Date: June 23, 2010
W.I.: 1311
Referred by: PAC
Revised: 12/15/10-C

ABSTRACT

Resolution No. 3965, Revised

This Resolution adopts the Program Guidelines for Lifeline FY 2010 and FY 2011 STA Funds.

The following attachment is provided with this Resolution:

Attachment A— FY 2011 Interim Lifeline Transportation Program Guidelines and Funding

This Resolution was revised on December 15, 2010 to update the FY 2011 Interim Cycle STA funding amounts and to revise the deadline for all FY 2011 Lifeline STA claims to be submitted to MTC.

Further discussion of the Program Guidelines for Lifeline FY 2011 STA Funds is provided in the Programming and Allocations Committee summary sheets dated June 9, 2010, and December 8, 2010.

Date: June 23, 2010
W.I.: 1311
Referred by: PAC

RE: Program Guidelines for Lifeline FY 2010 and FY 2011 STA Funds

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 3965

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 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, the California state legislature has restored STA funds for FY 2010 and FY 2011 after previous legislative cuts affecting the Second Cycle Lifeline Program; and

WHEREAS, the three-year Second Cycle Lifeline Transportation Program, including all previously committed STA funding, was programmed prior to the availability of these FY 2010 and FY 2011 STA funds; and

WHEREAS, a Third Cycle Lifeline Transportation Program will be developed following a program evaluation process currently under way; and

WHEREAS, MTC will use the process and criteria set forth in Attachment A of this Resolution to program the FY10 and FY11 STA funds to the Lifeline Transportation Program on an interim basis during FY 2011; now, therefore be it

RESOLVED, that MTC approves the program guidelines to be used in the administration of Lifeline FY 2010 and FY 2011 STA Funds, as set forth in Attachment A of this Resolution; and be it further

RESOLVED, that the Executive Director 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

Scott Haggerty, Chair

The above Resolution was entered into by the
Metropolitan Transportation Commission
at a regular meeting of the Commission held in
Oakland, California on June 23, 2010.

FY 2011 Interim Lifeline Transportation Program
Guidelines and Funding

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

The Lifeline Program supports community-based transportation projects that:

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

Program Administration: The Lifeline Program is 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

Funding: Funding for this interim programming cycle comprises FY 2010 and FY 2011 State Transit Assistance (STA) funds, as shown in Table A. Funding amounts will be assigned to each county based on the county's share of poverty population consistent with the estimated distribution outlined in Table A. Lifeline Program Administrators will assign funds to eligible STA claimants. Funded projects must meet the eligibility requirements of the funding source.

Only public transit operators that are eligible STA claimants are eligible to receive funds. MTC will allocate funds directly through the annual STA claims process.

One-Year Programming: These guidelines will cover a one-year funding cycle for FY 2010–11.

Eligible Projects: In an effort to address the sustainability of fixed-route transit operations, funds shall be allocated directly to transit operators for Lifeline transit needs within the county. Rationale for the use of the funds for Lifeline purposes must be provided before transit operators can claim funds. Projects will be subject to Lifeline Program reporting requirements.

Program Match: No match is required.

Project Identification: In counties with multiple transit agencies, Lifeline Program Administrators will work with public transit operators to develop a distribution mechanism for the county's available funding among eligible STA claimants. MTC will not approve allocation requests from operators in these counties until actions confirming the distribution amounts are received from the respective policy board(s) of the Lifeline Program Administrators.

For transit operators that serve multiple counties, Lifeline Program Administrators are encouraged to coordinate their discussions of distributions to address these agencies' Lifeline needs.

Projects identified in Community Based Transportation Plans (CBTPs), 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 are eligible. 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 (including transit-dependent riders), as applicable.

Eligible operating projects, consistent with STA requirements, may include (but are not limited to) new or enhanced fixed route transit services, restoration or continuation of Lifeline-related transit services eliminated due to budget shortfalls, or shuttles.

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

Project Delivery: All projects funded will be subject to a "use it or lose it" policy based on MTC obligation deadlines and project delivery requirements. All projects will be subject to a "use it or lose it" policy.

Policy Board Adoption: Projects recommended for funding must be submitted to and approved by the respective governing board of the Lifeline Program Administrator. The appropriate governing board shall resolve that approved projects not only meet Lifeline Program goals, but that the local project sponsors understand and agree to meeting all project delivery and eligibility requirements. An exception to this requirement will apply in counties where there is a single transit operator eligible to claim Lifeline STA funds.

Project Oversight: Lifeline Program Administrators will be responsible for oversight of projects funded under the county programs and ensuring projects meet project delivery requirements. In addition, Lifeline Program Administrators will ensure, at a minimum, that projects substantially carry out the activities approved by their respective boards. All scope changes must be fully explained and must demonstrate consistency with Lifeline Program goals.

Lifeline Program Administrators are responsible for programmatic and fiscal oversight of 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, 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. All reports containing performance measures will be forwarded to MTC for review and overall monitoring of the Lifeline Transportation Program.

Timeline Summary

Action	Due Date
Lifeline Program Administrators submit policy board–approved distribution of available funds for eligible claimants to MTC	July 30, 2010
Eligible claimants submit claims to MTC for approved amounts	Pending Lifeline Program Administrator submittal of board-approved distributions to MTC
All FY 2011 Lifeline STA claims submitted to MTC	January 31, 2011

Table A - Estimated Lifeline STA Funding by County
FY 2011

County	Regional Poverty Population Share	Amount
Alameda	27.40%	$3,081,632
Contra Costa	12.50%	$1,405,854
Marin	2.70%	$303,664
Napa	1.70%	$191,196
San Francisco	15.10%	$1,698,272
San Mateo	7.10%	$798,525
Santa Clara	21.70%	$2,440,562
Solano	5.50%	$618,576
Sonoma	6.30%	$708,550
Total	**100.00%**	**$11,246,831**

These amounts were updated in December 2010 based on actual STA funding for FY 2011 as indicated by the State Controller and reflected in MTC's Fund Estimate (MTC Resolution No. 3939).

ATTACHMENT 1

Lifeline Transportation Program
Interim Funding Cycle, FY 2010–11

Funding Source Information

	State Transit Assistance (STA)
Purpose of Fund Source	To improve existing public transportation services and encourage regional transportation coordination
Detailed Guidelines	http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/TDA11-17-2009B.pdf
Use of Funds	For public transportation purposes including community transit services
Eligible Recipients	Transit operators who are eligible STA claimants
Eligible Projects	Transit Capital and Operations, including: ▪ 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. ▪ Various elements of mobility management, if consistent with STA program purpose and allowable use. These may include planning, coordinating, capital or operating activities.
Lifeline Program Local Match	None
Estimated timing for availability of funds to project sponsor	Transit operators can initiate claims immediately following MTC approval of the FY 2011 fund estimate and Lifeline Program Administrator board approval of county's FY11 Lifeline program.
Accountability & Reporting Requirement	Transit operators must submit annual ridership statistics for the project, first to Lifeline Program Administrators for review, and then to MTC at the conclusion of the annual claim period.