



Transportation Committee Agenda

**Friday, May 16, 2025
9 a.m.**

Welcome to SANDAG. The Transportation Committee meeting scheduled for Friday, May 16, 2025, will be held in person in the SANDAG Board Room. While Transportation Committee members will attend in person, members of the public will have the option of participating either in person or virtually.

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Persons who wish to address the members on an item to be considered at this meeting, or on non-agendized issues, may email comments to the Clerk at clerkoftheboard@sandag.org (please reference Transportation Committee meeting in your subject line and identify the item number(s) to which your comments pertain). Comments received by 4 p.m. the business day before the meeting will be provided to members prior to the meeting. All comments received prior to the close of the meeting will be made part of the meeting record.

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Vision Statement: *Pursuing a brighter future for all*

Mission Statement: *We are the regional agency that connects people, places, and innovative ideas by implementing solutions with our unique and diverse communities.*

Our Commitment to Equity: *We hold ourselves accountable to the communities we serve. We acknowledge we have much to learn and much to change; and we firmly uphold equity and inclusion for every person in the San Diego region. This includes historically underserved, systemically marginalized groups impacted by actions and inactions at all levels of our government and society.*

We have an obligation to eliminate disparities and ensure that safe, healthy, accessible, and inclusive opportunities are available to everyone. The SANDAG equity action plan will inform how we plan, prioritize, fund, and build projects and programs; frame how we work with our communities; define how we recruit and develop our employees; guide our efforts to conduct unbiased research and interpret data; and set expectations for companies and stakeholders that work with us.

We are committed to creating a San Diego region where every person who visits, works, and lives can thrive.

Transportation Committee

MEMBERSHIP

The Transportation Committee advises the SANDAG Board of Directors on major policy-level matters related to transportation. The Transportation Committee assists in the preparation of the Regional Transportation Plan and other regional transportation planning and programming efforts. It provides oversight for the major highway, transit, regional arterial, and regional bikeway projects funded under the Regional Transportation Improvement Program, including the *TransNet* Program of Projects. Areas of interest include project schedules, costs, and scope. Members are eligible recipients of salary, per diem, and/or reimbursement of expenses from their associated governmental entity. Mayor John Duncan and Councilmember Jewel Edson are non-salaried members of the FACT Board of Directors. Members should notify the Clerk of the Board if any information is incomplete or incorrect.

The Transportation Committee generally meets at 9 a.m., on the first and third Friday of the month, and 1 p.m. on the first Friday of every-other month.

Staff contact: Brian Lane, (619) 699-7331, brian.lane@sandag.org

MEMBERS

Jennifer Mendoza

Mayor Pro Tem, City of Lemon Grove
(Representing East County)

David Zito, Chair

Councilmember, City of Solana Beach
(Representing North County Coastal)

Sean Elo-Rivera, Vice-Chair

Councilmember, City of San Diego

John Duncan

Mayor, City of Coronado
(Representing South County)

Monica Montgomery Steppe

Supervisor, County of San Diego

Dane White

Mayor, City of Escondido
(Representing North County Inland)

Patricia Dillard

Metropolitan Transit System

Priya Bhat-Patel

North County Transit District

Esther Sanchez

San Diego County Regional Airport Authority

Michael Zucchet

Commissioner, Port of San Diego

ALTERNATES

Ronn Hall

Councilmember, City of Santee
(Representing East County)

Joy Lyndes

Deputy Mayor, City of Encinitas
(Representing North County Coastal)

Marni von Wilpert

Councilmember, City of San Diego

Cesar Fernandez

Councilmember, City of Chula Vista
(Representing South County)

Joel Anderson

Supervisor, County of San Diego

Mike Sannella

Deputy Mayor, City of San Marcos
(Representing North County Inland)

Cesar Fernandez

Metropolitan Transit System

Jewel Edson/Eric Joyce

North County Transit District

Rafael Perez

San Diego County Regional Airport Authority

Job Nelson

Port of San Diego

ADVISORY MEMBERS

Ann Fox

Caltrans District 11

Erica Pinto (Jamul)

Southern California Tribal
Chairmen's Association

Jim Custeau

Association of Planning Groups

Melina Pereira

Caltrans District 11

Eric LaChappa (La Posta)

Southern California Tribal
Chairmen's Association

Paul Dombkowski

Association of Planning Groups

Transportation Committee

Friday, May 16, 2025

Comments and Communications

1. Non-Agenda Public Comments/Member Comments

Members of the public shall have the opportunity to address the Transportation Committee on any issue within the jurisdiction of Transportation Committee that is not on this agenda. Public speakers are limited to three minutes or less per person. Public comments under this agenda item will be limited to five public speakers. If the number of public comments under this agenda item exceeds five, additional public comments will be taken at the end of the agenda. Transportation Committee members and SANDAG staff also may present brief updates and announcements under this agenda item.

Consent

+2. Approval of Meeting Minutes

Approve

Francesca Webb, SANDAG

The Transportation Committee is asked to approve the minutes from its April 18, 2025, meeting.

[Meeting Minutes](#)

Reports

+3. Transportation Development Act: FY 2025 Productivity Improvement Program and FY 2026 Allocations

Recommend

Brian Lane, SANDAG

The Transportation Committee is asked to recommend that the Board of Directors approve the eligibility of the Metropolitan Transit System and North County Transit District to receive their FY 2026 Transportation Development Act allocations of funds.

[Transportation Development Act: FY 2025 Productivity Improvement Program and FY 2026 Allocations](#)

[Att. 1 - FY 2025 Productivity Improvement Performance Measures Summary](#)

[Att. 2 - FY 2025 MTS Annual TDA Claim Form \(Form B\)](#)

[Att. 3 - FY 2025 NCTD Annual TDA Claim Form \(Form B\)](#)

[Att. 4 - FY 2025 CTSA Performance Monitoring Report](#)

[Att. 5 - FY 2025 Unmet Transit Needs](#)

[Att. 6 - Proposed Changes to TDA Claim Manual](#)

[Att. 7 - Draft TDA Manual](#)

[Presentation](#)

+4. SANDAG Grant Programs: Quarterly Status Update and the Smart Growth Incentive Program Amendment Requests

Approve

Goldy Herbon, SANDAG

The TransNet Independent Taxpayer Oversight Committee recommends that the Transportation Committee approve a three-month retroactive time extension for the City of Lemon Grove and a six-month time extension for the County of San Diego for their Smart Growth Incentive Program projects.

[SANDAG Grant Programs: Quarterly Status Update and the Smart Growth Incentive Program Amendment Requests](#)
[Att. 1 - Discussion Memo](#)
[Att. 2 - Performance Measures Report](#)
[Att. 3 - City of Lemon Grove Amendment Request Letter](#)
[Att. 4 - County of San Diego Amendment Request Letter Presentation](#)

- +5. Specialized Transportation Grant Program Cycle 13 Call for Projects Funding Recommendations** Recommend
Aly Vazquez, SANDAG

The Transportation Committee is asked to recommend that the Board of Directors approve the funding recommendations for the Specialized Transportation Grant Program Cycle 13 Call for Projects as detailed in the report.

[Specialized Transportation Grant Program Cycle 13 Call for Projects Funding Recommendations](#)

[Att. 1 - Discussion Memo](#)
[Att. 2 - Section 5310 Funding Recommendations](#)
[Att. 3 - SMG Funding Recommendations Presentation](#)

Adjournment

6. Adjournment

The next Transportation Committee meeting is scheduled for Friday, June 6, 2025, at 1 p.m.

+ next to an agenda item indicates an attachment

May 16, 2025

April 18, 2025, Meeting Minutes

[View Meeting Video](#)

Chair David Zito (North County Coastal) called the Transportation Committee meeting to order at 9:01 a.m.

1. Public Comments/Communications/Member Comments

Public Comments: Jim Benedict, Purita Javier, Cesar Javier, Blair Beekman, The Original Dra.

Chief Executive Officer Mario Orso provided an update on agency activities.

Consent

2. Approval of Meeting Minutes

The Transportation Committee was asked to approve the minutes from its April 4, 2025, meeting.

3. 2025 Regional Transportation Improvement Program: Amendment No. 5

The Transportation Committee was asked to adopt Resolution No. 2025-14: Approving Amendment No. 5 to the 2025 Regional Transportation Improvement Program.

Public Comments: Cesar Javier, The Original Dra, Blair Beekman.

Action: Upon a motion by Mayor Dane White (North County Inland), and a second by Vice Chair Sean Elo-Rivera (City of San Diego), the Transportation Committee voted to approve the consent agenda.

The motion passed.

Yes: Chair Zito, Vice Chair Elo-Rivera, Rafael Perez (San Diego County Regional Airport Authority), Supervisor Monica Montgomery Steppe (County of San Diego), Mayor Pro Tem Jennifer Mendoza (East County), Vice Mayor Patricia Dillard (Metropolitan Transit System), Mayor White, Mayor Pro Tem Priya Bhat-Patel (North County Transit District), Job Nelson (Port of San Diego), and Mayor John Duncan (South County).

No: None.

Abstain: None.

Absent: None.

Reports

4. Independent Taxpayer Oversight Committee Report on Initial Findings and Recommendations of the FY 2024 TransNet Fiscal and Compliance Audits

Independent Taxpayer Oversight Committee Chair Maryam Babaki; Shannon Ayala, Davis Farr; Director of Accounting and Finance Kimberly Trammel, and Senior Accountant Marcus Pascual presented the item. The Transportation Committee was asked to review the Independent Taxpayer Oversight Committee's draft independent fiscal auditor's report for any inconsistencies and technical issues.

Public Comments: The Original Dra, Cesar Javier.

Action: Discussion.

5. FY 2024 TransNet Extension Ordinance Funding Eligibility Request

Marcus Pascual presented the TransNet funding eligibility requests of the cities of Coronado and Poway, Metropolitan Transit System, and North County Transit District.

Public Comments: Cesar Javier, The Original Dra.

Action: Upon a motion by Supervisor Montgomery Steppe and a second by Mayor White, the Transportation Committee voted to recommend that the Board of Directors, acting as the San Diego County Regional Transportation Commission, approve the TransNet funding eligibility requests of the cities of Coronado and Poway, Metropolitan Transit System, and North County Transit District.

The motion passed.

Yes: Chair Zito, Vice Chair Elo-Rivera, Rafael Perez, Supervisor Montgomery Steppe, Mayor Pro Tem Mendoza, Vice Mayor Dillard, Mayor White, Mayor Pro Tem Bhat-Patel, Job Nelson, and Mayor Duncan.

No: None.

Abstain: None.

Absent: None.

6. Adjournment

The next Transportation Committee meeting is scheduled for Friday, May 16, 2025, at 9 a.m.

Chair Zito adjourned the meeting at 9:57 a.m.

Confirmed Attendance at SANDAG Transportation Meeting

Jurisdiction	Name	Member/ Alternate	Attend
San Diego County Regional Airport Authority	Mayor Esther Sanchez	Member	No
	Rafael Perez	Alternate	Yes
City of San Diego	Councilmember Sean Elo-Rivera	Member	Yes
	Councilmember Marni von Wilpert	Alternate	No
County of San Diego	Supervisor Monica Montgomery Steppe	Member	Yes
	Supervisor Joel Anderson	Alternate	Yes
	Vacant	Alternate	--
East County	Mayor Pro Tem Jennifer Mendoza	Member	Yes
	Councilmember Ronn Hall	Alternate	No
Metropolitan Transit System	Vice Mayor Patricia Dillard	Member	Yes
	Councilmember Cesar Fernandez	Alternate	No
North County Coastal	Councilmember David Zito	Member	Yes
	Deputy Mayor Joy Lyndes	Alternate	No
North County Inland	Mayor Dane White	Member	Yes
	Councilmember Mike Sannella	Alternate	No
North County Transit District	Mayor Pro Tem Priya Bhat-Patel	Member	Yes
	Deputy Mayor Jewel Edson	Alternate	No
	Deputy Mayor Eric Joyce	Alternate	No
Port of San Diego	Commissioner Michael Zucchet	Member	No
	Job Nelson	Alternate	Yes
South County	Mayor John Duncan	Member	Yes
	Councilmember Cesar Fernandez	Alternate	No
Advisory Members			
Caltrans	Ann Fox	Member	Yes
	Melina Pereira	Alternate	No
	Vacant	Alternate	--
Southern California Tribal Chairmen's Association	Erica Pinto	Member	No
	Eric LaChappa	Alternate	Yes
Association of Planning Groups	Jim Custeau	Member	Yes
	Paul Dombkowski	Alternate	No

May 16, 2025

Transportation Development Act: FY 2025 Productivity Improvement Program and FY 2026 Allocations

Overview

The Transportation Development Act (TDA) provides one-quarter percent of the state sales tax for operating and capital support of public transportation systems and non-motorized transportation projects. SANDAG, as the designated Regional Transportation Planning Agency (RTPA), is responsible for the allocation of TDA funds to the region's cities, county, transit operators, and the Consolidated Transportation Service Agency (CTSA).

Pursuant to California Public Utilities Code Section 99244, a transit operator can be allocated no more in a fiscal year than it was allocated in the previous fiscal year unless the region's transportation planning agency determines that the operator made a reasonable effort to implement the productivity improvement recommendations adopted after the last TDA triennial performance audit (completed in June 2022). The current iteration of the TDA triennial performance audit is ongoing, with new recommendations expected in June 2025. Implementing the new recommendations will be part of the following year's Productivity Improvement Program.

On February 14, 2025, the Board of Directors approved the TDA estimated apportionments for FY 2026 of \$127.968 million for the Metropolitan Transit System (MTS) and \$52.342 million for the North County Transit District (NCTD). The estimated apportionments for FY 2026 are less than the revised FY 2025 apportionments of \$132.698 million for MTS and \$54.586 million for NCTD.

Operator Performance Review

SANDAG evaluates operator effort by tracking performance measures over a rolling three-year period, as well as an annual review of actions taken by each operator to address recommendations received during the triennial audit. Based on the performance measures monitored as part of the TDA Productivity Improvement Program (Attachment 1), and the agencies' responses to the audit recommendations (Attachments 2 and 3), staff have determined that MTS and NCTD have made reasonable efforts toward achieving their FY 2025 productivity improvements and should be allocated their full allocation of FY 2026 TDA funds.

Action: **Recommend**

The Transportation Committee is asked to recommend that the Board of Directors approve the eligibility of the Metropolitan Transit System and North County Transit District to receive their FY 2026 Transportation Development Act allocations of funds.

Fiscal Impact:

Approval of the requests will allow the requesting agencies to claim and receive their full FY 2026 Transportation Development Act revenue apportionment.

Schedule/Scope Impact:

None.

CTSA Performance Review

At the direction of the Transportation Committee, SANDAG amended its contract agreement with Facilitating Access to Coordinated Transportation (FACT), the designated CTSA for San Diego County, in June 2019 to add performance measures. FACT submits quarterly reports to SANDAG, and these reports enable SANDAG to monitor whether FACT is meeting all of the core functions in the CTSA contract agreement. A report on FACT's performance over the past three years is available in Attachment 4. The report shows that FACT is meeting its core functions but with notable decreases over the last two years in both the number of referrals and the number of agencies in its database contacted on a quarterly basis.

Unmet Transit Needs

SANDAG holds an annual public hearing to solicit feedback on the transportation needs of seniors, individuals with disabilities, and individuals of limited means through the Social Services Transportation Advisory Council (SSTAC). In response to a recommendation of the 2022 TDA triennial performance audit, SANDAG added a standing unmet transit needs item to each SSTAC meeting agenda. Comments received at each meeting in FY 2025 are included in Attachment 5.

Review of Board Policy No. 027 and TDA Claim Manual

As recommended in the 2022 TDA triennial performance audit, SANDAG is now conducting an annual review of its processes for TDA administration. There are no proposed changes to Board Policy No. 027 at this time. Staff plans to update the TDA Claim Manual to summarize the effects of recent legislation such as California Senate Bill 125 (Budget, 2023) and California Senate Bill 942 (Newman, 2022). The planned changes are described in Attachment 6, with the redline changes incorporated into the TDA Claim Manual in Attachment 7.

Next Steps

At its May 23, 2025, meeting, the Board will be asked to consider the recommendations of the Transportation Committee regarding operator eligibility for FY 2026 TDA allocations. At its June 20, 2025, meeting the Transportation Committee will be asked to recommend that the Board approve FY 2025 TDA claims. Following this, the Board will be asked to approve the TDA claims at its June 27, 2025, meeting. Pending approval of the TDA claims by the Board on June 27, 2025, the County Auditor will disburse TDA monies in accordance with the allocation instructions from SANDAG. SANDAG staff will continue to monitor the performance indicators on a quarterly basis.

Antoinette Meier, Senior Director of Regional Planning

- Attachments:
1. FY 2025 Productivity Improvement Performance Measures Summary
 2. FY 2025 MTS Annual TDA Claim Form (Form B)
 3. FY 2025 NCTD Annual TDA Claim Form (Form B)
 4. FY 2025 CTSA Performance Monitoring Report
 5. FY 2025 Unmet Transit Needs
 6. Proposed Changes to TDA Claim Manual
 7. Draft TDA Manual

FY 2025 Productivity Improvement Performance Measures Summary

This summary provides an overview of the Metropolitan Transit System (MTS) and the North County Transit District's (NCTD) performance through Quarter 2 of FY 2025.

Background

[SANDAG Board Policy No. 018](#) establishes a requirement for annual and quarterly monitoring of transit performance for both the Metropolitan Transit System (MTS) and North County Transit District (NCTD) operations. Six performance indicators are evaluated for the quarterly review, which are consistent with the annual performance measures required by the TDA. These indicators are tracked for 13 quarters to provide year-over-year trends as well as quarter-to-quarter changes in performance.

Since SANDAG is responsible for regional transit fares, these indicators help determine if the agency is obtaining the desired results from the system and if overall performance is improving based on updated regional strategies or service operation plans. Also, these indicators evaluate the management of the transit system to help the transit agencies determine where improvements can be made.

The six TDA indicators monitored in this program are:

- Operating Cost Per Passenger (adjusted for annual inflation) – operating cost divided by the total passengers
- Operating Cost Per Revenue Hour (adjusted for annual inflation) – operating cost divided by the vehicle service hours
- Passengers Per Revenue Hour – total passengers divided by the vehicle service hours
- Passengers Per Revenue Mile – total passengers divided by the vehicle service miles
- Revenue Hours Per Employee – measures labor productivity by vehicle service hours divided by the number of employees employed in connection with the public transportation system, based on the assumption that 2,000 person-hours of work in one year constitute one employee.
- Farebox Recovery Ratio – ratio of fare revenues to operating cost

These performance indicators are measured separately for fixed-route services (NCTD SPRINTER, NCTD COASTER, NCTD Bus, MTS Trolley, MTS RAPID, and MTS Bus) and Americans with Disabilities Act (ADA) paratransit services (MTS ADA and NCTD ADA).

The transit industry has faced many challenges since the COVID-19 pandemic. Ridership (and revenue) declined sharply in March 2020 and has remained lower since. Recognizing the effect of the pandemic on transit revenues as well as the requirements set forth in the TDA, the Governor of California signed [California Assembly Bill 90 \(Ting, 2020\)](#) on June 29, 2020, which prohibits the imposition of penalties on transit operators who do not maintain their required farebox recovery ratios in 2020 and 2021. [California Assembly Bill 149 \(Newman, 2022\)](#) and [California Senate Bill 125 \(Budget, 2023\)](#) were passed in subsequent years to extend transit operator's exemptions from penalties or other revenue reduction provisions through the 2026 fiscal year. MTS and NCTD have implemented ridership recovery campaigns to limit ridership losses, and the agencies are seeing returns in ridership. This is shown in the positive changes in the performance metrics across the board for all services.

Both transit agencies also experienced difficulties as a result of the ongoing bus operator shortage. MTS and NCTD have made many efforts to attract and retain bus operators, including increasing hourly pay and providing signing bonuses. As a result, both agencies have seen a surge in the hiring and retention of

operators and have fully restored service to pre-pandemic levels. This improved service has coincided with increases in operating costs for almost all modes, as shown below.

Both agencies are expecting shortfalls in available revenues in coming years as one-time funding made available from the state and federal governments runs out. MTS and NCTD are proposing to conduct Comprehensive Operational Analyses that will analyze the transit system and determine what improvements could be made to make their networks more effective and efficient. In addition, SANDAG is proposing to study possible changes to regional transit fares in coordination with both transit operators that would affect ridership, revenue, and many other TDA performance measures listed below.

MTS FY 2025 Quarter 2 Performance

The results of the FY 2025 Quarter 2 MTS performance trend analysis indicate that over the three-year reporting period, operating cost per passenger is down for all modes while passengers per both mile and hour are up. Operating costs per revenue hour are up for Bus, Rapid, and Trolley, and down for Access. Revenue hours per employee are up for Rapid, Trolley, and Access and down for Bus.

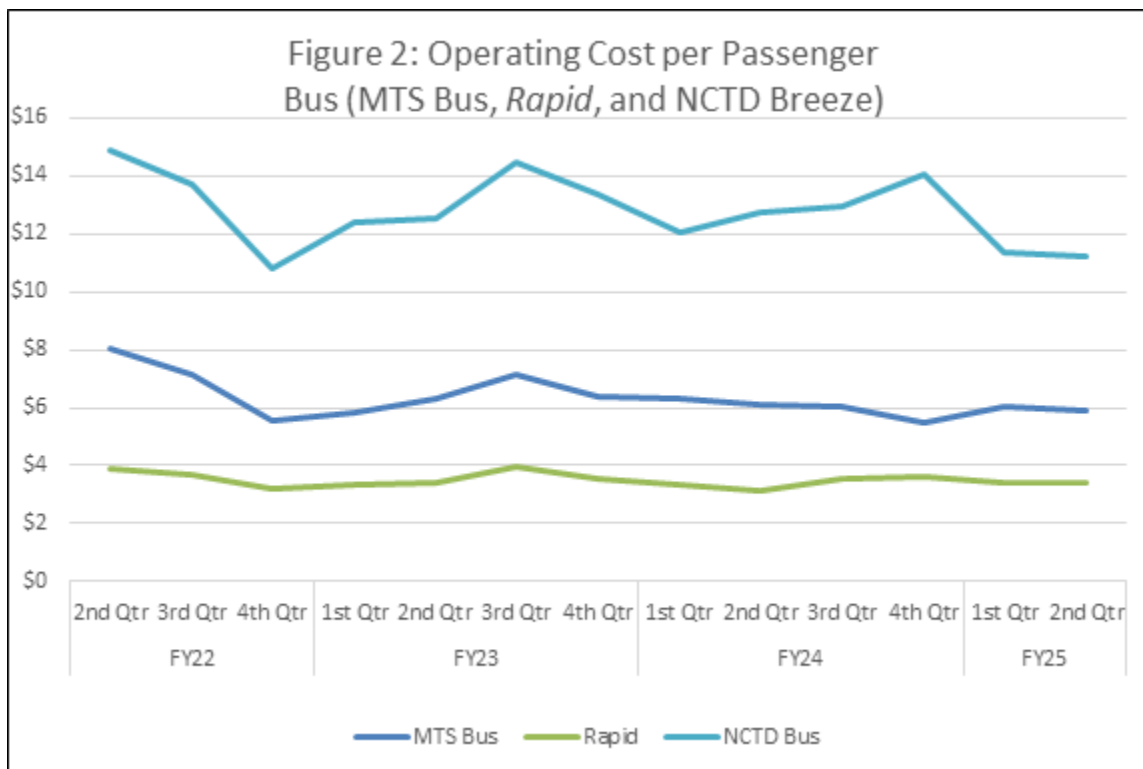
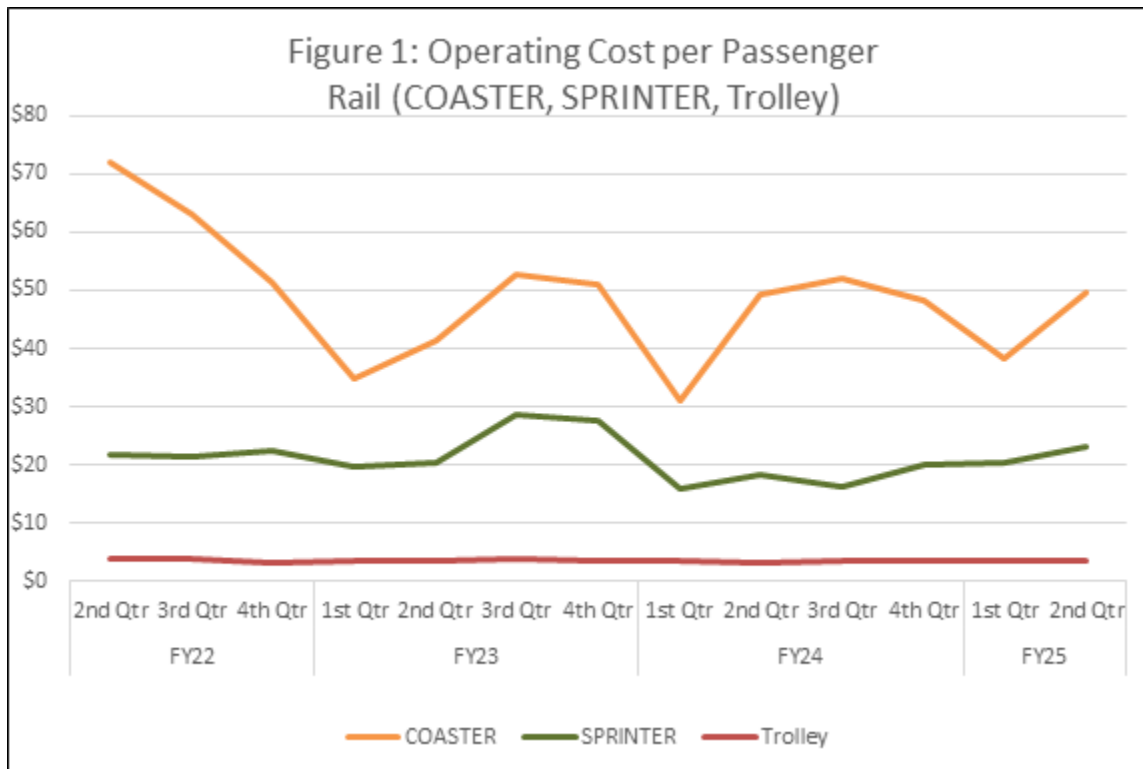
- MTS Bus has seen a 26.9 percent decrease in the operating cost per passenger, an 8.2 percent increase in the operating cost per revenue hour, a 48.1 percent increase in passengers per revenue hour, a 50.4 percent increase in passengers per revenue mile, and a 3.6 percent decrease in revenue hours per employee since Quarter 2 in FY 2022.
- MTS Rapid has seen a 30 percent decrease in the operating cost per passenger, a 3 percent increase in the operating cost per revenue hour, a 47.2 percent increase in passengers per revenue hour, a 46.3 percent increase in passengers per revenue mile, and a 12.1 percent increase in revenue hours per employee since Quarter 2 in FY 2022.
- MTS Trolley has seen a 13.3 percent decrease in the operating cost per passenger, a 19.6 percent increase in the operating cost per revenue hour, a 37.9 percent increase in passengers per revenue hour, a 36.1 percent increase in passengers per revenue mile, and a 4.7 percent increase in revenue hours per employee since Quarter 2 in FY 2022.
- MTS Access has seen a 19.7 percent decrease in the operating cost per passenger, a 17.3 percent decrease in the operating cost per revenue hour, a 3 percent increase in passengers per revenue hour, a 27.1 percent increase in passengers per revenue mile, and a 22.8 percent increase in revenue hours per employee since Quarter 2 in FY 2022.
- MTS farebox recovery rate for fixed-route services ended the quarter at 20 percent, meeting the 20 percent TDA minimum threshold required in years without exemptions and an increase from the rate of 18.7 percent in Quarter 2 of FY 2022. For ADA services, the farebox recovery rate ended the quarter at 7.1 percent, below the TDA minimum threshold of 10 percent and an increase from the rate of 6.1 percent in Quarter 2 of FY 2022.

NCTD FY 2025 Quarter 2 Performance

The results of the FY 2025 Quarter 4 NCTD performance trend analysis indicate that over the three-year reporting period, operating cost per passenger is down for COASTER, Bus, and LIFT, while up for SPRINTER. Operating cost per revenue hour is up for COASTER, SPRINTER, and Bus, while down for LIFT. Passengers per revenue hour and mile are up for most services, while revenue hours per employee are up for COASTER and Bus, and down for SPRINTER and LIFT.

- NCTD COASTER has seen a 31 percent decrease in the operating cost per passenger, a 13.4 percent increase in the operating cost per revenue hour, a 64.4 percent increase in passengers per revenue hour, a 114.3 percent increase in passengers per revenue mile, and a 56.2 percent increase in revenue hours per employee since Quarter 2 in FY 2022.
- NCTD SPRINTER has seen a 5.9 percent increase in the operating cost per passenger, a 75.5 percent increase in the operating cost per revenue hour, a 65.7 percent increase in passengers per revenue hour, a 150.3 percent increase in passengers per revenue mile, and a 37.3 percent decrease in revenue hours per employee since Quarter 2 in FY 2022.
- NCTD Bus (including BREEZE and FLEX) has seen a 24.7 percent decrease in the operating cost per passenger, a 4.8 percent increase in the operating cost per revenue hour, a 39.2 percent increase in passengers per revenue hour, a 46.1 percent increase in passengers per revenue mile, and a 5.1 percent increase in revenue hours per employee since Quarter 2 in FY 2022.
- NCTD LIFT has seen a 14.2 percent decrease in the operating cost per passenger, a 1.2 percent decrease in the operating cost per revenue hour, a 15.1 percent increase in passengers per revenue hour, a 16 percent increase in passengers per revenue mile, and a 30.5 percent decrease in revenue hours per employee since Quarter 2 in FY 2022.
- NCTD farebox recovery rate for fixed-route services ended the quarter at 7.7 percent, below the 18.8 percent TDA minimum threshold required in years without exemptions and an increase from the rate of 6.7 percent in Quarter 2 of FY 2022. For ADA services, the farebox recovery rate ended the quarter at 4.7 percent, below the TDA minimum threshold of 10 percent and a decrease from the rate of 6.7 percent in Quarter 2 of FY 2022.

Charts by Mode



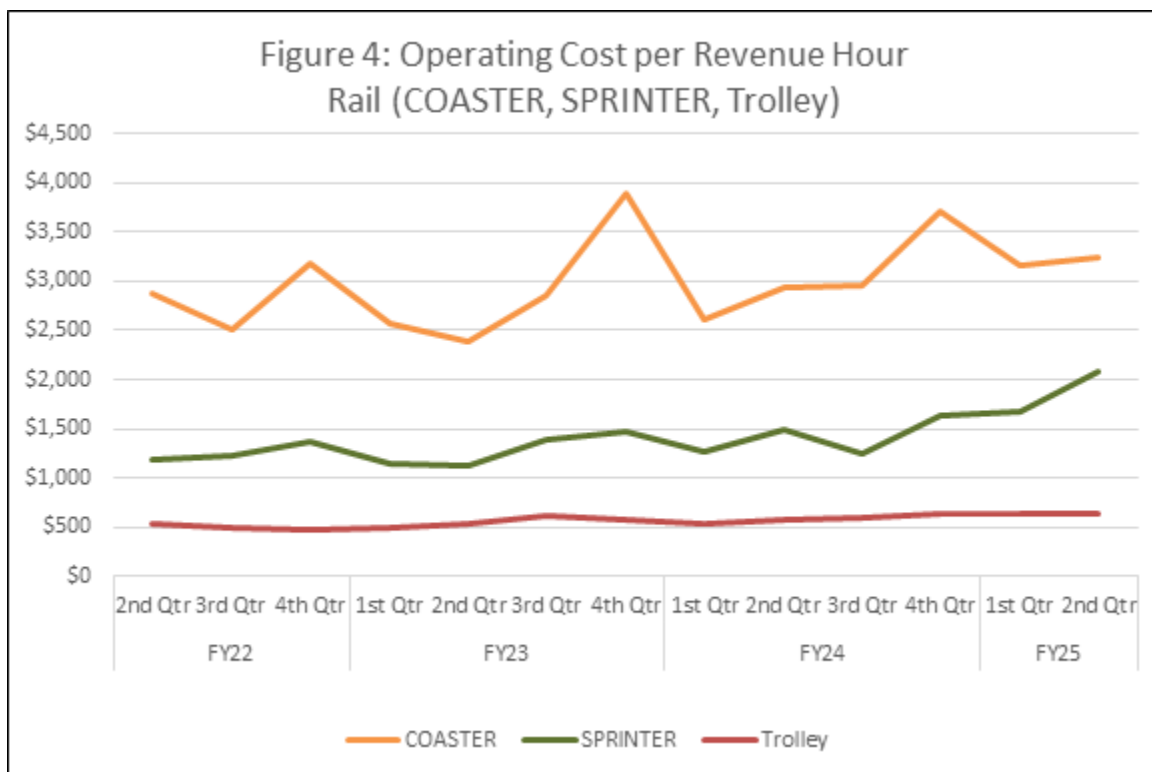
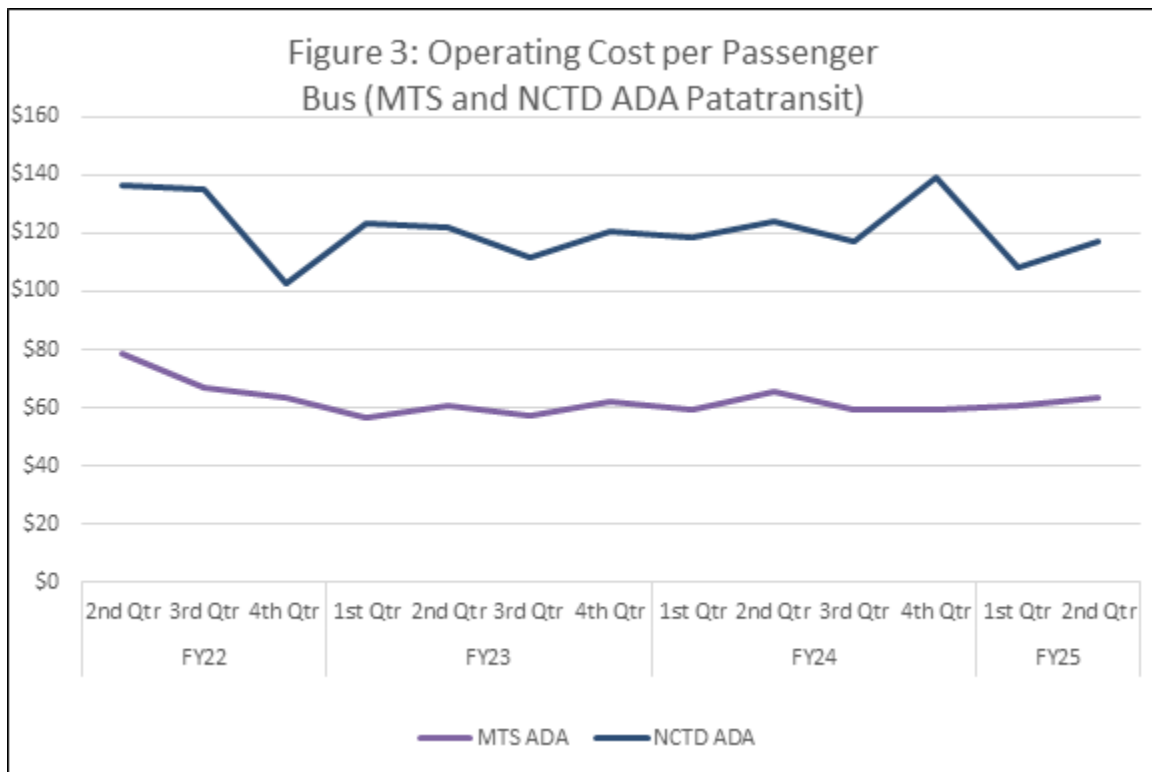


Figure 5: Operating Cost per Revenue Hour
Bus (MTS Bus, *Rapid*, and NCTD Breeze)

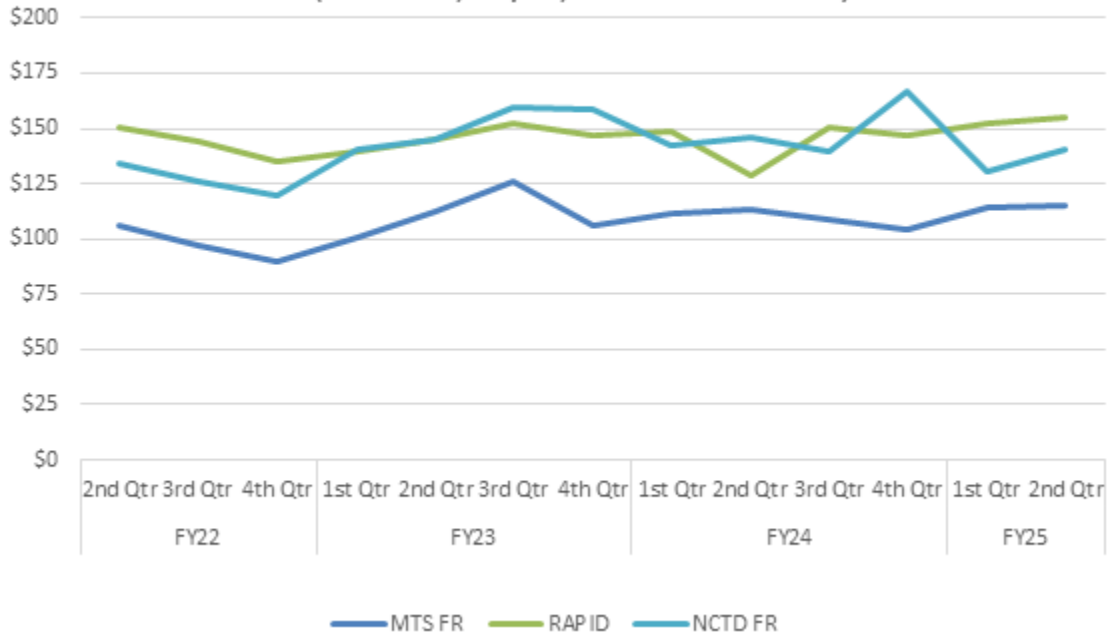


Figure 6: Operating Cost per Revenue Hour
Bus (MTS and NCTD ADA Paratransit)

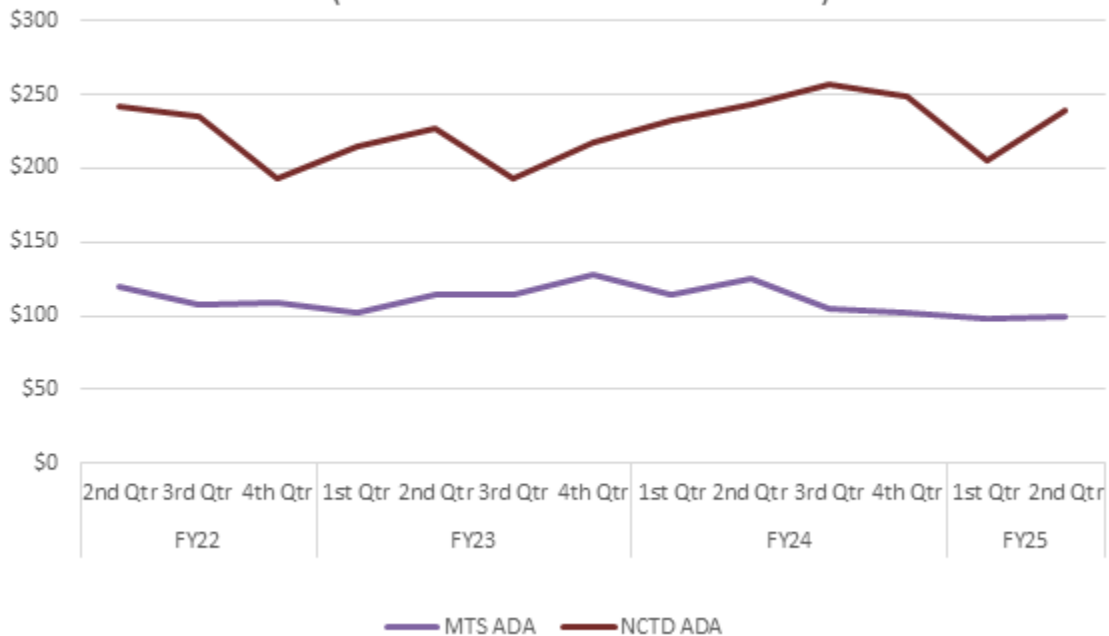


Figure 7: Passengers per Revenue Hour
Rail (COASTER, SPRINTER, Trolley)

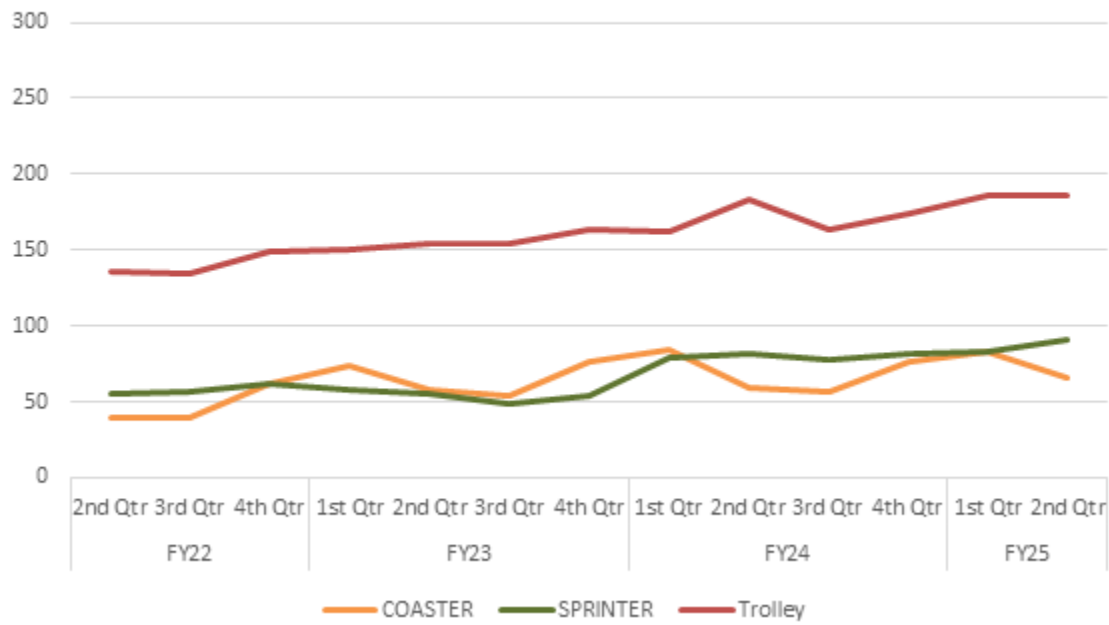


Figure 8: Passengers per Revenue Hour
Bus (MTS Bus, *Rapid*, and NCTD Breeze)

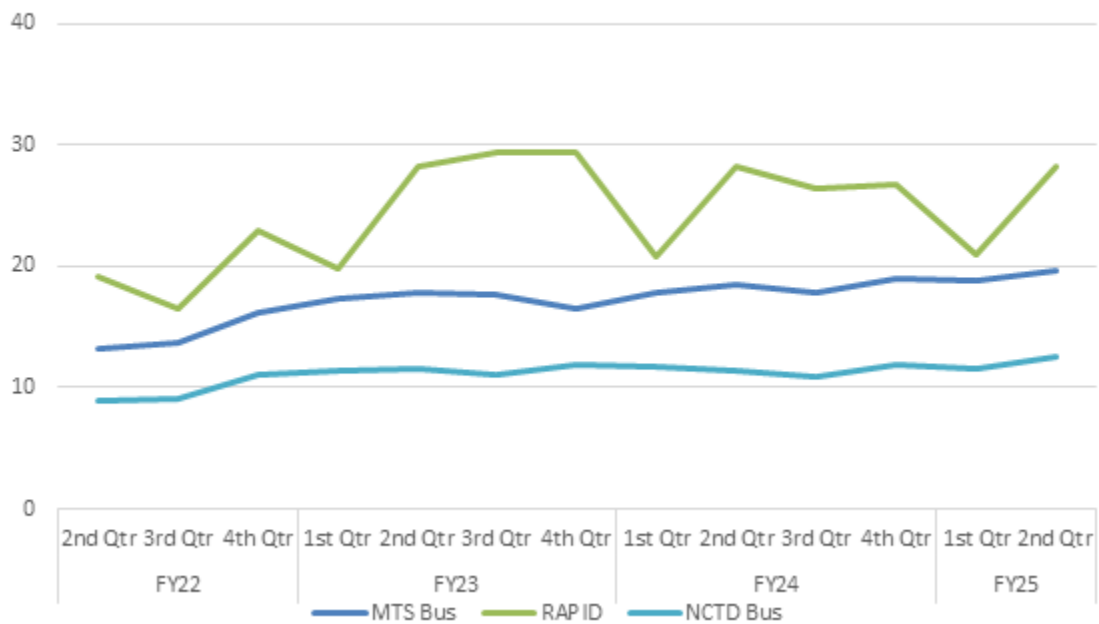


Figure 9: Passengers per Revenue Hour
Bus (MTS ADA and NCTD ADA Paratransit)

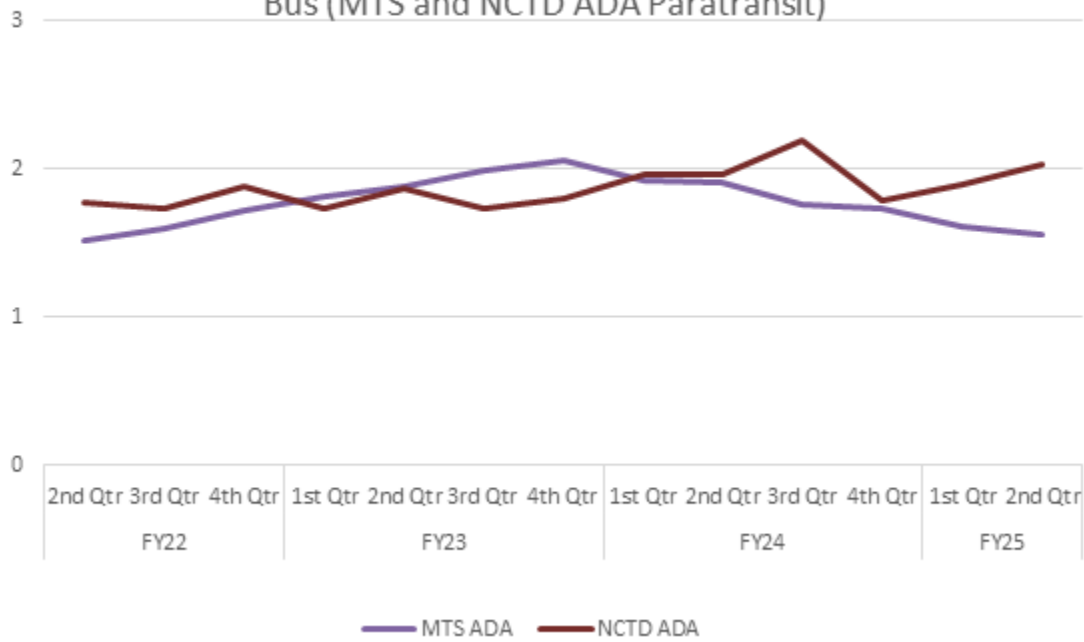


Figure 10: Passengers per Revenue Mile
Rail (COASTER, SPRINTER, Trolley)

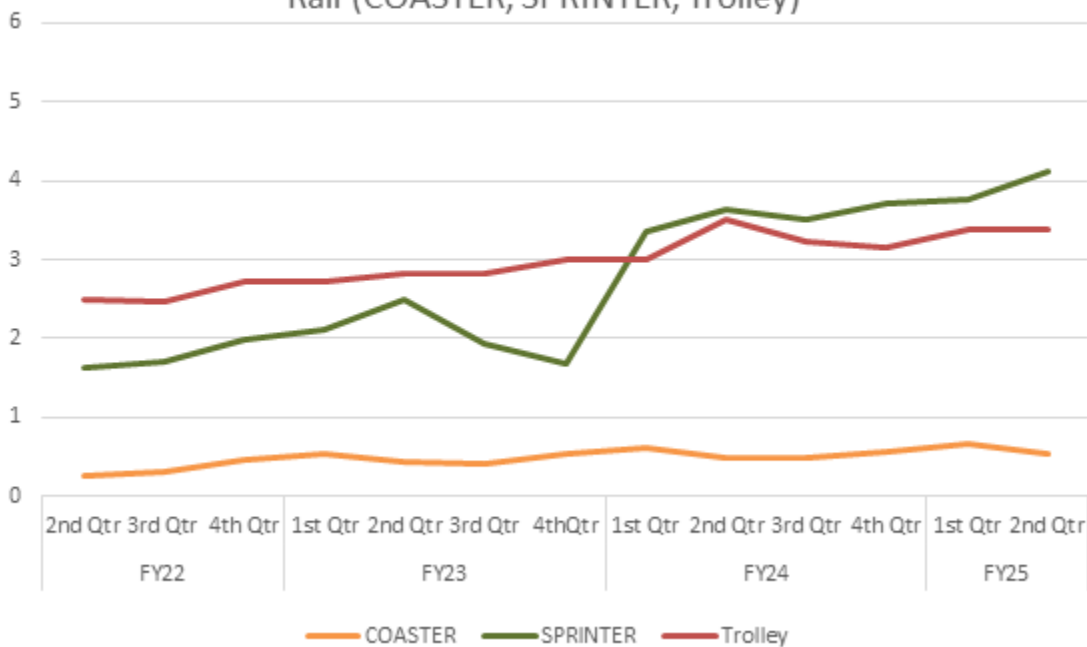


Figure 11: Passengers per Revenue Mile
Bus (MTS Bus, *Rapid*, and NCTD Breeze)

