

Date: _____ March 11, 2008

Committee Meeting Date: _____ April 9, 2008

Board Meeting Date: _____ N/A

BOARD MEMORANDUM

ACTION ITEM

TO: Committee for Transit Accessibility
Santa Clara Valley Transportation Authority
Board of Directors

THROUGH: Michael T. Burns
General Manager

FROM: Donald A. Smith, Jr.
Chief Operating Officer

SUBJECT: Fiscal Year 2008 Federal Transit Administration Section 5310 Funding Cycle
Local Review Committee Appointments

Policy-Related Action: (No) Government Code Section 84308 Applies: (No)

RECOMMENDATION:

Appoint three members from the Committee for Transit Accessibility (CTA) to serve as the Local Review Committee (LRC) to evaluate and rank Fiscal Year 2008 Federal Transit Administration (FTA) Section 5310 Program project applications.

BACKGROUND:

Santa Clara Valley Transportation Authority (VTA) requests that the CTA appoint three committee members to serve as the LRC to evaluate and rank FTA Section 5310 Program project applications submitted by Santa Clara County social services non-profit and public agencies.

The Section 5310 program provides financial assistance for transportation services designed to meet the special transportation needs of seniors and persons with disabilities. Section 5310 program funds may be used by eligible agencies to provide 88.53% of the funding for the purchase of vehicles and computer/communication equipment needed to provide such services.

Caltrans distributed a call for projects on January 31, 2008 to social service and public agencies for the Federal Fiscal Year 2007-08 FTA Section 5310 capital funding program (the 2008 cycle). Application materials can also be found at the Caltrans' Section 5310 website:

<http://www.dot.ca.gov/hq/MassTrans/ost.htm>.

Caltrans administers the Section 5310 program through the state's Regional Transportation Planning Agencies. The Metropolitan Transportation Commission (MTC) is the Regional Transportation Planning Agency for the San Francisco Bay Area.

Per MTC Section 5310 program guidelines, the region's Paratransit Coordinating Councils (PCC's) are responsible for evaluating and ranking Section 5310 applications submitted by social service agencies from within their respective Bay Area counties. As the PCC for Santa Clara County, the CTA is asked to appoint a Local Review Committee (LRC) to perform this responsibility.

DISCUSSION:

VTA staff will coordinate the local review process in Santa Clara County, and MTC staff will oversee the Section 5310 Program at the regional level in the San Francisco Bay Area. During April 2008, VTA staff will meet individually with Santa Clara County social service and public agencies. The meetings allow staff to provide consultative advice to applicants, outline letters of support that the applicants are required to request from VTA, provide guidance regarding required service coordination proposals, and arrange times for the applicants to meet with the LRC.

Attachment A lists the timelines and key dates for the Section 5310 program application and evaluation process. San Francisco Bay Area applicants are required to submit their final applications with the appropriate number of copies to Caltrans, MTC, and their respective PCC's by **May 16, 2008**.

Any CTA member may serve on the LRC. However, members may not serve on the LRC if they are employed by an agency that is preparing to submit an application. Each CTA member selected to serve on the LRC will be required to file a Statement of Economic Interest (California Fair Political Practices Commission Form 700) with VTA's Board Secretary. VTA will submit the names of members serving on the LRC to MTC by April 11, 2008.

The LRC will meet to evaluate and rank the applications, using scoring criteria developed by Caltrans and the California Transportation Commission (CTC), on May 20 and 21, 2008. The scoring criteria that will be used to evaluate Section 5310 project proposals is as follows:

Criteria	Points
Ability of Applicant	32
Coordinated Planning (12 points) and Coordinated Use of Vehicles/Equip. (6 points)	18
Transportation Service (Replacement, Service Expansion, or Other Equipment)	20
Service Effectiveness	30
Total Points available to evaluate FTA Section 5310 Project Applications	100

The coordination criterion has taken on an increased importance from 10 points in prior cycles to 18 points this cycle. This change has occurred in response to newly issued Federal Transit Administration regulations implementing the Section 5310 program as specified in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

federal transportation authorization bill. These regulations specify that Section 5310 project proposals must be derived from a community focused social service transportation coordination plan. MTC published its Coordinated Public Transit Human Services Transportation Plan in December 2007 for use as a resource for Section 5310 applicants as they prepare their project proposal requests. This Plan can be found at MTC's website at:

<http://www.mtc.ca.gov/planning/pths/>.

