



Board Report

File #: 2015-0878, **File Type:** Program

Agenda Number: 28.

**PLANNING AND PROGRAMMING COMMITTEE
JULY 15, 2015**

SUBJECT: FUNDING AWARD RECOMMENDATION FOR FEDERAL SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

ACTION: APPROVE FUNDING AWARD RECOMMENDATIONS AND RELATED ACTIONS

RECOMMENDATION

PLANNING AND PROGRAMMING COMMITTEE RECOMMENDED (3-0):

- A. approving the recommended **federal Section 5310 funding awards totaling \$4,713,220 for Traditional Capital Projects and up to \$1,615,177 for Other Capital and Operating Projects**, as shown in Attachments A and B, respectively;
- B. amending the fiscal year (FY) 2016 Budget to add the necessary revenues and expenses for the recommended and previously approved Section 5310 funded projects, once the Federal Transit Administration (FTA) awards grant funds (see Attachment C for the Allocation Process);
- C. authorizing the Chief Executive Officer or his designee to negotiate and execute pass-through agreements with agencies as sub-recipients approved for funding once the FTA awards Section 5310 grant funds;
- D. certifying that the Section 5310 funds were fairly and equitably allocated to eligible sub-recipients and that to the maximum extent feasible, Section 5310 funded services are coordinated with transportation services assisted by other federal departments and agencies; and
- E. certifying that all projects recommended for Section 5310 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

Metro is the Designated Recipient of FTA Section 5310 funds in urbanized areas of Los Angeles County and is responsible for the planning, programming, distribution, and management of these funds (about \$6.9 million per year). To fulfill Metro's Designated Recipient obligations, the Board approved in November 2014 the competitive Section 5310 Fiscal Year (FY) 2015 Solicitation for Proposals and the allocation of available funds for Los Angeles County. This report presents the resulting Section 5310 funding recommendation for Board review and approval and summarizes the evaluation process conducted in response to this solicitation.

DISCUSSION

In July 2013, staff informed the Board of changes to federal transit formula programs as authorized by Congress in the Moving Ahead for Progress in the 21st Century Act (MAP-21), including the new Section 5310 Program. The goal of the Section 5310 Program is to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. The Board subsequently approved pursuing Designated Recipient status for Section 5310 funds allocated to Los Angeles County for the Los Angeles-Long Beach-Anaheim, Lancaster-Palmdale, and the Santa Clarita Urbanized Areas (UZAs). On April 23, 2014, the Governor authorized Metro to be the Designated Recipient of Section 5310 funds for these UZAs, following our request for such designation. The goal of seeking this designation was to ensure that Los Angeles County would receive and have control over its formula share of Section 5310 funds and to allow Metro to select projects that would better address local and regional needs.

The FTA published its final guidance for the Section 5310 Program in June 2014. A Section 5310 Working Group consisting of representatives from the Bus Operations Subcommittee (BOS) and the Local Transit Systems Subcommittee (LTSS) was established to ensure compliance with FTA's guidelines. This group provided input to the Application Package for the FY 2015 Solicitation for Proposals and also discussed and approved the Allocation Process for Section 5310 funds (also approved by BOS and LTSS). The Application Package and Allocation Process were later approved by the Board in November 2014. A summary of the Application Package, Allocation Process (i.e., funding availability), and Application Process is included in Attachment C.

Evaluation Process

An Evaluation Panel composed of nine representatives from Metro, the Southern California Association of Governments, the Orange County Transportation Authority, Metro's Accessibility Advisory Committee, BOS, and LTSS was assembled to evaluate, score, and rank the applications. The Evaluation Panel was divided into: 1) a five-member Evaluation Team responsible for the assessment of 16 applications requesting funding for Traditional Capital Projects; and 2) a five-member Evaluation Team responsible for the assessment of 10 applications requesting funding for Other Capital and Operating Projects. The average score of the individual scores of members of each Evaluation Team was used as the final score for each application and for ranking purposes (as shown in Attachments A and B, respectively). It was also used by Metro staff for making full or partial funding award recommendations, taking into consideration the eligibility and extent of the proposed project scope, the funding request and commitment of local match, and Section 5310 funding

availability for the UZA(s) and project type (i.e., Traditional Capital Projects and Other Capital and Operating Projects). As part of the evaluation process, and in response to the Board's January 2015 directive to establish an appeals process for all Metro competitive grant programs, the Guidelines on Funding Appeals for the Section 5310 Program were approved by the Technical Advisory Committee (TAC) on April 1, 2015 following the approval by BOS and LTSS.

