



**MONTEREY-SALINAS TRANSIT DISTRICT
MOBILITY ADVISORY COMMITTEE
MEETING AGENDA AND NOTICE**

Meeting Date: September 24, 2025
Meeting Time: 2:00 PM Pacific Time (US and Canada)
Location: 19 Upper Ragsdale Drive, Suite 100, Monterey, CA 93940.

[This is an in-person meeting. Remote participation via Zoom may be offered, but it is not required for the meeting to proceed. Please note the meeting will proceed as normal even if there are technical difficulties accessing zoom. MST will do its best to resolve any technical issues as quickly as possible.]

To participate virtually, click the link below:

<https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdj3Y0eW94WmtRZ1Myc0Vldz09>

Meeting ID: 845 0083 6234 | Passcode: 652252 | To attend by phone: (669) 900-6833

*Members of the public may attend the Mobility Advisory Committee and speak to the Committee when the Chair calls for public comment. Public comments may be made either in person, virtually, or via email. **Warning to public speakers:** MST is committed to civility and is mindful of its responsibility to protect the work environment. To assure civility in its public meetings, the public is encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. Failure to engage in respectful dialog will forfeit the speaker's right to participate in Public Comment.*

Persons who wish to make public comment on an agenda item are encouraged to submit comments in writing by email to MST at mobility@mst.org by 3:00 pm on Friday, July 25, 2025; those comments will be distributed to the MAC Members before the meeting. Written comments should include the subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)."

Accessibility, Language Assistance, Public Comments – MST Board & Committee Agendas, Public Hearings, Pre-bids, Other Public Meetings

Agendas and materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA, 93940 during normal business hours. Agendas and other informational materials related to this meeting may be requested within 72 hours of the meeting date.

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting at the address below.

Public comments may be submitted for any item on the agenda by contacting MST:

Mail: MST, Attn: MAC Staff Support, 15 Lincoln Ave., Salinas, CA 93901

Website: <https://mst.org/contact-us/> • **Email:** mobility@mst.org • **Phone:** (888) 678-2871

TTY/TDD: 831-393-8111 • 711 Relay



888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito /
Libreng tulong para sa wika

Group: **Mobility Advisory Committee**

Members:	Steven Macias, Chair	The Blind and Visually Impaired Center
	Jennifer Ramirez, Vice-Chair	Partnership for Children
	Jessica McKillip	ITN Monterey County
	Bobby Merritt	Veterans Transition Center
	Reyna Gross	Alliance on Aging
	Leticia Garcia	The Carmel Foundation
	Aaron Hernandez	Transportation Agency for Monterey County
	Aimee Fuller Cuda	Central Coast Senior Service, Inc
	Jorge Ruiz	Central Coast Center for Independent Living
	Elizabeth Gandara	Monterey County Health Department
	Thomas de la Cruz	AAA-Monterey County Dept. of Social Services
Staff:	Cristy Sugabo	Mobility Services Manager
	Ruben Gomez	Mobility Coordinator

1. **CALL TO ORDER**

1-1. Roll Call.

1-2. Introduction of Guests.

2. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

*Members of the public may address the Committee on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The public is encouraged to engage in respectful dialog. **Failure to engage in respectful dialog will result in speakers being muted or required to leave.** The Committee will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.*

3. **CONSENT AGENDA**

These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.

3-1. Approve Minutes of the Regular Meeting of July 30, 2025. (Ruben Gomez)
(Page 7)

End of Consent Agenda

4. PRESENTATIONS

- 4-1. Draft 2025 Coordinated Public Transit – Human Services Transportation Plan. (Regina Valentine) (Page 11)
- 4-2. Recognition and Appreciation. (Carl Sedoryk)
 - 4-2.1 Recognition for 5 Years of Service for Committee Member Macias.
 - 4-2.2 Recognition for 5 Years of Service for Committee Member Merritt.
 - 4-2.3 Recognition for 5 Years of Service for Committee Member Ramirez.

5. NEW BUSINESS

- 5-1. Discuss and appoint a MAC representative to the Monterey County Commission on Disabilities. (Chair Steven Macias)
- 5-2. Measure X Senior & Disabled Transportation Program. (Aaron Hernandez) (Page 16)
 - 5-2.1 Receive update on the Measure X Senior and Disabled Program; and
 - 5-2.2 Provide input on the Cycle 4 Program Guidelines.

6. REPORTS AND INFORMATION ITEMS

The committee will receive and file these reports, which do not require action by the committee.

- 6-1. MST RIDES Services Update. (Blanca Peralta) (Page 54)
- 6-2. MST Mobility Update. (Cristy Sugabo)

7. ANNOUNCEMENTS AND APPRECIATIONS

8. SUBJECT ITEM REQUEST

This item(s) will be included on a future agenda for follow-up.

9. ADJOURN

NEXT SCHEDULED MEETING DATE:

November 19, 2025, at 2:00 p.m.

NEXT SCHEDULED AGENDA DEADLINE: November 7, 2025

Dates, times and **teleconference information are subject to change.*

*Please contact MST for accurate meeting date, times and **teleconference** information or check online at <https://www.mstmobility.org/advisory-committee.htm>*

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MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

DRAFT MEETING MINUTES

July 30, 2025

2:00 p.m. (Pacific Standard Time)

Present:	Steven Macias Bobby Merritt Reyna Gross Aaron Hernandez Elizabeth Gandara Jorge Ruiz Aimee Cuda-Fuller Jennifer Ramirez Jessica McKillip Leticia Garcia	The Blind and Visually Impaired Center Veterans Transition Center Alliance on Aging Transportation Agency for Monterey County (TAMC) County of Monterey Health Department Central Coast Center for Independent Living (CCCIL) Central Coast Senior Services, Inc. Partnership for Children ITN Monterey Carmel Foundation
Absent:	None	
Staff:	Kevin Allshouse Cristy Sugabo Ruben Gomez Norman Tuitavuki Michelle Overmeyer Sonjé Dayries Ezequiel Rebollar Jacob Huggins Marzette Henderson Ikuyo Yoneda-Lopez Christine Church Kaleb Aquino Luiza Hatlestad Kelly Soriano	Contract Services Manager Mobility Services Manager Mobility Coordinator Chief Operating Officer Director of Planning and Innovation Compliance Analyst Information Technology System Engineer Information Technology Specialist Transportation Manager Marketing/Community Service Manager Compliance Analyst Mobility Specialist Mobility Specialist Mobility Specialist
Public:	Hillary Thayer Thomas De La Cruz	Monterey County Free Libraries Department of Social Services Area Agency on Aging

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call

1-2. Introduction of Guests

Chair Macias called the meeting to order at 2:00 p.m. A quorum was established.