In past years, two days have been required for the LRC to review and rank Section 5310 applications. After the LRC has completed its ranking of the Section 5310 applications, VTA's General Manager will review and submit the list of ranked Section 5310 applications to the MTC by June 2, 2008. Staff plans to report the results of the May 2008 LRC application evaluation meetings to the CTA in June or July 2008.

Over \$12.2 million is available to fund the federal share of Section 5310 projects within the state during the 2008 funding cycle. During the 2007 funding cycle, \$11.2 million federal Section 5310 funds were available statewide.

During the 2007 funding cycle the Bay Area requested over \$ 4.5 million from 5310, and of that requested amount \$3.2 million in project proposals was listed as funded. Santa Clara County received \$803,852 from the funding cycle.

Prepared by: David Ledwitz

D R A F T Attachment A
FTA Section 5310 FY 2008 Funding Cycle
Application Process and Timeline

Item	Tentative Date
Caltrans releases call for projects	January 31
MTC mails program announcements to Bay Area stakeholders	February 26
Caltrans provides application workshops at 111 Grand Avenue in Oakland	March 7
Caltrans e-mails application forms to workshop registrants	Upon registration
Section 5310 planning meeting with PCCs at MTC	March 21
Caltrans makes application forms available for web download at www.dot.ca.gov/hq/MassTrans/5310.html	Early April
Applicants submit draft applications to MTC and/or to PCCs if requesting pre-review assistance (not mandatory)	April 18
MTC provides applicants with comments on draft applications (pre-review assistance)	May 2
Final applications due to County PCCs	May 16
Applications evaluated by PCC scoring committees	May 19 – 30
PCC's transmit county scores to MTC	June 2
MTC compiles scores and mails regional rankings to PCCs	June 4

Applicants review scores and prepare appeals, as necessary	June 5-12
Applicant Appeals due to MTC and County PCCs	June 13
MTC reviews appeals/gathers documentation for review by PCC's	June 16 – 20
MTC Open Forum – Applicant appeals	June 24
MTC Programming & Allocations Committee approval of regional rankings and referral to MTC Commission for adoption	July 9
MTC Commission adoption of regional rankings	July 23
MTC transmits adopted regional priorities to Caltrans	August 29
Caltrans notifies region of Draft Statewide Scores	TBD
MTC notifies PCC's of score changes; discuss with applicants and Caltrans	TBD
Caltrans staff level conference for appeals of statewide scores	TBD
CTC approves final Section 5310 scores and adopts program	TBD

D R A F T Attachment B
Santa Clara County's FY 2007 Federal Transit Administration
Section 5310 Program List of Funded Project Applications

Project Listing Number	Agency	Project Application	Project Cost	Local Review Committee Score	Final State Project Score
1	Outreach	Medium Bus	\$56,000	100	100
2	Outreach	Medium Bus	\$56,000	100	100
3	Outreach	Medium Bus	\$56,000	100	100
4	Outreach	Medium Bus	\$56,000	100	100
5	Outreach	Medium Bus	\$56,000	100	100
6	Outreach	Medium Bus	\$56,000	100	100
7	Outreach	Medium Bus	\$56,000	100	100
8	Outreach	Medium Bus	\$56,000	100	100
9	Outreach	Medium Bus	\$56,000	100	100
10	Outreach	Medium Bus	\$56,000	100	100
11	Outreach	Medium Bus	\$56,000	100	100
12	Outreach	Medium Bus	\$56,000	100	100
13	HOPE Services	Modified Van	\$50,000	82	83
14	HOPE Services	Modified Van	\$50,000	82	83
15	HOPE Services	Modified Van	\$50,000	82	83
16	Achieve	Minvan	\$43,000	76	77
17	Achieve	Minvan	\$43,000	74	75
Total Project Costs:			\$908,000		
Section 5310 Funds Awarded:			\$803,852		