On May 14, 2015, a Notification of Preliminary Funding Award Recommendation was sent by Metro to each project sponsor to inform them about the outcome of the evaluation of their applications (i.e., recommended to be fully funded, recommended to be partially funded, or not recommended for a funding award). This notification also included the score received by each application and an assessment of how it addressed the evaluation criteria. It also provided the opportunity to project sponsors to appeal the preliminary funding award recommendations to Metro's TAC at its June 3, 2015 meeting. As a result, 21 projects were initially recommended to receive a funding award. Staff also received confirmation from those agencies that were recommended for partial funding awards about their acceptance to receive less funding than what they had requested in their applications to implement their projects. Four of the remaining five projects were not recommended for a funding award as they failed to score the required minimum of 70 points. These four applications were submitted by the City of Gardena, Santa Clarita Valley Committee on Aging Inc. (SCV), Mobility Management Partners Inc. (MMP), and the Antelope Valley Transit Authority (AVTA). The fifth application, which was submitted by the City of Gardena requesting operating assistance from the funding category for Other Capital and Operating Projects, was also not recommended for a funding award although it received a score of 76 points. The use of these operating funds by the City of Gardena was contingent on a funding award recommendation for the agency's other application it had submitted requesting capital assistance from the funding category for Traditional Capital Projects to procure two vehicles. The City of Gardena, MMP, and SCV appealed to TAC. TAC did not approve the appeals made by MMP and SCV to fund their applications (scored 66 points and 63 points, respectively).

TAC approved a motion to reevaluate the City of Gardena's application for capital assistance from the Traditional Capital funding category to procure two vehicles, using the information provided by the agency in its operating assistance application for these vehicles from the Other Capital and Operating funding category. TAC indicated that the City of Gardena's project should be recommended for a funding award if the reevaluation results in a score above 70 points. The reevaluation of the City of Gardena's project, as requested by TAC, resulted in a score of 58 points. Therefore, the two applications submitted by the City of Gardena were not recommended for funding award.

With Access Services eligible to receive any remaining funds for Traditional Capital Projects made available for the competitive selection process, the funding award recommendations include the following for this agency to implement projects that support complementary paratransit services required by the ADA: \$92,231 for projects in the Santa Clarita UZA and \$143,715 for projects in the Lancaster-Palmdale UZA. The funding award recommendations exclude the funds that were made available for Other Capital and Operating Projects for the Santa Clarita and Lancaster-Palmdale UZAs (\$36,861 and \$52,709, respectively), as the two applications that were received requesting all or part of these funds received scores lower than the minimum required 70 points. These funding balances are proposed to be made available for the next Section 5310 competitive cycle.

DETERMINATION OF SAFETY IMPACT

Approval of the recommendation will have no impact on safety.

FINANCIAL IMPACT

Approval of the funding award recommendation and FY 2016 Budget amendment will be fully funded through the federal Section 5310 Program that is managed by Metro. No other Metro funds will be required to manage, administer and oversee the program or to administer projects recommended for a funding award. No expenses for any of the projects recommended for funding awards are included in the FY 2016 Budget. However, these are multi-year projects and the project manager(s) will be responsible for budgeting project expenses in future years.

Impact to Budget

Consistent with federal guidelines and per the Allocation Process that was approved by the Board, Section 5310 funds may be used only: 1) for operating or capital projects that were selected competitively to meet the specific requirements, goals and objectives of the Section 5310 Program; or 2) to support complementary paratransit services provided by Access Services, as required by the ADA. Therefore, approving the recommended actions will not impact Metro's bus and rail operating and capital budgets, as Section 5310 Program funds are not eligible for these purposes.