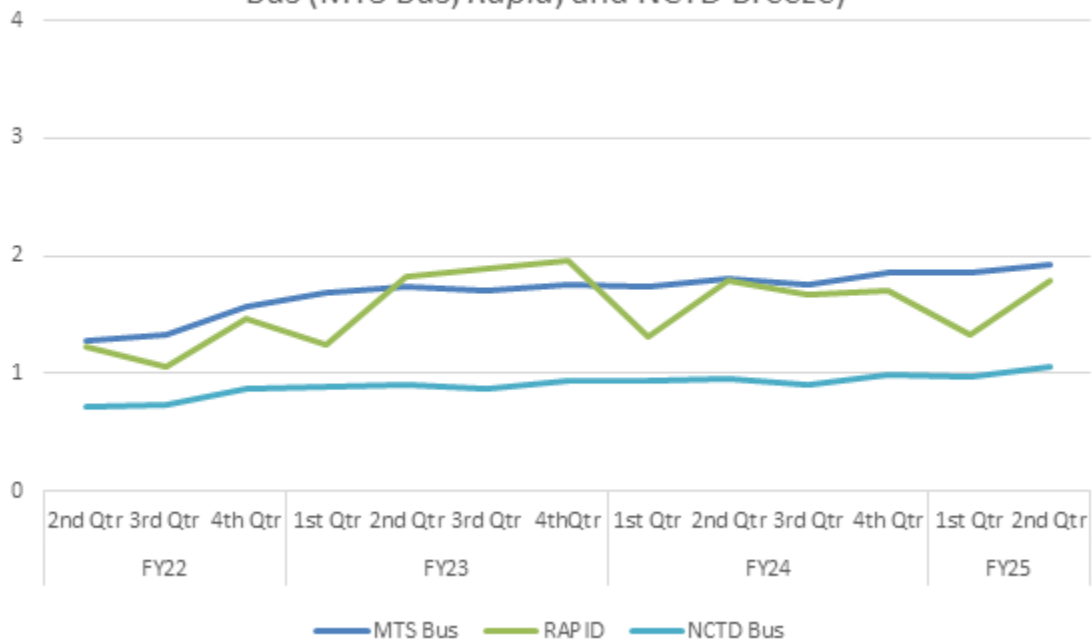


Figure 12: Passengers per Revenue Mile
Bus (MTS and NCTD ADA Patatransit)

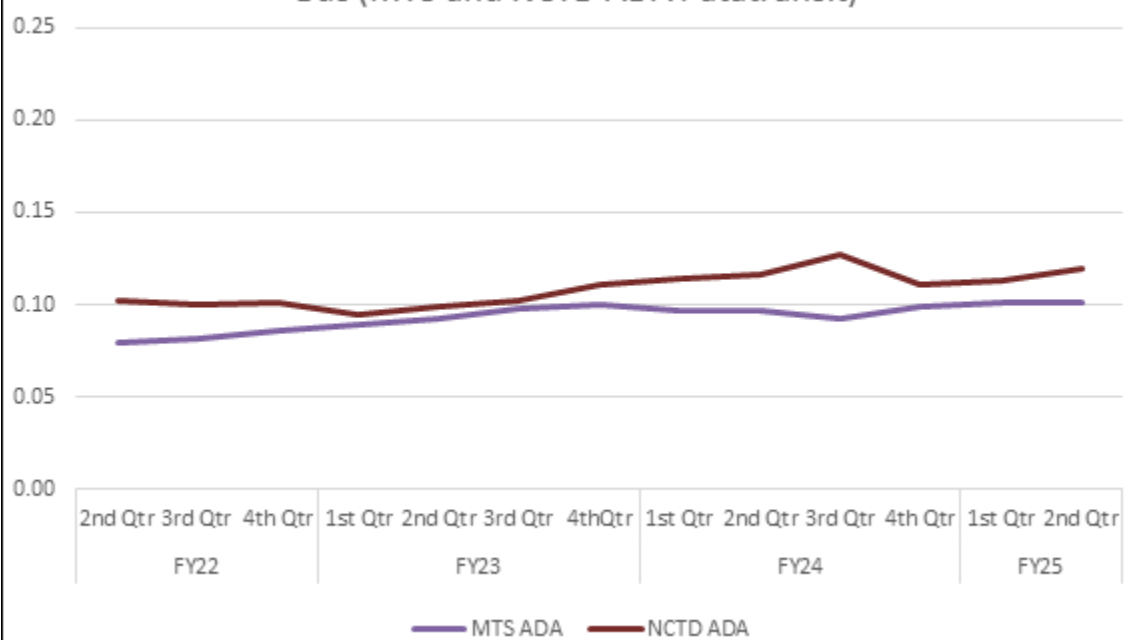


Figure 13: Revenue Hours per Employee
Rail (COASTER, SPRINTER, Trolley)

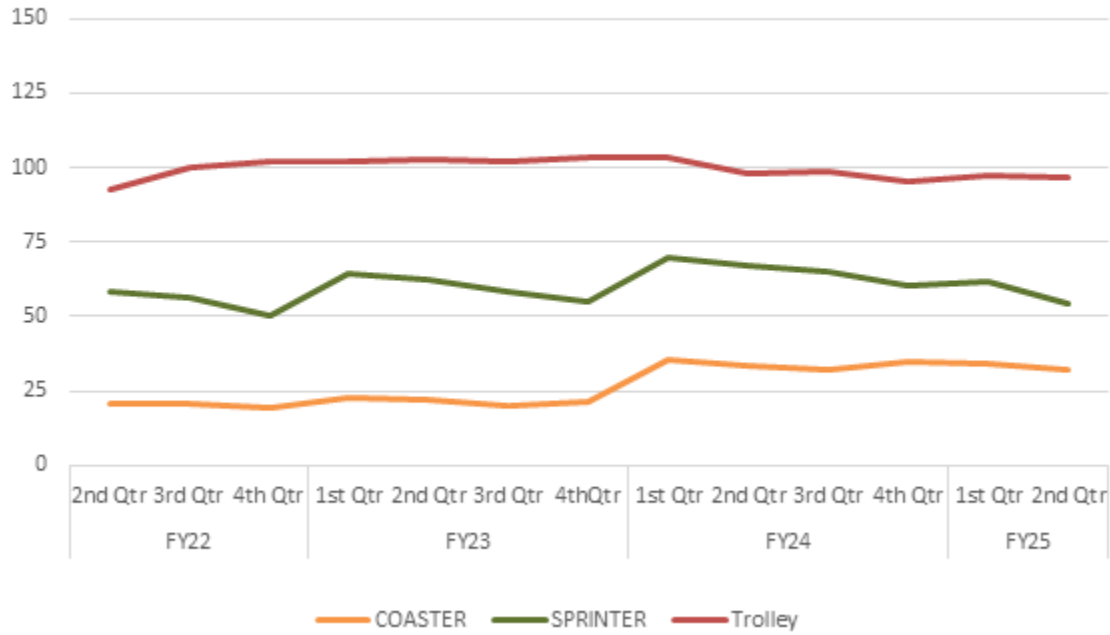
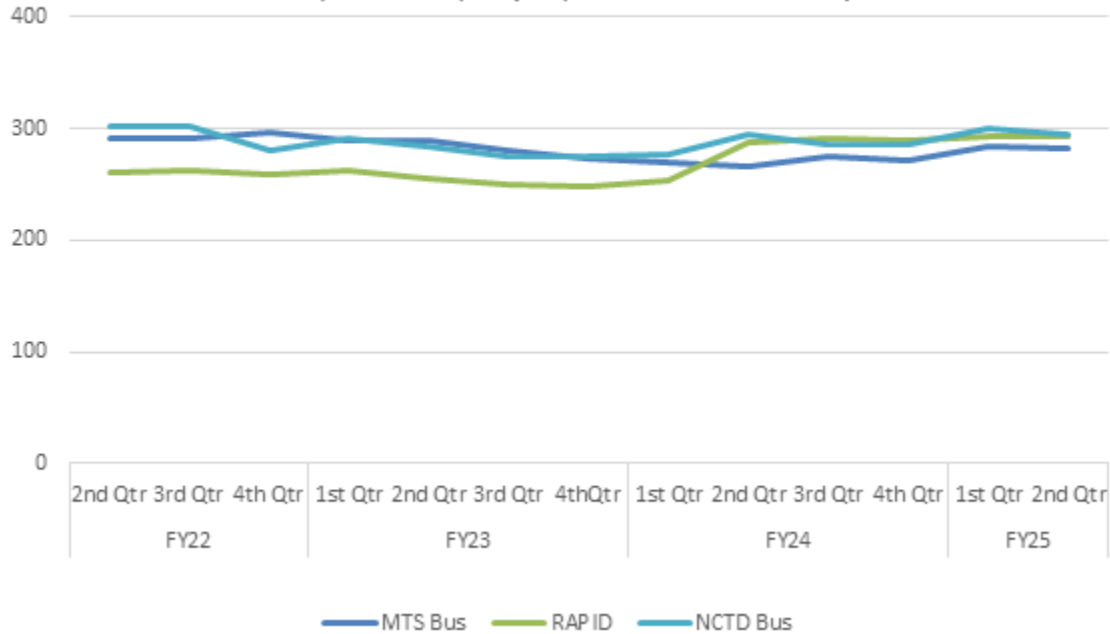
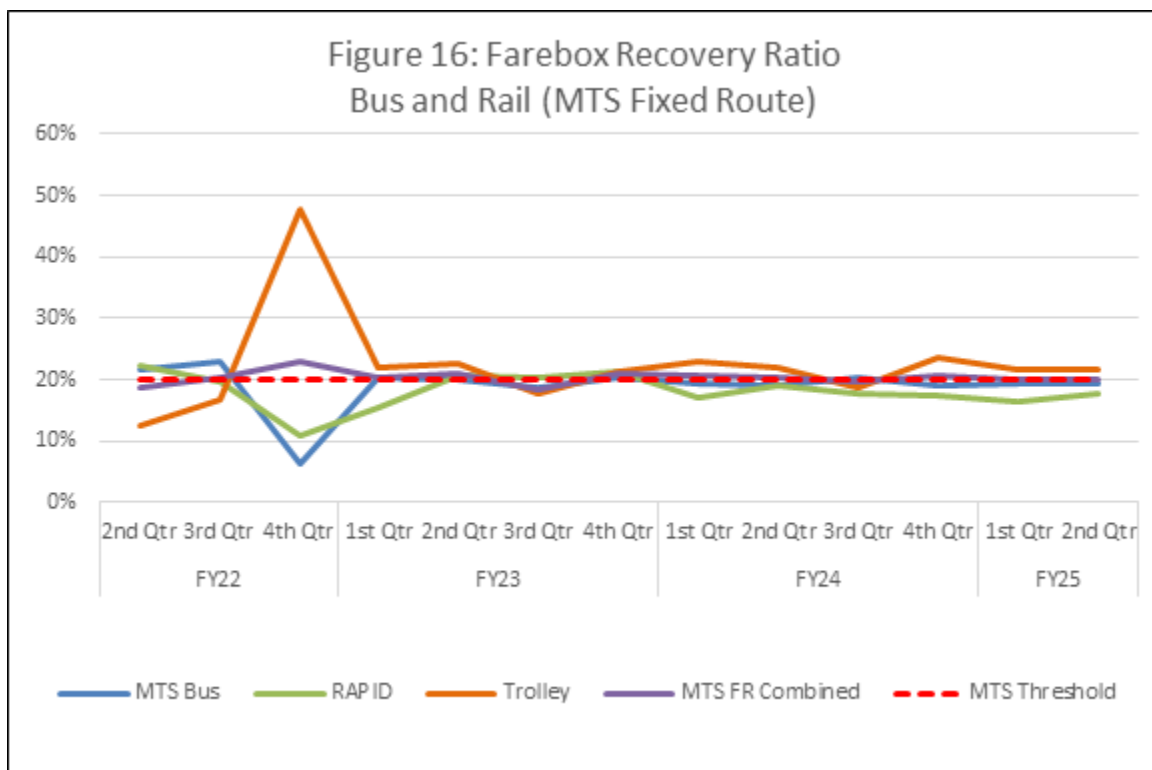
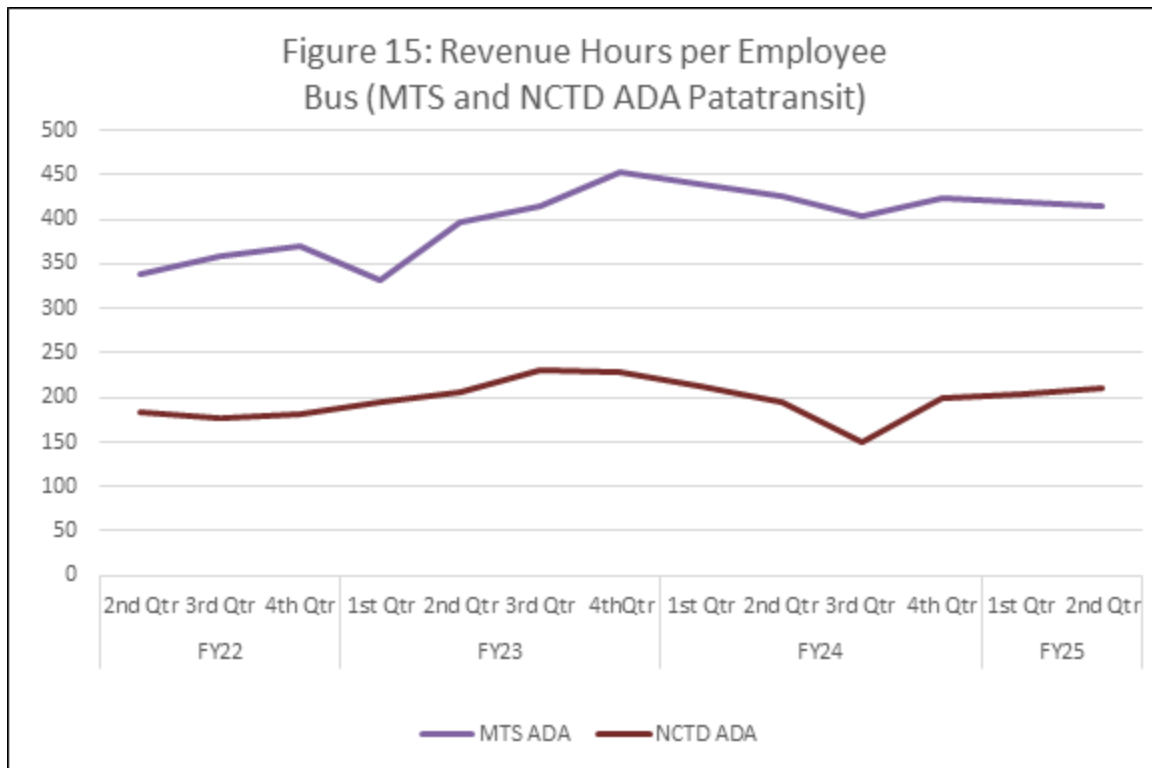


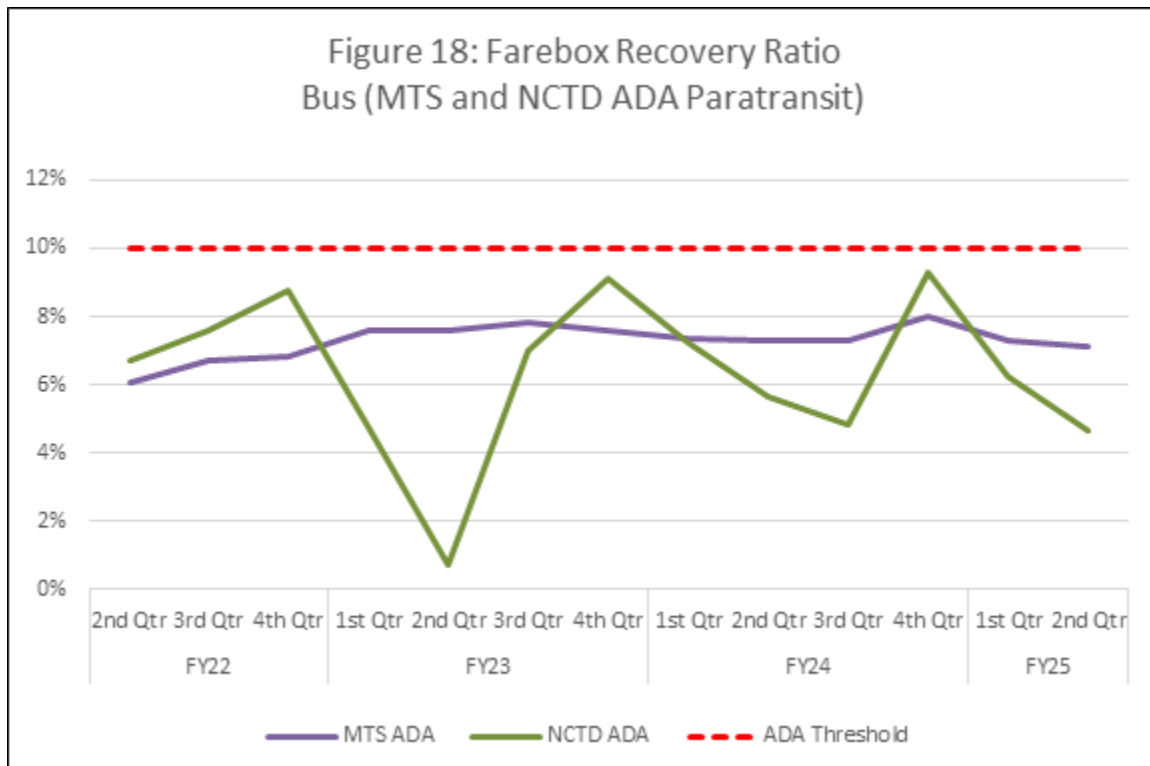
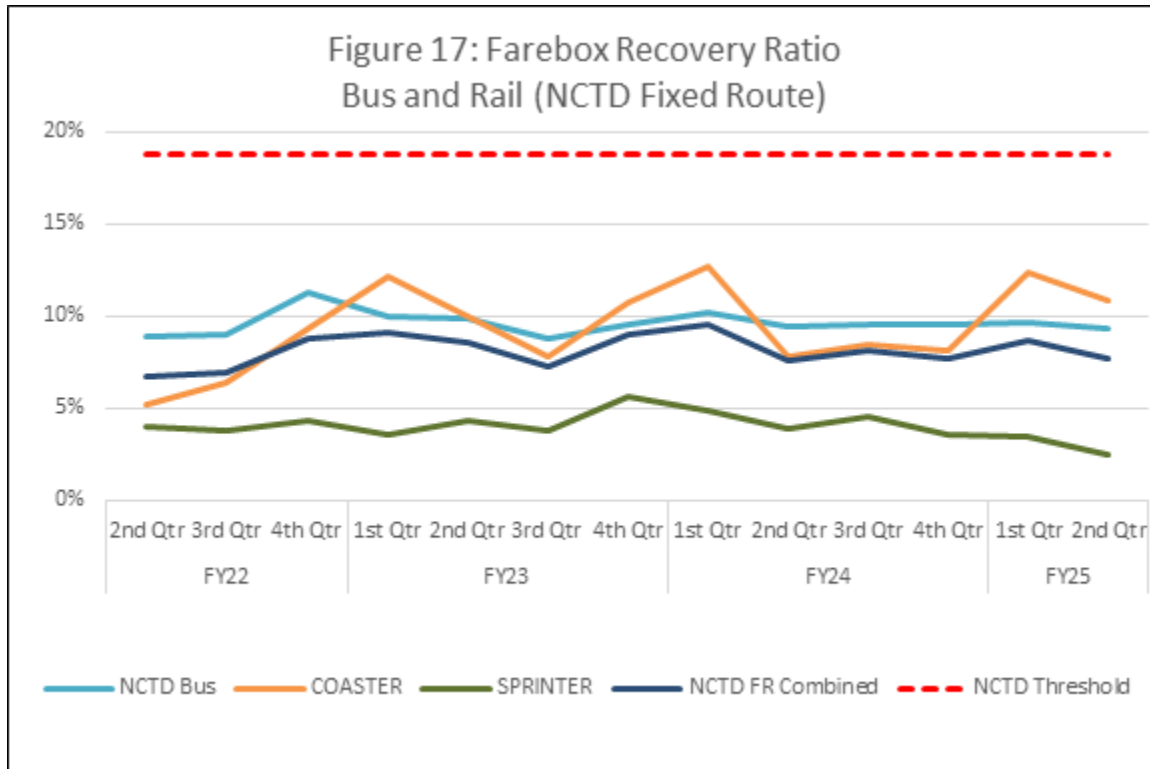
Figure 14: Revenue Hours per Employee
Bus (MTS Bus, Rapid, and NCTD Breeze)





Note: MTS farebox data was adjusted in June 2022 (4th quarter of FY 2022). That was the first year of Pronto, and systematically all of the passenger revenue was allocated by taps all year long. By the end of that fiscal year, MTS decided to adjust the way Pronto was allocating revenue because Bus was getting a major boost in revenue due to

the lack of tapping on the Trolley side (30-35% of Trolley riders tap or buy a one way fare compared to 100% on the Bus side). For June 2022, there is a major adjustment that moves revenue from Bus to Trolley to make the year look a little more normal on each side.

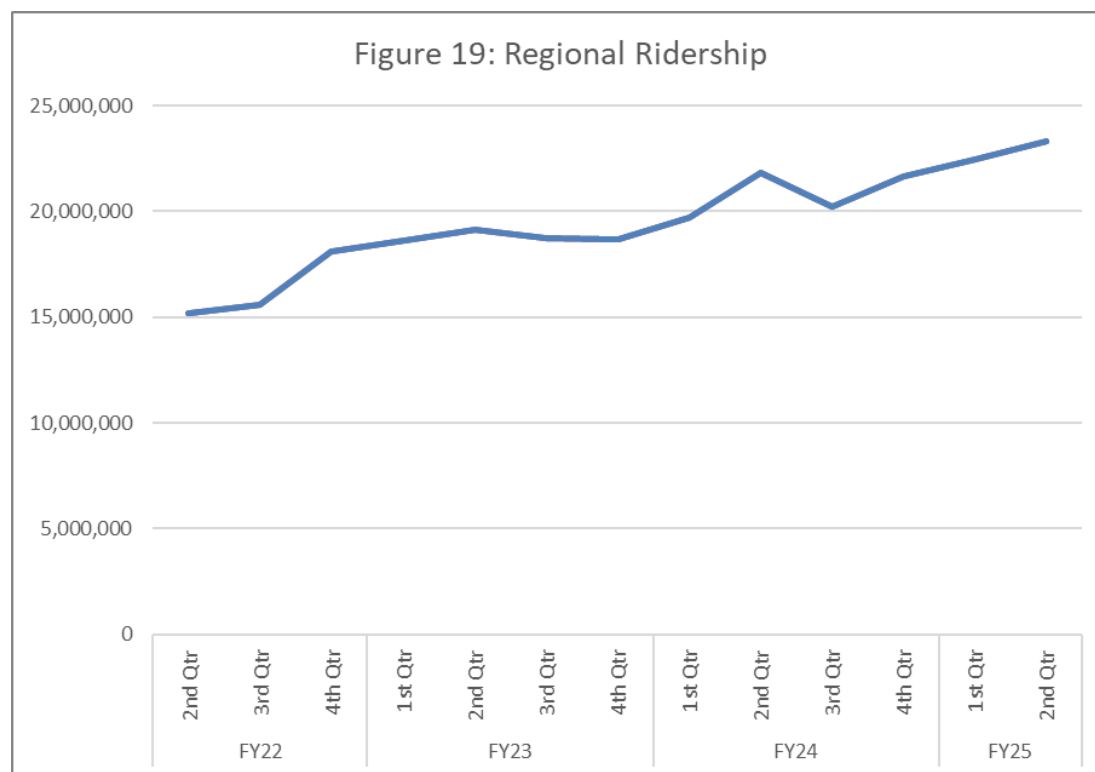


Background Factors

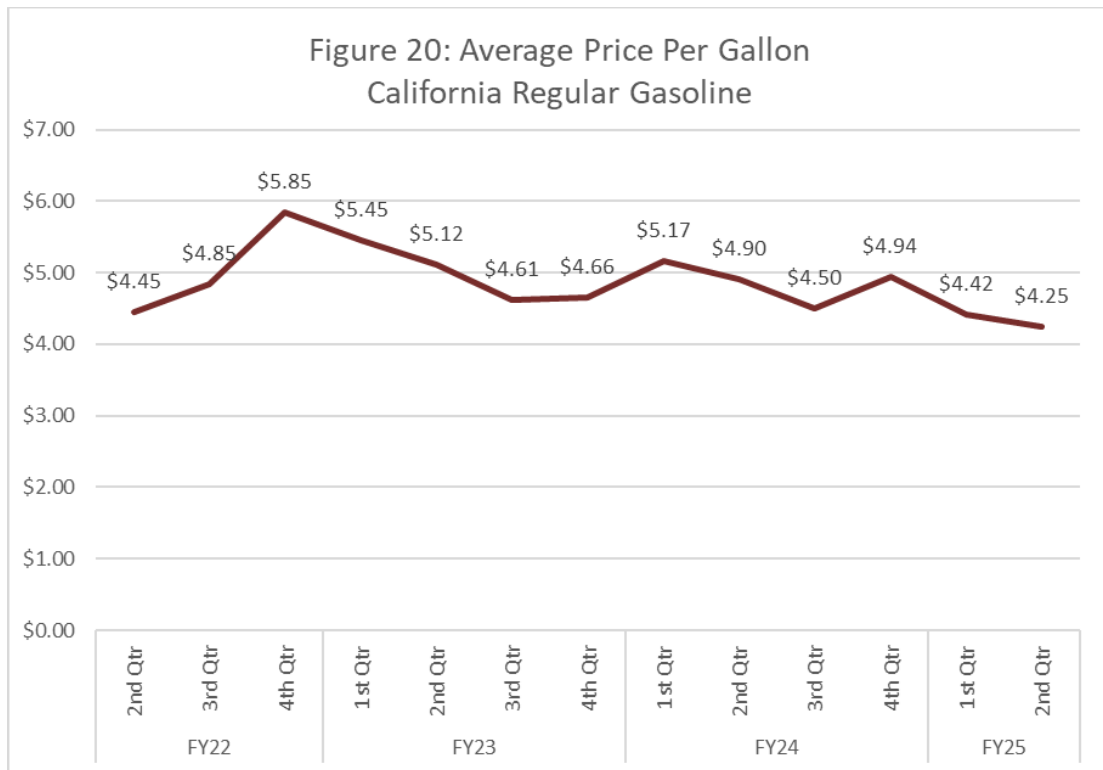
To provide additional background information regarding ridership and performance trends, other factors have been historically included in this report. These factors are:

1. Regional Ridership
2. Fuel Prices
3. Jobs

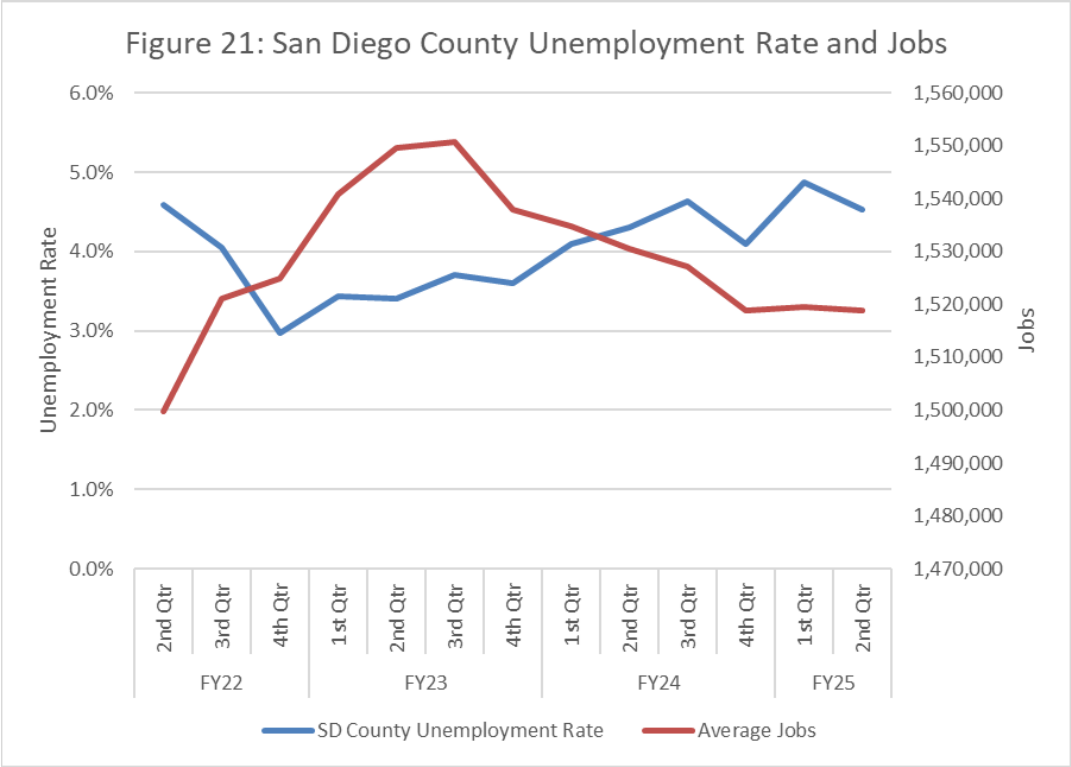
The following charts illustrate the trends over 13 quarters for these variables. Quarterly fixed-route ridership is shown in Figure 19 below. During the second quarter of FY 2025, regional ridership increased by 53.6 percent from the second quarter of FY 2022.



Average fuel prices decreased to an average of \$4.25 per gallon during the second quarter of FY 2025, as shown in Figure 20 below. This represents a decrease of 4.5 percent since the second quarter of FY 2022.



The regional unemployment rate (shown on the left Y axis) and average number of jobs in the San Diego region (displayed on the right Y axis) are shown in Figure 21. The average number of jobs has increased by 1.27 percent since the second quarter of FY 2022, and the unemployment rate has decreased by 1.1 percent over the same period, to 4.5 percent (from 4.6 percent in the first quarter of FY 2022).



ANNUAL TDA CLAIM FORM

Form B

**STATEMENT OF EFFORTS MADE TO IMPLEMENT
PERFORMANCE AUDIT RECOMMENDATIONS**

SANDAG Staff Member: Tim Garrett Date Completed: 4/18/25

Operator: Metropolitan Transit System (MTS)

Date of Last Performance Audit: June 2022

Page	Performance Audit Recommendation(s)	Actions Taken to Implement Recommendations
43	<p><u>Recommendation 1</u></p> <p>MTS should work with SANDAG TDA staff to achieve greater alignment with respect to the various uses and external reporting of farebox recovery ratio (for example, California TDA eligibility, annual financial accounting, NTD reporting, industry measure).</p>	<p>MTS has begun to, and will continue to, provide all of the various layers of operating and non-operating revenues with SANDAG and delineate which are eligible for inclusion within the farebox recovery ratio (FRR) for complete transparency in the calculation. MTS will then have a complete set of metrics that have the traditionally calculated FRR as well as an FRR that includes other eligible sources of revenues. This transparency is also now needed as we work with the Federal Transit Administration and their calculations of FRR in the annual National Transit Database report, and it will provide insight to our CPAs as they validate the calculation of our final agency FRR metric.</p> <p>MTS has included the appropriate operating and non-operating revenues which are eligible for inclusion within the farebox recovery ratio (FRR) as part of the TDA claim process in schedule 8. This began with the FY 2024 TDA claim submittal and will continue going forward.</p>

ANNUAL TDA CLAIM FORM

Form B

**STATEMENT OF EFFORTS MADE TO IMPLEMENT
PERFORMANCE AUDIT RECOMMENDATIONS**

SANDAG Staff Member: Tim Garrett Date Completed: May 2025

Operator: North County Transit District (NCTD)

Date of Last Performance Audit: June 2022

Page	Performance Audit Recommendation(s)	Actions Taken to Implement Recommendations
53	<p><u>Recommendation 1</u></p> <p>NCTD should work with SANDAG TDA staff to achieve greater alignment with respect to the various uses and external reporting of farebox recovery ratio (for example, California TDA eligibility, annual financial accounting, NTD reporting, industry measure).</p>	<p>NCTD already performs the calculations of Farebox Recovery Ratio utilizing local support and the exclusions allowed by TDA (Ratio) and reports this Ratio annually in the State Controller's Office reports. The Ratios reported to the State Controller's Office are for all modes of service combined (BREEZE, COASTER, SPRINTER, FLEX) and for paratransit; the Ratio is not reported individually by mode, except paratransit (LIFT). NCTD reported the combined and paratransit Ratios in its Fiscal Year 2024 (FY 2024) Annual Comprehensive Financial Report (ACFR) and will continue reporting in the ACFR for future fiscal years.</p>

FY 2025 Consolidated Transportation Services Agency Performance Measures Summary

This summary provides an overview of the performance of the San Diego region's Consolidated Transportation Services Agency (CTSA) through Quarter 2 of FY 2025.

CTSA Background

Effective coordination can improve transportation service delivery and cost-effectiveness, eliminate gaps in service, and remove real or perceived transportation barriers. In 1979, the Social Service Transportation Improvement Act, Assembly Bill 120 (AB 120), provided for the establishment of Consolidated Transportation Services Agencies (CTSAs) in each California county. The purpose of AB 120 is to promote the coordination of specialized transportation so that the following benefits can be realized:

- Combined purchasing of necessary equipment to achieve cost savings through bulk purchases
- Adequate training of drivers to ensure the safe operation of vehicles – proper driver training promotes lower insurance costs and encourages use of the service
- Centralized dispatching of vehicles to allow for efficient use of vehicles
- Centralized maintenance of vehicles to allow for adequate and routine vehicle-maintenance scheduling
- Centralized administration of various social service transportation programs to eliminate duplicative and costly administrative organizations, which allows social service agencies to specialize and respond to specific social needs
- Identification and consolidation of all existing funding sources for social service transportation services to provide more efficient and cost-effective use of scarce dollars. Consolidation of categorical program funds can foster eventual elimination of unnecessary and unwarranted program constraints

The major initiative of SANDAG to improve transportation coordination among social service transportation providers has been the creation and funding of the CTSA. In 2006, SANDAG designated FACT to be the CTSA for San Diego County. In 2019, SANDAG and FACT updated the language of the agreement between the two agencies to reflect recommendations from a TDA performance audit. Most notably, the recommendations were to add performance measures that would be reported and tracked annually.

The role of the CTSA is to promote the consolidation of specialized transportation through functions identified in the Social Service Transportation Improvement Act such as centralized dispatching, combined purchasing of necessary equipment and supplies, centralized maintenance, centralized administration to eliminate duplicative administrative tasks, and consolidation of existing sources of funding. This consolidation can result in more efficient and cost-effective use of resources throughout the region.

The core mission of FACT is “assisting San Diego County residents with barriers to mobility to achieve independence through coordination of transportation services”. The following Scope of Work was set by SANDAG to develop and encourage coordinated transportation.

CTSA Core Functions:

- Provide comprehensive information and referral assistance on transportation for seniors, persons with disabilities, and other transportation disadvantaged populations.
- Maintain an active (minimum four meetings per year) advisory council for the CTSA that can serve as a forum for local health and social service transportation agencies to coordinate and disseminate specialized transportation information inclusive of, but not limited to:
 - Legislative updates
 - Alternate transportation options
 - Funding opportunities
 - Service gaps
 - CTSA policies and procedures
- Maintain a public webpage that hosts a comprehensive and up to date database of specialized transportation providers, including options for seniors and persons with disabilities. The database is to be used for information and referral assistance as well as to be provided to SANDAG for use in specialized transportation planning.
- Identify and pursue longer-term funding sources to leverage and support CTSA-related activities.

The CTSA is also required to complete the following administrative tasks:

- Submit an annual certified fiscal audit to SANDAG and the State Controller within 180 days after the end of the fiscal year, pursuant to the Public Utilities Code 99245 and the SANDAG TDA claim procedures.
- Submit an annual report of its operations, consistent with the Uniform System of Accounts, to SANDAG and the State Controller within 90 days after the end of the fiscal year as required by state law and the SANDAG TDA claim procedures.
- Submit electronic quarterly operating statistics consistent with the regional reporting system if CTSA provides service directly.
- Develop and annually update a strategic business plan, work plan, and budget, and provide three hard copies and one electronic copy of the plan to SANDAG prior to the beginning of each fiscal year. The strategic business plan must clearly delineate Core Functions from Other Functions and FACT activities, and it must also provide a summary of accomplishments funded by the prior year's TDA claim.
- Ensure that elected officials from municipal or county positions in San Diego County hold at least two seats on the FACT Board of Directors. This will be in addition to one director who is a sitting member of the SANDAG Transportation Committee and is appointed to this position by the Chair of the SANDAG Board of Directors. Additionally, the CTSA shall ensure that local elected officials are involved to the maximum extent possible in the development of the CTSA action plans and other local plans necessary to fulfill the coordination provisions of the California Social Service Transportation Improvement Act, and to provide for the successful implementation of consolidated transportation services. The CTSA shall ensure that the makeup of the FACT Board of Directors demonstrates countywide geographic and stakeholder representation.

SANDAG's contract with FACT was initiated in July 2006, at which time NCTD agreed to support FACT with establishing the CTSA functions for the first year. The contract was amended in October 2006 to revise information relating to the FACT Board of Directors. The contract was subsequently amended in June 2019. Among other things, the 2019 amendment established performance measures. FACT is evaluated on its performance over the prior fiscal year in meeting its core functions, and this progress toward meeting the performance measures is reported to the SANDAG Transportation Committee. FACT submits quarterly reports to SANDAG to assist in this evaluation. FACT is responsible for implementing the Core Functions listed above. However, the contract allows for the completion of other functions if directed by SANDAG.

Q2 FY 2025 CTSA Performance Measures Summary

Figures 1 through 7 show FACT's reported performance over the past 13 quarters. This period aligns with the practice of showing transit operator performance over a three-year period for TDA purposes.

The number of referrals provided by FACT has varied over time, reaching a maximum in the study period of 769 in Q4 of FY 2022. The two most recent quarters have had the fewest number of referrals, with 240 and 238 in Q1 and Q2 of FY 2025, respectively.

CAM meetings are held regularly, at least once per quarter. Some quarters have had one or two additional meetings.

The number of hits on the FACT website has generally increased over the study period, with a low of 6,417 in Q3 of FY 2022 and a peak of 14,998 in Q4 of FY 2023. The number of hits on the "Find a Ride" page on the FACT website has generally increased over the study period. During FY 2022, the "Find a Ride" page was being updated. This resulted in two quarters in which FACT reported zero hits on the page. After the update, the number of hits has been consistently higher and generally increasing to a peak of 1,117 of Q2 in FY 2025.

The number of agencies in FACT's provider database has been fairly consistent, between 177 and 193 agencies. The number of agencies in the FACT provider database contacted by quarter has varied widely. In three quarters of reporting, zero agencies were contacted by FACT. The number of agencies contacted reached a peak of 98 in Q3 of FY 2022. Figure 6 displays the number of agencies contacted as a percentage of the total number of agencies. A threshold line of 25% has been added to the chart for reference. This corresponds to the average share of agencies in the database that FACT would need to contact in each quarter to maintain contact with 100% of agencies in the database in each year.

The number of funding applications submitted by FACT has varied over the study period. The number of applications submitted in the past year reached a peak of 12 in Q4 of FY 2022 and Q1 of FY 2023 before returning to 6-8 applications over the past year and a half.

Q2 FY 2025 CTSA Performance Measures Summary

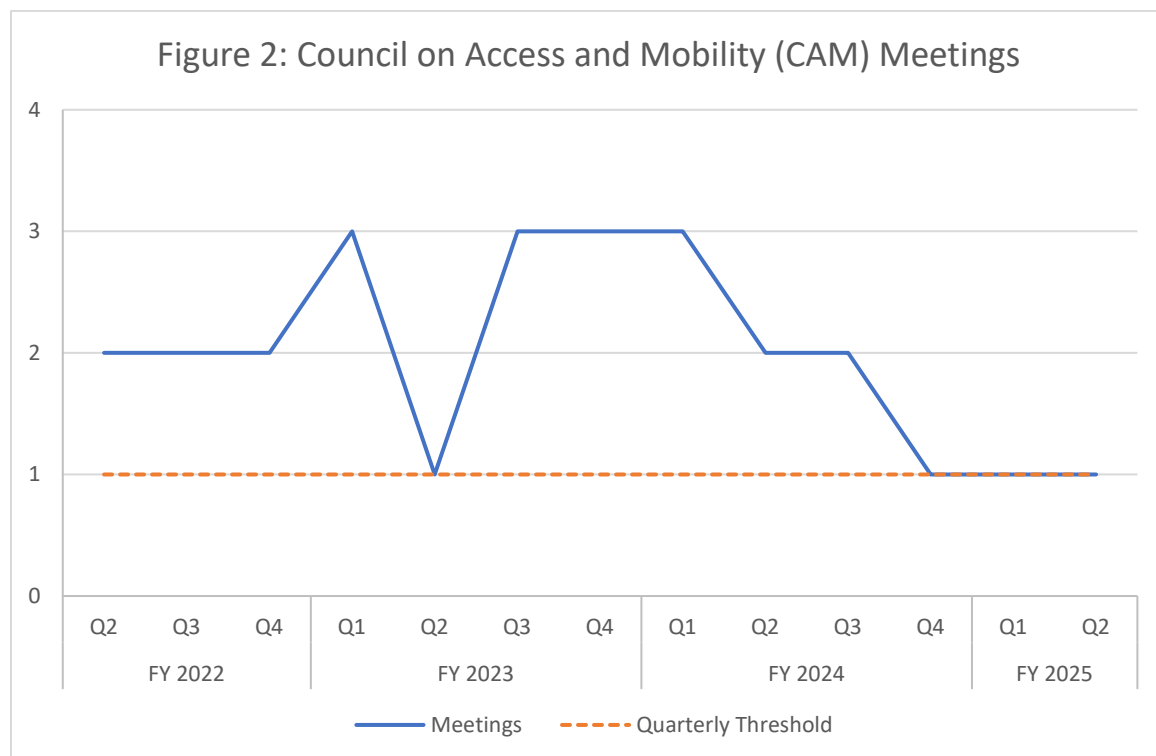
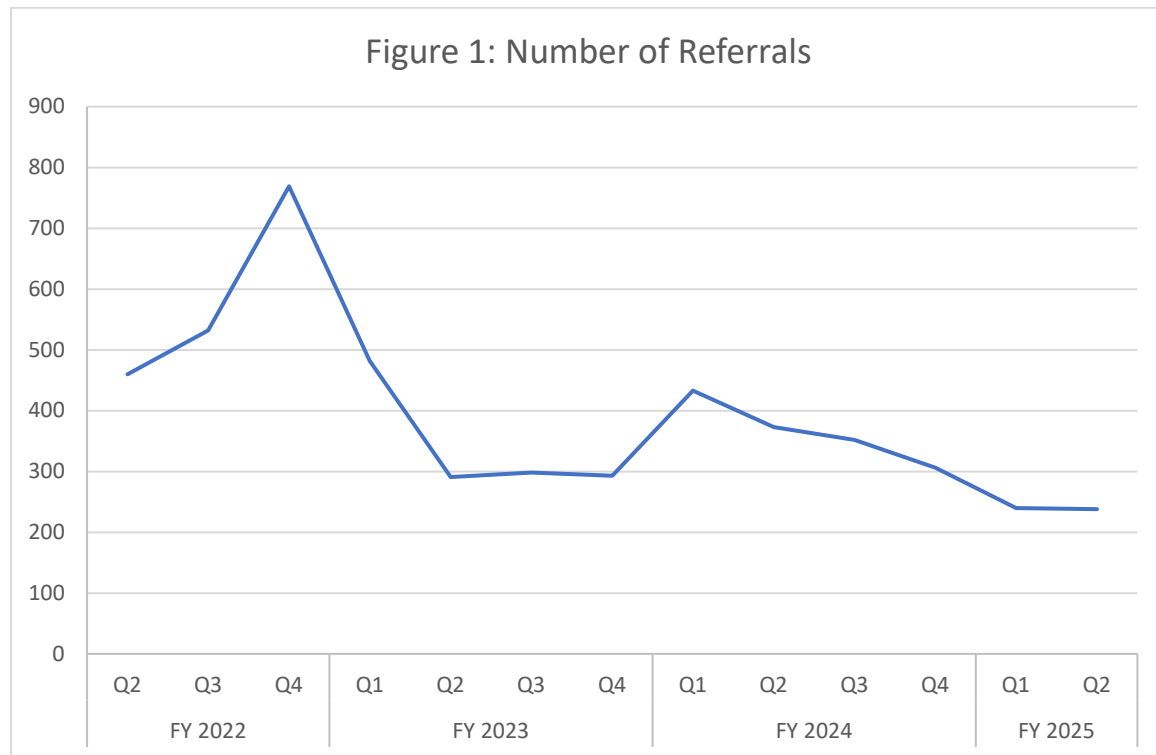


Figure 3: Number of Hits for FACT Website

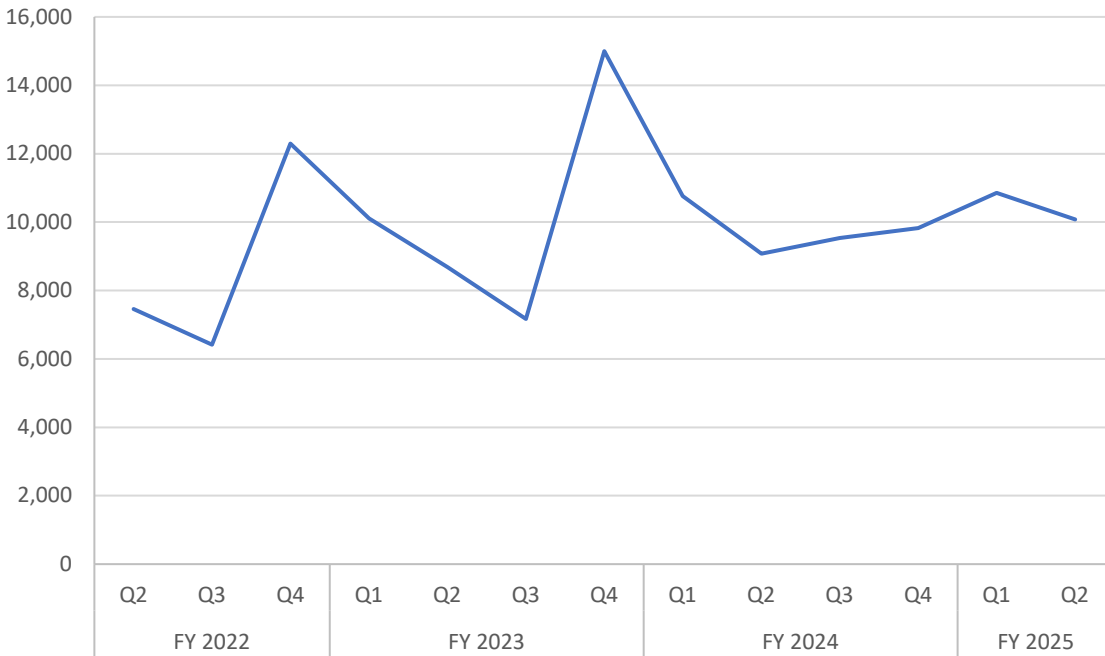
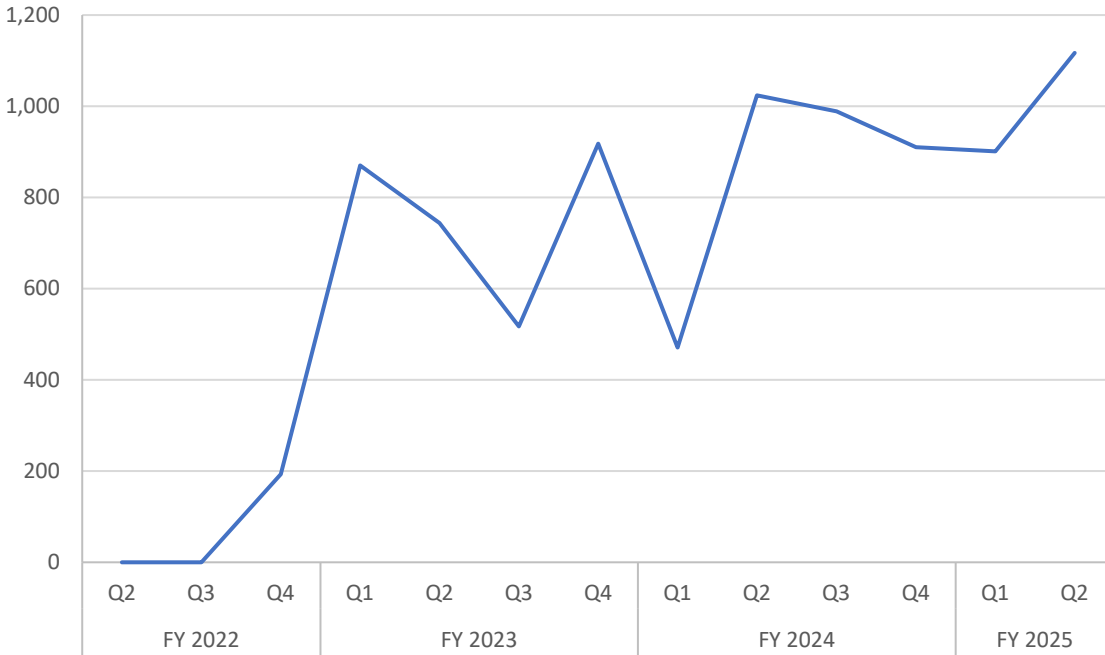


Figure 4: Number of Hits for "Find a Ride" Page



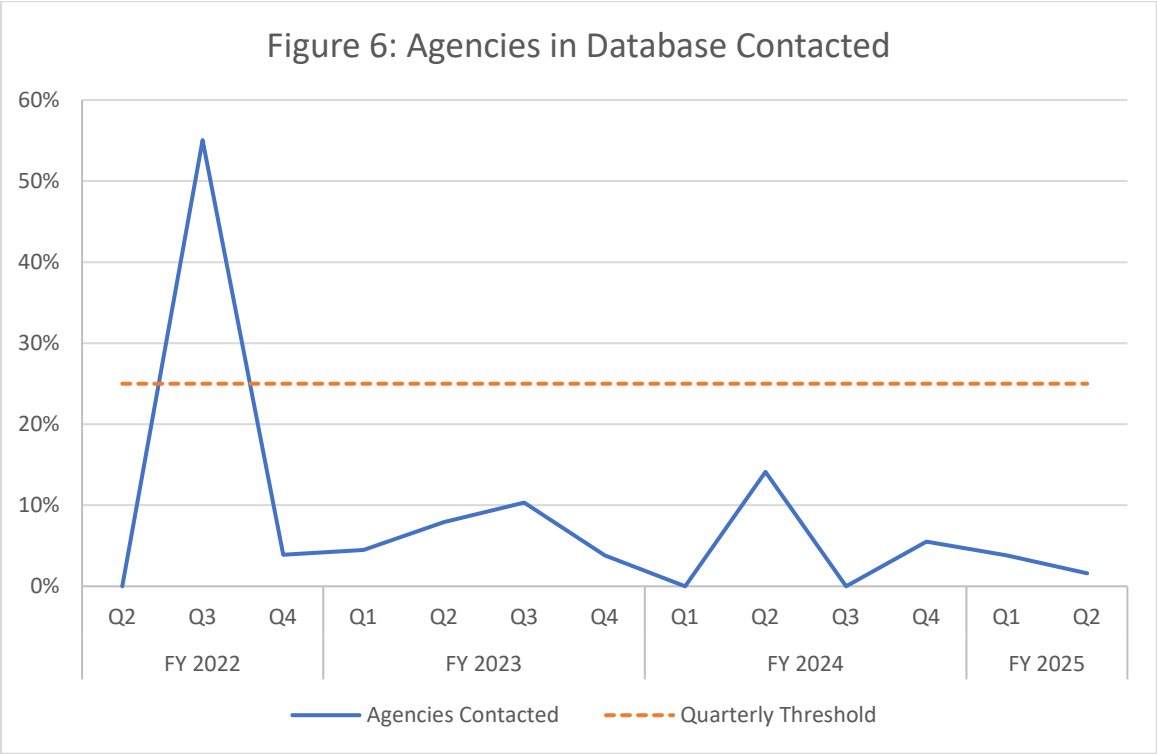
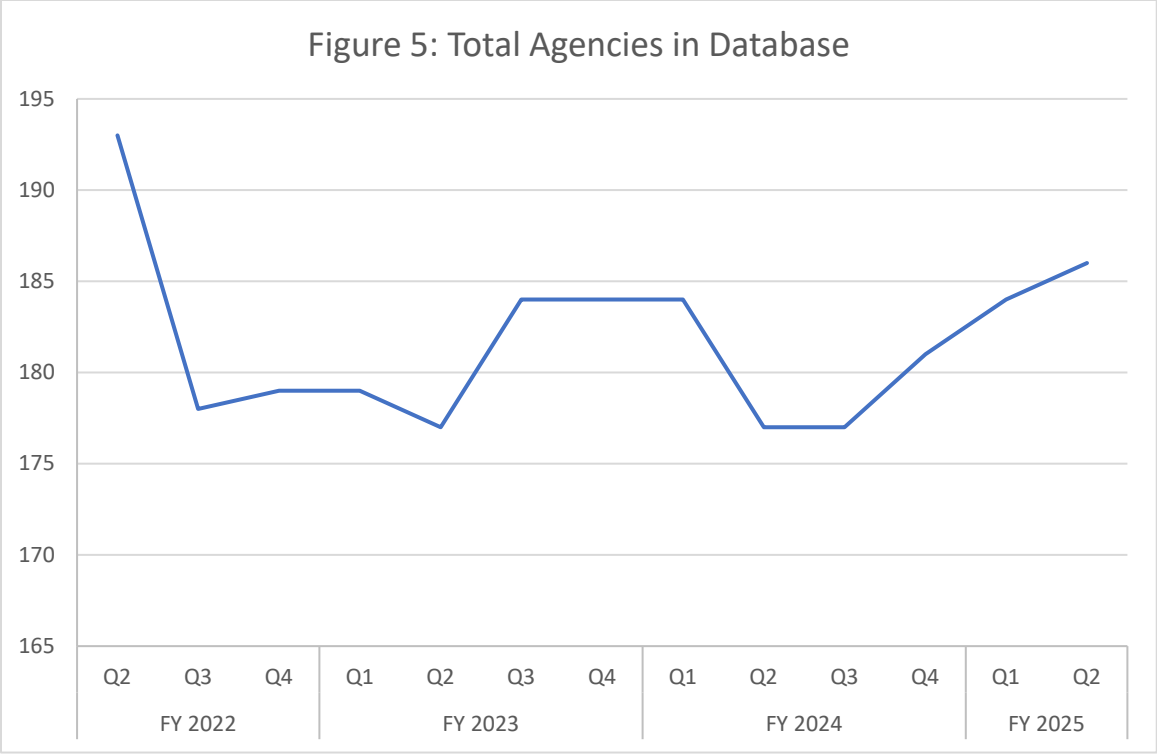


Figure 7: Funding Applications Submitted Annually



FY 2025 Unmet Transit Needs

Meeting Date	Unmet Need	Speaker	Refer to	Action	Response, if applicable
7/16/2024	<p>My husband, who is a disabled Navy veteran, in a wheelchair, depends on FACT for transportation to dialysis three times a week including Saturday. The service that FACT provides for him is essential for his comfort to and from the center. Other services such as Jewish Family Services and others like them, either do not provide wheelchair accessibility, or do not serve our zip code. Care 7 and SDMed have been a big plus to us. The drivers are professional and treat him with respect.</p> <p>We hope that you will take into consideration that FACT is essential to him and many others with disabilities. Please continue to fund this important service. Thank you.</p>	Victoria Alpaugh	SANDAG Planning	Noted for Coordinated Plan	N/A
7/16/2024	<p>I am a disabled Navy veteran who relies on FACT to get me to and from dialysis three days a week in a wheelchair. I have been using FACT since 2020. It's very hard for me to get around without my wheelchair and walker and Lyft and Uber, and other transportation companies do not provide wheelchair accessibility. We've tried other Transportation companies, but they either , again , don't have wheelchair accessibility, or they do not come into our ZIP Code. I'm also sight impaired, so public transportation is . impossible. Please keep funding FACT so I and others with disabilities can get to our destinations.</p>	Glenn Alpaugh	SANDAG Planning	Noted for Coordinated Plan	N/A

7/16/2024	The trolley in University City is a joke - it does not service residents. There are no buses in our southeast neighborhood to transport us to the trolley. So we take Lyft/Uber to our destination. This is not Europe where you are always serviced by convenient transportation. Get real!	Eileen	MTS	Consider for upcoming Comprehensive Operational Analysis	Will evaluate bus connections to UCSD Blue Line as part of upcoming comprehensive operational analysis.
7/16/2024	Try to add shades and seats for people waiting for bus arrival on every bus stop along Otay Mesa Rd, is a shame to see people under the sun and rain..... and no covers are provided.	Daniel Avita	MTS	Refer to MTS	MTS has applied for grant funding for both (a) Otay Mesa Transit Study and (b) Transit Amenities Plan. The Otay Mesa Transit Study would analyze transit service in Otay Mesa while the Transit Amenities Plan will evaluate current placement of amenities throughout the MTS service area and provide recommendations for improvements. These studies would take place throughout FY26.
7/16/2024	SANDAG should do a better job of publicizing opportunities for public comment at SSTAC meetings; older people don't use computers as much, should be easier to find.	Clifford Weiler	SANDAG Planning	Follow public hearing process for annual meeting to be held in July 2025	N/A

7/16/2024	<p>FACT provides essential program filling gaps. Recently raised prices on seniors/disabled--this should be a last resort. FACT is raising prices too much, does not understand the financial constraint of population they serve. FACT cannot find drivers and will call the day before saying they cannot give rides.</p>	<p>Name not given: online public comment</p>	<p>FACT</p>	<p>Refer to FACT</p>
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FACT values all feedback from the community. The comment mentions two issues a) fare increase, and b) trip denial due reportedly due to lack of drivers.

