

# TRANSPORTATION COMMITTEE

March 15, 2013

AGENDA ITEM NO.: **4**

**Action Requested: INFORMATION**

SPECIALIZED TRANSPORTATION GRANT PROGRAM STATUS UPDATE

File Number 3320200

## **Introduction**

This report provides an update through December 31, 2012, on three competitive grant programs that SANDAG manages for specialized transportation projects and services: (1) the Job Access and Reverse Commute (JARC) program; (2) the New Freedom program; and (3) the Senior Mini-Grant program. The JARC and New Freedom programs are funded by the Federal Transit Administration (FTA), and the Senior Mini-Grant program is funded through the *TransNet* Extension Ordinance.

All three programs require that SANDAG conduct a competitive selection process to distribute the funds. The first set of awards under the JARC and New Freedom projects were made in February 2007 and additional funds have been awarded through four subsequent cycles. Senior Mini-Grant projects were first awarded in September 2008 and again in February 2011.

## **Discussion**

### ***Grant Programs Overview***

The JARC program provides funding for transportation projects for reverse commuters and employment-related transportation for persons of limited means. Since the program became a formula program required to be distributed through a competitive process in 2006, 35 JARC projects totaling over \$9 million have been awarded funding. The New Freedom program provides funding for transportation projects serving individuals with disabilities that go beyond the minimum requirements of the Americans with Disabilities Act of 1990. Since the program began in 2006, 34 projects have been awarded funding totaling over \$4 million. The Senior Mini-Grant program funds specialized transportation services for seniors whose special needs cannot be met by conventional transit or paratransit service. Since the Senior Mini-Grant program began in 2009, 26 projects have been awarded funding totaling almost \$6 million.

### ***Grant Oversight***

SANDAG staff provides ongoing oversight of the three specialized transportation program grantees through review of progress reports and project performance submitted with each invoice. The grantees must maintain documentation of the services provided, and are inspected by SANDAG at regular site visits to ensure compliance with grant agreement service delivery requirements and SANDAG Board Policy No. 035: Competitive Grant Program Procedures (Attachment 1). This information is used to provide regular status updates to the Transportation Committee. The last report was presented at the December 14, 2012, meeting. Additionally, staff provides annual updates to the Social Services Transportation Advisory Council on all specialized transportation

grant programs and to the *TransNet* Independent Taxpayer Oversight Committee on the Senior Mini-Grant program.

### ***Service Delivery***

Attachment 2 includes a “performance watch list,” which compares the grantees actual cost/unit of service delivery to the original proposal. Grant agreements for these programs executed after January 1, 2012, include a provision where a grantee’s inability to achieve within 130 percent of its proposed cost per unit by the end of the sixth month of the project would trigger a requirement for the grantee to complete a Recovery Plan. By the end of the first year, if the grantee is still unable to achieve the 130 percent threshold, the grant agreement would be terminated. The “performance watch list” denotes grantees that may be required to complete a recovery plan or are in danger of contract termination because performance is not in line with the level of service delivery included in the original proposal, per the contract requirements.

### ***SANDAG Board Policy No. 035***

SANDAG Board Policy No. 035 was adopted in January 2010 and applies to all SANDAG grant programs. The intent of the policy is to hold grantees accountable to the project schedules they proposed in order to ensure fairness in the competitive process and encourage on-time project completion so the public can benefit from the project deliverables as soon as possible. Per Policy No. 035, in some circumstances, requests for extensions received by SANDAG from the grantee must be considered by the Transportation Committee. Attachment 2 includes a “schedule watch list,” which denotes those grantees that appear in danger of not being able to fully draw down on funds without requiring an extension request to be considered by the Transportation Committee.

### **Next Steps**

Staff will continue to monitor grantee progress relative to the grant agreements, proposals, and Policy No. 035. The next report will be presented to the Transportation Committee in summer 2013.

CHARLES “MUGGS” STOLL

Director of Land Use and Transportation Planning

Attachments: 1. SANDAG Board Policy No. 035, Competitive Grant Program Procedures  
2. Status of Active Specialized Transportation Grants

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## BOARD POLICY No. **035**

### **COMPETITIVE GRANT PROGRAM PROCEDURES**

#### **Applicability and Purpose of Policy**

This Policy applies to the following grant programs administered through SANDAG, whether from *TransNet* or another source: Smart Growth Incentive Program, Environmental Mitigation Program, Bike and Pedestrian Program, Senior Mini Grant Program, Job Access Reverse Commute, New Freedom, and Section 5310 Elderly & Persons with Disabilities Transportation Program.

