Solano Transportation Authority
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SOLANO TRANSPORTATION AUTHORITY
Member Agencies:
Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

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# PCC

## SOLANO
## PARATRANSIT COORDINATING COUNCIL (PCC)
## AGENDA

**1:00 – 3:00 p.m.**
**Thursday, September 16, 2010**
**Benicia City Hall**
**250 East L Street**
**Commission Room**
**Benicia, CA**

| ITEM | | STAFF PERSON |
|---|---|---|
| I. | **CALL TO ORDER** | Richard Burnett, Chair |
| II. | **APPROVAL OF AGENDA**<br>(1:00 – 1:05 p.m.) | |
| III. | **OPPORTUNITY FOR PUBLIC COMMENT**<br>(1:05 – 1:10 p.m.) | |
| IV. | **COMMENTS FROM STAFF**<br>(1:10 – 1:15 p.m.) | |
| V. | **PRESENTATIONS**<br>1. Richard Weiner –Solano Senior and Disabled Transportation Study Update<br>2. John Andoh – Rio Vista Delta Breeze Transit<br>(1:15 – 1:55 p.m.) | |
| VI. | **CONSENT CALENDAR** | |
| | A. **Minutes from PCC Meeting**<br>*Recommendation*<br>Approve minutes of the July 15, 2010 meeting.<br>(1:55 – 2:00 p.m.)<br>**Pg. 1** | |

**PCC MEMBERS**

| | | | | |
|---|---|---|---|---|
| George Bartolome<br>Social Service Provider | Richard Burnett- Chair<br>PAC Representative | Rachel Ford<br>Public Agency–Solano County | Judy Nash<br>Public Agency-Education | Shannon Nelson<br>Member at Large |
| Ted Newton<br>Social Service Provider | Shirley Stacy<br>Transit User | James William – Vice Chair<br>Member at Large | Kurt Wellner<br>Transit User | |

**The complete STA PCC Meeting Packet is available on STA's Website at www.solanolinks.com**

## VII. ACTION ITEMS

**A. PCC Membership Recommendation and Update** — Liz Niedziela

*Recommendation:*

1. *Forward a recommendation to the STA Board to appoint Alicia Roundtree to the Paratransit Coordinating Council as the representative for Social Service Provider.*

(2:00-2:05 p.m.)

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## VIII. INFORMATIONAL

**A. Topic Guides on ADA Transportation for PCC Presentations** — Liz Niedziela

*Informational*

(2:05-2:15 p.m.)

**Pg. 17**

**B. Status of FY 2009 and FY 2010 Section 5310 Cycles** — Liz Niedziela

*Informational*

(2:15 - 2:20 p.m.)

**Pg. 19**

**C. Transit Operator Updates**

- Benicia Breeze
- Dixon Readi-Ride
- Fairfield and Suisun Transit
- Rio Vista Delta Breeze
- Solano County
- Vacaville City Coach
- Vallejo Transit

(2:20-2:50 p.m.)

## IX. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

*Discussion*

(2:50- 3:00 p.m.)

## X. ADJOURNMENT

The next regular meeting of the PCC is scheduled at the Suisun City Hall, in **Suisun City at 1:00 pm, Thursday, November 18, 2010**.

# PCC

**SOLANO PARATRANSIT COORDINATING COUNCIL**
**AGENDA**
**Minutes for the meeting of**
**July 15, 2010**

## I. CALL TO ORDER

PCC Vice Chair, Jim Williams, called the meeting to order at 1:10 pm in Fairfield at the Alan Witt Park, Aquatics Complex.

**Voting Members Present:**

| | |
|---|---|
| James Williams | Vice-Chair, Member-at-Large |
| Richard Burnett | PAC Representative |
| Rachel Ford | Social Service Provider |
| Judy Nash | Public Agency – Education |
| Ted Newton | Social Service Provider |
| Shirley Stacy | Transit User |
| Kurt Wellner | Transit User |

