

Metropolitan Transportation Commission Programming and Allocations Committee

January 10, 2018

Agenda Item 3a

MTC Resolution No. 4309

Subject: Lifeline Transportation Program Cycle 5 Guidelines for FY2016-17 and FY2017-18.

Background: MTC's Lifeline Transportation Program (LTP) funds projects that improve mobility for the region's low-income communities. The program is administered by the county congestion management agencies (CMAs), and in Santa Clara County via a joint arrangement between the CMA and the County. In this role, each CMA conducts a public process to select and approve LTP projects for their county. These projects are subsequently submitted to MTC for final regional program adoption.

In the first four funding cycles, approximately \$255 million in Lifeline funding was programmed to 285 projects throughout the region.

Fund sources

The target programming amount for Cycle 5 is approximately \$22 million, which includes two years of funding (FY2016-17 and FY2017-18). As in previous cycles, the funding sources include a mix of state and federal funds, to support both operating and capital activities: approximately \$15 million in State Transit Assistance (STA) funds, and \$7 million in FTA Section 5307 funds. See Attachment A for a summary of the funding available in Cycle 5. Amounts available by county, based on each county's share of the region's low income population, are shown in Attachment B.

Guidelines

Highlights of the proposed guidelines are summarized below.

- **Evaluation Criteria.** Overall, the proposed criteria are similar to Cycle 4, with the exception of a modification to the Project Need/Goals and Objectives criteria. Staff is proposing to augment this criteria with a focus on innovation and transit operations. Capital or operations projects that support and augment traditional fixed route projects could be given extra points.
- **Participatory Budgeting.** Staff is proposing to pilot participatory budgeting through the Community Based Transportation Planning process, which is also going to the Commission this month (via the Planning Committee) and also to set-aside up to \$1 million from the Lifeline Transportation Program for projects identified through this effort. Up to four participatory budgeting pilots are anticipated. If the set-aside is not needed for the participatory budgeting pilots, the funds will be used for other Lifeline projects. Attachment C provides a summary of the basic elements of the Participatory Budgeting process.
- **Formula Updates.** Low-income population factors and transit ridership factors have been updated with 2015 data.
- **Communities of Concern (CoCs).** An updated map of the communities of concern (CoC) is included as Attachment D.
- **Funding/Project Eligibility.** Proposition 1B is no longer available as a fund source, as the 1B funds have been expended. Project eligibility is updated to reflect this. Eligibility for STA and FTA Section 5307 remain the same.

The Cycle 5 program guidelines have been developed with input from partner agencies through the Transit Finance Working Group, Partnership Technical Advisory Committee, and the Congestion Management Agencies.

Timeline

The anticipated timeline for Cycle 5 is as follows:

Action:	Anticipated Date:
Commission approves Cycle 5 Program Guidelines	January 24, 2018
CMAs initiate County project selection process	February 2018
CMA Board-approved County LTP Cycle 5 programs due to MTC from each CMA	May 2018
MTC Commission approval of Program of Projects	July 2018

Issues:

1. The FY2017-18 STA and FTA Section 5307 funding amounts are based on preliminary projections and are subject to revision.
2. Guidelines reflect strategies that incorporate public feedback related to community engagement, community prioritization, and reporting requirements. This includes incorporation of: inclusive engagement to low-income populations, a participatory budgeting pilot with project funding set-aside, and the addition of a community engagement best practices resource. The Commission will be considering guidelines in January for both the Lifeline Transportation Program and the Community Based Transportation Planning (CBTP) Program, with CBTP guidelines on the Planning Committee agenda.
3. Staff is currently working with partner agencies on a proposal to update the current STA population-based policy (Resolution No. 3837) with a new OBAG-style block grant and contribute to a regional means-based fare program. Under this proposed framework, each county (CMA) would work with their transit operators to determine how best to invest the funds to support transit services within the county including Lifeline Transportation Program needs. The proposal gives more flexibility in how much each county wants to invest toward Lifeline services/ programs and would also expand access to transit through a means-based fare to address affordability for low-income individuals.

Recommendation: Refer Resolution No. 4309 to the Commission for approval.

Attachments: Attachment A - Lifeline Transportation Program Cycle 5 Funding
Attachment B - Estimated STA and Section 5307 Funding Targets by County
Attachment C – Participatory Budgeting Fact Sheet
Attachment D – Communities of Concern Map
Attachment E – Public Comments Received (from Public Advocates)
MTC Resolution No. 4309

**Attachment A – Lifeline Transportation Program
Cycle 5 Funding
FY2016-17 through FY2017-18**

Fund Source	FY2017	FY2018	Total
STA ¹	\$ 7,293,727	\$ 8,260,121	\$ 15,553,848
5307 ²	\$ 3,368,200	\$ 3,437,064	\$ 6,805,264
Total	\$ 10,661,927	\$ 11,697,185	\$ 22,359,112

Notes:

(1) FY2017 & FY2018 total STA revenue generation amounts are consistent with those in the most recent MTC Fund Estimate (MTC Resolution No. 4268 - 11/15/2017). Due to lower than expected revenue in Lifeline Cycle 4 FY 2016, funds in FY 2017 are being used to complete Cycle 4. The remaining FY 2017 funds and all FY 2018 funds are available for Lifeline Cycle 5.

(2) The FY2017 FTA Section 5307 amount is based on programming in the Transit Capital Priorities Program (Res. 4272). The FY2018 Section 5307 amount is preliminary, based on proposed programming being presented in January 2018.

