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# BOARD OF DIRECTORS AGENDA

Friday, July 27, 2018  
9 a.m. to 12 noon  
SANDAG Board Room  
401 B Street, 7th Floor  
San Diego

## AGENDA HIGHLIGHTS

- **2018 TransNet INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE ANNUAL REPORT**
- **FIRST TransNet TEN-YEAR REVIEW: PROPOSED LOOK-AHEAD IMPLEMENTATION PLAN**
- **TransNet GRANT PROGRAMS**

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In compliance with Government Code §54952.3, the Clerk hereby announces that the compensation for legislative body members attending the following simultaneous or serial meetings is: Executive Committee (EC) \$100, Board of Directors (BOD) \$150, and Regional Transportation Commission (RTC) \$100. Compensation rates for the EC and BOD are set pursuant to the SANDAG Bylaws, and the compensation rate for the RTC is set pursuant to state law.

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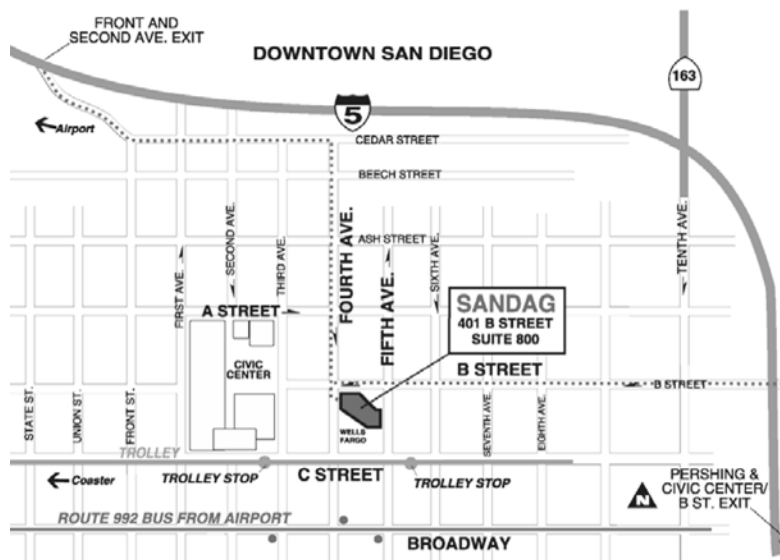
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# BOARD OF DIRECTORS

Friday, July 27, 2018

ITEM NO.		RECOMMENDATION
+1.	<b>APPROVAL OF MEETING MINUTES</b>  The Board of Directors is asked to approve the minutes from its June 8, 2018, Board Policy meeting and June 22, 2018, Board Business meeting.	APPROVE
2.	<b>PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS</b>  Public comments under this agenda item will be limited to five public speakers. Members of the public shall have the opportunity to address the Board on any issue within the jurisdiction of SANDAG that is not on this agenda. Other public comments will be heard during the items under the heading "Reports." Anyone desiring to speak shall reserve time by completing a "Request to Speak" form and giving it to the Clerk of the Board prior to speaking. Public speakers should notify the Clerk of the Board if they have a handout for distribution to Board members. Public speakers are limited to three minutes or less per person. Board members also may provide information and announcements under this agenda item.	
+3.	<b>ACTIONS FROM POLICY ADVISORY COMMITTEES, INCLUDING CALIFORNIA ENVIRONMENTAL QUALITY ACT EXEMPTION FOR THE BAYSHORE BIKEWAY BARRIO LOGAN SEGMENT (Victoria Stackwick)</b>  This item summarizes the actions taken by the Policy Advisory Committees since the last Board Business meeting, including the California Environmental Quality Act exemption for the Bayshore Bikeway Barrio Logan Segment. The Board of Directors is asked to ratify these actions.	APPROVE
<b>CONSENT</b>		
+4.	<b>FEDERAL TRANSIT ADMINISTRATION FINAL FEDERAL FISCAL YEAR 2019-2021 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM TRIENNIAL GOAL (Elaine Richardson)</b>  The Board of Directors is asked to approve the Final Proposed Triennial Goal for the Federal Transit Administration Overall Disadvantaged Business Enterprise Goal-Setting Methodology for Federal Fiscal Year (FFY) 2019 to FFY 2021.	APPROVE
+5.	<b>PROPOSED FY 2019 PROGRAM BUDGET AMENDMENT: LOS PEÑASQUITOS LAGOON BRIDGE REPLACEMENT PROJECT (Angela Anderson)</b>  The Transportation Committee recommends that the Board of Directors approve an amendment to the FY 2019 Program Budget, adding \$979,267 in federal funds to the Los Peñasquitos Lagoon Bridge Replacement Project (Capital Improvement Program Project No. 1145000) for construction capital and support.	APPROVE

