checklist and a law or regulation, or future change in CHP policy, will be resolved in favor of the law, regulation, or policy. This checklist will be revised to reflect significant changes in these areas as soon as possible after they occur. Additionally, compliance with federal regulations governing testing of drivers for use of controlled substances and abuse of alcohol is also required, but is evaluated separately from all other matters. See Section 34520 CVC and Title 49 CFR Part 382, for information regarding this issue. The CHP publishes a checklist similar to this one titled CHP 800F, Controlled Substances and Alcohol Testing Compliance Checklist, the CHP 800J, What is CSAT?, and CHP 800H, Welcome to BIT, The Basic Inspection of Terminals (BIT) Program.



TERMINAL MANAGER'S COMPLIANCE CHECKLIST

CHP 800D (Rev. 04-2017) OPI 062

Questions regarding any of the information outlined above may be directed to your nearest CHP MCSU listed below:

Northern Division
2485 Sonoma Street
Redding, CA 96001-3026
(530) 242-4357
(530) 246-1264 Fax

Valley Division
2555 First Avenue
Sacramento, CA 95818-2608
(916) 731-6350
(916) 227-0111 Fax

Golden Gate Division
1551 Benicia Road
Vallejo, CA 94591-7568
(707) 648-4180
(707) 649-4766 Fax

Central Division
5435 East Olive Avenue
Fresno, CA 93727-2541
(559) 453-3130
(559) 452-1251 Fax

Southern Division
437 North Vermont Avenue
Los Angeles, CA 90004-3512
(323) 644-9557
(323) 953-4827 Fax

Border Division
9330 Farnham Street
San Diego, CA 92123-1216
(858) 650-3655
(858) 637-7159 Fax

Coastal Division
4115 Broad Street, Suite B-10
San Luis Obispo, CA 93401-7963
(805) 549-3261
(805) 541-2871 Fax

Inland Division
841 East Grier Drive
San Bernardino, CA 92408-2820
(909) 806-2411
(909) 885-0981 Fax

SAMPLE



Appendix C:

TransTrack User Guide

TransTrack User Guide

Introduction

TransTrack is a software tool designed for transit operators to manage their annual budgets, plans, and monthly performance data. It facilitates the generation of essential tables needed for the SRTP update. By entering each operator's system and route performance data into TransTrack on a monthly basis, the Commission can ensure compliance with funding sources and monitor allocated program funds for the fiscal year. TransTrack plays a crucial role in tracking and organizing performance and financial data throughout the year, making it integral to the annual SRTP updates.

This section offers an overview of TransTrack activities, including guidance on data entry, report utilization, and SRTP completion. Additionally, comprehensive training manuals and how-to guides are available within TransTrack, detailing the steps required to complete various tasks.

TransTrack Support Resources

The TransTrack platform features several tabs dedicated to different database functions. The Support tab provides essential client assistance for navigating TransTrack activities, including:

- **How-To Guides:** Instructions for adding and modifying routes, setting up permissions, and performing exclusions.
- **Documentation Manuals:** Resources for NTD (National Transit Database) reporting and safety protocols.
- **Training Materials:** Basic training resources, analytics navigation, and SRTP training.

This combination of resources equips operators with the necessary tools to input, report, and monitor their transit systems in compliance with RCTC requirements. If operators encounter difficulties navigating the platform, they are encouraged to contact RCTC staff or reach out to their TransTrack representative for assistance.

Data Entry and Import Dashboard Modules

The primary method for entering performance and financial data into TransTrack is through either manual data entry or importing formatted spreadsheets. The manual data entry process is divided into three modules:

- **Monthly Data Entry:** For service hours, miles, passengers, revenue, and expenses.
- **Bi-Annual Data Entry:** For fleet mileage.
- **Annual Data Entry:** For fleet inventory, passenger miles, allocations, total expenses, and SRTP routes.

Operators can upload imports once they have completed a preformatted spreadsheet, which can then be edited within the Data Entry module. Detailed instructions for these tasks are available in

the RCTC Basic Training and Service Provider Data Entry manuals located in the **Training Materials** section of the Support dashboard module.

