FY 25-26 LCTOP Allocation Request Streamlining Cycle A and Cycle B

The LCTOP team has streamlined the FY 25-26 LCTOP Allocation Request process, understanding that agencies need efficient techniques to complete two LCTOP calls for projects within a 6-month period.

Agencies can streamline the process by applying for the same project in both cycles. Here is a step-by-step process to complete the two separate Allocation Requests.

During Cycle A Call for Projects

At the top of the FY 25-26 Allocation (in Row 2) Select "Cycle A" and "Yes"

LCTOP FY 2025-2026 Allocation Request Cycle A

FY 2025-2026 LCTOP:	Cycle A	Is your Cycle A and Cycle B project the same?	Yes

Lead Agency Information

In the Funding Information Section, show the amount of funding the project will receive from Cycle A allocation in the Teal Highlighted cells. Also provide an estimate of the amount of funding needed in Cycle B to fully fund the project and complete the scope of work described in the Project Information Section.

LCTOP FY 2025-2026 Allocation Request Cycle A

Funding Information

Allocation Yr	Prior	FY 25-26 (A)	FY 25-26 (B)	FY 26-27	FY 27-28	FY 28-29	Total
PUC 99313:		$150,000	$50,000				$200,000
PUC 99314:		$30,000	$10,000				$40,000
Total LCTOP:	**$0**	**$180,000**	**$60,000**	**$0**	**$0**	**$0**	**$240,000**
LCTOP Interest:							$0
Other GGRF:							$0
Total CCI:	**$0**	**$180,000**	**$60,000**	**$0**	**$0**	**$0**	**$240,000**
Other Funds:				$60,000			$60,000
Total:	**$0**	**$180,000**	**$60,000**	**$60,000**	**$0**	**$0**	**$300,000**

Complete and submit the rest of the Allocation Request Form including QM-Tool Tab, Lat-Long Tab, and Map Tab.

During Cycle B Call for Projects

Open the Cycle A Approved Allocation Request, Click "File", "Save As", and rename the file with a "B" in the title.

At the top of the Allocation Request (in Row 2) Select Cycle B.

LCTOP FY 2025-2026 Allocation Request Cycle B

FY 2025-2026 LCTOP:	Cycle B	Is your Cycle A and Cycle B project the same?	Yes

Lead Agency Information

In the Project Summary Section on the First Page replace Cycle A 99313 and 99314 amounts with new Cycle B amounts in the Teal Highlighted Section

Project Summary

Name: *No more than 2 lines*	Free Rides For All
Description (Short): *No more than 375 characters.*	Encanto Transit will provide free alternative transportation rides within the town.
Type:	Operations
Sub-Type:	Implementation of free or reduced fares

Start date *(anticipated)* :	7/1/2026		**End date** *(anticipated)* :	12/31/2027	
Funding:	**99313:** $50,000		**99314:** $10,000	**Total:**	$60,000

In the Funding Information Section, the amount of funding requested in Cycle A will no longer be highlighted teal. In the Teal Highlighted cells show the amount of funding the project will receive from Cycle B allocation.

LCTOP FY 2025-2026 Allocation Request Cycle B

Funding Information

Allocation Yr	Prior	FY 25-26 (A)	FY 25-26 (B)	FY 26-27	FY 27-28	FY 28-29	Total
PUC 99313:		$150,000	$50,000				$200,000
PUC 99314:		$30,000	$10,000				$40,000
Total LCTOP:	**$0**	**$180,000**	**$60,000**	**$0**	**$0**	**$0**	**$240,000**
LCTOP Interest:							$0
Other GGRF:							$0
Total CCI:	**$0**	**$180,000**	**$60,000**	**$0**	**$0**	**$0**	**$240,000**
Other Funds:				$60,000			$60,000
Total:	**$0**	**$180,000**	**$60,000**	**$60,000**	**$0**	**$0**	**$300,000**

Ensure that the following locations on the Allocation Request have been updated to reflect the Cycle B allocation amount and the total project funding.

