

JANUARY 19, 2012

LIFELINE TRANSPORTATION PROGRAM CALL FOR PROJECTS

The Contra Costa Transportation Authority (CCTA or “the Authority”) is issuing a Call for Projects for the Lifeline Transportation Program. The purpose of the Lifeline Transportation Program is to fund projects that result in improved mobility for low-income residents of “Communities of Concern” in Contra Costa. Communities of Concern have been identified by the Metropolitan Transportation Commission (MTC) as having concentrations of population with at least 30 percent of the households living at or below twice the federal poverty level or if at least 70 percent of the persons in the households are people of color. Within Contra Costa, these areas include:

- South Richmond,
- Central Concord (the Monument Corridor),
- San Pablo/North Richmond,
- Hercules/Rodeo/Crockett
- North Martinez,
- Baypoint/Pittsburg/Antioch,
- East Brentwood, and
- Other areas that can demonstrate that the threshold criteria is met.

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

DEADLINE: Submit one (1) hard copy of the completed Lifeline Transportation Program applications and one electronic copy in .pdf format **by 1 p.m. on March 2, 2012**. Electronic copy can be provided on CD or emailed. Mail or hand-deliver completed hard copy and CD to:

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

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

The Authority will evaluate projects with the assistance of an Evaluation Committee. The selection of projects shall be based upon the project selection criteria shown in the Program Guidelines and application. Upon completion of the evaluation, the Authority plans to approve a final set of projects in May 2012, and forward it to MTC for final approval and funding action.

For further information, please contact:

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TABLE OF CONTENTS

<i>LIFELINE TRANSPORTATION PROGRAM</i>	<i>i</i>
<i>PROGRAM GUIDELINES</i>	<i>1</i>
1. Introduction	1
2. Name of Program	2
3. Purpose	2
4. Eligible/Ineligible Applicants	2
5. Location of Projects and Population Served	2
6. Eligible/Ineligible Use of Program Funds	3
7. Eligible/Ineligible Types of Projects	3
8. Eligible Project Activities and Costs	4
9. Viable Project	4
10. Funding Cycle and Schedule	4
11. Programming of Funds	4
12. Total Fund Amount	4
13. Required Match	4
14. Project Delivery	5
15. Governing Body Project Commitment	5
16. Evaluation Criteria	5
17. Balance of Project Types	7
18. Evaluation Process	7
19. Timely Use of Funds	7
20. Funding Agreements	8
21. Payments	8
22. Monitoring	8
ATTACHMENT A	10
Estimated Funding Target by Fund Source per County	10
ATTACHMENT B	11
Lifeline Transportation Program Third Cycle Funding Source Information	11
ATTACHMENT C	13
MTC Resolution 4033 and Third Cycle Lifeline Program Guidelines	13

PROGRAM GUIDELINES

1. *Introduction*

The Contra Costa Transportation Authority (CCTA or “the Authority”) is administering the Contra Costa Lifeline Transportation Program. The program has been established to fund projects that result in improved mobility for low-income residents of Contra Costa. Low income communities are defined by the Metropolitan Transportation Commission (MTC) in its Equity Analysis of the Transportation 2030 Report as “Communities of Concern” areas where 30 percent of the households are living at less than twice the federal poverty level or at least 70 percent of the persons in the households are people of color.

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

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

- Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders.
- Improve a range of transportation choices by adding a variety of new or expanded services including but not limited to: enhanced fixed route transit services, shuttles, children’s programs, taxi voucher programs, improved access to autos, and capital improvement projects.
- Address transportation gaps and/or barriers identified in Community-Based Transportation Plans (CBTP) or other substantive local planning efforts. While preference will be given to community-based plan priorities, strategies emerging from countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan or other documented assessment of need within the designated communities of concern will also be considered. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.

- Transportation needs specific to elderly and disabled residents of low-income communities may also be considered when funding projects. Existing transportation services may also be eligible for funding.

On December 21, 2011 MTC adopted Resolution 4033, which incorporates program guidelines specific to the LTP. Expenditure of funds to support program activities must be consistent with those guidelines. A complete copy of those guidelines is shown in Attachment D.

The program is funded with a combination of federal Job Access and Reverse Commute (JARC) funds, State Transit Assistance (STA) funds; and Surface Transportation Program (STP) funds therefore projects must meet all applicable requirements, including match requirements, for at least one of these funding sources as described further in this document. A minimum of 20% of the total project budget must be derived from local fund sources, as explained further in these Guidelines.

