

Lifeline Transportation Program Guidelines

Second-Cycle Lifeline Transportation Program Funding FY 2009 through FY 2011

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

The Lifeline Program supports community-based transportation projects that:

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

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

Lifeline Program Administrators are responsible for soliciting projects for the Lifeline Program, which requires a full commitment to a broad, inclusive public involvement process. Further guidance for public involvement is contained in MTC's Public Participation Plan. Lifeline Program Administrators must also consider equitable solicitation and selection of project candidates in accordance with federal Title VI requirements.

Funding: Fund sources for the second-cycle Lifeline Program (FY 09 - FY 11) include Job Access Reverse Commute (JARC), State Transit Assistance (STA) and Proposition 1B - Transit funds, as shown in Table A. Funding amounts will be assigned to each county by each fund source, based on the county's share of poverty population consistent with the estimated distribution outlined in Table B. Lifeline Program Administrators will assign funds to eligible projects. Funded projects must meet the eligibility requirements of the respective funding source.

For projects receiving JARC Funds: Lifeline Program Administrators will enter projects into the Transportation Improvement Program (TIP). Following approval of the TIP, MTC will enter projects into MTC's Federal Transit Administration (FTA) grant to be submitted in spring 2009. Following FTA approval of the grant, MTC will enter into funding agreements with project sponsors.

For projects receiving STA funds: 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, MTC or the local transit operator will enter into a funding agreement directly with the project sponsor.

For projects receiving Proposition 1B: Project sponsors receiving Proposition 1B funds must submit a Proposition 1B application to Caltrans. The estimated due date to Caltrans is November 2008. The state will distribute funds directly to the project sponsor.

Multi-Year Programming: The second-cycle Lifeline Transportation Program will cover a three-year programming cycle.

MTC recommends that Lifeline Program Administrators program funds through one selection process for the three-year period, with projects due to MTC by October 31, 2008¹. MTC will develop the second-cycle Lifeline Program of Projects for Commission approval in December 2008.

MTC will revise the Lifeline Program of Projects in July 2009 for counties that are unable to program their full allocation by October 2008. However, due to the timing of federal deadlines associated with JARC and state deadlines associated with Proposition 1B, any projects submitted after the October 2008 deadline will experience a delay in receipt of funds of up to one year. Therefore, it is strongly recommended that JARC and Proposition 1B funds be programmed by October 2008.

¹ Small Urbanized Area JARC projects will be due to MTC in September 2008.

Competitive Process: Projects should be selected through an open, competitive process². In an effort to address the sustainability of fixed-route transit operations, Lifeline Program Administrators may elect to allocate a portion of their STA 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 Program reporting requirements.

Funds must not be allocated by formula to sub-areas within a county. Projects must be selected consistent with the findings of a CBTP, MTC's Coordinated Public Transit-Human Services Transportation Plan, countywide regional welfare-to-work plan or other documented assessment of needs within the designated communities of concern. Where plans have not been completed, projects should be selected that best exemplify the program principles and result in the greatest community benefit.

Grant Application: To ensure a streamlined application process for project sponsors, a universal application form (or standard format and content for project proposals) will be used, but may be modified as appropriate by the Lifeline Program Administrator for inclusion of county-specific grant requirements.

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

There are two exceptions to the 20% match requirement.

(1) JARC operating projects require a 50% match. 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.

Project sponsors may use local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the match requirement. In addition, the required match can include other *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, 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, and in-kind costs associated with oversight of the project may also be considered to meet the match requirement.

² All JARC projects must be selected through a competitive process, per federal requirements.

Project Assessment: Standard evaluation criteria as previously developed by MTC and regional stakeholders will be used to assess and select projects. The five criteria include (1) project need/stated goals and objectives, (2) implementation plan, (3) project budget/sustainability, (4) coordination and program outreach, and (5) cost-effectiveness and performance indicators. Lifeline Program Administrators may establish the weight to be assigned for each criterion in the assessment process.

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

Each county will appoint a local review team of CMA staff, as well as representatives of local stakeholders, such as local jurisdictions, transit operators or other transportation providers, community-based organizations, social service agencies, and members of MTC's Minority Citizens Advisory Committee, to score and select projects. Each county will assign local priorities for project selection.

Project Selection/Draft Program of Projects: In funding projects, preference will be given to strategies emerging from local CBTP processes, countywide 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. 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. Regional Lifeline funds should not supplant or replace existing sources of funds. Funds may be used for either capital or operating purposes.

Eligible operating projects, consistent with requirements of funding sources, may include (but are not limited to) new or enhanced fixed route transit services, restoration of lifeline-related transit services eliminated due to budget shortfalls, shuttles, children's transportation programs, taxi voucher programs, improved access to autos, etc. See Attachment 1 for additional details about eligibility by funding source.

