



Board Report

File #: 2017-0321, **File Type:** Program

Agenda Number: 20

**PLANNING AND PROGRAMMING COMMITTEE
JULY 19, 2017**

**SUBJECT: FUNDING AWARD RECOMMENDATION FOR
FEDERAL TRANSIT ADMINISTRATION (FTA)
SECTION 5310, SECTION 5316 AND SECTION 5317
GRANT PROGRAM FUNDS**

ACTION: APPROVE FUNDING AWARD RECOMMENDATIONS AND RELATED ACTIONS

RECOMMENDATION

CONSIDER:

- A. APPROVING the recommended federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding awards totaling up to \$7,374,066 for Traditional Capital Projects and up to \$1,818,271 for Other Capital and Operating Projects, as shown in Attachments A and B, respectively;
- B. APPROVING the recommended federal Section 5316 Job Access and Reverse Commute (JARC) Program funding awards totaling up to \$6,278,036 as shown in Attachment C;
- C. APPROVING the recommended federal Section 5317 New Freedom funding awards totaling up to \$3,254,352, as shown in Attachment D;
- D. AMENDING the FY 2018 Budget to add \$2,953,505 for the recommended Section 5310 funded projects and \$3,000,000 for the recommended Section 5316 JARC Program, once the Federal Transit Administration (FTA) awards the grant funds;
- E. AUTHORIZING the Chief Executive Officer (CEO) or his designee to negotiate and execute pass-through agreements with agencies as sub-recipients approved for funding by FTA;
- F. DELEGATING to the CEO or his designee the authority to administratively approve minor changes to the scope of work of previously-approved Section 5310, Section 5316 and Section 5317 funding awards;
- G. CERTIFYING that the Section 5310, Section 5316 and Section 5317 funds are fairly and equitably allocated to eligible sub-recipients and, where feasible, projects are coordinated with transportation services assisted by other federal agencies; and

- H. CERTIFYING that all projects recommended for Section 5310, Section 5316 and Section 5317 funding are included in the locally-developed 2016-2019 Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County (“Coordinated Plan”) that was developed and approved through a process that included participation by seniors and individuals with disabilities, as well as by representatives of public, private, and nonprofit transportation and human service providers and other members of the public.

ISSUE

The Los Angeles County Metropolitan Transportation Authority (Metro) is the Designated Recipient of FTA Section 5310, Section 5316 and Section 5317 Program funds in urbanized areas of Los Angeles County. As such, Metro is responsible for fund planning, programming, distribution, management and sub-recipient oversight. In January 2017, the Board approved the competitive FY 2017 solicitation process. Applications were due on April 28, 2017. This report presents the resulting funding recommendations for Board review and approval and summarizes the evaluation process in response to this solicitation.

DISCUSSION

Program Description

Three funding categories were available to eligible agencies through competitive solicitation. The federal Section 5310 Program provides funds for “traditional” capital or “other” capital and/or operating projects that support the transportation needs of seniors and individuals with disabilities. The competitive grant process also included repurposed federal Section 5316 JARC and Section 5317 New Freedom funds previously-approved for agencies that later indicated they would not implement their projects or did not need their full grant award. The Section 5316 JARC Program seeks to improve access to transportation services to employment and employment-related activities by welfare recipients and eligible low-income individuals. The Section 5317 New Freedom Program seeks to reduce barriers to transportation services and expand the mobility options available to people with disabilities, including transportation to and from employment and employment services.

Funding Availability

A total of \$9,692,287 in Section 5310 funds were made available through the solicitation process, with specific amounts allocated to the Los Angeles-Long Beach, Santa Clarita and Lancaster-Palmdale Urbanized Areas. The Board also approved a total of \$8,013,181 in Section 5316 JARC and \$665,305 in Section 5317 New Freedom repurposed funds for the solicitation. However, subsequent to the solicitation’s release, staff was notified that a sub-recipient agency would be returning additional Section 5317 grant funds. Therefore the recommendation proposes to award an additional \$2,589,046 in repurposed Section 5317 funds for a total of \$3,254,352 in grant awards for that funding category. It is important to note that under MAP-21, the Section 5316 and Section 5317 Programs were repealed, thus no new funding apportionments will be made under these programs. Due to the age of these funds, added eligibility restrictions apply and special conditions may be required for some sub-recipients receiving these grant funds.