2. *Name of Program*

Lifeline Transportation Program (LTP)

3. *Purpose*

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

4. *Eligible/Ineligible Applicants*

Public agencies, including transit agencies, county social service agencies, cities and counties may be eligible applicants. Eligibility is ultimately determined by funding source. Non-profit entities may be eligible applicants of funds, or may partner with public agencies to implement a joint project. Eligible project sponsors must be identified at the time that the project application for funding is submitted. More information regarding eligible recipients by fund source is provided in Attachment B.

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

5. *Location of Projects and Population Served*

Projects must be located in Contra Costa County, or be an inter-county project that includes Contra Costa. Priority project locations in Contra Costa have been identified by MTC as Communities of Concern—areas that have concentrations of population with at least 30 percent of the households living below twice the federal poverty level or 70 percent of the persons being persons of color, as defined by MTC's Equity Analysis Report for the Transportation 2030 Plan. These areas include South Richmond, Central Concord, San Pablo/North Richmond, North Martinez, Bay Point /Pittsburg/ Antioch, and East Brentwood. Other areas that meet the threshold criteria may also be eligible. Maps of the Communities of Concern for the Bay Area may be viewed on MTC's website at www.mtc.ca.gov.

6. *Eligible/Ineligible Use of Program Funds*

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

7. *Eligible/Ineligible Types of Projects*

Eligible Projects

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

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

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

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

Ineligible Projects/Programs include:

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

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

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

8. *Eligible Project Activities and Costs*

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

9. *Viable Project*

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

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

10. *Funding Cycle and Schedule*

The funding cycle varies depending on the funding source. Anticipated funding cycles are provided in Attachment B by funding source.

11. *Programming of Funds*

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

12. *Total Fund Amount*

The funding cycle will allocate an estimated \$5.5 million in Contra Costa County over a three year period, fiscal years 2011 through 2013².

13. *Required Match*

A minimum 20% match is required for all applications with the exception of automobile loan programs, which require a 50% match. Match requirements by fund source and allowable funds for matches are discussed by fund source below in Attachment B.

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

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

14. *Project Delivery*

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

15. *Governing Body Project Commitment*

Project Sponsor must submit one of the following Resolutions, either of which must confirm that the approved project meets LTP goals and that the local project sponsors understand and agree to meet all project delivery and funding match and obligation deadlines. The resolution may be either of the following:

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

16. *Evaluation Criteria*

All projects will be evaluated using the following criteria:

Project Criteria

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

MTC Specific Criteria

Project Need/Stated Goals and Objectives:

Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the Lifeline Transportation Program, as follows:

- a. Project should directly address transportation gaps and/or barriers, and improve transportation choices for a low income community: Applicants should describe the unmet transportation need or gap that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the goals of the Lifeline Transportation Program.
- b. Project must be developed through a collaborative planning process including community based organizations and stakeholders, or is otherwise based on a documented assessment of needs: Project was developed through a collaborative and inclusive planning process that includes broad partnership among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders. Findings emerging from one or more CBTPs may also be applied to

other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.

Implementation Plan and Project Management Capacity:

Operations: For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan. Project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The service operations plan should identify key personnel assigned to this project, and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project as described.

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

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

Project Budget/Sustainability:

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

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

Coordination and Program Outreach:

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

Performance Indicators and Cost-effectiveness:

The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost-effective approach. Project sponsors must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved.

Community-Identified Priority:

The project will be scored based on how it directly addresses transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP) or other substantive local planning effort involving focused outreach to low-income populations. Applicants should identify the CBTP or other substantive local planning effort, as well as

the priority given to the project in the plan. JARC projects must be derived from the Bay Area's Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan).

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

Contra Costa - Specific Criteria

Project Readiness:

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

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

17. *Balance of Project Types*

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

18. *Evaluation Process*

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

19. *Timely Use of Funds*

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

20. *Funding Agreements*

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

21. *Payments*

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

22. *Monitoring*

Project applicant is responsible to identify performance measures to track the effectiveness of the service in meeting the identified goals. At a minimum, performance measures for service-related projects would include: documentation of new "units" of service provided with the funding (e.g. number of trips, service hours, workshops held, car loans provided, etc.), cost per unit of service, and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.

