



Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL (PCC) AGENDA

Friday, March 20, 2009
12:00– 2:00 p.m.

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

****Please Note New Location****

**Solano Community College
Building 400 - Room 402/403
400 Suisun Valley Rd.
Fairfield, CA 94534**

- | <u>ITEM</u> | <u>STAFF PERSON</u> |
|---|-------------------------|
| I. CALL TO ORDER | George Bartolome, Chair |
| II. APPROVAL OF AGENDA
(12:15 – 12:20 p.m.) | |
| III. OPPORTUNITY FOR PUBLIC COMMENT
(12:20 – 12:45 p.m.) | |
| IV. COMMENTS FROM STAFF
(12:45 – 12:50 p.m.) | |
| V. PRESENTATIONS | |
| A. Solano Community College/Disability Services Program
Judy Nash | |
| B. Senior Coalition of Solano County
Rochelle Sherlock, MA
(12:50 – 1:10 p.m.) | |
| VI. CONSENT CALENDAR
(1:10 – 1:15 p.m.) | |
| A. Minutes from PCC Meetings | Liz Niedziela |
| <u>Recommendation</u>
Approve minutes of the January 16, 2009 meeting.
Pg. 1 | |

PCC MEMBERS

George Bartolome-Chair
Social Service Provider

Richard Burnett-Vice Chair
EDAC Representative

Catarina Evanson
Public Agency – Education

Jamie Johnson
Social Service Provider

Tom Morgan
Transit User

Jim Simon
Member at Large

Shirley Stacy
Transit User

James Williams
Member at Large

VII. ACTION ITEMS

- A. **5310 Status and Appointment of a 5310 Scoring Committee for FY2009** Liz Niedziela
Recommendation
The PCC Chair to appoint three PCC members to participate in Solano's FY 2009 FTA Section 5310 Application Scoring Subcommittee.
(1:15-1:25p.m.)
Pg. 15
- B. **PCC Membership Update and Recommendation** Liz Niedziela
Recommendation
Recommend the Solano Transportation Authority Board appoint Dawn Ferneau to the Paratransit Coordinating Council
(1:25 -1:30 p.m.)
Pg. 51

VIII. INFORMATION ITEMS

- A. **Unmet Transit Needs Issues for FY 2009-10** Liz Niedziela
Informational
(1:30 -1:35 p.m.)
Pg. 55
- B. **PCC New Members Orientation Materials** Liz Niedziela
Informational
(1:35 -1:45 p.m.)
Pg. 63
- C. **Transit Operator Updates**
 - Benicia Breeze
 - Dixon REDI-Ride
 - Fairfield and Suisun Transit
 - Rio Vista Delta Breeze
 - Vacaville City Coach
 - Vallejo Transit
(1:45-1:55 p.m.)

IX. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Discussion
(1:55-2:00 p.m.)

X. ADJOURNMENT

The next regular meeting of the PCC is scheduled in **McBride Senior Center in Vacaville, 12:00 NOON**, Friday, May 15, 2009

For questions regarding this agenda:

Please contact Liz Niedziela at (707) 424-6075 or eniedziela@sta-snci.com

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



Solano Transportation Authority

Agenda Item VI.A
March 20, 2009

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL

AGENDA

Minutes for the meeting of January 16, 2009

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

I.

CALL TO ORDER

PCC Vice-Chair, Richard Burnett, called the meeting to order at 12:15 pm at Fairfield Community Center in Fairfield. Self-introductions were made.

Voting Members Present:

- | | |
|------------------|---|
| George Bartolome | Chair, Social Service Provider |
| Richard Burnett | Vice-Chair, EDAC Representative |
| Kim Barkus | Public Agency – Health & Human Svcs |
| Catarina Evanson | Solano Community College Representative |
| Tom Morgan | Transit User |
| Jim Simon | Member-at-Large |
| Shirley Stacy | Transit User |
| James Williams | Member-at-Large |

Voting Members Not Present:

- | | |
|--------------|--------------|
| Cathy Cooper | Transit User |
|--------------|--------------|

Also Present:

- | | |
|--------------------|--|
| Nancy Abruzzo | STA |
| Melissa Bryan | City of Benicia |
| Gary Chandler | MV Transportation (Fairfield and Suisun Transit) |
| Dawn Ferneau | Independent Living Resource Center |
| Fr. Robert Fuentes | Faith in Action |
| Jim Johnson | Fairfield Volunteer Driver Program |
| Liz Niedziela | STA |
| Elizabeth Richards | STA |
| Brian McLean | City of Vacaville |
| Judy Nash | Solano Community College |
| Amber Villarreal | MV Transportation (Vallejo Runabout) |
| Jeanine Wooley | City of Vallejo |

II. PCC MEMBER PHOTO

Moved to the end of the meeting.

III. APPROVAL OF January 16, 2009 AGENDA

On a motion by Catarina Evanson and a second by Jim Simon, the PCC unanimously approved the November 21, 2008 agenda with moving the PCC Member Photo towards the end of the meeting.

IV. OPPORTUNITY FOR PUBLIC COMMENT

No comments from the public.

V. COMMENTS FROM STAFF

No comments from staff.

VI. PRESENTATIONS

A. County of Solano Adult Mental Health Services by Kim Barkus

Please see Attachment A (Solano County Health and Social Services)

B. Fairfield Senior Volunteer Driver Program by Jim Johnson

Please see Attachment B (Volunteer Drive Program 2008 Information)

C. Faith in Action by Fr. Robert Fuentes

Please see Attachment C (Faith in Action)

VII. CONSENT CALENDAR

On a motion by Jim Williams and seconded by Catarina Evanson, the PCC unanimously approved consent calendar items A, B, & C.

A. Minutes of the PCC Meeting of November 21, 2008

Recommendation:

Approve PCC Meeting Minutes of November 21, 2008.

B. PCC 2009 Draft Work Plan

Recommendation:

Recommend that the Solano Transportation Authority Board approve of PCC 2009 Draft Work Plan.

C. PCC 2009 Draft Outreach Plan

Recommendation:

Approve the elements of PCC 2009 Outreach Plan.

VIII. ACTION ITEMS

A. PCC 2009 Election for Vice Chair

Recommendation:

On a motion by Jim Williams and seconded by Catarina Evanson, the PCC unanimously elected Richard Burnett as Vice Chair for 2009.

B. FY 2008-09 TDA Claim – City of Benicia

Recommendation:

On a motion by Catarina Evanson and seconded by Jim Williams, the PCC unanimously approved a recommendation to MTC to approve the City of Benicia FY2008-09 TDA Claims.

IX. INFORMATION ITEMS

A. 2008 Work Plan Accomplishments

Liz Niedziela presented the 2008 Work Plan Accomplishments. In 2008, the PCC experienced a number of changes while still working through its Work Plan. New STA staff were introduced as the PCC liaison. Remaining PCC members are to be commended for their continued commitment to the Work Plan.

Elections were held and new officers put in place at the beginning of 2008.

Outreach: Outreach has been occurring throughout the year to recruit new PCC members via press releases, the internet, transit operators and other means. These efforts were successful and resulted in the addition of two new PCC members. The PCC website is continually reviewed and updated. As part of outreach to Solano Community College (SCC), the May 2008 PCC meeting was held at SCC.

Projects: The PCC provided input to the regional Coordinated Plan and on paratransit and fixed route services.

Funding: Due to change at the federal level and the requirement for a Regional Coordinated Plan, there was not a 5310 funding cycle in 2007. The PCC monitored

the progress of the changing requirements and prepared for the next 5310 cycle by establishing a 5310 review committee. Numerous Transportation Development Act (TDA) fund applications were reviewed and approved by the PCC. The PCC also monitored the FY08-09 Unmet Transit Needs process.

B. PCC Membership Update

Liz Niedziela presented the PCC Membership update. At the November's meeting, there were two (2) vacancies for Social Service Provider. In November 2008, the PCC recommended that the Solano Transportation Authority (STA) Board appoint Jamie Johnson to the Paratransit Coordinating Council. At their December meeting, the STA Board appointed Jamie Johnson as a Social Service representative to the PCC for a 3-year term. STA staff will continue to recruit for one additional PCC member from a Social Service Provider.

C. Unmet Transit Needs Public Hearing for FY 2009-10

Liz Niedziela presented the Unmet Transit Needs Public Hearing for FY 2009-10. The turnout was very small this year. Only two comments were presented. The first comment was from Jerry Kea from Solano Community College –Vallejo Campus. Dr. Kea attended the public hearing last year voicing his concern of no transit service to the Vallejo campus. On August 5, 2008, Vallejo Transit restructured Route 5 to serve Solano Community College – Vallejo Campus. Dr. Kea expressed his appreciation of the Unmet Needs Hearing Process and that the process works. The second comment was also from someone that attended last year's public hearing meeting. Staff from Renal Advantage, a dialysis center, mentioned that she has seen some improvements since last year when she expressed concerns about paratransit service for their patients, but felt there is still some room for improvement. The comment period closed December 19, 2008 for accepting comments, by mail, e-mail, fax, and phone.

D. Paratransit Performance and Cost Summary

Liz Niedziela presented the Paratransit Performance and Cost Summary. The farebox recovery ratio of a passenger transportation system is the proportion of the amount of revenue generated through passenger fares as a fraction of the cost of its total operating expenses. Passenger fares cover only a portion of public transit systems while the balance of the cost of the service is from other private (i.e. advertising) and public revenue sources. The farebox recovery rate standard for paratransit services is 10%. Fixed-route bus service is typically required to perform at a higher level – 20% farebox recovery rate. The farebox ratio for paratransit services range from 4-7% in Solano County. On the average, fare revenue for paratransit is \$3 and the amount that is subsidized is \$49. For fixed route, the average fare revenue is ~ \$1.94 and the subsidy is ~\$7.

E. Solano Paratransit Review and Service Delivery Alternatives Study

Liz Niedziela presented the Solano Paratransit Review and Service Delivery Alternatives Study. The purpose of this study is to review how service is being delivered and evaluate alternative methods of delivery to control or reduce costs while meeting ADA requirements and maximizing mobility for ADA-eligible individuals. It is anticipated that a new delivery model is needed to deliver consistent, sustainable service to ADA-eligible individuals.

F. The Brown Act

Liz Niedziela presented the Brown Act. Under the Brown Act, PCC agendas for regular meetings must be posted, and mailed notice is to be provided at least three days before regular meetings to those who request it. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the committee or staff may briefly respond to statements made or questions posed. Recommended actions may be modified or postponed at the meeting by a majority vote. Committee members and staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The committee may request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. There are a few exceptions to this process and they are to essentially handle emergencies requiring immediate action.

G. Transit/Paratransit Monthly Reports

Benicia Breeze:	Melissa Bryan presented information on the changes in Benicia Breeze transit operation with the start of Express Rt. 78.
Dixon Read-Ride	Staff was not present.
Rio Vista Delta Breeze:	Staff was not present.
Fairfield and Suisun Transit:	Gary Chandler presented an update on the GPS system on FAST transit operations.
Vacaville City Coach:	Brian McLean presented increased ridership on Vacaville City Coach for all modes.
Vallejo RunAbout:	Jeanine Wooley presented operational statistics on Vallejo Runabout.

X. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

PCC Roles and Responsibilities

State Budget Impact on Senior and Disabled Transportation Services

Outreach Programs to Senior Centers

Shirley Stacy – 1. Stated that the brochure holders for comment cards are not on all of the Solano Paratransit buses. 2. She expressed her difficulties with the recent change of the start time of scheduling trips with a live person from 7:00 am to 8:00 am. 3. She expressed concern with the wait time of five (5) minutes.

XI. ADJOURNMENT

The meeting adjourned at 2:00 pm. The next regular meeting of the PCC is scheduled at 12:00 on Friday, March 20, 2009 in Fairfield at the Solano Community College.



**SOLANO COUNTY
ADULT MENTAL HEALTH
OLDER ADULT FULL SERVICE PARTNERSHIP**

Adult Mental Health Clinic provides services to the severely and persistently mentally ill adult, children and older adult population in Solano County. Clients are assessed by mental health clinicians to determine medical necessity.

Transitional brief therapy, medication treatment, groups, short term case management, groups and community referrals are available based on the client's needs.

To ensure the client success in treatment services, the clinic provides several means of transportation.

1. County Vehicle
 - a. Staff will transport client to and from clinic
2. Bus/Paratranist/Dart Tickets
 - a. Clinic appointment, Groups
 - b. Crisis
 - c. Initial Assessments
3. Medical Transportation
 - a. Doctors appointments

THIS PAGE INTENTIONALLY LEFT BLANK

ACCESS:

If you or someone in your family wants to get mental health services, call the ACCESS Unit at (800-547-0495). The Access Unit will talk with you to decide how to help you with your mental health needs. They will tell you if you are eligible for mental health services and provide you with the names of providers who can help.

