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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

<b>Transmittal:</b>	09-LCM-08
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	June 26, 2009
<b>Subject:</b>	Funding Available for Community Solutions for Transportation (CST)
<b>Contact Person(s):</b>	Program Issues: Gloria Hessel (518) 473-2522 or <a href="mailto:GloriaA.Hessel@otda.state.ny.us">GloriaA.Hessel@otda.state.ny.us</a>  Claiming Issues: Regions 1 through 4 – James Carroll at 1-800-343-8859, extension 4-7549 or directly at (518) 474-7549, or <a href="mailto:James.Carroll@otda.state.ny.us">James.Carroll@otda.state.ny.us</a> Region 5 – Michael Borenstein at (631) 854-9704 or <a href="mailto:Michael.Borenstein@otda.state.ny.us">Michael.Borenstein@otda.state.ny.us</a> Region 6 – Marian Borenstein at (212) 961-8250 or <a href="mailto:Marian.Borenstein@otda.state.ny.us">Marian.Borenstein@otda.state.ny.us</a>
<b>Attachments:</b>	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
<b>Attachment Available On – Line:</b>	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.

<b>200%-of-Poverty Households</b>	<b>Base Floor Allocation Per District</b>
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:

<b>Quarterly Reporting Period</b>	<b>Report Due Date</b>
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](mailto: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

## Community Solutions for Transportation (CST) 10 Allocations

County	Allocation Amount
Albany	\$ 58,101
Allegany	27,015
Broome	57,733
Cattaraugus	53,969
Cayuga	53,121
Chautauqua	56,571
Chemung	54,480
Chenango	27,107
Clinton	27,523
Columbia	27,044
Cortland	26,620
Delaware	27,080
Dutchess	56,422
Erie	106,964
Essex	26,303
Franklin	27,585
Fulton	53,281
Genesee	27,238
Greene	26,778
Hamilton	25,169
Jefferson	56,706
Lewis	26,388
Livingston	26,788
Madison	27,133
Montgomery	27,084
Niagara	57,386
Oneida	60,502
Onondaga	90,672
Ontario	53,121
Orange	60,317
Oswego	55,123
Otsego	27,321
Putnam	26,163
Rensselaer	54,423
Rockland	56,387
St. Lawrence	54,998
Saratoga	54,280
Schenectady	54,077
Schoharie	26,211
Seneca	26,406
Suffolk	96,234
Tioga	26,900
Ulster	54,885
Warren	27,277
Washington	27,115
Wayne	53,754
Westchester	93,830
Wyoming	26,357
Yates	26,058
<b>Total Allocations</b>	<b>\$2,200,000</b>

**Community Solutions for Transportation (CST) 10  
PROGRAM WORK PLAN**

<b>Agency Names:</b>	
<b>County(ies) Served:</b>	

**Project Goals:** Using the definitions provided, list the goals for each service to be provided during the program period. \* If your program is serving multiple counties, separate Program Work Plans are required for each county.

<b>CST 10</b>	<b>Goals*</b>
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<b>Enrollment Goals</b>	<i>Participants Served as a Result of Providing Transportation Services</i>	
	<i>Job Entries as a Result of Providing Transportation Services</i>	
	<i>Job Retentions as a Result of Providing Transportation Services</i>	

<b>Services Provided</b>	<i>Additional Service Hours</i>	
	<i>Additional Service Miles</i>	
	<i>Bicycles</i>	
	<i>Car Maintenance Instruction</i>	
	<i>Child Car Safety Seats</i>	
	<i>Defensive Driving Instruction</i>	
	<i>Driver Education and Training</i>	
	<i>Financial Counseling and/or Budgeting Classes</i>	
	<i>Gas Cards</i>	
	<i>Licensing and/or Registration Fees</i>	
	<i>Mileage Reimbursements Authorized</i>	
	<i>Tires</i>	
	<i>Transit Passes</i>	
	<i>Transit Tokens</i>	
	<i>Van Shuttle One-Way Trips</i>	
	<i>Taxi Rides</i>	
	<i>Vehicle Insurance Payments</i>	
	<i>Vehicle Recipients</i>	
<i>Vehicle Repairs</i>		

<b>Additional Service Components and Goals</b>



## **CST 10 Transportation Reporting Data Definitions**

The following definitions should be followed to develop proposed CST 10 program goals for the period July 1, 2009 to June 30, 2010.