Attachment B – Estimated STA & 5307 Funding Targets by County

County & Share of Regional Low Income Population ⁽¹⁾	FY2017		FY2018		Total <i>Estimate</i>	Two-Year Total by Fund Source		
	STA ⁽²⁾	5307	STA	5307		STA ⁽³⁾	5307 ⁽⁴⁾	
	<i>Actual</i>	<i>Actual</i>	<i>Estimate</i>	<i>Estimate</i>		<i>Estimate</i>	<i>Estimate</i>	
Alameda	23.1%	1,682,720	749,748	1,674,967	765,077	4,872,512	3,357,687	1,514,825
Contra Costa	14.7%	1,075,640	479,259	1,070,684	489,057	3,114,639	2,146,323	968,316
Marin	2.7%	193,466	86,200	192,575	87,963	560,204	386,041	174,163
Napa	2.1%	152,057	74,438	151,356	75,960	453,811	303,413	150,398
San Francisco	12.2%	890,405	396,726	886,302	404,837	2,578,270	1,776,707	801,563
San Mateo	8.4%	612,417	272,866	609,595	278,445	1,773,323	1,222,012	551,311
Santa Clara	22.5%	1,640,147	782,739	1,632,590	798,743	4,854,220	3,272,738	1,581,482
Solano	6.6%	484,079	316,785	481,849	323,261	1,605,975	965,929	640,046
Sonoma	7.7%	562,796	209,439	560,203	213,721	1,546,159	1,122,999	423,160
Participatory Budgeting Pilot		-	-	1,000,000	-	1,000,000	1,000,000	-
Total	100.0%	7,293,727	3,368,200	8,260,121	3,437,064	22,359,112	15,553,848	6,805,264

County & Share of Regional Low Income Population ¹	95% STA Programming Targets ⁽⁵⁾			
	FY 2017 (100%)	FY 2018 (95%)	Total	
	Actual	Estimate	Estimate	
Alameda	23.1%	1,682,720	1,591,218	3,273,938
Contra Costa	14.7%	1,075,640	1,017,149	2,092,789
Marin	2.7%	193,466	182,946	376,412
Napa	2.1%	152,057	143,789	295,846
San Francisco	12.2%	890,405	841,987	1,732,392
San Mateo	8.4%	612,417	579,115	1,191,532
Santa Clara	22.5%	1,640,147	1,550,961	3,191,108
Solano	6.6%	484,079	457,757	941,836
Sonoma	7.7%	562,796	532,193	1,094,989
Participatory Budgeting Pilot		0	1,000,000	1,000,000
Total	100.0%	7,293,727	7,897,115	15,190,842

- (1) Note that the “Share of Regional Low Income Population” percentages reflect the most recent population data from the 2015 American Community Survey, as is proposed in the Lifeline Cycle 5 program guidelines.
- (2) State Transit Assistance FY 15-16 revenues were lower than anticipated (based on the LTP Cycle 4 STA program, the 5% contingency programming remains unfunded), resulting in a funding shortfall in Cycle 4. To keep the cycle 4 program whole, the shortfall amount (funding gap) is being filled from FY 16-17 STA revenues. The amount listed in FY 16-17 is the amount available after accounting for the shortfall.
- (3) State Transit Assistance revenue generation amounts are consistent with those in the most recent Fund Estimate (MTC Resolution No. 4268, 11/15/2017).
- (4) The FY2017 FTA Section 5307 amount based on programming in the Transit Capital Priorities Program (Res. 4272). The FY2018 Section 5307 amount is preliminary, based on proposed programming being presented in January 2018.
- (5) Only FY2018 is subject to the 5% Lifeline Transportation Program contingency policy since it is an estimate. The FY2017 STA funding represents actual revenues and will be distributed at 100%. The \$1 million set aside for the Participatory Budgeting Pilot projects is not subject to the 95% contingency rule.

Attachment C – Summary of Participatory Budgeting

Below is a summary of the general participatory budgeting process. Note that the concept is evolving and each effort has unique elements based on community needs.

- *What is it?* Participatory Budgeting is a process where residents directly engage with their local government to develop and recommend projects as part of a budget process.
- *How does it work?* The process typically involves 5 steps:
 - 1) Design of the process – A steering committee, made up of representatives of the community, creates the rules in partnership with government officials to ensure the process is inclusive and meets local needs.
 - 2) Brainstorm ideas – Through meetings and online tools, residents share and discuss ideas for projects.
 - 3) Develop proposals – Volunteers, sometimes called budget delegates, develop the ideas into feasible proposals, which are then vetted by experts.
 - 4) Vote – Residents vote to divide the available budget between the proposals.
 - 5) Fund Winning Projects – Government implements the winning projects (typically approved by a governing board). The government and residents track and monitor implementation.
- *How much money is enough to do PB? Funding is needed for projects and for administering the participatory budgeting process.*
 - 1) Process funding - Most PB processes involve 1 – 15% of the overall project budget. Staff estimates process budget at \$75K to \$150K per project. For example, the City of Vallejo budgeted \$200K for a 15 month effort, and Oakland allotted \$100K for a 7 month effort. Both cities received their funding from The California Endowment’s public health initiative.
 - 2) Project funding – Can be any amount, but should be sufficient to provide participants with opportunity for decision-making on meaningful projects. For example, Oakland and Vallejo incorporated PB into their Community Development and Block Grant Programs funded by HUD. (Oakland - \$7M for infrastructure and \$1.5M for programs split 7 ways; Vallejo – over \$3M in 2013 from 1% sales tax.) In San Francisco, three districts were involved each allocating \$100K for both capital projects and programs eligible for funding. In San Jose, District 3 is continuing to implement participatory budgeting in the 2016 – 2017 fiscal year with \$250K from the City’s budget.



Map 1
Communities of Concern
American Community Survey 2014

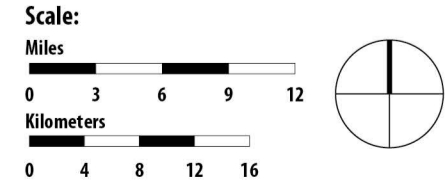
Communities of Concern

- The Communities of Concern (tract geography) dataset is based upon eight demographic variables:
1. Minority (70% threshold)
 2. Low-Income (less than 200% of Fed. poverty level, 30% threshold)
 3. Limited English Proficiency (20% threshold)
 4. Elderly (10% threshold)
 5. Zero-Vehicle Households (10% threshold)
 6. Single Parent Families (20% threshold)
 7. Disabled (25% threshold)
 8. Rent-Burdened Households (15% threshold)

