

VCAC

VINE Consumer Advisory Committee

AGENDA

Thursday, November 6, 2014

6:00 pm

NCTPA / NVTA Board Room
625 Burnell Street, Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the VCAC which are provided to a majority or all of the members of the VCAC by VCAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the VCAC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the VCAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the VCAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

**** Members of the public may speak to the VCAC on any item at the time the VCAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the VCAC Staff. Also, members of the public are invited to address the VCAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.*

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ITEMS

1. Call to Order
2. Roll Call and Introductions
3. Public Comment ***
4. Chairperson and Committee Members' Update

Time Estimates

20 Minutes

REGULAR AGENDA ITEMS

	<u>RECOMMENDATION</u>	<u>Time Estimates</u>
5. Approval of July 10, 2014 and September 4, 2014 Minutes.	APPROVE	5 min
6. Election of Officers The Committee will elect a Chair and Vice-Chair for 2015.	ACTION	10 min
7. Lifeline Call for Projects The Committee will receive a report on Lifeline funding opportunities and NCTPA's call for projects.	INFORMATION	20 min
8. Passenger Counters The Committee will receive a report on the new passenger counter system	INFORMATION	20 min
9. Transit Manager's Update The Committee will receive a status update from the Manager of Public Transit on various agency projects and review service metrics.	INFORMATION	15 min
10. Adjourn		

Meeting Length Estimate: 90 mins

VCAC

VINE Consumer Advisory Committee

MINUTES

Thursday September 4, 2014

ITEMS

1. Call to Order

Chair Schunk called the meeting to order at 6:05 PM

2. Roll Call and Introductions

Members Present:

Jean-Vincent Deale
Margret Schlenke
Genji Schmeder
Jack Wall
Doug Weir
Anna Ernest
Zachary Schunk

Members Absent:

Daniel Leachman

3. Public Comment

No public comment

4. Chairperson and Committee Member's Update

Chair Zachary Schunk opened the floor for committee member comments.

Chair Schunk said that Napa Valley College is having a club day on September 17th and 18th, and wants NCTPA to have a booth there. NCTPA will set up a booth.

Mr. Wall recommended wrapping/painting Route 25 buses. Mr. Roberts replied that NCTPA will meet with Transdev to discuss this issue.

Mr. Schmeder brought up the issue of absent members. Mr. Roberts replied that George Blackstock has retired, Daniel Leachman will resign, and another applicant will be coming in soon. There is another position to fill afterwards.

*MSC – Motion, Seconded and Unanimously Carried

Mr. Weir brought up the idea of vending machines at the Transit Center. Mr. Roberts replied that it is up to the Finance Department. This issue has been discussed but it is not currently the highest priority. Majority of members agree having the vending machines would be a good idea.

REGULAR AGENDA ITEMS

5. Approval of July 10, 2014 Minutes

Meeting minutes from the July 10 meeting will be discussed at the November 6 meeting. It was agreed that for future meetings, agendas and minutes will be mailed out to everyone except Mr. Schmeder. The July 10 minutes will be amended to note that Mr. Schmeder was excused.

6. Nomination of Officers

Mr. Wall motioned to nominate Mr. Schunk for Chair and Mr. Vincent Deal for Vice Chair for January 2015. Mr. Weir nominated Ms. Schlenke for Vice Chair, which Ms. Schlenke declined. A vote will take place at the next meeting.

7. Review Passenger Survey Results

Mr. Roberts presented the 2014 passenger survey results. North valley wants service past midnight. American Canyon wants earlier morning service. The survey is conducted every 4 years to sync with the Transportation Plan. MTC pays for the surveys, with the current survey costing \$36,000.

Mr. Roberts mentioned that survey questions should be aligned with the 2008 survey so that better comparisons can be made. MTC wanted standardized questions across the Bay Area.

Mr. Schunk recommended running all routes later. Mr. Roberts replied that any changes made would need to be economically viable, with a 16 percent cost recovery.

8. Transit Manager's Update

Mr. Roberts spoke about service running normally after the earthquake. Recognition was given to Transdev for bus service continuing on its regular service. Mr. Roberts passed around a photo of their office after the earthquake. The reservations system was cut off due to power outage for part of the day after the earthquake. Mr. Roberts recommended a backup generator for the future, which will be addressed. Ridership and on-time performance were negatively impacted from the earthquake. Mr. Vincent Deal asked who makes the call to run bus service. Ms. Drake responded that the goal is to always run service, no matter what the circumstances. Mr. Wall asked what the ridership was for the day of the earthquake. Ms. Drake responded that she didn't know.

*MSC – Motion, Seconded and Unanimously Carried

Mr. Roberts discussed the condition of the Transit Center building after the earthquake, which is fine structurally. Mr. Roberts mentioned that there was an article in the paper regarding additional buses on the Route 11, which will run through September, and discussed the value of having APC data. Mr. Weir asked if there is a generator for the Transit Center building. Mr. Roberts said there is. Mr. Wall asked what the passenger loads of the Route 10 south to the College was. Mr. Kwong will provide him this information.

Mr. Roberts presented ridership for last fiscal year, noting good on-time performance and a 33 percent increase in ridership. Preventable accidents have increased, but not above the standards.

Mr. Wall asked about the status of Clipper. Mr. Roberts responded that the goal is a November 1 launch date.

Mr. Schmeder asked about the Route 29 service ridership. Mr. Roberts responded that the 20 percent growth for the route is likely from the new midday run. Mr. Kwong will provide Mr. Schmeder Route 29 ridership data.

Mr. Schmeder asked if the Route 21 is commute only. Mr. Roberts responded that it is all day.

NCTPA will meet with Transdev to consider midday service on the route 25 along with direct service to the college. Mr. Wall suggested painting the bus. Mr. Roberts replied that Lamar will advertise on buses. Mr. Wall asked about advertising on other routes as well. Mr. Roberts replied Sonoma advertises VINE. Mr. Roberts said that people want weekend service on the route, but that was not supported by the Board. Mr. Vincent Deal praised the drivers, showing patience and professionalism.

Mr. Roberts said Veolia's name has been changed to Transdev. Ms. Drake explained the reasons for the change.

- 9. The meeting was adjourned at 7:39 PM until the next meeting date of November 6th**



November 6, 2014
VCAC Agenda Item 6

Action Requested: ACTION REQUIRED

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY VCAC Agenda Letter

TO: VINE Consumer Advisory Committee
FROM: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: Election of Chair and Vice-Chair

RECOMMENDATION

Elect a Chair and Vice-Chair.

EXECUTIVE SUMMARY

Each year the VCAC elects a Chair and Vice-Chair before the end of the calendar year. The Committee By-laws direct that the election be made at the November or December meetings. As the VCAC does not meet in December, nominations for officers were made at the September 2014 meeting with the election scheduled for the November 2014 meeting. At September's meeting the committee nominated Mr. Schunk for Chair and Mr. Vincent Deal for Vice Chair.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

FINANCIAL IMPACT

SUPPORTING DOCUMENTS

None.



November 6, 2014
VCAC Agenda Item 7
Continued From: New
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY VCAC Agenda Letter

TO: Vine Consumer Advocacy Committee (VCAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Lifeline Transportation Program Cycle 4 Call for Projects

RECOMMENDATION

That the VINE Consumer Advisory Council (VCAC) receive the NCTPA Lifeline Transportation Program Cycle 4 program wherein up to \$1,216,842 in federal and state funds are being made available to public transit operators, non-profits and other local government agencies through a competitive application and evaluation process.

EXECUTIVE SUMMARY

The Metropolitan Transportation Commission (MTC) makes funding available to improve mobility of low income communities through the Lifeline Program. The funds are distributed to counties on low income population formula and are administered by each county's congestion management agency. The Napa County Transportation and Planning Agency (NCTPA) serves as the congestion management agency (CMA) for Napa County. This memo kicks off the "Call for Projects" for the fourth cycle of the Lifeline Transportation Program for Napa County. All interested non-profit organizations and public agencies are invited to submit applications for funding.

The Lifeline Transportation program is a competitive grant program that funds projects that result in improved mobility and public transit system enhancements for low-income residents.

The program is intended to fund projects included in community-based transportation plans, this includes projects that: 1) Are developed through a collaborative and inclusive planning process; 2) improve transportation choices; 3) address transportation gaps identified in the Community Based Transportation Program (CBTP); and 4) focus on transportation needs specific to elderly and disabled residents of low income communities.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

FINANCIAL IMPACT

Is there a fiscal impact? Yes – up to \$1,216,842 in new revenues to public agencies and non-profit organizations in Napa County.

Is it Currently Budgeted? No. Projects will be added to NCTPA's respective budgets once the Board approves the final Lifeline program

Where is it budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: Yes.

Consequences if not approved: Critical Lifeline projects will not be funded.

CEQA REQUIREMENTS

The proposed action is not a project as defined in Section 15378 of the CEQA Guidelines, which define a project as an action, which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change. Accordingly, no additional CEQA review is required at this time.

BACKGROUND AND DISCUSSION

Program Administrator:

The Metropolitan Transportation Commission (MTC) has issued a Lifeline Transportation Grant Program call for projects. MTC tasks the region's CMA's to administer the program. NCTPA serves as the CMA in Napa County.

Eligible Applicants:

Public agencies, including transit agencies, county social service agencies, cities and counties, and non-profit organizations are eligible applicants. However, since STA, FTA Section 5307, and Proposition 1B PTMISEA funds are all statutorily restricted to eligible public transit agencies, applicants must partner with NCTPA to access the revenues.

Available Funding

The funds will be distributed over a two year period- (FY 2014-15 and FY 2015-16).
Fund sources and estimated amounts:

Fund Source	Amount			Total
	2014	2015	2016	
Job Access and Reverse Commute (FTA Section 5307 Funds)	144,523	72,621	73,783	290,927
State Transit Assistance (STA)	212,406	214,336	200,103	626,845
State Proposition 1B Funds –Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA)	299,070			299,070
Total	655,999	286,957	273,886	1,216,842

Local Matching Fund Requirement:

Local Match Requirement: 20% for capital projects, 50% for operating projects, 50% for auto-related projects. Depending on projects submitted and availability, State Transit Assistance (STA) may be used to match up to 30% of the project cost providing that a project is eligible for both STA and Federal Transit Administration (FTA) Job Access and Reverse Commute (JARC)..

Eligible Projects:

The program goal is to improve mobility for low income communities in Napa. The program prioritizes:

- Projects developed through a collaborative and inclusive planning process that include broad partnerships among a variety of stakeholders such as public agencies, transit operators, community-based organizations, and other community stakeholder, and outreach to underrepresented stakeholders.
- Projects that provide 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, taxi, voucher, programs, improved access to autos, and capital improvement projects.
- Projects that address transportation gaps and /or barriers identified in CBTP or other substantive local planning efforts involving focused outreach to low-income populations.