Nothing in this Policy is intended to supersede federal or state grant rules, regulations, statutes, or contract documents that conflict with the requirements in this Policy. There are never enough government grant funds to pay for all of the projects worthy of funding in the San Diego region. For this reason, SANDAG awards grant funds on a competitive basis that takes the grantees' ability to perform their proposed project on a timely basis into account. SANDAG intends to hold grantees accountable to the project schedules they have proposed in order to ensure fairness in the competitive process and encourage grantees to get their projects implemented quickly so that the public can benefit from the project deliverables as soon as possible.

#### **Procedures**

##### 1. Project Milestone and Completion Deadlines

1.1. When signing a grant agreement for a competitive program funded and/or administered by SANDAG, grant recipients must agree to the project delivery objectives and schedules in the agreement. In addition, a grantee's proposal must contain a schedule that falls within the following deadlines. Failure to meet the deadlines below may result in revocation of all grant funds not already expended. The final invoice for capital, planning, or operations grants must be submitted prior to the applicable deadline.

1.1.1. Funding for Capital Projects. If the grant will fund a capital project, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary construction contract must be awarded within two years following execution of the grant agreement, and construction must be completed within eighteen months following award of the construction contract. Completion of construction for purposes of this policy shall be when the prime construction contractor is relieved from its maintenance responsibilities. If no construction contract award is necessary, the construction project must be complete within eighteen months following execution of the grant agreement.

1.1.2. Funding for Planning Grants. If the grant will fund planning, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary consultant contract must be awarded within one year following execution of the grant agreement, and the planning project must be complete within two years following award of the consultant contract. Completion of planning for purposes of this policy shall be when grantee approves the final planning project deliverable. If no consultant contract award is necessary, the planning project must be complete within two years of execution of the grant agreement.

1.1.3 Funding for Operations Grants. If the grant will fund operations, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary services contract for operations must be awarded within one year following execution of the grant agreement, and the operations must commence within six months following award of the operations contract. If no services contract for operations is necessary, the operations project must commence within one year of execution of the grant agreement.

1.1.4 Funding for Equipment or Vehicles Grants. If the grant will fund equipment or vehicles, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary purchase contracts for equipment or vehicles must be awarded within one year following execution of the grant agreement, and use of the equipment or vehicles for the benefit of the public must commence within six months following award of the purchase contract.

## 2. Project Milestone and Completion Deadline Extensions

2.1. Schedules within grant agreements may include project scopes and schedules that will identify interim milestones in addition to those described in Section 1 of this Policy. Grant recipients may receive extensions on their project schedules of up to six months for good cause. Extensions of up to six months aggregate that would not cause the project to miss a completion deadline in Section 1 may be approved by the SANDAG Executive Director. Extensions beyond six months aggregate or that would cause the project to miss a completion deadline in Section 1 must be approved by the Policy Advisory Committee that has been delegated the necessary authority by the Board. For an extension to be granted under this Section 2, the following conditions must be met:

2.1.1. For extension requests of up to six months, the grantee must request the extension in writing to the SANDAG Program Manager at least two weeks prior to the earliest project schedule milestone deadline for which an extension is being requested. The Executive Director or designee will determine whether the extension should be granted. The Executive Director's action will be reported out to the Board in following month's report of delegated actions.

2.1.2. A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes.

2.1.3. If the Executive Director denies an extension request under this Section 2, the grantee may appeal within ten business days of receiving the Executive Director's response to the responsible Policy Advisory Committee by sending the appeal to the SANDAG Program Manager.

2.1.4. Extension requests that are rejected by the Policy Advisory Committee will result in termination of the grant agreement and obligation by the grantee to return to SANDAG any unexpended funds within 30 days. Unexpended funds are funds for project costs not incurred prior to rejection of the extension request by the Policy Advisory Committee.

### 3. Project Delays and Extensions in Excess of Six Months

3.1. Requests for extensions in excess of six months, or that will cause a project to miss a completion deadline in Section 1 (including those projects that were already granted extensions by the Executive Director and are again falling behind schedule), will be considered by the Policy Advisory Committee upon request to the SANDAG Program Manager.

3.2 A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes. The grantee must provide the necessary information to SANDAG staff to place in a report to the Policy Advisory Committee. If sufficient time is available, and the grant utilized *TransNet* funds, the request will first be taken to the Independent Taxpayer Advisory Committee (ITOC) for a recommendation. The grantee should make a representative available at the meeting to present the information to, and/or answer questions from, the ITOC and Policy Advisory Committee.

