

PCC
SOLANO
PARATRANSIT COORDINATING COUNCIL (PCC)
AGENDA

1:00 – 3:00 p.m.
Thursday, September 18, 2014
Ulatis Community Center
Conference Room D
1000 Ulatis Dr.
Vacaville, CA 95687

- | <u>ITEM</u> | <u>STAFF PERSON</u> |
|---|----------------------------|
| 1. CALL TO ORDER | Edith Thomas, Chair |
| 2. APPROVAL OF AGENDA
(1:00 – 1:10 p.m.) | |
| 3. OPPORTUNITY FOR PUBLIC COMMENT
(1:10 – 1:15 p.m.) | |
| 4. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES
(1:15 – 1:20 p.m.) | |
| 5. PRESENTATIONS
(1) Vacaville City Coach Service
(2) Solano Mobility Website Demo
(1:20 – 2:00 p.m.) | |
| 6. CONSENT CALENDAR | PCC Members |
| <u>Recommendation:</u> Approve the following consent item.
(2:00 – 2:05 p.m.) | |
| A. Minutes of the Special PCC Meeting of June 16, 2014 | Sheila Jones, STA |
| <u>Recommendation:</u>
Approve PCC Special PCC minutes of June 16, 2014
Pg. 1 | |

PCC MEMBERS

Richard Burnett
MTC PAC
Representative

Curtis Cole
Public Agency -
Health & Social
Services

Lvall Abbott
Member at Large

Judy Nash
Public Agency -
Education

Emily Flynn
Social Service
Provider

Ernest Rogers
Transit User

Edith Thomas, Chair
Social Service Provider

Kyrre Helmersen, Vice-Chair
Transit User

James Williams
Member at Large

Kenneth Grover
Transit User

Anne Payne
Social Service Provider

7. ACTION ITEMS

A. Lifeline and 5310 Funding Programs

Liz Niedziela, STA

Recommendation:

Approve the appointment of three PCC members and one alternate to the FTA Section 5310 scoring sub-committee as identified by the PCC Chair.

(2:05 – 2:20 p.m.)

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8. INFORMATIONAL ITEMS - DISCUSSION

A. Mobility Management Program Update

Tiffany Gephart, STA

Informational

(2:20 – 2:30 p.m.)

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B. PCC Membership Status

Tiffany Gephart, STA

Informational

(2:30 – 2:40 p.m.)

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9. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Group

(2:40 – 2:50 p.m.)

10. TRANSIT OPERATOR UPDATES

A. Dixon Readi-Ride

Group

B. Fairfield and Suisun Transit

C. Rio Vista Delta Breeze

D. SolTrans

E. Vacaville City Coach

(2:50 – 3:00 p.m.)

11. ADJOURNMENT

The next regular meeting of the PCC scheduled to meet at **1:00 p.m., Thursday, November 20, at the John F. Kennedy Library in the Joseph Room located at 505 Santa Clara St., Vallejo, CA 94590.**

For questions regarding this agenda:

Please contact Tiffany Gephart at (707) 399-3235 or tgephart@sta-snci.com



PCC

SOLANO PARATRANSIT COORDINATING COUNCIL

Draft Minutes for the Special Meeting of

June 16, 2014

1. CALL TO ORDER

Edith Thomas called the meeting to order at 12:30 p.m. at the Solano Transportation Authority.

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

Richard Burnett	MTC PAC Representative
Curtis Cole	Solano County Health and Social Services
Emily Flynn	Independent Living Resources
Judy Nash	Public Agency – Education
Anne Payne	Social Service Provider - Area Agency on Aging
Ernest Rogers	Transit User
Edith Thomas	Chair, Social Service Provider
James Williams	Member at Large

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

Kenneth Grover	Transit User
Kyrré Helmersen	Vice-Chair, Transit User - Paratransit

Also Present: *In Alphabetical Order by Last Name*

Lyall Abbott	Transit User/Care Attendant
Gary Albright	Solano County Transit/SolTrans, *Conference Call*
Tiffany Gephart	STA Staff
Sheila Jones	STA PCC Committee Clerk
Daryl Halls	STA Staff
Liz Niedziela	STA Staff
Elizabeth Romero	Solano County Transit/SolTrans, *Conference Call*
Diane Feinstein	City of Fairfield/FAST

2. APPROVAL OF AGENDA

On a motion by Richard Burnett and a second by Jim Williams, the PCC unanimously approved the June 16, 2014 Special Agenda.

3. OPPORTUNITY FOR PUBLIC COMMENT

None.

4. COMMENTS FROM STAFF AND REPRESENTATIVES FROM THE PARATRANSIT COORDINATING COUNCIL

Tiffany Gephart provided a brief summary of the Transit Ambassador brochure and flyer. She provided a handout regarding the performance on ADA assessments from July through March 2014 as requested by the committee at PCC meeting in May.

Liz Niedziela introduced the new PCC Members that were approved by the STA Board at the meeting of June 11, 2014.

5. CONSENT CALENDAR

A. Minutes of the PCC Meeting of May 15, 2014

Recommendation:

Approve PCC minutes of May 15, 2014.

On a motion by Anne Payne and second from Richard Burnett, the PCC approved Consent Calendar Item A. Jim Williams abstained from the vote.

6. ACTION ITEMS

A. FY 2014-15 TDA Claims for Solano County Transit (SolTrans) and the Cities of Dixon, Fairfield, and Rio Vista.

Liz Niedziela stated that as required by MTC Resolution 1209, SolTrans and the Cities of Dixon, Fairfield, Rio Vista are submitting their FY 2014-15 Transportation Development Act (TDA) Article 4 and 8 claims for consideration by the PCC.

Recommendation:

1. Review and forward a recommendation to MTC to approve the Solano County Transit's (SolTrans) FY 2014-15 TDA Claim for \$4,088,444 for operating and capital projects.

On a motion by James Williams and second from Ernest Rogers, the PCC unanimously approved the recommendation.

Recommendation:

2. Review and forward a recommendation to MTC to approve the City of Dixon's FY 2014-15 TDA Claim for \$293,526 for operating and capital projects.

On a motion by Richard Burnett and second from Emily Flynn the PCC unanimously approved the recommendation.

Recommendation:

3. Review and forward a recommendation to MTC to approve the City of Fairfield's FY 2014-15 TDA Claim for \$6,461,477 for operating and capital projects.

On a motion by Anne Payne and second from Ernest Rogers the PCC unanimously approved the recommendation.

Recommendation:

4. Review and forward a recommendation to MTC to approve the City of Rio Vista's FY 2014-15 TDA Claim for \$410,092 for operating, capital projects and planning.

On a motion by Curtis Cole and second from Ernest Rogers the PCC unanimously approved the recommendation.

B. PCC Membership Status and Appointment

Tiffany Gephart stated that STA staff received a PCC interest form from Lyall Abbott to participate in the STA Paratransit Coordinating Council. She stated that he cares and works for people with disabilities and is familiar with their transportation needs (Attachment B). She stated that if Mr. Abbott is appointed to the PCC, it will fill the remaining vacancy and the PCC will be fully appointed.

Recommendation:

1. Forward a recommendation to the STA board to appoint Lyall Abbott to the Paratransit Coordinating Council for a three (3) year term as a Member-at-Large.

On a motion by Ernest Rogers and second from Anne Payne the PCC unanimously approved the recommendation.

C. Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation

Liz Niedziela stated that the CTSA proposal developed by STA staff was presented and discussed with Consortium members as well as the Board and other committees. She stated that the feedback from the Consortium included has been incorporated into the revised proposal (Attachment H).

Recommendation:

1. Authorize the PCC Chair to write a letter of support to Metropolitan Transportation Commission (MTC) for Solano Transportation Authority (STA) being designated as the Consolidated Transportation Services Agency (CTSA) for Solano County.

On a motion by Anne Payne and second from James Williams the PCC unanimously approved the recommendation.

7. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Anne Payne requested to place the Solano County Walk to end Alzheimer's on the next agenda under presentations.

8. ADJOURNMENT

The meeting adjourned at 1:20 p.m. The next meeting of the PCC is scheduled to meet at **1:00 p.m. on Thursday, July 17, 2014.**

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PCC

DATE: September 5, 2014
TO: Solano Paratransit Coordinating Council
FROM: Tiffany Gephart, Transit Mobility Coordinator
RE: Lifeline and 5310 Funding Programs

Background:

Lifeline Transportation Program Cycle 4:

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.

MTC has delegated the management of the Lifeline Program to the Congestion Management Agencies, including the Solano Transportation Authority (STA). The Lifeline Program for Solano County is administered through the STA which is responsible for soliciting applications and conducting a project selection process. The Lifeline Transportation Program is intended to fund projects that result in improved mobility for low-income residents of Solano County as identified in Community-Based Transportation Plan (CBTP) or other substantive local planning efforts involving focused outreach to low-income populations.

Discussion:

MTC has drafted guidelines for the FY 2013-14-FY 2015-16 Cycle 4 program (Attachment A). The guidelines will be presented to the MTC Commission on October 22, 2014 for approval. Included in this report is a brief summary of available funding and program changes for Cycle 4.

Estimated Funding Allocations for Solano County:

Funding allocations for the Lifeline Cycle 4 program are estimated as follows:

	2014	2015	2016	Three-Year Total
STA	\$668,858	\$674,934	\$630,115	\$1,973,907
JARC 5307	*\$551,443	\$277,612	\$282,054	\$1,111,109
Prop1B		\$1,030,816		

*Includes FY 13 Small Urbanized Area Carryover funds

Program Changes:

- **Non-transit Sponsors:** Unlike previous cycles, funds in Cycle 4 are predominantly restricted to transit operators. Non-profits and local government agencies are still eligible of STA and Section 5307 JARC funds if they partner with a transit agency that will pass-through funds.
- Lifeline program administrators may award additional points and/or give priority to projects sponsored by or coordinated with Mobility Managers or Consolidated

Transportation Service Agencies (CTSAs). This is in line with recommendations in the 2013 coordinated plan update, which identified mobility management as a key strategy.

- Low-income population and ridership factors have been updated with 2012 data.

STA staff will announce a call for projects after the Commission Approval of the Draft Cycle 4 Guidelines.

FTA Section 5310 Funding Program:

The 5310 Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities is the result of the consolidation of the New Freedom Program and the 5310 Elderly and Disabled program under MAP-21. A Draft Call for Projects for Small Urbanized Areas is presented in Attachment B. In preparation for Caltrans 5310 Call for Projects, STA staff and the PCC chair is asking for four volunteers to form the 5310 Scoring Sub-Committee which includes three committee member and one alternate. Last year, Edith Thomas, Richard Burnett and Jim Williams served on the committee. More information will be presented at the PCC.

