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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

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:

NYS Office of Temporary and Disability Assistance
Center for Employment and Economic Supports
40 North Pearl Street, 9C
Albany, New York 12243-0001

Issued By _____

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports

CST 9 Allocations

County	Allocation Amount
Albany	\$ 50,970
Allegany	25,330
Broome	50,732
Cattaraugus	50,556
Cayuga	50,546
Chautauqua	50,831
Chemung	50,618
Chenango	25,304
Clinton	50,397
Columbia	25,204
Cortland	25,236
Delaware	25,275
Dutchess	50,767
Erie	78,786
Franklin	25,301
Fulton	50,376
Genesee	25,303
Greene	25,196
Hamilton	25,031
Herkimer	50,450
Jefferson	50,820
Lewis	25,199
Livingston	25,276
Montgomery	50,346
NYC	118,091
Niagara	51,006
Oneida	76,379
Onondaga	76,884
Ontario	25,259
Orange	76,168
Oswego	50,614
Otsego	25,311
Putnam	25,130
Rensselaer	50,486
Rockland	50,771
St. Lawrence	50,741
Saratoga	50,654
Schenectady	50,545
Schoharie	25,159
Seneca	25,129
Suffolk	78,102
Sullivan	25,312
Tompkins	25,239
Ulster	50,517
Warren	25,281
Washington	25,282
Wayne	50,450
Westchester	77,300
Wyoming	25,219
Yates	25,121
Total Allocations	\$2,200,000

CST 9 Application

1. Please estimate the number to be served for each group:

Family Assistance _____
 200% of Poverty _____

2. Identify your target goals for all services you will provide. Also identify any limitations on services (such as value or number of gas cards, months of insurance, etc.):

SERVICES	GOALS	LIMITATIONS - RESTRICTIONS
<u>Travel Reimbursement</u>		
Car Rental	_____	
Ferry Passes	_____	
Gas Cards	_____	
Mileage Reimbursement	_____	
Transit Passes	_____	
Transit Tokens	_____	
Taxis	_____	
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<u>Vehicle Related</u>		
Vehicle Loans	_____	
Vehicle Purchases	_____	
Vehicle Repair Assistance	_____	
Vehicle Insurance Payments	_____	
Registration and/or Licensing Fees	_____	
Tires	_____	
<hr style="border: 2px solid #800000;"/>		
<u>Instruction</u>		
Finance Counseling/Budgeting	_____	
Car Maintenance Instruction	_____	
Defensive Driving Instruction	_____	
Driver Education/Training	_____	
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<u>Route Modification</u>		
Additional Service Hours	_____	
Additional Service Miles	_____	
<hr style="border: 2px solid #800000;"/>		
<u>Other</u>		
Child Car Safety Seats	_____	
Car Pool Program	_____	
Van Shuttle Service	_____	
_____	_____	
_____	_____	

3. Name other area organizations you will collaborate with for the provision of services, and briefly describe their role and responsibilities:

AGENCY	RESPONSIBILITIES

4. Describe how individuals will be identified to receive services?

5. Identify who will provide program oversight, and briefly explain how the program will be monitored to ensure outcomes are achieved:

6. If CST 9 funds are being used for projects open to the public (i.e. route extension), describe the methodology used to determine TANF ridership.

Baseline Budget Form

County: _____

Contact Person for CST: _____

Title: _____ Phone: () -

E-Mail: _____

Budget Categories		Funds
Staff Title	Dedicated Salary	
A1.		
A2.		
A3.		
A4.		
A5.		
A. Total Staff		
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)		
Total (A – H)		

***Narrative:** Please provide a brief narrative for Categories C through G. Use additional pages as needed.

Community Solutions for Transportation Program (CST) 9 Claiming Instructions

Any portion of a CST 9 allocation that a local social services district requests OTDA forward to the NYS Department of Transportation to support local transportation services operated by regional transportation authorities **would not** be claimed through these instructions. CST 9 allocation amounts that are administered by the local social services districts must be claimed using the following instructions.

In accordance with 99 LCM-39, expenditures for administrative costs need to be reported separately from programmatic (or non-administrative) costs. This is necessary because there is a 15% administrative cost cap on the use of TANF funds. Please refer to Chapter 10 of Volume 3 (Volume 4 for New York City) of the Fiscal Reference Manual (FRM) for direction on what types of costs constitute administration under federal TANF rules.

Local social services districts should code all CST expenditures to the F17 function. These expenditures will carry through to the LDSS-3274, Schedule D-17, Distribution of Allocated Costs to Other Reimbursable Programs. Expenditures should be reported in a column labeled Solutions 9 on the appropriate lines of Schedule D-17. Instructions for Schedule D-17 are found in FRM Chapter 18, Volume 3 (Volume 4 for NYC).

The expenditures for this program reported on the D-17 will support an LDSS-3922, Reimbursement Claim for Special Projects, identified as Solutions 9 in the project name box. Costs should be reported in either the Non-Administration or the Administration columns depending on the nature of the expenditures. Instructions for the LDSS-3922 are found in FRM Volume 2, Chapter 3.

Those districts that still have CST 7 or 8 funds available should claim these funds first and the claim forms should be labeled appropriately as either Solutions 7 or Solutions 8.

CST Expenditure & Claiming Deadlines

All expenditures against CST 9 allocations should be claimed in accordance with the local social services districts CST 9 approved plans. Local districts may claim reimbursement for CST 9 costs incurred July 1, 2008 to June 30, 2009. Final claims must be received by August 15, 2009. This CST program may only serve the TANF eligible population and is funded at 100% federal share. Therefore, no state or local share should be reported for this program on this form. Reimbursement is available only up to the limit of the approved project's allocation.

Expenditures exceeding your district's allocation(s) must be claimed on the Schedule D-3 for employment reimbursement.

The local social services district must sign the claim form certification, and submit the LDSS-3922 to:

Bureau of Financial Services
NYS Office of Temporary and Disability Assistance
40 N. Pearl Street – Claims Unit 14B
Albany, NY 12243

Claiming questions can be directed to OTDA Bureau of Financial Services by contacting:

Regions 1 through 4 – James Carroll at 1-800-343-8859, extension 4-7549 or directly (518) 474-7549. James.Carroll@otda.state.ny.us.

Region 5 - Michael Borenstein at (631) 854-9704
Michael.Borenstein@otda.state.ny.us.

Region 6 – Marian Borenstein at (212) 961-8250
Marian.Borenstein@otda.state.ny.us.