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Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	08-LCM-05
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	July 11, 2008
Subject:	Funding Available for Community Solutions for Transportation (CST)
Contact Person(s):	Gloria Hessell (518) 473-2522 or GloriaA.Hessell@otda.state.ny.us
Attachments:	Attachment 1 – CST 9 Allocations Attachment 2 – CST 9 Application Attachment 3 – CST 9 Baseline Budget Form Attachment 4 – CST 9 Claiming Instructions
Attachment Available On – Line:	yes

Section 2

I. Purpose

The SFY 2008-09 budget included \$2.2M 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 CST 9 allocation level, to outline the rules regarding its use, and to describe the process to be followed to access these funds.

II. Background

Community Solutions for Transportation (CST) 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 sector to address unmet transportation needs with the primary goal of enabling TANF-eligible individuals to obtain and/or retain employment. While last year's funds were awarded through a competitive process, this year's funds are being allocated to each

eligible district. The process used to allocate CST 9 funds examines 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 9 can be used to meet the transportation needs of two groups:

1. Temporary Assistance (TA) and Safety Net MOE recipients who are employed or participating in other allowable work activities; and
2. Non-TA individuals who are employed and eligible under the 200% of poverty guidelines pursuant to 00 LCM-20.

B. Eligible Activities and Services

Local districts and their partner agencies will continue to have the flexibility to use CST funds in a way that best meets the needs of the eligible population that reside within their district. The types of services that can be funded 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 in connection with the project; 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 floors were established using the number of households at or below 200% of poverty against the statewide total. These base floors are represented in the chart below.

200% of Poverty Households	Base Floor Per District
3,000 and Below	\$25,000
3001 to 10,000	\$50,000
Above 10,000	\$75,000

After applying the floor amounts to the individual districts, the total amount allocated for CST 9 came to \$2.1 million. The remaining \$100,000 was distributed again by applying the dollar amount to the percentage of the statewide total of 200% households residing in each eligible district. This amount was then added to the floor amounts to arrive to the final CST 9 allocations listed in Attachment 1. Please note that local districts with unspent CST 6 (SFY 2005-06) funds or districts that have not claimed at least 40% of their CST 7 (SFY 2006-07) allocation are not eligible for CST 9 funding.

V. Application Forms

A CST 9 Application (Attachment 2) and Baseline Budget Form (Attachment 3) must be completed. 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 9 funds is contingent on the submission of all outstanding CST activity reports.

VI. Claiming Instructions

Claiming instructions are included (Attachment 4). Local districts that plan to use a regional transportation authority for CST 9 services may request that OTDA redirect these funds to the NYS Department of Transportation for distribution to your provider.

VII. Due Date and Forwarding Instructions

Applications must be received at OTDA by August 11, 2008. If no response is received OTDA reserves the right to reallocate funding to other counties. Completed proposals 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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