

## San Mateo County Shuttle Program Criteria

Eligibility Criteria		San Mateo County Shuttle Program Call for Projects FY 16/17 & FY 17/18	
<b>Minimum Local Match</b>	- 25%		
<b>Local Match</b>	<ul style="list-style-type: none"> <li>- Measure A Local Streets/Transportation Funds may be used.</li> <li>- C/CAG or Measure A funds from programs other than Local Streets and Transportation cannot be used as the local match for either funding agency.</li> </ul>		
<b>Program Purpose</b>	- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.		
<b>Eligible Applicants</b>	<ul style="list-style-type: none"> <li>- Local jurisdictions and/or public agencies are eligible applicants for the funds; however, they must obtain a letter of concurrence/sponsorship from SamTrans. They may partner with other public, non-profit or private entities to co-sponsor shuttles.</li> <li>- Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service.</li> </ul>		
<b>Eligible Costs</b>	<ul style="list-style-type: none"> <li>- Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible.</li> <li>- Leasing of vehicles is an eligible expense; vehicle purchase is not.</li> <li>- Overhead, indirect or other staff costs are not eligible.</li> </ul>		
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>- Project is located in San Mateo County</li> <li>- Project is a shuttle service that meets local mobility needs and/or provides access to regional transit.</li> <li>- Funding is for operations open to the general public</li> <li>- Shuttles must be compliant with the Americans with Disabilities Act(ADA).</li> </ul>		
<b>Other Requirements</b>	- Any change to the proposed service prior to implementation or during the funding period must be approved by the funding agency (TA or C/CAG) with the concurrence of SamTrans.		
Screening Criteria		Existing Shuttles	New Shuttles
<b>Non-Supplantation Certification</b>	Funding request does not substitute for existing funds.		NA
<b>Letter of Concurrence/Sponsorship</b>	Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that shuttle routes do not duplicate SamTrans fixed-route or other public shuttle service, is required. If there are proposed route and/or schedule changes to existing shuttle service, applicant shall provide a letter of concurrence from SamTrans regarding the proposed changes.		Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that proposed shuttle routes does not duplicate SamTrans fixed route or other public shuttle service, is required.
<b>Governing Board Resolution</b>	A governing board resolution in support of the project is required.		
<b>Technical Assistance</b>	Sponsors of new as well as existing shuttles that have not met the established cost/passenger and passengers/service hour benchmarks, from FY 14/15, are required to consult with SamTrans operations planning staff prior to the submission of a funding application for guidance on how to best provide cost effective service to meet the identified need.		
Scoring Criteria		Existing Shuttles	New Shuttles
<b>Need &amp; Readiness</b>	<p><b><u>Need – 20 points</u></b></p> <ul style="list-style-type: none"> <li>-Provides service to an area underserved by other public transit</li> <li>-Provides congestion relief in San Mateo County</li> <li>-Provides services to special populations (e.g. low income/transit dependent, seniors, disabled, other)</li> <li>-Provides transportation to the services used by special populations</li> <li>-Letters of support from stakeholders</li> </ul> <p><b><u>Readiness – 20 points</u></b></p> <p>Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including:</p> <ol style="list-style-type: none"> <li>a. Service area (routes/maps, destinations served)</li> <li>b. Specific rail stations, ferry or major SamTrans transit centers served</li> <li>c. Schedule (days, times, frequency) - show coordination with scheduled transit service</li> <li>d. Marketing plan/activities (advertising, outreach, signage, etc.)</li> <li>e. Service Provider</li> <li>f. Administration and oversight (whom?)</li> <li>g. Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys)</li> <li>h. Co-sponsors/stakeholders (roles?)</li> <li>i. Ridership characteristics: e.g. commuter/ employees, seniors, students, etc</li> <li>j. Any significant changes to existing service</li> <li>k. Incorporation of any changes to the service plan as a result of the required technical assistance consultation with SamTrans operations planning staff for existing underperforming shuttles</li> </ol> <p><b>Solid funding plan with budgeted line items for:</b></p> <ol style="list-style-type: none"> <li>a. Contractor (operator/vendor) cost</li> <li>b. Fuel</li> <li>c. Insurance</li> <li>d. Administrative (Staff oversight)</li> <li>e. Other direct costs (e.g. marketing)</li> <li>f. Total operating cost</li> <li>g. Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs)</li> </ol>		<p><b><u>Need – 25 points</u></b></p> <ul style="list-style-type: none"> <li>- Provides service to an area underserved by other public transit</li> <li>- Provides congestion relief in San Mateo County</li> <li>- Provides services to special populations (e.g. low income/transit dependent, seniors, disabled, other)</li> <li>- Provides transportation to the services used by special populations</li> <li>- Letters of support from stakeholders</li> </ul> <p><b><u>Readiness – 25 points</u></b></p> <p>Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including:</p> <ol style="list-style-type: none"> <li>a. Service area (routes/maps, destinations served)</li> <li>b. Service plan development</li> <li>c. Specific rail stations, ferry or major SamTrans transit centers served</li> <li>d. Schedule (days, times, frequency) - show coordination with scheduled transit service</li> <li>e. Marketing plan/activities (advertising, outreach, signage, etc.)</li> <li>f. Service Provider</li> <li>g. Administration and oversight (whom?)</li> <li>h. Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys)</li> <li>i. Co-sponsors/stakeholders (roles?)</li> <li>j. Ridership characteristics: e.g. commuter/ employees, seniors, students, etc</li> <li>k. Planning process for shuttles, including actions taken as a result of the required technical assistance consultation with SamTrans operations planning staff for new shuttles</li> </ol> <p><b>Solid funding plan with budgeted line items for:</b></p> <ol style="list-style-type: none"> <li>a. Contractor (operator/vendor) cost</li> <li>b. Administrative (Staff oversight)</li> <li>c. Other direct costs (e.g. marketing)</li> <li>d. Total operating cost</li> <li>e. Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs)</li> </ol>
<b>Effectiveness</b>	<p><b><u>Effectiveness – 25 points</u></b></p> <ul style="list-style-type: none"> <li>- Annual average operating cost per passenger for the prior 12 months</li> <li>- Annual average passengers per revenue vehicle hour of service for the prior 12 months</li> <li>- Service links with other fixed route transit (more points for higher ridership routes)</li> <li>- Improves access from transit oriented development to major activity nodes</li> <li>- Reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT)</li> </ul>		<p><b><u>Effectiveness - 15 points</u></b></p> <ul style="list-style-type: none"> <li>- Projected ridership, operating costs, and revenue vehicle hours of shuttle service to be provided in the first and second years of shuttle service.</li> <li>- State assumptions and document justification where possible</li> <li>- Proposed service links with other fixed route transit (more points for higher ridership routes)</li> <li>- Proposed service improves access from transit oriented development to major activity nodes</li> <li>- Proposed service reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT)</li> </ul>
<b>Funding Leverage – 20 points</b>	<p><b>Percentage of matching funds contribution:</b></p> <p>25 to &lt; 50% - up to 10 points</p> <p>50 to &lt; 75% - up to 15 points</p> <p>75 to &lt; 99% - up to 18 points</p> <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>		<p><b>Percentage of matching funds contribution:</b></p> <p>25 to &lt; 50% - up to 10 points</p> <p>50 to &lt; 75% - up to 15 points</p> <p>75 to &lt; 99% - up to 18 points</p> <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>
<b>Policy Consistency &amp; Sustainability – 15 points</b>	<ul style="list-style-type: none"> <li>- Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.)</li> <li>- Supports jobs and housing growth/economic development</li> <li>- Use of clean fuel vehicle(s) for service</li> <li>- Shuttle accommodates bicycles</li> <li>- Cost savings demonstrated through sharing of resources</li> </ul>		<ul style="list-style-type: none"> <li>- Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.)</li> <li>- Supports jobs and housing growth/economic development</li> <li>- Use of clean fuel vehicle(s) for service</li> <li>- Shuttle accommodates bicycles</li> <li>- Cost savings demonstrated through sharing of resources</li> </ul>
	<b>Maximum Point Total - 100</b>		<b>Maximum Point Total - 100</b>