

# Comprehensive Transportation Funding Programs Guidelines Excerpt, Proposed Revisions



## Chapter 6 – Community-Based Transit/Circulators (Project V)

### Overview

The M2 Project V - Community-Based Transit/Circulators Program establishes a competitive process to enable local jurisdictions to develop community-based local transit services that complement regional transit services and meet needs in areas not adequately serviced by regional transit. Projects must meet specific criteria in order to compete for funding through this program. In addition, local jurisdictions will be required to demonstrate the ability to provide funding match for capital and ongoing local share of O&M using non-OCTA resources. Public-private partnerships are encouraged but not required. However, such efforts need to be applied for by a CTFP eligible local agency. Local jurisdictions are also encouraged to partner with each other.

Regional Transit: Regional Transit services are provided by OCTA, specifically through routes 1 through 99 (and excluding those route sections that perform less than 10 boardings per RVH). Additional information on OCTA routes and schedules can be accessed from OCTA website at [www.octa.net](http://www.octa.net).

### General Policy Objectives

- To provide community transit service that is safe, clean and convenient.
- To encourage new, well-coordinated, flexible transportation systems customized to each community's needs.
- To develop local bus transit services such as community-based circulators, shuttles, and bus trolleys that complement regional bus and rail service.
- To meet transportation needs in areas not served by regional transit.

### 2020 Call Objective Priorities

- 1) To continue funding previously awarded successful projects<sup>1</sup> that are expiring.
- 2) To encourage and support new special event or seasonal shuttle services.
- 3) To expand shared service options through promoting ride-hailing services.
- 4) To encourage new and evolving services that will meet Project V's performance standards by providing funding for transit planning studies.

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<sup>1</sup> Previously Awarded Successful Projects are defined as previously funded Project V services, which will expire and at minimum meet the Year 3+ service performance standard of 10 B/RVH for each applicable reporting period.

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## 2020 Call for Projects

The 2020 Call for Projects (call) for Project V will provide approximately \$9 million for community-based transit/circulators across Orange County, which meet program objectives (emphasis will be focused on 2020 call objectives). Specifics on the funding policies that apply to this call are identified below in subsequent paragraphs.

### Timeline for 2020 Call for Projects

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Applications determined to be complete and in accordance with program requirements and objectives will be scored, ranked, and submitted to the OCTA Transit Committee and Board of Directors for final consideration and funding approval.

The call schedule is detailed below:

Board authorization to issue call: October 14, 2019

Application submittal deadline: December 12, 2019 at 5:00 PM PST

Final adopted resolution (or minute action) deadline: Thursday, January 3, 2020

Transit Committee/Board approval: Spring 2020

### Applications

In order for OCTA to consider a project for funding, applications will be prepared by the local agency utilizing the Application Form, available electronically from OCTA. Agencies are required to submit electronic and hardcopy applications for the 2020 call for projects by the application deadline. Submittals received after 5:00 PM PST on Thursday, December 12, 2019, will be considered late and will not be accepted.

Three (3) unbound hardcopies of the application and any supporting documentation including KMZ files, must be submitted to OCTA by the application deadline, along with an electronic copy (USB, or Dropbox).

Hardcopy applications should be mailed to:

OCTA  
Attention: Alfonso Hernandez  
550 S. Main Street  
P.O. Box 14184  
Orange, CA 92863-1584

Hardcopy applications may be hand delivered to:

600 S. Main Street  
Orange, CA 92868

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## Resolutions

A resolution or minute action must be approved by the local agency's governing body. The mechanism selected shall serve as the local agency's formal request for Project V funds and must state that matching funds will be provided by the agency. All project requests must be included in this section.

At minimum, a draft resolution must be submitted with the application by the December 12th deadline. A final adopted resolution (or minute action) must be submitted to OCTA by Thursday, January 3, 2020. A sample resolution is included in Exhibit 6-2. Local agencies, at a minimum, must include items a-m in Exhibit 6-2.

