

## San Mateo County Shuttle Program Criteria

Eligibility Criteria	San Mateo County Shuttle Program Call for Projects FY 18/19 & FY 19/20									
<b>Minimum Local Match</b>	<ul style="list-style-type: none"> <li>- 25% funding match for: 1) existing shuttles that do not exceed the applicable operating cost/passenger benchmark by more than 50% and 2) all new shuttles and existing shuttles that have been in operation for less than two years <sup>1</sup></li> <li>- 50% funding match for existing shuttles in operation for 2 years or more that fail to meet the applicable operating cost per passenger benchmark by 50% or more based on FY16/17 performance data. (More recent performance data covering a full 12 months may be applied if available at the time the application is submitted.)</li> </ul>									
<b>Local Match</b>	<ul style="list-style-type: none"> <li>- Measure A Local Streets and 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>	<ul style="list-style-type: none"> <li>- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.</li> </ul>									
<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>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>									
Screening Criteria	Existing Shuttles	New Shuttles								
<b>Non-Supplantation Certification</b>	Funding request does not substitute for existing funds.	Funding request does not substitute for existing funds.								
<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 16/17, are required to consult with SamTrans operations planning staff for community serving shuttles and Commute.org for commuter shuttles prior to the submission of a funding application for guidance on how to best provide cost effective service to meet the identified need. If SamTrans and/or Commute.org apply as sponsors to receive funding from the San Mateo County Shuttle program, they must document the actions that will be taken to improve performance for any of their existing shuttles that do not meet the applicable cost/passenger and passengers/service hour benchmarks.									
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 transportation services to special populations (e.g. low income/transit dependent, seniors, disabled, other) and connects to the services used by these 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 or Commute.org 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. (inc. fuel surcharge if applicable)</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>	<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 transportation services to special populations (e.g. low income/transit dependent, seniors, disabled, other) and connects to the services used by these 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 or Commute.org 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 (inc. fuel surcharge if applicable)</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), state assumptions and methodology used for any calculations</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), state assumptions and methodology used for any calculations</li> </ul>								
<b>Funding Leverage – 20 points</b>	<p><b>Percentage of matching funds contribution:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><u>Shuttles w/ min. 25% match reqmt.</u></td> <td style="width: 50%;"><u>Shuttles w/ min. 50% match reqmt.</u></td> </tr> <tr> <td>25 to &lt; 50% - 5 to 10 points</td> <td>50 to &lt; 75% - 5 to 15 points</td> </tr> <tr> <td>50 to &lt; 75% - 10 to 15 points</td> <td>75 to &lt; 99% - 15 to 18 points</td> </tr> <tr> <td>75 to &lt; 99% - 15 to 18 points</td> <td></td> </tr> </table> <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>	<u>Shuttles w/ min. 25% match reqmt.</u>	<u>Shuttles w/ min. 50% match reqmt.</u>	25 to < 50% - 5 to 10 points	50 to < 75% - 5 to 15 points	50 to < 75% - 10 to 15 points	75 to < 99% - 15 to 18 points	75 to < 99% - 15 to 18 points		<p><b>Percentage of matching funds contribution:</b></p> <p>25 to &lt; 50% - up to 10 points  50 to &lt; 75% - up to 15 points  75 to &lt; 99% - up to 18 points</p> <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>
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<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> </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> </ul>								
	<b>Maximum Point Total - 100</b>	<b>Maximum Point Total - 100</b>								

<sup>1</sup> See Tables 1 & 2, next page, for details on Shuttle Operation Benchmarks and parameters for 50% match

Table 1 – FY 2018/19 & 2019/20 Shuttle Operation Benchmarks

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20	Passengers Per Service Hour FY18/19 & 19/20 (Current CFP)
Commuter	\$8/passenger	15
Community	\$10/passenger	10
Door to Door	\$20/passenger	2

Table 2 - The following table shows how the 50% match would be applied for shuttles that fail to meet the applicable operating cost per passenger benchmark by 50% or more after 2 full years of operation:

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20 (Current CFP)	Benchmark missed by 50% or more
Commuter	\$8/passenger	≥\$12/passenger
Community	\$10/passenger	≥\$15/passenger
Door to Door	\$20/passenger	≥\$30/passenger