Hillary Thayer from Monterey County Free Libraries introduced herself.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

3-1. Approve Minutes of the regular meeting of May 28, 2025 (Ruben Gomez)
(Page 6)

There were no public comments.

On a motion by Committee Member Ramirez and seconded by Committee Member Merritt, the Committee unanimously approved the Consent Agenda.

Committee Member Gandara joined the meeting at 2:02 p.m. (Pacific Time)

4. MEMBERSHIP

4-1. Membership recruitment (Cristy Sugabo)

4-1.1 Recommend to MST Board of Directors the appointment of a new member Thomas De La Cruz for a 3-year term.

On a motion by Committee Member Cuda-Fuller and seconded by Committee Member McKillip, the Committee unanimously approved item 4-1.

Committee Member Gross joined the meeting at 2:04 p.m. (Pacific Time)

5. NEW BUSINESS

5-1. Discuss and appoint a MAC representative to the Monterey County Commission on Disabilities (Chair Steven Macias)

Chair Macias initiated a discussion but no appointment was voted on. Item 5-1 will be continued to the next MAC Agenda, providing members time to consider their interest.

6. REPORTS AND INFORMATION ITEMS

6-1. MV Transit and MST RIDES Service Update (Kevin Allshouse) (Page 13)

The Committee received a report from Kevin Allshouse, Contract Services Manager, on MST RIDES paratransit transit service.

6-2. MST Mobility Updates (Cristy Sugabo) (Page 20)

The Committee received an update from Cristy Sugabo, Mobility Services Manager, on MST Mobility programs.

7. ANNOUNCEMENTS AND APPRECIATION

Chair Macias announced that the Blind and Visually Impaired Center will host their barbecue social at Orchard Lane Park in Soledad on August 2, 2025. He also mentioned that the Fall Gala Silent Auction will be held November 22, 2025, at the Monterey Marriott Hotel.

Member Cuda-Fuller announced that the Monterey County Fair Senior Day will be on August 28, 2025, from 12:00 p.m. to 3:00 p.m. (Pacific Standard Time)

Member Gross announced that Mario Duran resigned as her MAC member alternate, as he is no longer working for the Alliance on Aging and is now employed with MST.

Member Garcia announced that The Carmel Foundation will be hosting an open house on August 23, 2025, from 10:00 a.m. to 2:00 p.m.

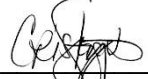
8. SUBJECT ITEM REQUEST

None

9. ADJOURN

With no further business to discuss, Chair Macias adjourned the meeting at 2:51 p.m. (Pacific Standard Time).

PREPARED BY: 
Ruben Gomez

REVIEWED BY: 
Cristy Sugabo

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Association of Monterey Bay Area Governments

Draft 2025 Coordinated Plan

September 2025

Purpose and Need

- ◆ Identify and plan for the transportation needs of seniors, persons with disabilities, and persons of limited means
- ◆ Eligibility for FTA Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310) funding
- ◆ Mirrors Transportation Development Act (TDA) Unmet Transit Needs (UTN) process

Plan Elements as Required by the 2021 BIL/IIJA:

1	An assessment of currently available transportation services (public, private, and non-profit)	4	Priorities for implementation based on resources, time, and feasibility
2	An assessment of transportation needs for seniors and persons with disabilities	5	Where less than 100% demand response fleet is accessible, how equivalent service will be provided
3	Strategies, activities, and/or projects to address the identified gaps between current services and needs		

Overview

Draft 2025 Coordinated Plan

[Link to Document](#)

- ◆ Chapter 1: Executive Summary
- ◆ Chapter 2: Introduction
- ◆ Chapter 3: Monterey County
Community Setting, Outreach, Available Services,
Transportation Needs, Strategies, Priorities
- ◆ Chapter 4: San Benito County
- ◆ Chapter 5: Santa Cruz County
- ◆ Chapter 6: Conclusion

Next Steps



Advisory Committee Presentations



Comments Due September 26th

- Mail: 24580 Silver Cloud Court, Monterey, CA 93940
- Email: rvalentine@ambag.org



**Scheduled for AMBAG Board Adoption
November 2025**

Regina Valentine

Senior Planner



Email

rvalentine@ambag.org



Phone

831-264-5096





MEMORANDUM

TO: MST Mobility Advisory Committee

FROM: Regina Valentine, Senior Planner

SUBJECT: Draft 2025 Coordinated Public Transit – Human Services Transportation Plan

MEETING DATE: September 24, 2025

RECOMMENDATION:

Staff will provide an overview of the Draft 2025 Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan). Members are asked provide input and comments on the Draft 2025 Coordinated Plan.

BACKGROUND:

AMBAG is required to develop a Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan) for the tri-county region. Under the Bipartisan Infrastructure Law (BIL) / Infrastructure Investment and Jobs Act (IIJA) of 2021, this plan must be completed and used in developing applications for the Federal Transit Administration (FTA) Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310) grant program. The plan identifies local transportation needs for seniors, persons with disabilities, and persons of limited means to facilitate applications for the FTA Section 5310 program.

The FTA Section 5310 program provides funding to assist private non-profit groups and public transportation providers in meeting the transportation needs of seniors and persons with disabilities when the transportation services provided are unavailable, insufficient, or inappropriate to meeting these needs. The funds are apportioned based on each State's share of the population of these demographics and awarded to projects through a statewide competitive process. Funds may be used for capital or operating expenses. The Coordinated Plan, as required by the 2021 BIL/IIJA, must include the following elements:

- An assessment of currently available transportation services (public, private, and non-profit);
- An assessment of transportation needs for seniors and persons with disabilities. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts;
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery;
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities; and
- Where less than 100 percent of the demand response fleet is accessible, a demonstration of how the requirement for equivalent service will be met.

DISCUSSION:

The purpose of the Coordinated Plan is to improve public transportation for seniors, persons with disabilities, and persons of limited means. This is accomplished through identifying where the public transportation system can better meet these needs and describing projects or changes which would help alleviate the shortcomings. The Plan also includes a list of public transportation services that serves these populations.

The projects and changes identified in this Plan are made eligible for federal funding through the FTA Section 5310 grant program. In the past, this funding source has been used by public transportation agencies to replace or purchase new paratransit vehicles, as well as for operating expenses.

The Draft 2025 Coordinated Plan is composed of six main chapters, each of which is summarized below:

Chapter 1: Executive Summary

The executive summary provides an overview of the main points of the longer document.

Chapter 2: Introduction

The introduction provides background on the purpose of the plan, an overview of the federal requirements, and associated funding sources.

Chapter 3: Monterey County

This chapter covers the federal requirements for Monterey County. It provides the community setting, describes the public outreach that was conducted, assesses the currently available transportation services, assesses the transportation needs for the target populations, lists strategies/activities/projects to address the identified gaps, and priorities their implementation.

