

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

**1:00 – 3:00 p.m.**  
**Thursday, January 17, 2013**

**Suisun City Hall**  
**Council Chambers**  
**701 Civic Center Blvd.**  
**Suisun City, CA 94585**

<u>ITEM</u>	<u>STAFF PERSON</u>
<b>I. CALL TO ORDER</b>	Alicia Roundtree
<b>II. APPROVAL OF AGENDA</b> (1:00 – 1:05 p.m.)	
<b>III. OPPORTUNITY FOR PUBLIC COMMENT</b> (1:05 – 1:15 p.m.)	
<b>IV. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES</b> (1:15 – 1:20 p.m.)	
<b>V. PRESENTATIONS</b>	
<ul style="list-style-type: none"><li><i>Solano Mobility Management Plan</i></li><li><i>Solano Napa Commuter Information (SNCI)</i></li></ul>	Elizabeth Richards Elizabeth Richards Consulting  Sorel Klein STA, SNCI Department
(1:20 – 2:00 p.m.)	
<b>VI. CONSENT CALENDAR</b> <i>Recommendation: Approve the following consent item.</i> (2:00 – 2:05 p.m.)	
<b>A. Minutes of the PCC Meeting of November 15, 2012</b> <i>Recommendation:</i> <i>Approve PCC minutes of November 15, 2012.</i> <b>Pg. 1</b>	Liz Niedziela

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**PCC MEMBERS**

Richard Burnett  
MTC PAC  
Representative

Rachel Ford  
Solano County Health &  
Social Services

Kyrre Helmersen  
Transit User

Judy Nash  
Public Agency - Education

Alicia Roundtree-Chair  
Social Service  
Provider

Edith Thomas  
Social Service Provider

Shannon Nelson - Vice Chair  
Member at Large

James Williams  
Member at Large

Kurt Wellner  
Transit User

## VII. ACTION ITEMS

### A. FTA Section 5310 Program Call for Projects and Sub-Committee Recommendation

Sofia Recalde

#### Recommendation:

1. Forward a recommendation to the Solano Transportation Authority Board to appoint Edith Thomas, Richard Burnett, and Jim Williams to the FTA Section 5310 scoring sub-committee.

(2:05 – 2:15 p.m.)

**Pg. 35**

## VIII. INFORMATIONAL ITEMS

### A. FTA Section 5316 & 5317 Programs Call for Projects

Sofia Recalde

#### Informational

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

**Pg. 41**

### B. Companion Pass Policy

Sofia Recalde

#### Informational

(2:20-2:30 p.m.)

**Pg. 47**

### C. PCC Membership Status and Appointments

Sofia Recalde

#### Informational

(2:30-2:35 p.m.)

**Pg. 53**

### D. Solano Transportation Authority's (STA) Transit Studies

Liz Niedziela

#### Informational

(2:35-2:40 p.m.)

**Pg. 55**

## IX. INFORMATIONAL ITEM – NO DISCUSSION

### A. 2013 PCC Meetings and Locations

Sheila Jones

#### Informational – No Discussion

**Pg. 59**

## X. TRANSIT OPERATOR UPDATES

Group

- Dixon Redit-Ride
- Fairfield and Suisun Transit
- Rio Vista Delta Breeze
- SolTrans
- Vacaville City Coach

(2:40-2:55 p.m.)

## XI. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Group

#### Discussion

(2:55-3:00 p.m.)

## XII. ADJOURNMENT

The next regular meeting of the PCC is **TENTATIVELY** scheduled to meet at **1:00 p.m., Thursday, March 21, 2013, at Solano Community College in Bldg. 400, room 443 located at 4000 Suisun Valley Road in Fairfield, CA 94534.**

For questions regarding this agenda:

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



**PCC**  
**SOLANO PARATRANSIT COORDINATING COUNCIL**  
**AGENDA**

**Draft Minutes for the meeting of**  
**November 15, 2012**

**I. CALL TO ORDER**

PCC Member James Williams, called the meeting to order at 1:40 p.m. in the Joseph Room of the John F. Kennedy Library.

**Voting Members Present: *In Alphabetical Order by Last Name***

Richard Burnett	MTC PAC Representative
Rachel Ford	Social Service Provider
Judy Nash	Public Agency – Education
Edith Thomas	Social Service Provider
Kurt Wellner	Transit User
James Williams	Member at Large

**Voting Members Not Present: *In Alphabetical Order by Last Name***

Kyrre Helmersen	Transit User
Shannon Nelson	Vice-Chair, Member at Large
Alicia Roundtree	Chair, Social Service Provider
Shirley Stacy	Transit User

**Also Present: *In Alphabetical Order by Last Name***

Angel Anderson	SolTrans
Diane Feinstein	City of Fairfield/FAST
Johnny Giri	Yellow Cab
Ruby Giri	Yellow Cab
Olivia Gomez	Benicia Resident
Sheila Jones	STA
Janet Koster	City of Dixon/Dixon Read-Ride
Puar Kumer	Veterans Cab
Dorothy Kwikenk	Benicia Resident
Molly Leavitt	Vallejo Resident
Wayne Lewis	City of Fairfield/FAST
Phil McGuire	Innovative Paradigms
Liz Niedziela	STA
Anne Payne	Area Agency on Aging
Sofia Recalde	STA
Elizabeth Richards	Elizabeth Richards Consulting
Elizabeth Romero	SolTrans
Susan Rotchy	Independent Living Resources
Debbie Whitbeck	City of Fairfield/FAST

**II. APPROVAL OF AGENDA**

*On a motion by Richard Burnett and a second by Rachel Ford, the PCC unanimously approved the November 15, 2012 Agenda.*

**III. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

**IV. COMMENTS FROM STAFF AND REPRESENTATIVES FROM THE PARATRANSIT COORDINATING COUNCIL COMMITTEE**

Liz Niedziela introduced Sofia Recalde, the new STA Transit Mobility Coordinator.

**V. PRESENTATIONS**

Anne Payne provided a presentation on the Area Agency on Aging program and its criteria, in which clients must be over the age of 60, residing in Vallejo, and traveling within Vallejo city limits (Attachment A).

Elizabeth Romero provided a presentation on SolTrans' No Show Paratransit Policy. She defined the term "no show" and provided an overview of the current statistics for "no shows". She proposed that the development of the new policy will be in line with recent FTA findings, the paratransit community's needs and input, and the agency's resources (Attachment B).

Phil McGuire provided a presentation on the status of the Mobility Management Plan. He cited the functions of the plan, highlighting the Countywide ADA In-Person Eligibility, the One Stop Transportation Traveler Call Center and the Travel Training concepts (Attachment C).

**VI. CONSENT CALENDAR**

*On a motion by Richard Burnett and second by Rachel Ford, the PCC approved Consent Calendar Item A, Minutes of the PCC Meeting of September 20, 2012.*

**VII. ACTION ITEMS**

**A. TDA Claim for City of Fairfield**

Recommendation:

*Review and forward a recommendation to MTC to approve the City of Fairfield's FY 2012-13 TDA Claim for \$5,580,591 for operating and \$200,000 for transit capital.*

Liz Niedziela provided an overview of the Travel Development (TDA) Act for the City of Fairfield. She stated that the law applies a one-quarter cent tax on retail within each county and this funding is used for transit purposes.

*On a motion by Richard Burnett and a second by Judy Nash, the PCC unanimously approved the recommendation.*

**B. 2013 PCC Draft Outreach Plan**

Recommendation:

*Forward a recommendation to the STA Board to approve the 2013 Paratransit Coordinating Council Draft Outreach Plan.*

Sofia Recalde provided an overview of the 2013 PCC Draft Outreach Plan. She stated that the purpose of this plan is to promote awareness of the Paratransit Coordinating Council, its function, purpose and

to encourage people with disabilities, seniors, the economically disadvantaged and transit dependents to take advantage of the opportunity to provide comments on the transportation system.