Other Services Available:

- Interpreter and Translation Services
- Consumer Grievance Services
- Consumer Self-Help Services
- Prevocational and Vocational Services
- Family Advocacy Services
- Monthly Educational Presentations

PROMOTING
HEALTHY
TOMORROWS

Websites:

Solano County Website:
www.solanocounty.com

Solano County Network of Care:
www.solano.networkofcare.org

Resource for individuals concerned with mental health:
www.solano.networkofcare.org

State of CA Medi-Cal program:
www.dhs.ca.gov/mcs/medicalhome

CA Department of Mental Health:
www.dmh.ca.gov

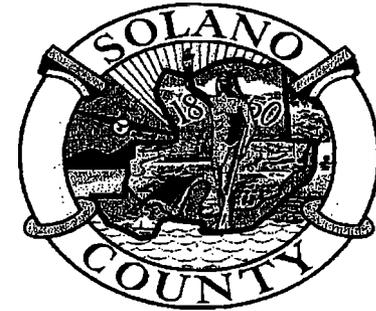
CA Department of Health Services:
www.dhs.ca.gov

Online Health Resources:
www.dhs.ca.gov/home/hsites/

US Dept. of Health & Human Services:
www.os.dhhs.gov

US Dept. of Health & Human Svcs
Substance Abuse and Mental Health
Services Administration
www.samhsa.org

Solano County Health and Social Services



Mental Health

Adult Outpatient Clinic
2101 Courage Drive
Fairfield, CA 94533

(707) 784-2080 phone
(707) 784-2103 fax

Mission:

To operate a mental health system that is state-of-the-art, culturally competent, and that promotes recovery and wellness through independence, hope, personal empowerment and resilience.

Summary of Services

The **Mental Health Outpatient Clinic** in Fairfield provides services to the severely and persistently mentally ill adult and older adult population. Referrals to the clinic are made through the Mental Health Access Line (1-800-547-0495). Referred clients are assessed by mental health clinicians to determine medical necessity. Once they have been assessed, the following services are available based on the client's need: groups, short term case management, community referrals, crisis intervention, transitional brief therapy and medication treatment.

Groups

Group treatment services are considered to be the most effective and currently the Best Practices Model. Our group treatment services are supported by as needed individual sessions and medications. The following are a list of the groups we offer:

Anxiety Disorder	Overcoming Depression
Family Support Group	Spanish Speaking Group
Anger Management	Bipolar Support (Consumer Run)

DBT - Dialectical Behavioral Therapy

SAGES - Substance Abuse Group for Education and Support

Attendance to groups is by referral only. Contact the Access Unit (800-547-0495) for a referral.

Staff Information

Manuel J. Jimenez, MFT	Sr. MH Services Manager
Michael Peña, PhD, MFT	MH Clinical Supervisor
Roxanne Paterno, LCSW	MH Clinical Supervisor
Kellie Kekki, LCSW	MH Clinical Supervisor
Maryanne Cleary, LCSW	MH Clinician
Baylor Capers, LCSW	MH Clinician
Kristin Kirby, IMFT	MH Clinician
Margarita Bermudez, ASW	MH Clinician
Amarjeet Singh, LCSW	MH Clinician
Michelle Gerson, MFT	MH Clinician
Dee Gilmartin, LCSW	MH Clinician
Nina Smith, MFT	MH Clinician
Tina Mendoza, IMF	MH Clinician
Joie Kenny	MH Specialist
Karen Smith	MH Specialist
Yadira Estrada-Valencia	MH Specialist
Eric Elias	MH Specialist
Diana Tolentino	Crisis Specialist

Medical Staff

Pradeep Kumar, MD	MH Medical Director
Joyce Resnick, MD	Staff Psychiatrist
Jocelyn Aquino, MD	Staff Psychiatrist
Nia Lozano, MD	Staff Psychiatrist
Xing-Xing Luo, MD	Staff Psychiatrist
Javed Iqbal, MD	Contract Psychiatrist
Victoria Cabanela, MD	Contract Psychiatrist
Art Tandinco, MD	Contract Psychiatrist
Pat Werner, RN	Outpatient Nurse

Important Phone Numbers

Emergency	911
Solano County Access Unit	(800) 547-0495
Solano County Mental Health Administration	(707) 784-8320
Solano County Crisis Services	(707) 428-1131
Grievance Coordinator/Consumer Relations	(800) 459-9914
Patients Rights Advocates	(707) 784-8327 (707) 784-8377
Partnership Healthcare Member Services	(800) 863-4155
Kaiser Permanente Member Services	(800) 464-4000
Information & Referrals	211

Solano County Mental Health Adult Outpatient Clinic

2101 Courage Drive
P.O. Box 4090; MS 10-300
Fairfield, CA 94533

Phone: 707-784-2080
Fax: 707-784-2103

Volunteer Driver Program 2008 Information

In 2008, the **Volunteer Driver program** that operates out of the Fairfield Senior Center, served **5,201** seniors and we gave a total of **2,014** rides. This amount of rides, was accomplished by picking up three or more Seniors on one trip as much as possible. Our geographic area covered is basically the central older areas of Fairfield. We do not cover Suisun, nor green Valley, nor Cordelia. We also do not go into Rancho Solano, nor Paradise Valley nor Travis AFB. For a two van operation many of the places I've listed are to time consuming for us to go to. We only take seniors to medical appointments and if desired bring them to the Fairfield Senior Center, also take them to pharmacies to get their prescriptions filled. There is a possibility that we go to the mall as there is a Dentist office there and a number of optometrists and eye care businesses. At this present time we are averaging 5 to 8 Seniors that we bring to the Senior Center every Day.

. I assume you know that we are a six hour a day operation from 8:30 A. M. to 2:30 P. M. Monday through Friday only. Seniors need to call us the day before to set up a pick up time for the next day. You cannot call us the day you need us, we do not operate like a taxi. Seniors when finished at the doctor's office have to call us for the ride home. We do not come back at a certain time nor do we wait, they must call us for their next ride that day; be it to home or the pharmacy. Presently for Volunteers, we have one man that drives four mornings a week for us, and has been with us for more then 12 years; and one Lady that drives one complete day for us each week. I am a full time driver and the program Manager. We also have three ladies that answer the phone and set up our driver logs. All have been with us quite some time. Note our fares will be changing 1 April from \$1.25 to \$1.50 cash each way. Our tickets will go from \$10.00 to \$15.00 for a book of 10 giving one ticket each way. If I do not have sufficient information in this letter for you please contact me at 428-7556, or you can Email me at Cymru7@comcast.net, this is at my home computer.

James H. (Jim) Johnson, Manager, Volunteer Driver Program

THIS PAGE INTENTIONALLY LEFT BLANK

Some of our stakeholders

Fairfield

Fairfield Senior Center
St. Mark Lutheran Church
Holy Family Old Catholic Church
Senior Coalition of Solano County

Benicia

Benicia Community Action Council
St. Paul's Episcopal

Suisun

Benici Community
Fairfield-Suisun Community
Action Council

Dixon

City of Dixon
Dixon Community Church
Dixon Family Services

Vacaville

McBride Senior Center
Christian Church
Unity Church of the Valley
Vacaville Senior Roundtable

Vallejo

Area Agency on Aging
Saints Constantine & Helen
Greek Orthodox Church
Vallejo Senior Roundtable

Funding & In-kind Services provided by:

Area Agency on Aging
Darby Betts Foundation
NorthBay Medical Center
Solano County Health & Social Services
Solano County Mental Health
United Way of the Bay Area
Vacaville McBride Senior Center

Faith in Action

Interfaith Volunteer Caregivers of Solano County

Administrative Office Cancer Support Services

3303 Whitemarsh Lane
Fairfield, CA 94534
(707) 425-6164 (voice)
(707) 425-6213 (fax)

Caregiver Respite Program Ride With Pride Program Senior Peer Counseling

91 Town Square Place
Vacaville, CA 95688
(707) 469-6675 (voice)
(707) 469-6676 (fax)

Staff Numbers

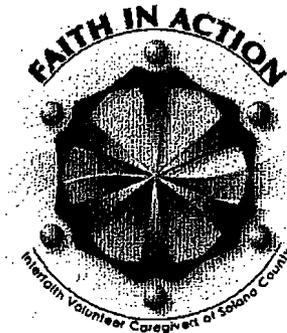
Rev. Robert T. Fuentes, Executive Director
Fairfield Office (707) 425-6164

Louis Souza-Fuentes – Projects Manager
Vacaville Office (707) 469-6668

Merrle Eklund – Volunteer Recruiter
Vacaville Office (707) 469-6675

www.falthinactionsolano.org

*Neighbors Helping
Neighbors: A
Neighbor's
Independence
Depends on You!*



*Making a
difference in
someone's life.*

Call to Volunteer Today
(707) 469-6668

Tax Deductible Donations
Tax ID # 68-0431992

Our Mission

- ◆ The Mission of Faith in Action is to promote the independence, end the isolation, and sustain the dignity of homebound frail elders, individuals with cancer or other chronic illnesses, persons with disabilities, the medically vulnerable, and their family care givers residing throughout Solano County.
- ◆ This assistance is intended to help improve the quality of life for those that we serve. We hope to assist our Care Receivers remain independent in their own homes, and maintain a connection to their local community.
- ◆ Our goal is to develop a network of trained volunteers who will provide non-medical, non-acute in-home assistance and companionship.

"All you need is a wealth of spirit to help with Faith in Action."
— Su, Founding Board Member

How We Help... The Programs of Faith in Action

Caregiver/Respite Program Services Provided:

(One on one for those who need assistance)

Door-through-door transportation
Respite for family caregivers
Grocery Shopping
Light Household/Yard Chores
Errands/Handyman Chores
Visitation & Phone Reassurance
Information & Referrals

Ride With Pride Program Services Provided:

Provides transportation for ambulatory seniors to and from their medical and social services appointments, grocery stores, and to leisurely activities

Cancer Support Services Services Provided:

The Cancer Support Services Program is designed to provide support, guidance and referrals to community resources to anyone living with cancer in Solano County. One-to-one transportation provided for chemotherapy and radiation appointments.

Senior Peer Counseling:

1:1 In Home Counseling
Group Counseling
Assistance with depression,
anxiety, stress and other
mental health issues.

Transportation to group counseling
and mental health appointments.

Why do we help?

Because we desire to help
people maintain their
independence and remain in
their homes as long as possible.

Because our faith
traditions motivate us to
come to the aid of others.

Because we care.

Because we desire to make the
world and our community a
better place to live.

*"It feels good to know that you matter
to somebody, and I know that I
matter to my care receivers."*

—Beth, volunteer caregiver

*"When these volunteers come to help
me, it opens another door. It reminds
me that I'm still alive."*

— Dorothy, 85-year-old
care receiver

PCC

Date: March 5, 2009
To: Solano Paratransit Coordinating Council
From: Liz Niedziela, Transit Program Manager/Analyst
Re: FY 2009 FTA Section 5310 Application Process and Appointment of the Scoring Subcommittee

Background:

The Federal Transit Administration's 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.

Discussion:

Applicants submit their applications to the appropriate County Paratransit Coordinating Council (PCC). The County PCCs evaluate and score the applications, and then forward 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. Attachment A provides the detailed process and timeline up to MTC's submittal 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.

Call for Projects for the FY 2009 FTA Section 5310 Program will announced in March. At that time, the FY09 application, scoring criteria, instructions and due dates will be posted on the Caltrans website: <http://www.dot.ca.gov/hq/MassTrans/5310.html>. MTC will also mail a

program announcement to Bay Area stakeholders. Caltrans anticipates that there will be approximately \$13.6 million in funding available statewide in the FY09 cycle.

In anticipation of this 5310 grant cycle, staff is requesting the PCC Chair to appoint (3) three PCC members to participate in the 5310 Application Scoring Subcommittee. Last year, George Bartolome, Jim Williams, and Jim Simon participated in the FY 2008 5310 Application Scoring Subcommittee. The subcommittee will initially meet with STA staff to review the scoring criteria's guidelines and familiarize themselves with the Bay Area's Coordinated Plan. The 5310 application Scoring Subcommittee will meet to interview and score project applications. This will conclude the Subcommittee's obligation. The Bay Area's Coordinated Plan is available at www.mtc.ca.gov/planning/pths/. (Please see Attachments B and C for the draft 5310 grant application and scoring criteria).

Recommendation:

The PCC Chair to appoint three PCC members to participate in Solano's FY 2009 FTA Section 5310 Application Scoring Subcommittee.

Attachments:

- A. FTA Section 5310 Call for Projects Fact Sheet
- B. FTA Section 5310 Caltrans Grant Application (draft)
- C. FTA Section 5310 Caltrans Scoring Criteria (draft)

CALL FOR PROJECTS FACT SHEET Federal Fiscal Year 2009 SECTION 5310-Elderly & Disabled Specialized Transit Program

Program Purpose:

To provide capital grants to assist private nonprofit corporations and under certain conditions public agencies to provide safe, efficient and coordinated transportation services for elderly individuals and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate.

Coordinated Planning:

All projects selected for funding must be derived from a coordinated public transit-human services transportation plan. Contact your Region Transportation Planning Agency for guidance. See also:

<http://www.dot.ca.gov/hq/MassTrans/Coord-Plan-Res.html>

Eligible Applicants:

- Private non-profit organizations;
- Governmental authorities that certify no non-profit corporations or associations are readily available in an area to provide the service;
- Governmental authorities approved by the State to coordinate services for elderly individuals and individuals with disabilities.

Applicant Ability:

Agency must be able to document the ability to:

- Provide an efficient and effective paratransit service;
- Ongoing driver training program;
- Vehicle maintenance program (maintenance costs can vary from as low as \$3,000 to \$14,000 annually) and;
- Identify the source of the 11.47% local match.

Eligible Equipment:

- Accessible vans and buses;
- Radios and communication equipment;
- Computer hardware and software;
- Transit related ITS systems;
- Introduction of new technology through innovative and improved products.