- |      |  |                    |
|------|--|--------------------|
| +6.  | <b>SB 1 STATE OF GOOD REPAIR PROGRAM: NORTH COUNTY TRANSIT DISTRICT PROJECT LIST (Michelle Smith)</b>  | <b>ADOPT</b>       |
|      | The Board of Directors is asked to adopt Resolution No. 2019-05, authorizing the submittal of the North County Transit District project list under the FY 2018-2019 SB 1 State of Good Repair Program.   |                    |
| +7.  | <b>iCOMMUTE FALL CAMPAIGN: RIDESHARE WEEK (Jay Faught)</b>   | <b>ADOPT</b>       |
|      | The Board of Directors is asked to adopt Resolution No. 2019-06, proclaiming October 1-5, 2018, as Rideshare Week, and encouraging employers and commuters throughout the region to share the ride.      |                    |
| +8.  | <b>2018 SAN DIEGO REGIONAL TRIBAL SUMMIT PROCEEDINGS AND ROUNDTABLE DISCUSSION (Jane Clough)</b>   | <b>ACCEPT</b>      |
|      | The Board of Directors is asked to accept the 2018 San Diego Regional Tribal Summit Proceedings and Summary of the Roundtable Discussions for consideration in determining future collaborative actions. |                    |
| +9.  | <b>EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (Rachel Nycholat)</b>  | <b>INFORMATION</b> |
|      | In accordance with SANDAG Board Policy No. 007: Equal Employment Opportunity Program, this report summarizes employment results for FY 2018 and reviews goals for the upcoming year.                     |                    |
| +10. | <b>REPORT ON MEETINGS AND EVENTS ATTENDED ON BEHALF OF SANDAG (Victoria Stackwick)</b>   | <b>INFORMATION</b> |
|      | Board members will provide brief reports orally or in writing on external meetings and events attended on behalf of SANDAG since the last Board Business meeting.  |                    |
| +11. | <b>REPORT SUMMARIZING DELEGATED ACTIONS TAKEN BY THE EXECUTIVE DIRECTOR (André Douzdjian)*</b>   | <b>INFORMATION</b> |
|      | In accordance with various SANDAG Board Policies, this report summarizes certain delegated actions taken by the Executive Director since the last Board Business meeting.                                |                    |

**CHAIR'S REPORT**

- |     |   |                    |
|-----|---|--------------------|
| 12. | <b>UPDATE ON SANDAG EXECUTIVE DIRECTOR RECRUITMENT</b>  | <b>INFORMATION</b> |
|     | Chair Sinnott will provide an update on the status of recruitment efforts to fill the SANDAG Executive Director position. |                    |

## REPORTS

- +13. **2018 *TransNet* INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE ANNUAL REPORT (Dustin Fuller, *TransNet* Independent Taxpayer Oversight Committee Chair)\*** **INFORMATION**
- In accordance with the *TransNet* Extension Ordinance, Dustin Fuller, *TransNet* Independent Taxpayer Oversight Committee (ITOC) Chair, will present the 2018 ITOC Annual Report, including the results of the annual FY 2017 *TransNet* Fiscal and Compliance Audit.
- +14. **FIRST *TransNet* TEN-YEAR REVIEW: PROPOSED LOOK-AHEAD IMPLEMENTATION PLAN (Mayor Jim Desmond, Transportation Committee Chair; Ariana zur Nieden)\*** **APPROVE**
- The Transportation Committee recommends that the Board of Directors approve the proposed Look-Ahead Implementation Plan for the first *TransNet* Ten-Year Review.
- +15. **SPECIALIZED TRANSPORTATION GRANT PROGRAM: EVALUATION CRITERIA AND CALL FOR PROJECTS (Mayor Jim Desmond, Transportation Committee Chair; Audrey Porcella)\*** **APPROVE**
- The Transportation Committee recommends that the Board of Directors approve the evaluation criteria and release the call for projects for the tenth cycle of the Specialized Transportation Grant Program.
- +16. **FUNDING RECOMMENDATIONS FOR CYCLE 9 *TransNet* ENVIRONMENTAL MITIGATION PROGRAM LAND MANAGEMENT GRANT PROGRAM (Mayor Mary Salas, Regional Planning Committee Chair; Sarah Pierce)\*** **APPROVE**
- The Regional Planning and Transportation Committees recommend that the Board of Directors approve the proposed funding awards for the Cycle 9 *TransNet* Environmental Mitigation Program Land Management Grant Program, and in the event that a selected project is unable to use its awarded funds, authorize staff to offer funding and execute a grant agreement with the next highest ranked project(s).
- +17. **FUNDING RECOMMENDATIONS FOR CYCLE 4 *TransNet* SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM (Mayor Jim Desmond, Transportation Committee Chair; Carolina Ilic)\*** **APPROVE**
- The Transportation and Regional Planning Committees recommend that the Board of Directors: (1) approve the proposed funding awards for the Cycle 4 *TransNet* Smart Growth Incentive Program (SGIP) Planning grants, Active Transportation Grant Program Capital grants, and Active Transportation Grant Program Non-Capital grants, including the determination that two of the evaluated SGIP applications were ineligible; (2) adopt Resolution No. 2019-01, approving the use of Transportation Development Act Article 3 Claims funds; and (3) in the event that a selected project is unable to use its awarded funds, authorize staff to offer funding and execute a grant agreement with the next highest ranked project(s).

