

Date: July 25, 2018
W.I.: 1311
Referred by: PAC
Revised: 12/19/18-C
06/26/19-C
01/22/20-C

ABSTRACT

Resolution No. 4347, Revised

This resolution adopts the FY2016-17 through FY2017-18 Program of Projects for MTC's Cycle 5 Lifeline Transportation Program, funded with State Transit Assistance (STA) and FTA Section 5307 Urbanized Area funds.

The evaluation criteria established in Resolution No. 4309 were used by the local entities administering the program to develop the program of projects.

The following attachments are provided with this resolution:

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

This resolution was amended on December 19, 2018 to program additional projects resulting from increased State Transit Assistance (STA) for Lifeline Cycle 5, and to program approximately \$5 million for Santa Clara County projects.

This resolution was amended on June 26, 2019 to program additional projects resulting from increased State Transit Assistance (STA) for Lifeline Cycle 5, and to program \$391,151 in State Transit Assistance funds to Marin Transit, which involves a funding exchange with local Measure AA funds through the Transportation Authority of Marin.

This resolution was amended on January 22, 2020 to program \$600,000 in State Transit Assistance funds from the Participatory Budgeting (PB) Pilot Reserve to the San Francisco Municipal Transportation Agency's Bayview Community Based Transportation Plan Participatory Budgeting Pilot – Bayview Transit Assistants project.

Further discussion of this action is contained in the Programming and Allocations Committee summary sheets dated July 11, 2018, December 12, 2018, June 12, 2019, and January 8, 2020.

Date: July 25, 2018
W.I.: 1311
Referred by: PAC

RE: Cycle 5 Lifeline Transportation Program of Projects – FY2016-17 and FY2017-18

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4347

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code § 66500 et seq.; and

WHEREAS, MTC adopted Resolution No. 4309, which establishes program guidelines to be used for the funding and oversight of the Cycle 5 Lifeline Transportation Program, Fiscal Years 2016-17 and 2017-18; and

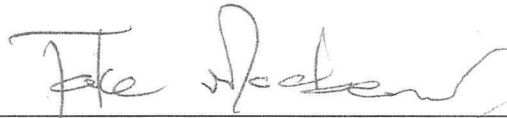
WHEREAS, MTC used the process and criteria set forth in Attachment A of Resolution No. 4309 to fund a Program of Projects for the Cycle 5 Lifeline Transportation Program with State Transit Assistance (STA) and Section 5307 Urbanized Area funds; and

WHEREAS, the Cycle 5 Lifeline Transportation Program of Projects is set forth in Attachment A of this resolution, attached hereto and incorporated herein as though set forth at length; now therefore be it

RESOLVED, that MTC approves the Program of Projects for the Cycle 5 Lifeline Transportation Program, as set forth in Attachment A of this resolution; and be it further

RESOLVED, that the Executive Director shall forward a copy of this resolution, and such other information as may be required, to the Governor, Caltrans, and to such other agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION

A handwritten signature in dark ink, appearing to read "Jake Mackenzie", is written over a horizontal line.

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 July 25, 2018.

Cycle 5 Lifeline Transportation Program of Projects (FY2016-17 and FY2017-18)