Funding Selection Process:

Competitive applications are scored using California Transportation Commission's (CTC) adopted Quantitative Scoring Criteria. Scored projects are ranked and compiled into a statewide-prioritized list using all of Federal apportioned grant dollars. The prioritized list is submitted to the CTC for adoption.

Program Requirements:

Successful applicants will enter into a Standard Agreement with Caltrans that stipulates the terms and conditions under which the equipment must be procured and operated (including timely submittal of Quarterly Reports and biennial onsite inspections.) The Agreement will remain in effect until the project is terminated and formal disposition of the equipment has been made.

Application Workshops:

Statewide workshops will be held to assist applicants in completing the competitive funding application, understanding the scoring worksheet, and receiving procurement information. Once scheduled, register for a workshop through CalACT at:

<http://www.calact.org>. Check our website or call our toll free phone number for location information or registration assistance.

Projected Timeline for FFY 2009

- January – FTA Section 5310 Advisory Committee Reconvenes (See website for forthcoming fact sheet.)
- February through April – Application workshops
- May 29 – Applications due to RTPA
- August 28 – Application due to Caltrans
- September through November – Scoring review and draft prioritized list established
- December – Prioritized list adopted

Section 5310 website:

<http://www.dot.ca.gov/hq/MassTrans/5310.html>

For questions call our toll free number at:

1-888-472-6816

THIS PAGE INTENTIONALLY LEFT BLANK

		FTA Section 5310 Elderly & Disabled Specialized Transit 2009 Federal Funding Cycle Grant Application Due to RTPA May 29, 2009 Due to Caltrans August 28, 2009	
		Agency (Applicant) Name	
Address			
City		County	Zip
Contact Person			
Phone	FAX	E-Mail Address	
Service Area (County)			
Regional Transportation Planning Agency			

Available in alternate formats by request

California Department of Transportation
 Division of Mass Transportation, MS 39
 P.O. Box 942874
 1120 N Street, Room 3300
 Sacramento, CA 95814
<http://www.dot.ca.gov/hq/MassTrans/5310.html>

Toll Free Hotline 1.888.472-6816

APPLICANT CHECKLIST and TABLE OF CONTENTS

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

*Please note: Incomplete applications will **not** be considered for funding.*

PART I - APPLICANT ELIGIBILITY	Page
<input type="checkbox"/> COORDINATED PLAN CERTIFICATION	3
<input type="checkbox"/> ACTIVE GRANT RECIPIENT – COMPLIANCE	4
<input type="checkbox"/> PROJECT NEED	5
Private Or Public Agency	
<input type="checkbox"/> PRIVATE NONPROFIT AGENCY - CORPORATION STATUS	6
<ul style="list-style-type: none"> • Attachment: Corporation Status Inquiry 	
<input type="checkbox"/> PUBLIC AGENCY - CORPORATION CERTIFICATION	7
<ul style="list-style-type: none"> • Attachment: Public Agency Hearing Contact Letter • Attachment: Public Agency Authorizing Resolution designating a person authorized to sign on behalf of the agency • Attachment: Public Agency Designation Letter or proof of Public Hearing AND Agency Findings Resolution 	
<input type="checkbox"/> GENERAL CERTIFICATIONS AND ASSURANCES	8
<input type="checkbox"/> AGENCY PROFILE	9
<ul style="list-style-type: none"> • Attachment: Supporting Documentation, Map of Service Area 	
PART II - FUNDING REQUEST	
<input type="checkbox"/> ELIGIBLE CAPITAL EXPENSES	11
<input type="checkbox"/> REPLACEMENT/SERVICE EXPANSION VEHICLES	13
<input type="checkbox"/> OTHER EQUIPMENT	14
PART III - SCORING CRITERIA	
<input type="checkbox"/> ABILITY OF APPLICANT	15
<ul style="list-style-type: none"> • Attachments: Inspection & Maintenance Forms • Proposed Budget (page 18) 	
<input type="checkbox"/> COORDINATED PLAN REQUIREMENTS	19
<input type="checkbox"/> COORDINATION – USE OF VEHICLE / EQUIPMENT	21
<input type="checkbox"/> EXISTING TRANSPORTATION SERVICES TABLE	22
<input type="checkbox"/> PROPOSED TRANSPORTATION SERVICES TABLE	23
<input type="checkbox"/> OTHER EQUIPMENT	24

PART I –APPLICANT ELIGIBILITY

Coordinated Plan Certification

Reference: FTA C 9070.1F Sec V

The projects selected for funding under the Section 5310 program must be “derived from a locally developed, coordinated public transit-human services transportation plan” (Coordinated Plan) that was “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.” (Circular, V-5)

For additional information see the California Coordinated Plan Resource Center website at <http://www.dot.ca.gov/hq/MassTrans/Coord-Plan-Res.html>

Required Elements. Projects shall be derived from a coordinated plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment. (Circular, V-2) Elements listed in Application Instructions page 3.

Adoption of a Plan. As part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. This grant application must document the local plan from which each project is derived, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. (Circular, V-7& V-8)

Draft Plan. Agencies who do not have a final adopted Coordinated Plan may submit an application for funding if the project was derived from a Draft Coordinated Plan that had been submitted to Caltrans for review. Approved projects will remain in Category B until the final adopted Coordinated Plan and public participation process has been verified. (See Instructions, page 4)

Coordinated Plan Lead Agency (Agency preparing the Coordinated Plan)

Lead agencies may develop a list of applicants for their region. The applicant will attach this list to the application in lieu of the required signature of lead agency. The list must include all information requested below including the signature of the lead agency representative.

Lead Agency (Certifying the applicant’s requested projects are derived from the Region’s Coordinated Plan.)	
Title of Coordinated Plan	Date Plan Adopted (attach documentation)
	Date of Draft Plan
Agency Representative Name (Print)	Title
Signature	Date

Grant Applicant

Agency	
Agency Representative (Print)	Title
Signature	Date

PART I –APPLICANT ELIGIBILITY

Active Grant Recipient - Compliance

If you are a **current** grant recipient and are not compliant with all FTA Section 5310 Elderly and Disabled Specialized Transit Program requirements you will not be eligible to apply for grant funds until compliance has been determined. You must be in compliance at time of submittal of application.

The Section 5310 Elderly and Disabled Specialized Transit Program Standard Agreement requires quarterly reporting as stated in section 37:

The Contractor (grant recipient) shall submit a quarterly report of its use of PROJECT equipment within thirty calendar days after the close of each calendar quarter. The report shall contain information requested by the STATE to indicate the extent to which the Contractor (grant recipient) is carrying out the PROJECT in accordance with the terms of this contract.

	Yes	No
Does your agency have active vehicles purchased with a 5310 grant?		
If yes, is your agency currently in compliance with their 5310 Standard Agreement?		
Attach a copy of the last quarterly report submitted to the Division of Mass Transportation Section 5310 office listing all vehicles and required data.		

PART I –APPLICANT ELIGIBILITY

Project Need

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a private non-profit organization if public transportation service provided under Section 5310(a)(1) is unavailable, insufficient, or inappropriate. Current documentation supporting the stated transportation needs must be attached as an appendix and its relevance discussed within the narrative (e.g., testimony or findings from a Transportation Development Act (TDA) article 8 hearing, recognized studies or the region's Coordinated Plan)

A. Check the appropriate box below as applicable. One box must be checked.

Unavailable

There is no existing public transportation or Paratransit (e.g., ADA Paratransit, fixed route, dial-a-ride services) in proposed project service area available to serve the described target population.

Insufficient

Available mass transportation and Paratransit services are insufficient to meet the needs of the target population or equipment needs replacement to ensure continuance of service. (Examples: service at capacity, service parameters, routes, hours, need not met due to eligibility and/or trip criteria, projected future need, vehicles inaccessible, etc.)

Inappropriate

Target population has unique or special needs, which are difficult or impossible to serve on available mass transportation and/or Paratransit. Example: lack of wheelchair accessibility.

B. Existing Transit Service

Describe how existing public transit or public Paratransit, including fixed-route, dial-a-ride, ADA complementary Paratransit and private Paratransit do not serve the population in your service area.

PART I – APPLICANT ELIGIBILITY

Private Nonprofit Agency – Corporation Status Inquiry and Certification

If you are claiming eligibility as a Section 5310 applicant based on your status as a private nonprofit organization, you must obtain verification of your incorporation number and current legal standing from the California Secretary of State Information Retrieval /Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist you in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, go to: <http://kepler.ss.ca.gov/list.html> and enter your agency name. If you are active, print the page and use that as proof. If you are not active, go to page 2 and follow the directions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Section 5310 Elderly and Disabled Specialized Transit Program.
2. If you are unable to locate the information on line, you can obtain the “Status Inquiry” document by making a written request to:

Secretary of State
Information Retrieval/Certification Unit (IRC)
1500 11th Street, 3rd Floor, Sacramento, CA 95814
(916) 653-6814

Do not submit articles of incorporation, by laws or tax status documentation.

Private Non-profits
Name of Non-profit Applicant:
State of California Articles of Incorporation No.:
Date of Incorporation:

PART I –APPLICANT ELIGIBILITY

Public Agency Certification

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate funds apportioned to it to a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities; and if there are not any non-profit organizations readily available in the area to provide the special services.

A public agency must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the “Public Agency Certification” below. A public hearing is a required part of the application process and should be completed between the Call for Projects release and the due date of the application to the RTPA. If a public hearing has been scheduled, but not completed by this date, write the scheduled hearing date in the space provided at the bottom of the Certification. Under no circumstances will the Department accept missing documentation relative to this Certification after the Caltrans due date. To do so would delay the statewide regional evaluation process.

Public Agencies

Check one and provide the following as instructed:

- a) Certifying to the Governor that no non-profit corporations or associations are readily available in the service area to provide the proposed service.

Note: If hearing is scheduled but has not yet been held, follow instructions provided below (shown in italics), under each specific item.

1. Submit proof of public hearing notice and a copy of the contact letter sent to non-profit transportation providers informing them of the hearing. *If the hearing has not been held prior to the application’s submittal to the RTPA, then proof of the scheduled public hearing date must be submitted to both Caltrans and the RTPA prior to the final application due date. Exceptions to this requirement must have 5310 Branch Chief approval.*
2. Submit resolution that no non-profit agencies are readily available to provide the proposed service. *If hearing has not yet been held, submit resolution following hearing.*
3. Complete Public Agency Certification. *If hearing has not yet been held, submit certification following hearing.*
4. Submit proof of contact with all non-profit transportation providers regarding notice of public hearing.

- b) Approved by the State to coordinate services for elderly individuals and individuals with disabilities, including CTSA’s designated by the RTPA.

1. Submit designation letter.

Certification of No Readily Available Service Providers

The public agency, _____ certifies that there are no non-profit agencies readily available to provide the service proposed in this application.

Certifying Representative

Name (print):	
Title (print)	
Signature:	Date

Date of Hearing:

PART I –APPLICANT ELIGIBILITY

General Certifications and Assurances

The original of the “General Certifications and Assurances” should be signed and dated in blue ink.

Use the legal name of your agency exactly as it appears on your Status Inquiry form. If you are a public entity, attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application.

Name of Applicant:		
Address:		
Contact Person:	Work Phone	Work Fax

- a. The applicant assures that no person, on the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receives Federal assistance funded by the Federal Transit Administration (FTA).
- b. The applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age.
- c. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance” and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27,37, & 38.
- d. The applicant assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that is provided as references in FTA Circular 9070.1F - “Elderly Individuals and Individuals with Disabilities Program Guidance and Application Instructions, dated May 1, 2007.”
- e. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for Section 5310 equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1F, "Third Party Contracting Guidelines."
- f. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.
- g. The applicant certifies that it will comply with applicable provisions of 49 CFR Part 605 pertaining to school transportation operations which prohibits federally-funded equipment or facilities from being used to provide exclusive school bus service.
- h. The applicant certifies that it will comply with Government Code 41 USC. 701 et seq, and 49 CFR, Part 32 in matters relating to providing a drug-free workplace.
- i. To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these assurances and to file this application on behalf of the applicant.

Certifying Representative

Name (print):	
Title (print)	
Signature:	Date

PART I – APPLICANT ELIGIBILITY

Agency Profile

Provide the total number of clients currently served by the agency, and provide a breakdown of those clients in regard to whether they are elderly, disabled or a wheelchair user. If a client can be identified in more than one category, choose the one category that most closely describes the client. For example, an elderly person is someone 65 years or older, who may not necessarily have a disability or need to use a wheelchair.

A person with disabilities is someone, of any age, who is not able to use fully accessible public fixed route services (whether temporarily or on a long-term basis), regardless of whether or not they need to use a wheelchair. Finally, a wheelchair user may not be elderly or confined to a wheelchair, but who relies on a wheelchair to enhance their mobility.

National origin information is not evaluated; it is collected and reported to the FTA.

Total number of clients currently served by your agency's transportation program (<i>do not duplicate</i>)	Percent of national origins served by your program (Total 100%)
Number of elderly _____ Number of persons w/disabilities _____ Number of wheelchair/lift users _____ Total number of clients _____	American Indian & Alaska Native _____ % Asian _____ % Black or African American _____ % Hispanic or Latino _____ % Native Hawaiian & Other Pacific Islander _____ % All Other _____ %
Total number of wheelchair/lift users divided by clients _____ %	Total must be 100% _____ %

Briefly describe your agency's purpose and program. Include the days and hours of the operation of your transportation program and the service your agency currently provides or intends to provide.