## Pre-Award Activities

Pre-Award Activities are allowable under Precept 6. A grantee may, at its own risk and without an executed OCTA Cooperative Agreement, obligate funds. Expenditures that are made prior to an executed OCTA Cooperative Agreement, but after July 1, of the programmed fiscal year must be identified in the grant application and must be submitted to OCTA for administrative approval prior to the implementation of the project.

## Project Participation Categories

Transit needs may differ from one location to the next, and projects pursued under this program have significant latitude on how the challenge of delivering community-based transit will be delivered. However, emphasis upon program 2020 call objectives is highly encouraged. The program categories listed below identify key project elements that can be pursued through the Project V funding source. The program categories eligible for funding through Project V are:

Planning for new service - Up to \$~~6050~~,000 per agency

- Need for Community-Based Transit/Circulator Services meeting program call objectives
- Origin and Destination Studies
- Surveys and Marketing Research
- Development of Proposed Service Plans
- Transit Coordination Studies

## Capital

- Bus and vehicle leases/purchases for the purposes of providing seasonal/special event shuttles and trolleys. If the purchase of vehicles is more cost efficient than a lease, justification and supporting documentation must be provided. Vehicle purchase requests will be evaluated by OCTA for approval on the basis of cost effectiveness.

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- Equipment for the deployment, implementation and use of Project V-funded services, including but not limited to:
  - Bike racks
  - Dispatch/routing software
  - Communications equipment
  - Fare collection equipment
  - Reasonable passenger amenities, generally consistent with Chapter 3 (Project W eligible items)
  - ADA equipment for vehicles
- Maintenance facilities and fueling stations required for new and/or substantially revised or modified transit service and directly related to Project V service
- Reasonable stop improvements and amenities (generally including signage, furniture and shelters and consistent with Chapter 3 Project W eligible items) for Project V funded service stops only).

Note: If capital purchases (bus/vehicles, equipment, facilities, bus stop amenities, etc.) are provided with Project V funds, there is an expectation that these capital items will be used for their entire useful life and/or through the termination of the service. If termination occurs prior to the completion of the capital item's useful life and/or grant term, the local agency shall repay OCTA the same percentage of the sale price (or estimated value of the asset(s) based on straight line depreciation of the asset[s]), consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable.

## Initial/Start-up Marketing Costs to Establish Service

- Initial/start-up marketing costs to establish and publicize new and/or expanded services will be capped at \$50,000 (total) Note: Initial/Start-up Marketing costs will not be subject to the Operations and Maintenance boarding subsidy limitations outlined below. However, it would still require a minimum local match of ten percent (10%).

## Operations and Maintenance

All costs below are subject to OCTA subsidy limitations discussed in subsequent sections.

- Seasonal, special-event, fixed route, deviated fixed route, shared ride-hailing services, and shuttle services including administration and O&M of services.
- Transportation services provided must be non-OCTA service providers.
- Expansion of existing services will only be considered if the existing service has clearly met minimum performance standards and will expire within the current call period.

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- Existing OCTA-led services are eligible for expansion if an alternate service provider is identified.
- Temporary off-site parking for special events subject to agreement with the property owner and approved by OCTA.
- Parking leases needed in response to expanded transit services.
- Special event shuttle services for events that will create significant congestion.
- Other flexible and innovative transit services contingent on the proposed service plan, anticipated service performance, and consistency with 2020 call objectives.
- Regular and ongoing marketing efforts including expenditures related to seasonal or special event service schedules, marketing materials such as flyers and brochures and community outreach efforts will be capped at \$15,000 annually.

Agencies may be awarded, from all eligible project categories, no more than \$550,000 annually for a period of up to seven five-years per project. Funding will begin in FY 2020-212019.

For agencies proposing shared ride-hailing services, use of fares and/or user limiting options are encouraged to manage demand. Also, please note that some service providers for shared ride-hailing services have age restrictions for youth travel.