This comment is from July 2024; it appears the rider is referring to the fare for *on-demand* RideFACTNOW service, which had a flat fare of \$10 for one-way trip Countywide. On-demand services are premium, and come with a relatively higher cost. During that timeframe, our RIDEFACT service, which had a lower base fare, was not available due to lack of funds. Since then, FACT has restructured its fares which range from \$5 for upto 10 miles, \$10 for 10.1 up to 20 miles, and \$20 for 20 + miles. This fare structure helps riders using shorter trips to pay a lower fare.

RideFACTNOW was a new service available during July 2023-June 24; the \$10 fare enabled FACT to spread the service over to more users. Comparable trips on wheelchair accessible private taxi/van services are prices \$75-90.

FACT received comments from several riders who indicated the fares were reasonable:

"Thats all you charge? wow, I have paid \$100 for my mother who is in a wheelchair and that is short distance too! I am in shock, please book us for a trip."

"Your service is a blessing for 10 bucks, believe me"

"I am very grateful for your services. You have saved me time and cost - really a life saver"

FACT transports riders who are unable to pay a fare, while working with them to refer them to other transportation options that meet their needs better.

In 2025 FACT will use a two-tiered fare structure where Same-Day rides are priced higher and Next-Day service costs less, in order to allow riders the flexibility of selecting the services that best meet their needs.

FACT's transportation service does not lack drivers or capacity. A rider may be informed a ride is not available during times when we are operating under funding constraints. It is not our practice to comment on the availability of drivers when speaking with riders.

7/16/2024	We are seeing demand for increase in services, causing members of public being passed from service provider to service provider, not fair for members of public. Additional funding is needed for service providers.	Kristine Stensberg	SANDAG Planning	Noted for Coordinated Plan	N/A
7/16/2024	There is a large need along SR 56 corridor for people with disabilities. There is no fixed route transit, so no ADA paratransit is available. FACT and other services may provide coverage, but no ADA service is available.	Todd Lordson	SANDAG Planning, MTS	New routes along SR 56 to be included in Draft 2025 Regional Plan. Also refer to MTS for consideration for upcoming Comprehensive Operational Analysis	Will evaluate service along SR 56 as part of the upcoming comprehensive operational analysis.
7/16/2024	There are more clients than providers or funding. SSTAC should advocate for more funding at state level. Requesting guidance from SANDAG on how to do this effectively. Jewish Family Service and Travelers Aid have waiting lists for services and can't enroll new people.	Marcy Roke	SANDAG Planning	Noted for Coordinated Plan	N/A
9/17/2024	More security training for working with people who have limited means, seniors, or those that are disabled.	Todd Lordson	SANDAG Planning, MTS, NCTD	Noted for Coordinated Plan. Also refer to MTS and NCTD	<p>MTS: When we hire new Code Compliance Inspectors (CCIs), The new CCIs spend the first three weeks of training in a classroom setting. One of the training blocks during the three-week classroom training program consists of a two-hour block of training on People with disabilities. This training material is from the California Commission on Police Officer Standards and Training (POST) - Learning Domain 37 - People with Disabilities. Topics discussed: Americans with Disability Act, types of disabilities, Interactions with people with disabilities.</p> <p>For CCIs who are off training and working in the field, we conduct annual In-Service training. One of the annual In-Service training blocks is with Clinical Psychologist</p>

Dr. David Bond. Dr. Bond teaches a four-hour block of training that reviews Mental Illness and other Mental Health Disorders and Physical Disabilities.

9/17/2024	SR 56 corridor is still underserved.	Todd Lordson	SANDAG Planning, MTS	New routes along SR 56 to be included in Draft 2025 Regional Plan. Also refer to MTS for consideration for upcoming Comprehensive Operational Analysis	Will evaluate service along SR 56 as part of the upcoming comprehensive operational analysis.
9/17/2024	Training programs for drivers, especially those with Class B licenses	Todd Shaw	SANDAG Planning, MTS, NCTD	Noted for Coordinated Plan. Also refer to MTS and NCTD	MTS: All bus operators receive training upon initial hiring and annually thereafter. Topics covered include all of those mentioned in the list of “unmet needs”. I have attached the pages of our training manual that broadly cover these topics. This is just a portion of the manual, there is more in-depth training that is carried out in both the classroom and behind the wheel. At times, bus operators can be limited with how they service a bus stop depending on available red curb space. Cars that are parked in the bus stop, or bus stops with inadequate red curb space regularly contribute to this challenge. Also, bus operators are required to lower the “kneeler” upon request. Otherwise, it is at their discretion when to use the “kneeler”.

9/17/2024	For Specialized Transportation providers - there is still very high demand	Kristine Stensberg	SANDAG Planning	Noted for Coordinated Plan	N/A
11/19/2024	No unmet needs comments	N/A	N/A	N/A	N/A
1/21/2025	No unmet needs comments	N/A	N/A	N/A	N/A
3/18/2025	Need better training for bus operators regarding safe stops and starts, especially when carrying people who are older/have disabilities. Also need to ensure people can get on/off bus safely if they need the bus to kneel. This is only available in the front of the bus.	Clytie Koehler	SANDAG Planning, MTS, NCTD	Noted for Coordinated Plan. Also refer to MTS and NCTD	MTS: All bus operators receive training upon initial hiring and annually thereafter. Topics covered include all of those mentioned in the list of "unmet needs". I have attached the pages of our training manual that broadly cover these topics. This is just a portion of the manual, there is more in-depth training that is carried out in both the classroom and behind the wheel. At times, bus operators can be limited with how they service a bus stop depending on available red curb space. Cars that are parked in the bus stop, or bus stops with inadequate red curb space regularly contribute to this challenge. Also, bus operators are required to lower the "kneeler" upon request. Otherwise, it is at their discretion when to use the "kneeler".
3/18/2025	Concerns about federal funding, especially given how recent government changes may be impacting programs.	Marcy Roke	SANDAG Planning, Grants	Noted for Coordinated Plan. Also refer to Grants to provide update on funding with Specialized Transportation Grant Program annual report.	N/A

Proposed Changes to TDA Claim Manual

Background

The Transportation Development Act (TDA) statutes California Code of Regulations (CCR) require SANDAG, as the Regional Transportation Planning Agency (RTPA), to adopt rules and regulations supplemental to and consistent with, those of the California Department of Transportation to establish procedures for the administration of TDA funds. This TDA Manual follows the SANDAG Board of Directors adopted TDA Policy (January 2017) as amended. This manual is available on the SANDAG website. Claimants are encouraged to check the website for any changes to the manual. The manual can be found at sandag.org/TDA.

Updates

As recommended in the 2022 TDA triennial performance audit, SANDAG is now conducting an annual review of its processes for TDA administration. There are no proposed changes to Board Policy 027 at this time. Staff recommends updating the TDA Claim Manual to summarize the effects of recent legislation such as SB 125 (Budget, 2023) and SB 942 (Newman, 2022).

Proposed Changes (in red)

Manual page 16 (PDF page 20 of attachment 7) – To note the possibility of temporary waivers as currently allowed by SB125, this was extended from the previous inoperative date of January 1, 2024, set by AB149 to January 1, 2027.

7. If an operator fails to maintain the required ratio as described in #2, then the operator's eligibility to receive both LTF and STA funds shall be reduced during the subsequent penalty year by the amount of the difference between the level of fare revenues required to meet the specified ratio and the actual fare revenues for the year the ratio was not achieved. The penalty year shall begin one-year after the end of the fiscal year during which the required ratio was not met (99268.9), **unless current statute allows for the temporary waiver of penalties.**

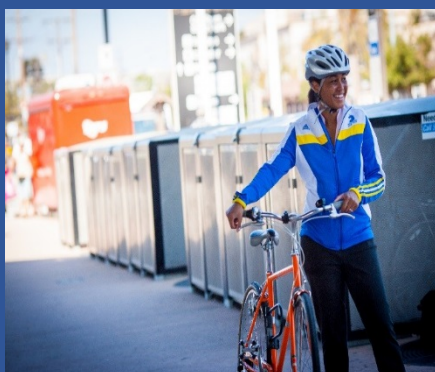
Appendix B of the TDA Manual Page B-2 (PDF page 46 of attachment 7) section (d) in regards to fiscal audit requirements. The change is to note the requirements of the expanded audit required for LCTOP funding set by SB942 which now includes verification of receipt and appropriate expenditure of moneys.

- (d) Determine whether the funds received by the claimant pursuant to the Act were expended in conformance with the applicable rules, regulations, and procedures of the transportation planning agency and in compliance with the allocation instructions and resolutions. **Per section 75230(v), an audit of Low Carbon Transit Operations Program (LCTOP) funding will be expanded to include verification of receipt and appropriate expenditure of moneys from the program.**

Added general summary of SB942 to the "legislative changes" section on page 6 (PDF page 10 of attachment 7)

SB 942

Senate Bill 942, enacted in California in 2022, modifies the Low Carbon Transit Operation Program (LCTOP) to streamline funding for free or reduced fare transit initiatives. Previously, transit agencies were required to demonstrate annual greenhouse gas (GHG) emission reductions to qualify for LCTOP funds. SB 942 removes this requirement for agencies that have already implemented such fare programs, allowing them to continue receiving funding without annual GHG reduction demonstrations. This change aims to reduce administrative burdens and support the ongoing provision of affordable transit options, particularly disadvantaged communities. SB942 extends the suspension of penalties associated with required ratios of fare revenues for operators.



Transportation Development Act Claim Manual

May 5, 2025



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CHAPTER 1 GENERAL INFORMATION

INTRODUCTION

PURPOSE

The Transportation Development Act (TDA) statutes¹ and the [California Code of Regulations](#) (CCR) require SANDAG, as the Regional Transportation Planning Agency (RTPA), to adopt rules and regulations supplemental to and consistent with, those of the California Department of Transportation to establish procedures for the administration of TDA funds. This TDA Manual follows the San Diego Association of Governments (SANDAG) [Board of Directors adopted TDA Policy](#) (January 2017) as amended.

This manual is available on the SANDAG Web site. Claimants are encouraged to check the website for any changes to the manual. The manual can be found at sandag.org/TDA.

BACKGROUND

The California State Legislature enacted the TDA (Mills-Alquist-Dedden Act) in 1971. It was signed and became effective in 1972. The TDA was enacted to assist local jurisdictions at the county level improve existing public transportation and encourage regional public transportation coordination. To this end, the TDA established two funding sources – the Local Transportation Fund (LTF) and the State Transit Assistance (STA) Program.

The LTF is derived from a 1/4 cent of the general sales tax collected statewide. The California Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. Each county then apportions the LTF funds within the county based on population. As the RTPA for the San Diego region, SANDAG is responsible for the annual allocation of monies from the LTF. The County Auditor serves as fund trustee.

The TDA was amended in 1979 (Senate Bill 620 [SB 620]) to create the State Transit Assistance (STA) Program (see [Chapter 8](#)). STA funds are derived from sales tax on diesel fuel and appropriated by the Legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenue, by formula, to SANDAG and the San Diego Metropolitan Transit Development Board (MTS). The formula allocates 50 percent of the funds on the basis of the population in the region compared to the population of the state², and the remaining 50 percent is allocated according to the prior-year proportion of regional transit operator revenues compared with statewide transit operator revenues. STA funds may not be used to fund administration, streets, or roads projects.

In April 2017, the Governor signed Senate Bill 1 (SB 1), known as the Road Repair and Accountability Act of 2017. A portion of the transportation funding under SB 1, known as the State of Good Repair (SGR) Program, is available to transit operators for eligible maintenance, rehabilitation, and capital projects. The SGR is funded from the vehicle registration fee portion of STA revenues. These funds are allocated under the STA program formula with half of the funds allocated according to population and half according to transit operator

¹ All sections refer to the Public Utilities Code unless otherwise noted.

² Population split was re-defined as part of Assembly Bill 1113 and is updated on an annual basis.

revenues. The SGR is one of two programs that allocate SB 1 funds to transit agencies through the STA formula. The second program, augments the base of the STA program with a portion of the new sales tax on diesel fuel.

The [Public Utilities Code](#) (PUC) authorizes the California Department of Transportation (Caltrans) to administer the statutes and regulations of the TDA. The CCR requires LTF, STA, and SGR recipients to submit a fiscal audit report to the SCO annually. The SCO reviews TDA fiscal and compliance audits pursuant to the PUC and the CCR.

PRIORITIES FOR DISTRIBUTION

The following reflects the priorities for distribution of funds for the San Diego region:

1. **Administrative costs (99233.1):** Funds are allocated to the County Auditor and SANDAG for administrative expenses as necessary.
2. **Planning by statutorily created agencies (99233.2):** Up to 3 percent of annual revenues shall be allocated to SANDAG for the conduct of the transportation planning process.
3. **Bicycle and pedestrian facilities (99233.3):** Two percent of the money remaining in the fund may be available to the county and cities, for development of bicycle and pedestrian facilities and safety education programs. These funds are allocated by SANDAG based on a regionwide priority list of projects (see [Chapter 3 – Article 3](#)).
4. **Rail passenger service (99233.4):** Within the San Diego region, only Metropolitan Transit System (MTS), North County Transit District (NCTD), or SANDAG may file a claim under this provision for rail passenger service operating or capital improvement expenditures.
5. **Community transit services (99233.7):** Within the San Diego region, up to five percent of the remaining money in the fund shall be available to MTS, NCTD and the Consolidated Transportation Service Agency (CTSA) to provide community transit services. Community transit service means transportation services that link intracommunity origins and destinations including services for those such as the disabled who cannot use conventional transit services (see [Chapter 5 – Article 4.5](#)).
6. **Transit operator claims (99233.8):** The remaining money in the fund shall be allocated to MTS, NCTD and SANDAG to support public transit systems within the San Diego region (see [Chapter 4 – Article 4](#)).
7. **Express bus and vanpool services (99400.6):** Within the San Diego region, any claims for express bus service and vanpool shall be consistent with the plans of MTS and NCTD for such services subject to specified conditions (see [Chapter 6 – Article 8](#)).
8. **Commuter ferry services (99400.7):** Within the San Diego region, MTS and NCTD may file a claim to provide commuter ferry service on San Diego Bay for purposes of serving peak-period commute trips for pedestrians and bicycles (see [Chapter 6 – Article 8](#)).

LEGISLATIVE CHANGES

Since its inception, the Legislature has periodically amended the TDA. Legislative changes to date having an impact on this region are as follows:

Assembly Bill 813 (Chapter 354)

Effective January 2004, revises section 99268.17 that allows the exclusion of certain operating costs for purposes of calculating farebox recovery ratio. Operators can exclude additional costs required to provide complementary paratransit service and additional costs of liability insurance premiums. The additional cost would have to exceed the operator's costs from the prior year as adjusted by the Consumer Price Index. While this section of the law expired January 1, 2007, Senate Bill 508 (SB 508) amended section 99268.17 to include additional costs that may be excluded for farebox calculations.

Also revises section 99314.6(b) including additional exclusion of certain costs associated with calculating operating costs for purposes of determining an operator's eligibility to claim State Transit Assistance funds (STAFs).

Assembly Bill 1912 (Chapter 201)

Deletes section 99314.5(c) and adds section 99314.5(e) related to employment of part-time drivers.

Senate Bill 1703 (Chapter 743)

Effective January 1, 2003, this bill creates the 'consolidated agency' that combines the planning functions of SANDAG, Metropolitan Transit Development Board (MTDB), and San Diego North County Transit Development Board.

County of San Diego (County Transit System)

On February 13, 2002, the San Diego County Board of Supervisors approved the divestiture of the County Transit System (which includes the express, suburban, rural, and all demand-response services) to MTDB, effective June 28, 2002.

Senate Bill 521 (Chapter 297)

Effective January 1, 2002, this bill repeals Section 120265 and adds Section 120354 of the Public Utilities Code. MTDB will no longer assess an annual formula for funding regional services. Rather, SB 521 states that MTDB shall consolidate all available local, state, and federal transit funds for the provision of mass transit service in coordination with the various transit operators in MTDB's service area. The use of funds shall be prioritized as follows:

9. Services provided pursuant to the Americans with Disabilities Act (ADA)
10. Local match requirements for federal and state transit capital grants
11. Local and regional service base
12. Any additional planning and operation of transit services approved by the Board.

Senate Bill 508 (Chapter 716)

On October 9, 2015, this bill was approved by the Governor. This bill amends Sections 99233.3, 99234, 99247, 99268.2, 99268.3, 99268.4, 99268.17, and 99268.19. This bill also amends, repeals, and adds Section 99314.6 of the Public Utilities Code. The bill authorizes claims for funds for pedestrian safety education

programs; deletes, revises, and exempts certain farebox recovery requirements; and revises certain State Transit Assistance qualifying criteria for operations.

In addition to authorizing the funding of bicycle safety education programs up to 5 percent of the 2 percent bicycle and pedestrian allocation found under Article 3 (PUC Section 99234(a)), the bill also authorizes the funding of pedestrian safety education programs from the 5 percent amount.

Specifically, SB 508 deletes the requirement for transit operators to maintain higher farebox requirements based on the 1978-79 fiscal year. It also revises the definition of local funds and operating cost and exempts startup costs and additional categories of expenditures from operating cost.

SB 508 changes STA qualifying criteria for operations by using a sliding scale to reduce operator STA allocation for operations rather than a pass/fail. It exempts the STA qualifying criteria requirement through fiscal year 2015-16 and institutes the new sliding scale effective July 1 2016.

AB 1113 (Chapter 86)

On July 21, 2017, AB 1113 was approved by the Governor. This bill amends Sections 99243, 99312, 99312.1, 99312.7, 99313, 99313.1, 99313.3, 99313.6, 99313.7, 99314, 99314.1, 99314.2, 99314.3, 99314.4, 99314.5, 99314.6, and 99314.8. This bill also repeals and adds Section 99312.2 of the Public Utilities Code. This bill revises and recasts the provisions governing the STA program and provides that only STA-eligible operators, as defined, are eligible to receive an allocation from the portion of program funds based on transit operator revenues.

In addition, this bill provides that each STA-eligible operator, within the jurisdiction of the allocating local transportation agency, receive a proportional share of revenue-based program funds based on the qualifying revenues of that operator and population, as defined. In accordance with PUC Section 99313, SANDAG as the RTPA, shall provide Caltrans with the population on its respective jurisdiction using recent estimates from Department of Finance on an annual basis. The bill also revises the duties of the Controller and the Department of Transportation in administering the program and makes various other conforming changes and deletes obsolete provisions.

This bill requires that each recipient of TDA funds submit the annual State Controller's Report (CCR 6665) and annual certified fiscal audit (Section 99245) before the required deadline. In addition, this bill requires certain information be reported by transportation agencies with respect to eligibility for funding of STA-eligible operators under the STA program.

SB 1 (Chapter 5)

Approved by the Governor on April 28, 2017, SB 1 provides new transportation funding, including funding for transit service. SB 1 increases the additional sales and use tax rate on diesel fuel and continually appropriates revenues to the Controller for allocation to transportation agencies for public transit purposes under the STA Program. This bill restricts expenditures of fee revenues made available to the STA Program to transit capital purposes and certain transit services and requires recipient transit agencies to comply with various requirements.

SB 1 amended various sections, including Section 99312.1 of the Public Utilities Code and added Section 99314.9. Section 99312.1 continuously appropriates STA Program revenues to the SCO for allocation to transportation planning agencies, county transportation commissions, and MTS with 50 percent of revenues being allocated pursuant Section 99314 and 50 percent pursuant to Section 99313.

A portion of SB 1 provides funds to transit operators for eligible transit maintenance, rehabilitation, and capital projects. This investment in public transit is referred to as the State of Good Repair (SGR) Program, which is funded from a vehicle registration fee with funds allocated under the STA Program. Prior to receiving an apportionment of funds, a recipient agency is to submit to the Department of Transportation a list of projects proposed to be funded with SB 1 funds and upon expending those funds, recipients must submit documentation that includes a description and location of completed projects, amount of funds expended, completion dates, and the estimated useful life of the improvement.

In addition, this bill requires an audit of transit operator finances to verify that the revenues are expended in conformance with SB 1 requirements. Section 99314.9 also requires the Controller to compute quarterly proposed allocations for STA program funds and to publish the allocations for each eligible recipient agency.

AB 90 (Chapter 17)

Approved by the Governor on June 29, 2020, AB 90 includes various statutory relief measures including instituting a hold harmless provision for calculation and allocation of State Transit Assistance Program, STA-State of Good Repair, and Low Carbon Transit Operations Program (LCTOP) allocations. The bill also temporarily suspends the financial penalties associated with the TDA's requirements that transit agencies obtain specified fixed percentages of their operating budgets from passenger fares and temporarily suspends the financial penalties associated with the STA Program's requirements that transit agencies' operating cost per revenues vehicle hour may not exceed operating cost per revenues vehicle hour adjusted by regional CPI, year over year.

SB 942 (Chapter 988)

Senate Bill 942, enacted in California in 2022, modifies the Low Carbon Transit Operation Program (LCTOP) to streamline funding for free or reduced fare transit initiatives. Previously, transit agencies were required to demonstrate annual greenhouse gas (GHG) emission reductions to qualify for LCTOP funds. SB 942 removes this requirement for agencies that have already implemented such fare programs, allowing them to continue receiving funding without annual GHG reduction demonstrations. This change aims to reduce administrative burdens and support the ongoing provision of affordable transit options, particularly disadvantaged communities. SB942 extends the suspension of penalties associated with required ratios of fare revenues for operators.

CHANGES IN TDA RULES AND REGULATIONS

The full text of the TDA, as amended, is available in the Caltrans publication TDA - Statutes and California Code of Regulations, as well as at its Web site <http://www.dot.ca.gov/drmt/sptda.html>. The updated version includes all administrative rules and regulations most recently adopted by the Director of the Department of Transportation with the advice and consent of the California Transportation Commission, as contained in the California Code of Regulations.

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CHAPTER 2 COUNTY AUDITOR'S RESPONSIBILITIES

COUNTY AUDITOR'S RESPONSIBILITIES

The County Auditor in each county in the state is the designated trustee for that county's TDA funds. Prior to February 1 of each year, the County Auditor is required (CCR 6620) to furnish the Transportation Planning Agency (SANDAG) with an estimate of monies anticipated to be deposited in the LTF during the ensuing fiscal year. The County Auditor also must provide an estimate of the TDA fund balance after all allocation instructions and payment schedules have been honored for the current fiscal year. Estimates include interest income for the ensuing fiscal year, as well as sales tax revenues.

Based on the estimates furnished by the County Auditor, SANDAG apportions the funds available in conformance with priorities stated in the law (99233).

In addition to estimating TDA fund availability, the County Auditor also is responsible for maintaining accounting records for the fund and for disbursing TDA monies in accordance with allocation instructions received from SANDAG. However, the County Auditor is to make no payment for any allocation instruction that is in conflict with the law, but shall refer such matters to SANDAG for resolution.

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CHAPTER 3 BICYCLE AND PEDESTRIAN CLAIMS

BICYCLE AND PEDESTRIAN CLAIMS – TDA ARTICLE 3

INTRODUCTION

This chapter describes the claim process for bicycle and pedestrian projects, also known as active transportation projects. Claims may be filed annually (by April 30 of each year) with the transportation planning agency by eligible local cities, the RTPA, and the County of San Diego under Article 3 for the following purposes:

Two percent of TDA funds are apportioned each year for facilities provided for the exclusive use of pedestrians and bicyclists. Local cities, the RTPA, and the County of San Diego may file claims for these funds. These funds are supplemented with *TransNet* bicycle, pedestrian, and neighborhood safety funds for planning and construction of facilities intended for use by bicyclists, pedestrians, and neighborhood safety/traffic calming projects.

The San Diego Transportation Improvement Program (*TransNet*) Extension approved by the voters in 2004 also includes an annual allocation of 2 percent of the total annual revenues dedicated to the Bicycle, Pedestrian, and Neighborhood Safety Program³. The Bicycle, Pedestrian, and Neighborhood Safety Program provides funding for bikeway facilities and connectivity improvements, pedestrian and walkable community projects, bicycle and pedestrian safety projects and programs, and traffic calming projects through a competitive grant program. The following link provides additional information on the *TransNet*/TDA Active Transportation Grant Program: <http://www.sandag.org/index.asp?classid=34&projectid=491&fuseaction=projects.detail>

In September 2013, the SANDAG Board of Directors approved the Regional Bike Early Action Program (Regional Bike EAP) with the goal of implementing Regional Bicycle Network High Priority Projects within ten years. The Board's action also included continuing to fund local bicycle and pedestrian plans, programs, and projects through the competitive *TransNet*/TDA Active Transportation Program which is supplemented with TDA revenues⁴. The following link provides additional information on the Regional Bike EAP: <https://www.keepsandiegomoving.com/RegionalBikeProjects/introduction.aspx> TDA Project Eligibility

The law specifies that TDA funds should be allocated according to the regulations adopted by SANDAG as the regional transportation planning agency. It also identifies certain categories of eligible projects. These specific project types represent neither an exhaustive list nor are they listed as priorities (Public Utilities Code [PUC] Sections 99233.3 and 99234). They are summarized below for reference and at the following link: <http://www.sandag.org/index.asp?classid=34&projectid=491&fuseaction=projects.detail>. Project evaluation criteria, established by SANDAG Board policy, are discussed later.

- Construction, including related engineering expenses, of bicycle and pedestrian facilities.
- Maintenance of bicycle trails provided they are closed to motorized traffic.

³ The Bicycle, Pedestrian, and Neighborhood Safety Program also is referred to as the *TransNet*/TDA Active Transportation Grant Program (ATGP).

⁴ When the SANDAG Board approved the Regional Bike Early Action Program in September 2013, it limited the ATGP to \$1 million per year with the remainder allocated to the Regional Bike EAP.

- Projects serving the needs of commuting bicyclists, including but not limited to, new paths serving major transportation corridors, secure bicycle parking at employment centers, park-and-ride lots, and transit centers where other funds are not available.
- A comprehensive bicycle and pedestrian facilities plan (no more than once every five years), with an emphasis on bicycle projects intended to primarily accommodate non-recreational bicycle trips.
- Up to 20 percent of the cost to restripe Class II bicycle lanes.
- Up to 5 percent of the amount available to a city or the county may be expended in conjunction with other funds to support bicycle and pedestrian safety education programs, so long as the funds are not used to fully fund the salary of any one person.

TransNet Project Eligibility

TransNet bicycle, pedestrian, and neighborhood safety (also known as the *TransNet/TDA* Active Transportation Program) funds may be expended for all purposes necessary and convenient to the design, right-of-way acquisition, and construction of facilities intended for use by bicyclists, pedestrians, and neighborhood safety/traffic calming projects. These funds can be used for capital and non-capital projects and programs that help to encourage bicycling and walking.

Eligible [capital projects](#) include facilities intended for use by bicyclists and pedestrians and/or provide safer roadway access through traffic calming. Eligible activities include design, environmental, right-of-way acquisition, construction, and installation of traffic control devices. Eligible capital projects may include, but are not limited to:

- New bicycle facilities including paths and bicycle boulevards
- Bicycle lane striping and widening
- New sidewalks, widening of sidewalks, sidewalk gap closures
- New pedestrian facilities
- Pedestrian over and under crossings
- Shortcuts to shorten bike/walk travel time and provide for safer connections
- High visibility crosswalks (ladder/zebra/continental style)
- Bulb outs and intersection treatments
- Roundabouts and traffic circles
- Speed humps and speed tables
- Raised intersections
- Median refuges
- Road diets
- Full or half street closures
- Pedestrian and bicycle-related traffic control devices and pavement markings
- Pedestrian-scale lighting
- Signage and wayfinding

Eligible [non-capital projects](#) include planning projects; education, encouragement and awareness programs; and bicycle parking.

Eligible planning projects address bicycle and/or pedestrian access, primarily to accommodate non-recreational bicycle and walking trips, through neighborhood or citywide plans. Eligible planning projects may include, but are not limited to:

- Comprehensive Active Transportation Strategies,
- Bicycle Master Plans, and
- Required environmental documents.
- Stand-alone pedestrian master plans are not eligible.

Eligible education, encouragement and awareness programs include, but are not limited to:

- Education Programs that teach walking and bicycling safety skills to children and adults through schools, places of employment, community centers, or other venues.
- Encouragement Programs that propose targeted outreach and events designed to encourage walking and bicycling as a viable mode of transportation for everyday/utilitarian trips.
- Awareness Programs that intend to improve overall roadway safety, especially for bicyclists and pedestrians, by impacting the attitudes and behaviors of the general public through multimedia campaigns.

Eligible bicycle parking projects intend to plan and implement bicycle parking facilities and must be designed for general public access (may NOT exclusively serve any single entity). Eligible projects may include, but are not limited to: bike racks, bike lockers, bike corrals and bike stations.

SANDAG Claim Requirements

SANDAG has the authority to establish criteria applicable to analyzing and evaluating claims for non-motorized transportation facilities (PUC Section 99401). To be considered for funding, a claim must be part of the Regional Bike EAP for regional projects or evaluated based upon the SANDAG-adopted *TransNet*/TDA Active Transportation [capital](#) or [non-capital](#) scoring criteria for local projects. TDA Claim Submittal Process

TDA non-motorized claims for the ensuing fiscal year must be submitted to SANDAG. To be considered for funding, the Annual Claim Application must be fully completed. In addition, please consider the following, if applicable:

- All claims, including those supporting educational or promotional programs and claims for planning projects, must include a project budget, work program, and project schedule.
- No later than April 30 of each year, include a certified copy of a resolution or minute order in which the planning group, planning commission, or governing body of the claimant authorizes the claim.

Applicants must submit their claim in electronic PDF format and hard copy.

TDA Evaluation Process

The evaluation process for *TransNet* / TDA Active Transportation projects is consistent with the way SANDAG evaluates and prioritizes other components of the transportation system, such as arterial, highway, and transit projects. Transportation project priorities are established in planning documents like the Regional Transportation Plan (RTP). Priorities also are used for funding decisions that are programmed in the Regional Transportation Improvement Program (RTIP). The criteria used to establish the Bike Early Action Program are included in the [Regional Bike Plan](#). For local projects, the evaluation criteria support the overall goals and objectives SANDAG has for improving the regional transportation system and promoting smart growth in the region by giving priority to projects that enhance the existing transportation network as a whole. The criteria to be used in the evaluation process for local projects are specified in the [capital](#) and [non-capital](#) Project Evaluation Criteria Matrices.

Claimants for TDA bicycle and pedestrian projects and *TransNet* bicycle, pedestrian, and neighborhood safety projects will be responsible for accurately filling out the Annual Claim Application.

Each claimant receiving TDA funds and the County of San Diego, as trustee of the Local Transportation Fund, are required to submit an annual certified fiscal audit conducted by an independent auditor. With the exception of transit operator recipients, SANDAG procures an independent auditor on behalf of the TDA recipients and will transmit the audits to the State Controller within 180 days after the end of the fiscal year (99245). It is the responsibility of the claimants to ensure that audits progress in a timely manner. Any delays in the audit require a request to SANDAG for an extension of no more than 90 days. [Appendix B](#) provides additional information regarding the fiscal audit requirements

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CHAPTER 4 TRANSIT OPERATOR CLAIMS

TRANSIT OPERATOR CLAIMS – TDA ARTICLE 4

INTRODUCTION

Claims may be filed annually (by April 30 of each year) with the transportation planning agency by eligible transit operators under Article 4 for the following purposes (99260):

1. The support of public transportation systems
2. Aid to public transportation research and demonstration projects
3. Contributions for the construction of grade separation projects

Eligible Expenses

TDA monies claimed by public transit operators can be used for all purposes necessary and convenient to the development and operation of a public transportation system, including the following (99262):

1. Planning and contributions to the transportation planning process
2. Acquisition of real property
3. Construction of facilities and buildings
4. Purchase and replacement of vehicles
5. Systems operation
6. Maintenance and repair
7. Debt payment

Claim Restrictions

1. The expenditure of funds received under this article by an operator may in no year exceed 50 percent of the amount required to meet operating, maintenance, and capital and debt service requirements of the system after deduction therefrom of approved federal grants estimated to be received and funds estimated to be allocated (Section 99268).
2. In order to qualify for TDA funds under Article 4, an operator must maintain certain fare revenue to operating cost or fare revenue plus local support to operating cost ratios (see [Appendix A](#) for definitions of fare revenue, local support, and operating cost) as established by 99268 through 99269 and 99270.1, depending on the characteristics of the operator and its service area.
3. Section 99268.1 states that commencing with claims for the 1980-81 fiscal year, an operator that was in compliance with Section 99268 during the 1978-79 fiscal year in order to be eligible for funds under this article shall be eligible for such funds in any fiscal year, if it remains in compliance with that section during the fiscal year. The determination of compliance for any fiscal year shall be made in the same manner as the determination was made for the 1978-79 fiscal year.
4. In the case of an operator required to be in compliance with Section 99268 under Section 99268.1, the operator may be allocated additional funds that could not be allocated to it because of those requirements, if it maintains, for the fiscal year, a ratio of fare revenues to operating cost, as defined

by subdivision (a) of Section 99247 (See [Appendix A](#) for definitions and exclusions from the definition of operating cost pursuant to Section 99268.17), at least equal to one-fifth if serving an urbanized area or one-tenth if serving a nonurbanized area (Sections 99268.2, 99268.3, and 99268.4). If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating cost required by Article 4, an operator may satisfy that requirement by supplementing its fare revenues with local funds. As used in this section, "local funds" means any non-federal or non-state grant funds or other revenues generated by, earned by, or distributed to an operator (Section 99268.19).

5. Under the provisions of 99269, all operators within the MTS service area are considered as a single operator for the purpose of meeting the farebox recovery requirement. In order for these operators to be eligible for Article 4 funds, the areawide farebox recovery, as determined on the basis of total operating costs and total fare revenues for all operators, must equal or exceed the areawide ratio for fiscal year 1979, or 31.9 percent. This affects all Article 4 claimants filing a claim with MTS which includes San Diego Transit Corporation, San Diego Trolley Incorporated, Contract Services, and Chula Vista Transit. For these operators, the individual farebox recovery is not a factor in determining eligibility for Article 4 funds.
6. The remaining operators and transit service claimants are subject to the applicable farebox recovery requirement as summarized below:

Operator	Required Ratio	PUC Section
MTS	20%	99269
NCTD	18.8%	99270.1
MTS/NCTD Services for Elderly and Disabled Persons	10%	99268.5

7. If an operator fails to maintain the required ratio as described in #2, then the operator's eligibility to receive both LTF and STA funds shall be reduced during the subsequent penalty year by the amount of the difference between the level of fare revenues required to meet the specified ratio and the actual fare revenues for the year the ratio was not achieved. The penalty year shall begin one-year after the end of the fiscal year during which the required ratio was not met (99268.9), **unless current statute allows for the temporary waiver of penalties.**
8. The fare revenue and local support ratios shall not apply to an extension of public transportation services until two years after the end of the fiscal year during which the extension of service was put into operation (99268.8). The fare revenues and operating costs attributable to new service extensions shall be excluded from the ratio determinations if the extensions meet the definitions of CCR 6619.1 and the conditions of CCR 6633.8.
9. No operator shall be eligible for funds if it routinely staffs a vehicle designed to be operated by one person with two or more persons (99264).
10. An operator shall be eligible for Article 4 funds only if the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system, or if the operator is implementing a plan approved by the TPA (SANDAG) which will fully fund the retirement system within 40 years (99271).
11. An operator that has a private pension plan shall be eligible for Article 4 funds only if it meets all of the requirements of 99272 and 99273.

12. The total amount of monies from the LTF and the state STAF that an operator or transit service claimant is eligible to receive during the fiscal year is determined by the provisions of 21 CCR Section 6634 (fund eligibility). [Appendix F](#) contains a worksheet to assist in determining maximum fund eligibility.
13. An operator or transit service claimant shall spend monies received from the LTF or STAF only in accordance with the terms and conditions of the allocations, as set forth in the LTF allocation instructions or STAF allocation resolution. If unforeseen situations develop during the year such that the operator or transit service claimant cannot comply with the terms and conditions of the allocations, the operator or transit service claimant shall request that SANDAG consider a revised allocation instruction or resolution per 21 CCR Section 6636 (implementation). In addition, if an operator or transit service claimant desires, in mid-year, to implement a new service which results in an increase (or decrease) of 15 percent or greater over the operating budget of the previously approved claim, then the claimant shall request a revised allocation before any expenses associated with the proposed service changes are incurred.
14. Any operator providing charter service must meet the requirements of 99250. Under these requirements, all charter bus service must contribute financially to the reduction of deficits incurred in the operation of scheduled bus service. Charter bus service rates charged must equal the average of the three lowest current rates charged by private charter bus carriers actually operating charters originating in the same service area during the prior year, or they must be at least equal to the fully allocated cost of each charter operated. These rates must be reviewed and adjusted not less than semiannually. However, if the operator determines that there is a public need that cannot be met otherwise, charter service may be provided to charitable or public service organizations at direct cost, not to exceed \$10,000 or a total of 40 charter buses per year, whichever occurs first. An example statement certifying that these requirements have been met is included in [Appendix G](#).
15. Each claim must include a certification completed within the last 13 months from the Department of the California Highway Patrol indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code. This section requires operators to participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles.
16. Transit operators are subject to the reduced transit fare and related eligibility requirements of Section 99155 and 99155.5. [Appendix G](#) provides a sample statement certifying compliance with these requirements.

Claim Process

At the second SANDAG Transportation Committee meeting each February, SANDAG publishes the annual TDA apportionment schedule and the five-year revenue projections for the transit operators. The transit operators shall provide budget information to SANDAG in sufficient detail to support their TDA claims. By April 30 (or last weekday of the month), any claimant wishing to receive funding for the ensuing fiscal year must submit a claim to SANDAG, which must include the supplemental information as described in the following section.

Claim Forms and Required Information

Each claimant shall complete the annual TDA claim form and the specified reporting forms and submit the claim along with the supplemental information listed in the claim checklist. These forms are designed to assist the operators in meeting the various requirements of the TDA and to assist SANDAG in meeting its administrative responsibilities.

In addition, all operators shall participate in the regionwide performance improvement program through the Coordinated Plan (The Regional Short-Range Transit Plan & Coordinated Public-Transit-Human Services Transportation Plan) process.

The claim checklist outlines supplemental information required as part of each claim. The items in the checklist (see [Appendix E](#)) are intended to meet the various requirements of the TDA.

Claim Revision or Amendment Process

An operator may request a revision to an approved allocation when changes in circumstances warrant. An allocation revision is required when an operator wishes to increase the total TDA allocation, or to use the funds for a purpose other than the one for which they were allocated. For example, use of operating funds to support a capital project or any transfer of funds from operating or capital support into a capital reserve pursuant to CCR 6648 require approval by the transit agency board and then approval by SANDAG.

A request for an allocation revision or amendment should include information detailing the reason for the revision/amendment request (including a change in the operating and/or capital budgets) and a table comparing the old claim total and the new claim total. A certified copy of a resolution or minute order in which the governing body authorizes the change must accompany the revision/amendment. Changes in the capital program must be clearly identified.

Reporting Requirements

1. Each operator and transit service claimant is required to prepare and submit an annual report of its operations in accordance with the uniform system of accounts and records adopted by the State Controller pursuant to 99243 ([Appendix D](#)). Accurate and complete records shall be maintained and all such fiscal, and accounting records, and supporting papers shall be retained. The annual report must be submitted to SANDAG and the State Controller within seven months after the end of the fiscal year. The annual report shall include (CCR 6637):
 - a. The amount of revenue generated from each source and its application for the preceding fiscal year.
 - b. The data necessary to determine whether the operator is in compliance with 99268.1, 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9 (farebox recovery requirements).
 - c. The financial data reporting forms specified by the State Controller for the annual report.
 - d. The nonfinancial operating data described in the federal "Uniform System of Accounts and Records and Reporting Systems," January 1977. The claimant shall report the nonfinancial operating data on the forms specified by the State Controller.
 - e. A supplement including an estimate of revenues to be generated from each source and its proposed application for the next fiscal year and a report on the extent to which the claimant has contracted with the Prison Industry Authority, including the nature and dollar amounts of all contracts entered into during the reporting period and proposed for the next reporting period.
2. The State Controller shall instruct the County Auditor to withhold payments from the fund to any operator that has not submitted its annual report to the State Controller within the time specified after the close of the fiscal year (99243).

3. Each claimant is required to submit operating statistics to SANDAG (see [Appendix E](#)) on a quarterly basis, no later than 45 days after the end of each quarter.
4. Each claimant receiving TDA funds, and the County of San Diego is required to submit an annual certified fiscal audit conducted by an independent auditor. SANDAG procures an independent auditor on behalf of the TDA recipients, except for transit operators, and will transmit the audits to the State Controller within 180 days after the end of the fiscal year (99245). It is the responsibility of the claimants to ensure that audits progress in a timely manner. Any delays in the audit require a request to SANDAG for an extension of no more than 90 days. [Appendix B](#) provides additional information regarding the fiscal audit requirements
 - a. A transit district, transit operator, transit service claimant or other provider may expand the scope of its audit pursuant to Section 99245.2 to meet the audit requirements of other funding sources. An audit done pursuant to the Federal Single Audit Act of 1984 may be used to meet the requirements of Section 99245 providing it meets the requirements of section 99245 including a certification that the funds allocated to the claimant pursuant to Section 99245 were expended in conformance with applicable laws and rules and regulations. The report will be transmitted to SANDAG and the State Controller within 180 days after the end of the fiscal year.
5. A performance audit of each operator is required triennially. Similar to the annual fiscal audit, SANDAG procures an independent third party to conduct the performance audit. Additional information regarding the performance audit requirements are contained in [Appendix C](#) and the Transit Operator's Performance Audit Guide published by SANDAG.
6. For an operator excluding the fare revenues and operator costs attributable to an extension of new services from the determination of its fare revenue and local support ratios, as described under Claim Restrictions #3, a report must be submitted to SANDAG within 90 days after the end of the fiscal year. The report shall include, but not be limited to, the following (CCR 6633.8(c)):
 - a. A description of the area served and the routes or portions of routes included
 - b. The amount of fare revenues generated by the extension and the method used to derive that amount
 - c. The amount of the operating cost for the extension and the method used to allocate costs between the extension of service and the claimant's other services

Timetable

The following is a timetable which lists the key dates of the cycle of preparing claims, allocating monies, and preparing final reports. References to the appropriate California Code of Regulations (CCR) sections are included.

February 1	County Auditor provides estimate of LTF monies available for the ensuing fiscal year to SANDAG (6620).
February	SANDAG Board approves the annual apportionments available for allocation (6644) and advises prospective claimants.
April 30	Claims are due to SANDAG (6630). Claimants are encouraged to review the updates to the Claim Manual, use the check-off list provided, and include it as part the claim package.
June	SANDAG Board of Directors reviews and approves the claims.
June 30	SANDAG conveys initial allocation instructions for the next fiscal year to County Auditor (6659).
September 1	SANDAG transmits a schedule of performance audits to be submitted during the fiscal year and a list of all operators or claimants who operated or commenced operations during the prior fiscal year to the California Department of Transportation (6664.5).
September 30	Non-transit claimants submit expenditure reports to State Controller (6665).
September 30	Claimants submit reports on extension of service to SANDAG (6633.8).
November	TDA recipients submit extension requests
December	SANDAG submits, on behalf all claimants using its independent auditor, the certified fiscal audit for fiscal year ending June 30 (unless granted a 90-day extension) to the State Controller (99245). Transit operators choosing to use their own independent auditor are responsible to submit their report to SANDAG and the State Controller.
January 31	SANDAG submits the annual State Controller's Report (6660).
Triennially	SANDAG submits the performance audits to the California Department of Transportation (6662.5) for all operators of transit service and for SANDAG for planning functions.