Application Process

On February 3, 2017, a notice of funding availability with a link to the Board-approved application package was sent out to over 4,000 potential applicants. Staff also coordinated with the stakeholder group assisting staff on the Board approved Action Plan to address the transportation needs of older adults and people with disabilities to ensure strong awareness of the funding opportunity within the community. The solicitation information was also posted on the Metro website. Metro hosted three informational workshops attended by more than 75 agencies to review program requirements, the Application Package, project evaluation and the selection process. Staff participated in one-on-one meeting requests and fielded over 300 technical inquiries in support of application development. Forty-nine responsive applications requesting over \$23 million in federal grants were received by the April 28, 2017 deadline.

Evaluation and Ranking

Three evaluation panels were convened to evaluate applications. The panels were comprised of volunteers representing public transit agencies, the Bus Operations Subcommittee, the Local Transit Systems Subcommittee, the Southern California Association of Governments and private non-profit organizations (Move LA and Communities Actively Living Independent and Free). Metro staff facilitated the panel discussions but did not score applications. The average score of each evaluation panel and corresponding ranking for each project is shown in Attachments A - D. Attachment E contains the Board-approved evaluation criteria applied by panel members in scoring proposals.

Consistent with Board-approved guidelines, funding awards are limited to proposals with a final competitive score of 70-100. Where program funds were undersubscribed and eligibility allowed, Metro applied funds across all grant programs to maximize the number of projects recommended for award. A total of 39 projects are recommended for funding. Nine projects failed to achieve the minimum score required for grant award while one project achieved the minimum score however insufficient funds are available in the grant category. Preliminary funding recommendations were distributed to proposing agencies on May 26, 2017.

Technical Advisory Committee (TAC) Appeals

On June 7, 2017, TAC heard applicant appeals from three agencies. Two agencies, Logan Marsh Neal Care Foundation and Administrative Services Co-operative, did not score within the competitive range. The third agency, Good Samaritan Hospital, presented to TAC to support their preliminary fund award. After hearing the presentations, TAC approved a motion supporting the preliminary funding recommendation and recommended that the City of Alhambra be offered a partial award with the remaining unallocated Section 5310 balance for the LA-Long Beach UZA.

Administrative Scope Changes

Grant sub-recipients may request to re-scope their project(s) from what was approved by the Board. The proposed recommendation will delegate to the CEO or his designee the authority to administratively approve minor changes to the scope of work. Minor changes include those which meet all the following criteria: 1) The scope change is consistent with the defined project limits as approved by the Board; 2) the scope of work, as modified, continues to meet the original intent of the approved project scope; 3) to the extent that the scope change results in a reduced total project cost, the new total project cost shall be within 15% of the original total project cost; and 4) the parties shall maintain the original grant to grantee funding commitment ratio (for example, if the grantee originally

committed 20% of the total project cost and Metro committed 80%, those percentages shall apply to the new total project cost).

DETERMINATION OF SAFETY IMPACT

Approval of the recommendation will have no impact on safety.

FINANCIAL IMPACT

The FY18 budget includes a total of \$11,442,929 for the federal Sections 5310, 5316 and 5317 Programs in Cost Center 0441, Subsidies to Others, under Projects 500005 (Seniors and Disabilities - S5310), 500003 (JARC Program Capital and Ops) and 500004 (New Freedom Capital and Operating). The proposed action will add \$5,953,505 to the FY18 budget, with \$2,953,505 for the Federal Section 5310 Program and \$3,000,000 for the JARC Program once the FTA awards the grants.

