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C/CAG Lifeline Transportation Program Cycle 6 Call for Projects

Revised January 8, 2021 to reflect new workshop time and date

The City/County Association Governments of San Mateo County (C/CAG) is pleased to announce the call for projects for the Lifeline Transportation Program (LTP) Cycle 6. This program is designed to help low-income residents by funding transportation projects that will improve their mobility within the community. Public agencies including transit agencies, city/county social service agencies, cities, counties, and non-profit organizations are encouraged to apply. Please see the general program information below.

Introduction

The Lifeline Transportation Program is aimed to fund projects, identified through the community-based transportation planning (CBTP) process, which improves the mobility of low-income residents.

Projects must target and serve low-income communities in San Mateo County. Additionally, projects must have measurable deliverables and the project sponsor must possess the ability to effectively reach the low-income communities in need. Projects identified in San Mateo Community Based Transportation Plans (CBTPs) will be prioritized in the scoring process. However, projects identified through other relevant planning efforts in other low-income areas are also eligible.

Eligible Projects

Projects must be eligible per STA guidelines as established by the State. See the State Transit Assistance Public Utilities Code (begin with Section 99312):

http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=10.&chapter=4.&part=11.&lawCode=PUC&article=6.5

Examples of eligible transit capital and operations projects, include (but are not limited to):

- 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, pedestrian scale lighting, etc.
- Various elements of mobility management, if consistent with STA program purpose and allowable use. These may include planning, coordinating, capital or operating activities.

Available Funding and Local Match

There is approximately \$3.39 million in State Transit Assistance (STA) funding for the C/CAG Lifeline Transportation Program Cycle 6.

Grant amount minimums and maximums are as follows:

- \$50,000 to \$100,000 for transit based educational and outreach projects
- \$100,000 to \$500,000 for shuttle and operation projects, transit capital projects, transit pass programs, and fixed transit route services.

C/CAG Lifeline Transportation Program Cycle 6 requires a minimum local match of 20% of the total project cost.

Evaluation Criteria/Selection Process

After projects are screened for eligibility, a selection panel will then assess the quality of each submittal based on evaluation criteria below:

- a. *Project Need/Goals and Objectives (25 pts):* 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. Capital or operations projects (sponsored by public transit operators or in partnership with non-profits or cities) that support and augment but are not traditional fixed route projects may be given extra points under this criteria. 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 (25 pts):* 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 inclusive engagement 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 map of communities of concern (CoC) is included in the Equity Analysis Report for Plan Bay Area 2040, is available at: http://2040.planbayarea.org/files/2020-02/Equity_Report_PBA%202040%20_7-2017.pdf

- c. *Implementation Plan and Project Management Capacity (20 pts):* 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.

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 (20 pts)*: 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 (10 pts)*: 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 (10 pts)*: 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.

Eligible Applicants & STA Fund Administration

If your agency is not an STA recognized transit operator, you must obtain sponsorship to apply for funds through an eligible transit agency, such as SamTrans. Proof of sponsorship, in the form of a letter from a transit agency must be attached with your application. Please note that transit agencies will require an administrative fee to be budgeted in your project cost for passing through STA funds. Please contact SamTrans staff, Rebecca Arthur (arthurr@samtrans.com) for more information.

Private for-profit entities are not eligible to receive Lifeline Transportation Program funds.

Timely Use of Funds

All Lifeline Transportation Program STA funds must be fully expended within two 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.

As the program administrator, C/CAG is responsible for monitoring the timely use of funds and the consistency with the original purpose, scope, and budget approved by the C/CAG Board.