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CHAPTER 5 COMMUNITY TRANSIT SERVICE CLAIMS

COMMUNITY TRANSIT SERVICE CLAIMS – ARTICLE 4.5

INTRODUCTION

The legislature has provided for the use of up to 5 percent of the annual TDA funds for community transit services, which include services for those such as the disabled, who cannot use conventional transit services. Eligible claimants are cities, counties, public transit operators, and consolidated transportation service agencies. Claims can be made only by public agencies. However, community transit services can be provided by private operators (e.g., taxicab companies) under contract with a public agency on a competitive bidding basis.

California Code of Regulations 6644 provides that the maximum available for claims filed under Article 4.5 shall be 5 percent of the sum of the apportionments of the areas of all operators remaining after subtracting any amounts allocated pursuant to 99233.4, 99233.5, and 99233.6. The amount available for Article 4 claims is that amount remaining after the adjustment for the proportion made available for Article 4.5 allocations.

Transportation Development Act Article 4.5 claims may be filed with the transportation planning agency (SANDAG) by a city, a county, an operator, or a CTSA, to provide “community transit services” which are defined as transportation services which link intracommunity origins and destinations.

Requirements

The SANDAG Board must find that a claim meets the following minimum requirements prior to approval of a claim (99275.5):

1. That the proposed community transit service is responding to a transportation need currently not being met in the community of the claimant.
2. That the service shall be integrated with existing transit services, if appropriate.
3. That the claimant has prepared an estimate of revenues, operating costs, and patronage.
4. That the claimant is in compliance with the applicable farebox recovery ratio requirements (99268.3, 99268.4, 99268.5, or 99268.9). For exclusive elderly and handicapped services, 10 percent of the claimant’s operating costs must be recovered through fare revenues. However, local support may be included toward meeting the 10 percent requirement. A CTSA performing coordination activities is exempt from this requirement.
5. That the claimant is in conformance with the requirements of 99155 and 99155.5 relating to the honoring of specified identification cards by operators offering reduced fares for seniors and the disabled and other eligibility requirements.

In addition to the requirements of 99275.5, claimants are encouraged to enter into a formal competitive bidding process in choosing to provide service through a contract operator as authorized by 99277.

ARTICLE 4.5 FUND DISTRIBUTION FORMULA

In order to include the CTSA in the fund distribution process, a maximum of 2 percent of the total available will be set aside to support claims by the CTSA. The CTSA claim is to include a work program to be reviewed by SANDAG and the other Article 4.5 claimants. The remaining amount will be apportioned pursuant to Public Utilities Code (PUC) 99233.7 and shall be divided between the MTS and the North County Transit District service areas based on the ratio of the total population in each area to the total population in both areas.

Board-Adopted Priorities

In view of the limited funds available under the Article 4.5 program, the SANDAG Board has adopted the following priorities for the allocation of Article 4.5 funds:

1. The Article 4.5 program is intended to serve those population groups that cannot use conventional, fixed-route transit services, primarily persons with disabilities as defined by the ADA. Service to persons such as the nondisabled elderly should be provided only when capacity is available. TDA Article 4 funds are the more appropriate source of support for general public transit services.
2. Priority shall be given to providing accessible curb-to-curb services to all communities within the urbanized area, based on fund availability, prior to the expansion of the level of service within the existing service areas.
3. Additional services proposed within areas currently served by another operator will be considered only on the basis of fund availability and a clear demonstration of unmet needs.

Claim Content

Community transit service claims are to be filed in the same manner as Article 4 transit operator claims following the claim timetable outlined in [Chapter 4](#). Transit service claimants should refer to the claim checklist ([Appendix E](#)) for the claim forms and additional information required. Community transit service claims should include all of the information listed in the checklist.

Reporting Requirements

1. Each claimant receiving TDA funds, and the County of San Diego is required to submit an annual certified fiscal audit conducted by an independent auditor. SANDAG procures an independent auditor on behalf of the TDA recipients and will transmit the audits to the State Controller within 180 days after the end of the fiscal year (99245). It is the responsibility of the claimants to ensure that audits progress in a timely manner. Any delays in the audit require a request to SANDAG for an extension of no more than 90 days. [Appendix B](#) provides additional information regarding the fiscal audit requirements.
2. Each transit service claimant is required to submit an annual report of its operations, consistent with the Uniform System of Accounts, to SANDAG and the State Controller within 90 days after the end of the fiscal year (see [Chapter 4 – Report Requirements #1](#)).
3. Each transit claimant is required to submit operating statistics to SANDAG (see [Appendix E](#)) on a quarterly basis.

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CHAPTER 6 SPECIAL PROVISION CLAIMS

SPECIAL PROVISION CLAIMS – ARTICLE 8

INTRODUCTION

This chapter summarizes claims for projects under special provisions of the TDA. Special provision claims generally refer to Article 8 claims for local street and road improvements, multimodal terminals, and express bus, vanpool and commuter ferry services. Article 8 allows the cities and transit operators to file claims for the construction and maintenance of multi-modal transportation terminals anywhere in the County of San Diego or a city in the county, as the case may be (99400.5). The transit operators also may file claims for express bus services and vanpool services (99400.6).

Local Street and Road Claims

Due to the provisions of 99232, jurisdictions within San Diego County are not eligible to claim Article 8 monies for local street and road improvements.

Multimodal Terminal Claims

Each multimodal terminal claim shall include the annual TDA claim form, a project description (including any feasibility, site analysis, or related studies which have been prepared and not previously submitted), and the estimated project cost and source(s) of funds. The funding request should cover work that is scheduled to begin in the fiscal year of the claim. It should be supported by completing the Schedule of Article 8 Funding for Transit Centers (Form C-10) included in [Appendix E](#). Project construction costs should be documented on the Schedule of Estimated Transit Center Costs (Form C-20) also in [Appendix E](#). If the project is to be implemented in phases, include in the project description the estimated implementation dates and related costs for each phase (i.e., preliminary engineering, right-of-way acquisition, construction, etc.)

Claims may be submitted for planning or feasibility studies undertaken to develop new transit centers. In addition to an annual claim form, such claims must contain a work program describing the objectives and tasks of the study, and projected time frame of the study. The claim also must contain a budget breakdown showing both the sources and uses of funds required for the study. The budget should be submitted in table format listing the TDA and any other revenues anticipated for the project. Cost data should identify direct staff costs, support costs, and consultant costs, if any.

Express Bus and Vanpool Service Claims

Eligible claimants may file claims for express bus services and vanpool services oriented toward serving work commute trips and providing accessibility between residential areas and major activity centers. Each claim for express bus services or vanpool services shall include the same claim forms and required information as Article 4 operator claims. These claims should be submitted by April 30 following the claim timetable outlined in [Chapter 4](#). Express bus service claims should be accompanied by a statement describing the consistency of the proposed services with the regional Coordinated Plan. Vanpool service claims are limited to the actual cost of acquiring vans, with the local transportation fund to be reimbursed for the amount of the claim within the passenger service life of the vans.

Commuter Ferry Service Claims

Cities within the County of San Diego may file claims to provide commuter ferry service on San Diego Bay for the purpose of serving peak period commute trips for pedestrians and bicycles. The commuter ferry service may be located anywhere on the San Diego Bay, but shall be consistent with the RTP, shall serve employment centers and high-volume activity centers, and may be provided by contract with operators, private entities operating under a franchise or license, or nonprofit corporations.

Pursuant to SB 1433, the ferry service is exempt from the farebox recovery ratio requirement pursuant to CCR 6633.2(1).

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**CHAPTER 7
TRANSIT PERFORMANCE
IMPROVEMENT RECOMMENDATIONS**

TRANSIT PERFORMANCE IMPROVEMENT RECOMMENDATIONS

INTRODUCTION

Pursuant to the provisions of 99244, SANDAG is responsible for identifying and recommending potential performance improvements that can lower the operating costs of transit operators. The recommendations for improvements shall include, but not be limited to, those recommendations related to productivity made in the triennial performance audit pursuant to 99246.

Section 99244 further requires that prior to determining the allocations of TDA funds to an operator for the next fiscal year, SANDAG must review and evaluate the efforts made by the operator to implement any recommended improvements made prior to the current fiscal year.

If a determination is made that an operator has not made a reasonable effort to implement the recommended improvements, then SANDAG shall not approve the allocation of TDA funds to an operator for the support of its public transportation system for the next fiscal year in any amount which exceeds the allocation to the operator for such purposes for the current fiscal year.

Following are the performance improvement recommendations to be implemented by each claimant. SANDAG will describe the efforts made by each transit agency to implement the respective recommendations (Forms A and B).

Transportation Performance Improvement Recommendations

Performance improvement is best measured over a multiyear timeframe that focuses on longer term trends. In order to measure multiyear improvements, performance recommendations for fixed-route and demand-response operators are divided into two categories: (1) performance improvement recommendations, and (2) performance audit recommendations. Each claimant will be required to provide base statistical information (Form C) to SANDAG so that SANDAG can determine if reasonable effort was made to implement the recommendations. Each performance measurement and corresponding recommendation is discussed below.

Performance Measures

Each claimant will have six performance categories, progress toward which will be measured based on actual data ending with the last month of the most recent calendar year (reported as Quarter 2 on the claimants' TDA Claim Form C [[Appendix E VI](#)]) or more recent data should it become available. SANDAG will annually evaluate performance in terms of progress made toward achieving the multiyear goals. These categories and performance measures are as follows:

1. Operating Cost Per Passenger: Improve service efficiency measure for the last 12 quarters of available data.
2. Operating Cost Per Vehicle Service Hour: Improve service efficiency measure for the last 12 quarters of available data.
3. Passengers Per Vehicle Service Hour: Improve passenger productivity measure for the last 12 quarters of available data.

4. Passengers Per Vehicle Service Mile: Improve passenger productivity measure for the last 12 quarters of available data.
5. Vehicle Service Hours Per Employee: Improve labor productivity measure for the last 12 quarters of available data.
6. Farebox Recovery: Exceed the minimum TDA targets for farebox recovery ratio listed in their final TDA claim for the last four quarters of available data.

Performance Audit Recommendations

Each claimant will work toward the implementation of the latest performance audit recommendations. As part of each operator's TDA claim, a summary shall be provided on the following items on Form B ([Appendix E VI](#)):

1. A discussion of the work undertaken to implement each recommendation during the current fiscal year.
2. A short discussion of any problems encountered in implementing individual recommendations and the success or failure of implemented recommendations in improving transit productivity.

Efforts to Improve Productivity

In addition to implementing the performance audit recommendations through discussions with SANDAG, each claimant shall indicate specific areas where special efforts will be made to help cover costs and/or increase ridership. These efforts will be summarized by SANDAG for fixed-route, demand-response, and rail operations and be included as part of the TDA/STA claims for the next fiscal year.

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**CHAPTER 8
STATE TRANSIT ASSISTANCE
FUND GUIDELINES**

STATE TRANSIT ASSISTANCE FUND GUIDELINES

INTRODUCTION

The STA program was created by SB 620 (Chapter 161) in 1979 and revised by Assembly Bill 2551 (Chapter 322) in 1982, by both Senate Bill 300 (Chapter 105) and Senate Bill 1391 (Chapter 1232) in 1989, by the passage of Proposition 116 in 1990, and by Assembly Bill 37 (Chapter 13), Senate Bill 3 (Chapter 35), Senate Bill 152 (Chapter 767), Senate Bill 791 (Chapter 995) 1991, Senate Bill 160 (Chapter 501) 1991, Senate Bill 1474 (Chapter 256) 1996 and Senate Bill 45 (Chapter 662) in 1997, Senate Bill 508 (Chapter 716) in 2015 and Assembly Bill 1113 (Chapter 86) in 2017. The fund provides a second source of TDA funding for transportation planning and mass transportation purposes as specified by the Legislature.

Proposition 116 designated the Transportation Planning and Development (TP&D) Account. Pursuant to Senate Bill 45, the TP&D Account has become the Public Transportation Account (PTA) which has been designated as a trust account. ABX8 6 and ABX8 9 created a fuel tax swap which reduced excise tax and increased sales tax on diesel fuel while Assembly Bill 105 redirected 50 percent of the base sales tax on diesel, and 100 percent of the increase from the PTA to the STA program to fund local transit operations and capital.

In addition, with the passage of SB 1 additional revenues are to be allocated to the STA program along with the introduction of the STA SGR fund account. The information provided below refers to both STA and the SGR programs.

STA POPULATION FORMULA ALLOCATION

The STA funds and SGR funds under the population formula allocation (99313) are allocated to each regional entity based on the ratio of the population of the area under its jurisdiction to the total population of the state. For the SANDAG area, the allocation is based on the population within that portion of the SANDAG area jurisdiction which is outside the MTS area (99312.5). SANDAG is required to provide these population figures to the Department of Transportation on or before June 1 of each year.

STA funds allocated to the SANDAG area are available for allocation by SANDAG to eligible operators within the SANDAG area of jurisdiction while funds allocated to the MTS area are available for allocation by MTS to eligible operators within the MTS area. SANDAG and MTS are required (99313.6) to deposit the funds allocated to their respective areas into a STAF. Section 99312.7 requires the State Controller to issue estimates of funds to be allocated to each regional entity by January 31 of each year.

STA OPERATOR REVENUE FORMULA ALLOCATION

Under the operator revenue formula allocation (99314), the STA and SGR funds are allocated to each regional entity according to the ratio of the total revenue of all operators in the area under its jurisdiction during the prior fiscal year to the total revenue of all operators in the state during the prior fiscal year.

For the purpose of these allocations, the term “revenues” has been defined as fare revenues and any other funds used by the operator for transit operations, with the exception of federal and state funds which may only be used for transportation purposes (see CCR 6722). The revenue amounts are to be determined from the most recent annual report developed by the State Controller. The State Controller’s estimates of STA allocations are subject to change based on more current data and on legislative actions affecting the state budget and the STAFs. The most current estimates provided by the State Controller are used by SANDAG and MTS in allocating STA operator revenue formula funds.

Funding Priorities

In the allocation of STA monies to eligible operators, it is the intent of the legislature that SANDAG give priority consideration to claims for the following purposes (99314.5(c)):

1. To offset reductions in federal operating assistance
2. To offset unanticipated increases in the cost of fuel
3. To enhance existing public transportation services
4. To meet high-priority regional, countywide, or areawide public transportation needs

In addition, it is the intent of SANDAG to give high-priority to claims for energy-efficient transit services.

State of Good Repair funds are made available for capital projects that maintain the public transit system in a state of good repair. PUC Section 99212.1 (c) lists the projects eligible for State of Good Repair funding, which are:

1. Transit capital projects or services to maintain or repair a transit operator’s existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
2. The design, acquisition, and construction of new vehicles or facilities that improve existing transit services.
3. Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Required Findings

Each regional entity is required to make all of the findings listed below before it can allocate funds to a claimant (CCR 6754). It is the responsibility of the claimant to provide the regional entity with sufficient information upon which to make these findings. In order to allocate STA monies, SANDAG or MTS must find that:

1. The claimant’s proposed expenditures are in conformance with the RTP.
2. The level of fare revenues proposed is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant (see [Chapter 4 – Claim Restrictions #1](#)).
3. The claimant is making full use of federal funds available under the Federal Transit Act, as amended.
4. The sum of the claimant’s allocations from the STAF and from the LTFs does not exceed the amount the claimant is eligible to receive during the fiscal year (see CCR 6634). Such findings, however, shall not relieve the claimant of its responsibility pursuant to CCR 6735.

5. Priority consideration has been given to claims to offset reductions in federal operating assistance and unanticipated increases in the cost of fuel, to enhance existing public transportation services, and to meet high-priority regional, countywide, or areawide public transportation needs.
6. The operator has made a reasonable effort to implement the productivity improvements recommended pursuant to 99244. This finding shall make specific reference to the improvements recommended and to the efforts made by the operator to implement them.
7. The operator has been certified within the last 13 months by the California Highway Patrol to be in compliance with Section 1808.1 of the Vehicle Code.
8. The operator is in compliance with the eligibility requirements of 99314.6, as amended.
9. A list of all projects proposed to be funded with SGR apportionment made available to the region per PUC 99312.1(d)(1).

Funding Eligibility and Qualifying Criteria

In the San Diego region, claims for STA population formula funds may be filed by eligible Article 4 operators for public transportation purposes and by eligible Article 4.5 claimants for community transit services (99314.5 (a) and (e)). Article 4 operators also may claim revenue formula funds, which may be used to support both service to the general public and service supported under Article 4.5. In addition to meeting the required findings discussed previously, STA claimants are required to meet additional qualifying criteria (99314.6), as revised by SB 508 (Chapter 716, 2016). These requirements state that neither population nor operator revenue formula funds shall be allocated to an operator claiming STAFs for operating purposes unless the claimant meets either of the two following efficiency standards. MTS is a direct recipient of these funds and SANDAG is not required to make findings, although SANDAG is required to verify that MTS has met the requirements.

- The operator's total operating cost per revenue vehicle hour in the most recent audited year does not exceed the sum of the preceding year's total operating cost per revenue vehicle hour and an amount equal to the product of the percentage change in the Consumer Price Index (CPI) for the same period multiplied by the preceding year's total operating cost per revenue vehicle hour.
- The operator's three-year average of the total operation cost per revenue vehicle hour for the last three audited years does not exceed the average of the three years preceding the most recent audited year by more than the average percentage change in the CPI for the three-year period.

SANDAG may adjust the calculation of these standards to exclude startup costs for new services (as in 99268.8) for a period of not more than two years and/or cost increases beyond the change in the CPI for fuel, alternative fuel programs, insurance, or state and federal mandates. An operator that fails to meet the qualifying criteria shall receive its entire allocation reduced by the percentage by which the operator exceeded the target amount needed to meet the efficiency standard. The remaining portion of the operator's allocation shall be used only for capital purposes.

Assembly Bill 813 allows operators to exclude additional items in calculating operating cost (99314.6). Any claimant interested in excluding one or more of the cost categories discussed above should provide SANDAG with sufficient documentation to allow the adjustment in the calculations to be made. Additional requirements for SANDAG are discussed below.

The STA Program was originally intended to implement a portion of the state energy program. For this reason, energy efficiency is considered by SANDAG to be the primary basis for funding from the SANDAG STA population formula fund. The amount of funds that each operator will be eligible to claim from the SANDAG STA population formula fund on an annual basis will be determined according to the relative energy efficiency of each operator. The allocation of STA monies will be based on transit services which result in passenger-miles per gallon figure greater than the average automobile (currently estimated at 25 passenger-miles per gallon). The amount of STA funding that each eligible operator may claim will be determined by its relative energy efficiency, measured by the difference in passenger-miles per gallon between its transit services and the average automobile, weighted by the passengers carried on such energy efficient services. Transit services which are less energy efficient than the average automobile, will be excluded from consideration for STA funding. Such a methodology provides an incentive to eligible operators in that by utilizing funds to increase energy efficient services, an operator can increase its share of STA monies from one-year to the next. In addition to the energy efficiency emphasis, population formula STA claims will be evaluated according to the required findings listed above, including legislative eligibility requirements. Individual operators may claim STAFs from the operator revenue formula, subject to the same eligibility requirements without regard to relative energy efficiency.

The operator revenue formula funds will be allocated to individual operators in proportion to the ratio of the operator's fare revenue and other local funds to the sum of such revenues for all operators in the area. Claims for both operator revenue formula funds and population formula funds shall be developed through the Budget Process and follow the same timetable as, and can be incorporated as part of, the operator's annual TDA claim.

Claim Content for SANDAG STA Claims

Claims for STA allocation are to be submitted along with the TDA claims to SANDAG by April 30 for consideration of allocations for the ensuing fiscal year. By submitting the claims together, the operator can utilize the required forms for both claims.

Each STA claim should include the following:

1. The annual STA claim form
2. Sufficient information to permit SANDAG to make the findings

Timetable

The following timetable lists the key dates in the cycle of preparing STA claims, allocating funds, and submitting required reports.

January 31	State Controller provides each regional entity with a preliminary estimate of the amount of STA monies to be allocated to it during the fiscal year (CCR 6720).
April 30	Claimants file STA (along with TDA) claims with SANDAG (CCR 6732).
June 1	SANDAG submits population estimates for operator service areas to Caltrans.
June	SANDAG Board of Directors approves operator claims including the STA.
June 30	SANDAG conveys allocation resolution to the County Auditor (CCR 6752).

August 1	State Controller provides each regional entity with a revised estimate of STA monies to be allocated to it during the fiscal year (CCR 6720).
September 1	Submit Project listing for SGR projects using template in Appendix 3 to CalSmart System with signed resolution from SANDAG Board of Directors
September 30	Each claimant submits the annual report of its operations to SANDAG and the State Controller (99243).
December 27	Each regional entity submits a fiscal audit report of its STAFs for the fiscal year ending June 30 (CCR 6751).
Quarterly	State Controller allocates STA monies to the regional entities (CCR 6720).

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APPENDICES

APPENDIX A DEFINITIONS

Most definitions for the TDA can be found in the statutes and the state's administrative codes. The following selected definitions are provided for information only.

1. Community Transit Service - Community transit refers to transportation services which link intra-community origins and destinations, including services for those, such as the disabled, who cannot use conventional transit services.
2. Transit Service Claimant - The term "transit service claimant" means:
 - a. A claimant that files a claim for community transit services pursuant to Article 4.5 of the Act.
 - b. A claimant that files a claim for contract payments pursuant to Section 99400(c).
 - c. A city or county that is a member of SANDAG that files a claim to provide or contract for separate service to disabled persons pursuant to Section 99260.7.
 - d. A county, city, or county transportation commission that files a claim for rail passenger service operation and capital improvement expenditures.
 - e. A city that files a claim for the provision of commuter ferry service pursuant to Section 99400.7.
3. A transit service claimant that also is an operator shall meet all requirements of the Act and these regulations for its service provided as a transit service claimant and for its other service as if the services were provided by separate claimants.
4. Uniform System of Accounts - The term "uniform system of accounts" refers to the required format for a transit system claimant's proposed budget, which shall be in conformance with the accounting requirements adopted by the State Controller in accordance with Section 99243 (see [Appendix D](#)).
5. Public Transportation Operator – For STA purposes, the term "Public transportation operator" has the same meaning as "operator," as defined in Section 99210, as long as that operator operates a "public transportation system," as defined in Section 99211.
6. Operating Cost - The term "operating cost" has the same meaning as assigned to it in Section 99247(a). In the case of a transit service claimant that is allocated funds for payment to an entity which is under contract with it to provide transportation services, "operating cost" also includes the amount of the fare revenues that are received by the entity providing the services and not transferred to the claimant. Section 99268.16 excludes the cost of providing ridesharing services from the definition of operating costs.
7. Section 99268.17 states the following costs shall be excluded from the definition of "operating cost" for the purposes of calculating any required ratios of fare revenues to operating cost specified in this article:

- (1) the additional operating costs required to provide comparable complementary paratransit services that exceed the operator's costs required to provide comparable complementary paratransit service in the prior year as adjusted by the Consumer Price Index (CPI).
- (2) Cost increases beyond the change in the CPI for all the following:
 - a. Fuel
 - b. Alternative fuel programs
 - c. Power, including electricity
 - d. Insurance premiums and payments in settlement of claims arising out of the operator's liability
 - e. State and federal mandates
 - f. Startup costs for new services for a period of not more than two years
 - g. The exclusion of costs from the definition of operating costs in subdivision (a) applies solely for the purpose of this article and does not authorize an operator to report an operating cost other than as defined in subdivision (a) of Section 99247 or a ratio of fare revenue to operating cost other than as that ratio is described elsewhere in this article, to any of the following entities:
 - i. The Controller pursuant to Section 99243
 - ii. The entity conducting the fiscal audit pursuant to Section 99245
 - iii. The entity conducting the performance audit pursuant to Section 99246.
8. Fare Revenues - The term "fare revenues" means all revenues in the following revenue account classes of the uniform system of accounts and records adopted by the State Controller pursuant to Section 99243:
 9. 401.000 Passenger Fares for Transit Service
 10. 402.000 Special Transit Fares
 11. 403.000 School Bus Service Revenues
12. In the case of a claimant that is allocated funds for payment to an entity which is under contract with it to provide transportation services, "fare revenues" includes the amount of fare revenues that is received by the entity providing the services and not transferred to the claimant.
13. "Fare revenues" includes revenues earned under contractual arrangements with public or private entities, (1) for transit fares for a specified group of employees, members, or clients, (2) to guarantee minimum revenue on a line operated especially for the benefit of the paying entity (e.g., an employer, shopping center, university, etc.). "Fare revenues" also may include revenues from cash donations made by individual passengers in lieu of a prescribed fare. However, "fare revenues" does not include other donations or general operating assistance, whether from public or private sources.
14. Local Support - The term "local support" means all revenues in the following revenue account classes of the uniform system of accounts and records adopted by the State Controller pursuant to Section 99243:
 15. 406.000 Auxiliary Transportation Revenues
 16. 408.000 Taxes Levied Directly by Transit System

17. 409.010 Local Cash Grants and Reimbursements -- General Operating Assistance
18. 410.000 Local Special Fare Assistance
19. 440.000 Subsidy from Other Sectors of Operation
20. "Local support" includes tax revenues imposed by a local transportation authority as reported under Account Class 408.020.
21. Capital Requirements - The term "capital requirements" means, for a fiscal year, the amount of all funds expended during the fiscal year by an operator for its public transportation system for those purposes specified in Section 99262, exclusive of all costs in the operating expense accounts of the uniform system of accounts and records adopted by the State Controller pursuant to Section 99243.
22. Debt Service Requirements - The term "debt service requirements" means, for a fiscal year, the amount of all funds expended during the fiscal year for payment of the principal and interest on bonds of an operator for its public transportation system in accordance with Section 99263, exclusive of any such amount included in the operator's operating cost.
23. Independent Auditor - The term "independent auditor" means the State Controller or a certified public accountant or public accountant who is not an officer or employee of the claimant. The County Auditor is not an "independent auditor" with reference to the county or to an operator for which the County Auditor serves as a financial officer.
24. Urbanized Area - For the purpose of Section 99268.3, urbanized area, as in "operator which is serving an urbanized area," refers to the urbanized area boundaries as reported in the latest federal census.
25. Extension of Public Transportation Service - The term "extension of public transportation services" as that term is used in Section 99268.8 applies collectively to any services that are eligible for funding under the TDA, including services provided by a new operator or transit service claimant, and means:
 - a. Service established on a fixed-route, including route deviation service, if over 50 percent of the route mileage, excluding mileage along freeway or express bus routes where passengers are neither received nor discharged, is on streets or other rights-of-way that did not have such service provided and funded under the Act at any time during the three-year period before the service was established.
 - b. Service established on a new portion of an older fixed-route if the new portion is on streets or other rights-of-way that did not have such service provided and funded under the Act at any time during the three-year period before the service was established.
 - c. Demand-response service established to, from, or within an area that did not have such service provided and funded under the Act at any time during the three-year period before the service was established.
 - d. Improvement in service frequency or hours of service on a fixed-route or a demand-responsive service, if the number of scheduled vehicle service miles or vehicle service hours exceeds, by more than 25 percent, the scheduled number of vehicle service miles or vehicle service hours on the route or service at any time during the three-year period before the service improvement was established.
 - e. Service established on a fixed-route or a demand-response service on a new day of the week (e.g., Saturday, Sunday), if the service was not provided on that day of the week and funded under the Act at any time during the three-year period before the service was established.

- f. For a transit service claimant, service established that is of a type, such as van, taxicab, or bus that was not provided and funded under the Act at any time during the three-year period before the service was established.
- 26. State Transit Assistance Fund - The term "state transit assistance fund" means the fund created by a transportation planning agency, a county transportation commission, or the San Diego Metropolitan Transit System pursuant to Section 99313.6.
- 27. STA Eligible Operator – The term "STA-eligible operator" means a public transportation operator eligible to claim local transportation funds under either Article 4 (commencing with Section 99260) or Article 8 (commencing with Section 99400), or under both articles.
- 28. Regional Entity - "Regional entity" means each transportation planning agency designated by the secretary pursuant to Section 29532 of the Government Code, each county transportation commission created by Division 12 (commencing with Section 130000), and the San Diego Metropolitan Transit System.
- 29. Area of Regional Entity - The "area" of a regional entity means:
 - a. For a county transportation commission, all of the area within the county in which the commission is created, pursuant to Section 130050.
 - b. For the San Diego Metropolitan Transit System, the area within the jurisdiction of the Board, as that area is defined by Sections 120052 and 120054.
 - c. For a transportation planning agency, the area for which it is the designated agency pursuant to Government Code Section 29532, but excluding those areas also under the jurisdiction of the county transportation commissions or the San Diego Metropolitan Transit System.
- 30. State Transit Assistance Program - "State Transit Assistance Program" means the provisions of the Act related directly to the State Transit Assistance Fund, including Section 99312 to 99314.6, inclusive.
- 31. Allocation - "Allocation," with respect to the State Transit Assistance Program, means:
 - a. An action by the secretary setting apart monies in the Account for a regional entity for the purposes of Sections 99313 and 99314.
 - b. An action by a regional entity setting apart monies in its State Transit Assistance Fund for a claimant for the purposes authorized in the Act and taking effect by resolution, pursuant to CCR 6753.
- 32. Ridesharing Services - For the purposes of 99268.16, the term "ridesharing services" means a comprehensive organizational effort which is designed to reduce the number of vehicles on the highways during peak travel periods within a defined area by encouraging the planning and marketing of high-occupancy vehicle facilities, increases in the number of passengers per vehicle in vehicles used for ridesharing, alternative work schedules, and other transportation demand management strategies among employers and commuters.

APPENDIX B

FISCAL AUDIT REQUIREMENTS

Section 99245 requires that each claimant receiving TDA funds must forward an annual fiscal and compliance audit conducted by an independent auditor to the Regional Transportation Planning Agency (RTPA) within 180 days of fiscal year end, unless granted a 90-day extension by the RTPA. This audit requirement has been made more specific in relation to the minimum tasks to be undertaken to determine compliance. The more specific audit requirements are detailed in CCR 6664, 6666, and 6667. Excerpts from these sections are included below for information.

“The audit shall be conducted in accordance with generally accepted auditing standards of the claimant’s financial statements for the fiscal year which shall be prepared in accordance with generally accepted accounting principles. The audit also shall be directed toward obtaining knowledge of the claimant’s compliance or noncompliance with the Act, and the auditor shall perform the tasks specified in (CCR) Section 6666 or 6667, whichever is appropriate.

The audit shall include, with the financial statements for the fiscal year that is the subject of the audit, the corresponding amounts from the claimant’s audited financial statements for the fiscal year prior to the year that is the subject of the audit.

The audit report shall include a certification of compliance with the Act. The certification shall take the form of a statement that the funds allocated to and received by the claimant pursuant to the Act were, with any exceptions specifically noted, expended in conformance with the applicable statutes, rules, and regulations of the Act and the allocation instructions and resolution of the transportation planning agency and, where applicable, the county transportation commission or MTS. An unqualified negative statement (e.g., ‘no violation of the law was brought to our attention’) shall not be accepted. The certification may take the form of negative assurance, however, if it makes reference to the performance by the independent auditor of each of the tasks specified in (CCR) Section 6666 or 6667.”

The minimum required tasks in conducting the compliance portion of a non-transit claimant audit are as follows:

- “(a) Determine whether the funds received by the claimant pursuant to the Act were expended in conformance with those sections of the Act specifying the qualifying purposes, including Public Utilities Code Section 99402 for streets and roads claimants and Section 99233.3 for claimants under the section for pedestrian and bicycle facilities.
- (b) Determine whether the funds received by the claimant pursuant to the Act were expended in conformance with the applicable rules, regulations, and procedures of the transportation planning agency and in compliance with the allocation instructions.

- (c) Determine whether interest earned on funds received by the claimant pursuant to the Act were expended only for those purposes for which the funds were allocated, in accordance with Public Utilities Code Section 99301.”

The minimum required tasks in conducting the compliance portion of a transit claimant audit are as follows:

- “(a) Determine whether the claimant was an entity eligible to receive the funds allocated to it. This determination should be made with reference to the section of the Act under which the funds were allocated and to the definitions in Article 1 of the Act.
- (b) Determine whether the claimant is maintaining its accounts and records on an enterprise fund basis and is otherwise in compliance with the uniform system of accounts and records adopted by the State Controller pursuant to Public Utilities Code Section 99243.
- (c) Determine whether the funds received by the claimant pursuant to the Act were expended in conformance with those sections of the Act specifying the qualifying purposes, including Public Utilities Code Sections 99262 and 99263 for operators receiving funds under Article 4, Section 99275, 99275.5, and 99277 for Article 4.5 claimants, and Section 99400(c), 99400(d), and 99400(e) for Article 8 claimants for service provided under contract.
- (d) Determine whether the funds received by the claimant pursuant to the Act were expended in conformance with the applicable rules, regulations, and procedures of the transportation planning agency and in compliance with the allocation instructions and resolutions. **Per section 75230(v), an audit of Low Carbon Transit Operations Program (LCTOP) funding will be expanded to include verification of receipt and appropriate expenditure of moneys from the program.**
- (e) Determine whether interest earned on funds received by the claimant pursuant to the Act were expended only for those purposes for which the funds were allocated, in accordance with Public Utilities Code Section 99234.1, 99301, 99301.5, and 99301.6.
- (f) Verify the amount of the claimant’s operation cost (as defined by Section 6611.1) for the fiscal year, the amount of fare revenues required to meet the ratios specified in Sections 6633.2 and 6633.5, and the amount of the sum of fare revenues and local support required to meet the ratios specified in Section 6633.2.
- (g) Verify the amount of the claimant’s actual fare revenues (as defined by Section 6611.2 and by Public Utilities Code Section 99205.7) for the fiscal year.
- (h) Verify the amount of the claimant’s actual local support (as defined by Section 6611.3) for the fiscal year.
- (i) Verify the maximum amount the claimant was eligible to receive under the Act during the fiscal year in accordance with Section 6634 and 6649.
- (j) Verify, if applicable, the amount of the operator’s expenditures limitation in accordance with Section 6633.1.
- (k) In the case of an operator, determine whether the operator’s employee retirement system or private pension plan is in conformance with the provisions of Public Utilities Code Sections 99271, 99272, and 99273.

- (l) In the case of an operator, determine whether the operator has had a certification by the Department of California Highway Patrol that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251.
- (m) In the case of an operator, verify, if applicable, its STA eligibility pursuant to Public Utilities Code Section 99314.6.
- (n) In the case of a claimant for community transit services, determine whether it is in compliance with Public Utilities Code Sections 99155 and 99155.5."

In addition to the required audits of all claimants, CCR 6661 and 6751 require the County Auditor to submit an annual fiscal audit of the LTF; and SANDAG and MTS to submit an annual fiscal audit of the STAFs and Unified Transportation funds to the State Controller within 180 days after the end of the fiscal year. If all agencies so agree, these audit reports may be conducted by the same auditor and be submitted together in the same audit report. The requirements related to the content of these audits are detailed in CCR 6661 and 6751.

APPENDIX C

PERFORMANCE AUDITS

SANDAG has published Transit Operator's Performance Guide to assist the operators in complying with Section 99246 and CCR 6664.5. The guide is written for use by the performance auditors in evaluating the efficiency and effectiveness of local public transportation systems. This appendix discusses some of the implementation considerations which affect the RTPA and the operator.

Criteria for Performance Audits

Section 99246 requires that a performance audit of each operator that has operated its public transportation for one-year or longer be submitted triennially, pursuant to a schedule established by the transportation planning agency, transit development board, or county transportation commission having jurisdiction over the operator. In addition, CCR 6664.5 requires that no operator shall be eligible for an allocation under Article 4 until the required performance audit report has been transmitted to SANDAG and MTS (where applicable). Section 99246 provides the following guidance regarding performance auditing.

1. The performance audit shall evaluate the efficiency, effectiveness, and economy of the operation of the entity being audited.
2. The performance audit shall be conducted in accordance with the efficiency, economy, and program results portions of the Comptroller General's "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions."
3. The performance audit shall include, but not be limited to, a verification of the operator's:
 - operating cost per passenger
 - operating cost per vehicle service hour
 - passengers per vehicle service hour
 - passengers per vehicle service mile
 - vehicle service hours per employee
4. The performance audit shall include, but not be limited to:
 - the consideration of the needs and types of the passengers being served
 - the employment of part-time drivers
 - the contracting with common carriers or persons operating under a franchise or license to provide services during peak hours (Section 99260.2(a)).
5. The performance audit may include performance evaluations both for the entire system and for the system excluding special, new, or expanded services instituted to test public transportation service growth potential.
6. The transportation planning agency, county transportation commission, or transit development board, as the case may be, shall certify in writing to the director of transportation that the performance audit of operators located in the area under its jurisdiction has been completed.

The Transit Operator's Performance Audit Guide expands upon these criteria and includes detailed audit programs for a number of functional areas covering the total range of transit management and operating activities.

Reporting Results

After completion of the audit field work, the auditors will submit a report to the SANDAG Board. The report should be prepared in accordance with the guidelines included in Chapter IV of the Performance Audit Guide. The findings and recommendations of the report should propose specific actions for implementation for improved efficiency and effectiveness. In subsequent annual TDA claims, the operator is required to comment on efforts made each year to implement performance audit recommendations.

RTPA Review and Action

The RTPA staff will analyze the various audit reports to determine:

1. If there is a pattern among the findings and recommendations for different operators
2. If there are incidents of inefficiencies or ineffectiveness
3. If there are areas of noncompliance with state laws or adopted RTPs

APPENDIX D

STATE CONTROLLER DIVISION OF LOCAL GOVERNMENT FISCAL AFFAIRS TRANSIT OPERATORS

The system of accounting herein described shall be used by all public agencies engaged in the operation of a public transit system in the State of California, hereinafter referred to as operator. This includes a California City, a California County, a California Special District, and a public entity, agency, board, etc., as defined in Government Code Section 12463.1.

The system is prescribed to comply with Government Code Section 53891 and Public Utilities Code Section 99243. Following is the text of Public Utilities Code Section 99243:

- “(a) The State Controller, in cooperation with the department and the operators, shall design and adopt a uniform system of accounts and records, from which the operators shall prepare and submit annual reports of their operation to the transportation planning agencies having jurisdiction over them and to the State Controller within 120 days of the end of the fiscal year. Annual reports submitted for the 1979-1980 and subsequent fiscal years shall be audited reports. The report shall specify (1) the amount of revenue generated from each source and its application for the prior fiscal year, and (2) the data necessary to determine which section, with respect to Sections 99268.1, 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, the operator is required to be in compliance with in order to be eligible for funds under this article.
- (b) As a nonaudited supplement to the annual audited report prepared pursuant to subdivision, each operator shall include an estimate of the amount of revenues to be generated from each source and its proposed application for the next fiscal year.
- (c) The State Controller shall instruct the County Auditor to withhold payments from the fund to any operator which has not submitted its annual report to the State Controller within the time specified by subdivision (a).
- (d) In establishing the uniform system of accounts and records, the State Controller shall include the data required by the United States Department of Transportation, the department, and the Business and Transportation Agency.
- (e) The uniform system of accounts and records shall be implemented no later than July 1, 1978.”

Amended by Chapters 161 and 1002, Statutes of 1979 (SB 620 and AB 86).

APPENDIX E

SANDAG REGIONAL REPORTING SYSTEM

- I. Introduction
- II. TDA Claim Checklist for Articles 4, 4.5, and 8
- III. TDA/STA/SGR Claim Forms
- IV. Bicycle Pedestrian Application Process
- V. Financial Reporting Forms
- VI. Performance/Operating Reporting Forms
- VII. Base Statistics - Definition of Terms

I. INTRODUCTION

General

The purpose of the SANDAG Regional Reporting System is to provide a basic set of financial and operational data for use by the San Diego Association of Governments (SANDAG) in the monitoring, planning, and coordination of transit operations in the San Diego region. SANDAG is responsible for the approval of claims for TDA funds from transit operators within the San Diego region, and the subsequent allocation of these funds among the claimants.

To effectively execute these responsibilities, SANDAG requires the financial and operational data to be submitted in this set of reporting forms. In addition, much of the financial and operational data to be submitted also may be useful to transit management in monitoring and planning both transit operations and capital projects.

To facilitate the reporting of certain financial data, the operating revenue and expense items on the related financial forms under the SANDAG reporting system are consistent with the revenue and expense accounts included and defined under the State Controller's Uniform System of Accounts for Public Transit Operators. This system provides the basis for the reporting of operating revenues and expenses for the annual report to the State Controller. Therefore, much of the prior year information reported in the annual State Controller report can simply be transferred to the related forms under the SANDAG reporting system. Also, the definitions of the revenue and expense items to be reported can be derived from the State Controller's Uniform System of Accounts for Public Transit Operators.

Forms and Procedures

The SANDAG reporting system consists of both financial, performance, and operational reporting elements. These forms are submitted on an annual basis as part of the TDA Claim submittal to SANDAG.

1. Financial Reporting: consists of the following:
 - Revenue and expenditures for operations and capital projects for the prior, current, and ensuing fiscal years
 - The status of capital projects as to funds received and spent, by source
 - An analysis of significant budget increases proposed for the ensuing fiscal year
2. The purposes of the financial information are:
 - To enable SANDAG to analyze the sources and applications of funds for operations and capital projects for the prior, current, and ensuing fiscal year
 - To meet statutory reporting requirements in the filing of TDA claims
 - To provide information with which to monitor the efforts made by each operator to implement the productivity improvement recommendations and performance audit report
 - To enable SANDAG (and the operator) to monitor the progress or status of each capital project proposed or undertaken to date

3. Operational Reporting: The operational reporting forms include a set of base statistics to be used in calculating certain performance indicators. The purposes of the operational data required on the operational reporting forms are:
 - To provide SANDAG with a set of base statistics and performance indicators with which to monitor transit operator performance and assess the productivity of the transit operations
 - To provide transit management with statistical indicators of service efficiency and effectiveness and operational performance for use in monitoring and assessing transit operations
4. Many of the performance indicators to be developed from the base statistics required from each operator were also identified and calculated in the performance audit of each operator to assess the efficiency and effectiveness of the transit services provided. Other indicators have been added as required to provide a broader perspective of transit system performance by each operator and improve comparability among transit operators.
5. The differences between fixed-route and demand-responsive transit systems as to the nature and scope of operations have been clearly recognized. Appropriately, a separate set of required base statistics has been developed for the fixed-route and demand-responsive transit systems and are reflected in the separate forms to be submitted by the fixed-route and demand-responsive systems. Within the two forms, reporting requirements may differ slightly among individual operators. Such differences result from the differences in the nature and scope of operations among the individual transit operators.
6. The base statistics are to be reported on a quarterly basis. The deadline for the submission of the operational reporting forms to SANDAG is 45 days after the end of each quarter. A list of the operational reporting forms, along with the due dates for submission, is provided immediately preceding the sample operational reporting form.
7. SANDAG will maintain a file of historical data for use in performance audits and other trend analyses of various performance indicators and base statistics. SANDAG will make this data available to operators on a periodic basis or as requested.

II. TDA ARTICLES 4, 4.5, AND 8 CLAIM CHECKLIST

Please complete this checklist in the [TDA Claim Checklist](#) Excel file.

TDA CLAIMS CHECKLIST

Please indicate compliance with a check mark in the box provided

Required Claims	Article 4 & 8	Article 4.5
1. Financial/Performance Reporting Forms		
Appendix G: Required Statements (signed by CFO)		
Form A-10: Summary of Revenues & Expenditures		
Form A-20: Schedule of Revenue Provided for Operations		
Form A-21: Schedule of Actual & Projected Operating Expenses		
Form A-21S: Analysis of Proposed Budget Increases		
Form A-22: Schedule of Actual & Projected Capital Funds		
Form A-23: Schedule of Proposed Capital Expenditures		
Form C-10: Schedule of Article 8 Funding for Transit Center Projects		
Form C-20: Schedule of Estimated Transit Center Costs		
Form A: Performance Monitoring		
Form B: Efforts to Implement Performance Audit Recommendations		
Form C: Schedule of Base Statistics		
2. Copy of current year's CHP Pull Notice		
3. Actual and estimated revenue vehicle miles, passenger transfers and total passengers for the previous, current and ensuing fiscal years in total, by route, and by category of service such as regular, school, or charter. --for Article 4.5 claimants, by passenger categories such as ambulatory riders, wheelchair riders, pass riders, aides, etc.		
4. A description of service provided including hours and days of operation, additional eligibility requirements for any passengers not eligible under the ADA, and a schedule of current fares, zone fares, transfer charges and other special fares. A copy of service brochure typically meets this requirement.		
5. A description of service changes planned for the coming fiscal year that will have a material effect on the system's operating costs. If no such changes are planned, then a statement that reflects no material effect.		
6. A schedule of current passenger fares, zone fares, transfer charges and other special fares such as school and fares for the elderly and disabled.		
7. Statement of how services and transfers are being coordinated with other operators. --for Article 4.5 claimants, including accessible fixed-route services, and with social service agency transportation programs through the Coordinated Transportation Service Agency.		
8. A worksheet demonstrating compliance with the applicable fare revenue to operating cost ratio. --for Article 4.5 claimants, demonstrate compliance with the minimum 10% fare revenue to operating cost ratio.		
9. A certified copy of a resolution or minute order in which the governing body authorizes the claim and approves the basic purpose for which it is filed.		
10. A statement indicating whether or not charter bus service was provided in the current fiscal year, and if so, that the charter service was provided in conformance with the requirements of 99250. A sample statement is included in Appendix G.		
11. A statement certifying that all applicable services will be operated in conformance with Sections 99155 & 99155.5 (Appendix G).		
12. A worksheet specifically identifying the estimated amount of the claimant's maximum eligibility for users as defined in CAR 6634. A sample is included in Appendix F.		
13. A statement, signed by the claimant's Chief Financial Officer or a certified public accountant, certifying that the current cost of the operator's retirement system is fully funded with respect to the officers and employees of its public transportation system pursuant to 99271, 99272 & 99273 (see Appendix G).		
14. Copies of executed contracts for services provided by the operator to a city or county outside boundaries, or for services provided to the operator by a contractor, if the system is operated by a contractor.		
15. The annual TDA claim form.		

III. ANNUAL TDA/STA/SGR CLAIM FORMS

Please complete the following two forms in the **TDA Claim Forms** Excel file.

ANNUAL TDA CLAIM FORM

FY _____

A. CLAIMANT: _____

B. TYPE OF CLAIM: (check one)

- () Article 3 - Bicycle and Pedestrian Facilities (99234)
() Article 4 - Support Public Transportation Systems (99260)
() Article 4.5 - Community Transportation Services (99275)
() Article 8 - Multimodal Transportation Terminals (99400.5)
() Article 8 - Express Bus Services/Vanpool Services (99400.6)
() Article 8 - Local Street and Road Projects (99400)
() Article 8 - Commuter Ferry Service (99400.7)

C. AMOUNT OF CLAIM

Operations _____

Capital _____

Planning _____

Other-ADA Paratransit _____

TOTAL: _____

\$0

D. CONDITIONS OF APPROVAL:

It is understood by this Claimant that payment of the claim is subject to approval by SANDAG and to such monies on hand and available for distribution, and to the provision that such monies and the interest earned on such monies subsequent to allocation will be used only for the purposes for which the claim is approved and in accordance with the terms of the allocation instructions.

E. AUTHORIZED REPRESENTATIVE/CONTACT

F. PAYMENT RECIPIENT

(Signature)

(Claimant)

(Print of type name)

(Mailing Address)

(Title)

(City and zip code)

(Name)

(Title)

(Date Signed)

SANDAG USE ONLY:

1. Claim number _____
2. Date Approved _____
3. Resolution No. _____
4. Amount Approved for Payment _____
5. Amount approved for Reserve _____

If Required:

6. Date Approved by MTS _____
7. MTS Resolution Number _____

STA CLAIM AMENDMENT FORM
FY _____

A. CLAIMANT: _____

B. AMOUNT OF CLAIM BY PURPOSE:

	Population Formula (99313)	Revenue Formula (99314)	Total
STA (Original) Claim			
Operating Cost	_____	_____	\$0
Capital Cost	_____	_____	\$0
Total:	\$0	\$0	\$0

If funds are being used for Operating purposes, please provide the following information:

	Previous FY	FY	FY	FY
System Operation Costs				
System Revenues				
System Vehicle Services Hrs				
System Operating Cost per Revenue Vehicle Hr				

The Claimant named above hereby certifies that this annual claim for STA funds in the amount of \$_____ conforms with the requirements of Article 8, PUC Section 99400, of the Transportation Development Act of 2013, and applicable rules and regulations.

D. CONDITIONS OF APPROVAL:

It is understood by this Claimant that payment of the claim is subject to approval by SANDAG and to such monies on hand and available for distribution, and to the provision that such monies and the interest earned on such monies subsequent to allocation will be used only for the purposes for which the claim is approved and in accordance with the terms of the allocation instructions.

E. AUTHORIZED REPRESENTATIVE/CONTACT

E. PAYMENT RECIPIENT

_____ (Signature)	_____ (Claimant)
_____ (Print of type name)	_____ (Mailing Address)
_____ (Title)	_____ (City and zip code)
	_____ (Name)
	_____ (Title)
	_____ (Date Signed)

SANDAG USE ONLY:

1. Claim number _____
2. Date Approved _____
3. Resolution No. _____
4. Amount Allocated _____

Regional Entity Information

Funding Fiscal Year 2019-20

Regional Entity :

*State of Good Repair Funding	
99313 Estimated Allocation for the Region	\$ -
99314 Estimated Allocation for the Region	\$ -
Total	\$ -

Contact Name:

Contact Phone Number:

Contact Email:

The 2019-20 Allocation Estimates can be found on the California State Controller's website:

https://www.sco.ca.gov/ard_payments_transit_2019.html

At the time of preparing this form the January 2019 allocation estimates were available. Note, we will update your allocation amounts once the SCO publishes the August allocation estimates.

