

# Agenda



## Transportation Assistance Grant (TAG) Committee Meeting

*Meeting Location:*

**Basin Transit Operations Center  
62405 Verbena Road  
Joshua Tree, CA 92252**

It is the intention of Basin Transit to comply with the Americans with Disabilities Act in all respects. If you have a disability and need accommodation to participate in the meeting, please call the Assistant Board Secretary at 760-366-2986 or email [michal@basin-transit.com](mailto:michal@basin-transit.com) for assistance so the necessary arrangements can be made.

Public comments may be submitted via email to the Assistant Board Secretary at [michal@basin-transit.com](mailto:michal@basin-transit.com) prior to May 22, 2024, at 5:00 PM with your name, telephone number, and subject of your public comment (agenda item or non-agenda item). If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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### **Committee Members**

Jennifer Henning  
McArthur Wright

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### **Officers**

Cheri Holsclaw, Board Secretary  
Michal Brock, Assistant Board Secretary

# TAG COMMITTEE MEETING

## AGENDA

Thursday, May 23, 2024  
62405 Verbena Road, Joshua Tree CA 92252  
4:00 PM

### 1.0 CALL TO ORDER

**ROLL CALL:** Committee Members: Henning and Wright

### 2.0 NEW BUSINESS

2.1 Updating TAG Guidelines and Application Form Discussion

### 3.0 ADJOURNMENT

All items appearing on this Agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Committee. **This agenda is certified to have been posted on or before May 20, 2024, at 4:00 PM.**

  
\_\_\_\_\_  
Michal Brock, Assistant Board Secretary

5/17/2024  
Date

## **BASIN TRANSIT**

TO: TAG Committee  
FROM: Joe Meer, Procurement Director  
DATE: May 23, 2024

RE: Updating TAG Guidelines and Application Form Discussion

The guidelines and program eligibility criteria for the TAG Program were developed in 2011. Staff recommends discussion, review, and possible updates to the program.

In particular, the following items should be discussed.

- Items that should be considered for funding in light of program funding limitations
- Defining eligible entities and programs
- Discussion of program goals and priorities

Should the Committee determine that changes are beneficial to the program, the revisions may be brought to the Basin Transit Board for approval at the July Board of Directors meeting.



## TRANSPORTATION ASSISTANCE GRANT (TAG)

### 2023-2024 Guidelines and Application

**What is the TAG Program?** Basin Transit staff has developed a procurement program for vehicles that results in non-publicly funded income from fees paid by other organizations in order to access Basin Transit's vehicle purchasing contracts. The Basin Transit Board has authorized staff in the current budget to fund eligible transportation assistance projects within the Morongo Basin subarea of San Bernardino County.

Applicants are advised that funding availability from this source may be non-recurring, as it is subject to the availability of current Basin Transit staff and market factors the agency may not be able to control.

**Eligible Projects:** Local government agencies and non-profits 501(c)(3) whose primary program purpose being applied for is to assist in meeting unmet transportation needs, accessing or augmenting Basin Transit public transit services.

Examples are:

- Trip reimbursement programs
- Providing matching local funds for federal transportation grants
- Capital assistance in acquiring equipment to be used solely for transportation needs of Basin elderly and disabled
- Operating assistance for services to be used solely for transportation needs of Morongo Basin elderly and disabled
- Match funding assistance for purchasing Basin Transit bus passes for eligible groups

**Ineligible Projects** will include but not be limited to those undertaken by private firms or individuals, applications for funding wherein the intent is to defray transportation expenses for programs whose primary purpose is not transportation oriented, and programs deemed non-complementary or detrimental to Basin Transit services.

**Submissions for passes** are to provide detail on the number and type of bus passes being requested.

**Please submit one signed (in blue ink) paper copy** of each completed and signed project proposal to: Basin Transit, TAG Program, 62405 Verbena Road, Joshua Tree, CA 92252. For assistance or information regarding the completion of this proposal, call (760) 366-2986 or email [joe@basin-transit.com](mailto:joe@basin-transit.com).

**Verification:** Organizations that are making repeat applications from the previous TAG grant cycle must submit a report by 7/31/2023, certifying the outcome of the project for which previous funding was received.

