



FY 2024/25 – 2026/27

**Measure A Specialized Transit
Call for Projects for Western Riverside County**

PROGRAM GUIDELINES

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1. BACKGROUND

The Measure A Specialized Transit Program was first approved by Riverside County voters in 1989 and reauthorized in 2009 within the Measure A ordinance. The purpose of the program is to target seniors, persons with disabilities, and/or individuals who are “truly needy”¹. These specialized services meet the needs of the most vulnerable population in Western Riverside County that are typically outside of the public fixed-route bus and Dial-A-Ride service areas or have specific needs that may not be met using traditional services.

Since 2009, the program has awarded over \$40 million, and provides nearly 250,000 trips annually in Western Riverside County.

Applications to the program are submitted every three years through a competitive Call for Projects.

2. PROGRAM GOALS

The goals of the program are to:

- Support directly operated services that expand or extend existing services, which, if not funded by Measure A funds, would leave an area and/or disadvantaged population without alternate service options;
- Support existing services that offer an improved level of service coordination with the existing transportation network;
- Expand new services that leverage other revenue sources, can be administered in a cost-effective manner, and
- Support new and expansion of existing services including transportation for veterans and shuttles including, but not limited to, nutrition and medical services.

¹ Truly needy is defined by the current State/Federal poverty guidelines by US Department of Health and Human Services. For more information see [Table 3](#). Applicants may also use US Department of Housing and Urban Development information described after Table 3.

3. PROGRAM SCHEDULE

Date*	Action
February 14, 2024	Commission Approves Guidelines and Release of FY 2025 – 2027 Call for Projects
February 20, 2024	Pre-Application Workshop
March 14, 2024	Applications due to RCTC by 4:00 PM
March 15 - 29, 2024	Selection Committee to review project applications
April 22, 2024	Award Recommendations presented to the Western Riverside County Programs and Projects Committee
May 8, 2024	Award Recommendations Submitted to the Commission for Final Approval
May 8, 2024	Notification to Award Recipients; Begin contract execution process
June 18, 2024	Technical Workshop for Award Recipients
July 1, 2024	Start of FY 2024/25 Program Year
August 10, 2024	First month Progress Report and Request for Reimbursement due.

*Dates are tentative and subject to change.

FUNDING OVERVIEW

4. FUNDING SOURCE

Measure A is the half-cent, voter approved sales tax in Riverside County. The 2009 Measure A extends the revenues through 2039. Funds go back to each of the three geographic areas within Riverside County: Western Riverside County, Coachella Valley, and Palo Verde Valley. In Western Riverside County, approximately 12% is allocated towards public transit, a portion of which is used to fund the Measure A Specialized Transit Program.

This Call for Projects is only available for Western Riverside County, between the Orange County border to the west, the San Bernardino County border to the north, Cabazon/Banning to the east, and San Diego County border to the south. The Measure A ordinance requires that these funds shall not supplant any other type of funding already in use for the proposed purpose. Measure A funding is intended to supplement and extend existing projects and activities, NOT supplant dollars that are otherwise available to support your specialized transportation program.

5. PROGRAMMING CYCLE AND AVAILABLE FUNDS

A total of \$13,127,000 is estimated for the Call for Projects, which covers Fiscal Years (FY) 2024/25 – FY 2026/27.

Table 1 below, identifies the amount of projected revenues for the next three years.

TABLE 1				
	Available Funding			
	FY 2024/25	FY 2025/26	FY 2026/27	Total
Measure A	\$4,289,000	\$4,375,000	\$4,463,000	\$13,127,000

6. MATCHING FUNDS

The Commission encourages applicants to leverage and utilize other funding sources as much as possible to allow for Measure A funding to be maximized throughout Western Riverside County. Qualifying matching funds can include but is not limited to: Federal Transit Administration (FTA) Section 5310 funds, Community Development Block Grant (CDBG) funds, private donations, other locally generated funds, and in-kind match. In-kind match includes contributed nonfinancial assets including fixed assets such as land, buildings, and equipment; the use of fixed assets or

utilities; materials and supplies such as food, clothing, or pharmaceuticals; intangible assets; and/or recognized volunteer or donated services.