Since these are multi-year projects, the cost center manager and the Chief Planning Officer will be responsible for budgeting project expenses in future years.

Impact to Budget

The sources of funds for these Programs are Federal Section 5310, Section 5316 and Section 5317, which are not eligible for Metro's bus and rail operating and capital budgets..

ALTERNATIVES CONSIDERED

The Board may choose not to approve all or some of the recommended actions. Staff does not recommend this alternative because, without Board approval, Metro cannot fulfill its responsibilities as the Designated Recipient of Section 5310, Section 5316 and Section 5317 Program funds and the projects recommended for funding awards in Attachments A through D would not be implemented. Without Board approval, Metro also could risk losing approximately \$7 million in Section 5310 Program funds that will lapse if not obligated through FTA grant approval by September 30, 2018.

NEXT STEPS

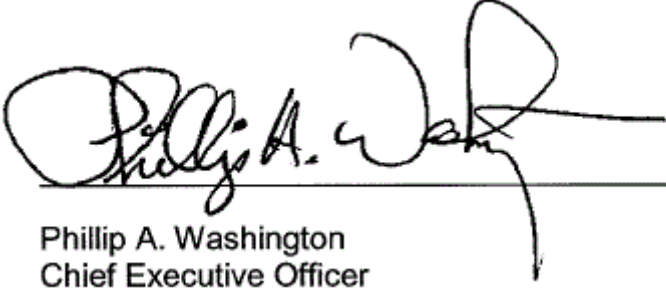
With Board approval, staff will send a notification of final funding award to each project sponsor and will submit Section 5310, Section 5316 and Section 5317 grant applications or grant revisions to FTA on their behalf. Once the FTA awards the grants, staff will develop and execute grant pass-through agreements with those agencies as sub-recipients and amend the FY 2018 Budget as required. As the Designated Recipient for these funds, staff will work to ensure that sub-recipients comply with all federal rules, regulations and requirements. At the conclusion of this programming cycle, there were remaining balances in Section 5316 funds (approx. \$1.7 million) and Section 5310 fund apportionments for the Lancaster-Palmdale UZA (approx. \$357,000) and Santa Clariata UZA (approx. \$129,000). Appropriate steps to further program these balances will be pursued and reported to the Board.

ATTACHMENTS

Attachment A - Section 5310 Traditional Capital Project Funding Recommendations
Attachment B - Section 5310 Other Capital and Operating Project Funding Recommendations
Attachment C - Section 5316 Capital and Operating Project Funding Recommendations
Attachment D - Section 5317 Capital and Operating Project Funding Recommendations
Attachment E - FY 2017 Section 5310, 5316, 5317 Solicitation for Proposals Evaluation Criteria

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Phillip A. Washington
Chief Executive Officer

**FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM
FY 2017 SOLICITATION FOR PROPOSALS
Funding Award Recommendations- Traditional Capital Projects**

