



**INTERCITY TRANSIT CONSORTIUM
AGENDA**

10:00 a.m., Wednesday, December 21, 2011 (Special Date)

Solano Transportation Authority

One Harbor Center, Suite 130

Suisun City, CA 94585

<u>ITEM</u>	<u>STAFF PERSON</u>
I. CALL TO ORDER	Jim McElroy, SolTrans
II. APPROVAL OF AGENDA (10:05 – 10:10 a.m.)	
III. OPPORTUNITY FOR PUBLIC COMMENT (10:10 – 10:15 a.m.)	
IV. REPORTS FROM STA STAFF AND OTHER AGENCIES (10:15 – 10:25 a.m.)	
V. CONSENT CALENDAR <i>Recommendation: Approve the following consent items in one motion.</i> (10:25 – 10:30 a.m.)	
A. Minutes of the Consortium Meeting of November 30, 2011 <i>Recommendation:</i> <i>Approve the Minutes of the Consortium Meeting of November 30, 2011.</i> Pg. 1	Johanna Masiclat
VI. ACTION – FINANCIAL ITEMS	
A. None.	

CONSORTIUM MEMBERS

Janet Koster

Mona Babauta

John Andoh

Jim McElroy

Brian McLean

Matt Tuggle

Dixon
Readi-Ride

Fairfield and Suisun
Transit (FAST)

Rio Vista
Delta Breeze

Solano County Transit
SolTrans

Vacaville
City Coach

County of
Solano

The complete Consortium packet is available on STA's website: www.sta.ca.gov

VII. ACTION – NON-FINANCIAL ITEMS

- A. Solano Coordinated Short Range Transit Plan (SRTP)** Liz Niedziela
Recommendation:
Forward a recommendation to the STA Board to approve the scope of work for the Solano Coordinated SRTP as specified in Attachments A, B, and C.
(10:30 – 10:40 a.m.)
Pg. 7
- B. Solano Mobility Management Plan Scope of Work** Liz Niedziela
Recommendation:
Forward a recommendation to the STA Board to approve the Solano Mobility Management Plan scope of work as specified in Attachment A.
(10:40 – 10:50 a.m.)
Pg. 35
- C. SolanoExpress Intercity Transit Consortium 2012 Work Plan** Liz Niedziela
Recommendation:
Forward a recommendation to the STA Board to approve the SolanoExpress Intercity Transit Consortium 2012 Work Plan as specified on Attachment B.
(10:50 – 11:00 a.m.)
Pg. 41

VIII. INFORMATIONAL ITEMS

- A. Unmet Transit Needs for Fiscal Year (FY) 2011-12 Update** Liz Niedziela
Informational
(11:00 – 11:05 a.m.)
Pg. 47
- B. Federal Transit Administration (FTA) Non-Urbanized Area Program (FTA Section 5311)** Liz Niedziela
Informational
(11:05 – 11:10 a.m.)
Pg. 55
- C. Lifeline Call for Projects Update** Liz Niedziela
Informational
(11:10 – 11:15 a.m.)
Pg. 69
- D. Transit Funding** Liz Niedziela
Informational
(11:15 – 11:20 a.m.)
Pg. 73

- E. SNCI Monthly Issues** Judy Leaks
Informational
(11:20 – 11:25 a.m.)
Pg. 77

NO DISCUSSION

- F. Funding Opportunities Summary** Sara Woo
Informational
Pg. 79

- G. STA Board Meeting Highlights of December 14, 2011** Johanna Masielat
Informational
Pg. 83

- H. STA Board and Advisory Committee Meeting Schedule for 2011** Johanna Masielat
Informational
Pg. 85

- IX. TRANSIT OPERATOR ISSUES** Group

X. ADJOURNMENT

The next regular meeting of the SolanoExpress Intercity Transit Consortium is scheduled at **10:00 a.m. on Wednesday, January 25, 2012.**

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**INTERCITY TRANSIT CONSORTIUM
Minutes of the Meeting of
November 30, 2011**

I. CALL TO ORDER

Jim McElroy called the regular meeting of the SolanoExpress Intercity Transit Consortium to order at approximately 10:05 a.m. in the Solano Transportation Authority Conference Room.

Consortium Present:	John Andoh (By phone)	Delta Breeze
	Janet Koster	Dixon Read-Ride
	Philip Kamhi	Fairfield and Suisun Transit, Vice Chair
	Jim McElroy	SolTrans
	Brian McLean	Vacaville City Coach
	Matt Tuggle	County of Solano

Also Present:	Daryl Halls	STA
	Robert Macaulay	STA
	Jayne Bauer	STA
	Liz Niedziela	STA
	Judy Leaks	STA
	Robert Guerrero	STA
	Johanna Masiclat	STA

Others Present: *(In Alphabetical Order by Last Name)*
None.

II. APPROVAL OF AGENDA

On a motion by Janet Koster, and a second by Brian McLean, the Solano Express Intercity Transit Consortium approved the agenda.

III. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

IV. REPORTS FROM CALTRANS, MTC, AND STA STAFF

Caltrans: None presented.

MTC: None presented.

STA: Robert Guerrero thanked the Consortium for their support and participation in last month's Priority Development Area (PDA) tour.

V. CONSENT CALENDAR

On a motion by Brian McLean, and a second by Matt Tuggle, the Solano Express Intercity Transit Consortium unanimously approved consent calendar item A.

A. Minutes of the Consortium Meeting of September 28, 2011

Recommendation:

Approve the Minutes of the Consortium Meeting of September 28, 2011.

VI. ACTION – FINANCIAL ITEMS

A. None.

VII. ACTION – NON-FINANCIAL ITEMS

A. STA's 2012 Legislative Priorities and Platform

Jayne Bauer reviewed the development of the STA's 2012 Legislative Priorities and Platform. She cited that the deadline for comments was due November 28th, but to date has received no comments from staff. She added that after approval by the TAC and Consortium, the priorities and platform will be placed on the December 14th STA Board agenda for consideration of adoption.

Based on input, the Consortium recommended to modify language on Item VII (Funding), Item 3 of the 2012 Legislative Priorities and Platform to read as follows:

“Sponsor legislation that makes needed technical corrections to the statute enacted pursuant to the Solano Transportation Authority's (STA) 2009 sponsored bill providing eligibility for the STA to directly claim the share of Transportation Development Act (TDA) funds available to cities in the county and the county *up to 2.7%* and authorizing the STA to claim State Transit Assistance program funds directly from MTC.”

Recommendation:

Forward a recommendation to the STA Board to approve the STA's 2012 Legislative Priorities and Platform.

On a motion by Mona Babauta, and a second by Brian McLean, the Solano Express Intercity Transit Consortium approved the recommendation as amended shown above in *bold italics*.

B. Safe Routes to Transit (SR2T) Plan

Robert Guerrero reviewed the development of STA’s Safe Routes to Transit (SR2T) Plan. He cited that the Plan provides maps and detailed description of each of the 5 selected Transit Facilities of Regional Significance (TFORS); Fairfield Transportation Center, Suisun City Capitol Corridor Train Station, Vacaville Transportation Center, Vallejo Transit Center/Downtown Parking Structure, and Vallejo Transportation Center at Curtola and Lemon Street. He added that staff will work with the member agencies to obtain funding to implement the priorities identified in the Plan.

Recommendation:

Forward a recommendation to the STA Board to approve the Solano Safe Routes to Transit Plan.

On a motion by Brian McLean, and a second by Janet Koster, the Solano Express Intercity Transit Consortium approved the agenda.

C. Submittal of Regional Transportation Plan (RTP) Constrained Projects List

Robert Macaulay reviewed STA’s projects recommended for inclusion in STA’s RTP submittal to MTC, and STA’s request for additional funding of \$89 million in RTP funds. He cited that staff recommends requesting MTC to designate the \$89 million of Interregional Transportation Improvement Program (ITIP) funds for the I-80/I-680/SR 12 Interchange to fully fund the next phase of this project in order to allow the identified projects to proceed.

At an earlier meeting, the Consortium recommended to modify the fiscally constrained Solano RTP projects submittal for Solano County to read as follows:

1. I-80/I-680/SR 12 Interchange (Phase 1)
2. Jepson Parkway
3. Regional Transit Centers *and/or Transit Capital Replacement*
4. I-80 Aux Lanes: I-80 to Air Base Pkwy

Recommendation:

Forward a recommendation to the STA Board to:

1. Approve the fiscally constrained Solano RTP Project List as shown in Attachment A; and
2. Authorize the Executive Director to submit it to MTC for inclusion in the Regional Transportation Plan.

On a motion by Mona Babauta, and a second by Brian McLean, the Solano Express Intercity Transit Consortium approved the recommendation to include the Consortium’s request to forward for TAC’s consideration modifications made to the fiscally constrained Solano RTP Project List for Solano County as shown above in *bold italics*. The vote was 5 ayes with 1 abstention.

VIII. INFORMATIONAL ITEMS

A. **Short Term Strategies Prioritized by Solano Seniors and People with Disabilities Transportation Advisory Committee**

Liz Niedziela summarized the Solano Seniors and People with Disabilities Transportation Advisory Committee's process in prioritizing the short term strategies in the study. She reviewed the prioritization list from 19 out of 29 Committee Members and has summarized the Committee's ranking.

B. **Mobility Management Plan and Program Scope of Work**

Liz Niedziela reviewed the preparation process in releasing the Request for Proposal (RFP) for Mobility Management Plan and Program. She reminded the Consortium that comments on the draft scope of work for the Mobility Management Plan and Program are due by December 5th with an approval in December 2011 in preparation for the RFP to be released in February 2012.

C. **Coordinated Short Range Transit Plan (SRTP) and Mobility Needs for People with Disabilities Plan**

Liz Niedziela reviewed the development of the countywide SRTP and the County Level Coordination. She cited that the initial review and comments on the scope of work for the SRTP and Mobility Needs for People with Disabilities Plan are due by December 5th. She added that the Request for Proposal (RFP) is expected to be released in January or February 2012 depending on when the contract is executed between the STA and MTC.

D. **Federal Transit Administration (FTA) Non-Urbanized Area Program**

Liz Niedziela reviewed the funding objectives and criteria to MTC's FTA Section 5311 Nonurbanized Area Formula Program.

After discussion, the Consortium recommended taking action to forward a recommendation to the STA Board to approve the 80% formula for the 5311 funding.

On a motion by John Andoh, and a second by Mona Babauta, the Consortium approved to change this item from information to action.

Recommendation:

Forward a recommendation to the STA Board to approve the 80% formula for the 5311 funding.

On a motion by Brian McLean, and a second by John Andoh, the Consortium approved the recommendation.

E. **Lifeline Call for Projects Update**

Liz Niedziela reviewed the Cycle 3 Program Guidelines to be presented to the MTC Programming and Allocations Committee (PAC) and Commission in December.

F. **Unmet Transit Needs Public Hearing for Fiscal Year (FY) 2011-12 Update**

Liz Niedziela reviewed the streets and roads element of the TDA Claim from the County of Solano.

G. Bay Area Emergency Plan Exercise Follow-up
Bob Macaulay distributed a CD to each of the members regarding the Bay Area Emergency Plan Exercise.

H. Solano Employer Commute Challenge 2011 Results
This item was not presented or discussed.

I. SNCI Monthly Issues
This item was not presented or discussed.

NO DISCUSSION

J. Funding Opportunities Summary

K. STA Board Meeting Highlights of October 12, 2011

L. STA Board and Advisory Committee Meeting Schedule for 2011

IX. TRANSIT OPERATOR ISSUES

X. ADJOURNMENT

The meeting adjourned at 11:35 a.m. The next regular meeting of the SolanoExpress Intercity Transit Consortium is scheduled at **10:00 a.m. on Wednesday, December 21, 2011.**

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DATE: December 9, 2011
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Solano Coordinated Short Range Transit Plan (SRTP)

Background:

The Solano Transportation Authority (STA) Board authorized for submittal of a letter to the Metropolitan Transportation Commission (MTC) for a Funding Request in the amount of \$140,000 to prepare a Coordinated Short Range Transit Plan for Solano County.

This funding proposal was for the development of a Coordinated Short Range Transportation Plan (SRTP) for Solano County Transit Operators. The transit operators that will be included in this Plan are Solano County Transit (SolTrans), Fairfield and Suisun Transit (FAST), Vacaville City Coach, Dixon Redit-Ride and Rio Vista Delta Breeze. This Plan will include a dedicated subsection for each transit operator covering their requirements of the SRTP.

This proposal also included County Level Coordination analyzing two specific transit issues/priorities areas in Solano County. The first specific area is to update the I-80/I-680/I-780/State Route (SR) 12 Transit Corridor Study. Updating the Transit Corridor Plans will provide guidance and coordination for future investments. Specifically, SolanoExpress bus and integration into the planned Express Lanes and Freeway Performance Initiative on I-80 and I-680. The Transit Corridor Study will not only address transit services, but also update the facilities and connections needed to support these services into the future.

The second issue/priority to be analyzed is how to address Mobility Needs for People with Disabilities in Solano County in a cost effective manner. Some of the areas of analysis will include the Intercity Taxi Scrip Program, non-profit partnerships and a program that assists paratransit users that are able to transfer to fixed route. The specific analysis will be consistent with the recommendations contained in the Solano Transportation Study for Seniors and People with Disabilities which is scheduled to be adopted by the STA Board in December.

STA staff recommended an additional area to analyze, which is transit connectivity to the colleges in Solano County. The colleges would include Touro University, Maritime Academy, and the three Solano Community Colleges in Solano County (Fairfield, Vacaville, and Vallejo).

In addition, MTC staff has requested the Coordinated SRTP address four specific areas of coordination:

1. Different Fare Structure and Discounts/Standard Fare Structure/Fare Reconciliation;
2. Separate ADA Contractors, Eligibility and Rules/Joint Contracting/Eligibility Determination of ADA Paratransit;
3. Enhanced Transit Coordination of Capitol Planning; and
4. Enhanced Coordination of Transit Service Planning.

The STA staff presented to the Consortium the scope of work for the Coordinated SRTP and Mobility Needs for People with Disabilities for an initial review with comments due by December 5th. The scope of work for the I-80/I-680/I-780/SR 12 Transit Corridor Study has been presented to the Consortium for input and approved by the STA Board in January 2011 (Attachment A).

Discussion:

STA plans to contract with one consultant team for the development of the Solano Coordinated SRTP and include with MTC recommended areas of coordination and the Transit Corridor Study update. The consultant will do an analysis on each transit operator in Solano County in the SRTP (Attachment B). The SRTP scope of work needed to be enhanced to meet MTC's recommended area of coordination (Attachment C). This foundation will provide the consultant team a strong groundwork for the Transit Corridor Study.

STA staff is recommending three items. The first is to transfer the coordinated analysis on mobility options for People with Disabilities to the Solano Mobility Management Plan (Agenda Item V.C). The second is to also transfer a mobility item to the Solano Mobility Management Plan: Coordination of Eligibility Determination of ADA Paratransit. These two items are both mobility tasks that will be addressed through this study. The Solano Mobility Management Plan is scheduled to be released in February/March 2012 after the STA Board approves the scope.