- +18. DRAFT 2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM, INCLUDING THE DRAFT AIR QUALITY CONFORMITY REDETERMINATION (Mayor Jim Desmond, Transportation Committee Chair; Sue Alpert)\*** **ACCEPT**

The Transportation Committee recommends that the Board of Directors accept the draft 2018 Regional Transportation Improvement Program, including its air quality conformity analysis and the draft air quality conformity redetermination of the Revenue Constrained Regional Plan, for a 30-day public review and comment period.

- +19. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8 (ASSESSOR PARCEL NUMBERS 347-380-09, 347-380-10, 347-380-12 AND 347-380-14) LOCATED WEST AND NORTH OF LA JOLLA COLONY DRIVE AND SOUTH OF CHARMANT DRIVE, SAN DIEGO, CALIFORNIA – PROPERTY TO BE ACQUIRED FOR THE MID-COAST CORRIDOR TRANSIT PROJECT, AND CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D) (SANDAG V. COLONY LA PAZ CONDOMINIUM ASSOCIATION, SAN DIEGO SUPERIOR COURT CASE NO. 37-2016-00030407) (Ryan Kohut)**

The Board of Directors will be briefed on existing eminent domain litigation and negotiations with Colony La Paz Association regarding price and terms of acquiring property interests from the La Paz Condominium Association for the Mid-Coast Corridor Transit Project.

**20. CONTINUED PUBLIC COMMENTS**

If the five-speaker limit for public comments was exceeded at the beginning of this agenda, other public comments will be taken at this time. Subjects of previous agenda items may not again be addressed under public comment.

**21. UPCOMING MEETINGS** **INFORMATION**

Please note, the Board Policy meeting scheduled for Friday, August 10, 2018, has been cancelled. A Special Board of Directors meeting will be held on Friday, August 17, 2018, at 9 a.m.

**22. ADJOURNMENT**

+ next to an agenda item indicates an attachment

\* next to an agenda item indicates that the Board of Directors also is acting as the San Diego County Regional Transportation Commission for that item



**BOARD OF DIRECTORS  
JULY 27, 2018**

**ACTION REQUESTED: APPROVE**

**SPECIALIZED TRANSPORTATION GRANT PROGRAM:  
EVALUATION CRITERIA AND CALL FOR PROJECTS**

File Number 3320100

**Introduction**

The SANDAG Specialized Transportation Grant Program (STGP) distributes both *TransNet* Senior Mini-Grant and Federal Transportation Administration Section 5310 funds through a biennial competitive process. Approximately \$7 million is available through the Cycle 10 call for projects. This report presents the updated evaluation criteria and requests the Board of Directors release the call for projects.

**Recommendation**

The Transportation Committee recommends that the Board of Directors approve the evaluation criteria, in substantially the same form as attached, and release the call for projects for the tenth cycle of the Specialized Transportation Grant Program.

**Discussion**

**Background**

In preparation for the Cycle 10 call for projects, SANDAG sought initial feedback from the Transportation Committee and the Independent Taxpayer Oversight Committee (ITOC) on the program goal, objectives, and requirements at its January 19, 2018, and February 14, 2018, meetings, respectively. SANDAG held a workshop with stakeholders, composed of current grantees and past applicants, on February 28, 2018, and returned to the Transportation Committee on May 4, 2018, for further direction. Feedback received from all three entities informed revisions to the program goal, objectives, and evaluation criteria, which are discussed below and included in Attachment 1.

Similar to the previous two funding cycles, applicants will submit one Organization Application and as many project proposals as desired, limited only by the maximum grant request amount per agency. Mirroring the application process, the evaluation criteria is separated into criteria for the Organization Application and Project Proposal. The same set of criteria is used between the Senior Mini-Grant and Section 5310 programs. However, there are some small differences in the Project Proposal criteria among the different project types: operating, mobility management, and capital.