Supporting documentation must be attached (e.g., agency brochure).

Agency Profile

Briefly describe the geographic area that will be served by your transportation program.

An 8-1/2 x 11 map of the service area must be attached.

Describe any lawsuits or complaints against your **entire agency** that have been received or acted on in the last year alleging discrimination on the basis of race, color, creed, national origin, sex or age. For any lawsuits or complaints that were received or acted on provide the status of lawsuits or explain how complaints were resolved including corrective action taken. **(To be eligible, you must provide a written response in this area; N/A is not an acceptable response.)**

PART II – FUNDING REQUEST

Eligible Capital Expenses Reference: FTA C 9070.1F Section III, page 4 & 5

5310 Eligible Capital Expenses listed on page 6 of Instructions.

Is your agency also applying for funding from another program (i.e. other FTA programs, HHS, State/Local Funds etc.) for this same project(s) (Vehicles and/or Other Equipment)?

Yes ___ No ___

If yes, please explain.



Complete for vehicle(s) requested. (See Instructions page 5)

Equipment	Number	Unit Cost	Total Cost
Vehicles (cost shown includes accessibility equipment) Standard seating capacity examples by vehicle type			
Minivan (Type IV) 5 Ambulatory Passengers (AP)		\$42,000	
Modified Van (Type V) 8 AP		\$50,000	
Small Bus (Type IA- Ford) 8 AP; 2 Wheelchair (WC) *		\$55,000	
Small Bus (Type IB- Chevy) 8 AP; 2 WC *		\$58,000	
Medium Bus (Type II) 12 AP; 2 WC *		\$60,000	
Medium Bus (Type II) 12 AP; 2 WC *, opt Compressed Natural Gas		\$85,000	
Large Bus (Type III) 16 AP; 2 WC *		\$65,000	
Large Bus (Type III) 16 AP; 2 WC *, opt Compressed Natural Gas		\$90,000	
Larger Bus (Type VII) 20 AP; 2 WC *		\$95,000	
Largest Bus (Type VIII) 22 AP; 2 WC*, opt Compressed Natural Gas		\$186,000	

* Rear wheelchair lift floor plan

PART II – FUNDING REQUEST

Eligible Capital Expenses Reference: FTA C 9070.1F Section III, page 4 & 5

Other Equipment

Applicant must attach 3 estimates of equipment **with** this application. The average of the 3 estimates will be the requested grant amount. If equipment is to be sole sourced, written justifications must be attached. After grant approval, grantee must receive prior approval from the Section 5310 Program before purchasing. The local agency will purchase the other equipment and will be reimbursed for the federal share.

New Disadvantaged Business Enterprise (DBE) Requirements

All successful applicants who are subrecipients of FTA Section 5310 funds for Other Equipment (non-vehicle) projects must adhere to the *California State Disadvantaged Business Enterprise (DBE) Program Plan* as it applies to local agencies (see http://www.dot.ca.gov/hq/bep/documents/dbe/dbe_program_plan_final.pdf). Additionally, all subrecipients of FTA Section 5310 funds must submit a completed *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement For Federal Transit Administration Subrecipients* with their signed Standard Agreement contract (see <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/FTA-Db-Implement-Agr.doc>).

Other eligible equipment includes: wheelchair lifts and restraints; radios and communication equipment; initial component installation costs; computer hardware and software (scheduling and vehicle maintenance software); transit related intelligent transportation systems (ITS); and the introduction of new technology through innovative and improved products into public transportation.

Complete for other equipment requested. (See Instructions page 5 and 6)

Minimum - \$1,000 - \$40,000 – Maximum

Complete for Requesting Computer Equipment or Other Equipment (specify)		(See Instructions pages 5)		
Equipment	Number	Unit Cost	Total Cost	
Computer Hardware				
Computer Software				
Maintenance Equipment				
Other Eligible Equipment (describe)				
Complete for Requesting Communications Equipment: (The following items do not require the 3 estimate process, providing the indicated cost is not exceeded.)				
Base Station		\$2,500		
Mobile Radio		\$1,000		
TOTAL (cannot exceed \$40,000)				

TOTAL PROJECT COST (Vehicles and Other Equipment) (Maximum project cost not to exceed \$600,000, 11.47% local match be provided by requesting agency.)	
--	--

Replacement/Service Expansion Vehicles

Questions apply to requests for vehicles. (See Scoring Worksheet, page 4 and 5)

REPLACEMENT VEHICLES

To be eligible for replacement, the vehicle must currently be wheelchair accessible (ramp or lift.) Sedans and SUVs are not eligible for replacement.

Explain why the vehicle(s) need replacement in order to ensure continuance of existing services. Describe the service the vehicle(s) will provide and the service area. If the vehicle requested for replacement will be retained in the fleet as a backup vehicle, discuss why this is necessary.

A photograph of the vehicle(s) proposed for replacement must be attached as an appendix.



SERVICE EXPANSION VEHICLES

Explain the growth your agency is experiencing, the projected increase in the number of clients you will serve, and the basis for your estimates. Describe the service area, and the service the vehicle(s) you are requesting will provide and how it relates to the needs assessment in the Coordinated Plan. *Related Documentation supporting this growth must be attached as an appendix and its relevance discussed within the narrative (e.g., current waiting list, reports of trips denied).*

Projected number of one-way passenger trips per day to be provided by each vehicle: _____

Other Equipment

OTHER EQUIPMENT

This category includes communication and computer equipment, hardware and/or software, or any other miscellaneous equipment (maintenance, cameras, GIS). The equipment must be used to support your transportation operation in proportion to the number of vehicles you operate in your transportation program for elderly and disabled clients.

The applicant must submit 3 like-kind estimates of equipment with this application. The average of these 3 estimates will be the requested grant amount. If equipment is to be sole sourced written justifications must be attached.

If the project is selected and the agency receives Section 5310 approval, the agency will purchase the equipment using 100% of their funds. Once the equipment is received, the agency will invoice Caltrans for reimbursement of the Federal portion of the grant (88.53%).

1. Complete table for the requested other equipment, expand this table if necessary:

Notes:

1. Indicate the quantity of existing equipment units, by like kind.
2. Indicate the age of the equipment.
3. Indicate the requested number of units of additional equipment.
4. Indicate the total number of vehicles in your transportation fleet.

Equipment Type	Quantity of Existing Equipment ¹	Age of Equipment ²	Quantity of Requested Equipment ³	Current Fleet Size ⁴
Example: Computer	1	1-31-2004	1	10
	2	2-8-2006		
		5-18-2005		

2. Describe the type of equipment you are requesting. Specifically identify the components and provide 3 cost estimates of like kind for each item.

3. Discuss how the requested ancillary equipment will be used to support the transportation program. Discuss any expected improvements in service delivery or coordination and any reduction in the cost to provide service. If *computer equipment* is being requested, also describe current method of collecting and tracking information.

PART III - SCORING CRITERIA***Ability of Applicant-******See Quantitative Scoring & Project Rating Worksheet Section I***

Describe applicant's experience and history of providing efficient and effective transit services. The number of years of transportation service should reflect the number of years your agency has provided transportation services. Do not include service of your subcontractor(s). If you will be a first-time provider of transportation services, provide the number of years you have provided social services to elderly individuals and individuals with disabilities.

1. Does your agency **currently** provide transportation? _____

If so, how many years of transportation experience does your agency have? _____

If not, how many years of experience does your agency have in providing non-transit services to elderly persons and persons with disabilities? _____

Additional points can be obtained for applicants that have not previously been transportation providers by providing a letter of support from the RTPA or CTSA.

Provide a narrative that describes the transportation services your agency currently provides, and its experience as a transportation provider.

Available points for questions 2-12:

0 = Does not address question

1 = Addresses question without attaching relevant documentation.

2 = Addresses question completely and attaches relevant documentation

2. Describe your agency's driver training program by specifically discussing each of the following components indicating whether they will be performed in-house or under contract and the staff or position(s) responsible:

- New Driver Orientation and Training; including classroom and behind the wheel and testing.
- Sensitivity Training, Emergency Preparedness, First Aid and CPR.

PART III - SCORING CRITERIA

Ability of Applicant-Continued

See Quantitative Scoring & Project Rating Worksheet Section I

3. Describe your agency's system for dispatching vehicles and discuss training of staff in the dispatching function.

4. Describe your agency's vehicle maintenance program, addressing **each** of the following components. In describing the items specified below, include copies of forms used by the agency for pre-trip **and** post-trip inspections and its maintenance program as an appendix.
 - Pre-trip and post-trip inspection description
 - Preventative & routine maintenance description, with maintenance and inspection forms
 - Contingency plan for when equipment is not available for service

5. California Highway Patrol (CHP) inspections (**attach copy of the 2008 inspection report**).
If the agency does not require an inspection by the CHP, provide documentation explaining and attach a copy of the most recent Caltrans Section 5310 inspection if applicable.

6. Describe other funding your agency has received or pursued (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.

PART III - SCORING CRITERIA

Ability of Applicant-Continued

See Quantitative Scoring & Project Rating Worksheet Section I

7. Provide a copy of your agency's current audited financial statement with no instance of non-compliance as an appendix.

8. Describe the emergency planning and drill activities within your agency and in cooperation with the county. Provide proof your agency is included in the response plan with the County Office of Emergency Services. Indicate the drill(s) you have participated in, or are scheduled to participate in?

9. Describe the steps you have taken to identify your available accessible vehicles (including capacity) to the county for use in emergency evacuations.

PROPOSED BUDGET FOR TRANSPORTATION PROGRAM

10. Annual Budget:

See Quantitative Scoring & Project Rating Worksheet Section I

Estimated Income:		
a. Passenger Revenue		\$
b. Other Revenues		\$
c. Total grants*, donations, subsidy from other agency funds		\$
TOTAL INCOME		\$
*Not including this grant request.		
Estimated Expenses:		
a. Wages, Salaries and Benefits (non-maintenance personnel)		\$
b. Maintenance & Repair (include maintenance salaries)		\$
c. Fuels		\$
d. Casualty & Liability Insurance		\$
e. Administrative & General Expense		\$
f. Other Expenses (e.g., materials & supplies, taxes)		\$
g. Contract Services (specify) _____		\$
TOTAL EXPENSES		\$

11. Fund Sources:

SOURCES	Prior Year	Current Year	Budget Year
a.	\$	\$	\$
b.	\$	\$	\$
c.	\$	\$	\$
d.	\$	\$	\$
		TOTAL	\$

12. Local Match for this application.

The local share may be derived from other Federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway Program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of Federal funding is available at www.unitedveride.gov

Identify Source(s) of Local Match:	AMOUNTS
	\$
	\$
	\$
TOTAL LOCAL MATCH - 11.47% of Total Project Cost	\$

Coordinated Plan Requirements

See Quantitative Scoring & Project Rating Worksheet Section II

Points available

0 – Does not address question and/or does not include Coordinated Plan section or page number

3 – Addresses question & indicated Coordinated Plan section and/or page number

Per FTA C 9070.1F, Chapter V, FTA Section 5310 projects shall be derived from a Coordinated Plan that minimally includes the following four elements and a level consistent with available resources and the complexity of the local institutional environment. The following questions address how this project is derived from Coordinated Plan for your area. (Only 0 or 3 points per question)

Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).

1. Generally describe the available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, ADA complementary Paratransit services. (Indicate Coordinated Plan Section/Page Number.)

Element 2: An assessment of transportation needs for individuals with disabilities or older adults. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.

2. Describe the transportation needs of individuals with disabilities or elderly individuals to be served by the proposed project. (Indicate Coordinated Plan Section/Page Number.)

PART III - SCORING CRITERIA

Coordinated Plan Requirements – (Cont.) See Quantitative Scoring & Project Rating Worksheet Section II

Element 3: 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.

3. How does this project(s) address one or more of the coordination strategies, activities, and/or projects and efficiencies identified in the Coordinated Plan for your area? (Indicate Coordinated Plan Section/Page Number.)



Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

4. How does this project(s) address one or more of the implementation priorities identified in the Coordinated Plan for your area? (Indicate Coordinated Plan Section/Page Number.)

Coordination –

See Quantitative Scoring & Project Rating Worksheet Section II

Use of Vehicles/ Equipment

Per FTA C 9070.1F, Chapter VI, FTA encourages maximum use of vehicles funded under the Section 5310 program.

Coordination of vehicles and other transportation related activities where opportunities exist to coordinate are encouraged. Coordination of services includes:

- *Allowing another agency or organization to use the requested vehicle while the applicant is not using it or providing transportation services for the clientele of another agency along with the applicant's service.*
- *Sharing transportation related services, such as dispatching, driver maintenance and/or training programs, maps and schedules, etc., with another agency.*
 - Shared use of vehicles
 - Dispatching or scheduling
 - Maintenance
 - Back-up transportation
 - Staff training programs
 - Procurement of services and supplies from funding sources other than Section 5310
 - Active participation in local social service transportation planning process
 - Client trip(s) with other agencies

1. Describe how vehicles in agency's **existing** fleet, services or equipment are used to provide coordinated service for another agency's clients or how these vehicles are shared with another agency(s).

- The name of the participating agency(s)
- Agency description, and usage of vehicle(s)
- Days and hours of use
- Number of passengers using service

2. Describe plan for coordinating use of **requested** vehicle(s) or equipment.

- Name of the participating agency(s)
- Agency description, and usage of vehicle(s)
- Days and hours of use
- Numbers of passengers using service

3. Discuss any attempts the agency has made to coordinate. If unable to coordinate, explain why. Provide supporting documentation letter from CTSA or RTPA confirming that no opportunities for coordination currently exist for requested equipment.

