Interagency Technical Working Group on Tribal Transportation Issues

Wednesday, June 25, 2025
10:00 am – 12:00 pm
Oak Ballroom
Viejas Casino and Resort

Agenda

1. Welcome and Introductions
   Jamul Indian Village of California Chairwoman Erica M. Pinto, Tribal TWG Co-Chair

2. Member Comments/Communications
   Jamul Indian Village of California Chairwoman Erica M. Pinto, Tribal TWG Co-Chair
   Opportunity for members to provide information and announcements.

3. Approval of Meeting Minutes (Approve)
   Jamul Indian Village of California Chairwoman Erica M. Pinto, Tribal TWG Co-Chair
   Working group members are asked to review and approve the minutes of the March 5th, 2025 meeting.

4. Co-Chairs' Report
   Jamul Indian Village of California Chairwoman Erica M. Pinto
   SANDAG Senior Director of Regional Planning Antoinette Meier
   Co-Chairs will share updates relevant to the mission of the working group.

Reports

+5. Overview of Tribal Employment Centers 2.0
   Principal Economic Research Analyst Noami Young, SANDAG
   SANADG staff will provide an overview of the tribal employment centers and how the data can provide insights into the commonalities and differences that define employment centers across the region.

+6. Update on the Regional Economic Outlook
   Principal Economic Research Analyst Noami Young, SANDAG
   SANDAG staff will provide a brief report on the current state of the region's economy, touching on factors likely to impact economic growth and employment for the remainder of this year.

+7. Tribal Technical Assistance Program Opportunities for Coordination with Director Carrie Brown
   Professor of American Indian Studies Dr. Theresa Gregor, California State University Long Beach

Tribal Technical Assistance Program (TTAP) West Director Carrie Brown will present TTAP Opportunities for Coordination.

+8. Exploring Funding Opportunities Through California Climate Investments

Air Pollution Specialist, Johanna Roth, California Air Resources Board

California Climate Investments staff will share the Funding Workbook for All California Tribes and provide an introduction to California Climate Investments programs.

+9. California-Baja California Border Resiliency Plan

Associate Regional Planner Natasha Dulik, SANDAG

SANDAG staff will present on efforts underway to develop the California–Baja California Border Resiliency Plan. This comprehensive, binational plan prioritizes climate adaptation and resilience of transportation infrastructure within the border region.

+10. Flexible Fleets Pilot Grant Program

Associate Regional Planner Emily Doss, SANDAG

SANDAG staff will share the Flexible Fleets Pilot Grant Program Call for Projects.

March 5, 2025 Meeting Minutes

Chairwoman Erica M. Pinto (Jamul Indian Village of California) called the meeting of the Interagency Technical Working Group on Tribal Transportation Issues to order at 10:05 a.m.

1. **Welcome and Introductions**

Chairwoman Erica M. Pinto provided a welcome and introduction for the Tribal TWG meeting and asked attendees to introduce themselves. SCTCA Consultant Michael Connolly of the Campo Kumeyaay Nation led the group in a blessing.

2. **Member Comments/Communications**

Tribal TWG members were given the opportunity to provide information, updates, and announcements.

Consent

3. **Approval of Meeting Minutes**

Meeting minutes for the September 25, 2024 meeting were approved.

Reports

4. **Co-Chairs' Report**

Chairwoman Erica M. Pinto and SANDAG Deputy Director of Regional Planning Keith Greer (in place of Antoinette Meier) shared updates relevant to the mission of the working group.

Action: Information only.

5. **Capital Projects Update**

SANDAG staff provided an update on two capital priority projects, improvements to State Route 76 from Horse Ranch Creek Road to Pala Mission Road and interchange improvements at Interstate 8 and West Willows Road.

Action: Information only.

6. **2025 Regional Plan Updates**

SANDAG staff provided an overview of the proposed draft for the 2025 Regional Plan, highlighting rural projects and outlining the next steps in the plan's development process.

Action: Information only.

7. **Safety Planning Update**s

Staff provided updates on regional safety planning efforts including the completion of the regional Vision Zero Action Plan and requested feedback on proposed safety targets.

Action: Information only.

8. **Regional Climate Action Planning**

SANDAG staff presented an update on the development of a long-term vision for climate action in the region and sought feedback on draft greenhouse gas reduction measures.

Action: Information only.

9. **Tribal Summit Update**

SCTCA Consultant Dr. Theresa Gregor and SANDAG Senior Regional Planner Paula Zamudio shared an update on the next steps for suggestions from the 2024 Tribal Summit.

Action: Information only.

10. **City of San Diego Inclusive Public Engagement Guide**

Public Engagement Program Manager Anisha Gianchandani shared the City of San Diego's Inclusive Public Engagement Guide efforts and led a discussion on how tribal leaders would like to engage with the city outside the required consultation processes.

Action: Information and discussion.

11. **2025 Agenda Setting**

Chairwoman Erica M. Pinto led a discussion on topics Tribal Transportation Working Group members would like to hear about and discuss in 2025.

Action: Discussion.

12. **Next Meeting and Adjournment**

Chairwoman Erica M. Pinto adjourned the meeting at 12:01 p.m.

Overview of Employment Centers 2.0

Tribal Working Group | Item 5
Naomi Young, Principal Economist
June 25, 2025

Employment Centers 2.0 on SANDAG's ODP

What is an Employment Center?

Employment Centers are areas in the region with high densities of employment. SANDAG identified the industries located in these areas, where employees commute from and what their commute looks like along with other attributes.

https://opendata.sandag.org/

Employment Centers

- Areas with the highest concentration of employment
- Employment Centers 2.0 has 91 employment centers, divided into four tiers based on number of jobs within an employment center's boundary
- Includes military bases and tribal employment centers

	Tier 1	Tier 2	Tier 3	Tier 4
Number of Centers	3	15	14	59
Percent of Region's Jobs	**18.7%**	**25,7%**	**12.7%**	**20.8%**
Qualifying Number of Employees	100,000 or more	25,000 to 99,999	15,000 to 24,999	2,000 to 14,999

Five Tribal Employment Centers

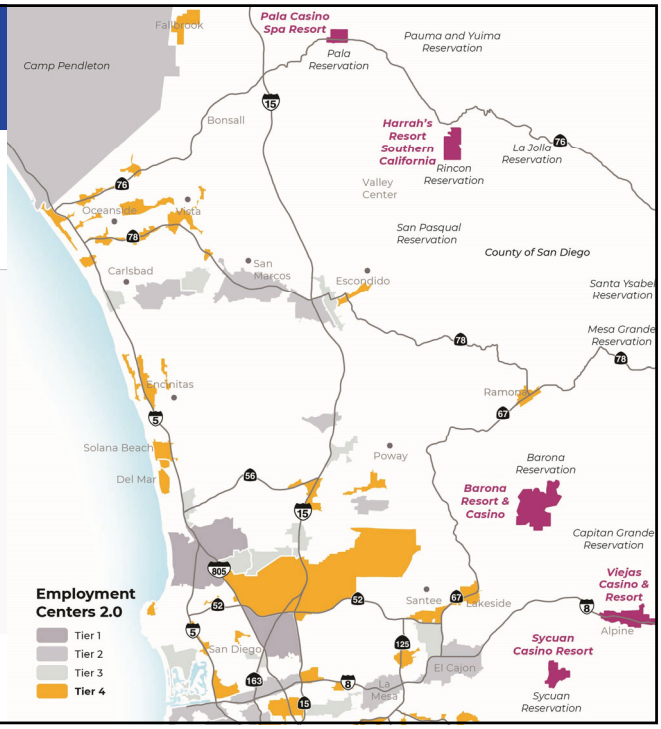
16,803 Jobs

79 Businesses

$57,147 Average wage

Employment Center	Jobs
Barona Resort & Casino	4,399
Sycuan Casino Resort	3,738
Viejas Casino & Resort	3,196
Pala Casino Spa Resort	2,854
Harrah's Resort Southern California	2,616

Source: SANDAG including LODES 8 (2019)

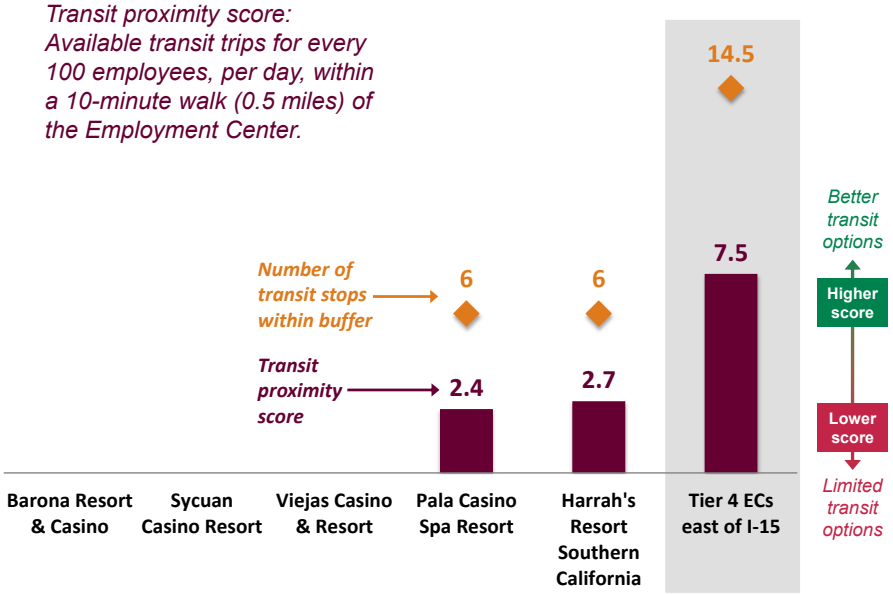


Limited Transit Options

Longer transit times aligns with limited transit options

Likely to be a barrier to accessing talent and growing workforce

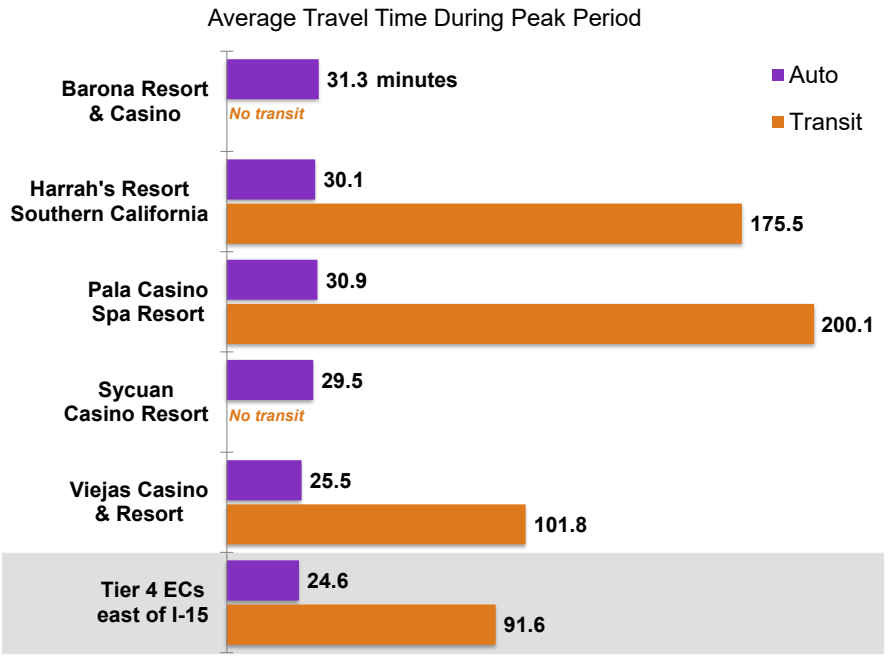
Transit proximity score: Available transit trips for every 100 employees, per day, within a 10-minute walk (0.5 miles) of the Employment Center.



Travel Time for Employees

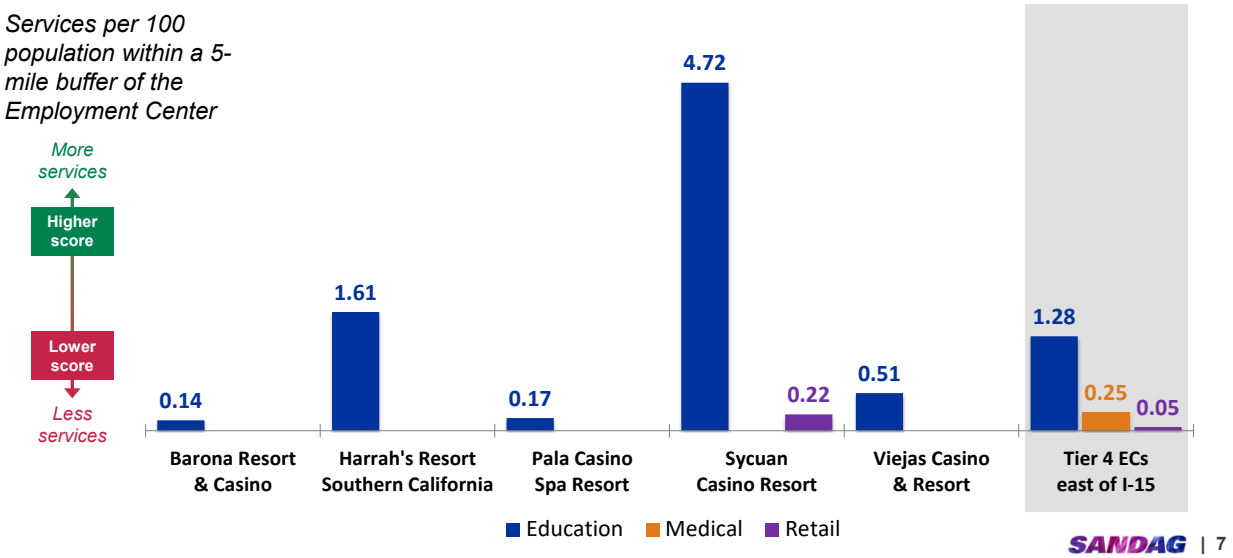
Tribal EC workers have travel time by car that is comparable to Tier 4 ECs.

Public transit is limited. Where available, travel time is nearly twice the average of the Tier 4 ECs.