The ITOC reviewed the evaluation criteria at its July 11, 2018, meeting and did not have any further feedback on the criteria. The Transportation Committee reviewed this item at its July 20, 2018, meeting, and recommends the Board of Directors approve the proposed changes to the evaluation criteria summarized below and included as Attachment 1.

## ***Eligibility Criteria***

No changes are being proposed to the eligibility criteria at this time. Upon a request by the Transportation Committee, staff analyzed the impact of lowering the maximum grant request amount on the distribution of funding and determined it would have little effect on the number of applicants and types of projects awarded funding. At the workshop, stakeholders expressed a desire to maintain the current minimum and maximum grant request amounts. For these reasons, no changes are proposed to this eligibility requirement. Similarly, no changes to the minimum match requirement are being proposed.

At its initial review, members of the ITOC suggested SANDAG consider eliminating the maximum grant request, which would allow applicants to compete for, and potentially be awarded, all available grant funding. Staff will explore this consideration as a part of its ongoing planning efforts to develop a Specialized Transportation Strategy. Identified as a near-term action in San Diego Forward: The Regional Plan, this effort intends to forecast demand for specialized transportation services out to 2050 and develop a comprehensive set of strategies for the region to meet this demand. Strategies developed out of this effort will inform future competitive processes.

## ***Proposed Revisions***

### *Program Goal, Program Objectives, and Evaluation Criteria*

Revisions were made to the program goal and objectives originally proposed and presented to the Transportation Committee, ITOC, and stakeholders. These revisions were made for clarity and to incorporate stakeholder feedback. Stakeholders expressed the importance of transportation services that are tailored to meet the special needs of seniors and individuals with disabilities. Transportation is not one-size-fits-all and there are unique circumstances providers must overcome to provide transportation for seniors and individuals with disabilities.

Additionally, stakeholders placed value on maintaining a commitment to continuous improvement as demonstrated by capacity-building and an increase in the number of seniors and individuals with disabilities served. They felt that such a commitment included and went beyond striving for cost efficiency, recognizing that a key measure of the STGP's success is the program's reach and ability to serve more people. These sentiments were incorporated into the program goal and objectives and carried into the evaluation criteria. Criterion No. 2 for the Organization Application and Criteria Nos. 7 and 8 for the Project Proposal are proposed as new criteria that address how well the applicant and their project(s) align with the goal and objectives of the STGP.

### *Project Readiness*

Both the Transportation Committee and ITOC suggested incorporating the concept of project readiness into the criteria. Criteria Nos. 3 and 4 for the Organization Application evaluation criteria are proposed as new criteria that address not only an applicant's readiness to provide transportation services, but also their technical capacity to successfully manage a grant. For operating and mobility management projects, the proposed new Criterion No. 10 evaluates an applicant's method for managing current demand and plans to meet future demand for transportation services by seniors and individuals with disabilities. For capital projects, Criterion No. 10 evaluates an applicant's procedures for preventative and routine vehicle maintenance, driver training, and other safety measures. This is not a new criterion for capital projects. Previously, this criterion was addressed in another existing criterion (capital Criterion No. 9) and was worth ten points. The criterion would be split into two separate criteria to better emphasize and evaluate an applicant's readiness in implementing safety measures and to maintain a structure of five points per criterion.



### *Efficiency vs. Effectiveness*

The Transportation Committee received a public comment at its May 5, 2018, meeting calling attention to the distinction between efficiency and effectiveness. The comment highlighted that cost efficiency receives a large emphasis in the evaluation criteria whereas effectiveness does not. As described above, revisions to the program goal and objectives and the proposed new criteria under Section C, "Goal and Objectives" in the Project Proposal criteria address effectiveness. The criteria evaluate the effectiveness of an applicant and their proposed project(s) in removing transportation barriers, expanding mobility options, and meeting the special transportation needs of seniors and individuals with disabilities. In addition to these changes, modifications to Section E, "Cost-Efficiency and Program Effectiveness," are proposed to strengthen the emphasis on effectiveness by adding a new Criterion No. 13. This new requirement would evaluate an applicant's methodologies to measure the effectiveness of their proposed project in providing appropriate transportation of seniors and individuals with disabilities.

### *Operational Sustainability*

Revisions to criteria in Section F, "Operational Sustainability," seek to provide more clarity to evaluators on how to evaluate projects on the applicant's ability to sustain project operations. Given matching fund requirements, grant funds, if awarded, only make up a portion of an award recipient's project budget. Criterion No. 14 is a proposed new criterion that evaluates an applicant's ability to fundraise and diversify funding to ensure operational sustainability. The Transportation Committee supported continuing to allow applicants to apply for both Senior Mini-Grant and Section 5310 funds for the same project, with the intention of matching the two grants and making the project fully funded through grants. Criterion No. 14, which evaluates the stability of matching funds, has been modified to include a note that STGP grant funds are not guaranteed.