Table 2 summarizes the maximum Measure A allowed for a project and matching minimum requirements by project type.

TABLE 2		
Measure A Matching Requirements		
Project Types	Measure A Maximum Share Request	Match Minimum*
Operating Projects	66%	34%
Capital Projects	50%	50%

*Applicants that are transportation-only focused may be granted a lower match minimum for operating and capital projects on a case-by-case basis.

Support for operating services continues to be the greatest need and will receive a higher share of Measure A funds, up to 66% of the total project cost. Support for capital projects is eligible for up to 50% of the total project cost. Applicants seeking capital assistance should utilize the FTA Section 5310 program as the primary resource to the maximum extent possible.

Applicants that are transportation-only focused can request a lower match minimum for operating and capital projects. Those applicants would need to provide a letter on the minimum match they are able to commit to for the Call for Projects and provide justification on why they would need that reduced match requirement. This would be an additional attachment to the financial section of the application. If an applicant's core mission is to provide another service and transportation is a component of that mission, then the applicant would not be able to request a reduction to the minimum match requirement.

Additional information regarding eligible project types can be found under [Eligible Project Types](#).

7. REIMBURSEMENT

This is a reimbursement program for eligible costs incurred. All invoices are subject to a 30-day payment schedule. The 30-day payment schedule is contingent upon the date when the correct **invoice** is submitted for payment.

8. ELIGIBLE APPLICANTS

Eligible applicants include local government agencies, human and social services agencies, tribal governments, and private non-profit organizations. Eligible Measure A projects may request up to three years of funding per project.

9. CONSISTENCY WITH THE COORDINATED PLAN

The program requires that all projects selected for funding be consistent with the needs, strategies and priorities identified in the Public Transit-Human Services Transportation Coordination Plan (Coordinated Plan) for Riverside County 2021 Update. The [Coordinated Plan](#) document is available online at www.rctc.org.

The Coordinated Plan identifies existing services, unmet needs and service gaps, as well as strategies by which to meet these needs on behalf of older adults, individuals with disabilities and low-income individuals.

10. NUMBER OF APPLICATIONS PER APPLICANT

There is no limit to the number of applications submitted per applicant. If an applicant submits more than one project for consideration, applicants should rank their projects. If funding is constrained, it is possible that only one project may get fully funded. If an eligible applicant is requesting operating funds for existing services and capital funds for a replacement vehicle, the applicant will need to submit two applications, one for operating and one for capital. If an applicant is requesting funds for operating funds for existing services and expanding service with the existing fleet, then only one application will be required. If, however, an applicant is requesting operating funds for existing services and is requesting a vehicle for expansion of services, then two applications will be required.

11. MINIMUM AND MAXIMUM GRANT AWARD PER PROJECT

There is no minimum award requirement. The maximum amount any one project can receive is equal to or less than 18 percent (\$2,362,860) of the total Measure A funding available. Applicants should be mindful of the overall funding availability and size their projects responsibly. The amounts requested must be appropriate to the nature of the proposed project, the benefits to be achieved, and the cost-effectiveness of the project. The Commission reserves the right to negotiate the total amount of funding a project should receive.

12. ELIGIBLE PROJECT TYPES

Operating and capital projects are eligible under the program; however, priority will be given to projects that provide services and/or enhance services to ADA eligible individuals in a cost-effective manner and to projects that serve the non-emergency medical transportation needs of Western Riverside County residents. For capital projects, priority will be provided to applicants replacing aging or updating equipment to provide existing services.

The various types of eligible operating and capital activities are listed below.