Eligible capital projects, consistent with requirements of funding sources, include (but are not limited to) purchase of vehicles; bus stop enhancements, including the provision of bus shelters, benches, lighting or sidewalk improvements, rehabilitation, safety or modernization improvements, etc.; or other enhancements to improve transportation access for residents of low-income communities. See Attachment 1 for additional details about eligibility by funding source.

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

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

Project Delivery: All projects funded under the county programs will be subject to MTC obligation deadlines and project delivery requirements. All projects will be subject to a “use it or lose it” policy. MTC will revise the Lifeline Program of Projects in July 2009 for counties that are unable to program their full Lifeline allocation by October 31, 2008.

Policy Board Adoption: Projects recommended for funding must be submitted to and approved by the respective governing board. The appropriate governing board shall resolve 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 deadlines.

Project Oversight: Lifeline Program Administrators will be responsible for oversight of projects funded under the county programs and ensuring projects meet MTC obligation deadlines and project delivery requirements. In addition, Lifeline Program Administrators will ensure, at a minimum, that projects substantially carry out the scope described in the grant applications. All scope changes must be fully explained and must demonstrate consistency with Lifeline Program goals. All changes to JARC-funded projects must be reported to MTC and reconciled with FTA.

Lifeline Program Administrators are responsible for programmatic and fiscal oversight of new Lifeline projects. 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, etc.), cost per unit of service, and a qualitative summary of service delivery procedures employed for the project. For capital-related projects, project sponsors are responsible to establish milestones and report on the status of project delivery.

Timeline Summary

Action	Due Date
Issue Lifeline Call for Projects	Late June 2008
Small Urbanized Area JARC projects due to MTC	September 2008
All other Lifeline projects due to MTC	October 31, 2008
Proposition 1B transit projects due to Caltrans	November 2008 (estimated)
Commission approval of second cycle Lifeline Program of Projects	December 2008
STA-funded projects: project sponsors begin to claim funds or enter into agreements	January 2009
Proposition 1B transit-funded projects: project sponsors receive funds from state	February (estimated)
MTC submits Federal Transit Administration (FTA) grant with JARC projects	Spring 2009
JARC-funded projects: project sponsors begin to enter into agreements	Summer 2009 (following FTA grant approval)
Revision of Lifeline Program of Projects	July 2009

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

Fund Source	3-YR Total	Actual/Proposed	Estimated	Remaining Future Commitment 2012-2018
STA	\$ 43,986,585	\$ 26,044,740	\$ 17,941,845	\$ 134,758,181
Prop 1B	\$ 27,504,040	\$ 17,187,188	\$ 10,316,852	\$ 72,217,961
JARC	\$ 3,175,177	\$ 289,809	\$ 2,885,368	\$ -
TOTAL	\$ 74,665,801	\$ 43,521,737	\$ 31,144,064	\$ 211,264,325

Notes:

- § Actual/proposed amounts are based on finalized or proposed budgets or appropriations. Estimated amounts are dependent on future budget proposals.
- § STA includes funding from the STA Consolidated Policy, Proposition 1B Swap and Spillover funds
- § STA commitments are per MTC Resolution 3837. Basis for amounts listed is the FY 09 Fund Estimate.
- § Prop. 1B commitment is per MTC Resolution 3814. Basis for amounts listed is the FY 08 actual and proposed FY 09 state budget.
- § JARC is estimated FY 09 large urbanized area (UA) apportionment and small UA targets only, plus the difference between actual and estimated FY 2007 and FY 2008 apportionments and targets.
- § Program administration costs are under consideration. If an amount is assigned for program administration, the total amount available for programming will be reduced.

**Table B - Estimated Funding Target by Fund Source per County
 Second-Cycle Funding
 FY 2009 – FY 2011**

County	% poverty population	TOTAL	STA	Prop 1B	JARC
Alameda - Available	27.4%	\$15,275,013	\$12,052,324	\$2,436,107	\$786,582
Alameda - Advanced		5,100,000		5,100,000	
Contra Costa	12.5%	9,295,171	5,498,323	3,438,005	358,843
Marin	2.7%	2,007,757	1,187,636	742,609	77,510
Napa	1.7%	1,299,835	747,772	467,569	84,494
San Francisco	15.1%	11,228,567	6,641,974	4,153,110	433,483
San Mateo	7.1%	5,279,657	3,123,048	1,952,787	203,823
Santa Clara	21.7%	16,145,742	9,545,089	5,968,377	632,276
Solano	5.5%	4,348,819	2,419,262	1,512,722	416,834
Sonoma	6.3%	4,685,241	2,771,155	1,732,754	181,331
	TOTAL	\$74,665,801	\$43,986,585	\$27,504,040	\$3,175,177