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 Program funds and the projects recommended for funding awards in Attachments A and B would not be implemented. Without Board approval, Metro also could risk losing about \$6.3 million in Section 5310 Program funds that will lapse, if not obligated through the FTA approval of a grant by September 30, 2016.

The Board also may choose to fund applications that received a score lower than the minimum funding threshold of 70 points. Consistent with the recommendation by the Evaluation Panel and TAC, as well as the Application Package that was approved by the Board, staff does not recommend this alternative because it would create a precedent by funding projects that do not adequately address the evaluation and funding eligibility criteria.

NEXT STEPS

With Board approval, staff will send a Notification of Final Funding Award Recommendation to each project sponsor and will prepare and submit Section 5310 grant applications to FTA on their behalf. Once the FTA awards the grant funds, staff will develop and execute grant pass-through agreements with those agencies as sub-recipients and amend the FY 2016 Budget as required. As the

Designated Recipient for Section 5310 funds for urbanized areas in Los Angeles County, staff will work to ensure that sub-recipients comply with all federal rules, regulations and requirements. Staff will also coordinate with the Section 5310 Working Group and seek Board approval for a new Section 5310 Solicitation for Proposals to award the balance of \$89,570 and funds appropriated by Congress for federal FY 2015 and for future years, as authorized by an extension of MAP-21 or new federal authorizing legislation.

ATTACHMENTS

Attachment A - Funding Recommendations for Traditional Capital Projects

Attachment B - Funding Recommendations for Other Capital and Operating Projects

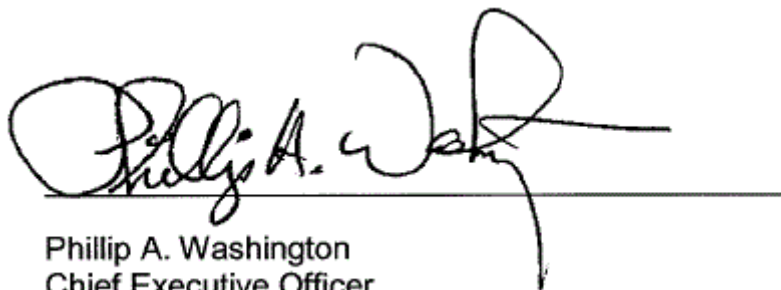
Attachment C - Summary of Application Package & Allocation and Application Processes

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**FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM
FY 2015 SOLICITATION FOR PROPOSALS
Funding Award Recommendations- Traditional Capital Projects**

