

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

This Memorandum of Understanding ("MOU"), effective November 15, 2015, 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 \$350,000 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 \$350,000 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, Division 3 California State Transportation 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 \$350,000 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 \$350,000 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, the 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: Chief Officer, Planning, Grants and the Transportation Authority
1250 San Carlos Avenue
San Carlos, CA 94070-1306

If to the RECIPIENT:

San Mateo County Human Services Agency
Attn: Christine Ferry, Human Services Analyst II
1 Davis Drive
Belmont, CA 94002

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

Either party 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. With the exception of claims arising from the District's sole negligence or wrongful conduct, 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 June 30, 2018. 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.

San Mateo County Human Services Agency

San Mateo County Transit District

By: _____

By: _____

Jim Hartnett
General Manager/CEO

Date

Date

APPROVED AS TO FORM:

Attorney

Date

San Mateo County
Transportation Assistance Program
For Low-Income Residents
Cycle 4

*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*

December 5, 2014

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 4 Lifeline Transportation Program grant application, "San Mateo County Transportation Assistance Program for Low-Income Residents" for \$350,000 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 4 Lifeline Transportation Program grant will enable us to continue providing bus pass/tickets 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 \$118,200 will be provided by HSA and the CORE Services Agency Network (See attached CORE Agency confirmation letter).

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) 802-6576
Fax: (650) 637-0452

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

Sincerely,

Linda Holman

Linda Holman

Lifeline Transportation Program Cycle 4 Funding Application

A. GENERAL PROJECT INFORMATION

1. Project Sponsor

Name of the organization	<u>San Mateo County Human Services Agency</u>
Contact person	<u>Linda Holman</u>
Address	<u>400 Harbor Blvd. Bldg. B</u> <u>Belmont, CA 94002</u>
Telephone number	<u>(650) 802-6576</u>
E-mail address	<u>lholman@smcgov.org</u>
DUNS Number ¹	<u>075236401</u>

2. Other Partner Agencies

Agency	Contact Person	Address	Telephone
<u>See next page for full list</u>			

3. Project Type: Check one. ☒ Operating ☐ Capital ☐ Both

For operating projects, please check one of the following: ☐ New ☒ Continuing

4. Project Name: San Mateo County Transportation Assistance for Low-Income Residents-Cycle 4

5. Brief Description of Project (50 words max.):

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.

6. Budget Summary:

	Amount (\$)	% of Total Project Budget
Amount of Lifeline funding requested:	\$350,000	75%
Amount of local match proposed:	\$118,200	25%
Total project budget:	\$468,200	100%

¹ Provide your organization's nine-digit Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. To search for your agency's DUNS Number or to request a DUNS Number via the Web, visit the D&B website: <http://fedgov.dnb.com/webform>. To request a DUNS Number by phone, contact the D&B Government Customer Response Center at 1-866-705-5711.

Lifeline Transportation Program Cycle 4 Funding Application

NAME OF AGENCY	SERVICE AREA
DALY CITY COMMUNITY SERVICES CENTER Contact Person: Paul Chang 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
YMCA Community Resource Center Contact Person: Fatima Reyes 1486 Huntington Avenue South San Francisco, CA 94080 Telephone: (650) 276-4101 ext 201	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: Laura Bent 4031 Pacific Blvd. 2 nd Floor 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 620 North Street/PO Box 554 Pescadero, CA 94060 Telephone: (650) 879-1691 Fax: (650) 879-0973	Pescadero, San Gregorio, Loma Mar, La Honda

Lifeline Transportation Program Cycle 4 Funding Application

B. PROJECT ELIGIBILITY

Lifeline Eligibility

Does the project result in improved mobility for low-income residents of the Bay Area?

☒ Yes. *Continue.* ☐ No. *Stop. The project is not eligible to receive Lifeline funds.*

Does the project address a transportation gap and/or barrier identified in one of the following planning documents? (Additional details to be provided in question #3)

☒ Yes. *Continue.* ☐ No. *Stop. The project is not eligible to receive Lifeline funds.*

Check all that apply:

☒ Community-Based Transportation Plan (CBTP)

☐ Other substantive local planning effort involving focused outreach to low-income populations

☒ Countywide or regional welfare-to-work transportation plan

☒ Coordinated Public Transit-Human Services Transportation Plan

☐ Other documented assessment of need within the designated communities of concern

(Please specify: _____)

Is the service open to the general public or open to a segment of the general public defined by age, disability, or low income?