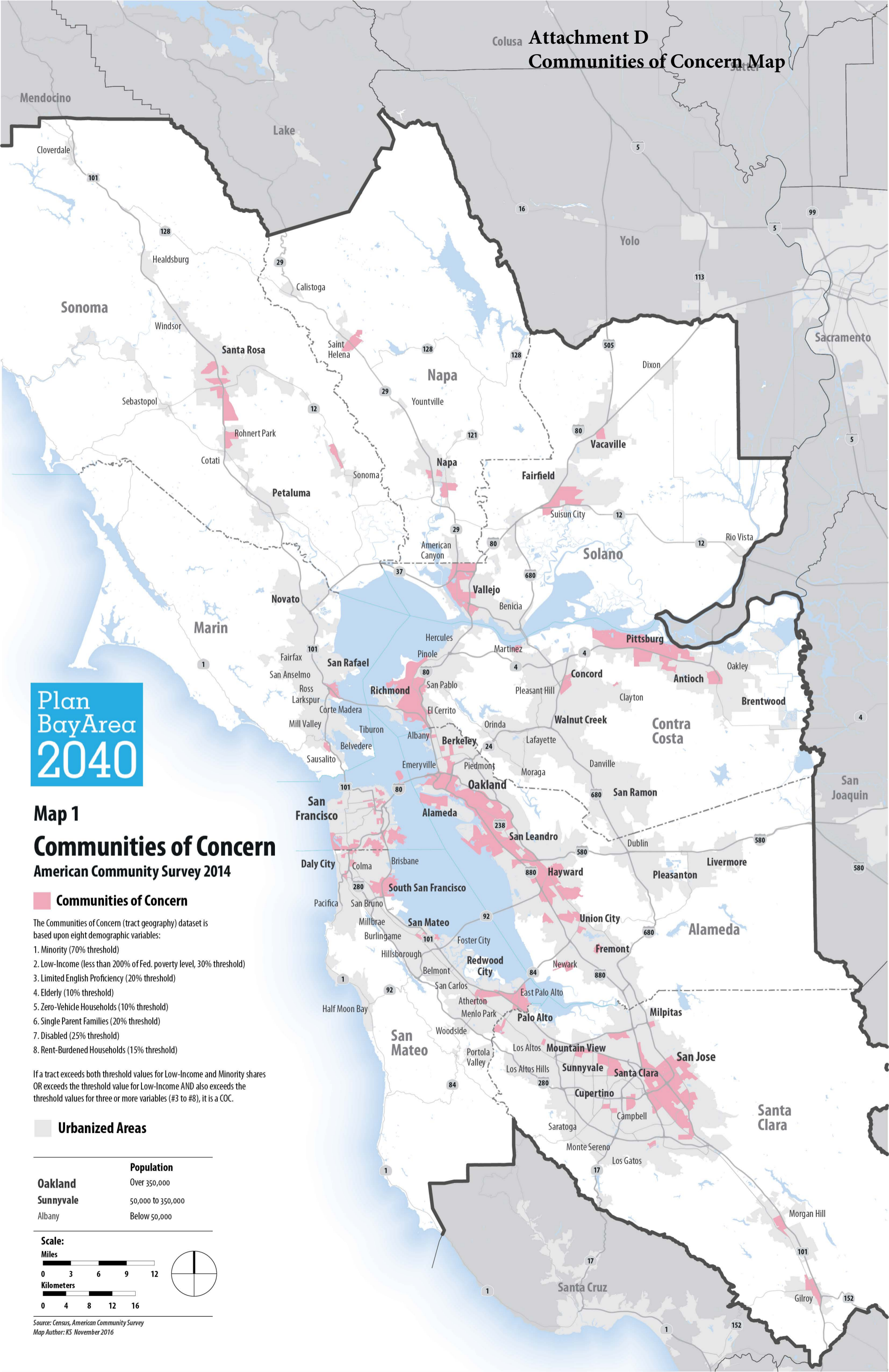
If a tract exceeds both threshold values for Low-Income and Minority shares OR exceeds the threshold value for Low-Income AND also exceeds the threshold values for three or more variables (#3 to #8), it is a COC.

Urbanized Areas

	Population
Oakland	Over 350,000
Sunnyvale	50,000 to 350,000
Albany	Below 50,000



Source: Census, American Community Survey
Map Author: KS November 2016



Proposed Key Changes to Lifeline Guidelines

The Metropolitan Transportation Commission (MTC) must meet its commitment to advance regional transportation equity under Plan Bay Area 2040 by addressing mobility and public transportation access needs of low-income and other underserved Bay Area residents. In particular, we urge MTC to revise the existing guidelines to the Lifeline Transportation (Lifeline) Program and the Community-based Transportation Planning (CBTP) Program so that MTC could fulfill this commitment. The following principles and associated key recommended changes to the two program guidelines correspond with and elaborate on recommendations included in the 6 Wins Network Proposal (Proposal) that we shared in March 2017 (last updated in August 2017).

Principles

Principle 1: Engage and build leadership by low-income and communities of color. Low-income and other underserved residents are the experts of their own transportation needs. Therefore, building robust community engagement and leadership will fulfill Lifeline’s purpose of funding “community-based transportation projects” that “result in improved mobility for low-income residents,”¹ and similarly the CBTP Program’s purpose of meeting “transit needs in economically disadvantaged communities”.² Such engagement has the potential to develop capacity and civic leadership among community members to engage in transportation decision-making.

Principle 2: Ensure community decision-making. Low-income residents and other underserved residents and community-based organizations (CBOs) and/or non-profit organizations that work with these residents must also have decision-making power in every step of implementing both programs, including process design, needs assessment, project development, and project selection.

Principle 3: Ensure that low-income and underserved residents determine priorities. Lifeline funds should be spent on projects that address the current priority needs and investments identified by low-income and other underserved residents under a recent CBTP or equivalent planning process.

Principle 4: Require transparency and accountability in process and outcomes. Information about each stage of the Lifeline and CBTP process should be publicly available and accessible by low-income and underserved residents. This will enable community oversight in accordance with Principles 1 through 3 and provide a mechanism for agency reflection, accountability, and improvement.