AGENCY/ FUNDING RECOMMENDATION	PROJECT	SCORE	ELIGIBLE COST (\$)	LOCAL MATCH (\$) ^d	VEHICLES	AWARD
RECOMMENDED FOR FUNDING AWARD						
1. Therapeutic Living Centers for the Blind	On-Demand Transportation Program Vehicle Replacement: capital assistance for the procurement of one Class A small bus and two Class D minivans.	95	165,000	16,500	3	148,500
2. City of Glendale	Dial-a-Ride Program Vehicle Replacement: capital assistance for the procurement of four Class D minivans and two Class F/G low floor vehicles.	95	460,000	46,000	6	414,000
3. Pomona Valley Transportation Authority	Get About Program Vehicle Replacement: capital assistance for the procurement of six Class C large buses.	93	450,000	45,000	6	405,000
4. Valley Village	On-Demand Transportation Program Vehicle Replacement: capital assistance for the procurement of three Class D minivans and two Class K (or similar) paratransit vans.	93	280,000	28,000	5	252,000
5. AltaMed Health Services	Senior Services Transportation Program Vehicle Replacement: capital assistance for the procurement of eight Class B medium buses.	92	552,000	55,200	8	496,800
6. Tarzana Treatment Centers	Transportation Services Program Vehicle Replacement and Expansion: capital assistance for the procurement of two Class D minivans (one for vehicle replacement and the other one to support service expansion).	90	100,000	10,000	2	90,000
7. City of Whittier	Dial-a-Ride Program Vehicle Replacement: capital assistance for the procurement of five Class B medium buses.	88	345,000	34,500	5	310,500
8. City of West Hollywood	Dial-a-Ride Program Vehicle Replacement: capital assistance for the procurement of four Class D minivans and one Class F/G low floor vehicle.	87	330,000	33,000	5	297,000
9. Institute for the Redesign of Learning	Transportation Program Vehicle Replacement: capital assistance for the procurement of five Class A small buses and three Class B medium buses.	84	532,000	53,200	8	478,800
10. City of La Habra Heights	Dial-A-Ride Program Vehicle Expansion: capital assistance for the procurement of one Class D minivan.	84	50,000	5,000	1	45,000
11. City of Pasadena	Dial-A-Ride Program Vehicle Replacement: capital assistance for the procurement of seven Class B medium buses.	77	483,000	48,300	7	434,700
12. East Los Angeles Remarkable Citizens' Association	Transportation Services Program Vehicle Expansion: capital assistance for the procurement of four Class B medium buses.	74	276,000	27,600	4	248,400
13. City of Downey	Dial-a-Ride Program Vehicle Replacement and Equipment Procurement and Installation: capital assistance for the procurement of two Class B medium buses, four Class D minivans, and computer equipment, as well as for the installation of radio communication equipment.	73	398,412	61,838	6	336,574
14. County of Los Angeles Department of Public Works	Dial-A-Ride Program Vehicle Replacement: capital assistance for the procurement of thirteen Class D minivans.	70	650,000	130,000	13	520,000
15. Access Services ^a	ADA Paratransit Services: capital assistance for the procurement of up to two Class B medium buses and two Class C large buses to support complementary paratransit services required by the Americans with Disabilities Act of 1990.	NA	288,000	52,054	4	235,946
TOTAL/ AVERAGE SCORE		85	5,359,412	646,192	83	4,713,220

**FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM
FY 2015 SOLICITATION FOR PROPOSALS
Funding Award Recommendations- Traditional Capital Projects**

AGENCY/ FUNDING RECOMMENDATION	PROJECT	SCORE	ELIGIBLE COST (\$)	LOCAL MATCH (\$) ^d	VEHICLES	AWARD
NOT RECOMMENDED FOR FUNDING AWARD						
1. Santa Clarita Valley Committee on Aging ^b	Improved Community Mobility Program Vehicle Replacement and Procurement of Related Equipment: capital assistance for the procurement of one Class C large bus (including wheelchair lift, fare box, camera system, etc.), as well as a computer and navigation and tracking equipment.	63	92,231	9,223	1	0
2. City of Gardena ^c	Gardena Paratransit Program Vehicle Procurement: capital assistance for the procurement of two Class D minivans for new proposed transportation service.	58	100,000	10,000	2	0
TOTAL/ AVERAGE SCORE		61	192,231	19,223	3	0

a. Per the Allocation Process approved by the Board of Directors in November 2014, Access Services is eligible to receive any funds that remain available for Traditional Capital Projects after the evaluation of projects submitted in response to the competitive FY 2015 Solicitation for Proposals. No proposals were received requesting the total of \$143,715 that was made available for the Lancaster-Palmdale urbanized area. Although one proposal was received requesting the total of \$92,231 that was made available for Santa Clarita urbanized area, it was not recommended for a funding award by the Evaluation Panel and by the Technical Advisory Committee after going through the Appeals Process. Access Services will use the balance of \$235,946 to procure vehicles to provide ADA complementary paratransit services in the Lancaster-Palmdale and Santa Clarita urbanized areas.

b. Not recommended for a funding award by the Evaluation Panel and by the Technical Advisory Committee after going through the Appeals Process.

c. Not recommended for a funding award by the Evaluation Panel and by the Technical Advisory Committee after going through the Appeals Process.

d. The minimum local match is 10% of the total eligible project cost. The County of Los Angeles Department of Public Works and the City of Downey proposed an overmatch.

**FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM
FY 2015 SOLICITATION FOR PROPOSALS
Funding Award Recommendations- Other Capital and Operating Projects**

AGENCY/ FUNDING RECOMMENDATION	PROJECT	SCORE	ELIGIBLE COST (\$)	LOCAL MATCH (\$) ^d	VEHICLES	AWARD
RECOMMENDED FOR FUNDING AWARD						
1. City of Santa Monica	Door-through-Door Program Service Continuation and Expansion: operating assistance to support the continuation of existing service and addition of new weekend service.	94	280,000	70,000	0	210,000
2. Rancho Research Institute	Transportation Program Expansion: operating and capital assistance, including the procurement of one Class A bus and equipment, to support service expansion.	90	327,193	97,253	1	229,940
3. Pomona Valley Transportation Authority	Ready Now Transportation Program Service Expansion: operating assistance to support service expansion.	88	192,000	96,000	0	96,000
4. City of Pasadena	Dial-a-Ride Expansion for Accessibility Enhancement Program: operating and capital assistance, including the procurement of two Class D minivans, to support service expansion.	87	740,994	219,837	2	521,157
5. City of West Hollywood	Door-to-Door Program Service Expansion: operating and capital assistance, including the procurement of one Class D minivan, to support service expansion.	83	422,711	163,085	1	259,626
6. The Information and Referral Federation of Los Angeles County	Volunteer Driver Transportation Program: operating assistance to support the development and implementation of a volunteer driver transportation program.	80	450,000	210,000	0	240,000
7. Disabled Resources Center	Travel Training Program: operating assistance to provide travel training.	78	111,340	52,886	0	58,454
TOTAL/ AVERAGE SCORE		86	2,524,238	909,061	4	1,615,177
NOT RECOMMENDED FOR FUNDING AWARD						
1. City of Gardena ^a	Gardena Paratransit Program: operating assistance for new proposed transportation service.	76	92,231	9,223	0	0
2. Mobility Management Partners ^b	Catch-a-Ride Mileage Reimbursement and Training Program: operating assistance for new proposed services to provide travel training and mileage reimbursement.	66	149,140	59,570	0	0
3. Antelope Valley Transit Authority ^c	Dial-a-Ride Program: operating assistance to support existing service.	47	70,279	17,570	0	0
TOTAL/ AVERAGE SCORE		63	311,650	86,363	0	0

a. Although this proposal received a score of 76 points, it was not recommended for a funding award as the proposed new program was also contingent on the funding award for the proposal that was submitted for the procurement of two vehicles from the Traditional Projects funding category. The Evaluation Panel, and the Technical Advisory Committee after going through the Appeals Process, did not recommend funding the procurement of the two vehicles (as shown in Attachment A). Therefore, the funding request for operating assistance was also not recommended for a funding award.

b. Only proposal that requested the total of \$36,861 that was made available for Santa Clarita urbanized area and one of two proposals that competed for the total of \$52,709 that was made available for the Lancaster-Palmdale urbanized area. The Evaluation Panel, and the Technical Advisory Committee after going through the Appeals Process, did not recommend a funding award. The funding balances are proposed to be made available for the next competitive cycle for eligible projects in the Lancaster-Palmdale and Santa Clarita urbanized areas, respectively.

c. Second of two proposals requesting the total of \$52,709 that was made available for the Lancaster-Palmdale urbanized area. The agency did not appeal to the Technical Advisory Committee the Evaluation Panel's recommendation to not fund its project. The funding balance is proposed to be made available for the next competitive cycle for eligible projects in the Lancaster-Palmdale urbanized area.

d. The minimum local match is 10% of the total eligible capital costs and 25% of the total eligible operating costs. Some agencies proposed an overmatch. Also, some agencies requested funding for both capital and operating expenses, while others only requested funding assistance for operations. These factors are taken into consideration in the local match that is shown for each project.

