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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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David A. Hansell
Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	09-LCM-08
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	June 26, 2009
Subject:	Funding Available for Community Solutions for Transportation (CST)
Contact Person(s):	Program Issues: Gloria Hessell (518) 473-2522 or GloriaA.Hessell@otda.state.ny.us Claiming Issues: Regions 1 through 4 – James Carroll at 1-800-343-8859, extension 4-7549 or directly at (518) 474-7549, or James.Carroll@otda.state.ny.us Region 5 – Michael Borenstein at (631) 854-9704 or Michael.Borenstein@otda.state.ny.us Region 6 – Marian Borenstein at (212) 961-8250 or Marian.Borenstein@otda.state.ny.us
Attachments:	Attachment 1 – CST 10 Allocations Attachment 2 – CST 10 Application Attachment 3 – CST 10 Program Work Plan Attachment 4 – CST 10 Baseline Budget Form Attachment 5 – CST 10 Claiming Instructions Attachment 6 – CST 10 Quarterly Reporting Form
Attachment Available On – Line:	yes

Section 2

I. Purpose

The state fiscal year (SFY) 2009-10 budget included \$2.2 million to help local districts meet the transportation needs of Temporary Assistance for Needy Families (TANF)-eligible individuals who are employed or participating in other allowable activities. The purpose of this Local Commissioners Memorandum (LCM) is to notify eligible local districts of their Community

Solutions for Transportation (CST) 10 allocation levels, to outline the rules regarding the use of these funds, and to describe the process to be followed to access these funds.

II. Background

Community Solutions for Transportation funding has been available to local social services districts for several years and has been an important part of local welfare-to-work efforts. The types of services offered through CST vary from county to county and reflect locally-identified transportation needs. Local districts have collaborated with other human services and transportation providers in the public and private sectors to address unmet transportation needs with the primary goal of enabling TANF-eligible individuals to obtain and/or retain employment. This year's funds are being allocated to each eligible district through this LCM. The process used to allocate CST 10 funds examined 200 percent of federal poverty level ("200%-of-poverty") population statistics and the unclaimed balances of prior years' CST allocations as a means of directing funds to those local districts most in need.

III. Program Components

A. Eligible Participants

CST 10 funds can be used to meet the transportation needs of two groups:

1. Family Assistance (FA) and Safety Net-Maintenance of Effort (MOE) recipients who are employed or participating in other allowable work activities; and
2. Non-public assistance (NPA)-recipients who are employed and are TANF-eligible under the 200%-of-poverty guidelines, pursuant to 00 LCM-20.

B. Eligible Activities and Services

CST funds may be used to provide transportation for TANF eligible individuals to and from employment or other allowable activities, as long as the transportation service does not constitute assistance, unless provided to people receiving TANF-funded Family Assistance. Districts are reminded that transportation costs for unemployed individuals not receiving TANF-funded Family Assistance including unemployed two-parent families and unemployed Safety Net Families, cannot be funded by CST, unless the transportation is for applicant job search or provided on a short-term, nonrecurring basis to meet a specific episode of need in accordance with 00 LCM-20 and the federal TANF regulations at 45 CFR §260.31. Such individuals are not eligible for TANF funded assistance.

The types of services that can be funded under CST 10 include, but are not limited to:

- Transit pass programs;
- Gas cards;
- Car donation/car loan programs;
- Car repairs and auto insurance;
- Vanpool and carpool programs;
- Modifications to public transportation, such the addition/extension of routes, realignment of service, increasing frequencies, changing days and hours of service; and

- Driver education/defensive driving courses.

CST funds cannot be used for the following costs:

- 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;
- Organized fund raising;
- Attendance at conferences or meetings of professional organizations, unless attendance is necessary for CST project purposes; and,
- Preparation of continuation agreements and other proposal development costs.

IV. Allocation Levels

Allocations were based on each eligible district's share of the statewide total of households with income under 200% of the federal poverty level and that contained at least one minor child. Three tiers of base floor allocations were established by comparing each district's number of households below 200%-of-poverty against the statewide total. The basis of these thresholds is the state median (3,315) and average (12,680) number of households below 200%-of-poverty.

200%-of-Poverty Households	Base Floor Allocation Per District
Below 3,315	\$25,000
3,315 through 12,680	\$50,000
Above 12,680	\$75,000

After applying the floor amounts to the individual districts, the total amount allocated for CST 10 came to \$1.95 million. The remaining \$250,000 was distributed by applying the dollar amount to the percentage of the statewide total of under 200%-of-poverty households residing in each eligible district. This amount was then added to the floor amounts to arrive to the final CST 10 allocations listed in Attachment 1. Please note that local districts that have not claimed approximately 100% of their CST 7 (SFY 2006-07) allocations or districts that have not claimed at least 40% of their CST 8 (SFY 2007-08) allocations are not eligible for CST 10 funding.

V. Application Forms

A CST 10 Application (Attachment 2), Program Work Plan (Attachment 3) and Baseline Budget Form (Attachment 4) must be completed and returned to OTDA in order to access CST funds (see Section VII, Due Date and Forwarding Instructions). If two or more districts wish to combine their allocations as part of a regionalized transportation effort, a single application can be submitted by the designated district or by the transportation provider on behalf of the districts. Please note that eligibility for CST 10 funds is contingent on the submission of all outstanding CST activity reports.

VI. Claiming and Reporting Instructions

Claiming instructions are included (Attachment 5). Local districts that plan to use a regional transportation authority for CST 10 services may request that OTDA redirect these funds to the NYS Department of Transportation for distribution to your provider.

The quarterly reporting form is included (Attachment 6). Local districts must report CST activities and services to OTDA on this form according to the following schedule:

Quarterly Reporting Period	Report Due Date
July 1, 2009 – September 30, 2009	October 12, 2009
October 1, 2009 – December 31, 2009	January 11, 2010
January 1, 2010 – March 31, 2010	April 12, 2010
April 1, 2010 – June 30, 2010	July 12, 2010

VII. Due Date and Forwarding Instructions

Applications must be received at OTDA by August 10, 2009. If no response is received from a given district, OTDA reserves the right to reallocate that district's funding to other counties. Completed application packages may be e-mailed to Gloria Hessell at GloriaA.Hessell@OTDA.state.ny.us or mailed to her at:

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Issued By

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