Application Process

Applications are due **on Friday, February 19, 2021 at 12:00 noon**. Late applications will not be considered. One (1) electronic version of the application shall be submitted via e-mail to C/CAG Staff, Jeff Lacap, at jlacap@smcgov.org

Applicant Workshop

Two (2) applicant workshops will be open to all entities interested in applying for funding. The workshop information is as follows:

Date and Time: January 13, 2021 (2pm), **January 19, 2021 (10am)** ~~January 15, 2021 (10am)~~
Location: Zoom Videoconference

Details for January 13, 2021 Workshop:

<https://us02web.zoom.us/j/84222194095?pwd=UEXvK2NOeUIrSmVEQTJCUkhRRW1jZz09>

Meeting ID: 842 2219 4095
Passcode: 140669

Details for January 19, 2021 Workshop:

<https://us02web.zoom.us/j/81347207944?pwd=U05VbnZybk5BOFZPaHJEai9zc0t3dz09>

Meeting ID: 813 4720 7944
Passcode: 331437

Details for January 15, 2021 Workshop:

<https://us02web.zoom.us/j/83532138976?pwd=dmevQzhRSk5ZVjl0MGFjby9FaW9Zdz09>

Meeting ID: 835 3213 8976
Passcode: 746849

The workshops will cover the rules and application procedures for the C/CAG Lifeline Transportation Program Cycle 6 Call for Projects.

Call for Projects Schedule

Event	Date
Call for Projects Issued	December 11, 2020
Applicant Workshop	January 2021
Applications Due	February 19, 2021
Selection Panel Reviews Applications	Early March 2021
C/CAG Committees Review Selection Panel Recommendations	March 2021
C/CAG Board Considers Recommendations	April 2021

Please contact Jeff Lacap at jlacap@smcgov.org for questions regarding the program or application process.

Attachments

1. C/CAG Lifeline Transportation Program Cycle 6 Application
2. San Mateo County Projects Funded Through MTC Lifeline Transportation Program (For Information Only)

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>.

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.*

State Transit Assistance (STA) Eligibility

Is the project for improving existing public transportation services (including community transit services) and encouraging regional transportation coordination?

Yes. *The project may be eligible to receive STA funds.*

No. *The project is not eligible to receive STA funds.*

C. 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. Capital or operations projects (sponsored by public transit operators or in partnership with non-profits or cities) that support and segment but are not traditional fixed route projects may be given extra points under this criteria. Describe the specific community this project will serve and provide pertinent demographic data and/or maps.

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2. What are the project's goals and objectives? Provide a baseline and post-implementation estimate of 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 inclusive engagement to low-income populations? Indicate the name of the plan(s) and the page number where the relevant gap and/or barrier is identified. Indicate the priority given to the project in the plan. (For a list of San Mateo County CBTPs, please visit <https://ccag.ca.gov/plansreportslibrary-2/>)

Priority will be given to projects that directly address transportation gaps and/or barriers identified through a CBTP or other substantive local planning effort involving focused inclusive engagement 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 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 inclusive 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.

A map of communities of concern (CoC) is included in the Equity Analysis Report for Plan Bay Area 2040, which is available at: http://2040.planbayarea.org/files/2020-02/Equity_Report_PBA%202040%207-2017.pdf

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.

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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 the community, public and/or private transportation providers, social service agencies, and private non-profit organizations serving low-income populations.

11. Identify project stakeholders and describe how project sponsor will continue to involve and inform key stakeholders throughout the project. Describe plans to market the project, and ways to promote public awareness of the program.

Cost-Effectiveness and Performance Indicators

12. Demonstrate how the proposed project is the most appropriate way in which to address the identified transportation need and is a cost-effective approach. 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.

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13. Describe a plan for ongoing monitoring and evaluation of the service, and steps to ensure that original goals are achieved.

D. 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	Total
Lifeline Program Funds			\$ -
[Other Source of Funds]			\$ -
[Other Source of Funds]			\$ -
Total Revenue	\$ -	\$ -	\$ -
Expenditures¹	Year 1	Year 2	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 and please note that SamTrans will require administrative fees to be budgeted in your project cost for passing through funds.

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.

E. STATE AND FEDERAL COMPLIANCE

By signing the application, the signatory 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.

