

## **APPLICATION INSTRUCTIONS**

The application materials for the Cycle 5 Lifeline Transportation Program (application form, guidance and all resource materials) are available for view and download from the Alameda CTC website at: [https://www.alamedactc.org/app\\_pages/view/17270](https://www.alamedactc.org/app_pages/view/17270)

### **PROGRAM GUIDELINES**

Please read the posted MTC Cycle 5 Lifeline Transportation Program (LTP) Guidelines prior to completing the application. Appendix 1 of the Guidelines contains a table that summarizes key information, including sponsor and project eligibility, local match requirements, fund source eligibility and the timing of the funding. For additional information on project eligibility for FTA Section 5307 funds, consult the FTA Circular posted on the Alameda CTC's Cycle 5 LTP webpage.

Alameda CTC's Cycle 5 LTP webpage also includes links to the other information referenced in MTC's Guidelines, including the fund estimate, the required resolution of local support, a map of MTC's Communities of Concern (CoCs) along with Alameda County's five (5) Community-based Transportation Plans.

### **APPLICANT AGENCIES**

Eligible applicants for Cycle 5 LTP funding are limited to transit agencies, but transit agencies may sponsor and submit a Lifeline project on behalf of an eligible sub-recipient (public agency or non-profit organization) and pass through the funds to the sub-recipient.

A separate application is required for each project. Agencies may submit more than one application, but the total amount requested across all of its applications may not exceed the total funding available.

### **APPLICATION COVER SHEET (CHECKLIST)**

A complete application includes, at minimum, the provided Word application file, a schedule and budget (tabs 1-3 of the provided Excel file) and a project map. Operations projects are required to also complete the 4<sup>th</sup> tab of the provided Excel file.

The first page of the MS Word application is a cover sheet/checklist. Check the appropriate boxes to indicate the attachments included with the application. At the end of the checklist, indicate any additional attachments, such as CBTP/other plan documentation and letters of support, as needed. Clearly label the attachment files according to the numbering provided on the checklist.

All attachments must be easily readable when reproduced in black and white.

Applicants are requested to provide an anticipated resolution of local support adoption date on the application checklist. Approved resolutions of local support are due to Alameda CTC on May 25, 2018.

### **APPLICATION SUBMITTAL**

All applications and attachments are to be submitted electronically to [agomez@alamedactc.org](mailto:agomez@alamedactc.org) by 5:00 p.m. Friday, March 23, 2018. Late or incomplete applications will not be accepted.

#### *Note about emailing files to Alameda CTC:*

The provided application files must be submitted in the original MS Word and MS Excel formats. All other attachments (maps, plan documentation, letters of support, etc.) should be submitted as Adobe PDFs.

Alameda CTC can only receive emails that are under 10GB. If multiple emails are needed to transmit all of the application material, indicate how many files are attached to each email and number each transmittal (i.e. [Agency name] [Project Title] Lifeline Cycle 5 Application, email 1 of 2, [Agency name] [Project Title] Lifeline Cycle 5 Application, email 2 of 2).

### **PROJECT REVIEW/SELECTION PROCESS**

Applications received by the deadline will be reviewed and scored by an evaluation panel in accordance with MTC's Lifeline Cycle 5 Guidelines. To facilitate a timely application review and reduce the need for follow-up questions, please submit complete and descriptive applications. For example, avoid abbreviations and do not assume that a reviewer will be familiar with the proposed service or program, the proposed project area or the needs of the target populations.

Applicants will have one opportunity to respond in writing to the evaluation panel's questions. The questions, if any, will be distributed by the Alameda CTC to applicants in early April. Once distributed, applicants will have a minimum of two (2) business days to respond.

For the projects recommended for Lifeline Cycle 5 funding, the Alameda CTC will assign the available STA and/or FTA Section 5307 fund sources to each based on fund source compatibility, project readiness and/or schedule. The Alameda CTC is scheduled to approve the Cycle 5 LTP in May 2018 and MTC's approval is scheduled for July 2018.

### **QUESTIONS**

For questions, please contact the following Alameda CTC staff:

- Andrea Gomez, [agomez@alamedactc.org](mailto:agomez@alamedactc.org) or (510) 208-7456
- Jacki Taylor, [jtaylor@alamedactc.org](mailto:jtaylor@alamedactc.org) or (510) 208-7413