*SGR allocation estimate letter dated January 31st:

https://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate_sgr_1920_january19.pdf

**STA allocation estimate letter dated January 31st:

https://www.sco.ca.gov/Files-ARD-Payments/Transit/statetransitassistanceestimate_1920_january19.pdf

1. STA SGR Project Submittal Form and Link
2. Link to Caltrans website for Project Submittal excel file:
<https://dot.ca.gov/programs/rail-and-mass-transportation/state-transit-assistance-state-of-good-repair>

IV. FINANCIAL REPORTING FORMS

Please complete the following eight forms in the [TDA Claim Forms](#) Excel file.

<u>Form</u>	<u>Title</u>
A-10	Summary of Revenues and Expenditures for Operations and Capital Projects
A-20	Schedule of Revenues Provided for Operations
A-21	Schedule of Actual and Projected Operating Expenses
A-21S	Analysis of Proposed Budget Increases
A-22	Schedule of Actual and Projected Receipts of Capital Funds
A-23	Schedule of Proposed Capital Expenditures
C-10	Schedule of Article 8 Funding for Transit Center Projects
C-20	Schedule of Estimated Transit Center Costs

Form A-10

Summary of Revenues and Expenditures for Operations and Capital Projects

Please complete this form in the TDA Claim Forms Excel file, sheet [A-10](#).

Purpose

To present a summary of total revenues and total expenditures for both operations and capital projects for the prior, current, and ensuing fiscal years. The ending capital fund balance for the fiscal years is presented as a result of the actual and projected capital fund receipts and expenditures for these years. The detail of summary totals is presented in Forms A-20, A-21, A-21S, A-22, and A-23.

Special Instructions

1. The totals for the prior, current, and ensuing fiscal years and percent changes should equal the amounts shown on other forms. For instance, Total Revenue from Operations on Form A-10 should be the same as Total Revenue from Operations on Form A-20.
2. The ending capital fund balance for the prior fiscal year is derived as a result of the actual capital fund receipts and expenditures for that year. The ending capital fund balance for the prior fiscal year becomes the beginning capital fund balance for the current fiscal year. The projected ending capital fund balance for the current fiscal year becomes the proposed beginning capital fund balance for the next fiscal year.
3. The "Current to Next Year Percent Change" for the line items indicated is calculated using the following formula:

$$\frac{\text{Next Year Total} - \text{Current Year Total}}{\text{Current Year Total}} \times 100$$

**SUMMARY OF REVENUES AND EXPENDITURES
FOR OPERATIONS AND CAPITAL PROJECTS**

Operator: _____

Date Completed: _____

Line	OPERATING REVENUES AND EXPENDITURES	Prior Year Actual FY ____	Current Year Projected FY ____	Next Year Proposed FY ____	Current to Next Year % Change
1.	Total Revenue From Operations				
2.	Total Operating Support				
3.	Total Operating Revenue (add lines 1 & 2)	\$0	\$0	\$0	#DIV/0!
4.	Less: Total Operating Expenses Excluding Depreciation and Amortization				
5.	Net Operating Surplus (Deficit) (deduct line 4 from line 3)	\$0	\$0	\$0	
	CAPITAL FUND BALANCE SUMMARY				
6.	Beginning Capital Fund Balance				
7.	Total Capital Funds Received (include capital reserve allocations)				
8.	Subtotal (add lines 6 & 7)	\$0	\$0	\$0	
9.	Less: Total Capital Expenditures				
10.	Ending Capital Fund Balance (deduct line 9 from 8)	\$0		\$0	

Form A-20

Schedule of Revenue Provided for Operations

Please complete this form in the TDA Claim Forms Excel file, sheet [A-20](#).

Purpose

To provide a detailed accounting of all revenues provided for transit operations for the prior (actual), current (projected), and next (proposed) fiscal years.

Special Instructions

1. The sources of funds for operations are to be listed in conformity with the State Controller's Uniform System of Accounts and Records. The object class numbers of the major revenue accounts are provided on the form. The Public Transit Operator "5000" Accounting System, published by the State Controller, provides definitions for these accounts.
2. Under the account headings for local, state, and federal cash grants and reimbursements, list each specific cash grant or reimbursement separately. Under "Local Cash Grants and Reimbursements," for example, TDA sales tax is preprinted as a separate source of local funds.
3. Under "Local Cash Grants and Reimbursements - Local Support," list any funds for operations which pertain to any of the following accounts, according to the account definitions of the Public Transit Operator "5000" Accounting System.
4. 406 Auxiliary Transportation Revenues
5. 408 Taxes Levied Directly by Transit System
6. 409.01 General Operating Assistance
7. 410 Local Special Fare Assistance
8. 440 Subsidy from Other Sectors of Operations
9. These accounts were classified as pertaining to support from local sources in the California Code of Regulations Section 6611.3 of Title 21.
10. Under "Other Funds Provided for Operations," list any other sources of funds for operations which do not pertain to either revenue from operations or governmental cash grants and reimbursements.
11. Both the sources of funds for operations and the specific amount of each source to be posted for the prior year should coincide with those previously posted to the "Income Statement - Operating Revenue" form, which was submitted to the State Controller for the prior fiscal year. Any adjustments made to any account totals for the previous year should be reflected on Form A-20, along with an attached sheet explaining the adjustment.
12. "Total Operating Support" is equal to the sum of the following subtotals:
13. Total Local Cash Grant and Reimbursements
14. Total State Cash Grants and Reimbursements
15. Total Federal Cash Grants and Reimbursements
16. Total Other Funds Provided for Operations

17. "Current to Next Year Percent Change" is the percentage change for the projected current year account totals to the proposed next year account totals. It is to be calculated as follows:

18.	Current	19.		20.	"Next Year Proposed Amount" minus
	to				
21.	Next	22.	=	23.	"Current Year Projected Amount" divided by
	Year				
24.	Percent	25.		26.	"Current Year Projected Amount" times 100
	Change				

27. "Total Funds Provided for Operations" is the sum of the following subtotals:

28. Total Revenue from Operations

29. Total Operating Support

SCHEDULE OF REVENUE PROVIDED FOR OPERATIONS

Operator: _____

Date Completed: _____

Line	Object Class No	SOURCES OF REVENUE PROVIDED FOR OPERATIONS	Prior Year Actual FY____	Current Year Projected FY____	Next Year Proposed FY____	Current to Next Year % Change
		REVENUE FROM OPERATIONS				
1.	401	Passenger Fare for Transit Service				
2.	402	Special Transit Fares				
3.	403	School Bus Revenues				
4.	404	Freight Tariffs				
5.	405	Charter Service Revenues				
6.	406	Auxiliary Transportation Revenues				
7.	407	Non-Transportation Revenues				
8.		Total Revenue from Operations	\$0	\$0	\$0	#DIV/0!
9.	409	LOCAL CASH GRANTS & REIMBURSEMENTS				
10.		TDA Sales Tax				
11.		TransNet Operating Support				
12.		Other Local Support (see instruction #3)				
13.		Total Local Cash & Reimbursements	\$0	\$0	\$0	#DIV/0!
14.	411	STATE CASH GRANTS & REIMBURSEMENTS				
15.		State Transit Assistance - Population Formula				
16.		State Transit Assistance - Revenue Formula				
17.		Total State Cash Grants & Reimbursements	\$0	\$0	\$0	#DIV/0!
18.	413	FEDERAL CASH GRANTS & REIMBURSEMENTS				
19.		Section 5307				
20.		Section 5309				
21.		Other (specify)				
22.		Total Federal Cash Grants & Reimbursements	\$0	\$0	\$0	#DIV/0!
23.		OTHER FUNDS PROVIDED FOR OPERATION				
24.		Total Other Funds Provided for Operation	\$0	\$0	\$0	
25.		Total Operating Support (add lines 13, 17, 22, 24)	\$0	\$0	\$0	#DIV/0!
26.		TOTAL FUNDS PROVIDED FOR OPERATIONS (add lines 25, 8)	\$0	\$0	\$0	#DIV/0!

Form A-21 Schedule of Actual and Projected Operating Expenses

Please complete this form in the TDA Claim Forms Excel file, sheet [A-21](#).

Purpose

To provide detailed operating expense data for the prior year (actual), current year (actual to December 31, projected to June 30), ensuing fiscal year (proposed), and anticipated current to next year change.

Special Instructions

1. The expenses are listed by expense object class, according to the State Controller's Uniform System of Accounts and Records.
2. The object class totals for the prior year should coincide with the object class totals posted on the "Income Statement - Operating Expenses" schedule, which was submitted to the State Controller for the prior fiscal year. Any adjustments made to any of the object class totals for the prior year should be reflected on Form A-21, with an explanation of the adjustments made on a separate sheet and attached to the form.
3. The amounts under "Current Year Projected" are to be derived using the best estimates available at the time the form is completed. These estimates should be based on actual totals July 1 to date and projections to June 30.
4. The proposed object class totals for the next year represent the proposed operating budget for the next fiscal year. This amount also should equal the totals posted on the "Income Statement - Operating Expenses" of the State Controller report for the following year.
5. "Current to Next Year Percent Change" is the percentage change from the current year's projected totals to the proposed totals for the next year. It is calculated for each line item as follows:

Current to		"Next Year Proposed Total" (-)
Next Year	=	"Current Year Total Projected" X 100
Percentage Change		"Current Year Total Projected"
6. "Total Operating Expenses Excluding Vehicle Lease Costs, Depreciation, and Amortization" is the total of expense object classes 501 through 512. This total reflects the total of all expenditures related to operating expenses.
7. Any prior year expense transfers posted to the State Controller's "Income Statement - Operating Expenses" schedule for the account "Expense Transfers" (Account No. 510) should not be shown as "expense transfers" but should be included in the account to which the amounts are being transferred.
8. Pursuant to 99247(a), the vehicle cost portion of a vehicle lease is excluded from the definition of operating cost as are depreciation and amortization. However, do record transit vehicle lease costs.
9. Pursuant to 99268.16, the costs of providing ridesharing services are excluded from operating costs. However, do record ridesharing services costs.
10. Pursuant to 99268.17, liability and casualty insurance premium and payments in settlement of claims arising out of the operator's liability are excluded from operating costs. However, do record such liability and casualty costs.

SCHEDULE OF ACTUAL AND PROJECTED OPERATING EXPENSES

Operator: _____

Date Completed: _____

Object Class No.		Prior Year Actual FY ____	Current Year Projected FY ____	Next Year Proposed FY ____	Current to Next Year % Change
501	Labor				
.02	Operator's Salaries & Wages				
.01	Other Salaries & Wages				
502	Fringe Benefits				
503	Services				
504	Materials & Supplies				
.01	Fuel & Lubricants				
.02	Tires & Tubes				
.03	Other Materials & Supplies				
505	Utilities				
506	Casualty & Liability Costs				
507	Taxes				
508	Purchased Transportation				
509	Miscellaneous Expense				
.01	Administrative Pass-Thru*				
511	Interest Expense				
512	Leases & Rentals (excluding transit vehicle lease costs)				
	Total Operating Expenses Excluding Vehicle Lease Costs, Depreciation & Amortization				
513	Depreciation				
.13	Amortization				
	Transit Vehicle Lease Costs				
	Ridesharing Services Costs				
	Liability & Casualty Premiums/Settlement Costs				
	Total Operating Expenses Excluding Ridesharing and Liability/Casualty Costs				

* This shall not exceed 5% of the service contract between the Operator and the local agency.

Form A-21S

Analysis of Proposed Budget Increases

Please complete this form in the TDA Claim Forms Excel file, sheet [A-21S](#).

Purpose

To identify all line items in the operating budget for the ensuing fiscal year which represent an increase of over 15 percent above the projected total for the current year. For each line item identified, a statement substantiating the reason or need for the increase is required. Refer to A-21 (Schedule of Actual and Projected Operating Expenses) for the list of line items in the operating budget, their respective totals for the current and ensuing fiscal years, and the percent change from the projected current year total to the estimated total for the ensuing fiscal year.

Special Instructions

All line items (except the Total Operating Expenses lines) in Form A-21 (Schedule of Actual and Projected Operating Expenses) for which the current to next year percent change exceeds 15 percent must be listed on Form A-21S, along with the line item number and proposed percent increase from Form A-21 and an explanation of the reason or need for the increase. In most cases, more than one line will be required for each line item, in order to provide an adequate explanation for the proposed increase.

Date Completed: _____

Page ____ of ____

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Form A-22

Schedule of Actual and Projected Receipts of Capital Funds

Please complete this form in the TDA Claim Forms Excel file, sheet [A-22](#).

Purpose

To identify all sources and amounts of capital funds received for capital expenditures in the prior fiscal year and expected to be received in the current and ensuing fiscal years. The sources of capital funds are to be classified and grouped under federal, state, and local sources or included as a nongovernmental donation.

Special Instructions

1. Under the columns marked "Sources of Capital Funds," list the capital funds received in the prior year and amounts expected to be received in the current and ensuing fiscal years, by source. The most common sources are preprinted on the form. Write in any additional sources under the appropriate sub-headings.
2. For the prior fiscal year, the source of capital funds received and the related amounts should coincide with those reported to the State Controller on the "Capital Additions to Equity" schedule (Form 300-T) for the prior fiscal year.
3. "Nongovernmental Donations," is equal to the total amount of capital funds provided from nongovernmental sources (i.e., gifts, bequests, donations, etc.) to assist with capital asset acquisitions.
4. "Total Capital Funds Received," is the sum of the following:
 - Total Federal Sources
5. Total State Sources
6. Total Local Sources
7. Nongovernmental Donations

SCHEDULE OF ACTUAL AND PROJECTED RECEIPTS OF CAPITAL FUNDS

Operator: _____

Date Completed: _____

Line	SOURCES OF CAPITAL FUNDS	Prior Year Actual FY__	Current Year Projected FY__	Next Year Proposed FY__
	FEDERAL SOURCES OF CAPITAL FUNDS			
1.	FTA Section 5307 Grant			
2.	FTA Section 5309 Grant			
3.	Federal Aid Urban Grants			
4.	Other Federal Funds (specify)			
5.				
6.				
	Total Federal Sources of Capital Funds			
	STATE SOURCES OF CAPITAL FUNDS			
7.	STA Fund - Population Formula			
8.	STA Fund - Revenue Formula			
9.	Other State Funds (specify)			
10.				
11.				
	Total State Sources of Capital Funds			
	LOCAL SOURCES OF CAPITAL FUNDS			
12.	TDA - Local (include capital reserve allocations)			
13.	Other Local Funds (specify)			
	Total Local Sources of Capital Funds			
	TOTAL CAPITAL FUNDS RECEIVED			

Form A-23 Schedule of Proposed Capital Expenditures

Please complete this form in the TDA Claim Forms Excel file, sheet [A-23](#).

Purpose

To provide a list, by project, of all planned capital expenditures for the ensuing fiscal year and to identify projects and funding to be allocated as a capital reserve under CCR 6648. For each project listed, the estimated expenditure for the year and expected funding, by source, are to be provided. New proposed capital reserve funding should be listed by project with the TDA reserve funds listed as "New TDA" with the funding clearly identified as a capital reserve. In addition, capital expenditures are to be summarized for the prior (actual), current (projected), and ensuing (proposed) fiscal years.

Special Instructions

1. The total estimated expenditure of a capital project for the ensuing year should be equal to that portion of the total project cost which is expected to be incurred (and for which funds are expected to be provided) during the ensuing fiscal year.
2. Under "Sources of Funds for Capital Expenditures" post the amount of expected funding, by source. Expected funding will be either new (i.e., to be received in the ensuing fiscal year) or carryover funds (i.e., received prior to the ensuing fiscal year).
3. Under "Description," describe the source(s) of any carryover funds or amounts posted under "New Other." Include a description of each source and the amount of related funding (if more than one source). For carryover funds from FTA, include the FTA grant number and year of application.
4. More than one line may be used for each capital project listed, in order to provide an adequate description of either the project or "New-Other" or carryover funds. The form should be photocopied prior to being filled out if more than one page is expected to be needed.
5. Post the column totals on the line provided. If more than one page is used, the column totals should be posted on the last page only.

Form C-10 and C-20

Transit Center Projects

Please complete these forms in the TDA Claim Forms Excel file, sheets **C-10** and **C-20**.

Purpose

To provide the current funding status of all active TDA supported transit center projects from the prior fiscal year, including capital reserve allocations. Prior year allocations of capital funds will be adjusted based on the information provided, as well as on the fiscal audit of prior year expenditures.

Special Instructions

1. For C-10 provide all sources of funds for prior year allocations and current claim.
2. For C-20 provide the categories for which the funds will be used.

SCHEDULE OF ARTICLE 8 FUNDING FOR TRANSIT CENTER PROJECTS

Operator: _____

Date Completed: _____

Line	SOURCES OF FUNDS	Prior Approved Funding	Current Claim	Total
	LOCAL SOURCES			
1.	TDA			
2.	Other (Specify)			
3.				
4.				
5.	Total Local Sources			
	STATE SOURCES			
6.	State Transit Assistance - Revenue Formula			
7.	State Transit Assistance - Population Formula			
8.	Other (specify)			
9.				
10.	Total State Sources			
	FEDERAL SOURCES (specify)			
11.				
12.				
13.				
14.				
15.	Total Federal Sources			
	Non-governmental Donations			
16.	TOTAL SOURCES OF FUNDS			

SCHEDULE OF ESTIMATED TRANSIT CENTER COSTS

Operator: _____ Date Completed: _____

Line	USES OF FUNDS	Prior Approved Funding	Current Claim	Total
	SITE PREPARATION			
1.	Clearing and Grubbing			
2.	Excavation/Borrow			
3.	Utilities			
	SITE IMPROVEMENTS			
4.	Paving			
5.	Structures:			
6.	Shelters			
7.	Lighting/Electrical			
8.	Drainage			
9.	Landscaping			
10.	Mechanical			
11.	Curbs/Sidewalks			
12.	Signing/Striping			
13.	Fencing			
14.	Other:			
15.				
16.				
17.				
18.				
19.				
20.	SUBTOTAL			
21.	Contingency			
22.	SUBTOTAL			
23.	Engineering/Design			
24.	SUBTOTAL			
25.	Project Management			
26.	CONSTRUCTION SUBTOTAL			
27.	Right of Way			
28.	Project Development			
29.	PROJECT TOTAL			

V. PERFORMANCE/OPERATING REPORTING FORMS

<u>Form</u>	<u>Title</u>
A	Performance Monitoring Form – to be filed by SANDAG
B	Statement of Efforts Made to Implement Performance Audit Recommendations
C	Schedule of Base Statistics for Fixed-Route/Demand-Responsive Transit/Rail Systems – Quarterly report to be filed by transit operators based on below schedule. Annual report submitted by SANDAG.

Base Statistics Reporting Schedule

<u>Reporting Period</u>	<u>Due Date</u>
Quarter 1: July 1 - September 30	November 15
Quarter 2: October 1 - December 31	February 15
Quarter 3: January 1 - March 31	May 15
Quarter 4: April 1 - June 30	September 30

Form A

Performance Monitoring

To be done by SANDAG.

Purpose

To document the performance measure objects and progress on achieving the stated objectives and to document actions taken by the operator(s) in response to each recommendation(s). This form is filed by SANDAG.

Special Instructions

1. For each performance measure objective, SANDAG will indicate the level of success based on performance trends. If the results indicate declining performance, SANDAG will indicate recommendations to achieve the stated objectives.
2. Any additional information/comments should be included on a separate sheet attached to Form A.
3. For each performance measure listed in Form A, SANDAG will list the specific actions that have been taken to date by the operator, along with any planned efforts to be made in the future. If no action has yet been taken, SANDAG will list the reason(s) that no action has been taken, along with any planned efforts to be made in the future. For all future efforts, indicate the month when the planned efforts should be complete.

PERFORMANCE MONITORING

SANDAG Staff Member: _____

Date Completed: _____

Transit Objectives

Objective	MTS Performance Results	NCTD Performance Results	MTS Improvement Recommendations	NCTD Improvement Recommendations	MTS Actions Taken to Implement Recommendations	NCTD Actions Taken to Implement Recommendations
1. Operating Cost Per Passenger						
2. Operating Cost Per Revenue Hour						
3. Passengers Per Revenue Hour						
4. Passengers Per Revenue Mile						
5. Revenue Hours Per Employee						
6. Farebox Recovery						

Form B

Statement of Efforts Made to Implement Performance Audit Recommendations

To be done by SANDAG.

Purpose

To document actions taken by the operator in response to each of the recommendations made in the performance audit according to Public Utilities Code Section 99246.

Special Instructions

1. For each recommendation, transit agencies will list the specific actions taken thus far, along with any planned efforts to be made in the future, toward implementation. If no action has yet been taken, the operators will list the reason(s) that no action has been taken, along with any planned efforts to be made in the future. For all future efforts, indicate the month when the planned efforts should be complete.
2. If a recommendation calls for the achievement of a specific level of an operating statistic or performance indicator, the calculated value of the statistic or indicator should be included under "Action Taken to Implement Recommendation." Supporting data required to calculate the statistic or indicator should be included on a separate sheet.
3. Any information requested in a recommendation should be included on a separate sheet attached to Form B.

**STATEMENT OF EFFORTS MADE TO IMPLEMENT
PERFORMANCE AUDIT RECOMMENDATIONS**

SANDAG Staff Member: _____ Date Completed: _____

Date of Last Performance Audit: _____

Line #	Performance Audit Recommendation(s)	Actions Taken to Implement Recommendations

Form C

Schedule of Base Statistics for Fixed-Route and Demand-Responsive Transit Systems

To be done by SANDAG.

Purpose

Transit operators provide the base statistics on a quarterly basis for each fiscal year which will be used by SANDAG to calculate various performance indicators. SANDAG will maintain a historical database of these base statistics for trend analysis work and performance audits. Annual summary will be done by SANDAG.

Special Instructions

1. Definitions for the base statistics to be reported by the transit agencies on Form C are provided in the list of definitions ("Base Statistics - Definitions of Terms") included in Section V of this manual.
2. Form C is to be submitted by the transit agencies on a quarterly basis according to the schedule shown at the beginning of Section IV. The claimant should maintain a copy of Form C submitted for the previous quarter and add the data for the next quarter to it each time until the fiscal year is complete.
3. The annual totals derived from the quarterly data should be consistent with the fiscal year totals reported in other annual reports. If adjustments are necessary, the claimant should notify SANDAG of the necessary adjustments to the quarterly data in order to correct the annual totals. SANDAG should be notified of these changes at the time of the next quarterly submittal provided that the data involves the current fiscal year (i.e., changes made to Quarter 3 data at the time of the Quarter 4 submittal).
4. If adjustments are necessary to a previous fiscal year's data, the claimant should notify SANDAG of the adjustments required as soon as possible and provide an explanation of the reason for the revisions. Revisions or corrections should be submitted to SANDAG in a timely manner.

Procedures for Capturing, Calculating, and Accumulating Passenger Miles for Demand-Response

Procedures for calculating passenger miles are outlined in the Federal Transit Administration (FTA) circular 2710.2A. To capture passenger miles, the odometer reading must be recorded for each passenger upon boarding the revenue vehicle and departing from the revenue vehicle. The odometer readings should be posted by the driver to the driver trip sheet.

Passenger miles for an individual passenger are calculated by subtracting the odometer reading upon boarding from the odometer reading upon disembarking. Total passenger miles for a day are calculated by adding up all the individual passenger miles from all the driver trip sheets for the day. Alternatively, daily passenger miles can be calculated by summing the odometer readings for all boardings and disembarkings by passengers, then subtracting the sum of the odometer readings upon boarding from the sum of the odometer readings upon disembarking.

The daily totals of passenger miles should be posted to a worksheet and accumulated over the quarter. Alternatively, the passenger mile information could be collected on a sample basis to develop an average trip length factor for use in computing a passenger mile estimate each quarter.

Procedures for Capturing and Reporting Response Time Performance for Demand-Response

Response time performance should be calculated on a sample basis at least once every six months. The days selected for the sample include typical days of both high and low demand for the system. It is recommended that all of the passenger trips for a selected day be included in calculating the response time performance for that day, in order for the sample to be more representative of all passenger trips taken.

To capture and calculate response time for a passenger trip, two data elements are necessary:

- The time of day that the request for dial-a-ride service was received
- The time of day that the same passenger was actually picked up

The difference between the above two times is response time.

To record the time of day that requests for service are received, the dispatcher (or other person receiving incoming requests for service) must log the following for each call received:

- Time of day that call was received
- Number of passengers
- Pick-up location
- Destination

To record the time of pick-up, the driver must record the following, for each passenger upon boarding, on the driver trip sheet:

- Time of day of pick-up
- Pick-up location
- Destination

To calculate the response times of the passenger trips, the log-ins of the calls received during a given day for dial-a-ride service must be matched with the corresponding log-ins made on the driver trip sheet upon passenger pick-up. The matching is done by comparing the time of day, number of passengers, pick-up location, and destination for the calls received against the corresponding information on the driver trip sheet. The time of the initial call for service and the time of pick-up should be recorded for each passenger on a worksheet. The difference between the two times, the response time, should be calculated and posted to the worksheet for each passenger.

After all of the response times for a given day are calculated and recorded, the number of response times falling within the following timeframes are to be counted:

- 0 to 15 minutes
- 16 to 30 minutes
- 31 to 45 minutes
- Over 45 minutes

The total number of passenger trips occurring within each range of response time, along with the total number of sample trips (for all of the days included in the sample(s) for the period) are to be posted to Form C.

Procedures for Capturing and Reporting Deviation Time for Demand-Response (for Operators Using an Advance Reservation System)

Deviation time is the difference, in minutes, between the scheduled pick-up time and the actual time of pick-up. It is to be calculated and reported by those transit systems operating under an advance reservation system, whereby passenger pick-ups are scheduled in advance. Where practical, it should be calculated and accumulated on an ongoing basis. As a minimum, deviation time should be calculated, on a sample basis, at least once each quarter.

Deviation time is captured by recording both the scheduled and actual time of pick-up for each passenger. The difference, in minutes, between the two times is the deviation time. It is suggested that, where practical, a driver trip sheet be utilized which includes prescheduled pick-up times for each passenger and an input space for each passenger to which the driver posts the actual pick-up time for each passenger.

To be calculated and accumulate deviation time, the deviation time captures are to be grouped into the following time frames:

- 0 - 10 minutes
- 11 - 20 minutes
- 21 - 30 minutes
- Over 30 minutes

The number of occurrences within each frame should be counted, along with the total number of occurrences. If deviation time is being captured on a daily basis, the daily totals should be posted to a separate worksheet. When all of the deviation times have been captured and calculated for the quarter (either on an ongoing or sample basis), the totals should be posted to Form C. If sampling is used, the sample should include either 100 observations or one month's history, whichever is less.

Procedures for Reporting Demand-Responsive Vehicle Service Miles and Hours and Total Miles and Hours

In general, the difference between vehicle service miles (revenue miles) and total miles or vehicle service hours (revenue hours) and total hours is the miles traveled or time spent while deadheading. The concept of deadheading is not as well defined for demand-responsive services as it is for conventional fixed-route services. For this reason, the following clarification, derived from FTA definitions, is provided to distinguish between vehicle service miles and total miles. The same definitions would apply to the differences between vehicle service hours and total hours.

- Vehicles traveling from a dispatching point to the point where the first passenger will be picked up are considered deadheading and are not in revenue service; i.e., these miles should not be reported as vehicle service miles.
- Similarly, travel without passengers back to the dispatching location should not be reported as vehicle service miles.
- All vehicle travel with or without passengers while available to carry passengers between these starting and ending places just described should be considered as vehicle service miles.
- If vehicle storage/maintenance locations are different from the locations from which the vehicles are dispatched, travel between any of these locations should be considered deadheading and should not be reported as vehicle service miles.

SCHEDULE OF BASE STATISTICS (Form C)

FISCAL YEAR:	
FISCAL QUARTER:	
Operator:	Name
Service:	Name
Completed by:	Name
Completed date:	Date

		FY07				
Line No	Base Statistics	1st Qtr Jul-Sep	2nd Qtr Oct-Dec	3rd Qtr Jan-Mar	4th Qtr Apr-Jun	Year to Date
1.	Revenue Miles	0	0	0	0	0
	Weekday					0
	Saturday					0
	Sunday					0
2.	Revenue Hours	0	0	0	0	0
	Weekday					0
	Saturday					0
	Sunday					0
3.	Total Hours	0	0	0	0	0
	Weekday					0
	Saturday					0
	Sunday					0
4.	Total Boarding (Passengers)	0	0	0	0	0
	Adult Pass					0
	Day Pass					0
	Youth Pass					0
	Senior/Disabled Pass					0
	Adult Cash					0
	Youth Cash					0
	Senior/Disabled Cash					0
	Token Passengers					0
	Prepaid Ticket Passengers					0
	Transfers					0
	Free Rides					0
	Weekday Total Passengers					0
	Saturday Total Passengers					0
	Sunday Total Passengers					0
5.	Total Operating Cost	\$0	\$0	\$0	\$0	\$0
	Personnel					\$0
	Marketing					\$0
	Security					\$0
	Repair/Maintenance Services					\$0
	Engine and Transmission Rebuild					\$0
	Other Outside Services					\$0
	Purchased Transportation					\$0
	Other Contracted Bus Services					\$0
	Fuel and Electricity for Vehicles					\$0
	Fuel and Electricity for Facilities					\$0
	Lubricants					\$0
	Tires/Tubes					\$0
	Other Materials and Supplies					\$0
	Risk Management					\$0
	General and Administrative					\$0
	Vehicle Lease					\$0
6.	Total Fare Revenue	\$0	\$0	\$0	\$0	\$0
	Cash Revenue					\$0
	Token Revenue					\$0
	Prepaid Ticket Revenue					\$0
	Special Transit Fares					\$0
7.	Full-Time Equivalent Employees (FTE)	0	0	0	0	0
	Operations					0
	Maintenance					0
	Administrative/Support					0
FORMULAS (Do Not Enter Unless Source Data Unavailable)						
TDA 1	Operating Cost Per Passenger*	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TDA 2	Operating Cost Per Revenue Hour*	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TDA 3	Passengers Per Revenue Hour	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TDA 4	Passengers Per Revenue Mile	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TDA 5	Revenue Hours Per Employee	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TDA 6	Farebox Recovery	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

* SANDAG to adjust for inflation using San Diego CPI for transportation

OTHER DATA

1.	Total Miles	0	0	0	0	0
	Weekday					0
	Saturday					0
	Sunday					0
2.	Unmet Trips					
3.	Total Trips					
4.*	Total Sample Response Time*	0	0	0	0	0
	No. of Responses Within 0-15 Min.					0
	No. of Responses Within 16-30 Min.					0
	No. of Responses Within 31-45 Min.					0
	No. of Responses Over 45 Min.					0
5.**	Total Sample Responses for Deviation Time*	0	0	0	0	0
	No. of Arrivals With 0-10 Min. of Schedule					0
	No. of Arrivals With 11-20 Min. of Schedule					0
	No. of Arrivals With 21-30 Min. of Schedule					0
	No. of Arrivals Past 30 Min. of Schedule					0

* Response time data is required from only those operators not using an advance reservation system. Response time data is not required quarterly, but should be reported at least every six months.

** Deviation Time data is required from only those operators using an advance reservation system. Deviation time data is not required quarterly, but should be reported at least every six months.

VI. BASE STATISTICS – DEFINITION OF TERMS

Base Statistics	Definition
Vehicle Service Miles	The miles traveled when the vehicle is in revenue service (i.e., the vehicle is available for travel by the general public). For conventionally scheduled service, vehicle service miles is comprised of: (1) Running Time - The miles the vehicle travels on the route in passenger service typically from the beginning of a route to the end of a route, and (2) Layover/Recovery Time - The hours scheduled at the end of the route before the departure time of the next trip.
	For Demand-Response System: includes all service miles from the point of the first passenger pick-up, the distance to pick up the next passenger, to the last passenger drop off, and as long as the vehicle does not return to the dispatching point.
Total Service Miles	The miles a vehicle travels from the time it pulls out from its garage to go to revenue service to the time it pulls in from revenue service. It is often called platform time. For conventional scheduled services, it includes: (1) Revenue Miles - The miles that are comprised of running time and layover/recovery time, and (2) Deadhead Miles - The miles that a vehicle travels either: a) between the garage and the route, or b) when changing routes and the vehicle must travel from the end of one route to the beginning of the next route. Deadhead time also is known as nonrevenue miles (i.e., the vehicle is not available for travel for the general public).
	For Demand-Response System: includes all miles from the beginning and end of the dispatching point.
Vehicle Service Hours	The hours traveled when the vehicle is in revenue service (i.e., the vehicle is available for travel by the general public). For conventionally scheduled service, vehicle service hours is comprised of: (1) Running Time - The hours the vehicle travels on the route in passenger service typically from the beginning of a route to the end of a route, and (2) Layover/Recovery Time - The hours scheduled at the end of the route before the departure time of the next trip.
	For Demand-Response System: includes all revenue hours from the point of the first passenger pick-up, the time to pick up the next passenger, to the last passenger drop off, and as long as the vehicle does not return to the dispatching point.
Total Service Hours	The hours a vehicle travels from the time it pulls out from its garage to go to revenue service to the time it pulls in from revenue service. It is often called platform time. For conventional scheduled services, it includes: (1) Revenue Time - The hours that are comprised of running time and layover/recovery time, and (2) Deadhead Time - The hours that a vehicle travels either: a) between the garage and the route, or b) when changing routes and the vehicle must travel from the end of one route to the beginning of the next route. Deadhead time also is known as nonrevenue time (i.e., the vehicle is not available for travel for the general public).
	For Demand-Response System: includes all hours from the beginning and end of the dispatching point.

Base Statistics	Definition
Passenger Car Miles	The miles that passenger cars travel while in revenue service plus deadhead miles. <i>(For commuter rail mode, do not include locomotives miles.)</i>
Passenger Car Service Miles	The miles that passenger cars travel while in revenue service. Passenger car service miles exclude deadhead, training operators prior to revenue service, and road tests, as well as school bus and charter services. <i>(For commuter rail mode, do not include locomotives miles.)</i>
Passenger Car Hours	The hours that passenger cars travel while in revenue service plus deadhead hours. Actual car hours include layover/recovery time but exclude hours for charter services, school bus service, operator training, and maintenance testing. <i>(For commuter rail mode, do not include locomotives hours.)</i>
Passenger Car Service Hours	The hours that passenger cars travel while in revenue service. Passenger car service hours include layover/recovery time but exclude deadhead, training operator prior to revenue service, and road tests, as well as school bus and charter services. <i>(For commuter rail mode, do not include locomotives hours.)</i>
Total Passengers	The number of passengers who board public transportation vehicles. Passengers are counted each time they board no matter how many vehicles they use to travel from their origin to destination.
Transfers	Total number of passengers boarding a transit vehicle with any form of a transfer (e.g., free transfers, upgrades). Transfer slip holding passengers are counted each time they board a vehicle no matter how many vehicles they use to travel from their origin to destination.
Passenger Miles	The cumulative sum of the distances ridden by each passenger. Use FTA C 2710.2A <i>Sampling Procedures for Obtaining Demand-Responsive Bus System Operating Data</i> .
Operating Cost	Total of all costs in the operating expense to support the ongoing operations of transit service, including: personnel, outside services, materials and supplies, energy, risk management, as well as general and administrative line items. Exclude the cost in the depreciation and amortization and all direct costs for providing charter services and of all vehicle lease costs (PUC Section 99247(a)).
Fare Revenues	Total cash and proceeds from ticket and pass sales paid by passengers (Object Classes 401, 402, and 403). It does not include advertising revenue, charter bus revenue, or general fund revenue.
Revenue Vehicle Failures	Number of vehicles in revenue services that either did not complete its schedule revenue trip or did not start its next scheduled revenue trip.
Complaints	Any written or oral complaint received by a transit system relating to transit service.
Full-Time Equivalent (FTE) Employees	Total number of employees in connection with the public transportation system meeting the local definition of full-time hours. Normally, these persons are entitled to receive the full benefits package (e.g., sick leave, vacation, and insurance benefits). Total employee hours include hours worked by any contract service employees (e.g., transit operations or maintenance). If the actual number of hours worked by a contract service cannot be

Base Statistics	Definition
	determined, total employee hours contributed by the contract service can be estimated by dividing the amount charged by the contractor over the period by a constant which represents the average hourly wage rate for its employee.
Administration FTE	Total number of executive, professional, and supportive transit system employees engaged in general management and administrative activities. This includes the general manager, assistant general manager(s), administrative assistants, managers, supervisors, and other professionals working in the various departments within a transit system, including clerical and other support personnel. This number is to be expressed in terms of full-time equivalent (FTE) employees based on the total hours worked by administrative, supervisory, and support personnel (to be calculated in the same manner as described above for full-time equivalent employees).
Vehicle Operations FTE	Total number of employees operating revenue vehicles, including both full-time and part-time employees. (This number is to be expressed in terms of full-time equivalent (FTE) employees, based on the total hours worked by the vehicle operators (to be calculated in the same manner as described above for full-time equivalent employees).
Maintenance FTE	Includes all employees engaged in the maintenance and repair of vehicles, buildings, grounds, and equipment. This number is to be expressed in terms of full-time equivalent (FTE) employees, based on the total hours worked by maintenance employees during the period (to be calculated in the same manner as described above for full-time equivalent employees).
Vehicles Operated in Maximum Service	Number of revenue vehicles operated to meet the annual maximum service requirement. This is the revenue vehicle count during the peak season of the year on the week and day the maximum service is provided.
Trains in Operation	Maximum number of trains actually operated to provide service on an average weekday, Saturday, and Sunday.
Vehicles/Trains Available for Maximum Service	Total vehicles/trains available, includes spares, out of service vehicles, and vehicles in or awaiting maintenance, excludes vehicles awaiting sales and emergency contingency vehicles.
Energy Consumption	The total gallons of fuel consumed during the operation of the total miles for each vehicle; cost and type of fuel (including electricity).
Missed Trips	An occurrence in which a transit operator fails to provide service for a scheduled trip. The procedure used to account for partial missed trips may vary based on local operating procedures. Each operator should provide SANDAG with the definition or methodology used in compiling missed trips.
Total Trips	A segment of a run (or a run) which begins with a departure from a terminal or scheduled stopping point and ends with either round-trip return to the starting point or arrival at another terminal or scheduled stopping point.

Base Statistics	Definition
Unmet Trips	The total number of trip requests that could not be served. A trip request is unmet when the request is made at least 24 hours in advance and cannot be scheduled within an hour before or an hour after the requested time.
Response Time	The difference, in minutes, between the time of the initial call for demand-responsive service and the actual time of pick-up.
Deviation Time	The difference, in minutes, between the scheduled and actual times of pick-up under an advance reservation system.

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APPENDIX F

FUND ELIGIBILITY WORKSHEET

Claimant: _____

Fiscal Year: _____

This worksheet is intended to assist operators and transit service claimants in determining the maximum eligibility of operating funds from the LTF and STAF, as defined in CCR 6634.

1. Total FY _____ Projected Operating Costs \$
2. Subtract the amount of fare revenues required to meet the applicable farebox recovery ratio or the actual amount of fare revenue to be received during the fiscal year, whichever is greater \$
3. Subtract the amount of local support required to meet applicable fare revenue plus local support to operating cost ratio requirements \$
4. Subtract the amount of federal operating assistance to be received during the fiscal year \$
5. Subtract the amount to be received pursuant to a contract with a jurisdiction to which the operator provides service beyond its boundaries \$
6. The resulting difference equals the maximum amount of operating support from the LTF, STAF, and UTF the claimant is eligible to receive during the fiscal year \$

CCR 6634 also defines the maximum eligibility for funds from the LTF and STAF for capital projects, rail passenger services, and grade separation projects. Claims under Article 4.5, 99260.7 or 99400.6 (express bus and vanpool services) are eligible for LTF monies, for purposes other than operating costs, in an amount not to exceed actual expenditures for the purchase of buses or vans. CTSA's also are eligible for funds for the purpose of communications and data processing equipment essential to providing, consolidating, and coordinating social service transportation.

APPENDIX G REQUIRED STATEMENTS

Claimant: _____ Fiscal Year: _____

Statement Regarding Accuracy of Budget Data

CCR 6632 requires that each transit operator (Article 4) or transit service claimant (Article 4.5, 99400.6, and 99400.7) include in its claim a statement signed by the chief financial officer of the claimant attesting to the reasonableness and accuracy of the budgetary information submitted included in the Budget Process. Each claim should be accompanied by, at a minimum, the following statement:

I hereby attest to the reasonableness and accuracy of the information submitted in the Budget Process for fiscal year ____.

Signed: _____

Title: _____

Statement Regarding Retirement System (Article 4 Only)

Section 99271 requires that each Article 4 claimant has fully funded the current cost of its retirement system in order to be eligible for funding. Sections 99272 and 99273 impose additional requirements for operators that have a private pension plan. Each Article 4 claim should be accompanied by, at a minimum, the following statement signed by the claimant's chief financial officer. Include any elaboration necessary depending on the individual circumstances.

I hereby certify that _____ (Claimant) has fully funded the current cost of its retirement system with respect to the officers and employees of its public transportation system and has met the applicable requirements of Sections 99271, 99272, and 99273 of the California Public Utilities Code.

Signed: _____

Title: _____

Statement Regarding Charter Services

Section 99250 requires that all charter bus services operated by a transit operator (Article 4) or transit service claimant (Article 4.5, 99400.6, and 99400.7) must meet certain conditions. Each claim must be accompanied by, at a minimum, one of the following statements. Additional information about specific charter service should be included, if necessary, to clarify conditions under which charter service was operated.

No charter bus service has been operated by _____ (Claimant) during the current fiscal year.

Signed: _____

Title: _____

Any charter services operated by _____ (Claimant) during the current fiscal year has met the requirements of Section 99250 of the California Public Utilities Code.

Signed: _____

Title: _____

Statement Regarding Reduced Fares and Accessibility Requirements

Section 99275.5(c)(5) requires SANDAG to make a finding that an Article 4.5 claimant is in compliance with Sections 99155 and 99155.5 prior to allocating any funds to that claimant. Section 99155 imposes certain requirements for reduced transit fares for senior citizens and handicapped persons and specifies certain identifications cards which shall be accepted in order to qualify for reduced fares. Section 99155.5 deals with eligibility requirements for dial-a-ride and paratransit services. The same requirements apply to Article 4 operators. In order for SANDAG to make the required findings and allocate funds, each claim must include the following statement:

I certify that all application services operated by _____ (Claimant) during the current fiscal year covered by this claim shall be provided in conformance with the requirements of Sections 99155 and 99155.5 of the California Public Utilities Code.

Signed: _____

Title: _____

APPENDIX H

A GUIDE TO THE SANDAG REGIONAL REPORTING SYSTEM

PERFORMANCE INDICATORS

INTRODUCTION

The San Diego Association of Governments (SANDAG) instituted the Regional Reporting System of transit operating statistics in 1980 to provide SANDAG with a set of base statistics and performance indicators with which to monitor transit operator performance. At the same time, the data provides transit managers with statistical indicators for monitoring and assessing their own operations. The program also provides data for the triennial performance audit evaluation. These forms have undergone revisions over the years.

The purpose of this guide is to assist persons responsible for local transit programs, especially those without extensive training in transit operations, in the use of the performance indicators for system monitoring.

The base statistics reported on Form C is defined in [Section IV of Appendix E](#). This section focuses on the performance indicators derived from those base statistics. SANDAG regularly updates performance indicator data for each operator based on the quarterly base statistics submitted and makes the information available to the operators. The purpose of the following discussion is to help the analyst answer questions about performance levels, and to provide a framework with which to analyze changes in system indicators.

DISCUSSION

The performance indicators include the evaluation of performance measures defined by the TDA, as well as those defined by SANDAG policy. The performance measures included in the TDA are reported in four categories: cost effectiveness, cost efficiency, service productivity, and labor productivity. These categories represent the relationships between service inputs, service outputs, and service consumption. Service inputs are the costs of doing business represented in the base statistics by operating cost. Service outputs are the products of transit service measured in terms of miles and hours of service. Service consumption is measured in terms of boarding passengers, transfers, and the fares collected.

The indicators are all rates such as cost per mile, so any analysis of changes to an indicator should consider whether the difference was caused by a change in the numerator or the denominator in the equation. The difference can be significant because the operator may have more control over one factor versus another. For example, a transit system may experience an increase in the cost per passenger as a result of an increase in costs, a decrease in the number of passengers carried, or both. If, the cost increases have resulted from expanded peak period express service, the additional cost is a direct result of the operator's decision to expand service. When expanded service does not result in an increase in revenue passengers sufficient to offset the additional cost, the operator must then decide if the additional cost per passenger is justified.

Another important group of factors affecting transit operations is the service environment. These factors also are evaluated and include several categories which SANDAG also will evaluate annually in terms of the progress made towards achieving multiyear goals. These categories and performance measures are described in [Chapter 7](#) of this manual.

In the following discussion, the performance indicators are discussed within the context of the four TDA indicator categories. In the lists of indicators, the mode for which each indicator is computed is identified as either fixed-route (FR), Fixed-Guideway (Rail) or demand-responsive (DR).

Cost-Effectiveness

Cost-effectiveness indicators are the ratios of service inputs to the units of consumption. The TDA calculation used to evaluate service cost efficiency is the ration of fare revenue to operating cost:

Mode			
FR	Rail	DR	
X	X	X	Operating Cost per Boarding Passenger
X	X	X	Fare Revenue per Operating Cost

The first indicator measures the cost of providing the service on a per passenger basis. The second measure indicates the overall financial health of the system through the calculation of the farebox recovery ratio. Any increase in the cost per passenger or per passenger mile beyond the regional increase in the consumer price index would be considered a negative trend unless it was offset by an increase in the average fare and maintenance of the farebox recovery ratio.

Cost Efficiency

Cost efficiency measures the relationship of inputs per unit of output. This indicator is:

Mode			
FR	Rail	DR	
X	X	X	Operating Cost per Service Hour

This measure calculates the cost of providing the service in relation to the amount of service supplied. As with cost-effectiveness indicators, increases in cost per unit may result from increases in either internal or external costs. Certain cost items such as fuel and tires will necessarily increase as miles of service increase, unless the unit cost of these consumables decreases. Reduced output without an accompanying reduction in costs also will increase the costs per unit. This could result from reduced labor productivity (e.g., reduced miles between road calls), or from slower system speeds. In the latter case, external factors such as traffic congestion could be the problem.

Service Productivity

These indicators measure consumption per unit of output. They include:

Mode			
FR	Rail	DR	
X	X	X	Boarding Passengers per Service Hour
X	X	X	Boarding Passengers per Service Mile

Productivity measures give a general indication of how well resources are being utilized. However, they are susceptible to the influence of the governing body's policy regarding the frequency and span of service. Any policy to increase or maintain service levels beyond levels required by passenger demand can generally be expected to reduce these indicators. Demand responsive operators should refer to the comments on passenger miles under cost-effectiveness above.

Service area characteristics also have a significant impact on operating efficiency measures. Smaller or more densely populated areas will usually generate higher passenger per mile rates than service areas with dispersed populations. However, the less dense operating environments usually permit higher operating speeds. These higher speeds somewhat offset the number of miles required to reach passengers so that the per hour operating statistics compare more favorably with the operations in the denser urban areas.

Labor Productivity

Labor productivity relates to the cost per unit of labor, labor efficiency and effectiveness, and labor overhead. The indicator is:

Mode			
FR	Rail	DR	
X	X	X	Service Hours per FTE Employee

In the case of contracted service, labor productivity is beyond the immediate control of the public agency's transit manager. However, labor inefficiencies in contracted service operations will probably result in noncompetitive contract bids. For directly operated service, reductions in the output per employee or an increase in driver pay hours per vehicle service hour suggests inappropriate staffing levels or inefficient use of staff. This could result from either the restraints of labor agreements, or inefficient scheduling.

CONCLUSION

An important point to remember when using the performance indicators to monitor system performance is the way the indicators relate to one another. Labor productivity has an impact on cost-effectiveness and efficiency figures, and system design has an impact on operating efficiency and effectiveness. Costs will rise and fall for both internal and external reasons. Fare revenue will only keep up with cost increases if either passengers or fares increase, and passenger boardings can be expected to decline if fares are raised. Any analysis of changes in one indicator should also consider possible changes to other related indicators.

In the final analysis, it is probably the service environment and the policies of the governing board that are the most important factors affecting the performance indicators. The impact of those factors is beyond the scope of this review, however. The object of collecting and reporting the base statistics and performance indicators is to help the transit manager get the most out of the available resources within that context.

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State of Good Repair Project Information									
#	Sub-Recipient <i>If applicable</i>	Project Title <i>Project Titles must match if appearing on more than one list. Max 50 Characters</i>	Project Description <i>Max 250 Characters</i>	Asset Type <i>Dropdown Selection</i>	Project Category <i>Dropdown Selection</i>	Current Condition of Asset <i>Dropdown Selection</i>	Useful Life If applicable <i>In Years</i>	Project Dates	
								Project Start Date	Project Completion Date
								MM/DD/YYYY	MM/DD/YYYY
1									
2									
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39									
40									

#	Project Location City	Project Funding						Legislative Districts			Notes, Comments, Additional Information	
		SGR Costs			Non-SGR Costs			Total Project Costs Auto Populated	Congressional	Senate		Assembly
		2017-18 SGR Costs 99313	2017-18 SGR Costs 99314	Total SGR Costs 99313	Total SGR Costs 99314	Total STA Costs - Not Including SGR	Total All Other Funds					
1								\$ -				
2								\$ -				
3								\$ -				
4								\$ -				
5								\$ -				
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40								\$ -				

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Transportation Development Act

FY 2025 Productivity Improvement Programs
and FY 2026 Allocations

Transportation Committee | Item 3
Brian Lane, Senior Regional Planner
Friday, May 16, 2025

1

TDA Productivity Funding Timeline

February

TC and Board
approve estimated
apportionments

June

TC and Board
approve TDA Claims

May

TC and Board
approve Productivity
Improvement Program

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Elements of TDA Productivity Review

MTS and NCTD:

6 TDA Performance Measures

- AB 90, AB 149, SB 125 – Covid relief
- Responses to FY19 – FY21 Triennial Performance Audit productivity improvement recommendations
- Summary of performance over past three years

FACT:

- Background of Consolidated Transportation Services Agency core functions
- Summary of performance over past three years

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Elements of TDA Productivity Review

Social Services Transportation Advisory Council (SSTAC) Unmet Transit Needs

- Added in response to FY19 – FY21 Triennial Performance Audit recommendation
- Summary of unmet needs and follow up actions

Annual Review of Board Policy 027 and TDA Claim Manual

- Added in response to FY19 – FY21 Triennial Performance Audit recommendation
- Proposed changes to TDA Claim Manual summarizing recent legislation and implications

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TDA Funding Estimates

Estimated FY 2025 and 2026 Apportionments approved by Board in February 2025

MTS:

- FY 2025: \$132.698 million
- **FY 2026: \$127.968 million**
- 3.6% decrease

NCTD:

- FY 2025: \$54.586 million
- **FY 2026: \$52.342 million**
- 4.1% decrease

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May 16, 2025

SANDAG Grant Programs: Quarterly Status Update and the Smart Growth Incentive Program Amendment Requests

Overview

The [TransNet Extension Ordinance and Expenditure Plan](#) provides funding for competitive grant programs available to local jurisdictions, transit agencies, and nonprofit organizations that help implement the Regional Plan. The Transportation Committee (TC) has oversight over three grant programs solely supported by TransNet funds: [the Active Transportation Grant Program](#), [the Environmental Mitigation Program Land Management Grant Program](#), and the [Smart Growth Incentive Program \(STGP\)](#). Additionally, TC has oversight over the [Access for All \(AFA\) Grant Program](#) and [the Specialized Transportation Grant Program](#). AFA program funding comes from the California Public Utilities Commission while funding for the STGP comes from two sources: the Federal Transit Administration Section 5310 program and the TransNet Senior Mini-Grant Program.

