



Eliot Spitzer  
Governor

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

David A. Hansell  
Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	07-LCM-06
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Employment and Transitional Supports
<b>Date:</b>	June 25, 2007
<b>Subject:</b>	Funding Available for Community Solutions for Transportation (CST)
<b>Contact Person(s):</b>	Gloria Hessell (518) 473-2522
<b>Attachments:</b>	Attachment 1 - District Size Chart Attachment 2 - Baseline Budget Form
<b>Attachment Available On – Line:</b>	yes

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) is intended to provide local social services districts with an opportunity to seek funding needed to help meet the transportation needs of individuals eligible for services under the Temporary Assistance for Needy Families (TANF) program who are employed or participating in other allowable activities.

#### II. Background

The Community Solutions for Transportation (CST) funding has been available to local social services districts for several years and has become an integral part of their welfare-to-work initiatives. The types of services offered through CST vary from county to county and are designed to meet locally-identified transportation needs. Local districts have collaborated with other human services providers and transportation providers in the public and private sector to address unmet transportation needs with the primary goal of enabling TANF-eligible individuals to obtain and/or retain employment. Services provided have included driver's education, defensive driving, modified public transportation services, vanpool and carpool programs, transit passes and donated car or auto loan programs. The initial CST county allocations were based primarily on the number of households with incomes under 200% of poverty. Subsequent year's allocations were based on need as evidenced by expenditure activity.

### **III. Description of Services Sought**

#### **A. Program Goals**

Programs funded through this initiative will:

- Identify the unmet transportation needs of TANF-eligible individuals which prevent them from obtaining and/or retaining employment or participating in work preparation activities;
- Coordinate transportation services to address these needs with the primary focus of enabling TANF-eligible individuals to obtain and/or retain employment; and,
- Establish specific performance outcome goals to be met by program operators.

#### **B. Eligible Participants**

Individuals eligible for transportation services provided under this initiative will include TANF recipients and those individuals eligible for TANF services under the 200% of poverty guidelines.

#### **C. Program Features**

Local districts and their partner agencies will have the flexibility to design a program that best meets the needs of the TANF-eligible population that reside within their district. The types of projects which can be funded include but are not limited to:

- Transit pass programs;
- Car donation\car loan programs;
- Vanpool and carpool programs;
- Modifications to public transportation such as route extensions or additional routes, realignment of service, increasing frequencies, changing days and hours of service;
- Driver education\defensive driving courses; and,
- Car care maintenance instruction.

The following costs are not allowable:

- Advertising costs, except for recruitment of personnel or procurement of scarce items;
- Capital expenditures for improvement or acquisition of facilities;
- Entertainment costs, including social activities or cost of alcoholic beverages;
- Costs for organized fund raising;
- Costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project; and,
- Costs for preparation of continuation agreements and other proposal development costs.

## D. Funding Priorities

Priority will be given to applications that include any of the following features:

- Includes an approach that engages the resources of regional transportation authorities.
- Addresses the transportation needs related to emerging employment opportunities and includes the commitment from employer(s) to hire qualified candidates.
- Uses TANF funds to leverage (i.e., Job Access Reverse and Commute) or generate (i.e., program income) funds which may be used to enhance or expand program services.

## IV. Funding /Award Levels

The \$2.2 million will be awarded as outlined in the chart below. Please refer to Attachment 1 to determine your district size for the purpose of this initiative.

<b>District Size*</b>	<b>Number of Districts</b>	<b>Total Funds Available</b>	<b>Award Limit</b>	<b>Minimum Number of Awards</b>
<b>Large</b>	7	\$600,000	\$200,000	3
<b>Medium</b>	17	\$700,000	\$100,000	7
<b>Small</b>	34	\$900,000	\$50,000	18

\* Based on adult-headed TANF and SN-MOE cases

A joint application submitted by 2 or more local districts can request an amount up to the combined award level limit for the partnering districts. It is the intent of OTDA to fund as many proposals as possible with the available funds. As such, OTDA reserves the right to fund proposals for less than the requested amount and may also shift funds between funding levels to accommodate the funding of additional proposals.

## V. Proposal Format

Each proposal must consist of a CST Program Narrative and a Baseline Budget Form.

