

Date: June 24, 2020
W.I.: 1310
Referred by: PAC

Attachment A
MTC Resolution No. 4416
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METROPOLITAN
TRANSPORTATION
COMMISSION

Lifeline Transportation Program Cycle 6 Guidelines

June 2020

METROPOLITAN TRANSPORTATION COMMISSION

**LIFELINE TRANSPORTATION PROGRAM CYCLE 6 GUIDELINES
FY 2019 AND FY 2020**

June 2020

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**METROPOLITAN TRANSPORTATION COMMISSION
LIFELINE TRANSPORTATION PROGRAM CYCLE 6 GUIDELINES
FY 2019 AND FY 2020**

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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 MTC in coordination with transit agencies, county transportation agencies (CTAs) or other designated county-wide agencies as follows:
 - a. **Role of the Transit Agency/Operator.** Transit agencies may submit application(s) and propose projects for Lifeline Cycle 6 funding. Board action is required.
 - b. **Role of the CTA.** MTC staff may engage CTA staff to advise and ensure projects are consistent with the Community Based Transportation Plans, MTC Coordinated Plan, county and local plans. No board action is required.
3. **FUNDING APPORTIONMENT AND AVAILABILITY.** The fund source for the Cycle 6 Lifeline Transportation Program is Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula¹ funds. Cycle 6 will cover a two-year programming cycle, FY2018-19 and FY2019-20.

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

a. Funding for FTA Section 5307 is apportioned to urbanized areas. The Cycle 6 distribution assigns funding to transit operators first on urbanized area eligibility, and then based on a 50/50 distribution formula of:

- (1) Fifty percent (50%) low-income ridership estimates. A transit agency's estimated low-income ridership is calculated by the transit agency's total ridership (FTA National Transit Data, 2018) multiplied by the percent of ridership that is low-income (from the 2012-2017 MTC On-Board Transit Passenger Demographic Surveys).
- (2) Fifty percent (50%) Community of Concern (CoC) population shares. Source: Total population for transit service area (FTA National Transit Data, 2018) and percent of full transit service area that is within a Community of Concern (MTC Resolution No. 4217, 2012-2016 ACS, 5-year tract level data (See Figure 1)).² MTC will assign funds to eligible projects to transit operators. See Section 5 for details about FTA Section 5307 programming process and Appendix 1 for detailed eligibility requirements.

made eligible for 5307 funding, and, consistent with MTC's Transit Capital Priorities (TCP) Process and Criteria (MTC Resolution No. 4242), in FY2016-17 and FY2019-20 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 transit operator.

Figure 1. Lifeline Cycle 6 – Share of Regional Low-Income Ridership Estimate and 50/50 Distribution of Low-Income Ridership Estimate and Community of Concern Population Shares

<i>Operator¹</i>	<i>Share of Regional Low- Income Ridership Estimate²</i>	<i>Operator Percent Low-Income Ridership Estimate³ (50% Distribution)</i>	<i>CoC Population Served as Share of Service Area Population⁴ (50% Distribution)</i>
Alameda-Contra Costa Transit District (AC Transit)	23.1%	49.0%	28.3%
San Francisco Bay Area Rapid Transit District (BART)	16.9%	14.7%	26.8%
Central Contra Costa Transit Authority (CCCTA)	1.1%	34.1%	4.5%
Fairfield and Suisun Transit (FAST)	.3%	37.5%	34.0%
Golden Gate Bridge, Highway, and Transportation District – Bus Service (GGBHTD)	.4%	8.5%	12.3%
Livermore-Amador Valley Transit Authority (LAVTA)	.6%	37.1%	1.6%
Marin Transit	1.0%	35.5%	3.8%
Napa VINE	.4%	40.4%	23.5%
Petaluma Transit	.2%	53.1%	100.0%
San Mateo County Transit District (SamTrans)	4.1%	38.7%	16.9%
San Francisco Municipal Transportation Agency (SFMTA)	40.4%	20.1%	24.1%
Santa Rosa CityBus	1.0%	61.6%	23.8%
Solano County Transit (SolTrans)	.5%	37.2%	32.4%