## Ineligible Categories

Project V funds may not be used for the following:

- ROW acquisition
- To supplant existing transit services (subject to the Regional Transit definition identified in the Overview). In order to justify regional transit service is not being supplanted, local agencies must document and explain how their proposal will not compete with the regional transit service, including the price of service (fare), and facilitate connections with regional transit services. Final determination of proposal supplanting regional transit service will be determined by OCTA staff.
- Fare subsidies (Free shuttles are not considered subsidized fare for this program)
- Indirect costs
- OCTA-led services
- New expansion of existing fixed-route services

## Project Requirements

All projects funded through Project V must comply with the CTFP Guidelines, unless specifically noted in the agreement with the local agency and must comply with applicable state and federal laws, including ADA requirements for transit services.

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## Planning for New Service

Cities must provide a scope of work for the proposed planning document requesting Project V funds. The scope must include project need and goals and objectives for the proposed service. OCTA transit planning staff must be included in the development and finalization of any planning documents funded through the Project V planning category. Further, draft recommendations must be provided to OCTA transit planning staff for review prior to study completion. Planning documents must include specific recommendations for community-based transit/circulator services that can be implemented within the operating subsidy provided through Project V and must consider coordination with existing services. Plans may also consider ways to eliminate duplication of service or to improve service by combining resources. Progress on planning projects must be reported to OCTA through the semi-annual review process. Agencies will be required to submit all data and planning documents to OCTA in order to receive final payment.

## Capital

Project V funding is available to offset the costs of purchasing or leasing vehicles, equipment and other appropriate and reasonable capital amenities as described in Chapter 3, under eligible costs. Progress on capital projects must be reported to OCTA through the semi-annual review process. Agencies must inspect vehicle(s) to ensure they meet specifications prior to final acceptance and withhold retention until warranty issues and/or final acceptance is met and approved by the local agency.

If capital purchases (bus/vehicles, equipment, facilities, bus stop amenities, etc.) are provided with Project V funds, there is an expectation that these capital items will be used for their entire useful life and/or through the termination of the service. If termination occurs prior to the completion of the capital item's useful life and/or grant term, the local agency shall repay OCTA the same percentage of the sale price (or estimated value of the asset(s) based on straight line depreciation of the asset[s]), consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable.

## Operations and Maintenance (O&M)

OCTA has established an operating reserve as part of this program that may be used to support the costs of O&M for fixed-route, community shuttles, and seasonal services. The operating reserve is subject to the following requirements:

- Service performance will be evaluated on a quarterly basis. The minimum performance standards for fixed-route, community shuttles, and seasonal services are calculated by dividing boardings (B) by the Revenue Vehicle Hour (B/RVH) as detailed below in the following table:



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Minimum Performance Standards: Fixed-Route, Community Shuttles, and Seasonal Services		
Year 1	Year 2	Year 3+
Meet or exceed 6 B/RVH by end of Year 1 <sup>2</sup>	Maintain 6 B/RVH each reporting period and; Meet or exceed 10 B/RVH by end of Year 2	Maintain 10 B/RVH each reporting period

- Performance standards for shared ride-hailing services will be determined specifically for each service and may be based on a cost per user, cost per mile, or other applicable performance measure.
- After Year 1, services that perform below the minimum performance standard for two or more reporting periods will be evaluated for cancellation.
- As part of the Project V service, local agencies must develop strategies to measure ridership satisfaction and on-time performance and must achieve an 85% on-time performance on an ongoing basis, and rider satisfaction must be 90% satisfied based on customer surveys.
- Awarded agencies must submit O&M costs and ridership and fare performance data to OCTA on a quarterly basis. The OCTA Transit Committee will be provided with summarized information from these reports on a semi-annual basis.
- The OCTA subsidy allows awarded agencies to be reimbursed on a pro-rata basis, but not to exceed \$9 per boarding/user or 90 percent (90%) of net operating and maintenance costs<sup>3</sup> (after deducting fares and non-OCTA subsidies), whichever is less. The \$9 per boarding/user may increase annually by an OCTA-approved inflationary factor<sup>4</sup>.
- Consistent with Federal law, ADA complementary paratransit or ADA comparable service is required for certain types of Project V funded services.
  - For Project V funded fixed-route services, paratransit services will be provided independently with Project V funds through OCTA Board policy.
  - For Project V funded non-fixed route services, including ride-hailing and any other services, the local agency will be required to provide ADA comparable services and include cost for service as part of the project application.
- Agencies receiving Project V funds may be required to adopt a paratransit plan prior to starting operations.