Operating Assistance Projects:

- Non-emergency medical transportation services
- Specialized, targeted population shuttles to persons with disabilities and/or individuals who are truly needy
- Senior transportation shuttles
- Demand response services
- Volunteer driver programs
- Voucher/ bus pass purchase programs for fixed-route services are restricted for regional programs that serve Western Riverside County residents
- Mileage reimbursement programs
- Travel training

Capital Projects

- Replacement of lift-equipped vehicles
- Expansion for the purchase of new lift-equipped vehicles
- Vehicle-related equipment for maintenance
- Rehabilitation and overhaul of aging vehicles to extend useful life
- Communications and dispatch equipment
- Software to facilitate dispatch.
- Other special equipment to facilitate transportation to the target population groups (installation of wheelchair lifts, in-vehicle technology, personal protective equipment etc.)
- Mobility management
- Vehicle leases

Truly needy is based on the current State/Federal poverty guidelines for 2023, as shown in Table 3.

TABLE 3 2023 Federal Poverty Guidelines (FPG) for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline (100% of FPG)
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For families/households with more than 8 persons, add \$5,140 for each additional person. Source: US Dept. of Health and Human Services https://aspe.hhs.gov/poverty-guidelines	

Federal poverty guidelines are made available by the U.S. Department of Health and Human Services every year in January. Grantees are required to update their internal poverty eligibility guidelines annually. Applicants may also use low-income criteria and datasets from the U.S. Department of Housing and Urban Development at <https://www.huduser.gov/portal/datasets/il.html>

13. ELIGIBLE PROJECT COSTS

Eligible project costs are either direct costs or indirect costs.

Operating Assistance Projects

Direct costs are expenses that are specifically associated with a given service, program, department and can be clearly associated with a particular functional category. Examples of direct costs include salaries and benefits of direct staff and supervisors, professional services, drivers, schedulers, and trainers, fuel, insurance, and additional costs that can be directly linked to the proposed project. If an applicant is only transportation focused, then all costs should be direct costs.

If an applicant's core mission is to provide another service and transportation is a component of that mission, then the applicant would have both direct and indirect costs. Indirect costs are expenses that cannot be specifically associated with a given service, program, or department and thus, cannot be clearly associated with a particular functional category. Examples of indirect costs may include administrative overhead, space and equipment rental, utilities, insurance, and office supplies. If this is the case for an applicant, a narrative or table description of each cost line item would need to be provided for all direct costs related to the transportation component and the proportional share of indirect costs and the methodology that the transportation component would be responsible to pay for needs to be included. Applicants should be mindful of the programs utilizing shared resources when considering eligible project costs. Measure A may only pay up to a maximum of 8% for indirect costs. RCTC reserves the right to propose an alternative indirect cost rate if the indirect costs and narrative description are not reasonable.

Capital Projects

Only direct costs are eligible for capital type projects. Capital projects cannot incur indirect costs. In addition, applicants should be mindful of shared resources from multiple programs. For example, if a bus or van is utilized by two programs where one is eligible for Measure A and the other is not eligible, only the proportional cost of the bus or van will be funded through the Measure A program.

Applicants should be cognizant of the programs utilizing shared resources when considering eligible project costs.

14. PROJECT EVALUATION

The primary focus of this Call for Projects continues to be the provision of trips, as these can be most clearly documented and concretely demonstrated by filling existing service gaps. Additionally, the cost per trip, the agency's ability to exercise sufficient financial control, and their ability to meet program reporting standards will be important factors in the project evaluation process.

Preference will be given during the project evaluation phase to those agencies that seek out ways to coordinate with the existing transportation network and can demonstrate ability to properly administer the funds in a cost-effective manner while providing service to the target populations.

RCTC will use a selection committee to review and rank applications and provide award recommendations to Commission staff. Commission staff anticipates determining the number of awards to stretch funding to address as many gap areas and target population needs as may be possible.

RCTC reserves the right to identify and make available alternative funding types, from what is proposed or to negotiate final funding levels. Large funding requests, if approved for funding, could be partially funded at the discretion of the Commission.

15. SCORING CRITERIA

There are five main sections that the projects will be evaluated on for a total of 100 points.