☒ Yes. *Continue.* ☐ No. *Stop. The project is not eligible to receive Lifeline funds.*

Section 5307 Job Access and Reverse Commute (JARC) Eligibility

Is the project designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment, including transportation projects that facilitate the provision of public transportation services from urbanized areas and rural areas to suburban employment locations?

☐ Yes. *The project may be eligible to receive Section 5307 JARC funds.*

☒ No. *The project is not eligible to receive Section 5307 JARC funds, but may be eligible to receive STA funds*

For "transportation services" projects: Is the project a JARC "development" or maintenance project as defined by the Federal Transit Administration (FTA)?

This proposal is applying for STA funds only

C. CIVIL RIGHTS

1. **Civil Rights Policy:** The following question is not scored. If the response is satisfactory, the applicant is eligible for Lifeline funds; if the response is not satisfactory, the applicant is not eligible.

Describe the organization's policy regarding Civil Rights (based on Title VI of the Civil Rights Act) and for ensuring that benefits of the project are distributed equitably among low income and minority population groups in the project's service area.

To ensure we provide benefits equitably among low-income residents, the partnership between the County of San Mateo 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 InnVision Shelter Network system, Ravenswood Family Health Center, and Freedom House that serves victims of Human Trafficking. Combined, we believe that we are reaching low-income residents and distributing transportation resources equitably.

The Human Services Agency is providing both administrative support and fiscal oversight of the LTP. 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)." All authorized partners of the LTP must abide by these policies and procedures to participate.

2. **Demographic Information:** The following question is for administrative purposes only and is 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://factfinder2.census.gov>)

Does the proportion of minority people in the project's service area exceed 58 percent (i.e., the regional average minority population)?

☐ Yes ☒ No = 57.7%

D. PROJECT NARRATIVE

Please provide a narrative to describe the project addressing points #1-13 below:

Our current Cycle 3 Bus Pass/Ticket Lifeline Transportation project (LTP) initiated in December 2012 has served approximately 3,000 individuals with bus pass/tickets to employment, medical appointments and on-going self-sufficiency related services. Examples of individuals assisted by the program include:

- Ingrid is a single mom whose 3 year old daughter was injured in a car accident. Because they live in the Coastside, it was going to be a challenge for the Mom to take her daughter to all of her necessary medical appointments. Mom was provided with sufficient bus tickets from their local Core Agency to take her daughter to each of their appointments at the San Mateo Medical Center until her daughter was completely healed.*
- David is a single adult who had been recently diagnosed with a serious medical condition which while treatable, caused him to miss too much work and lose his recently found job. David was approved for rental assistance from his local Core Agency while undergoing treatment and then found a new job and was able to return for work. The bus pass he received from his local Core Agency made it possible for him to get to and from work until he received his first paycheck at the new job.*

Lifeline Transportation Program Cycle 4 Funding Application

- James is a homeless single adult who has been staying at a local shelter while working a very part time job and seeking additional employment. He had been using his car to get to and from work until the car broke down. He sought assistance from the local Core Agency for the car repairs and received a bus pass so that he could continue to get to and from work while the car was being repaired.

Most of the residents served with LTP resources since April 2008 when the LTP partnership was created under the TIER 1 LTP 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 – February 2014 to meet recommended strategies in providing free or discounted fares for low-income transit users. (Page 4, strategy #3).

Based on the Lifeline Transportation Project TIER I and TIER II, and Cycle 3 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 funding available under the Cycle 4 call for projects.

Project Need/Goals and Objectives

1. Describe the unmet transportation need 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. Describe the specific community this project will serve, and provide pertinent demographic data and/or maps.

The Metropolitan Transportation Commission's (MTC) Regional Snapshot Analysis-Map 0- 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. 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 Coastsides 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 (February 2012, pg. 40) developed through resident surveys, transportation solution workshops, press release, a

Lifeline Transportation Program Cycle 4 Funding Application

telephone hotline and web site states the need for "Improved affordability of public transit for low-income users" and specifically discusses the HSA LTP as one of the mitigating solutions for cost of public transportation for low income residents.

Transportation in San Mateo County is a barrier for moving out of poverty for 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. At the same time, the demand for transportation assistance has increased as the low-income populations we serve are hit by the community wide cost of living gap for low income populations and the cost of maintaining a vehicle in low income households forcing low income populations to rely solely on public transportation options. Without continued funding through the LTP many of the partner agencies will have to discontinue providing public transportation assistance for the vast majority of those needing assistance.