Notes:

- § Estimates intended for planning purposes only. Actual allotment of funds may differ than those indicated above.
- § Poverty percentages by county are based on federal poverty levels reported in 2000 US Census
- § JARC estimates include small urbanized area funds administered by Caltrans. The small urbanized areas in the region include Livermore, Gilroy, Petaluma, Fairfield, Vacaville, Vallejo and Napa. These funds are subject to Caltrans requirements.
- § The Alameda County – Advanced total reflects \$5.1 million in Prop. 1B programmed in advance under Res. 3834
- § Program administration costs are under consideration. If an amount is assigned for program administration, the total amount available for programming will be reduced.

ATTACHMENT 1

**Lifeline Transportation Program
Second-Cycle Funding, FY 2009 – FY 2011**

Funding Source Information

	State Transit Assistance (STA)	Proposition 1B – Transit	Job Access Reverse Commute (JARC)
Detailed Guidelines	http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/TDA2007Work.pdf	www.mtc.ca.gov/funding/infrastructure/PTMIS_EA_12-05-07.PDF	www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf
Eligible Recipients	<ul style="list-style-type: none"> § Transit operators § Cites and Counties § Other entities with eligible projects may be eligible to receive funds if an eligible recipient serves as fiscal agent for the project. 	<ul style="list-style-type: none"> § Transit operators or local agencies that are eligible to receive STA funds, as listed by State Controller’s Office. 	<ul style="list-style-type: none"> § Operators of public transportation services, including private operators of public transportation services § Private non-profit organizations § State or local governmental authority
Eligible Projects	<p><u>Transit Capital and Operations</u>, 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 (i.e. GPS, other ITS applications) § Capital projects such as bus stop improvements, including bus benches, shelters, etc. § Some elements of mobility management 	<p><u>Transit Capital</u> (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><u>Capital or Operating projects</u> that improve access to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities</p> <ul style="list-style-type: none"> § Jobs § Services § Ridesharing and carpooling § Transit-related aspects of bicycling § Local car loan programs § Marketing § Administration and expenses for voucher programs § ITS, AVL, etc. for improving scheduling and dispatch § Reverse commute subsidies § Mobility management <p>Projects must be derived from the regionally-adopted Coordinated Public Transit-Human Services Transportation Plan.</p>

<p>Lifeline Program Local Match</p>	<p>20%</p>	<p>20%</p>	<ul style="list-style-type: none"> § 50% for operating projects (Lifeline Program Administrators may use STA funds to cover the 30% difference for projects that are eligible for both JARC and STA funds. § 50% for auto projects § 20% for capital projects
<p>Estimated availability of funds to project sponsor</p>	<ul style="list-style-type: none"> § Transit operators can initiate claims immediately following MTC approval of program of projects for current fiscal year funds. § MTC or the local transit operator will initiate funding agreements for other STA eligible projects administered by sponsors who are not STA eligible recipients following MTC approval of Program of Projects. 	<ul style="list-style-type: none"> § Project sponsors must submit a Proposition 1B application to Caltrans. The estimated due date is November 2008. Disbursement is estimated to occur within 3 months of receipt of the application. 	<ul style="list-style-type: none"> § Lifeline Program Administrators will only select JARC projects that are derived from the Coordinated Public Transit-Human Services Transportation Plan, as federally required. MTC will certify this following submittal to MTC. § Final amount of funding available for FY 09 depends on Congressional appropriation, usually due in winter/spring. Following final appropriations, MTC and Lifeline Program Administrators will assess actual funding compared to the estimates and work with project sponsors if adjustments are needed. § Lifeline Program Administrators will then enter the JARC project into the Transportation Improvement Program (TIP). § Following approval of the TIP, MTC will enter the project into MTC's Federal Transit Administration (FTA) grant to be submitted in spring 2009. § Following FTA approval of the grant (approx. 3 month process), MTC will enter into funding agreements with project sponsors.

Accountability & Reporting Requirement	<p>§ Before submitting annual claims, transit operators will be required to submit an annual performance report containing ridership statistics for Lifeline projects. Prior to submittal to MTC, reports will be submitted to Lifeline Program Administrators for review.</p> <p>§ Non-profits or other entities receiving funds outside of the claims process will be required to submit quarterly performance reports with invoices for reimbursement to MTC. Prior to submittal to MTC, reports will be submitted to Lifeline Program Administrators for review.</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>§ All project sponsors will submit quarterly performance reports with invoices for reimbursement to MTC. Prior to submittal to MTC, reports will be submitted to Lifeline Program Administrators for review.</p>
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Note: Information on this chart is accurate as of May 2008. 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).