3.3 The Policy Advisory Committee will only grant an extension under this Section 3 for extenuating circumstances that the grantee could not have reasonably foreseen.

### 4. Resolution and Execution of the Grant Agreement

4.1 Two weeks prior to the review by the Policy Advisory Committee of the proposed grants, prospective grantees must submit a resolution from their authorized governing body that includes the provisions in this Subsection 4.1. Failure to provide a resolution that meets the requirements in this Subsection 4.1 will result in rejection of the application and the application will be dropped from consideration with funding going to the next project as scored by the evaluation committee. In order to assist grantees in meeting this resolution deadline, when SANDAG issues the call for projects it will allow at least 90 days for grant application submission.

4.1.1 Grantee governing body commits to providing the amount of matching funds set forth in the grant application.

4.1.2 Grantee governing body authorizes staff to accept the grant funding and execute a grant agreement if an award is made by SANDAG.

4.2 Grantee's authorized representative must execute the grant agreement within 45 days from the date SANDAG presents the grant agreement to the prospective grantee for execution. Failure to meet the requirements in this Subsection 4.2 may result in revocation of the grant award.

### 5. Increased Availability of Funding Under this Policy

5.1. Grant funds made available as a result of the procedures in this Policy may be awarded to the next project on the recommended project priority list from the most recent project selection process, or may be added to the funds available for the next project funding cycle, at the responsible Policy Advisory Committee's discretion. Any project that loses funding due to failure to meet the deadlines specified in this Policy may be resubmitted to compete for funding in a future call for grant applications.

**Status of Active Specialized Transportation Grants  
Senior Mini-Grant Program through 12/31/12**

Jewish Family Services - #5001697	Proposal*	Actual**	Grant Term	Watch List		Status
				Performance Threshold***	\$23.07	
Cost	\$230,737.50	\$253,788.03	1/1/2012 - 12/31/2013	Performance	NO	
Trips	13,000	15,952	Percent of Funding Expended	Schedule	NO	
Cost/Trip	\$17.75	\$15.91	53.32%			
<b>ElderHelp - #5001693</b>	<b>Proposal*</b>	<b>Actual**</b>	<b>Grant Term</b>	<b>Watch List</b>		<b>Status</b>
Cost	\$123,670.00	\$86,608.19	01/01/2012 - 12/31/2013	Performance Threshold***	\$22.10	At the current draw down rate Elderhelp would require a 10 month extension. This is an improvement from last quarter, in which their draw down rate called for a 17 month extension.
Trips	7,275	5,098	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$17.00	\$16.99	35.31%	Schedule	YES	
<b>City of Vista - #5001692</b>	<b>Proposal*</b>	<b>Actual**</b>	<b>Grant Term</b>	<b>Watch List</b>		<b>Status</b>
Cost	\$119,890.00	\$72,008.81	04/01/2012 - 03/31/2014	Performance Threshold***	\$14.37	At the current draw down rate City of Vista would require a 6 month extension. This is an improvement from last quarter, in which their draw down rate called for a 9 month extension.
Trips	10,843	7,197	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$11.06	\$10.01	29.55%	Schedule	YES	
<b>Travelers Aid Society - #5001700</b>	<b>Proposal*</b>	<b>Actual**</b>	<b>Grant Term</b>	<b>Watch List</b>		<b>Status</b>
Cost	\$136,227.50	\$80,128.36	04/01/2012 - 03/31/2014	Performance Threshold***	\$16.00	At the current draw down rate Travelers Aid would require a 14 month extension to draw down on all funding.
Trips	11,070	7,539	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$12.31	\$10.63	29.10%	Schedule	YES	
<b>City of La Mesa - #5001690</b>	<b>Proposal*</b>	<b>Actual**</b>	<b>Grant Term</b>	<b>Watch List</b>		<b>Status</b>
Cost	\$145,577.50	\$82,611.96	07/01/2012 - 06/30/2014	Performance Threshold***	\$22.26	
Trips	8,500	5,332	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$17.13	\$15.49	10.88%	Schedule	NO	
<b>City of Oceanside - 5001100</b>	<b>Proposal*</b>	<b>Actual**</b>	<b>Grant Term</b>	<b>Watch List</b>		<b>Status</b>
Cost	\$217,315.80	\$694,916.22	07/01/2009 - 06/30/2013	Performance Threshold***	\$19.20	
Trips	14,712	38,710	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$14.77	\$17.95	75.31%	Schedule	NO	
<b>Redwood Elderlink - 5001698</b>	<b>Proposal*</b>	<b>Actual**</b>	<b>Grant Term</b>	<b>Watch List</b>		<b>Status</b>
Cost	\$122,216.25	\$67,286.21	04/01/2012 - 06/30/2013	Performance Threshold***	\$43.90	
Trips	3,619	3,317	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$33.77	\$20.29	62.56%	Schedule	NO	
<b>FACT - 5001103</b>	<b>Proposal*</b>	<b>Actual**</b>	<b>Grant Term</b>	<b>Watch List</b>		<b>Status</b>
Cost	\$45,335.00	\$74,713.90	05/01/2009 - 12/31/2012	Performance Threshold***	\$49.11	The contract term has ended. FACT will continue the project in 2014 using new funding through the Senior Mini-Grant and New Freedom programs.
Trips	1,200	2,968	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$37.78	\$25.17	48%	Schedule	YES	
<b>Friends of Adult Day Health Care Centers - 5001694</b>	<b>Proposal*</b>	<b>Actual**</b>	<b>Grant Term</b>	<b>Watch List</b>		<b>Status</b>
Cost	\$103,974.00	\$13,129.45	07/01/2012 - 06/30/2014	Performance Threshold***	\$51.20	At the current draw down rate, Friends of Adult Day Health Care Centers would require a 17 month extension to draw down on all funding.
Trips	2,640	317	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$39.38	\$41.42	5.17%	Schedule	YES	