James Williams requested that the meeting be advertised in the opinion page as a press release in the paper in the city that is hosting the PCC meeting.

***On a motion by Rachel Ford and a second by Edith Thomas, the PCC unanimously approved the recommendation.***

**C. 2013 PCC Draft Work Plan**

Recommendation:

*Forward a recommendation to the STA Board to approve the 2013 Draft Paratransit Coordinating Council Work Plan.*

Sofia Recalde provided an overview of the 2013 PCC Draft Work Plan. She added that the next 5310 funding cycle will be announced shortly and that a subcommittee will be put together in January to be responsible for scoring the applications and interviewing the grant applicants. She asked that interested members contact Liz Niedziela. James Williams volunteered as an alternate. Edith Thomas and Richard Burnett also volunteered to sit on the subcommittee.

***On a motion by Rachel Ford and a second by Judy Nash, the PCC unanimously approved the recommendation.***

**D. PCC Membership Status and Appointments**

Recommendation:

*Forward a recommendation to the STA Board to reappoint Richard Burnett and Jim Williams to the Paratransit Coordinating Council for an additional three year term.*

Sofia Recalde stated that the recommendation to reappoint Kurt Wellner to the PCC was approved by the STA Board on September 12, 2012. She announced that James Williams and Richard Burnett will be completing their 3 year terms in January 2013 and have both agreed on reappointments.

***On a motion by Edith Thomas and a second by Judy Nash, the PCC unanimously approved the recommendation.***

**VIII. INFORMATIONAL ITEMS**

**A. Solano Transportation Authority's (STA) Transit Studies Update**

Due to time constraints this item was not presented.

**IX. INFORMATIONAL ITEMS (No Discussion)**

**A. 2013 PCC Meetings and Locations**

**X. TRANSIT OPERATOR UPDATES**

Dixon Redit-Ride: Meeting ran late so information not presented.

Fairfield and Suisun Transit: Wayne Lewis provided an overview of ridership numbers. He stated that the ridership reached a million passengers this year. He announced that FAST has revised all their local routes and that rides are free December 17<sup>th</sup> thru the 29<sup>th</sup>. He concluded that by December 3<sup>rd</sup> the new brochures will be distributed.

Rio Vista Delta Breeze: Not present

SolTrans: Angel Anderson announced that SolTrans will be selling a special \$2 shuttle passes for Thanksgiving Night to Black Friday morning.

Vacaville City Coach: Vacaville City Coach's ridership statistics for October 2012 was presented.

**XI. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS**

Rachel Ford announced that Solano County's Crisis Stabilization Unit (CSU) opened on November 5<sup>th</sup> and is available to people that are in urgent need of mental health attention. The center is located at 2101 Courage Drive. For more information, please contact CSU at (707) 428-1131.

Edith Thomas requested a future presentation/discussion about companion pass policies for people travelling with and/or assisting people with disabilities on transit services in Solano County.

**XII. ADJOURNMENT**

The meeting adjourned at 3:30 p.m. The next meeting of the PCC is ***TENTATIVELY*** scheduled to meet at **1:00 p.m. on Thursday, January 17, 2013 in the Suisun City Hall Council Chambers.**

## Area Agency on Aging/Napa &amp; Solano

## Senior Escort Program Criteria

- Funding for the Senior Escort Program comes from the City of Vallejo Community Development Block Grant funds and from Title IIIB funding through the Older Americans Act
- Rider must age 60 or over
- Rider must live in the city of Vallejo
- There is no charge for the rides, but we encourage donations of any amount
- Each trip is limited to no more than three hours and must be within Vallejo city limits
- If an individual cannot pay for a ride, they will not be denied a ride
- The individual must be able to walk independently, or be able to use their assistive device without help
- The individual must be a client of the Area Agency on Aging
  - Each client is given a home assessment by a case manager
  - Often, it is determined that transportation is just one of many issues
- Priority is given to those with medical appointments, but rides are given for any number of reasons, including piano lessons and one client goes to the gym
- If an individual needs to go out of Vallejo, they are charged an hourly rate, and are responsible for bridge tolls and parking costs
- The drivers are employees of the Area Agency on Aging, and are reimbursed for mileage at the Internal Revenue Service's rate
- Each driver carries his/her own insurance
- There are currently 5 drivers, all of whom are retired from other professions
- Drivers are trained when hired and are invited to other training/opportunities as needed
- There are currently 60 individuals enrolled in the Senior Escort Program
- There are 85-90 rides per month given

# ADA PARATRANSIT PASSENGER NO-SHOW POLICY DEVELOPMENT



**Paratransit Coordinating Council**

Elizabeth Romero

November 15, 2012



# Overview

- ▶ Review Legacy No-show Policy
- ▶ New Policy Development
- ▶ Peer Review & FTA Findings
- ▶ Paratransit Community Input
- ▶ Next Steps
- ▶ Resources

# LEGACY ROUNDABOUT NO-SHOW POLICY

- ▶ SolTrans is enforcing the legacy No-Show Policy from Vallejo Runabout.
- ▶ **What is a passenger no-show?**
  - ▶ Paratransit term which means passenger was not available for scheduled trip or made a late cancellation.
- ▶ **Why do we need to enforce the no-show policy?**
  - ▶ To keep the service **available** and **reliable** for ADA paratransit riders
  - ▶ To make the most of the agency's limited resources
- ▶ **What is our current no-show policy?**
  - ▶ Legacy Vallejo Runabout Policy
  - ▶ **3 no-shows** over a **30 day period** may constitute a **14 day suspension**
  - ▶ Late cancellation made after 5:30PM on the day before the trip considered No-Show

# PASSENGER NOTICES FOR NO-SHOWS

- ▶ **First No-Show** - Telephone call to explain current No-Show Policy and tell passenger date and time of first instance
- ▶ **Second No-Show** - Letter explaining two No-Shows on given dates and times and explaining that one more leads to a 14 day suspension
- ▶ **Third No-Show** - Suspension letter informing passenger that SolTrans proposes to suspend service for 14 days within two weeks of the letter's date, due to specific No-Shows, and details of how to appeal the suspension



# SolTrans Paratransit No-Show Statistics

	FY11/12	FY12/13 Projected
<b>Cancellations</b>	2,082	1,960
<b>No-Shows</b>	973	1,024
<b>Annual Paratransit Trips</b>	26,715	31,528
<b>Percentage of Passenger No-Show</b>	<b>3.6%</b>	<b>3.2%</b>

Cost of average paratransit trip = \$65

Approximate financial impact of no-shows in FY12/13 = \$66,560



# NEW POLICY DEVELOPMENT

- ▶ As SolTrans transitions as a new agency we need to develop new policy that is in line with recent FTA findings, the paratransit community's needs and input, and the agency's resources
  
- ▶ How do we develop new policy?
  - ▶ Research
    - ▶ Peer agency policy, FTA findings and interpretations of the ADA law, best practice
  - ▶ Paratransit community input
    - ▶ STA's Paratransit Coordinating Council, SolTrans PAC's and TAC's
  - ▶ Board Approval
  - ▶ Education on new policy

# PEER REVIEW

Vallejo Runabout	FAST-DART	City of Santa Rosa - Paratransit	CCCTA-County Connection LINK	LAVTA-Dial-a-Ride
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## Cancellations