Chapter 4: San Benito County

This chapter covers the federal requirements for San Benito County, as described for Chapter 3.

Chapter 5: Santa Cruz County

This chapter covers the federal requirements for Santa Cruz County, as described for Chapter 3.

Chapter 6: Conclusion

The conclusion provides next steps.

NEXT STEPS:

The Draft 2025 Coordinated Plan has been presented at various meetings throughout the region, including the RTPAs' Technical Advisory Committees and other transportation related committees. The Draft 2025 Coordinated Plan is available on the AMBAG website at <https://www.ambag.org/plans/monterey-bay-area-coordinated-public-transit-human-services-transportation-plan>.

The public comment period will close on September 26, 2025. All comments should be sent to Regina Valentine, AMBAG, 24580 Silver Cloud Court, Monterey, CA 93940 or via email at rvalentine@ambag.org. Staff will incorporate comments received into the Final 2025 Coordinated Plan, which is scheduled to be adopted by the AMBAG Board at the November 12, 2025 meeting.

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Agenda # **5-2**
September 24, 2025 Meeting

Senior & Disabled Transportation Program

Mobility Advisory Committee | September 24, 2025



Measure X Senior & Disabled Transportation Program

- **Increase transportation services**
For older adults and persons with disabilities
- **Funds solely for transportation purposes**
As defined by the authorizing ballot
- **Funds non-profits**
To fill the transportation network gap



ITN 100,000 Ride celebration

Cycle 3 Funding Period

5 grant applications awarded funds



THE BLIND
& VISUALLY
IMPAIRED
CENTER
OF MONTEREY COUNTY INC.



iTN Monterey County™
Dignified transportation for seniors

Fiscal Years 2023/24 – 2025/26

Cycle 3 Reminders

- FY 2024/25 Annual Reports Due December 31, 2025
- Final year of Cycle 3: FY2025/26
- Grantees have until June 30, 2026 to expend all funds



Alliance on Aging SoCo Socials

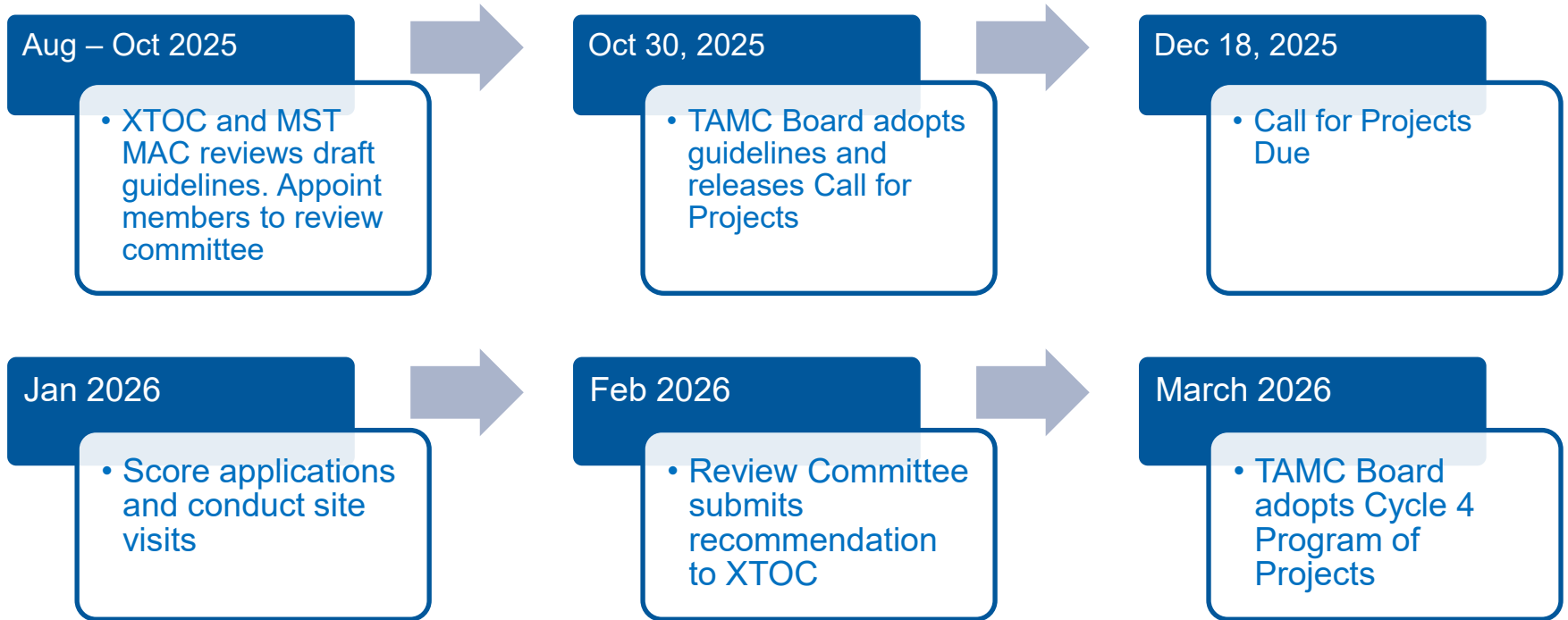
Upcoming Cycle 4

- Fiscal Years 2026/27 – 2028/29
- \$1.86 million to be available
(increase from \$1.5 million)



Blind & Visually Impaired Center
Mobility Orientation Training

Cycle 4 Timeline





Questions?

Aaron Hernandez | Transportation Planner
aaron@tamcmonterey.org | 831-775-4412



DRAFT

Adopted by the TAMC Board of Directors: October 29, 2025

Measure X Senior & Disabled Transportation Program

Grant Program Guidelines

Fiscal Years 2026/27, 2027/28, and 2028/29

Grant Applications Due:
Thursday, December 18, 2025 @ 12pm PT

Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901
Phone: (831) 775-0903
info@tamcmonterey.org

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INTRODUCTION

Measure X

The Transportation Agency for Monterey County placed the Transportation Safety & Investment Plan (**Measure X**) on the November 8, 2016 ballot. The measure was approved with 67.7% approval from Monterey County voters. Measure X is anticipated to generate an estimated \$20 million annually for a total of \$600 million over thirty years through a retail transactions and use tax of a three-eighths of one percent (3/8%). The revenue from the sales tax measure will be used to fund transportation safety and mobility projects in Monterey County.