Access to Community and Personal Services

Higher the score, the more services present



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Economic Outlook for the San Diego Region in 2025

Tribal Working Group | Item 6
Naomi Young, Principal Economist
June 25, 2025

Macro Economic Backdrop – Q1 2025

Shifting conditions in 2025 bringing greater uncertainty

Q1 2025 Recap - Nationally

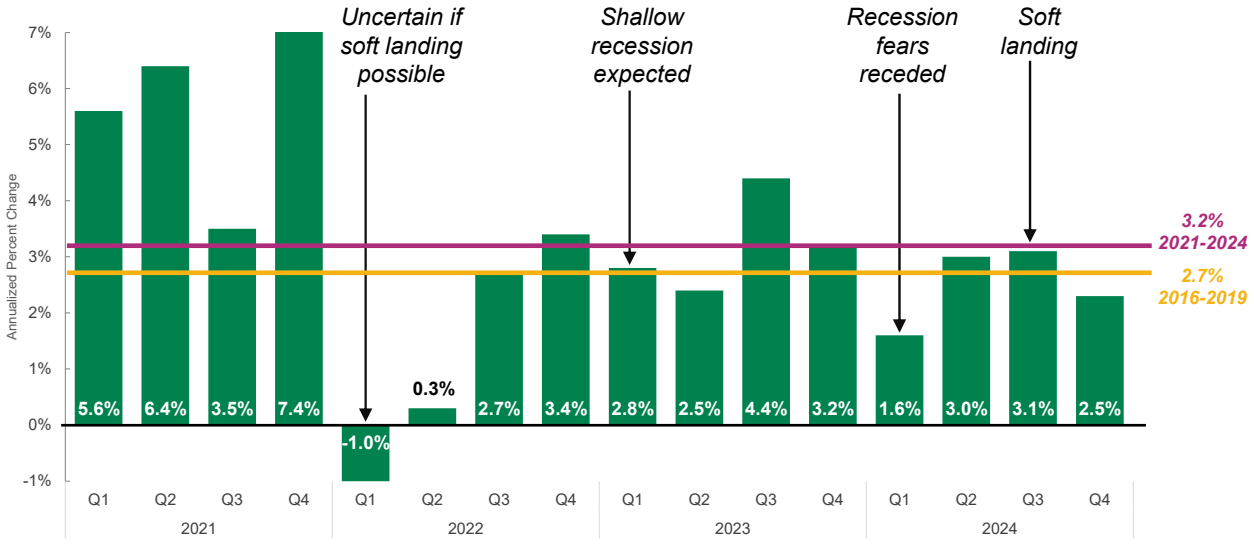
- Soft landing achieved in 2024
- Started the year with healthy GDP growth expectations
  - Inflation slowed
  - Less constrained labor market
  - Interest rates were expected to fall

Q1 2025 Recap – San Diego Region

- Emerging divergence in local and national trends
  - Trailing the nation in growth
  - Easing of consumer spending locally, responding to inflation
  - Job gains but uneven across industries
  - Slow real estate markets

US Real GDP

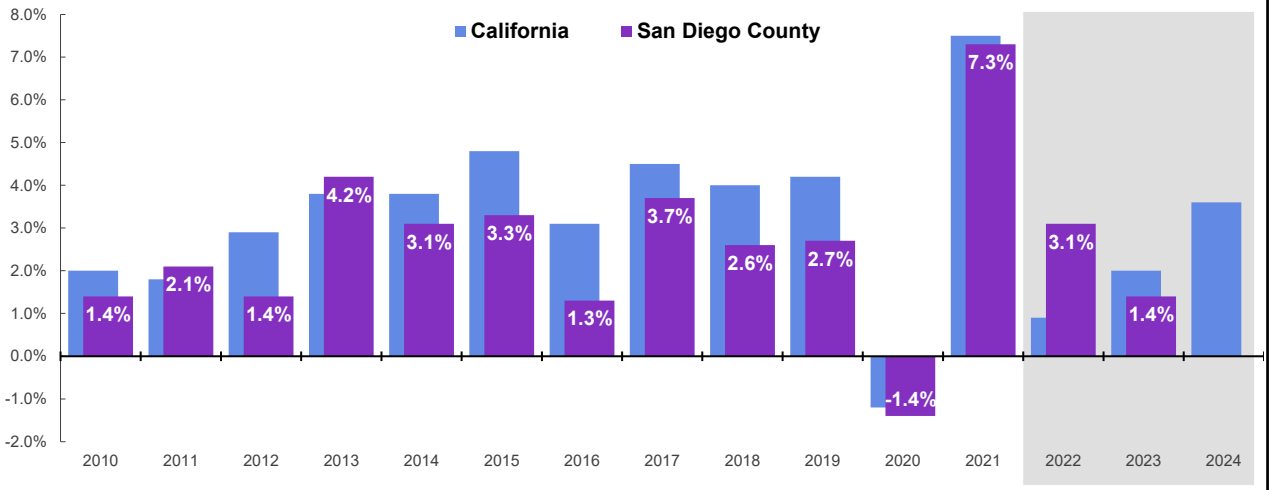
Changing outlook while annualized growth tracked higher post-COVID



Source: Bureau of Economic Analysis

San Diego GDP

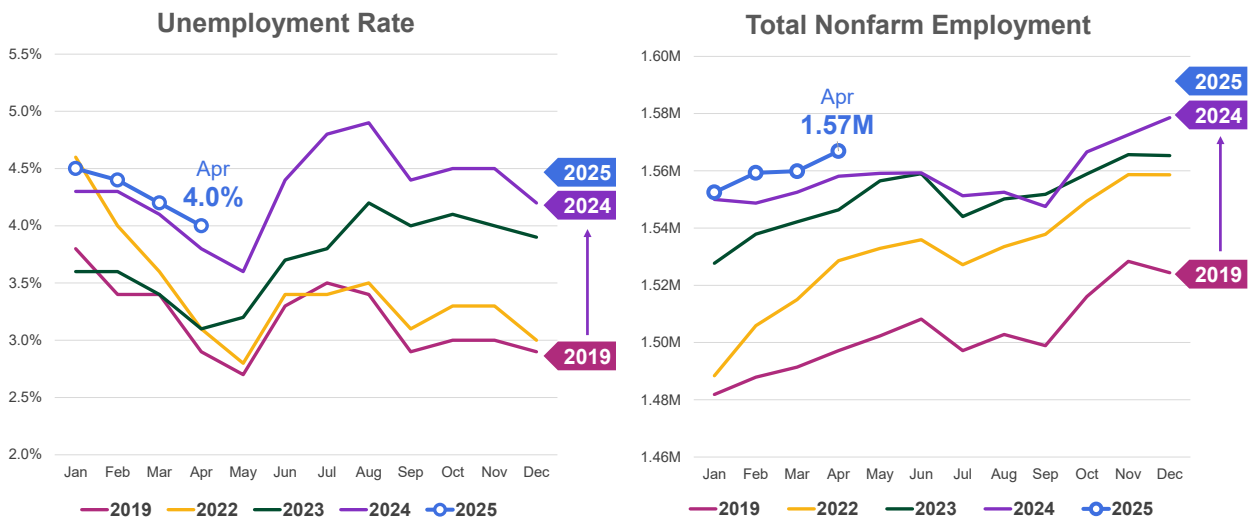
Modest economic expansion and slower than the State and nation



Source: Bureau of Economic Analysis

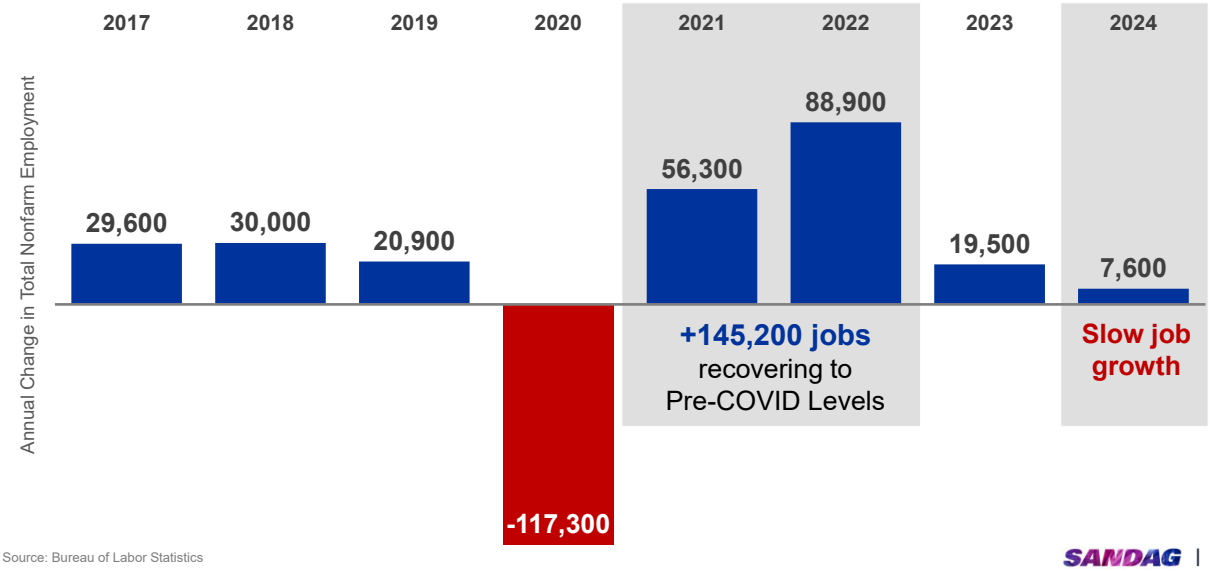
Easing Pressure in the Labor Market

The San Diego Region's labor force remains stable and above 2019 levels



Source: Bureau of Labor Statistics

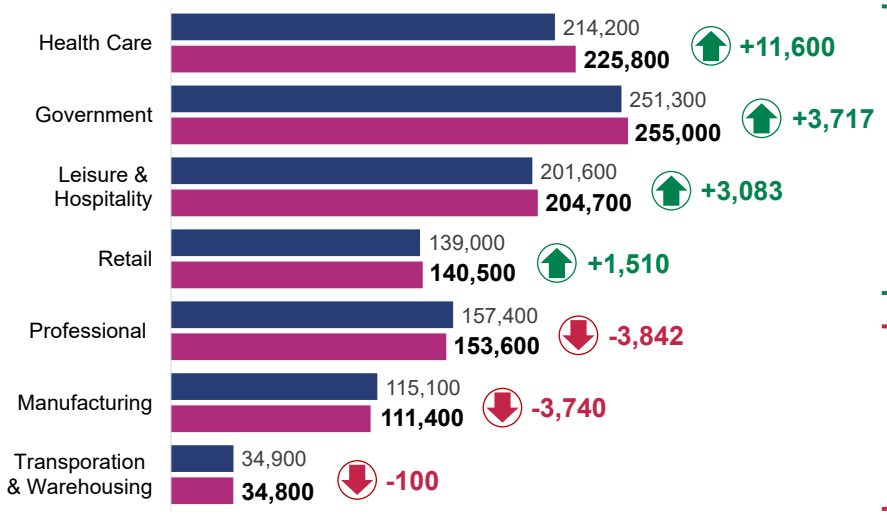
Slowing Job Growth in the San Diego Region



Source: Bureau of Labor Statistics

Job Gains & Losses in the San Diego Region

The region added 12,100 jobs but not across all sectors



Government, Health Care, Leisure & Hospitality, and Retail are the Region's largest sectors, responsible for over half of the region's jobs. **They added over 19,900 jobs**.

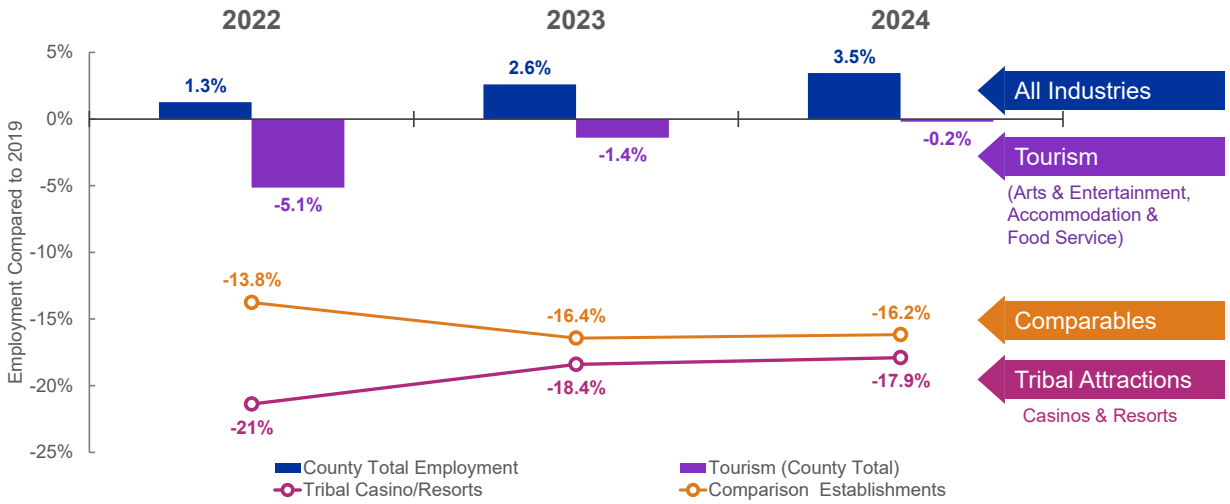
Professional, Scientific & Technical, and Manufacturing account for nearly 20% of the region's jobs. **They lost over 7,000 jobs**

Sources: Bureau of Labor Statistics

2023 2024

Slow Recovery for the Tourism Sector

Tribal Casinos and Resorts tracking with similar establishments



What to Watch in the second half of 2025

San Diego Regional Outlook: Stable but Exposed

- Limited room to accommodate economic headwinds
- **Economic growth** trails the nation and state
  - Uneven **business growth** across the region and industry sectors
  - Slower and uneven **job creation**
- Weak **consumer spending**
  - Declining confidence in job security
  - Inflationary expectations
- Slowing **business investment**
  - Limited absorption of industrial and commercial space
- **State, national, and global challenges**
  - Federal funding
  - Trade relations
  - Strained government budgets

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Western TTAP

SANDAG Tribal Working Group Meeting

June 25th, 2025

1

6/24/2025

Today's Adventure

- Updates
  - WTTAP Website
  - Needs Assessment
  - Tribal Grant Writing Workshop
  - Trainings Provided
  - National Local Tribal Assistance Program Association
- Next steps
- Questions

2

Website

Launched January 20th, 2025

Biennial Needs Assessment

- Provides usable data
- Project deliverable
- Influences Training Schedule

SCAN ME

4

Tribal Grant Writing Workshop

- August 18-20, 2025
- Location: Las Vegas, NV
  - South Point Casino and Spa
- 2.5 Day Workshop
- 50 Seats Available
- Travel Scholarship Available

5

Trainings Provided

- Child Passenger Safety Technician Certification
- Road Safety Scholar Program
  - Core Modules# 1-4
- Flagger Certification
- More to Come…

6

National Local Tribal Technical Assistance Program Association

- Attended Annual Western Region Meeting February 22-25, 2025
- Monthly meetings
- Annual Tribal Regional Meeting postponed.
- Annual NLTAPA Conference July 20-24, 2025
- Tribal track
  - Cultural Competency and Historical Trauma – general session
  - Engaging with Tribes and Jurisdiction – Breakout session w/Ron Hall
  - PASER for Rural and Tribal Communities

7

Next Steps

- Continue planning grant workshop
- Western Regional Annual Meeting (February 25th – 28th, 2025)
- Lifesavers Conference March 8-11, 2025
- Continue Flagger Certification Courses
- Deliver RRSCP Core Modules 5-7.

8

Questions?

9

Thank you!

Carrie Brown

cbrown@appliedpavement.com

775-432-4438

10

Accessing Grant Funds through California Climate Investments

June 25, 2025
Tribal Workgroup
Presentation

1

Discussion overview

Today's conversation will have two parts:

1. An Introduction to California Climate Investments
2. Walk through: Funding Workbook for All CA Tribes

2

An Introduction to California Climate Investments

3

What is California Climate Investments?

California Climate Investments is a portfolio of State programs that are:

- Designed to facilitate greenhouse gas emissions reductions while providing environmental, economic, and public health benefits
- Funded by Cap-and-Trade auction proceeds

From **affordable housing** to **clean transportation**, **urban greening** to **sustainable agriculture**, **waste diversion** to **technical assistance**, and **more**, the diversity of our program types reflects the many approaches needed to effectively mitigate and address the impacts of climate change.

4

What is a California Climate Investments program?

California Cap and Trade Program Auctions

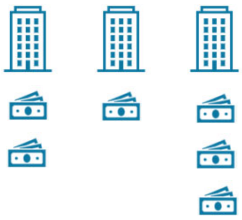
- Funds for California Climate Investments
- Utilities

Meanwhile:

CA legislators decide:

- Which programs to fund
- From which funding sources (including Cap-and-Trade funding)

The legislature distributes funds to different state agencies who each get a unique amount of funding every year. Each state agency uses the funds to run programs.



If the legislature funds a program using money from Cap-and-Trade Auctions, then it is a California Climate Investments Program!

5

What does it mean to be a California Climate Investments program?

California Climate Investments programs are run independently by a lot of different state agencies but share common goals and responsibilities.

Core Requirements

- Benefit Priority Populations
- Reduce Greenhouse Gas Emissions
- Transparency and Reporting
- Maximizing Co-benefits

6

What do these programs do?

California Climate Investments funds a variety of programs and projects:

- Affordable Housing
- Urban Greening
- Clean Mobility
- Vehicle Rebates
- Transit Projects
- Land Conservation/Restoration
- Workforce Development
- Wildfire Prevention
- Food Waste Prevention
- And more

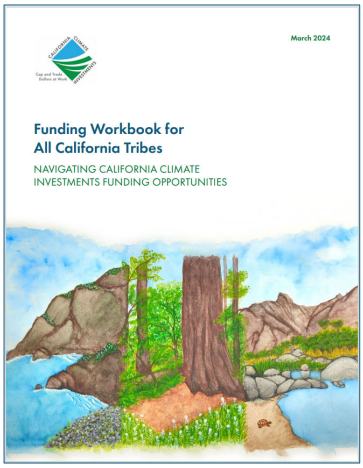
Climate work is about air, but it's also about people, communities, land and much more.