PART III - SCORING CRITERIA

Existing Transportation Services

See Quantitative Scoring & Project Rating Worksheet Section III

List all vehicles your agency currently owns or leases that provide passenger service to elderly or disabled persons. Include backup vehicles and those to be removed from service if a new vehicle is awarded. Also list any vehicles you have on order or for which you have received a grant or commitment from any source (e.g. Section 5310, Department of Aging, city or county.)

Additional information needed for replacement vehicle requests: Replacement vehicles are identified as those needing replacement in order for the Agency to continue their existing services. For each new vehicle requested, a current vehicle in active service must be placed in backup or sold.)

- In column 2, only list the vehicles you are requesting to be replaced (van or bus) and the disposition for that vehicle (BK for backup of S for Sold). Sedans and SUVs are not eligible for replacement.
- In column 6, indicate if there are fold down seats available in the wheel chair positions.
- In column 7, vehicles **that are currently in backup service** are to be identified.
- In column 10, exclude vehicle idle time which means the vehicle is not in direct passenger service.
- In Column 11, indicate a daily one-way passenger trip, which means each time a passenger boards the vehicle. A round trip would be counted as two passenger trips.

In addition to completing the chart below, also complete the following questions:

- A. Total miles traveled per day for all active vehicles in fleet (excluding the vehicles indicated as backup in Column 7) _____.
- B. Days of Service (e.g. Monday thru Sunday) _____.
- C. Percentage of current wheelchair/lift users, divided by number of clients (refer to Grant Application Part I, Page 9) _____.

40

	*1	2	3	4	5	6	7	8	9	*10	*11	12
	List All VIN #s in Fleet (Last 5 digits)	Replacement Requests Vehicle Type & Disposition	List All Active Vehicles Yr/Make	Current Mileage	Passenger Capacity Ambulatory/Wheelchair	Fold down seats? Y/N	Current Backup Vehicle Y/N	Date Purchased or Leased	Registered Owner	Vehicle Service Hours Per Day	Total One Way Pasg. Trips Per Day	12 Month Maintenance & Repair Costs
<i>Ex</i>	12345	van/BK	2003 Ford		6A/2W	Y	N	1	Agency X	6	16	\$1,000
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

PART III - SCORING CRITERIA

Proposed Transportation Services

See Quantitative Scoring & Project Rating Worksheet Section III

New or Service Expansion: This table is to be completed by agencies:

- Starting a new transportation service, or
- Adding new or additional service to their current program.

To complete the chart below:

- In column 1, indicate if vehicle request is for a New transportation agency, or Service Expansion for an existing transportation agency.
- In column 2, indicate type of requested vehicle, such as Modified Van, Small Bus, etc. as shown on the Funding Request – Part II.
- In column 3, indicate the number of days of vehicle service (e.g., Monday – Friday = 5, Monday – Sunday = 7)
- In column 4, indicate the average number of vehicle service hours per day (**exclude idle time** - the time the vehicle is not in direct passenger service.)
- In column 5, calculate vehicle service hours by multiplying column 3 with column 4 (**exclude idle time**.)
- In column 6, indicate the projected number of one-way passenger trips (each time a passenger boards the vehicle, a round trip would be counted as 2 passenger trips).
- In column 7, indicate the projected average number of miles that the vehicle will travel daily.

In addition to completing the chart below, also complete the following question:

- Percentage of projected wheelchair/lift users, divided by number of projected clients (refer to Grant Application Part I, Page 9) _____.

41

	1	2	3	4	5	6	7
	Type of Request N – New agency SE – Service Expansion	Vehicle Type	Days of Service	Total Service Hours Per Day	Total Service Hours Per Week	Total one way passenger Trips Per Day	Projected Mileage Per Day
<i>Ex</i>	<i>N or SE</i>	<i>Small Bus</i>	<i>5</i>	<i>6</i>	<i>30</i>	<i>25</i>	<i>400</i>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

PART III - SCORING CRITERIA

Other Equipment

See Quantitative Scoring & Project Rating Worksheet Section III

Other Equipment: Computer system, software, maintenance and or communication.

If you are making a request for new equipment based on the “inadequacy” of your old equipment, please include a detailed description of the make and year model of the equipment to be replaced. The equipment must be used to support your transportation operation, that is, the number of vehicles you operate in your transportation program. (Information must be consistent with the chart on page 14.)

1. How many vehicles in the Service Fleet (including back up)? _____ (Maximum 15 pts)	
2. Is the applicant currently using a manual system for scheduling, vehicle tracking, etc. and/or has no dispatch communication equipment? (Application page 14) 5 points	
OR	
3. Does the applicant need to replace inadequate equipment to improve efficiency? (Application page 14)	
Equipment more than 5 years old – 5 pts 3 to 5 years old – 3 pts Less than 3 years old – 0 pts	
Total	

LIST EXISTING EQUIPMENT THAT NEEDS TO BE REPLACED

	EXISTING EQUIPMENT	MAKE/MODEL	YEAR PURCHASED
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



FTA Section 5310
 Elderly & Disabled Specialized Transit
 2009 Federal Funding Cycle
**Quantitative Scoring
 & Project Rating Worksheets**

CONTENTS

	Page	Maximum Points
Section I Ability of Applicant	2	32
Section II Coordination Planning	3	18
Coordinated Plan Requirements (12 pts)		
Coordination - Use of Vehicles/Equipment (6 points)		
Section III Transportation Service		20
Replacement.....	4	
Service Expansion.....	5	
Other Equipment.....	6	
Section IV Service Effectiveness	7	30
Project Scoring Form	8	
Maximum Total Per Requested Project		100

Scored by: (RTPA Name and Phone Number)
Agency submitting Application:
Signature of Person Scoring and Verified Eligibility of Applicant

Quantitative Scoring & Project Rating

(See Application Part III – Pg. 15-18)

Evidence of an applicant’s experience and history of providing efficient and effective transit services.

SECTION – I
Ability of Applicant

Score

<p>1a. Applicant has experience providing existing specialized transportation services for elderly or individuals with disabilities for:</p> <p style="text-align: right;">More than 5 years = 4 _____ 3 to 5 years = 3 _____ 1 to < 3 years = 2 _____ Less than 1 year = 0 _____</p> <p style="text-align: center;">OR</p> <p>1b. Applicant has experience in providing social services (non-transportation) for elderly or individuals with disabilities:</p> <p style="text-align: right;">Applicant demonstrates support from the local RTPA or CTSA (attach letter) = 2 _____ And applicant has provided social services for More than 3 years = 2 _____ 1 to 3 years = 1 _____ Less than 1 year = 0 _____</p>	
<p>Scoring criteria for the following questions: 0 = Does not address question 1 = Addresses question without attaching relevant documentation. 2 = Addresses question completely and attaches relevant documentation</p> <p>2. Driver training program: New and continuing driver training, including classroom and road testing = 2 _____ Sensitivity Training, Emergency Preparedness, First Aid, and CPR = 2 _____</p> <p>3. Dispatching Plan: Description of dispatching plan = 2 _____</p> <p>4. Maintenance plan including the following: Pre- and post- trip inspection description = 2 _____ Preventative and routine maintenance description, with maintenance and inspection forms = 2 _____ Contingency plans for when equipment is not available for service = 2 _____</p> <p>5. California Highway Patrol (CHP) Inspections Inclusion of satisfactory CHP or Caltrans inspection or documentation that such an inspection is not required = 2 _____</p> <p>Annual Budget/Fund Sources: 6. Agency describes other funding received or why other funding is not available = 2 _____ 7. Qualified audit for agency included with no instances of non-compliance = 2 _____</p> <p>Emergency Operations and Response Planning: 8. Emergency planning and drill activities, and county coordination. = 2 _____ 9. Identified available accessible vehicles (including capacity) to the county for use in emergency evacuations. = 2 _____</p> <p>Proposed Budget for Transportation Program: 10. All sources of estimated income are identified for proposed project. = 2 _____ 11. Budget for applicant agency includes prior, current, and budget year. = 2 _____ 12. Appropriate funding source for local match is identified. = 2 _____</p>	
Total Points Maximum 32	

Quantitative Scoring & Project Rating

(See Application Part III – Pg. 19 and 20)

**SECTION – II
Coordination Planning**

- 0 – Does not address question and/or does not include Coordinated Plan section or page number
- 3 – Addresses question & indicated Coordinated Plan section and/or page number

COORDINATED PLAN REQUIREMENTS (Maximum 12 points (3 points per question))

<p><i>Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).</i></p> <p>1. Generally describes available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, ADA complementary Paratransit services as contained in the Coordinated Plan by section and/or page number.</p>	
<p><i>Element 2: An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.</i></p> <p>2. Describes transportation needs of individuals with disabilities or elderly individuals to be served by the proposed project as contained in the Coordinated Plan by section and/or page number.</p>	
<p><i>Element 3: 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.</i></p> <p>3. Identifies coordination strategies activities and/or efficiencies by name. Accurately describes <u>how this project addresses strategies, activities and/or efficiencies</u>. Includes section and/or page number of Coordinated Plan.</p>	
<p><i>Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.</i></p> <p>4. Identifies the Coordinated Plan’s implementation priorities. Accurately describes <u>how this project addresses them</u>. Includes section and/or page number of Coordinated Plan.</p>	
Total Planning Score Maximum 12	

COORDINATION – USE OF VEHICLES/EQUIPMENT Maximum 6 points (3 points each)

(See Application Part III – Pg. 21)

<p>1. Clearly describes how vehicles, equipment or services in agency’s existing fleet are used to provide coordinated service for another agency’s clients or how these vehicles are shared with another agency(s).</p>	
<p>2. Clearly describes plan for coordinating use of requested vehicle(s) or equipment. (1 point per type of coordination or sharing of resources, up to 3 points.) Examples:</p> <ul style="list-style-type: none"> • Shared use of vehicles • Dispatching or scheduling • Maintenance • Back up transportation • Staff training programs • Joint procurement of services and supplies from funding sources other than Section 5310 • Active participation in local social service transportation planning process • Coordination of client trip(s) with other transportation agencies • Other – please describe 	
<p>3. Clearly identifies attempts the agency has made to coordinate. Explains why coordinating isn’t possible. Provides supporting documentation letter from CTSA or RTPA confirming that no opportunities for coordination currently exist for requested equipment.</p>	
Total Coordination of Vehicles Score Maximum 6	

REPLACEMENT – Vehicles to be replaced that are currently in Active Service.

VEHICLE USEFUL LIFE CRITERIA

TYPE OF VEHICLE	EXISTING VEHICLE MILES AND AGE	SCORE
Minivan, Modified Van	175,000 to 200,000 or 8 years20
	150,000 to 174,999 or 7 years 15
	125,000 to 149,999 or 6 years10
	100,00 to 124,999 or 5 years5
	Less than 100,000 miles or 4 years old not eligible0
Bus Type I, IA, IB, II, III	225,000 - 250,000 or 9 years20
	200,000 – 224,999 or 8 years 15
	175,000 – 199,999 or 7 years10
	150,000 – 174,999 or 6 years5
	Less than 150,000 or 5 years not eligible0
Bus Type VII	275,000 – 300,000 or 11 years20
	250,000 – 274,999 or 10 years 15
	225,000 – 249,999 or 9 years10
	200,000 – 224,999 or 8 years5
	Less than 200,000 or 7 years not eligible0
Bus Type VIII	425,000 – 449,999 or 14 years20
	400,000 – 424,999 or 13 years 15
	375,000 – 399,999 or 12 years10
	350,000 – 374,999 or 11 years5
	Less than 350,000 or 10 years not eligible0

Replacement: Determination that an applicant's vehicle needs to be replaced in order to continue its existing transportation services. For each new vehicle requested a vehicle currently in **active service** will be removed and sold or placed into backup service. Sedans and SUV's are no longer eligible as replacement vehicles.

Active Service: Vehicle is providing service throughout the agency's normal days and hours of operation.

Excessive Maintenance: Vehicle does not meet minimum useful life but needs to be replaced due to excessive maintenance. Requests must have prior approval from Branch Chief of the Elderly and Disabled Specialized Transit Program.

Score each replacement vehicle using the chart

Maximum 20 points each

Type of Vehicle	VIN - last 5 numbers	Disposition: Sell or Backup	Mileage	Age	Score

* If requesting new system (base station and mobile radios) score under **Other Equipment**.

Quantitative Scoring & Project Rating
 (See Application Part III – Pg. 24 Other Equipment)

SECTION – III

OTHER EQUIPMENT - Determination that ancillary equipment will provide critical support to the applicant's transportation program.

Criteria	Points	Score
1. Equipment will coordinate fleet of 10 or more vehicles (app. page 22 or 23)	10	15
	9	13
	8	11
	7	9
	6	7
	5	5
	4	3
	Less than 3 vehicles	1

2. Applicant is currently using manual system for scheduling, vehicle tracking, etc. and/or has no dispatch communication equipment. (Application page 14)	5	
OR		
3. Applicant needs to replace inadequate equipment to improve efficiency. (Application page 14)		
	More than 5 years	5
	3 to 5 years	3
	Less than 3 years	0
	Total Points	

Other Equipment: - Computer system, Software, Maintenance equipment, Communication system or other.