Summary of Application Package & Allocation and Application Processes

Application Package

The Application Package included instructions to complete applications, the evaluation criteria, and required certifications. It also provided an overview of the Section 5310 Program, including: 1) eligible applicants and subrecipients; 2) federal and local funding shares; and 3) eligible projects. Each agency was allowed to submit up to two (2) applications: one for Traditional Capital Projects and one for Other Capital and Operating Projects. Traditional Capital Projects are public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. Other Capital and Operating Projects include public transportation capital and operating projects that exceed the requirements of the Americans with Disabilities Act of 1990 (ADA) or improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, as well as alternatives to public transportation that assist seniors and individuals with disabilities with transportation. The funding request was limited to \$600,000 per application. A minimum score of 70 points was required for an application to be considered for a funding award.

Allocation Process

The Allocation Process specified the funding available for the FY 2015 Solicitation for Proposals for projects to be implemented in the urbanized areas (UZAs) of Santa Clarita, Lancaster-Palmdale, and Los Angeles-Long Beach-Anaheim. Funding requests from more than one UZA were also possible provided the proposed project had a nexus to the area(s) allocated Section 5310 funds in federal FY 2013 and FY 2014 (e.g., service to/from the UZA funding the project, vehicle and/or other asset is used in the UZA funding the project, etc.). This process made available \$4,713,220 for Traditional Capital Projects to be awarded following a competitive selection process as follows: \$92,231 for projects in the Santa Clarita UZA, \$143,715 for projects in the Lancaster-Palmdale UZA, and \$4,477,274 for projects in the Los Angeles-Long Beach-Anaheim UZA. It also made available \$1,704,747 for Other Capital and Operating Projects to be awarded as follows: \$36,861 for projects in the Santa Clarita UZA, \$52,709 for projects in the Lancaster-Palmdale UZA, and \$1,615,177 for projects in the Los Angeles-Long Beach-Anaheim UZA. The Allocation Process also specified the eligibility of Access Services to receive any remaining funds available for Traditional Capital Projects after Metro completes the competitive process to select projects for a funding award. It also restricted the eligibility of Access Services to apply for only operating funds from the funding marks for Other Capital and Operating Projects.

In November 2014 the Board approved the allocation of \$6,751,327 for Access Services and to amend the FY 2015 Budget to facilitate the disbursement of \$2,535,635 of the total allocation. However, due to the need to comply with federal requirements, the FTA grant will be approved in the first quarter of FY 2016. Accordingly, and contingent on the Board approval of the funding award recommendation of \$235,946 and budget amendment, the FY 2016 Budget will be amended to show a total of \$6,987,273 in Section 5310 funds for Access Services.

Application Process

On November 5, 2014, a notice was sent electronically to over 500 agencies to announce the FY 2015 Solicitation for Proposals, including applicable deadlines, the schedule of workshops for potential applicants, and the anticipated posting date of the Application Package. After the Board's approval, the Application Package and other relevant information were posted on Metro's website on November 17, 2014. Staff also asked the California Association for Coordinated Transportation and the Center for Nonprofit Management to post the funding opportunity on their websites.

Three applicant workshops were held to review the Application Package, including Section 5310 Program requirements, evaluation criteria and the selection process. A total of 51 persons representing 34 agencies participated in these workshops. Although staff indicated the opportunity to organize additional workshops targeted to specific areas and/or stakeholders, no requests were received. To assess funding eligibility and ensure proposed projects are included in the Coordinated Plan to comply with FTA requirements, staff asked potential applicants to submit a two-page maximum "Project Concept" summarizing a proposed project, including milestones, budget, funding sources, need, service area(s), and target population(s). A total of 32 Project Concepts from 28 agencies were received by the February 5, 2015 deadline (with 4 agencies submitting 2 Project Concepts each). Project Concepts were not scored and comments were provided by staff to project sponsors for their consideration in preparing applications. A total of 26 applications were received by the March 27, 2015 deadline (with 4 agencies each submitting 2 applications). The City of Gardena, which had submitted only one Project Concept, submitted two separate applications.