Changes:

- 55% of available funds must be set aside for capital projects
- Mobility management projects are now eligible capital projects
- Operations projects are eligible (including mobility management)
- Caltrans has delegated responsibility to MTC manage the large urbanized area program (The Small Urbanized Area program will continue to be managed by CalTrans).

Recommendation:

Approve the appointment of three PCC members and one alternate to the FTA Section 5310 scoring sub-committee as identified by the PCC Chair.

Attachments:

- A. Draft Lifeline Transportation Program Cycle 4 Guidelines
- B. Draft Timeline for FTA Section 5310 Call for Projects

Date: October 22, 2014
W.I.: 1310
Referred by: PAC

Attachment A
MTC Resolution No. XXXX
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METROPOLITAN
TRANSPORTATION
COMMISSION

Lifeline Transportation Program Cycle 4 Guidelines

DRAFT

August 2014 Draft

**METROPOLITAN TRANSPORTATION COMMISSION
LIFELINE TRANSPORTATION PROGRAM CYCLE 4 GUIDELINES
FY 2014 THROUGH FY 2016**

August 2014 Draft

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**METROPOLITAN TRANSPORTATION COMMISSION
LIFELINE TRANSPORTATION PROGRAM CYCLE 4 GUIDELINES
FY 2014 THROUGH FY 2016**

August 2014 Draft

1. PROGRAM GOAL. The Lifeline Transportation Program is intended to fund projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area counties.

The Lifeline Program supports community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders.
- Improve a range of transportation choices by adding a variety of new or expanded services including but not limited to: enhanced fixed route transit services, shuttles, taxi voucher programs, improved access to autos, and capital improvement projects.
- Address transportation gaps and/or barriers identified in Community-Based Transportation Plans (CBTP) or other substantive local planning efforts involving focused outreach to low-income populations. While preference will be given to community-based plan priorities, strategies emerging from countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan or other documented assessment of need within the designated communities of concern will also be considered. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable. A communities of concern (CoC) mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at:
http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html.¹

¹ There is a user's guide available to aid in the use of this tool.

2. **PROGRAM ADMINISTRATION.** The Lifeline Program will be administered by county congestion management agencies (CMAs) or other designated county-wide agencies as follows:

County	Lifeline Program Administrator
Alameda	Alameda County Transportation Commission
Contra Costa	Contra Costa Transportation Authority
Marin	Transportation Authority of Marin
Napa	Napa County Transportation Planning Agency
San Francisco	San Francisco County Transportation Authority
San Mateo	City/County Association of Governments
Santa Clara	Santa Clara Valley Transportation Authority and Santa Clara County
Solano	Solano Transportation Authority
Sonoma	Sonoma County Transportation Authority

3. **FUNDING APPORTIONMENT AND AVAILABILITY.** Fund sources for the Cycle 4 Lifeline Transportation Program include State Transit Assistance (STA), Proposition 1B - Transit, and Section 5307 Job Access and Reverse Commute (JARC)² funds. Cycle 4 will cover a three-year programming cycle, FY2013-14 to FY2015-16.
- a. **STA and Section 5307 (JARC).** Funding for STA and Section 5307 (JARC) will be assigned to counties by each fund source, based on the county’s share of the regional low-income population (see Figure 1).³ Lifeline Program Administrators will assign funds to eligible projects in their counties. See Section 5 for details about the STA and Section 5307 (JARC) programming process and Appendix 1 for detailed eligibility requirements by fund source.

² The Moving Ahead for Progress in the 21st Century (MAP-21) federal transportation authorizing legislation eliminated the Job Access and Reverse Commute (JARC) program (Section 5316) and combined JARC functions and funding with the Urbanized Area Formula (Section 5307) and the Non-urbanized Area Formula (Section 5311) programs. JARC projects were made eligible for 5307 funding, and, consistent with MTC’s Transit Capital Priorities (TCP) Process and Criteria (MTC Resolution Nos. 4072 and 4140), in the FY2013-14, FY2014-15 and FY2015-16 Section 5307 programs, a portion of the Bay Area’s large urbanized area funds have been set aside for the Lifeline program.

³ FTA Section 5307 funds are apportioned by urbanized area (UA), so the distribution of 5307 funds will also need to take UA boundaries into consideration.

Figure 1. County and Share of Regional Poverty Population

<i>County</i>	<i>Share of Regional Low Income (<200% Poverty) Population</i>
Alameda	22.6%
Contra Costa	14.3%
Marin	2.6%
Napa	2.0%
San Francisco	12.5%
San Mateo	8.4%
Santa Clara	23.1%
Solano	6.4%
Sonoma	7.9%
Total	100%

Source: ACS 2010 and 2012 1-Year Estimates

- b. Proposition 1B. Proposition 1B funding will be assigned by MTC directly to transit operators and counties based on a formula that distributes half of the funds according to the transit operators’ share of the regional low-income ridership, and half of the funds according to the transit operators’ share of the regional low-income population. The formula distribution is shown in Figure 2. See Section 6 for details about the Proposition 1B programming process and Appendix 1 for detailed eligibility requirements by fund source.

**Figure 2. Transit Operator & Hybrid Formula
(Share of Regional Low Income Ridership & Share of Regional Low Income Population)**

<i>Transit Operator</i>	<i>Hybrid Formula Share</i>
AC Transit	17.3%
BART	18.5%
County Connection (CCCTA)	1.0%
Golden Gate Transit/Marin Transit	3.2%
Wheels (LAVTA)	0.5%
Muni (SFMTA)	24.9%
SamTrans	5.0%
Tri Delta Transit (ECCTA)	0.7%
VINE (NCTPA)	1.2%
VTA	19.5%
WestCat (WCCTA)	0.3%
Solano County Operators	3.6%
Sonoma County Operators	4.2%
Total	100%

Note: Only transit operators who have previously received Proposition 1B Lifeline funds are included in the formula distribution

- c. Regional Means-Based Transit Fare Program. MTC will set aside up to \$700,000 in Cycle 4 STA funds toward the potential development and implementation of a regional

means-based transit fare program. In Lifeline Cycle 3, MTC set aside \$300,000 for Phase I of this project. In Phase I, MTC is conducting a study to develop the regional concept, including identifying who would be eligible, costs, funding, relationship to other discounts, and other policy elements. Depending on the results of the Phase I study, funds from the Cycle 4 \$700,000 set-aside may be used for Phase II implementation activities.

4. ELIGIBLE RECIPIENTS/SUBRECIPIENTS

- a. STA. There are three categories of eligible recipients of STA funds: a) transit operators; b) Consolidated Transportation Service Agencies (CTSAs); and c) Cities and Counties that are eligible to claim Transportation Development Act (TDA) funds.

Non-profit organizations and Cities/Counties that are not TDA claimants are only eligible for STA funds if they partner with an eligible STA recipient (e.g., a transit operator) that is willing to serve as the recipient of the funds and pass through the funds to the non-profit or City/County, and if they have a project eligible to use.

- b. Section 5307 (JARC). Transit operators that are FTA grantees are the only eligible recipients of Section 5307 (JARC) funds.

Non-profit organizations and public agencies that are not FTA grantees are only eligible for Section 5307 (JARC) funds if they partner with an FTA grantee (transit operator) that is willing to serve as the direct recipient of the Section 5307 (JARC) funds and pass through the funds to the subrecipient non-profit or public agency.

Section 5307 (JARC) recipients/subrecipients will be required to have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and provide it during the application process.⁴ A DUNS number may be obtained from D&B by telephone (866-705-5711) or the Internet (<http://fedgov.dnb.com/webform>).

- c. Proposition 1B. Transit operators are the only eligible recipients of Proposition 1B funds.

5. STA AND SECTION 5307 PROGRAMMING PROCESS. For STA and Section 5307 funds, Lifeline Program Administrators are responsible for soliciting applications for the Lifeline Transportation Program.

Consistent with MTC's Public Participation Plan and FTA's Title VI Circular (FTA C 4702.1B), MTC encourages Lifeline Program Administrators to conduct a broad, inclusive public involvement process, and use multiple methods of public outreach. Unlike previous cycles of the Lifeline Transportation Program, the funds in the Cycle 4 program are predominantly restricted to transit operators (see Section 4 for recipient eligibility

⁴ A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity. The DUNS number is a universal identifier required for Federal financial assistance applicants, as well as recipients and their direct subrecipients.

restrictions). Therefore, MTC also acknowledges that each Lifeline Program Administrator's public outreach strategy will be tailored accordingly.

Methods of public outreach may include, but are not limited to, highlighting the program and application solicitation on the CMA website, and sending targeted postcards and e-mails to all prospective applicants, including those that serve predominantly minority and low-income populations.

Further guidance for public involvement is contained in MTC's Public Participation Plan.

- a. Competitive Process. STA and Section 5307 (JARC) projects must be selected through an open, competitive process with the following exception: In an effort to address the sustainability of fixed-route transit operations, Lifeline Program Administrators may elect to allocate some or all of their STA and/or Section 5307 (JARC) funds directly to transit operators for Lifeline transit operations within the county. Projects must be identified as Lifeline projects before transit operators can claim funds, and will be subject to Lifeline Transportation Program reporting requirements.
 - b. STA Contingency Programming. Due to the uncertainty of forecasting STA revenues, the Lifeline Program Administrators will program 95 percent of their county's estimated STA amount, and develop a contingency plan for the remaining five percent should it be available.
6. PROPOSITION 1B PROGRAMMING PROCESS. In most cases, Proposition 1B Transit funds will be allocated directly to transit operators by MTC, due to the limited eligibility and uses of this fund source. Upon concurrence from the applicable CMA,⁵ transit operators may program funds to any capital project that is consistent with the Lifeline Transportation Program and goals, and is eligible for this fund source. Transit operators are encouraged to consider needs throughout their service area. Projects must be identified as Lifeline projects before transit operators can claim funds, and, at the discretion of the Lifeline Program Administrators, may be subject to Lifeline Transportation Program reporting requirements. For Marin, Solano and Sonoma counties, Proposition 1B funds are being directed to the CMA, who should include these funds in the overall Lifeline programming effort (keeping in mind the limited sponsor and project eligibility of Proposition 1B funds).
7. ELIGIBLE ACTIVITIES
- a. Eligible operating projects. Eligible operating projects, consistent with requirements of funding sources, may include (but are not limited to) new or enhanced fixed route transit services, restoration of Lifeline-related transit services eliminated due to budget shortfalls, shuttles, taxi voucher programs, auto loan programs, etc. See Appendix 1 for additional details about eligibility by funding source.