Principle 5: Build relationships between residents and government. A more participatory Lifeline program will bring community residents, CBOs, and local and regional government staff together in ways that deepen trust and the practice of democracy.

¹ Metropolitan Transportation Commission. *Lifeline Transportation Program Cycle 4 Guidelines*, at p.3.

² Metropolitan Transportation Commission. *Community-based Transportation Planning Program Guidelines*, at p.1.

Specific Recommendations

We are pleased to see that MTC is updating guidelines for both programs to encourage and incentivize congestion management agencies (CMAs) and other relevant stakeholders to adopt a Participatory Budgeting (PB) process for implementing the two programs. (MTC should include an appendix outlining how the PB process can be used for each program as we have proposed.) For those CMAs that do not use PB, we recommend that MTC adopt the following key recommendations – please see our Proposal for a more complete discussion of all recommendations:

Lifeline Guidelines

1. **Community Engagement Plan.** Require CMAs to adopt and implement a Community Engagement Plan with at least 3 best practices that will result in maximum participation and leadership by low-income residents and CBOs that work with these residents. (See language we have proposed in Appendix 2 (Section d) of the current Lifeline guidelines.)
2. **Community Prioritization.** Require CMAs to prioritize for funding projects ranked highest by low-income residents in CBTPs or through other equivalent local planning that have been completed within the past five years. (See proposed language in Appendix 2 (Section b).)³
3. **Reporting Requirements.** Require CMAs to report on performance metrics for each project, in particular whether the project has primarily resulted in mobility or transportation access for low-income people, as well as the specific proportion of project beneficiaries that are low-income. Community engagement plans and funding reports should be posted on MTC and CMA websites. (See proposed language in Sections 16, Appendix 2 (Section e), and a new section on reporting requirements.)

CBTP Guidelines

1. **Consultants must be CBOs and/or non-profit organizations.** Require CMAs to conduct CBTP planning in partnership with CBOs and/or non-profits that work with low-income and other underserved residents as consultants, and to prioritize contracts with CBOs and/or non-profits (as opposed to for-profit consultants). CBOs should receive funding for participating in the planning process. The 10% of CBTP planning funding that MTC proposes to set aside for community engagement should be reserved for CBOs that work directly with low-income and other underserved residents. (See proposed language in Sections 4 and 6 of the 2002 CBTP guidelines.)
2. **Steering Committee.** Require CMAs to work with CBOs and/or non-profits to establish a Steering Committee to design and oversee a collaborative CBTP planning process. The majority of Steering Committee members must be low-income and other underserved residents, and CBOs that work with these residents. (See proposed language in Sec. 8.)
3. **Community Engagement Plan.** Parties responsible for CBTP planning must adopt a Community Engagement Plan with a minimum of 3 best practices for involving low-income residents and CBOs that work with these residents. The Community Engagement Plan must include a process for ranking low-income and other underserved residents' needs, and prioritize associated project into tiers based on the needs identified by these residents. (See proposed language in Sec. 8.)
4. **Action Plan.** Require CMAs to create an action plan for implementing all projects within five years of the completion of CBTPs. The action plan should include specific implementation timelines and a list of viable funding sources for each project identified to have the highest priority level. (See proposed language in Section 8, in particular the paragraph on the primary elements of a CBTP.)

³ In addition, the project selection criteria on project goals, community-identified priority, and community engagement criteria must have greater weight in Lifeline project selection than the management capacity, cost-effectiveness, and project budget criteria. (See language we have proposed in Section 11 and Appendix 2.)

Date: January 24, 2018
W.I.: 1310
Referred by: PAC

ABSTRACT
Resolution No. 4309

This Resolution adopts the Lifeline Transportation Program Cycle 5 Guidelines.

The following attachment is provided with this Resolution:

Attachment A —Lifeline Transportation Program Cycle 5 Guidelines FY2016-17 and
FY2017-18

Further discussion of the Lifeline Transportation Program Cycle 5 Guidelines is provided in the
Programming and Allocations Committee Summary sheet dated January 10, 2018.

Date: January 24, 2018
W.I.: 1310
Referred by: PAC

RE: Lifeline Transportation Program Cycle 5 Guidelines

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4309

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, MTC adopted Resolution 4242, which established the Transit Capital Priorities Process and Criteria for programming FY2016-17 through FY2019-20 Federal Transit Administration Section 5307 Urbanized Area Formula funds, including a set-aside for the Lifeline Transportation Program; and

WHEREAS, MTC will use the process and criteria set forth in Attachment A of this Resolution to fund a Cycle 5 program of projects for the Lifeline Transportation Program; now, therefore be it

RESOLVED, that MTC approves the program guidelines to be used in the administration and selection of the Cycle 5 Lifeline Transportation projects, as set forth in Attachment A of this Resolution; and be it further

RESOLVED, that the Executive Director of MTC 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

Jake Mackenzie, Chair

The above Resolution was entered into by the
Metropolitan Transportation Commission
at a regular meeting of the Commission held in
San Francisco, California on January 24, 2018.

Date: January 24, 2018
W.I.: 1310
Referred by: PAC

Attachment A
MTC Resolution No. 4309
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METROPOLITAN
TRANSPORTATION
COMMISSION

Lifeline Transportation Program Cycle 5 Guidelines

January 2018

METROPOLITAN TRANSPORTATION COMMISSION

LIFELINE TRANSPORTATION PROGRAM CYCLE 5 GUIDELINES
FY 2017 AND FY 2018

January 2018

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Appendix 1. Funding Source Information

Appendix 2. Standard Evaluation Criteria

**METROPOLITAN TRANSPORTATION COMMISSION
LIFELINE TRANSPORTATION PROGRAM CYCLE 5 GUIDELINES
FY 2017 AND FY 2018**

January 2018

1. **PROGRAM GOAL.** 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.