Utilizing the MTC Regional Snapshot 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 along with the lessons learned from the implementation of the Cycle 1, 2 and 3 LTP, the San Mateo County Transportation Assistance Project – Cycle 4 for Low-Income Residents aims to mitigate the transportation need for low income populations in San Mateo County by providing additional transportation solutions and options to approximately 3,500 participants during the Cycle 4 funding period. We currently operate the Cycle 3 LTP with 16 distribution points throughout San Mateo County and expect to continue partnering to reach communities of concern and their low income residents in need of transportation resources.

2. What are the project's goals and objectives? Estimate the number of service units that will be provided (e.g., one-way trips, vehicle loans, bus shelters, persons trained). Estimate the number of low-income persons that will be served by this project per day, per quarter and/or per year (as applicable).

The Goals and Objectives are as follows:

Improve transportation options and access for approximately 3,500 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.
3. Providing emergency transportation resources for individuals seeking medical services.

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

Lifeline Transportation Program Cycle 4 Funding Application

3. How does the project address a transportation gap and/or barrier identified in Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused outreach to low-income populations? Indicate the name of the plan(s) and the page number where the relevant gap and/or barrier is identified. If applicable, indicate the priority given to the project in the plan. (For more information about CBTPs, visit <http://www.mtc.ca.gov/planning/cbtp/>.)

How does the project address a gap and/or barrier identified in a countywide or regional welfare-to-work transportation plan, the Bay Area's 2013 Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan), and/or other documented assessment of needs within designated communities of concern? Indicate the name of the plan(s) and the page number where the relevant need is identified. The Coordinated Plan is available at <http://www.mtc.ca.gov/planning/pths/>.

Per the Lifeline Transportation Program Cycle 4 Guidelines, Appendix 2 Evaluation Criteria, priority should be given to projects that directly address transportation gaps and/or barriers identified through a CBTP or other substantive local planning effort involving focused outreach to low-income populations; however, 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 Plan, or other documented assessment of needs within designated communities of concern.

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

- *East Palo Alto CBTP – August 2004*
Table 3-2-Improve affordability of transportation Services-Page 3-5
- *Bayshore CBTP- Fall 2008*
Strategy # 14 – Subsidize Monthly Transit Passes for Low-Income Riders – Page 9
- *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
- *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 – February 2012*
Strategy #2- Improve affordability of public transit for low-income users – Page 39/40
- *San Mateo County Transportation Plan for Low-Income Populations – February 2012*
Strategy #3-Provide free or discounted fares for low-income transit users – Pg. 49-51

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.

4. Is the project located in the community in which the CBTP and/or other substantive local planning effort involving focused outreach to low-income populations was completed? If not, please include justification for applying the findings from the CBTP and/or other substantive local planning effort in another low-income area. For more information, visit <http://www.mtc.ca.gov/planning/cbtp/> and <http://www.mtc.ca.gov/planning/snapshot/>.

The Cycle 4 LTP will be located in each of the identified communities of concern: Daly City, South San Francisco, San Bruno, San Mateo, East Palo Alto and North Fair Oaks in addition to Pescadero, Half Moon Bay, San Gregorio Loma Mar, La Honda, El Granada, Montara, Moss Beach, Colma and Broadmoor, Atherton, Portola Valley and Woodside.

The eight CORE Services Agencies reach all of the communities in San Mateo County and in addition our InnVision Shelter partners reach our indigent population that is frequently unable to make contact through a CORE Service Agency.

Implementation Plan and Project Management Capacity

5. *For operating projects:* Provide an operational plan for delivering service, including a project schedule. For fixed route projects, include a route map.
- For capital projects:* Provide an implementation plan for completing a capital project, including a project schedule with key milestones and estimated completion date.
6. Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.
7. Is the project ready to be implemented? What, if any, major issues need to be resolved prior to implementation? When are the outstanding issues expected to be resolved?
8. Describe and provide evidence of your organization's ability to provide and manage the proposed project. Identify previous experience in providing and coordinating transportation or related services for low-income persons. Describe key personnel assigned to this project, and their qualifications.
9. Indicate whether your organization has been or is a current recipient of state or federal transportation funding. If your organization has previously received Lifeline funding, please indicate project name and grant cycle and briefly describe project progress/outcomes including the most recent service utilization rate.

(5-9) To deliver this service to low-income residents, the HSA will purchase bus passes and bus tickets from SamTrans (see attached confirmation letter). 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 Cycle 3 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 4 project should serve approximately 3,500 low income San Mateo County

Lifeline Transportation Program Cycle 4 Funding Application

residents. The project will be implemented immediately upon funding availability as the current implementation system is built and delivering transportation resources under the Cycle 3 –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 Human Services Agency staff that will provide the program oversight and reporting; case managers/community workers at county wide distribution points; and identified finance 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 individuals, children and families in our community.

