

July 30, 2008

TO: Eligible Applicants

FROM: Suzanne Smith, Executive Director



SUBJECT: Lifeline Transportation Program "Call for Projects"
Tiers I and II for fiscal years 2009-2011

The Sonoma County Transportation Authority (SCTA) announces the "Call for Projects" (please see below) for the second cycle of the Lifeline Transportation Program for Sonoma County. All entities eligible for Lifeline funding in Sonoma County are invited to submit applications for projects.

The program funds projects specifically to improve transportation mobility for persons with low incomes. An estimated \$4,591,000 is being made available to Sonoma County. Lifeline originates from the Metropolitan Transportation Commission (MTC) in the nine-county San Francisco Bay Area and is administered by SCTA. Funding is distributed on a competitive basis. For this new cycle, MTC will fund the Lifeline program from three funding sources. These are:

1. Job Access Reverse Commute (JARC)
2. State Transit Assistance (STA)
3. Proposition 1B

PLEASE NOTE that there are TWO applications and TWO application deadlines:

1. PETALUMA as a Small Urbanized Area is eligible for \$50,459 in JARC funding, with an application deadline to SCTA of September 10, 2008
2. All the other Lifeline applications have a deadline to SCTA of October 15, 2008

The following is a process timeline, for your reference:

LIFELINE TRANSPORTATION PROGRAM SCHEDULE	
2008	
July 30	SCTA Issues “Call for Projects”
August 4	Workshop 1:00-2:30 pm at SCTA for Potential Applicants
September 10	Petaluma’s Small Urbanized Area JARC Application Due to SCTA
Between 9/11-19	Petaluma’s JARC Evaluation
September 24	Petaluma’s Small Urbanized Area JARC Application Due to MTC
September 30	Petaluma’s Small Urbanized Area JARC Application Due to Caltrans
October 15	Lifeline Program Applications Due to SCTA
October 16-24	Lifeline Program Evaluation
November 10	Lifeline “Program of Projects.” including Petaluma JARC to SCTA Board
After Nov 10	JARC projects entered into TIP
November 26	Lifeline “Program of Projects” due to MTC
December 1	Sponsors’ Governing Body Resolutions due to SCTA
2009	
January	Metropolitan Transportation Commission Approval of Tier I
September 30	Metropolitan Transportation Commission Revision of Tier II Projects
December	Metropolitan Transportation Commission Approval of Tier II

PLEASE NOTE:

Potential project applicants are urged to attend the **August 4th workshop at SCTA, between 1:00-2:30 pm at 490 Mendocino Avenue, Suite 206, in Santa Rosa.** Therese Knudsen of MTC will be reviewing the project selection, application, and post-selection processes; and will be able to assist in answering questions.

Applicants will note that page 3 of the Guidelines states that SCTA “... may elect to allocate a portion of their STA funds directly to transit operators for Lifeline transit operations within the county.” **SCTA has elected to dedicate \$1,915,255** of the Tier I STA \$1,969,655 estimate to transit operators, reserving \$54,400 for potential match funding for JARC projects. This decision is made to assist the sustainability of fixed route transit operations in the County.

SCTA has also elected to use a **consolidated competitive selection process for the three year cycle**. Tier I will include the first two years of the program; Tier II will include the third year. Fund estimates for both Tier I and Tier II are still not firm, particularly for Tier II. Project sum adjustments will therefore be necessary after project selection for both tiers.

Resolutions are not submitted with the applications. After SCTA approval, **resolutions are to be approved by each respective governing body**. The resolutions should be written in a manner that will allow project sum adjustments, as well as the authority to enter into any necessary agreements with MTC as the projects move through the process. Resolutions are due to SCTA not later than December 1st.