The Lifeline Program supports community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process that engages a broad range of stakeholders such as public agencies, transit operators, community-based organizations and residents, and outreach to underrepresented communities.
- Improve a range of transportation choices by adding new or expanded services including but not limited to: enhanced fixed route transit services, first-and last-mile shuttles, taxi voucher programs, and other eligible projects.
- Address transportation gaps and/or barriers identified in Community-Based Transportation Plans (CBTP) or other substantive local planning efforts involving focused outreach to low-income populations such as countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan or other documented assessment of need. 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, which is available at http://2040.planbayarea.org/sites/default/files/2017-07/Equity_Report_PBA%202040%20_7-2017.pdf

2. **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 Transportation Commission
Contra Costa	Contra Costa Transportation Authority
Marin	Transportation Authority of Marin
Napa	Napa Valley Transportation Authority
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

3. **FUNDING APPORTIONMENT AND AVAILABILITY.** Fund sources for the Cycle 5 Lifeline Transportation Program include State Transit Assistance (STA), and Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula¹ funds. Cycle 5 will cover a two-year programming cycle, FY2016-17 to FY2017-18.

- a. **STA and FTA Section 5307.** Funding for STA and FTA Section 5307 will be assigned to counties by each fund source, based on the county’s share of the regional low-income population (see Figure 1).² Lifeline Program Administrators will assign funds to eligible projects in their counties. See Section 5 for details about the STA and FTA Section 5307 programming process and Appendix 1 for detailed eligibility requirements by fund source.

¹ The Moving Ahead for Progress in the 21st Century (MAP-21) federal transportation authorizing legislation eliminated the FTA Job Access and Reverse Commute (JARC) program (Section 5316) and combined JARC functions and funding with the Urbanized Area Formula (Section 5307) and the Non-urbanized Area Formula (Section 5311) programs. JARC projects were made eligible for 5307 funding, and, consistent with MTC’s Transit Capital Priorities (TCP) Process and Criteria (MTC Resolution Nos. 4242), in the and FY2016-17 and FY2017-18 Section 5307 programs, a portion of the Bay Area’s urbanized area funds have been set aside for the Lifeline program.

² FTA Section 5307 funds are apportioned by urbanized area (UA), so the distribution of 5307 funds will also need to take UA boundaries into consideration.

Figure 1. County and Share of Regional Poverty Population

<i>County</i>	<i>Share of Regional Low Income (<200% Poverty) Population</i>
Alameda	23.1%
Contra Costa	14.7%
Marin	2.7%
Napa	2.1%
San Francisco	12.2%
San Mateo	8.4%
Santa Clara	22.5%
Solano	6.6%
Sonoma	7.7%
Total	100.0%

Source: American Community Survey, 2011-2015, 5-Year Estimate

- b. Participatory Budgeting. Subject to funding available from a proposed 2018 Caltrans Planning Grant, MTC will pilot a voluntary participatory budgeting (PB) process. The participatory budgeting process enables residents in Communities of Concern to develop and vote on project priorities working through their CMA’s Community-Based Transportation Planning process. Selected projects are then funded as part of an available/dedicated budget. MTC will set aside up to \$1 million off the top from the Lifeline Transportation Program for projects identified through this pilot. Projects identified through the PB process will be presented to the Commission at a future date. CMA’s that want to participate in this pilot should contact MTC staff by January 30, 2018.
- c. Local Fund Exchanges. Consistent with MTC Resolution No. 3331, MTC will allow County Lifeline Program Administrators to use local fund exchanges to fund projects that are not otherwise eligible for the state and federal funds in Cycle 5. Lifeline Program Administrators must notify MTC about their intent to exchange funds, and MTC staff will review and approve the exchanges on a case-by-case basis. MTC staff is supportive of these fund exchanges to the extent that the exchange projects meet the spirit of the Lifeline Transportation Program.

4. ELIGIBLE RECIPIENTS/SUBRECIPIENTS

- a. STA. There are three categories of eligible recipients of STA funds: a) transit operators; b) Consolidated Transportation Service Agencies (CTSAs); and, c) Cities and Counties that are eligible to claim Transportation Development Act (TDA) Article 4, 4.5 or 8 funds.

Non-profit organizations and Cities/Counties that are not eligible TDA Article 4, 4.5 or 8 claimants are only eligible for STA funds if they partner with an eligible STA recipient

(e.g., a transit operator) that is willing to serve as the recipient of the funds and pass through the funds to the non-profit or City/County, and if they have an eligible project.

- b. FTA Section 5307. Transit operators that are FTA grantees are the only eligible recipients of FTA Section 5307 funds.

Non-profit organizations and public agencies that are not FTA grantees are only eligible for Section 5307 funds if they partner with an FTA grantee (transit operator) that is willing to serve as the direct recipient of the Section 5307 funds and pass through the funds to the sub recipient non-profit or public agency.

Section 5307 recipients/sub recipients will be required to have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and provide it during the application process.³ A DUNS number may be obtained from D&B by telephone (866-705-5711) or the Internet (<http://fedgov.dnb.com/webform>).

5. STA AND FTA SECTION 5307 PROGRAMMING PROCESS. For STA and FTA Section 5307 funds, Lifeline Program Administrators are responsible for soliciting applications for the Lifeline Transportation Program.

Consistent with MTC's Public Participation Plan and FTA's Title VI Circular (FTA C 4702.1B), MTC encourages Lifeline Program Administrators to conduct a broad, inclusive public involvement process, and use multiple methods of public outreach. Funds in the Cycle 5 program are predominantly restricted to transit operators (see Section 4 for recipient eligibility restrictions). Therefore, MTC also acknowledges that each Lifeline Program Administrator's public outreach strategy will be tailored accordingly.

Methods of public outreach may include, but are not limited to, highlighting the program and application solicitation on the CMA website, and sending targeted postcards and e-mails to all prospective applicants, including those that serve predominantly minority and low-income populations.

Further guidance for public involvement is contained in MTC's Public Participation Plan. Additionally, a list of Caltrans best practices for community engagement can be accessed through the Caltrans Final Sustainable Communities Grant Guide at:

http://www.dot.ca.gov/hq/tpp/grants/1718/1_14SEP17_FinalSustainableCommunitiesGrantGuideFY2017-18.pdf

³ A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity. The DUNS number is a universal identifier required for Federal financial assistance applicants, as well as recipients and their direct sub-recipients.