The program supports both operating and capital projects subject to the eligibility of the fund sources. MTC is also encouraging projects that support or coordinate with county

or sub-regional mobility managers and consolidated transportation service agencies. In Napa and Solano, that agency is the Solano Napa Commuter Information (SNCI). Statutory restrictions and eligibility for each of the revenues included in the Lifeline program can be found at the following websites:

FTA Section 5307 (formerly FTA Section 5316) Job Access and Reverse Commute:
http://www.fta.dot.gov/legislation_law/12349_15209.html

State Transit Assistance: <http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>

Proposition 1B: <http://www.dot.ca.gov/hq/MassTrans/Proposition-1B.html>

Evaluation Criteria and Scoring:

Projects will be selected based on:

- 1) Project need/goals and objectives (maximum 20 points possible)
- 2) Community-identified priority (maximum 20 points possible)
- 3) Implementation plan and project management capacity (maximum 15 points possible)
- 4) Coordination and program outreach (maximum 15 points possible)
- 5) Cost –effectiveness and performance indicators (maximum 5 points possible)
- 6) Project budget/sustainability (25 points)

Project Delivery Requirements:

Project sponsors must have completed the project and expended all funds within 3 years of award.

Application/Lifeline Program Schedule

Lifeline Transportation Program Schedule	
October 27, 2014	NCTPA issues "Call for Projects"
November 21, 2014	Applications due to NCTPA
Nov. 24 to Dec. 12, 2014	Application Committee Review
January 8, 2014	NCTPA Committees Review
January 15, 2015	Draft Projects submitted to MTC
January 21, 2015	NCTPA Board Approval
January 22, 2015	Approved Projects submitted to MTC

(Detailed timeline in grant application; dates are subject to change without notice)

Applications are due to NCTPA no later than November 21, 2014 by 5pm
 The evaluation staff will consist of CMA staff, MTC staff, and local stakeholders. A full program of projects will be recommended to the NCTPA Board of Directors for approval

at the January 21, 2015 meeting. The approved project list will be submitted to MTC for commission approval and funding shortly thereafter.

SUPPORTING DOCUMENTS

- Attachments: (1) MTC Lifeline Transportation Program Guidelines
(2) Lifeline Application

DRAFT

Metropolitan Transportation Commission
Programming and Allocations Committee

October 8, 2014

Item Number 2d

Resolution No. 4159

Subject: Lifeline Transportation Program Cycle 4 Guidelines for FY2014-15 through FY2015-16.

Background: MTC's Lifeline Transportation Program funds projects that improve mobility for the region's low-income communities. The program is administered by the nine county congestion management agencies (CMAs), and in Santa Clara County via a joint arrangement between the CMA and the County. In the first three funding cycles, approximately \$190 million in Lifeline funding was programmed to 224 projects throughout the region.

Fund sources

The target programming amount for Cycle 4 is \$65 million, which includes three years of funding (FY2013-14 through FY2015-16). As in previous cycles, the funding sources include a mix of state and federal funds, to support both operating and capital activities: approximately \$31 million in State Transit Assistance (STA) funds, \$25 million in Proposition 1B – Transit funds, and \$9 million in Section 5307 Job Access and Reverse Commute (JARC) funds. See Table A for a summary of the funding available in Cycle 4, Table B for the STA and JARC amounts by county, and Table C for the Proposition 1B – Transit amounts by transit operator.

Issues and changes

Generally, the Cycle 4 guidelines are similar to the Cycle 3 guidelines; however, key issues in this cycle and proposed changes from the previous cycle include the following:

- **Non-transit sponsors.** Unlike previous cycles of the Lifeline Transportation Program, the funds in the Cycle 4 program are predominantly restricted to transit operators. This is a challenge because many of the Lifeline projects identified in Community Based Transportation Plans (CBTPs) are not traditional transit projects. In previous Lifeline cycles, the JARC funds in particular could more easily be directed to non-profits and local government agencies for non-traditional transit projects. However, in MAP-21, the FTA JARC program was rolled into the FTA Section 5307 Urbanized Area program, resulting in additional federal requirements that make it more difficult for non-FTA grantees to receive the funds (e.g., National Transit Database reporting, drug and alcohol testing, fare discount requirements). Non-profits and local government agencies are still eligible subrecipients of STA and Section 5307 (JARC) funds in Cycle 4, but they must partner with an entity that is an eligible direct recipient that is willing to pass-through the funds.
- **Means-Based Fare Project recommendation.** MTC staff is proposing to set aside up to \$700,000 in STA funds toward the potential development and implementation of a regional means-based transit fare program. In Lifeline Cycle 3, MTC set aside \$300,000 for Phase I of this project to develop the regional concept, including identifying who would be eligible, costs, funding, relationship to other discounts, and other policy elements. Depending on the results of the Phase I study, funds from the Cycle 4 \$700,000 set-aside may be used for Phase II implementation activities. If the set-aside is not needed for

Phase II of the Means-Based project, it would be used for other Lifeline projects.

- **Recognition of Mobility Managers/CTSAs.** Mobility management was a key coordination strategy recommended in MTC's 2013 Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) update. The designation of lead mobility managers or Consolidated Transportation Service Agencies (CTSAs) at the county or subregional level was an essential component of that strategy. Consistent with those recommendations, the Lifeline Program Administrators may, at their discretion, choose to award extra points to—or otherwise give priority to—projects sponsored by or coordinated with county or subregional Mobility Managers or CTSAs.
- **Formula updates.** Low-income population factors and transit ridership factors have been updated with 2012 data.
- **Communities of concern (CoCs).** A mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at: http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html. There is a user's guide available to aid in the use of this tool.

The Cycle 4 program guidelines have been reviewed with MTC's Policy Advisory Council Equity and Access Subcommittee, the Transit Finance Working Group, and CMA staff.

Timeline

The anticipated timeline for Cycle 4 is as follows:

Action:	Anticipated Date:
Commission approves Cycle 4 Program Guidelines	October 22, 2014
County Lifeline Program Administrators initiate project selection process	October / November 2014
Transit operators submit draft Prop 1B project lists to County Lifeline Program Administrators	January 15, 2015
Board-approved Section 5307 (JARC) and STA programs, and Prop 1B Allocation Requests due to MTC	March 13, 2015
Commission approval of Program of Projects	April 22, 2015

Issues: The FY2014-15 and FY2015-16 JARC (5307) and STA funding amounts are preliminary projections and are subject to revision based on federal appropriations actions in the case of JARC (5307), and actual revenue generation in the case of STA.

Recommendation: Refer Resolution No. 4159 to the Commission for approval.

Attachments: Table A - Lifeline Transportation Program Cycle 4 Funding
 Table B - Estimated STA and JARC (5307) Funding Targets by County
 Table C - Proposition 1B Transit Funding Targets by Transit Operator and County
 MTC Resolution No. 4159

**Table A – Lifeline Transportation Program
Cycle 4 Funding
FY2013-14 through FY2015-16**

Fund Source	FY2014	FY2015	FY2016	Total
STA ¹	\$ 10,446,392	\$ 10,541,289	\$ 10,541,289	\$ 31,528,970
Prop 1B ²	-	\$ 24,827,359	-	\$ 24,827,359
5307 Lifeline Set-Aside (JARC) ³	\$ 2,681,772	\$ 2,889,856	\$ 2,936,094	\$ 8,507,722
5307 Lifeline Set-Aside (JARC) Small UA Carryover ⁴	\$ 469,974	\$ -	\$ -	\$ 469,974
Total	\$ 13,598,138	\$ 38,258,504	\$ 13,477,383	\$ 65,334,025

Notes:

(1) FY14 & FY15 total STA revenue generation amounts are consistent with those in the most recent MTC Fund Estimate (MTC Resolution No. 4133). As such, the FY14 STA revenue generation is based on the \$392 million in the enacted FY2013-14 State Budget and the FY15 STA revenue generation is based on the \$373 million estimated in the proposed FY2014-15 State Budget. The FY14 STA amount does not include the \$1.05 million that was used for the Cycle 3 JARC funding restoration. The FY16 STA estimate assumes no growth. These amounts will be updated as the MTC Fund Estimate (Res. 4133) is updated.

(2) FY15 Prop 1B appropriations will be the only appropriations for Cycle 4 and the final Prop 1B appropriations for the Lifeline Transportation Program.

(3) FY14 5307 amounts are based on actual apportionments. FY14 amount does not include the \$208K that was used for the Cycle 3 JARC funding restoration. FY15 assumes a 0% growth rate over FY14 (including \$208K that was used for the Cycle 3 JARC funding restoration) and FY16 assumes a 1.6% growth rate over FY15. These growth rates are consistent with projected growth rates for the FY15 & FY16 Transit Capital Priorities program. Preliminary projections subject to revision.

(4) FY14 5307 Small UA Carryover amount is FY13 actual small UA apportionments that were not programmed in Lifeline Cycle 3.

10/8/2014

Table B -- Estimated STA & JARC (5307) Funding Targets by County

County	FY2014			FY2015			FY2016		
	STA	FY13 Small UA Carryover JARC (5307)	FY14 JARC (5307)	STA	JARC (5307)	STA	JARC (5307)	STA	JARC (5307)
	Actual	Actual	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
& Share of Regional Low Income Population ¹									
Alameda	22.6%	2,385,598	615,465	2,387,087	646,829	2,228,571	657,178	8,932,528	8,932,528
Contra Costa	14.3%	1,495,905	389,194	1,509,494	409,028	1,409,256	415,572	5,628,449	5,628,449
Marin	2.6%	273,857	71,250	276,345	74,881	257,994	76,079	1,030,406	1,030,406
Napa	2.0%	212,406	72,621	214,336	72,621	200,103	73,783	917,502	917,502
San Francisco	12.5%	1,309,667	340,740	1,321,564	358,104	1,233,805	363,834	4,927,714	4,927,714
San Mateo	8.4%	880,699	229,134	888,700	240,811	829,685	244,664	3,313,693	3,313,693
Santa Clara	23.1%	2,415,237	642,383	2,437,177	642,383	2,275,335	652,661	9,126,287	9,126,287
Solano	6.4%	668,858	273,831	674,934	277,612	630,115	282,054	3,085,016	3,085,016
Sonoma	7.9%	824,165	43,373	831,652	167,587	776,425	170,268	2,845,070	2,845,070
MTC - Means-Based Fare Project		-	-	-	-	700,000	-	700,000	-
Total	100.0%	10,446,392	2,681,772	10,541,289	2,889,856	10,541,289	2,936,093	40,506,665	40,506,665

10.8.2014

County	Three-Year Total			95% STA Programming Targets			
	STA ¹	JARC (5307)	Total	FY2014	FY2015	FY2016	Total
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
& Share of Regional Low Income Population ¹							
Alameda	22.6%	6,981,256	1,951,272	2,247,318	2,267,733	2,117,143	6,632,194
Contra Costa	14.3%	4,414,655	1,213,794	1,421,110	1,434,020	1,338,793	4,193,922
Marin	2.6%	808,196	222,210	260,164	262,527	245,094	767,786
Napa	2.0%	626,845	290,657	201,786	203,619	190,098	595,503
San Francisco	12.5%	3,865,036	1,062,678	1,244,184	1,255,486	1,172,115	3,671,784
San Mateo	8.4%	2,599,084	714,609	836,664	844,265	788,201	2,469,130
Santa Clara	23.1%	7,127,749	1,998,538	2,294,475	2,315,318	2,161,568	6,771,361
Solano	6.4%	1,973,907	1,111,109	635,415	641,188	598,609	1,875,212
Sonoma	7.9%	2,432,242	412,828	782,957	790,069	737,604	2,310,630
MTC - Means-Based Fare Project		700,000	-	-	-	665,000	665,000
Total	100.0%	31,528,970	8,977,695	9,924,072	10,014,225	10,014,225	29,952,522

10.8.2014

(1) Note that the "Share of Regional Low Income Population" percentages reflect the most recent population data from the 2012 American Community Survey, as is proposed in the Lifeline Cycle 4 program guidelines; however, the county STA distribution percentages in the MTC Fund Estimate (Res. 4133) have not been updated to reflect the most recent population data. If updated percentages are approved as part of the Lifeline Transportation Program Cycle 4 Guidelines, the county STA distribution percentages in the FY2015-16 MTC Fund Estimate will be shown accordingly in February 2015.