### **Participant Eligibility Categories**

#### **Family Assistance (FA)**

The term "FA" means the total number of individuals who:

- a) are in receipt of cash assistance (including Safety Net families); and
- b) receive one or more services from the project.

#### **200% of Poverty (200%)**

The term "200%" means the total number of individuals who:

- a) are not Family Assistance recipients but were qualified under 200% of poverty guidelines as outlined in 00 LCM-20; and
- b) receive one or more services from the project.

### **CST Enrollment Goals Definitions**

**Participants Served** – The total number of individuals provided CST transportation assistance during the reporting period.

**Job Entries Achieved as a Result of Providing Transportation Services** - The total number of instances in which a participant was able to secure employment that he or she would have been unable to obtain absent program-provided transportation assistance during the reporting period. Note: this may include multiple job entries for the same individual.

**Job Retentions as a Result of Providing Transportation Services** - The total number of instances in which a participant was able to maintain employment he or she would have had to forfeit absent program-provided transportation assistance during the reporting period. Note: this may include multiple job retentions for the same individual.

### **Services Provided Definitions**

**Additional Service Hours Provided** - The total number of additional service hours provided by a transportation service operated in excess of the hours provided as part of its original or regular hours of operation during the reporting period.

**Additional Service Miles Provided** - The total number of miles a pre-existing transportation service traveled in excess of the miles traveled as part of its original or regular route during the reporting period.

**Bicycles Provided** - The total number of bicycles distributed by the program to participants during the reporting period.



**Car Maintenance Instruction** – The total number of participants who received training in the upkeep of an automobile during the reporting period.

**Child Car Safety Seats** – The total number of child car safety seats that are funded by the Wheels for Work contract and are distributed to program participants during the reporting period.

**Defensive Driving Instruction** – The total number of participants who received training in defensive driving during the reporting period.

**Driver Education and Training** – The total number of participants who received training related to the attainment of a personal driver's license during the reporting period.

**Financial Counseling and/or Budgeting Classes** – The total number of participants who received financial counseling and/or attended budgeting classes during the reporting period.

**Gas Cards** - The total number of vouchers or coupons redeemable for fuel distributed by the program to participants during the reporting period.

**Licensing and/or Registration Fees** – The total number of Department of Motor Vehicles (DMV) transactions pertaining to ownership and/or operation of a personal automobile paid or otherwise subsidized by the program for participants during the reporting period.

**Mileage Reimbursement Authorized** - The total number of payments for miles driven to and from employment (or other allowable employment related activities) made by the program participants during the reporting period.

**Tires** – The total number of sets of two tires distributed by the program to participants during the reporting period. Note: a participant who receives a set of four tires should be reported as two.

**Transit Passes Provided** - The total number of participants who received a bus, subway, or other mass transportation pass, ticket or voucher during the reporting period.

**Transit Tokens Provided** - The total number of single-trip bus, subway or other mass transportation tickets, vouchers, or tokens distributed by the program to participants during the reporting period.

**Van Shuttle One Way Trips Provided** - The total number of single direction van rides provided by the program to participants during the reporting period. Note: single direction rides provided by taxi services should not be reported under this activity.

**Taxi Rides Provided** - The total number of single direction taxi rides provided by the program to participants during the reporting period.

**Vehicle Insurance Payments Provided** – The total number of months personal automobile insurance premiums were paid or otherwise subsidized by the program for participants during the reporting period. Please report in one-month units. For example, a single payment that secured six months of insurance coverage should be reported as six.