### *Innovation*

A slight modification is being proposed to Criterion No. 16 to incorporate the concept of flexibility. Funding flexible projects is one of the program objectives. Stakeholders shared that many innovations within their own transportation programs were developed out of response to the changing needs of their clients. Recognizing that the transportation needs of seniors and individuals change, the modification to Criterion No. 16 addresses and evaluates an applicant's flexibility to meet these needs in new and creative ways that could be replicated across the region.

### *Performance Indicators*

Revisions to Section H, "Performance Indicators," include eliminating a scale that held agencies of varying maturity (as measured by number of years in service) to different standards and assumed the achievement of greater efficiency over time. These scales were developed during the infancy of the STGP, when many of the applying agencies were first developing their transportation programs. Given the highly competitive nature of the grant program and the overall maturity of the program being in its tenth cycle of funding, it is recommended that one scale be used to evaluate all projects. Ranges for proposed cost per one-way passenger trip and proposed cost per service hour were updated based on data of current trends in transportation service delivery.

### *Administrative Changes*

Several administrative changes are proposed to streamline both the application and contracting processes:

- Eliminate the process of having applicants submit a draft application
- Combine the scope, schedule, and budget component of the application into one form
- Require applicants applying for capital funding to identify vehicle specifications, select vehicle type and vendor based on a best-value analysis, and develop a budget using a vehicle budgeting tool to be provided by SANDAG

### **Evaluation Process**

Staff will perform an eligibility review of all submitted projects, score the quantitative criteria (for eligible operating and capital projects), and determine a Past Performance Adjustment for those applicants that have held an STGP grant in the past three years. The qualitative criteria of eligible projects will be evaluated and scored by an external evaluation committee made up of experts in the field of specialized transportation who are not affiliated with any of the applicants. A project’s quantitative score and past performance adjustment, if applicable, will be combined with the qualitative scores given by each evaluator. For each evaluator, the total project scores of all projects are then ranked. The rankings of each individual evaluator are summed for each project to produce an overall project ranking (sum of ranks). The list of overall project rankings will be used to recommend funding allocations in order of rank until funding is exhausted.

### **Next Steps**

Pending approval by the Board of Directors, the proposed schedule for the Cycle 10 STGP Call for Projects is shown below:

<b>Activity</b>	<b>Anticipated Date</b>
Grant Application Workshop	August 2018
Online portal submission window	October 10 – 25, 2018
Applications due to SANDAG	October 25, 2018
Eligibility review/determination, scoring of applications, peer-review process	November – December 2018
Project Award summary to advisory committees and working groups	January – February 2019
Transportation Committee reviews funding recommendations	February – March 2019
Board of Directors approves funding recommendations	February – March 2019
Regional Transportation Improvement Program Amendment	April 2019

KIM KAWADA  
Chief Deputy Executive Director

Attachment: 1. Specialized Transportation Grant Program Goal, Objectives, and Criteria

Key Staff Contact: Audrey Porcella, (619) 699-1961, [audrey.porcella@sandag.org](mailto:audrey.porcella@sandag.org)

**PROGRAM GOAL, OBJECTIVES, AND ELIGIBILITY CRITERIA**

**GOAL**

Improve mobility for seniors and individuals with disabilities throughout the region by removing barriers to transportation services, expanding transportation mobility options, and providing transportation services that meet the special needs of seniors and individuals with disabilities.

- OBJECTIVES**
- Fund projects that are derived from either the very-high priority or high priority strategies for addressing gaps in transportation service outlined in the [Coordinated Plan](#)
  - Fund innovative and flexible programs that provide transportation services specifically designed to meet the special needs of seniors and individuals with disabilities in the San Diego region and that strive for continual improvement as demonstrated by capacity building and increases in seniors and individuals with disabilities served
  - Provide incentives for the coordination among specialized transportation providers to create efficiencies in service delivery, reduce duplication of services, and address any gaps in service for seniors and individuals with disabilities
  - Encourage cost-efficient service provision through coordination, innovation, and the leveraging of matching funds