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

23. *Project Oversight*

The Authority will be responsible for oversight of all projects — capital, operating and program-type projects funded under the LTP. The Authority will also be responsible for ensuring projects meet MTC obligation deadlines and project delivery requirements. In addition, the Authority will ensure, at a minimum that projects substantially carry out the scope described in the grant applications. All scope changes must be fully explained and must demonstrate consistency with Lifeline Program goals.

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

ATTACHMENTS

- A. San Francisco Bay Area Lifeline Transportation Fund Amounts Available
- B. Funding Source Information
- C. MTC Resolution 4033 and Third Cycle Lifeline Program Guidelines

ATTACHMENT A
Estimated Funding Target by Fund Source per County

County & Share of Regional Low Income Population	FY2011		FY2012		FY2013			Total
	STA ¹	JARC ²	STA	JARC ²	STA	JARC ²	STP ³	
Alameda 23.7%		685,806	2,653,456	685,806	2,708,899	685,806	2,130,539	9,550,312
Contra Costa 13.4%		387,331	1,498,625	387,331	1,529,939	387,331	1,203,291	5,393,849
Marin 2.6%		75,235	291,094	75,235	297,176	75,235	233,728	1,047,704
Napa 2.2%		-	245,095	-	250,216	-	196,794	692,105
San Francisco 13.1%		378,258	1,463,520	378,258	1,494,100	378,258	1,175,104	5,267,499
San Mateo 7.6%		218,838	846,709	218,838	864,401	218,838	679,848	3,047,472
Santa Clara 23.7%		561,175	2,650,265	561,175	2,705,643	561,175	2,127,977	9,167,409
Solano 5.8%		-	649,332	-	652,900	-	521,368	1,833,601
Sonoma 7.8%		127,873	875,465	127,873	893,757	127,873	702,937	2,855,777
MTC - Means-Based Discount Project		-	500,000	-	500,000	-	-	1,000,000
MTC - Admin, Planning, Technical Assistance ²		128,132	-	128,132	-	128,132	-	384,397
Total 100.0%		2,562,648	11,673,561	2,562,648	11,907,032	2,562,648	8,971,587	40,240,123

(1) FY2011 STA Funds were programmed in

(2) Consistent with federal JARC guidance, MTC will set aside five percent of the region's FY11, FY12 and FY13 apportionment to fund administration, planning and technical

(2) STP funds are available to the Lifeline Program starting in FY13, as part of MTC's "Resolution 3814 payback" being implemented in the 2nd cycle STP/CMAQ program (proposed One Bay Area Grants). Note that MTC may apply Congestion Mitigation and Air Quality Improvement (CMAQ) funds instead of STP to CMAQ-eligible projects, and references to "STP" should be considered as "STP or CMAQ."

ATTACHMENT B
Lifeline Transportation Program Third Cycle Funding Source Information

	State Transit Assistance (STA)	Proposition 1B — Transit	Job Access and Reverse Commute (JARC)	Surface Transportation Program (STP)
Purpose of Fund Source	To improve existing public transportation services and encourage regional transportation coordination	To help advance the State's goals of providing mobility choices for all residents, reducing congestion, and protecting the environment	To improve access to transportation services to employment and related activities for welfare recipients and eligible low-income individuals	To fund highway improvements, including projects on eligible public roads, transit capital projects, and intracity/ intercity bus terminals and facilities.
Detailed Guidelines	http://www.dot.ca.gov/ha/MassTrans/Docs-Pdfs/TDA2007Work.pdf	www.mtc.ca.gov/funding/infrastructure/PTMISEA 12-05-07.PDF	www.fta.dot.gov/documents/FTA_C_9050.1JARC.pdf	http://www.fhwa.dot.gov/programadmin/113005.cfm
Use of Funds	For public transportation purposes including community transit services	For public transportation purposes	For transportation services that meet the transportation needs of low-income persons	For public transportation purposes
Eligible Recipients	<ul style="list-style-type: none"> • Transit operators • Cities and Counties if eligible to claim TDA • MTC for regional coordination • Other entities, under an agreement with an eligible recipient 	<ul style="list-style-type: none"> • Transit operators or local agencies that are eligible to receive STA funds, as listed by State Controller's Office 	<ul style="list-style-type: none"> • Operators of public transportation services, including private operators of public transportation services • Private non-profit organizations • State or local governmental authority 	<ul style="list-style-type: none"> • Operators of public transportation services. • State or local governmental authority
Eligible Projects	Transit Capital and Operations, including: <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 (i.e. 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. 	Transit Capital (including a minimum operable segment of a project) for: <ul style="list-style-type: none"> • Rehab, safety, or modernization improvements • Capital service enhancements or expansions • New capital projects • Bus rapid transit improvements • Rolling stock procurement, rehab, or replacements • Projects must be consistent with most recently adopted short-range transit plan or other publicly adopted plan that includes transit capital improvements. 	Capital and Operating projects including: <ul style="list-style-type: none"> • Services (e.g. late-night & weekend, shuttles) • Ridesharing and carpooling • Transit-related aspects of bicycling • Local car loan programs • Marketing • Certain pedestrian and bicycle projects • Administration and expenses for voucher programs • ITS, AVL, etc. for improving scheduling and dispatch • Mobility management • Projects must be derived from the regionally-adopted Coordinated Public Transit-Human Services Transportation Plan. 	Capital and Planning projects including: <ul style="list-style-type: none"> • Public transit capital improvements • Rehab, safety, or modernization improvements • Pedestrian and bicycle facilities • Transportation planning activities • Community-Based Transportation Plan updates • Consolidated transportation services planning