Page 2 Funding Information:

Lead Agency:	Encanto Transit	**Amount:**	**PUC Funds Type:**
Contact Person:	Isabela Madrigal		99313
Contact Phone #:	760-656-2022	$10,000	99314
Contact E-mail:	imadrigal@encanto.transit.gov		

Contributing Sponsor:	Colombia County LTC	**Amount:**	**PUC Funds Type:**
Contact Person:	Mariano Guzman	$50,000	99313
Contact Phone #:	760-565-1810		99314
Contact E-mails:			

Page 2 Fully Funded Project and/or Detailed Funding Information:

Fully Funded Project: Provide a description of all the funds that will be used to complete this project and how LCTOP funds will not supplant other funding sources. Include the project ID and awarded funding amount from prior rollover years.
Encanto Transit will use both Cycle A and Cycle B FY25-26 LCTOP funding along with local area funds to full fund the project. LCTOP funds will not supplant other funding sources, this project would not be possible without support from LCTOP.
Detailed Funding Information: This section should be completed to detail any CAP funds included in the "Prior" column, include the Project ID, amount of funds transferred, and CAP approval date(if available).
N/A

Page 4 Funding Plan:

Funding Plan

Total Project Funding							
Component	**Prior**	**FY 25-26 (A)**	**FY 25-26 (B)**	**FY 26-27**	**FY 27-28**	**FY 28-29**	**Total**
PA&ED	$0	$0	$0	$0	$0	$0	$0
PS&E	$0	$0	$0	$0	$0	$0	$0
R/W	$0	$0	$0	$0	$0	$0	$0
CON	$0	$0	$0	$0	$0	$0	$0
Veh/Equip Purchase	$0	$0	$0	$0	$0	$0	$0
Operations/Other	$0	$180,000	$60,000	$60,000	$0	$0	$300,000
TOTAL	**$0**	**$180,000**	**$60,000**	**$60,000**	**$0**	**$0**	**$300,000**
Funding Source:	Low Carbon Transit Operations Program (LCTOP)						
Component	**Prior**	**FY 25-26 (A)**	**FY 25-26 (B)**	**FY 26-27**	**FY 27-28**	**FY 28-29**	**Total**
PA&ED							$0
PS&E							$0
R/W							$0
CON							$0
Equipment Purchase							$0
Operations/Other		$180,000	$60,000				$240,000
TOTAL	**$0**	**$180,000**	**$60,000**	**$0**	**$0**	**$0**	**$240,000**

Page 5 Project Description:

1) Project Description - Provide a comprehensive project description. For operations projects, include: **#of trips, span, frequency improvements, days of operation and marketing component (if applicable).** For capital projects, include: **product specifications** and identify all **LCTOP funded components.** ***No more than 14 lines.***
As part of Encanto Transit fifth anniversary the alternative transportation agencies will provide free rides on all services including the Donkey, and the Haycart. Fares range from $1.25 to $1.75 depending on age and services. Encanto Transit expects to provide roughly 10,000 free rides each months for 18 month at an average cost of $1.50 per trip. This request for funding also includes $30,000 for marketing this program. Encanto Transit would like to continue the free fare program beyond this first LCTOP Allocation.

Page 5 Project Cost Please make sure that the total project costs described in this section match the Funding Information and Funding Plan amounts.

3) Project Costs - Provide an **itemized breakdown** of project components **and** describe **how the cost estimations were developed.** Please include marketing and bus wraps cost in this section. Total costs must correspond to the Funding Information section above. ***No more than 14 lines.***
Average Cost per Ride $1.50 x Average Trips per Month 10,000 x 18 months = $270,000 cost to provide free rides. $30,000 in marking cost to provide notice of the new program including wall advertisement and onservice displays.

And Page 10 FY 25-26 LCTOP Funds estimated to benefit Priority Populations

Please provide the amount of FY 25-26 LCTOP funds estimated to benefit Priority Populations.	
Amount of FY 25-26 funds to benefit a Disadvantage Community *(If you have a DAC, at least 50% must benefit a DAC)* :	~~$100,000~~ 30,000
Amount of FY 25-26 funds to benefit Low-Income Community:	~~$80,000~~ 30,000
Amount of FY 25-26 fund to benefit Low-Income Households and Residents within 1/2 mile of a DAC:	$0
Total Amount of FY 25-26 LCTOP funds to benefit Priority Population *(Total should not exceed total FY 25-26 LCTOP project funding):*	~~$180,000~~ 60,000