The Funding Workbook for All CA Tribes

Last year, we launched the Funding Workbook for All California Tribes. The Funding Workbook:

- Guides Tribal governments through identifying programs of interest
- Serves Tribal leaders and staff through assessing fit
- Provides next steps and suggestions for influencing program design.

We've brought copies to share with you.
Let's walk through how to use the Funding Workbook.



Contact Us

For the Funding Workbook:
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Lead staff
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916-570-7648

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Branch Chief
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For general information and support:
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SANDAG

Tribal Transportation Working Group

Item: 9

June 25, 2025

California- Baja California Border Resiliency Plan

Action: **Discussion**

Staff will seek input from the Tribal Transportation Working Group on the California – Baja California Border Resiliency Plan.

Fiscal Impact:

This work is funded through Overall Work Program No. 3402101 established by the Board of Directors.

Schedule/Scope Impact:

Caltrans issued a Notice to Proceed in January 2025. Project will be completed by June 2027.

Overview

On November 22, 2024, the Board of Directors accepted a $3 million planning grant from Caltrans Sustainable Transportation Planning Grant (STPG) Program to develop the California- Baja California Border Resiliency Plan (BRP). The BRP is a comprehensive, binational plan that prioritizes climate adaptation and resilience of transportation infrastructure within the border region. It will focus on the communities ten miles to the north and south of the border from the Pacific Ocean, east to the California-Arizona border, including tribal lands on both sides of the border. The BRP will develop strategies and recommendations to address climate stressors and resiliency challenges while maintaining and strengthening binational coordination - building on many years of work being led by border region community leaders, agencies and stakeholders. SANDAG would like to discuss any interest the Tribal Transportation Working Group members have on participating in the project, as well as learn more about related work and resources that could inform the project deliverables.

Key Considerations

A Notice to Proceed (NTP) was issued by Caltrans on January 22, 2025, to begin work on the BRP. The BRP will develop a vetted and prioritized list of strategies, programs, and projects to address climate resilience challenges affecting communities in the border region and the transportation network serving them. This effort is similar to work led by Caltrans and the State of Baja California (via the Secretariat of Infrastructure, Urban Development, and Territorial Reorganization) for the California - Baja California Border Master Plan (BMP) for transportation infrastructure.

The BRP will identify the various climate and public health challenges affecting the border region, document and evaluate existing and planned efforts by federal, state, and local agencies as well as tribal governments to address these challenges and identify potential gaps. It will include extensive outreach and collaboration with border region communities, tribes, public agencies, academic research institutions, and other stakeholder groups to develop strategies that address the climate challenges and improve resiliency and equity. It will include a list of priority projects, identify potential lead entities, propose financial strategies for implementation, and recommend metrics for tracking progress on the various efforts. In addition, the final BRP will also propose a roadmap for future integration of its climate and environmental justice elements into the existing BMP process.

Since issuance of the NTP, SANDAG has been working in partnership with Caltrans, the Southern California Association of Governments, and the State of Baja California as members of the Project Development Team (PDT) to carry out project activities supporting development of the BRP. A new BRP Interagency Task Force was formed to provide technical guidance and recommendations on the BRP for the duration of the grant. Membership of the Task Force consists of binational representatives from federal, state, local and tribal governments and agencies; all representing disciplines and interests involved in environmental planning, climate adaptation and community vulnerabilities. The first Task

Force meeting was held on April 30, 2025, with over 50 attendees, representing 14 agencies from the U.S, 9 from Mexico and 2 with binational interests. SANDAG continues to work with the PDT and Task Force to gather all existing information on efforts underway, such as projects identified in the Intraregional Tribal Transportation Strategy, and include identification of groups and organizations that are currently addressing resiliency needs in the California-Baja California border region. A draft Communication and Stakeholder Outreach Plan has been developed that details how we plan to engage our stakeholders and communities to gather feedback on what adverse climate impacts exist, how we can improve our transportation system to better adapt to those conditions, and what issues should be prioritized to address the immediate needs of residents today while building a more resilient transportation system for the future.

Next Steps

Near-term actions include procurement of consultant services to assist in the development of the BRP and stakeholder and community outreach, continuation of the identification of existing groups, data and data gaps, and finalization of the Public Participation and Stakeholder Outreach Plan. Initial outreach is set to begin mid-summer, and staff will host the 2nd Interagency Task Force meeting in late July. Staff will bring regular updates on the progress of the grant to the SANDAG Policy Advisory Committees and Working Groups.

Antoinette Meier, Senior Director of Regional Planning

Attachment 1. California - Baja California Border Resiliency Plan - Interagency Task Force Charter

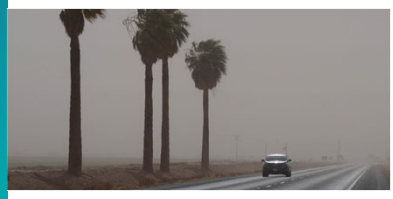
California – Baja California Border Resiliency Plan

Tribal Transportation Working Group | Item 9
Natasha Dulik, Associate Regional Planner
June 25, 2025

Agenda

- California-Baja California Border Resiliency Plan Overview
- Interagency Task Force Overview & Outreach Plan
- Timeline
- Discussion

California-Baja California Border Resiliency Plan (BRP)



Caltrans | BAJA CALIFORNIA GOBIERNO DEL ESTADO | SANDAG | SCAG | 3

A Comprehensive Approach

California–Baja California Border Resiliency Plan

Including:

- Inventory of existing programs, policies, planning efforts, datasets and data gaps
- Assessment of climate hazards & impacted communities
- Adaptation analysis and strategies
- Identification of responsible agencies, funding sources, and priority actions
- Metrics for measuring progress
- Stakeholder and community engagement

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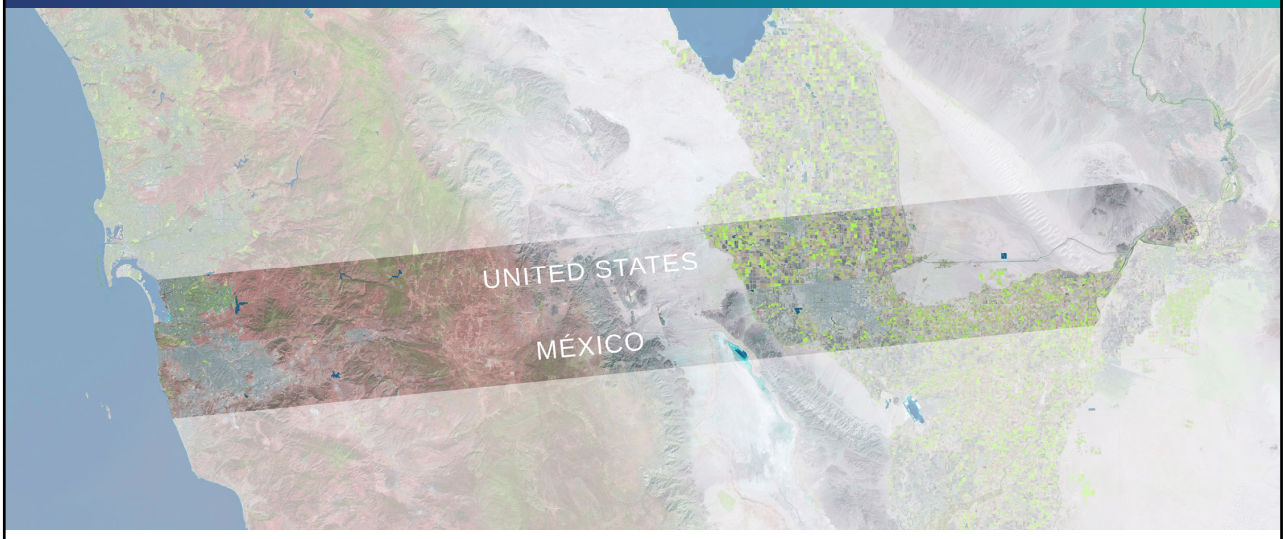
California-Baja California BRP Study Area



Interagency Task Force & Outreach Plan

Overview

Interagency Task Force

Feedback Channels

Borders Committee

- **Public**
- **Project Development Team (PDT)**
  - SANDAG, Caltrans, SCAG, State of Baja California
- **Existing Environmental Groups, Forums, Task Forces, etc.,**
  - IBWC Minute 320 Core Group
  - U.S.-Mexico Border 2025
  - AB 617
  - COBRO
  - Tijuana Verde
  - IMBA
  - Others
- **(NEW) Interagency Task Force**
  - U.S./Mexico
    - Local
    - State
    - Federal
  - Binational
  - Tribal

1st Interagency Task Force Meeting

SANDAG

California-Baja California Border Resiliency Plan (Cali-Baja BRP) Interagency Task Force

Wednesday, April 30, 2025
Virtual
1:00 PM - 3:00 PM
Join Zoom Meeting:
Meeting ID: 818 5868 5409

Agenda

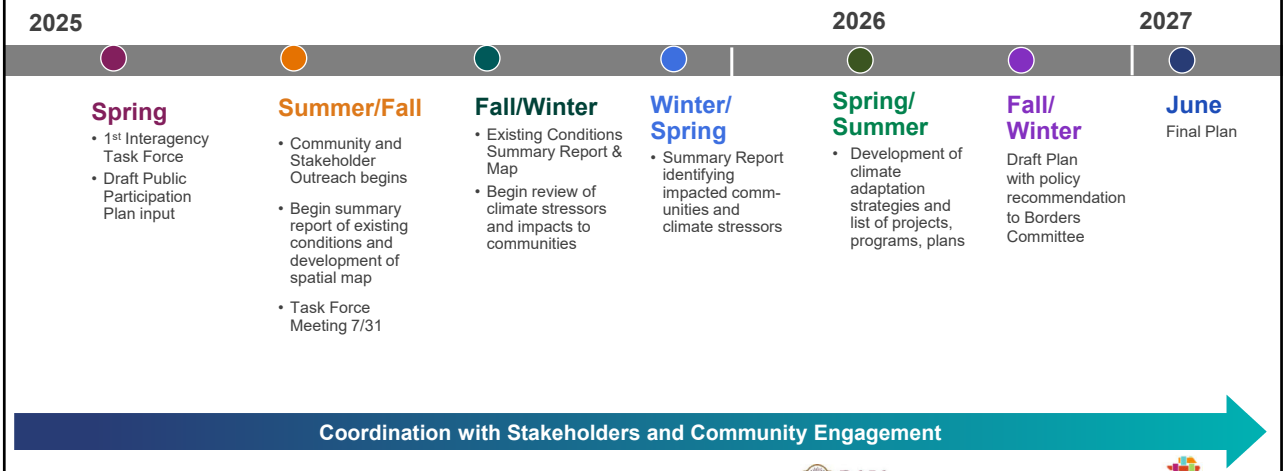
1. Welcoming Remarks and Introductions
2. California-Baja California Border Resiliency Plan Overview and Timeline
   Kim Smith, SANDAG
   Natasha Dulik, SANDAG
3. Cali-Baja BRP Interagency Task Force Overview and Charter
   Zach Hernandez, SANDAG
4. Public Communications and Stakeholder Outreach Plan
   Ashley Solorio, SANDAG
5. Information Needs
   Kaylen Wilson, SANDAG
6. Discussion and Q&A
7. Next Steps

Agencies in Attendance:

Phased Outreach Approach

Phase	Focus	Feedback Gathering Strategies
1	**Preliminary Research & Planning** (April – July 2025)	• Establish an Interagency Taskforce • Hold one-on-one stakeholder interviews • Hold roundtable with business/community groups
2	**Public Awareness & Education** (August – October 2025)	• Create multiple communication channels • Coordinate with CBOs to share information • Launch baseline survey
3	**Public Outreach Ramp-Up** (November 2025 – April 2026)	• Host public meeting(s) • Identify and participate in community events • Provide regular updates to keep public engaged
4	**Continued Engagement** (May – December 2026)	• Inform public about strategies outlined in Draft Plan • Launch public survey • Encourage attendance to Borders Committee
5	**Final Plan Development** (January – June 2027)	• Hold community workshops(s) • Encourage attendance to Borders Committee • Announce and garner excitement for next steps

Anticipated Project Timeline



Discussion

- Task Force Membership
  - San Diego Region
  - Imperial Region
  - Baja Region
- Related resources and data

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California-Baja California Border Resiliency Plan Interagency Task Force

Task Force Charter

Purpose

The purpose of the California-Baja California Border Resiliency Plan Interagency Task Force (Task Force) is to provide technical guidance, background knowledge and interagency coordination to address climate adaptation challenges affecting communities in the border region and the transportation network serving them. These efforts will support the development of the California-Baja California Border Resiliency Plan (Cali-Baja BRP) under the Caltrans Sustainable Transportation Planning Grant.

Responsibilities

This group will serve as a body of technical subject-matter experts in environmental and climate adaptation issues affecting the border region. The Task Force provides an institutional forum and structure for regional stakeholders to: (1) collaborate, coordinate and peer exchange solutions to address issues related to climate stressors and resilience within the California-Baja California border region; and (2) provide a regional collaboration among the jurisdictions and stakeholders on the development of the Cali-Baja BRP.

Membership

By "Task Force" we mean a broad range of staff representatives of those jurisdictions along the border region, including all cities within or adjacent to the project area. Additionally, the Task Force will include staff representatives of federal, state, and local agencies, and tribal governments that are directly involved in the implementation of environmental efforts along the California- Baja California border. Table 1 includes a preliminary list of Task Force members. Additional members will be added based on subject matter expertise as needed.

Task Force member agencies are asked to designate an alternate representative when the primary representative is unable to attend to promote participation in meetings.

Commitment / Duration of Existence

Task Force participants are asked to attend and participate in Task Force meetings to share information and give feedback on environmental issues facing the border region, including input on issues related to coordination and implementation of the Cali-Baja BRP grant. The Task Force will meet on a quarterly or as-needed basis, for a total of eight (8) meetings.

The Task Force will meet for the duration of the Cali-Baja BRP development timeline through April of 2027.

Table 1. Task Force Membership

	U.S.	Mexico	Binational
Federal	U.S. Environmental Protection Agency	Ministry of Foreign Affairs (SRE) – Consul General of Mexico Ministry of the Environment and Natural Resources (SEMARNAT) National Institute of Ecology and Climate Change (INECC) National Commission of Water (CONAGUA) Secretariat of Territorial, Agrarian, and Urban Development (SEDATU)	International Boundary and Water Commission (IBWC) / Comisión Internacional de Límites y Aguas (CILA) Commission for Environmental Cooperation (CEC) North America Development Bank (NADB)
State	Caltrans District 11 (advisory) California Environmental Protection Agency (CalEPA) California Air Resources Board (CARB) California State Water Quality Resources Board	Secretary of Environment and Sustainable Development (SMADS) Secretary of Economy and Innovation Institute of Sustainable Mobility (IMOS) Secretary for the Management, Sanitation and Protection of Water (SEPROA) Secretary of Infrastructure and Urban Development (SIDURT)	
Regional/ Local	Southern California Association of Governments (SCAG) San Diego Association of Governments (SANDAG) County of San Diego Imperial County San Diego County Air Pollution Control District (SDAPCD) Imperial County Air Pollution Control District (ICAPCD)	City of Tijuana City of Playas de Rosarito City of Tecate City of Mexicali Tijuana Secretary of Sustainable Urban Mobility (SEMOVIS) Tijuana Municipal Institute of Planning (IMPLAN Tijuana) Institute of Municipal Planning Playas de Rosarito (IMPLAN Rosarito)	Southern California Tribal Chairman's Association (SCTCA)

	Imperial County Transportation Commission (ICTC) Port of San Diego City of Imperial Beach City of San Diego City of Chula Vista City of Coronado City of National City City of El Centro City of Holtville City of Calexico	Mexicali Municipal Institute of Research and Urban Planning (IMIP Mexicali)	

June 25, 2025

Flexible Fleets Pilot Grant Program Final Call for Projects

Overview

Flexible Fleets comprise various modes of on-demand, shared mobility services typically requested or reserved through a smartphone application or call center. In 2023, the SANDAG Board of Directors approved an amendment to the budget that authorized federal funding to develop and implement a grant program to pilot Flexible Fleets projects in the region.