Attached are several documents, which will assist applicants:

- Attachment A: MTC Resolution 3860 with Guidelines
- Attachment B: Communities of Concern
- Communities of Concern Map
- Attachment C: Funding Source Information
- Attachment D: Lifeline Funding Application
- Attachment E: Scoring Criteria
- Low-Income Component of the *Coordinated Public Transit Human Services Transportation Plan*

And for Petaluma JARC:

Because Caltrans is the designated recipient for the small urbanized area JARC funds, there is a separate process for applying for these funds. Please take note of the SPECIAL INSTRUCTIONS regarding the application. Project SCORING is also distinct from the other Lifeline scoring (please see application). Attached documents for Petaluma's part of JARC include:

- Urbanized Areas Map
 - Special Instructions
 - FTA Section 5316 (JARC) Grant Application
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Please submit applications to:

Sonoma County Transportation Authority
Attention: Lynne March
490 Mendocino Avenue, Suite 206
Santa Rosa, California 95401

Submit 1 original complete hard copy of the application, five (5) hard copies **and** an electronic CD version.

Each hard copy application must be on 8 ^{1/2} x 11” paper (three hole punched) and easily reproducible in black and white. Hard copy applications may be hand-delivered or mailed. Faxed applications will not be accepted.

Submit a CD electronic version of all MS Word and MS Excel files. Submit maps and drawings as .pdf files. Clearly label each file with project name and entity of origin.

Late applications will not be accepted.

Thank you.

Should you have questions, please contact:

Lynne March at lmarch@sctainfo.org or (707) 565-5376.

Second Cycle Lifeline Transportation Program FY 2009-2011

Call for Projects

I. General Program Information

On July 23, 2008, MTC adopted Resolution 3860, which includes a fund estimate and second cycle Lifeline Transportation Program (LTP) Guidelines for fiscal years 2009-2011. The resolution is attached as Attachment A.

The following provides general information about the program.

Program Goals

The Lifeline Transportation Program is intended to fund projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, and are expected to carry out the following regional Lifeline Program goals:

The Lifeline Program supports community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders.
- Address transportation gaps and/or barriers identified in Community-Based Transportation Plans (CBTP). While preference will be given to CBTP priorities, strategies emerging from countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan or other documented assessment of need within the designated communities of concern (Attachment B) will also be considered. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.
- Improve a range of transportation choices by adding a variety of new or expanded services including but not limited to: enhanced fixed route transit services, shuttles, children's programs, taxi voucher programs, improved access to autos, capital improvement projects. Transportation needs specific to elderly and disabled residents of low-income communities may also be considered when funding projects. Existing transportation services may also be eligible for funding.

Program Administration

The Lifeline Program will be administered by county congestion management agencies (CMAs) or other designated county-wide agencies, or Lifeline Program Administrators, as follows:

County	Lifeline Program Administrator
Alameda	Alameda County Congestion Management Agency
Contra Costa	Contra Costa Transportation Authority
Marin	Transportation Authority of Marin
Napa	Napa County Transportation Planning Agency
San Francisco	San Francisco County Transportation Authority
San Mateo	City/County Association of Governments
Santa Clara	Santa Clara Valley Transportation Authority and Santa Clara County
Solano	Solano Transportation Authority
Sonoma	Sonoma County Transportation Authority

Funding Sources

The Lifeline Transportation Program is funded with a combination of three funding sources: State Transit Assistance (STA), Proposition 1B Transit funds and Job Access and Reverse Commute (JARC) funds. Projects must meet eligibility requirements of the funding sources in order to receive funds.

See Attachment B – Funding Source Information, for details about each of the three funding sources.

Match Requirement

The Lifeline Program requires a minimum local match of 20% of the total project cost; new Lifeline Transportation Program funds may cover a maximum of 80% of the total project cost.

There are two exceptions to the 20% match requirement.

(1) JARC operating projects require a 50% match. Lifeline Program Administrators may use STA funds to cover the 30% difference for projects that are eligible for **both** JARC and STA funds.

(2) All auto-related projects require a 50% match.

Project sponsors may use federal or local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the match requirement. The match may include a non-cash component such as donations, volunteer services, or in-kind contributions as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program and is included in the net project costs in the project budget.

For JARC projects, if using federal funds, the local match must be from *non*-Department of Transportation (DOT) funds. Non-DOT federal funds may be eligible sources of local match and may include: Temporary Assistance to Needy Families (TANF), Community Services Block Grants (CSBG) and Social Services Block Grants (SSBG) administered by the US Department of Health and Human Services, Community Development Block grants (CDBG) and HOPE VI grants administered by the US Department of Housing and Urban Development (HUD). Grant funds from private foundations and other local sources may also be used to meet the match requirement.