Section I – Agency Profile – Project Summary (5 points)

Section II – Organizational Capabilities (10 points)

Section III – Project Narrative (60 points)

Section IV – Coordination Activities (5 points)

Section V – Financial Assessment and Project Budget (20 points)

The following details the criteria that will be used to evaluate projects.

Section I – Agency Profile – Project Summary (Total of 5 points)

This section is a table which will be filled out resulting in a project summary. Evaluators will be looking for the following information in this section:

- Is the application complete?
- Are the calculations accurate?

- Is this section consistent with other sections?

Section II – Organizational Capabilities (Total of 10 points)

This section is looking at the capabilities of your organization and is broken into three parts. Evaluators will be looking for the following information in this section:

PART A (8 points)

- Does the applicant have the experience to perform the proposed project?
- Does the proposed project match the primary mission of the applicant?
- Does the applicant have adequate facilities and fleet size for the proposed project?
- Does the applicant identify the key personnel and have the qualifications for the proposed project?

PART B (1 point)

- Does the applicant identify the target population?

PART C (1 point)

- Does the applicant detail the current population and show its service area?

Section III – Proposed Project Narrative (Total of 60 points)

This is the largest section and should provide the details of your proposed project. This section is divided into five different parts. Evaluators will be looking for the following information in this section:

PART A. Project Narrative (All Project Types) (25 points)

- Does the applicant describe the project, the service or project type, and service area?
- Does the applicant describe the roles and responsibilities of key personnel?
 - Did the applicant provide an organizational chart?
 - Did the applicant provide a responsibility matrix?
- Does the applicant provide the days and hours of operation?
- Does the applicant describe the target population?
- Does the applicant describe how potential customers are informed about the available program?

PART B – Implementation Plan (20 points)

Applicants should select the appropriate project type from the list as follows:

1. Criteria for Operating Projects

If agency transportation services are proposed, the applicant must demonstrate why the proposed services cannot be provided by existing public transportation. Prospective applicants must show how the service proposed does not duplicate existing public transit

services within the project's service area, demonstrating why their target population cannot use what is available. Applicants also need to demonstrate how their proposed service is coordinated with the existing transportation network, to the extent this is feasible for their target population group.

- Does the applicant describe the process for trip reservations, how routes are scheduled and dispatched, and days and hours of service operations?
- Does the applicant describe and detail its vehicle maintenance and replacement plan?
- Does the applicant describe how drivers are hired, trained, re-trained, and certified?
- Does the applicant describe its methodology for current and projected ridership?

2. Criteria for Voucher Programs

- Does the applicant describe the eligibility criteria for agency and/or client applications?
- Does the applicant describe how vouchers or passes are purchased and distributed?
- Does the applicant describe how vouchers or passes are tracked?
- Does the applicant describe its methodology for current and projected voucher usage?

3. Criteria for Mileage Reimbursement Programs

- Does the applicant describe the eligibility criteria for new applicants and the process for trip reservation?
- Does the applicant describe how mileage is calculated and tracked?
- Does the applicant describe reimbursement rates and limits for reimbursement?
- Does the applicant describe how completed trips are verified?
- Does the applicant describe its methodology for current and projected ridership?

4. Criteria for Travel Training Programs

Some level of capacity-building related to training continues to be desirable but recommended to be kept at modest levels. Agencies applying for training projects must clearly demonstrate the project's benefit to the consumer and the existing specialized transit network.

- Does the applicant describe the eligibility criteria for agency and/or client applications?
- Does the applicant describe how the training curriculum is developed and how training sessions are provided?
- Does the applicant describe how trainers are hired, trained, re-trained and certified?
- Does the applicant describe how the program works with existing transportation providers?
- Does the applicant describe its desired outcome of trained clients and how it measures training success?

- Does the applicant describe its methodology for current and projected number of client training sessions and number of persons trained?