**Vehicle Recipients** - The total number of participants who received a vehicle through the program during the reporting period. This includes participants who received vehicles regardless of whether repayment is

required and those who received funds for or toward the purchase of a vehicle.

**Vehicle Repairs Authorized**– The total number of instances in which the program repaired or contributed toward the repair of the personal automobiles of participants. This includes repairs to make vehicles donated to and purchased through the program road ready. No repayment is required from the participants.

## CST 10 Baseline Budget Form

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County: \_\_\_\_\_

Award Amount: \$ \_\_\_\_\_

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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)		
<b>Total (A – H)</b>		

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

## **Community Solutions for Transportation Program (CST) 10 Claiming Instructions**

Any portion of a CST 10 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 10 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 Temporary Assistance for Needy Families (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 the column labeled “Solutions 10” on the appropriate lines of Schedule D-17. Instructions for completing 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 10” 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, 8 or 9 funds available should claim these funds first and the claim forms should be labeled appropriately as either “Solutions 7,” “Solutions 8” or “Solutions 9.”

### **CST Expenditure & Claiming Deadlines**

All expenditures against CST 10 allocations should be claimed in accordance with the local social services districts’ CST 10 approved plans. Local districts may claim reimbursement for CST 10 costs incurred between July 1, 2009 and June 30, 2010. Final claims must be received by August 15, 2010. 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 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's Bureau of Financial Services by contacting:

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](mailto:James.Carroll@otda.state.ny.us).

Region 5 - Michael Borenstein at (631) 854-9704 or [Michael.Borenstein@otda.state.ny.us](mailto:Michael.Borenstein@otda.state.ny.us).

Region 6 – Marian Borenstein at (212) 961-8250 or [Marian.Borenstein@otda.state.ny.us](mailto:Marian.Borenstein@otda.state.ny.us).

**COMMUNITY SOLUTIONS FOR TRANSPORTATION (CST) 10  
QUARTERLY REPORTING FORM**

<b>Agency Names:</b>	
<b>Reporting Period:</b>	
<b>County(ies):</b>	

Activities		Number Served*			
		Goals	FA	200%	Total
<b>Outcome Activities</b>	Participants Served During the Reporting Period				0
	Broken down by:				
	a) New Participants Served During the Reporting Period				0
	b) Carry-Overs Served During the Reporting Period				0
	Job Entries During the Reporting Period				0
	Job Retentions During the Reporting Period				0

<b>Service Activities</b>	<i>Additional Service Hours</i>				0
	<i>Additional Service Miles</i>				0
	<i>Bicycles</i>				0
	<i>Car Maintenance Instruction</i>				0
	<i>Child Car Safety Seats</i>				0
	<i>Defensive Driving Instruction</i>				0
	<i>Driver Education and Training</i>				0
	<i>Financial Counseling and/or Budgeting Classes</i>				0
	<i>Gas Cards</i>				0
	<i>Licensing and/or Registration Fees</i>				0
	<i>Mileage Reimbursements Authorized</i>				0
	<i>Tires</i>				0
	<i>Transit Passes</i>				0
	<i>Transit Tokens</i>				0
	<i>Van Shuttle One Way Trips</i>				0
	<i>Taxi Rides</i>				0
<i>Vehicle Insurance Payments</i>				0	
<i>Vehicle Recipients</i>				0	
<i>Vehicle Repairs</i>				0	

Additional Service Components and Goals

## **CST 10**

### **Transportation Reporting Data Definitions**

The following definitions should be followed to report CST program activity and outcomes for the period July 1, 2009 to June 30, 2010.

#### **Participant Eligibility Categories**

##### **Family Assistance (FA)**

The term "FA" means the total number of individuals who:

- a) are in receipt of cash assistance (including Safety Net families); and
- b) receive one or more services from the project.