⁵ CMA concurrence may be provided via a board resolution or a letter from an authorized representative.

b. Eligible capital projects. Eligible capital projects, consistent with requirements of funding sources, may include (but are not limited to) purchase of vehicles; bus stop enhancements; rehabilitation, safety or modernization improvements; or other enhancements to improve transportation access for residents of low-income communities. See Appendix 1 for additional details about eligibility by funding source.

c. Section 5307 restrictions

(1) Job Access and Reverse Commute requirement. For the Lifeline Transportation Program, the use of Section 5307 funds is restricted solely to Job Access and Reverse Commute (JARC) projects. See the FTA Section 5307 Circular (FTA C 9030.1E), Chapter IV, Section 5 for details regarding eligible JARC projects.

(2) New and existing services. Consistent with FTA's Section 5307 circular (FTA C 9030.1E), Chapter IV, Section 5.a, eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a "development project" or "maintenance project" as follows:

i. Development Projects. "Development of transportation services" means new projects that meet the statutory definition and were not in service as of the date MAP-21 became effective October 1, 2012. This includes projects that expand the service area or hours of operation for an existing service.

ii. Maintenance Projects. "Maintenance of transportation services" means projects that continue and maintain job access and reverse commute projects and services that received funding under the former Section 5316 program.

8. LOCAL MATCHING REQUIREMENTS. The Lifeline Transportation Program requires a minimum local match of 20% of the total project cost. Lifeline Transportation Program funds may cover a maximum of 80% of the total project cost.

a. Exceptions to 20% requirement. There are two exceptions to the 20% local match requirement:

(1) FTA Section 5307 (JARC) operating projects require a 50% match. However, consistent with MTC's approach in previous funding cycles, Lifeline Program Administrators may use STA funds to cover the 30% difference for projects that are eligible for *both* JARC and STA funds.

(2) All auto-related projects require a 50% match.

- b. Sources of local match. Project sponsors may use certain federal, state or local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the match requirement. In-kind contributions such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

For Section 5307 JARC projects, the local match can be *non*-Department of Transportation (DOT) federal funds. Eligible sources of non-DOT federal funds include: Temporary Assistance to Needy Families (TANF), Community Services Block Grants (CSBG) and Social Services Block Grants (SSBG) administered by the US Department of Health and Human Services or Community Development Block grants (CDBG) and HOPE VI grants administered by the US Department of Housing and Urban Development (HUD). Grant funds from private foundations may also be used to meet the match requirement.

Transportation Development Credits (“Toll Credits”) are not an eligible source of local match for the Lifeline Transportation Program.

9. COORDINATED PLANNING. Under MAP-21, projects funded with Section 5307 JARC funds are no longer required by FTA to be derived from a locally developed, coordinated public transit-human services transportation plan (“Coordinated Plan”); however, in the Bay Area’s Coordinated Plan, MTC continues to identify the transportation needs of individuals with disabilities, older adults, *and* people with low incomes, and to provide strategies for meeting those local needs. Therefore, projects funded with Lifeline Transportation Program funds should be consistent with the transportation needs, proposed solutions, and enhanced coordination strategies presented in the Coordinated Plan to the extent practicable considering any other funding source restrictions.

The Bay Area’s Coordinated Plan was updated in March 2013 and is available at <http://www.mtc.ca.gov/planning/pths/>.

Mobility management was a key coordination strategy recommended in the 2013 plan update. The designation of lead mobility managers or Consolidated Transportation Service Agencies (CTSAs) at the County or subregional level was an essential component of that strategy. Consistent with those recommendations, the Lifeline Program Administrators may, at their discretion, choose to award extra points to—or otherwise give priority to—projects sponsored by or coordinated with County or subregional Mobility Managers or CTSAs.

Transportation needs specific to senior and disabled residents of low-income communities may also be considered when funding Lifeline projects.

10. GRANT APPLICATION. To ensure a streamlined application process for project sponsors, a universal application form will be used, but, with review and approval from MTC, may be

modified as appropriate by the Lifeline Program Administrator for inclusion of county-specific grant requirements.

Applicants with multi-county projects must notify the relevant Lifeline Program Administrators and MTC about their intent to submit a multi-county project, and submit copies of their application to all of the relevant counties. If the counties have different application forms, the applicant can submit the same form to all counties, but should contact the Lifeline Program Administrators to determine the appropriate form. If the counties have different application deadlines, the applicant should adhere to the earliest deadline. The Lifeline Program Administrators will work together to score and rank the multi-county projects, and, if selected, to determine appropriate funding. (Note: Multi-county operators with projects that are located in a single county need only apply to the county where the project is located.)

11. APPLICATION EVALUATION

- a. Evaluation criteria. Standard evaluation criteria will be used to assess and select projects. The six criteria include (1) project need/goals and objectives, (2) community-identified priority, (3) implementation plan and project management capacity, (4) coordination and program outreach, (5) cost-effectiveness and performance indicators, and (6) project budget/sustainability. Lifeline Program Administrators will establish the weight to be assigned for each criterion in the assessment process.

Additional criteria may be added to a county program but should not replace or supplant the regional criteria. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

See Appendix 2 for the detailed standard evaluation criteria.

- b. Evaluation panel. Each county will appoint a local evaluation panel of CMA staff, the local low-income or minority representative from MTC's Policy Advisory Council (if available), and representatives of local stakeholders, such as transit operators, other transportation providers, community-based organizations, social service agencies, and local jurisdictions, to score and select projects. Counties are strongly encouraged to appoint a diverse group of stakeholders for their local evaluation panel. Each county will assign local priorities for project selection by establishing the weight for each criterion and, at the CMA's discretion, adding local criteria to the standard regional criteria.

12. COUNTYWIDE PROGRAM OF PROJECTS. A full program of projects is due to MTC from each Lifeline Program Administrator on **March 13, 2015**. However, given state and federal funding uncertainties, sponsors with projects selected for FY2015 and FY2016 Section 5307 (JARC) funds and FY2016 STA funds should plan to defer the start of those projects until the funding is appropriated and secured. Lifeline Program Administrators, at their discretion, may opt to allot FY2014 and FY2015 funds to high scoring projects so they can be started quickly. MTC staff will work with Lifeline Program Administrators on this

sequencing; MTC staff expects that more will be known about the FY2015 Section 5307 (JARC) funds and the FY2016 STA and Section 5307 (JARC) funds in calendar year 2015.

13. POLICY BOARD ADOPTION

- a. Project sponsor resolution of local support. Prior to MTC's programming of Lifeline Cycle 4 funds (STA, Section 5307 JARC and/or Proposition 1B) to any project, MTC requires that the project sponsor adopt and submit a resolution of local support. The resolution shall state that approved projects not only exemplify Lifeline Program goals, but that the local project sponsors understand and agree to meeting all project delivery, funding match and eligibility requirements, and obligation and reporting deadlines and requirements. MTC will provide a resolution of local support template. The County Lifeline Program Administrators have the option of collecting the resolutions of local support from project sponsors along with the project applications, or after the project is selected by the County for funding.

Caltrans requires that Proposition 1B - Transit projects either be consistent with the project sponsor's most recent short-range transit plan (SRTP), as evidenced by attaching the relevant SRTP page to the allocation request, or be accompanied by a certified Board Resolution from the project sponsor's governing board.

b. Lifeline Program Administrator/CMA Board Resolution and Concurrence

- (1) STA and Section 5307 (JARC). Projects recommended for STA and Section 5307 (JARC) funding must be submitted to and approved by the respective governing board of the Lifeline Program Administrator.
- (2) Proposition 1B. Projects funded with Proposition 1B Transit funds must have concurrence from the applicable Lifeline Program Administrator/CMA. Concurrence may be provided by a board resolution or by a letter from an authorized representative.

14. PROJECT DELIVERY. All projects funded under the county programs are subject to the following MTC project delivery requirements:

- a. Section 5307 (JARC). Project sponsors must expend the Lifeline Transportation Program Section 5307 (JARC) funds within three years of the FTA grant award or execution of agreement with pass-through agency, whichever is applicable. To prevent the Section 5307 (JARC) funds from lapsing on the federal obligation deadline, MTC reserves the right to reprogram funds if direct recipients fail to submit their FTA grant by the following dates:
- June 30, 2015 for FY2014 and FY2015 funds (the deadline to submit grants for FY15 funds may be extended depending on the availability of FY15 apportionments.)
 - June 30, 2016 for FY2016 funds

Direct recipients are responsible for carrying out the terms of their grants.

- b. STA. Project sponsors must expend the Lifeline Transportation Program STA funds within three years of the date that the funds are programmed by MTC.
 - c. Proposition 1B. Project sponsors must expend the Lifeline Transportation Program Proposition 1B funds within three years of the date that funds are available. Disbursement timing depends on the timing of State bond sales.
15. PROJECT OVERSIGHT. For Lifeline projects funded by STA and Section 5307 (JARC), Lifeline Program Administrators are responsible for programmatic and fiscal oversight, and for ensuring projects meet MTC obligation deadlines and project delivery requirements. In addition, Lifeline Program Administrators will ensure that projects substantially carry out the scope described in the grant applications for the period of performance. All project budget and scope of work changes must be approved by the MTC Commission; however the Lifeline Program Administrators are responsible for approving budget and scope of work changes prior to MTC's authorization. All scope changes must be fully explained and must demonstrate consistency with Lifeline Transportation Program goals.

For projects funded by Proposition 1B, the Lifeline Program Administrators are encouraged to continue coordination efforts with the project sponsors if they determine that it would be beneficial toward meeting the Lifeline goals; however, this may not be necessary or beneficial for all Proposition 1B projects.

See Appendix 1 for detailed accountability and reporting requirements by funding source.

16. PERFORMANCE MEASURES. As part of the Call for Projects, applicants will be asked to establish project goals, and to identify basic performance indicators to be collected in order to measure the effectiveness of the Lifeline projects. At a minimum, performance measures for service-related projects would include: documentation of new "units" of service provided with the funding (e.g., number of trips, service hours, workshops held, car loans provided), cost per unit of service, and a qualitative summary of service delivery procedures employed for the project. For capital projects, project sponsors are responsible for establishing milestones and reporting on the status of project delivery. Project sponsors are responsible for satisfying all reporting requirements, as referenced in Appendix 1. Lifeline Program Administrators will forward all reports containing performance measures to MTC for review and overall monitoring of the Lifeline Transportation Program.

17. FUND ADMINISTRATION

- a. Section 5307 (JARC). MTC will enter all Lifeline Section 5307 (JARC) projects into the Transportation Improvement Program (TIP). Transit operators that are FTA grantees are the only eligible recipients of Section 5307 (JARC) funds. FTA grantees will act as direct recipients, and will submit grant applications directly to FTA.