5. Criteria for Capital Projects for Equipment, Rehabilitation, and Replacement Vehicles

While support for capital projects is an eligible expense in this call-for-projects, it should be noted that for at least the disabled and/or elderly populations, the Section 5310 program exists and should be the primary pursuit of funding for such capital projects.

- Does the applicant describe the type of equipment it is seeking to purchase or rehabilitate, including age and mileage, and how it will be utilized in the service?
- Does the applicant describe the extended useful life from vehicle rehabilitation as opposed to replacing (if applicable)?
- Does the applicant describe the technology improvements they are pursuing and how it will improve services and reduce costs (if applicable)?
- Does the applicant describe its planned process of procurement, including its process of selecting the appropriate vendor?
- Does the applicant describe their ability to supplement grant funds if costs increase by more than 10% prior to equipment delivery?
- Does the applicant describe and detail its vehicle and equipment maintenance and replacement plan?

Applicants seeking replacement vehicles may receive up to 10 points for the narrative above and up to 10 points based on the mileage and age of the vehicles as described in Table 4.

TABLE 4		
Vehicle Useful Life Scoring Criteria for Replacement Vehicles		
TYPE OF VEHICLE*	EXISTING VEHICLE MILES AND AGE	SCORE
Minivan Standard Van Full Size Van	175,000 to 200,000 or 8 years	10
	150,000 to 174,999 or 7 years	8
	125,000 to 149,999 or 6 years	6
	100,00 to 124,999 or 5 years	4
	Less than 100,000 miles or 4 years old not eligible	0
Cutaway Buses light duty (approximately 25'- 35' GVW 12,000 – 16,000 lbs.)	225,000 - 250,000 or 9 years	10
	200,000 – 224,999 or 8 years	8
	175,000 – 199,999 or 7 years	6
	150,000 – 174,999 or 6 years	4
	Less than 150,000 or 5 years not eligible	0

Cutaway Buses medium duty (approximately 25'- 35' GVW 16,000 - 26,000 lbs.)	275,000 – 300,000 or 11 years	10
	250,000 – 274,999 or 10 years	8
	225,000 – 249,999 or 9 years	6
	200,000 – 224,999 or 8 years	4
	Less than 200,000 or 7 years not eligible	0
Large, heavy-duty buses (approximately 35'- 40' GVW more than 26,000 lbs.)	650,000 – 699,999 or 16 years	10
	600,000 – 649,000 or 15 years	8
	550,000 – 599,999 or 14 years	6
	500,000 – 549,999 or 13 years	4
	Less than 500,000 or 12 years not eligible	0

*The Commission's preference is to fund the most fuel efficient and clean vehicle possible in meeting regional and state air quality standards.

6. Criteria for Capital Projects for Expansion Vehicles

If agency transportation services are proposed, the applicant must demonstrate why the proposed services cannot be provided by existing public transportation. While support for capital projects is an eligible expense in this call-for-projects, it should be noted that for at least the disabled and/or elderly populations, the FTA Section 5310 program exists and should be the primary pursuit of funding for such capital projects.

- Does the applicant describe the type of equipment it is seeking to purchase and how it will be utilized in the service?
- Does the applicant describe its planned process of procurement, including its process of selecting the appropriate equipment vendor?
- Does the applicant describe their ability to supplement grant funds if purchase costs increase by more than 10% prior to equipment delivery?
- Does the applicant describe the eligibility criteria and process for trip reservations?
- Does the applicant describe how routes are scheduled and dispatched?
- Does the applicant describe and detail its vehicle maintenance and replacement plan?
- Does the applicant describe how drivers are hired, trained, re-trained, and certified?
- Does the applicant describe its methodology for current and projected ridership?

7. Criteria for Mobility Management Programs

Mobility management projects funded to date have operated with mixed results and limited definable success. With limited dollar amounts available, mobility management projects are expected to fall to the lowest funding priority, if they are funded at all. Clear, measurable outcomes must be identified for mobility management projects that are submitted.

- Does the applicant describe the eligibility criteria and process for its clients?