CMAs are required to document the outreach effort undertaken for the local call for projects and provide MTC with a description of how the public was involved in the process for nominating and/or commenting on projects selected for Lifeline Transportation Program funding.

- a. Competitive Process. STA and FTA Section 5307 projects must be selected through an open, competitive process, with the following exception: In an effort to address the sustainability of fixed-route transit operations, Lifeline Program Administrators may elect to allocate some or all of their STA and/or Section 5307 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 Transportation Program reporting requirements.
- b. STA Contingency Programming. Due to the uncertainty of forecasting STA revenues, the Lifeline Program Administrators will program 95 percent of their county's estimated STA amount, and develop a contingency plan for the remaining five percent should it be available. Contingency project(s) are to be identified and separately listed should the contingency funds become available. Contingency funds are not to be dispersed throughout all Lifeline projects.

6. ELIGIBLE ACTIVITIES

- a. Eligible operating projects. 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, taxi voucher programs, auto loan programs, etc. See Appendix 1 for additional details about eligibility by funding source.
- b. Eligible capital projects. Eligible capital projects, consistent with requirements of funding sources, may include (but are not limited to) purchase of vehicles; bus stop enhancements; rehabilitation, safety or modernization improvements; or other enhancements to improve transportation access for residents of low-income communities. See Appendix 1 for additional details about eligibility by funding source.
- c. FTA Section 5307 restrictions
 - (1) Job Access and Reverse Commute requirement. For the Lifeline Transportation Program, the use of FTA Section 5307 funds is restricted solely to Job Access and Reverse Commute (JARC) -type projects. For details regarding eligible FTA Section 5307 JARC-type projects, see the FTA Section 5307 Circular (FTA C 9030.1E), Chapter IV, Section 5 available at https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf Also see Appendix 1 for detailed eligibility requirements by fund source.

- (2) New and existing services. Consistent with the FTA Section 5307 circular (FTA C 9030.1E), Chapter IV, Section 5.a, eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a “development project” or “maintenance project” as follows:
- i. Development Projects. “Development of transportation services” means new projects that meet the statutory definition and were not in service as of the date Fixing America’s Surface Transportation (FAST) Act, became effective December 4, 2015. This includes projects that expand the service area or hours of operation for an existing service.
 - ii. Maintenance Projects. “Maintenance of transportation services” means projects that continue and maintain job access and reverse commute projects and services that received funding under the former Section 5316 Job Access and Reverse Commute program.
7. LOCAL MATCHING REQUIREMENTS. The Lifeline Transportation Program requires a minimum local match of 20% of the total project cost. Lifeline Transportation Program funds may cover a maximum of 80% of the total project cost.
- a. Exceptions to 20% requirement. There are two exceptions to the 20% local match requirement:
 - (1) FTA Section 5307 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* 5307 and STA funds.
 - (2) All auto-related projects require a 50% match.
 - b. Sources of local match. Project sponsors may use certain federal, state or local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the match requirement. In-kind contributions such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

For FTA Section 5307 projects, the local match can be *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 or 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.

Transportation Development Credits (“Toll Credits”) are not an eligible source of local match for the Lifeline Transportation Program.

8. COORDINATED PLANNING. Under FAST Act, projects funded with Section 5307 funds are no longer required by FTA to be derived from a locally developed, coordinated public transit-human services transportation plan (“Coordinated Plan”); however, in the Bay Area’s Coordinated Plan, MTC continues to identify the transportation needs of individuals with disabilities, older adults, *and* people with low incomes, and to provide strategies for meeting those local needs. Therefore, projects funded with Lifeline Transportation Program funds should be consistent with the transportation needs, proposed solutions, and enhanced coordination strategies presented in the Coordinated Plan to the extent practicable considering any other funding source restrictions.

The Bay Area’s Coordinated Plan is being updated in early 2018. The previous version approved in March 2013 is available at:

https://mtc.ca.gov/sites/default/files/Coord_Plan_Update.pdf , and the draft update to the plan is available at: <https://mtc.ca.gov/our-work/plans-projects/other-plans/coordinated-public-transit-human-services-transportation-plan>

Mobility management was a key coordination strategy recommended in the 2013 plan update and in the draft 2018 plan. The designation of lead mobility managers or Consolidated Transportation Service Agencies (CTSAs) at the County or sub regional level is an essential component of that strategy. Consistent with those recommendations, the Lifeline Program Administrators may, at their discretion, choose to award extra points to—or otherwise give priority to—projects sponsored by or coordinated with County or sub regional Mobility Managers or CTSAs.

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

9. GRANT APPLICATION. To ensure a streamlined application process for project sponsors, a universal application form will be used, but, with review and approval from MTC, may be modified as appropriate by the Lifeline Program Administrator for inclusion of county-specific grant requirements.

Applicants with multi-county projects must notify the relevant Lifeline Program Administrators and MTC about their intent to submit a multi-county project, and submit copies of their application to all of the relevant counties. If the counties have different application forms, the applicant can submit the same form to all counties, but should contact the Lifeline Program Administrators to determine the appropriate form. If the counties have

different application deadlines, the applicant should adhere to the earliest deadline. The Lifeline Program Administrators will work together to score and rank the multi-county projects, and, if selected, to determine appropriate funding. (Note: Multi-county operators with projects that are located in a single county need only apply to the county where the project is located.)

10. APPLICATION EVALUATION

- a. Evaluation criteria. Standard evaluation criteria will be used to assess and select projects. The six criteria include (1) project need/goals and objectives, (2) community-identified priority, (3) implementation plan and project management capacity, (4) coordination and program outreach, (5) cost-effectiveness and performance indicators, and (6) project budget/sustainability. Lifeline Program Administrators will 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.

See Appendix 2 for the detailed standard evaluation criteria.

- b. Evaluation panel. Each county will appoint a local evaluation panel of CMA staff, the local low-income or minority representative from MTC's Policy Advisory Council (if available), and representatives of local stakeholders, such as transit operators, other transportation providers, community-based organizations, social service agencies, and local jurisdictions, to score and select projects. Counties are strongly encouraged to appoint a diverse group of stakeholders for their local evaluation panel. Each county will assign local priorities for project selection by establishing the weight for each criterion and, at the CMA's discretion, adding local criteria to the standard regional criteria.