For Section 5307 (JARC) projects sponsored by non-FTA grantees (e.g., nonprofits or other local government entities), the FTA grantee who was identified as the partner agency at the time of the application will submit the grant application to FTA directly and, following FTA approval of the grant, will enter into funding agreements with the subrecipient project sponsor.

FTA recipients are responsible for following all applicable federal requirements and for ensuring that their subrecipients comply with all federal requirements. See Section 18 for federal compliance requirements.

- b. STA. For transit operators receiving STA funds, MTC will allocate funds directly through the annual STA claims process. For other STA eligible projects administered by sponsors who are not STA eligible recipients, the project sponsor is responsible for identifying a local transit operator who will act as a pass-through for the STA funds, and will likely enter into a funding agreement directly with the project sponsor. Project sponsors are responsible for entering their own STA projects into the TIP.
- c. Proposition 1B Transit. Project sponsors receiving Proposition 1B funds must submit a Proposition 1B allocation request to MTC for submittal to Caltrans with prior review by MTC. The state will distribute funds directly to the project sponsor. Note that although the Proposition 1B Transit Program is intended to be an advance-payment program, actual disbursement of funds is dependent on the State budget and State bond sales. Project sponsors are responsible for entering their own Proposition 1B projects into the TIP.

18. COMPLIANCE WITH FEDERAL REQUIREMENTS.

- a. Lifeline Program Administrator Responsibilities. For the selection of FTA Section 5307 (JARC) projects, in accordance with federal Title VI requirements, Lifeline Program Administrators must distribute the Section 5307 (JARC) funds without regard to race, color, and national origin, and must assure that minority populations are not being denied the benefits of or excluded from participation in the program. Lifeline Program Administrators shall develop the program of projects or competitive selection process to ensure the equitable distribution of FTA Section 5307 (JARC) funds to project sponsors that serve predominantly minority populations. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of applicants that serve predominantly minority populations.
- b. Project Sponsor Responsibilities. FTA Section 5307 (JARC) applicants should be prepared to abide by all applicable federal requirements as specified in 49 U.S.C. Section 5307; FTA Circulars C 9030.1E, 4702.1B and 4703.1; the most current FTA Master Agreement; and the most current Certifications and Assurances for FTA Assistance Programs.

FTA Section 5307 (JARC) direct recipients will be responsible for adhering to FTA requirements through their agreements and grants with FTA directly and for ensuring that all subrecipients and third-party contractors comply with FTA requirements.

19. TIMELINE. The anticipated timeline for Cycle 4 is as follows:

Program	Action	Anticipated Date*
All	Commission approves Cycle 4 Program Guidelines	October 22, 2014
All	MTC issues guidelines to counties	October 22, 2014
Prop 1B	Transit operators submit draft project lists to County Lifeline Program Administrators	January 15, 2015
Prop 1B	Allocation requests due to MTC (concurrence** from the CMA is required)	March 13, 2015
5307 (JARC) & STA	Board-approved** programs due to MTC from CMAs	March 13, 2015
All	Commission approval of Program of Projects	April 22, 2015
5307 (JARC)	MTC submits TIP amendment for FY14, FY15 and FY16 projects	End of April – Deadline TBD
Prop 1B & STA	Project sponsors submit TIP amendments	End of April – Deadline TBD
Prop 1B	MTC submits allocation requests to Caltrans	Deadline TBD by Caltrans*
STA	Operators can file claims for FY14 and FY15	After 4/22/15 Commission Approval
5307 (JARC)	Deadline for transit operators (FTA grantees) to submit FTA grants for FY14 and FY15 funds	June 30, 2015
STA	Operators can file claims for FY16	After July 1, 2015
5307 (JARC)	Deadline for transit operators (FTA grantees) to submit FTA grants for FY16 funds	June 30, 2016

* Dates subject to change depending on State and Federal deadlines and availability of funds.

** CMA Board approval and concurrence may be pending at the time of deadline.

**Appendix 1
Lifeline Transportation Program Cycle 4
Funding Source Information**

	State Transit Assistance (STA)	Proposition 1B – Transit	Section 5307 Job Access and Reverse Commute (JARC)
Purpose of Fund Source	To improve existing public transportation services and encourage regional transportation coordination	To help advance the State’s goals of providing mobility choices for all residents, reducing congestion, and protecting the environment	To support the continuation and expansion of public transportation services in the United States
Detailed Guidelines	http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA_4-17-2013.pdf	http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/Prop%201B/PTMISEA-Guidelines_2013.pdf	http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf
Use of Funds	For public transportation purposes including community transit services	For public transportation purposes	For the Lifeline Transportation Program, the use of Section 5307 funds is restricted solely to Job Access and Reverse Commute projects that support the development and maintenance of transportation services designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment.
Eligible Recipients	<ul style="list-style-type: none"> ▪ Transit operators ▪ Consolidated Transportation Service Agencies (CTSAs) ▪ Cities and Counties if eligible to claim TDA 	<ul style="list-style-type: none"> ▪ Transit operators 	<ul style="list-style-type: none"> ▪ Transit operators that are FTA grantees
Eligible Subrecipients (must partner with an eligible recipient that will serve as a pass-through agency)	<ul style="list-style-type: none"> ▪ Cities and counties that are not eligible to claim TDA 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ Private non-profit organizations ▪ Public agencies that are not FTA grantees (e.g., cities, counties)

	State Transit Assistance (STA)	Proposition 1B – Transit	Section 5307 Job Access and Reverse Commute (JARC)
Eligible Projects	<p><u>Transit Capital and Operations, including:</u></p> <ul style="list-style-type: none"> ▪ New, continued or expanded fixed-route service ▪ Purchase of vehicles ▪ Shuttle service if available for use by the general public ▪ Purchase of technology (e.g., GPS, other ITS applications) ▪ Capital projects such as bus stop improvements, including bus benches, shelters, etc. ▪ Various elements of mobility management, if consistent with STA program purpose and allowable use. These may include planning, coordinating, capital or operating activities. 	<p><u>Transit Capital</u> (including a minimum operable segment of a project) for:</p> <ul style="list-style-type: none"> ▪ Rehab, safety, or modernization improvements ▪ Capital service enhancements or expansions ▪ New capital projects ▪ Bus rapid transit improvements ▪ Rolling stock procurement, rehab, or replacements <p>Projects must be consistent with most recently adopted short-range transit plan or other publicly adopted plan that includes transit capital improvements.</p>	<p><u>New and existing services.</u> Eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a “development project” or a “maintenance project” (see Section 7.c.(2) of these guidelines for details regarding “development” and “maintenance” projects).</p> <p><u>Capital and Operating projects.</u> Projects that comply with the requirements above may include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Late-night & weekend service; ▪ Guaranteed ride home service; ▪ Shuttle service; ▪ Expanding fixed route public transit routes, including hours of service or coverage; ▪ Demand-responsive van service; ▪ Ridesharing and carpooling activities; ▪ Transit-related aspects of bicycling; ▪ Administration and expenses for voucher programs; ▪ Local car loan programs; ▪ Intelligent Transportation Systems (ITS); ▪ Marketing; and ▪ Mobility management. <p>See FTA C 9030.1E, Chapter IV, Section 5 for details regarding eligible JARC projects.</p>

	State Transit Assistance (STA)	Proposition 1B – Transit	Section 5307 Job Access and Reverse Commute (JARC)
Lifeline Program Local Match	20%	20%	<ul style="list-style-type: none"> ▪ 50% for operating projects (may use STA funds to cover up to 30% if project is eligible for both JARC and STA) ▪ 50% for auto projects ▪ 20% for capital projects
Estimated timing for availability of funds to project sponsor	<p>Transit operators, CTSAs and eligible cities and counties can initiate claims for FY14 and FY15 funds immediately following MTC approval of program of projects, and can initiate claims for FY16 funds after July 1, 2015.</p> <p>For subrecipients, the eligible recipient acting as fiscal agent will likely initiate a funding agreement following MTC approval of program of projects. Funds will be available on a reimbursement basis after execution of the agreement.</p>	<p>Project sponsors must submit a Proposition 1B allocation request to MTC for submittal to Caltrans by March 13, 2015. Disbursement timing depends on bond sales.</p>	<p>Following MTC approval of the program of projects, MTC will add projects to the TIP. Following TIP approval, FTA grantees must submit FTA grants for FY14 and FY15 funds by June 30, 2015. (The deadline to submit grants for FY15 funds may be extended depending on the availability of FY15 apportionments.) FTA grantees must submit FTA grants for FY16 funds by June 30, 2016.</p> <p>FTA grantees can begin their projects after the funds are obligated in an FTA grant (estimated Fall 2015 for FY14 & FY15 funds; estimated Fall 2016 for FY16 funds). For subrecipients, the FTA grantee acting as fiscal agent will likely initiate a funding agreement following FTA grant award. Funds will be available on a reimbursement basis after execution of the agreement.</p>
Accountability & Reporting Requirements	<p>Transit operators and eligible cities and counties must submit annual performance (i.e., ridership) statistics for the project, first to Lifeline Program Administrators for review, and then to MTC along with annual claim.</p> <p>Depending on the arrangement with the pass-through agency, subrecipients will likely submit quarterly performance reports with invoices, first to the pass-through agency for reimbursement, and then to Lifeline Program Administrators for review.</p>	<p>Using designated Caltrans forms, project sponsors are required to submit project activities and progress reports to the state every six months, as well as a project close-out form. Caltrans will track and publicize progress via their website.</p> <p>Project sponsor will not be required to submit progress reports to the Lifeline Program Administrator unless the LPA believes that county-level project monitoring would be beneficial. MTC and/or the Lifeline Program Administrators may request to be copied on progress reports that are submitted to Caltrans.</p>	<p>FTA grantees are responsible for following all applicable federal requirements for preparing and maintaining their Section 5307 (JARC) grants. MTC and/or the Lifeline Program Administrators may request copies of FTA grantees' quarterly Section 5307 (JARC) grant reports to FTA.</p> <p>Depending on the arrangement with the pass-through agency, subrecipients will likely submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to the pass-through agency for reimbursement. Subrecipients will also submit Title VI reports annually to the pass-through agency.</p>

Note: Information on this chart is accurate as of October 2014. MTC will strive to make Lifeline Program Administrators aware of any changes to fund source guidelines that may be enacted by the appropriating agencies (i.e. State of California, Federal Transit Administration).