### A. Program Narrative

Narratives must not exceed eight pages in 12-pitch font using standard one inch margins. Supporting documents are not included in this limit. The narrative should address the following questions:

1. What are the specific goals of the program and what services and activities will be provided? List all services and activities with details of each.
2. Describe the basis of need for the proposed program and why existing services are unavailable or inadequate to meet the needs of this group.

3. What specific target group(s) are to receive the services and what barriers face these individuals?
4. How will individuals be identified to receive services?
5. What agencies will be directly involved in this effort and what will their specific role be in the program? Identify the operating entities and demonstrate their organizational experience and past accomplishments in providing services to the target group(s).
6. How will the program be monitored to ensure outcomes are achieved?

#### **b. Baseline Budget Form**

All proposals must include a completed Baseline Budget Form (Attachment 2). A brief narrative for categories C through G is also required. If the LDSS plans to subcontract with a provider agency, a separate Baseline Budget Form must be completed and submitted for each subcontractor. Attachment 2 - the [BaselineBudgetForm](#) - can be accessed by (CTRL + click).

### **VI. Evaluation and Selection Process**

The evaluation process will include a review and ranking of all proposals by a committee of OTDA representatives. The committee will conduct an analysis of district performance with previously funded transportation programs including the current availability of funds from previous grants. The evaluation of proposals will be based on the district's ability to:

- Clearly describe who will be served, the services to be provided and the method of service delivery;
- Establish the specific participant goals for which the funds will be used;
- Demonstrate that other resources are not available to achieve these outcomes;
- Delineate the role of all agencies participating in the project and explain how their expertise/previous experience will fulfill the program goals; and,
- Address any of the funding priorities addressed in Section III.D.

### **VII. Due Date and Forwarding Instructions**

Proposals must be received at OTDA by August 15, 2007. Completed proposals may be e-mailed to Gloria Hessell at [GloriaA.Hessell@OTDA.state.ny.us](mailto:GloriaA.Hessell@OTDA.state.ny.us) or mailed to her at:

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
Division of Employment and Transitional Supports  
40 NORTH PEARL STREET 9-C  
ALBANY, NY 12243-0001

**Issued By** \_\_\_\_\_

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Division of Employment and Transitional Supports

**District Size Chart****Large**

NYC  
 Erie  
 Westchester  
 Suffolk  
 Nassau  
 Onondaga  
 Monroe

**Medium**

Albany  
 Broome  
 Oneida  
 Niagara  
 Chautauqua  
 Orange  
 Rensselaer  
 Chemung  
 Schenectady  
 Ulster  
 Steuben  
 St. Lawrence  
 Dutchess  
 Oswego  
 Tompkins  
 Clinton  
 Ontario

**Small**

Sullivan  
 Rockland  
 Cortland  
 Allegany  
 Cattaraugus  
 Orleans  
 Livingston  
 Wayne  
 Greene  
 Franklin  
 Montgomery  
 Jefferson  
 Tioga  
 Columbia  
 Herkimer  
 Washington  
 Madison  
 Wyoming  
 Essex  
 Schuyler  
 Fulton  
 Yates  
 Seneca  
 Chenango  
 Warren  
 Lewis  
 Delaware  
 Schoharie  
 Saratoga  
 Otsego  
 Putnam  
 Hamilton  
 Cayuga  
 Genesee

**Baseline Budget Form (check one)**

**Local Department of Social Services**       **Provider Agency:** \_\_\_\_\_

<i>Budget Categories</i>		<i>Funds</i>
<b>Staff Salaries</b>		
<b>Staff Title</b>	<b>Dedicated Salary</b>	
A1.		
A2.		
A3.		
A4.		
A5.		
A6.		
A7.		
A8.		
A9.		
A10.		
A. Total Staff Salaries		
B. Staff Fringe Benefits		
C. Contracted Services*		
D. Staff Travel		
E. Equipment		
F. Space/Utility		
G. Other Operating Expenses **		
H. A-87 Costs (costs allocated to A-87 will result in a federal and local share)		
<b>Total (A - H)</b>		

\* If the LDSS plans to subcontract with a local provider agency, a separate Baseline Budget Form must be completed and submitted for each subcontractor.

\*\*Narrative – Please provide a brief narrative for categories C through G. Use additional pages as needed.