The third item is to conduct the Intercity Ridership Study earlier since the Solano Coordinated SRTP is asking for a demographic survey to be performed. The next Intercity Ridership Study is scheduled to be performed in October 2012. If it is included in the SRTP, it will be accomplished six months earlier than scheduled (in March 2012) and the funding that would have been used for the Intercity Ridership Survey could supplement the funding needed to complete this SRTP. The results from Intercity Ridership Study would be used to help calculate the new Intercity Funding Agreement formula and the ridership survey will also be available earlier to the transit operators. The demographic survey for the local routes would not be affected and still would be carry out as required.

Fairfield and Suisun Transit provided comments and would like the following to be included in the SRTP scope of work:

- Development of a standardized fare structure (may just include standard fare instruments, but could also include standard dollar amounts for each) for Solano County.
- Analysis the potential revenue impact and/or gains to Solano County operators with the implementation of a standardized fare structure.

For Fairfield in particular:

- Growth, No Growth, and Reduction scenarios with regards to service planning
 - Consultant would identify services that should be added or eliminated in priority order depending on resources (capital and financial)
 - Consultant would detail the service, funding and capital plans necessary for supporting the actions associated with each scenario
- Title VI analysis of current transit system at the time of the SRTP
- Public Participation Plan
- Fairfield specific financial plans for operations and capital

MTC Proposed Solano Coordinated SRTP Schedule

The following schedule is proposed for SRTPs in FY 2011-12: MTC adopts FY 2011-12 SRTP and County Level Coordination funding; SRTP guidelines revised to include deliverable dates	December 2011/ January 2012
SRTP/County Level Coordination Plan funding contracts executed	January 2012
Draft SRTP/County Level Coordination Plans due to MTC	June 1, 2012
Final SRTP/County Level Coordination Plans due to MTC	September 1, 2012

STA staff released a Request for Qualification (RFQ) to establish a Pre-Qualified List of Consultants for Project Management services to assist STA staff in several studies and plans this fiscal year. This includes the Solano Coordinated SRTP and Transit Corridor Study. STA plans to have a project manager on board in January and release the Request for Proposal (RFP) in January after STA has received an executed funding agreement and STA Board approval. The Project Manager for this project may make minor edits to the scope of work for better clarification and understanding.

Fiscal Impact:

State Transit Assistance Funds (STAF) has been approved by the STA Board to develop the Transit Corridor Study in the amount of \$150,000. MTC is in the process of approving \$140,000 in funding to develop the Coordination SRTP. The agreement is expected to be executed in January 2012. STAF, in the amount of \$150,000 will be used for the Demographic Survey that was original allocation for FY 2012-13 after STA Board Approval.

Recommendation:

Forward a recommendation to the STA Board to approve the scope of work for the Solano Coordinated SRTP as specified in Attachments A, B, and C.

Attachments:

- A. Approved Scope of Work for Transit Corridor Study for I-80/I-680/I-780/SR 12
- B. Scope of Work for Coordinated SRTP
- C. Scope of Enhanced Coordination

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SCOPE OF WORK
for
Solano
I-80/I-680/I-780/SR 12 Transit Corridor Study Update

Purpose:

The STA completed the first Solano Comprehensive Transportation Plan (CTP) in May 2002. The CTP provides the basis for a long range, multi-modal transportation plan for Highways and local roads, Transit, and Alternative Modes in Solano County. The CTP's Transit Element recommended a further study to focus on freeway transit corridor services. The first I-80/I-680/I-780 Transit Corridor Study was completed in July 2004. A similar study of transit service on SR 12 was completed in 2006. The CTP is currently being updated and an update of the Freeway Transit Corridor Study would complement this effort.

An I-80/I-680/I-780/Hwy 12 Transit Corridor Study is to be developed to provide implementation recommendations that will be incorporated into or provide data for: 1.) future updates of the CTP Transit Element, 2.) Solano County transit providers' short- and long-range transit plans, 3.) prioritizing existing and new funding revenues for intercity transit services, and 4) prioritizing existing and new capital projects and programs that support freeway corridor transit services. In addition, this study was included as part of the STA's Overall Work Program.

Tasks:

- 1. Confirm Project Goals and Finalize Scope of Services and Work Plan**
- 2. Identify Existing I-80/I-680/I-780/Hwy 12 Corridor Transit Services and their Performance**
 - a. Review and compile all data concerning the existing fixed-route and paratransit freeway/highway transit corridor services: operators, route descriptions, service hours/miles, costs, farebox recovery, ridership, etc. for current service and for the past 5-10 years;
 - b. Identify funding structure for the routes;
 - c. Describe non-public transit corridor services as much as possible (private sector buses, airporters, employer shuttles, etc.)
- 3. Summarize progress of implementation of 2004 I-80/I-680/I-780 Transit Corridor Study and SR 12 Transit Study recommendations.**
 - a. Identify transit services maintained, added, modified, or deleted.
 - b. Identify capital projects that support freeway transit routes, (such as intermodal stations, high occupancy vehicle lanes, park and rides, maintenance facilities) and document any additions or modifications since the previous study.
- 4. Review relevant studies and related programs including, but not exclusive to:**
 - 2000 and 2010 U.S. Census data, regional transit corridor studies, Solano and neighboring jurisdictions' Short Range Transit Plans (SRTPs), Solano Transit Ridership Surveys, Commute Profile, Unmet Transit Needs hearing comments, Transit Comment Card summaries (STA and

other), freeway/highway operations studies, Transit Consolidation study, Community Based Transportation Plans, Senior and Disabled Transportation Plan, regional Clipper Program, Transit Connectivity, Transit Sustainability, and other information

5. Travel demand:

- a. Identify key transit trip generators and attracters in freeway corridors.
- b. Identify existing and projected intercity transit demand from 2010 to 2030 utilizing the Solano Napa Countywide Travel Demand Model.

6. Identify Planned Solano Intercity Services and capital for providing freeway corridor transit mobility

- Inventory public transit services (fixed-route, paratransit, taxi, and related programs) identified in Short Range Transit Plans and other planning documents as well as outreach to transit operators and STA TAC members.
- Conduct survey if needed.

7. Prioritize Transit Corridor Needs and Strategies

- Present existing and projected demand for intercity transit services and existing and planned services
- Identify potential service, capital and related program solutions
- Prioritize needs and preliminary potential solutions
- Identify cost and implementation issues associated with solutions

8. Public Outreach

- Present findings and seek input from Transit Consortium, and STA Board Transit Committee and 2-3 public meetings
- Organize and facilitate public meetings and prepare meeting summaries

6. Draft Study

- Present the existing services, programs, and capital demand data and services inventory.
- Present to committees and input process
- Present transit and travel demand needs and strategies
- Develop a 25 year Implementation Plan, with five year increments which will include a funding plan
- Organize and facilitate at least four presentations on the Draft Plan and obtain input from various groups in Solano County as well as the STA Transit Committee prior to the STA Board.

7. Final Study

- Finalize the report incorporating input from public and committee review of draft study
- Prepare the report for electronic and hard copy distribution.

Date: March 26, 2003
W.I.: 1512
Referred by: PAC
Revised: 03/22/06-C
04/23/08-C
04/27/11-C

ABSTRACT

Resolution No. 3532, Revised

This resolution adopts the Short Range Transit Plan Guidelines.

Attachment A to this resolution was amended on March 22, 2006 and April 23, 2008.

Attachment A was revised on April 27, 2011 to clarify that the SRTP guidelines will focus on small and medium sized operators that are not the subject of the Transit Sustainability Project (TSP) in FY 2011-12. For other transit operators, the requirements are suspended based on the TSP and other planning efforts in FY 2011-12.

Further discussion of these actions is contained in the MTC "Executive Director's Memoranda" to the Programming and Allocations Committee dated March 5, 2003, March 1, 2006, and April 13, 2011; and in the Programming and Allocations Committee summary sheet dated April 9, 2008 and April 13, 2011.

Date: March 26, 2003
W.I.: 1512
Referred by: PAC

RE: Short Range Transit Plan Guidelines

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 3532

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 et seq.; and

WHEREAS, MTC is the designated Metropolitan Planning Organization (MPO) for the San Francisco Bay Area, charged with carrying out the metropolitan transportation planning and fund programming processes required to maintain the region's eligibility for federal funds for transportation planning, capital improvements, and operations; and

WHEREAS, MTC the federal Transportation Equity Act for the 21st Century (TEA-21) requires MPOs to work cooperatively with the state and public transit operators to develop regional transportation plans and Transportation Improvement Programs (TIP) for urbanized areas of the state; and

WHEREAS, MTC has developed, in cooperation with the State, and with public transit operators in the region, a work program for carrying out continuing, comprehensive, and cooperative transportation planning; and

WHEREAS, an Overall Work Program (OWP) for planning activities in the Bay Area is annually prepared by MTC, the Association of Bay Area Governments, and the California Department of Transportation; and

WHEREAS, the OWP describes MTC's annual unified work program to achieve the goals and objectives of the Regional Transportation Plan (RTP); and

WHEREAS, in accordance with the goals and objectives of the RTP, MTC's Transportation Improvement Program (TIP) includes funds programmed for projects sponsored by public transit operators in the MTC region; and

WHEREAS, MTC, in cooperation with the FTA Region IX office requires that public transit operators in the MTC region which are FTA grantees prepare and regularly update a Short Range Transit Plan (SRTP) as inputs to regional transportation planning programming activities; and

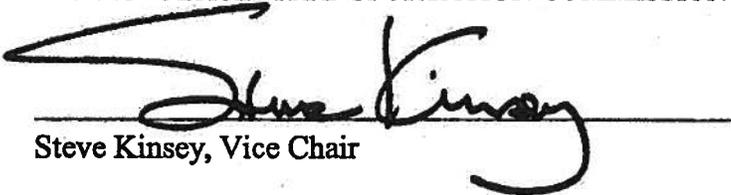
WHEREAS, Appendix A of the Overall Work Program (OWP) lists the public transit operators in the region required to prepare and update an SRTP, and provides for the financial support of the operators' development of SRTPs through the use of FTA Section 5303 funds, and also includes an outline scope of work for the SRTP; and

WHEREAS, MTC biennially enters into a funding agreement with each public transit operator required to prepare and update an SRTP, which passes through to the operator FTA Section 5303 funds; and

WHEREAS, MTC desires to promulgate detailed SRTP guidelines that more precisely explain the outline scope or work included in the SRTP funding agreement, and which are in accord with and supportive of the planning, fund programming and policy requirements of MTC's Transit Capital Priorities Process and Criteria, the TIP and the RTP; now, therefore, be it

RESOLVED, that MTC does hereby adopt the "Short Range Transit Plan Guidelines," attached hereto as Attachment A to this Resolution and incorporated herein as though set forth at length.

METROPOLITAN TRANSPORTATION COMMISSION



Steve Kinsey, Vice Chair

The above resolution was adopted by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California on March 26, 2003

Date: March 26, 2003
W.I.: 1512
Referred by: PAC
Revised: 03/22/06-C
04/23/08-C
04/27/11-C

Attachment A
Resolution No. 3532, Revised
Page 1 of 16

METROPOLITAN TRANSPORTATION COMMISSION SHORT RANGE TRANSIT PLAN GUIDELINES

BASIS OF THE SRTP REQUIREMENT

Federal statutes require that the Metropolitan Transportation Commission (MTC), in partnership with the state and with local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and fund programming responsibilities, MTC, in cooperation with Region IX of the Federal Transit Administration (FTA), requires each transit operator receiving federal funding through the TIP (federal grantees within the MTC region) to prepare, adopt, and submit an SRTP to MTC.

In FY 2011-12, MTC will focus SRTP development on small and medium sized operators that are not the subject of the Transit Sustainability Project (TSP) in FY 2011-12. For other transit operators, the requirements are suspended based on the TSP and other planning efforts in FY 2011-12.

These guidelines describe the purpose, planning horizon and frequency of updates for the SRTP, and provide detail relative to the tasks and subtasks outlined in the funding agreement.

SRTP PURPOSE

- A. To serve as a management and policy document for the transit operator, as well as a means of annually providing FTA and MTC with information necessary to meet regional fund programming and planning requirements.
- B. To clearly and concisely describe and justify the transit operator's capital and operating budgets.
- C. To submit requests for federal, state, and regional funds for capital and operating purposes through MTC's Transit Capital Priorities, and in the MTC TIP.
- D. To assess an operator's financial capacity to carry out proposed levels of operations and the associated capital improvement plan. This assists FTA in making its own assessment of an operator's financial capacity.
- E. To regularly provide MTC with information on projects and programs of regional significance, which include: funding and scheduling of expansion projects included in MTC Resolution No. 3434, provision of paratransit service to persons with disabilities, older adults

and others; compliance with federal Title VI reporting requirements; Environmental Justice outreach and public participation, and related service planning; results of the most recent FTA Triennial Review and related corrective actions.

- F. To provide the basis for inclusion of an operator's capital and operating programs in the RTP.
- G. The goals, objectives, and standards specified in an operator's SRTP serve as a basis for the assessment of the operator's performance conducted as part of the MTC Triennial Performance Audit of the operator.

THE SRTP AND THE OPERATOR'S GOALS, OBJECTIVES AND STANDARDS

Goals should reflect the major areas of concern for public transit operators, for example:

- scheduling and route planning
- service reliability
- system effectiveness
- system efficiency
- safety and security
- funding and reserve policies
- customer service
- statutory and regulatory compliance

Objectives should be comprehensive (there can be several objectives under each goal). Service standards should be specific, measurable and quantified where feasible. Goals, objectives and standards should reflect the basis under which new service would be deployed and existing service increased or reduced.

PLANNING HORIZON

The planning horizon is a minimum of ten years. However, a longer planning horizon may be required if necessary to reflect significant capital replacement and/or rehabilitation that would not fall within the ten year period (e.g., railcars, ferryboats, bus subfleet). A longer planning horizon may also be required if necessary to capture the capital or operating budget implications of significant changes in service (e.g., rail extension coming on line, Regional Express Bus deployment).

FREQUENCY OF UPDATES

"Full SRTPs" must be completely updated every four years, in the year preceding a Regional Transportation Plan update. In the interim years, MTC requires at a minimum that an operator develop and update a "Mini-SRTP". The scope of both the Full and Mini-SRTPs is explained below.

REFERENCES TO MTC RESOLUTIONS

These guidelines make reference in certain sections to the following MTC Resolutions:

- MTC Resolution No. 3434, "Regional Transit Expansion Policy."
- MTC Resolution No. 3176, "Procedures for Evaluating Transit Efficiency Improvements."
- MTC Resolution No. 3515: "Transit Capital Priorities, Economic Recovery Principles, Policy Governing the Use of FY 2003-04 FTA Section 5307 Funds."
- MTC Resolution No. 3427, revised, Attachment C3: Regional Transportation Plan 100% "Transit Capital Shortfall" policy. • MTC Resolution No.3866: "MTC Transit Connectivity Plan."

MTC staff will e-mail electronic copies of these resolutions to interested parties upon request.

ONBOARD SURVEY

MTC regularly conducts a regional "on-board" transit survey. The first survey was completed in FY 2006-2007 and is available here:

http://www.mtc.ca.gov/maps_and_data/datamart/survey/2006_transit.htm. The next survey is scheduled to begin in FY 2010-2011. The purpose of the survey is threefold: (1) to inform MTC and interested stakeholders of the demographic profile of transit riders throughout the Bay Area; (2) to provide information to transit providers on the travel patterns and characteristics of their customers; and, (3) to provide MTC and interested stakeholders with robust estimates of transit origin/destination patterns, which are important to analytical planning efforts. MTC and operators will coordinate to develop survey instruments that meet these three goals and to provide survey takers access to their transit systems.