#	Project	Project Sponsor	Project Description	TOTAL Lifeline Funding				Notes
				STA (95%) ¹	STA (5% Conting.) ¹	STA (add'l revenue) ⁴	5307	
Alameda County								
1	Preservation of Existing Services in Communities of Concern	AC Transit	The project aims to continue and improve transit service to several key Communities of Concern in the southern, central and northern portions of Alameda County. The routes (Route 20, 40, 51A, 51B, 72, 800, and 801) serve low-income communities that have been identified because of spatial gaps in service in the Community Based Transportation Plan (CBTP).	2,051,426	83,748		1,514,825	3,649,999
2	Route 14 Operating Assistance	LAVTA	Wheels Route 14 provides service between the North Livermore Low Income Community and a variety of essential destinations including shopping, employment, healthcare, and direct regional rail connections via the Livermore Transit Center/ACE station and Dublin/Pleasanton BART station.	320,000				320,000
3	Coliseum BART Elevator Renovation Project	BART	Renovation of two elevators at the Coliseum BART Station as part of Phase 1 for the Elevator Renovation Program. The project addresses the growing needs of aging equipment to provide safe, reliable, and operational elevators in an area servicing a community that is roughly 30% low-income.	720,000		104,940		824,940 (8)
4	Operations Support for Route 2	Union City Transit	The Route 2 is the main east-west route in the area that connects the Union City Intermodal Station with job centers along the Whipple Road corridor, which includes a lot of manufacturing and distribution facilities. The route provides vital lifeline public transportation access for the Decoto neighborhood, an established Community of Concern in Union City.	182,512		104,940		287,452 (8)
				3,273,938	83,748	209,881	1,514,825	
				3,273,938	83,748	209,880	1,514,825	5,082,391
				-	-	1	-	1
Contra Costa County								
5	Preserve Operations in Central County Communities of Concern	County Connection (CCCTA)	Maintain existing services on routes in low income areas in Central Contra Costa County. The identified routes link low-income riders with employment centers, schools, retail and services.	752,666			14,057	766,723
6	Pittsburg Bay Point Elevator Replacement	BART	Renovation of two elevators at the Pittsburg/Bay Point/Antioch BART Station as part of the Elevator Renovation Program. The project addresses the growing needs of aging equipment to provide safe, reliable, and operational elevators in an area servicing a Community of Concern.	-			954,259	954,259
7	Preserve Operations in West County Communities of Concern	AC Transit	Maintain existing service on Lines 71, 76, 376, 800. These routes provide basic transportation services to AC Transit riders, 70 percent of whom are low income. All lines serve and/or are predominantly located in Communities of Concern. All lines presently provide service to employment, services, retail, schools, health care and coordination to BART stations. Funding this project would preserve existing headways and service span.	1,090,123				1,090,123
8	Contra Costa College Connection: Increase Frequency on C3 Operations	WestCAT	Increase frequency on Route C3, which operates between Hercules Transit Center and Contra Costa College in San Pablo. The Lifeline funding under this grant would allow WestCAT to decrease headways from 60 minutes to 30 minutes. WestCAT estimates the increased service will increase low income ridership 35-40% or approximately 26,000 new low income passenger trips annually.	250,000				250,000
9	Preserve Operating Support for Routes 200 and 201	Tri Delta Transit	Route 200 operates between the Pittsburg/Bay Point BART Station, the veterans/county hospitals, and the county/court buildings in Martinez. Route 201 is a lifeline service operating between Pittsburg/Bay Point BART and Concord with stops at Mt. Diablo High School and John Muir Medical Center.		53,534	123,947		177,481 (10)

Cycle 5 Lifeline Transportation Program of Projects (FY2016-17 and FY2017-18)

#	Project	Project Sponsor	Project Description	STA (95%) ¹	STA (5% Conting.) ¹	STA (add'l revenue) ⁴	5307	TOTAL Lifeline Funding	Notes
Marin County									
10	Bus Stop Improvements	Marin Transit	This project will fund bus stop improvements and real time transit information signs in the Canal neighborhood of San Rafael and additional real time transit information signs at high usage stops in the City of Novato.	24,545	1,292		174,163	200,000	
11	Route 36 (funding exchange project)	Marin Transit	This project will support operations for Route 36 between Marin City and Canal that provides mobility for low-income residents (Funding exchange for three projects: Marin Transit's School Transportation Service in Novato, Marin County's Drake/Cole Pedestrian Improvements, and City of San Rafael's Canal Neighborhood Crosswalk Improvements).	351,867	8,337	30,947		391,151	(11)

Napa County									
12	Imola Avenue/SR 29 Express Bus Improvement	Napa Valley Transportation Agency (NVT)	Rehabilitation of the Park and Ride facility; and bicycle and pedestrian facilities on State Route 29 (SR-29) and Imola Avenue; northbound and southbound on/off ramps to serve Vine Transit express buses. Improvements will allow Vine Route 29, which provides service to the Vallejo Ferry Terminal and the El Cerrito del Norte BART station, to operate on the corridor.	295,846	7,567	20,911	150,398	474,722	(8)
				295,846	7,567	20,911	150,398	474,722	
				-	-	-	-	-	
				County Bid Target					
				Proposed Programming					
				Unprogrammed Balance					

San Francisco County									
13	Expanding and Continuing Late Night Transit Service to Communities in Need	SFMTA	SFMTA will provide new late night service on the L Owl line along the Embarcadero to Fisherman's Wharf and continue providing Owl service on key segments of the 44 O'Shaughnessy line, 48 Quintara/24th Street Muni lines. This service provides transit access from a Community of Concern to activity centers.	1,732,392	44,315		801,563	2,578,270	
14	Wheelchair Accessible Taxi Incentive Program	SFMTA	This program provides financial incentives to increase the supply of accessible wheelchair ramp taxis available through the Paratransit program. The additional ramp taxis will be in general circulation, increasing mobility options citywide for wheelchair users.			75,000			(6)
15	Enhanced Shop-a-Round and Van Gogh Recreational Shuttle Service	SFMTA	SFMTA will provide Shop-Around Shuttle service that seeks to provide group van transportation to and from grocery stores with driver assistance in carrying grocery bags for seniors and individuals with disabilities who do not meet ADA program requirements. It provides service seven days a week with two pick-up times available			32,462			(6)
				1,732,392	44,315		801,563	2,578,270	
				1,732,392	44,315		801,563	2,578,270	
				-	-	-	-	-	
				County Bid Target					
				Proposed Programming					
				Unprogrammed Balance					