Once all data has been entered and imported, RCTC will perform close actions to update the database with the most current information. Operators should contact RCTC regarding close actions for retroactive revisions and reconciliations to ensure that new data is reflected in TransTrack reports.

S RTP Dashboard Module

The TransTrack database system is specifically designed to assist operators in completing their annual S RTP updates by pre-populating the necessary performance and financial tables. The S RTP Table 4 training manuals, available in the **Training Materials** section of the Support dashboard module, offer guidance on adding, submitting, and revising projects, as well as tracking amendments.

Reports Dashboard Module

The Reports dashboard module provides a collection of populated reports based on the performance and financial data compiled from both manual entry and import activities. Operators can access several predesigned reports in the Plan Reports section of the Reports dashboard module. Data can be viewed on a monthly, quarterly, or annual basis and can be filtered by fiscal year, mode, route, program, or systemwide reporting. These reports serve as valuable tools for operators to compare and contrast performance and financial data, identify deficiencies, and assess the effectiveness of their services.

Table 1. Resource Instruction for Common TransTrack Actions

TransTrack Action	Support Module	Resource for Instruction
How to Create New Users and Logging In	Training Materials	RCTC Basic Training
	Documentation	How to Set Up and Remove a TransTrack User
Setting up Permissions	How To Guides	How to Set Up Group-user Permissions
Setting up Exceptions	How To Guides	How to Set Up Performance Exceptions
Creating a New Route	How To Guides	How to Create a New Route
How to Modify a Route	How To Guides	How to Modify a Route
How to Manually Enter Data	Training Materials	RCTC Basic Training
	Documentation	RCTC Phase 1 – Data Collection & Reporting Process Review
How to Import Performance and Financial Data	Training Materials	Service Provider Data Input
	How To Guides	How to Check Imported Data
Where to Get Import Template	Documentation	Monthly Hours, Miles & Passengers CSV Template
Close Action After Data Entry	Documentation	RCTC Phase 1 – Data Collection & Reporting Process Review or Contact RCTC Staff

Reviewing Monthly Expenses and Revenues	Documentation	How to Review Monthly Expenses & Revenues
SRTP Development	Training Materials	SRTP Table 4 Training – Service Provider
	Training Materials	RCTC Service Provider Checklist

Table 2. Key TransTrack Terminology

Term	Definition
Data	Raw records that are loaded into project data sets for use in the project’s data model.
Facts	Individual numerical measurements are attached to each data set in the source data. Facts are always numbers and are the smallest units of data.
Attributes	Descriptors that are used to break apart metrics and provide context to report data. Attributes dictate how metrics are calculated and represented. Attributes may be text or numerical data.
Metrics	Aggregations of facts or counts of distinct attribute values, which are represented as numbers in reports. Metrics are defined by customizable aggregation formulas. Metrics represent what is being measured in a report.
Reports	Visualizations of data that fall into one of three categories: (1) tables, (2) charts, or (3) headline reports. All reports contain at least one metric (what is being measured) and often contain one or more attributes (dictating how that metric is broken down).
Dashboard tabs	The pages in the TransTrack Portal in which reports (either tables or charts) and other dashboard elements (lines, embedded content from the web, widgets, and filters) are displayed. Dashboard tabs are typically used to organize reports within a given dashboard.
Dashboards	Groups of one or more dashboard tabs that contain reports belonging to a common category of interest.
Projects	A set of dashboards and the users who have permission to interact with them. A project also includes the underlying dashboard, tabs, reports, metrics, and data models. Projects are often provisioned for use by an entire team or department. In these cases, a change made by one user is visible to all.
Data set	A collection of related facts and attributes typically provided from a single data source.
Logical data model	A model of the definition of all facts, attributes, and datasets in a project, as well as the relationships between them.