SCOPE OF THE FULL SRTP

The Full SRTP must contain at least the information described in this section. Where applicable, sub-sections that are required to be included in the Mini-SRTPs are labeled as such.

1. Title Page

The title page must include the words "Short Range Transit Plan," the fiscal years covered by the plan, the official name of the transit operator, the date approved by the governing board, and the following statements:

Federal transportation statutes require that the Metropolitan Transportation Commission (MTC), in partnership with state and local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and programming responsibilities, MTC requires that each transit operator in its region which receives federal funding through the TIP, prepare, adopt, and submit to MTC a Short Range Transit Plan (SRTP).

(This is also a requirement for Mini-SRTPs.)

2. Overview of Transit System

- A. Brief History (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).
- B. Governance.
 1. Type of unit of government (e.g., city, joint powers authority, transit district).
 2. Composition and nature of representation of governing body:
 - a. Number of members;

- b. Elected or appointed (if appointed, how, and what agencies and/or groups do members represent (e.g., cities, county, general public);
 - c. Current members and terms.
- C. Organizational Structure (use graphic format).
 - 1. Management and staff positions.
 - 2. Reporting relationships.
 - 3. Contracted transportation services (name of contractor(s), length of current contract(s)).
 - 4. Labor unions representing agency employees and length of current contract(s).
- D. Transit Services Provided and Areas Served —Describe fixed route, demand responsive, and connecting services and areas served, and the number of vehicles required for each type of service.
 - 1. Fixed Route (includes bus and rail):
 - a. Local;
 - b. Express;
 - c. Other commuter service (e.g., subscription service);
 - d. Services provided in partnership with others (funding contributions or policy oversight);
 - e. Accommodation of bicycles.
 - 2. Demand responsive (includes operator-provided services and services provided under partnership agreements):
 - a. General public;
 - b. Americans With Disabilities Act (ADA);
 - c. Persons with disabilities (non-ADA);
 - d. Older adults.
 - 3. Connecting services provided by others.
- E. Fare Structure — Describe fare structure for fixed route and demand responsive services, and for interoperator transfers.
 - 1. Fixed Route Fares:
 - a. Single fare (adults, seniors, student/youth);
 - b. Discounted and/or multi-ride fares (adults, seniors, student/youth);
 - c. Recent changes in fares;
 - 2. Demand Responsive Fares:
 - a. Single fare;
 - b. Discounted and/or multi-ride fares;
 - c. Recent changes in fares (include the year(s) in which the change(s) took place);
 - 3. Interoperator Transfer Arrangements and Fares
 - a. ClipperSM (if currently deployed);

b. Other proof of transfer;

- F. Revenue Fleet — Provide a general description of the revenue vehicle/vessel fleet. Identify MTC Regional Express Buses separately. The description can be in narrative or graphic format, or a combination of both. (This description differs from the detailed inventory required under Section 6 of these guidelines.) Include the following information:
1. Types of vehicles/vessels operated (e.g., standard bus (any length), trolley bus, articulated bus, over-the-road coach, cutaway van, standard van, minivan, cable car, passenger ferryboat, heavy rail, light rail);
 2. Number of each type of vehicle/vessel;
 3. Recognizing that each type of vehicle might be used in multiple types of service, type(s) of service in which each type of vehicle is used (e.g., local, express, commuter, demand responsive).
- G. Existing Facilities — Describe individual or grouped facilities, according to the categories listed below.
1. Administrative (locations, age, functions located within);
 2. Maintenance and Fueling (type, locations, age);
 3. Vehicle/Vessel Storage/Staging (locations, age, capacity);
 4. Park-and-Ride (locations, age, capacity);
 5. Stations and Stops (type, locations, age, basic amenities);
 6. Right-of-Way, Track or Guideway;
 7. Bicycle Facilities.

3. Goals, Objectives and Standards

- A. Describe the process for establishing, reviewing, and updating goals, objectives, and standards. Goals and objectives should be comprehensive and address all major areas of operator activities, including principles and guidelines under which new service would be implemented. Performance standards should address both the efficiency and effectiveness of the services provided by the operator.
- B. Portray and discuss new or revised goals and related objectives and standards; and identify changes from prior SRTP.

4. Service and System Evaluation

- A. Evaluate route-level and systemwide performance against current service standards (if illustrative, portray local, express or commuter service, or other intercity service separately). Describe the evaluation process. Evaluate the most recent year for which complete data is available. At a minimum, evaluate performance measures relating to effectiveness and efficiency. Key performance measures could include passengers per revenue vehicle hour, passengers per revenue vehicle mile, percent of capacity used, revenue to total vehicle hours, operating cost per revenue vehicle hour, operating cost per passenger, and on-time performance. A retrospective portrayal of performance (e.g., prior five to ten years) may be warranted to exemplify trends. Identify and evaluate MTC Regional Express Bus service

separately. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and other graphic formats as warranted. *(This is also a requirement for Mini-SRTPs, but is reduced in scope. See section on Scope of Mini-SRTPs.)*

- B. Provide a three-year retrospective of revenue service hours, revenue service miles, and patronage. Evaluate and discuss significant changes. *(This is also a requirement for Mini-SRTPs.)*
- C. Describe and discuss equipment and facility deficiencies, and describe proposed remedies.
- D. Describe any involvement in MTC's "Community-based Transportation Planning Program" ("CBTP"). Describe any specific fixed-route solutions to transit gaps recommended through the CBTP process and the status of their implementation. Describe any services funded specifically to address welfare-to-work and/or low-income transportation needs and the source(s) of funding (e.g., Lifeline).
- E. Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA). Reference planned new activities, major service changes, or procurement of capital equipment to support ADA or other paratransit, dial-a-ride or demand responsive services. Identify other paratransit services with which services are coordinated, and any proposed revisions or improvements to fixed route services intended to enhance their usage by seniors and/or by persons with disabilities.
- F. Provide the date of the agency's most recent federal Title VI analysis and report, and discuss any service deficiencies identified in the report. Generally describe the process used for complying with FTA Circular C4702.1. Attach the most recent triennial Title VI report, plus any subsequent Title VI reports, to the SRTP in an appendix.
- G. Provide the date of the agency's most recent FTA Triennial Review, and describe related remedial actions undertaken or currently underway in response to the review.

5. Operations Plan and Budget

A. Operations Plan

The operations plan sets forth the intentions to provide fixed route and paratransit services over the SRTP period. Document the ongoing evaluation of services and systems with respect to adopted goals, objectives and standards, and legal and regulatory requirements, subject to financial constraints.

- 1. Describe the modes and types of transit services to be operated over the plan period. Separately identify service provided in partnership with others:
 - a. For the continuation of existing service, refer to or summarize the descriptions provided under Section 2, Subsection "D", Transit Services Provided and Areas Served;
 - b. For the deployment of new service, identify the mode, and describe the service characteristics using the format used in Section 2, Subsection "D," above. Separately identify new service(s) contained in MTC Resolution No. 3434.

2. Separately describe planned new activities or service changes relative to paratransit services provided in accordance with the Americans with Disabilities Act (ADA service).
3. Separately describe any proposed revisions or improvements to fixed route services intended to enhance their usage by persons with disabilities and older adults.
4. Where reductions in service levels are required in order to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities.
5. Portray the levels of service planned — Use a table (or other graphic format) to portray planned levels of service hours and service miles. Separately identify the following:
 - a. Fixed route modes by type (e.g. local, express/commuter);
 - b. Demand responsive modes by type (e.g., ADA, non-ADA older adult);
 - c. Expansion service included in MTC Resolution No. 3434.

The table (or other graphic format) shall clearly identify service expansion and/or reduction by the year of planned deployment (expansion) and/or elimination (reduction). There shall be a rational relationship between the information portrayed and the “Service and System Evaluation” section of the SRTP. *(This is also a requirement for Mini-SRTPs.)*

6. Describe and discuss planned (not yet implemented or underway) service changes in response to the most recent federal Title VI report and/or FTA Triennial Review.

B. Operations Budget

Demonstrate that planned level of transit service over the planning period, including rehabilitation and replacement of capital assets, is sustainable. Take into consideration expense forecasts, regional and local revenue projections, fare policies, labor or service agreements, competitive demands on funding, regional priorities and policies. The budget should reflect a “baseline” level of service, taking into consideration the existing level of service at the time of publication of the SRTP. Committed service changes must also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables. Provide sufficient detail to allow a reviewer of the SRTP to evaluate costs of implementing the operating and capital plans, and compare the total with anticipated revenues available during the study period.

The narrative must specifically explain, and the spreadsheet clearly isolate in the appropriate year, by mode, any major change in service hours and miles due to deployment of new service or major service reductions.

The narrative must specifically explain, and the spreadsheet clearly isolate by year (e.g., through individual line items) the following:

- Change in fare revenue due to a fare increase or decrease.
- Change in fare revenue due to a change in the level of service.
- Change in expenses due to a change in the level of service.
- Change in expenses due to a labor or service contract change.

All operations expenses and revenues are to be stated in year of expenditure dollars, with the assumed escalation factors stated. All sources of revenue shown in the operations and in the capital financial plan should be identified individually. All assumptions that relate to expenditure and revenue estimates must also be documented, including specification of ridership or sales growth (if appropriate) separately from inflation forecasts.

1. The operations budget must be sustainable and generally balanced each year over the period of the SRTP, using currently available or reasonably projected revenues.
2. Where increases in local revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain existing service levels, describe and discuss the steps and timelines needed to achieve the revenue increases, and the contingent policies and actions that will be taken if the proposed revenue increases do not materialize.
3. Fixed route and demand responsive services may be portrayed separately or in a single budget; however, the expenses and revenue for each must be separately identifiable if portrayed in a single budget.
4. Describe planned fare increases and/or decreases, and/or changes in fare policies, including the year(s) these changes are planned to take effect. Describe planned changes in interoperator transfer arrangements and/or fares (this pertains to interoperator fares themselves, not to the means of fare collection; i.e., ClipperSM) Note: as set forth in MTC Resolution No. 3176, fare and local discretionary revenue contributions are expected to keep pace with inflation, and fare structure shall comply with regional policy on fare coordination (Resolution No.3866).
5. Separately identify funding sources and amounts to support operating budgets for ADA service, and any other paratransit or demand responsive services available to older adults and/or persons with disabilities.
6. If applicable, discuss strategies to address elimination of FTA Section 5307 Preventive Maintenance funding for operations as prescribed in MTC Resolution No. 3515.
7. Separately identify and describe funding contributions (expended or received) for services provided in partnership with others.
8. The multi-year operating budget shall utilize MTC projections of regional operating revenues. Local funding sources (e.g., transportation sales tax) that will expire during the period covered by the plan shall not be assumed to continue beyond their expiration dates, unless specific renewals have been approved. In order to portray the operating budget:
 - a. Forecast operating costs shall be portrayed in a manner that distinguishes significant expansion and/or contraction of existing service, and the introduction of new service;
 - b. The basis for the operating cost forecasts shall be clearly portrayed (e.g., cost per service hour and service hours);
 - c. The forecast escalation rates (revenue and expenses) must be clearly portrayed;

- d. Indicate reserves available for operations and changes to reserves over the period of the SRTP, including anticipated unallocated TDA reserves;
- e. Budget levels must correlate with the changes in service identified in the “Operations Plan.”
- f. Identify sources of operating revenue:
 - i. Fares;
 - ii. Property taxes (directly levied, levied by others);
 - iii. Bridge tolls (directly levied (e.g., GGT), MTC 2% toll revenues, MTC 5% unrestricted general fund, MTC Regional Measure 2);
 - iv. Sales tax (AB 1107, directly levied (e.g., transit district), levied by others (e.g., county sales tax measure (identify Measure)));
 - v. Contributions from JPA partner funding agencies;
 - vi. Federal (FTA section 5307 Operating Assistance, FTA section 5307 Preventive Maintenance, FTA section 5311, STP Preventive Maintenance, CMAQ Operating Assistance (new service), Jobs Access Reverse Commute, New Freedom);
 - vii. Regional (MTC Lifeline, Air District);
 - viii. Advertising;
 - ix. Earned interest;
 - x. BART coordination funds (TDA, STA, BART district funds);
 - xi. TDA (directly apportioned, contributed by others);
 - xii. State Transit Assistance [(directly apportioned, contributed by others) – Revenue-Based, Population-Based (Small Operators, Northern Counties, Regional Paratransit, MTC Regional Express Bus)].

C. In addition to future year forecasts, the SRTP should include a three-year retrospective of audited (if available) operating expenses and revenue.

(This is also a requirement for Mini-SRTPs.)

6. Capital Improvement Program

Describe and discuss the capital programs (vehicles, facilities and equipment) required to carry out the operations and services set forth in the operating plan and budget. The Capital Improvement Plan (CIP) should provide the basis for requests for federal, state and regional funding for capital replacements, rehabilitation, and expansion projects. While the CIP does not have to be financially constrained to the extent that the operations budget does, it should reflect the operator’s reasonable expectation of funding, particularly as outlined in MTC’s Regional Transportation Plan. MTC has reaffirmed its prior RTP commitment to fund 100% of the transit capital shortfall, subject to certain conditions as set forth in MTC Resolution No. 3427, revised.

Note: the replacement schedules for vehicles and other capital items shall reflect agreements that resulted in the temporary diversion of FTA Section 5307 funds to “preventive maintenance”.

- A. Basis for Revenue Vehicle/Vessel Projects and/or Proposals, for Replacement, Rehabilitation, and Expansion.
1. Describe and discuss policies (or basis), and justification for vehicle replacement:
 - a. Life cycle considerations (current vehicles/vessels);
 - b. Passenger amenity considerations (vehicles to be acquired);
 - c. Mode of power and/or emissions considerations (vehicles/vessels to be acquired);
 - d. Other considerations (e.g., safety, lack of availability of service parts for current vehicles/vessels)
 2. Describe and discuss policies (or basis), and justification for rehabilitation/retrofit:
 - a. Life cycle considerations;
 - b. Passenger amenity considerations;
 - c. Emissions considerations;
 - d. Other considerations.
 3. Describe and discuss policies (or basis), and justification for proposed fleet expansion (or contraction):
 - a. Relationship to fixed route or demand responsive operations plan;
 - b. Basis for type(s) of vehicles/vessels desired (expansion).
 - c. Number and type(s) of vehicles to be removed from service (contraction), including intended disposition (e.g., sale, placed for lease, salvaged).
 4. Current Revenue Vehicle/Vessel Fleet Inventory: Identify items “a” through “k” below individually or by subfleet. Identify MTC Regional Express Buses separately.
 - a. Manufacturer;
 - b. Year of manufacture;
 - c. Identification number (individual VIN or VIN sequence for subfleets);
 - d. Length of vehicle(s)/vessel(s);
 - e. Seating capacity of vehicle(s)/vessel(s);
 - f. Wheelchair capacity of vehicle(s)/vessel(s);
 - g. Vehicle/Vessel type (e.g., mini van, standard van, cutaway van, standard motorbus, articulated motorbus, trolley bus, articulated trolleybus, over-the-road coach, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
 - h. In fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
 - j. Has major rehabilitation of the vehicle(s)/vessel(s) been performed; if yes, how many years of service life were added;
 - k. Year the vehicle(s)/vessel(s) will be retired from service (even if this is beyond the time horizon of the SRTP);

5. Vehicle/Vessel Replacement: Identify items “a” through “k” below individually or by subfleet, showing the number of replacement vehicles/vessels to be placed in service per year over the planning horizon.
- a. Number of vehicles/vessels to be replaced;
 - b. Anticipated year of manufacture of replacement vehicle(s)/vessel(s);
 - c. Year vehicle(s)/vessel(s) will be placed in service;
 - d. Length of vehicle(s)/vessel(s);
 - e. Seating capacity of vehicle(s)/vessel(s);
 - f. Wheelchair capacity of vehicle(s)/vessel(s);
 - g. Vehicle/Vessel type (e.g., mini van, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
 - h. Placement of the vehicle(s) in fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
 - j. Estimated cost of replacement vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - k. Sources and amounts of funding for replacement vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.