<sup>2</sup> One year from the first day of operating the Project V funded service

<sup>3</sup> Net Operating Costs include Regular and ongoing marketing, but no longer include Initial Marketing Costs to Establish Service.

<sup>4</sup> Note: Reimbursement for Planning for New Service, Capital, and Initial Marketing Costs to Establish Service are not subject to the passenger boarding/user requirements and can be reimbursed at up to 90% of total eligible capital costs, depending upon the local agencies' match commitment.

## Agency Match Requirements

Local funds are required to provide a minimum 10% non-OCTA match for all Project V components. The match may be comprised of any combination of private contributions, advertising revenues, and local discretionary funds. The match must be a local agency contribution and may not be made up of in-kind services. Capital match funding commitments in excess of ten percent (10%) are eligible for additional points. The OCTA contribution for O&M will not exceed \$9 per boarding/user. Therefore, the actual match provided by the local agency may be greater than ten percent (10%) depending upon ridership. Agency match commitments will be incorporated into cooperative agreements.

## Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent and effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects may be scheduled at an appropriate time.

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program.
- Support recommendations from OC Transit Vision, local transit planning efforts and goals of the Sustainable Communities Strategy, and 2020 call objectives.
- Supplement rather than supplant existing transit services (and commitments) and emphasize service to areas not served by transit.
- Demonstrate availability of local share of O&M funding for the application's specific time horizon.
- Demonstration of cost reasonableness.
- Agency must have a financial plan outlining a funding strategy for ongoing O&M (maximum of seven years).
- Local agency will be required to enter into a cooperative funding agreement with OCTA.
- All projects must include meeting ADA requirements, and these costs must be included in the project application. However, fixed-route proposed services should not include the cost of complementary paratransit service, which will be provided independently with Project V funds through Board policy. For non-fixed-route services, including ride-hailing services, the local agency will be required to provide Americans with Disabilities Act (ADA) comparable services and include in project costs in the application.



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- Complete applications must be approved by the city council and partner jurisdictions, if applicable, prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration.
- Local agencies will be required to submit appropriate National Transit Database data to OCTA, or local agency's operator must submit directly to the National Transit Database, if applicable.

## Application Process

Project V allocations are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal. An application for any proposed service must include a detailed funding/operations plan.

The project application for capital and O&M shall include, at a minimum, the following information:

- Project need, goals and objectives
- Project development and implementation schedule
- Funding plan (funding needs, match funding availability, operations funding assurances, public-private partnership arrangements, and ADA considerations, if applicable)
- Proposed and/or ongoing service and operations plan
- O&M facility management
- KMZ file(s) of proposed service, sufficient to support OCTA geocoding efforts
- Any additional information deemed relevant by the applicant and/or OCTA
- Ridership Projections
- Coordination with existing services such as OCTA transit services, existing Project V services, Metrolink, I-Shuttle, Anaheim Transportation Network and/or Senior Mobility Program

The project application for planning for new projects shall include a scope of work for the proposed planning document requesting Project V funds. The scope must include project need and goals and objectives for the proposed or considered service.

Complete project applications must be submitted by the established due date to be eligible for consideration.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. For applications completed in accordance with the program requirements, the projects will be scored, ranked, and submitted to the Transit Committee, and the Board for consideration and potential funding approval. The process is expected to be concluded by Spring 2020.

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The final approved application (including funding plan) will serve as the basis for any cooperative agreements required under the program. The approved projects will be subject to the CTFP Guidelines for project delivery requirements.

## Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content, and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of project applications.

### Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (Planning, if applicable, Initial/Startup Marketing Cost to Establish Service, Capital—including equipment and vehicle acquisition, construction, if applicable, O&M, Ongoing Marketing, and project oversight).
- Preliminary cost estimates for O&M should be coordinated with OCTA and be based upon realistic estimates provided by applicable potential vendors.
- Funding request phase of project implementation with match funding amounts and funding sources clearly identified
- Consideration of ADA costs, if applicable
- Demonstrated financial commitments for match funding and ongoing operations
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where commercial activity is expected to support implementation and/or operations costs
- Project readiness status
- Realistic project schedule for each project phase

## Scoring Criteria

Specific scoring criteria will be used to evaluate the competitive program project applications. Emphasis will be placed on projects with firm financial commitments, overall project readiness, and consistency 2020 call objectives. In addition, projects will be evaluated based upon ridership projections, areas served, cost effectiveness, and local/regional benefits.

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The formal application must include feasibility and efficacy components in order to demonstrate transportation benefits and to also ensure that selected project(s) meet the spirit and intent of M2.

Merit will be demonstrated through technical attributes and industry standard methodologies. The following data will be included and fully discussed in the application:

- Matching funds
- Level of commitment from non-applicant partners
- Operating cost per boarding
- Project readiness including initial operating period for seasonal services or special event readiness
- Projected daily boardings with projection methodology fully presented
- Community connections; connections to fixed route bus and rail
- Projected annual visitors served by seasonal route
- Community outreach
- Agency experience

## Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the information described above, local agencies will be required to submit the following materials:

*Council Resolution:* A council resolution authorizing request for funding consideration with a commitment of project match funding (local sources) and operating funds as shown in the funding plan.

*Lease/Cost Sharing Agreements:* Copies of leases, sponsorship, and/or advertising revenue documents. Confidential agreements may be included for reference when accompanied by affidavit from city treasurer or finance director.

*Project Documentation:* If the proposed project has completed initial planning activities evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary, to adequately evaluate the project application.

*Operations Plan:* In addition to the financial details indicated in this chapter, the operations plan submitted shall include the following technical data: a route map, draft time table, headways, stop location listing, summary of vehicle types and characteristics, speed profile, fleet size, and any other applicable supporting documentation.

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## Reimbursements

The planning, initial marketing costs to establish service, capital, and O&M phases will be administered on a reimbursement basis. Planning, initial marketing costs to establish service, capital, and O&M reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with cooperative funding agreement requirements and specifications.

OCTA's operating subsidy for O&M will be no more than Nine Dollars (\$9.00) per boarding/user or Ninety Percent (90%) of net O&M costs, whichever is lower. Local agency matching commitment to OCTA for ongoing operating assistance will be in accordance with terms identified in the cooperative funding agreement.

## Calculation of Payment

OCTA's operating subsidy will be no more than Nine Dollars (\$9.00) per boarding/user OR Ninety Percent (90%) of net O&M costs, whichever is lower. An example of a payment calculation to differentiate between the two scenarios is provided as follows:

<b>SAMPLE PAYMENT CALCULATION</b>	
ASSUMPTIONS: 10% MATCH and 1,500 BOARDINGS	
Operating Cost	\$23,000
Fare Revenue (deduct)	-\$3,000
Net Operating Cost	\$20,000
Agency Match (10%)	\$2,000
<b>Agency Reimbursement (90%)</b>	<b>\$18,000</b>
or	
Operating Cost	\$23,000
Fare Revenue (deduct)	-\$3,000
Net Operating Cost	\$20,000
\$9 x Boardings (\$9 x 1,500)	\$13,500
Agency Match	\$6,500
<b>Agency Reimbursement (\$9 per boarding/user)</b>	<b>\$13,500</b>

Note: In this case, the local agency would be reimbursed for the lower \$9.00 per boarding/user amount.

## Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited except where necessitated to bring the current phase to a logical conclusion.

