**TFCA PROJECT INFORMATION FORM F**

**Existing and Pilot Shuttle and Feeder Bus Service and Pilot Trip Reduction**

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

**Eligibility**

Shuttle and Feeder Bus Serviceprojects are identified as an eligible project category under Policy No. 28 of the Air District’s TFCA CPM Policies. These projects are intended to reduce single-occupancy vehicle trips by providing short-distance connections. All of the following conditions must be met for a project to be eligible for TFCA funds:

* The service must provide direct connections between a mass transit hub (e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal, or airport) and a distinct commercial or employment location.
* The service’s schedule, which is not limited to commute hours, must be coordinated to have a timely connection with corresponding mass transit service.
* The service must be available for use by all members of the public.
* TFCA funds may be used to fund only shuttle services to locations that are under-served and lack other comparable service. See Policy No. 28 of the Air District’s TFCA CPM Policies for how the Air District defines “comparable service”.
* Grantees must be either: 1) a public transit agency or transit district that directly operates the shuttle/feeder bus service; or (2) a city, county, or any other public agency.
* Applicants must submit a letter of concurrence from all transit districts or transit agencies that provide service in the area of the proposed route, certifying that the service does not conflict with existing service.
* A rider survey is to be conducted at least once during the TFCA funded period. Pilot projects are to survey riders annually.
* Pilot shuttle/feeder bus service projects are defined as new routes that are at least 70% unique and where no other service was provided within the past three years. In addition to meeting the conditions listed above, pilot projects must also comply with the following:
  + Provide evidence demonstrating the public’s need for the service, including a demand assessment survey and letters supporting the demand for the service;
  + Provide a letter from the local transit agency denying service to the project’s proposed service area; and
  + Applicants must provide written documentation of plans for financing the service in the future.

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**Project Information**

*For all projects proposed for TFCA funding the Alameda CTC is required to evaluate emissions reductions and TFCA cost-effectiveness, based on the following information. Use the most accurate or best estimate data available and state all assumptions/ calculations*.

**TABLE 1 – Service Provided:**

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

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

**TABLE 2 – Vehicles Providing Service:**

In addition to completing Table 2, for each vehicle type, provide a copy of the CARB Executive Order (EO) as an attachment to the application.

**Form F: Existing and Pilot Shuttle and Feeder Bus Service and Pilot Trip Reduction, continued**

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

**Form F: Existing and Pilot Shuttle and Feeder Bus Service and Pilot Trip Reduction, continued**

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