(This is also a requirement for Mini-SRTPs.)

6. Vehicle/Vessel Rehabilitation (if applicable): Identify items “a” through “m” below individually or by subfleet, showing the number of vehicles/vessels to be rehabilitated per year over the planning horizon.
- a. Manufacturer;
 - b. Year of manufacture;
 - c. Identification number, (individual VIN or VIN sequence for subfleets);
 - d. Length of vehicle(s)/vessel(s);
 - e. Seating capacity of vehicle(s)/vessel(s);
 - f. Wheelchair capacity of vehicle(s)/vessel(s);
 - g. Vehicle/Vessel type (e.g., mini van, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
 - h. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
 - i. Year of planned rehabilitation (even if this falls outside the time horizon of the SRTP);
 - j. Years of service life to be added;
 - k. Rehabilitation to be performed in-house or contracted, if known;

- l. Estimated cost of rehabilitation of vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
- m. Sources and amounts of funding for rehabilitation of vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.

(This is also a requirement for Mini-SRTPs.)

7. Vehicle/Vessel Expansion (if applicable): Identify items “a” through “k” below individually or by subfleet.
 - a. the number of expansion vehicle(s)/vessel(s) to be placed in service per year over the planning horizon of the SRTP.
 - b. Anticipated year of manufacture;
 - c. Year vehicle(s)/vessel(s) will be placed in service;
 - d. Length of vehicle(s)/vessel(s);
 - e. Seating capacity of vehicle(s)/vessel(s);
 - f. Wheelchair capacity of vehicle(s)/vessel(s);
 - g. Vehicle/Vessel type (e.g., mini van, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
 - h. Placement of the vehicle(s) in fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
 - j. Estimated cost of expansion vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - k. Sources and amounts of funding for expansion vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.

(This is also a requirement for Mini-SRTPs.)

8. Summary of Revenue Vehicle/Vessel Fleet Inventory:
 - a. Total number of fixed route vehicles in active fleet (identified by type; e.g., see item 7.g. above);
 - b. Total number of fixed route vehicles in reserve fleet;
 - c. Spare ratio of fixed route vehicles (at maximum pullout);
 - d. Total number of vessels in active fleet;
 - e. Total number of vessels in reserve fleet;
 - f. Spare ratio of vessels (at maximum pullout);
 - g. Total number of demand responsive vehicles in active fleet (identified by type; e.g., see item 7. g. above);
 - h. Total number of demand responsive vehicles in reserve fleet;
 - i. Spare ratio of demand responsive vehicles (at maximum pullout)
 - j. Useful life of revenue vehicles;

k. Next rehabilitation or replacement of vehicles and vessels, even if beyond the SRTP horizon.

B. Non-Revenue Vehicle Projects and/or Proposals: Replacement, Rehabilitation, and Expansion or Contraction.

1. Discuss replacement, and/or expansion or contraction of non-revenue vehicle fleet:
 - a. Briefly, describe uses of non-revenue vehicles;
 - b. Briefly, discuss policies or basis, and justification for replacement (e.g., life cycle, obsolescence, safety considerations);
 - c. Briefly discuss policies or basis, and justification for expansion and/or contraction.
2. Non-Revenue Vehicle Fleet Inventory: Identify items "a" through "n" below, showing the number of vehicles per year over the planning horizon.
 - a. Manufacturer (current vehicles);
 - b. The year of manufacture (or anticipated year of manufacture for replacement and expansion vehicles);
 - c. The years the vehicle(s) will remain in service;
 - d. Year vehicle(s) will be retired from service;
 - e. The year replacement vehicle(s) will be placed in service;
 - f. Estimated cost of replacement vehicle(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - g. Replacement vehicle(s): source(s) and amount of funding, identifying funds that have been secured (programmed, allocated or received) and funds that have not been secured, with annual escalation rates clearly portrayed;
 - h. The year expansion vehicle(s) will be placed in service;
 - i. Estimated cost of expansion vehicle(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - j. Expansion vehicle(s): source(s) and amount of funding, identifying funds that have been secured (programmed, allocated or received) and funds that have not been secured, with annual escalation rates clearly portrayed;
 - k. Vehicle type;
 - l. Mode of power;
 - m. Has rehabilitation of the vehicle(s) been performed or is it planned;
 - n. Total number of vehicles in non-revenue fleet.

Operators with non-revenue vehicles which are not proposed for replacement with regionally programmed funds may choose to provide less detailed information.

(Item "g" is also a requirement for Mini-SRTPs, but is reduced in scope. See section on Scope of Mini-SRTPs.)

- C. Major Facilities Replacement, Rehabilitation, Upgrade, and Expansion projects of the types listed below. Identify the locations of new or expanded facilities. Provide project budget, including costs, sources of funds and amounts from each source, identifying funds that have

been programmed, allocated or received, and funds that have not been secured. Separately describe security projects. Specify if replacement and rehabilitation of facilities and equipment results in an asset that differs from the existing asset, and how it differs.

1. Administrative;
2. Maintenance and Fueling;
3. Vehicle/Vessel Storage/Staging;
4. Park-and-Ride;
5. Stations and Stops;
6. Right-of-Way, Track, or Guideway;
7. Bicycle Facilities (e.g., lockers).

D. Tools and Equipment: Replacement and/or Upgrade. Discuss current and/or proposed projects. Combine projects into a lump sum and indicate costs, sources of funds and amounts.

7. Other Requirements

A. Provide the following information on expansion projects included in MTC Resolution No. 3434:

1. Portray the project's current capital cost, providing explanation where costs differ from the portrayal in MTC Resolution No. 3434.
2. Capital Funding:
 - a. Discuss and describe secured funding, including fund programming and/or allocation actions, conditions imposed on the use of funds, fund sources and amounts;
 - b. Explain any changes in secured or anticipated funding, providing explanation where funding differs from the portrayal in MTC Resolution No. 3434;
 - c. Portray and discuss the project's cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
3. Project Schedule. Provide the most current schedule for the project, showing key milestones completed, and anticipated milestone completion dates.
4. Operating Costs. Provide operating expense and revenue projections (including sources of funds).
5. Discuss any activities related to changes in land use planned or anticipated in association with the project, including:
 - a. Participation in the development of local land use policies;
 - b. Policies and/or planning pertaining to, and/or development adjacent to transit stations;
 - c. Descriptions of land that the transit agency currently owns or controls adjacent to transit stop/stations (use a map if desired to show locations).

6. Discuss any current or anticipated policy, planning, funding or operating issues associated with the project, not reflected in responses to items 1 through 5, above.
- B. Describe the agency's public outreach and involvement process relative to environmental justice goals. Describe the most recent outcomes from this process.
- C. In the event the operator intends to use FTA section 5303 funds to contract out for the authoring of the SRTP, the MTC SRTP Program Manager must review the description or scope of work before publication of the RFP. In addition, the SRTP Program Manager is to be invited to participate in or at least observe the consultant selection for work to be performed under contract. MTC may or may not be able to actually participate in the consultant selection process, depending upon scheduling and other commitments, but transit operators are to extend the invitation in a timely manner.

SCOPE OF MINI-SRTPs

The Mini-SRTP is an abbreviated version of the Full SRTP, and shall be a series of spreadsheets, supported as necessary by brief narratives. The Mini-SRTP shall include at least the following information:

1. **Title Page** – same as Scope of Full SRTP, item 1, Title Page
2. **Evaluation of Key Performance Measures, Service Factors, and Patronage**
 - A. Evaluate key systemwide performance measures against current service standards. At a minimum, evaluate performance measures relating to effectiveness and efficiency. Key performance measures could include passengers per revenue vehicle hour, passengers per revenue vehicle miles, percent of capacity used, revenue to total vehicle hours, operating cost per revenue vehicle hour, operating cost per passenger, and on-time performance. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and other graphic formats as warranted. (Similar to Scope of Full SRTP, Service and System Evaluation section, item 4.A.)
 - B. Provide a three-year retrospective of revenue service hours, revenue service miles, and patronage. Evaluate and discuss significant changes. (Same as Scope of Full SRTP, Service and System Evaluation, item 4.B.)
3. **Service Plan** – same as Scope of Full SRTP, Operations Plan, item 5.A.5
4. **Operations Budget** – same as Scope of Full SRTP, Operations Budget, item 5.B
5. **Fleet Inventory Update**
 - A. Revenue Vehicle/Vessel Replacement – same as Scope of Full SRTP, Capital Improvement Program, item A.5
 - B. Revenue Vehicle/Vessel Rehabilitation – same as Scope of Full SRTP, Capital Improvement Program, item A.6
 - C. Revenue Vehicle/Vessel Expansion – same as Scope of Full SRTP, Capital Improvement Program, item A.7

- D. Non-Revenue Vehicle/Vessel Replacement – Use tabular or other graphic format to show the number of vehicles per year that are proposed for replacement with regionally programmed funds. (Similar to Scope of Full SRTP, Capital Improvement Program, item B.2.g.)

SCHEDULE AND TRANSMITTAL

1. Submit two hard copies and an electronic copy of draft Full or Mini-SRTPs to MTC staff for review according to the schedule below. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.
2. Submit eight (8) hard copies and an electronic copy of final Full or Mini-SRTPs to MTC according to the schedule below. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.

Deliverable

Delivery Dates

Draft FY 2013-2022 Full SRTP
Final FY 2013-2022 Full SRTP

TBD
TBD

MTC staff and the transit operators will agree to a schedule once counties and operators have been selected.

An operator at its discretion may choose to submit a Full SRTP for any year when a Mini-SRTP is due.

REQUIRED APPROVALS

The operator's governing body must adopt Full SRTP and any Mini-SRTP containing policy changes from the latest board-approved SRTP. Mini-SRTPs with no policy changes may be adopted or approved by the operator's General Manager.

REVISIONS TO THESE GUIDELINES

Minor modifications to these guidelines may be approved by the Programming and Allocations Committee.

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SCOPE OF WORK For Enhanced Coordination

Purpose:

The specific purpose is to develop an enhanced coordinated analysis of the Transit Operators in Solano County. Some of the areas of analysis will include the Standardized Fare Structure, Joint Contracting and ADA Eligibility Determination, Enhanced Transit Coordination of Capital Planning, Enhance Coordination of Transit Service Planning, and Transportation Options and Transit Connectivity to the Colleges in Solano County. The Colleges would include Touro University, Maritime Academy, and the three Solano Community Colleges in Solano County (Fairfield, Vacaville, and Vallejo).

The purpose of the on board survey is: (1) to inform MTC, STA, and interested stakeholders of the demographic profile of transit riders throughout the Solano County; (2) to provide information to transit providers on the travel patterns and characteristics of their customers; (3) to provide MTC, STA and interested stakeholders with robust estimates of transit origin/destination patterns, which are important to analytical planning efforts; and, (4) to provide STA, the Intercity Transit Operators and Intercity Funding Partners statistical information used for calculating the participating agencies contributions.

Tasks:

- 1. Confirm Project Goals and Finalize Scope of Services and Work Plan**
- 2. Different Fare Structure and Discounts/Standard Fare Structure/Fare Reconciliation**
 - a. Development of a standardized fare structure (may just include standard fare instruments, but could also include standard dollar amounts for each) for Solano County Transit Operators.
 - b. Revise current fare policies to conform with Clipper
 - c. Analysis the potential revenue impact and/or gains to Solano County operators with the implementation of a standardized fare structure.
- 3. Enhanced Transit Coordination of Capital Planning**
 - a. Develop and combined data for capital needs for transit operators in Solano County
 - b. Data should have the same components as individual capital planning scope of work in the SRTP
 - c. Identify potential funding sources to meet the needs
 - d. Show funding need in graphs by year, type of capital, and operator
 - e. Identify potential joint procurement
- 5. Enhanced Coordination of Transit Service Planning**
 - a. Identify connection problems of local route to intercity routes and other regional transportation
 - b. Identify changes to enhance service for intercity travel and well as intercity to local, local to intercity, and intercity to intercity/regional
 - c. Identify potential coordination as ridership increases in the future.

6. Fairfield and Suisun Transit

- a. Growth, No Growth, and Reduction scenarios with regards to service planning
 - o Consultant would identify services that should be added or eliminated in priority order depending on resources (capital and financial)
 - o Consultant would detail the service, funding and capital plans necessary for supporting the actions associated with each scenario
- b. Title VI analysis of current transit system at the time of the SRTP
- c. Public Participation Plan
- d. Fairfield specific financial plans for operations and capital

7. Transportation Options and Transit Connectivity to the Colleges in Solano County

- a. The Colleges would include Touro University, Maritime Academy, and the three Solano Community Colleges in Solano County (Fairfield, Vacaville, and Vallejo).
- b. Develop transportation options and transit connectivity to colleges in Solano County.
- c. Option could include, shuttles, carpool, vanpool, rideshare, transit, and other innovated approaches

8. On Board Demographic Survey

- a. The Consultant, STA, and operators will coordinate to develop survey instruments that meet the four goals stated in the Purpose.
- b. The Intercity Routes survey will be reviewed with slight edits to meet the needs of the Intercity Funding Agreement (Intercity Ridership Study can be found on STA website)
- c. The local routes will also be surveyed.

9. Final Study

- a. Finalize the report incorporating input from committee review of draft study
- b. Prepare the report for electronic and hard copy distribution.



DATE: December 10, 2011
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Solano Mobility Management Plan Scope of Work

Background:

Development of a Mobility Management Plan is one of the strategies listed in the Solano Transportation Study for Seniors and People with Disabilities. This Study has been approved by the Consortium, TAC and the Solano Seniors and People with Disabilities Advisory Committee. It will be presented for final approval by the STA Board in December 2011. Per the Study, Mobility Management is a “short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers.”

The STA Board supports the development of a Solano Mobility Management Plan which includes potential programs for Seniors and People with Disabilities, the County Health and Social Services and First Five Program clients. The Paratransit Coordinating Council and the Solano Seniors and People with Disabilities Transportation Advisory Committee are supportive and requested to be involved in the process.

Discussion:

STA staff release a Request for Qualifications (RFQ) to establish a Pre-Qualified List of Consultants for Project Management services to assist STA staff in several studies and plans this fiscal year. This includes the Solano Mobility Management Plan. STA plans to have a project manager on board to assist with this work in December and release the Request for Proposals (RFP) for the Solano Mobility Management Plan in February/March 2012. The Project Manager, in preparing for the RFP, may make minor edits to the scope of work for better clarification and understanding.

In preparation of the release of the RFP, STA presented the draft scope of work to the Consortium in November and asked for input. Staff received comments and incorporated them into the scope of work (Attachment A). The scope of work will go to the Paratransit Coordinating Council on January 19, 2012 and the Solano Seniors and People with Disabilities Transportation Advisory Committee on January 26, 2012 to receive input before going to the STA Board on March 14, 2012 for final approval.