For vehicles owned by local agencies that were funded through Project V, if the service is discontinued, agencies shall repay OCTA for vehicles at the same percentage of the sale price, or estimated value based on straight line depreciation of the asset(s) consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

## Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by the OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board.

## Project V Branding

Projects awarded Project V funding are required to place M2 (OCGO) decals in the vehicles used for fixed-route, community shuttles, and seasonal services. Local agencies will coordinate with OCTA in regard to the sizing, placement, and furnishing of decals.

For all awarded services, local agencies are required to place M2 logos on marketing and related service publication materials, including software applications.

An example of the M2 OCGO logo is shown as follows:



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## Exhibit 6-1

### Point Breakdown & Application Checklist for Community-Based Transit/Circulators (Project V)

Scoring Criteria	
<b>Financial Commitment</b> Capital Match Rate ≥ 50% 40% - 49% 30% - 39% 20% - 29% 10% - 19%	<b>15 Points Max.</b> <input type="checkbox"/> 15 <input type="checkbox"/> 12 <input type="checkbox"/> 10 <input type="checkbox"/> 8 <input type="checkbox"/> 4
<b>Cost Effectiveness</b> Estimated Operating Cost per Boarding <del>(\$)</del> < \$6.00 <del>\$6.01 - \$8.99</del> <del>\$9.00 - \$11.99</del> <del>\$12.00 - \$15.00</del>	<b><del>105</del> Points Max.</b> <input type="checkbox"/> <del>___</del> <input type="checkbox"/> <del>10</del> <input type="checkbox"/> <del>8</del> <input type="checkbox"/> <del>4</del>
<b>Project Readiness</b> Project Implementation Schedule – Estimated Opening by <del>Fiscal Year 2021</del> 2048 <del>Project Implementation Schedule – Estimated Opening by Fiscal Year By 2022</del> 19 <del>Project Implementation Schedule – Estimated Opening by Fiscal Year By 2023</del> 0 Project Feasibility Study Complete Planning and Environmental Complete	<b><del>105</del> Points Max.</b> <input type="checkbox"/> <del>55</del> <input type="checkbox"/> <del>33</del> <input type="checkbox"/> 1 <input type="checkbox"/> <del>53</del> <input type="checkbox"/> <del>52</del>
<b>Operations Plan</b> Draft <del>Time Table &amp; Headways</del> and Stop Locations Identified Route Map w/ Existing Transit Service <del>Stop Locations Identified</del> Fleet Size & Summary of Vehicle Types Maintenance Facilities <del>Identified</del> Available & Service Plan Developed Average Service Speed by Time Period <del>Paratransit Plan</del>	<b><del>15</del> 20 Points Max.</b> <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 3 <input type="checkbox"/> 3 <input type="checkbox"/> <del>12</del> <input type="checkbox"/> 1



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<b>Ridership Projection</b> Projected Average Daily Boardings (Opening Year) >1,000 501 - 1,000 151 - 500 50 - 150	<b>5 Points Max.</b> <input type="checkbox"/> 5 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>Funding Plan</b> <del>Specific Funding Needs (Per year and per phase)</del> <del>Funding Assurances</del> Partnership Arrangements Service Coordination Plan <del>Cost of ADA Service Considered/Addressed</del>	<b>10 Points Max.</b> <input type="checkbox"/> <del>3</del> <input type="checkbox"/> <del>3</del> <input type="checkbox"/> <del>4</del> 2 <input type="checkbox"/> <del>3</del> 2 <input type="checkbox"/> <del>3</del>
<b>Service Type</b> <del>Project Time Period Extension of Previous Successful Project V Service</del> <del>New Special Event/Seasonal Services</del> <del>Shared Ride-Hailing Services</del>	<b>15 Points Max.</b> <input type="checkbox"/> <del>15</del> <input type="checkbox"/> <del>13</del> <input type="checkbox"/> <del>10</del>
<b>Agency Experience</b> <del>Special Event/Seasonal Service Shuttle</del> <del>Trolley Community Circulator</del> <del>Shared Ride-Hailing/TNC Services</del> <del>Fixed Route Services</del> Vanpool	<b>10 Points Max.</b> <input type="checkbox"/> <del>3</del> 2 <input type="checkbox"/> <del>2</del> <input type="checkbox"/> <del>2</del> <input type="checkbox"/> 1 <input type="checkbox"/> 1
Years in Service ≥ 4 Years ≥ 3 Years ≥ 2 Years <del>≥ 1 Year</del>	<input type="checkbox"/> <del>3</del> 4 <input type="checkbox"/> <del>2</del> 3 <input type="checkbox"/> <del>1</del> 2 <input type="checkbox"/> <del>4</del>
<b>Community Benefit</b> Community Centers Activity Centers Tourist Attractions Other (i.e. Senior Center) Documented Community Support – Surveys Outreach Letters of Support	<b>10 Points Max.</b> <input type="checkbox"/> 1 <input type="checkbox"/> 1 <input type="checkbox"/> 1 <input type="checkbox"/> 1 <input type="checkbox"/> 1 <input type="checkbox"/> 1 <input type="checkbox"/> 1
Fixed-Route Bus/Rail Connections ≥ 3 ≥ 2 ≥ 1	<input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1