Signature Date

Printed Name

San Mateo County Projects Funded Through Regional Lifeline Transportation Program

Project Sponsor	Project Name	LTP Funding
Cycle 1		
San Mateo County Family Service Agency	Ways to Work Loan Program	\$ 250,000
City of South San Francisco	Public Transportation Workshops	\$ 54,053
Family Service Agency	Transportation Reimbursement Independence Program	\$ 250,000
San Mateo County	Transportation Assistance Program	\$ 250,000
San mateo Medical Center	San Mateo Medical Center Bus	\$ 111,000
SamTrans	Transportation Mobility Solutions	\$ 250,000
City of Redwood City	Fair Oaks Community Shuttle	\$ 129,488
Cycle 2		
City of East Palo Alto	East Palo Alto (EPA) Youth Shuttle, Mobility Manager, Bus Shelters, Shuttle Operations	\$ 499,759
Daly City	Bayshore Shuttle Service	\$ 481,014
SamTrans	Route 280	\$ 447,146
SamTrans	Route 17	\$ 428,422
Shelter Network	Van Purchase and Operations for Shelter Resident Transportation	\$ 100,250
SamTrans	Fixed-Route 17 Bus Procurement	\$ 900,000
Pacifica	Senior Service Bus/Van Purchase	\$ 62,221
San Bruno	Belle Air Parking Lot Modification	\$ 211,251
San Bruno	Senior Shuttle Bus	\$ 106,000
San Bruno	Sidewalks, Solar Bus Shelters, Curb Ramps	\$ 207,600
San Mateo County Human Service Agency	Countywide Low-Income Bus Tickets	\$ 200,000
Daly City	Bayshore Bus Stop Improvements	\$ 187,181
SamTrans	Bus Stop Improvements in Communities of Concern	\$ 196,867
Cycle 3		
SamTrans	Replacement Fixed Route Vehicles	\$ 2,272,697
BART	Electronic Bicycle Lockers at San Bruno BART Station	\$ 32,000
SamTrans	Fixed Route 17	\$ 407,048
Peninsula Family Services	Ways to Work Auto Loans for Purchase or Repair of Vehicles	\$ 375,000
City of Redwood City	Middlefield/Woodside Rd (SR 84) Intersection Improvements	\$ 339,924
City of San Mateo	North Central Ped Infrastructure Improvements	\$ 339,924
SamTrans	Coast Service On-Demand	\$ 300,000
San Mateo Human Services Agency	Bus Passes and Tickets for Low Income Families	\$ 300,000
City of South San Francisco	Community Learning Center Public Transportation Workshops	\$ 210,000
City of Menlo Park	Midday Shuttle Belle Haven Community and Other Communities	\$ 240,820
City of Redwood City	North Fair Oaks On-Demand Shuttle	\$ 222,927
City of East Palo Alto	Weekday Community Shuttle	\$ 123,368
City of East Palo Alto	Weekday Evening Shuttle	\$ 76,871
San Mateo Human Services Agency	Taxi Vouchers for Low Income Program Participants	\$ 60,000
City of East Palo Alto	Weekend Shuttle	\$ 59,557
Cycle 4		
San Mateo County Human Services Agency	San Mateo County Transportation Assistance for Low-Income Residents- Cycle 4	\$ 350,000
SamTrans	Operating Support for Fixed Route 17 Service	\$ 500,000
City of Menlo Park	Menlo Park Midday Shuttle	\$ 354,100
SamTrans	Operating Support for SamCoast Service	\$ 300,900
City of Daly City	Daly City Bayshore Shuttle	\$ 559,704
Outreach	Mobility Management/ Transportation Voucher Program	\$ 300,000
Cycle 5		
City of Daly City	Daly City Bayshore Shuttle	\$ 300,000
SamTrans	Operating Support for Expanded Route 17 Service	\$ 338,312
SamTrans	Operating Support for SamCoast Service	\$ 228,640
San Mateo County Human Services Agency	San Mateo County Transportation Assistance for Low-Income Residents- Cycle 5	\$ 236,000
City of Menlo Park	Menlo Park Crosstown Shuttle	\$ 494,346
SamTrans	Fixed Route 280	\$ 276,311