##### **200% of Poverty (200%)**

The term "200%" means the total number of individuals who:

- a) are not Family Assistance recipients but were qualified under 200% of poverty guidelines as outlined in 00 LCM-20; and
- b) receive one or more services from the project.

#### **CST Outcome Activities Definitions**

**Participants Served** – The total number of individuals provided CST transportation assistance during the reporting period.

New Participants Served - The total number of individuals who are new entrants to the CST program, who were provided with any services during the reporting period.

Carry-Overs Served - The total number of individuals who were enrolled in the CST program during a prior reporting period and who received any services during the current reporting period.

**Job Entries Achieved as a Result of Providing Transportation Services** - The total number of instances in which a participant was able to secure employment that he or she would have been unable to obtain absent program-provided transportation assistance during the reporting period. Note: this may include multiple job entries for the same individual.

**Job Retentions as a Result of Providing Transportation Services** - The total number of instances in which a participant was able to maintain employment he or she would have had to forfeit absent program-provided transportation assistance during the reporting period. Note: this may include multiple job retentions for the same individual.

#### **Service Activity Definitions**

**Additional Service Hours Provided** - The total number of additional service hours provided by a transportation service operated in excess of the hours provided as part of its original or regular hours of operation during the reporting period.

**Additional Service Miles Provided** - The total number of miles a pre-existing transportation service traveled

in excess of the miles traveled as part of its original or regular route during the reporting period.

**Bicycles Provided** - The total number of bicycles distributed by the program to participants during the reporting period.

**Car Maintenance Instruction** – The total number of participants who received training in the upkeep of an automobile during the reporting period.

**Child Car Safety Seats** – The total number of child car safety seats that are funded by the Wheels for Work contract and are distributed to program participants during the reporting period.

**Defensive Driving Instruction** – The total number of participants who received training in defensive driving during the reporting period.

**Driver Education and Training** – The total number of participants who received training related to the attainment of a personal driver's license during the reporting period.

**Financial Counseling and/or Budgeting Classes** – The total number of participants who received financial counseling and/or attended budgeting classes during the reporting period.

**Gas Cards** - The total number of vouchers or coupons redeemable for fuel distributed by the program to participants during the reporting period.

**Licensing and/or Registration Fees** – The total number of Department of Motor Vehicles (DMV) transactions pertaining to ownership and/or operation of a personal automobile paid or otherwise subsidized by the program for participants during the reporting period.

**Mileage Reimbursement Authorized** - The total number of payments for miles driven to and from employment (or other allowable employment related activities) made by the program participants during the reporting period.

**Tires** – The total number of sets of two tires distributed by the program to participants during the reporting period. Note: a participant who receives a set of four tires should be reported as two.

**Transit Passes Provided** - The total number of participants who received a bus, subway, or other mass transportation pass, ticket or voucher during the reporting period.

**Transit Tokens Provided** - The total number of single-trip bus, subway or other mass transportation tickets, vouchers, or tokens distributed by the program to participants during the reporting period.

**Van Shuttle One Way Trips Provided** - The total number of single direction van rides provided by the program to participants during the reporting period. Note: single direction rides provided by taxi services should not be reported under this activity.

**Taxi Rides Provided** - The total number of single direction taxi rides provided by the program to participants during the reporting period.

**Vehicle Insurance Payments Provided** – The total number of months personal automobile insurance premiums were paid or otherwise subsidized by the program for participants during the reporting period. Please report in one-month units. For example, a single payment that secured six months of insurance coverage should



be reported as six.

**Vehicle Recipients** - The total number of participants who received a vehicle through the program during the reporting period. This includes participants who received vehicles regardless of whether repayment is required and those who received funds for or toward the purchase of a vehicle.

**Vehicle Repairs Authorized**– The total number of instances in which the program repaired or contributed toward the repair of the personal automobiles of participants. This includes repairs to make vehicles donated to and purchased through the program road ready. No repayment is required from the participants.