Cycle 5 Lifeline Transportation Program of Projects (FY2016-17 and FY2017-18)

#	Project	Project Sponsor	Project Description	TOTAL Lifeline Funding				Notes	
				STA (95%) ¹	STA (5% Conting.) ¹	STA (add'l revenue) ⁴	5307		
San Mateo County									
14	Daly City Bayshore Shuttle	City of Daly City (via SamTrans)	Provide a circulator shuttle service connecting the Bayshore neighborhood in Daly City with transit and important destinations in the western portion of Daly City. The shuttle is free for passengers and operates for 14 hours, Monday through Friday, providing 11 round trips.	300,000				300,000	
16	Operating Support for Expanded Route 17 Service	SamTrans	This project will continue funding the operation of existing Lifeline funded expanded fixed route service for SamTrans Route 17 on the Coastside of San Mateo County. The expanded service provides service to Montara, additional peak commute period service, Sunday service, and later evening hours 7 days a week.	338,312				338,312	
17	Operating Support for SamCoast Service	SamTrans	This project will continue funding the operation of SamCoast, a general public demand response system on the Coastside of San Mateo County centered in Pescadero.	203,220		25,420		228,640	(5)
18	San Mateo County Transportation Assistance for Low-Income Residents	Human Services Agency (via SamTrans)	The Transportation Assistance Program (TAP) will provide fares for public transportation (such as bus tickets or tokens and possibly bus passes) to low-income families and individuals who are receiving homeless and safety net services from a network of countywide provider agencies. The transportation assistance will assist clients with their transportation needs related to Self-Sufficiency and Family Strengthening activities such as: employment search, employment workshops, job interviews, emergency and health related needs, family counseling, trips to referral agencies, trips to homeless shelters, and housing search.	200,000		36,000		236,000	(5)
19	DriveForward Vehicle Loan Program, San Mateo County	Peninsula Family Services (via VTA)	The DriveForward Vehicle Loan Program provides low-interest auto loans to individuals who are unable to access affordably-priced consumer loan financing. The loans, coupled with financial education credit repair assistance, help address transportation barriers so that individuals can pursue efforts at self-sufficiency, including work, education, asset building, and job training.				275,000	275,000	
20	Menlo Park Crosstown Shuttle	City of Menlo Park (via SamTrans)	The Menlo Park Crosstown Shuttle is a proposed expansion to the current "Midday Shuttle" (M1-Menlo Midday and M2-BelleHaven routes), which has been providing the Belle Haven community and other neighborhoods with reliable local transit since 1998. The shuttle primarily serves the low-income community by providing all-day access to essential destinations not otherwise available.	150,000	30,480	13,865		194,345	(7)
21	Fixed Route 280	SamTrans	Route 280 provides vital connections which serve Communities of Concern between East Palo Alto, the Stanford Shopping Center, and the Palo Alto Caltrain Station. Route 280 provides residents of East Palo Alto access to public transit options for completing work trips without the use of an automobile.				276,311	276,311	

County Bid Target	1,191,532	30,480	75,285	551,311
Proposed Programming	1,191,532	30,480	75,285	551,311
Unprogrammed Balance	-	-	-	-

1,848,608

Cycle 5 Lifeline Transportation Program of Projects (FY2016-17 and FY2017-18)

