

DECEMBER 19, 2014

LIFELINE TRANSPORTATION PROGRAM CALL FOR PROJECTS

The Contra Costa Transportation Authority (CCTA or “the Authority”) is issuing a Call for Projects for the Lifeline Transportation Program. The purpose of the Lifeline Transportation Program is to fund projects that result in improved mobility for low-income residents of “Communities of Concern” in Contra Costa. Communities of Concern have been identified by the Metropolitan Transportation Commission (MTC). Within Contra Costa, these areas include:

- South Richmond,
- Central Concord (the Monument Corridor),
- San Pablo/North Richmond,
- North Martinez,
- Bay Point/Pittsburg/Antioch,
- Other areas that can demonstrate that the threshold criteria is met.

All applicants must complete a Lifeline Transportation application, which may be downloaded from CCTA’s website at www.ccta.net.

DEADLINE: Submit one (1) hard copy of the completed Lifeline Transportation Program applications and one electronic copy in .pdf format **by 1 p.m. on January 24, 2015**. Electronic copy can be provided on CD or emailed. Mail or hand-deliver completed hard copy and CD to:

Contra Costa Transportation Authority
2999 Oak Road, Ste. 100
Walnut Creek, CA 94597
Attn: Peter Engel

In addition to the hard copy, the application shall be submitted electronically, either on CD or by e-mail to pengel@ccta.net. Faxed copies will not be accepted.

The Authority will evaluate projects with the assistance of an Evaluation Committee. The selection of projects shall be based upon the project selection criteria shown in the Program Guidelines and application. Upon completion of the evaluation, the Authority plans to approve a final set of projects in March 19, 2015, and forward it to MTC for final approval and funding action.

For further information, please contact:

Peter Engel
Program Manager
925-256-4741
pengel@ccta.net

TABLE OF CONTENTS

LIFELINE TRANSPORTATION PROGRAM _____ *i*

PROGRAM GUIDELINES _____ *1*

1. Introduction _____ 1

2. Name of Program _____ 2

3. Purpose _____ 2

4. Eligible/Ineligible Applicants _____ 2

5. Location of Projects and Population Served _____ 2

6. Eligible/Ineligible Use of Program Funds _____ 3

7. Eligible/Ineligible Types of Projects _____ 3

8. Eligible Project Activities and Costs _____ 4

9. Viable Project _____ 4

10. Funding Cycle and Schedule _____ 4

11. Programming of Funds _____ 4

12. Total Fund Amount _____ 4

13. Required Match _____ 4

14. Project Delivery _____ 4

15. Governing Body Project Commitment _____ 4

16. Evaluation Criteria _____ 5

17. Balance of Project Types _____ 7

18. Evaluation Process _____ 7

19. Timely Use of Funds _____ 7

20. Funding Agreements _____ 8

21. Payments _____ 8

22. Monitoring _____ 8

23. Project Oversight _____ 8

PROGRAM GUIDELINES

1. *Introduction*

The Contra Costa Transportation Authority (CCTA or “the Authority”) is administering the Contra Costa Lifeline Transportation Program. The program has been established to fund projects that result in improved mobility for low-income residents of Contra Costa. Low income communities are defined by the Metropolitan Transportation Commission (MTC).

As the Congestion Management Agency (CMA) for Contra Costa, the Authority is responsible for administering local, state, and federal funding for transportation projects and programs. The Authority accepted delegation of the Lifeline Transportation Program (LTP) from MTC in September 2005.

The purpose of the LTP is to fund projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area counties. The Program is expected to support community-based transportation projects that adhere to the following regional Lifeline Program goals:

- 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, children's programs, 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. 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.

- 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.

On October 22, 2014 MTC adopted Resolution 4159, which incorporates program guidelines specific to the LTP. Expenditure of funds to support program activities must be consistent with those guidelines. A complete copy of those guidelines is available at http://www.mtc.ca.gov/planning/lifeline/LTP4_guidelines.pdf.

The program is funded with a combination of federal Job Access and Reverse Commute (JARC) funds and State Transit Assistance (STA) funds therefore projects must meet all applicable requirements, including match requirements, for at least one of these funding sources as described further in this document.

2. *Name of Program*

Lifeline Transportation Program (LTP)

3. *Purpose*

To improve mobility for the low-income residents of Contra Costa County who reside in Communities of Concern as defined by MTC.

4. *Eligible/Ineligible Applicants*

Public transit operators that are eligible recipients of Federal Transit Administration funds or State Transit Assistance funds. County social service agencies, cities and counties may be eligible sub-recipients of the funds but must partner with an eligible transit operator applicant that will allow the pass through of funds. Eligible project sponsors must be identified at the time that the project application for funding is submitted.