Table C – Proposition 1B Transit Funding Targets by Transit Operator and County

Transit Operator ² & Hybrid Formula (Share of Regional Low Income Ridership & Share of Regional Low Income 2012 Population)	Prop 1B ¹			Total
	FY2014	FY2015	FY2016	
AC Transit	-	4,299,828	-	4,299,828
BART	-	4,604,653	-	4,604,653
County Connection (CCCTA)	17.3%	255,194	-	255,194
Golden Gate Transit/Marin Transit	18.5%	787,196	-	787,196
Wheels (LAVTA)	1.0%	125,625	-	125,625
Muni (SFMTA)	3.2%	6,189,054	-	6,189,054
SamTrans	0.5%	1,230,533	-	1,230,533
Tri Delta Transit (ECCTA)	24.9%	178,754	-	178,754
VINE (NCTPA)	5.0%	299,070	-	299,070
VTA	0.7%	4,832,062	-	4,832,062
WestCat (WCCTA)	1.2%	81,113	-	81,113
Solano County Operators	19.5%	899,217	-	899,217
Sonoma County Operators	0.3%	1,045,061	-	1,045,061
Total	100.0%	24,827,359	0	24,827,359

(1) FY15 Prop 1B appropriations are the only appropriations in Cycle 4.

(2) Only transit operators who have previously received Proposition 1B Lifeline funds are included in the formula distribution.

10/8/2014

Date: October 22, 2014
W.I.: 1311
Referred by: PAC

ABSTRACT
Resolution No. 4159

This Resolution adopts the Lifeline Transportation Program Cycle 4 Guidelines.

The following attachment is provided with this Resolution:

**Attachment A —Lifeline Transportation Program Cycle 4 Guidelines FY2013-14
through FY2015-16**

**Further discussion of the Lifeline Transportation Program Cycle 4 Guidelines is provided in the
Programming and Allocations Committee Summary sheet dated October 8, 2014.**

Date: October 22, 2014
W.I.: 1311
Referred by: PAC

RE: Lifeline Transportation Program Cycle 4 Guidelines

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4159

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC adopted Resolution 3814, which directed Proposition 1B funds to the Lifeline Transportation Program; and,

WHEREAS, MTC adopted Resolution 3837, which established a consolidated policy for State Transit Assistance (STA) – population-based funds, including a set percentage to the Lifeline Transportation Program; and

WHEREAS, MTC adopted Resolution 4072, which established the process and criteria for programming the FY2012-13 and FY2013-14 FTA Section 5307 Urbanized Area funds, including a set-aside for the Lifeline Transportation Program; and

WHEREAS, MTC adopted Resolution 4140, which established the process and criteria for programming the FY2014-15 and FY2015-16 FTA Section 5307 Urbanized Area funds, including a set-aside for the Lifeline Transportation Program; and

WHEREAS, MTC will use the process and criteria set forth in Attachment A of this Resolution to fund a Cycle 4 program of projects for the Lifeline Transportation Program; now, therefore be it

RESOLVED, that MTC approves the program guidelines to be used in the administration and selection of the Cycle 4 Lifeline Transportation projects, as set forth in Attachment A of this Resolution; and be it further

MTC Resolution No. 4159

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RESOLVED, that the Executive Director of MTC shall forward a copy of this Resolution, and such other information as may be required, to such other agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION

Amy Rein Worth, Chair

The above Resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California on October 22, 2014.

Date: October 22, 2014
W.I.: 1310
Referred by: PAC

Attachment A
MTC Resolution No. 4159
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METROPOLITAN
TRANSPORTATION
COMMISSION

Lifeline Transportation Program Cycle 4 Guidelines

October 2014

METROPOLITAN TRANSPORTATION COMMISSION

**LIFELINE TRANSPORTATION PROGRAM CYCLE 4 GUIDELINES
FY 2014 THROUGH FY 2016**

October 2014

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**METROPOLITAN TRANSPORTATION COMMISSION
LIFELINE TRANSPORTATION PROGRAM CYCLE 4 GUIDELINES
FY 2014 THROUGH FY 2016**

October 2014

1. **PROGRAM GOAL.** 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.

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.
- 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, taxi voucher programs, improved access to autos, and capital improvement projects.
- Address transportation gaps and/or barriers identified in Community-Based Transportation Plans (CBTP) or other substantive local planning efforts involving focused outreach to low-income populations. While preference will be given to community-based plan 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. A communities of concern (CoC) mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at:
http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html.¹

¹ There is a user's guide available to aid in the use of this tool.

2. **PROGRAM ADMINISTRATION.** The Lifeline Program will be administered by county congestion management agencies (CMAs) or other designated county-wide agencies as follows:

County	Lifeline Program Administrator
Alameda	Alameda County Transportation Commission
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

3. **FUNDING APPORTIONMENT AND AVAILABILITY.** Fund sources for the Cycle 4 Lifeline Transportation Program include State Transit Assistance (STA), Proposition 1B - Transit, and Section 5307 Job Access and Reverse Commute (JARC)² funds. Cycle 4 will cover a three-year programming cycle, FY2013-14 to FY2015-16.
- a. **STA and Section 5307 (JARC).** Funding for STA and Section 5307 (JARC) will be assigned to counties by each fund source, based on the county's share of the regional low-income population (see Figure 1).³ Lifeline Program Administrators will assign funds to eligible projects in their counties. See Section 5 for details about the STA and Section 5307 (JARC) programming process and Appendix 1 for detailed eligibility requirements by fund source.

² The Moving Ahead for Progress in the 21st Century (MAP-21) federal transportation authorizing legislation eliminated the Job Access and Reverse Commute (JARC) program (Section 5316) and combined JARC functions and funding with the Urbanized Area Formula (Section 5307) and the Non-urbanized Area Formula (Section 5311) programs. JARC projects were made eligible for 5307 funding, and, consistent with MTC's Transit Capital Priorities (TCP) Process and Criteria (MTC Resolution Nos. 4072 and 4140), in the FY2013-14, FY2014-15 and FY2015-16 Section 5307 programs, a portion of the Bay Area's large urbanized area funds have been set aside for the Lifeline program.

³ FTA Section 5307 funds are apportioned by urbanized area (UA), so the distribution of 5307 funds will also need to take UA boundaries into consideration.

Figure 1. County and Share of Regional Poverty Population

<i>County</i>	<i>Share of Regional Low Income (<200% Poverty) Population</i>
Alameda	22.6%
Contra Costa	14.3%
Marin	2.6%
Napa	2.0%
San Francisco	12.5%
San Mateo	8.4%
Santa Clara	23.1%
Solano	6.4%
Sonoma	7.9%
Total	100%

Source: ACS 2010 and 2012 1-Year Estimates

- b. **Proposition 1B.** Proposition 1B funding will be assigned by MTC directly to transit operators and counties based on a formula that distributes half of the funds according to the transit operators' share of the regional low-income ridership, and half of the funds according to the transit operators' share of the regional low-income population. The formula distribution is shown in Figure 2. See Section 6 for details about the Proposition 1B programming process and Appendix 1 for detailed eligibility requirements by fund source.

Figure 2. Transit Operator & Hybrid Formula
(Share of Regional Low Income Ridership & Share of Regional Low Income Population)

<i>Transit Operator</i>	<i>Hybrid Formula Share</i>
AC Transit	17.3%
BART	18.5%
County Connection (CCCTA)	1.0%
Golden Gate Transit/Marin Transit	3.2%
Wheels (LAVTA)	0.5%
Muni (SFMTA)	24.9%
SamTrans	5.0%
Tri Delta Transit (ECCTA)	0.7%
VINE (NCTPA)	1.2%
VTA	19.5%
WestCat (WCCTA)	0.3%
Solano County Operators	3.6%
Sonoma County Operators	4.2%
Total	100%

Note: Only transit operators who have previously received Proposition 1B Lifeline funds are included in the formula distribution

- c. **Regional Means-Based Transit Fare Program.** MTC will set aside up to \$700,000 in Cycle 4 STA funds toward the potential development and implementation of a regional

means-based transit fare program. In Lifeline Cycle 3, MTC set aside \$300,000 for Phase I of this project. In Phase I, MTC is conducting a study to develop the regional concept, including identifying who would be eligible, costs, funding, relationship to other discounts, and other policy elements. Depending on the results of the Phase I study, funds from the Cycle 4 \$700,000 set-aside may be used for Phase II implementation activities.

- d. Local Fund Exchanges. Consistent with MTC Resolution No. 3331, MTC will allow County Lifeline Program Administrators to use local fund exchanges to fund projects that are not otherwise eligible for the state and federal funds in Cycle 4. Lifeline Program Administrators must notify MTC about their intent to exchange funds, and MTC staff will review and approve the exchanges on a case-by-case basis. MTC staff is supportive of these fund exchanges to the extent that the exchange projects meet the spirit of the Lifeline Transportation Program.

4. ELIGIBLE RECIPIENTS/SUBRECIPIENTS

- a. STA. There are three categories of eligible recipients of STA funds: a) transit operators; b) Consolidated Transportation Service Agencies (CTSAs); and c) Cities and Counties that are eligible to claim Transportation Development Act (TDA) Article 4, 4.5 or 8 funds.

Non-profit organizations and Cities/Counties that are not eligible TDA Article 4, 4.5 or 8 claimants are only eligible for STA funds if they partner with an eligible STA recipient (e.g., a transit operator) that is willing to serve as the recipient of the funds and pass through the funds to the non-profit or City/County, and if they have a project eligible to use.