Based on extensive community and stakeholder input, Measure X priorities are to:

- Maintain local roads and repair potholes
- Increase safety and reduce congestion
- Improve transportation for youth, seniors, people with disabilities and working families
- Make walking and biking safer

Measure X funds are divided into two programs:

1. **Local Road Maintenance, Pothole Repairs and Safety:** 60% of Measure X funds are allocated to the County of Monterey and incorporated cities for local street and road safety and maintenance improvements.
2. **Regional Safety, Mobility and Walkability:** 40% of Measure X funds are allocated to regional safety and congestion relief, transit, and bicycle/pedestrian projects.

The Senior & Disabled Transportation Services Program is part of the Regional Safety, Mobility and Walkability Measure X Program.

SENIOR & DISABLED TRANSPORTATION SERVICES PROGRAM OVERVIEW

Program Purpose & Goals

As spelled out in the **Policies & Project Descriptions for the Transportation Safety & Investment Plan**:

1. The purpose of this program is to increase transportation services for seniors and persons with disabilities to support their ability to live independently in their homes and communities.
2. This program will fund non-profit transportation to support seniors and persons with disabilities.
3. This program provides the following benefits:
 - Give seniors more transportation options
 - Support independent travel by people with disabilities
 - Provide safer and more reliable senior transportation services

The intent of this program is to fund projects, programs and operations that meet these goals.

For the purposes of this program, seniors are defined as adults age 65 and over.

Stakeholders & Representatives

Monterey-Salinas Transit Mobility Advisory Committee

The MST Mobility Advisory Committee serves as TAMC’s Social Services Transportation Advisory Council. In that capacity, the Committee serves as the stakeholder group for the development and implementation of this Measure X program. Membership of the Committee includes representatives from organizations that serve seniors, people with disabilities, veterans, and low-income people. The Committee is comprised of the following organizations:

Monterey-Salinas Transit Mobility Advisory Committee		
Monterey County Health Department	Central Coast Center for Independent Living	Independent Transportation Network (ITN) Monterey County
Central Coast Senior Service, Inc.	Transportation Agency for Monterey County	Veteran’s Transition Center
Alliance on Aging	The Blind and Visually Impaired Center	Partnership for Children
	The Carmel Foundation	

Measure X Citizens Oversight Committee

The Transportation Agency’s Measure X Citizens Oversight Committee will also participate in the development of the grant guidelines, evaluation of proposals, and in the submittal of recommendations for funding to the Transportation Agency’s Board of Directors.

FUNDING

Program Budget

This program funding allocation is \$18.6 million over 30 years, which is approximately \$620,000 per year. Implementation strategies were developed with the assistance of the Monterey-Salinas Transit Mobility Advisory Committee. Program funding for applicants are available in 3-year funding cycles.

Funds not expended in the current funding cycle will be carried forward and made available in future cycles.

Organizations may submit one-year or multi-year project funding requests. Organizations can also submit more than one application per grant cycle reflecting different operational or capital needs.

ELIGIBILITY

Eligible Applicants

Measure X Senior & Disabled Mobility Program funds are available for:

- 501(c)3 non-profit organizations that serve Monterey County residents.
- Organizations or collaborative projects that are not registered 501(c)3 non-profit organizations can partner with a tax-exempt, 501(c)3 non-profit organization that will serve as a fiscal sponsor for project implementation.
- Public agencies may be eligible if they partner with 501(c)3 non-profit organizations to complete the work included in the grant proposal.

Eligible Activities & Expenses

This program provides grants for projects that increase transportation services for seniors and persons with disabilities to support their ability to live independently in their homes and communities.

Eligible activities include, but are not limited to:

- Purchase or lease of accessible vehicles and vans.
- Purchase of computer hardware, software or other equipment that will support mobility programs.
- Operation expenses directly related to transportation service provided to seniors and/or disabled residents of Monterey County.
- Planning, development, and implementation of mobility service area and/or hours expansions.

- Marketing campaigns to promote mobility services for seniors and persons with disabilities.
- Voucher, mileage reimbursement and/or other trip subsidy programs.

Measure X Requirements

- The grantee must comply with the program purpose and goals as spelled out in the **Policies & Project Descriptions for the Transportation Safety & Investment Plan**.
- For ease of tracking and to assure full transparency, the grantee must maintain all revenues received and expenditures of these funds accounted for and tracked in its own separate account titled **“Transportation Safety & Investment Plan Account.”** The grantee will not commingle these funds with any other funds.
- Grantees shall use all Measure X funds solely for transportation purposes as defined by your Funding Agreement. Grantees that violate this provision must fully reimburse all misspent funds.
- **Media Requirements.** Organizations selected for funding must use the Measure X logo when promoting projects, programs or services funded by this Measure X program and acknowledge the Measure X program in news releases. Measure X funds can only be used to cover costs proportional to the promotional activities included in the scope of the grant award.
- **Annual Report.** Under no circumstances may the proceeds of this transportation sales tax be applied to any purpose other than for transportation projects, programs, and activities. Awarded applicants will certify in an annual verification submitted to TAMC that these transportation funds were used for eligible expenses. Organizations selected for funding must provide an annual report documenting communities served and success meeting project goals and proposed outcomes.

- **Funding Agreement.** Organizations selected for funding must sign a funding agreement with TAMC.
- **Audits.** TAMC reserves the right to audit organizations that are awarded funding under this project.
- **Quarterly Reimbursement.** Organizations selected for funding are required to complete reporting and invoicing on a quarterly basis. A one-time advancement would be considered.

Reimbursement Requirements

The project sponsor has three fiscal years (FY 26/27, 27/28, and 28/29) to expend the funds. Expenses can be incurred once the Funding Agreement has been signed by all parties.

Costs are to be invoiced on a quarterly basis and must comply with the Policies & Project Descriptions for the Transportation Safety & Investment Plan. Please see **Appendix A** for a sample quarterly reimbursement timeline.

All claims must include the following to be deemed valid for reimbursement:

- **Quarterly Claim** – Each quarterly claim must include the following to be deemed complete:
 - TAMC claim cover sheet.
 - Project budget with expenses to date and remaining funds.
 - Documentation of competitive procurement selection.
 - Invoices/receipts and applicable backup documentation.
- **Quarterly Progress Report** – Each quarterly progress report must include the following to be deemed complete:
 - Summary of activities to date (including brief discussion on successes, lessons learned and challenges, as applicable).

- Attachments of program deliverables (i.e., number of trips provided, number of non-trip mobility services provided, flyers, news releases, log of grant-funded vehicle trips and maintenance).
- Summary of metrics used to track services provided (i.e., average cost per trip and/or average cost per non-trip mobility services provided).
- Photos of grant funded events or activities.

The Transportation Agency Measure X Senior and Disabled Transportation Program Project Manager, Finance Officer, and Executive Director will review and recommend approval or rejection of the claims.

Please see **Appendix A** for a sample quarterly claim and progress report.