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

5. *Location of Projects and Population Served*

Projects must be located in Contra Costa County, or be an inter-county project that includes Contra Costa. Priority project locations in Contra Costa have been identified by MTC as Communities of Concern. These areas include South Richmond, Central Concord, San Pablo/North Richmond, North Martinez, and Bay Point /Pittsburg/ Antioch. Other areas that meet the threshold criteria may also be eligible. Maps of the Communities of Concern for the Bay Area may be viewed on MTC's website at www.mtc.ca.gov.

6. *Eligible/Ineligible Use of Program Funds*

LTP funds are intended to fund innovative and flexible programs that address transportation barriers faced by low-income residents of the Bay Area, many of whom are transit dependent. These may be either capital, operating or program projects. Existing projects, operations or programs are eligible to receive LTP funding to the extent the project meets the goals of the LTP program. The project must supplement, not supplant, existing funds. The project must not duplicate existing services, and must demonstrate that no other funding sources are available to fund it, and that it is coordinated with existing services to the extent feasible. Project eligibility is ultimately determined by funding source.

7. *Eligible/Ineligible Types of Projects***Eligible Projects**

As described above and further in these Guidelines, Lifeline Transportation funds may be used for either capital or operating or program purposes.

Capital projects that do not require ongoing funding are encouraged. Examples of eligible capital projects include, but are not limited to, purchase of vehicles, provision of bus shelters, benches, lighting, sidewalk improvements or other enhancements, or hiring a mobility manager¹ to improve transportation access for residents of low-income communities.

Eligible projects for operations and programs must be consistent with requirements of funding sources, including demonstrating ongoing funding beyond the grant period. Operating projects may include, but are not limited to, new or enhanced fixed route transit services, restoration or continuation of lifeline-related transit services which have been eliminated or slated for elimination due to budget shortfalls, and shuttles. Eligible programs may include children's programs, taxi voucher programs, or improved access to autos, for example.

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

Ineligible Projects/Programs include:

- Duplication of existing services,
- Routine maintenance of roads, trails, bicycle paths, transit vehicles, and
- Planning studies, such as Bicycle or Pedestrian Plans.

Projects funded must meet the eligibility requirements of the source from which they are funded.

¹ Mobility Management is defined by FTA in the November 30, 2005 Federal Register as activities that "allow(s) short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient to be funded as a capital project." The definition excludes the actual costs of operating public transportation services, but allows the costs of planning and coordination with human service transportation to be treated as capital rather than operating costs.

8. *Eligible Project Activities and Costs*

More information regarding eligible activities and costs is provided in Attachment B. In addition eligible activities can be found in each funding source guidelines.

9. *Viable Project*

In order to be eligible for funding, the project or program must be viable. It must:

- a. Demonstrate sufficient existing or planned staffing and funding resources and institutional capability to deliver the project, and
- b. Have been reviewed by all applicable Project Sponsor staff.

10. *Funding Cycle and Schedule*

The funding cycle varies depending on the funding source. Anticipated funding cycles are provided at http://www.mtc.ca.gov/planning/lifeline/LTP4_funding.pdf.

11. *Programming of Funds*

Funds will be programmed for one three-year cycle. Additional three-year funding cycles are expected to continue, subject to an evaluation of the program's effectiveness.

12. *Total Fund Amount*

The funding cycle will allocate an estimated \$5.6 million in Contra Costa County over a three year period, fiscal years 2014 through 2016².

13. *Required Match*

A minimum 20% match is required for all applications with the exception of automobile loan programs, which require a 50% match.

The local match share of the project budget must be provided in cash or in the form of in-kind services that have a discernable cash value that is directly attributable to the service to be provided. Projects that demonstrate higher than the minimum matching funds will receive a higher ranking in the evaluation process.

14. *Project Delivery*

All projects funded under the Lifeline Transportation Program will be subject to fund requirement obligation deadlines and project delivery requirements. The Authority and MTC will determine the most appropriate fund source for selected projects and will inform the project sponsor of fund requirements.

15. *Governing Body Project Commitment*

Project Sponsor must submit one of the following Resolutions, either of which must confirm that the approved project meets LTP goals and that the local project sponsors

² The total program estimate is intended for planning purposes only. Actual allotment of funds may differ than those indicated above, based on assignment of funding to eligible projects and the adoption of the State budget and subsequent STA funding levels.

understand and agree to meet all project delivery and funding match and obligation deadlines. The resolution may be either of the following:

- a. A Resolution adopted by their Governing Body authorizing acceptance of the LTP grant, or
- b. A Resolution adopted by their Governing Body specifically supporting the project or program, which does not refer to the LTP grant application. (This could be a resolution authorizing the submittal of a grant application for the same project, but for a different grant source.)

16. Evaluation Criteria

All projects will be evaluated using the following criteria:

Project Criteria

All of the criteria, except for "Project Readiness," apply to the Overall Project, of which the Submitted Project may be one phase/component, or may be the Overall Project.