Appendix 2

Lifeline Transportation Program Cycle 4

Standard Evaluation Criteria

The following standard evaluation criteria are intended to provide consistent guidance to each county in prioritizing and selecting projects to receive Lifeline Transportation Program funds. Each county, in consultation with other stakeholder representatives on the selection committee, will consider these criteria when selecting projects, and establish the weight to be assigned to each of the criterion. Additional criteria may be added to a county program but should not replace or supplant the regional criteria. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

- a. Project Need/Goals and Objectives:** Applicants should describe the unmet transportation need or gap that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the goals of the Lifeline Transportation Program.
- b. Community-Identified Priority:** Priority should be given to projects that directly address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP) or other substantive local planning effort involving focused outreach to low-income populations. Applicants should identify the CBTP or other substantive local planning effort, as well as the priority given to the project in the plan.

Other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan, or other documented assessment of needs within designated communities of concern. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.

- c. Implementation Plan and Project Management Capacity:** For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan.

For projects seeking funds for capital purposes, applicants must provide an implementation plan, milestones and timelines for completing the project.

Priority should be given to projects that are ready to be implemented in the timeframe that the funding is available.

Project sponsors should describe and provide evidence of their organization's ability to provide and manage the proposed project, including experience providing services for low-income persons, and experience as a recipient of state or federal transportation funds. For continuation projects that have previously received Lifeline funding, project sponsor should describe project progress and outcomes.

- d. **Coordination and Program Outreach:** Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Applicants should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Applicants should also describe how the project will be marketed and promoted to the public.
- e. **Cost-Effectiveness and Performance Indicators:** The project will be evaluated based on the applicant's ability to demonstrate that the project is the most appropriate way in which to address the identified transportation need, and is a cost-effective approach. Applicants must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, as well as steps to be taken if original goals are not achieved.
- f. **Project Budget/Sustainability:** Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

DRAFT

Hi PCC staff of Small Urbanized Areas (Gilroy-Morgan Hill, Fairfield, Livermore, Napa, Petaluma, Vacaville, Vallejo):

Please share this information with any potential 5310 applicants in your small urbanized areas:

Wednesday, October 1, 2014

Caltrans issues FY13 & FY14 Small/Rural Call for Projects

MTC post on website, email potential applicants, and send out postcards

Wednesday, October 29 – ALL DAY

Caltrans Small/Rural Application Workshop in Woodland

November (ongoing)

OPTIONAL for PCCs: Applicants submit Small/Rural draft applications to PCCs for pre-review assistance

Monday, December 1, 2014 – 4pm

Small/Rural Applications due to PCCs and MTC

Friday, December 5, 2014

Small/Rural PCC scores due to MTC

Monday, December 8, 2014

MTC publishes Small/Rural preliminary regional rankings

Tuesday, December 9, 2014

Small/Rural Applicants appeals due 5pm (email notification is sufficient)

Thursday, December 11, 2014

MTC Open Forum - Small/Rural Applicant Appeals - Claremont Room

Friday, December 12, 2014

MTC publish draft Small/Rural regional rankings

Wednesday, January 14, 2015

Present Section 5310 Small/Rural FY13 & FY14 draft regional rankings to Programming and Allocations Committee

Wednesday, January 28, 2015

Present Section 5310 Small/Rural FY13 & FY14 draft regional rankings to Commission

Monday February 2, 2015

Deadline to submit full Small/Rural FY13 & FY14 package Caltrans

March/April/May 2015

Caltrans contacts MTC of differences in Small/Rural regional scores and statewide scores

CTC staff level conference for Small/Rural appeals of statewide scores

June 2015

Caltrans takes Small/Rural program to CTC for approval

PCC

DATE: September 5, 2014
TO: Solano Paratransit Coordinating Council
FROM: Tiffany Gephart, Transit Mobility Coordinator
RE: Mobility Management Program Update

Background:

The Solano County Mobility Management Program is a culmination of public input provided at two mobility summits held in 2009 and the 2011 Solano Transportation Study for Seniors and People with Disabilities. STA has been working with consultants, the Solano Transit Operators, the Paratransit Coordinating Council (PCC), and the Senior and People with Disabilities Transportation Advisory Committee since July 2012 to develop a Mobility Management Plan for Solano County. Mobility Management was identified as a priority strategy to address the transportation needs of seniors, people with disabilities, low income and transit dependent individuals in the 2011 Solano Transportation Study for Seniors and People with Disabilities. On April 9, 2014, the STA Board unanimously adopted the Solano County Mobility Management Plan.

The Solano Mobility Management Plan focuses on four key elements that were also identified as strategies in the Solano Transportation Study for Seniors and People with Disabilities:

1. Countywide In-Person American Disability Act (ADA) Eligibility and Certification Program
2. Travel Training
3. Older Driver Safety Information
4. One Stop Transportation Call Center

This report summarizes the activities of the Mobility Management programs.

Discussion:

Countywide In-Person ADA Eligibility Program Update

The month of July marked the completion of the first year of the contract between STA and CARE Evaluators. This update summarizes the activities of CARE Evaluators in the first year of the program FY 13-14. (Attachment A)

- **Evaluations:** Between July 2013 and June 2014, there were 1696 scheduled evaluations. Of those scheduled, there were 1172 completed evaluations, 427 cancellations and 97 no-shows countywide.
- **Scheduling Assessments:** On average, the time between an applicant call to schedule an in-person assessment and the date of their assessment was approximately five (5) business days. The program target is to schedule assessments within ten (10) business days of an applicant's call.
- **Eligibility Letters:** The average duration between an applicant's assessment and receipt of the eligibility determination letter was twelve (12) days. In the first six months of the program, there were 12 violations for the 21-day assessment letter policy. In November 2013, this issue was resolved with CARE and there have been no violations of the 21-day policy in 2014 to date.

- Paratransit Usage: On average, 55% of all applicant's utilized complementary paratransit service to and from their assessments.
- Comment Cards: There were a total of 72 ADA Comment Cards received in FY 13-14. Of those who completed comment cards, the majority of clients 86% were "highly satisfied" , 11% were "satisfied" and 5% were "neutral" in their rating of the assessment process and service. STA staff has produced a more in-depth FY 13-14 progress report (Attachment A).

Travel Training

Transit Ambassador Program

The first Transit Ambassador volunteer training was held on August 11, 2014. Five volunteers representing FAST and SolTrans riders were present. The next phase of outreach will include an emphasis on recruiting those interested in receiving training. The Transit Ambassador Trainee brochure will be a marketing tool as part of this effort. The Trainee Brochure has been circulated to individual transit agencies and STA staff for review and is expected to be completed in September for circulation to the public.

Travel Training Outreach

STA staff recently collaborated with a local senior publication to advertise the Travel Training program and will participate in ongoing local outreach events. Most recently, staff presented mobility options and programs, including the Transit Ambassador program at the Annual California Highway Patrol "Age Well Drive Smart Event" on August 29, 2014 in Vacaville. Staff will also disseminate mobility program information at the Salvation Army KROC Center Senior Health Fair on September 17, 2014 in Suisun City.

Completed outreach materials include the Transit Ambassador recruitment brochure and application, flier, and the take-one bus card. Over 2,000 take-one's were provided in the SolTrans area. Fliers were also distributed to SolTrans and FAST's neighboring agencies, including senior and community centers, libraries, the Paratransit Coordinating Council (PCC) and the Senior Coalition.

Fixed-Route Transit Training Videos

A transit training video for FAST and SolTrans are under review and is scheduled to be completed in September. Videos for Rio Vista Delta Breeze and Dixon Read-Ride are in production. All videos will be the Solano Mobility website scheduled to be launched soon to educate the public on the ease of riding fixed-route transit.

Rider's Guides

Full-color drafts of the SolTrans and FAST Rider's Guides are being reviewed and are scheduled to be completed in September. Guides for Rio Vista Delta Breeze and Dixon Read-ride are currently being designed.

One-on-One Travel Training

Scopes of work and draft contracts are being developed for both Connections 4 Life and Independent Living Resource Center. Each agency will expand their one-on-one travel training in Solano County serving members of the community who are physically disabled, cognitively disabled, or any individuals who want intercity, regional or more personalized training.

Solano Mobility Call Center/Solano Mobility Website

The Solano Mobility Call Center is now the primary contact for the Transit Ambassador program and transit training. Interested persons may contact the call center to learn about the Ambassador program, fill out an interest application and be added to a list for transit training. The call center has also expanded services to include accepting Regional Transit Card (RTC) applications and will distribute

Senior Clipper Cards in the near future. The Mobility Call Center also are currently selling Fastrak and BikeLink cards.

The Solano Mobility website is in the final stages of production and a demonstration of the website and its core features will be presented at the September 18, 2014 PCC meeting. The website will provide a variety of resources to the community including, but not limited to local, private and non-profit transportation options, transit training information, a video library, and non-profit services information and senior safety driver information.

CTSA

Over the past several years the Solano Transportation Authority has been actively planning and implementing a number of successful coordination activities that involve multiple stakeholders aimed at improving mobility and transportation outcomes for Solano's transportation-disadvantaged populations.

In June 2014, Solano Transportation Authority (STA) submitted a request to Metropolitan Transportation Commission (MTC) for a countywide CTSA designation (attached), in accordance with the recommendations identified in the Solano Mobility Management Plan. Consistent with the Coordinated Plan, MTC notified the Solano County Board of Supervisors, Solano County Paratransit Coordinating Council, Fairfield – Suisun Transit, Vacaville City Coach, Dixon Redit-Ride, Rio Vista Delta Breeze, and Solano Transit of Solano Transportation Authority's request. The Paratransit Coordinating Council submitted a letter of support for this designation; no other responses were received.

On September 10th, MTC Programs and Allocation Committee recommended approving CTSA status to the Solano Transportation Authority until September 30, 2017 with the condition that the Authority will be precluded from receiving either Transportation Development Act or State Transit Assistance funding except as awarded through MTC's Lifeline Transportation Program or as previously eligible per California Public Utilities Code 99233.12 for countywide transit planning and coordination purposes.

This item will be presented to MTC on September 24th. If approved the STA will be designated the CTSA for Solano County for three (3) years.

Recommendation:

Informational.