Up to 5:30 PM day before the trip

-at least 2 hrs before pick up window

-at least 2 hrs in advance of trip

-at least 1 hour before the trip

-2 hours before scheduled trip

## No-Show Policy

14 day suspension for 3 No-Shows in 30 day period

7 day suspension for 3 No-Shows in 90 day period

7 day suspension for 3 No-Shows in 90 day period

Increasing suspension for 2 No-shows in month

Increasing suspension for 3 no shows plus 20% or more No-shows in month

## Increasing Penalty

1<sup>st</sup> violation-1-month suspension

1<sup>st</sup> violation-phone call

2<sup>nd</sup> - letter

2<sup>nd</sup> violation-2 month suspension

3<sup>rd</sup> - 15 day suspension

3<sup>rd</sup> violation-3 month suspension

4<sup>th</sup> - 30 day suspension

5<sup>th</sup> - 60 day suspension

6<sup>th</sup> and thereafter -- 90 day suspension

# FTA Findings

- ▶ Late cancellations have to be functionally equivalent to a no-show
  - ▶ Typically 1-2 hrs before the scheduled trip
- ▶ Advising passengers that no-shows that are beyond the passenger's control are not to be recorded against their record
  - ▶ E.g. operator error, sudden turn for the worse in someone with variable condition, a sudden family emergency
- ▶ Formal process for contesting no-shows
- ▶ Pattern or practice of missing scheduled trips should be determined by frequency of trips not just the number of no-shows over a time period
  - ▶ E.g. Frequency of paratransit use = 10 trips/week
  - ▶ Example policy of 6 no-shows in a year constitutes a suspensions
  - ▶ Monthly averages: .5 no-shows/40 trips= 1.25% no-show rate

# PROPOSED NEW SOLTRANS POLICY DIRECTION

- ▶ Late Cancellations
  - ▶ Cancel up to 2 hours before the scheduled trip
- ▶ No-Show Policy: minimum 3 no-shows in month and  $\geq 10\%$ \* no-shows
  - ▶ e.g. Average 10 trips per week, ~4 no-shows in one month, ~10% no-show rate
- ▶ Notifications for No-Shows
  - ▶ Each no-show gets issued a physical reminder postcard/door hanger
  - ▶ Explain how to contest no-shows; outline typical excused and non-excused reasons
  - ▶ Excused no-show list
    - ▶ Operator error; sudden illness, family/personal emergency, connection/appointment delay, unforeseen weather, compelling reason for which its impractical to cancel in time or take trip
- ▶ Penalties
  - ▶ 1<sup>st</sup> month—phone call & letter explaining policy and details of each no-show
  - ▶ 2<sup>nd</sup> month, and thereafter—suspension of 14 days
- ▶ Notifications for Suspensions
  - ▶ Call/letter for third missed trip in second month with no-show details, explains SolTrans may suspend service if they reach or exceed the 10% no-show threshold in the month
  - ▶ Suspension letter; details of no-shows & how to appeal within two weeks



\*Pattern or practice may be established if a rider has three times the average system wide rate of no-shows (SolTrans no-show average projected for FY-12/13 is 3.2 no-shows x 3 = 10%)

# PARATRANSIT COMMUNITY INPUT

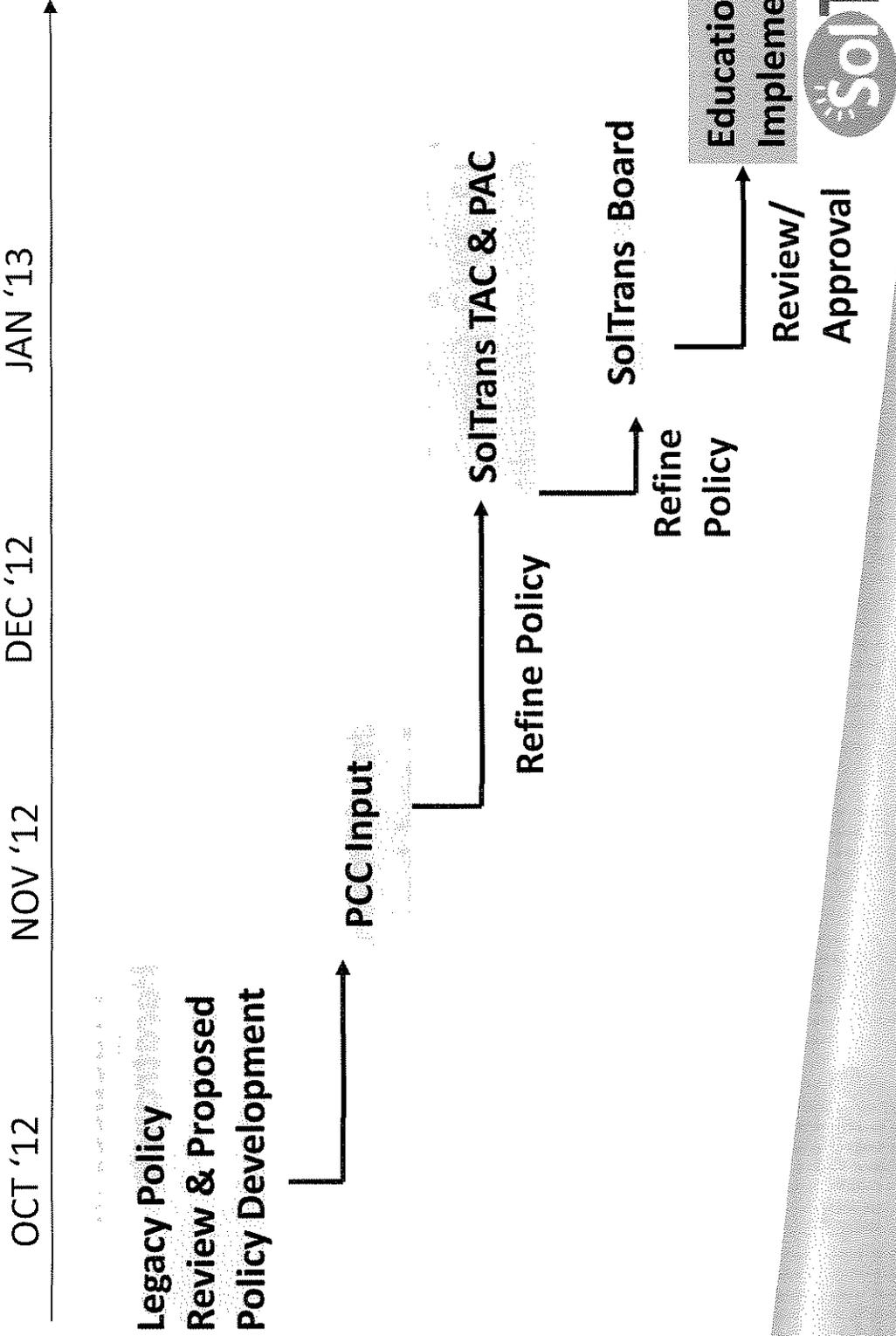
- ▶ **On determining excessive pattern of no-shows**
  - ▶ Proposed Policy: minimum **3 no-shows** in a month **and 3 times** system average of no-shows, **10% or higher no-show rate**
  - ▶ Late cancellation: proposed 2 hours before trip
  - ▶ Excused no-shows: proposed list of reasons and process
- ▶ **On Notifications**
  - ▶ Frequency: each no-show gets a notification
  - ▶ Method: postcard/door hanger, call/letter at 3<sup>rd</sup> no show in month
- ▶ **On penalties**
  - ▶ Initial warnings: call and letter for first month
  - ▶ Suspension of service: starting second month, 14 day suspension

## ▶ **On Proactive measures?**

- ▶ Automated notifications for next day trips
- ▶ Incentives on fixed-route for no no-shows on record



# Next Steps



# RESOURCES

Transportation Research Board. 2005. **TCRP Synthesis 60 Practices in No-Show and Late Cancellation Policies for ADA Paratransit.**