11. COUNTYWIDE PROGRAM OF PROJECTS. A full program of projects is due to MTC from each Lifeline Program Administrator based on the timeline outlined in Section 18. While FY2017 FTA funds have been appropriated by Congress and can be considered secured, full FY2018 funds have yet to be appropriated. Given state and federal funding uncertainties, sponsors with projects selected for FY2018 Section 5307 funds and FY2018 STA funds should plan to defer the start of those projects until the funding is appropriated and secured. Lifeline Program Administrators, at their discretion, may opt to allot unused prior year funds to high scoring projects so they can be started quickly. MTC staff will work with Lifeline Program Administrators on this sequencing; MTC staff expects that more will be known about the FY2018 FTA Section 5307 funds and the FY2018 STA funds in calendar year 2018.

12. POLICY BOARD ADOPTION

- a. Project sponsor resolution of local support. Prior to MTC's programming of Lifeline Cycle 5 funds (STA and FTA Section 5307) to any project, MTC requires that the project sponsor adopt and submit a resolution of local support. The resolution shall state 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 and reporting deadlines and requirements. MTC will provide a resolution of local support template. The County Lifeline Program Administrators have the option of collecting the resolutions of local support from project sponsors along with the project applications, or after the project is selected by the County for funding.
- b. Lifeline Program Administrator/CMA Board Resolution and Concurrence
 - (1) STA and FTA Section 5307. Projects recommended for STA and FTA Section 5307 funding must be submitted to and approved by the respective governing board of the Lifeline Program Administrator.

13. PROJECT DELIVERY. All projects funded under the county programs are subject to the following MTC project delivery requirements:

- a. FTA Section 5307. Project sponsors must expend the Lifeline Transportation Program Section 5307 funds within three years of the FTA grant award or execution of agreement with pass-through agency, whichever is applicable. To prevent the Section 5307 funds from lapsing on the federal obligation deadline, MTC reserves the right to reprogram funds if direct recipients fail to submit their FTA grant by the following dates:
 - August 2021 for FY2017 funds
 - August 2022 for FY2018 funds

Project sponsor are encouraged to submit grant applications at least 90 days prior to the close of FTA's Transit Award Management System (TrAMS) due to the time need for application review by USDOT and the US Department of Labor prior to any grants being awarded. Any FTA Section 5307 funds not obligated in a grant by the end of five years from the year of appropriation by Congress will lapse and return to FTA for reallocation in future years. (i.e. funds appropriated by Congress in FY2017 will lapse at the end of Federal Fiscal Year 2022.) Direct recipients are responsible for carrying out the terms of their grants.

- b. STA. Project sponsors must expend the Lifeline Transportation Program STA funds within three 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.

14. PROJECT OVERSIGHT. For Lifeline projects funded by STA and FTA Section 5307, Lifeline Program Administrators are responsible for programmatic and fiscal oversight, and for monitoring project sponsors in meeting the MTC obligation deadlines and project

delivery requirements. In addition, Lifeline Program Administrators will ensure that projects substantially carry out the scope described in the grant applications for the period of performance. All project budget and scope of work changes must be approved by the MTC Commission; however the Lifeline Program Administrators are responsible for approving budget and scope of work changes prior to MTC's authorization. All scope changes must be fully explained and must demonstrate consistency with Lifeline Transportation Program goals.

See Appendix 1 for detailed accountability and reporting requirements by funding source.

15. PERFORMANCE MEASURES. 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), cost per unit of service, and a qualitative summary of service delivery procedures employed for the project. For capital projects, project sponsors are responsible for establishing milestones and reporting on the status of project delivery. Project sponsors are responsible for satisfying all reporting requirements, as referenced in Appendix 1. Lifeline Program Administrators will forward all reports containing performance measures to MTC for review and overall monitoring of the Lifeline Transportation Program.

16. FUND ADMINISTRATION

- a. FTA Section 5307. Project sponsors are responsible for entering projects into MTC's Fund Management System for inclusion in the Transportation Improvement Program (TIP). Transit operators that are FTA grantees are the only eligible recipients of Section 5307 funds. FTA grantees will act as direct recipients, and will submit grant applications directly to FTA.

For projects funded with FTA Section 5307 funds that are sponsored by non-FTA grantees (e.g., nonprofits or other local government entities), the FTA grantee who was identified as the partner agency at the time of the application will submit the grant application to FTA directly and, following FTA approval of the grant, will enter into funding agreements with the sub recipient project sponsor.

FTA recipients are responsible for following all applicable federal requirements and for ensuring that their sub recipients comply with all federal requirements. See Section 18 for federal compliance requirements.

- b. STA. 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, the project sponsor is responsible for identifying a local transit operator who will act as a pass-through for the STA funds, and

will likely enter into a funding agreement directly with the project sponsor. Project sponsors are responsible for entering their own STA projects into the TIP.

17. COMPLIANCE WITH FEDERAL REQUIREMENTS.

- a. Lifeline Program Administrator Responsibilities. For the selection of projects to be funded with FTA Section 5307 funds, in accordance with federal Title VI requirements, Lifeline Program Administrators must distribute the FTA funds without regard to race, color, and national origin, and must assure that minority populations are not being denied the benefits of or excluded from participation in the program. Lifeline Program Administrators shall develop the program of projects or competitive selection process to ensure the equitable distribution of FTA Section 5307 funds to project sponsors that serve predominantly minority populations. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of applicants that serve predominantly minority populations.
- b. Project Sponsor Responsibilities. FTA Section 5307 applicants should be prepared to abide by all applicable federal requirements as specified in 49 U.S.C. Section 5307; FTA Circulars C 9030.1E, 4702.1B and 4703.1; the most current FTA Master Agreement; and the most current Certifications and Assurances for FTA Assistance Programs.

FTA Section 5307 direct recipients will be responsible for adhering to FTA requirements through their agreements and grants with FTA directly and for ensuring that all sub recipients and third-party contractors comply with FTA requirements.