Eligible Applicants

Public agencies, including transit agencies, county social service agencies, cities and counties, and private operators of public transportation services are eligible applicants.

Non-profit entities are directly eligible for JARC funds. In order to be eligible for STA funds, a non-profit entity would need to partner with an eligible STA recipient to receive funds (see Attachment B for eligible STA recipients). STA funds can be used for project administration of eligible projects and could be budgeted into project costs to facilitate a fiscal partnership with an eligible STA recipient.

An eligible project sponsor must be identified at the time that the project application for funding is submitted in order to receive funds.

Eligible Use of Program Funds

Lifeline Transportation Program funds are intended to fund innovative and flexible programs that address transportation barriers that low-income residents in the region face, many of whom are transit dependent. Therefore, it is expected that LTP funds be directed to meet these needs by funding new programs or services, or to continue existing programs that are otherwise at risk of being discontinued. The project must supplement, not supplant, existing funds. The project must not duplicate existing services, must coordinate with existing services to the extent feasible and demonstrate that no other funding sources are available to fund it.

Multi-year Programming/Funding Amounts

The second-cycle Lifeline Transportation Program will cover a three-year programming cycle. Funding amounts are estimated for each county as outlined in Table A.

Tier I Program: The Tier I Program covers the first two years of funding. Funding for the second year is expected to be known with approval of the FY 2009 state budget, or by September 2008. Tier I projects are due to MTC by November 30, 2008¹, and are scheduled to be presented to the Commission for adoption in January 2009. Lifeline Program Administrators are strongly encouraged to program the full amount of the Tier I county targets illustrated in Table A. Any remaining amounts not submitted by November 2008 may be programmed under Tier II. However, it should be noted that due to the timing of federal deadlines associated with JARC and state deadlines associated with Proposition 1B funds, any projects for these funding sources submitted after the November 2008 deadline will experience a delay in receipt of funds of up to one year.

**Table A – Lifeline Transportation Program
Second Cycle Funding
FY 2009 – FY 2011**

COUNTY & POVERTY POPULATION ¹	Tier I Program ²				Tier II Program ³			Total
	STA ⁵	Prop 1B	JARC ⁴	Subtotal	STA	Prop 1B	Subtotal	
Alameda - Available 27.40%	\$ 8,030,213	\$ -	\$ 786,582	\$ 8,816,794	\$ 3,222,862	\$ 2,826,817	\$ 6,049,680	\$ 14,866,474
Alameda - Advanced ⁵	\$ -	\$ 5,098,588	\$ -	\$ 5,098,588	\$ -	\$ -	\$ -	\$ 5,098,588
Contra Costa 12.50%	\$ 3,908,046	\$ 2,081,370	\$ 358,843	\$ 6,348,259	\$ 1,470,284	\$ 1,289,606	\$ 2,759,890	\$ 9,108,150
Marin 2.70%	\$ 844,138	\$ 449,576	\$ 77,510	\$ 1,371,224	\$ 317,581	\$ 278,555	\$ 596,136	\$ 1,967,360
Napa 1.70%	\$ 531,494	\$ 283,066	\$ 84,494	\$ 899,055	\$ 199,959	\$ 175,386	\$ 375,345	\$ 1,274,400
San Francisco 15.10%	\$ 4,720,920	\$ 2,514,296	\$ 433,483	\$ 7,668,698	\$ 1,776,103	\$ 1,557,845	\$ 3,333,948	\$ 11,002,646
San Mateo 7.10%	\$ 2,219,770	\$ 1,182,218	\$ 203,823	\$ 3,605,812	\$ 835,121	\$ 732,496	\$ 1,567,618	\$ 5,173,429
Santa Clara 21.70%	\$ 6,784,368	\$ 3,613,259	\$ 632,276	\$ 11,029,903	\$ 2,552,413	\$ 2,238,757	\$ 4,791,170	\$ 15,821,073
Solano 5.50%	\$ 1,719,540	\$ 915,803	\$ 416,834	\$ 3,052,178	\$ 646,925	\$ 567,427	\$ 1,214,352	\$ 4,266,529
Sonoma 6.30%	\$ 1,969,655	\$ 1,049,011	\$ 181,331	\$ 3,199,997	\$ 741,023	\$ 649,962	\$ 1,390,985	\$ 4,590,982
Means-Based Fare Pilot ⁶	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 1,500,000
TOTAL 100.00%	\$ 30,728,144	\$ 17,187,188	\$ 3,175,177	\$ 51,090,509	\$ 13,262,271	\$ 10,316,852	\$ 23,579,123	\$ 74,669,632

Notes:

Estimates intended for planning purposes only. Actual allotment of funds may differ than those indicated above.