Fiscal Impact:

The fiscal impact is \$150,000. State Transit Assistance Funds (STAF) Regional Paratransit will cover \$100,000 of the plan and STAF will cover \$50,000.

Recommendation:

Forward a recommendation to the STA Board to approve the Solano Mobility Management Plan scope of work as specified in Attachment A.

Attachment:

- A. Mobility Management Plan Scope of Work

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(December 12, 2011)
SCOPE OF WORK
for
Solano Mobility Management Plan

Purpose:

Goal is to coordinate transportation services for older adults, individuals with disabilities, and individuals with low incomes.

The STA completed the first Solano Senior and Disabled Study in June 2004. The second study, Solano County Transportation Study for Seniors and People with Disabilities was recently completed and will be presented to the STA Board for final approval in December 2011. The both studies recommended a further focus on the Solano Mobility Management in Solano County. The Consultant Team will develop a coordinated plan for outreach programs, policies and build local partnership specific to Solano County. Work closely with the transit operators and stakeholders in development of implementation plans.

Tasks:

- 1. Confirm Project Goals and Finalize Scope of Services and Work Plan**
- 2. Review Relevant Studies and Related Programs including, but not exclusive to:**
 - a. Solano County Senior and Disabled Transit
 - b. Solano County Transportation Study for Seniors and People with Disabilities
 - c. Taxi Scrip Programs (Intercity and Local)
 - d. Community-Based Transportation Plans in Solano County
 - e. Identify key stakeholders in the County that contribute to the planning, provision, delivery and/or funding of transportation services for Seniors and People with Disabilities and Individual of Low-Income. Present this information in a table that is categorized by function (i.e. Funding, Service Delivery, Service Planning, etc.).
- 3. Identify All Existing Transportation Services Provided in Solano County for Seniors, People with Disabilities and Low Income.**
 - a. Inventory the services such as provider contact information, agency's contact person, cost, hours of operations, who is eligible, wheel chair accessible, how far the service is provided, etc.
 - b. Create a strategy to partner and network with all transportation providers and other stakeholders in Solano County
- 4. Develop an one-stop transportation traveler call center and website to coordinate transportation information;**
 - a. Identify and recommend training for staff to refer customers to the appropriate available transportation service
 - b. Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
 - c. The implementation plan that would identify the cost, resources, staffing, and other requirements necessary for successful implementation including potential issues with solutions
 - d. Develop policies and procedures for the program

- 5. Identify successful mobility management programs and recommend a program for Solano County:**
 - a. Identify at least two examples of successful mobility management programs in other counties/communities that share similarities with Solano County such as demographics, geography, resources, and existing programs/services.
 - b. Recommend a mobility management program for Solano County based on the information gathered in activities 2-4 of this scope of work, as well as on the transportation needs of seniors and people with disabilities identified in the Solano Transportation Study for Seniors and People with Disabilities.
 - Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
 - The implementation plan would identify the cost, resources, staffing, and other requirements necessary for successful implementation.

- 6. Develop a Travel Training Programs**
 - a. Identify different Travel Training Options
 - b. Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
 - c. The implementation plan that would identify the cost, resources, staffing, and other requirements necessary for successful implementation including potential issues with solutions
 - d. Identify any partnerships that could be formed that provide similar services
 - e. Develop policies and procedures for the program

- 7. Develop a Countywide ADA Eligibility Process**
 - a. Identify different options
 - b. Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
 - c. The implementation plan that would identify the cost, resources, staffing, and other requirements necessary for successful implementation including potential issues with solutions
 - d. Develop policies and procedures for the program

- 8. Identify Older Driver Safety Programs and Mobility Workshops in Solano County**
 - a. Inventory Programs
 - b. Describe when offered and contact information
 - c. Develop policies and procedures to keep information current

- 9. Public Outreach**
 - a. Present findings and seek input from Transit Consortium, Paratransit Coordinating Council, Solano County Seniors, Senior Coalition and People with Disabilities Transportation Advisory Committee

- 11. Draft Study**
 - a. Present the existing services and programs
 - b. Develop a 1 to 10 year Implementation Plan which will include detail project task, cost and a funding plan
 - c. Present to committees and input process
 - d. Present Mobility Management Programs

- e. Obtain input from various groups in Solano County prior to the STA Board.

12. Final Study

- a. Finalize the report incorporating input from public and committee review of draft study
- b. Prepare the report for electronic and hard copy distribution.

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DATE: December 6, 2011
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: SolanoExpress Intercity Transit Consortium 2012 Work Plan

Background:

The SolanoExpress Intercity Transit Consortium has regularly prepared an annual Work Plan. In 2012, there is a number of key local and regional transit planning activities and projects that the Consortium will be involved with. These range from transit service and funding to planning and marketing.

Discussion:

STA staff is presenting the SolanoExpress Intercity Transit Consortium Work Plan 2012 for the Consortium and TAC's review. The 2011 Work Plan (Attachment A) is presented for comparison. In the 2012 Work Plan, several completed items have been removed and new projects have been added. If approved by the Consortium and TAC, the Work Plan will be presented to the STA Board in January 2012 for approval.

Fiscal Impact:

None.

Recommendation:

Forward a recommendation to the STA Board to approve the SolanoExpress Intercity Transit Consortium 2012 Work Plan as shown on Attachment B.

Attachments:

- A. SolanoExpress Intercity Transit Consortium 2011 Work Plan
- B. SolanoExpress Intercity Transit Consortium 2012 Work Plan

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2011 SolanoExpress Intercity Transit Consortium
Work Plan

(January 2011)

Transit Service:

- Evaluation of intercity transit services performance; prioritize, and implement intercity transit service changes.
- Monitor SolanoExpress intercity transit services
- Monitor facilities development that support SolanoExpress intercity transit services
- Discuss local transit issues and be mindful of harmonizing local and intercity transit needs
- Implement Lifeline project priorities.
- Identify and facilitate joint agency transit projects
- Monitor implementation of new intercity ADA paratransit services Phase I and identify funding opportunities for Phase II
- Implement multi-agency electronic fare instrument compatible with regional efforts

Transit Planning

- Complete countywide Senior and People with Disabilities Transportation Plan
- Update I-80/I-680/I-780/Hwy 12 Transit Corridor Study
- Update countywide transit capital inventory
- Conduct Community Based Transportation Planning study in East Fairfield.
- Provide input into Comprehensive Transportation Plan update including Safer Routes to Transit Facilities and other studies.
- Participate in the implementation of MTC's Transit Connectivity Study and Wayfinding Signage's initial phase
- Monitor implementation of Transition Plan for Benicia and Vallejo transit services
- Implement balance of Phase II Transit Consolidation Study
- Monitor regional Transit Sustainability Project
- Provide input into other county and regional transit planning efforts

Funding

- Monitor the implementation of the FY2010-11 Intercity Transit Funding Agreement
- Develop the FY2011-2012 Intercity Transit Funding Agreement
- Maximize RM2, Prop 1B, 5310, 5311 ARRA, and other funding opportunities
- Implement and monitor Lifeline Funding Program
- Monitor and provide input into legislation to ensure adequate levels of transit funding
- Monitor and provide input into regional policy development to ensure adequate levels of transit funding.
- Update TDA matrix
- Complete FY2011-12 TDA Unmet Transit Needs process.

Marketing of Transit Services and Programs

- Participate in the updating of SolanoExpress marketing
- Plan, prioritize, and implement marketing support for intercity transit services including display of intercity route schedule information at key bus stops.
- Coordinate and participate in countywide and regional transit marketing activities.
- Update, print, and distribute SolanoExpress brochure, wall maps, website and other materials.

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2012 SolanoExpress Intercity Transit Consortium
Work Plan

(January 2012)

Transit Service:

- Evaluation of intercity transit services performance; prioritize, and implement intercity transit service changes.
- Monitor SolanoExpress intercity transit services
- Monitor facilities development that support SolanoExpress intercity transit services
- Discuss local transit issues and be mindful of harmonizing local and intercity transit needs
- Implement Lifeline project priorities.
- Identify and facilitate joint agency transit projects
- Monitor implementation of new intercity ADA paratransit services Phase I and identify funding opportunities for Phase II
- Implement Early Delivery of Clipper

Transit Planning

- Update I-80/I-680/I-780/Hwy 12 Transit Corridor Study
- Conduct a Countywide Coordinated SRTP
 - ✓ Different Fare Structure and Discounts/Standard Fare Structure/Fare Reconciliation;
 - ✓ Separate ADA Contractors, Eligibility and Rules/Joint Contracting/Eligibility Determination of ADA Paratransit;
 - ✓ Enhanced Transit Coordination of Capitol Planning
 - ✓ Enhanced Coordination of Transit Service Planning; and
 - ✓ An analysis of transit connectivity to the Colleges in Solano County. The Colleges would include Touro University, Maritime Academy, and the three Solano Community Colleges in Solano County (Fairfield, Vacaville, and Vallejo).
- Conduct a Countywide Mobility Management Plan
- Conduct a Solano Transit Sustainability Plan of All Operators
- Conduct Community Based Transportation Planning study in East Fairfield
- Conduct a Intercity Ridership as per the Intercity Funding Agreement
- Provide and updated survey and input into Comprehensive Transportation Plan update including Safer Routes to Transit Facilities and other studies
- Participate in the implementation of MTC's Transit Connectivity Study, specifically the Transit Element
- Monitor and coordinate with the new transit entity, SolTrans
- Implement balance of Phase II Transit Consolidation Study following completion of Transit Sustainability and Transit Corridor Studies
- Monitor MTC's Regional Transit Sustainability Project
- Provide input into other county and regional transit planning efforts
- Update countywide transit capital inventory
- Implement Seniors and People with Disabilities Priorities
 - ✓ Intercity Taxi Script Phase II
 - ✓ Mobility Management Plan
 - ✓ ADA Eligibility
 - ✓ Dialysis Centers

Funding

- Monitor the implementation of the FY 2011-12 Intercity Transit Funding Agreement

- Develop the FY 2012-2013 Intercity Transit Funding Agreement
- Maximize Regional Measure (RM) 2, Prop 1B, 5310, 5311 ARRA, and other funding opportunities and work with STA to set priorities for capital operating
- Implement and monitor Lifeline Funding Program
- Monitor and provide input into legislation to ensure adequate levels of transit funding
- Monitor and provide input into regional policy development to ensure adequate levels of transit funding.
- Update TDA matrix
- Complete FY 2011-12 and fund TDA Unmet Transit Needs process and work with Solano County to identify priorities for future County TDA funds to be dedicated to transit.
- Assist FAST and other operators in local bus replacements
- Develop Funding List to assist in funding transit priorities projects
 - ✓ Federal Section 5311
 - ✓ Lifeline Funding
 - ✓ STAF (Population Based)
 - ✓ STAF Regional
 - ✓ Prop 1B (Population Based)
 - ✓ TDA Solano County

Marketing of Transit Services and Programs

- Participate in the updating of SolanoExpress marketing
- Plan, prioritize, and implement marketing support for intercity transit services including display of intercity route schedule information at key bus stops.
- Coordinate and participate in countywide and regional transit marketing activities.
- Update, print, and distribute SolanoExpress brochure, wall maps, website and other materials.



DATE: December 13, 2011
TO: Solano Express Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Unmet Transit Needs for Fiscal Year (FY) 2011-12 Update

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 only county in the Bay Area that has a local jurisdiction still using TDA funds for streets and roads. For FY 2010-11, the County of Solano was the only jurisdiction that used TDA funds for streets and roads.

When the Metropolitan Transportation Commission (MTC) took final action on the FY 2009-10 Unmet Transit Needs process and concluded that there were no reasonable unmet transit needs, they also took action that directed Rio Vista and the County of Solano to develop a TDA phase out plan. Since MTC took this action, MTC and STA have met with both Rio Vista and County of Solano to discuss the TDA phase out plan. As a result of this, in February 2010 Rio Vista City Council took action directing that Rio Vista no longer use TDA funds for streets and roads beginning FY 2010-11. A strategy to phase the County of Solano out of the Unmet Needs process was approved by the STA Board April 14, 2010. The County of Solano will no longer be claiming funding for streets and roads after FY 2011-12. Therefore, the Unmet Transit Needs process was still required for one final time to allow Solano County to claim TDA for streets and roads in FY 2011-12.

The Unmet Transit Needs Hearing was held on Thursday, December 2, 2010 at 6:00 pm at the Solano County Administration Center (SCAC) in the Board of Supervisors Chambers. Based on comments raised at the hearing and the received written comments, MTC staff then selected pertinent comments for Solano County's local jurisdictions for response. The STA coordinated with the transit operators who must prepare responses specific to their operation.

Once STA staff has collected all the responses from Solano County's transit operators, a coordinated response is forwarded to MTC. In 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.

Discussion:

MTC has summarized the key issues of concern and forwarded them to the STA (Attachment A). The STA staff forwarded a worksheet to each transit operators that identified the issues specific to their operators for a response. The STA staff continues to work with the transit operators to address the issues and coordinate a response to MTC.

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 MTC to process the streets and road element of the TDA claims from the County of Solano. For FY 2012, the County's TDA claim for local streets and roads will be held by MTC until this process is completed.

As FY 2011-12 will be the last year the County of Solano uses TDA for streets and roads, the Unmet Needs process will no longer be required in Solano County for future years since no jurisdiction will be using TDA funds for streets and roads.

The following is the draft revised schedule.

Schedule to Submit Response to MTC	
April 18, 2011	Assign the questions to the Transit Operators.
May 19, 2011	Present issues to the PCC
January 6, 2012	Extended Deadline for Transit Operators to provide responses to STA.
January 19, 2012	Present response to issues to the PCC
January 25, 2011	Consortium and TAC review and approve responses.
February 8, 2012	STA Board review and approval.
February 9, 2012	Submit responses to MTC.
March 14, 2012	Responses are submitted for approval to the Programming and Allocations Committee at MTC.

The streets and roads portion of the County of Solano TDA claim will be processed once the Unmet Needs process is complete.

Recommendation:

Informational.

Attachment:

- A. MTC March 31, 2011 letter summarizing FY 2011-12 Unmet Transit Needs



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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March 31, 2011

RECEIVED

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AUTHORITY

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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 2, 2010, 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 2011-12 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.

Vallejo

Service Design

- Lack of Glen Cove service;
- Run bus on Hwy. 37 from Vallejo to San Rafael;
- Keep current schedule and lines for the 78 and 76 buses; and
- Route 5 is important for students to get to the Vallejo campus.

Operational and Scheduling Issues

- Better coordination between drivers and dispatchers;
- Scheduling trips, especially timing, is confusing;
- Shorten paratransit transfers;
- Problem with canceled paratransit trip;
- Driver not wanting to tie wheelchair down;
- General issues with driver's treatment of passengers;
- Drivers drive a little rough for some passengers; and
- Make transit more senior friendly e.g. with the use of 'transit ambassadors' and transit training.

Fairfield

Service Design

- Routing issues of DART service;
- Route 20 could run later to match route 90;
- Would like to see one pass in use not multiple passes;
- Extra bus stop needed at business center in Cordelia;
- Cordelia underserved by transit;
- Improve Red Top Road Park and Ride;
- Direct bus to San Francisco;
- Concerns about transit for seniors in Green Valley;
- Keep Fairfield Taxi program;
- Expand Capitol Corridor schedule;
- Extend hours of current FAST schedule extended to at least 10:00 PM;
- Need for Sunday service;
- Lack of good transportation for elderly;
- Lack of bus stops on bus lines;
- Bus stops too far apart; and
- Need to create a regional code of bus etiquette.