AGENCY/ FUNDING RECOMMENDATION	PROJECT	SCORE	ELIGIBLE COST (\$)	LOCAL MATCH (\$) ³	VEHICLES	AWARD
RECOMMENDED FOR FUNDING AWARD						
1. Pomona Valley Transportation Authority	Get About Vehicle Replacement: Capital assistance to procure six (6) Class C large buses for replacement	97.50	\$480,000	\$48,000	6	\$432,000
2. City of Pasadena	Aging Vehicle Replacement: Capital assistance to procure four (4) Class B medium buses for replacement	97.50	\$298,744	\$29,875	4	\$268,869
3. AltaMed Health Services Corporation	Vehicle Replacement: Capital assistance to procure nine (9) Class B medium buses for replacement	97.25	\$666,000	\$66,600	9	\$599,400
4. Valley Village	Replace Old Paratransit Vans: Capital assistance to procure four (4) Class K small buses and equipment for replacement	96.50	\$311,175	\$31,117	4	\$280,058
5. Tarzana Treatment Centers, Inc.	TTC Transportation Services [Replacement Vehicles]: Capital assistance to procure four (4) Class A small buses and one (1) Class D minivan for replacement	94.75	\$339,000	\$33,900	5	\$305,100
6. City of Azusa	DAR/Paratransit Enhancement Project: Capital assistance to procure four (4) Class B medium buses for replacement	94.50	\$353,241	\$35,324	4	\$317,917
7. Los Angeles Jewish Home for Aging	Transportation Services for Frail Seniors in the San Fernando Valley: Capital assistance to procure three (3) Class A small buses for replacement and one (1) Class A small bus for service expansion	94.00	\$288,000	\$28,800	4	\$259,200
8. Therapeutic Living Centers for the Blind	Vehicle Replacement Project: Capital assistance to procure three (3) Class K small buses for replacement	91.75	\$195,000	\$19,500	3	\$175,500
9. City of Whittier	DAR Replacement Vehicles: Capital assistance for the procurement of one (1) Class A small bus and three (3) Class D minivans for replacement	91.25	\$225,000	\$22,500	4	\$202,500
10. City of Los Angeles Department of Transportation (LADOT)	Cityride Replacement Vehicles: Capital assistance to procure fourteen (14) Class B medium buses for replacement	90.25	\$1,358,000	\$458,000	14	\$900,000
11. Institute for the Redesign of Learning	Institute for the Redesign of Learning [Vehicle Replacement]: Capital assistance to procure seven (7) Class A small buses and one (1) Class M low floor buses for replacement	88.00	\$559,000	\$55,900	8	\$503,100
12. City of Inglewood	Vehicle Replacement Project: Capital assistance to procure six (6) Class C large buses, two (2) Class E larger buses, and equipment for replacement	84.25	\$841,780	\$84,178	8	\$757,602
13. County of Los Angeles - Department of Public Works	Replacement Vehicles for DAR Services: Capital assistance for the procurement of three (3) Class B medium buses and five (5) Class M low floor buses for replacement	84.25	\$566,000	\$56,600	8	\$509,400
14. East Los Angeles Remarkable Citizens Association Inc.	Special Needs Transportation Program Vehicle Expansion: Capital assistance for the procurement of two (2) Class D minivans and six (6) Class V raised top vans for service expansion	80.75	\$420,000	\$42,000	8	\$378,000
15. Pomona Valley Community Services dba Community Senior Services	Community Senior Services Mobility Management: Capital assistance to support development and implementation of new mobility management program	80.50	\$467,478	\$53,277	-	\$414,201
16. Pomona Valley Transportation Authority ¹	Pomona Valley Mobility Manager: Capital assistance to support development and implementation of new mobility management program	79.50	\$99,854	\$9,985	-	\$89,869
17. Good Samaritan Hospital	Transportation Program at Good Samaritan Hospital: Capital assistance to support development and implementation of new mobility management program	75.75	\$771,502	\$231,452	-	\$540,050
18. Villa Esperanza Services	Transportation for Adults with Intellectual/Developmental Disabilities: Capital assistance to procure four (4) Class D minivans for replacement	73.00	\$204,000	\$20,400	4	\$183,600
19. City of Alhambra	Senior Ride Fleet Replacement project: Capital assistance to procure three (3) Class D minivans for replacement	71.50	\$153,000	\$15,300	3	\$137,700
20. Santa Clarita Valley Committee of Aging (Senior Center)	Vehicle Replacement: Capital assistance for the procurement of two (2) Class C larger buses for replacement	70.00	\$160,000	\$40,000	2	\$120,000
TOTAL /AVERAGE SCORE		87	\$8,756,774	\$1,382,708	98	\$7,374,066

FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM
 FY 2017 SOLICITATION FOR PROPOSALS
 Funding Award Recommendations- Traditional Capital Projects

