

MEMORANDUM OF UNDERSTANDING
Between
SAN MATEO COUNTY TRANSIT DISTRICT
and
SAN MATEO COUNTY HUMAN SERVICES AGENCY

This Memorandum of Understanding ("MOU"), effective September 1, 2012, is entered into by and between the San Mateo County Transit District ("DISTRICT") and the San Mateo County Human Services Agency ("RECIPIENT").

WHEREAS, the Lifeline Transportation Program ("LTP") was established by the Metropolitan Transportation Commission ("MTC") to fund operating and capital projects that result in improved mobility for low income residents in the San Francisco Bay Area and the City/County Association of Governments of San Mateo ("C/CAG") is responsible for the administration of the LTP in San Mateo County; and

WHEREAS, the RECIPIENT applied to C/CAG for funding under the LTP to provide bus pass/tickets options to low-income families and individuals ("PROJECT"); and

WHEREAS, C/CAG has awarded \$300,000 in LTP funds to the RECIPIENT through the use of State Transit Assistance ("STA") funds for the PROJECT; and

WHEREAS, C/CAG has requested that the DISTRICT, as the only eligible recipient of STA funds in San Mateo County, file claims on behalf of the RECIPIENT to allow for the implementation of the PROJECT; and

WHEREAS, because STA funds cannot be used for the purchase of bus passes restricted to persons of low income, DISTRICT will swap STA funds for DISTRICT local sales tax funds and pass-through the sales tax funds to RECIPIENT to use for the PROJECT; and

WHEREAS, the DISTRICT will retain \$6,000 of the \$300,000 of LTP grant funding in compensation for DISTRICT administrative costs; and

WHEREAS, the RECIPIENT has secured and will provide in full the local match for the PROJECT as stated in its application, which is included in Appendix A and is incorporated in this MOU by reference; and

WHEREAS, the DISTRICT and the RECIPIENT desire to enter into the following formal contract pursuant to the aforementioned funding for implementation of said PROJECT.

NOW, THEREFORE, BE IT RESOLVED that the DISTRICT and the RECIPIENT agree to the following:

I. PURPOSE

The purpose of this MOU is to memorialize the understanding between the DISTRICT and the RECIPIENT pursuant to which the DISTRICT passes-through STA funds to the RECIPIENT

specifically intended for the implementation of the PROJECT. The funds the DISTRICT passes-through to the RECIPIENT for the foregoing purpose is specifically contingent upon the DISTRICT's receipt of the STA funds. The DISTRICT will serve as the recipient and pass-through agent of the STA funds and the RECIPIENT will serve as the project manager for the PROJECT and be responsible for ensuring that the PROJECT is coordinated with the DISTRICT and any other applicable project partner. The RECIPIENT will also be responsible for obtaining any required approvals from the District as contained in the District's concurrence letter for the PROJECT attached in Appendix B.

II. COMPLIANCE

A. The RECIPIENT shall comply with the provisions of the California Code of Regulations, Title 21, Chapter 3 Business, Transportation and Housing Agency, Subchapter 2.5, State Transit Assistance Program. The RECIPIENT shall also comply with the provisions of Subchapter 2 Transportation Development (commencing with Section 6600), except for Article 3 (commencing with Section 6620) and those other provisions that are, by their terms, applicable only to local transportation funds or are superseded by the provisions of Subchapter 2.5, State Transit Assistance Program.

B. The RECIPIENT shall comply with any and all laws, statutes, ordinances, rules, regulations, or requirements of the federal, state, or local government, and any agency thereof, which relate to or in any manner affect the performance of this MOU.

C. Those requirements imposed upon the DISTRICT as the PROJECT "Sponsor" are hereby imposed upon the RECIPIENT and RECIPIENT shall comply with all such requirements.

III. SCOPE OF WORK

A. The RECIPIENT shall perform the PROJECT in accordance with the grant application, which is attached in Appendix A to this MOU.