- Does the applicant explain how existing transportation programs will be utilized and promoted to its clients?
- Does the applicant describe in detail how transportation information is collected, organized, disseminated, and kept up to date?
- Does the applicant describe its methodology for current and projected number of client contacts and interactions?
- Does the applicant describe its ability to track and report the number of trips that client contacts have generated?

PART C: Measure A Goals (5 points)

- Does the applicant describe how it meets the goals of the Measure A Specialized Transportation Program?

PART D: Coordinated Plan (5 points)

All projects must be in the Coordinated Plan, addressing the gaps in service identified by Riverside County's 2021 Plan Update. For eligible Measure A projects, trips must either begin or end in Western Riverside County.

- Does the applicant describe the existing transportation services operating in the proposed service area?
- Does the applicant describe why the existing transportation services cannot be utilized by the target population it proposes to serve?
 - Does the applicant reference the relevant section and/or page number(s) from the Coordinated Plan document that describes the available transportation services?
- Does the applicant specify how its project addresses the gap(s) and/or barrier(s) identified in the Coordinated Plan for Riverside County, 2021 Update?
 - Does the applicant reference the relevant section and/or page number(s) in the Coordinated Plan document?
- Does the applicant specify how its project relates to the prioritized strategies identified in the Coordinated Plan for Riverside County, 2021 Update?
 - Does the applicant reference the relevant section and/or page number in the Coordinated Plan document?

PART E: Key Performance Indicators (KPI) and Project Milestones (5 points)

- Does the applicant set standards for identifying clear measurable outcome-based performance measures and indicators?
- Does the applicant set performance goals that are reasonable to meet based on its described abilities, resources, and past performance?
- Does the applicant include a logical, reasonable, and quantifiable methodology to track key performance indicators?
- Does this match the information provided in Section I – Agency Profile – Project Summary?

- Does the applicant identify clear milestones and estimated completion dates for this project?
- Does the applicant include a logical, reasonable, and quantifiable methodology to track milestones?
- Does the applicant describe its project milestones and performance goals from a previously funded project?
- Does the applicant describe how well those goals were met?

Section IV – Coordination Activities (5 points)

This section should describe how applicants coordinate with other transit agencies. This section includes two parts. Applicants need to identify how they intend to coordinate and increase connectivity with other “like” services funded under this Call for Projects or to services provided by the public operators: Fixed Route or Dial-A-Ride services.

Evaluators will be looking for the following information in this section:

PART A (3 points)

- Does the applicant identify the key stakeholders involved in the project or future partners and methods for obtaining participation in this project?
- Do they list Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and/or members of the public representing seniors or individuals with disabilities and from public transit agencies?

PART B (2 points)

- Does the applicant explain how its proposed project will make the effort to connect or coordinate with other existing transit and transportation programs?
- Did the applicant attach letters of support from appropriate stakeholders?

Section V – Financial Assessment and Proposed Project Budget (20 points)

This section should describe the financial assessment of the applicant and the financial need and propose a cost-effective budget over a three-year period. A factor in the points for this section will include the percent of the match required. Higher matches will provide a greater amount of points. This section is broken into four parts which also includes a potential bonus five (5) point question. Evaluators will be looking for the following information in this section:

PART A

- Does the applicant provide a three-year budget; anticipating project revenues and expenditures on the form provided?
- Do in-kind revenues match in-kind expenses? (if applicable)

PART B

- Does the applicant describe the matching funds, including the type of matching funds, a commitment to the amount of funds used as the match, and any documentation related to the matching funds?
- Does the applicant describe the direct vs. indirect costs to the project and include the percent of indirect costs or each line item?
- Does the applicant include the number of hours and hourly rate for volunteer labor contributions?
- Does the applicant describe the nature of the direct and indirect costs and the methodology of each cost component?
- Does the applicant describe the cost effectiveness of the program?
- How does the applicant's costs compare to others with similar services?