Operational and Scheduling Issues

- Reduction from 7 to 5 buses makes reservations more difficult (DART);
- Some dispatchers are not customer friendly;
- Lack of professionalism on phone by dispatchers;
- Drivers need more training to be sensitive to needs of passengers; and
- Travel times and transfers make service inconvenient.

Capital Improvements

- Need more bus stations (shelters);
- Better signage for bus system;
- Need for bus shelters;
- More curb cuts at stops/stations;
- Increased capacity for bikes on buses; and
- More conveniently located and more easily accessible bus stops.

Vacaville

Service Design

- Keep bus line #3; needed to get to work;
- Need local buses after 6:30 p.m. to Solano College; and
- Needs bus service on Sundays to go to church.

Operational and Scheduling Issues

- Buses need to run later and connect better with #20 and #30.

Capital Improvements

- More bus stations (shelters);
- Repair Vacaville bus shelters, some stops have no shelters;
- Include public restrooms in any new transit plaza planning;
- Build bus shelters and benches; and
- Need directional bus stop signs.

Benicia

Service Design

- Need for direct bus between Benicia and Glen Cove Shopping Center.

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 Solano Transportation Authority 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 issues. 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. Authority 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 between now and the end of fiscal year 2010-11; 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
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 2011-12 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. Please contact me or Bob Bates of my staff at (510) 817-5733 if you have any questions.

Sincerely,



Alix A. Bockelman
Director, Programming and Allocations Section

Enclosures

cc (without enclosures):

Jim Spering, MTC Commissioner
Gene Cortright, City of Fairfield
Gary Leach, City of Vallejo
Rod Moresco, City of Vacaville
Robert Sousa, City of Benicia
Jeff Matheson, City of Dixon
Morrie Barr, City of Rio Vista
Dan Kasperson, City of Suisun City
Paul Weise, County of Solano
Jamie Johnson, Chair, Solano County PCC (c/o Elizabeth Richards, STA)

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DATE: December 13, 2011
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Federal Transit Administration (FTA) Non-Urbanized Area Program
(FTA Section 5311)

Background:

The Federal Transit Administration (FTA) Nonurbanized Area Formula Program (Section 5311) makes funding available to each state for public transportation projects in nonurbanized areas. Eligible applicants include public agencies, non-profits agencies, and American Indian tribes. The Metropolitan Transportation Commission (MTC) annually develops regional program of projects for submittal to Caltrans. Caltrans then submits a statewide program to FTA for approval.

During the Fiscal Year (FY) 2010 and FY 2011 funding cycles, there was an unprecedented demand for the Section 5311 funds. As a result of transit operator feedback during those funding cycles, MTC staff, in consultation with interested transit providers, evaluated the Section 5311 Objectives and Criteria and is proposing revisions with the goal of providing a reliable level of funding to transit operators each year based on population and service in nonurbanized areas (Attachment A).

Discussion:

MTC staff recommended to replace the existing priority ranking system with a formula distribution based on 50% nonurbanized area population served (i.e., according to the number of nonurbanized area residents that live within three-quarters of a mile of the operators' transit stops) and 50% according to the number of route miles provided in the nonurbanized area.

MTC staff also recommended and the Commission approved providing a target programming amount for all of Solano County, including the Dixon, Fairfield and Suisun Transit, Rio Vista, SolTrans (Vallejo Transit/Benicia Breeze), and Vacaville amounts with these funds to be allocated by the STA Board. STA will work with those operators to determine individual shares and allocations. Overall, this represents 20% of the region's shares. Based on the 5311 funding available to the region last year, STA's share of 20% is estimated to be \$250,000.

The 5311 Project Justification Sheets were due to MTC on December 8, 2011 and the grant applications are due to Caltrans on December 15, 2011 for operating and December 30th for capital projects. STA Staff has been assisting the transit operators in submitting the required justification and grant applications. STA staff discussed the 5311 allocation and proposed options of distribution at the Consortium meeting in November.

With the short notice for the call for projects, the operators unanimously agreed to proceed this year with MTC recommended distribution of FY 2012-13 where the transit operator will receive at least 80% of the average funding amount allocated to them over 5 years. This proposal was developed to lessen the impact to some operators of considerable decrease amount of funding from the new methodology which uses population and service miles. MTC proposal's priority for funding is to fund basic capital requirements. MTC requires recipients to prioritize the replacement of capital equipment. If recipients request funds for operations, they will be required to submit documentation explaining why the funds are not needed for basic capital. The distribution of funding is presented below in bold:

Operator	Average of 5 Year	80% of Average over 5 Years	New Methodology
Dixon	\$ 40,048	\$ 32,038	\$ 62,042
Fairfield	\$ 63,115	\$ 50,492	\$105,164
Rio Vista	\$ 76,680	\$ 61,344	\$ 47,121
SolTrans	\$134,125	\$107,300	\$ 19,224
Vacaville			\$ 7,218
		\$251,174	\$240,769

MTC staff notified STA the week of December 12th that additional \$28,273 has become available to Solano County since not all Bay Area operators in the regional utilized the funding available to them. STA staff is recommending applying these funds to Route 30 since it would benefit the most operators through their contribute to the intercity funding agreement as shown in the last column above. Fairfield amount of 5311 would increase from \$50,492 to \$78,765 through its operation of Route 30.

Operator	5311 Funding FY 2012-13	Additional Funding	5311 Funding FY 2012-13 (including additional funds)
Dixon	\$ 32,038		\$ 32,038
Fairfield	\$ 50,492	\$28,273	\$ 78,765
Rio Vista	\$ 61,344		\$ 61,344
SolTrans	\$107,300		\$107,300
Vacaville			
	\$251,174		\$279,447

Recommendation:

Informational.

Attachments:

- A. FTA Section 5311 Nonurbanized Area Formula Program – Funding Objectives and Criteria

Metropolitan Transportation Commission Programming and Allocations Committee

November 9, 2011

Item Number 4a

MTC Resolution No. 4036

Subject: FTA Section 5311 Nonurbanized Area Formula Program – Funding Objectives and Criteria

Background: The Federal Transit Administration (FTA) Nonurbanized Area Formula Program (Section 5311) makes funding available to each state for public transportation projects in nonurbanized areas. Eligible applicants include public agencies, non-profit agencies, and American Indian tribes.

MTC annually develops a regional Program of Projects for submittal to Caltrans. Caltrans then submits a statewide program to FTA for approval.

During the FY2010 and FY2011 funding cycles, there was unprecedented demand for the Section 5311 funds. As a result of transit operator feedback during those funding cycles, MTC staff, in consultation with interested transportation providers, evaluated the Section 5311 Objectives and Criteria and is proposing revisions with the goal of providing a reliable level of funding to transit operators each year based on population and service in nonurbanized areas. The following are the major changes that are proposed:

Distribute funds by formula (with policy guidelines)

Staff proposes to replace the existing priority ranking system with a formula distribution based on 50% nonurbanized area population served (i.e., according to the number of nonurbanized area residents that live within three-quarters of a mile of the operators' transit stops) and 50% according to the number of route miles provided in the nonurbanized area.

According to state and federal guidelines, a competitive process is not required for the 5311 program. In addition, research indicated that a formula approach is common practice in other regions of California, including Sacramento, Riverside, Kern and San Bernardino counties.

A formula program would allow operators to plan for their annual allocations in advance, compared to the relative uncertainty of the current discretionary-based process. The formula approach is generally supported by the transit operators.

The following policies are proposed to accompany the formula system:

- (a) Require recipients to prioritize the replacement of capital equipment. If recipients request funds for operations, they will be required to submit documentation explaining why the funds are not needed for basic capital. This is consistent with the current 5311 policy, which identifies capital replacement as the highest priority.
- (b) If an operator does not want to participate in the 5311 program (e.g., if the operator's 5311 share is so small that the administrative effort required to apply for and report on the funds outweighs the benefits to

the operator), then they will not submit Section 5311 project justification sheets, and MTC will not program any funds to that operator.

The table below shows the percentages to be used in the proposed formula and notes which operators have not historically requested FTA Section 5311 funds.

Per the request of the Solano Transportation Authority (STA), MTC staff recommends providing a target programming amount for all of Solano County, including the Dixon, Fairfield and Suisun Transit, Rio Vista, SolTrans (Vallejo Transit/Benicia Breeze), and Vacaville amounts. STA will work with those operators to determine individual shares (see Attachment 1).

FTA Section 5311 Proposed Formula Distribution*

Transit Operator	Combined Population & Route Miles Percentage	Note
AC Transit	7%	**
CCCTA	3%	**
LAVTA	3%	
Marin County Total	11%	
<i>Marin Transit (Local Service)</i>	8%	
<i>West Marin Stagecoach</i>	2%	
NCTPA	12%	
Petaluma Transit	1%	**
SamTrans	8%	
Santa Clara VTA	7%	
Santa Rosa CityBus	1%	**
Solano Transportation Authority	20%	
<i>Dixon</i>	5%	
<i>Fairfield and Suisun Transit</i>	9%	
<i>Rio Vista</i>	4%	
<i>Vallejo Transit/Benicia Breeze</i>	2%	
<i>Vacaville City Coach</i>	1%	
Sonoma County Transit	21%	
TriDelta Transit	5%	**
Union City Transit	1%	**
WestCAT	1%	**
Total	100%	

* This distribution does not include the proposed minimum award adjustments for FY2012 and FY2013.

** Operators that have not historically requested FTA Section 5311 funds.

Minimum award during a transition period

Some transit operators will receive significantly less funding under a formula program than they have in recent years with the priority ranking system. To cushion this impact, staff recommends that during the first two years of the new formula-based policy, recent 5311 recipients (i.e., those

that received funds in FY2007 through FY2011) would receive the following minimum awards:

- In the FY2012 Grant Cycle, transit operators will receive no less than 80 percent of their average award during the FY2007 through FY2011 period
- In the FY2013 Grant Cycle, transit operators will receive no less than 40 percent of their average award during the FY2007 through FY2011 period

Following FY2013, the minimum award policy would not apply and the distribution would be based solely on the proposed formula without adjustments.

Two-Year Programming Cycle

Staff proposes to issue a Call for Projects every two years, adopt a two-year program, and make annual adjustments to constrain the program to the available revenues. Each year's program will only be added to the TIP when actual revenues are apportioned by Caltrans.

If approved by the Commission, staff will use the new Funding Objectives and Criteria to program MTC's regional apportionment in the upcoming FY2012 funding cycle, which is expected to take place in late 2011 or early 2012.

Issues: None.

Recommendation: Refer MTC Resolution No. 4036 to the Commission for approval.

Attachments: Attachment 1 – Letter from Solano Transportation Authority
MTC Resolution No. 4036

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SOLANO TRANSPORTATION AUTHORITY

Member Agencies:
Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 • Telephone (707) 424-6075 / Facsimile (707) 424-6074
Email: staplan@sta-snci.com • Website: sta.ca.gov

October 17, 2011

Kristen Mazur
Metropolitan Transportation Commission
101 Eighth Street
Oakland, CA 94607

**RE: Proposal for Solano Transportation Authority to Distribute Section 5311
Funding to Transit Operators in Solano County**

Dear Ms. Mazur:

Solano Transportation Authority (STA) is supportive of the option to distribute Section 5311 to transit operators in Solano County. Metropolitan Transportation Commission (MTC) will be distributing 5311 funds to the region using a formula and has proposed an option for the STA to decide how Solano County's 5311 share be distributed on an annual basis. This method would allow more flexibility at the local level.

In Solano County, there are currently four transit operating receiving Section 5311 funding; Fairfield, Dixon, Rio Vista and Vallejo. The County of Solano operates an ADA Paratransit service in the rural area of Solano County and may also be eligible for 5311 funding. The STA Board includes representatives from all five jurisdictions potentially eligible to apply for and receive 5311 funds. With potentially five operators eligible for Section 5311 funding, the STA recommends the distribution of funding be allocated to STA to allow the flexibility to address the changing needs of the transit operators and transit service in Solano County.

The two small operators, Fairfield and Vallejo are eligible for Transit Capital Priorities (TCP) funds and receive funding from Section 5307. The two rural operators Dixon and the Rio Vista are not eligible for 5307, this 5311 funds is a critical revenue source for their capital and operating expenses. For instance, Rio Vista and Dixon use 5311 for bus replacement, they will not have any 5311 funding for operating assistance in the same year. Currently, Rio Vista relies on 5311 funding to cover 28% of their operating budget and Dixon relies on 9%. This potential issue should be addressed at the local level.

If you have any questions or need additional information, please contact Liz Niedziela, STA's Transit Program Analyst/Manager at (707) 399-3217.

Sincerely,

Daryl K. Halls
Executive Director

Cc: Supervisor James P. Sperring, MTC Commissioner
STA Board Members
Ann Flemer, Deputy Executive Director, MTC
Alix Bockelman, Programming and Allocations Director, MTC
STA TAC Members
SolanoExpress Transit Consortium Members

Date: November 16, 2011
W.I.: 1512
Referred By: PAC

ABSTRACT

Resolution No. 4036

This resolution adopts the Federal Transit Administration (FTA) Section 5311 Nonurbanized Area Formula Program Funding Objectives and Criteria for the San Francisco Bay Area.

The resolution includes the following attachment:

Attachment A - FTA Section 5311 Nonurbanized Area Formula Program Funding
Objectives and Criteria for the San Francisco Bay Area

Further discussion of this action is contained in the MTC Programming and Allocations Committee Summary sheet dated November 9, 2011.

Date: November 16, 2011
W.I.: 1512
Referred By: PAC

Re: Federal Transit Administration (FTA) Section 5311 Nonurbanized Area Formula Program Funding Objectives and Criteria for the San Francisco Bay Area

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4036

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code sections 66500 et. seq.; and

WHEREAS, MTC is the designated metropolitan planning organization (MPO) for the nine-county San Francisco Bay Area; and

WHEREAS, the U.S. Department of Transportation (DOT) has adopted rules and regulations (23 CFR 450 and CFR 613) which require that the MPO, in cooperation with the state and publicly-owned operators of mass transportation services, carry on a continuing, cooperative and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area, as a condition to the receipt of federal capital or operating assistance; and

WHEREAS, Section 5311 Title 49 of the United States Code (formerly Section 18 of the Federal Transit Act (FTA) provides a formula grant program for public transportation projects in areas other than urbanized areas (49 U.S.C. Section 5311); and

WHEREAS, MTC has developed, in consultation with interested transportation providers, the FTA Section 5311 Nonurbanized Area Formula Program Funding Objectives and Criteria for the San Francisco Bay Area, attached hereto as Attachment A, and incorporated herein as though set forth at length; now, therefore, be it

RESOLVED, that MTC adopts the FTA Section 5311 Nonurbanized Area Formula Program Funding Objectives and Criteria for the San Francisco Bay Area as provided in Attachment A; and be it further

RESOLVED, that MTC will use these funding objectives and criteria to program MTC's regional apportionment of FTA Section 5311 Nonurbanized Area Formula Program funds; and be it further

RESOLVED, that the Executive Director of MTC shall forward a copy of this Resolution, and such other information as may be required, to such other agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION

Adrienne J. Tissier, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on November 16, 2011.