Key Considerations

The Discussion Memo (Attachment 1) highlights grant project status changes during the reporting period (January 1 – March 31, 2025), while the Performance Measures Report (Attachment 2) provides grant program performance data and accomplishments.

The City of Lemon Grove requests a three-month retroactive extension for its Connect Main Street Phases I and II Project (a Smart Growth Incentive Program capital project). The grant expired on March 20, 2025, but Lemon Grove needs the extension to complete the construction punch list items, receive reimbursement for the construction costs, and close the project. Additional details are found in Attachment 3. The TransNet Independent Taxpayer Oversight Committee (ITOC) reviewed the request at its [April 9, 2025, meeting \(Item 8\)](#) and was supportive of the amendment.

The County of San Diego requests a six-month extension for its Community Based Transportation Project. This amendment requires approval by the TC because the project will not be completed by the three-year deadline required under Section 3.1.2 of [Board Policy No. 035](#). The County has faced contracting delays and additional internal coordination, which has led to the need for extra time to complete project deliverables. Additional details are found in Attachment 4.

Action: Approve

The TransNet Independent Taxpayer Oversight Committee recommends that the Transportation Committee approve a three-month retroactive time extension for the City of Lemon Grove and a six-month time extension for the County of San Diego for their Smart Growth Incentive Program projects.

Fiscal Impact:

None.

Schedule/Scope Impact:

During the reporting period (January 1 to March 31, 2025), two projects were completed, and eight were on the watch list.

If the Transportation Committee approves the City of Lemon Grove and the County of San Diego extension requests, the Smart Growth Incentive Program projects will be completed by June 2025 and March 2026, respectively.

Next Steps

If approved, staff will execute the amendments with the City of Lemon Grove and the County of San Diego. The next quarterly status update on grant programs will be provided to TC in September 2025. The next biannual report to ITOC will also be in September 2025, and a Regional Planning Committee Quarterly Grant Update will be provided in October 2025.

Susan Huntington, Director of Financial Planning, Budgets, and Grants

Attachments: 1. Discussion Memo
2. Performance Measures Report
3. City of Lemon Grove Amendment Request Letter
4. County of San Diego Amendment Request Letter

Discussion Memo

SANDAG awards grant funds on a competitive basis that considers the grantees' ability to perform their proposed projects on time. SANDAG intends to hold grantees accountable for completing the project to ensure fairness in the competitive process and to encourage grantees toward implementation for public benefit on project deliverables as soon as possible. All SANDAG competitive grant programs are subject to [SANDAG Board Policy No. 035](#), which provides project milestone and completion deadlines and use-it-or-lose-it provisions. Projects are placed on a Watch List when a grantee has not made timely progress toward milestones or key project deliverables or has not implemented any SANDAG-issued corrective actions.

This Discussion Memo highlights grant project status changes during the reporting period from January 1 to March 31, 2025. A [master list](#) of all SANDAG grant program awards can be found on the SANDAG Grants web page.

Access for All Program

On [January 24, 2025](#), the Board of Directors approved the Access for All (AFA) Program Cycle 2 Funding Recommendation, fully funding one application that will provide on-demand Wheelchair Accessible Vehicle (WAV) service in San Diego County, including WAV taxi service to the San Diego International Airport. AFA activity during the reporting period included finalization of the Cycle 2 contract for execution.

Completed Projects

- None

Projects on the Watch List & Reasoning

- None

Active Transportation Grant Program

Completed Projects

- None

Projects on the Watch List & Reasoning

- City of Carlsbad – Carlsbad Boulevard and Tamarack Avenue Pedestrian Improvement Project
 - The Grantee was awarded \$1,054,000, and the grant began on May 9, 2016.
 - The current end date is May 9, 2025.
 - This project was placed on the Watch List in October 2023 because the project was falling behind in meeting the milestones listed in the project schedule.

Amendment Requests

- City of Carlsbad – Carlsbad Boulevard and Tamarack Avenue Pedestrian Improvement Project
 - The Grantee requested a two-year time extension and a scope of work change.
 - The ITOC and TC recommended rejecting the request. The City received new direction on the Project, and staff is working with the City to submit a new amendment request for consideration. The request will be brought to the ITOC and TC at a future date.

Environmental Mitigation Program – Land Management Grant Program

Completed Projects

- None

Projects on the Watch List & Reasoning

- None

Amendment Requests

- None

Smart Growth Incentive Program***Completed Projects***

- None

Projects on the Watch List & Reasoning

- City of El Cajon – Main Street-Green Street Gateway Improvements Project
 - The Grantee was awarded \$2.5 million, and the grant began in August 2019.
 - The project was placed on the Watch List in November 2024 after SANDAG filed a Public Works complaint with the Department of Industrial Relations (DIR) on behalf of the City for ongoing contractor payroll issues.
 - An administrative amendment was executed for the project, extending the project termination date by two years to allow the labor compliance issues to be resolved.
- City of San Diego - Downtown Mobility Cycle Way Improvement Phase I and II
 - The Grantee was awarded \$2.5 million, and the project began in March 2019.
 - The project has been on the Watch List since Fiscal Year 2022 due to labor compliance issues.
 - The project is under active investigation by the California Department of Industrial Relations (DIR).
 - While the Project is complete, an administrative amendment extending the grant termination date by two years has been executed to allow the DIR to complete its investigation.
- City of Lemon Grove – Connect Main Street Phase I and II
 - The Grantee was awarded \$2.5 million, and the project began in July 2020.
 - The project was placed on the Watch List in November 2024 due to potential labor compliance issues. SANDAG and the City are trying to resolve the issues, but may need to file a Public Works complaint with the DIR.

Amendment Requests

- City of Lemon Grove – Connect Main Street Phase I and II
 - The City of Lemon Grove project was awarded \$2.5 million in July 2020.
 - The project has been granted two prior amendments for 7-month extensions, each. The grant expired on March 20, 2025.
 - Lemon Grove requests a third amendment for a 3-month extension to complete construction punch list items and close out the grant project.
 - If approved, the project will be completed by June 2025.
- County of San Diego – Community Based Transportation (CBT) Program
 - The Grantee was awarded \$500,000, and the project began in September 2022.
 - This is the first amendment request for the Project, and the County requests a 6-month extension.
 - The project needs a 6-month extension to produce project deliverables. Postponements have been attributed to contracting delays and additional internal coordination.
 - If approved, the County of San Diego CBT Program will be completed in March 2026.

Specialized Transportation Grant Program

Completed Projects

- St. Madeliene's Sophie Center's - Cycle 8 - Vehicle Procurement - Section 5310
 - The Grantee was awarded two used vehicles for \$112,000, and the grant began on March 9, 2017.
 - SANDAG ordered the vehicles in December 2017, and they were put into service in July 2018. The grantee completed all project deliverables, and the Grant will be closed in May 2025. The grantee provided 30,561 one-way passenger trips.
- St. Madeliene's Sophie Center's - Cycle 9 - Vehicle Procurement - Section 5310
 - The Grantee was awarded two used vehicles for \$120,000, and the grant began on April 1, 2018.
 - SANDAG ordered the vehicles in September 2018, and they were put into service in May 2019. The grantee completed all project deliverables, and the Grant will be closed in May 2025. The grantee provided 37,997 one-way passenger trips.

Projects on the Watch List & Reasoning

- FACT - Cycle 12 - CTSA Mobility Management - Mobility Management - Senior Mini-Grant
 - The project is on the Watch List because the Grantee submitted their invoice with errors and because they are behind on spending and completing deliverables.
 - This is the third time this project has been on the Watch List.
 - This grantee was asked to provide a Corrective Action Plan on March 13, 2025.
- FACT - Cycle 12 - CTSA Mobility Management - Mobility Management - Section 5310
 - The project is on the Watch List because the Grantee submitted their invoice with errors, and because they are behind on spending and providing deliverables.
 - This is the third time this project has been on the Watch List.
 - This grantee was asked to provide a Corrective Action Plan on March 13, 2025.
- FACT - Cycle 12 - RideFACT - Operating - Section 5310
 - The project is on the Watch List because the Grantee is behind on their spending and providing deliverables.
 - This is the third time this project has been on the Watch List.
 - This grantee was asked to provide a Corrective Action Plan on March 13, 2025.
- Arc of San Diego – Cycle 12 – MCRD Transportation
 - This project is on the Watch List because for late invoicing and reporting.
 - This is the third time this project is on the watch list.
 - This grantee was asked to provide a Corrective Action Plan on May 5, 2025.
- Travelers Aid Society of San Diego - Cycle 12 - Senior Solutions - Operating - Section 5310
 - This project is on the Watch List because the Grantee submitted their invoice with errors.
 - This is the first time this project has been on the Watch List.

Project Showcase

- St. Madeliene's Sophie Center's - Cycle 8 - Vehicle Procurement - Section 5310
 - On the right is a photo from St. Madeliene's Sophie Center's Transportation Program that provides transportation services to adults with intellectual and developmental disabilities.

Used Minivan Solicitation

At the September 20, 2024, Transportation Committee meeting ([Item 5](#)), Grant Division staff informed TC members of 15 used minivans that were returned to SANDAG from two early grant project terminations by San Diego Metropolitan Transit System and a nonprofit organization formerly known as Renewing Life. SANDAG developed and released a solicitation on August 30, 2024, to identify new owners for the 15 available vehicles who could operate them for the remaining useful life. The application period closed December 6, 2024. Eight applicants responded to the solicitation and requested 22 minivans. SANDAG followed standard grant solicitation and evaluation processes, with evaluators external to SANDAG scoring projects. The used minivans will be awarded to St. Madeleine's Sophie's Center, Home of Guiding Hands, Sharp Healthcare Foundation, and Noah Homes, as shown in the table below.



Table 1. Used Minivan Solicitation Applicant Results

Applicant Name	Total Application Score	Minivans Requested	Minivans Awarded
Sharp HealthCare Foundation	84.67	5	5
Home of Guiding Hands	84.33	5	5
St. Madeleine Sophie's Center	80.33	2	2
Noah Homes	80.17	3	3
Peninsula Shephard Center	78.00	1	0
Jewish Family Service of San Diego	76.17	2	0
TERI Inc.	75.33	2	0
Tri-City Medical Center	59.67	2	0
			22
			15

2025 GRANT PROGRAM PERFORMANCE MEASURES REPORT

Performance Report Period

The May 2025 Transportation Committee (TC) Performance Report covers the reporting period between January 1 and March 31, 2025. TC has oversight over the following SANDAG Grant Programs: AFA, ATGP, EMP, SGIP, and STGP. This report provides an update on completed grant projects, top performance measures, and expenditures for each TC-related grant program.

Completed Grant Projects

Access for All (AFA) Program

No AFA projects were completed during this reporting period.

Active Transportation Grant Program (ATGP)

No ATGP projects were completed during this reporting period.

Environmental Mitigation Program Land Management Grant (EMP LMG)

No EMP LMG projects were completed during this reporting period.

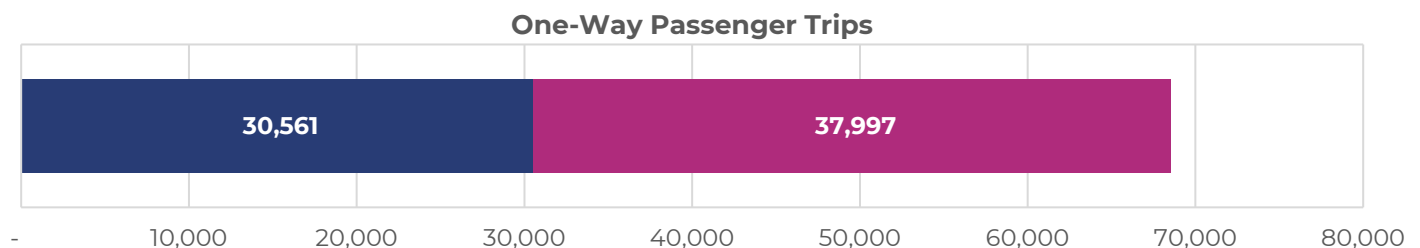
Smart Growth Incentive Program (SGIP)

No SGIP projects were completed during this reporting period.

Specialized Transportation Grant (STGP) Program

Two STGP projects were completed during this reporting period. The projects delivered 68,558 one-way passenger trips.

STGP Deliverables



St. Madeliene's Sophie Center's - Cycle 8 - Vehicle Procurement - Section 5310

The Grantee was awarded two used vehicles for \$112,000, and the grant began on March 9, 2017. The grantee provided 30,561 one-way passenger trips.

St. Madeliene's Sophie Center's - Cycle 9 - Vehicle Procurement - Section 5310

The Grantee was awarded two used vehicles for \$120,000, and the grant began on April 1, 2018. The grantee provided 37,997 one-way passenger trips.

Active Grant Projects

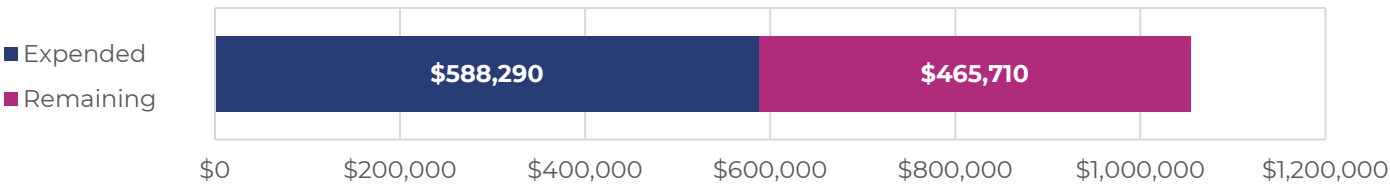
Access for All (AFA) Program

No active AFA project activity occurred during this reporting period because the Cycle 2 agreement has not yet been executed.

Active Transportation Grant Program (ATGP)

There is a single active ATGP Project, the City of Carlsbad’s Carlsbad Boulevard and Tamarack Avenue Pedestrian Improvement Project. This project was awarded \$1,054,000 in 2016 and has been granted two 36-month schedule extensions.

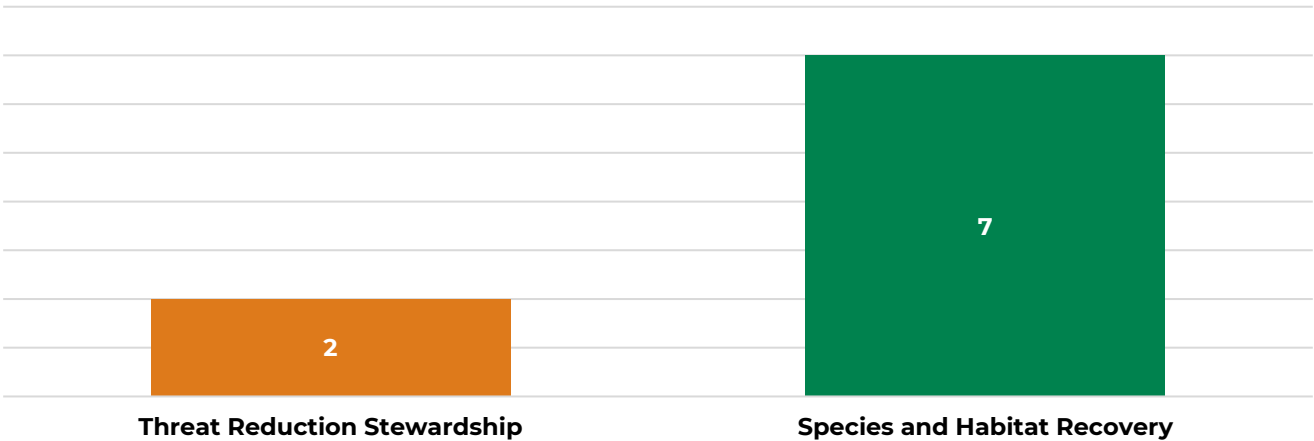
Active ATGP Projects Budget Spent and Remaining



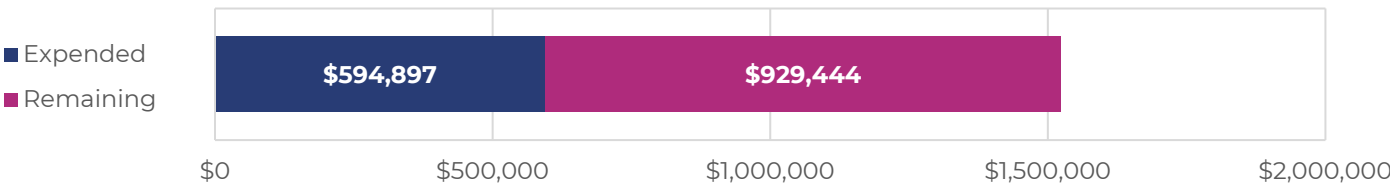
Environmental Mitigation Program Land Management Grant (EMP LMG)

A total of 9 EMP LMG projects are active, with the project types displayed in the bar chart below. No projects were completed this reporting period. The cumulative grant award for active projects is approximately \$1.5 million.

Active EMP LMG Projects By Type



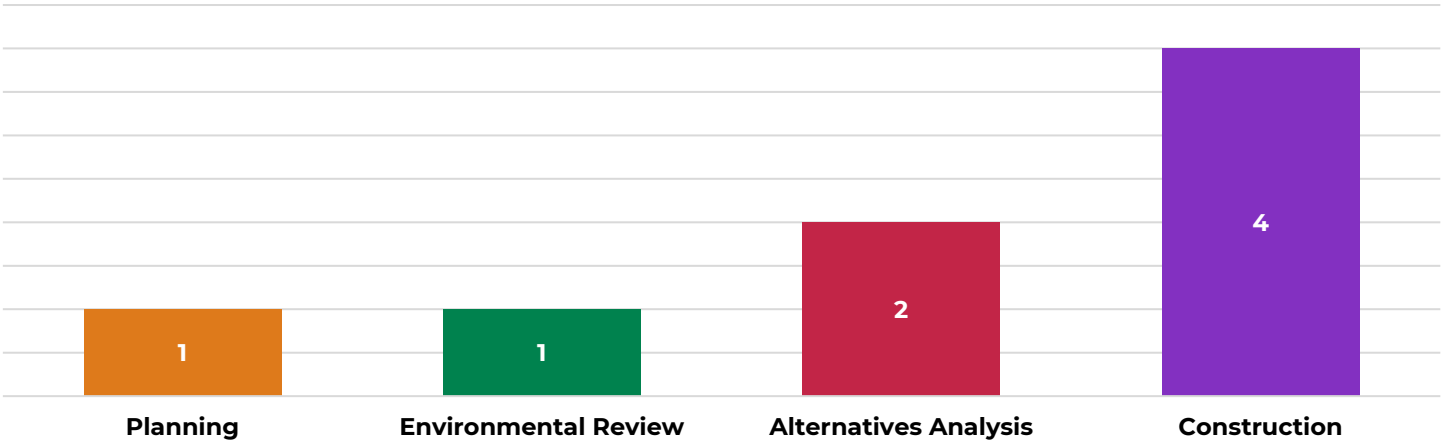
Active EMP LMG Projects Budget Spent and Remaining



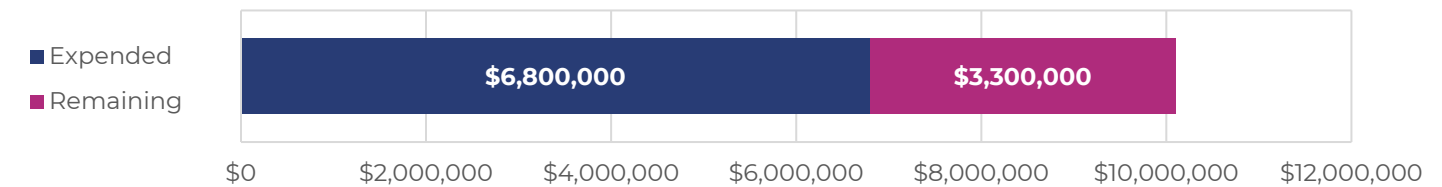
Smart Growth Incentive Program (SGIP)

There are eight active SGIP projects with a total grant award of \$10.1 million. The projects can be either planning or capital projects, and the capital projects can have more than one phase included in the grant. The active project stages are displayed in the bar chart below. None of the active SGIP projects were completed this reporting period.

Active SGIP Projects By Stage



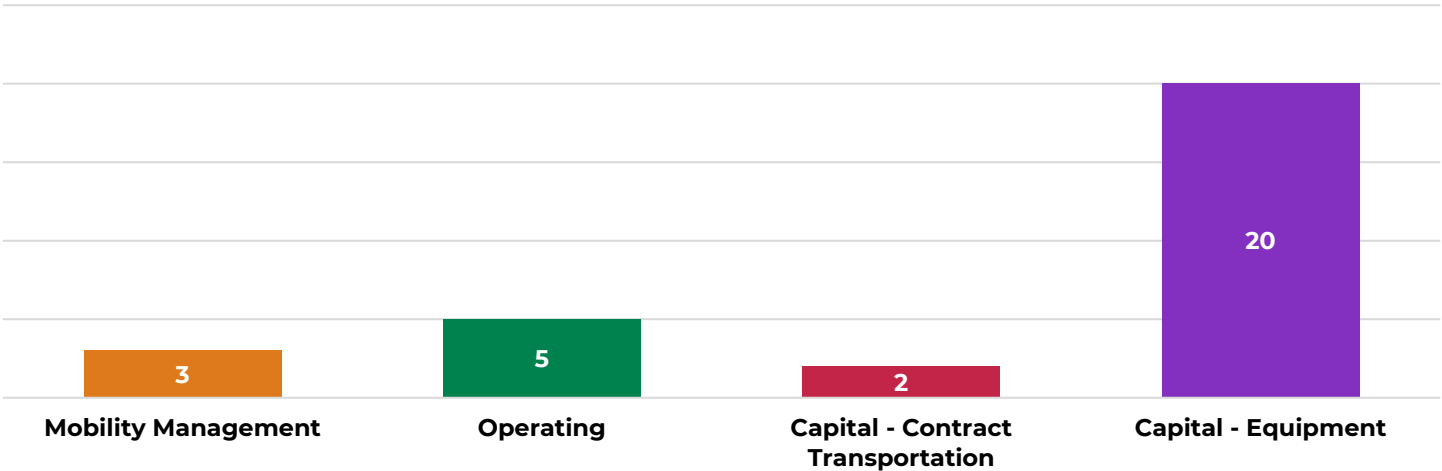
Active SGIP Projects Budget Spent and Remaining



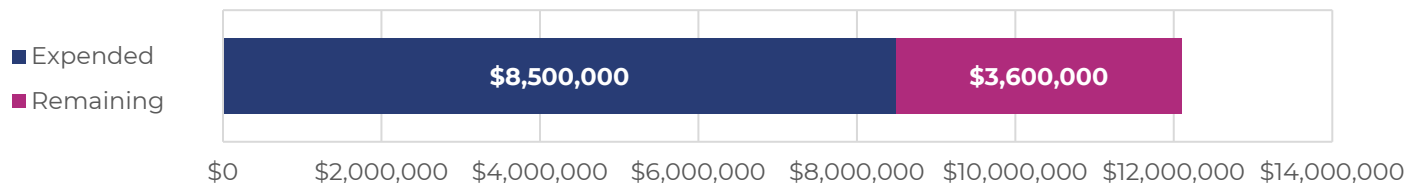
Specialized Transportation Grant (STGP) Program

Thirty active STGP projects have been awarded \$12.1 million, which are shown below by project type. Twenty-seven grants are Operating and Capital projects that provide transportation service units. Three projects are Mobility Management projects that provide travel referrals, travel training, and brokerage transportation service units. The standard performance measures used to monitor grants are in units and can include the number of one-way passenger trips, travel referrals, or travel training courses. Further information on the units delivered by project type is on the following page.

Active STGP Projects By Type



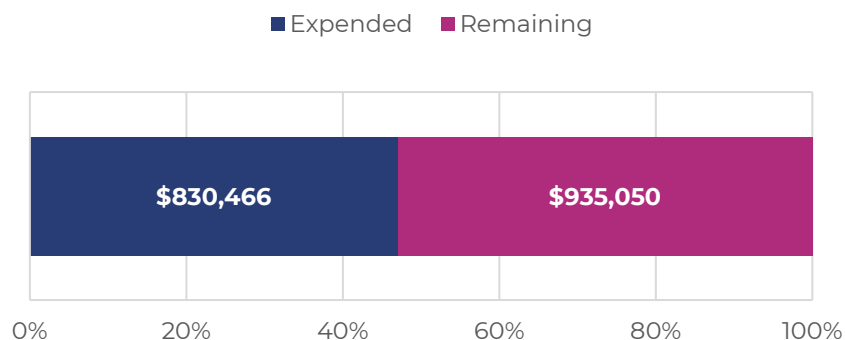
Active STGP Projects Budget Spent and Remaining



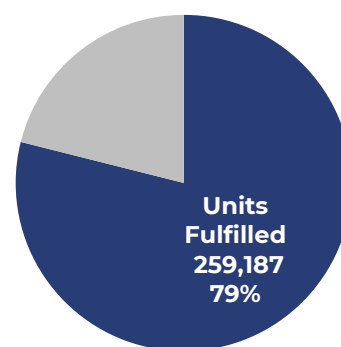
Mobility Management Grants

Mobility Management projects provide travel referrals, travel training, and brokerage transportation service units. The two grantees have a cumulative grant award of \$1.7 million. They have spent about 47% of their grant allocation, and the total target unit is 328,400. As of March 31, 2025, 259,187 or 79% of those units have been fulfilled.

Mobility Management Projects Budget Spent and Remaining



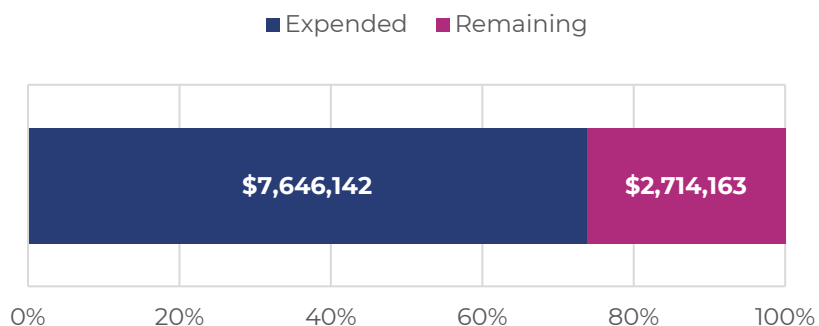
Units Delivered and Remaining



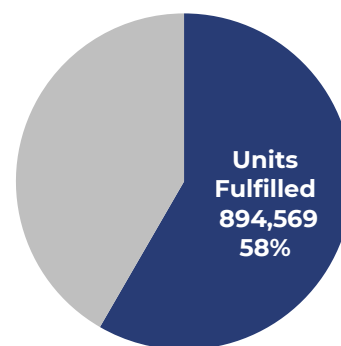
Operating and Contract Transportation Grants

Operating and Contract Transportation projects were awarded \$10.36 million and have spent about 74% of their cumulative grant allocation. The total target units for these active projects are 1,533,380. As of March 31, 2025, 894,569 or 58% of those units have been fulfilled.

Operating and Contract Transportation Projects Budget Spent and Remaining



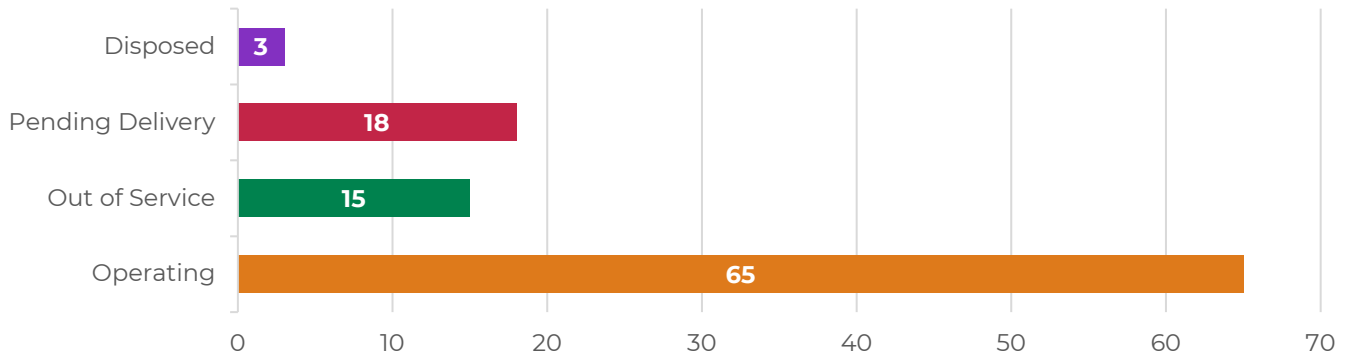
Units Delivered and Remaining



Capital Equipment Grants

All of the active Capital Equipment grants are vehicle projects that resulted in the purchase of 101 accessible vehicles. The vehicle status information by grant is included in the chart below. Eighty vehicles are active, indicating they are operating or temporarily out of service. Jewish Family Service has one vehicle out of service for repairs, and MTS has 14 vehicles out of service because they are pending delivery to new grantees awarded through a Used Minivan solicitation. Eighteen vehicles have been purchased and are currently pending delivery, and three vehicles have been disposed of via amendments due to vehicle useful life expiration.

STGP Vehicles by Status



**CITY OF LEMON GROVE***"Best Climate On Earth"***Office of the City Manager**

March 13, 2025

Goldy Herbon
SANDAG
401 B Street, Suite 800
San Diego, CA 92101

Dear Ms. Herbon,

The City of Lemon Grove is requesting an amendment to agreement No. 5005490 for Connect Main Street Phases I and II (Project). The requested three (3) month extension will allow for completion of construction and project close out.

The following address three specific issues from Policy 35 of the grant program requirements:

Previous efforts undertaken to maintain the project schedule.

The City, along with its design and construction management team, have worked closely with the project contractor to complete construction within the current project schedule. The City was originally granted a seven month extension as part of Amendment No. 1. The City was granted a subsequent seven month extension as part of Amendment No. 2. The grant-related schedule constraints were communicated to the Contractor during the initial kickoff meeting and throughout on-going project meetings. To date, the construction is approximately 95% complete. It is anticipated that by the end of the current grant schedule, the construction will be approximately 97% complete, with minor landscaping punch-list items (i.e., re-plantings) and the energizing of three (3) streetlights remaining.

A detailed explanation on the reason for delay, and how it was unavoidable.

One reason for the delay was the MTS right of entry permit such permits typically take about 4 weeks, however an MTS backlog extended the process to 10 weeks for this project. The most significant reason for the delay is a long lead-time related to the electrical equipment that services the lighting and irrigation. Despite efforts to initiate the process as early as possible, the suppliers of the equipment experienced delivery delays beyond the initial grant schedule. Most recently, the project contractor experienced labor shortages in January 2025 that delayed construction. Currently, the City is addressing labor compliance issues with the project contractor that are ongoing. Therefore, a variety of reasons has contributed to the delay of this project.

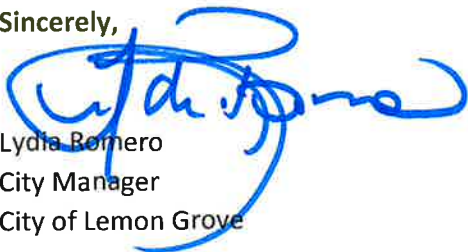
3232 Main Street Lemon Grove California 91945-1705

619.825.3800 FAX: 619.825.3804 www.ci.lemon-grove.ca.us

Demonstrate the ability to succeed in the timeframe proposed.

The City is fully committed to completing this project, which is integral in transforming this mobility corridor. Currently, the City is in the process of releasing the meter pedestal to SDG&E to have the streetlights energized. Once this last step is complete, minor landscaping punch-list items (i.e., re-plantings) remain to complete the project. Between this grant and the others already secured, the City has the necessary funding to fully design and construct Phases 1-6 of the project, fully connecting the City's two transit stations. The City is appreciative of the funding for this project and respectfully requests approval of an extension.

Sincerely,



Lydia Romero
City Manager
City of Lemon Grove

Scope, Schedule, and Budget Worksheet

Grant Program: Smart Growth Incentive Program - Capital Project

Jurisdiction: City of Lemon Grove

Part I: Project Overview

Project Title: Connect Main Street

Project Limit: The project is located along Main Street between Broadway and Burnell Ave.

Project Summary: The project will implement Phase 1 and Phase 2 of the SGIP funded Connect Main Street Plan, construction pedestrian and bicycle facilities from Broadway to Burnell Ave. It will enhance the north/south movement of people walking/biking by implementing a D.G. pedestrian trail, lighting, and landscape features.

Part II: Scope of Work, Schedule, and Budget

Task No.	Task Description	Deliverables	Start Date	Completion Date	Revised Completion Date	Total Project Cost
1	Collect Baseline Data (REQUIRED)	Baseline Data Collection Plan; Raw Bike/Ped Data	Notice to Proceed (NTP)	3		\$ 5,000.00
2	Final Design	See Below:				
2.1	Project Management	Status Reports	3	32		\$ 34,000.00
2.2	Contract Designer	Design Contract; 100% Specifications	3	35		\$ 325,000.00
3	Complete Project Construction	See Below:				
3.1	Award Construction Contract	Bid Documents; Contract	35	38		\$ 35,000.00
3.2	Construction Management	Notice of Completion	38	56	59	\$ 200,000.00
3.3	Complete Project Construction	Notice of Completion	38	56	59	\$ 1,902,000.00

TOTAL PROJECT COST (grant request funds + matching funds): \$ 2,501,000.00

Part III: Summary of Funding

Total project cost:

Total grant amount requested from SANDAG:

Total match amount that will be contributed:

\$	2,501,000.00
\$	2,500,000.00
\$	1,000.00

SANDAG grant % contribution:

Match % contribution:

99.96%
0.04%

Will the matching funds include TransNet Local Streets and Road (LSI)?

No



County of San Diego

VINCE NICOLETTI
DIRECTOR

PLANNING & DEVELOPMENT SERVICES
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(858) 505-6445 General • (858) 694-2705 Codes
(858) 565-5920 Building Services
www.SDCPDS.org

04/07/2025

Jenny Russo
Grants Program Manager
SANDAG
401 B Street, Suite 800
San Diego, CA 92101

SUBJECT: Amendment Request for Agreement Number S1022285 Regarding the Community Based Transportation Program Project

Dear Ms. Russo,

The County of San Diego (County) is requesting an amendment to grant agreement number S1022285 for a six-month extension for the Community Based Transportation project (Project). The requested extension will allow for completion of the Neighborhood Mobility Plans for the Community Based Transportation Program's 4 pilot communities. SANDAG Board Policy No. 035, Competitive Grant Program Procedures, requires the following information to be provided to substantiate the request.

A detailed explanation on the reason for delay, and how it was unavoidable.

As soon as the grant award was contracted, the project team drafted a Scope of Work for the CBT project to procure a consultant through SANDAG's On-Call Sustainable Communities consultants. However, due to the County's internal protocols, the use of SANDAG's On-Call consultants required coordination and formal approval through the County Department of Purchasing and Contracting (DPC). The County Planning & Development Services (PDS) project team sent the Scope of Work and request to DPC in November 2022. Despite this early action, the approval process for this "piggyback" contracting approach faced ongoing delays outside the project team's control. In May 2023, the project team decided to pivot to the County's internal PDS On-Call contractor shortlist to expedite procurement and allow the project team to move forward utilizing existing County consultant agreements.

Following this decision, procurement efforts moved forward, and by July 2023, the project team selected a consultant, Michael Baker International (MBI), from the PDS On-Call list. Before finalizing the contract, the CBT Scope of Work, specifically the "existing conditions" research component, required revision to eliminate overlap with other County-led efforts that had been initiated since the grant was awarded. The project team coordinated with the consultant and the other departments/teams to ensure alignment, eliminate duplication, and maximize efficiencies across initiatives.

Through this internal collaboration, the project team identified an opportunity to align the CBT project with the PDS' Development Feasibility Analysis (DFA) Project and the associated Infrastructure Gap Analysis (IGA) to further support SANDAG's regional vision that aligns housing development with transportation planning to foster sustainable and equitable communities. The DFA aims to identify how the County can facilitate housing production within vehicle miles traveled (VMT) efficient and

infill areas of the unincorporated County especially where housing development could be streamlined through State legislation. The IGA evaluates fourteen (14) road corridors within four communities to document needed public improvements to promote safe walking, biking, and access to transit facilities in the vicinity of vacant and/or re-developable parcels.

Recognizing the shared focus on infrastructure, housing, and mobility, the CBT project team with the backing of PDS management, opted to realign the CBT pilot communities to match the four communities selected for the DFA and IGA. This strategic decision enabled seamless integration across projects, ensured consistent community engagement, and maximized the efficient use of staff expertise and project funding, ensuring that the comprehensive needs of these communities are addressed in a coordinated and comprehensive manner. The CBT program has proceeded with the same four pilot communities: Buena Creek, Valle De Oro/Casa De Oro, Lakeside, and Spring Valley.

While this coordination and realignment took longer than initially anticipated, it was essential to ensure that CBT and DFA efforts would complement one another and produce a more holistic understanding of the communities' needs and will support long-term planning for housing, transportation, and connectivity. The contracting process was finalized in Fall 2023 and MBI was signed by the end of December 2023 and began work on CBT in January 2024.

Previous efforts undertaken to maintain the project schedule.

While the aforementioned delays at the start of the project impacted the overall project timeline, the project team has taken proactive steps to find efficiencies, streamline workflows, and maintain momentum, despite the initial setbacks. This has included advancing multiple CBT pilot communities simultaneously and designing a replicable approach that allows each Neighborhood Mobility Plan (NMP) to build on the work, lessons and processes of the previous one.

The development of the first NMP, along with the foundational components of the CBT Program built by the Team in 2024, has equipped the project team with a clear and effective process for gathering community information, analyzing the transportation and mobility needs, and putting together tailored recommendations. Although this initial effort was time-intensive, it laid the groundwork for accelerating the production of NMPs 2 through 4. The project team completed in-person outreach and drafted NMP #1 while simultaneously completing the existing conditions and stakeholder engagement plan for NMP #2. Outreach began for NMP #2 and continued through FY25 Q3 while final drafts of NMP #1 were completed. When NMP#1 was completed, alongside outreach for NMP#2, work began to determine the study area for NMP#3. This rolling approach will continue to be replicated to ensure all four NMBs are completed by March 2026.

Additionally, when applying for the grant, the project team anticipated that each CBT NMP would require formal review and approval by the County's Planning Commission and Board of Supervisors, and this was reflected in the original scope and timeline. However, the project team, with support of PDS management, has since determined that formal Commission or Board hearings are not required, as the NMPs are visioning documents intended to inform future planning efforts—not regulatory plans requiring formal adoption. Furthermore, Board offices and other decision-makers have been regularly engaged throughout the process and will continue to be informed through memos or summary updates, as appropriate. This shift in approach has allowed the project team to reallocate time and resources initially budgeted for formal hearings toward deeper and more inclusive community engagement. Public input has been, and will continue to be, collected before draft NMPs are developed through in-person and virtual engagement opportunities, including workshops, pop-up events, stakeholder meetings, and surveys. Once draft NMPs are complete, each study area will undergo an additional round of public review to gather feedback on proposed recommendations and refine the plans accordingly.

This reallocation ensures that community voices remain central throughout the planning process and maximizes the impact of public participation on final deliverables—supporting the County’s broader goals for equity, transparency, and community-driven planning.

Demonstrate the ability to succeed in the extended timeframe the grantee is requesting.

The Project Team has worked with MBI to create a timeline to complete the project by March 2026. MBI has revised their scope of work to include additional staff, and the County has committed additional funding and staff time to allow for the CBT Program and all four NMPs to be completed at the accelerated rate of 27 months (January 2024-March 2026). While the completion date of March 31, 2026, is beyond the scope of the original grant period, the Team has made every effort to not allow the delayed start of the project to push the finish too far beyond the anticipated completion date.

Enclosed with this letter is the revised *Scope of Work, Schedule and Budget Worksheet* that would be included in the grant amendment, if approved. Thank you for considering this request. Please contact Caroline Shabo, Senior Land Use/Environmental Planner at 619-541-0033 or caroline.shabo@sdcounty.ca.gov with any questions.

Sincerely,



Caroline Shabo
Senior Land Use/Environmental Planner

Enclosure: Revised Project Schedule

Scope of Work, Schedule, and Budget

Scope of Work, Schedule, and Budget Worksheet

Applicant Name: County of San Diego - Department of Planning & Development Services

Project Title: Community Based Transportation Program

Part I: Project Overview

Project Summary: Four (4) Neighborhood Mobility Plans for four (4) separate unincorporated areas which will analyze how to better connect to SANDAG's Mobility Hubs, and recommendations for future implementation actions.

Part II: Scope of Work, Schedule, and Budget

Task No.	Task Description	Deliverables	Start Date	Revised Start Date	Completion Date	Revised Completion Date	Total Project Cost	Revised Total Project Cost
1	Project Initiation and Management		0		36	42	\$ 80,000.00	\$ 80,000.00
1.1	Consultant Procurement (Potential SANDAG SCS On-Call)	NA	0		1	14		
1.2	Project Kickoff Meeting (Consultant and County staff)	Agenda Meeting Notes	1	0	2	15		
1.3	Work Plan and Schedule	Work Plan and Schedule	2	15	4	17		
1.5	Coordination Meetings (assumes bi-weekly)	Agendas Meeting Notes	2	15	34	42		
1.6	Quarterly Invoice preparation	Quarterly invoices to SANDAG	3		36	42		
2	Neighborhood Mobility Plan #1		4	19	10	28	\$ 130,000.00	\$ 130,000.00
2.1	Intro & Policy/Planning Context (Chapter 1 of each Neighborhood Mobility Plan)	Regulatory framework description, analysis of existing regional and County plans	4	19	5	28		
2.2	Existing Conditions Analysis (Chapter 2 of Neighborhood Mobility Plans)	Analysis of existing street/bike/transit networks, demographics of study area	5	19	7	28		
2.3	Neighborhood Mobility Assessment (Chapter 3 of Neighborhood Mobility Plans)	Final refinement of study areas Analysis of walkability, bikeability, transit, traffic, multimodal options, etc.	7	25	10	28		
2.4	Recommendations (Chapter 4 of Neighborhood Mobility Plans)	Policy/Project recommendations Potential design options & visual examples	7	25	10	28		
3	Neighborhood Mobility Plan #2		10	22	16	31	\$ 130,000.00	\$ 130,000.00
3.1	Intro & Policy/Planning Context (Chapter 1 of each Neighborhood Mobility Plan)	Regulatory framework description, analysis of existing regional and County plans	10	22	11	31		

Scope of Work, Schedule, and Budget Worksheet

Applicant Name: County of San Diego - Department of Planning & Development Services

Project Title: Community Based Transportation Program

3.2	Existing Conditions Analysis (Chapter 2 of Neighborhood Mobility Plans)	Analysis of existing street/bike/transit networks, demographics of study area	11	22	13	31		
3.3	Neighborhood Mobility Assessment (Chapter 3 of Neighborhood Mobility Plans)	Final refinement of study areas Analysis of walkability, bikeability, transit, traffic, multimodal options, etc.	13	28	16	31		
3.4	Recommendations (Chapter 4 of Neighborhood Mobility Plans)	Policy/Project recommendations Potential design options & visual examples	13	28	16	31		
4	Neighborhood Mobility Plan #3		16	27	22	36	\$ 130,000.00	\$ 130,000.00
3.1	Intro & Policy/Planning Context (Chapter 1 of each Neighborhood Mobility Plan)	Regulatory framework description, analysis of existing regional and County plans	16	27	17	36		
3.2	Existing Conditions Analysis (Chapter 2 of Neighborhood Mobility Plans)	Analysis of existing street/bike/transit networks, demographics of study area	17	27	19	36		
3.3	Neighborhood Mobility Assessment (Chapter 3 of Neighborhood Mobility Plans)	Final refinement of study areas Analysis of walkability, bikeability, transit, traffic, multimodal options, etc.	19	33	22	36		
3.4	Recommendations (Chapter 4 of Neighborhood Mobility Plans)	Policy/Project recommendations Potential design options & visual examples	19	33	22	36		
4	Neighborhood Mobility Plan #4		22	31	28	42	\$ 130,000.00	\$ 130,000.00
4.1	Intro & Policy/Planning Context (Chapter 1 of each Neighborhood Mobility Plan)	Regulatory framework description, analysis of existing regional and County plans	22	31	23	42		
4.2	Existing Conditions Analysis (Chapter 2 of Neighborhood Mobility Plans)	Analysis of existing street/bike/transit networks, demographics of study area	23	31	25	42		
4.3	Neighborhood Mobility Assessment (Chapter 3 of Neighborhood Mobility Plans)	Final refinement of study areas Analysis of walkability, bikeability, transit, traffic, multimodal options, etc.	25	37	28	42		

Scope of Work, Schedule, and Budget Worksheet

Applicant Name: County of San Diego - Department of Planning & Development Services

Project Title: Community Based Transportation Program

4.4	Recommendations (Chapter 4 of Neighborhood Mobility Plans)	Policy/Project recommendations Potential design options & visual examples	25	37	28	42		
5	Outreach		0	21	30	39	\$ 200,000.00	\$ 250,000.00
5.1	Engagement Plan Development	Public Outreach and Engagement Plan	0	21	3	34		
5.2	Public Workshops/Meetings/Events	Logistics plan, presentation/facilitation prep, visual exhibits and exercises (assumes 12 meetings, 3 for each study area).	3	23	27	39		
6	Public Hearings		28	0	36	0	\$ 50,000.00	\$ -
6.1	PC and BOS Hearing preparation	Powerpoint presentation PC Report Staff Report(Board Letter)	28	0	32	0		
6.2	Planning Commission Workshop	Workshop attendance	32	0	34	0		
6.3	Board of Supervisors Hearing	Hearing attendance	34	0	36	0		

TOTAL PROJECT COST (grant request funds + matching funds):

\$ 850,000.00 \$ 850,000.00

Part III: Summary of Funding

Total project cost:

Total grant amount requested from SANDAG:

Total match amount that will be contributed:

\$	850,000.00
\$	500,000.00
\$	350,000.00

\$ 850,000.00
\$ 500,000.00
\$ 350,000.00

SANDAG grant % contribution:

Match % contribution:

58.82%
41.18%

58.82%
41.18%

Will the matching fund sources include funds from the *TransNet* Local Street and Road program?