#	Project	Project Sponsor	Project Description	STA (95%) ¹	STA (5% Conting.) ¹	STA (add'l revenue) ⁴	5307	TOTAL Lifeline Funding	Notes
Santa Clara County									
21	Bus Stop Enhancement Program	Valley Transportation Authority	This program will provide up to 100 new bus shelters, ADA enhancements, upgraded stop amenities such as benches, lighting, trash receptacles, and digital real-time displays at various bus stops located along high ridership corridors and in Community-Based Transportation Plan study areas.	2,405,763	40,815	101,083	1,581,482	4,129,143 (2)	
22	Mobility Assistance Program (MAP)	Valley Transportation Authority	This program seeks to provide several reduced cost and no-cost transportation options to all qualified low-income individuals and families in Santa Clara County with an emphasis on CalWORKS Program participants, older adult workers, and disabled and low income individuals. Programs include door-to-door rides, supporting public transit use with a focus on residents of MTC's designated Communities of Concern.	785,345	40,815	101,082		927,242 (2)	
				3,191,108	81,630	202,165	1,581,482		
				3,191,108	81,630	202,165	1,581,482	5,056,385	
Solano County									
23	Reduced Fare Local Taxi Program	Fairfield and Suisun Transit	The reduced fare Taxi Program provides a subsidized taxi for seniors or people with disability residing in Fairfield or Suisun City.	141,836				141,836	
24	SolTrans Route 1 - Maintain Lifeline Fixed Route Service	SolTrans	The funding request is for SolTrans fixed route 1 which services the communities of concern in Vallejo.	600,000				600,000	
25	Solano County Intercity Taxi Scrip Program	Solano Transportation Authority	The Intercity Taxi Card Program provides a subsidized taxi for seniors or people with disability residing in Solano County.	200,000				200,000	
26	SolanoExpress Blue Line Expanded Service (Fairfield)	Fairfield and Suisun Transit	The project will help fund expanded service for the new Solano Express Blue line which services several communities of concern between Pleasant Hill Bart and Downtown Sacramento.				236,460	236,460	
27	SolanoExpress Blue Line Expanded Service (Vacaville)	Fairfield and Suisun Transit	The project will help fund expanded service for the new Solano Express Blue line which services several communities of concern between Pleasant Hill Bart and Downtown Sacramento.				102,657	102,657	
28	SolTrans Route 2 - Maintain Lifeline Fixed Route Service (Vallejo)	Fairfield and Suisun Transit	The funding request is for SolTrans Fixed Route 2 which services the communities of concern in Vallejo.				300,929	300,929	
29	Solano Express	Fairfield and Suisun Transit and Solano County Transit (SolTrans)	The funding request is for Intercity Transit Service Blue, Green, Yellow, 80 and 85 servicing communities of concern.		24,093	53,375		77,468 (9)	

#	Project	Project Sponsor	Project Description	TOTAL Lifeline Funding				Notes
				STA (95%) ¹	STA (5% Conting.) ¹	STA (add'l revenue) ⁴	5307	
Sonoma County								
30	Petaluma Transit Weekend Service	Petaluma Transit	Project will support continued fixed route bus service on Saturday and Sunday for one year, in order to meet the needs of riders who have employment and other weekend travel needs.	132,107	3,361	8,004	51,053	194,525 (5)
31	Lifeline Route Operations	Santa Rosa CityBus	Project will support continued operations of Santa Rosa CityBus Lifeline routes serving the Roseland Community of Concern in the City of Santa Rosa.	383,261	9,804	23,167	148,112	564,344 (5)
32	CNG Bus Purchase	Sonoma County Transit	Project will assist with the purchase of one compressed natural gas (CNG) transit coach. The new CNG buses would be deployed on routes primarily serving the Healdsburg, Lower Russian River and Sonoma-Springs CBTP areas. The timely replacement of Sonoma County Transit's CNG buses ensures comfortable and reliable public transit service throughout the fixed-route system.				223,995	
33	Feeder Bus Service in Healdsburg, Lower Russian River and Sonoma-Springs Areas	Sonoma County Transit	Project will continue peak commute feeder bus service on routes providing service within the Healdsburg, Lower Russian River and Sonoma – Springs CBTP areas. SCT routes 52, 53, 54, and 56 provide feeder bus connections to SMART's passenger rail service and enhanced peak commute service between various outlying low-income areas and where the majority of jobs and services are located within the cities of Santa Rosa and Petaluma.	579,621	14,845	35,019		629,485 (5)
County Bid Target Proposed Programming Unprogrammed Balance				1,094,989	28,010	66,190	423,160	1,612,349
				1,094,989	28,010	66,190	423,160	1,612,349

Cycle 5 Lifeline Transportation Program of Projects (FY2016-17 and FY2017-18)