Describe and Score **each** request

Maximum Points 20

Equipment Requested	Score

Quantitative Scoring Criteria & Project Rating

**SECTION – IV
Service Effectiveness**

(See Application Part III – Pg.22, 23 Transportation Services)

Determination that existing fleet is fully utilized (days and hours, passenger trips and service area) including usage of vehicle(s) by another agency through a coordination plan.

Round to the nearest whole number.

Existing transportation provider: Total service hours per week divided by number of vehicles (excluding vehicles in back up service). First-time transportation provider: Total projected service hours per week divided by number of vehicles (excluding vehicles in back up service).		SCORE
Over 36 hours per week = 10 35 to 36 = 9 33 to 34 = 8 31 to 32 = 7 29 to 30 = 6	27 to 28 = 5 25 to 26 = 4 23 to 24 = 3 20 to 22 = 2 Less than 20 hours per week = 0	
AND Existing transportation provider: Sum of the total one-way passenger trips per day divided by total service hours per day (excluding backup service). First-time transportation provider: Projected number of daily one-way passenger trips divided by total vehicle service hours.		SCORE
Over 8 passengers per service hour = 10 7 to 8 = 8 5 to 6 = 6	3 to 4 = 4 1 to 2 = 2 Less than 1 passenger per service hour = 0	
AND Existing transportation provider: Total miles per day divided by number of vehicles. First-time transportation provider: Projected number of miles for requested vehicle per day.		SCORE
Over 102 miles per vehicle = 10 95 to 102 = 9 87 to 94 = 8 79 to 86 = 7 71 to 78 = 6 63 to 70 = 5	55 to 62 = 4 47 to 54 = 3 39 to 46 = 2 Over 30 to 38 = 1 Less than 30 miles per vehicle 10 = 0	
Additional Points Possible -Total cannot exceed 30 points		
Existing transportation provider: Current wheelchair users as a percentage of current total users. New or expanded transportation provider: Projected wheelchair users as a percentage of current total users.		SCORE
More than 65% = 10 61 to 65% = 9 56 to 60% = 8 51 to 55% = 7 46 to 50% = 6	41 to 45% = 5 36 to 40% = 4 31 to 35% = 3 26 to 30% = 2 20 to 25% = 1 Less than 20% = 0	
		Total Score Maximum 30

Project Rating Worksheet

Agency: _____ RTPA: _____

	Project Request	If Replacement Vehicle - VIN	Sect 1 (Max 32pts)	Sect II (Max 18pts)	Sect III (Max 20pts)	Sect IV (Max 30pts)	Total (Max 100pts)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

50

PCC

DATE: March 5, 2009
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC Membership Appointment Recommendation and Update

Background:

The Solano Transportation Authority's (STA) Paratransit Coordination Council (PCC) By-Laws stipulate that there are eleven members on the PCC. Many of the positions are to be filled by specific types of organizations or paratransit riders. At the January meeting, there was only one (1) vacancy for a Social Service Provider.

Discussion:

On January 15, 2009, staff received a resignation e-mail from Transit User, PCC member Cathy Cooper due to health reasons. She has enjoyed learning all about transportation issues in Solano County and hopes the PCC finds a more reliable replacement. On January 27, 2009, staff also received a resignation e-mail from Public Agency, Department of Health and Human Services PCC member, Kim Barkus. In the e-mail, Kim states that it has been a joy working with all the members and she wishes the group well.

With these two resignations, there are currently three remaining vacancies; one (1) is for a Transit User, one (1) are for Social Service Provider and one (1) for Public Agency/County of Solano. The status of the current PCC membership is attached.

Dawna Ferneau works for Independent Living Resource Center (ILRC). Dawna's interests are accessible, available, and affordable transportation for people with disabilities. She has attended the last PCC meeting and has expressed interest in becoming a PCC member as a Social Service Provider.

If Dawna is appointed by the STA Board, there will remain two vacancies. STA staff will continue to recruit for additional PCC members and input from the committee is welcomed.

Recommendation:

Recommend the Solano Transportation Authority (STA) Board appoint Dawn Ferneau to the Paratransit Coordinating Council

Attachments:

- A. PCC Membership Status (3/09)

THIS PAGE INTENTIONALLY LEFT BLANK

PCC Membership Status (03/09)

Voting Members	Category	Agency	Appointed	Chair/Vice
George Bartolome, Chair	Social Service Provider	Vallejo Transitions	1/19/07*	1/18/2008
Richard Burnett, Vice Chair	MTC/EDAC Representative		1/10/07	1/18/2008
Jim Williams	Member-at-Large		1/19/07*	
Jim Simon	Member-at-Large		1/19/07*	
Caterina Evanson	Public Agency, Education-related Services	Solano Community College Representative	1/19/07*	
Tom Morgan	Transit User		6/13/07	
Shirley Stacy	Transit User		1/18/08	
Jamie Johnson	Social Service Provider	Solano Diversified Services	12/10/08	
Vacant - Appointment Pending	Social Service Provider			
Vacant - seeking 1 member	Public Agency/County of Solano			
Vacant - seeking 1 member	Transit User			
* By-Laws changed 1/07 to include re-appointment by STA Board. Existing members as of 12/06 will use 1/19/07 as appointment date.				

THIS PAGE INTENTIONALLY LEFT BLANK

PCC

DATE: March 5, 2009
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Unmet Transit Needs Public Hearing for Fiscal Year (FY) 2009-10

Background:

Transportation Development Act (TDA) Article 4/8 funds are distributed to cities and counties based upon a population formula and are primarily intended for transit purposes. However, TDA funds may be used for streets and roads purposes in counties with a population of less than 500,000, if it is annually determined by the regional transportation planning agency (RTPA) that all reasonable unmet transit needs have been met.

Solano County is the one county in the Bay Area that has local jurisdictions using TDA funds for streets and roads. For FY2009-10, two out of eight jurisdictions plan to use TDA funds for streets and roads (Rio Vista and the County of Solano). Annually, the Metropolitan Transportation Commission (MTC), the state designated Regional Transportation Planning Agency (RTPA) for the Bay Area, holds a public hearing in the fall to begin the process to determine if there are any transit needs not being reasonably met in Solano County. Based on comments raised at the hearing and the received written comments, MTC staff then selects pertinent comments for Solano County's local jurisdictions for response. The STA coordinates with the transit operators who must prepare responses specific to their operation.

Discussion:

Once STA staff has collected all the responses from Solano County's transit operators, a coordinated response is forwarded to MTC. Evaluating Solano County's responses, MTC staff determines whether or not there are any potential comments that need further analysis. If there are comments that need further analysis, MTC presents them to MTC's Programming and Allocations Committee (PAC) to seek their concurrence on those issues that the STA or the specified transit operator would need to further analyze as part of the Unmet Transit Needs Plan.

If the transit operators, the STA and Solano County can thoroughly and adequately address the issues as part of the preliminary response letter, MTC staff can move to make the finding that there are no unreasonable transit needs in the county. Making a positive finding of no reasonable transit needs will allow the two agencies (Rio Vista and County of Solano) who plan to claim TDA for streets and roads purposes to submit those TDA Article 8 claims for FY 2009-10. All TDA claims for local streets and roads are held by MTC until this process is completed.

This year's annual Unmet Transit Needs public hearing for FY 2009-10 was held on December 15, 2008. STA staff worked with MTC and local transit operators to outreach to the public. MTC produced a flyer that announced the public hearing; it was provided to transit operators to post on their buses and at other locations. Staff from three transit operators attended. Three members from the public testified and further comments were received by MTC.

MTC has summarized the key issues of concern and forwarded them to the STA to coordinate a response (Attachment A). The Unmet Transit Needs issues are also presented in a format that identifies which operators should provide a draft response to the STA as the first step to coordinate the county response (see Attachment B). The following is the schedule to timely submit the response to MTC.

- **February 25, 2009** – Assign the questions to the Transit Operators.
- **March 11, 2009** – Deadline for Transit Operators to provide responses to STA allowing time to preparation of the staff report and production of the agenda for the Consortium and TAC to review and approval.
- **March 20, 2009** – Present issues to the Paratransit Coordinating Council.
- **March 25, 2009** – Consortium and TAC review and approve responses.
- **April 15, 2009** – STA Board review and approval.
- **April 17, 2009** – Submit responses to MTC.
- **May 14, 2009** - Responses are submitted for approval to the Programming and Allocations Committee at MTC.

If the above timeline is not followed, it may cause significant time delays. The next PCC meeting will be held May 19, 2009. Additionally, MTC staff who handles the TDA claims may have time constraints handling the Unmet Needs Responses along with all the regional TDA claims which peak in June. The streets and roads portion of the TDA claims will be delayed until the Unmet Needs process is complete. The County of Solano and the City of Rio Vista Street and Roads TDA claims could be impacted.

Recommendation:
Informational.

Attachment:

- A. MTC February 10, 2009 Letter Regarding: FY 2009-10 Unmet Transit Needs
- B. Draft matrix of issues



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL. 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

February 10, 2009

RECEIVED

FEB 12 2009

SOLANO TRANSPORTATION
AUTHORITY

Bill Dodd, Chair
Napa County and Cities

Scott Haggerty, Vice Chair
Alameda County

Tom Asunbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

Dean J. Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

Chris Daly
City and County of San Francisco

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sue Lempert
Cities of San Mateo County

Jake Mackenzie
Sonoma County and Cities

Jon Rubin
San Francisco Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Adrienne J. Tisdler
San Mateo County

Anny Warth
Cities of Contra Costa County

Ken Yeager
Santa Clara County

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Operations

Andrew B. Fremier
Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

Mr. Daryl Halls
Executive Director
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

Dear Mr. Halls:

I have reviewed the transcript of the comments received at the Solano County Unmet Transit Needs public hearing held on December 15, 2008, and also reviewed comments contained in correspondence received by MTC during the public comment period. As you know, the recently concluded unmet transit needs public participation process pertains to FY 2009-10 Transportation Development Act (TDA) fund allocations for streets and roads purposes.

Enclosed with this letter is a copy of the transcript of the public hearing, and copies of all correspondence received by MTC as a result of the public participation in the Solano County Unmet Transit Needs process. These materials encompass all comments received by MTC.

Unmet transit needs pertain to the levels and locations of service, fare and transfer policies, and matters related to transit facilities (e.g. bike racks, bus stops) and transit safety. In addition, unmet transit needs include requirements of the Americans with Disabilities Act and the provision of welfare-to-work public transit. The purpose of this hearing, set forth by statutes, is to ascertain those reasonable transit needs not being met by current service in Solano County. Several of the comments made at the hearing or received by MTC are deemed to be minor or are not relevant to specific transit service and the use of TDA funding.

Listed below are the preliminary issues that were raised as part of this year's Solano County Unmet Transit Needs process.

Preliminary Issues

1. Fairfield service comments – Requests for more stops and shelters Peabody Road/Huntington Drive for Fairfield Rt. 2. Add shelter with seats on Air Base Parkway. Requests for better connections to Vacaville, Vallejo, Benicia and Rio Vista.
2. Vallejo service comments – Requests for return of hourly headways to Route 3 and increased frequency for Route 78. Develop more stops on Columbus Parkway for Route 22 and a more direct route to Benicia. Later service on Vallejo Route 5 from the Vallejo Center of Solano College.

3. Route 90 service comments – Request for later service on Route 90, more Route 90 service stopping in Suisun, better driver training, passenger training and customer support on Route 90.
4. Benicia service comments – More service from Benicia to Fairfield in the commute hours and better coordination with Route 90 and service to Davis and Sacramento.
5. Paratransit service comments - Reduce paratransit pickup window to 10 minutes from 15 minutes. Increase pickup ‘wait’ from 5 minutes to 7 minutes. Increase ability to schedule trips – longer than one week in advance. Earlier ADA service in Fairfield and the removal of ‘standby’ status for trips.

The list above summarizes all *relevant* comments made through this year’s unmet transit needs process without regard to the merit or reasonableness of the comment or request. However comments deemed to be minor or not relevant to specific transit service and the use of TDA funding were not included. These would include the following types of comments:

- Comments regional in nature and not germane to the use of TDA funds for streets and roads purposes (e.g., extending BART to Vallejo)
- Comments already identified in last year’s unmet transit needs process and addressed satisfactorily by the Solano Transportation Authority (STA) response.
- Incidents (e.g., tardiness of a bus or paratransit van; behavior of a particular driver) do not rise to the level of an unmet transit need; unless, public comment reveals a pattern to such incidents that might warrant policy or operational changes. Other “minor” issues include better distribution of transit information, better information on the location of late paratransit vehicles, minor delays in picking up passengers etc. While these comments are important to the comfort and convenience of the transit systems’ patrons, they are not unmet transit needs. MTC is confident that the STA, working with the transit operators, can address these issues.
- Finally, general transportation issues such as the economics of automobile use, the transportation impacts of land-use decisions, and the priorities of federal gas tax revenues, etc. which are not directly germane to specific transit services in Solano County are not considered to be relevant to the unmet transit needs process.

The next step in the unmet transit needs process is for a review of the preliminary issues by STA staff, in cooperation with staff members of the city and county jurisdictions in Solano County. Please provide us with an evaluation of each of the preliminary issues, listed above, at your earliest opportunity. Your response, as well as a description of the approach the cities and County intend to take in addressing these issues, will help us develop recommendations in a complete and fair manner. STA staff should provide MTC with substantive information supporting one of the following for each issue:

1. that an issue has been addressed through recent changes in service; or
2. that an issue will be addressed by changes in service planned to take place through the fiscal year 2009-10; or
3. that the service changes required to address an issue have been recently studied and determined not reasonable based on locally established standards; or

February 10, 2009

Page 3 of 3

4. that the evaluation of the issue resulted in the identification of an alternative means of addressing it; or that an issue has not been addressed through recent or planned service changes, nor recently studied.