- ELIGIBILITY CRITERIA**
1. Is the applicant an eligible applicant<sup>1</sup>?
  2. In the applicant’s civil rights assurances, are adequate methods included for ensuring that the benefits of the project are distributed equitably amongst low-income and minority (LIM) and non-LIM population groups in its service area?
  3. Will 80% of the riders be the target population<sup>2</sup>?
  4. Is the total grant request per project between \$30,000 and \$200,000 per year and is the total grant amount requested by the applying agency equal to or less than \$500,000 per year?
  5. Is the project derived from a Very High or High Priority strategy in the 2018 Coordinated Plan?
    - Maintain existing effective and efficient transportation services
    - Continue providing existing door-to-door (and door-through-door, when necessary) services for trips such as non-emergency medical transportation and grocery shopping in circumstances where paratransit is insufficient, inappropriate, or unavailable
    - Maintain assets in a state of good repair
    - Develop or expand transit or transportation solutions in areas with little or no other transportation options based on identified gaps
    - Provide new door-to-door (and door-through-door, when necessary) services for trips such as nonemergency medical transportation and grocery shopping in circumstances where paratransit is insufficient, inappropriate, or unavailable
    - Improve first-mile/last-mile strategies to better connect to transit
    - Increase work-based transit service hours of operation to assist nontraditional work schedules
    - Increase interagency coordination efforts to maximize existing capacity
    - Increase interagency coordination of resources
    - Implement interagency partnerships to secure funding
    - Increase public awareness of available transit and specialized transportation services
    - Improve access to available services through coordination and enhanced customer service that connects riders to transit or specialized transportation services that most appropriately meets their needs

<sup>1</sup> Eligible applicants differ between the Senior Mini-Grant and Federal Transit Administration (FTA) Section 5310 programs and are listed on the next page.

<sup>2</sup> The target population for the Senior Mini-Grant program is seniors (defined as individuals age 60 and older). The target population for the FTA Section 5310 program is seniors (defined as individuals age 65 and older) and individuals with disabilities of any age.

**SPECIALIZED TRANSPORTATION GRANT PROGRAM**

**ELIGIBLE GEOGRAPHY, APPLICANTS, AND PROJECTS**

	<b>SENIOR MINI-GRANT</b>	<b>SECTION 5310</b>
ELIGIBLE GEOGRAPHY	Within San Diego County	Within the urbanized areas of San Diego County (as defined by the 2010 Census)
ELIGIBLE APPLICANTS	<ul style="list-style-type: none"> <li>Local government agencies</li> <li>Private and public operators of public transportation</li> <li>Nonprofit organizations</li> <li>Tribal governments</li> <li>Social service agencies</li> </ul>	<p><i>Traditional Section 5310 Eligible Applicants</i></p> <ul style="list-style-type: none"> <li>Private nonprofit organizations</li> <li>State or local governmental authorities that:                             <ul style="list-style-type: none"> <li>Are approved by a state to coordinate services for seniors and individuals with disabilities</li> <li>Certify that there are no nonprofit organizations readily available in the area to provide the service</li> </ul> </li> </ul> <p><i>Non-traditional Section 5310 Eligible Applicants</i></p> <ul style="list-style-type: none"> <li>Private nonprofit organizations</li> <li>State or local governmental authorities</li> <li>Operators of public transportation</li> </ul>
PROJECT TYPES	<ul style="list-style-type: none"> <li>Operating (OP)</li> <li>Mobility Management (MM)</li> </ul>	<ul style="list-style-type: none"> <li>Operating (OP)</li> <li>Mobility Management (MM)</li> <li>Capital (CAP)</li> </ul>
ELIGIBLE PROJECTS	<ul style="list-style-type: none"> <li>Senior shuttles</li> <li>Travel training programs</li> <li>Volunteer driver programs</li> <li>Non-emergency medical transportation</li> <li>Mobility management</li> <li>The brokerage of multi-jurisdictional transportation services</li> </ul>	<p><i>Traditional Section 5310 Eligible Projects</i></p> <ul style="list-style-type: none"> <li>Vehicle procurement</li> <li>Support equipment (e.g. computer hardware and software, transit-related intelligent transportation systems, and dispatch systems)</li> <li>Contract transportation services</li> <li>Mobility management and coordination programs</li> </ul> <p><i>Non-traditional Section 5310 Eligible Applicants</i></p> <ul style="list-style-type: none"> <li>Volunteer driver programs</li> <li>Shuttle, ridesharing and vanpooling programs</li> <li>Non-emergency medical transportation</li> <li>Transit travel training</li> </ul>