\* Proposed cost and trip figures for first year of proposal  
 \*\* Cumulative to date  
 \*\*\* 130% of proposed first year cost/trip

**Status of Active Specialized Transportation Grants  
New Freedom Program through 12/31/12**

Grant Name	Proposal*	Actual**	Grant Term	Watch List		Status
<b>Jewish Family Services - #5001713</b>				Performance Threshold***	\$35.94	
Cost	\$179,710.00	\$158,903.82	01/01/2012 - 3/31/2013	Cost Efficiency	NO	
Trips	6,500	7,536	Percent of Funding Expended	Schedule	NO	
Cost/Trip	\$27.65	\$21.09	88.42%			
<b>City of La Mesa - #5001709</b>				Performance Threshold***	\$35.62	
Cost	\$232,924.00	\$132,063.38	04/01/2012 - 03/31/2013	Cost Efficiency	NO	
Trips	8,500	5,332	Percent of Funding Expended	Schedule	NO	
Cost/Trip	\$27.40	\$27.40	36.88%			
<b>FACT - #5001081</b>				Performance Threshold***	\$23.60	
Cost	\$348,598.75	\$841,705.03	10/01/2008 - 6/30/2013	Cost Efficiency	NO	
Units	19,200	62,845	Percent of Funding Expended	Schedule	NO	
Cost/Unit	\$18.16	13.39	80.48%			
<b>Renewing Life - #5001714</b>				Performance Threshold***	\$36.11	
Cost	\$100,000.00	\$30,522.42	06/01/2012 - 05/31/2013	Cost Efficiency	NO	At the current draw down rate Renewing Life would require an 11 month extension to draw down on all funding.
Trips	3,600	1,194	Percent of Funding Expended	Schedule	YES	
Cost/Trip	\$27.78	\$25.56	30.52%			

\* Proposed cost and trip figures for first year of proposal  
 \*\* Cumulative to date  
 \*\*\* 130% of proposed first year cost/trip