**Voting Members Not Present:**

| | |
|---|---|
| George Bartolome | Social Service Provider |

**Also Present:**

| | |
|---|---|
| Angel Anderson | FAST |
| John Andoh | Rio Vista Delta Breeze |
| Gary Chandler | MV Transportation |
| Daryl K. Halls | STA |
| Amy Hanes | Department of Rehabilitation |
| Taramishia Leonard | Milestones Adult Center |
| Monica Manual | MV Transportation |
| Brian McLean | Vacaville City Coach |
| Jeanine Wooley | Vallejo Transit |
| Edwin Gato | Vallejo Transit |
| John Andoh | Rio Vista Delta Breeze Transit |
| Alicia Roundtree | Independent Living Resource Center |
| Liz Niedziela | STA |
| Elizabeth Richards | STA |
| Lauri Sarah | FAST |
| Matt Tuggle | County of Solano - Transportation |
| Craig Uhrmacher | MV Transportation |

## II. APPROVAL OF July 15, 2010 AGENDA

On a motion by Richard Burnett and a second by Jim Williams, the PCC unanimously approved the July 15, 2010 agenda.

## III. OPPORTUNITY FOR PUBLIC COMMENT

No comments from public.

## IV. COMMENTS FROM STAFF

No comments from staff.

## V. PRESENTATIONS

**A. Daryl K. Halls – Executive Director of Solano Transportation Authority**
Daryl Halls presented a discussion on the Vehicle Registration Fee (VRF) Expenditure Plan – Senior and Disabled (see Attachment A). PCC members expressed their support for option five for the countywide expenditure plan for Senior and Disabled Transportation.

**B. Monica Manuel – Operation Manager for MV Transportation**
Monica Manuel presented information on the scheduling program used by MV Transportation for FAST's DART.

**C. Matt Tuggle – County of Solano Senior Engineer**
Matt Tuggle presented information on the paratransit services provided by the County of Solano for residents living in the unincorporated areas of Solano.

## VI. CONSENT CALENDAR

Recommendation:
On a motion by Richard Burnett and seconded by Rachel Ford, the PCC unanimously approved the Consent Calendar.

**A. Minutes of the PCC Meeting of May 14, 2010**

## VII. ACTION ITEMS

**A. FY 2010-11 TDA Claim – Cities of Dixon, and Vallejo and the County of Solano**
On a motion by Richard Burnett and seconded by Rachel Ford, the PCC unanimously approved to forward a recommendation to MTC to approve the City of Dixon FY 2010-11 TDA claim for $290,439 for transit operations and capital and City of Vallejo FY 2010-11

TDA claim for $176,765 for transit operations and Solano County's FY 2010-11 TDA Claim for $393,000 for transit operations and streets and roads.

**B. PCC Membership Recommendation and Update**

1. On a motion by Kurt Wellner and seconded by Judy Nash, the PCC unanimously approved to forward a recommendation to the STA Board to appoint Shannon Nelson to the Paratransit Coordinating Council for the Members at Large position.
2. On a motion by Kurt Wellner and seconded by Judy Nash, the PCC unanimously elected Richard Burnett as the new Chair for 2010.
3. On a motion by Ted Newton and seconded by Judy Nash, the PCC unanimously appointed Kurt Wellner to the Senior and Disabled Transportation Advisory Committee as the Paratransit Coordinating Council representative.

**C. Request for Statistical Paratransit Data from Transit Operators**

On a motion by Rachel Ford and seconded by Judy Nash, the PCC approved the request for Solano County transit operators to provide statistical operating data to the PCC with Ted Newton voting no.

## VIII. INFORMATION ITEMS

**A. Discussion of PCC's Role in Addressing Paratransit Issues and Complaints**

Liz Niedziela led the discussion on PCC's Role in addressing paratransit issues. The PCC requested STA staff to present information on the Americans with Disabilities Act (ADA).

**B. 5310 Statewide Prioritized List FY 2009 Cycle** (This item was not presented due to time)

**C. Solano Transportation Authority Studies in Progress** (This item was not presented due to time)

**D. Transit Operator Updates**

| | |
|---|---|
| Benicia Breeze: | Staff was not present |
| Dixon Readi-Ride: | Staff was not present. |
| Rio Vista Delta Breeze: | John Andoh presented Rio Vista's ridership statistics. |
| Fairfield and Suisun Transit: | Angel Anderson presented DART's ridership statistics. |
| Vacaville City Coach: | Brian McLean presented the Vacaville City Coach's ridership statistics. |
| Vallejo RunAbout: | Jeanine Wooley presented Vallejo RunAbout's ridership statistics. |

## IX. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Since the meeting ran late, no future agenda items and council comments were presented