“Substantive information” supporting categories (1), (2) or (3) above could include reports to the Solano Transportation Authority Board describing recent or planned changes in service; citation to a recently completed study such as a Short Range Transit Plan or a Countywide Transportation Plan; or, a short narrative describing how the issue was or will be addressed. Any issues which fall into category (4) will be considered by MTC staff for recommendation to the MTC Programming and Allocations Committee (PAC) as an unmet transit need.

Pursuant to MTC Resolution No. 2380, we will present our staff recommendation to MTC’s PAC identifying those issues that the cities and County must address prior to MTC’s consideration of FY 2009-10 TDA fund requests for streets and roads purposes. Receipt of your responses are requested one month prior to our PAC meeting date (second Wednesday of the month) to include this item on the PAC agenda. Do not hesitate to contact me or Bob Bates of my staff at (510) 817-5733 if you have any questions.

Sincerely,



Alix A. Bockelman
Director, Program & Allocations Section

Enclosures

cc (without enclosures):

Jim Spering, MTC Commissioner
Scott Haggarty, MTC Commissioner
Gene Cortright, City of Fairfield
Gary Leach, City of Vallejo
Dale Pfeiffer, City of Vacaville
Robert Sousa, City of Benicia
Jeff Matheson, City of Dixon
Brent Salmi, City of Rio Vista
Fernando Bravo, City of Suisun City
Birgitta Corsello, County of Solano
George Bartolome, Chair, Solano County PCC (c/o Elizabeth Richards, STA)

J:\PROJECT\Funding\TDA~STA Administration\ Unmet Transit Needs\ a UTN FY10 (Dec 2008)\Preliminary Issue Letter Feb 10 2009.doc

THIS PAGE INTENTIONALLY LEFT BLANK

Solano County
Unmet Needs Process
FY 2009-2010

Listed below are the preliminary issues that were raised as part of 2009-2010 Solano County Unmet Transit Needs process.

1	Fairfield and Suisun Transit	Fairfield and Suisun Transit uses all of its TDA for transit
		Issue: Request for more stops and shelters at Peabody Road/Huntington Drive for Fairfield Rt. 2 Add shelter with seats on Air Base Parkway. Request for better connections to Vacaville, Vallejo, Benicia, and Rio Vista.
		Type of Response (1-4)*
		Response:
2	Fairfield and Suisun Transit	Fairfield and Suisun Transit uses all of its TDA for transit
		Issue: Request for later service on Rt. 90, more service stopping at Suisun City, better driver training, passenger training, and customer support on Rt.90
		Type of Response (1-4)*
		Response:
3	Fairfield and Suisun Transit	Fairfield and Suisun Transit uses all of its TDA for transit
		Issue: More service from Benicia to Fairfield in the commute hours and better coordination with Rt.90 and service to Davis and Sacramento.
		Type of Response (1-4)*
		Response:
4	Fairfield and Suisun Transit	Fairfield and Suisun Transit uses all of its TDA for transit
		Issue: Reduce paratransit pickup window to 10 minutes from 15 minutes. Increase pick "wait" time from 5 minutes to 7 minutes. Increase ability to schedule trips-- longer than one week in advance. Earlier ADA service in Fairfield and removal of 'standby' status for trips.
		Type of Response (1-4)*
		Response:
5	Vallejo Transit	Vallejo Transit uses all of its TDA for transit
		Issue: Request for return of hourly headways to Rt. 3 and increased frequency for Rt. 78. Later service on Vallejo Rt. 5 from the Vallejo Center of Solano College.
		Type of Response (1-4)*
		Response:
6	Benicia Breeze	Benicia Breeze uses all of its TDA for transit
		Issue: Develop more stops on Columbus Parkway for Route 22 and a more direct route to Benicia.
		Type of Response (1-4)*
		Response:

*Footnote

1. that an issue has been addressed through recent changes in service, or
2. than an issue will be addressed by changes in service planned to take place through the fiscal year 2008-09; or
3. that the service change required to address an issue have been recently studied and determine not reasonable based on locally established standards; or
4. that the evaluation of the issue resulted in the identification of an alternative means of addressing it, or that an issue has not been addressed through recent or planned service changes, nor recently studied.

THIS PAGE INTENTIONALLY LEFT BLANK

PCC

DATE: March 5, 2009
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: PCC New Member Orientation Materials

Background/Discussion:

To clarify the responsibilities of each PCC member, and to provide a background so new members will have a basis to make decisions, staff has assembled a PCC New Member Orientation Package.

The orientation materials included are:

1. Bylaws of the Paratransit Coordinating Council
2. The Paratransit Coordinating Council's Functions and Responsibilities
3. PCC Work Plan
4. Acronyms List
5. Paratransit Coordinating Council Brochure
6. Solano County Senior and Disabled Transit Study

Recommendation:

Informational.

Attachments:

- A. Bylaws of the Paratransit Coordinating Council
- B. The Paratransit Coordinating Council's Functions and Responsibilities
- C. PCC Work Plan
- D. Acronyms List

Available as Handout at Meeting
Paratransit Coordinating Council Brochure
Solano County Senior and Disability Transit Study

THIS PAGE INTENTIONALLY LEFT BLANK



BYLAWS
of the
SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)
Revised July 20, 2007

ARTICLE I NAME

Section 1. The name of this organization shall be the Solano Paratransit Coordinating Council (PCC), hereinafter called COUNCIL.

ARTICLE II AUTHORIZING AGENCY

Section 1. The Solano Transportation Authority (STA) is the authorizing agency for the Paratransit Coordinating Council and shall approve all appointments to the Council and amendments to the Bylaws of the Council.

ARTICLE III PURPOSE

Section 1. The Council shall serve as an advocate for improved availability of transit services for the elderly, disabled, minorities, economically disadvantaged and other transit dependent persons.

Section 2. The Council shall advise the Solano Transportation Authority, the Metropolitan Transportation Commission, and other appropriate funding agencies in the expenditure of all available paratransit revenues.

Section 3. The Council shall serve as a forum to bring together the diverse perspectives of those individuals and groups seeking to provide the best possible transportation services for the above designated transit dependent individuals.

ARTICLE IV FUNCTION

Section 1. The Council shall increase cooperation and coordination in the availability of transportation services by minimizing overlap and duplication in the use of resources at the policy, management, and service delivery levels.

Section 2. The Council shall review proposals requesting Federal, State and/or local paratransit monies and make recommendations on these proposals to the appropriate funding agencies.

Section 3. The Council shall provide a forum for discussion of common goals and recommended actions affecting paratransit. This coordination is intended to result in increased utilization of transit services and reduced costs, by means of shared vehicles, insurance pooling and other coordinated actions.

Section 4. The Council shall be an advocate for the best possible use of existing transit

adequate technical information and a wide range of regional and institutional perspectives are available to assist the Council in its deliberations. Membership in this portion of the Council shall include the following:

- a) Solano Transportation Authority Staff
- b) All Solano County Public Transit Agencies
- c) Metropolitan Transportation Commission Staff
- d) Caltrans District 4
- e) County Board of Supervisors Staff

Section 3. The term of service on the Council shall be three years. A member may continue to serve through reappointment by the STA Board.

Section 4. Recommendations to the Solano Transportation Authority of appointments to the Council may be made at a regular meeting of the Council by a two-thirds (2/3) vote of those present.

Section 5. Each participating agency shall name its representative and one alternate; the consumers shall be nominated by the Council and they shall name their own alternates. Each member of the Council shall have one vote. An alternate shall assume that right to vote when acting on behalf of the member representative.

Section 6. Council members who do not attend three (3) regularly scheduled meetings in succession and do not contact staff to indicate that they will not be present shall have their positions declared vacant. Absence after contacting staff constitutes an "excused absence." Excused and unexcused absences in any one calendar year period shall be documented in the minutes of each meeting. If a Council member has missed a combination of six (6) meetings of excused and unexcused absences, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next meeting, the position will be declared vacant at that time.

ARTICLE VI OFFICERS

Section 1. The Council shall nominate and elect annually a Chair-person and a Vice-Chairperson. Staff of the Solano Transportation Authority shall be responsible for secretarial functions.

Section 2. A Nominating Committee, consisting of three (3) members, shall be selected in October of each year. A slate of prospective officers shall be presented to the Council at the December meeting and an opportunity provided for nominations from the floor. The election of officers shall take place at the end of this meeting with the new officers to be seated at the January meeting.

Section 3. The terms of office of the Chairperson and Vice-Chairperson shall be two (2) years. A minimum of one (1) year must elapse before either of the officers can serve again.

services and for the provision of new services to address unmet needs for those who are transit dependent. It shall channel input and suggestions to existing paratransit services in the County and keep informed of the special needs of transit dependent people, augmenting the information contained in the Solano County Multimodal Transportation Plan, the annual ADA Joint Paratransit Compliance Plan updates; and other plans and studies that address paratransit issues in Solano County.

Section 5. The Council shall offer assistance to groups and/or agencies applying for Federal, State, and/or other appropriate funds for paratransit services; continue to be aware of potential funding sources; disseminate transportation information to as wide an audience as possible within the County, and at the same time seek to coordinate with other groups which have a regional interest in transportation.

ARTICLE V MEMBERSHIP

Section 1. The Council shall be composed of representatives of private, public and nonprofit providers and consumers of transit services whose interests are consistent with the purpose of the Council and who shall represent all communities in the County.

Section 2. The Council shall consist of a number of representatives from the groups listed below. The number of voting members in each of these categories is indicated in parentheses after the group. In selecting members for the Council every effort will be made to ensure that the needs and perspectives of members of minority groups will be adequately represented.

- 1) Voting Members (11)
 - a) Transit Users (3)
 - i) Elderly (1) (60 or older)
 - ii) Handicapped (1)
 - iii) Low Income (1)
 - b) Members at Large (2)
 - c) Public Agencies (2)
 - i) County Department of Health and Social Services (1)
 - ii) Education –Related Services (1)
 - d) Social Service Providers (3)
 - i) Three Council members will be selected from agencies experienced in the provision of services for the physically disabled, the elderly, and those in rural areas, including, when possible, social service providers of transportation. Every effort will be made to ensure that the needs and perspectives of both non-profit and for-profit providers are adequately represented in this section of the Council.
 - e) The Elderly or Disabled MTC Advisor for Solano County.

2) Non-Voting Members

Non-voting membership on the Council is intended to ensure that

- Section 4. If the Chairperson resigns his/her position, the Vice-Chairperson shall step into the vacated spot and a special nominating committee will appoint a new Vice-Chairperson. Service in this temporary position shall not bar the interim Chairperson from running in a subsequent election for Chairperson.
- a. It shall be the duty of the chairperson to preside over all meetings of the Council, and to appoint committees as necessary.
 - b. It shall be the duty of the vice-chairperson to assist the chairperson in the execution of the office and to preside at meetings in the event of the absence of the chairperson.
 - c. It shall be the duty of the secretary (STA Staff) to keep a written record of all meetings of the Council and other tasks as appropriate.
- Section 5. Officers of the Council shall constitute an executive committee and are empowered to begin a committee meeting in situations in which a full quorum is not present for a regular meeting.

ARTICLE VII MEETINGS

- Section 1. The Council shall call at least six (6) regularly scheduled meetings a year. The meetings will be held the third Friday of every other month, subject to change.
- Section 2. Special meetings may be called at the discretion of the chairperson, or staff, or at least one-third of the membership (requesting such meeting in writing to staff), as necessary.
- Section 3. The secretary shall give written notice of all meetings of the Council to each Council member and others on the approved mailing list prior to the meeting date. At the direction of the Council, when it is deemed appropriate, efforts will be made to provide a broader public notification of meetings.
- Section 4. All meetings shall be public meetings.

ARTICLE VIII COMMITTEES

- Section 1. Committees shall be constituted at the discretion of the Council to research issues related to the Council’s mission, to carry out short-term defined special activities that support the Council’s function and to report their findings and activities back to the Council.
- Section 2. Committees shall fall into two broad categories: structural and informational.
- a. Structural committees are committees such as the Bylaws Committee that handle matters related to structure and basic function of the Council.
 - b. Informational committees are those that are designed to carry out tasks

to provide the Council with information and resources that will improve its ability to carry out its mission. Decisions about the category into which a committee falls shall be made solely at the discretion of the Council as a whole.

Section 3. Only Council members may serve on structural committees. A structural committee may request the services of a non-member as a consultant when necessary.

Section 4. Both Council members and members of the community at large may serve on informational committees. Information committees may also seek the assistance of a consultant when necessary.

ARTICLE IX QUORUM

Section 1. Forty (40) percent of the filled voting member positions shall constitute a quorum authorized to transact any business duly presented at a meeting of the Council. The Chairperson shall not vote on any item unless there is a tie. In case of a tie vote, the Chairperson shall cast the deciding vote.

ARTICLE X PARLIAMENTARY PROCEDURE

Section 1. The rules contained in Roberts' "Rules of Order", as last revised, shall govern the proceedings of the council to the extent they are not inconsistent with these bylaws.