B. The RECIPIENT shall comply with any and all reporting required by the DISTRICT and/or C/CAG. Copies of all reports and notices will be forwarded to the DISTRICT no later than 15 days prior to the due dates.

C. The sales conducted as part of the PROJECT shall not be subject to any discount, including but not limited to, the 3% percent vendor discount.

IV. FINANCIAL:

A. The DISTRICT has no obligation to provide funds in excess of the \$300,000 amount awarded to the RECIPIENT from the LTP, unless there is approval of additional grant funding for the PROJECT and both parties execute a written amendment to this MOU to reflect any additional funding.

B. The DISTRICT agrees to provide DISTRICT Sales Tax funds equal to the amount of LTP STA funds allocated for implementation of the PROJECT to the RECIPIENT on a reimbursement basis.

C. The DISTRICT shall retain \$6,000 of the \$300,000 of LTP grant funding in compensation for DISTRICT administrative costs. This amount shall be included as an eligible program expense on the RECIPIENT's first invoice.

D. The DISTRICT shall not be required to provide funds to the RECIPIENT until after the LTP STA funds are received by the DISTRICT.

E. The DISTRICT agrees to make payments to the RECIPIENT on a quarterly basis in arrears of the RECIPIENT's incurring of expenses related to the PROJECT.

1. The RECIPIENT shall submit quarterly invoices to the LTP Program Administrator at C/CAG within thirty (30) days after the end of each quarter for which payment is sought covering costs for PROJECT activities accomplished through the end of such quarter, not covered by previously submitted invoices.

2. Each quarterly invoice for these payments shall be supported by the following information: a brief narrative progress report, the total costs expended for the PROJECT during the preceding quarter, the dollar amount of funds requested for reimbursement, total costs expended for the PROJECT to date, the total amount paid by the DISTRICT under this MOU to date, copies of invoices and other expense records justifying the request for reimbursement, and any additional supporting data required by the DISTRICT and/or C/CAG. The amount of funds requested for reimbursement in each quarterly invoice shall not exceed the proportion of LTP funds to the total cost of the PROJECT.

3. Following review and approval of the RECIPIENT's invoice by C/CAG's LTP Program Administrator, the invoice will be forwarded by C/CAG to the DISTRICT for payment.

4. Payment shall be made to the RECIPIENT by the DISTRICT within thirty (30) days following receipt of an approved invoice from C/CAG.

F. Auditing: The RECIPIENT agrees to grant the DISTRICT, the State of California, C/CAG, and/or their authorized representatives access to the RECIPIENT's books and records for the purpose of verifying that funds are properly accounted for and proceeds are expended in accordance with the terms of this agreement. All documents shall be available for inspection at any time while the PROJECT is underway and for the retention period specified in below Section IV.H.

G. If, as a result of any audit, it is determined that reimbursement of any costs was in excess of that represented as a basis for payment, RECIPIENT agrees to reimburse the DISTRICT for those costs within 60 days of written notification by the DISTRICT. The RECIPIENT will also be responsible for any other costs resulting from such overpayment, as specified below in Section IV.J.

H. The RECIPIENT will be solely responsible for maintaining all applicable records for a minimum of three (3) years following final payment to the RECIPIENT or four (4) years following the fiscal year of the last expenditure under this MOU, whichever is longer, in accordance with generally accepted accounting principles. For capital assets, applicable records shall be maintained for three years from the date of the asset's disposition, replacement, or transfer. Copies of the RECIPIENT's audits, if any, performed during the course of the PROJECT and at PROJECT completion shall be forwarded to the DISTRICT no later than one hundred eighty (180) days after the close of the fiscal year.

I. The RECIPIENT agrees to use funds received pursuant to this MOU only for the PROJECT.

J. In the event the RECIPIENT fails to comply with the terms and conditions of this MOU or any requirements of the LTP, STA, and/or C/CAG, the RECIPIENT shall be wholly responsible for any consequences associated with non-compliance, including but not limited to, repayment of funds, including any penalties and/or interest on the funds.

V. AMENDMENTS

This MOU can be amended, modified, or supplemented only in writing signed by both parties.