¹ Poverty percentages by county are based on federal poverty levels reported in 2000 US Census.

² The Tier I Program is due to MTC on November 30, 2008.

³ The Tier II Program is due to MTC on September 30, 2009.

⁴ JARC estimates include small urbanized area funds administered by Caltrans. The small urbanized areas in the region include Livermore, Gilroy, Petaluma, Fairfield, Vacaville, Vallejo and Napa. These funds are subject to Caltrans requirements.

⁵ The Alameda County – Advanced total reflects \$5.1 million in Prop. 1B programmed in advance under MTC Resolution 3834. Alameda County's share of Tier I Prop. 1B funds was \$4.7 million. The difference of \$389,299 is repaid from Alameda County's share of Tier I STA, which is distributed proportionately to the remaining counties.

⁶ Reserved by MTC for a means-based fare assistance pilot program. Scope of the program to be developed.

Tier II Program: The Tier II Program would cover the third year of funding, which is expected to be known with approval of the FY 2010 state budget, or by September 2009. Tier II projects will be due to MTC by September 30, 2009.

At their discretion, Lifeline Program Administrators may conduct a consolidated competitive selection process for both Tiers, selecting the Tier II projects at the same time as the Tier I projects. However, funding for Tier II projects will not be available until after they are presented to the Commission for adoption in December 2009.

Eligible Projects:

Eligible operating projects, consistent with requirements of funding sources, may include (but are not limited to) new or enhanced fixed route transit services, restoration of lifeline-related transit services eliminated due to budget shortfalls, shuttles, children's transportation programs, taxi voucher programs, improved access to autos, etc. See Attachment C for additional details about eligibility by funding source.

Eligible capital projects, consistent with requirements of funding sources, include (but are not limited to) purchase of vehicles; bus stop enhancements, including the provision of bus shelters, benches, lighting or sidewalk improvements at or near transit stops, rehabilitation, safety or modernization improvements, etc.; or other enhancements to improve transportation access for residents of low-income communities. See Attachment C for additional details about eligibility by funding source.

Inter-county projects may also be funded if two or more counties wish to jointly plan for and fund such a project. Interested project sponsors or CMA staff should contact MTC to facilitate coordination.

Transportation needs specific to elderly and disabled residents of low-income communities may also be considered when funding Lifeline projects.

Grant Funding Period

Projects may be funded for up to three years.

Grant Funding Amounts

Lifeline Program Administrators will establish a minimum and maximum grant amount for any one project over the three-year funding period (FY 09 to FY 11). Multi-year projects are allowed as long as the total Lifeline amount does not exceed the threshold established at the local level, and the project sponsor has clearly identified the funding match for each year of the project period.

Link to Community-based Planning

Preference will be given to projects identified in Community-Based Transportation Plans (CBTP) and located within the communities in which the plans were completed. While preference will be given to CBTP priorities, strategies emerging from countywide or regional

welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan or other documented assessment of need within the designated communities of concern will also be considered. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.

Project Performance/Monitoring

Project applicants are responsible for identifying performance measures to track the effectiveness of the service in meeting the identified goals. At a minimum, performance measures for service-related projects would include: documentation of new “units” of service provided with the funding (e.g. number of trips, service hours, workshops held, car loans provided, etc.), cost per unit of service, and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.

Applicants should describe a plan for ongoing monitoring and evaluation of the service, as well as steps to be taken if original goals are not achieved. Project sponsors receiving JARC funds are subject to program reporting requirements as defined in those program guidelines.