[http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp\\_syn\\_60.pdf](http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_syn_60.pdf)

Department of Transportation Federal Transit Administration. 2005-2011. **Letters of Finding According to Subject and Issue.** Accessed November 12, 2012, from:

[http://www.fta.dot.gov/civilrights/12875\\_3900.html](http://www.fta.dot.gov/civilrights/12875_3900.html)

# THANK YOU

**Please send any additional input on the New No-Show Policy to by 12/15:**

Elizabeth Romero

707 648 4264

[elizabeth@soltransride.com](mailto:elizabeth@soltransride.com)

311 Sacramento Street, Vallejo, CA 94590





# Solano County Paratransit Coordinating Council November 15, 2012



## Why Mobility Management?

- Priority of previous outreach and studies
- Two Senior Summits
  - Solano Transportation Study for Seniors & People with Disabilities
  - Community Based Transportation Studies
  - Advisory Committees
  - Metropolitan Transportation Commission



## **Status of Mobility Management Planning Process**

- **Completed: Stakeholder input, data gathering (transit operators, social services, non-profits)**
- **Completed: Initial advisory committees input**
  - **Seniors & People with Disabilities Transportation Advisory Committee**
  - **Senior Coalition**
  - **Paratransit Coordinating Council**
  - **SolanoExpress Transit Consortium**



## Agenda

- **Review Mobility Management Plan concepts targeted to Solano County**
- **Functional Options**
- **Gather Stakeholder input/feedback on Plan proposals**
- **Discuss project priorities**
- **Discuss Action Plan to follow**



## Mobility Management Function Options Solano County

- County-wide ADA in-person eligibility
- One-Stop Transportation Traveler Call Center
- County-wide travel training program
- Older Driver Safety Information Program



## County-wide ADA In-Person Eligibility

- Expand process to in-person
- One ADA eligibility process for entire county
  - Ensure consistent application
  - Perform more accurate functional assessments
  - Free paratransit capacity for eligible individuals
  - Ensure that qualified professionals are making determinations
- Include all County operators
- Direct applicants to “Catch the Right Bus”



## County-wide ADA In-Person Eligibility

- Establish “circuit rider” process to bring assessments to each community
- Provide free paratransit rides to assessment location(s)
- Appeal process options
  - Done centrally by eligibility management office
  - Done locally by each transit operator
- Enter only ADA eligible persons in MTC RED system
- Consider parallel process for non-ADA eligibility
- Communities can make decisions on service standards beyond ADA

**STRA**

*Solano Transportation Authority*  
... working for you!

**Innovative Paradigms**  
Building Mobility Partnerships  
a division of paratransit, inc. 



## County-wide ADA In-Person Eligibility

- MTC RED System
  - Regionwide Eligibility Database (RED) created in 1994
  - Operators enter records into the regional system
  - Inclusion in the RED system allows use of all Bay Area ADA paratransit systems
  - MTC expects consistent application of eligibility guidelines across the region



## One Stop Transportation Traveler Call Center

- **Directory of services**
- **Call center functions**
- **Trip planning**
- **Referrals to other social service agencies**
- **Referral source to/from Older Driver Safety Information Program**



## County-wide Travel Training

- Covers all transit operators
- Includes full spectrum of training requirements:
  - Ambassador program for relatively easy to train seniors and persons with low income
  - Training for people with disabilities; range of disabilities results in spectrum of training
  - Advanced professional training for people with significant disability (e.g. developmentally disabled)



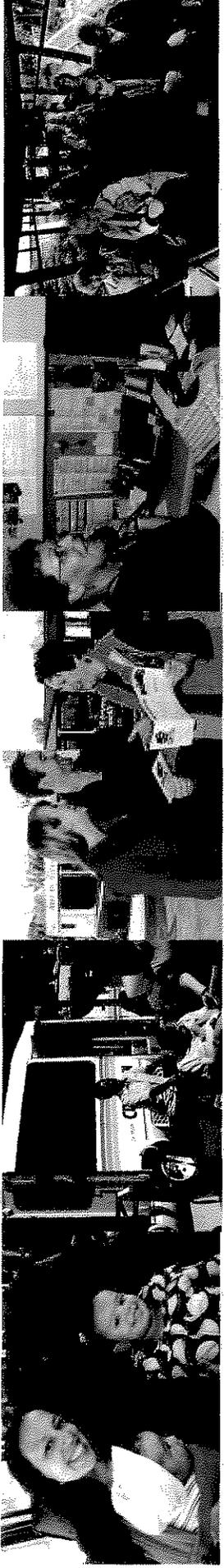
## County-wide Travel Training

- Trains most difficult cases to travel within each operator's service area
- Trains to travel between operator's service areas
- Can be overlaid on existing local travel training program(s)
- Can be coordinated with any locally operated program through a referral process between the two based upon training needs and capabilities



## County-wide Travel Training

- One Countywide program:
- Coordination of referral process
- Oversight of consistent training standards
- Central record keeping



## **Older Driver Safety Programs and Mobility**

- **Disseminate training opportunities through Mobility Management tools (e.g. call center)**
- **Use training opportunities to encourage use of other programs (e.g. travel training for bus service)**
- **Work with senior centers, etc., to add options to information programs**



## Next Steps

- Committee review and input – Oct thru Dec 2012
- Solano Seniors and People with Disabilities Transportation Advisory Committee
- Senior Coalition
- Paratransit Coordinating Council
- Consortium
- Review and approve Plan - Early 2013



**Thank You!!**

**Phil McGuire**

**[phil@m@innovativeparadigms.com](mailto:phil@m@innovativeparadigms.com)**

**707-318-3646**

**Jean Foletta**

**[jeanf@innovativeparadigms.com](mailto:jeanf@innovativeparadigms.com)**

**Doug Langille**

**[dwltrans@comcast.net](mailto:dwltrans@comcast.net)**

**STra**  
*Solano Transportation Authority*  
*... working for you!*

**Innovative Paradigms**  
Building Mobility Partnerships  
a division of paratransit, inc. 

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# PCC

DATE: January 8, 2013  
TO: Solano Paratransit Coordinating Council  
FROM: Sofia Recalde, Transit Mobility Coordinator  
RE: FTA Section 5310 Program Call for Projects and Sub-Committee  
Recommendation

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## **Background:**

In November, Caltrans released a call for projects for the Federal Transit Administration (FTA) Section 5310 Elderly and People with Disabilities Specialized Transit Program. Estimated available funding for the FY 2012 cycle is \$13 million.

The purpose of the 5310 Program is to provide capital grants to assist private non-profit agencies and, under certain conditions, public agencies to provide safe, efficient, and coordinated transportation services for elderly individuals and people with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate.

The 5310 Call for Projects was informally announced to the PCC at the November meeting. STA staff asked for volunteers to form the 5310 scoring sub-committee. Edith Thomas and Richard Burnett volunteered to be on the sub-committee, and Jim Williams volunteered to serve as an alternate at the November meeting.

## **Discussion:**

Attachment A is the STA announcement for the 5310 Call for Projects, including a 5310 Program fact sheet and timeline. Grant applications for 5310 are due March 11, 2013.

It is the responsibility of the PCC Chair to appoint members to the 5310 scoring sub-committee. Since the sub-committee must contain a minimum of three (3) members, the PCC Chair appoints alternate Jim Williams to join Edith Thomas and Richard Burnett as active members of the 5310 scoring sub-committee.

## **Recommendation:**

Approve the appointment of Edith Thomas, Richard Burnett, and Jim Williams to the FTA Section 5310 scoring sub-committee.