**Exhibit 6-2**

**Sample Resolution for Community-Based Transit/Circulators (Project V)**

RESOLUTION NO. XXXX

A RESOLUTION OF THE (GOVERNING BODY) OF THE (ADMINISTERING AGENCY)  
APPROVING THE SUBMITTAL OF THE (PROJECT NAME) APPLICATION TO THE ORANGE  
COUNTY TRANSPORTATION AUTHORITY FOR FUNDING UNDER THE PROJECT V  
COMMUNITY-BASED TRANSIT/CIRCULATORS PROGRAM

(a) WHEREAS, the Community-Based Transit/Circulators program (Project V) establishes a competitive process to enable local jurisdictions to develop community-based local transit services that complement regional transit services and meets needs in areas not adequately serviced by regional transit.

(b) WHEREAS, OCTA intends to allocate Project V funds within the incorporated cities and the County; and

(c) WHEREAS, OCTA has established the procedures and criteria for reviewing applications as identified in the Project V Guidelines; and

(d) WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (PROJECT NAME), including all understanding and assurances contained therein.

(e) WHEREAS, the (ADMINISTERING AGENCY) has been declared by the Orange County Transportation Authority (OCTA) to meet the eligibility requirements to receive revenues as part of Measure M2; and

(f) WHEREAS, the (ADMINISTERING AGENCY) must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement; and

(g) WHEREAS, the (ADMINISTERING AGENCY) authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the OCTA Board of Directors; and

(h) WHEREAS, the (ADMINISTERING AGENCY's) Circulation Element is consistent with the County of Orange Master Plan of Arterial Highways; and

(i) WHEREAS, the (ADMINISTERING AGENCY) will comply where applicable with provisions of the Americans with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations; and

(j) WHEREAS, the (ADMINISTERING AGENCY) will consult with OCTA regarding the need for a paratransit plan prior to starting operations; and

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(k) WHEREAS, the (ADMINISTERING AGENCY) will provide matching funds for the project as required by the Project V Guidelines and shall fund its share of the project costs and any additional costs over the identified programmed amount; and

(l) WHEREAS, the (ADMINISTERING AGENCY) will not use Measure M funds to supplant Developer Fees or other commitments; and

(m) WHEREAS, the (ADMINISTERING AGENCY) will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the Project; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The (GOVERNING BODY) hereby requests that the OCTA allocate Project V funds in the amounts specified in the (ADMINISTERING AGENCY's) application to said (ADMINISTERING AGENCY). Said funds shall be matched by funds from the (ADMINISTERING AGENCY) as required and shall be used as supplemental funding to aid the (ADMINISTERING AGENCY) in the implementation of the proposed transit service.

PASSED, APPROVED AND ADOPTED THIS [Insert Day] day of [Insert Month], [Insert Year].