No



SANDAG Grant Programs: Quarterly Status Update and Amendment Requests

Transportation Committee | Item 4
Goldy Herbon, Senior Grants Program Analyst
Friday, May 16, 2025

1

Grant Programs Summary



Active Projects: 48



Completed Projects: 2



Watch List: 8



Amendments: 2

SANDAG | 2

2

Project Showcase

Section 5310

St. Madeliene's
Sophie's Center



SANDAG | 3

3

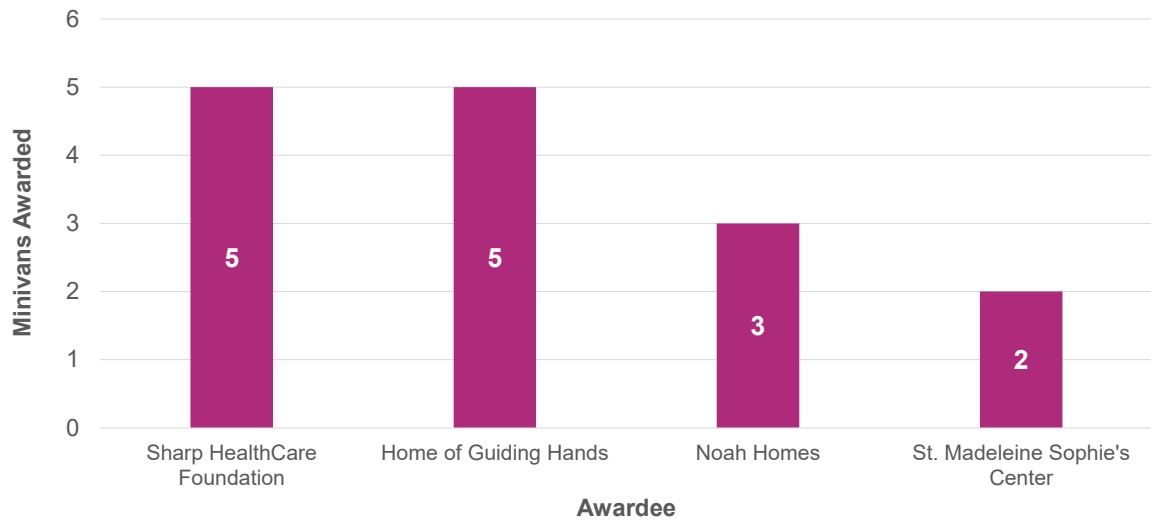
SANDAG

Used Minivan Solicitation

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4

Used Minivan Award Allocation



SANDAG | 5

5

SANDAG

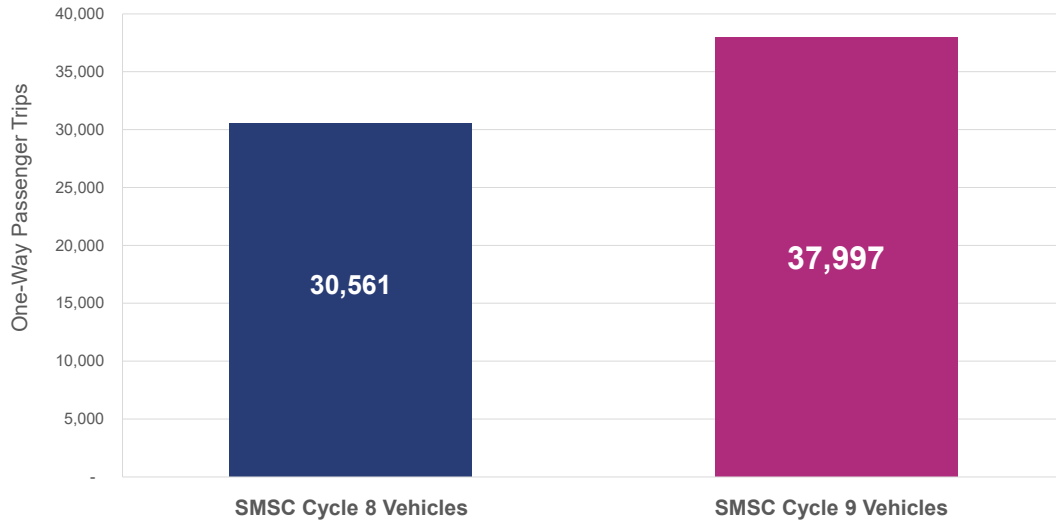
Performance Measures Report

| 6

6

Completed Grant Projects

STGP Deliverables



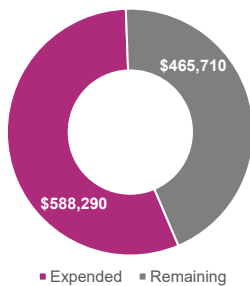
SANDAG | 7

7

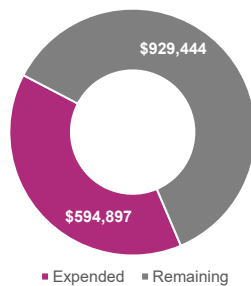
Active Grant Projects

Budgets Spent and Remaining

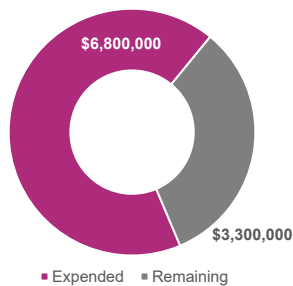
Active Transportation Grants Program Budget



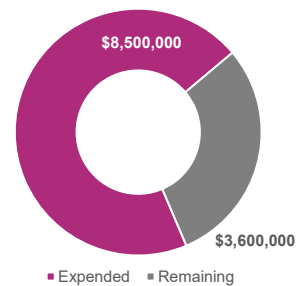
Environmental Mitigation Program LMG Budget



Smart Growth Incentive Program Budget



Specialized Transportation Grants Program Budget



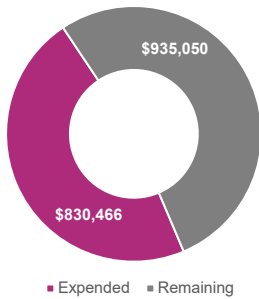
SANDAG | 8

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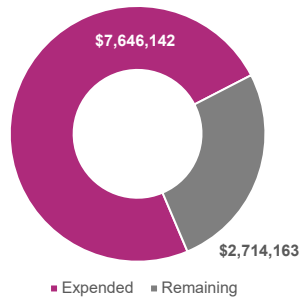
Active Grant Projects

Specialized Transportation Grant Program

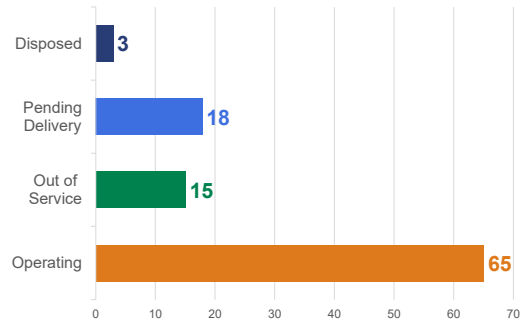
Mobility Management Projects



Operating and Capital Projects



Specialized Transportation Grant Program Vehicles by Status



SANDAG | 9

9

SANDAG

Amendment Requests

City of Lemon Grove & County of San Diego SGIP Projects

| 10

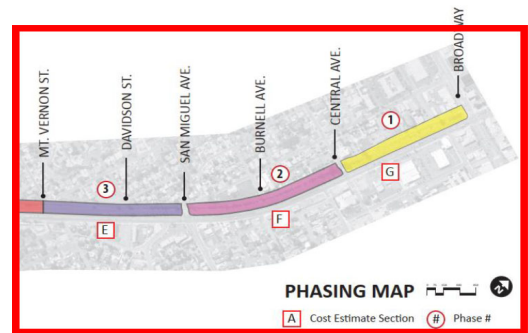
10

Project Area and Scope

City of Lemon Grove

Location:

Main Street between Broadway and Burnell Avenue



Scope: Phase 1 and Phase 2

- Construction of pedestrian and bicycle facilities
- Implementing a pedestrian trail, lighting, and landscape features



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Amendment Request

City of Lemon Grove

3-month Time Extension

- Third Amendment Request
- Delays were mostly due to:
 - MTS right-of-entry permits
 - Long lead times for electrical equipment
 - Contractor labor shortages

Extension will allow for the completion of construction and project closeout.

SANDAG | 12

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County of San Diego

Community Based Transportation Program

- Buena Creek
- Lakeside
- Valle De Oro/Casa De Oro
- Spring Valley

Map Labels: Oceanside, Vista, Carlsbad, San Marcos, Escondido, Encinitas, Solana Beach, Del Mar, Poway, Santee, El Cajon, La Mesa, Lemon Grove, National City, Coronado, San Diego, San Pasqual Reservation, La Jolla Reservation, Santa Ysabel Reservation, Mesa Grand Reservation, Barona Reservation, Capitan Grande Reservation, Sycuan Reservation.

Scale: 0 to 5 Miles, 0 to 8 Kilometers

Legend: Buena Creek (Pink), Lakeside (Green), Valle De Oro/Casa De Oro (Blue), Spring Valley (Purple)


Logo: SANDAG | 13

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Amendment Request

6-month Time Extension

- First Amendment Request
- Reasons for Delays:
 - Contracting
 - Internal Coordination
 - Realignment with other County efforts
- The amendment request will allow completion of all four NMPs.



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Questions?

Environmental Mitigation Program – Land Management Grant Program (EMP LMG)

- Kim Smith Phone: (619) 699-6949
- Benjamin Gembler Phone: (619) 849-6767

Smart Growth Incentive Program (SGIP)

- Goldy Herbon Phone: (619) 699-6990

Senior Mini-Grant Program (SMG)

- Aly Vazquez Phone: (619) 744-5890

Active Transportation Grant Program (ATGP), Access for All (AFA)

- Benjamin Gembler Phone: (619) 849-6767



May 16, 2025

Specialized Transportation Grant Program Cycle 13 Call for Projects Funding Recommendations

Overview

Through a biennial competitive process, the SANDAG Specialized Transportation Grant Program (STGP) allocates both Federal Transit Administration Section 5310 (Section 5310) and TransNet Senior Mini-Grant (SMG) funding to support projects that improve mobility for older adults and individuals with disabilities throughout the region.

The Board of Directors approved the evaluation criteria and release of the Cycle 13 STGP call for projects on [June 28, 2024 \(Item 16\)](#). This report describes the evaluation process and the projects recommended to receive funding.

Key Considerations

Attachment 1 provides an overview of the STGP Cycle 13 call for projects, including the evaluation process, the amount of available STGP funding, and the projects recommended for funding. Attachments 2 and 3 provide the detailed results, including the funding recommendations.

Based on the results, 35 projects from eleven nonprofit organizations and local agencies are collectively recommended to receive approximately \$9.5 million in STGP funding to provide specialized transportation services across the region. The recommended projects reflect broad geographic coverage of services, align with the funding priorities in the [2020 Coordinated Plan](#), and further the STGP goal and objectives. These projects include, but are not limited to, support for volunteer driver programs, information and referral services, and purchase of accessible vehicles. The SMG Cycle 13 funding recommendations were presented to the Independent Taxpayer Oversight Committee (ITOC) at its [May 14, 2025, meeting](#) for review and to ensure consistency with the TransNet Ordinance.

Action: Recommend

The Transportation Committee is asked to recommend that the Board of Directors approve the funding recommendations for the Specialized Transportation Grant Program Cycle 13 Call for Projects as detailed in the report.

Fiscal Impact:

Pending Board of Directors approval, approximately \$9.5 million in Specialized Transportation Grant Program funding would be awarded to specialized transportation projects.

Schedule/Scope Impact:

Awarded TransNet Senior Mini-Grant and Section 5310 projects would begin no sooner than July 1, 2025, and October 1, 2025, respectively. Non-vehicle projects are anticipated to be completed in one to two years from grant execution. Completion dates for vehicle projects are anticipated to be five to six years from the grant execution.

Next Steps

Pending Board approval, the awarded STGP projects will be incorporated into the Regional Transportation Improvement Program, staff will begin executing grant agreements, and projects will commence no sooner than July 1, 2025. Once the awarded STGP projects begin, they will be monitored and included in regular grant status reports provided to the Transportation Committee.

SANDAG anticipates that the next STGP call for projects will be released in June 2026.

Susan Huntington, Director of Financial Planning, Budgets, and Grants

Attachments: 1. Discussion Memo
2. Section 5310 Funding Recommendations
3. SMG Funding Recommendations

Discussion Memo

Historical Context for STGP Cycle 13 Call for Projects

With input from the TransNet Independent Taxpayer Oversight Committee (ITOC), Transportation Committee (TC), and specialized transportation stakeholders and approval by the Board, SANDAG sets evaluation criteria from which proposed STGP projects are scored. Staff presented the STGP Cycle 13 Call for Projects (Cycle 13) to the ITOC at its [May 8, 2024, meeting](#) and to the TC on [May 17, 2024, meeting](#). The Board approved the Cycle 13 Evaluation Call for Projects at its [June 28, 2024, meeting](#). On July 10, 2024, SANDAG released the STGP Cycle 13 Call for Projects, making approximately \$9.3 million in STGP funding available.

SANDAG received funding requests from sixteen nonprofit organizations and local agencies requesting approximately \$12.44 million to support 57 projects. This is 38% more than the funding SANDAG had available. The oversubscription of applications illustrates the region's need for vital transportation services for these populations. SANDAG forecasts that the population aged 65 and older in the San Diego region will increase from about 519,000 people in 2022 to 763,000 people by 2050, a large demographic shift that foreshadows changing mobility needs. Based on these forecasts and funding needs, the SANDAG Board of Directors included specialized transportation in the SANDAG Legislative Program, and staff continue to look for sources of additional funding both in and outside of SANDAG's existing revenue sources that could be used to provide these services.

Evaluation Process

Once the STGP Cycle 13 Call for Projects closed on October 9, 2024, SANDAG staff reviewed all proposed projects to determine if they met minimum eligibility requirements as outlined in the STGP Cycle 13 Call for Projects. Three submitted projects were deemed nonresponsive and ineligible. The remaining eligible projects were then scored by evaluators external to SANDAG with expertise in specialized transportation. They scored each application based on the qualitative evaluation criteria included in the Call for Projects, while SANDAG staff provided the quantitative scores based on the quantitative evaluation criteria.

Next, SANDAG staff applied a past performance-based adjustment to projects for which an applicant had held an STGP project during July 1, 2023, through June 30, 2024, as required by the Call for Projects. These dates coincide with SANDAG's fiscal year, the Specialized Transportation Grant Program monitoring schedule, and the Cycle 13 timeline. Applicants who have never held an STGP grant or applicants who did not have an STGP grant within the Past Performance Adjustment Review Period did not receive a Past Performance Adjustment (PPA). PPAs have been used in the STGP since 2012 and are intended to ensure grant funding is awarded to the highest performing applicants. The PPA encourages grantees to complete deliverables on time, report accurately, and be responsive to SANDAG inquiries so the grantee can be more competitive to receive a future grant for the continuation of those services. Applicants who performed well in their prior grants receive additional points, applicants who did not have a prior grant receive no points, and applicants who had performance issues receive negative points. The PPA is based on an assessment made of the grantee by the STGP Program Manager, and the results are reviewed and approved by the existing grantee.

Once the PPAs were applied, the final results were reviewed by the SANDAG Data Science Department to ensure the results were accurate and that all quantitative scores were derived consistently with the Call for Projects.

Section 5310 Federal Requirements

The draft funding recommendations were then revised to ensure federal funding requirements would be met. The Federal Transit Administration (FTA) requires that at least 55% of a region's apportionment be used toward traditional Section 5310 projects. Per [FTA Circular 9070.1G](#), traditional Section 5310 projects are defined as "public 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." Traditional projects include, but are not limited to, purchase of Americans with Disabilities Act-compliant vehicles, purchase of support equipment related to Section 5310-funded vehicles, acquisition of transportation under a contract lease, and support for mobility management and coordination programs.

Staff reviewed the proposed Section 5310 projects, classifying them as traditional or nontraditional based on the federal requirements. Staff then calculated that the total cumulative grant request for traditional Section 5310 projects was \$5,610,506. As mentioned, the Section 5310 program mandates that at least 55% of the total apportionment be used toward traditional Section 5310 projects, or \$3,508,544.66, plus any previous cycle rollover traditional funds (\$258,696.46) for a total amount available of \$3,745,241.12 for traditional projects. Therefore, \$2,885,215.87 was available for nontraditional projects.

Section 5310 CTSA Sole Source Allocation

One of the organizations recommended to receive funding, based on direction given by the Board of Directors at its [June 28, 2024, meeting](#), is Facilitating Access Coordinated Transportation (FACT). In 2006, SANDAG designated FACT as the Consolidated Transportation Services Agency (CTSA) for the region. In prior meetings, the Board and TC have indicated they would like to prioritize a sustainable funding source for the CTSA. On [June 28, 2024, meeting](#) the BOD approved a 26% annual allocation of federal fiscal year 2023 and 2024 Section 5310 pass-through funding available to FACT for its CTSA and RideFACT services. After deducting SANDAG administration costs, a 26% allocation for FACT totaled \$1,658,584.75. On March 6, 2025, FACT sent its scope and budget proposals to SANDAG, which requested to use the sole source funding for both traditional and nontraditional projects (\$1,421,084 and \$237,500, respectively). This deduction was added to the funding results, and the traditional amount available for all competitive Section 5310 applicants became \$2,324,157.12, and the nontraditional amount available became \$2,647,715.87.

Section 5310 Funding Recommendations and Board Discretion

Based on the project scores, 29 projects from nine nonprofit organizations and local agencies are collectively recommended to be awarded approximately \$6.6 million in Section 5310 funding, as shown in Attachment 2. Through these projects, 20 accessible vehicles and one fleet software will be purchased, volunteer driver programs will be supported, and travel training will be provided for older adults and individuals with disabilities.

As part of its approval of the Cycle 13 Call for Projects last June, the Board voted to retain discretion over the final Section 5310 awards, subject to FTA requirements. The Board can recommend projects to receive funding at its discretion, so long as traditional versus nontraditional funding regulations are followed, as discussed earlier.

SMG Funding Recommendations

Based on the project scores, six projects from five nonprofit organizations are collectively recommended to be awarded approximately \$2.8 million in available SMG funding, as shown in Attachment 3. These projects will support specialized transportation services for older adults throughout the region. There was a \$79,897 increase in available SMG funding since the release of the Call for Projects, due to unspent

Cycle 12 SMG funding and updated TransNet revenue forecasts for Fiscal Year 2025-2030, which were reviewed by the Board at its [February 14, 2025, meeting](#).

The TransNet Extension Ordinance requires SMG funds to be awarded through a competitive process. This means the Board cannot choose which Cycle 13 projects get funding—unless it decides to cancel the current process and start a new one with different criteria.

Anticipated Cycle 13 Timeline

The remaining activities and anticipated timeframe for completion are shown in the table below.

Activity	Anticipated Timeframe
Board consideration to approve funding recommendations	May 30, 2025
Regional Transportation Improvement Program amendment	June 2025
Federal Transit Administration Section 5310 application submittal	June 2025
STGP Cycle 13 Successful Applicant Webinar and Unsuccessful Applicant Debriefs	June 2025
SMG grant agreement execution	No earlier than July 1, 2025
Section 5310 grant agreement execution	No earlier than October 1, 2025
Section 5310 vehicle deliveries	Spring 2026

Section 5310 Funding Recommendations

Traditional Projects

Shortened Applicant Name	Shortened Project Name(s)	Shortened Project Type(s)	Traditional Type	Evaluator 2 Score	Evaluator 3 Score	Evaluator 4 Score	Average Qualitative Score	Past Performance Adjustment	Quantitative Scores	Total Application Score	Grant Request	Recommended Grant Award	Notes
FACT	CTSA	MM	Traditional	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	\$ 1,041,084.00	\$ 1,041,084.00	1
FACT	RideFACT	CAP - Contracted Transportation	Traditional	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	\$ 380,000.00	\$ 380,000.00	1
TASSD	RIDEFinder 5310	MM	Traditional	88	90	87	88.33	5.00	10.00	103.33	\$ 200,000.00	\$ 200,000.00	
HGH	Fleet Management Software	CAP - Procurement	Traditional	88	89	88	88.33	3.00	10.00	101.33	\$ 128,640.00	\$ 128,640.00	
HGH	1 Class C Vehicle	CAP - Procurement	Traditional	88	89	88	88.33	3.00	8.00	99.33	\$ 137,354.00	\$ 137,354.00	
HGH	1 Class C Vehicle	CAP - Procurement	Traditional	88	89	88	88.33	3.00	8.00	99.33	\$ 137,354.00	\$ 137,354.00	
HGH	1 Class C Vehicle	CAP - Procurement	Traditional	88	89	88	88.33	3.00	8.00	99.33	\$ 137,354.00	\$ 137,354.00	
HGH	1 Class V Vehicle	CAP - Procurement	Traditional	88	89	88	88.33	3.00	8.00	99.33	\$ 81,906.00	\$ 81,906.00	
HCH	1 Class V Vehicle	CAP - Procurement	Traditional	88	89	88	88.33	3.00	8.00	99.33	\$ 81,906.00	\$ 81,906.00	
ArcSD	MCRD Contracted Transportation	CAP - Contracted Transportation	Traditional	81	85	77	81.00	3.50	14.00	98.50	\$ 544,464.00	\$ 544,464.00	
SMSC	1 Class C Vehicle	CAP - Procurement	Traditional	88	90	84	87.33	3.00	6.00	96.33	\$ 102,294.00	\$ 102,294.00	
SMSC	1 Class C Vehicle	CAP - Procurement	Traditional	88	90	84	87.33	3.00	6.00	96.33	\$ 102,294.00	\$ 102,294.00	
SMSC	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	84	87.33	3.00	6.00	96.33	\$ 72,739.00	\$ 72,739.00	
SMSC	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	84	87.33	3.00	6.00	96.33	\$ 72,739.00	\$ 72,739.00	
Noah Homes	1 Class Z-1 Vehicle	CAP - Procurement	Traditional	84	90	86	86.67	2.50	6.00	95.17	\$ 108,071.00	\$ 108,071.00	
Noah Homes	1 Class Z-1 Vehicle	CAP - Procurement	Traditional	84	90	86	86.67	2.50	6.00	95.17	\$ 108,071.00	\$ 108,071.00	
Noah Homes	1 Class Z-1 Vehicle	CAP - Procurement	Traditional	84	90	86	86.67	2.50	6.00	95.17	\$ 108,071.00	\$ 108,071.00	
Noah Homes	1 Class Z-1 Vehicle	CAP - Procurement	Traditional	84	90	86	86.67	2.50	6.00	95.17	\$ 108,071.00	\$ 108,071.00	
Sharp	1 Class C Vehicle	CAP - Procurement	Traditional	83	90	83	85.33	1.00	8.00	94.33	\$ 114,818.00	\$ 92,829.12	2
Sharp	1 Class C Vehicle	CAP - Procurement	Traditional	83	90	83	85.33	1.00	8.00	94.33	\$ 114,818.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
SPSS	1 Class V Vehicle	CAP - Procurement	Traditional	88	90	70	82.67	0.00	9.00	91.67	\$ 71,141.00	\$ -	
Tri-City	1 Class B Vehicle	CAP - Procurement	Traditional	81	90	76	82.33	0.00	8.00	90.33	\$ 112,921.00	\$ -	
Tri-City	1 Class B Vehicle	CAP - Procurement	Traditional	81	90	76	82.33	0.00	8.00	90.33	\$ 112,921.00	\$ -	
Tri-City	1 Class D Vehicle	CAP - Procurement	Traditional	81	90	76	82.33	0.00	8.00	90.33	\$ 87,831.00	\$ -	
Non-Responsive Applicant	Non-Responsive Project	MM	Traditional	0	0	0	0.00	0.00	0.00	0.00	\$ 244,103.00	\$ -	
Non-Responsive Applicant	Non-Responsive Project	CAP - Procurement	Traditional	0	0	0	0.00	0.00	0.00	0.00	\$ 459,272.00	\$ -	
Traditional Subtotal											\$ 5,610,506.00	\$ 3,745,241.12	

Section 5310 Funding Recommendations

Nontraditional Projects

Shortened Applicant Name	Shortened Project Name	Shortened Project Type	Traditional Type	Evaluator 2 Score	Evaluator 3 Score	Evaluator 4 Score	Average Qualitative Score	Past Performance Adjustment	Quantitative Scores	Total Application Score	Grant Request	Recommended Grant Award	Notes
FACT	RideFACT	OP	Nontraditional	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	Sole Source	\$ 237,500.00	\$ 237,500.00	3
JFS	OTG 5310	OP	Nontraditional	83	84	81	82.67	5.00	14.00	101.67	\$ 1,150,000.00	\$ 1,150,000.00	
TASD	Senior Solutions 5310	OP	Nontraditional	83	84	81	82.67	5.00	14.00	101.67	\$ 200,000.00	\$ 200,000.00	
SMSC	Mileage Reimbursement	OP	Nontraditional	81	84	80	81.67	5.00	15.00	101.67	\$ 388,000.00	\$ 388,000.00	
MTS	1 Class B Vehicle	CAP - Procurement	Nontraditional	75	90	79	81.33	0.00	8.00	89.33	\$ 157,903.00	\$ 157,903.00	
MTS	1 Class B Vehicle	CAP - Procurement	Nontraditional	75	90	79	81.33	0.00	8.00	89.33	\$ 157,903.00	\$ 157,903.00	
MTS	1 Class B Vehicle	CAP - Procurement	Nontraditional	75	90	79	81.33	0.00	8.00	89.33	\$ 157,903.00	\$ 157,903.00	
MTS	1 Class B Vehicle	CAP - Procurement	Nontraditional	75	90	79	81.33	0.00	8.00	89.33	\$ 157,903.00	\$ 157,903.00	
MTS	1 Class B Vehicle	CAP - Procurement	Nontraditional	75	90	79	81.33	0.00	8.00	89.33	\$ 157,903.00	\$ 157,903.00	
MTS	1 Class B Vehicle	CAP - Procurement	Nontraditional	75	90	79	81.33	0.00	8.00	89.33	\$ 157,903.00	\$ 120,200.86	2
MTS	1 Class B Vehicle	CAP - Procurement	Nontraditional	75	90	79	81.33	0.00	8.00	89.33	\$ 157,903.00	\$	
MTS	1 Class B Vehicle	CAP - Procurement	Nontraditional	75	90	79	81.33	0.00	8.00	89.33	\$ 94,678.00	\$	
Tri-City	Patient Transport	OP	Nontraditional	72	84	74	76.67	0.00	12.00	88.67	\$ 60,855.00	\$	
Nontraditional Subtotal											\$ 3,236,354.00	\$ 2,885,215.87	
Grand Section 5310 Total											\$ 8,846,860.00	\$ 6,630,456.98	

Recommended for full funding
Recommended for partial funding
Not recommended for funding

Section 5310 Funding Source	Award Amount Available
FFY 2023-24 Cycle 13 Apportionment Traditional Funds (55%)	\$ 3,508,544.66
FFY 2023-24 Cycle 13 Apportionment Nontraditional Funds (45%)	\$ 2,870,627.45
Total FFY 2023-24 Cycle 13 Apportionment ⁴	\$ 6,379,172.10
FACT Sole Source (26% of FFY 2023-24 Cycle 13 Apportionment)	\$ 1,658,584.75
Remaining FFY 2023-24 Cycle 13 Apportionment Competitive Funds	\$ 4,720,587.35
Previous Cycle Rollover Traditional Funds	\$ 236,696.46
Previous Cycle Rollover Nontraditional	\$ 14,588.42
Total Traditional Funds	\$ 3,745,241.12
Total Nontraditional Funds	\$ 2,885,215.87
Grand Total Funds Available ⁵	\$ 6,630,456.98

Notes

- On June 28, 2024 under Item No. 16, the SANDAG Board approved a 26% annual allocation of Federal Fiscal Year 2023 and 2024 Section 5310 pass-through funding available to Facilitating Access to Coordinated Transportation (FACT) for RideFACT service and mobility management. These two activities are considered traditional Partial vehicle award
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- On June 28, 2024 under Item No. 16, the SANDAG Board approved a 26% annual allocation of Federal Fiscal Year 2023 and 2024 Section 5310 pass-through funding available to Facilitating Access to Coordinated Transportation (FACT) for RideFACT service and mobility management. RideFACT activity is considered a nontraditional Section 5310 project if under the operating project type.
- FFY 2023-24 Cycle 13 Apportionment total subtracts 10% for SANDAG administrative costs. The FTA requires 55% of the Section 5310 apportionment to be used for traditional projects.
- All funding totals are actuals as of 4/9/25.

SANDAG Specialized Transportation Grant Program
Cycle 13 Call for Projects: Section 5310 Program

Line #	Application ID	Applicant Name	Shortened Applicant Name	Project Name	Shortened Project Name	Project Type	Shortened Project Type	Project Description	Grant Request	Proposed Matching Funds	Traditional or Nontraditional
1	C13-5310-1	Tri-City Hospital Foundation	Tri-City	Patient Transportation Express Grant	Patient Transport	Operating	OP	To provide curb-to-curb non-emergency medical transportation in the North San Diego area to individuals who can't access the buses due to the severity of their disabilities.	\$60,855	\$60,855	Nontraditional
2	C13-5310-2	Tri-City Hospital Foundation	Tri-City	Patient Transport Express Grant	2 Class B Vehicles and 1 Class D Vehicle	Capital - Vehicle and Other Equipment Procurement	CAP - Procurement	2 Class B Vehicles, 1 Class D Vehicles to provide curb-to-curb non-emergency medical transportation in the North San Diego area to individuals who can't access the buses due to the severity of their disabilities.	\$313,675	\$33,877	Traditional
3	C13-5310-3	Noah Homes	Noah Homes	Noah Homes Electric Vehicle Equipment Procurement Program	4 Class Z-1 Vehicles	Capital - Vehicle and Other Equipment Procurement	CAP - Procurement	4 Class Z-1 Vehicles for client transportation	\$432,284	\$150,000	Traditional
4	C13-5310-4	Sharp HealthCare Foundation	Sharp	Sharp Transportation Program	2 Class C Vehicles	Capital - Vehicle and Other Equipment Procurement	CAP - Procurement	2 Class C vehicles for client transportation	\$229,636	\$40,524	Traditional
5	C13-5310-5	The Arc of San Diego	ArcSD	MCRD Contracted Transportation Program	MCRD Contracted Transportation	Capital - Contracted Transportation Service	CAP - Contracted Transportation	Maintains existing door-to-door services, particularly during early morning hours when public transportation is unavailable. It connects Arc clients to specialized transportation via contracted vehicles that cater to their unique schedules and needs.	\$544,464	\$136,116	Traditional
6	C13-5310-6	San Diego Metropolitan Transit System	MTS	FY25 ADA Bus Procurement	8 Class B Vehicles	Capital - Vehicle and Other Equipment Procurement	CAP - Procurement	8 Class B vehicles for paratransit service	\$1,200,000	\$379,032	Nontraditional
7	C13-5310-7	Jewish Family Service of San Diego	JFS	On the Go 5310	OTG 5310	Operating	OP	Continue serving senior residents and senior service organizations of Greater San Diego utilizing Rides & Smiles volunteer donation based driving program, OTG Navigator sliding scale fee based for urgent requests, meal delivery, and OTG fee based Shuttles. The program may expand/adjust service boundaries within the proposed zip codes. OTG staff drivers and Transportation Network Companies will provide back up for Rides & Smiles rides not selected by a volunteer. Provide rides to/from appointments and activities up to 25 miles of the rider's residence or centralized pick up point. Offer personalized assistance required by seniors suffering from physical and mental disabilities, including assistance getting in and out of vehicle or utilizing vehicle lift system.	\$1,150,000	\$1,150,000	Nontraditional
8	C13-5310-8	Travelers Aid Society of San Diego	TASSD	RIDEFinder 5310	RIDEFinder 5310	Mobility Management	MM	Improve access to existing transportation services within the large urbanized area of SD County to low income older adults, ages 65 and over and persons with disabilities of any age. This will be accomplished through coordination efforts with agency partners, information & referral services, matching transportation needs of our clients to available resources, and by providing training to allow individuals to better utilize public transportation where appropriate.	\$200,000	\$50,000	Traditional

SANDAG Specialized Transportation Grant Program
Cycle 13 Call for Projects: Section 5310 Program

9	C13-5310-9	Travelers Aid Society of San Diego	TASSD	Senior Solutions 5310	Senior Solutions 5310	Operating	OP	Fill transportation gaps for low-income seniors ages 65+ and individuals with disabilities of any age who are immunocompromised, and need safe travel options for doctor visits, dialysis appointments, cancer treatments, and shopping trips. The program provides free 1:1 trip options to enrolled clients, including door-to-door & door-through-door services utilizing volunteer drivers, rides with partner agency door-to-door services, and ride share services.	\$200,000	\$200,000	Nontraditional
10	C13-5310-10	Home of Guiding Hands	HGH	HGH Community Integration and Mobilization Transportation Program	3 Class C vehicles and 2 Class V vehicles and fleet management software	Capital - Vehicle and Other Equipment Procurement	CAP - Procurement	3 Class C vehicles and 2 Class V vehicles as well as fleet management software for client transportation	\$704,514	\$133,787	Traditional
11	C13-5310-11	St. Paul's Episcopal Home, Inc.	SPSS	St. Paul's Transportation Services	10 Class V Vehicles	Capital - Vehicle and Other Equipment Procurement	CAP - Procurement	10 Class V vehicles for client transportation	\$711,410	\$125,550	Traditional
12	C13-5310-12	St. Madeleine Sophie's Center	SMSC	Mileage Reimbursement	Mileage Reimbursement	Operating	OP	Operating support through mileage reimbursement funds. This project will serve over 400 individuals with intellectual and developmental disabilities enrolled at SMSC annually. These individuals use our fleet of vehicles on a daily basis for trips to and from vocational training, work sites, and community activities throughout San Diego County.	\$388,000	\$388,000	Nontraditional
13	C13-5310-13	St. Madeleine Sophie's Center	SMSC	Vehicle Procurement	2 Class C Vehicles and 2 Class V Vehicles	Capital - Vehicle and Other Equipment Procurement	CAP - Procurement	2 Class C vehicles and 2 Class V vehicles for client transportation	\$350,066	\$61,780	Traditional
14	C13-5310-14	Facilitating Access to Coordinated Transportation	FACT	CTSA	CTSA Services	Mobility Management	MM	Sole source to enhanced mobility management services to the region that improves coordination among specialized transportation providers, resulting in an increase in the number of trips provided to seniors and individuals with disabilities over the grant term. This will be accomplished through additional telephone referral services, brokerage management, accessible vehicle sharing, technical assistance, regional coordination, outreach and marketing, and research besides those services provided under the Consolidated Transportation Service Agency contract with SANDAG.	\$1,041,084	\$832,146	Traditional
15	C13-5310-15	Facilitating Access to Coordinated Transportation	FACT	RideFACT	RideFACT	Capital - Contracted Transportation Service	CAP - Contracted Transportation	Sole source to provide specialized dial-a-ride service designed to provide wheelchair accessible transportation to seniors and persons with disabilities who lack other available transit options.	\$380,000	\$95,000	Traditional
16	C13-5310-16	Facilitating Access to Coordinated Transportation	FACT	RideFACT	RideFACT	Operating	OP	Sole source to provide specialized dial-a-ride service designed to provide wheelchair accessible transportation to seniors and persons with disabilities who lack other available transit options.	\$237,500	\$237,500	Nontraditional

Section 5310 Evaluator 2 Score Sheet

Evaluator Instructions:
Step 1: Review the STGP Cycle 13 Evaluation Criteria and Scoring Rubric included in your Evaluator Packet.
Step 2: Score each project application's qualitative responses using the Evaluation Criteria and Scoring Rubric. While most qualitative responses can be found in the Project Narrative section of the Project Application, others can be found in the Project Scope of Work and other application materials. SANDAG scores the quantitative responses against the quantitative evaluation criteria, which vary based on project type. To score the qualitative responses, enter an integer not greater than the maximum number of points allowed for the qualitative response you are scoring. The scoring cells contain formulas that will not allow you to enter a number greater than the maximum points allowed for the qualitative criteria you are scoring; neither will they allow you to enter half-points. Do not enter a zero unless a response to a criterion is missing or is so incomplete or incoherent that you cannot reasonably understand or infer the meaning of the response. The Total Score will autopopulate.
Step 2a: For Capital - Contracted Transportation Service and Operating Projects , provide scores for Evaluation Criteria 1 through 8, except 2A, 7A, and 7B; SANDAG scores these criteria.
Step 2b: For Mobility Management Projects , provide scores for Evaluation Criteria 1 through 8, except 2A and 7A; SANDAG scores these criteria.
Step 2c: For Capital - Vehicle and Other Equipment Procurement Projects , provide scores for Evaluation Criteria 1 through 8, except 2A and 7A; SANDAG scores these criteria.

Step 2: Score Project Applications

Step 2a: Score Capital - Contracted Transportation Service and Operating Projects																			
Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																Total Evaluator Score	
		1			2			3		4			5		6	8			
		A.	B.	C.	B.	C.	D.	A.	B.	A.	B.	C.	A.	B.	A.	A.	B.		C.
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points		Up to 5 points
Tri-City	Patient Transportation	3	3	3	5	5	5	4	5	5	5	5	5	5	3	5	2	4	72
JFS	On the Go	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	83
TASD	Senior Solutions	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	83
SMSC	Mileage Reimbursement	5	3	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	81
ArcSD	MCRD Contracted Transportation	5	3	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	81

Section 5310 Evaluator 2 Score Sheet

Step 2b: Score Mobility Management Projects

Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																	Total Evaluator Score
		1			2			3	4			5		6	7	8			
		A.	B.	C.	B.	C.	D.	A.	A.	B.	C.	A.	B.	A.	B.	A.	B.	C.	
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 10 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	
TASD	RIDEFinder	5	5	5	5	5	5	10	5	5	5	5	5	3	5	5	5	5	88

Step 2c: Score Vehicle and Other Equipment Procurement Projects

Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																		Total Evaluator Score
		1			2			3		4			5		6	7	8			
		A.	B.	C.	B.	C.	D.	A.	B.	A.	B.	C.	A.	B.	A.	B.	A.	B.	C.	
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	
Tri-City	2 Class B Vehicles and 1 Class D Vehicle	4	4	4	5	5	5	5	5	5	5	5	5	5	3	5	5	2	4	81
Noah Homes	4 Class Z-1 Vehicles	4	4	4	5	4	5	5	5	5	5	5	3	5	5	5	5	5	5	84
Sharp	2 Class C Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	88
MTS	8 Class B Vehicles	5	5	5	3	3	5	3	5	3	4	5	3	4	3	4	5	5	5	75
HGH	3 Class C Vehicles and 2 Class V Vehicles with Fleet Software	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	88
SPSS	10 Class V Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	88
SMSC	2 Class C Vehicles and 2 Class V Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	88

Section 5310 Evaluator 3 Score Sheet

Evaluator Instructions:
Step 1: Review the STGP Cycle 13 Evaluation Criteria and Scoring Rubric included in your Evaluator Packet.
Step 2: Score each project application's qualitative responses using the Evaluation Criteria and Scoring Rubric. While most qualitative responses can be found in the Project Narrative section of the Project Application, others can be found in the Project Scope of Work and other application materials. SANDAG scores the quantitative responses against the quantitative evaluation criteria, which vary based on project type. To score the qualitative responses, enter an integer not greater than the maximum number of points allowed for the qualitative response you are scoring. The scoring cells contain formulas that will not allow you to enter a number greater than the maximum points allowed for the qualitative criteria you are scoring; neither will they allow you to enter half-points. Do not enter a zero unless a response to a criterion is missing or is so incomplete or incoherent that you cannot reasonably understand or infer the meaning of the response. The Total Score will auto populate.
Step 2a: For Capital - Contracted Transportation Service and Operating Projects , provide scores for Evaluation Criteria 1 through 8, except 2A, 7A, and 7B; SANDAG scores these criteria.
Step 2b: For Mobility Management Projects , provide scores for Evaluation Criteria 1 through 8, except 2A and 7A; SANDAG scores these criteria.
Step 2c: For Capital - Vehicle and Other Equipment Procurement Projects , provide scores for Evaluation Criteria 1 through 8, except 2A and 7A; SANDAG scores these criteria.

Step 2: Score Project Applications

Step 2a: Score Capital - Contracted Transportation Service and Operating Projects																			
Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																	Total Evaluator Score
		1			2			3		4			5		6	8			
		A.	B.	C.	B.	C.	D.	A.	B.	A.	B.	C.	A.	B.	A.	A.	B.	C.	
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	
Tri-City	Patient Transportation	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	84
JFS	On the Go	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	84
TASD	Senior Solutions	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	84
SMSC	Mileage Reimbursement	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	84
ArcSD	MCRD Contracted Transportation	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	85

Section 5310 Evaluator 3 Score Sheet

Step 2b: Score Mobility Management Projects

Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																Total Evaluator Score	
		1			2			3	4			5		6	7	8			
		A.	B.	C.	B.	C.	D.	A.	A.	B.	C.	A.	B.	A.	B.	A.	B.		C.
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 10 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points		Up to 5 points
TASD	RIDEFinder	5	5	5	5	5	5	10	5	5	5	5	5	5	5	5	5	5	90

Step 2c: Score Vehicle and Other Equipment Procurement Projects

Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																		Total Evaluator Score
		1			2			3		4			5		6	7	8			
		A.	B.	C.	B.	C.	D.	A.	B.	A.	B.	C.	A.	B.	A.	B.	A.	B.	C.	
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	
Tri-City	2 Class B Vehicles and 1 Class D Vehicle	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
Noah Homes	4 Class Z-1 Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
Sharp	2 Class C Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
MTS	8 Class B Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
HGH	3 Class C Vehicles and 2 Class V Vehicles with Fleet Software	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	5	5	89
SPSS	10 Class V Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
SMSC	2 Class C Vehicles and 2 Class V Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90

Section 5310 Evaluator 4 Score Sheet

Evaluator Instructions:
Step 1: Review the STGP Cycle 13 Evaluation Criteria and Scoring Rubric included in your Evaluator Packet.
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Step 2a: For Capital - Contracted Transportation Service and Operating Projects , provide scores for Evaluation Criteria 1 through 8, except 2A, 7A, and 7B; SANDAG scores these criteria.
Step 2b: For Mobility Management Projects , provide scores for Evaluation Criteria 1 through 8, except 2A and 7A; SANDAG scores these criteria.
Step 2c: For Capital - Vehicle and Other Equipment Procurement Projects , provide scores for Evaluation Criteria 1 through 8, except 2A and 7A; SANDAG scores these criteria.

Step 2: Score Project Applications

Step 2a: Score Capital - Contracted Transportation Service and Operating Projects																			
Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																Total Evaluator Score	
		1			2			3		4			5		6	8			
		A.	B.	C.	B.	C.	D.	A.	B.	A.	B.	C.	A.	B.	A.	A.	B.		C.
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points		Up to 5 points
Tri-City	Patient Transportation	4	4	5	5	4	4	5	3	5	5	5	5	5	3	4	5	3	74
JFS	On the Go	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	5	3	81
TASD	Senior Solutions	5	5	5	5	5	5	5	3	5	5	5	5	5	5	3	5	5	81
SMSC	Mileage Reimbursement	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	3	4	80
ArcSD	MCRD Contracted Transportation	3	3	5	5	5	5	5	4	5	5	5	5	5	3	5	5	4	77

Section 5310 Evaluator 4 Score Sheet

Step 2b: Score Mobility Management Projects

Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																	Total Evaluator Score
		1			2			3	4			5		6	7	8			
		A.	B.	C.	B.	C.	D.	A.	A.	B.	C.	A.	B.	A.	B.	A.	B.	C.	
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	10 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	
TASD	RIDEFinder	5	5	5	5	5	5	10	5	5	3	5	5	5	5	5	5	4	87

Step 2c: Score Vehicle and Other Equipment Procurement Projects

Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																		Total Evaluator Score
		1			2			3		4			5		6	7	8			
		A.	B.	C.	B.	C.	D.	A.	B.	A.	B.	C.	A.	B.	A.	B.	A.	B.	C.	
		Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	Up to 5 points	
Tri-City	2 Class B Vehicles and 1 Class D Vehicle	4	4	5	4	4	4	5	1	5	5	5	5	5	3	5	4	5	3	76
Noah Homes	4 Class Z-1 Vehicles	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	3	86
Sharp	2 Class C Vehicles	5	5	5	5	4	5	5	5	5	5	3	4	5	3	5	5	5	4	83
MTS	8 Class B Vehicles	5	5	5	5	5	3	2	4	5	5	5	5	5	5	5	3	4	3	79
HGH	3 Class C Vehicles and 2 Class V Vehicles with Fleet Software	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	4	88
SPSS	10 Class V Vehicles	5	5	1	2	4	3	2	3	5	5	4	3	5	5	5	5	5	3	70
SMSC	2 Class C Vehicles and 2 Class V Vehicles	5	5	5	5	5	5	4	5	5	5	5	5	5	3	5	5	3	4	84

Section 5310 Evaluator Scores

Capital - Contracted Transportation Service and Operating Projects																				
Evaluator Number	Shortened Applicant Name	Shortened Project Name	1A	1B	1C	2B	2C	2D	3A	3B	4A	4B	4C	5A	5B	6A	8A	8B	8C	Total Evaluator Score
2	Tri-City	Patient Transportation	3	3	3	5	5	5	4	5	5	5	5	5	5	3	5	2	4	72
3	Tri-City	Patient Transportation	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	84
4	Tri-City	Patient Transportation	4	4	5	5	4	4	5	3	5	5	5	5	5	3	4	5	3	74
2	JFS	On the Go	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	83
3	JFS	On the Go	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	84
4	JFS	On the Go	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	5	3	81
2	TASD	Senior Solutions	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	83
3	TASD	Senior Solutions	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	84
4	TASD	Senior Solutions	5	5	5	5	5	5	5	3	5	5	5	5	5	5	3	5	5	81
2	SMSC	Mileage Reimbursement	5	3	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	81
3	SMSC	Mileage Reimbursement	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	84
4	SMSC	Mileage Reimbursement	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	3	4	80
2	ArcSD	MCRD Contracted Transportation	5	3	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	81
3	ArcSD	MCRD Contracted Transportation	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	85
4	ArcSD	MCRD Contracted Transportation	3	3	5	5	5	5	5	4	5	5	5	5	5	3	5	5	4	77

Mobility Management Projects

Evaluator Number	Shortened Applicant Name	Shortened Project Name	1A	1B	1C	2B	2C	2D	3A	4A	4B	4C	5A	5B	6A	7B	8A	8B	8C	Total Evaluator Score
2	TASD	RIDEfinder	5	5	5	5	5	5	10	5	5	5	5	5	3	5	5	5	5	88
3	TASD	RIDEfinder	5	5	5	5	5	5	10	5	5	5	5	5	5	5	5	5	5	90
4	TASD	RIDEfinder	5	5	5	5	5	5	10	5	5	3	5	5	5	5	5	5	4	87

Vehicle and Other Equipment Procurement Projects

Evaluator Number	Shortened Applicant Name	Shortened Project Name	1A	1B	1C	2B	2C	2D	3A	3B	4A	4B	4C	5A	5B	6A	7B	8A	8B	8C	Total Evaluator Score
2	Tri-City	2 Class B Vehicles and 1 Class D Vehicle	4	4	4	5	5	5	5	5	5	5	5	5	5	3	5	5	2	4	81
3	Tri-City	2 Class B Vehicles and 1 Class D Vehicle	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
4	Tri-City	2 Class B Vehicles and 1 Class D Vehicle	4	4	5	4	4	4	5	1	5	5	5	5	5	3	5	4	5	3	76
2	Noah Homes	4 Class Z-1 Vehicles	4	4	4	5	4	5	5	5	5	5	5	3	5	5	5	5	5	5	84
3	Noah Homes	4 Class Z-1 Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
4	Noah Homes	4 Class Z-1 Vehicles	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	3	86
2	Sharp	2 Class C Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	83
3	Sharp	2 Class C Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
4	Sharp	2 Class C Vehicles	5	5	5	5	4	5	5	5	5	5	3	4	5	3	5	5	5	4	83
2	MTS	8 Class B Vehicles	5	5	5	3	3	5	3	5	3	4	5	3	4	3	4	5	5	5	75
3	MTS	8 Class B Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
4	MTS	8 Class B Vehicles	5	5	5	5	5	3	2	4	5	5	5	5	5	5	5	3	4	3	79
2	HGH	3 Class C Vehicles and 2 Class V Vehicles with Fleet Software	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	88
3	HGH	3 Class C Vehicles and 2 Class V Vehicles with Fleet Software	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	5	5	89
4	HGH	3 Class C Vehicles and 2 Class V Vehicles with Fleet Software	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	4	88
2	SPSS	10 Class V Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	88
3	SPSS	10 Class V Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
4	SPSS	10 Class V Vehicles	5	5	1	2	4	3	2	3	5	5	4	3	5	5	5	5	5	3	70
2	SMSC	2 Class C Vehicles and 2 Class V Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	88
3	SMSC	2 Class C Vehicles and 2 Class V Vehicles	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90
4	SMSC	2 Class C Vehicles and 2 Class V Vehicles	5	5	5	5	5	5	4	5	5	5	5	5	5	3	5	5	3	4	84

Section 5310 Evaluator Scores

*Scores of three or less are in red text and scores of one or less are in red text and highlighted yellow.

Quantitative Scores

A. Quantitative Evaluation Criteria

Criterion 2A			Criterion 7A			Criterion 7B		
<u>Description:</u> The percentage of those served by the proposed serve that are members of the Target Population			<u>Description:</u> The proposed Minimum Service Hours per Week, as indicated in the Scope of Work			<u>Description:</u> The cost per One-Way Passenger Trip (OWPT), as indicated in the Scope of Work		
<u>Applicable Project Types:</u> All			<u>Applicable Project Types:</u> All			<u>Applicable Project Types:</u> Capital - Contract Transportation Service and Operating Projects		
Minimum Percentage	Maximum Percentage	Points	Minimum Hours	Maximum Hours	Points	Minimum Value	Maximum Value	Points
0%	80%	0	0	19	0	0	14.99	5
80%	85%	1	20	24	1	15	29.99	4
85%	90%	2	25	29	2	30	44.99	3
90%	95%	3	30	34	3	45	59.99	2
95%	100%	4	35	39	4	60	74.99	1
100%	100%	5	40	168	5	75	1000	0

B. Quantitative Scores

Capital - Contracted Transportation Service and Operating Projects

Shortened Applicant Name	Shortened Project Name	Criterion 2A		Criterion 7A		Criterion 7B		Total Score
		Proposed Percentage (indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	Proposed Hours (indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	Proposed Cost (indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	
Tri-City	Patient Transportation	100%	5	30	3	\$17.18	4	12
JFS	On the Go	100%	5	84	5	\$28.88	4	14
TASD	Senior Solutions	100%	5	40	5	\$26.56	4	14
SMSC	Mileage Reimbursement	100%	5	40	5	\$2.16	5	15
ArcSD	MCRD Contracted Transportation	100%	5	57	5	\$24.31	4	14

Mobility Management Projects

Shortened Applicant Name	Shortened Project Name	Criterion 2A		Criterion 7A		Total Score
		Proposed Percentage (indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	Proposed Hours (indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	
TASD	RIDEfinder	100%	5	40	5	10

Capital - Vehicle and Other Equipment Procurement Projects*

Shortened Applicant Name	Shortened Project Name	Criterion 2A		Criterion 7A		Total Score
		Proposed Percentage (indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	Proposed Hours (indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	
Tri-City	1 Class B Vehicle	100%	5	30	3	8
Tri-City	1 Class B Vehicle	100%	5	30	3	8
Tri-City	1 Class D Vehicle	100%	5	30	3	8
Noah Homes	1 Class Z-1 Vehicle	100%	5	20	1	6
Noah Homes	1 Class Z-1 Vehicle	100%	5	20	1	6
Noah Homes	1 Class Z-1 Vehicle	100%	5	20	1	6
Noah Homes	1 Class Z-1 Vehicle	100%	5	20	1	6
Sharp	1 Class C Vehicle	100%	5	32	3	8
Sharp	1 Class C Vehicle	100%	5	32	3	8

Quantitative Scores

MTS	1 Class B Vehicle	100%	5	32	3	8
MTS	1 Class B Vehicle	100%	5	32	3	8
MTS	1 Class B Vehicle	100%	5	32	3	8
MTS	1 Class B Vehicle	100%	5	32	3	8
MTS	1 Class B Vehicle	100%	5	32	3	8
MTS	1 Class B Vehicle	100%	5	32	3	8
MTS	1 Class B Vehicle	100%	5	32	3	8
MTS	1 Class B Vehicle	100%	5	32	3	8
HGH	1 Class C Vehicle	100%	5	32	3	8
HGH	1 Class C Vehicle	100%	5	32	3	8
HGH	1 Class C Vehicle	100%	5	32	3	8
HGH	1 Class V Vehicle	100%	5	32	3	8
HGH	1 Class V Vehicle	100%	5	32	3	8
HGH	Fleet Management Software*	100%	5	160	5	10
SPSS	1 Class V Vehicle	100%	5	35	4	9
SPSS	1 Class V Vehicle	100%	5	35	4	9
SPSS	1 Class V Vehicle	100%	5	35	4	9
SPSS	1 Class V Vehicle	100%	5	35	4	9
SPSS	1 Class V Vehicle	100%	5	35	4	9
SPSS	1 Class V Vehicle	100%	5	35	4	9
SPSS	1 Class V Vehicle	100%	5	35	4	9
SPSS	1 Class V Vehicle	100%	5	35	4	9
SPSS	1 Class V Vehicle	100%	5	35	4	9
SMSC	1 Class C Vehicle	100%	5	20	1	6
SMSC	1 Class C Vehicle	100%	5	20	1	6
SMSC	1 Class V Vehicle	100%	5	20	1	6
SMSC	1 Class V Vehicle	100%	5	20	1	6

*Quantitative scores are judged based on equipment project for the Capital category because each equipment could have different hours of service and this way applicants that apply for multiple equipment types are not at an advantage.