Attachments:

- A. STA announcement - Call for Projects Letter

## *Capital Grant Opportunity for Private Non-Profit*

### **Elderly and People with Disabilities Specialized Transit Program (49 U.S.C. Section 5310)**

#### **APPLICATION DEADLINE: March 11, 2013**

The Solano Transportation Authority (STA) is pleased to announce the Federal Section 5310 Elderly and People with Disabilities Specialized Transit Program for Solano. STA, in coordination with the Solano Paratransit Coordinating Council (PCC), and the Metropolitan Transportation Council (MTC) will submit scored applications to be reviewed by Caltrans. Caltrans will be administering the 5310 program with an estimated amount of \$13 million provided by Federal Transit Administration for California.

**Program Purpose:** The Section 5310 Program provides **capital** grants to assist private non-profit corporations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for elderly individuals and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate.

**Application and Application Instructions:** <http://www.dot.ca.gov/hq/MassTrans/5310.html>  
Applications are to be submitted to the Solano Transportation Authority (STA) **and** the Metropolitan Transportation Commission (MTC) by **March 11, 2013 by 5:00 pm.**

#### **Solano Transportation Authority**

Attention: Liz Niedziela  
One Harbor Center Suite130  
Suisun City, CA 94585

#### **Metropolitan Transportation Commission**

Attention: Drennen Shelton  
101 Eighth Street  
Oakland, CA 94607

#### **Number of copies to STA:**

1 original, 6 copies,  
and an electronic file on a CD or USB drive

#### **Number of copies to MTC:**

1 original, 6 copies,  
and an electronic file on a CD or USB drive

MTC will forward all necessary documents to Caltrans. Applicants do **NOT** need to submit any applications directly to Caltrans.



In addition, Caltrans has announced federal funding for the **Section 5316 Job Access and Reverse Commute (JARC)** and **5317 New Freedom** programs for small-urban and non-urban (rural) areas. Program information, applications, and application instructions for 5316 and 5317 can be found at:

Section 5316, JARC: <http://www.dot.ca.gov/hq/MassTrans/5316.html>

Section 5317, New Freedom: <http://www.dot.ca.gov/hq/MassTrans/5317.html>.

**Please contact Caltrans for assistance with 5316 and 5317 applications.**

Attached please find the Fact Sheet and Program Timeline for 5310. **Please feel free to contact me if you have any questions about eligible projects or need assistance with the 5310 application.**

Liz Niedziela  
Transit Program Manager  
(707) 399-3217  
[eniedziela@sta-snci.com](mailto:eniedziela@sta-snci.com)



**FTA Section 5310 Elderly and Disabled Specialized Transit Program  
Federal Fiscal Year 2012**

**PROGRAM FACT SHEET AND TIMELINE**

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**Program Purpose:** Provide capital grants for projects that meet the transportation needs of elderly persons and persons with disabilities where public mass transportation services are otherwise unavailable, insufficient or inappropriate.

**Program History:** Since the program's inception in 1975, approximately 500 agencies have received over 4000 vehicles statewide, serving a variety of client groups and programs ranging from small agencies with specific clientele (e.g. dialysis and AIDS patients) to large providers serving an entire community. The average cost for yearly maintenance for a vehicle is estimated at \$8,500.

**Funds Available**

- \* Approximately \$13 million in Federal funds are available for this cycle;
- \* 100 % in federal funds upon FTA approval of Transportation Development Credits.

**Eligible Applicants:**

- \* Private non-profit corporations;
- \* Public agencies where no private non-profits are readily available to provide the proposed service;
- \* Public agencies that have been approved by the State to coordinate services.

**Eligible Equipment:**

- \* Accessible vans and buses;
- \* Mobile radios and communication equipment;
- \* Computer hardware and software

**Service Eligibility:** Services to be provided must serve the transportation needs of elderly persons and/or persons with disabilities. Public service must be "incidental" per FTA C 9070.1F.

**Project Eligibility:** Applicants must have management oversight and control over the operations and service of the equipment. Applicants are required to provide sufficient justification and provide documentation that alternative transportation services are unavailable, insufficient or inappropriate to meet the agency's transportation needs.

**Selected project vehicle(s) must provide a minimum of 20 hours of service per week per vehicle or in coordination with other agencies.**

All projects selected for funding must be derived from a Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) as required by FTA C 9070.1F.

**Vehicle Replacement Eligibility:** Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A van(s) proposed for replacement must have been in service for four years or have at least 100,000 miles at the time of application. A replacement bus(s) must meet or exceed useful life at the time of application.

**Service Expansion Eligibility:** Applicants must be able to document that the proposed transportation service will provide:

- \* Services to additional persons; or
- \* Expand the service area or hours; or
- \* Increase the number and/or frequency of trips.

**Funding Selection Process:**

1. The Regional Transportation Planning Agency (RTPA) scores the applications using established evaluation criteria and completes a prioritized list for their region.
2. The State Review Committee reviews the RTPA scores, and scores a statewide-prioritized list of projects based on available funding.
3. The California Transportation Commission (CTC) holds a public hearing to review and adopt the final list of projects.
4. Caltrans submits approved projects to the FTA.

**Program Requirements:** Once approved by FTA, successful applicants enter into a Standard Agreement with Caltrans. The agreement remains in effect until the project's useful life. Grantees are responsible for the proper use, operating costs, and maintenance of all project equipment. Grantees must be prepared to comply with the requirements of Caltrans, the Department of Motor Vehicle and the regulations of the California Highway Patrol.

## 5310 Timeline

Item	Date
Caltrans releases call for projects	11/15/12
Caltrans provides application workshops at various locations  At the MTC office in Oakland on <b>Tuesday, January 22 from 1-5 p.m.</b> You may attend the Oakland workshop in-person <u>or</u> via webinar. Contact Caltrans Section 5310 staff at (888) 472-6816 to register.	01/22/13
<b>Final applications due to STA and MTC (1 original + 6 copies + an electronic file to each agency )</b>	<b>March 11, 2013 at 5:00 p.m.</b>
Applications evaluated by Solano Paratransit Coordinating Council (PCC) scoring committees	March 12 – March 25
STA transmits PCC scores to MTC	03/26/12
MTC publishes draft regional rankings	03/29/12
Applicants review scores and prepare appeals, as necessary	April 1 – April 4
Applicant Appeals due to MTC (details to follow)	04/05/12
MTC Open Forum – Applicant appeals (details to follow)	04/10/12
MTC Programming & Allocations Committee approval of regional rankings and referral to MTC Commission for adoption	05/08/12
MTC transmits preliminary regional priorities to Caltrans	05/13/12
MTC Commission adoption of regional rankings	05/22/12
MTC transmits adopted regional priorities to Caltrans	05/22/12
Caltrans notifies region of Draft Statewide Scores	TBD – August - September
MTC notifies PCCs of score changes; discuss with applicants and Caltrans	TBD – August - September
CTC staff level conference for appeals of statewide scores	TBD – August - September
CTC approves final Section 5310 scores and adopts program	09/01/13

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# PCC

DATE: January 8, 2013  
TO: Solano Paratransit Coordinating Council  
FROM: Sofia Recalde, Transit Mobility Coordinator  
RE: FTA Section 5316 & 5317 Programs Call for Projects

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## **Background:**

In November, Caltrans released a call for projects for the Federal Transit Administration (FTA) Section 5316 Job Access and Reverse Commute (JARC) program and the Section 5317 New Freedom program. Estimated available funding for the JARC FY 2012 cycle is \$1.88 million and \$1.43 million for New Freedom.

The purpose of the JARC Program is to improve access to transportation services for welfare recipients and low-income individuals in order to improve access to employment activities and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.

The purpose of the New Freedom Program is to provide additional tools to overcome existing barriers facing Americans with disabilities who seek integration into the work force and full participation in society. The New Freedom formula grant program seeks to reduce barriers to transportation services and expands the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990.