Action: **Information**

Staff will present information on the Flexible Fleets Pilot Grant Program Call for Projects.

Fiscal Impact:

Up to $4.5 million will be made available through the Call for Projects through Overall Work Project No. 3501000: Flexible Fleets Pilots.

Schedule/Scope Impact:

Pending Board approval, staff anticipates releasing the Call for Projects in summer 2025.

Key Considerations

The Flexible Fleets Pilot Grant Program is intended to pilot projects that expand shared mobility travel choices, enhance transit connections, fill transit gaps, improve air quality, and advance the goals of the Regional Plan. The Program will fund projects that can serve as models for the region and demonstrate the ability to sustain operations following the expiration of the grant.

Winter 2025, Staff collected feedback from working groups and the Transportation Committee on the Draft Grant Program Call for Projects eligibility and scoring criteria. Eligible applicants include federal, state, and local governmental agencies, tribal governments, transit operators, and military institutions. Eligible costs will include service operations and supportive infrastructure expenses, as outlined in the Call for Projects (Attachment 1). Applicants must provide 11.47% of the total project cost in matching funds, which may include in-kind staff time.

Only new services that are not currently operating or have not operated in the past ten years are eligible. The funding also requires that all operations be completed, and expenses incurred by December 31, 2028. SANDAG continues to seek sustainable funding for ongoing Flexible Fleet service operations.

Next Steps

Staff will bring the final Call for Projects to the Board for approval to be released in summer 2025. The application period will be open for 90 days. SANDAG will host an online information session at the beginning of the application period. Applications will be reviewed by an external evaluation panel with experience in deploying and operating Flexible Fleet services. The funding recommendations are expected to be brought to the Transportation Committee and Board of Directors in early 2026.

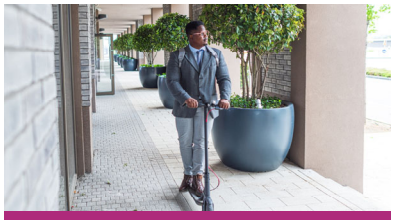
Antoinette Meier, Senior Director of Regional Planning
Susan Huntington, Director of Financial Planning, Budgets, and Grants

Attachments:
1. Final Flexible Fleets Pilot Grant Program Call for Projects
2. Final Flexible Fleets Pilot Grant Program Performance Metrics
3. Final Flexible Fleets Pilot Grant Program Scoring Rubric

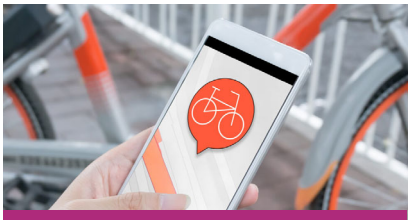
Flexible Fleets Pilot Grant Program Call for Projects

Tribal Transportation Working Group Meeting
Emily Doss, Associate Regional Planner
June 25, 2025

Flexible Fleets Overview



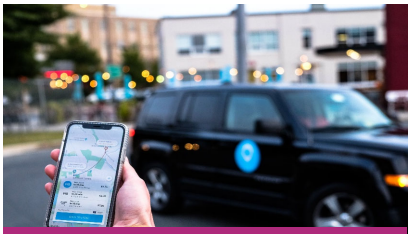
Micromobility: Scootershare



Micromobility: Bikeshare

Neighborhood Electric Vehicles (NEV)

Carshare



Rideshare

Microtransit

Funding and Eligibility

Funding	**$4.5 Million** - FHWA Surface Transportation Block Grant Funds • Maximum Award: $1,000,000 • Matching Requirement: 11.47% • Compliance with Federal Provisions • Service operations must be completed by December 31, 2028.
Eligible Applicants	• Local, state, federal, and tribal governmental agencies • Transit districts • Military institutions
Sample Eligible Activities	• New services that are not currently operating or have not operated in the past • Direct operations of service • Contract services • Vehicle or Software/Hardware Procurement • Supportive Infrastructure (e.g. charging, docking stations, right of way improvements, signage and wayfinding)

Evaluation Criteria

Criteria	Weight
Financial Sustainability	20%
Feasibility	20%
Connectivity	20%
Accessibility	15%
Engagement	15%
Matching Funds	10%

Performance Metrics Categories

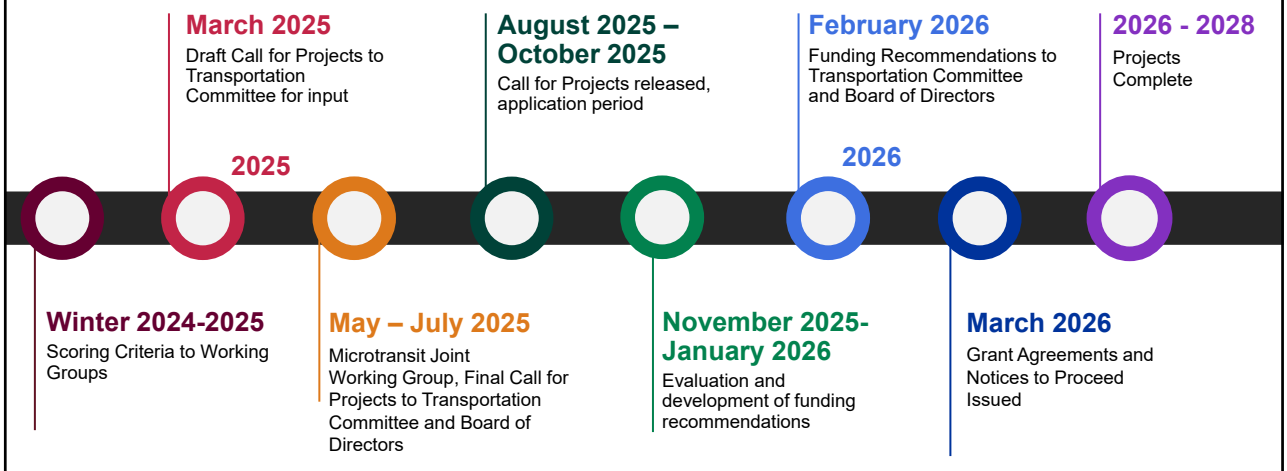
Productivity

Connectivity

Community Engagement & Accessibility

Cost Effectiveness

Anticipated Timeline



Examples of Tribal Programs & SANDAG Resources

Twenty-Nine Palms Band of Mission Indians

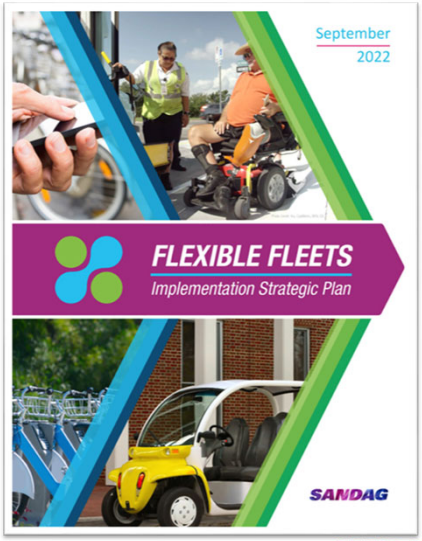
- Clean Mobility Options (CMO) grant-funded
- Carshare service with 8 electric vehicles, providing access to transportation for tribal members
  - Includes 5 new charging stations to support the electric vehicle fleet
- Improves health, welfare, and sustainability for tribal members, the community, and the natural environment.
- Transportation to medical appointments, tribal functions, and other key destinations

Other Upcoming CMO-Funded Projects on Tribal Lands in California

- **Big Pine Paiute Tribe of the Owens,** Inyo County
  - Electric shuttle/bus, charging stations, and new bus stops
  - Benefits under-resourced tribal members, offering flexible transit options to access essential services, amenities, and healthcare
- **The Bishop Paiute Tribe,** Inyo County
  - Medium-duty shuttles, mini-vans, and a 30-passenger electric school bus to facilitate access to essential tribal programs
- **Hopland Tribe of Pomo Indians,** Mendocino County
  - Clean transportation service for under-resourced residents, especially younger and older tribal members with limited car access or who are unable to drive

Regional Flexible Fleets Resources

- 2022 Implementation Strategic Plan
- Flexible Fleets Task Force
- On-Call Service Providers
- Open Data Portal
- SANDAG Technical Support
- 2025 Regional Plan



Stay connected with SANDAG

- Explore our website
  sandag.org/flexiblefleets
- Follow us on social media:
  @SANDAGregion @SANDAG
- Email: flexiblefleets@sandag.org
  grantsdistribution@sandag.org

Final Flexible Fleets Pilot Grant Program

Call for Projects

Program Website

www.sandag.org/flexiblefleets

Program Contact

SANDAG Grants Distribution Team
grantsdistribution@sandag.org

Eligible Applicants

- Federal, state, and local governments
- Tribal governments
- Transit districts
- Military institutions

Eligible Services

- Carshare
- Micromobility
- Microtransit
- Neighborhood Electric Vehicle
- Rideshare (excluding Vanpool)

Example Projects and Activities

- Service Operations
  - Direct operations of an eligible Flexible Fleets service
  - Contracted Flexible Fleets services
- Supportive Infrastructure & Goods
  - Vehicle procurement
  - Software/hardware
  - Other supportive infrastructure (e.g., charging, docking stations, right-of-way improvements, signage, and wayfinding)

Program Overview

The San Diego Association of Governments (SANDAG) is soliciting applications for its Flexible Fleets Pilot grant program. The grant program will plan, deploy, and monitor Flexible Fleet pilots aimed at expanding shared mobility travel choices, enhancing transit connections, filling transit gaps, improving air quality, and advancing the goals of the Regional Plan.

Funding Source: Federal Highway Administration's (FHWA) Surface Transportation Block Grant (STBG)

Amount of Funding Available: $4,500,000

Maximum Award: $1,000,000

Matching Funds

Matching Funds are required. Applicants must provide 11.47% of the Total Project Cost in Matching Funds.

Project Types

New Service – A service that is not currently operating or has not operated in the past ten years. Expansion of an Existing Project is not considered a New Service.

Performance Period

Service operations must begin within one year of the grant agreement Notice to Proceed and **must be completed by December 31, 2028**. Extensions to this date will not be provided.

Anticipated Timeline

Activity	Date
Release of the Call for Projects	7/28/2025
Deadline to Protest Call for Projects contents	8/4/2025
Pre-Application Webinar	8/13/2025
Call for Projects Question Deadline (by 5 p.m.)	10/20/2025
Deadline to request application assistance	10/20/2025
Responses to all questions released in BidNet	10/24/2025
Application Deadline (by 5 p.m.)	**10/31/2025**
Applicant Resolution Deadline	**12/1/2025**
SANDAG Transportation Committee Meeting (proposed funding recommendations)	2/6/2026
SANDAG Board of Directors Meeting (proposed funding recommendations)	2/13/2026
Grant Agreements Executed/Notices to Proceed Issued	March 2026

SANDAG

Free Language Assistance | Ayuda gratuita con el idioma | Libreng Tulong sa Wika | Hỗ trợ ngôn ngữ miễn phí
免费語言協助 | 免费语言协助 | مساعدة ترجمة مجانية | 무료 언어 지원 | کمک زبان رایگان | 無料の言語支援 | Бесплатная языковая помощь
Assistência linguística gratuita | मुफ़्त भाषा सहायता | Assistance linguistique gratuite | ជំនួយភាសាឥតគិតថ្លៃ | ఉచిత భాషా సహాయం
ภาษาช่วยเหลือด้านพาสาฟรี | Kaalmada Luqadda ee Bilaashka ah | Безкоштовна мовна допомога

sandag.org/LanguageAssistance | (619) 699-1900

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1. Glossary of Key Terms

Americans with Disabilities Act (ADA) prohibits discrimination against and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation (42 USC 12101 et seq.).

Applicant is an organization that is considering or has submitted an application in response to a CFP.

Application Deadline is the date and time by which applications must be submitted in BidNet to be considered. Applications submitted after the Application Deadline will not be considered. The Application Deadline is located on the first page of this CFP.

Average Qualitative Score is the sum of all evaluator scores for an application divided by the number of evaluators. The score is added to the application's Quantitative scores to produce the Total Application Score.

California Department of Transportation (Caltrans) is the state agency responsible for administering the STBG funding.

Call for Projects (CFP) is the document that SANDAG releases to solicit applications to receive grant funding. The CFP contains information such as Applicant and project eligibility, the application submittal requirements, and the process SANDAG uses to select applications to receive funding, including the evaluation criteria.

Carshare is a mode of Flexible Fleet consisting of a variety of short-term car rental services (less than a day) that are reserved and managed through a smartphone application. Services can incorporate fixed stations with dedicated parking spaces or free-floating pick-up and drop-off options within a designated zone. Carshare services typically offer round-trip (car must be returned to its original space) or one-way trip options (car can be dropped off anywhere within a geofence).

Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. An electronic version is available at https://www.ecfr.gov/.

Demand Responsive Service is any non-fixed route system of transporting individuals that requires advanced scheduling, including services provided by public entities, private nonprofit organizations, and private providers.

Direct Cost is an expense that can be directly assigned to a grant relatively easily and with high accuracy. It typically consists of salaries, consultant or contractor services, and other expenses that would not otherwise exist if the project were not in existence.

Existing Project is a Flexible Fleet project or service that is currently operating or has operated in the past ten years. Existing microtransit and NEV service zones are included in the Flexible Fleets Grant Program Mapping Tool, which is provided in the resources section. Existing Projects are not eligible for funding through the Flexible Fleets Pilot Grant Program.

Federal Audit Clearinghouse is a federal website that SANDAG uses to review an Applicant's federal grant audits to assist with the pre-award risk assessment. The website contains a

searchable database for single audit submissions from 2016 to the current fiscal year. The website is available at https://www.fac.gov/.

Federal Funding Accountability and Transparency Act (FFATA) requires the federal Office of Management and Budget to maintain a single, searchable website that contains information on all Federal spending awards.

Federal Highway Administration (FHWA) is a USDOT division specializing in highway transportation. FHWA has authority over the STBG funding that is being used for this grant program.

Federal Register is the official journal of the federal government of the United States that contains government agency rules, proposed rules, and public notices. It is published every weekday except on federal holidays. It is available at https://www.federalregister.gov/.

Federally Negotiated Indirect Cost Rate (FNICR) is an Indirect Cost Rate applicable to a specified past period that a federal agency has approved for use. All federal agencies and pass-through entities must accept the rate. An agency typically receives a Negotiated Indirect Cost Rate Agreement (NICRA) that includes the FNICR.

Flexible Fleets is an initiative that uses on-demand transportation services to move around the region. Riders can use these services to reach their destinations or to connect to high-speed transit. Flexible Fleets consists of a variety of on-demand, shared mobility services that are typically requested or reserved through a smartphone application or call center. The goal of this initiative is to provide affordable transportation choices for all users while helping to improve air quality and advance the goals of the Regional Plan.. Flexible Fleet service modes include Micromobility, Neighborhood Electric Vehicle, Carshare, Rideshare, and Microtransit.

Flexible Fleets Pilot Grant Program is a new, one-time grant program being offered by SANDAG to pilot projects that implement Flexible Fleets.

Grant Term is the period of time during which expenses for project-related activities can be incurred to be eligible for reimbursement. It begins on the NTP date and extends through the grant agreement expiration date, which will be December 31, 2028. Extensions to this date will not be provided.

Grantee is an organization that has been awarded funding through the Flexible Fleets Grant Program and has entered into a grant agreement with SANDAG.

Indirect Cost Allocation Plan (ICAP) is the documentation prepared by an agency to substantiate its request to establish an Indirect Cost Rate.

Indirect Cost is an expense incurred for a common or joint purpose benefiting more than one cost objective or project and cannot be readily assigned to a specific grant, contract, or other activity. Indirect costs typically include rent, insurance, copying expenses, fringe benefits, and other costs not directly charged to the grant project that the local jurisdiction's general fund typically supports.

Indirect Cost Rate is the ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base.

Individuals with Limited English Proficiency (LEP) are persons for whom English is not their primary language and have a limited ability to read, write, speak, or understand English.