Coordination and Program Outreach

10. Describe how the project will be coordinated with public and/or private transportation providers, social service agencies, and private non-profit organizations serving low-income populations.

San Mateo County Human Services agencies have a long history of partnership and shared leadership practices. The Low-Income Transportation Program partnership includes nine Human Services providers and additional community partners from InnVision Shelter Network, Freedom House-Human Trafficking Agency, Child Welfare Service Provider and the Ravenswood Family Health Center in East Palo Alto. The partnership is consistently inclusive in its efforts to provide comprehensive, integrated services to the community.

11. Describe how project sponsor will continue to involve key stakeholders throughout the project. Describe plans to market the project, and ways to promote public awareness of the program.

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 them. If contacted by an agency serving low income and hard to reach populations the project sponsor provides one-on-one LTP project orientation, and if all criteria are met the requesting service provider becomes an authorized representative and partner in the delivery of LTP resources.

Additionally, SamTrans staff supported the initial development of this project and continues to work with this LTP project.

Cost-Effectiveness and Performance Indicators

12. Demonstrate how the proposed project is the most appropriate way in which to address the identified transportation need. Identify performance measures to track the effectiveness of the project 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), cost per unit of service (e.g., cost per trip), and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, milestones and reports on the status of project delivery should be identified.

Since implementing LTP under the TIER I funding our program has been able to provide over 7,000 low-income residents with transportation resources. Residents' receiving the resources is listed on monthly log sheets that are submitted to the project staff each month. The logs provide us with the name of the recipient, reason for use, and number/type of transportation resources received. 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. In addition, each quarter the project provides a report that demonstrates numbers served and the cost per unit to C/CAG.

13. Describe a plan for ongoing monitoring and evaluation of the service, and steps to ensure that original goals are achieved.

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, cost per unit of service 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. The project manager provides quality control reviews on random log sheets to determine if usage is within the policy/procedural guidelines established for the LTP partner organizations.

E. BUDGET

Project Budget/Sustainability

1. Provide a detailed line-item budget describing each cost item including start-up, administration, operating and capital expenses, and evaluation in the format provided below. If the project is a multi-year project, detailed budget information must be provided for all years. Please show all sources of revenue, including anticipated fare box revenue.

Lifeline Transportation Program Cycle 4 Funding Application

The budget should be in the following format:

REVENUE	Year 1	Year 2	Year 3	TOTAL
Lifeline Program Funds	\$116,666.00	\$116,667.00	\$116,667.00	\$ 350,000
[Other Source of Funds]				\$ -
[Other Source of Funds]				\$ -
TOTAL REVENUE	\$ 116,666	\$ 116,667	\$ 116,667	\$ 350,000
EXPENDITURES ¹	Year 1	Year 2	Year 3	TOTAL
Operating Expenses (list by category)				\$ -
Capital Expenses (list by category)				\$ -
Administrative Expenses (SamTrans-One Time Cost)	\$6,000.00			\$ 6,000
HSA In-kind				\$ -
CORE Services In-kind				\$ -
TOTAL EXPENSES	\$ 6,000	\$ -	\$ -	\$ 6,000

Revenue	Year 1	Year 2	Year 3	TOTAL	Split
Lifeline Program Funds	\$116,667	\$116,667	\$116,667	\$350,000	75%
County Human Services Agency (in-kind staff support and purchase of bus passes and tickets)	\$25,000	\$25,000	\$25,000	\$75,000	25%
Core Services Agency Network (in-kind staff support and purchase of bus token)	\$14,400	\$14,400	\$14,400	\$43,200	
TOTAL REVENUES	\$156,067	\$156,067	\$156,067	\$468,200	100%
Expenditures	Year 1	Year 2	Year 3	TOTAL	
Operating Expense	\$110,667	\$116,667	\$116,667	\$344,000	75%
Capital Expense	\$0	\$0	\$0	\$0	
Administrative Expenses (SamTrans One-Time Cost)	\$6,000	\$0	\$0	\$6,000	
HSA In-Kind	\$25,000	\$25,000	\$25,000	\$75,000	25%
CORE Services In-Kind	\$14,400	\$14,400	\$14,400	\$43,200	
TOTAL EXPENDITURES	\$156,067	\$156,067	\$156,067	\$468,200	100%

Clearly specify the source of the required matching funds. Include letter(s) of commitment from all agencies contributing towards the match. If the project is multi-year, please provide letters of commitment for all years.

