





**Metro**

October 17, 2008

**TO: BOARD OF DIRECTORS**

**THROUGH: ROGER SNOBLE**   
**CHIEF EXECUTIVE OFFICER**

**FROM: CAROL INGE**   
**CHIEF PLANNING OFFICER**

**SUBJECT: FISCAL YEAR 2008 FEDERAL SECTION 5310 FUNDING  
RECOMMENDATIONS**

**ISSUE**

We have completed our review of FY 2008 applications for Federal Transit Administration (FTA) projects eligible under the Section 5310 program. After reviewing grant applications from agencies countywide, we submitted our funding recommendations totaling \$2,766,677 to Caltrans to meet an August 29, 2008 deadline.

**BACKGROUND**

The Federal Section 5310 program annually provides capital grants for social service and public agencies to transport senior citizens and persons with disabilities. This year, Caltrans advised that there would be approximately \$12.1 million available statewide to fund eligible projects from this competitive grant program. On April 24, 2008, the Board authorized the Chief Executive Officer to certify that projects selected for funding under the Federal Section 5310 program are in compliance with our Coordinated Public Transit Human Services Transportation Plan and to submit project scoring recommendations to Caltrans.

We are the Regional Transportation Planning Agency for Los Angeles County and have the responsibility to assist agencies in the preparation of their grant applications, establish a Local Review Committee, score the applications, forward the scores and applications to Caltrans and program the requests into the Regional Transportation Improvement Program. During our review process, we received eleven Section 5310 grant applications from eligible Los Angeles County public and non-profit agencies requesting \$2,766,677 in FY 2008 funding. A Local Review Committee reviewed and

scored the applications and we submitted the recommended scores with approved Certification and Assurances to Caltrans on August 29, 2008.

Attachment A provides a list of the eleven applicant agencies along with their project funding requests. Attachment B provides the project scoring recommendations. All projects were reviewed and scored by a Local Review Committee consisting of three Metro staff, one representative from the Accessibility Advisory Committee, one representative from the Local Transit Systems Subcommittee, and one representative from the Consolidated Transportation Services Agency. The review committee considered the effectiveness of the project, the needs addressed by the project, and the effectiveness of coordination with other local providers, in scoring and selecting projects for funding. The applications were rated based on the California Transportation Commission (CTC) adopted project scoring criteria. Projects recommended for funding are in compliance with the Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County within the guidelines of the Section 5310 program. Attachment C provides the Section 5310 Program Fact Sheet and Timeline.

#### **NEXT STEPS**

Caltrans will forward our recommended projects and scores to the State Review Committee (SRC) where the scores are merged into a statewide-prioritized list. The SRC will review and verify scores above the 110% funding line and submit the draft list to the CTC for review. In December 2008, the CTC is scheduled to distribute a draft Program of Projects (POP) and hear all filed appeals. In January 2009, the CTC will conduct a public hearing to adopt the POP and program approved projects into the Federal Transportation Improvement Plan. Following adoption of the federal budget, Caltrans will begin the state procurement process for successful applicants.

#### **ATTACHMENTS**

- A. List of Applicant Agencies and Project Requests
- B. Federal Section 5310 Project Scoring Recommendations
- C. Federal Section 5310 Fact Sheet and Time Line

## LIST OF APPLICANT AGENCIES AND PROJECT REQUESTS

AGENCY	REQUEST	PROJECT REQUEST	AGENCY REQUEST
Institute for the Redesign of Learning	3 Medium Buses Type II 7 Small Buses Type IB	\$ 180,000 \$ 406,000	\$ 586,000
Grant AME Church	1 Computer, 1 Printer, and Software 1 Larger Bus Type VII	\$ 1,205 \$ 95,000	\$ 96,205
Bridges	2 Modified Vans Type V	\$ 100,000	\$ 100,000
Villa Esperanza Services	3 Minivans Type IV	\$ 126,000	\$ 126,000
City of West Covina	2 Minivans Type IV 5 Medium Buses Type II 1 Large Bus Type III	\$ 42,000 \$ 300,000 \$ 65,000	\$ 407,000
Access Services, Inc.	17 Minivans Type IV	\$ 699,975	\$ 699,975
Valley Village	2 Computers, Software and AVL Tracking 4 Modified Vans	\$ 7,520 \$ 200,000	\$ 207,520
Tarzana Treatment Center	7 Computers 2 Type IV Minivans	\$ 9,973 \$ 84,000	\$ 93,973
Steelworkers Oldtimers Foundation	1 Large Bus Type III	\$ 65,000	\$ 65,000
Exceptional Children's Foundation	1 Computer and 1 Printer 4 Modified Vans Type V 1 Small Bus Type IB 1 Minivan Type IV	\$ 1,004 \$ 200,000 \$ 58,000 \$ 42,000	\$ 301,004
City of Whittier	2 Minivans Type IV	\$ 84,000	\$ 84,000
<b>CUMULATIVE TOTAL</b>			<b>\$ 2,766,677</b>

**FEDERAL SECTION 5310 PROJECT SCORING RECOMMENDATIONS  
LEGEND**

Agency: Name of the applicant that submitted the FTA Section 5310 grant application.