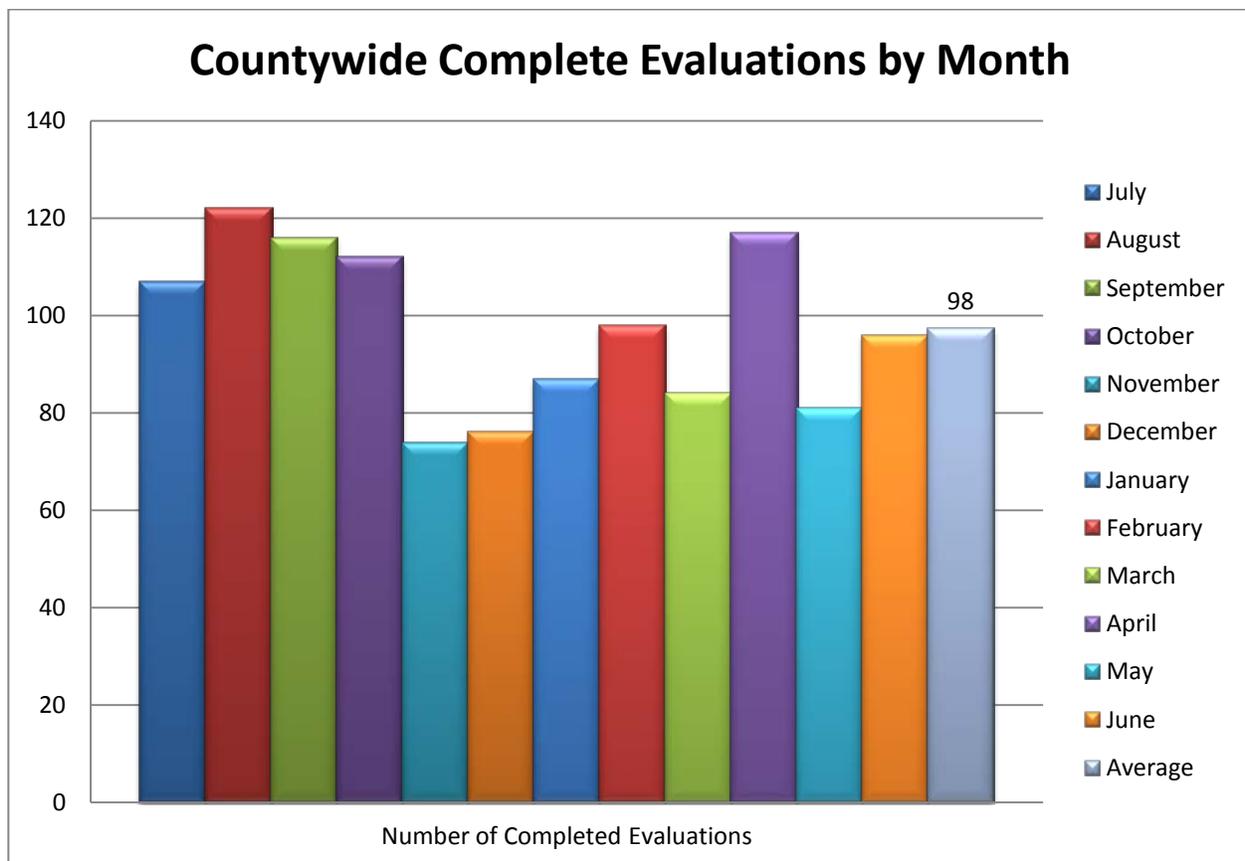
Attachments:

- A. Countywide In-Person ADA Eligibility Program FY2013-2014 Progress Report
- B. MTC Resolution No. 4097 Revised

Countywide In-Person ADA Eligibility Program FY2013-2014 Progress Report

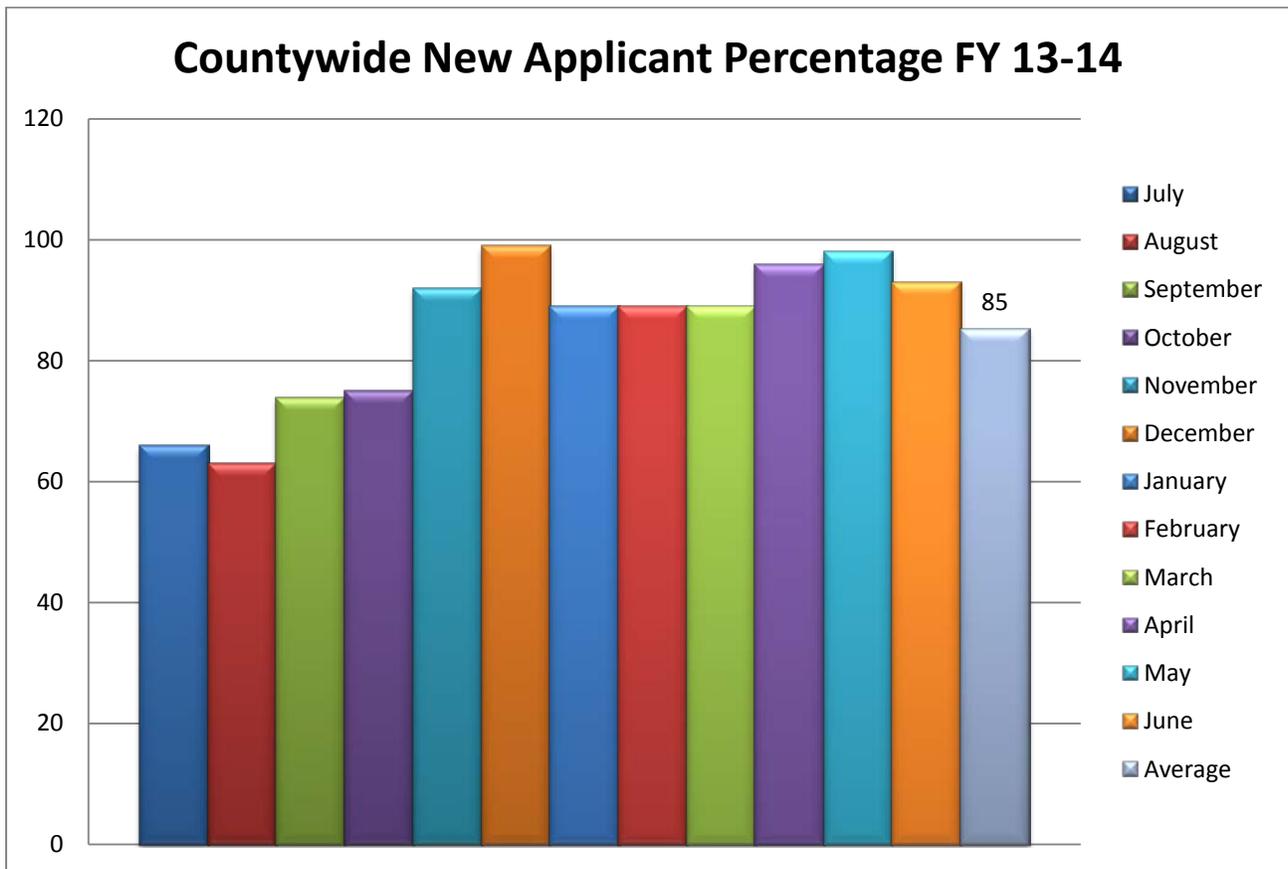
Applicant Volume by Month: CARE Evaluators completed 1172 evaluations in Solano County in FY 13-14 (July 1, 2013 - June 30, 2014). The total number of evaluations peaked in August, decreased in the winter months and peaked again in April 2014. It was expected that November and December evaluation totals would be slightly lower than other months due to the holidays. With the exception of November and December, completed evaluations ranged between 80 and 100 per month Countywide with an overall average of 98 completed evaluations per month.

Applicant Volume and Productivity by Location						
	Countywide	Dixon Readi- Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Completed	1172	35	416	10	434	277
Cancellations	427	6	139	2	162	115
No-Shows	97	3	38	0	44	16
Incompletion Rate	31%	20%	30%	17%	33%	32%



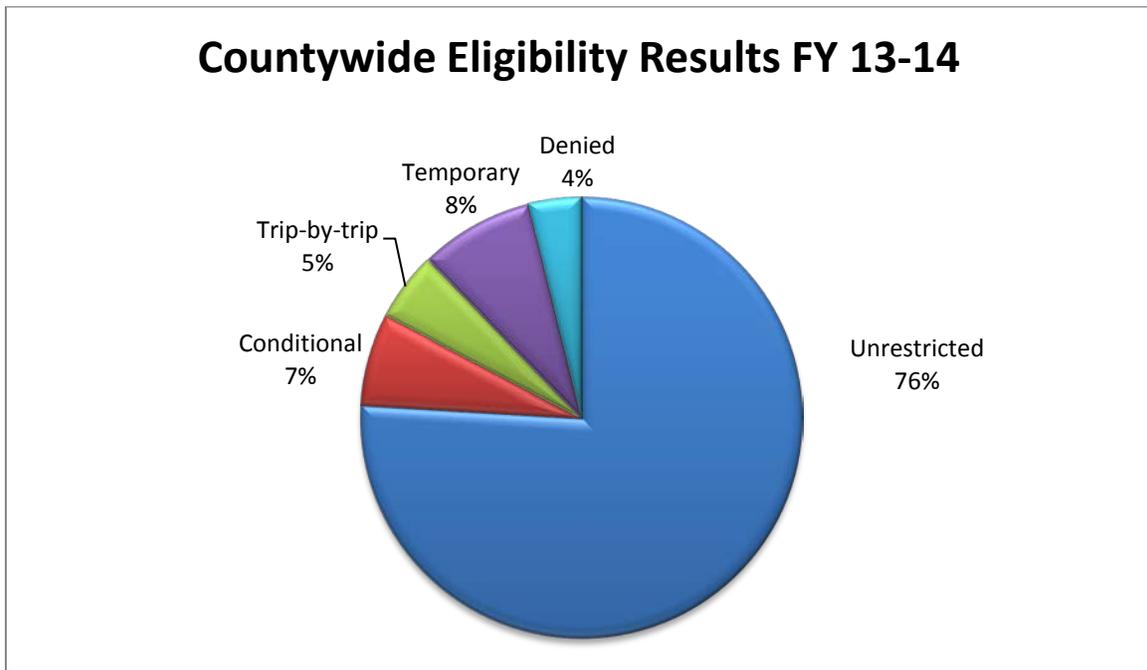
New versus re-certification: In FY 13-14, 84% of all applicants were new. This number has increased over the first year of the program from 66% in July 2013 to 96% in June 2014, with an average of 85%.

