



2022 Omnitrans Measure I Regional Mobility Partnership (RMP) Program Call for Projects

APPLICATION INSTRUCTIONS

San Bernardino Valley subarea

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**Omnitrans
1700 W. 5th Street
San Bernardino, CA 92411**

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A. GRANT APPLICATION PROCEDURES

ALL APPLICATIONS DUE:

April 14, 2022

Must be received by 4:00 pm.

Applications must be submitted with one (1) signed original, one (1) copy and one (1) electronic copy on a flash drive. Applications must be submitted to and received by Omnitrans no later than **4:00 pm on April 14, 2022**. Faxes will not be accepted. Applications must be submitted to:

Omnitrans

1700 W. 5th Street

San Bernardino, CA 92411

ATTN: Special Transportation Services

The information in submitted applications will become a matter of public record following completion of the evaluation and award process. 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."

APPLICANT WORKSHOP

A pre-application workshop will be held for agencies to learn more about project eligibility, the application and selection processes, and to ask questions about the funding program. Prospective applicants are **encouraged** to attend the workshop.

DATE: February 22, 2022
TIME: 2pm – 4pm
LOCATION: Omnitrans
1700 W. 5th Street,
San Bernardino, CA 92411

B. APPLICATION CHECKLIST

Applicants should use this checklist to ensure that **all applicable** parts of the application are completed and submitted. Incomplete applications may be disqualified from further consideration.

OMNITRANS MEASURE I RMP PROGRAM PROPOSED PROJECT APPLICATION: (Required to be completed by ALL Applicants)

SECTION	TITLE
I	AGENCY PROFILE – PROJECT SUMMARY
II	ORGANIZATIONAL CAPABILITIES
III	PROPOSED PROJECT NARRATIVE
IV	COORDINATION
V	PROPOSED PROJECT BUDGET

C. PROGRAM OVERVIEW

This Call for Projects invites proposals for funding available through the Omnitrans Measure I RMP Program for the San Bernardino Valley subarea. The funding program is summarized below.

Funding for this Call for Projects is available only in the San Bernardino Valley subarea. The San Bernardino Valley subarea includes the cities of Chino, Chino Hills, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland and Yucaipa and the unincorporated areas in the east and west portions of the San Bernardino valley urbanized area. A portion of a one-half of one percent (0.5%) sales tax approved by the voters and generated in the incorporated and unincorporated territory of the County of San Bernardino, supports specialized transportation services directed to serve seniors and persons with disabilities. **The Measure I ordinance requires that these funds shall not supplant any other type of funding already in use for the proposed service.**

D. PROGRAM ELIGIBILITY & REQUIREMENTS

A. Eligible Applicants:

Applicants may include local government authorities, human and social services agencies, tribal governments, private non-profit and charitable organizations.

B. Requirement for Use of Program Funds:

The Omnitrans Measure I RMP Program requires that all projects selected for funding **must address transportation needs that address the program goals and objectives of the Omnitrans Measure I RMP Program and are included in the Public Transit-Human Services Transportation Coordination Plan for San Bernardino County, 2021-2025** (Coordinated Plan). The Coordinated Plan document is available online at:

<https://www.gosbcta.com/plan/public-transit-human-services-transportation-coordination-plan/>

The Coordinated Plan identifies existing transportation services, unmet transportation needs and service gaps, as well as the prioritized goals and strategies by which to meet transportation needs on behalf of seniors (62+) and individuals with disabilities.

C. Funding Period:

This Call for Projects covers two years - July 2022 through June 30 of 2024. Applicants may request up to two years of funding per project.

D. Performance Measures & Monitoring:

The following performance indicators are used to measure project effectiveness. Applicants are strongly encouraged to propose additional measures by which to monitor and report project effectiveness.

1. Monthly Reporting

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. Applicants must comply with the annual consumer satisfaction survey process required by the executed contract between Omnitrans and recipients.

2. Grant Recipient Meetings

Recipients of funding under this program will be required to participate in grantee meetings as required by Omnitrans. 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 in identifying gaps between services, and needs for additional services and general transportation provider capacity-building.

3. Annual Financial and Compliance Audit

Each agency receiving an allocation of Measure “I” revenue under the Omnitrans RMP Program shall undergo an annual financial audit conducted during the scheduled Omnitrans annual subrecipient site visit, and performed in accordance with generally accepted auditing standards and government auditing standards issued by the Comptroller General of the United States. Compliance audits will be conducted to ensure that each agency is expending funds in accordance with the provisions and guidelines established for Measure “I” revenue.

E. Maximum Grant Awards

Applicants may request up to two years of funding per project with a maximum grant request of \$250,000 per year under this application cycle. The amounts requested must be appropriate to the nature of the proposed project, the benefits to be achieved, and the overall cost-effectiveness of the project. Applicants should be mindful of the overall funding availability and size their projects accordingly. Omnitrans reserves the right to adjust funding awards from what is proposed or to negotiate final funding levels.