ARTICLE XI AMENDMENTS, CORRECTIONS OR CHANGES IN THE BYLAWS

Section 1. Recommendations for amendments of these bylaws, in whole or in part, may be made by a majority vote at any duly organized meeting of this Council, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member at least thirty (30) days prior to the date of the meeting.

ARTICLE XII CONFLICT OF INTERESTS

Section 1. No member of the Council shall make, participate in making, or use his/her official position as a member to influence a Council decision in which he/she has a financial interest or a conflict of interest. A conflict of interest shall include, but is not limited to, a Councilmembers' membership in or affiliation with any organization which benefit from any action under consideration by the Council.

Section 2. Letters written by Authority Committees that are directed outside the Authority must be reviewed by the Executive Director and if in the opinion of the Executive Director, the contents and intent of the letter is either non-controversial or consistent with Board policies, the letter will be sent out. In all other cases the letter must be approved by Board action.

THIS PAGE INTENTIONALLY LEFT BLANK

PCC

SOLANO PARATRANSIT COORDINATING COUNCIL

Function and Responsibilities

I. BYLAWS AND RESPONSIBILITIES OF PCC MEMBERS

a. What is the PCC? What are its functions and role in the region?

The Paratransit Coordinating Council (PCC) is the social services transportation advisory committee for the Solano Transportation Authority (STA). The PCC shall serve as an advocate for improved availability of transit services for the elderly, disabled, minorities, economically disadvantaged and other transit dependent persons. The PCC shall advise the STA, the Metropolitan Transportation Commission (MTC), and other appropriate funding agencies in the expenditure of all available paratransit revenues. The PCC shall serve as a forum to bring together the diverse perspectives of those individuals and groups seeking to provide the best possible transportation services for the above designated transit dependent individuals.

b. Explain the terms for becoming and remaining a voting member of the PCC.

To become a member of the PCC, prospective candidates must attend two (2) consecutive PCC meetings. The candidates are appointed by a two-thirds (2/3) vote of the STA Board. The term of service on the PCC is three (3) years. PCC members who do not attend three (3) regularly scheduled meetings in succession and do not contact staff to indicate that they will not be present shall have their positions declared vacant. If a Member has missed a combination of six (6) meetings of excused and unexcused absences, he or she will be sent a written notice of intent to declare the position vacant.

II. FORMAT OF MEETINGS

a. Explain officer positions, meetings, quorum, parliamentary procedure, and conflicts of interest.

Officer Positions: A Chair and Vice-Chair are elected annually during the last meeting of the year. The terms of office of the Chair and Vice-Chair shall be two (2) years. A minimum of one (1) year must elapse before either of the officers can serve again.

Meetings: The PCC shall meet at least six (6) meetings a year. All meetings shall be public meetings.

Quorum: Forty percent (40%) of the filled voting members' positions shall constitute a quorum authorized to transact any business duly presented at a meeting of the PCC.

Parliamentary Procedure: The meetings shall be governed by Roberts' "Rules of Order".

Conflicts of Interests: No member of the Council shall make, participate in making, or use his/her official position as a member to influence a Council decision in which he/she has a financial interest or a conflict of interest.

III. SECTION 5310 FUNCTIONS

a. What is the Section 5310 Program?

Section 5310 makes federal funds available for the purpose of meeting transportation needs of elderly persons and persons with disabilities where public mass transportation services are otherwise unavailable, insufficient, or inappropriate. Typical Section 5310 purchases include, but are not limited to, vans and buses, communication equipment, and computer hardware and software.

b. Scoring Process.

Projects are awarded through a competitive statewide application process. Regional transportation planning agencies (in this case, MTC) score projects from their region utilizing the California Transportation Commission adopted project-scoring criteria and sends a scored list of their projects to Caltrans. Caltrans forwards the regional lists to the statewide review committee which supplies a draft statewide prioritized list based on project scores calculated by the regions and determine a "cutoff point" (score) on the draft list based on the Commission's adopted criteria. The committee rescores any projects that are incorrectly scored by the regions and creates a statewide-prioritized list of projects representing 110% of the estimated available funds. The statewide review committee holds a staff level hearing for all stakeholders to discuss the statewide-prioritized list and hear any appeals on technical issue. The statewide evaluation committee submits a final statewide-prioritized list to the Commission. The Commission holds a public hearing to discuss the prioritized list, overall program policy and adopts the prioritized list.

c. What is the PCC's role in the Section 5310 Program?

The PCC is responsible for establishing its own Solano County scoring team and organizing its own scoring meetings. The PCC scoring team is responsible for the evaluation and scoring of applications using the statewide Quantitative Scoring Criteria and project Rating Form.

IV. TDA CLAIMS / UNMET NEEDS

a. What are TDA Funds? What are TDA Claims?

Transportation Development Act Funds are generated from a tax of one-quarter of one percent on all retail sales in each county; used for transit, special transit for disabled persons, bicycle and pedestrian purposes and for streets and roads under certain conditions. TDA moneys are collected by the state and allocated in the Bay Area by MTC to fund transit operations and programs.

TDA Article 4.5 Claims may be filed with the transportation planning agency by claimants for community transit services, including such services for those, such as the disabled, who cannot use conventional transit services.

TDA Article 8 Claims may be filed for the following purposes: (a) Local streets and roads, and projects which are provided for use by pedestrians and bicycles. (b) Passenger rail service operations and capital improvements. (c) Payment to any entity that is under contract with a county, city, or transit district for public transportation or for transportation services for any group requiring special transportation assistance as determined by the transportation planning agency.

b. What are Unmet Needs? What is the Unmet Needs Hearing process?

Unmet Needs are defined as:

- Public transit services not currently provided for persons who rely on public transit to reach: employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and educational programs.
- Trips requested by the transit dependent or transit disadvantaged persons, for which there is no other available means of transportation. Transit dependent or transit disadvantaged shall include, but not be limited to, the elderly, the disabled and persons of limited means.

The Unmet Needs Hearing is a public input meeting conducted annually by the STA and MTC, and is required if any TDA funds are used by any jurisdiction in Solano County for local streets and roads.

c. What is the PCC's role in the TDA process?

All claims for Article 4.5 and Article 8 transit funds are reviewed by the PCC before they are sent to MTC, along with recommendations made by the PCC.

THIS PAGE INTENTIONALLY LEFT BLANK

*Agenda Item VII.B
January 16, 2009*

PCC

Date: January 9, 2009
To: Solano Paratransit Coordinating Council
From: Liz Niedziela, Transit Program Manager/Analyst
Re: PCC 2009 Work Plan

Background/Discussion:

In preparation for 2009, the STA staff had developed a draft Work Plan and presented it to the Paratransit Coordinating Council (PCC) in November 2008 for review. The 2009 Work Plan continues to focus on developing expertise and understanding of the range of transportation services for Solano seniors and disabled and outreach activities. Presentations of different transportation services will continue in 2009 PCC meetings. The purposes of these outreach activities are to promote awareness of the PCC and its advisory function and to encourage persons with disabilities, seniors and others to take advantage of the opportunity to provide comments on the transportation system.

The following is the draft PCC Work Plan for 2009. The PCC may wish to add items to the Work Plan throughout the year, as they deem necessary. After approval by the PCC, the Work Plan will be presented to the STA Board for action.

Activity	Tasks	2009 Timeline
Administrative	Elect PCC Officers	November 2009
Outreach	Develop a strategy to increase/maintain PCC Membership. (i.e., press releases, letters of outreach, etc.).	January – December Until vacancies are filled.
	Improve the identity of the PCC through marketing strategies.	January – December
	Outreach to Solano Community College.	January – December
	Outreach to senior centers and disabled groups.	January – December
	Update/Maintain the PCC/STA Website.	January – December
Projects	Participate in studies that impact transportation for seniors and the disabled.	January – December
	Develop expertise and understanding of the range of transportation services for Solano seniors and disabled.	January – December
Funding	Establish FTA Section 5310 application review committee.	TBA
	Review FTA Section 5310 applications.	TBA
	Review TDA Article 4/8 Claims for Cities and County of Solano.	January – December
	Monitor the MTC Unmet Transit Needs Process.	January - December

Recommendation:

Recommend to the STA Board to approve the 2009 PCC Work Plan.

THIS PAGE INTENTIONALLY LEFT BLANK

A			
ABAG	Association of Bay Area Governments	PMP	Pavement Management Program
ACCMA	Alameda County CMA	PMS	Pavement Management System
ADA	American Disabilities Act	PNR	Park & Ride
AVA	Abandoned Vehicle Abatement	PPM	Planning, Programming & Monitoring
APDE	Advanced Project Development Element (STIP)	PS&E	Plans, Specifications & Estimate
AQMD	Air Quality Management District	PSR	Project Study Report
B		PTA	Public Transportation Account
BAAQMD	Bay Area Air Quality Management District	PTAC	Partnership Technical Advisory Committee (MTC)
BABC	Bay Area Bicycle Coalition	R	
BAC	Bicycle Advisory committee	RABA	Revenue Alignment Budget Authority
BART	Bay Area Rapid Transit	RBWG	Regional Bicycle Working Group
BATA	Bay Area Toll Authority	RFP	Request for Proposal
BCDC	Bay Conservation & Development Commission	RFQ	Request for Qualification
BT&H	Business, Transportation & Housing Agency	RM 2	Regional Measure 2
C		RPC	Regional Pedestrian Committee
CAF	Clean Air Funds	RRP	Regional Rideshare Program
CALTRANS	California Department of Transportation	RTEP	Regional Transit Expansion Policy
CARB	California Air Resources Board	RTIF	Regional Transportation Impact Fee
CCCC (4'Cs)	City County Coordinating Council	RTP	Regional Transportation Plan
CCCTA (3CTA)	Central Contra Costa Transit Authority	RTIP	Regional Transportation Improvement Program
CCJPA	Capitol Corridor Joint Powers Authority	RTPA	Regional Transportation Planning Agency
CCTA	Contra Costa Transportation Authority	S	
CEQA	California Environmental Quality Act	SACOG	Sacramento Area Council of Governments
CHP	California Highway Patrol	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equality Act-a Legacy for Users
CIP	Capital Improvement Program	SCTA	Sonoma County Transportation Authority
CMA	Congestion Management Agency	SCVTA	Santa Clara Valley Transportation Authority
CMAQ	Congestion Mitigation & Air Quality Program	SFCTA	San Francisco County Transportation Authority
CNG	Compressed Natural Gas	SHOPP	State Highway Operations & Protection Program
CTC	California Transportation Commission	SMAQMD	Sacramento Metropolitan Air Quality Management District
D		SMCCAG	San Mateo City-County Association of Governments
DBE	Disadvantaged Business Enterprise	SNCI	Solano Napa Commuter Information
DOT	Department of Transportation	SOV	Single Occupant Vehicle
E		SP&R	State Planning & Research
ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program	SR2S	Safe Routes to School
EIR	Environmental Impact Report	SR2T	Safe Routes to Transit
EIS	Environmental Impact Statement	STA	Solano Transportation Authority
EPA	Environmental Protection Agency	STAF	State Transit Assistance Fund
EV	Electric Vehicle	STIA	Solano Transportation Improvement Authority
G		STIP	State Transportation Improvement Program
GIS	Geographic Information System	STP	Surface Transportation Program
H		T	
HIP	Housing Incentive Program	TAC	Technical Advisory Committee
HOT	High Occupancy Toll	TAM	Transportation Authority of Marin
HOV	High Occupancy Vehicle	TAZ	Transportation Analysis Zone
I		TCI	Transportation Capital Improvement
ISTEA	Intermodal Surface Transportation Efficiency Act	TCM	Transportation Control Measure
ITIP	Interregional Transportation Improvement Program	TCRP	Transportation Congestion Relief Program
ITS	Intelligent Transportation System	TDA	Transportation Development Act
J		TDM	Transportation Demand Management
JARC	Jobs Access Reverse Commute Program	TE	Transportation Enhancement Program
JPA	Joint Powers Agreement	TEA-21	Transportation Efficiency Act for the 21 st Century
L		TFCA	Transportation Funds for Clean Air Program
LEV	Low Emission Vehicle	TIF	Transportation Investment Fund
LIFT	Low Income Flexible Transportation Program	TIP	Transportation Improvement Program
LOS	Level of Service	TLC	Transportation for Livable Communities
LS&R	Local Streets & Roads	TMA	Transportation Management Association
M		TMP	Transportation Management Plan
MIS	Major Investment Study	TOS	Traffic Operation System
MOU	Memorandum of Understanding	TRAC	Trails Advisory Committee
MPO	Metropolitan Planning Organization	TSM	Transportation System Management
MTC	Metropolitan Transportation Commission	U, V, W, Y, & Z	
MTS	Metropolitan Transportation System	UZA	Urbanized Area
N		VTA	Valley Transportation Authority (Santa Clara)
NCT&PA	Napa County Transportation & Planning Agency	W2W	Welfare to Work
NEPA	National Environmental Policy Act	WCCTAC	West Costa County Transportation Advisory Committee
NHS	National Highway System	WETA	Water Emergency Transportation Authority
O		YSAQMD	Yolo/Solano Air Quality Management District
OTS	Office of Traffic Safety	ZEV	Zero Emission Vehicle
P			
PAC	Pedestrian Advisory Committee		
PCC	Paratransit Coordinating Council		
PCRP	Planning & Congestion Relief Program		
PDS	Project Development Support		
PDT	Project Delivery Team		
PDWG	Project Delivery Working Group		