SELECTION PROCESS

Step 1: Screen Proposals

- Applicants submit Proposals to TAMC staff.
- TAMC staff screens proposals for completeness and compliance with the program guidelines. Incomplete or noncompliant Proposals may be removed from the competitive process or TAMC staff may request applicants to provide additional information.

Step 2: Score Proposals

- Proposals will be evaluated by a grant review committee for scoring.
- The grant review committee will be made up of TAMC staff, representatives from the Monterey-Salinas Transit Mobility Advisory Committee, and the Measure X Citizens Oversight Committee.

Step 3: On-Site Field Visit

- Site visits are conducted for the most competitive projects.
- The on-site field visit will be made up of TAMC staff and the grant review committee. Additional information and/or documentation may be requested from applicants.
- Final scoring provided to the Measure X Citizens Oversight Committee.

Step 4: TAMC Board of Directors Approval

- Once Step 3 evaluations have been completed, the Measure X Citizens Oversight Committee submits recommendations for funding to the Transportation Agency's Board of Directors.
- Upon approval by the Board, grant awards are announced. The TAMC Board of Directors maintains discretion in amending the grant awards based on funding availability, and in making full or partial awards.

EVALUATION/SCORING CRITERIA

Information provided during the evaluation process should demonstrate how effectively the Proposal meets Measure X requirements and program goals.

Proposals will be evaluated using the scoring criteria noted in the table below. Proposals will receive an initial ranking with a score of 100 points possible.

Points will be attributed to each category and not to individual questions.

Scoring Criteria	Points
Program Purpose & Goals	25 points
Program Benefits	30 points
Feasibility	15 points
Geographic Equity	15 points
Cost Effectiveness	15 points
Total Points Possible	100 points

REQUIRED DOCUMENTATION FOR PROPOSAL

The following documents must be sent to TAMC staff as part of the Proposal:

1. **Proposal Signature Page** – The signature page of the completed Proposal should be printed and signed by the Authorized Representative and/or Grant Coordinator. The Grant Coordinator will be the main point of contact for the duration of the grant.
2. **Project Budget** – The project budget provides a cost estimate reflecting all costs associated with the project by fiscal year. Identify costs to be funded by the Measure X grant and costs covered by other funding sources (see **Appendix A** for a sample Project Budget template).
3. **Project Timeline** – The project timeline outlines the main tasks needed to implement the project and includes a timeline to complete each task.

STEP 1: SCREEN PROPOSALS

Applicants are required to submit a Proposal to TAMC staff (refer to the Proposal Submittal and Grant Award Timeline section for due dates). Applicants with complete and compliant Proposals will be invited to compete in the next step of the evaluation process.

All Proposal submittals will include the following:

Project Title

Provide a brief project title.

Organization's History

Provide a brief description of your organization's history providing services to seniors and/or people with disabilities in Monterey County.

Project Summary and Need

Describe the project to be funded, including the main services provided and any expected project deliverables. Explain the transportation need that the project is addressing. *Summaries are limited to 1,000 words.*

How many part-time, full-time staff and/or volunteers will be involved in implementing the proposal?

Project Questions

Applicants must answer the following questions, **as applicable**. If a question does not apply to the project, indicate "not applicable" **with a brief explanation**. Do not leave blank fields. *Answers are limited to 500 words for each question.*

Program Purpose & Goals – 25 points

1. Explain how your organization currently supports the transportation needs of seniors and/or people with disabilities. *(500 words max.)*
2. Does your organization provide transportation or purchase transportation from others? Explain. *(500 words max.)*
3. Explain how the project coordinates with, and avoids duplication of, other efforts in the county to increase (provide new or alternate) transportation services to seniors and/or people with disabilities. *(500 words max.)*

Program Benefits – 30 points

4. Explain how the Measure X grant funding will increase (provide new or alternate) transportation services to:
 - a. Give seniors more transportation options. *(500 words max.)*
 - b. Support independent travel by people with disabilities. *(500 words max.)*
 - c. Provide safer and more reliable senior transportation services. *(500 words max.)*

Feasibility – 15 points

5. Are there any actions required by other organizations to implement the proposed project? *(500 words max.)*
6. What will happen to the proposed project if Measure X grant funding is not awarded (e.g., loss of matching funds, impacts on overall project vision, project momentum, timing difficulties, etc.)? *(500 words max.)*

Geographic Equity – 15 points

7. Identify which sub-area of Monterey County (North Monterey County, Greater Salinas Area, Monterey Peninsula, South Monterey County, Big Sur Coast) this project will benefit. *(500 words max.)*
8. Identify which sub-areas (North Monterey County, Greater Salinas Area, Monterey Peninsula, South Monterey County, Big Sur Coast) the proposed project will provide trips. *(500 words max.)*
9. Describe partnerships with other entities and their corresponding roles (if any) in the proposed project. *(500 words max.)*

Cost Effectiveness – 15 points

10. Explain how your organization's services are provided:
 - a. Number of trips and average cost per trip. *(500 words max.)*
 - b. Number of non-trip mobility services provided and average cost per non-trip mobility service provided. *(500 words max.)*
11. Submit a completed Project Budget.

Proposal Submittal and Grant Award Timeline

Date	Task
August 19, 2025	Measure X Citizens Oversight Committee reviews draft guidelines.
September 24, 2025	MST Mobility Advisory Committee reviews draft guidelines.
October 29, 2025	TAMC Board of Directors adopts guidelines and releases Call for Projects.
October 30, 2025	Call for projects open.
<u>December 18, 2025@ 12pm PST</u>	<u>Cycle 4 applications due.</u>
January 5-23, 2026	Grant Review Committee meets to score applications and conduct site field visits
February 17, 2025	Grant Review Committee submits funding recommendations to Measure X Citizens Oversight Committee.
March 25, 2025	TAMC Board of Directors adopts Program of Projects for Fiscal Years 2026/27, 2027/28, 2028/29.

APPENDIX A

- Sample Quarterly Reimbursement Timeline
- Sample Quarterly Claim
- Sample Quarterly Progress Report
- Sample Project Budget
- Sample Project Timeline

Sample Quarterly Reimbursement Timeline

FY 2026/27

Quarter No.	Months Covered	Due Date
Q1	July 2026 – September 2026	October 31, 2026
Q2	October 2026 – December 2026	January 31, 2027
Q3	January 2027 – March 2027	April 30, 2027
Q4	April 2027 – June 2027	July 31, 2027
FY 2026/27 Report	July 1, 2026 – June 30, 2027	July 31, 2027

FY 2027/28

Quarter No.	Months Covered	Due Date
Q1	July 2027 – September 2027	October 31, 2027
Q2	October 2027 – December 2027	January 31, 2028
Q3	January 2028 – March 2028	April 30, 2028
Q4	April 2028 – June 2028	July 31, 2028
FY 2027/28 Report	July 1, 2027 – June 30, 2028	July 31, 2028

FY 2028/29

Quarter No.	Months Covered	Due Date
Q1	July 2028 – September 2028	October 31, 2028
Q2	October 2028 – December 2028	January 31, 2029
Q3	January 2029 – March 2029	April 30, 2029
Q4	April 2029 – June 2029	July 31, 2029
Close Out Report	FY 2026/27, 2027/28, and 28/29	July 31, 2029

Sample Quarterly Claim

1. TAMC Claim Cover Sheet

Complete and sign the top section of the TAMC claim cover sheet.

