

San Mateo County Shuttle Program Criteria

Eligibility Criteria		San Mateo County Shuttle Program Call for Projects FY 15 & 16	
Minimum Local Match	- 25%		
Local Match	<ul style="list-style-type: none"> - C/CAG or Measure A Shuttle funds cannot be used as the local match for either funding agency. - Measure A Local Streets/Transportation Funds may be used. 		
Program Purpose	- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.		
Eligible Applicants	<ul style="list-style-type: none"> - 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. - Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service. 		
Eligible Costs	<ul style="list-style-type: none"> - Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible. - Leasing of vehicles is an eligible expense; vehicle purchase is not. - Overhead, indirect or other staff costs are not eligible. 		
Minimum Requirements	<ul style="list-style-type: none"> - Project is located in San Mateo County - Project is a shuttle service that meets local mobility needs and/or provides access to regional transit. - Funding is for operations open to the general public - Shuttles must be compliant with the Americans with Disabilities Act(ADA). 		
Other Requirements	- 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
Non-Supplantation Certification	Funding request does not substitute for existing funds.		NA
Letter of Concurrence/sponsorship	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.
Governing Board Resolution	A governing board resolution in support of the project is required. If the applicant is not able to obtain a governing board resolution prior to the February 14, 2014 application deadline, the application will be accepted on an interim basis with an endorsement letter from the applicant's City Manager or Executive Officer until an adopted governing board resolution can be obtained by March 7, 2014		
Scoring Criteria		Existing Shuttles	New Shuttles
Need & Readiness	<u>Need – 20 points</u>	<ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides congestion relief in San Mateo County - Provides services to special populations (e.g. low income/transit dependent, seniors, disabled, other) - Provides transportation to the services used by special populations - Letters of support from stakeholders 	
	<u>Readiness – 20 points</u>	<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"> a. Service area (routes/maps, destinations served) b. Specific rail stations, ferry or major SamTrans transit centers served c. Schedule (days, times, frequency) - show coordination with scheduled transit service d. Marketing plan/activities (advertising, outreach, signage, etc.) e. Service Provider f. Administration and oversight (whom?) g. Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) h. Co-sponsors/stakeholders (roles?) i. Ridership characteristics: e.g. commuter/ employees, seniors, students, etc j. Any significant changes to existing service k. Did applicant use the Technical Assistance Program offered by SamTrans & the Alliance to improve underperforming routes? <p>Solid funding plan with budgeted line items for:</p> <ol style="list-style-type: none"> a. Contractor (operator/vendor) cost b. Fuel c. Insurance d. Administrative (Staff oversight) e. Other direct costs (e.g. marketing) f. Total operating cost g. Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs) 	
Effectiveness	<u>Effectiveness – 25 points</u>	<ul style="list-style-type: none"> - Annual average operating cost per passenger for the prior 12 months - Annual average passengers per revenue vehicle hour of service for the prior 12 months - Service links with other fixed route transit (more points for higher ridership routes) - Improves access from transit oriented development to major activity nodes - Reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT) 	
	<u>Effectiveness - 15 points</u>	<ul style="list-style-type: none"> - Projected ridership, operating costs, and revenue vehicle hours of shuttle service to be provided in the first and second years of shuttle service. - State assumptions and document justification where possible - Proposed service links with other fixed route transit (more points for higher ridership routes) - Proposed service improves access from transit oriented development to major activity nodes - Proposed service reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT) 	
Funding Leverage – 20 points	Percentage of matching funds contribution: 25 to < 50% - up to 10 points 50 to < 75% - up to 15 points 75 to < 99% - up to 18 points Private sector funding proposed (supports less public subsidy) – 2 points	Percentage of matching funds contribution: 25 to < 50% - up to 10 points 50 to < 75% - up to 15 points 75 to < 99% - up to 18 points Private sector funding proposed (supports less public subsidy) – 2 points	
Policy Consistency & Sustainability – 15 points	<ul style="list-style-type: none"> - 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.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles - Cost savings demonstrated through sharing of resources (shuttle operator provides reduced rates if service used for peak and off-peak service) 		<ul style="list-style-type: none"> - 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.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles - Cost savings demonstrated through sharing of resources (shuttle operator provides reduced rates if service used for peak and off-peak service)
	Maximum Point Total - 100	Maximum Point Total - 100	