Countywide Eligibility Results by Application Type					
NEW		Percentage	RECERTIFICATION		Percentage
Unrestricted	734	75%	Unrestricted	155	81%
Conditional	67	7%	Conditional	16	7%
Trip-by-trip	55	5%	Trip-by-trip	3	2%
Temporary	89	9%	Temporary	8	5%
Denied	36	4%	Denied	9	5%
TOTAL	981	84%	TOTAL	191	16%



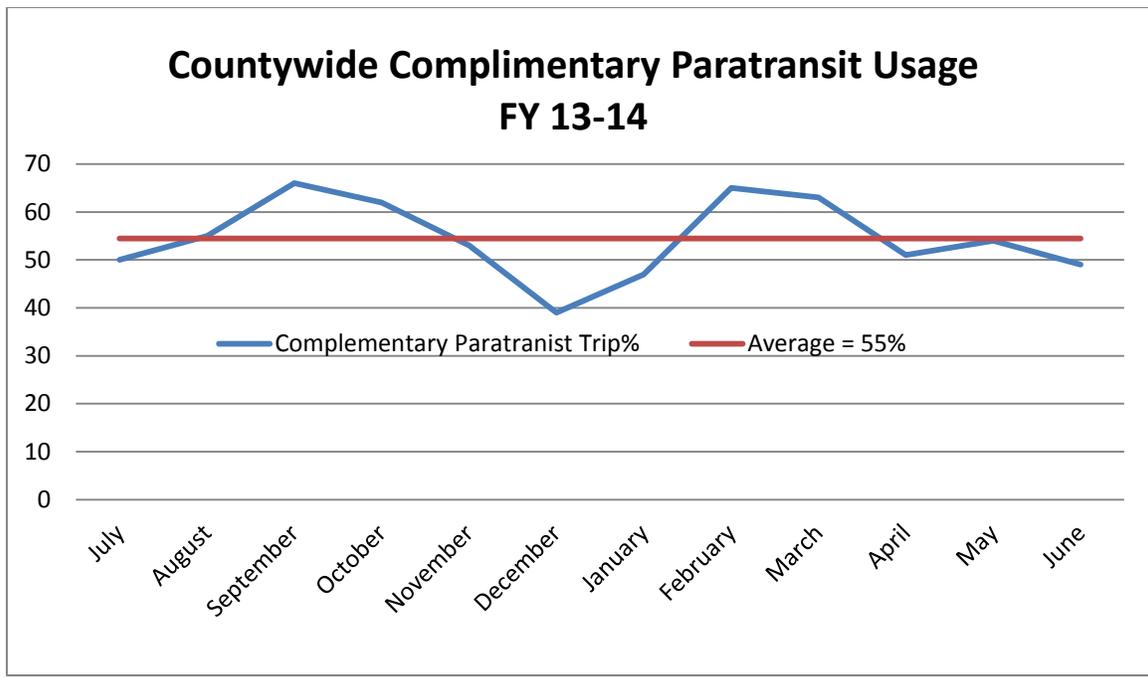
Eligibility determinations: Of the 1172 assessments that took place, 889 (76%) were given unrestricted eligibility, 88 (7%) were given conditional eligibility, 54 (5%) were given trip-by-trip eligibility, 97 (8%) were given temporary eligibility and 44 (4%) were denied. A low denial rate is an indicator of a healthy program. This suggests that applicants are self-selecting out of the evaluation process early and are educated about the basic conditions of eligibility.

Eligibility Results by Service Area						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Unrestricted	889	24	312	8	331	214
Conditional	88	10	31	1	24	22
Trip-by-trip	54	0	14	0	23	17
Temporary	97	1	36	0	46	14
Denied	44	0	24	1	10	9
TOTAL	1172	35	417	10	434	276



Impact on Paratransit: Applicants are provided a complimentary trip on paratransit for themselves and their applicant's Personal Care Attendant (PCA) upon request. In the first year of the program, on average 55% of all scheduled applicants requested a paratransit trip to the assessment site.

Transportation to and from In-Person Assessment						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Own Transportation	551	12	193	6	178	160
Complementary Paratransit	669	28	241	2	274	122
Paratransit %	55%	70%	56%	25%	61%	43%



Type of Disability: Many of the applicants who completed the in-person assessment presented more than one type of disability. Nonetheless, the most common type of disability reported was a physical disability 1103 (52%) followed by cognitive disability 442 (22%) and visual disability 425 (20%). An auditory disability was the least commonly reported disability, with 107 (6%) of the total.

Disability Type Countywide and by Service Area						
	Countywide	Dixon Read-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Physical	1103	28	364	9	418	253
Cognitive	442	17	146	5	162	109
Visual	425	10	199	3	161	116
Audio	107	1	39	0	35	28

Time to scheduled assessment: On average, the time between an applicant’s request to schedule an in-person assessment and the date of their assessment was approximately five (5) days. The longest amount of time a client had to wait for an appointment was 24 days. This wait is often attributed to clients rescheduling appointments resulting in a longer wait time between their initial call and their actual appointment. The goal is for clients to receive an appointment within 10 business days or two weeks of their phone call. STA staff is working with CARE to explore solutions to resolving scheduling delays. On average the 10 business day target is achieved.

Time (Days) from Scheduling to Appointment						
	Countywide	Dixon Read-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Average for Period	5	4	5	6	5	4
Longest	24	14	20	10	24	13

Time to receipt of eligibility determination letter: On average, the time between the applicant’s assessment and the receipt of the eligibility determination letter 12 days. The longest an applicant had to wait for their determination letter was 34 days. There is a requirement that all ADA determination letters are mailed to clients within 21 days of their evaluation. CARE Evaluators had 12 violations of this requirement from July – October 2013. There were no violations of the 21-day ADA policy in the remainder of FY 13-14. STA staff continues to work with CARE to monitor performance in order to ensure compliance with terms of the contract.

Time (Days) from Evaluation to Letter						
	Countywide	Dixon Read-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Average for Period	12	10	13	8	12	11
Longest	34	18	34	16	32	33
# of Clients Past 21 Days	12	0	1	0	10	1

Comment Card Summary: There were a total of 72 ADA Comment Cards received by the STA in FY 13-14. Below is a summary of the scores provided by clients and the number each transit operator received. By far, applicants were “highly satisfied” with the service they received during their assessments.

Comment Card Summary							
	Countywide	Dixon Read-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach	Not Specified
Very Satisfied	62	5	18		21	17	1
Satisfied	8		3		5		
Neutral	2		1			1	
Dissatisfied							
Very Dissatisfied							
Total Received	72	5	22	0	26	18	1

Metropolitan Transportation Commission Programming and Allocations Committee

September 10, 2014

Agenda Item 2j

Resolution No. 4097, Revised

- Subject:** Consolidated Transportation Service Agency (CTSA) Designation for Solano Transportation Authority in Solano County
- Background:** In 1979, the California Legislature enacted AB 120, the Social Service Transportation Improvement Act, which mandated improvements to social services transportation, and led to the creation and designation of Consolidated Transportation Service Agencies (CTSAs). MTC's 2013 update to the Coordinated Public Transit – Human Services Transportation Plan (“Coordinated Plan,” MTC Resolution No. 4085), included descriptions of, and steps for designating CTSA's within the Bay Area.
- CTSAs are a mechanism for promoting the concept of mobility management. By law, CTSAs in the San Francisco Bay Area are designated by MTC to identify and consolidate all funding sources and maximize the services of public and private transportation providers within their geographic area. Currently, there is one CTSA designated in the Bay Area, which is Outreach and Escort, Inc. in Santa Clara County.
- In June 2014, MTC received a request from the Solano Transportation Authority for a countywide CTSA designation (attached), in accordance with the recommendations identified in the Solano Mobility Management Plan. Consistent with the Coordinated Plan, MTC notified the Solano County Board of Supervisors, Solano County Paratransit Coordinating Council, Fairfield – Suisun Transit, Vacaville City Coach, Dixon Redit-Ride, Rio Vista Delta Breeze, and Solano Transit of Solano Transportation Authority's request. The Paratransit Coordinating Council submitted a letter of support for this designation; no other responses were received. Solano Transportation Authority has provided materials to support their request, including a description of their services and coordination activities.
- Over the past several years the Solano Transportation Authority has been actively planning and implementing a number of successful coordination activities that involve multiple stakeholders aimed at improving mobility and transportation outcomes for Solano's transportation-disadvantaged populations.
- Staff recommends approving CTSA status to the Solano Transportation Authority until September 30, 2017 with the condition that the Authority will be precluded from receiving either Transportation Development Act or State Transit Assistance funding except as awarded through MTC's Lifeline Transportation Program or as previously eligible per California Public Utilities Code 99233.12 for countywide transit planning and coordination purposes.
- Issues:** None.
- Recommendation:** Refer MTC Resolution No. 4097, Revised to the Commission for approval.
- Attachments:** Solano Transportation Authority CTSA Request Letter
Solano County Paratransit Coordinating Council Support Letter
MTC Resolution No. 4097, Revised

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June 18, 2014

Mr. Steve Heminger
Metropolitan Transportation Commission
101 Eighth St.
Oakland CA 94607

RE: STA's CTSA Designation Request for Solano County

Dear Mr. Heminger:

I am writing on behalf of the Solano Transportation Board (STA) Board to request the Metropolitan Transportation Commission (MTC) designate the Solano Transportation Authority (STA) as the Consolidated Transportation Services Agency (CTSA) for Solano County. On June 11, 2014, the STA Board unanimously took action to request CTSA designation by MTC for Solano County (see attachment A).

Over the past several years, the STA has been actively planning and implementing a number of mobility management programs to help meet the mobility needs of our growing population of seniors, people with disabilities and low income residents. In April of this year, the STA adopted its first countywide Mobility Management Plan and we appreciate the support that MTC staff has provided during this process. Solano's senior and people with disabilities population will increase significantly in the next five to ten years and Solano's Mobility Management Plan (see attachment B) outlines a number of programs that STA and our partner agencies and non-profits are interested in implementing.

The Plan was developed in partnership with our transit operators, Solano's Paratransit Coordinating Committee (PCC), Senior and People with Disabilities Advisory Committee, and other stakeholders. As highlighted in MTC's Coordinated Plan for the region, the STA recognizes that new, countywide coordinated programs and services that cut across specific modes of transportation will be necessary to address the transportation needs of these segments of our population. The Solano Mobility Management Plan outlines the initial implementation of four countywide programs: a Countywide In-Person ADA Eligibility Assessment Program, a Mobility Management Call Center (including a Mobility Management website), a Travel Training program, and an Older Driver Safety Information program. The Countywide In-Person ADA Eligibility Assessment Program was successfully implemented July 1, 2013 by the STA, in partnership with the County's transit operators, and the program will be commemorating the completion of its first full year in operation. The other three programs have all been authorized by the STA Board and currently are being developed with implementation scheduled to take place between July and September of 2014. These were also priority programs as identified in the STA's 2011 countywide Transportation Study for Seniors and People with Disabilities and several Community Based Transportation Plans.

As part of the Solano Mobility Management Plan, the formation of a Consolidated Transportation Services Agency (CTSA) was raised, discussed and evaluated. Based on this evaluation, a CTSA Proposal was developed by the STA and reviewed and discussed by the PCC, Transit Operators, Senior and People with Disabilities Advisory Committee, and unanimously approved by the STA Board. This CTSA proposal reflects that the STA has been effectively functioning as a CTSA for the past few years by advancing the implementation of the programs noted above.

We look forward to MTC approving the STA's request to be designated the CTSA for Solano County and to continue to work together with MTC and our local partners to successfully advance mobility management programs in Solano County. Please contact STA Executive Director Daryl Halls at (707) 424-6075, if you have any questions.