**Project Proposal must be received by Friday, August 11, 2023 at 5:00 pm.**

**APPLICANT INFORMATION**

Name of Applicant Organization:

Mailing Address:

City:	State:	Zip:
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Contact Person:	Title:
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Phone:	Fax: (     )     -
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E-mail Address:

**PROJECT DESCRIPTION:** USING 100 WORDS OR LESS, PROVIDE A CONCISE DESCRIPTION OF THE PROJECT BEING APPLIED FOR.**BENEFITS:** USING 50 WORDS OR LESS, EXPLAIN THE BENEFITS THAT WILL BE PROVIDED BY YOUR PROJECT AND HOW THEY FIT IN WITH THE TAG GUIDELINES.**TIMELINE:** IN 50 WORDS OR LESS, PROVIDE THE TIMELINE FOR IMPLEMENTATION AND COMPLETION OF PROJECT.**OUTCOME AND VERIFICATION:** EXPLAIN IN 75 WORDS OR LESS HOW YOUR AGENCY WILL CERTIFY TO BASIN TRANSIT THE USE OF FUNDS PROVIDED AND DOCUMENT OUTCOMES ON YOUR PROJECT. PROVIDE DATE(S) THIS REPORTING WILL TAKE PLACE.

## PROJECT REQUEST FORM

**AGENCY NAME:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

EXPENSE DESCRIPTION		AMOUNT	Comment
PERSONNEL: <i>(Example: drivers, scheduler, trainer, etc)</i>			
A.		\$	
B.		\$	
C.		\$	
D.		\$	
NON-PERSONNEL: <i>(Example: fuel, rent, insurance, utilities, etc)</i>			
A.		\$	
B.		\$	
C.		\$	
D.		\$	
E.		\$	
F.		\$	
<b>TOTAL EXPENSES:</b>		\$	

BUS PASSES			
TYPE OF BUS PASS	COST OF PASS	QTY. OF PASSES	EXTENDED COST OF REQUESTED PASSES
STANDARD INDIVIDUAL DAY PASS	\$ 3.75		\$
BOOK OF 20 STANDARD INDIVIDUAL DAY PASSES	\$ 75.00		\$
STANDARD 31-DAY GO PASS	\$ 40.00		\$
SENIOR & DISABLED DISCOUNTED 31-DAY GO PASS	\$ 25.00		\$
PALM SPRINGS 10-RIDE PUNCH PASS <b>(VALID ON ROUTE 12 ONLY)</b>	\$ 42.00		\$
SENIOR & DISABLED 10-PUNCH READY RIDE PASS	\$ 12.50		\$
SENIOR & DISABLED 20-PUNCH READY RIDE PASS	\$ 25.00		\$
<b>TOTAL AMOUNT IN BUS PASSES REQUESTED</b>			\$

**MAINTENANCE AND OPERATION COMMITMENT:** The governing body of the below-named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operations (M&O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operations Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M&O costs for the proposed project.

It is understood that without a commitment for maintenance and operations, the indicated project may not be considered for funding under the Transit Assistance Grant Program. Should this project be funded, a formal M&O contract between Basin Transit and the M&O entity shall be written and signed before any funds can be released.

**INDEMNIFICATION:** Recipient shall defend, indemnify and hold Basin Transit, Morongo Basin Transit Authority (MBTA), its directors, officials, officers, employees, agents and/or volunteers free and harmless from any and all liability from loss, damage, or injury to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or willful misconduct of Recipient or any of its agents, employees, volunteers, or service providers arising out of or in connection with recipient's performance of this Agreement, including without limitation the payment of consequential damages and attorneys' fees. Further, recipient shall defend at its own expense, including the payment of attorneys' fees, Basin Transit, MBTA, its officials, officers, employees, and agents in any legal action based upon such acts, omissions or willful misconduct. Recipient shall reimburse

Basin Transit, MBTA and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

**REPORTING:** If awarded, recipient agency agrees to satisfactorily report project outcomes by time and date specified in this proposal. Failure to satisfactorily submit this item may result in ineligibility for future projects or funding from the TAG program.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**AUTHORIZED SIGNATURE:** To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_