- b. Section 5307 (JARC). Transit operators that are FTA grantees are the only eligible recipients of Section 5307 (JARC) funds.

Non-profit organizations and public agencies that are not FTA grantees are only eligible for Section 5307 (JARC) funds if they partner with an FTA grantee (transit operator) that is willing to serve as the direct recipient of the Section 5307 (JARC) funds and pass through the funds to the subrecipient non-profit or public agency.

Section 5307 (JARC) recipients/subrecipients will be required to have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and provide it during the application process.⁴ A DUNS number may be obtained from D&B by telephone (866-705-5711) or the Internet (<http://fedgov.dnb.com/webform>).

- c. Proposition 1B. Transit operators are the only eligible recipients of Proposition 1B funds.

⁴ A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity. The DUNS number is a universal identifier required for Federal financial assistance applicants, as well as recipients and their direct subrecipients.

5. **STA AND SECTION 5307 PROGRAMMING PROCESS.** For STA and Section 5307 funds, Lifeline Program Administrators are responsible for soliciting applications for the Lifeline Transportation Program.

Consistent with MTC's Public Participation Plan and FTA's Title VI Circular (FTA C 4702.1B), MTC encourages Lifeline Program Administrators to conduct a broad, inclusive public involvement process, and use multiple methods of public outreach. Unlike previous cycles of the Lifeline Transportation Program, the funds in the Cycle 4 program are predominantly restricted to transit operators (see Section 4 for recipient eligibility restrictions). Therefore, MTC also acknowledges that each Lifeline Program Administrator's public outreach strategy will be tailored accordingly.

Methods of public outreach may include, but are not limited to, highlighting the program and application solicitation on the CMA website, and sending targeted postcards and e-mails to all prospective applicants, including those that serve predominantly minority and low-income populations.

Further guidance for public involvement is contained in MTC's Public Participation Plan.

- a. **Competitive Process.** STA and Section 5307 (JARC) projects must be selected through an open, competitive process with the following exception: In an effort to address the sustainability of fixed-route transit operations, Lifeline Program Administrators may elect to allocate some or all of their STA and/or Section 5307 (JARC) funds directly to transit operators for Lifeline transit operations within the county. Projects must be identified as Lifeline projects before transit operators can claim funds, and will be subject to Lifeline Transportation Program reporting requirements.
 - b. **STA Contingency Programming.** Due to the uncertainty of forecasting STA revenues, the Lifeline Program Administrators will program 95 percent of their county's estimated STA amount, and develop a contingency plan for the remaining five percent should it be available.
6. **PROPOSITION 1B PROGRAMMING PROCESS.** In most cases, Proposition 1B Transit funds will be allocated directly to transit operators by MTC, due to the limited eligibility and uses of this fund source. Upon concurrence from the applicable CMA,⁵ transit operators may program funds to any capital project that is consistent with the Lifeline Transportation Program and goals, and is eligible for this fund source. Transit operators are encouraged to consider needs throughout their service area. Projects must be identified as Lifeline projects before transit operators can claim funds, and, at the discretion of the Lifeline Program Administrators, may be subject to Lifeline Transportation Program reporting requirements. For Marin, Solano and Sonoma counties, Proposition 1B funds are being directed to the CMA, who should include these funds in the overall Lifeline programming effort (keeping in mind the limited sponsor and project eligibility of Proposition 1B funds).

⁵ CMA concurrence may be provided via a board resolution or a letter from an authorized representative.

7. ELIGIBLE ACTIVITIES

- a. Eligible operating 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, taxi voucher programs, auto loan programs, etc. See Appendix 1 for additional details about eligibility by funding source.
- b. Eligible capital projects. Eligible capital projects, consistent with requirements of funding sources, may include (but are not limited to) purchase of vehicles; bus stop enhancements; rehabilitation, safety or modernization improvements; or other enhancements to improve transportation access for residents of low-income communities. See Appendix 1 for additional details about eligibility by funding source.
- c. Section 5307 restrictions
 - (1) Job Access and Reverse Commute requirement. For the Lifeline Transportation Program, the use of Section 5307 funds is restricted solely to Job Access and Reverse Commute (JARC) projects. For details regarding eligible JARC projects, see the FTA Section 5307 Circular (FTA C 9030.1E), Chapter IV, Section 5 available at http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf. Also see Appendix 1 for detailed eligibility requirements by fund source
 - (2) New and existing services. Consistent with FTA's Section 5307 circular (FTA C 9030.1E), Chapter IV, Section 5.a, eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a "development project" or "maintenance project" as follows:
 - i. Development Projects. "Development of transportation services" means new projects that meet the statutory definition and were not in service as of the date MAP-21 became effective October 1, 2012. This includes projects that expand the service area or hours of operation for an existing service.
 - ii. Maintenance Projects. "Maintenance of transportation services" means projects that continue and maintain job access and reverse commute projects and services that received funding under the former Section 5316 Job Access and Reverse Commute program.

8. **LOCAL MATCHING REQUIREMENTS.** The Lifeline Transportation Program requires a minimum local match of 20% of the total project cost. Lifeline Transportation Program funds may cover a maximum of 80% of the total project cost.
- a. **Exceptions to 20% requirement.** There are two exceptions to the 20% local match requirement:
- (1) FTA Section 5307 (JARC) operating projects require a 50% match. However, consistent with MTC's approach in previous funding cycles, 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.
- b. **Sources of local match.** Project sponsors may use certain federal, state or local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the match requirement. In-kind contributions such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

For Section 5307 JARC projects, the local match can be *non*-Department of Transportation (DOT) federal funds. Eligible sources of non-DOT federal funds 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 or 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 may also be used to meet the match requirement.

Transportation Development Credits ("Toll Credits") are not an eligible source of local match for the Lifeline Transportation Program.

9. **COORDINATED PLANNING.** Under MAP-21, projects funded with Section 5307 JARC funds are no longer required by FTA to be derived from a locally developed, coordinated public transit-human services transportation plan ("Coordinated Plan"); however, in the Bay Area's Coordinated Plan, MTC continues to identify the transportation needs of individuals with disabilities, older adults, *and* people with low incomes, and to provide strategies for meeting those local needs. Therefore, projects funded with Lifeline Transportation Program funds should be consistent with the transportation needs, proposed solutions, and enhanced coordination strategies presented in the Coordinated Plan to the extent practicable considering any other funding source restrictions.

The Bay Area's Coordinated Plan was updated in March 2013 and is available at <http://www.mtc.ca.gov/planning/pths/>.

Mobility management was a key coordination strategy recommended in the 2013 plan update. The designation of lead mobility managers or Consolidated Transportation Service Agencies (CTSAs) at the County or subregional level was an essential component of that strategy. Consistent with those recommendations, the Lifeline Program Administrators may, at their discretion, choose to award extra points to—or otherwise give priority to—projects sponsored by or coordinated with County or subregional Mobility Managers or CTSAs.

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

10. **GRANT APPLICATION.** To ensure a streamlined application process for project sponsors, a universal application form will be used, but, with review and approval from MTC, may be modified as appropriate by the Lifeline Program Administrator for inclusion of county-specific grant requirements.

Applicants with multi-county projects must notify the relevant Lifeline Program Administrators and MTC about their intent to submit a multi-county project, and submit copies of their application to all of the relevant counties. If the counties have different application forms, the applicant can submit the same form to all counties, but should contact the Lifeline Program Administrators to determine the appropriate form. If the counties have different application deadlines, the applicant should adhere to the earliest deadline. The Lifeline Program Administrators will work together to score and rank the multi-county projects, and, if selected, to determine appropriate funding. (Note: Multi-county operators with projects that are located in a single county need only apply to the county where the project is located.)

11. **APPLICATION EVALUATION**

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

See Appendix 2 for the detailed standard evaluation criteria.

- b. **Evaluation panel.** Each county will appoint a local evaluation panel of CMA staff, the local low-income or minority representative from MTC's Policy Advisory Council (if available), and representatives of local stakeholders, such as transit operators, other transportation providers, community-based organizations, social service agencies, and local jurisdictions, to score and select projects. Counties are strongly encouraged to appoint a diverse group of stakeholders for their local evaluation panel. Each county will

assign local priorities for project selection by establishing the weight for each criterion and, at the CMA's discretion, adding local criteria to the standard regional criteria.

12. COUNTYWIDE PROGRAM OF PROJECTS. A full program of projects is due to MTC from each Lifeline Program Administrator on **March 13, 2015**. However, given state and federal funding uncertainties, sponsors with projects selected for FY2015 and FY2016 Section 5307 (JARC) funds and FY2016 STA funds should plan to defer the start of those projects until the funding is appropriated and secured. Lifeline Program Administrators, at their discretion, may opt to allot FY2014 and FY2015 funds to high scoring projects so they can be started quickly. MTC staff will work with Lifeline Program Administrators on this sequencing; MTC staff expects that more will be known about the FY2015 Section 5307 (JARC) funds and the FY2016 STA and Section 5307 (JARC) funds in calendar year 2015.

13. POLICY BOARD ADOPTION

- a. Project sponsor resolution of local support. Prior to MTC's programming of Lifeline Cycle 4 funds (STA, Section 5307 JARC and/or Proposition 1B) to any project, MTC requires that the project sponsor adopt and submit a resolution of local support. The resolution shall state that approved projects not only exemplify Lifeline Program goals, but that the local project sponsors understand and agree to meeting all project delivery, funding match and eligibility requirements, and obligation and reporting deadlines and requirements. MTC will provide a resolution of local support template. The County Lifeline Program Administrators have the option of collecting the resolutions of local support from project sponsors along with the project applications, or after the project is selected by the County for funding.

Caltrans requires that Proposition 1B - Transit projects either be consistent with the project sponsor's most recent short-range transit plan (SRTP), as evidenced by attaching the relevant SRTP page to the allocation request, or be accompanied by a certified Board Resolution from the project sponsor's governing board.

b. Lifeline Program Administrator/CMA Board Resolution and Concurrence

- (1) STA and Section 5307 (JARC). Projects recommended for STA and Section 5307 (JARC) funding must be submitted to and approved by the respective governing board of the Lifeline Program Administrator.
- (2) Proposition 1B. Projects funded with Proposition 1B Transit funds must have concurrence from the applicable Lifeline Program Administrator/CMA. Concurrence may be provided by a board resolution or by a letter from an authorized representative.

14. PROJECT DELIVERY. All projects funded under the county programs are subject to the following MTC project delivery requirements:

- a. Section 5307 (JARC). Project sponsors must expend the Lifeline Transportation Program Section 5307 (JARC) funds within three years of the FTA grant award or execution of agreement with pass-through agency, whichever is applicable. To prevent the Section 5307 (JARC) funds from lapsing on the federal obligation deadline, MTC reserves the right to reprogram funds if direct recipients fail to submit their FTA grant by the following dates:
 - June 30, 2015 for FY2014 and FY2015 funds (the deadline to submit grants for FY15 funds may be extended depending on the availability of FY15 apportionments.)
 - June 30, 2016 for FY2016 funds

Direct recipients are responsible for carrying out the terms of their grants.