Individuals with LEP include those who report to the U.S. Census that they speak English less than very well, not well, or not at all.

Low-income Person refers to an individual whose family income is at or below 200% of the poverty line as defined by the Office of Management and Budget based on the most recent data available from the U.S. Census Bureau for a household of the size being evaluated.

Low-Income Population refers to any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed SANDAG-funded program, policy, or activity.

Match Percentage is calculated by dividing the total Matching Funds by the sum of the Matching Funds and the grant award.

Matching Funds is the funding other than the grant award that goes towards the Total Project Cost. It is often represented as a percentage of the Total Project Cost.

Micromobility is a mode of Flexible Fleet consisting of small, low-speed vehicles such as e-scooters, e-bikes, and other electric rideables.

Microtransit is a mode of Flexible Fleet consisting of multi-passenger shuttles that can carry up to 15 passengers and provide rides within a defined service area.

Minimum Total Application Score is the Total Application Score value that an application must be equal to or greater than to be eligible to receive funding from this CFP.

Neighborhood Electric Vehicle (NEV) is a mode of Flexible Fleet consisting of low-speed electric vehicle shuttles that are used for short trips (up to three miles). NEVs typically operate on a fixed route or an on-demand route, where the NEV shuttle can be hailed with a smartphone application.

New Service is a Flexible Fleet project or service that is new to the region, is not currently operating, or has not operated in the past ten years. Expansion of an Existing Project is not considered a New Service.

Non-Scalable Project is a project whose scope of work cannot be reduced because doing so (a) is not possible, (b) would create an incomplete project that contributes little to the grant program goals or provides little value to those intended to benefit from the project, or (c) would have scored substantially differently in the competitive process with a reduced scope of work.

Notice to Proceed (NTP) is a written notice issued by SANDAG that allows the Grantee to begin working on the project and marks the beginning of the Grant Term.

Office of Foreign Assets Control Sanctions List Search is a federal website that SANDAG uses to determine whether an Applicant is eligible to receive federal funding. The website contains a searchable database of all individuals and organizations that are subject to trade sanctions by the federal government. The website is available at https://sanctionssearch.ofac.treas.gov.

Performance Measure is the numeric value assigned to the Performance Metric to show the quantity or extent of the item being observed by the metric. For example, the number of

participants that attend an outreach meeting for a project is the Performance Measure that could be used to demonstrate the Performance Metric on increased stakeholder engagement.

Performance Metric is the specific, quantifiable unit of measurement that will be used to determine a project's success in meeting the Flexible Fleets Pilot Grant Program's goals and objectives. For example, a Performance Metric could be the number of Flexible Fleet trips completed over a specific period of time.

Project Milestone and Completion Deadlines are outlined in SANDAG Board Policy No. 035 and require Grantees to complete and implement projects quickly so the public can benefit from project deliverables as soon as possible. Failure to meet the deadlines following SANDAG's issuance of the NTP on the project may result in the revocation of all grant funds not already expended.

Qualitative Criteria are subjective criteria in which discretion is needed to provide a score. Often, Qualitative Criteria evaluate how well an Applicant responded to an application question or how well the proposed project will achieve a stated goal. These criteria are subjective in nature, and scores are determined at the evaluator's discretion.

Quantitative Criteria are objective criteria for which a formula or conditional statement is used to provide a score. Often, Quantitative Criteria seek to evaluate a project-related data point or metric against a range or scale and assign a point value based on where the data point or metric falls within the range or scale. Other Quantitative Criteria assign a point value based on responses to a conditional statement, such as a yes/no question or the presence or absence of a condition.

Regional Plan refers to the SANDAG Regional Transportation Plan, a federal- and state-mandated planning document prepared by SANDAG that describes existing and projected transportation needs, conditions, and financing affecting all modes of transportation over a planning period of at least 20 years. The most recently adopted version, the 2021 Regional Plan, was approved in December 2021. More information on the Regional Plan is available here: https://www.sandag.org/regional-plan.

Ridehailing is an on-demand service that links passengers with available drivers, such as Uber, Lyft, and taxis.

Rideshare is a mode of Flexible Fleet consisting of carpool and pooled Ridehailing services such as uberPOOL and Lyft Shared.

Scalable Project is a project whose scope of work can be reduced while furthering the grant program goals and providing significant value to the public intended to benefit from the project. SANDAG staff will consider how the project would have scored in the competitive process if the scope of work were reduced. If the project had scored substantially the same with the scaled-down scope of work and the scaled-down project would further the grant program goals and provide significant value to the public, then the project may be scaled.

Subapplicant is an entity that would serve as a third-party contractor or consultant under an Applicant if the Applicant's proposed project is awarded funding.

Surface Transportation Block Grant Program (STBG) funds are federal gas tax dollars distributed by Caltrans to areas within the state for roads, transit, non-motorized, and other transportation needs. The program was formerly known as the Regional Surface

Transportation Program (RSTP). STBG funds are being used to fund the Flexible Fleets Pilot Grant Program.

System for Award Management is a federal website that SANDAG uses to determine whether an Applicant is eligible to receive federal funding. The website contains a searchable database of all individuals and organizations that are debarred, suspended, or otherwise excluded from receiving government contracts or funding. The database also contains information regarding SANDAG subawards pursuant to FFATA. The website is available at www.sam.gov.

Total Application Score is the sum of an application's Average Qualitative Score and the application's Quantitative scores. The score determines the order in which projects are recommended to receive funding through this CFP.

Total Project Cost is calculated as the sum of the grant award and the Matching Funds.

Transportation Committee (TC) is one of six policy advisory committees at SANDAG that advise the Board of Directors on policy-level matters related to transportation, including the Regional Plan. The TC reviews and provides recommendations to the Board on the eligibility and evaluation criteria of the CFP and reviews and provides recommendations to the Board on the Flexible Fleets Pilot Grant Program funding recommendations. The TC also receives quarterly reports on the status of each awarded grant and has the authority to grant time extensions for individual projects. More details on TC are available here.

Unique Entity Identifier (UEI) is a number assigned to an agency or organization when it registers in the System for Award Management. SANDAG requests the UEI of each Applicant to review federal records and ensure the Applicant is not debarred, suspended, or subject to trade sanctions. SANDAG also uses the UEI number to review federal records regarding an Applicant when completing the pre-award risk assessment. More information on UEIs is available here.

United States Code (USC) is the official codification of the general and permanent federal statutes of the United States. It contains 53 titles, which are organized into numbered sections. The USC does not include regulations issued by executive branch agencies, decisions of the Federal courts, treaties, or laws enacted by State or local governments. Regulations issued by executive branch agencies are available in the CFR. Proposed and recently adopted regulations may be found in the Federal Register.

United States Department of Transportation (USDOT) is one of the executive departments of the federal government, whose mission is to deliver the world's leading transportation system through the safe, efficient, sustainable, and accessible movement of people and goods. The USDOT has 11 operating administrations, including the FHWA, Federal Transit Administration, Federal Railroad Administration, and National Highway Traffic Safety Administration, among others.

2. List of Resources

Below is a list of resources referenced in this CFP and a description of how to use these resources.

Resource/Links	What to do?

BidNet	Access the CFP materials, submit and receive responses to questions, receive any updates to the CFP, and submit a completed application for consideration.
Draft Proposed 2025 Regional Plan Transportation Network: San Diego Region	Reference the Microtransit and NEV Service Zones in this document to inform project planning.
Federal Audit Clearinghouse	Review the Applicant's prior single audit submissions to the federal government to determine potential pre-award risk assessment topics that SANDAG may identify.
Flexible Fleets Implementation Strategic Plan	Review the document that provides a roadmap for planning and implementing Flexible Fleet programs in communities across the region. The Plan includes a description of Flexible Fleets services, a review of case studies, a summary of outreach to SANDAG's various Community-Based Organizations (CBOs), a "regional scan" of the County that identifies the suitability for Flexible Fleets services in various opportunity areas, and the Implementation Strategic Plan that identifies a path forward for deploying Flexible Fleets projects in the opportunity areas with the highest suitability.
Flexible Fleets Performance Metrics	Review the Performance Metrics that will be used to measure a project's success in meeting the Flexible Fleets goals. This resource is available in BidNet with the CFP materials.
Flexible Fleets Grant Program Mapping Tool	Utilize the map to determine project eligibility and how points will be determined for several evaluation criteria. The map will also be used to submit information in the application. The map contains layers for the following: • Transit Stops and a half-mile buffer area • Military facilities • Tribal lands • Jurisdiction boundaries • Existing Microtransit and NEV service zones (excluding Micromobility, Rideshare, and Carshare)
Flexible Fleets Webpage	Learn about Flexible Fleets, SANDAG's on-call contracts for service providers, and other Flexible Fleet services in operation in Pacific Beach and Oceanside.
LEP Website	Review information, tools, and technical assistance provided by the US Department of Justice for compliance with federal LEP requirements.
SANDAG Board Policy No. 035	Review the Board Policy that governs SANDAG's Competitive Grant Programs and provides the milestone and completion deadlines.
SANDAG Grant Programs ADA and Title VI Guide	Review the Guide that includes templates, tools, and instructions to assist Grantees in meeting their ADA and Title VI requirements. This resource is available in BidNet with the CFP materials.

SANDAG Grant Programs ADA and Title VI Guide Templates	Use these templates to develop the Grantee's Title VI program. This resource is available in BidNet with the CFP materials.
SANDAG Grant Programs Webpage	Explore SANDAG's grant programs, review grant project progress reports, and access documents applicable across all grant programs, such as the Grant Program Protest Procedures and BidNet registration and navigation information.
SANDAG Language Assistance Plan	Review the document that outlines the measures that SANDAG will take to assist LEP persons. It also identifies how SANDAG trains employees and provides notice to people with LEP, and details how the plan will be monitored.
System for Award Management	Review the Applicant and all Subapplicant profiles in this federal website to determine whether the Applicant or any Subapplicant is debarred, suspended, or otherwise excluded from receiving government contracts or funding. The website also contains the Applicant's UEI number and additional information that SANDAG will review in the pre-award risk assessment.

3. Background

3.1. About SANDAG

The San Diego Association of Governments (SANDAG) is the San Diego region's primary public planning, transportation, and research agency, comprising the 18 cities and the County of San Diego. SANDAG serves as the public forum for regional policy decisions about growth, transportation, environmental management, housing, open space, energy, public safety, and binational collaboration.

SANDAG's vision is to pursue a brighter future for everyone living, working, or recreating in the San Diego region. To this end, SANDAG plans and implements projects that seek to use land more wisely, build a more efficient and accessible transportation system, protect the environment, improve public health, promote a strong regional economy, better manage our access to energy, incorporate accessibility into the planning process, address pressing needs on tribal lands, and support a vibrant international border.

SANDAG receives local, state, and federal funds to implement regional policies, programs, and projects that advance its vision. SANDAG passes through a portion of its funding through several competitive grant programs. These grant programs provide local, state, and federal funding to local jurisdictions, nonprofits, and other partners to accomplish regional goals at the local level. Grants awarded range from infrastructure projects, habitat management and monitoring efforts, and specialized transportation services for senior and disabled populations. While each grant program maintains a particular focus, all work together to enhance our region's quality of life.

3.2. Flexible Fleets Pilot Grant Program

3.2.1. Overview

Flexible Fleets, one of the key strategies in the Regional Plan, has emerged as a promising sustainable travel option. In efforts to implement the Regional Plan, SANDAG developed a Flexible Fleets Implementation Strategic Plan that identifies priority Flexible Fleet service areas and provides a detailed roadmap for deploying services in a way that helps make the region more accessible.

In 2023, the SANDAG Board of Directors approved an amendment to the Fiscal Year 2024 budget that authorized 5 million dollars in federal STBG funding to implement a Flexible Fleets Pilot Grant Program. This one-time funding is offered to help implement Flexible Fleet strategies across the region.

3.2.2. Goal(s) and Objectives

The Flexible Fleets Pilot Grant Program aims to plan, deploy, and monitor Flexible Fleet projects to expand shared mobility travel choices, enhance transit connections, fill transit gaps, and advance the goals of the Regional Plan. The Flexible Fleets Pilot Grant Program seeks to fund projects that can serve as models around the region and continue to be funded following the expiration of the grant. Projects funded by this program must support the objectives outlined below, which are derived from the STBG funding requirements (Section 7) and the Flexible Fleets Implementation Strategy:

- Serve as model examples for Flexible Fleets in a variety of locations throughout the region
- Provide more mobility options and greater accessibility.
- Demonstrate financial sustainability through other funding sources besides the Flexible Fleets Pilot Grant Program for a period of at least one year after the grant expires.

4. Eligibility

4.1. Eligible Applicants, Subapplicants, Consultants, and Contractors

4.1.1. Eligible Applicants

- Federal, state, and local government agencies
- Tribal governments
- Transit districts
- Military institutions

To be eligible to receive grant funding through this CFP, Applicants must not be debarred, suspended, or subject to trade restrictions with the United States government. SANDAG will verify through the System for Award Management and the Office of Foreign Assets Control Sanctions List Search that each Applicant is an eligible recipient.

4.1.2. Competitive Procurement Requirements for Subapplicants, Consultants, and Contractors

Any third-party contract for a non-public agency Subapplicant, consultant, or contractor for which an Applicant intends to seek reimbursement must be awarded competitively. Applicants are advised not to name any non-public agency Subapplicant, consultant, or contractor in the application unless the third-party contractor has been selected in compliance with competitive procurement requirements. SANDAG does not accept requests for sole source contracts based on a third-party contractor's role in preparing an application or an existing relationship that an applicant may have established without complying with competitive procurement requirements. See the grant agreement for additional details regarding third-party contracting requirements.

4.1.3. Single Audit Requirement

An Applicant that expends more than 1 million dollars in federal awards in a given fiscal year is required to have a single audit performed for that fiscal year in accordance with 2 CFR 200 unless the Applicant elects to have a program-specific audit. Applicants who meet this threshold must provide their most recent single audit to SANDAG with their application.

4.2. Eligible Projects

4.2.1. Eligible Modes and Services

Applicants may request funding for any of the following Flexible Fleets services. All services must be provided within San Diego County.

- Carshare
- Micromobility
- Microtransit
- Neighborhood Electric Vehicle
- Rideshare
    - Please note that vanpool services are not eligible under this program. SANDAG has a robust vanpool program that offers subsidies to eligible participants. More information is available at: https://www.sandag.org/projects-and-programs/regional-initiatives/sustainable-transportation-services/vanpool.

Applicants can request funding for New Services only. Expansion of an Existing Project is not considered a New Service.

All services must be completed and all grant funding expended by December 31, 2028.

4.2.2. Eligible Project Types

Eligible project categories are listed below. Applicants are encouraged to contact SANDAG by the CFP Question Deadline if they have questions about a proposed project's eligibility under this program.

- Service Operations
    - Direct operations of an eligible Flexible Fleets service
    - Contracted Flexible Fleets services

- Supportive infrastructure and goods
  - Vehicle purchase
  - Software/hardware purchase
  - Other supportive infrastructure (e.g., charging, docking stations, right-of-way improvements, signage, and wayfinding)

All projects must have pre-launch and continuous community surveying and engagement. Applicants will outline their engagement strategy within the application narrative.

If an Applicant charges a fare for their service, trips connecting to and from transit stops and stations should remain free for the duration of the SANDAG-funded program.

4.3. Other Project Eligibility Requirements

4.3.1. Safety Requirements

All drivers must clear a criminal history check and driver records check before transporting members of the public. This includes staff drivers, contracted drivers, and volunteer drivers. Drivers must possess a valid driver's license appropriate for the vehicle driven. Drivers shall also be physically capable of safely driving the service vehicles. Vehicles funded through the Flexible Fleets Pilot Grant Program or that provide a Flexible Fleets Pilot Grant Program-funded service must be deemed safe by the Applicant before being operated.

4.3.2. Notice of Prevailing Wage

California law requires that public works projects pay prevailing wages for workers. As applicable, Grantees must comply with the provisions of California Labor Code Sections 1775 et seq, which includes the payment of prevailing wages to all workers performing prevailing wage work. Additional details can be found in the grant agreement. Capital projects that include the installation of shelters, signage, or other items may be subject to prevailing wage requirements.