TRANSPORTATION AGENCY FOR MONTEREY COUNTY CLAIM COVER SHEET MEASURE X SENIOR AND DISABLED TRANSPORTATION PROGRAM (Fund 7200) REQUEST FOR REIMBURSEMENT														
<table border="1" style="width: 100%;"><tr><td style="width: 50%;">Fiscal Year _____</td><td style="width: 50%;">Quarter No. _____</td></tr></table>			Fiscal Year _____	Quarter No. _____										
Fiscal Year _____	Quarter No. _____													
The <u> [grantee name] </u>, a 501(c)3 non-profit organization in Monterey County, requests reimbursement in the amount of <u> \$[amount] </u>. For the period beginning <u> [month, day, year] </u> and through and inclusive of <u> [month, day, year] </u>. I certify that I am a duly authorized representative of <u> [grantee name] </u> and the request for reimbursement is consistent with the terms of the Measure X Grant Funding Agreement dated <u> [month, day, year] </u> entered into between <u> [grantee name] </u> and the TRANSPORTATION AGENCY FOR MONTEREY COUNTY. <table style="width: 100%;"><tr><td style="width: 50%;">Total Measure X Grant Amount</td><td style="width: 50%;">\$ _____</td></tr><tr><td>Amount Invoiced to Date</td><td>\$ _____</td></tr><tr><td>Current Invoice</td><td>\$ _____</td></tr><tr><td>Balance</td><td>\$ _____</td></tr></table> <table style="width: 100%;"><tr><td style="width: 40%;">_____ Name (Please print)</td><td style="width: 30%;">_____ Signature</td><td style="width: 30%;">_____ Date</td></tr></table>			Total Measure X Grant Amount	\$ _____	Amount Invoiced to Date	\$ _____	Current Invoice	\$ _____	Balance	\$ _____	_____ Name (Please print)	_____ Signature	_____ Date	
Total Measure X Grant Amount	\$ _____													
Amount Invoiced to Date	\$ _____													
Current Invoice	\$ _____													
Balance	\$ _____													
_____ Name (Please print)	_____ Signature	_____ Date												
APPROVAL OF TRANSPORTATION AGENCY FOR MONTEREY COUNTY														
I certify that I am duly authorized by the TRANSPORTATION AGENCY FOR MONTEREY COUNTY to approve payment to the <u> [grantee name] </u> in the amount of <u> \$ [amount] </u>. The request for reimbursement is consistent with the Measure X Grant Funding Agreement between the TRANSPORTATION AGENCY FOR MONTEREY COUNTY and <u> [grantee name] </u>. 1. TAMC Project Manager <table style="width: 100%;"><tr><td style="width: 40%;">_____ Name (Please print)</td><td style="width: 30%;">_____ Signature</td><td style="width: 30%;">_____ Date</td></tr></table> 2. TAMC Director of Finance and Administration <table style="width: 100%;"><tr><td style="width: 40%;">_____ Name (Please print)</td><td style="width: 30%;">_____ Signature</td><td style="width: 30%;">_____ Date</td></tr></table> 3. TAMC Executive Director <table style="width: 100%;"><tr><td style="width: 40%;">_____ Name (Please print)</td><td style="width: 30%;">_____ Signature</td><td style="width: 30%;">_____ Date</td></tr></table> <table style="width: 100%;"><tr><td style="width: 33%;">Date TAMC Received Invoice</td><td style="width: 33%;">Date Invoice Revision Notification Sent</td><td style="width: 33%;">Date Invoice Sent to Accounting</td></tr></table>			_____ Name (Please print)	_____ Signature	_____ Date	_____ Name (Please print)	_____ Signature	_____ Date	_____ Name (Please print)	_____ Signature	_____ Date	Date TAMC Received Invoice	Date Invoice Revision Notification Sent	Date Invoice Sent to Accounting
_____ Name (Please print)	_____ Signature	_____ Date												
_____ Name (Please print)	_____ Signature	_____ Date												
_____ Name (Please print)	_____ Signature	_____ Date												
Date TAMC Received Invoice	Date Invoice Revision Notification Sent	Date Invoice Sent to Accounting												

2. Expenses Breakdown

Provide a breakdown of expenses by each expense category included in the **Project Budget**.

Expenses

Personnel

Salary Program Manager \$

Driver Wages \$

Taxes and Benefits \$

TOTAL PERSONNEL..... \$

Other Expenses

Program Equipment \$

Publications \$

Rent and Utilities..... \$

Travel Vouchers..... \$

Vehicle Purchase \$

TOTAL OTHER EXPENSES \$

TOTAL EXPENSES \$

3. Receipts and Quotes

Provide copies of receipts/invoices for grant-related purchases. Include quotes for price comparison and procurement justification. Backup documentation should be separated by each expense category of the **Project Budget**.

Sample Quarterly Progress Report

1. Summary of Activities to Date

Provide a brief discussion on successes, lessons learned, and challenges, as applicable. As an example:

During the first quarter of fiscal year 2026/27, the organization completed the following activities: procurement and purchase of program equipment, developed marketing materials, and recruited two new drivers. This quarter the organization faced challenges recruiting drivers because applicants did not meet all job requirements.

2. Attachments of Program Deliverables

Provide an attachment of program deliverables (i.e., number of trips provided, number of non-trip mobility services provided, flyers, news releases, log of grant-funded vehicle trips, and maintenance, as applicable). As an example:

Attached to this report are the following program deliverables for the first quarter of fiscal year 2026/27:

- 1. Program Equipment Specifications*
- 2. Marketing Materials*
- 3. Driver Job Posting*

3. Summary of Metrics Used to Track Services Provided

Provide a summary of metrics used to track services provided (i.e., average cost per trips and/or average cost per non-trip mobility services provided). As an example:

During the first quarter of fiscal year 2026/27, the organization did not provide any direct services to seniors and/or people with disabilities. However, the average cost of the program equipment is roughly \$7 while the average cost of the marketing materials is approximately \$12.