II. Grant Application Submittal Requirements

To ensure a streamlined application process for project sponsors throughout the region, a universal grant application form is attached (Attachment D). This application may be modified as appropriate by the Lifeline Program Administrator for inclusion of county-specific grant requirements, with review and approval from MTC.

III. Grant Application Review and Evaluation Process

Lifeline Program Administrators are responsible for determining whether proposals meet the minimum Lifeline Program eligibility criteria (whether eligible fiscal agents are identified, and whether projects meet fund source eligibility requirements) and assigning appropriate fund sources to each project.

Lifeline Program Administrators will evaluate all eligible proposals. Each county will appoint a local review team of CMA staff, a local representative from MTC’s Minority Citizens Advisory Committee (if available), as well as representatives of local stakeholders, such as, transit operators or other transportation providers, community-based organizations, social service agencies, and local jurisdictions, to score and select projects. Project evaluations will be based on the rating criteria described in Attachment E. Efforts will be made to avoid a conflict of interest, or the appearance of a conflict of interest, in selecting projects.

Standard evaluation criteria will be used to assess and select projects. The six criteria include (1) project need/stated goals and objectives, (2) community-based transportation plan (CBTP) priority (3) implementation plan, (4) project budget/sustainability, (5) coordination and program outreach, and (6) cost-effectiveness and performance indicators. Lifeline Program

Administrators may establish the weight to be assigned for each criterion in the assessment process*.

Additional criteria may be added to a county program but should not replace or supplant the regional criteria. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

Based on the evaluation criteria, and funding availability as assigned by county, Lifeline Program Administrators will make funding recommendations to their respective policy boards for approval, and will then submit the list of recommended projects to MTC.

MTC will confirm that projects meet fund source eligibility requirements, and will allocate funds to each project by including submitted projects in a Program of Projects for the Commission's approval.

Lifeline Program Administrators are responsible for entering eligible JARC projects into the Transportation Improvement Plan (TIP). If STA funds are used, MTC will allocate funds directly to a transit operator or other eligible entity. See Attachment B for additional details related to the estimated availability of funds to project sponsors.

IV. Grant Award and Receipt of Funds

Following project award and prior to receipt of funds, project sponsors must submit a resolution of local support to MTC committing to project delivery, as well as providing the required local matching funds.

For projects receiving STA funds:

Transit operators and eligible cities and counties can initiate claims immediately following MTC approval of program of projects for current fiscal year funds.

For other entities, the eligible recipient acting as fiscal agent will initiate a funding agreement following MTC approval of program of projects. Funds will be available on a reimbursement basis following execution of the agreement.

For projects receiving Proposition 1B funds:

Project sponsors must submit a Proposition 1B application to MTC for submittal to Caltrans. The estimated due date is November 2008 (or February 2009) (Tier I) and November 2009 (or February 2010) (Tier II). Disbursement is estimated to occur within 3 months of receipt of the application.

For projects receiving JARC funds:

Following MTC approval of program of projects, there will be a 6-12 month process of securing the grant from FTA (adjusting funding depending on actual Congressional appropriation, entering projects in the TIP, applying for the FTA grant, FTA review and approval) and MTC entering into funding agreements with the project sponsors. Funds will be available on a reimbursement basis after execution of the agreement.

* **SCTA WEIGHTING OF SELECTION CRITERIA:**

Projects will be evaluated based on the following criteria:

MTC Specific Criteria

- 1) *Project Need/Stated Goals and Objectives (35%)*
- 2) *Community-based Transportation Plan Priority (5%)*
- 3) *Implementation Plan (15%)*
- 4) *Project Budget/Sustainability (15%)*
- 5) *Coordination and Program Outreach (15%)*
- 6) *Cost Effectiveness and Performance Indicators (15%)*

Because Sonoma County currently has only one Community-based Transportation Plan in place, the first criterion has been assigned less weight. The greatest weight has been placed on documenting project need for one of Sonoma County's low income populations and the associated goals and objectives. Equal weighting has been assigned the remaining categories.

These evaluation criteria alone do not determine which projects are funded. As outlined in the *Program Guidelines*, additional criteria may be applied to determine the final list of recommended projects. Additional criteria include:

Balance of Project Types: The program aims to balance a variety of project types, not solely construction, operations or programs projects.