Date: November 16, 2011
W.I.: 1512
Referred By: PAC

Attachment A
Resolution No. 4036
Page 1 of 5

**FTA Section 5311 Nonurbanized Area Formula Program
Funding Objectives and Criteria
for the San Francisco Bay Area
Metropolitan Transportation Commission**

I. Funding Principles for the Section 5311 Program

The funding principles are intended to guide our funding decisions and establish the basis for developing the programming process. The funding principles for the Section 5311 program are as follows:

1. *Maintain existing needed transit services:* MTC dedicates capital and operating funds for essential projects and programs in an effort to maintain needed existing transit services.
2. *Provide a reliable, equitable and flexible program:* MTC will use a formula distribution system in an effort to provide a reliable and equitable level of funding to transit operators each year. Policy guidelines will accompany the formula in order to give operators flexibility in selecting projects that are consistent with regional priorities.
3. *Fund basic capital requirements:* MTC will require recipients to prioritize the replacement of capital equipment. If recipients request funds for operations, they will be required to submit documentation explaining why the funds are not needed for basic capital.
4. *Maintain a multi-year program of projects:* In order to foster planning it is important that MTC continue to program projects on a multi-year basis, within the constraints of available federal funding programs and subject to changes within those programs. Whenever possible, MTC will adopt a two-year program, with annual adjustments to constrain the program to the available revenues. Each year's program will only be added to the TIP when actual revenues are apportioned by Caltrans.
5. *Maintain Timely Use of Funds Policy:* The Caltrans policy requires that all FTA Section 5311 funds be obligated within two years of programming or the funds will be lost to the region. In order to avoid lost funds to the region, MTC reserves the right to only program funds to those agencies that have submitted their prior year's 5311 application and quarterly reports to Caltrans satisfactorily and in a timely manner.

II. Funding Formula, Policy Guidelines and Screening Criteria

A. Funding Formula

Funds will be distributed to transit operators according to each operator’s nonurbanized area population and nonurbanized area route miles. The formula will distribute half of the funds according to the nonurbanized area population served (i.e., according to the number of nonurbanized area residents that live within three-quarters of a mile of the operators’ transit stops) and the other half of the funds according to the number of route miles provided in the nonurbanized area. The table below shows the formula distribution. Population data for the proposed formula is based on the 2000 Census.

FTA Section 5311 Formula Distribution¹

Transit Operator	Non UA Population (2000) within 3/4-mile of transit stops		Non UA Route Miles		Combined Population and Route Miles Percentage
	Population	Percentage	Miles	Percentage	
AC Transit	23,057	9%	250	5%	7%
CCCTA	10,827	4%	70	1%	3%
LAVTA	8,028	3%	116	2%	3%
Marin County Total	16,401	7%	765	15%	11%
<i>Marin Transit (Local Service)</i>	9,722	4%	659	13%	8%
<i>West Marin Stagecoach</i>	6,679	3%	106	2%	2%
NCTPA	20,668	8%	831	17%	12%
Petaluma Transit	2,953	1%	10	0%	1%
SamTrans	22,412	9%	344	7%	8%
Santa Clara VTA	20,174	8%	307	6%	7%
Santa Rosa CityBus	4,143	2%	2	0%	1%
Solano Transportation Authority ²	44,090	18%	1075	21%	20%
Sonoma County Transit	55,337	22%	986	20%	21%
TriDelta Transit	15,623	6%	222	4%	5%
Union City Transit	2,673	1%	4	0%	1%
WestCAT	3,745	1%	45	1%	1%
Total	250,131	100%	5,026	100%	100%

¹ Note: This distribution does not include the proposed minimum award adjustments for FY2012 and FY2013.

² The Solano Transportation Authority amount is the sum of the Dixon, Fairfield and Suisun Transit, Rio Vista Delta Breeze, SolTrans (Vallejo Transit & Benicia Breeze), and Vacaville amounts. The Solano Transportation Authority (STA) will work with these operators to determine individual shares.

B. Policy Guidelines

The following policies will accompany the formula system:

1. *Capital Priority.* Recipients will be required to prioritize the replacement of capital equipment, with top priority for capital assets needed to maintain needed existing transit services. If recipients request funds for operations, they will be required to submit documentation explaining why the funds are not needed to maintain or replace capital equipment. Furthermore, if recipients request funds for operations expansions,

they will be required to submit documentation explaining why the funds are not needed to maintain existing transit operations.

2. *Project Justification Sheets.* MTC will program funds only to those operators who submit Section 5311 project justification sheets during the Call for Projects. The Section 5311 project justification sheets will contain basic project information, including project title, brief project description, project type, contact information, total project cost, local match amount and funding source, prior programming information (if the project is already included in the TIP), screening criteria, and, for operations requests, an explanation of why the funds are not needed for basic capital. If an operator does not want to participate in the 5311 program (e.g., if the operator's 5311 share is so small that the administrative effort required to apply for and report on the funds outweighs the benefits to the operator), then they will not submit Section 5311 project justification sheets, and MTC will not program any funds to that operator.
3. *Minimum award during a transition period.* During the first two years of the new formula-based policy, recent 5311 recipients (e.g., those who received funds in FY2007 through FY2011) will receive the following minimum awards:
 - (a) In the **FY2012** Grant Cycle, transit operators who received 5311 funds in FY2007 through FY2011 will receive no less than **80 percent** of their average award during the FY2007 through FY2011 period
 - (b) In the **FY2013** Grant Cycle, transit operators who received 5311 funds in FY2007 through FY2011 will receive no less than **40 percent** of their average award during the FY2007 through FY2011 period

C. Project Screening Criteria

The project screening criteria are intended to eliminate projects that do not meet minimum program standards. MTC will review each applicant's Project Justification Sheets to ensure that each project proposed for the Section 5311 program of projects meets the following criteria:

1. *Availability to the general public.* Section 5311- funded services may be designed to maximize use by members of the general public who are transportation disadvantaged persons, including elderly and disabled persons, however such services should be open to the general public, or part of an array of public transit services, such as ADA complementary services.
2. *Identified local match.* The applicant must identify a funding source for the minimum required local match. The minimum local match is 44.67% for operations projects, and 11.47% for capital projects.

3. *Identified and documented need for a project.* The need for a particular project must be adequately documented and justified on the Section 5311 project justification sheets (e.g., if an operator is requesting funds to replace a vehicle, the existing vehicle to be replaced must meet the asset replacement age). If the applicant prepares a Short Range Transit Plan (SRTP), the project should be identified and justified in the plan.
4. *Project readiness.* The applicant must be prepared to submit an application for the project and be ready to implement/construct the project in the year indicated in the program of projects. If funds for a project are not applied for in the year they are programmed, future programming of federal funds for that project and applicant could be jeopardized.
5. *Consistency with Regional Transportation Plan (RTP).* The applicant must confirm that the project is consistent with the region's Long Range Plan in effect at the time of the application.

III. Fund Programming and Project Review Process

The steps in developing the region's Section 5311 program of projects are outlined as follows.

MTC will issue a Call for Projects every two years, and will adopt a two-year program. MTC will make annual adjustments to constrain the program to the available revenues. Each year's program will only be added to the TIP when actual revenues are apportioned by Caltrans.

A. Call for Projects Year (first year of two-year program)

- MTC receives estimate of available Section 5311 funding for the first program year from Caltrans. MTC will estimate the amount of Section 5311 funding available for the second program year.
- MTC uses the funding formula to estimate the amount of Section 5311 funds available to each transit operator, based on the assumption that all eligible operators will submit proposed projects.
- MTC notifies all potential Section 5311 applicants of the amount of Section 5311 funds available, including fund estimates by transit operator, and requests that projects be proposed (in project justification sheets) for the program of projects.
- For each proposed project, applicants complete and submit Section 5311 Project Justification Sheets to MTC.
- MTC staff reviews proposed projects and develops a preliminary program of projects. If there are remaining Section 5311 funds (i.e., if some eligible operators did not submit Project Justification Sheets), MTC will use the funding formula to distribute the

remaining balance to the operators that proposed projects. MTC will confer with applicants to finalize the program of projects.

- The program of projects is presented to and considered by MTC's Programming and Allocations Committee.
- If approved by the Committee, the program of projects is presented to and considered by MTC's full Commission and upon approval is forwarded to Caltrans.
- When actual revenues are apportioned by Caltrans, MTC will make adjustments (if needed) to constrain the program to the available revenues and add the first year projects to the Transportation Improvement Program (TIP)

B. Adjustment year (second year of two-year program)

- MTC receives estimate of available Section 5311 funding for the second program year from Caltrans.
- MTC will make adjustments (if needed) to constrain the program to the available revenues. Staff will confer with operators if adjustments are needed.
- If there are changes to a project in the current program (e.g., scope of project, costs, etc.), a revised project justification sheet should be completed and sent to MTC.
- The revised program of projects is presented to and considered by MTC's Programming and Allocations Committee.
- The revised program of projects is presented to and considered by MTC's full Commission and upon approval is forwarded to Caltrans.
- MTC will add the second year projects to the Transportation Improvement Program (TIP).

In any year, operators are responsible for submitting their own applications to Caltrans. MTC will assist with the Regional Agency/Transportation Planning Agency (TPA) Certifications and Assurances as needed.



DATE: December 6, 2011
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Lifeline Call for Projects Update

Background:

The Metropolitan Transportation Commission's (MTC) Lifeline Transportation Funding Program is intended to improve mobility for residents of low-income communities and, more specifically, to fund solutions identified through the Community Based Transportation Plans. Each community's needs are unique and will therefore require different solutions to address local circumstances. In Solano and other counties, these funds have been used to fund Welfare to Work and Community Based Transportation Planning priority projects.

MTC has delegated the management of the Lifeline Program to the Congestion Management Agencies, including the STA. The STA selects the Solano Lifeline projects for funding and submits these projects to MTC for approval. STA staff worked with MTC staff to transition the program to the STA from the issuance of the Call for Projects, establishing evaluation criteria jointly with MTC, approving projects for funding as well as monitoring and overseeing projects and programs. The STA will be administering the program with an estimated amount of \$3.4 million of Lifeline Funds provided by the MTC for Solano County over the next one to three years depending on the funding source.

On October 28, 2011, the California Controller's Division of Accounting and Reporting released the 1st Quarter State Transit Assistance Funds (STAF) allocations for each transportation planning agency and county transportation commission. The 1st Quarter allocations are less than initial forecasts. STA allocations are now based on actual tax revenue versus a consistent quarterly appropriation and may differ from adopted budget figures. For STAF Lifeline Funding, the allocated amount decreased \$143,076 and is reflected below.

The estimated amount of available from each fund source is reflected as follows:

\$1,227,270:	State Transit Assistance Funds (STAF) over two years
\$1,547,328:	Proposition 1B funds over three years
\$ 521,368:	<u>Surface Transportation Program (STP) over one year beginning in 2013</u>
\$3,295,966	TOTAL

Discussion:

The Lifeline Cycle 3 Program Guidelines are going to be presented to the MTC Programming and Allocations Committee (PAC) and Commission in December. MTC plans to issue guidelines to CMA on December 21, 2012. In January, STA will issue a Call for Projects with a developed timeline when the applications due in order to meet MTC deadlines of submitting Board approved programs from STA (Attachment A).

At the last Consortium Meeting, STA staff asked the transit operators to submit project update on the previous funded Lifeline Projects. The Cycle Two Lifeline Project List was emailed to the transit operators.

Recommendation:

Informational.

Attachment:

- A. Draft Lifeline Transportation Program Third Cycle Funding for FY 2010-11 through FY 2012-13

**Table A – Lifeline Transportation Program
Third Cycle Funding
FY2010-11 through FY2012-13**

Fund Source	FY2011 Actual	FY2012 Estimate	FY2013 Estimate	Total
STA ¹	(Programmed in Cycle 2)	\$ 11,673,561	\$ 11,907,032	\$ 23,580,593
Prop 1B ²	\$ 46,519,967	-	-	\$ 46,519,967
JARC ³	\$ 2,562,648	\$ 2,562,648	\$ 2,562,648	\$ 7,687,944
STP ⁴	\$ -	\$ -	\$ 8,971,587	\$ 8,971,587
Total	\$ 49,082,615	\$ 14,236,209	\$ 23,441,267	\$ 86,760,091

Notes:

(1) FY2011 STA Funds were programmed in Cycle 2. The FY2011-12 STA Estimates reflect the \$413.2 million in the FY2011-12 State Budget. The FY2012-13 STA estimates assume 2% growth.

(2) FY2011 Prop 1B appropriations represent three years of funding.

(3) Consistent with federal JARC guidance, MTC may set aside five percent of the region's FY11, FY12 and FY13 apportionment to fund administration, planning and technical assistance.

(4) STP funds are available to the Lifeline Program starting in FY13, as part of MTC's "Resolution 3814 payback" being implemented in the 2nd cycle STP/CMAQ program (proposed One Bay Area Grants).

Version 10/14/11

Table B – Estimated Funding Target by Fund Source per County

County & Share of Regional Low Income Population	Total			Total
	STA ¹	JARC ²	STP ³	
Alameda 23.7%	5,599,832	2,057,418	2,130,539	9,787,789
Contra Costa 13.4%	3,162,688	1,161,993	1,203,291	5,527,972
Marin 2.6%	614,322	225,705	233,728	1,073,756
Napa 2.2%	517,245	-	196,794	714,039
San Francisco 13.1%	3,088,600	1,134,774	1,175,104	5,398,478
San Mateo 7.6%	1,786,888	656,514	679,848	3,123,250
Santa Clara 23.7%	5,593,099	1,683,524	2,127,977	9,404,600
Solano 5.8%	1,370,346	-	521,368	1,891,714
Sonoma 7.8%	1,847,573	383,619	702,937	2,934,128
MTC - Admin, Planning, Technical Assistance ²	-	384,397	-	384,397
Total 100.0%	23,580,593	7,687,943	8,971,587	40,240,123

(1) FY2011 STA Funds were programmed in Cycle 2

(2) Consistent with federal JARC guidance, MTC will set aside five percent of the region's FY11, FY12 and FY13 apportionment to fund administration, planning and technical assistance

(3) STP funds are available to the Lifeline Program starting in FY13, as part of MTC's "Resolution 3814 payback" being implemented in the 2nd cycle STP/CMAQ program (proposed One Bay Area Grants).

Version 10/14/11

**Table C – Estimated Funding Target for Prop 1B
Transit Funds per Transit Operator and County**

Transit Operator & Hybrid Formula (Share of Regional Low Income Ridership & Share of Regional Low Income Population) ²	Prop 1B ¹
AC Transit 18.1%	8,403,487
BART 17.6%	8,173,010
County Connection (CCCTA) 1.0%	484,534
Golden Gate Transit/Marin Transit 3.2%	1,477,729
Wheels (LAVTA) 0.5%	240,910
Muni (SFMTA) 25.2%	11,723,430
SamTrans 4.9%	2,272,697
Tri Delta Transit (ECCTA) 0.7%	327,019
VINE (NCTPA) 1.3%	597,647
VTA 19.7%	9,186,049
WestCat (WCCTA) 0.3%	147,335
Solano County Operators 3.3%	1,547,328
Sonoma County Operators 4.2%	1,938,791
Total 100.0%	46,519,967

(1) FY2011 Prop 1B appropriations represent three years of funding.