VI. Notices

A. All notices and communications deemed by either party to be necessary or desirable shall be in writing and may be given by personal delivery to a representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT:

San Mateo County Transit District
Attn: Director, Budgets and Grants
1250 San Carlos Avenue
San Carlos, CA 94070-1306

If to the RECIPIENT:

San Mateo County Human Services Agency
Attn: Linda Holman, LTP Manager
271 92nd Street,
Daly City, CA 94015

B. The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

VII. ASSIGNMENT AND TRANSFER

Neither party shall assign, transfer, or otherwise substitute its interest in this MOU, nor its obligations, without the prior written consent of the other party.

VIII. DISPUTE RESOLUTION

The parties agree that any dispute arising from this MOU that is not resolved within 30 days by the parties' representatives responsible for the administration of this MOU will be set forth in writing to the attention of the DISTRICT's Director, Budgets and Grants and the RECIPIENT's Human Services Manager for resolution. In the event resolution cannot be reached, the parties may submit the dispute to mediation by a neutral party mutually agreed to by the parties hereto prior to initiating any formal action in court.

IX. TERMINATION

The DISTRICT may terminate this MOU without cause upon thirty (30) days prior written notice. If the DISTRICT terminates this MOU without cause, the RECIPIENT will be

entitled to payment for costs incurred up through the effective date of termination, up to the maximum amount payable for the quarter in which the MOU is terminated.

X. INDEMNIFICATION

A. The RECIPIENT shall defend, indemnify, and hold harmless the DISTRICT, its officers, directors, representatives, agents and employees from and against all claims, injury, suits, demands, liability, losses, damages and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any negligent or otherwise wrongful act or failure to act of the RECIPIENT, its officers, directors, employees, agents, or contractors or any of them in connection with this MOU or RECIPIENT's administration of the PROJECT. In the event of early termination, the RECIPIENT shall also defend, indemnify, and hold harmless the DISTRICT, its officers, directors, representatives, agents and employees from and against all claims, suits, or demands from the State of California for reimbursement of STA funds attributable to PROJECT costs incurred subsequent to termination.

B. This indemnification shall survive termination or expiration of this MOU.

XI. Term

A. This MOU shall remain in effect until August 31, 2015. It is understood by the parties that upon termination of the PROJECT or this MOU, the provisions of Section IV, Section X and Appendices A and B shall remain in full force and effect until all applicable grant obligations have been satisfied.

IN WITNESS WHEREOF, the parties have executed this MOU on the dates set forth below.

County of San Mateo

San Mateo County Transit District

By: _____
Adrienne J. Tissier, President
Board of Supervisors

By: _____
Michael J. Scanlon
General Manager/CEO

Date

Date

ATTEST:

APPROVED AS TO FORM

By: _____
Clerk of the Said Board

By: _____
Attorney

Appendix A – LTP Application

San Mateo County
Transportation Assistance Program
For Low-Income Residents
Part A-Bus Pass/Ticket
Cycle 3

*City/County Association of Governments
of San Mateo County
Grant Proposal*

Lifeline Transportation Program

Submitted By

***San Mateo County Human Services Agency
in partnership with the
San Mateo County CORE Services Agency Network***

February 17, 2012

Jean Higaki
C/CAG of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Ms. Higaki,

Please accept the enclosed Cycle 3 Lifeline Transportation Program grant application, (*San Mateo County Transportation Assistance Program for Low-Income Residents-Part A-Bus Pass/Tickets*) for \$300,000 from the San Mateo County Human Services Agency (HSA) in partnership with the San Mateo County CORE Services Agency Network. Because almost all of the individuals and families served by our agencies are low-income, this is an ideal partnership for targeting transportation support to low-income residents of San Mateo County.

The Cycle 3 Lifeline Transportation Program grant will enable us to continue providing bus pass/ticket options to low-income families and individuals striving to achieve self-sufficiency and stability.

