

8. ACTION ITEMS

- A. PCC Membership Status and Appointment** Kristina Holden, STA
Recommendations:
1. Forward a recommendation to the STA Board to appoint Cynthia Tanskley to the Paratransit Coordinating Council for a three (3) year term as a Transit User.
2. Forward a recommendation to the STA Board to reappoint Edith Thomas as a Social Service Provider, term expiring March 2018.
(2:05 – 2:10 p.m.)
Pg. 27
- B. Election of PCC Vice-Chair** Kristina Holden, STA
Recommendation:
STA asks PCC members to nominate a Vice Chair. This officer term is considered temporary, and will expire December 31st, 2015.
(2:10 – 2:15 p.m.)
Pg. 31
- C. CTSA Advisory Committee- PCC Representative** Kristina Holden, STA
Recommendation:
STA Staff recommends the Paratransit Coordinating Council elect a member to serve on the Consolidated Transportation Services Advisory Committee.
(2:15 – 2:20 p.m.)
Pg. 33
- D. Transportation Development Act (TDA) Matrix Revision – Intercity Taxi Scrip Program and Faith in Action** Elizabeth Niedziela, STA
Recommendation:
Forward a recommendation to the MTC to approve the Revised FY 2014-15 Solano TDA Matrix – January 2015 as shown in Attachment A.
(2:20 – 2:25 p.m.)
Pg. 35

9. INFORMATIONAL ITEMS - DISCUSSION

- A. 2015 PCC Draft Work Plan** Kristina Holden, STA
Discussion
(2:25 – 2:30 p.m.)
Pg. 39
- B. 2015 PCC Draft Outreach Plan Discussion** Kristina Holden, STA
Discussion
(2:30 – 2:35 p.m.)
Pg. 41
- C. Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation** Kristina Holden, STA
Discussion
(2:35 – 2:40 p.m.)
Pg. 45

D. Lifeline and 5310 Grant Program Update

Kristina Holden, STA

Discussion

(2:40 – 2:45 p.m.)

Pg. 69

10. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

Group

Discussion

(2:45 – 2:50 p.m.)

11. TRANSIT OPERATOR UPDATES

Group

- A. Dixon REDI-Ride
- B. Fairfield and Suisun Transit
- C. Rio Vista Delta Breeze
- D. SolTrans
- E. Vacaville City Coach

(2:50 – 3:00 p.m.)

12. ADJOURNMENT

The next regular meeting of the PCC is ***TENTATIVELY*** scheduled to meet at **1:00 p.m., Thursday, March 19, 2015 at the Solano Community College in the Cafeteria located at 4000 Suisun Valley Rd., Fairfield, CA 94534.**

For questions regarding this agenda:

Please contact Kristina Holden at (707) 399-3234 or kholden@sta-snci.com

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A		ITIP	Interregional Transportation Improvement Program
ABAG	Association of Bay Area Governments	ITS	Intelligent Transportation System
ATP	Active Transportation Program	J	
ACTC	Alameda County Transportation Commission	JARC	Jobs Access Reverse Commute Program
ADA	American Disabilities Act	JPA	Joint Powers Agreement
AVA	Abandoned Vehicle Abatement	L	
APDE	Advanced Project Development Element (STIP)	LATIP	Local Area Transportation Improvement Program
AQMD	Air Quality Management District	LEV	Low Emission Vehicle
ARRA	American Recovery and Reinvestment Act	LIFT	Low Income Flexible Transportation Program
B		LOS	Level of Service
BAAQMD	Bay Area Air Quality Management District	LS&R	Local Streets & Roads
BABC	Bay Area Bicycle Coalition	M	
BAC	Bicycle Advisory Committee	MAP-21	Moving Ahead for Progress in the 21 st Century
BART	Bay Area Rapid Transit	MIS	Major Investment Study
BATA	Bay Area Toll Authority	MOU	Memorandum of Understanding
BCDC	Bay Conservation & Development Commission	MPO	Metropolitan Planning Organization
BT&H	Business, Transportation & Housing Agency	MTC	Metropolitan Transportation Commission
C		MTS	Metropolitan Transportation System
CAF	Clean Air Funds	N	
CALTRANS	California Department of Transportation	NCTPA	Napa County Transportation & Planning Agency
CARB	California Air Resources Board	NEPA	National Environmental Policy Act
CCCC (4'Cs)	City County Coordinating Council	NHS	National Highway System
CCCTA (3CTA)	Central Contra Costa Transit Authority	NOP	Notice of Preparation
CCJPA	Capitol Corridor Joint Powers Authority	O	
CCTA	Contra Costa Transportation Authority	OBAG	One Bay Area Grant
CEQA	California Environmental Quality Act	OTS	Office of Traffic Safety
CHP	California Highway Patrol	P	
CIP	Capital Improvement Program	PAC	Pedestrian Advisory Committee
CMA	Congestion Management Agency	PCC	Paratransit Coordinating Council
CMIA	Corridor Mobility Improvement Account	PCRCP	Planning & Congestion Relief Program
CMAQ	Congestion Mitigation & Air Quality Program	PCA	Priority Conservation Study
CMP	Congestion Management Plan	PDS	Project Development Support
CNG	Compressed Natural Gas	PDA	Priority Development Area
CTC	California Transportation Commission	PDT	Project Delivery Team
D		PDWG	Project Delivery Working Group
DBE	Disadvantaged Business Enterprise	PMP	Pavement Management Program
DOT	Department of Transportation	PMS	Pavement Management System
E		PNR	Park & Ride
ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program	PPM	Planning, Programming & Monitoring
EIR	Environmental Impact Report	PPP (P3)	Public Private Partnership
EIS	Environmental Impact Statement	PS&E	Plans, Specifications & Estimate
EPA	Environmental Protection Agency	PSR	Project Study Report
EV	Electric Vehicle	PTA	Public Transportation Account
F		PTAC	Partnership Technical Advisory Committee (MTC)
FAST	Fairfield and Suisun Transit	R	
FEIR	Final Environmental Impact Report	RABA	Revenue Alignment Budget Authority
FHWA	Federal Highway Administration	RBWG	Regional Bicycle Working Group
FPI	Freeway Performance Initiative	RFP	Request for Proposal
FTA	Federal Transit Administration	RFQ	Request for Qualification
G		RM 2	Regional Measure 2 (Bridge Toll)
GHG	Greenhouse Gas	RPC	Regional Pedestrian Committee
GIS	Geographic Information System	RRP	Regional Rideshare Program
H		RTEP	Regional Transit Expansion Policy
HIP	Housing Incentive Program	RTIF	Regional Transportation Impact Fee
HOT	High Occupancy Toll	RTP	Regional Transportation Plan
HOV	High Occupancy Vehicle	RTIP	Regional Transportation Improvement Program
I		RTPA	Regional Transportation Planning Agency
ISTEA	Intermodal Surface Transportation Efficiency Act		