4. Photos of Grant Funded Events or Activities

Include at least one photo of grant-funded events or activities. As an example:

Attached to this report are the following photo(s) for the first quarter of fiscal year 2026/27:

- 1. Photo of program equipment.*

Sample Project Budget

The project budget provides a cost estimate reflecting all costs associated with the project by fiscal year. Identify costs to be funded by the Measure X grant and costs covered by other funding sources.

Name of Organization: Project Title

	TOTAL Measure X Budget	FY 20/21	FY 21/22	FY 22/23	TOTAL Matching Funds	TOTAL Project Cost
EXPENSES						
Personel Expenses						
Salary Program Manager	\$ 150,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 20,000.00	\$ 170,000.00
Driver Wages	\$ 200,000.00	\$ 66,000.00	\$ 67,000.00	\$ 67,000.00	\$ 25,000.00	\$ 225,000.00
Taxes and Benefits	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 65,000.00
Total Personel Expenses	\$ 410,000.00	\$ 136,000.00	\$ 137,000.00	\$ 137,000.00	\$ 50,000.00	\$ 460,000.00
Other Expenses						
Program Equipment	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 6,000.00
Publications	\$ 13,500.00	\$ 8,000.00	\$ 3,500.00	\$ 2,000.00	\$ -	\$ 13,500.00
Rent and Utilities	\$ 30,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	\$ 60,000.00
Travel Vouchers	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 9,000.00
Vehicle Purchase	\$ 75,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 75,000.00
Total Other Expenses	\$ 130,500.00	\$ 47,000.00	\$ 42,500.00	\$ 41,000.00	\$ 33,000.00	\$ 163,500.00
TOTAL GRANT REQUEST	\$ 540,500.00	\$ 183,000.00	\$ 179,500.00	\$ 178,000.00	\$ 83,000.00	\$ 623,500.00

Sample Project Timeline

The project timeline must outline the main tasks needed to implement the project and include a timeline to complete each task. Sample project tasks are provided below.

1. Project Initiation

Task 1.1 Project Kick-Off Meeting

- **Brief Task Description:** *[Sample Text: The organization will hold a kick-off meeting with TAMC and other project partners to discuss grant procedures and project expectations including involving, quarterly reporting, and all other relevant project information.]*
- **Project Deliverable:** *[Sample Text: Meeting Notes]*
- **Expected Completion Date:** *[Sample Text: August 2026]*

Task 1.2 Release Job Posting for Drivers

- **Brief Task Description:** *[Sample Text: Complete recruitment process for selection of qualified drivers with superb customer services skills.]*
- **Project Deliverable:** *[Sample Text: Job Posting]*
- **Expected Completion Date:** *[Sample Text: October 2026]*

Task 1.3 [Task Title]

- **Brief Task Description:** *[provide a brief task description]*
- **Project Deliverable:** *[provide a brief project deliverable description]*
- **Expected Completion Date:** *[provide the month and year of expected completion date]*

2. Public Outreach

Task 2.1 [Task Title]

- **Brief Task Description:** *[provide a brief task description]*
- **Project Deliverable:** *[provide a brief project deliverable description]*

- **Expected Completion Date:** *[provide the month and year of expected completion date]*

3. Transportation Service

Task 3.1 [Task Title]

- **Brief Task Description:** *[provide a brief task description]*
- **Project Deliverable:** *[provide a brief project deliverable description]*
- **Expected Completion Date:** *[provide the month and year of expected completion date]*

4. Fiscal Management

Task 4.1 [Task Title]

- **Brief Task Description:** *[provide a brief task description]*
- **Project Deliverable:** *[provide a brief project deliverable description]*
- **Expected Completion Date:** *[provide the month and year of expected completion date]*

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Trips by Purpose - Transdev

Agenda # **6-1**
September 24, 2025 Meeting



The report counts comp trips. Date range: 07/01/2025 - 08/31/2025. Transportation company: Transdev. Funding sources: ADA. Require Provider type: Yes. Provider types: Normal, Trips Only. Counted passenger types: clients. Information is grouped by month.

Cancel Types: None.

	2025/07	2025/08	Total for purpose
COMMT MTNG	4	5	9
DIALYSIS	1,018	1,021	2,039
EDUCATION\TRAINING\DAY CARE	2,677	2,493	5,170
EMPLOYMENT	386	481	867
FUNCT ASSESSMENT	46	46	92
MEDICAL	1,109	933	2,042
NUTRITIONAL	4	3	7
PERSONAL/RECREATIONAL	1,885	1,866	3,751
SHELTERED WORKSHOP	20	11	31
SHOPPING	129	81	210
Total for period	7,278	6,940	14,218

Trips by Purpose - Yellow Cab



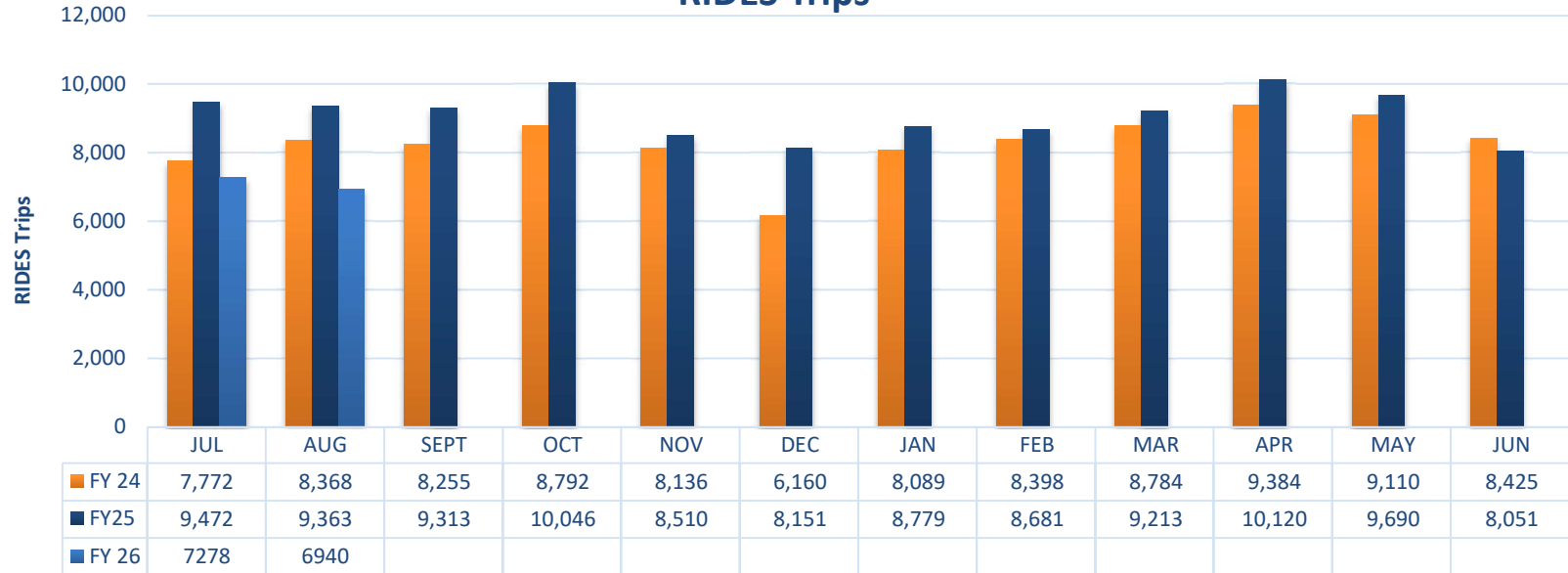
The report counts comp trips. Date range: 07/01/2025 - 08/31/2025. Transportation company: Yellow Cab Co.. Funding sources: ADA. Require Provider type: Yes. Provider types: Normal, Trips Only. Counted passenger types: clients. Information is grouped by month.