Funds will be used to purchase monthly bus passes and bus tickets. Bus passes and bus tickets will be distributed by caseworkers from HSA and the eight CORE Service Agencies in addition to our Shelter Network service providers. Matching funds in the amount of \$120,000 will be provided by HSA, and the CORE Services Agency Network.

Contact Information

Linda Holman – Lifeline Transportation Grant – Liaison
San Mateo County Human Services Agency
Human Services Manager
400 Harbor Blvd. Bldg. B
Belmont, CA 94002
Phone: (650) 802-6520
Fax: (650) 592-3056

Additional contact information for partner agencies is included as a part of the application.

Sincerely,

Linda Holman

Attachment B – Lifeline Transportation Program Funding Application

A. General Project Information

Project Sponsor

Name of the organization San Mateo County Human Services Agency

Contact person Linda Holman

Address 400 Harbor Blvd. Bldg. B
Belmont, CA 94002

Telephone number (650) 802-6520

Fax number (650) 592-3056

E-mail address lholman@smchsa.org

DUNS Number 075236401

Other Partner Agencies

See next page for full list

Project Type:

Operating

Project Name: *San Mateo County Transportation Assistance for Low-Income Residents-Part A-Bus Pass/Tickets*

Brief Description of Project (50 words max):

1. This project will provide bus tokens, bus tickets and bus passes for low-income families, and individuals participating in Self-Sufficiency and Family Strengthening activities such as: employment seeking, employment workshops, skill based training programs, emergency and health related needs, parenting skills workshops, anger management classes, and family counseling.

1. Budget Summary

		% of Total Project Budget
Amount of Lifeline funding requested:	\$300,000.00	71%
Amount of local match proposed:	\$120,000.00	29%
Total project budget:	\$420,000.00	100%

Other Partner Agencies

<u>NAME OF AGENCY</u>	<u>SERVICE AREA</u>
DALY CITY COMMUNITY SERVICES CENTER Contact Person: Wanda Nalls 350 - 90th Street, 1st Floor Daly City, CA 94015 Telephone: (650) 991-8007 Fax: (650) 991-8227	Colma, Daly City, and Broadmoor
TIDES CENTER/PACIFICA RESOURCE CENTER Contact Person: Anita Rees 1809 Palmetto Avenue Pacifica, CA 94044 Telephone: (650) 738-7470 Fax: (650) 359-2053	Pacifica
NORTH PENINSULA NEIGHBORHOOD SERVICES CENTER Contact Person: Audrey Magnusen 600 Linden Avenue South San Francisco, CA 94080 Telephone: (650) 583-3373 or (650)588-8822	Brisbane, San Bruno, and South San Francisco
COASTSIDE HOPE Contact Person: Fatima Soares 99 Avenue Alhambra/P.O. Box 1089 El Granada, CA 94018 Telephone: (650)726-9071	El Granada, Half Moon Bay, Montara, Moss Beach,
SAMARITAN HOUSE Contact Person: Kitty Lopez 401 No. Humboldt Street San Mateo, CA 94401 Telephone: (650)347-3648	Belmont, Burlingame, Foster City, Hillsborough, Millbrae, San Carlos, and San Mateo
FAIR OAKS COMMUNITY CENTER Contact Person: Teri Chin 2600 Middlefield Road Redwood City, CA 94063 Telephone: (650)780-7500 Fax: (650)298-8184	Atherton, North Fair Oaks, Portola Valley, Redwood City and Woodside
EMERGENCY SERVICES PARTNERSHIP Contact Person: Gloria Flores-Garcia 1798-B Bay Road East Palo Alto, CA 94303 Telephone: (650) 330-7432 Fax: (650) 321-7785	East Palo Alto and Menlo Park
PUENTE DE LA COSTA SUR Contact Person: Kerry Lobel PO Box 554/620 North Street Pescadero, CA 94060 Telephone: (650) 879-1691 Fax: (650) 879-0973	Pescadero, San Gregorio, Loma Mar, La Honda