Table 1 below shows the total available annual funding amounts for this Call for Projects to assist applicants in developing a scale to their proposed project and which is appropriate to the level of funding available to the **San Bernardino Valley subarea**.

Table 1

<u>Year 1</u>	<u>Year 2</u>
\$2,750,000	\$2,750,000

F. Cost Sharing/Match Requirement:

In accordance with the Omnitrans Measure I RMP Program guidelines, applicants must provide a minimum twenty percent (20%) match of the total annual program expenditures. Match funding may be comprised of cash subsidies, fare revenues, donations, agency owned assets or capital, or in-kind contributions such as salaries and benefits for the participating agency employees who perform work on the program. In order to ensure program stability, Omnitrans requires that at least five percent (5%) of the twenty percent (20%) match be comprised of cash subsidies or fare revenue.

E. PROJECT EVALUATION & SCORING CRITERIA

This Call for Projects is focused on the ability of agencies and organizations to provide service to seniors and persons with disabilities. 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 the ability to properly administer funds in a cost-effective manner while providing service to the target populations.

Specifically, the following criteria will be used to evaluate projects:

The primary focus of this Call is the provision of passenger trips. Additionally, the cost per trip, the agency's ability to exercise adequate financial control, and their ability to meet program reporting standards will be important factors in the project evaluation process. (See pages 2 and 5 of the application regarding trips numbers; they must be consistent).

1. If agency transportation services are proposed, the applicant must demonstrate why the proposed services cannot be provided by existing transportation programs or would be better met by the transportation program being proposed by the applying agency. (See Section III.D of the application).
2. All projects must serve transportation needs **identified in the Coordinated Plan**, addressing the gaps or barriers identified by the plan. Service must be provided in the San Bernardino Valley subarea.
3. Prospective applicants are encouraged to review available funding (see Table 1) in determining the size of their respective grant request. Omnitrans anticipates determining the number of awards to stretch funding to address as many gap areas and target population needs as may be possible. Project which include large funding requests, if approved for funding, may be partially funded.
4. Proposals will be evaluated against the following criteria set forth in the Coordinated Plan, which indicate that transportation programs receiving funding obligated in association with the current Call for Projects must:
 - Adequately address the unmet/underserved and individualized transportation needs of the targeted populations.
 - Demonstrate coordination efforts between public transit and human services agencies.
 - Be financially sustainable and provided in a cost-effective manner.
 - Include measurable goals and objectives.
 - Build or increase capacity or service quality in addressing mobility needs of the target populations.
 - Leverage or maximize existing transportation services and/or funding.

Section I – Agency Profile – Project Summary (10 points)

- The agency profile (Section I of application) and project summary must be filled out completely, including requested target population and trip counts.

Section II – Organizational Capabilities (10 points)

- Applicant must detail the characteristics and resources of their agency and identify key personnel assigned to this project. Resumes and certifications that demonstrate the qualifications of project personnel should be attached as supporting documentation. Applicants must demonstrate their institutional capability to carry out service delivery and reporting requirements of the proposed project.
- Applicants must describe the target population to be served and the geographic area where service will be provided.

Section III – Proposed Project Narrative (50 points)

- Applicants will be scored on their ability to clearly describe their proposed project and how the agency will deliver the proposed service.
- Proposed projects must identify and address target population(s) transportation needs, specifically in relation to Omnitrans Measure I RMP Program goals and objectives of serving seniors and persons with disabilities.
- Applicants must demonstrate how project activities directly address transportation gaps and/or barriers identified through the Coordinated Plan (indicate the section/page number in the Coordinated Plan) and demonstrate why existing transportation services are not adequate, cannot be utilized to meet identified target population needs, or could be better serviced by the transportation program described in the proposal.
- Applicants must identify clear measurable outcome-based performance measures and indicators to track the effectiveness of the project. Applicants must indicate the number of persons to be served, trip purpose(s), and the number of one-way passenger trips. Additional measurable units of service can also be identified. Applicants must describe the outcome (impact) that the project will have on seniors and/or individuals with disabilities.

Section IV – Coordination Statement (10 points)

- Applicants must demonstrate adequate and appropriate coordination among and/or between public transit and human services agencies and organizations.
- Applicants should include letters of support/intent from the relevant public transit and/or human service agency/organization regarding the level of coordination.

Section V – Proposed Project Budget (20 points)

- Applicants must submit a clearly defined project budget for the two-year period on the form(s) provided, indicating anticipated project expenditures and revenues. Documentation of matching funds must be included.
- Applicants should provide any additional detail related to the project budget that helps reviewers understand the nature of the match, funding sources utilized in making the match, and/or any in-kind match that may be identified in the budget. Transportation providers currently funded by Measure I must include a copy of their agency's transportation program budget for the last and current fiscal year.
- Applicants must provide the cost per unit of service delivered for past and current transportation programs as well as the proposed project. Applicants must submit a copy of the most recently completed agency/organization financial audit.