## **Discussion:**

Attachments A and B are the 5316 and 5317 Program fact sheets and timelines. Grant applications for both programs are due to Caltrans on April 19, 2013.

## **Recommendation:**

Informational.

Attachments:

- A. 5316 Program fact sheet and timeline
- B. 5317 Program fact sheet and timeline

**FTA Section 5316  
Jobs Access Reverse Commute (JARC) Transit Program  
Federal Fiscal Year 2012**

**PROGRAM FACT SHEET AND TIMELINE**

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**Program Purpose:** To improve access to transportation services to employment-related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities.

**Funds Available**

- \* Approximately \$1.08 million in federal funds (including Toll Credits) are available for this cycle to be applied to urbanized areas 50,000 to 199,999 in population;
- \* Approximately \$795 thousand in federal funds (including Toll Credits) are available for this cycle for non-urbanized areas less than 50,000 in population.

**Eligible Applicants:**

- \* Private non-profit corporations;
- \* State or local government authority;
- \* Operators of public transportation services, including private operators of public transportation services.

**Local Match Requirements:** This grant cycle will not require a minimum local match, as 100% in federal funds will be made available upon FTA approval of Toll Credits to be used for local match requirement.

**Coordinated Plans:** All projects selected for funding must be derived from a coordinated public transit-human services transportation plan as required by federal guidance. Grant applications must include a Coordinated Plan Certification.

**Project Eligibility:** Funds from the JARC program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to

transport low-income individuals to and from jobs and activities related to their employment, and to support reverse commute projects.

Applicants may apply for up to three (3) years of funding per project with a maximum of \$400,000 per year. Eligible projects may include, but are not limited to capital, planning, and operating assistance to support activities such as:

- \* Late-night weekend service
- \* Guaranteed ride home service
- \* Shuttle service
- \* Demand-responsive service
- \* Supporting the administration and expenses related to voucher programs
- \* Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work places
- \* Intelligent Transportation Systems (ITS)
- \* Transit vehicles
- \* Mobility management activities

**Planning Requirements:** To be eligible for funding, JARC projects in urbanized areas must be included in the Metropolitan Transportation Plan prepared and approved by the metropolitan planning organization (MPO), the Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP) developed by the State, and jointly approved by the Federal Highway Administration and the Federal Transit Administration.

Projects outside the urbanized areas must be included in, or consistent with, a long-range transportation plan and be included in the STIP.

**PROGRAM NOTE:**

*JARC project applications will be evaluated in accordance with the scoring criteria published in the Application Instructions to determine the extent to which the proposed project meets the overall program goals and objectives. Applicants in small-urban areas which have an MPO/RTPA who are MOU participants, will submit their application to the Small Urban Area Local Agency (see Grant Application Instruction for list of MOU Participants.) Caltrans DMT will conduct the entire JARC/NF competitive selection process for non-MOU small urbanized areas and all rural (non-urban) areas.*

**FTA 5316 PROGRAM TIMELINE**

November 15, 2012	Call for projects
January 21-31, 2013	Grant application workshops
<del>March 29, 2013</del>	<del>Applications due to Small Urban Area Local Agency (MOU participants only)</del>
April 19, 2013	ALL applications due to Caltrans DMT ( <b>must be postmarked by this date</b> )
June 2013	Completion of state review, evaluation, and program of projects selection
June/July 2013	Tentative Award Announcement Initiate transfers of small urban projects to Section 5307 Project programming
July/August 2013	Submission of FTA grant for approval
September 2013	FTA grant approval
October 2013	Schedule successful applicant workshops
December 2013	Final award announcement Issuance of standard agreements to subrecipients

*For more information please visit our website at:  
<http://www.dot.ca.gov/hq/MassTrans/5316.html>*

**FTA Section 5317  
New Freedom Transit Program  
Federal Fiscal Year 2012**

**PROGRAM FACT SHEET AND TIMELINE**

**Program Purpose:** To provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. The New Freedom formula grant program seeks to reduce barriers to transportation services and expands the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990.

**Funds Available**

- \* Approximately \$950 thousand in federal funds (including Toll Credits) are available for this cycle to be applied to urbanized areas 50,000 to 199,999 in population;
- \* Approximately \$481 thousand in federal funds (including Toll Credits) are available for this cycle for non-urbanized areas less than 50,000 in population.

**Eligible Applicants:**

- \* Private non-profit corporations;
- \* State or local government authority;
- \* Operators of public transportation services, including private operators of public transportation services.

**Local Match Requirements:** This grant cycle will not require a minimum local match, as 100% in federal funds will be made available upon FTA approval of Toll Credits to be used for local match requirement.

**Coordinated Plans:** All projects selected for funding must be derived from a coordinated public transit-human services transportation plan as required by federal guidance. Grant applications must include a Coordinated Plan Certification.

**Project Eligibility:** For the purpose of the New Freedom Program, "new" service is any service or activity that was not operational and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the State Transportation Improvement Program (STIP).

Applicants may apply for up to three (3) years of funding per project with a maximum of \$200,000 per year. Eligible projects may include, but are not limited to, capital, planning, and operating assistance to support the following activities meeting the definition of new public transportation:

- \* Expansion of paratransit service parameters beyond the three-fourths (3/4) mile required by the ADA
- \* Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services
- \* Feeder service for intercity travel for which paratransit service is not required
- \* The incremental costs of providing same day service
- \* Supporting the administration and expenses related to voucher programs
- \* Acquisition of accessibility equipment beyond ADA requirements
- \* Accessibility improvement to non-key stations (Project engineers and/or sponsorship by a Governmental Lead Agency is required)
- \* Accessible vehicles to support taxi, vanpooling, ridesharing
- \* Mobility management activities

**Planning Requirements:** To be eligible for funding, JARC projects in urbanized areas must be included in the Metropolitan Transportation Plan prepared and approved by the metropolitan planning organization (MPO), the Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP) developed by the State, and jointly approved by the Federal Highway Administration and the Federal Transit Administration.

Projects outside the urbanized areas must be included in, or consistent with, a long-range transportation plan and be included in the STIP.

**PROGRAM NOTE:**

*New Freedom project applications will be evaluated in accordance with the scoring criteria published in the Application Instructions to determine the extent to which the proposed project meets the overall program goals and objectives. Applicants in small-urban areas which have an MPO/RTPA who are MOU participants, will submit their application to the Small Urban Area Local Agency (see Grant Application Instruction for list of MOU Participants.) Caltrans DMT will conduct the entire JARC/NF competitive selection process for non-MOU small urbanized areas and all rural (non-urban) areas.*

**FTA 5317 PROGRAM TIMELINE**

November 15, 2012	Call for projects
January 21-31, 2013	Grant application workshops
<del>March 29, 2013</del>	<del>Applications due to Small Urban Area Local Agency (MOU participants only)</del>
April 19, 2013	ALL applications due to Caltrans DMT ( <b>must be postmarked by this date</b> )
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October 2013	Schedule successful applicant workshops
December 2013	Final award announcement Issuance of standard agreements to subrecipients

*For more information please visit our website at:  
<http://www.dot.ca.gov/hq/MassTrans/5316.html>*

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# PCC

DATE: January 8, 2013  
TO: Solano Paratransit Coordinating Council  
FROM: Sofia Recalde, Transit Mobility Coordinator  
RE: Companion Pass Policy

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## **Background/Discussion:**

At the November meeting, a discussion emerged about companion pass policies for people who travel with American Disability Act eligible passengers. The PCC requested that Solano Transportation Authority staff research the issue and present the findings at the next PCC meeting.