## X. ADJOURNMENT

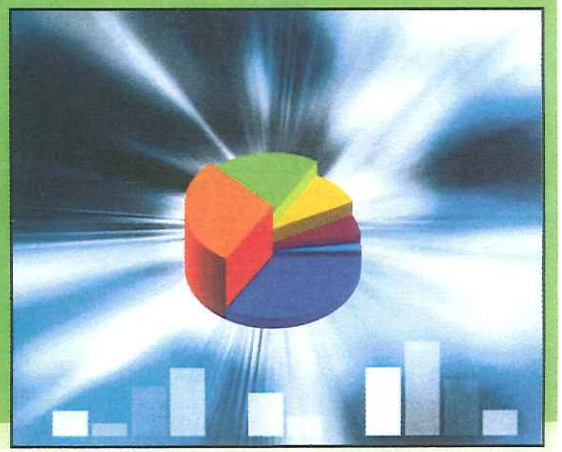
The meeting adjourned at 3:15 pm. The next meeting of the PCC is scheduled at 1:00 pm on Thursday, September 16, 2010 in Benicia at Benicia City Hall in the Commission Room.

STA
Solano Transportation Authority

# Expenditure Plan Categories

**Paratransit Coordinating Council**

**July 15, 2010**



# Maintenance of Local Streets and Roads

- Street repaving and rehabilitation
- Traffic signal maintenance and upgrades
- Signing and striping on roadways
- Fixing potholes

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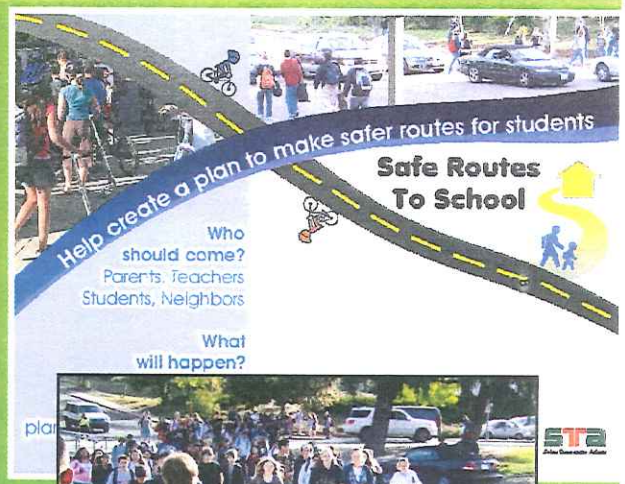
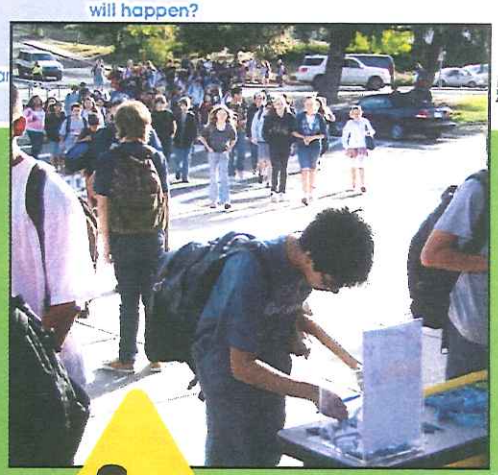
# Safe Routes to School

- Crossing Guards
- Radar speed detection signs
- Improved bike and pedestrian paths near schools
- Improved rail, highway, and road crossing signs near schools
- Increased traffic enforcement near schools
- Bicycle & pedestrian safety programs
- Education and encouragement programs



Safe Routes to School Program

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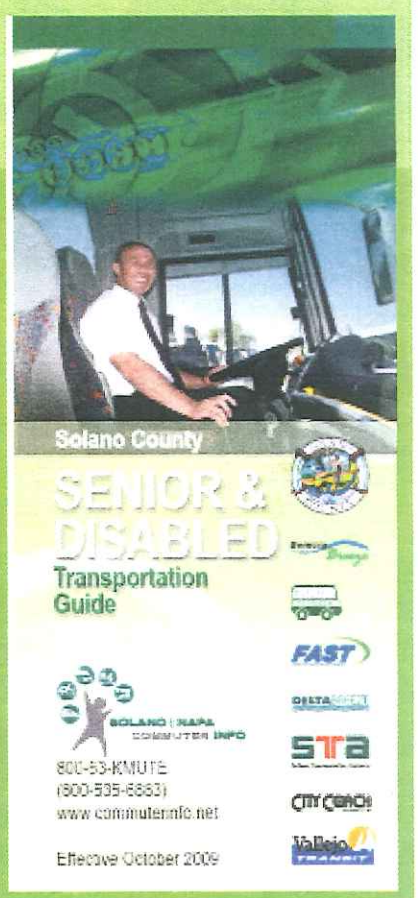
# Senior and Disabled Transportation