Appendix D:

Other Discretionary Funding
Programs and Resources

Other Discretionary Funding Programs and Resources

Funding Program (Linked)	Objective	Eligible Projects
FTA Competitive Grants	Competitive and discretionary grants offered by FTA to improve and enhance public transportation	<ul style="list-style-type: none"> Operating Projects Capital Funding Technology Projects
Western Riverside Council of Governments	Provides grant writing assistance for a wide range of funding programs	<ul style="list-style-type: none"> WRCOG provides grant writing services to its member jurisdictions.
Clean Mobility Options (CMO)	Vouchers for funding community needs assessments and clean, shared, zero-emission transportation projects	<ul style="list-style-type: none"> Needs assessments Bike sharing On-demand transportation Zero-emission vehicles
California Air Resources Board (CARB)	Low Carbon Transportation Incentives and AQIP Funding Plans	<ul style="list-style-type: none"> Vouchers and incentives for clean air transportation projects
Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)	Voucher program aimed at reducing the purchase cost of zero-emission vehicles	<ul style="list-style-type: none"> A transit agency would decide on a vehicle, contact the vendor directly, and then the vendor would apply for the voucher.
Transit and Intercity Rail Capital Program (TIRCP)	Fund transformative capital improvements for California's intercity, commuter, and urban rail systems, and bus and ferry transit systems	<ul style="list-style-type: none"> New or expanded bus and rail services, improvements to multimodal facilities
Carl Moyer Program	Provides grant funding for cleaner-than-required engines, equipment, and other sources of air pollution	<ul style="list-style-type: none"> Funding to help procure low emission vehicles and equipment. Transit buses are eligible for up to \$80,000 funding.
Community Air Protection Program – AB 617	This program's focus is to reduce exposure in communities most impacted by air pollution.	<ul style="list-style-type: none"> This funding can be used for engine replacement, repower, and infrastructure.
Better Utilizing Investments to Leverage Development (BUILD)	BUILD invests in road, rail, transit, and port projects that promise to achieve national objectives.	<ul style="list-style-type: none"> Build and repair critical pieces of our freight and passenger transportation networks
Clean Energy and Pollution Reduction Act – SB 350	Clean Energy and Pollution Reduction Act will enable transformation of energy production to zero-emission.	<ul style="list-style-type: none"> Funding to public utilities to reduce GHG emissions Rebates of up to 50 percent of the electric vehicle supply equipment (chargers, etc.) for transit fleets
SCAG Competitive STBG and CMAQ call for projects	STBG and CMAQ funds for Transit Capital Projects that help improve air quality	<ul style="list-style-type: none"> New or expanded bus and rail services, improvements to multimodal facilities
Local Partnership Program (LPP) - Competitive*	Balance the need to direct increased revenue to the state's highest transportation needs while fairly distributing the economic impact of increased funding	<ul style="list-style-type: none"> Improvements to transit facilities Acquisition of zero-emission buses Capital projects that employ advanced and innovative technology

Appendix E:

Table of Acronyms

Acronyms

Acronym	Meaning
AB	Assembly Bill
A/R	Accounts Receivable
CALTRANS	California Department of Transportation
CCR	California Code of Regulations
CHP	California Highway Patrol
CPI	Consumer Price Index
CSTAC	Citizens and Specialized Transit Advisory Committee
CTC	California Transportation Commission
CTSA	Consolidated Transportation Services Agency
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Plan
FY	Fiscal Year
LCTOP	Low Carbon Transit Operations Program
LTF	Local Transportation Fund
MPO	Metropolitan Planning Organization
POP	Program of Projects
PUC	Public Utility Commissions
PVVTA	Palo Verde Valley Transportation Authority
RCTC	Riverside County Transportation Commission
RTA	Riverside Transit Agency
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
SB	Senate Bill
SCS	Sustainable Communities Strategy
SCAG	Southern California Association of Governments
SCO	State Controller's Office
SGR	State of Good Repair
SRTP	Short-Range Transit Plan
STA	State Transit Assistance funds
SunLine	SunLine Transit Agency
TDA	Transportation Development Act
TIRCP	Transit Intercity Rail Capital Program
UZA	Urbanized Area
ZETCP	Zero-Emission Transit Capital Program