- b. STA. Project sponsors must expend the Lifeline Transportation Program STA funds within three years of the date that the funds are programmed by MTC or the date that the agreement with pass-through agency is executed, whichever is applicable.
 - c. Proposition 1B. Project sponsors must expend the Lifeline Transportation Program Proposition 1B funds within three years of the date that funds are available. Disbursement timing depends on the timing of State bond sales.
15. PROJECT OVERSIGHT. For Lifeline projects funded by STA and Section 5307 (JARC), Lifeline Program Administrators are responsible for programmatic and fiscal oversight, and for monitoring project sponsors in meeting the MTC obligation deadlines and project delivery requirements. In addition, Lifeline Program Administrators will ensure that projects substantially carry out the scope described in the grant applications for the period of performance. All project budget and scope of work changes must be approved by the MTC Commission; however the Lifeline Program Administrators are responsible for approving budget and scope of work changes prior to MTC's authorization. All scope changes must be fully explained and must demonstrate consistency with Lifeline Transportation Program goals.

For projects funded by Proposition 1B, the Lifeline Program Administrators are encouraged to continue coordination efforts with the project sponsors if they determine that it would be beneficial toward meeting the Lifeline goals; however, this may not be necessary or beneficial for all Proposition 1B projects.

See Appendix 1 for detailed accountability and reporting requirements by funding source.

16. PERFORMANCE MEASURES. As part of the Call for Projects, applicants will be asked to establish project goals, and to identify basic performance indicators to be collected in order to measure the effectiveness of the Lifeline projects. 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), cost per unit of service, and a qualitative summary of service delivery procedures employed for the project. For capital projects, project sponsors are responsible for establishing

milestones and reporting on the status of project delivery. Project sponsors are responsible for satisfying all reporting requirements, as referenced in Appendix 1. Lifeline Program Administrators will forward all reports containing performance measures to MTC for review and overall monitoring of the Lifeline Transportation Program.

17. FUND ADMINISTRATION

- a. Section 5307 (JARC). MTC will enter all Lifeline Section 5307 (JARC) projects into the Transportation Improvement Program (TIP). Transit operators that are FTA grantees are the only eligible recipients of Section 5307 (JARC) funds. FTA grantees will act as direct recipients, and will submit grant applications directly to FTA.

For Section 5307 (JARC) projects sponsored by non-FTA grantees (e.g., nonprofits or other local government entities), the FTA grantee who was identified as the partner agency at the time of the application will submit the grant application to FTA directly and, following FTA approval of the grant, will enter into funding agreements with the subrecipient project sponsor.

FTA recipients are responsible for following all applicable federal requirements and for ensuring that their subrecipients comply with all federal requirements. See Section 18 for federal compliance requirements.

- b. STA. For transit operators receiving STA funds, MTC will allocate funds directly through the annual STA claims process. For other STA eligible projects administered by sponsors who are not STA eligible recipients, the project sponsor is responsible for identifying a local transit operator who will act as a pass-through for the STA funds, and will likely enter into a funding agreement directly with the project sponsor. Project sponsors are responsible for entering their own STA projects into the TIP.
- c. Proposition 1B Transit. Project sponsors receiving Proposition 1B funds must submit a Proposition 1B allocation request to MTC for submittal to Caltrans with prior review by MTC. The state will distribute funds directly to the project sponsor. Note that although the Proposition 1B Transit Program is intended to be an advance-payment program, actual disbursement of funds is dependent on the State budget and State bond sales. Project sponsors are responsible for entering their own Proposition 1B projects into the TIP.

18. COMPLIANCE WITH FEDERAL REQUIREMENTS.

- a. Lifeline Program Administrator Responsibilities. For the selection of FTA Section 5307 (JARC) projects, in accordance with federal Title VI requirements, Lifeline Program Administrators must distribute the Section 5307 (JARC) funds without regard to race, color, and national origin, and must assure that minority populations are not being denied the benefits of or excluded from participation in the program. Lifeline Program Administrators shall develop the program of projects or competitive selection process to ensure the equitable distribution of FTA Section 5307 (JARC) funds to project sponsors

that serve predominantly minority populations. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of applicants that serve predominantly minority populations.

- b. Project Sponsor Responsibilities. FTA Section 5307 (JARC) applicants should be prepared to abide by all applicable federal requirements as specified in 49 U.S.C. Section 5307; FTA Circulars C 9030.1E, 4702.1B and 4703.1; the most current FTA Master Agreement; and the most current Certifications and Assurances for FTA Assistance Programs.

FTA Section 5307 (JARC) direct recipients will be responsible for adhering to FTA requirements through their agreements and grants with FTA directly and for ensuring that all subrecipients and third-party contractors comply with FTA requirements.

19. TIMELINE. The anticipated timeline for Cycle 4 is as follows:

Program	Action	Anticipated Date*
All	Commission approves Cycle 4 Program Guidelines	October 22, 2014
All	MTC issues guidelines to counties	October 22, 2014
Prop 1B	Transit operators submit draft project lists to County Lifeline Program Administrators	January 15, 2015
Prop 1B	Allocation requests due to MTC (concurrence** from the CMA is required)	March 13, 2015
5307 (JARC) & STA	Board-approved** programs due to MTC from CMAs	March 13, 2015
All	Commission approval of Program of Projects	April 22, 2015
5307 (JARC)	MTC submits TIP amendment for FY14, FY15 and FY16 projects	End of April – Deadline TBD
Prop 1B & STA	Project sponsors submit TIP amendments	End of April – Deadline TBD
Prop 1B	MTC submits allocation requests to Caltrans	Deadline TBD by Caltrans*
STA	Operators can file claims for FY14 and FY15	After 4/22/15 Commission Approval
5307 (JARC)	Deadline for transit operators (FTA grantees) to submit FTA grants for FY14 and FY15 funds	June 30, 2015
STA	Operators can file claims for FY16	After July 1, 2015
5307 (JARC)	Deadline for transit operators (FTA grantees) to submit FTA grants for FY16 funds	June 30, 2016

* Dates subject to change depending on State and Federal deadlines and availability of funds.

** CMA Board approval and concurrence may be pending at the time of deadline.

Appendix 1
Lifeline Transportation Program Cycle 4
Funding Source Information

<p>Purpose of Fund Source</p>	<p>State Transit Assistance (STA) To improve existing public transportation services and encourage regional transportation coordination</p>	<p>Proposition 1B – Transit To help advance the State's goals of providing mobility choices for all residents, reducing congestion, and protecting the environment</p>	<p>Section 5307 Job Access and Reverse Commute (JARC) To support the continuation and expansion of public transportation services in the United States</p>
<p>Detailed Guidelines</p>	<p>http://www.dot.ca.gov/hq/MassTransDocs/Pdfs/STIP/TDA_4-17-2013.pdf</p>	<p>http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf</p>	<p>http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf</p>
<p>Use of Funds</p>	<p>For public transportation purposes including community transit services</p>	<p>For public transportation purposes</p>	<p>For the Lifeline Transportation Program, the use of Section 5307 funds is restricted solely to Job Access and Reverse Commute projects that support the development and maintenance of transportation services designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment.</p>
<p>Eligible Recipients</p>	<ul style="list-style-type: none"> ▪ Transit operators ▪ Consolidated Transportation Service Agencies (CTSAs) ▪ Cities and Counties if eligible to claim TDA Article 4, 4.5 or 8 funds 	<ul style="list-style-type: none"> ▪ Transit operators 	<ul style="list-style-type: none"> ▪ Transit operators that are FTA grantees
<p>Eligible Subrecipients (must partner with an eligible recipient that will serve as a pass-through agency)</p>	<ul style="list-style-type: none"> ▪ Cities and counties that are not eligible to claim TDA Article 4, 4.5 or 8 funds 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ Private non-profit organizations ▪ Public agencies that are not FTA grantees (e.g., cities, counties)

<p>Eligible Projects</p>	<p>State Transit Assistance (STA) Transit Capital and Operations, including:</p> <ul style="list-style-type: none"> ▪ New, continued or expanded fixed-route service ▪ Purchase of vehicles ▪ Shuttle service if available for use by the general public ▪ Purchase of technology (e.g., GPS, other ITS applications) ▪ Capital projects such as bus stop improvements, including bus benches, shelters, etc. ▪ Various elements of mobility management, if consistent with STA program purpose and allowable use. These may include planning, coordinating, capital or operating activities. 	<p>Proposition 1B – Transit Transit Capital (including a minimum operable segment of a project) for:</p> <ul style="list-style-type: none"> ▪ Rehab, safety, or modernization improvements ▪ Capital service enhancements or expansions ▪ New capital projects ▪ Bus rapid transit improvements ▪ Rolling stock procurement, rehab, or replacements <p>Projects must be consistent with most recently adopted short-range transit plan or other publicly adopted plan that includes transit capital improvements.</p>	<p>Section 5307 Job Access and Reverse Commute (JARC) New and existing services. Eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a “development project” or a “maintenance project” (see Section 7.c.(2) of these guidelines for details regarding “development” and “maintenance” projects).</p> <p>Capital and Operating projects. Projects that comply with the requirements above may include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Late-night & weekend service; ▪ Guaranteed ride home service; ▪ Shuttle service; ▪ Expanding fixed route public transit routes, including hours of service or coverage; ▪ Demand-responsive van service; ▪ Ridesharing and carpooling activities; ▪ Transit-related aspects of bicycling; ▪ Administration and expenses for voucher programs; ▪ Local car loan programs; ▪ Intelligent Transportation Systems (ITS); ▪ Marketing; and ▪ Mobility management. <p>See FTA C 9030.1E, Chapter IV, Section 5 for details regarding eligible JARC projects.</p>
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	State Transit Assistance (STA)	Proposition 1B – Transit	Section 5307 Job Access and Reverse Commute (JARC)
Lifeline Program Local Match	20%	20%	<ul style="list-style-type: none"> ▪ 50% for operating projects (may use STA funds to cover up to 30% if project is eligible for both JARC and STA) ▪ 50% for auto projects ▪ 20% for capital projects
Estimated timing for availability of funds to project sponsor	<p>Transit operators, CTSAs and eligible cities and counties can initiate claims for FY14 and FY15 funds immediately following MTC approval of program of projects, and can initiate claims for FY16 funds after July 1, 2015.</p> <p>For subrecipients, the eligible recipient acting as fiscal agent will likely initiate a funding agreement following MTC approval of program of projects. Funds will be available on a reimbursement basis after execution of the agreement.</p>	<p>Project sponsors must submit a Proposition 1B allocation request to MTC for submittal to Caltrans by March 13, 2015. Disbursement timing depends on bond sales.</p>	<p>Following MTC approval of the program of projects, MTC will add projects to the TIP. Following TIP approval, FTA grantees must submit FTA grants for FY14 and FY15 funds by June 30, 2015. (The deadline to submit grants for FY15 funds may be extended depending on the availability of FY15 apportionments.) FTA grantees must submit FTA grants for FY16 funds by June 30, 2016.</p> <p>FTA grantees can begin their projects after the funds are obligated in an FTA grant (estimated Fall 2015 for FY14 & FY15 funds; estimated Fall 2016 for FY16 funds). For subrecipients, the FTA grantee acting as fiscal agent will likely initiate a funding agreement following FTA grant award. Funds will be available on a reimbursement basis after execution of the agreement.</p>
Accountability & Reporting Requirements	<p>Transit operators and eligible cities and counties must submit annual performance (i.e., ridership) statistics for the project, first to Lifeline Program Administrators for review, and then to MTC along with annual claim.</p> <p>Depending on the arrangement with the pass-through agency, subrecipients will likely submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to Lifeline Program Administrators for reimbursement.</p>	<p>Using designated Caltrans forms, project sponsors are required to submit project activities and progress reports to the state every six months, as well as a project close-out form. Caltrans will track and publicize progress via their website.</p> <p>Project sponsor will not be required to submit progress reports to the Lifeline Program Administrator unless the LPA believes that county-level project monitoring would be beneficial. MTC and/or the Lifeline Program Administrators may request to be copied on progress reports that are submitted to Caltrans.</p>	<p>FTA grantees are responsible for following all applicable federal requirements for preparing and maintaining their Section 5307 (JARC) grants. MTC and/or the Lifeline Program Administrators may request copies of FTA grantees' quarterly Section 5307 (JARC) grant reports to FTA.</p> <p>Depending on the arrangement with the pass-through agency, subrecipients will likely submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to the pass-through agency for reimbursement. Subrecipients will also submit Title VI reports annually to the pass-through agency.</p>