**Companion versus PCA:** A companion is any friend or family member that is traveling with an ADA eligible person. A personal care attendant (PCA) is someone who is designated or employed specifically to help the eligible individual meet his or her personal needs. A companion is not the same as a PCA, unless the companion has been designated as a PCA.

**Registering a PCA:** Transit operators cannot require ADA eligible passengers to register a PCA. However, transit operators may require individuals to indicate whether or not he or she travels with a PCA as part of the initial eligibility process. Therefore, if an ADA eligible passenger does not indicate that he or she travels with a PCA, any individual traveling with him or her will be considered a companion.

**PCAs and companions on paratransit:** PCAs are not charged for riding paratransit. Companions are charged the same fare as the ADA eligible passenger for riding paratransit. Transit operators are required to permit one person to accompany the ADA eligible passenger. If the ADA eligible passenger is traveling with a PCA, the passenger may still bring one or more companions, on a space-available basis. Transit operators may require ADA eligible passengers to reserve a space for the PCA and/or companion(s) when reserving the trip.

**PCAs and companions on fixed-route:** Although some transit operators go beyond the minimum ADA requirements and allow PCAs and companions to travel for free or at a discounted fare, the ADA does not require it. (Attachment A) STA Staff is in the process of gathering information on Solano County Transit operators' policy and will update the PCC at the next meeting.

## **Recommendation:**

Informational.

Attachments:

- A. Civil Rights Frequently Asked Questions from the Federal Transit Administration and accompanying ADA Regulations

**FTA's Civil Rights FAQs:**

<http://ftawebprod.fta.dot.gov/ContactUsTool/Public/FAQs.aspx?CategoryID=4>

Question: May a transit entity require a paratransit eligible individual who will be traveling with a personal care attendant (PCA) to register their use of a PCA with the transit entity?

Answer: Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.125(i), **a transit provider may require an individual to indicate whether he or she travels with a personal care attendant (PCA) as part of the initial eligibility process.** The transit entity is also permitted to make further inquiries regarding the individual's actual need for a PCA. When making any such inquiries, it is important to note an individual's need for a PCA may be unrelated to the trip itself, and that the passenger may not require the assistance of a PCA while onboard the vehicle. Because of the nature of typical PCA functions, it is most likely that the services provided by a PCA would be required throughout the day at the passenger's destination. **All that is required is that the passenger establish that he or she requires a PCA, and for the PCA and the passenger to be traveling together between the same points. If the rider does not indicate the use of a PCA, then any individual accompanying him or her will be regarded simply as a companion.**

Question: May personal care attendants (PCAs) ride for free on complementary paratransit and fixed route?

Answer: Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.131(c)(3), **a personal care attendant (PCA) may not be charged a fare for complementary paratransit service.** Under 49 C.F.R. Section 37.123(f)(1)(ii), a companion (i.e., friend or family member) does not count as a PCA unless the companion is actually acting in the capacity of PCA. PCAs may be charged a fare on fixed route. **While some transit systems go beyond the minimum requirements of the ADA and allow PCAs to ride for free, there is no requirement that they do so.**

Question: May a rider eligible for complementary paratransit be accompanied by more than one individual?

Answer: Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.123(f), **transit entities are required to permit one person to accompany the paratransit eligible individual. Additional persons accompanying the eligible individual are to be served on a space-available basis** to prevent displacement of other ADA paratransit eligible individuals. The transit provider may not limit who the companion may be; the companion may be a family member, friend, or business associate, etc. The transit authority may require that the eligible individual reserve a space for the companion when reserving his or her own ride. A personal care attendant (PCA), someone designated or employed to assist the eligible individual, may always ride with the eligible individual. The transit entity may require that the eligible individual reserve a space for the PCA when reserving the trip. If there is a PCA on the trip, the eligible individual may still bring a companion, as well as additional companions on a space-available basis. To be considered as “accompanying” the eligible individual, a companion must have the same origin and destination points as the eligible individual.

Code of Federal Regulations

Title 49 – Transportation.

Subtitle A - Office of the Secretary of Transportation.

PART 37 - TRANSPORTATION SERVICES FOR INDIVIDUALS WITH DISABILITIES  
(ADA).

Subpart F—Paratransit as a Complement to Fixed Route Service

§ 37.123 ADA paratransit eligibility: Standards.

(f) Individuals accompanying an ADA paratransit eligible individual shall be provided service as follows:

(1) One other individual accompanying the ADA paratransit eligible individual shall be provided service—

(i) If the ADA paratransit eligible individual is traveling with a personal care attendant, the entity shall provide service to one other individual in addition to the attendant who is accompanying the eligible individual;

(ii) A family member or friend is regarded as a person accompanying the eligible individual, and not as a personal care attendant, unless the family member or friend registered is acting in the capacity of a personal care attendant;

(2) Additional individuals accompanying the ADA paratransit eligible individual shall be provided service, provided that space is available for them on the paratransit vehicle carrying the ADA paratransit eligible individual and that transportation of the additional individuals will not result in a denial of service to ADA paratransit eligible individuals;

(3) In order to be considered as “accompanying” the eligible individual for purposes of this paragraph (f), the other individual(s) shall have the same origin and destination as the eligible individual.

**§ 37.125** ADA paratransit eligibility: Process.

(i) In applications for ADA paratransit eligibility, the entity may require the applicant to indicate whether or not he or she travels with a personal care attendant.

**§ 37.131** Service criteria for complementary paratransit.

The following service criteria apply to complementary paratransit required by § 37.121 of this part.

(c) Fares. The fare for a trip charged to an ADA paratransit eligible user of the complementary paratransit service shall not exceed twice the fare that would be charged to an individual paying full fare (i.e., without regard to discounts) for a trip of similar length, at a similar time of day, on the entity's fixed route system.

(1) In calculating the full fare that would be paid by an individual using the fixed route system, the entity may include transfer and premium charges applicable to a trip of similar length, at a similar time of day, on the fixed route system.

(2) The fares for individuals accompanying ADA paratransit eligible individuals, who are provided service under § 37.123 (f) of this part, shall be the same as for the ADA paratransit eligible individuals they are accompanying.

(3) A personal care attendant shall not be charged for complementary paratransit service.

# PCC

DATE: January 8, 2013  
TO: Solano Paratransit Coordinating Council  
FROM: Sofia Recalde, Transit Mobility Coordinator  
RE: PCC Membership Status and Appointments

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## **Background/Discussion:**

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

At the November meeting, the PCC forwarded a recommendation to the STA Board to reappoint Richard Burnett to the PCC as a MTC/PAC representative and James Williams to the PCC as a Member at Large for an additional three (3) year term. The STA Board approved the PCC's recommendation to reappoint both Richard Burnett and James Williams on December 12, 2012 for three additional years.

Currently, there are vacancies for one (1) Transit User and one (I) vacancy for a Social Service Provider.

STA staff will continue to recruit for the two (2) vacancies. Input from the Committee is welcomed.

## **Recommendation:**

Informational.

Attachments:

- A. PCC Membership Status (January 2013)

**Solano County**  
**Paratransit Coordinating Council**  
**Membership Status**  
**January 2013**

Member	Jurisdiction	Agency	Appointed	Term Expires
Alicia Roundtree	Social Service Provider	Independent Living Resource Center	October 2010	October 2013
Edith Thomas	Social Service Provider	Connections 4 Life	March 2012	March 2015
James Williams	Member at Large	Member at Large	December 2012	December 2015
Judy Nash	Public Agency - Education	Solano Community College	April 2010	April 2013
Kurt Wellner	Transit User	Transit User	September 2012	September 2015
Kyrre Helmersen	Transit User	Independent Living Resource Center	April 2012	April 2015
Rachel Ford	Public Agency/County of Solano	Solano County Mental Health	June 2010	June 2013
Richard Burnett	MTC PAC Representative	SolTrans PAC Representative	December 2012	December 2015
Shannon Nelson	Member at Large	ADA Coordinator for Vacaville	September 2010	September 2013
Vacant	Transit User			
Vacant	Social Service Provider			

# PCC

DATE: January 7, 2013  
TO: Paratransit Coordinating Council  
FROM: Liz Niedziela, Transit Program Manager  
RE: Solano Transportation Authority's (STA) Transit Studies

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## **Background/Discussion:**

The STA has several transit studies included with the STA Board's adopted Overall Work Plan for Fiscal Year (FY) 2012-13 and 2013-14. These plans and studies are intertwined with each other and will also provide relevant information to the Alternative Fuel Study and the Public Private Partnerships (P3) at Transit Facilities Study.