1. Intercity and/or local subsidized taxi services for ambulatory and/or non-ambulatory transit
2. Reduced price senior and disabled fares
3. Purchase of paratransit vehicles
4. Senior shuttles
5. Mobility programs (public and non-profit) to assist the disabled and seniors



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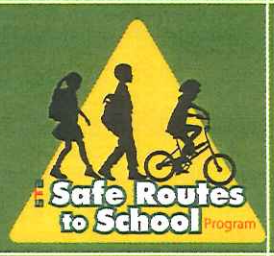
# Options

| | Option 1 $10 Fee | Option 2 $10 Fee | Option 3 $10 Fee | Option 4 $5 Fee | Option 5 $5 Fee | Option 6 No Fee |
|---|---|---|---|---|---|---|
| **Funds Generated** | $3.2 M annually | $3.2 M annually | $3.2 M annually | $1.6 M annually | $1.6 M annually | $0 |
| Maintenance of Local Streets and Roads | ✓ | ✓ | | ✓ | | |
| Safe Routes to School   | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Senior and Disabled Transportation | ✓ | | ✓ | | ✓ | |

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# Public Input Process

June 24 Senior & Disabled Transportation Advisory Committee

June 30 STA Technical Advisory Committee

June 30 STA SolanoExpress Transit Consortium

July 8 Bicycle Advisory Committee

July 13 Countywide Safe Routes to School Advisory Committee

July 14 STA Board Public Workshop

**July 15 Paratransit Coordinating Council**

July 15 Pedestrian Advisory Committee

**Prior to August 6 STA Board Action**

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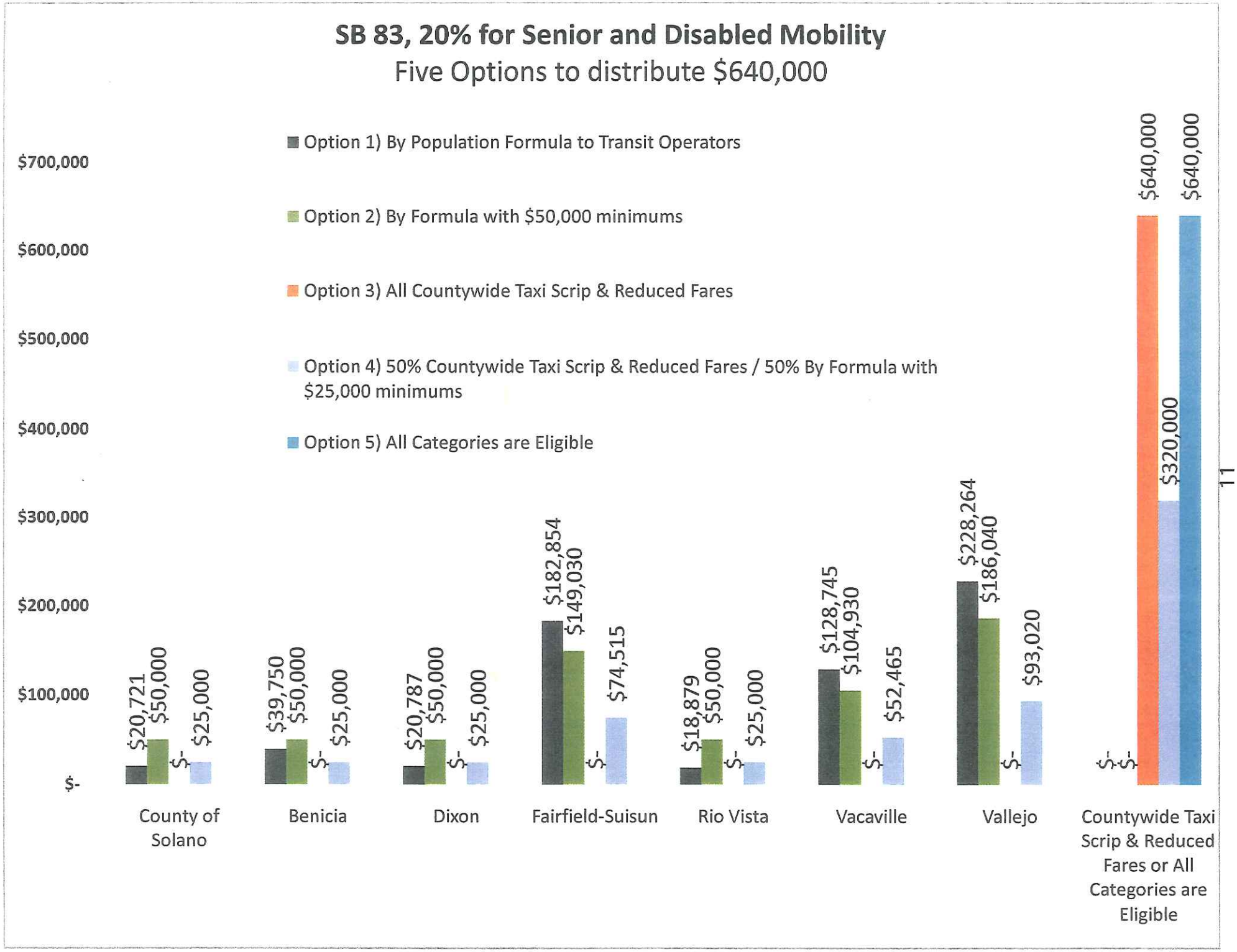
SB 83, 20% for Senior and Disabled Mobility
Five Options to distribute $640,000
Option 1) By Population Formula to Transit Operators
Option 2) By Formula with $50,000 minimums
Option 3) All Countywide Taxi Scrip & Reduced Fares
Option 4) 50% Countywide Taxi Scrip & Reduced Fares / 50% By Formula with $25,000 minimums
Option 5) All Categories are Eligible
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
$20,721
$50,000
$-
$25,000
$39,750
$50,000
$-
$25,000
$20,787
$50,000
$-
$25,000
$182,854
$149,030
$-
$74,515
$18,879
$50,000
$-
$25,000
$128,745
$104,930
$-
$52,465
$228,264
$186,040
$-
$93,020
$-
$-
$640,000
$320,000
$640,000
County of Solano
Benicia
Dixon
Fairfield-Suisun
Rio Vista
Vacaville
Vallejo
Countywide Taxi Scrip & Reduced Fares or All Categories are Eligible