4.3.3. Insurance Requirements

Non-public agency Applicants will be required to provide proof of insurance. The required insurance certificates and endorsements must comply with all requirements included in the grant agreement. SANDAG will not execute the grant agreement until the Grantee complies with the insurance requirements.

5. Funding

5.1. Available Funding

$4.5 million is available through this CFP.

SANDAG reserves the right to partially fund projects and to fund less than the amount available in a given grant cycle. See the section entitled “Partial Awards”.

5.2. Maximum Grant Awards

The maximum grant award for New Projects is $1,000,000.

5.3. Match Requirement

Matching Funds are required for all Applicants. Applicants must provide at least 11.47% of the Total Project Cost in Matching Funds to be eligible. Matching Funds must be expended during the grant term. Examples of possible Matching Funds include, but are not limited to:

- Federal, state, or local funding
- Staff time, including planning and project oversight
- Private donations
- Revenues from service contracts
- Net income generated from advertising and concessions
- Donations, volunteered services, or other in-kind contributions

Applications that do not have sufficient Matching Funds will not be considered. Applicants must provide adequate documentation of Matching Funds and the match source(s) in the application.

5.4. Eligible and Ineligible Expenses

5.4.1. Federal Contract Cost Principles and Procedures

The Grantee and its third-party contractors are responsible for compliance with the federal contract cost principles and procedures outlined in 48 CFR Part 31, which will be utilized to determine the allowability of individual project cost items.

5.4.2. Eligible Expenses

Eligible expenses must be directly related to executing the project scope of work, including Direct and Indirect Costs. SANDAG will only reimburse costs incurred for the project after the NTP has been issued and up to the amount awarded in the grant agreement. In the event of project cost overruns, SANDAG will not pay more than the original amount specified in the grant agreement.

5.4.2.1. Travel Expenses

Transportation and subsistence costs will be reimbursed at the actual costs incurred by the Grantee and its third-party contractors, as supported by receipts, shall not exceed the maximum amounts authorized for state employees, which are available at https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx. All costs, including travel, shall be invoiced to SANDAG without markup for profit.

5.4.3. Ineligible Activities and Expenses

Ineligible projects and activities are those that do not align with the program goals and objectives or are listed as unallowable in 48 CFR Part 31.

5.5. Indirect Costs

Grant funds may be used toward Indirect Costs if they are related to the project scope of work and the application indicates that reimbursement for indirect costs would be requested. Applicants requesting reimbursement for indirect costs must disclose this in their application.

Applicants must use one of the following options to receive reimbursement for indirect costs:

- If the Applicant has a FNICR recognized by the federal government, that rate must be used, and the approval must be submitted to SANDAG.
- Elect the de minimis rate under 2 CFR 200 if the Applicant has never received a FNICR. The current de minimis rate is 15%. Applicants with an ICAP approved by their elected body (e.g., City Council or Board of Supervisors), management, another individual within the agency, or any other non-federally approved agency must choose to elect the de minimis rate when charging indirect costs.

6. Other Program Requirements

6.1. Federal Provisions

The Flexible Fleets Pilot Grant Program is funded with federal STBG monies. The Grantee must abide by the FHWA Provisions included in the grant agreement.

6.1.1. Disadvantaged Business Enterprise

Grantees must agree to take all necessary and reasonable steps outlined in 49 CFR 26 and USDOT regulation "Participation by Disadvantaged Business Enterprise (DBE) in DOT Financial Assistance Programs" to ensure nondiscrimination in the award and administration of third-party contracts. It is SANDAG's policy that DBEs and small businesses have an equal opportunity to participate in the performance of contracts financed in whole or in part with federal funds.

SANDAG has not established a DBE goal for this CFP; however, Grantees are encouraged to obtain DBE participation.

6.1.2. Drug and Alcohol Testing

Grantees must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for all employees who hold Commercial Driver's Licenses (CDLs) (49 CFR 382). This part applies if the CDL holder operates a "commercial motor vehicle," which means a motor vehicle having a gross combination weight rating or gross vehicle weight rating of 26,001 or more pounds or which is designed to transport 16 or more passengers, including the driver (49 CFR 382.103[a][1], 49 CFR 382.107).

6.1.3. Buy America

Grantees must comply with the Build America, Buy America Act (BABA), which governs steel, iron, manufactured products, and construction materials permanently incorporated into federal aid projects. BABA includes substantive changes to the existing Buy America provisions. Compliance with the new requirements is required unless the Grantee can qualify

for a waiver or exemption. Absent a waiver or exemption, the Grantee shall not approve the use of any iron, steel, manufactured products, or construction materials in grant-funded projects unless such materials have been produced in the United States, including vehicles. Additional details can be found in the grant agreement.

6.2. Non-Discrimination

SANDAG includes non-discrimination provisions in its grant agreements with all Grantees. Among other provisions in the SANDAG grant agreement, Grantees must include non-discrimination and compliance provisions in all contracts with third-party entities.

Grantees and all of their third-party contractors are prohibited from unlawfully discriminating, harassing, or allowing harassment of any employee or applicant for employment because of any class protected by applicable state or federal law. Grantees and their third-party contractors must ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantees and their third-party contractors must comply with the provisions of the California Fair Employment and Housing Act (Government Code Section 12900 et seq.) and any associated regulations (California Code of Regulations, Title 2, Section 1000 et seq.).

Grantees and their third-party contractors must provide written notice of their obligations under these provisions to labor organizations with a collective bargaining or other agreement. Because SANDAG receives federal funds, SANDAG must comply with federal requirements and regulations. Under its agreement with the federal funding agencies, SANDAG passes down applicable requirements to all Grantees and third-party contractors regardless of the grant funding source.

6.3. Title VI

All Grantees are required to comply and ensure compliance by all Subapplicants and third-party contractors with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin. Applicants awarded Flexible Fleets Pilot Grant Program funds are required to develop a Title VI Program accepted by SANDAG and approved by their governing bodies before grant execution. All Grantees must also update their Title VI Program and seek approval from SANDAG and their governing body every three years.

All Grantees must establish and implement procedures to ensure the timely resolution of Title VI complaints and sufficiently document steps taken to investigate and address Title VI complaints.

The following components are required to be included in a Grantee's Title VI Program:

- Title VI Notice to the Public - Grantees are required to notify the public of their protection against discrimination under Title VI. The Title VI Notice to the Public must include: (1) a statement that the Grantee operates its programs without regard to race, color, or national origin; (2) a description of the procedures that members of the public should follow to request information on the Grantee's Title VI obligations; and (3) a description of the procedures that members of the public should follow to file a Title VI discrimination complaint against the Grantee.

- Title VI Notice to the Public Availability - Per federal requirements, Grantees must post or make available their Title VI Notice to the Public, at a minimum, in the following areas: the Grantee's website, any public area of the Grantee's office, including the reception desk and meeting rooms, and transit vehicles and/or stations or stops. In its Title VI Program, the Grantee must identify the locations where the agency has posted its Title VI Notice to the Public.
- Complaint Form and Procedures - Grantees are required to have complaint procedures and a form through which the public may file a Title VI discrimination complaint. In its Title VI Programs, the Grantee must identify how its agency makes the complaint form and procedures available to the public, including for non-English or LEP speakers.
- Record and Report Transit-Related Title VI Investigations, Complaints, and Lawsuits - Grantees must include a record of any complaints or lawsuits alleging discrimination on the basis of race, color, and national origin.
- Public Participation Plan - Grantees are required to have a public participation plan that describes their strategies to market their program, encourage public participation, and perform community outreach. Grantee's strategies should be tailored to the unique population that they serve and should include special consideration for low-income, minority, and LEP populations.
- Meaningful Access for LEP Persons - Grantees are required to perform a Four-Factor Analysis to determine the specific language services that are appropriate for their agency to provide and develop a Language Assistance Plan based on the results of this analysis. The Four-Factor Analysis requires Grantees to determine: (1) the number of LEP persons eligible to be served by their program; (2) the frequency with which LEP persons come into contact with their program; (3) the importance of their program to the lives of LEP persons; and (4) the resources available to the Grantees for LEP outreach as well as the cost associated with that outreach. In addition to other resources, the SANDAG Grant Programs ADA and Title VI Guide provides a step-by-step tutorial on how to access and report on census data to assist Grantees in successfully completing Factor 1 of the Four-Factor Analysis. Additionally, if Grantees have multiple grant-funded projects with varying project service areas, Grantees should use an aggregation of these project service areas to complete Factor 1 of the Four-Factor Analysis. The project service area(s) used must be consistent with what the Grantee submitted during the application phase.
- Minority Representation on Planning and Advisory Bodies - Grantees that have transit-related, non-elected governing boards, advisory councils, or committees (the membership of which is selected by the Grantee) are required to provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of people of color on such committees.
- Resolution - Grantees are required to submit a resolution from their governing body that approves their Title VI Program.

6.4. Limited English Proficient Populations

Grantees are responsible for ensuring meaningful access to their transportation program by LEP persons pursuant to Title VI. More information is available on the federal LEP website and in the SANDAG Language Assistance Plan.

6.5. ADA Compliance

Grantees are required to comply with requirements under the ADA. Grantees must inform SANDAG of any complaints alleging discrimination based on disability by the Grantee or a third-party contractor. SANDAG Board Policy No. 009 outlines procedures for tracking and resolving complaints alleging discrimination. The SANDAG Discrimination Compliance Officer and Grants Division staff are responsible for tracking ADA complaints and working with Grantees to resolve ADA-related complaints promptly.

SANDAG prohibits Grantees from using vehicles that are deemed unsafe to operate. This prohibition extends to accessible equipment such as ramps and lifts, meaning accessible equipment must be operable and safe before a vehicle can transport individuals with disabilities through a grant-funded project.

SANDAG reviews Grantee policies and procedures to verify ADA compliance pertaining to service animals, respirator or portable oxygen supplies, and accessible information. SANDAG may request response time or other data or information on Grantee policies or procedures to confirm that an equivalent level of service is being provided. Further, SANDAG confirms that all Grantees have ADA complaint procedures. SANDAG also confirms that Grantees have a complaint form readily accessible to service beneficiaries so that those beneficiaries can submit a complaint on the grounds of ADA and/or Title VI. During desk reviews and/or site visits, SANDAG verifies that Grantees have maintained a log of ADA or Title VI-related complaints, investigations, and lawsuits.

6.6. Equal Employment Opportunity

The Equal Employment Opportunity (EEO) provision requires that SANDAG and all Grantees provide equal employment to all people, regardless of race, color, religion, sex, national origin, disability, or any other class of persons protected by applicable state or federal law. SANDAG requires that its Grantees certify their compliance with the EEO federal requirements of Title VII of the Civil Rights Act of 1964, as amended (42 USC 2000e and 49 USC 5332) and any implementing requirements the federal agencies or SANDAG may issue.

6.7. SANDAG Board Policy No. 035

SANDAG Board Policy No. 035, "Competitive Grant Program Procedures," applies to all grant programs administered through SANDAG. Applicants should be aware of the following requirements.

6.7.1. Applicant Resolution

Within 30 days following the grant application deadline, Applicants must submit a resolution from their authorized governing body that:

- commits to providing the minimum Matching Funds percentage outlined in the CFP; and
- authorizes the Applicant's staff to accept the grant funding and execute a grant agreement if an award is made by SANDAG.

If an Applicant fails to provide a resolution that meets the above requirements, that application will be considered nonresponsive and will no longer be considered in the competitive process.

Applicants are encouraged to use the sample resolution included in this CFP.

If the Applicant wishes to submit its Board Policy No. 035 resolution with its Application by the Application Submission deadline, it may include its resolution in BidNet. If the Applicant does not submit its Board Policy No. 035 resolution by the Application Deadline, the resolution must be emailed to grantsdistribution@sandag.org by the date listed in the Timeline.

6.7.2. Grant Agreement Execution

After the Board approves the funding recommendations, SANDAG will present a grant agreement to the awarded Applicant. An authorized representative of the awarded Applicant must sign the grant agreement within 45 days from the date SANDAG presents the grant agreement to the awarded Applicant. Failure to meet this requirement may result in revocation of the grant award. Applicants are encouraged to review the sample grant agreement included with this CFP to ensure compliance with this provision.

6.7.3. Project Milestone and Completion Deadlines

When signing a grant agreement, Grantees must agree to the project deliverables and schedule in the agreement. In addition, a Grantee's project schedule in its application and grant agreement must adhere to the deadlines listed below. Failure to meet the Project Milestone and Completion Deadlines following SANDAG's issuance of the NTP on the project may result in the revocation of all grant funds not already expended.

- **Operations Projects**.
    - Any operations project requiring a services contract must commence within eighteen months following SANDAG's issuance of the NTP on the project.
    - If no services contract is necessary, the project must commence within one year of SANDAG's issuance of the NTP on the project.
- **Equipment or Vehicle Projects**. If the grant will fund the purchase of equipment or vehicles, any necessary purchase contract for equipment or vehicles must be awarded within six months following SANDAG's issuance of the NTP on the project, and use of the equipment or vehicles for the benefit of the public must commence within three months following acceptance of the equipment or vehicles.

6.8. Performance Measures

SANDAG has identified several Performance Metrics that will be used to measure a project's success in meeting the Flexible Fleets Pilot Grant Program goals and objectives. Applicants must review the Flexible Fleets Pilot Grant Program Performance Metrics and provide baseline data in their application that will be used to measure their project's success at the end of the grant agreement. The Flexible Fleets Pilot Grant Program Performance Metrics are provided as an attachment to this CFP and are available in BidNet.

All Flexible Fleets Pilot Grant Program Grantees are encouraged to meet the Performance Measures, which will be included in the grant agreement. The Grantee must report on its progress toward meeting the Performance Measures in its quarterly progress report.

6.9. Project Implementation and Oversight Requirements

6.9.1. Project Communication

6.9.1.1. Project Manager Continuity

The Grantee must provide SANDAG with contact information for the project manager and keep this information up to date. SANDAG should be notified promptly in case of a change to the Grantee's project manager.

6.9.1.2. Media and Community Outreach

Grantees must also notify SANDAG of events or promotions related to the grant-funded project, such as service launches, groundbreakings, ribbon cuttings, community workshops, media, and community outreach. For these activities, the Grantee must notify SANDAG and provide before and after photos as applicable. SANDAG staff may attend any meetings as appropriate.

Grantees are encouraged to use social media to inform the public of project accomplishments and performance. When using social media to post information on grant-funded projects, Grantees should use the SANDAG grants communications guidelines available by contacting the Flexible Fleets Pilot Grant Program Manager.

6.9.1.3. Outreach Materials

Outreach materials include, but are not limited to, fliers, posters, web updates, and newsletters that are used to inform the public of the grant-funded project. Outreach materials geared toward the target population that communicate vital information such as eligibility requirements, project enrollment information, or ways to provide feedback are vital documents and must be provided in English and any other languages identified in the Grantee's Title VI Program. Regardless of the funding source, all project outreach materials should include SANDAG's logo and may include the Grantee's logo.

6.9.2. Quarterly Progress Reports

Grantees must complete and submit quarterly progress reports that illustrate the Grantee's efforts to make timely progress on their project, including meeting the Performance Measures. SANDAG will provide a standard progress report template that the Grantee must use. Quarterly reports will be due on the last day of the month following the quarter's close. SANDAG will summarize the information in the Grantee's progress report, which will be provided to the TC at its next meeting.

Quarter	Performance Period	Report Due Date	TC Meeting Date
1	7/1 – 9/30	10/31	November
2	10/1 – 12/31	1/31	February
3	1/1 – 3/31	4/30	May
4	4/1 – 6/30	7/31	September

SANDAG will monitor the Grantee's progress and performance against the scope of work and schedule in the grant agreement. If SANDAG believes the Grantee is not making timely progress or is not adhering to the terms of the grant agreement, this information will be

reported to the TC. SANDAG will notify the Grantee if it believes the Grantee's performance warrants notification of TC. Poor performance may be grounds for termination of the grant agreement and revocation of the grant, as determined by TC.

6.9.3. Financial Management

All Grantees must establish and maintain an accounting system and records that properly accumulate and segregate incurred costs and Matching Funds by line item for the grant. This accounting system may be a separate set of accounts or separate accounts within the framework of an established accounting system. Accounting systems must conform to the Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. Furthermore, the Grantee's financial management system must ensure effective control over and accountability for all funds, property, and other assets.