Note: Information on this chart is accurate as of October 2014. MTC will strive to make Lifeline Program Administrators aware of any changes to fund source guidelines that may be enacted by the appropriating agencies (i.e. State of California, Federal Transit Administration).

Appendix 2
Lifeline Transportation Program Cycle 4
Standard Evaluation Criteria

The following standard evaluation criteria are intended to provide consistent guidance to each county in prioritizing and selecting projects to receive Lifeline Transportation Program funds. Each county, in consultation with other stakeholder representatives on the selection committee, will consider these criteria when selecting projects, and establish the weight to be assigned to each of the criterion. 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.

- a. **Project Need/Goals and Objectives:** Applicants should describe the unmet transportation need or gap that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the goals of the Lifeline Transportation Program.
- b. **Community-Identified Priority:** Priority should be given to projects that directly address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP) or other substantive local planning effort involving focused outreach to low-income populations. Applicants should identify the CBTP or other substantive local planning effort, as well as the priority given to the project in the plan.

Other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan, or other documented assessment of needs within designated communities of concern. 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.

A communities of concern (CoC) mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at: http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html.¹

- c. **Implementation Plan and Project Management Capacity:** For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan.

For projects seeking funds for capital purposes, applicants must provide an implementation plan, milestones and timelines for completing the project.

Priority should be given to projects that are ready to be implemented in the timeframe that the funding is available.

¹ There is a user's guide available to aid in the use of this tool.

Project sponsors should describe and provide evidence of their organization's ability to provide and manage the proposed project, including experience providing services for low-income persons, and experience as a recipient of state or federal transportation funds. For continuation projects that have previously received Lifeline funding, project sponsor should describe project progress and outcomes.

- d. **Coordination and Program Outreach:** Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Applicants should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Applicants should also describe how the project will be marketed and promoted to the public.
- e. **Cost-Effectiveness and Performance Indicators:** The project will be evaluated based on the applicant's ability to demonstrate that the project is the most appropriate way in which to address the identified transportation need, and is a cost-effective approach. Applicants must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, as well as steps to be taken if original goals are not achieved.
- f. **Project Budget/Sustainability:** Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Lifeline Transportation Program Cycle 4 Funding Application

A. GENERAL PROJECT INFORMATION

1. Project Sponsor

Name of the organization _____

Contact person _____

Address _____

Telephone number _____

E-mail address _____

DUNS Number¹ _____

2. Other Partner Agencies

Agency	Contact Person	Address	Telephone

3. Project Type: *Check one.* Operating Capital Both

For operating projects, please check one of the following: New Continuing

4. Project Name: _____

5. Brief Description of Project (50 words max.):

6. Budget Summary:

	Amount (\$)	% of Total Project Budget
Amount of Lifeline funding requested:		
Amount of local match proposed:		
Total project budget:		

¹ Provide your organization's nine-digit Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. To search for your agency's DUNS Number or to request a DUNS Number via the Web, visit the D&B website: <http://fedgov.dnb.com/webform>. To request a DUNS Number by phone, contact the D&B Government Customer Response Center at 1-866-705-5711.

Lifeline Transportation Program Cycle 4 Funding Application

B. PROJECT ELIGIBILITY

Lifeline Eligibility

Does the project result in improved mobility for low-income residents of the Bay Area?

Yes. *Continue.* No. *Stop. The project is not eligible to receive Lifeline funds.*

Does the project address a transportation gap and/or barrier identified in one of the following planning documents? (Additional details to be provided in question #3)

Yes. *Continue.* No. *Stop. The project is not eligible to receive Lifeline funds.*

Check all that apply:

- Community-Based Transportation Plan (CBTP)
- Other substantive local planning effort involving focused outreach to low-income populations
- Countywide or regional welfare-to-work transportation plan
- Coordinated Public Transit-Human Services Transportation Plan
- Other documented assessment of need within the designated communities of concern

(Please specify: _____)

Is the service open to the general public or open to a segment of the general public defined by age, disability, or low income?

Yes. *Continue.* No. *Stop. The project is not eligible to receive Lifeline funds.*

Section 5307 Job Access and Reverse Commute (JARC) Eligibility

Is the project designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment, including transportation projects that facilitate the provision of public transportation services from urbanized areas and rural areas to suburban employment locations?

Yes. *The project may be eligible to receive Section 5307 JARC funds.*

No. *The project is not eligible to receive Section 5307 JARC funds, but may be eligible to receive STA funds*

For “transportation services” projects: Is the project a JARC “development” or “maintenance” project, as defined by the Federal Transit Administration (FTA)? *Check one.*

If one of the boxes below is checked, the project may be eligible to receive Section 5307 JARC funds.

- Development project** (New project that was not in service as of the date MAP-21 became effective October 1, 2012; includes projects that expand the service area or hours of operation for an existing service.)
- Maintenance project** (Projects and services that received funding under the former FTA Section 5316 JARC program.)

Lifeline Transportation Program Cycle 4 Funding Application

C. CIVIL RIGHTS

1. **Civil Rights Policy:** The following question is not scored. If the response is satisfactory, the applicant is eligible for Lifeline funds; if the response is not satisfactory, the applicant is not eligible.

Describe the organization's policy regarding Civil Rights (based on Title VI of the Civil Rights Act) and for ensuring that benefits of the project are distributed equitably among low income and minority population groups in the project's service area.

2. **Demographic Information:** The following question is for administrative purposes only and is not a factor in determining which projects are selected to receive an award. (Please contact your Lifeline Program Administrator for assistance if you do not have this demographic information readily available, or visit <http://factfinder2.census.gov>)

Does the proportion of minority people in the project's service area exceed 58 percent (i.e., the regional average minority population)?

Yes No

D. PROJECT NARRATIVE

Please provide a narrative to describe the project addressing points #1-13 below:

Project Need/Goals and Objectives

1. Describe the unmet transportation need that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Describe the specific community this project will serve, and provide pertinent demographic data and/or maps.
2. What are the project's goals and objectives? Estimate the number of service units that will be provided (e.g., one-way trips, vehicle loans, bus shelters, persons trained). Estimate the number of low-income persons that will be served by this project per day, per quarter and/or per year (as applicable).

Community-Identified Priority

3. How does the project address a transportation gap and/or barrier identified in Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused outreach to low-income populations? Indicate the name of the plan(s) and the page number where the relevant gap and/or barrier is identified. If applicable, indicate the priority given to the project in the plan. (For more information about CBTPs, visit <http://www.mtc.ca.gov/planning/cbtp/>.)

How does the project address a gap and/or barrier identified in a countywide or regional welfare-to-work transportation plan, the Bay Area's 2013 Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan), and/or other documented assessment of needs within designated communities of concern? Indicate the name of the plan(s) and the page number where the relevant need is identified. The Coordinated Plan is available at <http://www.mtc.ca.gov/planning/pths/>.

Per the Lifeline Transportation Program Cycle 4 Guidelines, Appendix 2 Evaluation Criteria, priority should be given to projects that directly address transportation gaps and/or barriers identified through a CBTP or other substantive local planning effort involving focused outreach to low-income populations; however, other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the

Lifeline Transportation Program Cycle 4 Funding Application

Coordinated Plan, or other documented assessment of needs within designated communities of concern.

4. Is the project located in the community in which the CBTP and/or other substantive local planning effort involving focused outreach to low-income populations was completed? If not, please include justification for applying the findings from the CBTP and/or other substantive local planning effort in another low-income area. For more information, visit <http://www.mtc.ca.gov/planning/cbtp/> and <http://www.mtc.ca.gov/planning/snapshot/>.

A communities of concern (CoC) mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at: http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html. There is a user's guide available to aid in the use of this tool.

Implementation Plan and Project Management Capacity

5. **For operating projects:** Provide an operational plan for delivering service, including a project schedule. For fixed route projects, include a route map.

For capital projects: Provide an implementation plan for completing a capital project, including a project schedule with key milestones and estimated completion date.

6. Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.
7. Is the project ready to be implemented? What, if any, major issues need to be resolved prior to implementation? When are the outstanding issues expected to be resolved?
8. Describe and provide evidence of your organization's ability to provide and manage the proposed project. Identify previous experience in providing and coordinating transportation or related services for low-income persons. Describe key personnel assigned to this project, and their qualifications.
9. Indicate whether your organization has been or is a current recipient of state or federal transportation funding. If your organization has previously received Lifeline funding, please indicate project name and grant cycle and briefly describe project progress/outcomes including the most recent service utilization rate.

Coordination and Program Outreach

10. Describe how the project will be coordinated with public and/or private transportation providers, social service agencies, and private non-profit organizations serving low-income populations.
11. Describe how project sponsor will continue to involve key stakeholders throughout the project. Describe plans to market the project, and ways to promote public awareness of the program.