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# PCC

DATE: August 25, 2010
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC Membership Recommendation and Update

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**Background:**
The Solano Transportation Authority's (STA) Paratransit Coordination Council (PCC) By-Laws stipulates that there are eleven members on the PCC. Many of the positions are to be filled by specific types of organizations or transit riders. At the July meeting, there were three (3) vacancies: one (1) for Transit User, and one (1) for Social Service Provider and one (1) for Members at Large.

**Discussion:**
At the Solano Transportation Authority (STA) Board meeting on September 8, the STA Board appointed Shannon Nelson to the PCC for a three year term as a Member at Large position.
The following are the two (2) positions currently available (see Attachment A):

- Social Service Provider (1)
- Transit User (1)

The STA staff received an application from Alicia Roundtree (Attachment B), who also attended July's PCC meeting. Alicia is employed at Independent Living Resource Center as an Independent Living Specialist. Alicia provides community resources to meet the needs of the disabled, low income and homeless populations within Solano County. Alicia Roundtree is interested in building partnerships with other agencies to maintain viable services to this population and the community as a whole. Staff recommends the PCC forward a recommendation to the STA Board to appoint Alicia Roundtree to the PCC.

**Recommendation:**
1. Forward a recommendation to the STA Board to appoint Alicia Roundtree to the Paratransit Coordinating Council as the representative for the Social Service Provider.