Cancel Types: None.

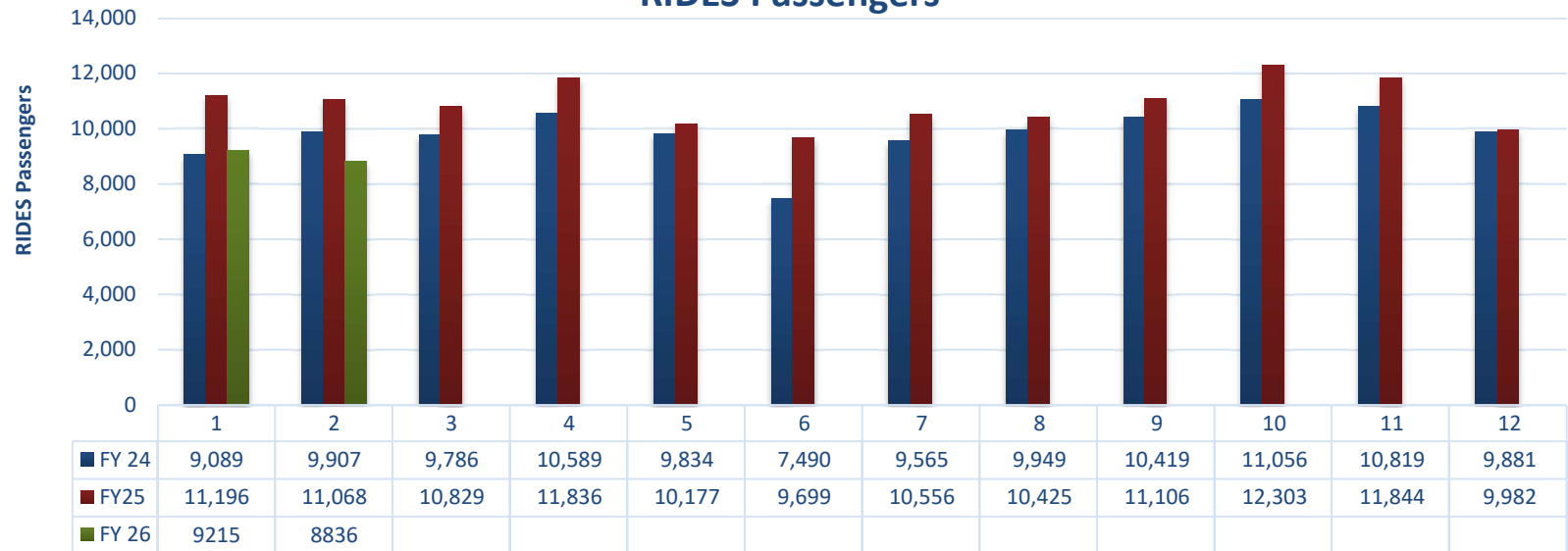
	2025/07	2025/08	Total for purpose
COMMT MTNG	8	1	9
DIALYSIS	209	65	274
EDUCATION\TRAINING\DAY CARE	316	124	440
EMPLOYMENT	210	124	334
FUNCT ASSESSMENT	0	1	1
MEDICAL	241	88	329
PERSONAL/RECREATIONAL	329	184	513
SHELTERED WORKSHOP	2	2	4
SHOPPING	21	9	30
Total for period	1,336	598	1,934

**MST-MV Dashboard
FY 2026**

RIDES Trips

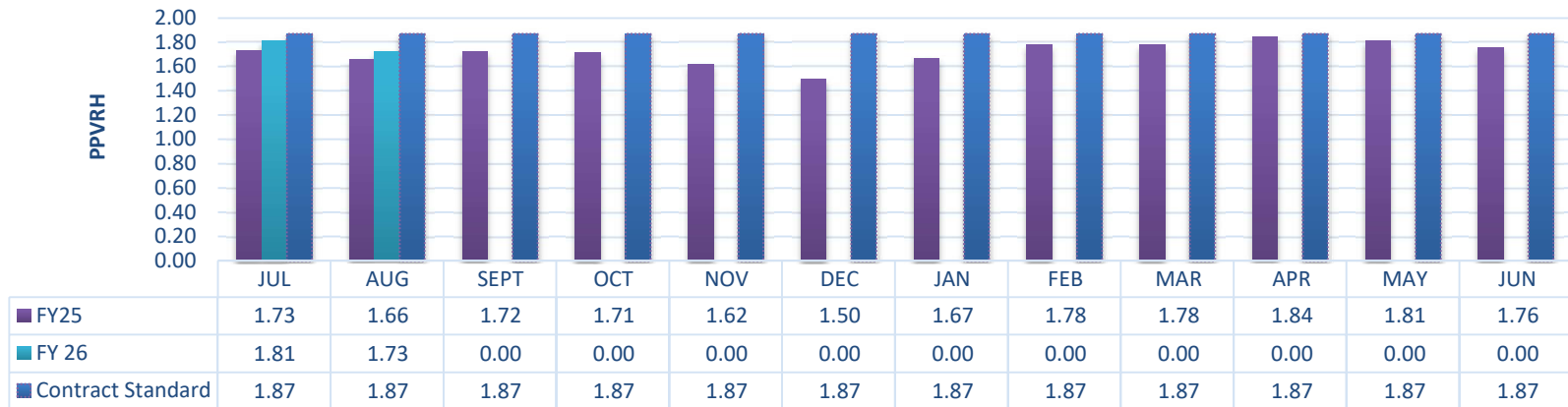


RIDES Passengers



MST-MV Dashboard
FY 2026

RIDES Passengers per Vehicle Revenue Hour (P/VRH)



RIDES On Time Performance (OTP)