Grantees must establish and maintain procedures for determining the allowability of costs according to 2 CFR 200 and the terms of the grant agreement. Grantees must then adhere to these procedures over the Grant Term.

Grantees must maintain all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents related to the project so that they may be clearly identified, readily accessible, and available to SANDAG upon request.

6.9.4. Invoices

Grant funding is by reimbursement only. Funds will not be disbursed until SANDAG and the Grantee have fully executed a grant agreement, and project expenses incurred by the Grantee before the NTP issuance are not eligible for reimbursement.

To be reimbursed for project expenses, Grantees must submit an invoice packet consisting of an invoice coversheet, expense summary, and invoice history. Grantees are required to use the invoice template provided by SANDAG. Invoices submitted without a corresponding progress report will not be processed. Any third-party consultant or contractor expenses must be accompanied by proof of a competitive procurement or a sole source justification signed by the SANDAG Grants Program Manager to be eligible for reimbursement.

To qualify for reimbursement, the following requirements must be met:

- Staff costs must be submitted with payroll documentation. Personally identifiable information (social security numbers, home addresses, etc.) must not be provided to SANDAG.
- Third-party vendor (consultant or contractor) invoices must be submitted with:
    - Proof of payment, such as a copy of a check provided to the vendor or a printout for the Grantee's financial system showing the funds were dispersed.
    - The vendor's invoice and backup documentation (schedule of values, receipts for expenses)
- Clearly identify all grant-related expenses that include non-related costs. Grantees can highlight, circle, or use a separate document/spreadsheet to differentiate the grant-related costs from other costs unrelated to the grant.
- All receipts and invoices must be detailed, dated, directly related to the project scope of work, and incurred after the NTP date and before the grant expiration date.

SANDAG will make payments for eligible invoices as promptly as SANDAG fiscal procedures permit upon receipt of the Grantee's invoice packet, backup documentation, deliverables, and confirmation by the Flexible Fleets Pilot Grant Program Manager that the Grantee is in compliance with the requirements in the grant agreement. SANDAG shall retain 10 percent of the amounts invoiced until the completion of the project.

6.9.5. Matching Funds

If applicable (see Section 5.3), the Grantee must provide a cumulative match over the grant period such that the total Matching Funds amount provided at the end of the grant period is equal to or greater than the Match Percentage required under the grant agreement. Grantees may forfeit the grant award and be responsible for the repayment of grant funds to SANDAG if the cumulative Match Percentage falls below the required percentage or if Grantees fail to provide sufficient documentation of Matching Funds.

6.9.6. Final Progress Report, Invoice, and Project Closeout

Once the Grantee determines the project is complete, or no later than December 31, 2028, a final progress report and invoice will be submitted to SANDAG. SANDAG will provide the final progress report template that the Grantee will be required to use. Final progress reports should detail all completed project activities, challenges, successes, and a description of how the project is expected to continue to support the goals of the Flexible Fleets Pilot Grant Program. The report will also include the Performance Measures listed in the grant agreement and document the Grantee's ability to achieve them. The Grantee should provide any remaining deliverables listed in the scope of work that were not previously provided with the final progress report. The final progress report should accompany a final invoice, including all remaining project expenses.

Upon receipt of a final progress report, invoice, and deliverables, SANDAG will verify that the full scope of work in the grant agreement was completed and that the Performance Measures were met.

Once SANDG verifies that the project has been completed and can be closed out, the Grantee will be asked to submit an invoice for the retention amounts withheld. The project will be closed after SANDAG pays the Grantee's retention invoice.

6.10. Public Record and Record Retention Policy

All applications submitted in response to this CFP become the property of SANDAG and are considered a public record. As such, applications and other project-related documentation may be subject to public review per SANDAG Board Policy No. 015: Records Management. Grantees must retain project-related documents for at least three years after receipt of final payment from SANDAG. These documents must be made available to SANDAG upon request.

7. Application and Submittal Process

7.1. Application Materials

Application materials are available online at https://www.bidnetdirect.com/sandag/sandag-grants.

Applicants will submit their completed application with all required signatures by the Application Deadline. An incomplete application may be considered nonresponsive. For an application to be considered complete, it must include all the materials described in the application and be submitted before the Application Deadline.

SANDAG reserves the right to cancel or revise this CFP at any time, for any or no reason, in part or in its entirety. If SANDAG revises or cancels the CFP before the Application Deadline, Applicants who have downloaded the CFP materials in BidNet will be notified by email.

Applicants are strongly encouraged to review this CFP and Application materials as early as possible. The deadline to protest the CFP or Application materials is listed in the Timeline. Protests submitted after this deadline will be rejected.

7.2. Applicant Webinar, Questions, and Application Assistance

7.2.1. Pre-Application Webinar

SANDAG will host a pre-application webinar for all prospective Applicants to provide an overview of this CFP, the application process, and address any questions. See the Timeline for the date and time of the webinar. SANDAG staff will also provide information and address questions on the eligibility, approval, contracting, and specific requirements of this grant program. This workshop will be held virtually. SANDAG will post the virtual meeting link and other details on BidNet.

7.2.2. CFP Questions

Prospective Applicants must submit questions through the SANDAG web-based vendor portal BidNet, available at https://www.bidnetdirect.com/sandag/sandag-grants. Questions submitted after the Question Deadline or outside of BidNet will not be answered. See the Timeline for the deadline to submit questions.

7.2.3. Application Assistance

Prospective Applicants may request a meeting with the SANDAG Grants staff to obtain assistance with an application, including a discussion of a possible project or assistance with utilizing BidNet. See the Timeline for the deadline to request a meeting. Requests submitted after the Deadline will not be accommodated.

7.3. Submittal Process

Applicants shall submit application documents via BidNet, available at https://www.bidnetdirect.com/sandag/sandag-grants. Applications submitted by mail, facsimile, or email in lieu of electronic copies uploaded to BidNet will not be acceptable and will not be considered. Any application that is missing pages or cannot be opened for any reason may be considered nonresponsive.

Applicants are responsible for fully uploading their entire application before the Application Deadline. It is the Applicant's sole responsibility to contact BidNet to resolve any technical issues related to electronic submittal, including, but not limited to, registering as a vendor, updating password, updating profiles, uploading/downloading documents, and submitting an electronic offer, before the submission deadline. BidNet's Vendor Support team is

available Monday-Friday from 5 a.m. to 5 p.m. Pacific Time at (800) 835-4603 or e-procurementsupport@bidnet.com.

8. Application Evaluation Process and Awards

This CFP does not commit SANDAG to award a contract, defray any costs incurred in preparing an application pursuant to this CFP, or procure or contract for work. SANDAG may reject applications without providing the reason(s) underlying the rejection. Failure by SANDAG to award a funding agreement to an Applicant will not result in a cause of action against SANDAG.

8.1. Responsiveness and Eligibility Review

8.1.1. Responsiveness Review

SANDAG Grants staff reviews submitted applications to ensure they are responsive to the requirements outlined in this CFP. Below is a list of Application materials that, if not submitted before the Application Deadline, will cause the Application to be deemed nonresponsive. These are items that SANDAG cannot allow the Applicant to provide following the Application Deadline because doing so would harm the integrity of the competitive selection process.

- Application
- Scope, Schedule, and Budget Form

SANDAG Grants staff will notify an Applicant in writing if their application is deemed nonresponsive. Applicants may protest a nonresponsive determination pursuant to the protest procedures (see Protest Procedures). A nonresponsive application will not continue in the competitive selection process unless a protest is filed and substantiated.

8.1.2. Eligibility Review

Following the application submittal period and concurrently with the responsiveness review, SANDAG staff will perform an eligibility review of all Applicants and projects against the eligibility requirements included in this CFP. During the eligibility screening process, SANDAG reserves the right to request additional information and/or clarification from an Applicant, but is not required to do so. Staff may also seek input from a policy advisory committee to determine eligibility. Applications found to be eligible will continue in the competitive selection process.

Any Applicant deemed ineligible or whose project has been deemed ineligible during the eligibility review will be notified in writing when the determination is made. Applicants may protest the eligibility determination pursuant to the protest procedures (see Protest Procedures). Unless a protest is filed and substantiated, an ineligible application will not continue in the competitive selection process.

8.1.3. Notice to Cure Application Deficiencies

During the responsiveness and eligibility review phase, SANDAG staff also checks eligible and responsive applications for consistency with the Call for Project instructions and accuracy of submitted data and information. SANDAG may provide an Applicant with identified deficiencies an opportunity to correct or cure their applications if those corrections do not

impact the competitive selection process. SANDAG staff, in their sole discretion, will determine whether an application can be cured without impacting the competitive selection process.

If staff identifies application deficiencies that an Applicant may cure without impacting the competitive process, SANDAG staff will send the Applicant a written notice to cure the Application deficiencies. This notice identifies the Application deficiencies, states the corrections needed, and provides a deadline for the Applicant to correct the deficiencies. If an Applicant fails to correct the identified deficiencies by the deadline stated in the notice, the Application will be provided to the evaluation committee with a notification that the Applicant failed to address the deficiencies.

8.1.4. Pre-Award Risk Assessment

In accordance with 2 CFR 200.332(c), SANDAG staff will perform a pre-award risk assessment of all eligible and responsive Applications. The risk assessment examines an Applicant's fiscal and operational capabilities to assess the Applicant's risk of fraud and noncompliance with a federal grant award to determine the appropriate monitoring.

A pre-award risk assessment may include a review of the Applicant's financial statements, audit findings, and past performance in managing previous grant awards. To help SANDAG staff perform a pre-award risk assessment, Applicants are required to complete an Applicant Risk Assessment Questionnaire, which is included in the Application. Risk factors may include, but are not limited to the following:

- Successful applicant's prior experience with the same or similar services
- Results of prior audits, including a Single Audit, if applicable
- Substantial changes in personnel or systems
- Extent, timing, and results of SANDAG performance monitoring
- Size, complexity, or newness of the award
- Inherent risks to people or property

SANDAG staff gathers information for the Applicant's risk assessment by reviewing submitted application materials, reviewing public information on the Federal Audit Clearinghouse and the System for Award Management as applicable, and contacting the Applicant for any additional information needed. Based on this information, SANDAG staff then categorize the Applicant as high, medium, or low risk. The results of the pre-award risk assessment may inform the level of monitoring SANDAG conducts of awarded Applicants and could be considered by the Board with the funding recommendations.

8.2. Scoring and Awarding of Funds

Responsive and eligible Applications will be scored using the Qualitative and Quantitative Criteria approved by the SANDAG Board of Directors and included in this CFP.

8.2.1. Qualitative Scoring

An external evaluation panel will provide the Qualitative criteria scores for eligible applications. The evaluation panel will typically consist of at least three but no more than five public members who are familiar with the San Diego region and the grant program goals and objectives.

To avoid conflicts of interest, all evaluation panel members will be screened to be sure they do not have an affiliation with any of the Applicants or proposed projects. Individuals who work for a private company that could potentially receive a future contract from a Flexible Fleets Pilot Grant Program Applicant due to the project being selected for funding will not be permitted to serve as evaluators.

8.2.2. Quantitative Scoring

SANDAG Grants and Data Science staff will provide the Quantitative Criteria scores for each project. Points associated with Quantitative Criteria undergo a quality assurance/quality control (QA/QC) review to ensure that data used in the Quantitative scoring process are accurate and points were awarded appropriately.

8.2.3. Calculation of Total Application Scores

An application's Average Qualitative Score will be calculated by summing all evaluator scores for that application and dividing by the number of evaluators. The application's Average Qualitative Score will then be added to the Quantitative scores, producing the Total Application Score.

8.2.4. Tiebreakers

If two or more projects receive the same Total Application Score, the following methodology in descending order will be used as the tiebreaker:

- Highest score on Criteria #5 Feasibility
- Highest score on Criteria #2 Connectivity
- Highest score on Criteria #1 Financial Sustainability

8.2.5. Minimum Total Application Score

To ensure grant funds support quality projects, a project must receive a Total Application Score of at least 60 points to be eligible for funding.

8.2.6. Funding Recommendations

Following the scoring process outlined above, applications will be placed in descending Total Application Score order (from the highest to lowest). Projects will be recommended to receive funding based on this order. As previously stated, partial awards may be recommended (see the section entitled "Partial Awards").

SANDAG will recommend a list of projects to the Board of Directors that are financially constrained by the amount of funding available.

8.2.7. Partial Awards

Given the competitive nature of the grant program and the finite amount of funds available through this CFP, Applicants may receive partial awards. Additionally, SANDAG may choose to roll over any remaining funds not awarded through this CFP to a future CFP. SANDAG handles partial awards differently based on the scalability of a project. SANDAG, at its sole discretion, will determine whether a project is Scalable or Non-Scalable.

Applicants whose projects are recommended for partial award and are Scalable will be required to work with SANDAG staff before grant agreement execution to alter the scope of work, budget, and schedule submitted as a part of the application to reflect a reduced scope of work.

Applicants whose projects are recommended for partial award and cannot be scaled will be asked if they would like to accept the partial funding award with the condition that the entire project, as proposed in the scope of work included in the application, must be completed. Applicants will be required to contribute additional Matching Funds than listed in their application to complete the project scope of work.

If an Applicant cannot provide the necessary Matching Funds and declines the partial funding award, the award will be offered consistent with the process identified in the section entitled "Application Evaluation Process." If no Applicant accepts the funding, the funding may be rolled over to future funding cycles.

8.2.8. Notice of Intent to Award

Once the funding recommendations have been finalized, staff will email all Applicants a Notice of Intent to Award. The Notice will contain the detailed scores of each Application and the funding recommendations that will be brought to the policy advisory committee(s) and Board of Directors. See the Timeline for the anticipated date the Notice of Intent to Award will be issued.

8.2.9. Protests

SANDAG grant program protest procedures may be obtained online at https://www.sandag.org/funding/grant-programs.

8.2.10. Approval of the Funding Recommendations and Contingency List

The funding recommendations will be presented to the relevant policy advisory committee for recommendation to the Board of Directors. The Board of Directors will then be asked to approve the proposed funding recommendations.

9. Grant Agreement Execution

If awarded funds, an Applicant will enter into a grant agreement with SANDAG for the approved project scope of services and become a "Grantee."

A sample grant agreement is included with the CFP. Applicants are encouraged to review the sample grant agreement within their organization before applying so they are fully aware of the requirements they will have to comply with during the Grant Term. Aside from any potential errors or omissions, the terms of the grant agreement will be substantially the same as those in the sample grant agreement and are non-negotiable.

9.1. Insurance Certificates

Following the recommendation of the proposed grant awards by the policy advisory committee, each non-public agency Grantee will receive an email from myCOI, the SANDAG insurance tracking system. The Grantee shall follow the instructions contained in the email

and complete the online registration. Upon completion of registration, myCOI will request proof of insurance directly from the Grantee's insurance agents. SANDAG will not provide the grant agreement to the Grantee to sign until the Grantee is registered with myCOI, compliant certificates of insurance and endorsements have been received, and SANDAG has deemed the Grantee compliant with the insurance requirements.

9.2. Title VI Program

Grantees are required to develop a Title VI Program, have it approved by their governing body, and submit it to SANDAG for review. Once the Program has been accepted by SANDAG, the grant agreement signature stage can begin.

9.3. Grant Agreement Signature

SANDAG will prepare the grant agreement utilizing the sample provided with the CFP. Once the draft has been approved by SANDAG staff for signature, it will be sent electronically to the person listed in the grant application. Failure by the Grantee to sign and return the grant agreement within 45 days of receiving the grant agreement from SANDAG may result in revocation of the grant award. See the section entitled "SANDAG Board Policy No. 035."

9.4. Notice to Proceed and Grant Term

Grantees cannot begin work on their grant-funded project until they receive a written NTP from SANDAG. The NTP specifies the date the Grantee can begin work on the project and marks the beginning of the Grant Term. Any work performed before the NTP is not eligible for reimbursement.

All services must be completed and all grant funding expended by December 31, 2028, which marks the end of the Grant Term.

9.5. Federal Subaward Report

Consistent with FFATA, SANDAG will report information on each grant subaward over $30,000 to the FFATA Subaward Reporting System (FSRS) by the end of the month in which the grant agreements have been executed.