Sincerely,



Osby Davis, STA Chair
Mayor, City of Vallejo

Attachments:

- A. CTSA Designation Staff Report from STA Board Meeting of June 11, 2014
- B. Solano Mobility Management Plan Approved April of 2014
- C. STA's CTSA Proposal for Solano County

Cc: James Spring, MTC Commissioner and Solano County Supervisor
STA Board Members
Solano County Board of Supervisors
Alix Bockelman, MTC
Jennifer Yeamans, MTC
Brad Kilger, City Manager, City of Benicia
Jim Lindley, City Manager, City of Dixon
Janet Koster, Dixon Read-Ride
David White, City Manager, City of Fairfield
Wayne Lewis, Transit Manager, Fairfield and Suisun Transit
Tim Chapa, City Manager, City of Rio Vista
John Harris, Interim Transit Manager, Rio Vista Delta Breeze
Mona Babauta, General Manager, Solano County Transit
Suzanne Bragdon, City Manager, City of Suisun City
Laura Kuhn, City Manager, City of Vacaville
Brian McLean, Transit Manager, Vacaville City Coach
Dan Keen, City Manager, City of Vallejo
Birgitta Corsello, County Administrator, County of Solano
Matt Tuggle, Engineering Manager, County of Solano
Edith Thomas, Solano PCC Chair
Daryl Halls, STA Executive Director
Liz Niedziela, STA Transit Manager



Solano Transportation Authority

... working for you!

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

Ms. Drennen Shelton
Metropolitan Transportation Commission
101 Eighth St.
Oakland CA 94607

RE: CTSA Designation Request

Dear Drennen,

Over the past several years, the Solano Transportation Authority (STA) has been developing its first countywide Mobility Management Plan. The Mobility Management Plan is a key step in planning for the mobility needs of the increasing senior population as well as people with disabilities and the low-income of all ages in Solano County. The Solano Paratransit Coordinating Council (PCC) was involved with the development of this plan and recommended its approval to the STA Board. The Plan was approved by the STA Board in April 2014.

The PCC committee members recognize that countywide coordinated programs, including social service and other agencies that offer a variety of transportation services, will be necessary to address the mobility needs of seniors, people with disabilities, and the low-income in the years ahead. The Solano Mobility Management Plan outlines the implementation of four countywide programs: a Mobility Call Center (including a Mobility Management website), a Travel Training program, an enhanced ADA Assessment program and an Older Driver Safety Information program.

The ADA In-Person Eligibility program was implemented July 2013. As of April 2014, almost 900 evaluations have been conducted in Solano County. The PCC was supportive of this new process because it eliminated the applicant’s lengthy application and verification of an existing disability signed by a medical professional. Many times, applicants were not able to complete the application and relied on Social Services agencies for assistance. Now applicants and current paratransit riders who want to recertify can attend an in-person evaluation in their community where a qualified assessment team conducts the interviews and functional assessments to determine ADA paratransit eligibility. Similar successful outcomes are also anticipated for the remaining three mobility programs in the final stages of implementation.

In the Mobility Management Plan, the role and function of a Consolidated Transportation Services Agency (CTSA) was also discussed. A CTSA Proposal was developed and reviewed by the PCC. The CTSA Proposal recommends that the STA Board function as Solano’s CTSA and that a PCC member be included on the CTSA Advisory Committee. On June 11, 2014 the STA Board approved this CTSA Proposal and the PCC promptly took action at our June 16, 2014 special meeting to support this request for designation. The STA has been developing and

implementing mobility management programs in Solano County that the PCC continues to support.

Please contact Liz Niedziela, Transit Program Manager at (707) 399-3217 you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Edith R. Thomas". The signature is written in a cursive style with a long, sweeping underline.

Edith R. Thomas
Chair, STA PCC

cc: PCC Members

Date: May 22, 2013
W.I.: 1311
Referred By: PAC
Revised: 09/24/14-C

ABSTRACT

Resolution No. 4097, Revised

This resolution adopts Consolidated Transportation Service Agency (CTSA) Designations for the San Francisco Bay Area.

The following attachments are provided with this resolution:

Attachment A — Consolidated Transportation Service Agency (CTSA) Designation Process for the San Francisco Bay Area

Attachment B — Designations of Consolidated Transportation Service Agencies (CTSAs) within the San Francisco Bay Area

This resolution was revised on September 24, 2014, to add the Solano Transportation Authority as a CTSA, subject to conditions listed on Attachment B.

Further discussion of this action is included in the Programming and Allocations Summary sheet dated May 8, 2013 and September 10, 2014.

Date: May 22, 2013
W.I.: 1311
Referred By: PAC

Re: Consolidated Transportation Service Agency (CTSA) Designation for the San Francisco Bay Area

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4097

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

WHEREAS, the California Legislature enacted the Social Service Transportation Improvement Act (Chapter 1120, Statutes of 1979) (hereafter referred to as AB 120) with the intent to improve transportation service required by social service recipients; and

WHEREAS, AB 120 requires that each transportation planning agency shall prepare, adopt and submit to the Secretary of the Business, Transportation and Housing Agency an Action Plan for coordination of social service transportation services in their respective geographic area (Government Code Section 15975); and

WHEREAS, the Action Plan must include the designation of one or more Consolidated Transportation Service Agency(ies) within the geographic area of jurisdiction of the transportation planning agency (Government Code Section 15975(a)); and

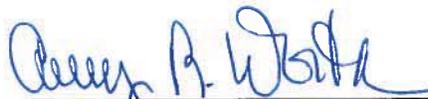
WHEREAS, the Metropolitan Transportation Commission adopted the MTC Regional Action Plan for the coordination of Social Service Transportation (MTC Resolution 1076, Revised); and

WHEREAS, the Coordinated Public Transit—Human Services Transportation Plan Update (MTC Resolution No. 4085) includes the steps for designating Consolidated Transportation Service Agencies within the San Francisco Bay Area; now, therefore, be it

RESOLVED, that MTC designates the agency(ies) listed on Exhibit B, which is incorporated herein as though set forth at length, as Consolidated Transportation Service Agency(ies); and be it further

RESOLVED, that the Executive Director may forward this resolution to the California Department of Transportation (Caltrans), and such agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION



Amy Rein Worth, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California on May 22, 2013.

**Consolidated Transportation Service Agency (CTSA) Designation Process
for the San Francisco Bay Area**

MTC's process and conditions for designating CTSA's are set forth in the Coordinated Public Transit—Human Services Transportation Plan Update for the San Francisco Bay Area, MTC Resolution 4085. The process is as follows:

1. Applicant makes request.
2. MTC notifies the County Board of Supervisors, the Paratransit Coordinating Councils (PCCs), and transit operators of its intent to designate a CTSA in the County.
3. MTC staff evaluates candidates for consistency with mobility management activities as outlined in the Coordinated Public Transit-Human Services Transportation Plan.
4. MTC's Programming and Allocations Committee reviews and recommends CTSA designation.
5. Commission adopts CTSA designation.
6. MTC notifies CTSA, transit operators, State of California and PCC of CTSA designation.

Under this process, MTC's evaluation of CTSA candidates take into account various factors, including but not limited to:

- Past CTSA designations and performance; relevance of activities to current coordination objectives.
- Scale of geography covered by designation request.
- Extent to which the applicant was identified as the result of a county or subregionally based process involving multiple stakeholders aimed at improving mobility and transportation coordination for transportation-disadvantaged populations.
- The applicant's existing and potential capacity for carrying out mobility management functions described in this chapter as well as other requirements of CTSA's as defined by statute.
- Institutional relationships and support, both financial and in-kind, including evidence of coordination efforts with other public and private transportation and human services providers.

Date: May 22, 2013
 W.I.: 1311
 Referred By: PAC
 Revised: 09/24/14-C

Attachment B
 Resolution No. 4097
 Page 1 of 1

**Designations of Consolidated Transportation Service Agencies (CTSAs)
 within the San Francisco Bay Area**

Date of Designation	Period of Designation	Name of Agency	Geographic Area
5/22/2013	7/1/2013 – 6/30/2017	Outreach & Escort, Inc. ¹	Santa Clara County
9/24/2014	10/1/2014 – 9/30/2017	Solano Transportation Authority ²	Solano County

¹ This designation was approved for a four-year period ending June 30, 2017. This designation limits claimant eligibility under California Public Utilities Code Section 99275 and California Code of Regulations (CCR) 6681 and 6731.1 to allow Outreach & Escort, Inc. to only claim STA funds programmed as part of MTC’s Lifeline program. Access to Transportation Development Act (TDA) funds and other STA funds is not permitted. Other benefits available to CTSAs are granted through this designation.

² This designation was approved for a three-year period ending September 30, 2017. This designation limits claimant eligibility under California Public Utilities Code Section 99275 and California Code of Regulations (CCR) 6681 and 6731.1 to allow Solano Transportation Authority to only claim STA funds or TDA programmed as part of MTC’s Lifeline program or as previously eligible per California Public Utilities Code 99233.12 for countywide transit planning and coordination purposes. Other benefits available to CTSAs are granted through this designation.

PCC

DATE: September 9, 2014
TO: Solano Paratransit Coordinating Council
FROM: Tiffany Gephart, Transit Mobility Coordinator
RE: PCC Membership Status

Background/Discussion:

The Solano Transportation Authority's (STA) Paratransit Coordination Council (PCC) By-Laws stipulate that there are eleven members on the PCC. Members of the PCC include up to three (3) transit users, two (2) members-at-large, two (2) public agency representatives, and four (4) social service providers. At the June 16th special meeting, the PCC forwarded a request to the STA Board to appoint Lyall Abbott as a Member-at-Large. On July 9, 2014 the STA Board approved the request to appoint Lyall Abbott to the PCC for a three-year term. The PCC is now fully appointed.

Recommendation:

Informational.

Attachment:

- A. PCC Membership (September 2014)

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Solano County
Paratransit Coordinating Council
Membership Status
September 2014

Member	Jurisdiction	Agency	Appointed	Term Expires
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 2013	April 2016
Kyrre Helmersen	Transit User		April 2012	April 2015
Richard Burnett	MTC PAC Representative		December 2012	December 2015
Anne Payne	Social Service Provider	Area Agency on Aging	June 2013	June 2016
Curtis Cole	Public Agency – Health and Social Services	Solano County Mental Health	September 2013	September 2016
Emily Flynn	Social Service Provider	Independent Living Resource Center	June 2014	June 2017
Ernest Rodgers	Transit User		June 2014	June 2017
Kenneth Grover	Transit User		June 2014	June 2017
Lyll Abbott	Member at Large		July 2014	July 2017