Project: Vehicle type or specific equipment that the applicant has requested in the grant application.

Type: R= Replacement Vehicle  
SE= Service Expansion Vehicle  
OE= Other Equipment (non-vehicle requests)

VIN: Last five digits of the Vehicle Identification Number of the vehicle that is being replaced.

Quantity: Quantity of each piece of equipment that is being scored.

Section 1 Score: Ability of Applicant

Section 2 Score: Coordinated Planning

Section 3 Score: Transportation Service  
Replacement  
Service Expansion  
Other Equipment

Section 4 Score: Service Effectiveness

Project Score: Total project score

**FTA Section 5310 Elderly and Disabled Specialized Transit Program,  
Federal Fiscal Year 2008**

**PROGRAM FACT SHEET AND TIMELINE**

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**Program Purpose:** Provide capital grants for the purpose of meeting the transportation needs of elderly persons and persons with disabilities where public mass transportation services are otherwise unavailable, insufficient or inappropriate.

**Program History:** Since the program's inception in 1975, approximately 500 agencies have received over 3000 vehicles statewide, serving a variety of client groups and programs ranging from small agencies with specific clientele (e.g. dialysis and AIDS patients) to large providers serving an entire community. The average cost for yearly maintenance for a vehicle is estimated at \$8,500.

**Funds Available**

- \* Approximately \$12.1 million in Federal funds are available for this cycle;
- \* Applicants receive 88.53% in federal funds and must provide 11.47% in local match.

**Eligible Applicants:**

- \* Private non-profit corporations;
- \* Public agencies where no private non-profits are readily available to provide the proposed service;
- \* Public agencies that have been approved by the State to coordinate services.

**Eligible Equipment:**

- \* Accessible vans and buses;
- \* Mobile radios and communication equipment;
- \* Computer hardware and software;
- \* Transit related ITS systems;
- \* Introduction of new technology through innovative and improved products.

**Service Eligibility:** Services to be provided must serve the transportation needs of elderly persons and/or persons with disabilities.

**Project Eligibility:** Applicant must have management oversight and control over the operations and service of the equipment. Applicants are required to provide sufficient justification and provide documentation that alternative transportation services are unavailable,

insufficient or inappropriate to meet the agency's transportation needs. Vehicle(s) must provide a minimum of 20 hours of service per week, alone or in coordination with other agencies.

All projects selected for funding must be derived from a Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) as required by federal guidance.

**Vehicle Replacement Eligibility:** Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A van(s) proposed for replacement must have been in service for four years or have at least 100,000 miles at the time of application. A bus(s) proposed for replaced must meet or exceed replacement guidelines.

**Service Expansion Eligibility:** Applicants must be able to document that the proposed transportation service will provide:

- \* Services to additional persons; or
- \* Expand the service area or hours; or
- \* Increase the number and/or frequency of trips.

**Funding Selection Process:**

- \* The Regional Transportation Planning Agency (RTPA) scores the applications using established evaluation criteria and completes a prioritized list for their region.
- \* The State Review Committee reviews the scores from RTPA and establishes a statewide-prioritized list (POP) based on available funding.
- \* The California Transportation Commission holds a public hearing to review and adopt the POP.
- \* Submit funding request to FTA.

**Program Requirements:** Successful applicants enter into a Standard Agreement with Caltrans that stipulates the terms and conditions under which the equipment must be procured and operated. The agreement remains in effect until the project is terminated and formal disposition of the equipment has been made. Grantees are responsible for the proper use, operating costs, and maintenance of all

project equipment. Grantees must be prepared to comply with the requirements of the Department of Motor Vehicle and the regulations of the California Highway Patrol.

**Note:**

*Vehicles for non-profit agencies are purchased by Caltrans using the State procurement contract. Public agencies can follow this process or a local procurement process. If using the local procurement process the grantee must comply with state procedures, purchase equipment and ask for a reimbursement of the Federal Share.*

**TIMELINE**

- 2008 January - Call for Projects
- February - CTC adopts Quantitative Scoring & Project Rating Worksheet
- February – April - Application Workshops
- May - RTPA Evaluation and Scoring Training
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- June – July - Regional applications due to RTPA by June 2, 2008, or other date established by the RTPA. RTPA scores applications and conducts appropriate public hearings.
- August - RTPA forwards regional prioritized list with scores and copies of applications with approved Certification and Assurances to Caltrans by August 29, 2008
- September – November - Regional scores are merged into a statewide-prioritized list.
  - State Review Committee reviews and verifies scores on the applications above the 110% funding line.
  - Submit draft list to CTC for book time at December’s meeting.
- December - CTC distributes draft Program of Projects (POP)
  - Review committee hears any filed appeals.
- 2009 January - CTC conducts public hearing to adopt POP.
  - Projects are programmed in the FTIP.
- February - Approved POP submitted to FTA for funding approval.
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- February/March - Successful Applicant Workshops, verify new agency information
- April - Standard Agreements process initiated, includes verification of new agencies and deposit of local match dollars
  - When completed, Procurement process begins.

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*For additional information call our toll free number (1.888.472.6816) or visit our website at:  
<http://www.dot.ca.gov/hq/MassTrans/5310.html>*