**SPECIALIZED TRANSPORTATION GRANT PROGRAM**

**ORGANIZATION APPLICATION EVALUATION CRITERIA**

<b>ORGANIZATION APPLICATION CRITERIA</b>		<b>POINTS</b>
<b>A. Project Readiness and Technical Capacity</b>		<b>20</b>
1.	How comprehensive are the applicant’s proposed strategies to overcome unique challenges in providing transportation to their proposed and/or existing clients?	5
2.	Does the applicant demonstrate a commitment towards continuous improvement as evidenced by established or proposed policies, procedures, and/or strategies to build their own technical capacity and grow the program?	5
3.	To what extent does the applicant demonstrate project readiness in providing transportation services? Does the applicant have an established client base? Does the applicant have appropriate resources (dispatching and scheduling software, vehicles, etc. as applicable), staffing (volunteer drivers, telephone operators, etc. as applicable) and materials (marketing, in-take forms, etc.) to be able to deliver service?	5
4.	To what extent does the applicant demonstrate the technical capacity to manage a grant? Does the applicant have a fiscal management system, business practices, and/or other resources that will enable their organization to successfully manage a grant, if awarded, including required invoicing and reporting?	5
<b>B. Coordination and Program Outreach</b>		<b>10</b>
5.	To what extent does the project demonstrate coordination? If the applicant identifies an existing or proposed relationship with another agency, for coordination and/or the full or partial provision of transportation services, did the applicant attach one or more letters of support from the identified agency confirming the relationship?	5
6.	How comprehensive are the applicant’s proposed strategies for marketing the project and promoting public awareness in both low income and minority areas as well as populations with limited English proficiency? Has the applicant established provisions that ensure the equitable distribution of services?	5
<b>ORGANIZATION APPLICATION TOTAL POINTS</b>		<b>30</b>

**SPECIALIZED TRANSPORTATION GRANT PROGRAM**

**PROJECT PROPOSAL EVALUATION CRITERIA**

No.	PROJECT TYPE	PROJECT PROPOSAL CRITERIA	POINTS		
			OP	MM	CAP
<b>C.</b>	<b>Goal and Objectives</b>				
7.	ALL	How well does the proposed transportation project remove barriers to transportation and expand transportation mobility options for seniors and individuals with disabilities?	5	5	5
8.	ALL	How well does the proposed transportation service(s) meet the special transportation needs of the target population and increase access to facilities, services, and activities that contribute to the target population's well-being and quality of life (including, but not limited to, healthcare; grocery shopping; nutrition programs; and social, recreational, civic, and religious activities)?	5	5	5
<b>D.</b>	<b>Operational/Implementation Plan</b>				
9.	Operating (OP)/Mobility Management (MM)	How thorough is the implementation plan? Does the proposal include project tasks, staffing and resources used in implementation? Does the implementation plan seem feasible?	5	5	n/a
10.	OP/MM	Does the applicant have an effective method for managing current demand? Does the applicant have a strategy or plans to meet future demand?	5	5	n/a
9.	CAP (Capital)	How thorough is the operational plan? Does the proposal provide detail on the transportation service to be provided by grant-funded vehicles and describe day-to-day operations, including dispatching and scheduling?	n/a	n/a	5
10.	CAP	How thorough is the applicant's procedures for preventative and routine vehicle maintenance, driver training, and other safety measures?	n/a	n/a	5
<b>E.</b>	<b>Cost-Efficiency and Program Effectiveness (15 points)</b>				
11.	ALL	Is the proposed cost per one-way passenger trip reasonable given the service being provided?	5	5	5
12.	ALL	How comprehensive are the applicant's proposed methodologies and procedures for ongoing monitoring and evaluation of the project's efficiency, and steps to achieve greater efficiencies?	5	5	5
13.	ALL	How comprehensive are the applicant's proposed methodologies and procedures for ongoing monitoring and evaluation of the project's effectiveness in providing appropriate transportation to the target population, and steps to be taken if original goals are not achieved?	5	5	5
<b>F.</b>	<b>Operational Sustainability</b>				
14.	ALL	Has the applicant demonstrated an effort to raise and diversify funding as evidence by fundraisers, expansion of donor base, the pursuit of grant funding outside those distributed by SANDAG, cooperative agreements, and other fundraising efforts?	5	5	5
15.	ALL	Has the applicant secured matching funds? To what extent is the source of local share stable? (Note: Grant funding through SANDAG's Specialized Transportation Grant Program is not guaranteed.)	5	5	5
<b>G.</b>	<b>Innovation</b>				
16.	ALL	Does the project exhibit flexibility in responding to the special and changing transportation needs of the target population? Does the project include creative solutions or innovations that could be applied to other services in the region?	5	5	5
17.	ALL	Are there elements of the project that are environmentally sustainable (including grouping trips and the use of alternative fuels or clean air vehicles)?	5	5	5