**Attachments:**
A. PCC Membership Status (09/10)
B. Paratransit Coordinating Council Interest Form submitted by Alicia Roundtree

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## PCC Membership Status (09/10)

| Voting Members | Category | Agency | Appointed | Chair/Vice |
|---|---|---|---|---|
| **Richard Burnett - Chair** | MTC/PAC Representative | | **1/13/10** | **7/16/2010** |
| **Jim Williams -Vice Chair** | Member-at-Large | | **1/13/10** | **1/13/2010** |
| **George Bartolome** | Social Service Provider | Vallejo Transitions | **1/13/10** | **1/18/2008** |
| **Rachel Ford** | Public Agency, Solano County Health and Social Services | | **6/9/10** | |
| **Judy Nash** | Public Agency, Education-related Services | Solano Community College | **4/14/10** | |
| **Shannon Nelson** | Member-at-Large | ADA Coordinator - City of Vacaville | **9/8/10** | |
| **Ted Newton** | Social Service Provider | Vallejo Unified School District | **6/9/10** | |
| **Shirley Stacy** | Transit User | | **1/18/08** | |
| **Kurt Wellner** | Transit User | | **10/14/09** | |
| Vacant - seeking 1 member | Transit User | | | |
| Vacant - seeking 1 member | Social Service Provider | | | |

## what is the paratransit coordinating council?

The Solano Paratransit Coordinating Council (PCC), is a citizen's advisory committee to the Solano Transportation Authority that represents the seniors and disabled residents of Solano County. The members of the PCC are volunteers from the local community and local social service agencies. The PCC provides input and guidance on the development and implementation of transportation programs to serve the senior and disabled community. They also make policy and funding recommendations to the Solano Transportation Authority and the Metropolitan Transportation Commission.

Some specific functions may include:

- Advising policy-makers about the allocation of resources, services, and funding necessary to meet demand for resources, services, and funding necessary to meet demand for paratransit services.
- Reviewing applications for paratransit funding and making recommendations on funding guidelines and amounts.
- Participating in the development of plans to increase and improve paratransit and other mobility services and programs for seniors and the disabled in Solano County.
- Educating the community, persons with disabilities and seniors, Solano County transit agencies, the STA, and PCC members about paratransit needs, fixed-route accessibility, and other mobility needs and services of seniors and the disabled.



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# paratransit coordinating council interest

STA
Solano Transportation Authority

**CONTACT INFORMATION**

name ALICIA KOUNDTREE

street address 1545 WEBSTER STREET SUITE C

city, state, zip FAIRFIELD, CA 94533

home phone (707) 642-5136 work phone (707) 435 8174

email address alicia@ilsc.org

**I WOULD LIKE TO FILL THE FOLLOWING POSITION**

_____ transit user (3) _____ member-at-large (2) _____ public agency (2) ✓ social service provider (4)

**LETTER OF INTENT/INTEREST TO SERVE ON THE STA'S PARATRANSIT COORDINATING COUNCIL**

*Summarize the reason you would like to participate in the STA's Paratransit Coordinating Council. Include what experience (work or otherwise) qualifies you:*

I am employed as an Independent Living Specialist, providing community resources to meet the needs of the Disabled, Low Income and Homeless populations within Solano County. I would like to build a relationship with STA to maintain viable services to this population and the community population as a whole.

**AGREEMENT AND SIGNATURE**

*By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, ommissions, or other misrepresentations made by me on this application may result in my immediate dismissal.*

name (printed) Alicia Koundtree

signature Alicia Koundtree date 7/15/10

Attachment B

# PCC

DATE: September 2, 2010
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Topic Guides on ADA Transportation for PCC Presentations

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**Background:**
The Solano Transportation Authority (STA) works on a wide spectrum of transportation issues. These include mobility for senior citizens and disabled persons. The STA Board-appointed Paratransit Coordinating Council (PCC) is responsible for reviewing and providing input to the STA Board on transportation studies concerning seniors, the disabled, and paratransit services and makes recommendations on the funding priorities of paratransit capital grants. The SolanoExpress Intercity Transit Consortium is comprised of Solano County's six transit operators, Solano County and STA and coordinates on a variety of transit plans, services, and issues including senior and disabled transit services.

On December 9, 2009, the STA Board acted to authorize and approve the establishment of Solano Senior and Disabled Transportation Advisory Committee in an effort to continue the dialogue and partnerships' exhibited at the two 2009 Senior and Disabled Transportation Summits. Kurt Wellner represents the PCC on this committee.

**Discussion:**
The PCC is responsible for reviewing and providing input to the STA Board on transportation studies concerning seniors, the disabled, and paratransit services and makes recommendations on the funding priorities on Federal 5310 capital grants. The PCC members have become more knowledgeable about the services provided in Solano County over the past year through various presentations. At the July's PCC meeting, the PCC requested STA staff to provide more information on the Americans with Disabilities Act (ADA).