	State Transit Assistance (STA)	Proposition 1B — Transit	Job Access and Reverse Commute (JARC)	Surface Transportation Program (STP)
Lifeline Program Local Match	20%	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 capital projects 	20%
Estimated timing for availability of funds to project sponsor	<ul style="list-style-type: none"> • Transit operators and eligible cities and counties can initiate claims for FY12 and FY13 funds immediately following MTC approval of program of projects for current fiscal year funds. • For "other entities", the eligible recipient acting as fiscal agent will initiate a funding agreement following MTC approval of program of projects. Funds will be available on a reimbursement basis after execution of the agreement. 	Project sponsors must submit a Proposition 1B application to MTC for submittal to Caltrans by April 11, 2012. Disbursement timing depends on bond sales.	For FY11 and FY12 funds, following MTC approval of the program of projects, there will be a 3-6 month process of entering projects in the TIP, applying for the FTA grant, FTA review and award. Following FTA award, there will be an additional 3 month process of entering into funding agreements with the non-FTA recipient project sponsors. Funds will be available on a reimbursement basis after execution of agreements. For FY13 funds, the 6-9 month process of entering projects in the TIP, applying for the FTA grant, and entering into funding agreements will start as soon as the funds are appropriated and secured (approximately Spring 2013).	<p>For transit projects: After approval by the Commission, the sponsor will enter projects in the TIP, apply to FHWA for a funds transfer to FTA, apply for the FTA grant, FTA review and award. Following FTA award, there will be an additional process of entering into funding agreements with the non-FTA recipient project sponsors. Funds will be available on a reimbursement basis after execution of agreements.</p> <p>For local agencies with non-transit projects (e.g., bicycle and pedestrian facilities): After project approval by the MTC Commission, the sponsor will enter projects in the TIP, followed by submitting the obligation requests to FHWA. Project sponsors cannot spend STP funds until after they receive FHWA authorization.</p>
Accountability & Reporting Requirements	<ul style="list-style-type: none"> • 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. • Depending on the arrangement with the pass-through agency, "other entities" will likely submit quarterly performance reports with invoices, first to the pass-through agency for reimbursement, and then to Lifeline Program Administrators for review. 	Using designated Caltrans forms, project sponsors are required to submit project activities and progress reports to the state every six months, as well as a project close-out form. Caltrans will track and publicize progress via their website. Project sponsor will not be required to submit progress reports to the Lifeline Program Administrator unless the LPA believes that county-information level project monitoring would be beneficial.	Non-FTA recipient sponsors will submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to MTC for reimbursement. Non-FTA recipient sponsors will also submit FTA Certifications and Assurances and Title VI reports annually to MTC, and are subject to Title VI monitoring. FTA recipients are responsible for following all applicable federal requirements for preparing and maintaining their JARC grants. All project sponsors will submit annual JARC reporting information to MTC.	Non-FTA recipient sponsors will submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to MTC for reimbursement. Non-FTA recipient sponsors will also submit FTA Certifications and Assurances and Title VI reports annually to MTC, and are subject to Title VI monitoring. FTA recipients are responsible for following all applicable federal requirements for preparing and maintaining their STP grants. All project sponsors will submit annual STP reporting to MTC.

Note: Information on this chart is accurate as of December 2011. 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).

ATTACHMENT C
MTC Resolution 4033 and Third Cycle Lifeline Program Guidelines