18. TIMELINE. The anticipated timeline for Cycle 5 is as follows:

Program	Action	Anticipated Date*
All	Commission approves Cycle 5 Program Guidelines	January 24, 2018
All	MTC issues guidelines to counties	January 31, 2018
5307 & STA	CMA Board-approved** programs due to MTC from CMAs	May 31, 2018
5307	Project sponsors submit TIP amendments	June 2018***
All	MTC Commission approval of Program of Projects	July 2018
STA	Operators can file claims for Lifeline Cycle 5 STA funds	After July Commission Approval
5307	Deadline for transit operators (FTA grantees) to submit FTA grants for FY17 and FY18 funds	Submit grants once TIP Amendment is federally approved

* Dates subject to change depending on State and Federal deadlines and availability of funds.

** CMA Board approval and concurrence may be pending at the time of deadline.

*** Due date for final 2017 TIP amendment tentatively scheduled for mid-June 2018, subject to change. If projects are not included in final 2017 TIP amendment, the projects can be submitted via FMS for initial 2019 TIP in late 2018.

**Appendix 1
Lifeline Transportation Program Cycle 5
Funding Source Information**

	State Transit Assistance (STA)	FTA Section 5307
Purpose of Fund Source	To improve existing public transportation services and encourage regional transportation coordination	To support the continuation and expansion of public transportation services in the United States
Detailed Guidelines	http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA_4-17-2013.pdf	https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf
Use of Funds	For public transportation purposes including community transit services	For the Lifeline Transportation Program, the use of FTA Section 5307 funds is restricted solely to Job Access and Reverse Commute-type projects that support the development and maintenance of transportation services designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment
Eligible Recipients	<ul style="list-style-type: none"> ▪ Transit operators ▪ Consolidated Transportation Service Agencies (CTSAs) ▪ Cities and Counties if eligible to claim TDA Article 4, 4.5 or 8 funds 	<ul style="list-style-type: none"> ▪ Transit operators that are FTA grantees
Eligible Sub recipients (must partner with an eligible recipient that will serve as a pass-through agency)	<ul style="list-style-type: none"> ▪ Private non-profit organizations ▪ Cities and counties that are not eligible to claim TDA Article 4, 4.5 or 8 funds 	<ul style="list-style-type: none"> ▪ Private non-profit organizations ▪ Public agencies that are not FTA grantees (e.g., cities, counties)

	State Transit Assistance (STA)	FTA Section 5307
Eligible Projects	<p><u>Transit Capital and Operations, including:</u></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 (e.g., 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. 	<p><u>New and existing services.</u> Eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a “development project” or a “maintenance project” (see Section 7.c.(2) of these guidelines for details regarding “development” and “maintenance” projects).</p> <p><u>Capital and Operating projects.</u> Projects that comply with the requirements above may include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Late-night & weekend service; ▪ Guaranteed ride home service; ▪ Shuttle service; ▪ Expanding fixed route public transit routes, including hours of service or coverage; ▪ Demand-responsive van service; ▪ Ridesharing and carpooling activities; ▪ Transit-related aspects of bicycling; ▪ Administration and expenses for voucher programs; ▪ Local car loan programs; ▪ Intelligent Transportation Systems (ITS); ▪ Marketing; and ▪ Mobility management. <p>See FTA C 9030.1E, Chapter IV, Section 5307 for details regarding eligible projects.</p>

	State Transit Assistance (STA)	FTA Section 5307
Lifeline Program Local Match	20%	<ul style="list-style-type: none"> ▪ 50% for operating projects (may use STA funds to cover up to 30% if project is eligible for both JARC and STA) ▪ 50% for auto projects ▪ 20% for planning and capital projects
Estimated timing for availability of funds to project sponsor	<p>Transit operators, CTSA's and eligible cities and counties can initiate claims for FY17 and FY18 funds immediately following MTC approval of program of projects.</p> <p>For sub recipients, the eligible recipient acting as fiscal agent will likely initiate a funding agreement following MTC approval of program of projects. Funds will be available on a reimbursement basis after execution of the agreement.</p>	<p>Following MTC approval of the program of projects, project sponsor will submit project in FMS for inclusion in the TIP. Following Federal TIP approval, FTA grantees must submit FTA grants.</p> <p>FTA grantees can begin their projects after the funds are obligated in an FTA grant. For sub recipients, the FTA grantee acting as fiscal agent will likely initiate a funding agreement following FTA grant award. Funds will be available on a reimbursement basis after execution of the agreement.</p>
Accountability & Reporting Requirements	<p>Transit operators and eligible cities and counties must submit annual performance (i.e., ridership) statistics for the project, first to Lifeline Program Administrators for review, and then to MTC along with annual claim.</p> <p>Depending on the arrangement with the pass-through agency, sub recipients will likely submit quarterly performance reports with invoices, first to the pass-through agency for reimbursement, and then to Lifeline Program Administrators for review.</p>	<p>FTA grantees are responsible for following all applicable federal requirements for preparing and maintaining their Section 5307 grants. MTC and/or the Lifeline Program Administrators may request copies of FTA grantees' quarterly Section 5307 grant reports to FTA.</p> <p>Depending on the arrangement with the pass-through agency, sub recipients will likely submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to the pass-through agency for reimbursement. Sub recipients will also submit Title VI reports annually to the pass-through agency.</p>

Note: Information on this chart is accurate as of January 2018. 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).

Appendix 2 Lifeline Transportation Program Cycle 5 Standard Evaluation Criteria

The following standard evaluation criteria are intended to provide consistent guidance to each county in prioritizing and selecting projects to receive Lifeline Transportation Program funds. Each county, in consultation with other stakeholder representatives on the selection committee, will consider these criteria when selecting projects, and establish the weight to be assigned to each of the criterion. 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.

- a. **Project Need/Goals and Objectives:** 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:** 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/sites/default/files/2017-07/Equity_Report_PBA%202040%20_7-2017.pdf

- c. **Implementation Plan and Project Management Capacity:** 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:** 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:** 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:** 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.