Lifeline Transportation Program Cycle 4 Funding Application

Cost-Effectiveness and Performance Indicators

12. Demonstrate how the proposed project is the most appropriate way in which to address the identified transportation need. Identify performance measures to track the effectiveness of the project 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), cost per unit of service (e.g., cost per trip), and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, milestones and reports on the status of project delivery should be identified.
13. Describe a plan for ongoing monitoring and evaluation of the service, and steps to ensure that original goals are achieved.

E. BUDGET

Project Budget/Sustainability

1. Provide a detailed line-item budget describing each cost item including start-up, administration, operating and capital expenses, and evaluation in the format provided below. If the project is a multi-year project, detailed budget information must be provided for all years. Please show all sources of revenue, including anticipated fare box revenue.

The budget should be in the following format:

REVENUE	Year 1	Year 2	Year 3	TOTAL
Lifeline Program Funds				\$ -
[Other Source of Funds]				\$ -
[Other Source of Funds]				\$ -
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
EXPENDITURES ¹	Year 1	Year 2	Year 3	TOTAL
Operating Expenses (list by category)				\$ -
Capital Expenses (list by category)				\$ -
[Other Expense Category]				\$ -
[Other Expense Category]				\$ -
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -

¹ If the project includes indirect expenses, the applicant must have a federally approved indirect cost rate.

Clearly specify the source of the required matching funds. Include letter(s) of commitment from all agencies contributing towards the match. If the project is multi-year, please provide letters of commitment for all years.

2. Describe efforts to identify potential funding sources for sustaining the service beyond the grant period if needed.

Lifeline Transportation Program Cycle 4 Funding Application

F. STATE AND FEDERAL COMPLIANCE

By signing the application, the signator affirms that: 1) the statements contained in the application are true and complete to the best of their knowledge; and 2) the applicant is prepared to comply with any and all laws, statutes, ordinances, rules, regulations or requirements of the federal, state, or local government, and any agency thereof, which are related to or in any manner affect the performance of the proposed project, including, but not limited to, Transportation Development Act (TDA) statutes and regulations, 49 U.S.C. Section 5307, FTA Circular C 9030.1E, the most current FTA Master Agreement, and the most current Certifications and Assurances for FTA Assistance Programs.

For further information, see the Lifeline Transportation Program Cycle 4 Guidelines (MTC Resolution No. 4159), available at http://www.mtc.ca.gov/planning/lifeline/LTP4_guidelines.pdf

Signature

Date

Printed Name



November 6, 2014
VCAC Agenda Item 8
Continued From: New
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY VCAC Agenda Letter

TO: Vine Consumer Advocacy Committee (VCAC)
FROM: Kate Miller, Executive Director
REPORT BY: Tom Roberts, Program Manager-Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: Presentation on VINE Automatic Passenger Counters

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board receive a presentation on the purpose and functionality of the VINE Automatic Passenger Counters.

EXECUTIVE SUMMARY

In March 2014 the Board of Directors authorized an expenditure of not to exceed \$255,789 for the purchase and installation of Automatic Passenger Counters (APC) on buses in the VINE fixed route fleet. The units were installed during the summer of 2014. Staff is using the information generated by the system for both long and short term planning, making strategic operating decisions, and developing policies.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Discussion

FISCAL IMPACT

Is there a Fiscal Impact? No.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The automated passenger counters recently installed on the VINE fleet use global positioning technology to record the boarding and alighting of passengers VINE bus stops, the time of arrival and departure of the buses at every location, and when the bicycle carriers and wheelchair lifts are deployed. This information can be useful in a number of ways including:

- Understanding the passenger load on any particular route at any time of day
- Defining the parameters of where bus stops should be located
- Prioritizing enhancements at bus stops
- Reconciling and adjusting bus schedules to more accurately reflect service conditions
- Resolving customer complaints
- Cross validating ridership, on-time performance, and farebox information

The introduction of passenger counter technology now allows staff to select from over 20 reports and features to help better manage transit services and inform decision making. Since the APCs have been installed, staff has been using APC information on a near daily basis. Some specific examples of the data generated are attached.

LOAD FACTOR

The APCs have been invaluable for managing load factors on trunk routes that experience overcrowding at certain times of day. At the beginning of the fall school semester, the agency began receiving complaints about overcrowding on the Route 11 and passengers being left behind at bus stops. Using the APC system staff was able to quickly validate the complaint and determine precisely what time of day and at what stops this was occurring. The APC data informed staff exactly what was needed to resolve the issue. Subsequently, additional service was deployed to address the overcrowding in a timely and cost effective manner. (See Chart A)

BUS STOPS

The agency routinely receives calls from the public requesting the installation, improvement, removal or relocation of bus stops. The APC system allows staff to immediately determine how often a stop is used, at what time of day, and which routes are most used at a particular stop. Data generated from the APC in Table 1 below, indicated that significant upgrades to the transit stop at Napa Valley College were needed.

Table 1 – College Stop Usage

Napa Valley College Stop			
Average Weekday - Sept. 2014			
Route*	On	Off	Total
10	83	77	160
11	110	104	214
29	9	12	21
Total	202	193	395
*Does not include Route 21 to/from Fairfield			

Information regarding the use of stops by route is available (See Chart B) and the APC system also ranks all 260 stops in the system by daily usage. (Table 2 below)

Table 2 – Stop Rankings by Weekday Usage (partial list)

LOCATION	LATITUDE	LONGITUDE	ON	OFF	TOTAL	RANK
SOSCOL GATEWAY TRANSIT CENTE	38.297487	-122.280107	751	652	1403	1
REDWOOD PARK & RIDE	38.322204	-122.310597	284	252	535	2
NAPA VALLEY COLLEGE - EOL	38.273774	-122.273150	212	203	415	3
VALLEJO FERRY TERMINAL - EOL	38.100598	-122.262478	121	68	190	4
DOWNTOWN CALISTOGA	38.577552	-122.579522	122	40	162	5
EL CERRITO BART STATION - EOL	37.925138	-122.317187	78	76	154	6
CLAREMONT WAY & PERMANENTE W	38.321027	-122.302421	80	66	146	7
VALLEJO TRANSIT CENTER	38.100174	-122.258891	42	92	134	8
JEFFERSON STREET & LINCOLN A	38.309511	-122.296085	65	65	129	9
TRANCAS STREET & JEFFERSON S	38.322519	-122.301575	73	42	115	10
SOSCOL AVENUE & KANSAS AVENU	38.284759	-122.274748	56	54	110	11
SOSCOL AVENUE & LINCOLN AVEN	38.309731	-122.285334	53	44	97	12
KILBURN AVENUE & BRYAN AVENU	38.296603	-122.306029	43	49	92	13
PEAR TREE LANE & VILLA LANE	38.321559	-122.293194	37	47	84	14
MAIN STREET & POPE STREET	38.503403	-122.467081	18	65	83	15
3RD STREET & COOMBS STREET	38.296946	-122.285588	22	57	79	16
LINCOLN AVENUE & CEDAR STREE	38.577564	-122.579419	3	72	76	17
HIGHWAY 29 & MAIN STREET & M	38.502799	-122.466297	54	14	68	18
SOSCOL AVENUE & IMPERIAL WAY	38.307751	-122.285034	35	32	67	19
MINI DRIVE & SONOMA BLVD	38.153324	-122.256855	33	32	66	20
KAISER HOSPITAL	38.128091	-122.250993	9	55	64	21
IMOLA AVE & NAVARRE STREET	38.279885	-122.259901	27	36	63	22

SCHEDULE ADHERENCE

The APCs also provide information about on-time performance and when buses pulse at a specific stop. Traffic patterns change over time requiring reconciling running times and stop times to bus schedules to make the system reliable for our passengers. The APC system provides comparisons between the planned schedule and arrival/departure time for every segment of every route by time of day. Staff uses this information to make adjustments to schedules which helps manage the expectations of the riders. (See Chart C).

REPORT VALIDATION

NCTPA's primary tool for tracking ridership comes from farebox data. On-time performance reports are provided by Transdev, NCTPA's transit contractor. The APC reports validate the information giving staff a greater degree of confidence.

The attached reports represent just a few examples of how the agency's investment in APC technology is assisting NCTPA in providing more effective and efficient public transit service.

SUPPORTING DOCUMENTS

Attachment: Charts A – C.