<i>Operator¹</i>	<i>Share of Regional Low- Income Ridership Estimate²</i>	<i>Operator Percent Low-Income Ridership Estimate³ (50% Distribution)</i>	<i>CoC Population Served as Share of Service Area Population⁴ (50% Distribution)</i>
Sonoma County Transit	.5%	56.8%	12.4%
Eastern Contra Costa Transit Authority (Tri Delta Transit)	.8%	38.4%	28.7%
Union City Transit	.1%	42.4%	10.5%
Vacaville – City Coach	.1%	31.7%	6.7%
Western Contra Costa Transportation Authority (WestCAT)	.2%	16.1%	24.6%
Santa Clara Valley Transportation Authority (VTA)	8.4%	25.2%	16.1%
TOTAL	100%	N/A	N/A

- (1) Transit operators listed represent agencies that are eligible to receive FTA Section 5307 for both fiscal years based on urbanized area eligibility and transit service category.
- (2) “Share of Regional Low Income Ridership” percentage is based on low-income ridership estimates from the most recent MTC On-Board Transit Passenger Demographic Surveys, 2012-2017. Consistent with past Lifeline Transportation program funding rounds, Cycle 6 does not include commuter rail and ferry service due to traditionally minimal low-income ridership thresholds. As ridership demographics change over time and services such as the Sonoma Marin Area Rail Transit have commenced new service, staff intends to revisit this policy element for future Lifeline funding rounds.
- (3) Fifty percent (50%) low-income ridership estimates. A transit agency’s estimated low-income ridership is calculated by the transit agency’s total ridership (FTA National Transit Data, 2018) multiplied by the percent of ridership that is low-income (from the 2012-2017 MTC On-Board Transit Passenger Demographic Surveys).
- (4) Fifty percent (50%) Community of Concern (CoC) population shares. Source: Total population for transit service area (FTA National Transit Data, 2018) and percent of full transit service area that is within a Community of Concern (MTC Resolution No. 4217, 2012-2016 ACS, 5-year tract level data (See Figure 1). MTC will assign funds to eligible projects to transit operators. See Section 5 for details about FTA Section 5307 programming process and Appendix 1 for detailed eligibility requirements.

b. Local Fund Exchanges. Consistent with MTC Resolution No. 3331, MTC will allow transit operators to use local fund exchanges to fund projects that are not otherwise eligible for federal funds in Cycle 6. MTC staff is supportive of these fund exchanges to the extent that the exchange projects meet the spirit of the Lifeline Transportation Program. In the event that a transit operator is unable to identify a Lifeline eligible project for the FTA Section 5307 funds, the operator may request to have the funds transferred to another operator or return funds to MTC for redistribution to other operators. Transit operators must notify MTC about their intent to

exchange, transfer or return funds, and MTC staff will review and may approve the requests on a case-by-case basis.

4. FTA SECTION 5307 ELIGIBLE RECIPIENTS/SUBRECIPIENTS.

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. PUBLIC PARTICIPATION. For FTA Section 5307 funds, MTC staff will be soliciting applications from the transit operators for the Lifeline Transportation Program.

Consistent with MTC's Public Participation Plan and FTA's Title VI Circular (FTA C 4702.1B), MTC encourages transit operators to conduct a broad, inclusive public involvement process, and use multiple methods of public outreach in identifying Lifeline projects. Funds in the Cycle 6 program are restricted to transit operators (see Section 4 for recipient eligibility restrictions). Therefore, MTC also acknowledges that each transit operator public outreach strategy will be tailored accordingly.

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.

6. ELIGIBLE ACTIVITIES.

- a. Eligible operating projects. Eligible operating projects 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. Eligible operating projects are different for large and small urbanized areas (UZAs). Refer to FTA Section 5307 Circular (FTA C9030.1E).

(1) General Eligibility. In an effort to address the sustainability of fixed-route transit operations, transit operators may elect to allocate some or all of their Section 5307 funds directly 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. 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 MATCH 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.

- (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 was updated in February 2018 and is available at:

https://mtc.ca.gov/sites/default/files/MTC_Coordinated_Plan.pdf

- a. Mobility management. Mobility management was a key coordination strategy recommended in the 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, MTC may, choose to give priority to—projects

sponsored by or coordinated with County or sub regional Mobility Managers or CTAs. If mobility management projects are not identified as part of the Program of Projects, provide explanation and justification.

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. Transit operators with multi-county projects must notify the relevant CTA Lifeline Program Administrators about their intent to submit a multi-county project. Once MTC receives the application, MTC may send the application to the CTAs. MTC will coordinate with associated CTAs to assess multi-county projects and the associated program of projects submitted by transit operators.