A. PROJECT ELIGIBILITY

Our current Part A-Bus Pass/Ticket Lifeline Transportation TIER II project (LTP) initiated in December 2010 has served approximately 2,000 individuals with bus pass/tickets to employment, medical appointments and on-going self-sufficiency related services. Examples of individuals assisted by the program include:

- Sean, released from jail in December 2010 was required to attend weekly drug and alcohol counseling, find work and pay restitution to avoid more jail time. Sean found a job quickly but had no way to get to and from work and then to counseling sessions. Sean was provided a bus pass from the CORE Service Agency until he received his first paycheck. Sean was approved for a second bus pass the following month as well. As a result of the transportation assistance and case management planning provided by the CORE Agency, Sean was able to meet all the requirements of his probation.
- Jesse, a mom whose husband had recently had his work hours reduced making it difficult for the family to pay for their most basic needs like transportation. Jesse was walking one mile each way to take her child to school until she received a bus pass through her local Core Agency. The bus pass allowed her to regain mobility while applying for CalWORKs cash assistance and Food Stamps to help her pay for this basic need in the future.
- Annie, a young woman who had recently lost her job shortly after separating from her partner. The bus pass she received from her local CORE Agency made it possible for her to look for work so that she could get back on her own feet through her difficult transition.

Most of the residents served with LTP resources since April 2008 when the LTP partnership was created under the TIER 1 project would not have been able to find work, make their medical appointments, or attend to other urgent matters due to the cost of transportation resources.

The *San Mateo County Transportation Assistance Program for Low-Income Residents* serves identified communities of need in East Palo Alto, North Fair Oaks, the Bayshore neighborhood in Daly City, Central San Mateo, and South San Francisco/San Bruno and is cited in the San Mateo County Transportation Plan for Low-Income Populations – Draft December 2011 to meet recommended strategies in providing free or discounted fares for low-income transit users. (Page 78, strategy #3).

Based on the Lifeline Transportation Project TIER I and TIER II implementation success in addressing transportation barriers for low-income residents, and HSA's lead role in providing free bus passes and tickets for low-income residents, in addition to being cited as a County wide transportation strategy in the San Mateo County Transportation Plan for Low-Income Populations, we believe our project is eligible for STA and JARC funding available under the Cycle 3 call for projects.

B. CIVIL RIGHTS

To ensure we provide benefits equitably among low-income residents, the partnership between the San Mateo County Human Services Agency and the CORE Service Agency Network bring the transportation resources to every community in San Mateo County including Pescadero, Pacifica, and Half Moon Bay in addition to the identified communities of need. The Eight CORE Service Agencies provide safety net services including homeless assistance, food stability, and utility assistance to over 20,000 low income residents per year. Each LTP authorized partner is responsible for assessing transportation needs as part of the residents overall goals to overcome self-sufficiency or family strengthening barriers. In addition to the CORE Service Agency Network access, low-income residents can receive transportation assistance through Human Service Agency case managers and through the Shelter Network system of care. Combined we believe that we are reaching low-income residents and distributing transportation resources equitably.

The Human Services Agency's Civil Rights and Equal Opportunity policy is available upon request and is located in the Administrative/Operations Handbook, section 8-pages 1-16. The policy states that "no person shall be excluded from participation in or be denied benefits of any program because of race, color, national origin, political affiliation, religion, marital status, sex, age or handicap (which includes conditions of Acquired Immune Deficiency and AIDS-related condition)."

- 1. Demographic Information:** The following two questions are for administrative purposes only and are not a factor in determining which projects are selected to receive an award. (Please contact your Lifeline Program Administrator for assistance if you do not have this demographic information readily available or visit <http://factfinder.census.gov>)

Does the proportion of minority people in the project's service area exceed 56 percent (i.e., the regional average minority population)?

☒ Yes ☐ No

Does the proportion of low-income people in the project's service area exceed 24 percent (i.e., the regional average low-income population)? Note: for this purpose, low-income is defined as 200 percent of the federal poverty level.