#	Project	Project Sponsor	Project Description	STA (95%) ¹	STA (5% Conting.) ¹	STA (add'l revenue) ⁴	5307	TOTAL Lifeline Funding	Notes
Multi-County & Regional Projects ³									
34	Bayview Community Based Transportation Plan Participatory Budgeting Pilot - Bayview Transit Assistants	San Francisco Municipal Transportation Agency (SFMTA)	The SFMTA will fund three new Transit Assistant positions through the Muni Transit Assistance Program (MTAP). Transit Assistants (TAs) aid transit riders, answer questions about transit service, deter vandalism, act as an unarmed safety presence on transit lines, and de-escalate conflicts between riders. TAs work in teams of two and their hours of operation are 10AM to 6PM. The three TA positions will be hired on a 3-year contract and will ride on the 29 Sunset, the 44 O'Shaughnessy, and the T-Third lines. The TAs funded through this project will be hired from the Bayview.	600,000				600,000	(12)
35	Participatory Budget Pilot Reserve - City of Vallejo Community Based Transportation Plan	TBD	Reserve funds for Participation Budgeting pilot projects that are recommended through Solano Transportation Authority's City of Vallejo Community Based Transportation Plan and PB Pilot program.	400,000				400,000	
				1,000,000			-		
				1,000,000	-	-	-	1,000,000	
					-	-	-		
Regional Grand Totals									
Lifeline Program Revenue Sources				15,190,842	363,006	890,164	6,805,264	23,249,276	
Total Proposed Programming				15,190,842	363,006	890,162	6,805,264	23,249,274	
Unprogrammed Balance				-	-	-	-	-	2

Notes

- (1) Because the FY 18 actual STA amounts will be confirmed by the State Controller after July 2018, only 95 percent of each county's STA amount will be available to be claimed by project sponsors until further notice. The County Lifeline Program Administrators programmed 95 percent of their county's STA amount, and then developed a contingency plan for the remaining five percent should it be available. Some agencies have contingencies unprogrammed.
- (2) On 12/19/18, Santa Clara County projects are being programmed.
- (3) Funds are being reserved for each PB Pilot program as listed. Specific projects will be amended and add into this Cycle 5 program, once projects have been recommended through the PB Pilot program process.
- (4) On 12/19/18, additional State Transit Assistance funds have been added to program due to higher than anticipated diesel sales tax revenue as a result of Senate Bill 1.
- (5) On 12/19/18, additional STA funds are being programmed to existing projects.
- (6) On 12/19/18, additional STA funds are being programmed to new projects in San Francisco County.
- (7) On 12/19/18, the 5% STA contingency and additional STA funds are being programmed to existing project in San Mateo County.
- (8) On 06/26/19, additional STA funds are being programmed to existing projects: \$104,940 for Coliseum BART Elevator Renovation, \$104, 940 for Operations Support for Route 2, and \$20,911 for Imola Avenue/SR 29 projects.
- (9) On 06/26/19, 5% STA contingency and additional STA funds are being programmed to new projects: \$77,468 for Solano Express in Solano County.
- (10) On 06/26/19, additional STA funds (\$123,947) and 5% STA contingency (\$53,534) are being programmed to a new project, Preserve Operating Support for Routes 200 and 201. The programming of \$53,534 in 5% STA contingency is conditioned on CCTA Board approval.
- (11) On 06/26/19, additional STA funds and remaining unprogrammed STA and 5% contingency funds are being programmed to Route 36 (funding exchange). The Marin County Lifeline Program Administrator (Transportation Authority of Marin (TAM)) had originally programmed in STA funds \$75,151 for the School Transportation Service in Novato, \$68,000 for the Drake/Cole Pedestrian Improvements, and \$248,000 for Canal Neighborhood Crosswalk Improvements, but these three projects were found to be ineligible for STA funds. As a result, TAM pursued and approved a funding exchange with Marin Transit. Marin Transit will receive \$391,151 in STA funds for Route 36 and in exchange will give TAM, Measure AA Sales Tax Strategy 4: Local Busfunds to fully fund
- (12) On 01/22/20, Participatory Budgeting Pilot projects for San Francisco's Bayview Hunter's Point Community Based Transportation Plan were recommended and added into this Cycle 5 program, through the PB Pilot program process. The San Francisco Municipal Transportation Agency (SFMTA) will fund three new Transit Assistant (TA) positions through the Muni Transit Assistance Program (MTAP). The three TA positions will be hired on a 3-year contract and will ride on the 29 Sunset, the 44 O'Shaughnessy, and the T-Third lines.

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

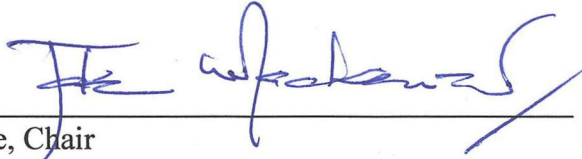
WHEREAS, MTC adopted Resolution 4242, which established the Transit Capital Priorities Process and Criteria for programming FY2016-17 through FY2019-20 Federal Transit Administration Section 5307 Urbanized Area Formula funds, including a set-aside for the Lifeline Transportation Program; and

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%207-2017.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, CTSAs 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%207-2017.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.