Since the last PCC meeting, STA staff and the transit operators have met to discuss how to present ADA transportation information to the PCC. In June 2010, the Federal Transit Administration (FTA) published a Series of Topic Guides on ADA Transportation. These can be accessed on-line at http://dredf.org/ADAtg.

The Series of Topic Guides include:

1. Equipment Maintenance (52 pages)
2. Stop Announcements and Route Identification (54 pages)
3. Eligibility for ADA Paratransit (97 pages)
4. Telephone Hold Time in ADA Paratransit (54 pages)
5. Origin to Destination Service in ADA Paratransit (26 pages)

6. On-Time Performance in ADA Paratransit (82 pages)
7. No-Shows in ADA Paratransit (44 pages)

These Topic Guides are an excellent resource to better understand ADA transit requirements. As each Topic Guide are lengthy to read and worthy of individual discussions, STA and the transit operators are offering to present one of the seven topics to the PCC over the course of the next seven meetings beginning in November 2010. STA staff proposes to provide each Topic Guide to the PCC members in advance of the meeting at which it will be discussed. If this approach is agreeable to the PCC, STA staff would begin this process by providing the Topic Guide for No-Shows in ADA Paratransit at the September meeting for the members to review in advance of the presentation and discussion at the November PCC meeting.

Staff welcomes input on this approach.

**Recommendation:**
Informational.

# PCC

Date: August 25, 2010
To: Solano Paratransit Coordinating Council
From: Liz Niedziela, Transit Program Manager/Analyst
Re: Status of FY 2009 and FY 2010 Section 5310 Cycles

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**Background:**
The Federal Transit Administration's (FTA) Elderly Individuals and Individuals with Disabilities Program (Section 5310) provides capital grants for the purpose of meeting the transportation needs of elderly persons and persons with disabilities where mass public transportation services are otherwise unavailable, insufficient, or inappropriate. Caltrans is the designated recipient of the funds.

The Metropolitan Transportation Commission (MTC), the regional transportation planning organization for the nine Bay Area counties, requires that each county's Paratransit Coordinating Council (PCC) score FTA Section 5310 applications from their respective county before MTC formally reviews the applications. To fulfill this obligation, the Solano PCC establishes a three-person subcommittee each year to review and score Solano County FTA Section 5310 applications and recommends its findings for MTC to review before submittal to Caltrans.

Applicants submit their applications to the appropriate County Paratransit Coordinating Council (PCC). The PCC Scoring Subcommittee evaluates and scores the applications, and then forwards both the applications and scores to MTC. MTC compiles the County PCC scores and develops draft regional scores and rankings for review by the PCCs, and hears applicant appeals if necessary. MTC then transmits the applications and final regional rankings to Caltrans. When all applications throughout the state have been submitted to Caltrans, a statewide review committee develops a draft statewide prioritized list based on the scores provided by each region, and determines the minimum score for projects to be recommended for funding. The statewide review committee holds a staff level hearing for all stakeholders to discuss the statewide-prioritized list and hear any appeals on technical issues. The statewide evaluation committee submits a final statewide-prioritized list to the California Transportation Commission (CTC). The CTC holds a public hearing to discuss the prioritized list, overall program policy and adopts the prioritized list.

The Call for Projects for the FY 2009 FTA Section 5310 Program was announced in March 2009. The FY09 application, scoring criteria, and instructions were posted on the Caltrans website and on STA website. MTC mailed a program announcement to Bay Area stakeholders and STA staff mailed more detailed information to Solano County Stakeholders. The STA staff also made an announcement for the FTA 5310 Call for Project at the Senior Coalition Meeting and Senior Coalition staff sent out the Call for Project announcement to their extensive e-mail list. Caltrans anticipated that there would be approximately $12.6 million in funding available statewide in the FY09 cycle. The STA received only one application from PACE Solano to replace four (4) buses for $286,000.

The FY09 Section 5310 program of projects was adopted by the California Transportation Commission on April 8th. PACE Solano four (4) replacement buses will be funded for a sum of $286,000. The following is the timeline related to the FY09 Cycle:

- July/August 2010: "Successful Applicant" Workshops for those applicants who have been awarded FY09 funds
- August 2010: Caltrans submitted grant application to FTA and are awaiting FTA approval

In May, it was presented that Caltrans announced that the State vehicle purchase contract has been canceled indefinitely. This means that all FY09 Section 5310 recipients must procure their 5310 vehicles themselves through the Vehicle Purchasing Cooperative or through another Caltrans-approved "piggybacking", and then be reimbursed by the State. Caltrans recognizes that this may be especially difficult for smaller nonprofits that do not have the cash flow needed to purchase their 5310 vehicle(s) and wait approximately 90 days for the reimbursement process.