**Status of Active Specialized Transportation Grants  
JARC Program through 12/31/12**

Grant Name	Proposal*	Actual**	Grant Term	Watch List		Status
				Performance Threshold***	Cost Efficiency	
<b>International Rescue Committee - #5001705</b>						
Cost	\$82,127.50	\$58,711.23	04/01/2012 - 03/31/2013	\$194.83		
Units	548	789	Percent of Funding Expended	NO		
Cost/Unit	\$149.87	\$74.41	71.49%	Schedule	NO	
<b>St. Madeleine Sophie's Center - #5001342</b>						
Cost	\$88,753.00	\$1,102.19	05/01/2011 - 12/31/2017	\$28,844.73		
Car Loan	4	2	Percent of Funding Expended	NO		
Cost/Loan	\$22,188.25	\$551.09	0.99%	Schedule	NO	
<b>International Rescue Committee - #5001706</b>						
Cost	\$156,072.00	\$44,424.52	04/01/2012 - 03/31/2013	\$10,144.68		
Car Loan	20	5	Percent of Funding Expended	NO		At the current draw down rate IRC would require a 20 month extension to draw down on all funding. However, this program is new and is expected to grow significantly.
Cost/Loan	\$7,803.60	\$8,884.90	5.33%	Schedule	YES	
<b>North County Transit District (NCTD) Route 302</b>						
Cost	\$193,418.00	\$193,418.00	03/01/2012 - 02/28/2013	\$4.60		
Trips	54,638	23,576	Percent of Funding Expended	YES		NCTD is a direct recipient of the FTA and therefore does not have a grant agreement with SANDAG for JARC funding.
Cost/Trip	\$3.54	\$10.84	100.00%	Schedule	NO	
<b>NCTD Route 351 &amp; 352</b>						
Cost	\$432,278.00	\$341,598.00	03/01/2012 - 02/28/2013	\$4.61		
Trips	122,000	119,565	Percent of Funding Expended	NO		
Cost/Trip	\$3.54	\$2.86	79.02%	Schedule	NO	
<b>NCTD Route 355/357 El Norte Parkway</b>						
Cost	\$259,454.00	\$259,454.00	03/01/2012 - 02/28/2013	\$4.71		
Trips	71,565	103,335	Percent of Funding Expended	NO		
Cost/Trip	\$3.63	\$4.19	100.00%	Schedule	NO	
<b>NCTD Medical Jobs Shuttle</b>						
Cost	\$302,430.00	\$302,430.00	03/01/2012 - 02/28/2013	\$4.60		
Trips	85,550	57,349	Percent of Funding Expended	YES		NCTD is a direct recipient of the FTA and therefore does not have a grant agreement with SANDAG for JARC funding.
Cost/Trip	\$3.54	\$8.23	100.00%	Schedule	NO	
<b>NCTD SPRINTER Weekend Service</b>						
Cost	\$214,212.00	\$263,060.00	07/01/2012 - 06/30/2013	\$1.25		
Trips	222,222	148,018	Percent of Funding Expended	NO		
Cost/Trip	\$0.96	\$0.95	122.80%	Schedule	NO	
<b>Metropolitan Transit System (MTS) Route 960</b>						
Cost	\$321,640.00	\$140,238.00	07/01/2012 - 06/30/2013	\$5.31		
Trips	78,706	45,351	Percent of Funding Expended	NO		
Cost/Trip	\$4.09	\$3.09	43.60%	Schedule	NO	
<b>MTS Route 30</b>						
Cost	\$813,348.00	\$530,568.00	07/01/2012 - 06/30/2013	\$3.27		
Trips	322,888	202,532	Percent of Funding Expended	NO		
Cost/Trip	\$2.52	\$2.62	65.23%	Schedule	NO	
<b>MTS Route 905</b>						
Cost	\$554,606.00	\$176,774.00	07/01/2012 - 06/30/2013	\$1.83		
Trips	393,967	276,828	Percent of Funding Expended	NO		MTS is a direct recipient of the FTA and therefore does not have a grant agreement with SANDAG for JARC funding. Ridership on this route has been higher than expected, which means higher revenues and therefore a lower net cost for the route.
Cost/Trip	\$1.41	\$0.64	31.87%	Schedule	YES	

**Status of Active Specialized Transportation Grants  
JARC Program through 12/31/12**

MTS Route 932	Proposal*	Actual**	Grant Term	Watch List		Status
	Cost	\$400,000.00		\$200,000.00	07/01/2012 - 06/30/2013	
Trips	1,291,624	641,669	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$0.31	\$0.31	50.00%	Schedule	NO	

  

MTS Route 955	Proposal*	Actual**	Grant Term	Watch List		Status
	Cost	\$400,000.00		\$200,000.00	07/01/2012 - 06/30/2013	
Trips	1,657,850	819,354	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$0.24	\$0.24	50.00%	Schedule	NO	

  

MTS Route 967/968	Proposal*	Actual**	Grant Term	Watch List		Status
	Cost	\$384,856.00		\$182,916.00	07/01/2012 - 06/30/2013	
Trips	124,382	62,096	Percent of Funding Expended	Cost Efficiency	NO	
Cost/Trip	\$3.09	\$2.95	47.53%	Schedule	NO	

\* Proposed cost and trip figures for first year of proposal  
 \*\* Cumulative to date  
 \*\*\* 130% of proposed first year cost/trip