AGENCY/ FUNDING RECOMMENDATION	PROJECT	SCORE	ELIGIBLE COST (\$)	LOCAL MATCH (\$) ³	VEHICLES	AWARD
NOT RECOMMENDED FOR FUNDING AWARD						
1. City of Compton ²	Senior Transit Fixed Route Bus Purchase: Capital assistance to procure two (2) Class E large buses for service expansion	70.50	\$220,000	\$22,000	2	\$0
2. Logan Marsh Neal Care Foundation	Vehicle Replacement: Capital assistance to procure one (1) Class C large bus for replacement	64.75	\$80,000	\$8,000	1	\$0
3. City of Gardena	People Moving People Paratransit for Seniors and Individuals with Disabilities: Capital assistance to procure two (2) Class D minivans for service expansion	45.50	\$102,000	\$12,000	2	\$0
TOTAL /AVERAGE SCORE		60	\$402,000	\$42,000	5	\$0

¹Project partially expensed and recommended for funding award in eligible Section 5317; see Attachment D.

²Although project proposal score achieved within the competitive funding range, the federal funding request of \$198,000 exceeds Los Angeles County UZA funding available balance of \$14,418.

³Minimum required local match is 10% of eligible cost. The City of Los Angeles Department of Transportation, Good Samaritan Hospital, and Santa Clarita Valley Committee of Aging proposed overmatch.

**FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM
FY 2017 SOLICITATION FOR PROPOSALS
Funding Award Recommendations- Other Capital and Operating Projects**

ATTACHMENT B

AGENCY/ FUNDING RECOMMENDATION	PROJECT	SCORE	ELIGIBLE COST (\$)	LOCAL MATCH (\$) ²	VEHICLES	AWARD
RECOMMENDED FOR FUNDING AWARD						
1. Pomona Valley Transportation Authority (PVTA)	One Step Over the Line Transportation: Operating assistance to support service expansion	96.50	\$588,000	\$294,000	-	\$294,000
2. Pomona Valley Transportation Authority (PVTA) ¹	Ready Now Continuation: Operating assistance to support service expansion	94.50	\$343,272	\$171,636	-	\$171,636
3. Los Angeles County Metropolitan Transportation Authority (LACMTA)	On The Move Riders Program: Operating assistance to continue, enhance, and expand senior travel training program	90.50	\$579,410	\$144,853	-	\$434,557
4. Pomona Valley Community Services/ Community Senior Services ¹	Community Senior Services Volunteer Driver Program: Operating assisting to enhance volunteer driver reimbursement program	87.50	\$23,730	\$6,925	-	\$16,805
5. Disabled Resources Center, Inc. (DRC)	Mobility Program Continuation: Operating assistance to continue mobility training program	86.50	\$87,540	\$21,885	-	\$65,655
6. Rancho Research Institute	Enhance Mobility of Seniors and Individuals with Disabilities: Operating assistance to continue transportation services	84.00	\$548,444	\$137,111	-	\$411,333
7. New Horizons	Green Light to Mobility Service Expansion: Operating assistance to continue and expand travel training program	82.50	\$268,380	\$67,095	-	\$201,285
8. Westside Pacific Villages	Vehicle to Enhance WPV Transportation Services: Other Capital assistance to procure one (1) Class D Minivan to implement new vehicle services	78.50	\$57,750	\$6,750	1	\$51,000
9. Westside Pacific Villages	Enhancements to WPV Volunteer Driving Program: Operating assistance to support new vehicle expansion and volunteer driving program expansion	78.50	\$144,000	\$36,000	-	\$108,000
10. City of Bell Gardens	Vehicle Replacement: Other Capital assistance for the procurement of one (1) Class C Large Bus	71.25	\$80,000	\$16,000	1	\$64,000
TOTAL /AVERAGE SCORE		85	\$2,720,526	\$902,255	2	\$1,818,271
NOT RECOMMENDED FOR FUNDING AWARD						
1. City of Compton	Operating- Senior Transit Fixed Route: Operating assistance to support service expansion	65.00	\$514,668	\$128,667	-	\$0
2. Administrative Services Co-Op	Service Expansion: Other Capital assistance to procure ten (10) Class M low floor buses for service expansion	64.00	\$577,000	\$115,000	10	\$0
3. City of Lynwood	Service Expansion: Other Capital assistance to procure two (2) Class C Large Buses and three (3) Class D Minivans for service expansion	59.50	\$313,000	\$31,300	5	\$0
4. City of Gardena	People Moving People - Paratransit for Seniors and Individuals with Disabilities: Operating assistance to support the continuation of existing service	32.50	\$171,565	\$37,427	-	\$0
TOTAL /AVERAGE SCORE		55	\$1,576,233	\$312,394	15	\$0