**Discussion:**
In recognition of these challenges, Caltrans is trying to find ways to (1) expedite the reimbursement process and (2) continue to purchase vehicles for nonprofits who cannot purchase the vehicles themselves. Caltrans said that they will work with each individual 5310 recipient to help them with the new procurement process.

Caltrans has made considerable progress in working with the Department of General Services for procurement of vehicles through a State purchase agreement process. This process allows Caltrans to procure vehicles on behalf of 5310 agencies until a new State vehicle contract is executed later this year. The Caltrans 5310 Program staff have contacted agencies to provide them with instructions on how to procure vehicles through this new process (see Attachment A).

FY10 Section 5310 Call for Projects Caltrans has also determined that they will need additional time to implement these interim purchasing procedures and will need to delay the next cycle until at least November/December. The Caltrans 5310 website (http://www.dot.ca.gov/hq/MassTrans/5310.html) will be updated when the call for projects is released.

The STA staff is requesting PCC members to consider serving on the PCC Scoring Subcommittee. The PCC Scoring Subcommittee evaluates and scores the applications, and then forwards both the applications and scores to MTC for the FTA 5310 program. The PCC Scoring Subcommittee consists of three members and one alternate.

**Recommendation:**
Informational.

Attachments:

A. Caltrans Division of Mass Transportation Elderly and Disabled Specialized Transit, FTA Section 5310 Grant-funded Purchasing Process for Non-Profit Agencies.

# Caltrans Division of Mass Transportation
# Elderly and Disabled Specialized Transit, FTA Section 5310
# Grant-funded Purchasing Process for Non-Profit Agencies

## I. Ordering Process:

1) Contact Caltrans, Procurement and Grants Management Branch, Robert Jackson at (916) 654-8631 to begin the Purchase Agreement (PA) and floor plan development process.

2) The itemized PA should include the following:
   - All appropriate fees required DMV costs, etc.
   - Ensure the non-taxable ADA amount is correct and the appropriate sales tax rate for your area is used.
   - Contain the reference, "requires Caltrans inspection."
   - Identify the lienholder as:
     California Department of Transportation
     Mass Transportation 5310 Program
     P.O. Box 942874 – MS39
     Sacramento, CA 94274-0001

3) The agency signs and dates the finalized PA and floor plan and submits them to Robert Jackson.

4) Caltrans procurement branch will work with Caltrans 5310 grant staff to verify the following:
   - The total amount of grant dollars awarded and available to your agency.
   - The local share amount required from the agency deposited in the designated Bank of America account, instructions provided by Caltrans.
   - Grant staff must work with procurement staff to ensure DGS fees will be covered in the grant amount.
   - If a Standard Agreement (SA) amendment is required; the amendment shall be completed prior to purchase document submission to the vendor.

   Note: Vehicles will not be ordered until the entire local share has been deposited. If the vehicle exceeds the grant amount as identified in the grant SA (grant amount plus local share), the agency must deposit the additional funds with the Bank of America.

5) Once the finalized PA and floor plan have been reviewed and approved by the agency, and step 4 is completed, Caltrans will sign and forward to the dealer. Note: It is critical that the PA's are completed correctly, since this could result in payment, delivery, or reimbursement delays when the bus arrives at the dealer.

6) Caltrans purchasing office will then generate a purchase order to the vendor for the vehicles

## II. Delivery and Inspections

1) All vehicles purchased with federal funds must have an inspection prior to the agency's acceptance. After the bus has been built and delivered to the dealer, the dealer will contact Caltrans for inspection services.

2) Caltrans must be listed as lienholder on all purchases.

3) In accordance with the terms of the SA, the agency must provide proof of insurance to the dealer prior to the agency receiving the vehicle.

4) For all deliveries, the agency must also inspect the vehicle before vehicle acceptance. The agency should request assistance/training from the dealer's staff regarding any bus feature with which the agency is unfamiliar.

5) The agency is responsible to check the loose items, such as tie down restraints, spare tire, torso pad, and any additional loose equipment, which was ordered with the bus to ensure all items have been included and received.