Chart A – Example of Load Factor by Route

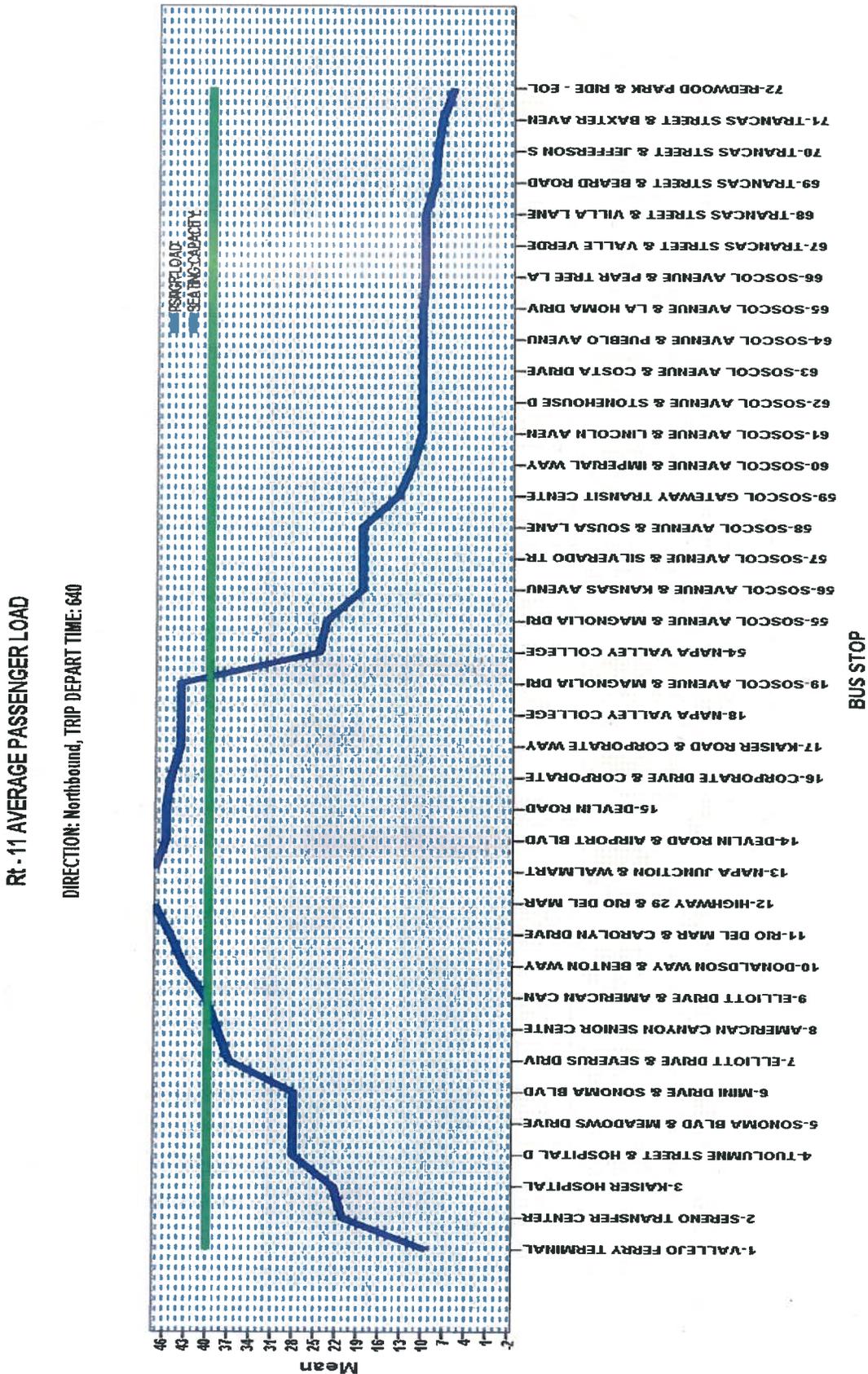


Chart B – Example of Stop Boarding by Route

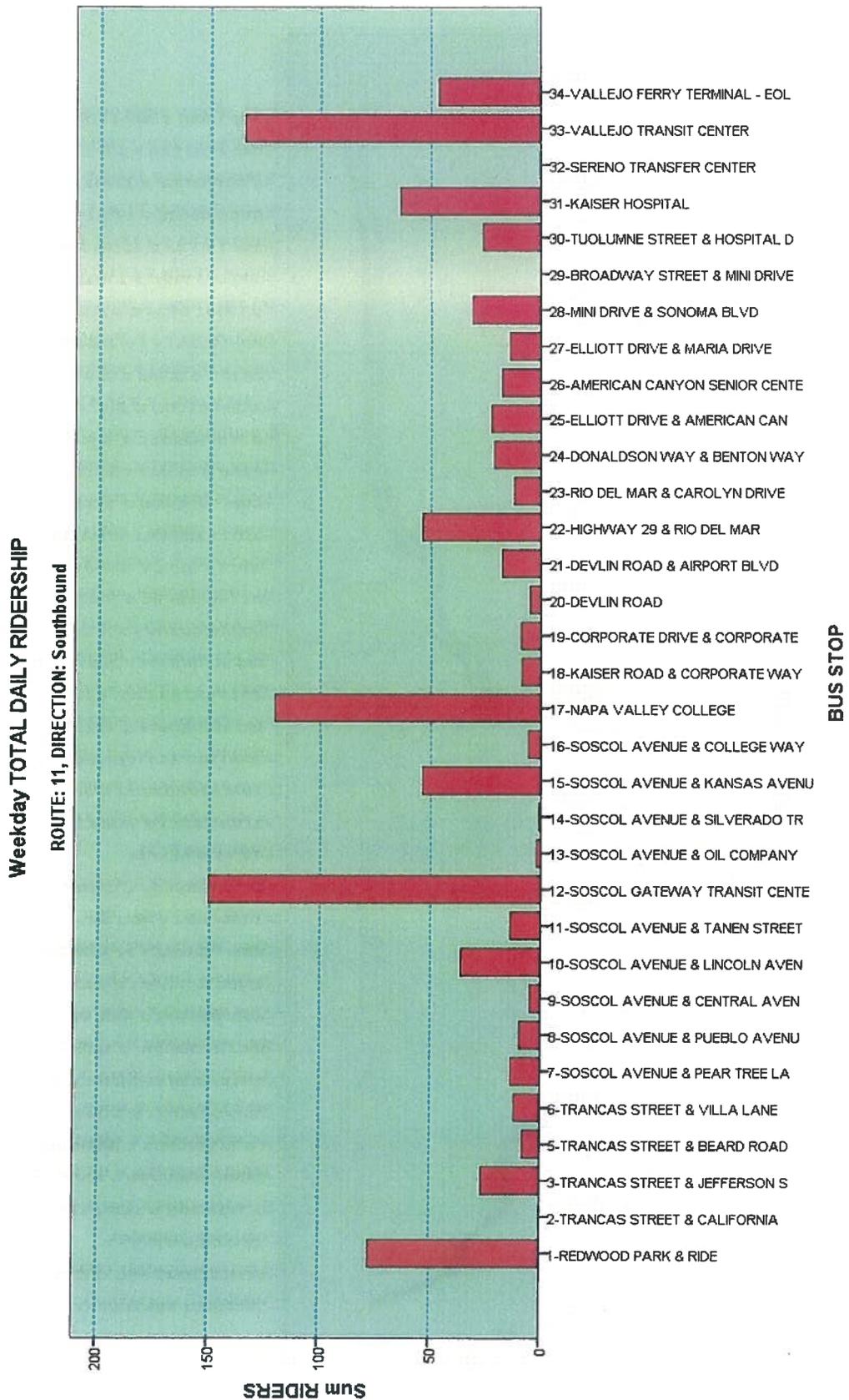
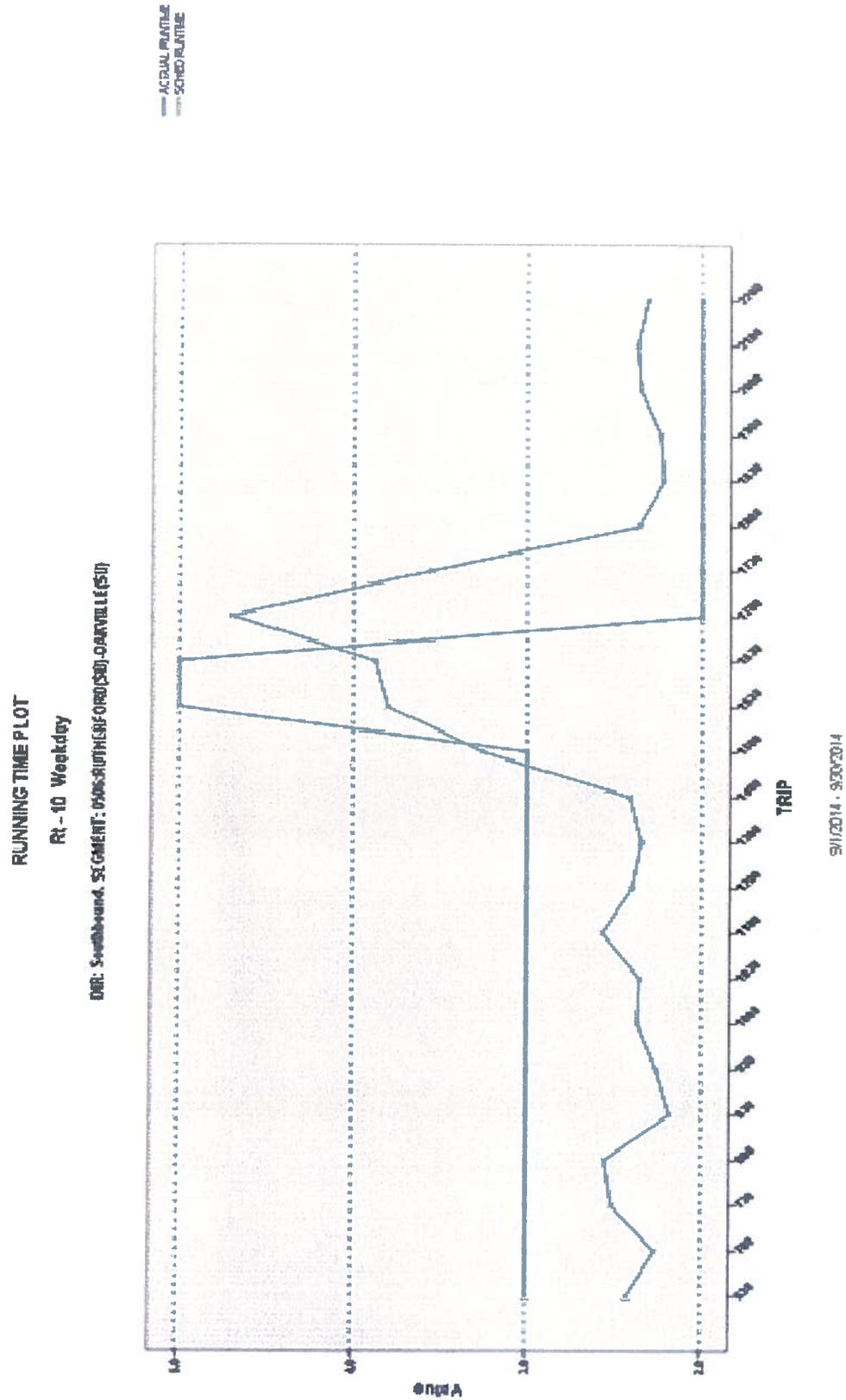


Chart C – Example of Schedule Adherence by Route Segment



VINE SERVICE ANALYSIS

July 2014 - September 2014

SYSTEMWIDE		
July - September		
2013	2014	
196,283	246,608	26%

NOTES
The VINE system continues its streak of 22 months of uninterrupted ridership growth. In addition, the months of July, August and September mark the highest first quarter ridership in a decade. Overall, on-time performance is very good and road calls and preventable accidents are significantly better than benchmarks.

RIDERS BY SERVICE			
July - September			
	2013	2014	
VINE Routes 1 - 11	156,376	199,969	28%
VINE Route 21	2,321	3,325	43%
VINE Route 25	1,618	1,910	18%
VINE Route 29	8,774	12,849	46%
Am Can Transit	5,392	5,459	1%
Calistoga Shuttle	6,127	6,796	11%
St. Helena Shuttle	2,477	2,993	21%
Yountville Trolley	8,288	7,630	-8%

MILES BETWEEN ROAD CALLS	
YTD	Last YTD
1 per 33,365	1 per 15,972
Standard = 1 per 10,000 mi	

PREVENTABLE ACCIDENTS	
YTD	Last YTD
Act = 0.6	Act = 0.2
Std. = 1.6	Std. = 1.6

	Weekday Passengers Per Revenue Service Hour	
	Goal	Actual
Route 1	12	8.4
Route 2	12	16.6
Route 3	12	15.8
Route 4	12	13.0
Route 5	12	13.0
Route 6	12	10.5
Route 7	12	8.3
Route 8	12	18.9
Route 10	12	11.4
Route 11	12	12.5
Route 21	7	6.7
Route 25	5	17.7
Route 29	7	7.5
Am Can Transit	5	5.1
Calistoga Shuttle	2	4.3
St. Helena Shuttle	2	3.5
Yountville Trolley	2	6.9

On Time Performance	
Goal	Actual
90%	96.7%
90%	89.6%
90%	91.3%
90%	96.9%
90%	89.7%
90%	92.3%
90%	90.5%
90%	83.4%
90%	72.6%
90%	72.8%
90%	87.1%
90%	90.2%
90%	85.4%