(2) Only transit operators who have previously received Proposition 1B funds are included in the formula distribution

Version 10/14/11



DATE: December 13, 2011
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager/Analyst
RE: Transit Funding

Background:

Various capital transit funding opportunities become available and will continue over the next several years. Some of these funding opportunities include the State Transportation Improvement Program (STIP), Proposition 1B, and Lifeline.

With the passage of Proposition 1B by California's voters in November 2006, the Metropolitan Transportation Commission (MTC) passed Resolution 3814 regarding the distribution and use of the projected \$347 million of Bay Area share of Proposition 1B Regional Transit capital funds estimated to be available over a ten year cycle. Of this total, Solano County has receives approximately \$500,000 annually for Small Operators/North Counties - Capital Improvements category.

Based on the 10-Year Transit Fleet Plan approved by STA Board in 2007, prioritization was used as the basis of funding the following three transit vehicle replacement projects of \$1,475,912 in Prop 1B matching funds as follows:

Fairfield and Suisun Transit (5 vehicles)	\$400,000
Vacaville Transit (5 vehicles)	\$240,000
Vallejo Transit (20 vehicles)	\$835,912
TOTAL	\$1,475,912

In April 2011, the STA Board Allocate \$534,190 Prop 1B funds to Vallejo Transit as a local match for the intercity bus replacement and dedicate future allocations of approximately \$4 million of remaining Prop 1B funds to SolTrans and Fairfield and Suisun Transit as a local match for the intercity bus replacements.

In addition, Solano County has also received and will continue to receive funding from the Lifeline Prop 1B Funding for Transit Operators. MTC's Lifeline Transportation Funding Program is intended to improve mobility for residents of low-income communities and, more specifically, to fund solutions identified through the Community Based Transportation Plans (CBTP). In the Lifeline Funding Cycle of Fiscal Years (FYs) 2009-11, almost \$3.8 million was awarded for bus shelters, replacement vehicles, bike racks on buses, expanding and sustaining Lifeline identified service.

Discussion:

The Metropolitan Transportation Commission's (MTC) Lifeline Transportation Funding Program is intended to improve mobility for residents of low-income communities and, more specifically, to fund solutions identified through the Community Based Transportation Plans. The Lifeline Call for Projects is estimated for January of 2012.

The estimated amount of available Lifeline funding is reflected as follows:

\$1,227,270: State Transit Assistance Funds (STAF) over two years
\$1,547,328: Proposition 1B funds over three years
\$ 521,368: Surface Transportation Program (STP) over one year beginning in 2013
\$3,295,966 TOTAL

The Federal Section 5311 is a rural program that is formula based and provides funding to states for the purpose of supporting public transportation in rural areas, with population of less than 50,000. MTC has delegated STA to administer this program for Solano County. For FY 2012-13, Solano County will be receiving \$292,446 in 5311 funding and in FY 2013-14 the amount will increase to a little over \$300,000.

The State Transit Assistance Funding (STAF) Population Base and Regional Paratransit funding has been used for planning and studies, capital projects, marketing, and occasionally operations. The projects funded are approved by the STA Board. The 1st Quarter allocation estimates effected this funding. Population Based went down by \$414,356 and in Regional Paratransit, the funding decreased \$65,816. The new amounts:

\$1,546,557: State Transit Assistance Funds (STAF)
\$ 246,248: STAF Regional Paratransit

At the last Consortium Meeting, STA staff asked the transit operators to submit project update on the previous funded Lifeline Projects. The Cycle Two Lifeline Project List was emailed to the transit operators. The STA staff has work with the Transit Operators to update the Transit Fleet Plan. The Transit Fleet and Minor Transit Capital Investment Plan is intended to be a guide for not only programming decisions over the next decade, but also to be a document that provides detailed information about transit capital priority needs in the county for near-term funding opportunities.

Recommendation:

Informational.

Attachment:

- A. Draft STA and Solano County Administered Funding

DRAFT STA and Solano County Administered Funding

Funding	Type	Type of Projects Funded	Available Funding	Who is Eligible	Admin by	Purpose
Lifeline STAF Two-Year Programming 2012-13 and 2013-14	Transit Capital and Operating	Operating Assistance for SolTrans Route 85, Route 1; Dixon Read-Ride, FAST Route 30	\$1,227,270	Transit Operators and Private non-profit if they partner with a Transit Operator	STA	To fund projects that result in improved mobility for low- income residents as identified in the Community-Based Transportation Plan
Lifeline Prop 1B Three-Year Programming	Transit Capital for public transportation purposes	Bus Shelters, Bus Replacement	\$1,547,328	Transit Operators that are eligible to receive STA funds listed by State Controller	STA	To advance State's goal of providing mobility choices for all residents, reducing congestion and protecting the environment
Lifeline STP One-Year Available 2013	Transit Capital (including bike and pedestrian facilities) and planning	New Funding for Lifeline	\$521,368	Transit Operators, Private Non-Profit, State or local government authority	MTC	To fund projects on any public road, transit capital projects, intercity bus terminal and facilities
STAF Regional Paratransit	Operating, Capital, Planning and Mobility Management	Faith in Action, Intercity Taxi Scrip, Studies	TBD	Transit Operators and Private non-profit if they partner with a Transit Operator	STA	Assisting in meeting the transportation needs of seniors and people with disabilities
STAF Population Based	Operating, Capital, Planning and Mobility Management	Plans and Studies, Bus Replacements, Marketing, Transit Related Programs	TBD	STA	STA	To fund transit projects that result in improved mobility
FTA 5311 FY 2012-13	Transit Capital and Operating for Non- urbanized Areas	Operating Assistance for Dixon, Rio Vista, SolTrans and Vallejo. Bus replacement for Rio Vista and Dixon	\$292,446	Transit Operators, Private Non-Profit, State or local government authority	STA	To fund projects on any public road, transit capital projects, intercity bus terminal and facilities

DRAFT STA and Solano County Administered Funding

Funding	Type	Type of Projects Funded	Available Funding	Who is Eligible	Admin by	Purpose
Prop 1B Available for next call for Projects	Transit Capital for public transportation purposes	Intercity Bus Replacement	\$2,558,598	Transit Operators that are eligible to receive STA funds listed by State Controller	STA	To advance State's goal of providing mobility choices for all residents, reducing congestion and protecting the environment
Solano County TDA	Transit Capital and Operating	New Program	~\$300,000	Transit Operators and Private Non-Profit	Solano County	



DATE: December 12, 2011
TO: SolanoExpress Intercity Transit Consortium
FROM: Judy Leaks, SNCI Program Manager/Analyst
RE: SNCI Monthly Issues

Background:

Each month, the STA's Solano Napa Commuter Information (SNCI) program staff provides an update to the Consortium on several key issues: Napa and Solano transit schedule status, marketing, promotions and events. Other items are included as they become relevant.

Discussion:

Transit Schedules:

The monthly transit schedule matrix was distributed to all Solano and Napa operators the week of December 12. Based on the response received, an updated transit matrix will be provided at the meeting.

Marketing/Promotions:

Staff is coordinating 2011 Solano Commute Challenge Recognition events at the top four (4) employer sites – State Fund in Vacaville, Travis AFB in Fairfield, County of Solano in Fairfield, and CVS in Rio vista. Presentations by the respective Mayors and Chambers of Commerce representatives were made to the CEOs, coordinators, and most outstanding commuters at each worksite. Using the Solano Commute Challenge as a model, staff is developing a similar promotion for Napa County to be implemented spring 2012.

SNCI continues to resupply the commuter info display racks throughout Solano and Napa counties with current SolanoExpress brochures and transit schedules. Several transit agencies have seasonal schedules and there have been significant changes to FAST schedules. Staff sent new schedules to all display rack locations.

Events:

SNCI staffs information booths at events where transit information is distributed along with a range of other commute options information. Staff attended Health and Benefits Fair events at Alza in Vacaville,

Recommendation:

Informational

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DATE: December 12, 2011
 TO: SolanoExpress Intercity Transit Consortium
 FROM: Sara Woo, Associate Planner
 RE: Funding Opportunities Summary

Discussion:

Below is a list of funding opportunities that will be available to STA member agencies during the next few months, broken up by Federal, State, and Local. Attachment A provides further details for each program.

	FUND SOURCE	AMOUNT AVAILABLE (approximately)	APPLICATION DEADLINE
Local¹			
1.	Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Approximately \$20 million	Due On First-Come, First Served Basis
2.	Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Approximately \$10 million	Due On First-Come, First-Served Basis
3.	Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)	Up to \$5,000 rebate per light-duty vehicle	Due On First-Come, First-Served Basis
4.	Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)	Approximately \$10,000 to \$45,000 per qualified request	Due On First-Come, First-Served Basis
5.	Lifeline Program*	TBD	Anticipated December 2011/January 2012
State			
	State Safe Routes to School (SR2S) Grant	TBD	Announcement Anticipated December 2011/January 2012
Federal			
	N/A	N/A	N/A

*New funding opportunity

Fiscal Impact:

None.

Recommendation:

Informational.

Attachment:

- A. Detailed Funding Opportunities Summary

¹ Local includes programs administered by the Solano Transportation Authority and regionally in the San Francisco Bay Area and greater Sacramento.

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The following funding opportunities will be available to the STA member agencies during the next few months. Please distribute this information to the appropriate departments in your jurisdiction.

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
Local Grants¹						
Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Anthony Fournier Bay Area Air Quality Management District (415) 749-4961 afournier@baaqmd.gov	Ongoing. Application Due On First-Come, First Served Basis Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. \$20 million	Carl Moyer Memorial Air Quality Standards Attainment Program provides incentive grants for cleaner-than-required engines, equipment, and other sources of pollution providing early or extra emission reductions.	\$12M Fairfield/Vacaville Intermodal Train Station STA co-sponsor	Eligible Projects: cleaner on-road, off-road, marine, locomotive and stationary agricultural pump engines http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/Carl-Moyer-Program.aspx
Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Gary A. Bailey Sacramento Metropolitan Air Quality Management District (916) 874-4893 gbailey@airquality.org	Ongoing. Application Due On First-Come, First-Served Basis Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. \$10 million , maximum per project is \$4.5 million	The Off-Road Equipment Replacement Program (ERP), an extension of the Carl Moyer Program, provides grant funds to replace Tier 0, high-polluting off-road equipment with the cleanest available emission level equipment.	N/A	Eligible Projects: install particulate traps, replace older heavy-duty engines with newer and cleaner engines and add a particulate trap, purchase new vehicles or equipment, replace heavy-duty equipment with electric equipment, install electric idling-reduction equipment http://www.airquality.org/mobile/moyererp/index.shtml
Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)*	Meri Miles ARB (916) 322-6370 mmiles@arb.ca.gov	Application Due On First-Come, First-Served Basis	Up to \$5,000 rebate per light-duty vehicle	The Zero-Emission and Plug-In Hybrid Light-Duty Vehicle (Clean Vehicle) Rebate Project is intended to encourage and accelerate zero-emission vehicle deployment and technology innovation. Rebates for clean vehicles are now available through the Clean Vehicle Rebate Project (CVRP) funded by the Air Resources Board (ARB) and implemented statewide by the California Center for Sustainable Energy (CCSE).	N/A	Eligible Projects: Purchase or lease of zero-emission and plug-in hybrid light-duty vehicles http://www.arb.ca.gov/mspr/og/aqip/cvpr.htm
Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)*	To learn more about how to request a voucher, contact: info@californiahvip.org	Application Due On First-Come, First-Served Basis	Approx. \$10,000 to \$45,000 per qualified request	The California Air Resources Board (ARB) created the HVIP to speed the market introduction of low-emitting hybrid trucks and buses. It does this by reducing the cost of these vehicles for truck and bus fleets that purchase and operate the vehicles in the State of California. The HVIP voucher is intended to reduce about half the incremental costs of purchasing hybrid heavy-duty trucks and buses.	N/A	Eligible Projects: Purchase of low-emission hybrid trucks and buses http://www.californiahvip.org/

*New Funding Opportunity

**STA staff, Sara Woo, can be contacted directly at (707) 399-3214 or swoo@sta-snci.com for assistance with finding more information about any of the funding opportunities listed in this report

¹ Local includes opportunities and programs administered by the Solano Transportation Authority and/or regionally in the San Francisco Bay Area and greater Sacramento

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
State Grants						
N/A						
Federal Grants						
N/A						

The STA Board Meeting Highlights of December 14, 2011
will be provided under separate cover.

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DATE: December 12, 2011
TO: SolanoExpress Intercity Transit Consortium
FROM: Johanna Masiclat, Clerk of the Board
RE: STA Board and Advisory Committee Meeting Schedule for Calendar Year 2012

Background:

Attached are the STA Board and Advisory Committee Meeting Schedule for Calendar Year 2012 that may be of interest to the STA TAC. Note: The STA Board of February 8, 2011 may be pre-empted by City County Coordinating Council Summit, however, if necessary, the STA Board will meet at 5:30 p.m.

Fiscal Impact:

None.

Recommendation:

Informational.

Attachment:

- A. STA Board and Advisory Committee Meeting Schedule for 2012



**STA BOARD AND ADVISORY
COMMITTEE MEETING SCHEDULE
CALENDAR YEAR 2012**
(Last Updated: Nov. 2011)

SUMMARY:	
STA Board:	Meets 2 nd Wednesday of Every Month
Consortium/TAC:	Meets <i>Last</i> Wednesday of Every Month
BAC:	Meets 1 st Thursday of every <i>Odd</i> Month
PAC:	Meets 3 rd Thursday of every <i>Even</i> Month
PCC:	Meets 3 rd Thursday of every <i>Odd</i> Month
SR2S-AC	Meets Quarterly (Begins Feb.) on the 3 rd Wed.

DATE	TIME	DESCRIPTION	LOCATION	STATUS
Wed., January 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., January 19	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., January 19	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., January 25	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., January 26	12 Noon	Solano Sr. & People w/ Disabilities	Solano County Events Center	Confirmed
<i>Wed., February 8</i>	<i>5:30 p.m.</i>	<i>STA Board Meeting</i>	<i>Suisun City Hall</i>	<i>*If necessary</i>
Wed., February 15	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
Thurs., February 16	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., February 29	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., March 14	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., March 15	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., March 15	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., March 28	10:00 a.m.	SolanoExpress SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., April 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., April 19	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., April 25	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., April 26	12 Noon	Solano Sr. & People w/ Disabilities	Solano County Events Center	Confirmed
Wed., May 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., May 16	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
Thurs., May 17	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., May 17	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., May 30	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., June 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., June 21	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., June 27	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., July 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., July 19	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., July 19	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
July 25 (No Meeting)	SUMMER RECESS	SolanoExpress Transit Consortium	N/A	N/A
		Technical Advisory Committee (TAC)	N/A	N/A
August 10 (No Meeting)	SUMMER RECESS	STA Board Meeting	N/A	N/A
Wed., August 15	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
Thurs., August 16	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., August 29	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., September 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., September 20	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., September 20	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
Wed., September 26	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., October 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., October 18	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Thurs., October 25	12 Noon	Solano Sr. & People w/ Disabilities	Solano County Events Center	Confirmed
Wed., October 31	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., November 14	6:00 p.m.	STA's 15 th Annual Awards	TBD – Dixon	Confirmed
Thurs., November 15	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., November 15	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., November 21	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
Wed., November 28	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., December 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., December 20	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., December 19	10:00 a.m.	SolanoExpress Transit Consortium	STA Conference Room	Tentative
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Tentative

*City County Coordinating Council Summit on Public Safety is scheduled. If necessary, STA Board will conduct its meeting at 5:30 p.m.