☐ Yes ☒ No

C. PROJECT NARRATIVE

Please provide a narrative to describe the project addressing points #1-14 below:

Project Need/Goals and Objectives

The Metropolitan Transportation Commission's (MTC) 2030 equity analysis has identified six communities of concern (COC) within San Mateo County: Central San Mateo; East Palo Alto; North Fair Oaks; South San Francisco, San Bruno and the Bayshore neighborhood in Daly City. The minority populations represented in the Travel Analysis Zones (TAZ) are approximately 84% with 37.3% identified as low income.

In the San Mateo County Welfare to Work Transportation Planning Project completed in April 2001, 2,314 CalWORKs participants and Medi-Cal recipients responded to a mail survey and identified the following barriers to transportation needs: Cost; Lack of Information; Low Awareness and Receptivity to Formal Carpool and Vanpool Programs; and Lack of Assistance

with Low-interest Car Loans, Car repairs and Drivers Licenses. In the same report the key findings for transit gaps included: Lack of Reliable Transportation Options for Children; Lack of Affordable Options for Emergency Transportation; Lack of Transportation Options for Residents of East Palo Alto; and Lack of Evening and Weekend Transportation Options in the Redwood City, San Mateo, and Coastside HSA Service Corridors. Relevant recommended strategies include: Improved access to One-Stop employment centers; Fare Assistance; and Children's Transportation Program.

The Bayshore Community-Based Transportation Plan, Fall 2008, identified that at least "11% of the households in the Bayshore community of Daly City do not have access to a car, compared to 6% in San Mateo County and 8% in Daly City." (Pg. 21). "Residents in the Bayshore community as well as Daly City have relatively high rates of transit use as compared to the State of California and San Mateo County". (Pg.21)

The San Bruno/South San Francisco Community based transportation plan developed through resident surveys, transportation solution workshops, press release, a telephone hotline and web site states the need for "Improved affordability of public transit for low-income users." (Executive Summary, Page 2 and 3). Strategy #2

Transportation is a barrier for moving out of poverty for the low-income populations we serve:

- The parent who is unable to participate in parenting workshops or counseling sessions aimed at helping him/her to better support their at-risk child due to lack of transportation;
- The recently laid-off worker who is unable to get to their interviews due to lack of transportation.

Although most of our agencies have some resources to provide transportation assistance, all of these resources are extremely limited and are becoming scarce. At the same time, the demand for transportation assistance has increased as the low-income populations we serve are hit by the national and local economic crisis. Without continued funding through the LTP many of the partner agencies will have to discontinue providing transportation assistance for the vast majority of those needing assistance.

Utilizing the MTC 2030 Equity Analysis, the San Mateo County Welfare to Work Transportation Planning Project findings, the Bayshore Community-Based Transportation Plan, and the San Bruno/South San Francisco Community Based Transportation plan and the lessons learned from the implementation of the TIER I and TIER II LTP implementation, the San Mateo County Transportation Assistance Project – Cycle 3 for Low-Income Residents-Part A- aims to mitigate the transportation need in San Mateo County by providing additional transportation solutions and options to approximately 3,000 participants. We currently operate the TIER II LTP with 16 distribution points throughout San Mateo County and can easily reach communities of concern and their residents in need of transportation resources.

The Goals and Objectives are as follows:

Improve transportation options and access for approximately 3,000 low-income families and individuals striving to achieve or maintain self-sufficiency and strengthen at-risk families by:

1. Providing transportation assistance and options to families and individuals participating in self-sufficiency activities such as looking for steady employment.

2. Providing transportation assistance and options to enhance participation in family strengthening activities.

This project will result in the increased well-being and productivity of the transportation project recipients, and assist with removing transportation barriers for low-income residents in the identified communities of concern in San Mateo County.