10. APPLICATION EVALUATION SCREENING.

Project will be evaluated based on meeting eligibility requirements outlined in Sections 6 – 9, evaluation screening criteria, and county goal alignment. Standard screening criteria will be used to assess projects. The six criteria include (1) project need/goals and objectives, (2) community-identified priority and county plans, (3) implementation plan and project management capacity, (4) coordination and program outreach, (5) cost-effectiveness and performance indicators, and (6) project budget/sustainability. MTC will establish the weight to be assigned for each criterion in the assessment process.

See Appendix 2 for the detailed standard screening criteria.

11. TRANSIT OPERATOR PROGRAM OF PROJECTS. A full program of projects is due to MTC from each transit operator based on the timeline outlined in Section 18. MTC will provide the transit operator program of projects to the associated CTA Lifeline Program Administrator.

12. POLICY BOARD ADOPTION.

- a. Transit Operator Board Resolution and Concurrence. Prior to MTC's programming of Lifeline Cycle 6 funds (FTA Section 5307) to any project, MTC requires that the transit operator 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 template. MTC has the option of collecting the resolutions of local support from transit operators along with the project applications, or after the project is selected by MTC for funding.

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

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 2023 for FY2018-19 funds
- August 2024 for FY2019-20 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. Direct recipients are responsible for carrying out the terms of their grants.

14. PROJECT OVERSIGHT. Transit operators are responsible for meeting the MTC obligation deadlines and project delivery requirements. In addition, transit operators will 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 transit operators are responsible for approving budget and scope of work changes prior to MTC's authorization. Transit operators will work with CTA Lifeline Program Administrators and MTC on proposed changes. 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. Transit operators will forward all reports containing performance measures to MTC for review and overall monitoring of the Lifeline Transportation Program.

16. FTA SECTION 5307 FUND ADMINISTRATION.

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.

17. COMPLIANCE WITH FEDERAL REQUIREMENTS – Transit Operator 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. FUTURE PROGRAM CONSIDERATIONS. These guidelines apply for the purposes of this programming cycle only. Future programs and funding formulas would be subject to revisiting under the following conditions, for example:

- Changes in mix of fund sources for the Lifeline Transportation Program
- Changes in the mix of transit operators in the region
- Changes in ridership demographics and services commenced over time
- Updated data and changes to the definition of Communities of Concern
- Evaluation and experience from this cycle does not meet the intent of the Lifeline Transportation Program.

19. TIMELINE. The anticipated timeline for Cycle 6 is as follows:

Action	Anticipated Date*
Commission approves Cycle 6 Program Guidelines	June 24, 2020
MTC approves TIP amendment (administrative modification)	June 24, 2020
MTC issues guidelines to transit operators	June 30, 2020
Transit Operator Board-approved** programs due to MTC from Transit Operator	July/August 2020
MTC Commission approval of Program of Projects	September 2020
FTA grantees can submit FTA grants for FY19 and FY20 funds (after all Board approvals completed)	October 2020

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

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

Appendix 1
Lifeline Transportation Program Cycle 6
Funding Source Information

	FTA Section 5307
Purpose of Fund Source	To support the continuation and expansion of public transportation services in the United States
Detailed Guidelines	https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf
Use of Funds	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 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 ▪ Public agencies that are not FTA grantees (e.g., cities, counties)

	FTA Section 5307
Eligible Projects	<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>

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 transit operator	<p>Transit operators, CTSA's and eligible cities and counties can initiate claims for FY18 and FY19 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 MTC 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 MTC for review.</p>	<p>FTA grantees are responsible for following all applicable federal requirements for preparing and maintaining their Section 5307 grants. MTC 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 MTC 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 April 2020. MTC will strive to make transit operators 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 6

Standard Evaluation Screening Criteria

The following standard evaluation screening criteria are intended to provide consistent guidance to transit operators in submitting projects to receive Lifeline Transportation Program funds. Each transit operator, will consider these screening criteria when submitting applications for projects.

- a. Project Need/Goals and Objectives – Serves Low-Income Communities/Residents:** 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 and County Plans:** 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. MTC will coordinate with CTAs to assess project consistency with County Plans.

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, which 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:** Projects will be screened 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 screened 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.