### San Mateo County Shuttle Program Criteria

#### Eligibility Criteria

**San Mateo County Shuttle Program Call for Projects FY 16/17 & FY 17/18**

<table>
<thead>
<tr>
<th>Minimum Local Match</th>
<th>25%</th>
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<tbody>
<tr>
<td>Local Match</td>
<td>Measure A Local Streets/Transportation Funds may be used.</td>
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<td>C/CAG or Measure A funds from programs other than Local Streets and Transportation cannot be used as the local match for either funding agency.</td>
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**Program Purpose**
- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.

**Eligible Applicants**
- Local jurisdictions and/or public agencies are eligible applicants for the funds; however, they must obtain a letter of concurrence/spONSORSHiP from SamTrans.
- They may partner with other public, non-profit or private entities to co-sponsor programs.
- Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service.

**Eligible Costs**
- Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible.
- Leasing of vehicles is an eligible expense; vehicle purchase is not.
- Overhead, indirect or other staff costs are not eligible.

**Minimum Requirements**
- Project is located in San Mateo County.
- Project is a shuttle service that meets local mobility needs and/or provides access to regional transit.
- Funding is for operations open to the general public.
- Shuttle services must be compliant with the Americans with Disabilities Act (ADA).

**Other Requirements**
- Any change to the proposed service prior to implementation or during the funding period must be approved by the funding agency (TA or C/CAG) with the concurrence of SamTrans.

### Screening Criteria

#### Non-Supplantation Certification
- Funding request does not substitute for existing funds.
- NA

#### Letter of Concurrence/Sponsorship
- Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that shuttle routes do not duplicate SamTrans fixed route or other public shuttle service, is required.
- If there are proposed route and/or schedule changes to existing shuttle service, applicant shall provide a letter of concurrence from SamTrans regarding the proposed changes.

#### Governing Board Resolution
- A governing board resolution in support of the project is required.

#### Technical Assistance
- Sponsors of new as well as existing shuttles that have not met the established cost/passerenger and service/hour benchmarks, from FY 14/15, are required to consult with SamTrans operations planning staff prior to the submission of a funding application for guidance on how to best provide cost effective service to meet the identified need.

### Scoring Criteria

#### Need & Readiness
- **Existing Shuttles**
  - Need – 20 points
    - Provides service to an area underserved by other public transit
    - Provides congestion relief in San Mateo County
    - Provides service to special populations (e.g. low income/transit dependent, seniors, disabled, other)
    - Provided transportation to the services used by special populations
    - Letters of support from stakeholders

- **New Shuttles**
  - Need – 25 points
    - Provides service to an area underserved by other public transit
    - Provides congestion relief in San Mateo County
    - Provides service to special populations (e.g. low income/transit dependent, seniors, disabled, other)
    - Provided transportation to the services used by special populations
    - Letters of support from stakeholders

#### Readiness – 20 points
- Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including:
  - Service area (routes/maps, destinations served)
  - Specific rail stations, ferry or major SanTrans transit centers served
  - Schedule, days, (times, frequency) - show coordination with scheduled transit service
  - Marketing plan/activities (advertising, outreach, signage, etc.)
  - Service Provider
  - Administration and oversight (whom?)
  - Monitoring/evaluation plan/activities (performance data, complaints, compliments, surveys)
  - Co-sponsors/stakeholders (roles?)
  - Rider characteristics: e.g. commuters, employees, seniors, students, etc.
  - Any significant changes to existing service
  - Incorporation of any changes to the service plan as a result of the required technical assistance consultation with SamTrans planning staff for existing underperforming shuttles

#### Solid funding plan with budgeted line items for:
- Contractor (operator/vendor) cost
- Fuel
- Insurance
- Administrative (Staff oversight)
- Other direct costs (e.g. marketing)
- Total operating cost
- Notes/exceptions (e.g. if there are project differences between the 1st and 2nd year costs)

#### Effectiveness – 25 points
- Annual average operating cost per passenger for the prior 12 months
- Annual average passengers per revenue vehicle hour of service for the prior 12 months
- Service links with other fixed route transit (more points for higher ridership routes)
- Improves access from transit oriented development to major activity nodes
- Reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT)

#### Effectiveness - 15 points
- Projected ridership, operating costs, and revenue vehicle hours of shuttle service to be provided in the first and second years of shuttle service
- State assumptions and document justification where possible
- Proposed service links with other fixed route transit (more points for higher ridership routes)
- Proposed service improves access from transit oriented development to major activity nodes
- Proposed service reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT)

#### Funding Leverage – 20 points
- Percentage of matching funds contribution: 25 to < 50% - up to 10 points
  - 50 to < 75% - up to 15 points
  - 75 to < 99% - up to 18 points
- Private sector funding proposed (supports less public subsidy) – 2 points

#### Policy Consistency & Sustainability – 15 points
- Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd., Initiative, MTC Priority Development Area, etc.)
- Supports jobs and housing growth/economic development
- Use of clean fuel vehicle(s) for service
- Shuttle accommodates bicycles
- Cost savings demonstrated through sharing of resources

### Maximum Point Total
- **100**
- **100**