Community-Identified Priority

The *San Mateo County Transportation Assistance Program for Low-Income Residents-Part A* is cited in the following community-based transportation plans:

- Bayshore CBTP- Fall 2008
Strategy # 14 – Subsidize Monthly Transit Passes for Low-Income Riders – Page 9
- North Central San Mateo CBTP-February 2011
Strategy #9-Improve Affordability of Public Transit for Low-Income Users – Page 53/54
- San Bruno/South San Francisco CBTP – Draft December 2011
Strategy #2- Improve affordability of public transit for low-income users – Page 39/40
- San Mateo County Transportation Plan for Low-Income Populations – Draft December 2011
Strategy #3-Provide free or discounted fares for low-income transit users – Pg. 53-55
- Bay Area Coordinated Public Transit-Human Services transportation Plan-Low Income Component-November 6, 2008
Summary of Welfare to Work Transportation Strategies 2.3-Pg. 9
Regional Welfare to Work Transportation Plan – Pg. 12/13
Summary of Transportation Gaps –Pg.20/21
Summary of Transportation Solutions-Pg.22/23

By providing a free bus pass or bus tickets to eligible low-income residents will help alleviate some of the cost burden associated with public transit as stated in each of the Transportation Plans cited above.

Implementation Plan and Project Management Capacity

To deliver this service to low-income residents, the HSA will purchase bus passes and bus tickets from SamTrans. Some of the participating CORE agencies will continue to purchase and provide bus tokens. Procedures for distribution, tracking, monitoring, and evaluation are currently being implemented under the LTP TIER II funding and meet the requirements of C/CAG and SamTrans. The distribution of transportation resources will be prioritized to serve the low-income populations throughout San Mateo County and will build on the existing requirements of the HSA's system of distributing transportation resources for Child Welfare and CalWORKs clients. Because HSA and the Core Services Agency Network have offices/agencies specifically serving the MTC's identified Communities of Concern, C/CAG can be assured that low-income residents in these communities will be accessing this program. HSA will provide

fiscal administration and distribution of transportation resources on a monthly basis. The Cycle 3-Part A- project should service approximately 3,000 low income San Mateo County residents. The project will be implemented immediately upon funding availability as the current implementation system is built and delivering transportation resources under the TIER II –LTP funding.

To continue implementing the project the partnership has identified the need to utilize a percentage of staff time to participate in the transportation grant activities. The staff activities include; resource distribution, program reporting, transportation case management/community worker at distribution points, and fiscal oversight by HSA. These areas can be covered by a Human Services Manager that will provide program oversight and reporting; case managers/community workers at county wide distribution points; and identified fiscal staff within HSA.

Key personnel for the implementation of the program are the case workers at the Core Agency and Shelter sites. Case workers are trained to do in-depth needs assessments with the families and individuals they serve to identify appropriate options depending on the need. Most Core Agency caseworkers have 5 or more years of experience providing client services. Transportation assistance is provided when it is integral to the family or individual achieving their goal of self-sufficiency or family strengthening.

The project proposal submitted for consideration is an innovative approach to the transportation need identified in San Mateo County as nine Human Service providers and community partners work together and provide an effective and efficient program to deliver transportation resources to low-income residents of our community in a comprehensive and integrated service delivery model. The transportation resources will be tied to activities that promote self-sufficiency and family strengthening which contributes to the health and well being of children and families in our community.

Coordination and Program Outreach

San Mateo County Human Services agencies have a long history of partnership and shared leadership practices. The Low-Income Transportation Program grant proposal includes nine service providers and additional community partners from Shelter Network in San Mateo County and is consistently inclusive in its efforts to provide comprehensive integrated services to the community.

To continue these efforts the program sponsor in partnership with the CORE Service Agencies will provide informational sessions to staff and other community agencies alerting them to the transportation resources and procedures for accessing services.

Additionally, SamTrans staff supported the initial development of this project, and we expect to continue our work with SamTrans under the Cycle 3 LTP.

Project Effectiveness

Since implementing LTP under the TIER I funding our program has been able to provide over 3,500 low-income residents with transportation resources. As indicated above, each of the individuals served by the program is either utilizing the transportation assistance to enhance their ability to provide for their own transportation needs in the future or utilizing the transportation assistance to strengthen or stabilize their family situation. Assistance is provided only after the case worker has completed a needs assessment to determine client need.