¹Project partially expensed and recommended for funding award in eligible Section 5317; see Attachment D.

²Minimum required local match is 10% of eligible capital cost and 25% of eligible operating costs. Pomona Valley Transportation Authority, Pomona Valley Community Services, and Administrative Services Co-Op proposed overmatch.

**FTA SECTION 5316 JOB ACCESS AND REVERSE COMMUTE PROGRAM
FY 2017 SOLICITATION FOR PROPOSALS
Funding Award Recommendations- Capital and Operating Projects**

AGENCY/ FUNDING RECOMMENDATION	PROJECT	SCORE	ELIGIBLE COST (\$)	LOCAL MATCH (\$)	VEHICLES	AWARD
RECOMMENDED FOR FUNDING AWARD						
1. City of Pasadena	Vehicle Replacement to Relieve Significant Overcrowding: Capital assistance for the procurement of two (2) 35-ft low floor CNG buses for replacement	97.33	\$1,078,540	\$215,710	2	\$862,830
2. City of Pasadena	Sunday Service to Address Mobility Gaps: Operating assistance to support the addition of Sunday service and reverse commute service	95.00	\$1,326,669	\$331,669	-	\$995,000
3. City of Los Angeles Department of Transportation (LADOT)	LADOT Reverse Commuter Express (Union Station to Redondo Beach): Capital assistance for procurement of one (1) 45' electric bus for service expansion	92.00	\$844,377	\$168,875	1	\$675,502
4. City of Los Angeles Department of Transportation (LADOT)	LADOT Reverse Commuter Express (Union Station to Redondo Beach): Operating assistance to support the addition of a reverse commute route	92.00	\$1,000,000	\$500,000	-	\$500,000
5. City of Compton ¹	Compton Renaissance Transit Peak Hour Enhancements: Operating assistance to support the expansion of peak hour service	90.00	\$256,233	\$64,058	-	See Note ¹
6. Access Services ^{1,2}	Access to Work - Extension Program (Capital): Capital assistance for the procurement of thirty-eight (38) Class A small buses for replacement	87.67	\$2,721,215	\$408,182	38	\$2,313,033
7. The Information and Referral Federation of Los Angeles County, Inc. (211 LA County)	Travel Voucher Expansion Pilot Program: Operating assistance to support the expansion of existing travel voucher program	83.67	\$949,846	\$237,461	-	\$712,384
8. City of Calabasas	Calabasas Shuttle Procurement: Capital assistance for the procurement of two (2) Class E larger buses for replacement	79.67	\$292,383	\$73,096	2	\$219,287
TOTAL /AVERAGE SCORE		90	\$8,469,263	\$1,999,051	43	\$6,278,036
NOT RECOMMENDED FOR FUNDING AWARD						
1. City of South Gate	Continuation of GATE Services: Capital assistance for vehicle replacement/backup- Purchase three (3) Class F low floor buses. Two (2) for replacement and one (1) for expansion	63.67	\$540,000	\$81,000	3	\$0
2. New Horizons	Vehicles for Inclusion Program: Capital assistance for vehicle service expansion- Purchase one (1) Class A small bus and four (4) Class D minivans	55.33	\$289,800	\$57,960	5	\$0
TOTAL /AVERAGE SCORE		60	\$829,800	\$138,960	8	\$0

¹Project sponsor is an ineligible recipient of restricted available grant funds; project proposed to be funded at \$192,174 through an exchange of a previously budgeted local fund source.