*Vehicle Service Hours were totaled for HGH's Fleet Software project because it will be the least amount of hours needed for software requested.

Past Performance Adjustment

Past Performance Adjustment is a method that would connect information on an Applicant's recent performance for one or more prior Specialized Transportation Grant Program (STGP) projects to the Applicant's proposed project(s) through the STGP. It is intended to discourage poor performance and reward strong performance. Past Performance Adjustment scores are based on an assessment of an Applicant's performance during a review period. For the STGP Cycle 13 Call for Projects, the Past Performance Adjustment Review Period is July 1, 2023, through June 30, 2024, to coincide with SANDAG's fiscal year, the Specialized Transportation Grant Program monitoring schedule, and the Cycle 13 timeline. Applicants that have never held an STGP grant or applicants that have not held an STGP grant within the Past Performance Adjustment Review Period would not receive a Past Performance Adjustment. Additionally, if the duration of an STGP grant that occurred in the Past Performance Review Period was three months or fewer, SANDAG would exempt this grant from the calculation of the Past Performance Adjustment score due to insufficient performance data.

SANDAG staff uses a standardized monitoring checklist that the grantees sign off on to monitor grantee compliance with its STGP grant agreement(s). Consistent with this monitoring checklist, staff would determine Past Performance Adjustment scores based on three indicators and weights, shown in bold text and discussed below. For the first and third indicators, the monitoring checklist poses multiple questions that an STGP Program Manager completes with "Yes," "No," or "Not applicable." "No" responses may indicate a compliance deficiency. The number of points assigned for the first and third indicators would be based on the percentage of affirmative responses to the total applicable questions.

An Applicant would receive a Past Performance Adjustment score for each STGP grant it has held within the Past Performance Adjustment Review Period. If an Applicant has two or more STGP grants of the same project type within the Past Performance Review Period, an average of the Past Performance Adjustment scores would be calculated so that the Applicant would receive one Past Performance Adjustment score by project type. If an Applicant has held an active STGP grant of one project type within the Past Performance Review Period but is applying for grant funds under a different project type, then the Past Performance Adjustment score would be based only on the first indicator, Grantee Compliance. Past Performance Adjustment scores would range from -15 to +5 points.* Past Performance Adjustments have been a practice employed during each STGP Call for Projects for the past 13 years.

A. Past Performance Adjustment Evaluation Criteria

Criterion 1 Grantee Compliance			Criterion 2 Units of Service Delivered			Criterion 3 Grant Agreement Compliance		
This indicator assesses the extent to which STGP grantees comply with cross-cutting requirements applicable to multiple grants and project types. If an Applicant has held an active STGP grant of one grant type within the Past Performance Review Period but is applying for grant funds under a different grant type, then the Past Performance Adjustment score would be based only on the Criterion 1.			This indicator compares the actual number of units of service delivered during the Past Performance Review Period to the proportional number of units of service proposed in the STGP Cycle 12 Call for Projects application and agreed to in the grant agreement. Criterion 2 scores are only based on the project type performance requested. Example: Capital application past performance score is from their previous capital project performance only, not their operating or mobility management performance. Each project type has specific project compliance requirements so this ensures other project type scores do not interfere with the reflection of performance.			This indicator assesses the extent to which an STGP grantee complies with requirements specific to its STGP grant agreement(s). Criterion 3 scores are only based on the project type performance requested. Example: Capital application past performance score is from their previous capital project performance only, not their operating or mobility management performance. Each project type has specific project compliance requirements so this ensures other project type scores do not interfere with the reflection of performance.		
Criterion Weight: 40%			Criterion Weight: 40%			Criterion Weight: 20%		
Minimum Percentage	Maximum Percentage	Points	Minimum Percentage	Maximum Percentage	Points	Minimum Percentage	Maximum Percentage	Points
0.00%	59.99%	-6.0	-1000.00%	-30.00%	-6.0	0.00%	59.99%	-3.0
60.00%	64.99%	-5.0	-29.99%	-25.00%	-5.0	60.00%	64.99%	-2.5
65.00%	69.99%	-4.0	-24.99%	-20.00%	-4.0	65.00%	69.99%	-2.0
70.00%	74.99%	-3.0	-19.99%	-15.00%	-3.0	70.00%	74.99%	-1.5
75.00%	79.99%	-2.0	-14.99%	-10.00%	-2.0	75.00%	79.99%	-1.0
80.00%	84.99%	-1.0	-5.00%	-9.99%	-1.0	80.00%	84.99%	-0.5
85.00%	89.99%	0.0	-4.99%	4.99%	0.0	85.00%	89.99%	0.0
90.00%	94.99%	1.0	5.00%	9.99%	1.0	90.00%	94.99%	0.5
95.00%	100.00%	2.0	10.00%	1000.00%	2.0	95.00%	100.00%	1.0

B. Past Performance Adjustment (PPA) Quantitative Scores

Shortened Applicant Name	Shortened Project Name	Project Type	Was an FY24 Grantee?	Was an FY24 Applicable Project Type Grantee?	Criterion 1		Criterion 2		Criterion 3		Total PPA Score
					Monitoring Score	Total Points Based on Evaluation Criteria	Average of Monitoring Scores	Total Points Based on Evaluation Criteria	Average of Monitoring Scores	Total Points Based on Evaluation Criteria	
Noah Homes	4 Class Z-1 Vehicles	CAP - Procurement	Yes	Yes*	100.00%	2.00	0.00%	0.00	92.31%	0.50	2.50
Sharp	2 Class C Vehicles	CAP - Procurement	Yes	Yes*	100.00%	2.00	-11.00%	-2.00	96.67%	1.00	1.00
ArcSD	MCRD Contracted Transportation	CAP - Contracted Transportation	Yes	Yes	100.00%	2.00	85.00%	2.00	81.82%	-0.50	3.50
MTS	8 Class B Vehicles	CAP - Procurement	Yes	Yes*	100.00%	2.00	-18.25%	-3.00	96.50%	1.00	0.00
JFS	OTG 5310	OP	Yes	Yes	96.00%	2.00	100.00%	2.00	96.14%	1.00	5.00
TASSD	RIDEFinder 5310	MM	Yes	Yes	100.00%	2.00	100.00%	2.00	100.00%	1.00	5.00
TASSD	Senior Solutions 5310	OP	Yes	Yes	100.00%	2.00	100.00%	2.00	100.00%	1.00	5.00
HGH	3 Class C Vehicles and 2 Class V Vehicles with Fleet Software	CAP - Procurement	Yes	Yes*	100.00%	2.00	0.00%	0.00	100.00%	1.00	3.00
SMSC	Mileage Reimbursement	OP	Yes	Yes	100.00%	2.00	32.00%	2.00	100.00%	1.00	5.00
SMSC	2 Class C Vehicles and 2 Class V Vehicles	CAP - Procurement	Yes	Yes*	100.00%	2.00	-3.67%	0.00	96.67%	1.00	3.00
Tri-City	Patient Transport	OP	No	No	N/A	N/A	N/A	N/A	N/A	N/A	0.00
Tri-City	2 Class B Vehicles and 1 Class D Vehicle	CAP - Procurement	No	No	N/A	N/A	N/A	N/A	N/A	N/A	0.00
SPSS	10 Class V Vehicles	CAP - Procurement	No	No	N/A	N/A	N/A	N/A	N/A	N/A	0.00

*These grantees had older vehicle grants (Cycle 8-9) that were not monitored for units, therefore these grant agreements were counted as zero and averaged along with newer vehicle grant scores if applicable under Criterion 2.

SMG Funding Recommendations

Applicant Name	Shortened Project Name	Project Type	Average Evaluator Score	Past Performance Adjustment	Quantitative Score	Total Application Score	Grant Request	Recommended Grant Award
TASSD	SenioRide	Operating	79.75	5.00	15	99.75	\$ 720,000	\$ 720,000
TASSD	RIDEFinder	Mobility Management	83.00	5.00	10	98.00	\$ 100,000	\$ 100,000
PSC	Out & About	Operating	78.25	4.00	15	97.25	\$ 124,000	\$ 124,000
ElderHelp	Seniors A Go Go	Operating	78.25	5.00	14	97.25	\$ 322,795	\$ 322,795
JFS	On the Go SMG	Operating	78.75	5.00	13	96.75	\$ 1,000,000	\$ 1,000,000
FACT	CTSA Services	Mobility Management	84.00	2.00	10	96.00	\$ 762,498	\$ 614,222
FACT	RideFACT	Operating	79.75	2.00	14	95.75	\$ 237,500	\$ -
Borrego Springs	Lets Go Borrego	Operating	66.00	0.00	8	74.00	\$ 190,853	\$ -
Non-Responsive Applicant	Non-Responsive Project	Mobility Management	0	0.00	0	0.00	\$ 134,090	\$ -
SMG Totals							\$ 3,591,736	\$ 2,881,017

Recommended for full funding

Recommended for partial funding

Not recommended for funding

TransNet SMG Pass-Through Revenue Available as of 2/14/25	\$ 2,881,017.00
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SANDAG Specialized Transportation Grant Program

Cycle 13 Call for Projects: SMG Program

Application ID	Applicant Name	Shortened Applicant Name	Project Name	Shortened Project Name	Project Type	Shortened Project Type	Project Description
C13-SMG-1	Jewish Family Service of San Diego	JFS	On the Go SMG	On the Go SMG	Operating	OP	On the Go (OTG) will continue serving senior residents and senior service organizations of Greater San Diego utilizing Rides & Smiles volunteer donation based driving program, OTG Navigator sliding scale fee based for urgent requests, meal delivery, and OTG fee based Shuttles. The program may expand/adjust service boundaries within the proposed zip codes. OTG staff drivers and Transportation Network Companies will provide back up for Rides & Smiles rides not selected by a volunteer. It provides rides to/from appointments and activities up to 25 miles of the rider's residence or centralized pick up point. It also offers personalized assistance required by seniors suffering from physical and mental disabilities, including assistance getting in and out of vehicle or utilizing vehicle lift system.
C13-SMG-2	Travelers Aid Society of San Diego	TASSD	RIDEFinder SMG	RIDEFinder SMG	Mobility Management	MM	RIDEFinder will improve access to existing transportation services within the large urbanized area of SD County to low income older adults, ages 65 and over and persons with disabilities of any age. This will be accomplished through coordination efforts with agency partners, information & referral services, matching transportation needs of our clients to available resources, and by providing training to allow individuals to better utilize public transportation where appropriate.
C13-SMG-3	Travelers Aid Society of San Diego	TASSD	SenioRide	SenioRide	Operating	OP	SenioRide is a project designed to reduce the isolation of low-income seniors ages 60+, while increasing their mobility and independence. The project provides individualized, free transportation options, including: door-to-door & door-through-door services utilizing volunteer drivers, SDM MTS Pronto Cards, MTS Access vouchers & NCTD LIFT tickets, and taxicab vouchers or 1:1 rides with partner agency services and/or ride share services like Uber or Lyft.
C13-SMG-5	Facilitating Access to Coordinated Transportation (FACT)	FACT	CTSA Services	CTSA Services	Mobility Management	MM	FACT will provide enhanced mobility management services to the region that improves coordination among specialized transportation providers, resulting in an increase in the number of trips provided to seniors and individuals with disabilities over the grant term. This will be accomplished through additional telephone referral services, brokerage management, accessible vehicle sharing, technical assistance, regional coordination, and research besides those services provided under the Consolidated Transportation Service Agency contract with SANDAG.
C13-SMG-7	Peninsula Shephard Center	PSC	Out and About Peninsula Senior Transportation Program	Out & About	Operating	OP	Peninsula Shepherd Center provides seniors age sixty and older living in the zip codes of 932106, 92107 and 92110 with transportation services including door-through-door van shuttle and volunteer/escort programs.
C13-SMG-8	ElderHelp of San Diego	ElderHelp	Seniors A Go Go	Seniors A Go Go	Operating	OP	Seniors A Go Go (SAGG) is an established volunteer driver program that provides door through door, door to door, and curb to curb transportation options for seniors aged 60 and older. The program ensures seniors arrive safely to and from their appointments and errands. SAGG is an affordable option for seniors, many of whom are low income, charging no set fees and inviting seniors to pay what they can instead. Volunteers are trained to safely transport seniors to and from their appointments.

SMG Evaluator 1 Score Sheet

Evaluator Instructions:

Step 1: Review the STGP Cycle 13 Evaluation Criteria and Scoring Rubric included in your Evaluator Packet.

Step 2: Score each project application's qualitative responses using the Evaluation Criteria and Scoring Rubric. Please do not fill blanks that are black. SANDAG scores these criteria. While most qualitative responses can be found in the Project Narrative section of the Project Application, others can be found in the Project Scope of Work and other application materials. SANDAG scores the quantitative responses against the quantitative evaluation criteria, which vary based on project type. To score the qualitative responses, enter an integer not greater than the maximum number of points allowed for the qualitative response you are scoring. The scoring cells contain formulas that will not allow you to enter a number greater than the maximum points allowed for the qualitative criteria you are scoring; neither will they allow you to enter half-points. Do not enter a zero unless a response to a criterion is missing or is so incomplete or incoherent that you cannot reasonably understand or infer the meaning of the response. The Total Score will auto populate.

Step 2: Score Project Applications

Step 2a: Score Capital - Contract Transportation Service and Operating Projects

Shortened Applicant Name	Shortened Project Name		Evaluation Criteria																		Total Evaluator Score		
			1			2				3		4			5		6	7		8			
			A	B	C	A	B	C	D	A	B	A	B	C	A	B	A	A	B	A	B	C	
JFS	OTG		4	4	4		1	4	4	4	5	4	5	3	4	5	4			4	4	3	66
Borrego Springs	Let's Go Borrego		3	3	2		5	4	3	2	2	4	2	2	3	2	1			3	2	3	46
TASSD	SenioRide		4	5	4		4	4	5	4	4	5	5	3	4	4	5			3	4	4	71
FACT	RideFACT		4	4	4		5	4	4	4	3	4	2	3	4	5	5			5	4	4	68
PSC	Out & About		3	4	4		5	4	4	4	4	4	3	4	4	4	3			4	4	3	65
ElderHelp	Seniors A Go Go		3	4	4		4	4	4	4	4	4	5	3	4	5	4			4	4	3	67

Step 2b: Score Mobility Management Projects

Shortened Applicant Name	Shortened Project Name		Evaluation Criteria																		Total Evaluator Score			
			1			2				3		4			5		6	7				8		
			A	B	C	A	B	C	D	A	B	A	B	C	A	B	A	A	B	A		B	C	
TASSD	RIDEFinder		4	5	4		3	4	5	7		4	4	3	4	4	3		4	3	3	3	67	
FACT	CTSA		4	4	4		4	5	5	9		4	4	3	4	4	2		4	3	4	3	70	

SMG Evaluator 2 Score Sheet

Evaluator Instructions:

Step 1: Review the STGP Cycle 13 Evaluation Criteria and Scoring Rubric included in your Evaluator Packet.

Step 2: Score each project application's qualitative responses using the Evaluation Criteria and Scoring Rubric. Please do not fill blanks that are black. SANDAG scores these criteria. While most qualitative responses can be found in the Project Narrative section of the Project Application, others can be found in the Project Scope of Work and other application materials. SANDAG scores the quantitative responses against the quantitative evaluation criteria, which vary based on project type. To score the qualitative responses, enter an integer not greater than the maximum number of points allowed for the qualitative response you are scoring. The scoring cells contain formulas that will not allow you to enter a number greater than the maximum points allowed for the qualitative criteria you are scoring; neither will they allow you to enter half-points. Do not enter a zero unless a response to a criterion is missing or is so incomplete or incoherent that you cannot reasonably understand or infer the meaning of the response. The Total Score will auto populate.

Step 2: Score Project Applications

Step 2a: Score Capital - Contract Transportation Service and Operating Projects

Shortened Applicant Name	Shortened Project Name		Evaluation Criteria																			Total Evaluator Score		
			1			2				3		4			5		6	7			8			
			A	B	C	A	B	C	D	A	B	A	B	C	A	B	A	A	B	A	B		C	
JFS	OTG		5	5	5		5	5	5	5	5	5	5	5	5	5			5	5	5	83		
Borrego Springs	Let's Go Borrego		5	3	2		5	5	5	4	3	5	5	2	5	5	3			5	5	5	72	
TASSD	SenioRide		5	5	5		5	5	5	5	3	5	5	5	5	5	3			5	5	5	83	
FACT	RideFACT		5	5	5		5	5	5	5	5	5	5	5	5	5	3			5	5	5	83	
PSC	Out & About		5	5	5		5	5	5	5	5	5	5	3	5	5	3			5	5	5	81	
ElderHelp	Seniors A Go Go		5	5	5		5	5	4	4	4	5	5	5	5	5	3			5	5	5	80	

Step 2b: Score Mobility Management Projects

Shortened Applicant Name	Shortened Project Name	Evaluation Criteria																			Total Evaluator Score	
		1			2				3		4			5		6	7		8			
		A	B	C	A	B	C	D	A	B	A	B	C	A	B	A	A	B	A	B		C
TASSD	RIDEfinder	5	5	5		5	5	5	10		5	5	5	5	5	3		5	5	5	5	88
FACT	CTSA	5	5	5		5	5	5	10		5	5	5	5	5	3		5	5	5	5	88

SMG Evaluator 3 Score Sheet

Evaluator Instructions:

Step 1: Review the STGP Cycle 13 Evaluation Criteria and Scoring Rubric included in your Evaluator Packet.

Step 2: Score each project application's qualitative responses using the Evaluation Criteria and Scoring Rubric. Please do not fill blanks that are black. SANDAG scores these criteria. While most qualitative responses can be found in the Project Narrative section of the Project Application, others can be found in the Project Scope of Work and other application materials. SANDAG scores the quantitative responses against the quantitative evaluation criteria, which vary based on project type. To score the qualitative responses, enter an integer not greater than the maximum number of points allowed for the qualitative response you are scoring. The scoring cells contain formulas that will not allow you to enter a number greater than the maximum points allowed for the qualitative criteria you are scoring; neither will they allow you to enter half-points. Do not enter a zero unless a response to a criterion is missing or is so incomplete or incoherent that you cannot reasonably understand or infer the meaning of the response. The Total Score will auto populate.

Step 2: Score Project Applications

Step 2a: Score Capital - Contract Transportation Service and Operating Projects

Shortened Applicant Name	Shortened Project Name		Evaluation Criteria																		Total Evaluator Score	
			1			2				3		4			5		6	7		8		
			A	B	C	A	B	C	D	A	B	A	B	C	A	B	A	A	B	A	B	C
JFS	OTG		5	5	5		5	5	5	5	5	5	5	5	5	5		5	5	5	85	
TASSD	SenioRide		5	5	5		5	5	5	5	5	5	4	5	5	5	5	5	5	5	84	
Borrego Springs	Let's Go Borrego		5	5	5		5	5	5	5	5	5	5	5	5	5	4	5	5	5	84	
FACT	RideFACT		5	5	5		5	5	5	5	5	5	5	5	5	5	5	4	5	5	84	
PSC	Out & About		5	5	5		5	5	5	5	5	5	5	5	5	5	5	5	5	5	85	
ElderHelp	Seniors A Go Go		5	5	5		5	5	5	5	5	5	5	5	5	5	5	5	5	5	85	

Step 2b: Score Mobility Management Projects

Shortened Applicant Name	Shortened Project Name		Evaluation Criteria																		Total Evaluator Score		
			1			2				3		4			5		6	7		8			
			A	B	C	A	B	C	D	A	B	A	B	C	A	B	A	A	B	A	B	C	
TASSD	RIDEFinder		5	5	5		5	5	5	10		5	5	5	5	5	5		5	5	5	5	90
FACT	CTSA		5	5	5		4	5	5	10		5	5	5	5	5	5		5	5	5	5	89

SMG Evaluator 4 Score Sheet

Evaluator Instructions:

Step 1: Review the STGP Cycle 13 Evaluation Criteria and Scoring Rubric included in your Evaluator Packet.

Step 2: Score each project application's qualitative responses using the Evaluation Criteria and Scoring Rubric. Please do not fill blanks that are black. SANDAG scores these criteria. While most qualitative responses can be found in the Project Narrative section of the Project Application, others can be found in the Project Scope of Work and other application materials. SANDAG scores the quantitative responses against the quantitative evaluation criteria, which vary based on project type. To score the qualitative responses, enter an integer not greater than the maximum number of points allowed for the qualitative response you are scoring. The scoring cells contain formulas that will not allow you to enter a number greater than the maximum points allowed for the qualitative criteria you are scoring; neither will they allow you to enter half-points. Do not enter a zero unless a response to a criterion is missing or is so incomplete or incoherent that you cannot reasonably understand or infer the meaning of the response. The Total Score will auto populate.

Step 2: Score Project Applications

Step 2a: Score Capital - Contract Transportation Service and Operating Projects

Shortened Applicant Name	Shortened Project Name		Evaluation Criteria																		Total Evaluator Score		
			1			2				3		4			5		6	7		8			
			A	B	C	A	B	C	D	A	B	A	B	C	A	B	A	A	B	A		B	C
JFS	OTG		5	5	5		5	5	5	5	5	5	3	5	5	5			5	5	3	81	
TASSD	SenioRide		5	5	5		5	5	5	5	3	5	5	5	5	5	5			3	5	5	81
Borrego Springs	Let's Go Borrego		5	5	5		5	5	3	1	2	5	5	5	5	3	1			3	1	3	62
FACT	RideFACT		5	5	5		5	5	5	5	5	5	5	5	5	5	5			5	5	4	84
PSC	Out & About		5	5	5		5	5	5	5	5	5	5	5	5	5	3			5	5	4	82
ElderHelp	Seniors A Go Go		5	5	5		5	5	5	5	4	4	5	5	5	5	5			5	5	3	81

Step 2b: Score Mobility Management Projects

Shortened Applicant Name	Shortened Project Name		Evaluation Criteria																		Total Evaluator Score		
			1			2				3		4			5		6	7		8			
			A	B	C	A	B	C	D	A	B	A	B	C	A	B	A	A	B	A	B	C	
TASSD	RIDEfinder		5	5	5		5	5	5	10		5	5	3	5	5	5		5	5	5	4	87
FACT	CTSA		5	5	5		5	5	5	10		5	5	5	5	5	5		5	5	5	4	89

SMG Evaluator Scores

Capital - Contracted Transportation Service and Operating Projects

Application ID	Evaluator Number	Shortened Applicant Name	Shortened Project Name	1A	1B	1C	2B	2C	2D	3A	3B	4A	4B	4C	5A	5B	6A	8A	8B	8C	Total Evaluator Score
CI3-SMG-1	1	JFS	OTG	4	4	4	1	4	4	4	5	4	5	3	4	5	4	4	4	3	66
CI3-SMG-1	2	JFS	OTG	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	83
CI3-SMG-1	3	JFS	OTG	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	85
CI3-SMG-1	4	JFS	OTG	5	5	5	5	5	5	5	5	5	5	3	5	5	5	5	5	3	81
CI3-SMG-4	1	Borrego Springs	Let's Go Borrego	3	3	2	5	4	3	2	2	4	2	2	3	2	1	3	2	3	46
CI3-SMG-4	2	Borrego Springs	Let's Go Borrego	5	3	2	5	5	5	4	3	5	5	2	5	5	3	5	5	5	72
CI3-SMG-4	3	Borrego Springs	Let's Go Borrego	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	84
CI3-SMG-4	4	Borrego Springs	Let's Go Borrego	5	5	5	5	5	3	1	2	5	5	5	5	3	1	3	1	3	62
CI3-SMG-3	1	TASSD	SenioRide	4	5	4	4	4	5	4	4	5	5	3	4	4	5	3	4	4	71
CI3-SMG-3	2	TASSD	SenioRide	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	83
CI3-SMG-3	3	TASSD	SenioRide	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	5	84
CI3-SMG-3	4	TASSD	SenioRide	5	5	5	5	5	5	5	3	5	5	5	5	5	5	3	5	5	81
CI3-SMG-6	1	FACT	RideFACT	4	4	4	5	4	4	4	3	4	2	3	4	5	5	5	4	4	68
CI3-SMG-6	2	FACT	RideFACT	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	5	83
CI3-SMG-6	3	FACT	RideFACT	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	84
CI3-SMG-6	4	FACT	RideFACT	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	84
CI3-SMG-7	1	PSC	Out & About	3	4	4	5	4	4	4	4	4	3	4	4	4	3	4	4	3	65
CI3-SMG-7	2	PSC	Out & About	5	5	5	5	5	5	5	5	5	5	3	5	5	3	5	5	5	81
CI3-SMG-7	3	PSC	Out & About	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	85
CI3-SMG-7	4	PSC	Out & About	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	4	82
CI3-SMG-4	1	ElderHelp	Seniors A Go Go	3	4	4	4	4	4	4	4	4	5	3	4	5	4	4	4	3	67
CI3-SMG-4	2	ElderHelp	Seniors A Go Go	5	5	5	5	5	4	4	4	5	5	5	5	5	3	5	5	5	80
CI3-SMG-4	3	ElderHelp	Seniors A Go Go	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	85
CI3-SMG-4	4	ElderHelp	Seniors A Go Go	5	5	5	5	5	5	5	4	4	5	5	5	5	5	5	5	3	81

Mobility Management Projects

Application ID	Evaluator Number	Shortened Applicant Name	Shortened Project Name	1A	1B	1C	2B	2C	2D	3A	4A	4B	4C	5A	5B	6A	7B	8A	8B	8C	Total Evaluator Score
CI3-SMG-2	1	TASSD	RIDEFinder	4	5	4	3	4	5	7	4	4	3	4	4	3	4	3	3	3	67
CI3-SMG-2	2	TASSD	RIDEFinder	5	5	5	5	5	5	10	5	5	5	5	5	3	5	5	5	5	88
CI3-SMG-2	3	TASSD	RIDEFinder	5	5	5	5	5	5	10	5	5	5	5	5	5	5	5	5	5	90
CI3-SMG-2	4	TASSD	RIDEFinder	5	5	5	5	5	5	10	5	5	3	5	5	5	5	5	5	4	87
CI3-SMG-5	1	FACT	CTSA	4	4	4	4	5	5	9	4	4	3	4	4	2	4	3	4	3	70
CI3-SMG-5	2	FACT	CTSA	5	5	5	5	5	5	10	5	5	5	5	5	3	5	5	5	5	88
CI3-SMG-5	3	FACT	CTSA	5	5	5	4	5	5	10	5	5	5	5	5	5	5	5	5	5	89
CI3-SMG-5	4	FACT	CTSA	5	5	5	5	5	5	10	5	5	5	5	5	5	5	5	5	4	89

*Scores of three or less are in red text and scores of one or less are in red text and highlighted yellow.

Past Performance Adjustment

Past Performance Adjustment is a method that would connect information on an Applicant's recent performance for one or more prior Specialized Transportation Grant Program (STGP) projects to the Applicant's proposed project(s) through the STGP. It is intended to discourage poor performance and reward strong performance. Past Performance Adjustment scores are based on an assessment of an Applicant's performance during a review period. For the STGP Cycle 13 Call for Projects, the Past Performance Adjustment Review Period is July 1, 2023, through June 30, 2024, to coincide with SANDAG's fiscal year, the Specialized Transportation Grant Program monitoring schedule, and the Cycle 13 timeline. Applicants that have never held an STGP grant or applicants that have not held an STGP grant within the Past Performance Adjustment Review Period would not receive a Past Performance Adjustment. Additionally, if the duration of an STGP grant that occurred in the Past Performance Review Period was three months or fewer, SANDAG would exempt this grant from the calculation of the Past Performance Adjustment score due to insufficient performance data.

SANDAG staff uses a standardized monitoring checklist that the grantees sign off on to monitor grantee compliance with its STGP grant agreement(s). Consistent with this monitoring checklist, staff would determine Past Performance Adjustment scores based on three indicators and weights, shown in bold text and discussed below. For the first and third indicators, the monitoring checklist poses multiple questions that an STGP Program Manager completes with "Yes," "No," or "Not applicable." "No" responses may indicate a compliance deficiency. The number of points assigned for the first and third indicators would be based on the percentage of affirmative responses to the total applicable questions.

An Applicant would receive a Past Performance Adjustment score for each STGP grant it has held within the Past Performance Adjustment Review Period. If an Applicant has two or more STGP grants of the same project type within the Past Performance Review Period, an average of the Past Performance Adjustment scores would be calculated so that the Applicant would receive one Past Performance Adjustment score by project type. If an Applicant has held an active STGP grant of one project type within the Past Performance Review Period but is applying for grant funds under a different project type, then the Past Performance Adjustment score would be based only on the first indicator, Grantee Compliance. Past Performance Adjustment scores would range from -15 to +5 points. Past Performance Adjustments have been a practice employed during each STGP Call for Projects for the past 13 years.

A. Past Performance Adjustment Evaluation Criteria

Criterion 1			Criterion 2			Criterion 3		
Grantee Compliance			Units of Service Delivered			Grant Agreement Compliance		
This indicator assesses the extent to which STGP grantees comply with cross-cutting requirements applicable to multiple grants and project types. If an Applicant has held an active STGP grant of one grant type within the Past Performance Review Period but is applying for grant funds under a different grant type, then the Past Performance Adjustment score would be based only on the Criterion 1.			This indicator compares the actual number of units of service delivered during the Past Performance Review Period to the proportional number of units of service proposed in the STGP Cycle 12 Call for Projects application and agreed to in the grant agreement. Criterion 2 scores are only based on the project type performance requested. Example: Capital application past performance score is from their previous capital project performance only, not their operating or mobility management performance. Each project type has specific project compliance requirements so this ensures other project type scores do not interfere with the reflection of performance.			This indicator assesses the extent to which an STGP grantee complies with requirements specific to its STGP grant agreement(s). Criterion 3 scores are only based on the project type performance requested. Example: Capital application past performance score is from their previous capital project performance only, not their operating or mobility management performance. Each project type has specific project compliance requirements so this ensures other project type scores do not interfere with the reflection of performance.		
Criterion Weight: 40%			Criterion Weight: 40%			Criterion Weight: 20%		
Minimum Percentage	Maximum Percentage	Points	Minimum Percentage	Maximum Percentage	Points	Minimum Percentage	Maximum Percentage	Points
0.00%	59.99%	-6.0	-100.00%	-30.00%	-6.0	0.00%	59.99%	-3.0
60.00%	64.99%	-5.0	-29.99%	-25.00%	-5.0	60.00%	64.99%	-2.5
65.00%	69.99%	-4.0	-24.99%	-20.00%	-4.0	65.00%	69.99%	-2.0
70.00%	74.99%	-3.0	-19.99%	-15.00%	-3.0	70.00%	74.99%	-1.5
75.00%	79.99%	-2.0	-14.99%	-10.00%	-2.0	75.00%	79.99%	-1.0
80.00%	84.99%	-1.0	-9.99%	-5.00%	-1.0	80.00%	84.99%	-0.5
85.00%	89.99%	0.0	-4.99%	4.99%	0.0	85.00%	89.99%	0.0
90.00%	94.99%	1.0	5.00%	9.99%	1.0	90.00%	94.99%	0.5
95.00%	100.00%	2.0	10.00%	100.00%	2.0	95.00%	100.00%	1.0

B. Past Performance Adjustment (PPA) Quantitative Scores

Shortened Applicant Name	Shortened Project Name	Shortened Project Type	Was an FY24 Grantee?	Was an FY24 Applicable Project Type Grantee?	Criterion 1		Criterion 2		Criterion 3		Total PPA Score
					Monitoring Score	Total Points Based on Evaluation Criteria	Average of Monitoring Scores	Total Points Based on Evaluation Criteria	Average of Monitoring Scores	Total Points Based on Evaluation Criteria	
JFS	On the Go SMG	OP	Yes	Yes	100.00%	2.00	100.00%	2.00	96.00%	1.00	5.00
TASSD	RIDEFinder SMG	MM	Yes	Yes	100.00%	2.00	100.00%	2.00	100.00%	1.00	5.00
TASSD	SenioRide	OP	Yes	Yes	100.00%	2.00	100.00%	2.00	100.00%	1.00	5.00
FACT	CTSA Services	MM	Yes	Yes*	100.00%	2.00	N/A	N/A	88.00%	0.00	2.00
PSC	Out & About	OP	Yes	Yes	90.48%	1.00	53.57%	2.00	100.00%	1.00	4.00
ElderHelp	Seniors A Go Go	OP	Yes	Yes	100.00%	2.00	100.00%	2.00	100.00%	1.00	5.00
FACT	RideFACT	OP	Yes	No	100.00%	2.00	N/A*	N/A	N/A	N/A	2.00
Borrego Springs	Lets Go Borrego	OP	No	No	N/A*	N/A	N/A	N/A	N/A	N/A	0.00

*FACT's Cycle 12 CTSA Mobility Management Project was a sole source that was active during FY24 was monitored for reports rather than trips or referrals like all other existing grantees, therefore this criterion could not be compared with other grantees. Therefore, this criterion was listed as "N/A" for

*FACT's RideFACT Program did not have a grant during FY24 so they only received points for Criterion 1 and Borrego Springs was not an FY24 grantee at all so they did not receive any Past Performance Adjustment.

Quantitative Scores

A. Quantitative Evaluation Criteria

Criterion 2A			Criterion 7A			Criterion 7B		
<u>Description:</u> The percentage of those served by the proposed serve that are members of the Target Population			<u>Description:</u> The proposed Minimum Service Hours per Week, as indicated in the Scope of Work			<u>Description:</u> The cost per One-Way Passenger Trip (OWPT), as indicated in the Scope of Work		
Applicable Project Types: All			Applicable Project Types: All			Applicable Project Types: Capital - Contract Transportation Service and Operating Projects		
Minimum Percentage	Maximum Percentage	Points	Minimum Hours	Maximum Hours	Points	Minimum Value	Maximum Value	Points
0%	80%	0	0	19	0	\$ -	\$ 14.99	5
80%	85%	1	20	24	1	\$ 15.00	\$ 29.99	4
85%	90%	2	25	29	2	\$ 30.00	\$ 44.99	3
90%	95%	3	30	34	3	\$ 45.00	\$ 59.99	2
95%	100%	4	35	39	4	\$ 60.00	\$ 74.99	1
100%	100%	5	40	168	5	\$ 75.00	\$ 100.00	0

B. Quantitative Scores

Capital - Contracted Transportation Service and Operating Projects

Shortened Applicant Name	Shortened Project Name	Criterion 2A		Criterion 7A		Criterion 7B		Total Score
		Proposed Percentage (Indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	Proposed Hours (Indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	Proposed Cost (Indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	
JFS	On the Go SMG	98%	4	84	5	\$15.69	4	13
PSC	Out & About	100%	5	44	5	\$13.48	5	15
TASSD	SenioRide	100%	5	40	5	\$2.58	5	15
Borrego Springs	Lets Go Borrego	90%	3	60	5	\$135.34	0	8
FACT	RideFACT	100%	5	60	5	\$26.50	4	14
ElderHelp	Seniors A Go Go	100%	5	60	5	\$16.31	4	14

Mobility Management Projects

Shortened Applicant Name	Shortened Project Name	Criterion 2A		Criterion 7A		Total Score
		Proposed Percentage (Indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	Proposed Hours (Indicated in Project Scope of Work)	Total Points Based on Evaluation Criteria	
FACT	CTSA	100%	5	83	5	10
TASSD	RideFinder	100%	5	40	5	10



Specialized Transportation Grant Program

Cycle 13 Call for Projects Funding Recommendations

Transportation Committee | Item 5
Aly Vazquez, Associate Grants Program Analyst
Friday, May 16, 2025

1

Specialized Transportation Grant Program Overview

Description:

Funds projects and programs in the San Diego region that expand mobility options for older adults and individuals with disabilities when fixed-route public transit is insufficient, unavailable, or inappropriate.

Funding Sources:

- Federal Transit Administration Section 5310 (Section 5310) program
- TransNet Senior Mini-Grant (SMG) program

Distribution Frequency:

Call for Projects held about every two years

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Program Goal

To improve mobility for older adults and individuals with disabilities

3

3

STGP 13 Call for Projects

Section 5310

- Operating, Mobility Management, and Capital
- 65+ and individuals with disabilities
- Large, urbanized area of San Diego County (SANDAG)
- Formula funds
- **\$6.6M** available
- Minimum: \$50K and Maximum: \$1.2M
- Competition not required
- BOD can deviate from the funding recommendations

Senior Mini-Grant

- Operating, Mobility Management
- 60+
- San Diego County
- Local sales tax revenue
- **\$2.8M** available
- Minimum: \$50K and Maximum: \$1M
- Competitive Requirements
- BOD can fund based on consistency with the approved call for projects criteria

4

STGP Cycle 13 Call for Projects Process



5

Previously Approved Evaluation Criteria

No.	Criteria Category	Points Possible
1.	Applicant Experience, Capacity, and Readiness	15
2.	Need and Equity	20
3.	Operational/Implementation Plan	10
4.	Stewardship of Public Funds	15
5.	Coordination and Outreach	10
6.	Environmental Responsibility	5
7.	Proposed Performance Measures	10
8.	Performance Monitoring and Outcomes	15
	Subtotal	100
9.	Past Performance Adjustment	-15 to +5
	Total	85 to 105

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Evaluators



Personal Experience



Grant Writing

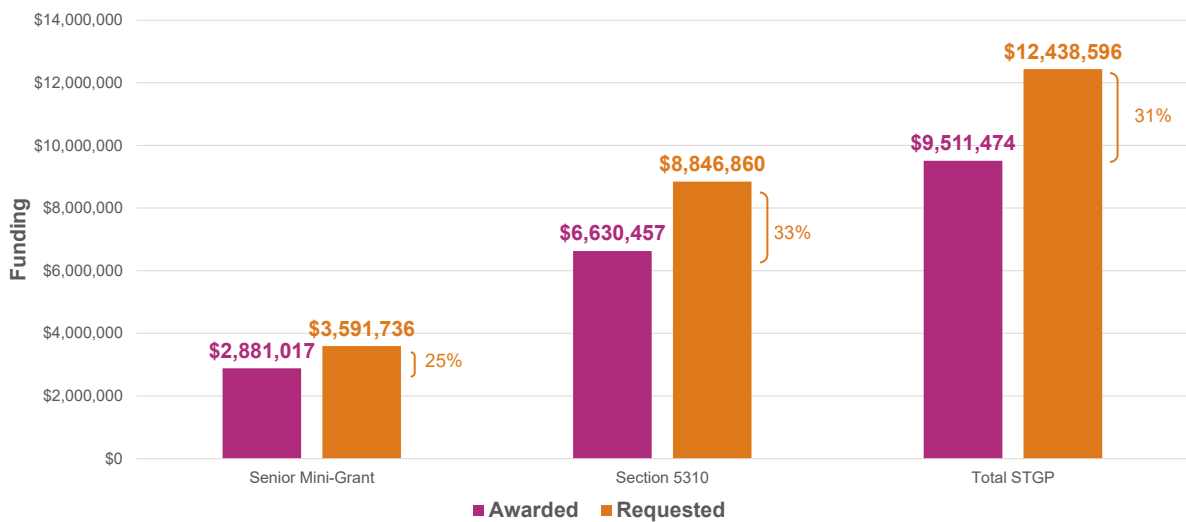


Caregiving

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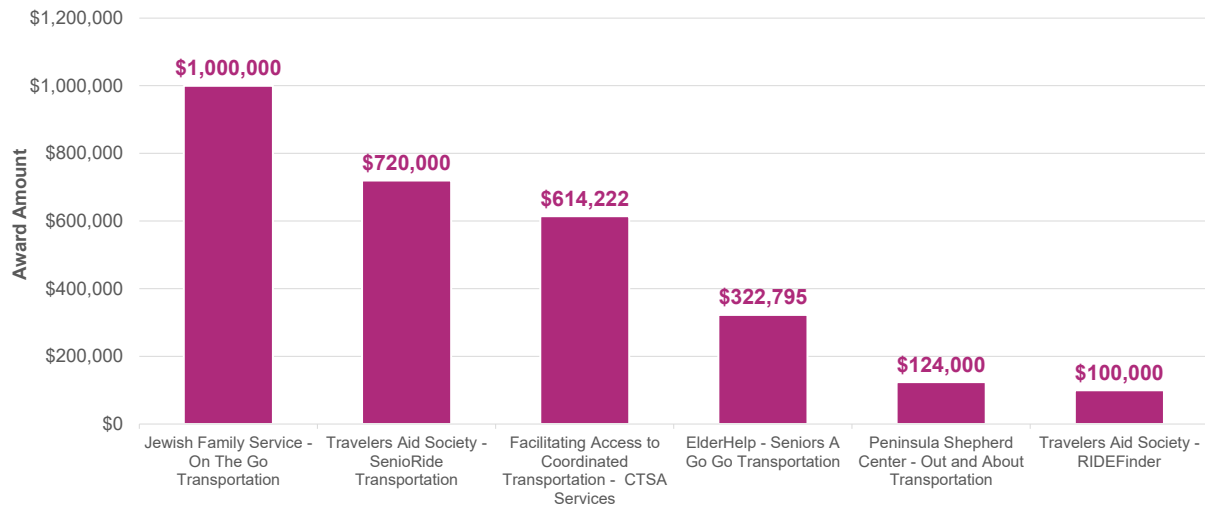
Cycle 13 Requests



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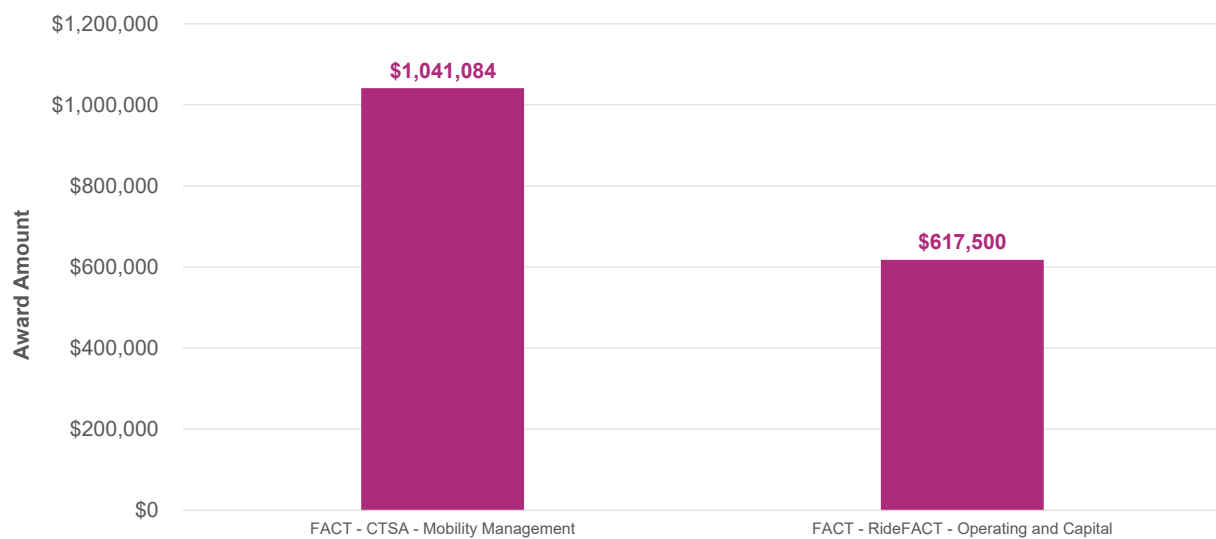
SMG Funding Recommendations



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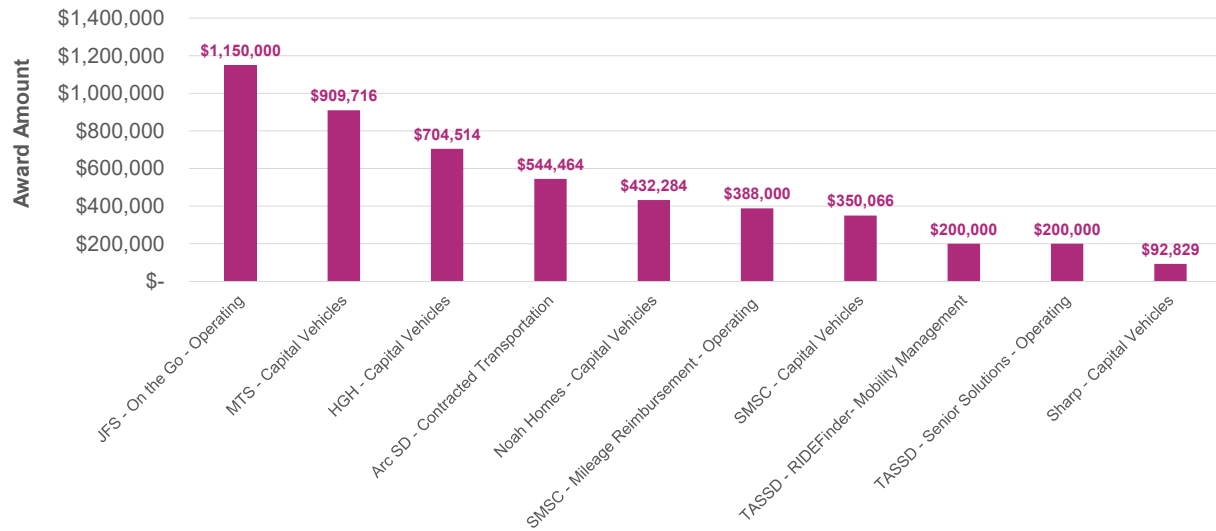
Section 5310 Sole Source to CTSA



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Section 5310 Funding Recommendations

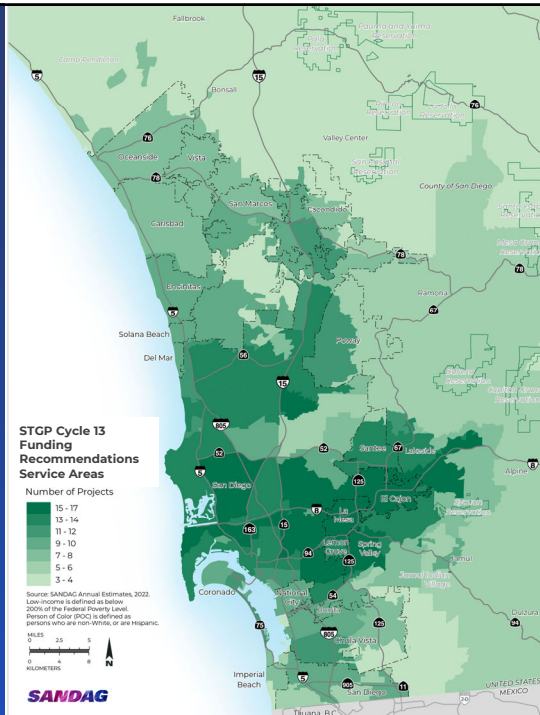


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STGP Funding Recommendations Service Areas Map

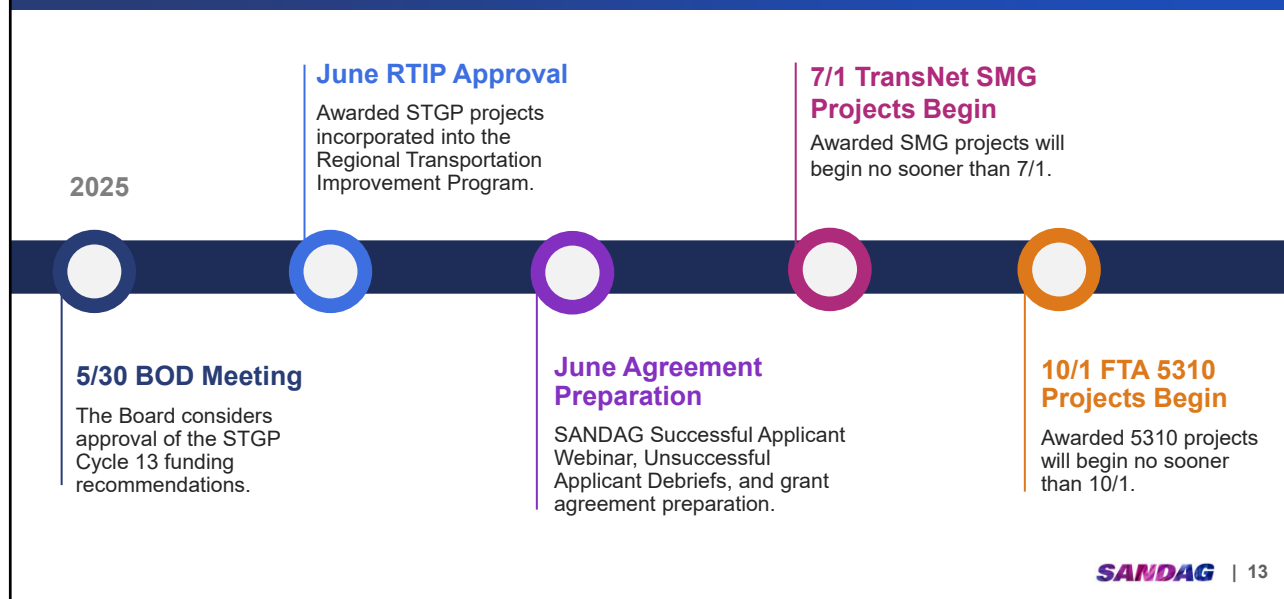
Rural Section 5310 funding is administered by Caltrans



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Next Steps



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