To demonstrate ongoing effectiveness of the program, the partnership will provide quarterly reports to the C/CAG that reflect the number of transportation units issued, communities served, and what the transportation unit was used for.

In an effort to ensure the transportation resources are being utilized to achieve project goals, the Low-Income Transportation Partnership continues to discuss and review program effectiveness; project challenges and create solutions.

D. BUDGET

Project Budget/Sustainability

Revenue	Year 1	Year 2	Year 3	Total
Lifeline Program Funds	\$100,000.00	\$100,000.00	\$100,000.00	\$300,000
County Human Services Agency (in-kind staff support and purchase of bus passes and tickets)	\$17,000.00	\$17,000.00	\$17,000.00	\$51,000.00
Core Services Agency Network (in-kind staff support and purchase of bus tokens)	\$23,000.00	\$23,000.00	\$23,000.00	\$69,000
TOTAL REVENUE	\$140,000.00	\$140,000.00	\$140,000.00	\$420,000.00
Expenditures	Year 1	Year 2	Year 3	Total
Operating Expenses	\$94,000.00	\$100,000.00	\$100,000.00	\$300,000
Capital Expense				
Administrative Expenses (SamTrans-One Time Cost)	\$6,000.00			\$6,000
HSA In-Kind	\$17,000.00	\$17,000.00	\$17,000.00	\$51,000.00
CORE Services In-kind	\$23,000.00	\$23,000.00	\$23,000.00	\$69,000.00

We continue to secure sustainable funding sources to operate a transportation project that meets the identified needs of low-income residents by participating on Community and County-Wide Transportation planning committees.

Appendix B – SamTrans Concurrence Letter



BOARD OF DIRECTORS 2012

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MICHAEL J. SCANLON
GENERAL MANAGER/CEO

February 8, 2012

Ms. Linda Holman
Human Services Manager
San Mateo County Human Services Agency
400 Harbor Blvd, Building B
Belmont, CA 94002

RE: Application for Funding under San Mateo County Third Cycle Lifeline Transportation Program for FY 2011 through FY 2013

Dear Ms. Holman:

This letter is written to confirm that the San Mateo County Transit District (District) will assist your agency by applying for and passing through Lifeline Transportation Program (LTP) funding that the San Mateo County Human Services Agency (HSA) is not eligible to receive directly. We understand that HSA will utilize the LTP funds for the San Mateo County Transportation Assistance Program for Low-Income Residents, should the LTP funding request be approved by the San Mateo City/County Association of Governments (C/CAG).

Our assistance carries with it the following responsibilities and requirements by HSA:

- Execution of an MOU with the District that will contain terms and conditions associated with the LTP program. Ultimately, HSA is responsible for all requirements of the funding passed through by the District. In the event HSA fails to comply with such terms and conditions, HSA will wholly be responsible for any consequences associated with non-compliance, including but not limited to repayment of funds to the grant agencies;
- Completion of any required applications and ongoing reporting requirements. The District will submit applications and reports prepared by HSA on HSA's behalf;
- Remittal of invoices for payment will need to be approved by C/CAG before forwarding them to the District for reimbursement, and reimbursement by the District will be contingent upon receiving required reports from HSA in a timely manner;
- Allocation of \$6,000 by HSA from either the pass-through funds or some other local source to pay for the District's administrative costs associated with the pass-through assistance.

SAN MATEO COUNTY TRANSIT DISTRICT
1250 San Carlos Ave. – P.O. Box 3006
San Carlos, CA 94070-1306 (650)508-6200

Thank you for coordinating with the District. We look forward to working with you on this valuable program to support mobility by low income residents.

Sincerely,



Chuck Harvey
Deputy CEO

cc: Jean Higaki, Transportation Systems Coordinator, C/CAG
Joel Slavit, Manager, Capital Programming and Grants
Rebecca Arthur, Senior Grants Analyst
Marisa Espinosa, Manager, Planning and Research