PART C (Bonus five (5) point question)

- Does the applicant describe strategies that will be implemented to promote cost savings, reduce the cost of its program, and/or ways to control their costs?
- Does the applicant include a logical, reasonable, and quantifiable methodology to track these strategies?

PART D

- Did the applicant provide a copy of the most recently completed agency/organization financial and/or compliance audit/review as an attachment?

APPLICATION PROCESS

16. APPLICATION FORM

The application can be found at www.rctc.org under the Doing Business drop down menu under Call for Projects.

17. APPLICATION DEADLINE

All Applications are due:

March 14, 2024

Must be received by 4:00 pm.

Each application must be submitted in PDF or Word, along with a project budget worksheet in Excel. Faxes will not be accepted. The electronic version can be uploaded to RCTC's FTP site at <https://www.dropbox.com/request/bfYzkmc9jcfbFM5G3u6h>. The password for uploading is **Measure A**. You can also email your files to specializedtransit@rctc.org. If the documents are not received by the date and time identified above, then it does not constitute on-time submittal.

Information submitted in applications will become a matter of public record following the completion of the evaluation and award process. Therefore, any information contained in an application that is deemed as proprietary, privileged, or confidential by the applicant agency or organization must be clearly marked "Confidential."

18. APPLICATION WORKSHOP

A pre-application workshop will be held for agencies to learn more about the application and selection processes, and to ask any questions prospective agencies may have about the funding program, project eligibility or evaluation process. All prospective applicants are encouraged to attend the application workshop. Details of the application workshop are as follows:

DATE: Tuesday, February 20, 2024
TIME: 2 pm – 4 pm
LOCATION: Zoom Meeting

<https://rctc.zoom.us/j/86983252424?pwd=aWlqYVI4bIVDeW10TEFHbkxEZVZOdz09>

Meeting ID: 869 8325 2424

Passcode: 691738

Dial by your location: + 1 669 900 6833 US (San Jose)

19. NOTIFICATION OF AWARD

After the Commission has approved the recommended funding, RCTC staff will send an award letter to each successful applicant. The award letter will indicate the Operating and Capital funding amounts the Commission has approved. Additionally, the letter will ask each successful applicant to review and revise if applicable various sections within their grant application now that funding has been awarded.

20. CONTRACT EXECUTION

The Commission will draft an agreement with each of the Measure A recipients and will send these to the point of contact indicated within the grant application for contract execution. The terms and conditions are set from each of the recipient's application and the ability to carry it out. RCTC's procurement staff will email out the required documents along with instructions for completion.

21. TECHNICAL WORKSHOP FOR AWARD RECIPIENTS

Commission staff will hold a technical workshop explaining the process for invoicing, reporting, budget modifications, annual compliance audits, and triennial site visits for the successful applicants.

22. INVOICING

- A. This is a reimbursement program for eligible costs incurred.
- B. All invoices are subject to a 30-day payment schedule. The 30-day payment schedule is contingent upon the date when the **invoice** is submitted and approved for payment by RCTC staff.
- C. Invoicing should be submitted on a monthly basis for operating projects to ensure funds are being utilized to the full extent possible. Also, Measure A recipients should be prepared to provide supporting documentation for the justification of large purchases or irregular monthly expenses.
- D. For Capital requests, backup documentation will be required before an invoice is processed.
- E. If a recipient is not able to provide invoices on a timely schedule, RCTC, reserves the right to pause the contract terms and evaluate if the recipient's program should continue to receive Measure A funding.

- F. Invoicing for a subsequent year will not be processed until all monthly, quarterly, and annual reporting needs are satisfied.

23. MONTHLY REPORTING

- A. Recipients will be required to submit operating data for units of service delivered, persons served and selected performance measures such as subsidy per passenger, subsidy per vehicle hour, subsidy per vehicle mile, passengers per vehicle hour, and passengers per vehicle mile.
- B. When a recipient submits their monthly invoice, reporting data for that period is required prior to invoice approval and payment by RCTC.
- C. This data is used to report how Measure A funding is being utilized.

