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Transportation Development Act

Local Transportation Fund

CLAIM MANUAL

Updates

February 2017

Changes to TDA Manual

Page	Change
1-3	Apportionment Step 1: clarify that apportionments to claimants are after deductions for “off the top” expense allocations for County Auditor to administer the fund, and for SBCAG TDA administration, planning, and performance audits.
1-4	Apportionment Step 4: clarify timeline of disbursement instructions to county auditor.
1-4	Clarify SBCAG policy that agencies may hold LTF funds in reserve.
1-6	Figure 1-3: Insert submittal dates of required financial reports by SBCAG and LTF claimants to the State Controller.
2-1	Update from 2% to 3% of LTF for SBCAG regional transportation planning.

Changes to TDA Manual

Page	Change
2-2	Figure 2-2: Modify allocation priority to include SBCAG regional transportation planning.
3-2	Update methods how SBCAG recommends productivity improvements
3-3	Figure 3-1: Update farebox recovery standards for each operator to reflect state legislation (SB 508)
3-4	Insert TDA definition of “fares” to clarify what constitutes fare revenue
3-5	List additional exclusions from operating costs in calculating farebox recovery, per SB 508
3-6	Identify local funds that could be included in farebox recovery
3-7	Provide numeric example of non-compliance with farebox requirement

Changes to TDA Manual

Page	Change
3-9	Clarify the SBCTAC serves as the statutorily required SSTAC
4-2	Figure 4-1: Update Required Forms Checklist for additional standard assurances (H.1 – H.3)
4-9	Modify list of local funds per SB 508 for proposed operating budget
4-12	Modify instructions for TDA claim forms G-1 through G-3 relating to farebox recovery
4-13	Delete and move farebox recovery table to Figure 3-1.

Changes to TDA Claim Forms

Document Sheet	Change
A	Update to state LTF amount to be held in reserve by claimant, not by SBCAG
C (for each operator)	Include year of triennial performance audit recommendation
F	To determine maximum LTF allocation, include reduced funding from the operator's failure to meet the required farebox recovery ratio
G1, G2, G3	Update farebox recovery formula per SB 508.
H	Add 3 new claimant standard assurances
LTF Checklist	Update Required Forms Checklist for additional standard assurances (H.1 – H.3)