- Describe efforts to identify potential funding sources for sustaining the service beyond the grant period if needed.

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

Lifeline Transportation Program Cycle 4 Funding Application

Transportation planning committees, providing additional bus token programs at CORE agencies and ensuring that low income clients that are eligible to receive transportation resources through the HSA CalWORKs, General Assistance and Child Welfare programs utilize those available resources instead of LTP resources.

F. STATE AND FEDERAL COMPLIANCE

By signing the application, the signator affirms that: 1) the statements contained in the application are true and complete to the best of their knowledge; and 2) the applicant is prepared to comply with any and all laws, statutes, ordinances, rules, regulations or requirements of the federal, state, or local government, and any agency thereof, which are related to or in any manner affect the performance of the proposed project, including, but not limited to, Transportation Development Act (TDA) statutes and regulations, 49 U.S.C. Section 5307, FTA Circular C 9030.1E, the most current FTA Master Agreement, and the most current Certifications and Assurances for FTA Assistance Programs.

For further information, see the Lifeline Transportation Program Cycle 4 Guidelines (MTC Resolution No. 4159), available at http://www.mtc.ca.gov/planning/lifeline/LTP4_guidelines.pdf

Signature

Date

Printed Name

Coastside HOPE
99 Avenue Alhambra/PO Box 1089
El Granada, CA 94018
650-726-9071
Website: <http://www.coastsidehope.org>

Daly City Community
Services Center
350 90th Street, 1st Floor
Daly City, CA 94015
650-991-8007
Website:
http://www.dalycity.org/city_services/sr_vctr.htm

El Concilio of
San Mateo County/Emergency Services
Partnership
1798-B Bay Road
East Palo Alto, CA 94303
650-330-7432
Website: www.el-concilio.com/eesmcprograms.htm

Fair Oaks
Community Center
2600 Middlefield Road
Redwood City, CA 94063
650-780-7500
Website:
<http://www.redwoodcity.org/cc/fairoaks.html>

The YMCA Community Resource
Center
1486 Huntington Ave., Suite 100
South San Francisco, CA 94080
650-276-4101 ext 201

Puente de la Costa Sur
620 North Street
Pescadero, CA 94060
650-879-1691
Website: www.mypuente.org

Samaritan House
401 North Humboldt Street
San Mateo, CA 94401
650-347-3648
Website: <http://www.samaritanhouse.com>

Tides Center/Pacifica Resource Center
1809 Palmetto Avenue
Pacific, CA 94044
650-738-7470
Website:
<http://www.pacresourcecenter.org>



December 1, 2014

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

Dear Linda,

This is to confirm our in-kind support of \$14,400 a year for the implementation of the 4th Lifeline Transportation Program to provide bus passes and tickets for low income families.

The Core Agency Network is a network of 8 agencies located throughout San Mateo County providing vital safety net services to low income, very low income, and extremely low income households in our community. Through the previous Lifeline Transportation Program Grants we have been able to provide transportation assistance to support individuals and families in our community as they strive towards self-sufficiency.

The dollar value is derived from the average amount of time spent and average hourly cost at each of our 8 sites providing assessment, service, and documentation of transportation assistance provided (some sites higher; some sites lower):

10 transportation assists x 8 core agency sites x 1/2 hour x \$30/hour cost x 12 months = \$14,400.

Please let me know if you need any additional information.

Sincerely,


Teri Chin
Chairperson
Core Agency Network of San Mateo County

Appendix B – SamTrans Concurrence Letter



November 24, 2015

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

RE: Application for Funding under San Mateo County Fourth Cycle Lifeline Transportation Program
for FY 2016 through FY 2016

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 the 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 the HSA:

- Execution of an MOU with the District that will contain terms and conditions associated with the LTP. Ultimately, the HSA is responsible for all requirements of the funding passed through by the District. In the event the HSA fails to comply with such terms and conditions, the 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 the HSA on the HSA's behalf;
- Remittance 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 the HSA in a timely manner;
- Allocation of \$6,000 by the 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.

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,

A handwritten signature in black ink, appearing to read "April Chan".

April Chan
Executive Director, Planning and Development

cc: Jean Higaki, Transportation Systems Coordinator, C/CAG
Éva Goode, Director, Capital Programming and Grants
Rebecca Arthur, Senior Grants Analyst


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ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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