**SPECIALIZED TRANSPORTATION GRANT PROGRAM**

**PROJECT PROPOSAL EVALUATION CRITERIA *cont.***

No.	PROJECT TYPE	PROJECT PROPOSAL CRITERIA		POINTS		
				OP	MM	CAP
<b>H.</b>	<b>Performance Indicators</b>					
18.	OP	PROPOSED COST PER ONE-WAY PASSENGER TRIP	POINTS	5	n/a	n/a
		\$8.46 or less	5			
		\$8.47 - \$16.91	4			
		\$16.92 - \$25.37	3			
		\$25.38 - \$33.83	2			
		\$33.84 - \$42.29	1			
\$42.30 or higher	0					
19.	OP	PROPOSED COST PER SERVICE HOUR	POINTS	5	n/a	n/a
		\$15.85 or less	5			
		\$15.86 - \$31.70	4			
		\$31.71 - \$47.56	3			
		\$47.57 - \$63.41	2			
		\$63.42 - \$79.26	1			
\$79.27 or higher	0					
20. (OP) 18. (CAP)	OP/CAP	PROPOSED SEAT UTILIZATION	POINTS	5	n/a	5
		More than 40%	5			
		36-40%	4			
		31-35%	3			
		26-30%	2			
		20-25%	1			
Less than 20%	0					
19.	CAP	PROPOSED SERVICE HOUR(S) PER WEEK	POINTS	n/a	n/a	5
		More than 35 hours per week	5			
		31 to 34	4			
		27 to 30	3			
		23 to 26	2			
		20 to 22	1			
0 to 19 hours per week	0					
18.	MM	How appropriate are the applicant's proposed performance indicators in evaluating the effectiveness of the proposed project? Does the applicant describe measurable outcomes?		n/a	5	n/a
20. (CAP) 19. (MM)	MM/CAP	How effective are the applicant's proposed methodologies for ongoing monitoring and evaluation of the project?		n/a	5	5
20.	MM	How effective are the applicant's proposed corrective actions to be taken if original goals are not achieved?		n/a	5	n/a
<b>PROJECT PROPOSAL TOTAL POINTS</b>				<b>70</b>	<b>70</b>	<b>70</b>
<b>ORGANIZATION APPLICATION + PROJECT PROPOSAL TOTAL POINTS</b>				<b>100</b>	<b>100</b>	<b>100</b>

## SPECIALIZED TRANSPORTATION GRANT PROGRAM

### PAST PERFORMANCE ADJUSTMENT

#### PAST PERFORMANCE ADJUSTMENT

If the applicant has held a specialized transportation grant from SANDAG in the past three years their performance in operating and managing the most recent 12-month period of those grants will be used to determine if an adjustment (-10% to 2%) to the total score is appropriate. No adjustments will be made for applicants who have not had an active grant in the past three years.

SANDAG staff uses the Monitoring Checklist, which includes the four indicators below, to determine the past performance adjustment. The data used for the first two indicators will be compared to the original proposals submitted, while the last two will be based on ongoing project evaluations and onsite assessment visits. Each category will receive a score ranging from -2.5% to +.5%. For those applicants with more than one existing grant, an average of the performance criteria scores will be used.

1. Cost per unit of service delivered (The unit of service to be delivered by a project is identified in the project scope of work. A unit of service can be one-way passenger trips, web hits, or referrals, etc.)

- More than 10 % under proposed cost per unit (+.5%)
- Within 10% (+/-) of proposed cost per unit (0%)
- 10 – 15 % over proposed cost per unit (-.5%)
- 15 – 20% over proposed cost per unit (-1.0%)
- 20 – 25% over proposed cost per unit (-1.5%)
- 25 – 30% over proposed cost per unit (-2.0%)
- 30% or more over proposed cost per unit (-2.5%)

2. Number of units of service delivered

- More than 10 % over proposed number of units of service (+.5%)
- Within 10% (+/-) of proposed number of units of service (0%)
- 10 – 15 % under proposed number of units of service (-.5%)
- 15 – 20% under proposed number of units of service (-1.0%)
- 20 – 25% under proposed number of units of service (-1.5%)
- 25 – 30% under proposed number of units of service (-2.0%)
- 30% or more under proposed number of units of service (-2.5%)

3. Project Management – How well did the grantee manage their project? (-2.5% to +.5 %)

Project Management will be evaluated based on SANDAG's observations of the grantees operation and management including, but not limited to, the following:

- Insurance
- Financial management
- Records
- Coordination
- Project schedule
- Invoice and Report Quality and Consistency
- Third-Party Contracting Compliance
- Required Forms
- Title VI Compliance
- Americans with Disabilities Act (ADA) Compliance

4. Service Quality – Did the grantee provide a quality service? (-2.5% to +.5 %)

Service Quality will be based on evidence of quality control measures, customer satisfaction, safety, and outreach as documented by SANDAG during onsite visits to the grantee.