²Project partially funded through Section 5317; see Attachment C.

FTA SECTION 5317 NEW FREEDOM PROGRAM
 FY 2017 SOLICITATION FOR PROPOSALS
 Funding Award Recommendations- Capital and Operating Projects

AGENCY/ FUNDING RECOMMENDATION	PROJECT	SCORE	ELIGIBLE COST (\$)	LOCAL MATCH (\$)	VEHICLES	AWARD
RECOMMENDED FOR FUNDING AWARD						
1. Pomona Valley Transportation Authority ¹	Ready Now Continuation: Operating assistance to support service expansion	94.50	\$244,728	\$122,364	-	\$122,364
2. Access Services ²	Access to Work - Extension Program Vehicle Replacement: Capital assistance for the procurement of ten (10) Class A small buses for replacement	87.67	\$734,785	\$110,218	10	\$624,567
3. Pomona Valley Community Services dba Community Senior Services ¹	Community Senior Services Volunteer Driver Program: Operating assisting to enhance volunteer driver reimbursement program	87.50	\$830,415	\$249,125	-	\$581,290
4. Access Services	Access to Work - Extension Program: Operating assistance to support the continuation of existing service	87.33	\$3,276,000	\$1,638,000	-	\$1,638,000
5. Pomona Valley Transportation Authority ³	Pomona Valley Mobility Manager: Capital assistance to support development and implementation of new mobility management program	79.50	\$320,146	\$32,015	-	\$288,131
TOTAL /AVERAGE SCORE		87	\$5,406,074	\$2,151,722	10	\$3,254,352
NOT RECOMMENDED FOR FUNDING AWARD						
1. New Horizons	Aides for Access (Travel Escorts): Operating Assistance	60.50	\$526,428	\$132,357	-	\$0
TOTAL /AVERAGE SCORE		61	\$526,428	\$132,357	-	\$0

¹Project partially expended and recommended for funding in eligible Section 5310 Other Capital and Operating; see Attachment B.

²Project partially expended and recommended for funding in eligible Section 5316; see Attachment C.

³Project partially expended and recommended for funding in eligible Section 5310 Traditional Capital; see Attachment A.

FY 2017 Section 5310, 5316, 5317 Solicitation for Proposals & Application**EVALUATION CRITERIA**

The following summarizes general project narrative application requirements and the corresponding maximum points possible for each segment of the application (100 points maximum)

A. Scope of Work, Need, Objectives, Coordination and Outreach (Up to 40 points)

- Existing services and target populations served; detail proposed scope of work including: need, objectives, changes, improvements, and how it is aligned with program goals; present project readiness/schedule; explain how program funds requested will apply to meet project requirements (20 points).
- Project goals aligned with goals and strategies of the 2016-2019 Coordinated Public Transit – Human Services Transportation Plan for Los Angeles County (10 points).
- Specific details demonstrating project development and/or implementation coordination with others (5 points).
- Marketing, promotion, public awareness plans (5 points).

B. Project Implementation, Operating and Management Plans (Up to 20 points)

- Project management plan, project milestones and deliverables, and role and experience of key personnel.
- Contingency plan details: service, staffing, mechanical, and technical.
- Prior experience and performance providing similar/same transportation related services and managing federal pass through grants. Where none, prior experience and performance in non-transit services to target populations.

C. Performance Indicators and Project Effectiveness (Up to 20 points)

- Quantitative and applicable qualitative project performance measures over the life of project showing methodology to develop estimates.
- Evaluation of project effectiveness and strategies to mitigate poor performance.
- Tools & procedures to collect, track, and report project performance.

D. Budget Justification (Up to 20 points)

- Assumptions used to prepare project budget.
- Identification of all sources and amounts of revenue and/or grants to support project
- Identification & eligibility of federal fund program requested.
- Commitment letter with amount and source of non-USDOT local match funds committed to project.