MTC Specific Criteria

<p>Project Need/Stated Goals and Objectives: Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the Lifeline Transportation Program, as follows:</p> <ul style="list-style-type: none"> a. <u>Project should directly address transportation gaps and/or barriers, and improve transportation choices for a low income community:</u> 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. <u>Project must be developed through a collaborative planning process including community based organizations and stakeholders, or is otherwise based on a documented assessment of needs:</u> Project was developed through a collaborative and inclusive planning process that includes broad partnership among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders. 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.
<p>Implementation Plan and Project Management Capacity: <u>Operations:</u> 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. Project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The service operations plan should identify key personnel assigned to this project, and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project as described.</p>

Capital: For projects seeking funds for capital purposes, applicant must provide a solid rationale for use of LTP funds for this purpose, demonstrate that no other sources of funds are available to meet this need, and provide an implementation plan and timelines for completing the capital project.

Applicants shall also provide evidence of the agencies experience and ability implementing and managing similar projects. This will include projects previously implemented by the agency and any relevant experience of individuals proposed in the application as critical to the implementation of the proposed project. In addition the applicant must provide evidence of its financial capacity to fund the project on a cost reimbursement basis.

Project Budget/Sustainability:

Projects must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Applications should indicate the source of the matching funds and if the matching funds have been fully secured. Projects that exceed the minimum match requirement will score higher than those that meet the minimum match.

In addition to current funding applications should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.

Coordination and Program Outreach:

Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they will promote public awareness of the project.

Performance Indicators and Cost-effectiveness:

The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost-effective approach. Project sponsors 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, and steps to be taken if original goals are not achieved.

Community-Identified Priority:

The project will be scored based on how it directly addresses 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. JARC projects must be derived from the Bay Area's Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan).

Other projects may also be considered, such as those that address transportation needs identified in countywide or regional Welfare-to-Work Transportation plans, or are based on a documented assessment of needs within designated communities of concern. Findings emerging from one or more CBTPs may also be applied to other low-income areas, or be directed to serve low-income constituencies within the county, as applicable.

Contra Costa - Specific Criteria

Project Readiness:

Submitted projects will be ranked for their project readiness. Priority will be given to:

- a. Projects which are fully funded, if application is approved.
- b. Projects which have considered and, if needed, resolved any foreseeable implementation issues.
- c. Projects that are fully supported by the local community in which the project will be implemented, and have agency governing body approval.

17. *Balance of Project Types*

The Lifeline Transportation Program will seek to fund a balance of capital, operating and program type projects that best serve the identified low-income populations and meet the program criteria. In addition, some level of geographic equity will be sought which will ensure some level of funding throughout Contra Costa County. This may be accomplished by establishing target funding levels by transit operator service area.

18. *Evaluation Process*

The Authority, with input from the LTP Evaluation Committee, will approve final project selection. Authority staff will work with the LTP Evaluation Committee to apply the criteria described above to the evaluation of project proposals. Together, the Authority and MTC will confirm project/ applicant eligibility. Projects funded must also meet the eligibility requirements of the respective source of funds.

19. *Timely Use of Funds*

Projects funded must meet the eligibility requirements of the respective source of funds, including timely use of funds. MTC will determine which of the three fund sources will be used for selected projects. Based on the selected fund source, the Authority or MTC will inform selected applicants of timing requirements for starting and completing projects. These requirements will be included in the funding agreement for the project.

20. *Funding Agreements*

The project sponsor will be required to enter into a funding agreement with MTC, the Authority, or another eligible entity. Agreements may be made between MTC and the Authority for pass-through of funds to project proponents, or funding may come directly from MTC to the proponent. If STA or JARC funds are used, MTC will allocate funds directly to a transit operator or other eligible entity. Projects funded must meet the eligibility requirements of the respective source of funds.

21. *Payments*

Payments to sponsors will be made in accordance with approved funding agreements. To receive payment, the project proponent will have to incur the costs of the program and submit invoices accordingly. Payment is generally on a reimbursement basis, unless otherwise specified.

22. *Monitoring*

Project applicant is responsible to identify performance measures to track the effectiveness of the service 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, etc.), cost per unit of service, and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.

Applicant should describe a plan for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Project sponsors receiving JARC or STP funds are subject to program reporting requirements as defined in those program guidelines. Every six months after projects approvals, progress reports must be submitted to the Authority.

23. *Project Oversight*

The Authority will be responsible for oversight of all projects — capital, operating and program-type projects funded under the LTP. The Authority will also be responsible for ensuring projects meet MTC obligation deadlines and project delivery requirements. In addition, the Authority 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.

MTC's guidelines require that the CMAs, as the designated program administrators, are responsible for programmatic and fiscal oversight of new lifeline projects. As part of the Call for Projects, applicants are required to establish project goals, and to identify basic performance indicators to be collected in order to measure the effectiveness of the program projects.