Final Flexible Fleets Pilot Grant Program Performance Metrics

The following performance metrics will be used to measure a project's success in achieving the Flexible Fleets Pilot Grant Program's goals and objectives. The metrics are organized into categories, and the applicable mode(s) are also provided. Applicants may also include their own performance metric(s) in the grant application, in addition to those listed below, but they must be quantifiable and support the evaluation of the proposed project's goals and objectives.

Applicants can refer to the Federal Transit Administration's *Mobility Performance Metrics for Integrated Mobility and Beyond* and Transportation for America's *Shared Mobility Playbook Performance Metrics* for additional guidance and examples.

Grantees will be required to provide quarterly updates on their efforts to meet each metric included in their grant agreement, and will provide a post-delivery measure (once the Grant Program project agreement ends) for each metric included in their grant agreement as part of the final project report.

Modes of Flexible Fleets and Acronyms

- Microtransit (MT)
- NEV Shuttle (NEV)
- Micromobility, such as bike/scooter share (MM)
- Ridehail/Rideshare (RS)
- Carshare (CS)

Performance Metrics Categories

- Productivity
- Connectivity
- Community Engagement and Accessibility
- Cost Effectiveness

Performance Metrics

#	Category	Metric	Definition	Unit of Measurement	Applicable Mode(s)	Notes (If Applicable)
1	Productivity	Trip Denial Rate	The number of requested trips that are denied by the operator divided by the total trip requests. Trip denials occur due to insufficient capacity to meet demand at the time of booking or when the driver cancels.	Per Month	MT, NEV, RS	Operator cancellations or denials may also be due to vehicle failure, dispatch errors, safety concerns, or rider violations. Tracking this metric enables greater control over service quality and can inform when service adjustments should be made.
2	Productivity	Vehicle Utilization	Divide the actual number of seats used by the number of seats available in each vehicle, then multiply the result by 100. Averages of each vehicle.	Per Month	MT, NEV, RS, CS	Vehicle utilization compiles performance data based on the number of boardings and vehicles in service per hour.
3	Productivity	Device Utilization	The number of total trips divided by the reported number of devices in fleet. Averages of each device.	Per Month	MM	Device utilization compiles performance data based on the number of rides and devices in service per hour.
4	Productivity	Total Ridership	The number of riders using the service	Per Month	MT, NEV, MM, RS, CS	
5	Productivity	Average Wait Times	The average time spent waiting for a pickup after a ride is requested	Per Month	MT, NEV, RS	Tracking the correlation between the rider's disability status (disabled or non-disabled) and wait time length is also encouraged.
6	Connectivity	Transit Connection Trips	Number of pickups and drop-offs to transit stops and stations	Per Month	MT, NEV, MM, RS, CS	
7	Connectivity	Percentage of Shared Rides	Number of pooled/shared trips divided by the total trips	Per Month	MT, NEV, RS, CS	
8	Community Engagement and Accessibility	Wheelchair-Accessible Trip Fulfillment	Number of wheelchair trips provided compared to the number of wheelchair-accessible trips requested	Per Month	MT, NEV, RS, CS	Allows program administrators to evaluate the effectiveness of the ADA option for disabled riders.
9	Cost Effectiveness	Average Trip Cost	Monthly program costs, divided by the monthly number of trips	Per Month	MT, NEV, MM, RS, CS	
10	Cost Effectiveness	Farebox Recovery Ratio	Ratio of operating expenses that are met by the fares paid by passengers.	Per Month	MT, NEV, MM, RS, CS	Applicable only if it is a fare service

I. Scoring Criteria and Rubric

Projects will be scored based on the Applicant's responses to the Scoring Criteria below. The Scoring Rubric is a guide for SANDAG staff and the Evaluation Panel to assist with awarding points based on the Scoring Criteria. The Objective criteria (points calculated by SANDAG's Department of Data Science or Grants staff) are marked with an asterisk (*).

A. Scoring Criteria

No.	CRITERIA	POINTS POSSIBLE
1.	**FINANCIAL SUSTAINABILITY**	**20**
1.1	**Stable Future Funding Sources*** Does the Applicant propose stable, future funding sources to fund the project for one or more years beyond the Grant Term?	10
1.2	**Strategy to Attain Future Funding** Does the Applicant have a feasible strategy for attaining future funding for the Flexible Fleet project?	10
2.	**CONNECTIVITY**	**20**
	The Applicant should demonstrate either: • How the service will operate in an area lacking existing bus and/or rail services. • How the service will connect riders to existing bus and/or rail services in the area.	20
3.	**ENGAGEMENT**	**15**
	Does the Applicant: • Identify engagement goals? • Put forth a plan for engaging community members and organizations throughout the program? • Demonstrate how hard-to-reach populations (e.g., individuals with disabilities, senior residents) will be engaged? • Propose an effective marketing and engagement strategy that includes specific methods to promote sustainable transportation choices? • Identify a plan to survey riders and community members before the program launch and throughout the program?	15
4.	**ACCESSIBILITY**	**15**
	How well does the Applicant demonstrate that they will continuously implement measures that ensure the service is accessible to all community members, and demonstrate that the service improves access to basic needs and opportunities?	15
5.	**FEASIBILITY**	**20**
	• Does the Applicant identify a project mode?	

	• Does the Applicant include a well-thought-out approach to how they will deliver the project? • Is the project schedule realistic and feasible? • Does the Applicant identify proper staff and technical capacity for project oversight? • Does the Applicant identify a plan for the procurement of goods and services? • Does the funding amount request match the scope (vehicles, infrastructure, operations platform, etc.)? • Does the Applicant identify a service zone that is realistic and feasible? • Does the Applicant include a map of the proposed service area? • Is the program fleet size feasible with the proposed schedule, budget, and service zone?	
6.	**MATCHING FUNDS***	**10**
	Points will be awarded based on the scale provided in the Scoring Rubric.	
	TOTAL	**100**

B. Scoring Rubric

Below is a general scoring guide that provides more specific language based on a project's ability to meet the evaluation criteria.

Term	Definition
Clearly and convincingly	to a considerable extent, with substantive documentation or evidence
Sufficiently	to a satisfactory extent, with adequate documentation or evidence
Mostly	to a large extent, with general documentation or evidence
Partially	to a limited extent, with incomplete documentation or evidence
Minimally	to a small extent and without documentation or evidence
Does Not Demonstrate	unable to address the criterion, even to a minimal extent

1. FINANCIAL SUSTAINABILITY

Up to 20 points possible

1.1. Stable Future Funding Sources*

Up to 10 points possible

Applicants will receive points based on the availability of stable future funding to sustain the service for one or more years beyond the Grant Term. Stable funding is a reliable, predictable, and sufficient source of revenue that is not at high risk.

Examples of stable project funding sources may include multi-year general fund allocation, long-term contractual cost-sharing agreements with private partners, parking fee revenue, and transit operations funding. Please note that a future competitive grant is not considered a stable funding source. To be considered stable, the funding must already be secured, or the Applicant must have the authority to authorize the funding in the future.

*NOTE: SANDAG Grants staff will calculate the points awarded for this criterion based on the Applicant's responses in the grant application.

Applicant Response	Points
The application includes stable future funding for four to five years following the end of the Grant Term.	10 points
The application includes stable future funding for three to four years following the end of the Grant Term.	8 points
The application includes stable future funding for two to three years following the end of the Grant Term.	6 points
The application includes stable future funding for one to two years following the end of the Grant Term.	4 points
The application includes stable future funding for seven months to one year following the end of the Grant Term.	2 points
The application includes stable future funding for six months following the end of the Grant Term.	1 point
The application does not include stable future funding sources for at least 6 months beyond the Grant Term.	0 points

1.2. Strategy to Attain Future Funding

Up to 10 points possible

Applicants should provide a strategy for securing a stable funding source following the end of the Grant Term. For example, the application should outline the steps required to establish a parking district and generate revenue through parking fees, or to allocate general funds to the program on an annual basis. Applicants should also identify a timeline for obtaining each future funding source, including the duration of the funding availability and the likelihood of securing that funding.

Applicant Response	Points
Clearly and convincingly demonstrates a feasible strategy for the Applicant to financially sustain the Flexible Fleet project in the long term, and provides substantive documentation or evidence.	10 points

Sufficiently demonstrates a feasible strategy for the Applicant to financially sustain the Flexible Fleet project long-term, and provides adequate documentation or evidence.	8 points
Mostly demonstrates a feasible strategy for the Applicant to financially sustain the Flexible Fleet project long term, and provides general documentation or evidence.	6 points
Partially demonstrates a feasible strategy for the Applicant to financially sustain the Flexible Fleet project in the long term, but provides incomplete documentation or evidence.	4 points
Minimally demonstrates a feasible strategy for the Applicant to financially sustain the Flexible Fleet project in the long term, and provides little to no documentation or evidence.	2 points
Unable to address the criterion, even to a minimal extent	0 points

2. CONNECTIVITY

Up to 20 points possible

The Applicant should demonstrate either:

- How the service will operate in an area *lacking* existing bus or rail services.
    - The Applicant could also demonstrate how the project will fill an existing transit need gap. For example, providing service during existing transit's off-operation days or hours, providing access to destinations not currently served by transit, or providing access when transit is infrequent.
- How the service will *connect* riders to existing bus or rail services in the area.
    - The Applicant should also explain how the project will integrate with transit in other ways besides the service area. For example, free trips to transit stops or stations, service is staged or docked at these locations, and signage or other advertising for the service is displayed at transit stops or stations.

Applicant Response	Points
Clearly and convincingly demonstrates how the project will integrate with the existing transit network or fill an existing transit need gap, and the application provides substantive documentation or evidence.	20 points
Sufficiently demonstrates how the project will integrate with the existing transit network or fill an existing transit need gap, and the application provides adequate documentation or evidence.	16-19 points
Mostly demonstrates how the project will integrate with the existing transit network or fill an existing transit need gap, and the application provides general documentation or evidence.	11-15 points
Partially demonstrates how the project will integrate with the existing transit network or fill an existing transit need gap, but the application provides incomplete documentation or evidence.	6-10 points
Minimally demonstrates how the project will integrate with the existing transit network or fill an existing transit-need gap, and the application provides incomplete documentation or evidence.	1-5 points
Unable to address the criterion, even to a minimal extent.	0 points

3. ENGAGEMENT

Up to 15 points possible

An engagement plan is a document that outlines strategies for public participation and outreach in a community. It includes a timeline, assigned roles, and specific project strategies that may impact the community. An engagement plan aims to involve the public in decision-making, giving local knowledge and public opinion more weight.

Examples of methods used in engagement plans include surveys and questionnaires, presentations to community members to gather feedback, and online media engagement tools. The Applicant should include the following in its response:

- Define the goals and purpose of the engagement plan.
- Identify the target community to be engaged, including community organizations.
- Include a strategy that outlines the methodology by which the service addresses the specific needs of the community.
- Propose an effective marketing and engagement strategy that includes specific methods to promote sustainable transportation choices.
- Determine engagement methods and strategies, including how to effectively engage hard-to-reach populations (e.g., individuals with disabilities, senior residents). Pre-launch and continuous community surveying are required.
- Develop an action plan to continue periodic engagement. This should include surveying riders and community members throughout the service delivery and incorporating feedback into operational adjustments.
- How the Applicant will evaluate and measure how the service meets the needs of the community.

The Applicant should also demonstrate how the community's feedback will be incorporated into project goals and service operations. Examples include expanding the service area to reach a community college, extending service hours on a particular day(s) of the week, and revising the operations plan on a seasonal basis.

Applicant Response	Points
Clearly and convincingly demonstrates how the Applicant will accomplish successful project community engagement, and the application provides substantive documentation or evidence.	15 points
Sufficiently demonstrates how the Applicant will accomplish successful project community engagement, and the application provides adequate documentation or evidence.	11-14 points
Mostly demonstrates how the Applicant will accomplish successful project community engagement, and the application provides general documentation or evidence.	8-10 points
Partially demonstrates how the Applicant will accomplish successful project community engagement, but the application provides incomplete documentation or evidence.	4-7 points
Minimally demonstrates how the Applicant will accomplish successful project community engagement, and the application provides little or no documentation or evidence.	1-3 points

Unable to address the criterion, even to a minimal extent.	0 points

4. ACCESSIBILITY
Up to 15 points possible

Applicants should demonstrate that they will continuously implement measures that ensure the service is accessible to all community members and demonstrate that the service improves access to basic needs and opportunities.

Examples of accessible measures include: providing a language assistance service, ride booking options for unbanked riders and riders without access to a smartphone/internet, service hours that accommodate nontraditional work schedules, targeted outreach to hard-to-reach populations (individuals with disabilities, senior populations, etc.), and other measures that improve access to basic needs and opportunities.

Please note that providing an ADA-accessible Flexible Fleet service is a requirement of this program.

Applicant Response	Points
Clearly and convincingly demonstrates how accessibility will be continuously implemented throughout the project, and the application provides substantive documentation or evidence.	15 points
Sufficiently demonstrates how accessibility will be continuously implemented throughout the project, and the application provides adequate documentation and evidence.	11-14 points
Mostly demonstrates how accessibility will be continuously implemented throughout the project, and the application provides general documentation or evidence.	7-10 points
Partially demonstrates how accessibility will be continuously implemented throughout the project, but the application provides incomplete documentation or evidence.	4-6 points
Minimally demonstrates how accessibility will be continuously implemented throughout the project, and the application provides little or no documentation or evidence.	1-3 points
Unable to address the criterion, even to a minimal extent.	0 points

5. FEASIBILITY
Up to 20 points possible

Applicants will receive points based on the feasibility of the project, as demonstrated by the proposed scope of work, schedule, and budget. The following factors should be considered.

- Does the Applicant identify a project mode?
- Does the Applicant include a well-thought-out approach to how they will deliver the project?
- Is the project schedule realistic and feasible?
- Does the Applicant identify proper staff and technical capacity for project oversight?
- Does the Applicant identify a plan for the procurement of goods and services?
- Does the funding amount requested align with the scope (vehicles, infrastructure, operations platform, etc.)?

- Does the Applicant identify a service area that is realistic and feasible?
    - The effectiveness of a Flexible Fleet deployment depends on several demand and service design factors, including population and job density, transit frequency, transit "deserts," target population demographics, and multiple trip types. For more information, refer to Chapter 4 of the Flexible Fleets Implementation Strategic Plan.
- Is the program fleet size feasible with the proposed schedule, budget, and service area?
    - Consider capacity to meet demand when planning a Flexible Fleets service area. For example, a small fleet with a limited project budget is not well-suited to a large service zone with high ridership potential or demand.

Applicant Response	Points
Clearly and convincingly demonstrates how the project scope of work, schedule, and budget are feasible and realistic, and the application provides substantive documentation or evidence.	20 points
Sufficiently demonstrates how the project scope of work, schedule, and budget are feasible and realistic, and the application provides adequate documentation or evidence.	16-19 points
Mostly demonstrates how the project scope of work, schedule, and budget are feasible and realistic, and the application provides general documentation or evidence.	11-15 points
Partially demonstrates how the project scope of work, schedule, and budget are feasible and realistic, but the application provides incomplete documentation or evidence.	6-10 points
Minimally demonstrates how the project scope of work, schedule, and budget are feasible and realistic, and the application provides incomplete documentation or evidence.	1-5 points
Unable to address the criterion, even to a minimal extent.	0 points

6. MATCHING FUNDS*

Up to 10 points possible

*NOTE: SANDAG Grants staff will calculate the points awarded for this criterion based on the Applicant's responses in the grant application.

Points for Matching Funds will be awarded based on the following scale. The Match percentage is derived by dividing the total Matching Funds provided in the grant application by the sum of the total Flexible Fleets Pilot Program grant requested and the total Matching Funds listed in the grant application.

Applications that designate staff time, donations, volunteered services, or other in-kind contributions are obligated to fulfill their commitment within the Grant Term period.

Percentage of Matching Funds	Points
30.01% - 40.00% and above of the Total Project Cost	10 points
25.01% - 30.00% of the Total Project Cost	8 points
20.01% - 25.00% of the Total Project Cost	6 points
15.01% - 20.00% of the Total Project Cost	4 points
11.48% - 15.00% of the Total Project Cost	2 points

Below 11.47% of the Total Project Cost	0 points