24. QUARTERLY REPORTING

Recipients of funding under this program will be expected to adhere to the following quarterly reporting needs:

- A. Recipients must provide quarterly milestone progress updates based on what was included in the approved application. Guidance documentation will be provided to each recipient.
- B. Recipients must provide quarterly status updates on their project(s). Guidance documentation will be provided to each recipient.

25. ANNUAL REPORTING

Recipients of funding under this program will be expected to adhere to the following annual reporting needs:

- A. Recipients must comply with the annual consumer satisfaction survey process required by the executed contract between RCTC and successful applicants. Guidance documentation will be provided to each recipient.
- B. Recipients are required to provide a vehicle fleet inventory list annually. Guidance documentation will be provided to each recipient.

26. BUDGET MODIFICATIONS

Budget projections and cost allocation plans are provided to RCTC during the Call for Projects application process and for three years. Recipients are able to request changes to its budget as needed each fiscal year. There are formal and administrative budget modifications.

- A. Formal Budget Modifications:
 - a. Requests in Measure A funding above what the Commission approved;

- b. Moving funding between operating and capital programs or vice versa; and
- c. Change in the percent of matching funds for an operating or capital project.

Prior to requesting a formal budget modification, recipients should reach out to RCTC staff on the best way to proceed. In addition, recipients will need to provide a letter and justification that will be provided to the Commission for consideration. Upon Commission approval of a formal budget modification, staff will forward the approved changes to the recipient.

B. Administrative budget modifications include anything not included in the formal budget modifications.

Administrative budget modification requests are to be provided in writing and have justification for the changes. End of year budget modifications should be provided with the final June invoice. After the June invoice is processed, end of year budget modifications will not be processed. Once a written request is provided to RCTC, staff will provide the necessary documentation to accommodate the budget modification. RCTC staff will review the request and approve or deny the request depending on the justification provided.

C. Updated indirect costs justification will need to be provided upon completion of the annual audit to ensure proportionality between the agency's primary mission and the transportation component utilizing Measure A funding. This may require a budget modification annually.

27. RECIPIENT MEETINGS AND PLANNING PARTICIPATION

Recipients of funding under this program will be expected to participate in grantee meetings as requested by RCTC and the specialized transportation planning process. These meetings will be conducted for the purposes of encouraging and facilitating coordination between transportation programs, improving the efficiency and effectiveness of services being operated, continuing to identify gaps between services and needs for additional services, and general transportation provider capacity-building. Additionally, activities related to the specialized transportation planning process includes outreach activities and participation related to the development of the Coordinated Plan. Grantees may also be invited for membership or participation in RCTC's Citizens and Specialized Transit Advisory Committee (CSTAC) to advise and provide feedback on transit issues in Riverside County.

28. ANNUAL AUDIT

Each recipient receiving an allocation of Measure A revenue shall undergo an annual financial assessment, currently consisting of agreed upon procedures performed by an audit firm engaged by RCTC's finance department. The agreed upon procedures will be conducted to ensure that each recipient is expending funds in accordance with the provisions and guidelines established for Measure A revenue.

29. COMPLIANCE AND PERFORMANCE SITE VISIT

RCTC in coordination with consultant services will coordinate at least one site visit during the contract period with each recipient. Typically, these site visits will be held in the second year of the call for projects. The evaluations will be conducted through an on-site visit at each agency with a review of functional areas of each service. Each site visit will be scheduled in advance and recipients will be provided with a performance and oversight invitation packet that includes the purpose of the site visit; a checklist of items to collect, a summary of the previous cycle's evaluation report; and an interview guide to help them prepare for the visit.

The objectives of the site visit are to:

1. Support RCTC's oversight responsibility for the Measure A Specialized Transit Program;
2. Ensure that the voter directive of providing transportation support for persons with disabilities, seniors and persons of limited means is being followed; and
3. Seek opportunities to implement funding program improvements and support greater efficiency of provided services.

RCTC uses the information from the site visits to continuously improve the Measure A Program.