Below is a brief description of each of the plans and their status.

### **1. Intercity and Local Ridership Survey and Analysis**

Description: The Intercity Ridership survey and Analysis is used to help calculate the Intercity Funding Agreement formula and the ridership survey data and analysis will be available prior to the Coordinated Short Range Transit Plan (SRTP) and Transit Corridor Study. The ridership survey and analysis conducted on/off counts, on-time performance, demographic ridership information and comments from the passengers. The data in this study will assist in service planning.

Status: The SolanoExpress Intercity Ridership Study is complete. The Local Ridership Studies are also complete and were approved by the STA Board in September 2012.

### **2. Transit Sustainability Study**

Description: The purpose of this study is to focus on the financial condition of the Solano County transit operators in a similar manner to MTC's Transit Sustainability Project (TSP) financial assessment. The outcome of this effort is intended to provide a clear understanding of the present and future financial condition and needs of the five Solano County Transit operators: Dixon Redit-Ride, Vacaville City Coach, Fairfield and Suisun Transit (FAST), Rio Vista Delta Breeze, and SolTrans.

Status: Pacific Municipal Consultants (PMC) has been evaluating the data submitted by each operator to date. The data has included financial audits, TDA claims, National Transit Database reports, and SRTPs. Select data remains outstanding and will be collected. Financial and operations data are being input into a data table to begin developing performance trends and causal factors. Recent activities by the operators to improve efficiencies are also being reviewed. Preliminary financial condition profiles are being developed for each transit operator. The profiles will identify financial and operating performance measures and trends for the past three years. Division of operations cost among various expenditure categories such as labor, fuel, and maintenance will be conducted to further explain cost trends. A revenue analysis is also being undertaken to review relative stability of funding public transit. In addition, a survey of cost containment strategies employed by the operators is underway. Meetings with the operators were scheduled and conducted to discuss the financial profiles and to seek additional input. The Study is scheduled to be concluded in February and presented to the STA Board in March 2013.

### **3. Coordinated Short Range Transit Plan (SRTP)**

Description: Metropolitan Transportation Commission (MTC) awarded Solano Transportation Authority \$140,000 to prepare a Coordinated Short Range Transit Plan (SRTP) for Solano County. The transit operators that will be included in this Plan are Solano County Transit (SolTrans), Fairfield and Suisun Transit (FAST), Vacaville City Coach, Dixon Read-Ride, Rio Vista Delta Breeze, and the County of Solano. The Plan will include a dedicated subsection for each transit operator covering their requirements of the SRTP.

#### *Enhanced Coordination*

MTC staff has requested the Coordinated SRTP address five 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; (to be conducted in the Mobility Management Plan)
3. Enhanced Transit Coordination of Capitol Planning;
4. Enhanced Coordination of Transit Service Planning; and
5. Integrate bus/rail scheduling software to facilitate schedule coordination and customer travel planning. Establish a regional schedule change calendar.

#### A. Local SRTP Updates

##### *Transit Operators Recommendation Areas*

1. *Dixon*
  - a. Assess service option to convert Read-Ride to some fixed route service.
2. *Fairfield*
  - a. Growth and no growth scenarios with regards to service planning
  - b. Title VI analysis of current transit system at the time of the SRTP
  - c. Public Participation Plan
3. *SolTrans*
  - a. Review the recent service changes implemented July 2012 b. Assess the potential for claiming for capital replacement for SolanoExpress in various Solano UZAs.
4. *Rio Vista*
  - a. Analyze the potential consolidation of Rio Vista Delta Breeze with SolTrans

Status: The consultant firm, ARUP, has finished the transit overviews and the goals, objectives and measures. The SRTP is scheduled to be completed in April - June 2013.

#### B. I-80/I-680/I-780/State Route (SR) 12 Transit Corridor Study

Description: 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.

Status: This study is also a component of the Coordinated SRTP.

#### **4. Mobility Management Plan**

Description: The Mobility Management Plan will analyze 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, a program that assists paratransit users that are able to transfer to fixed route, and older driver workshops. The specific analysis will be consistent with the recommendations contained in the Solano Transportation Study for Seniors and People with Disabilities adopted by the STA Board in December 2011. This plan will include analyzing separate and joint contracts for Countywide Eligibility Determination of ADA Paratransit as recommended by Metropolitan Transportation Commission.

Status: The development of Solano's first Mobility Management Plan is underway. Innovative Paradigms initiated work on this project in late July. The Mobility Management Plan was identified as a high priority in the 2011 Solano Senior and People with Disabilities Study. The Mobility Management Plan will also address the transportation needs of the low-income population which have been identified through the multiple Community Based Transportation Plans (CBTPs) completed in Solano County. The Plan will create implementation plans and complete tasks for four other high priority projects: 1) Call Center and gather information for website from public, private and non-profit transportation resources for seniors, people with disabilities and the low-income population; 2) Travel Training Program Options; 3) Countywide ADA Eligibility Process; 4) Older Driver Safety Programs and Mobility Workshops. During this effort, there will also be a review of Mobility Management plans in comparable locations and at least two examples included in the plan. Coordination with transit operators throughout the process will be key. Interviews with a wide range of public, private, and non-profit transportation partners have been completed. The project has been presented to the Solano Seniors and People with Disabilities Committee and Senior Coalition and presented to the Paratransit Coordination Council (PCC) for input. To date, the groups have been supportive of the direction of the plan elements with particular interest in the Travel Training component. Draft documents will be presented to these groups in February 2013. A final report is scheduled to be released for public input in February 2013.

#### **Recommendation:**

Informational.

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# PCC

DATE: January 9, 2013  
TO: Solano Paratransit Coordinating Council  
FROM: Liz Niedziela, Transit Program Manager/Analyst  
RE: 2013 PCC Meetings and Locations

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## A. 2013 PCC Meetings and Locations:

Solano Community College, Bldg. 400, Room 443 (TENTATIVE)  
Thursday, March 18, 2013  
Solano Community College  
4000 Suisun Valley Rd.  
Fairfield, CA 94534  
Bldg. 400, Student Center, Room 443  
(707) 864-7000

City of Benicia, Commission Room (Confirmed)  
Thursday, May 16, 2013  
1:00 – 3:00 p.m.  
250 East L St.  
Benicia, CA 94510  
(707) 746-4202

Fairfield Community Center, Vista Conference Room (Confirmed)  
Thursday, July, 18, 2013  
1:00 – 3:00 p.m.  
1000 Kentucky Street  
Fairfield, CA 94533  
(707) 428-7422

Ulatis Community Center, Room D (Confirmed)  
Thursday, September 19, 2013  
1:00 – 3:00 p.m.  
1000 Ulatis Dr.  
Vacaville, CA 95687  
(707) 469-4000

John F. Kennedy Library, Joseph Room (Confirmed)  
Thursday, November 21, 2013  
1:00 – 3:00 p.m.  
505 Santa Clara St.  
Vallejo, CA 94590  
(866) 572-7587