



## FYE 2015 TFCA Shuttle and Ridesharing Application Workshop Questions & Answers

**Q:** What is the basis for the ½ mile / 20 minute walk metric in determining if a project is duplicative?

**A:** The ½ mile represents a reasonable walking period that can be achieved within ten (10) minutes and is consistent with what other transit agencies use as a reasonable level of service for a particular area. This is an area we are looking for input over time for the next cycle, which will be developed later this year.

**Q:** In the past there was a map for the CARE area and one for the PDA area. Is there now a third map for the episodic areas?

**A:** No. The episodic areas are imbedded in the CARE area map. You do not need to indicate whether your routes are episodic or in the CARE area, as long as you designate your routes based on the numbered areas shown in the maps.

**Q:** What kind of documentation are you looking for in terms of matching funds?

**A:** Funds from general or local funds that have been designated for your use can be acknowledged in your resolution or in your letter from your authorizing representatives. For other kinds of funding, we would be looking for letters of support (for example, from a local employment center or another funding source).

For pilot projects that do not have the history of operations, we will be scrutinizing the financial plans and looking for assurances that they will have all of the matching funds that are needed to conduct a project (e.g., copies of MOU's and/or agreements with funders to show that funds will be paid to support the service.)

**Q:** If the lead is a public agency, can the match funding be provided by non-profit or private organizations?

**A:** Yes. (see previous response for further explanation)

**Q:** Can you speak more on the five (5) year financial requirement. What needs to be included in the plan? Do you require a letter of commitment or matching funds into the future?

**A:** The five year financial requirement is listed under Policy #27.f. This is a requirement that we previously had for pilots, and beginning this cycle, we are requiring it for all projects. The Plan will help us understand the potential opportunities your project has to secure non-TFCA funds and the timeframe for securing those funds. Although we will not be using that information to evaluate existing projects that meet all current requirements, we will be evaluating plans to ensure future financial sustainability for pilots and projects that were funded in the FYE 2014 cycle that requested a waiver to the duplication requirement.

**Q:** Can grant funds be used to pay for commuter incentives, such as Starbucks gift cards?

**A:** This would not be an eligible expense for the shuttle and feeder service program. Match funding may be used for these kinds of expenses.

**Q:** There is an exception for existing shuttle projects that are doing the same project again, to submit a financial plan in two (2) years. Can you clarify?

**A:** This requirement refers to projects that received a waiver for duplicated routes in FYE 2014 (Policy# 27.d. The language in the application has been changed to clarify this requirement.

**Q:** Would you consider connecting transit hubs (i.e. BART stations) with mixed use commercial and residential areas, where we can show the need of residents in using the services to different part of the region and we have numbers to back it up?

**A:** The legislation does not explicitly prohibit this type of project. Please contact Ken Mak at [kmak@baaqmd.gov](mailto:kmak@baaqmd.gov) or at (415) 749-8660 to discuss your specific project in more detail.

**Q:** Can we get the cost-effectiveness worksheet?

**A:** No. The cost-effectiveness worksheets are internal Air District tools and are not made available to the general public. The Air District is committed to transparency and does share the formula and the process for calculating cost effectiveness. For more information on cost effectiveness and how we determine the inputs to the formula, please contact Ken Mak at [kmak@baaqmd.gov](mailto:kmak@baaqmd.gov) or at (415) 749-8660.

**Q:** What is the average award amount?

**A:** Because the ridership and vehicles used varies significantly across the projects, the award amount for qualifying projects has ranged from the minimum of \$10,000 to as high as \$1 million. Please note that the higher award amounts have all been for projects that have multiple routes (8-28).

**Q:** Does a letter from AC Transit providing that a route is not duplicative need to come from a certain department or office?

**A:** Letters of support from the transit agencies need to come from someone authorized to make the determination that a route is not duplicative.

**Q:** I applied for funding for two of our projects last year. One of those projects was a pilot project and there was a requirement to provide survey data. Are those requirements still in effect this year?

**A:** Yes. Pilots are required to provide data and other evidence demonstrating the public's need for the service including a demand and assessment surveys, letters of support, etc. (Policy# 28.a).