S

SACOG	Sacramento Area Council of Governments
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equality Act-a Legacy for Users
SCS	Sustainable Community Strategy
SCTA	Sonoma County Transportation Authority
SFCTA	San Francisco County Transportation Authority
SJCOG	San Joaquin Council of Governments
SHOPP	State Highway Operations & Protection Program
SMAQMD	Sacramento Metropolitan Air Quality Management District
SMCCAG	San Mateo City-County Association of Governments
SNCI	Solano Napa Commuter Information
SoHip	Solano Highway Improvement Plan
SoTrans	South County Transit
SOV	Single Occupant Vehicle
SP&R	State Planning & Research
SR	State Route
SR2S	Safe Routes to School
SR2T	Safe Routes to Transit
STAF	State Transit Assistance Fund
STA	Solano Transportation Authority
STIP	State Transportation Improvement Program
STP	Federal Surface Transportation Program

T

TAC	Technical Advisory Committee
TAM	Transportation Authority of Marin
TAZ	Transportation Analysis Zone
TCI	Transportation Capital Improvement
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Transportation Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TE	Transportation Enhancement
TEA-21	Transportation Efficiency Act for the 21 st Century
TFCA	Transportation Funds for Clean Air
TIF	Transportation Investment Fund
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TLC	Transportation for Livable Communities
TMA	Transportation Management Association
TMP	Transportation Management Plan
TMS	Transportation Management System
TOD	Transportation Operations Systems
TOS	Traffic Operation System
T-Plus	Transportation Planning and Land Use Solutions
TRAC	Trails Advisory Committee
TSM	Transportation System Management

U, V, W, Y, & Z

UZA	Urbanized Area
VHD	Vehicle Hours of Delay
VMT	Vehicle Miles Traveled
VTA	Valley Transportation Authority (Santa Clara)
W2W	Welfare to Work
WCCTAC	West Costa County Transportation Advisory Committee
WETA	Water Emergency Transportation Authority
YCTD	Yolo County Transit District
YSAQMD	Yolo/Solano Air Quality Management District



PCC
SOLANO PARATRANSIT COORDINATING COUNCIL
AGENDA

Draft Minutes for the meeting of
November 20, 2014

1. CALL TO ORDER

Edith Thomas called the meeting to order at 1:05 p.m. at the JFK Library in Vallejo.

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

Richard Burnett	MTC PAC Representative
Kenneth Grover	Transit User
Judy Nash	Public Agency – Education
Edith Thomas	Chair, Social Service Provider
James Williams	Member-at-Large

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

Lyall Abbott	Member-at-Large
Curtis Cole	Public Agency - Solano County Health and Social Services
Emily Flynn	Social Service Provider - Independent Living Resources
Kyrre Helmersen	Vice-Chair, Transit User
Anne Payne	Social Service Provider - Area Agency on Aging
Ernest Rogers	Transit User

Also Present: *In Alphabetical Order by Last Name*

Sheila Ernst	STA, PCC Committee Clerk
Tiffany Gephart	STA
Kristina Holden	STA
Ebony Ingram	Milestones
TJ Kumar	North Bay Transit
Doug Langille	Consultant - SolTrans
Liz Niedziela	STA
Elizabeth Romero	Solano County Transit/SolTrans
Cynthia Tanksley	Transit User
Debbie Whitbeck	City of Fairfield/FAST

2. APPROVAL OF AGENDA

On a motion by James Williams and a second by Judy Nash, the PCC unanimously approved the November 20, 2014 Agenda. (5 Ayes, 6 Absent)

3. OPPORTUNITY FOR PUBLIC COMMENT

None.

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

Tiffany Gephart announced the November launch of Clipper for Solano and Napa county transit operators including FAST, SolTrans, Vacaville City Coach and the Vine.

PRESENTATIONS

- (1) Elizabeth Romero from SolTrans and Doug Langille, SolTrans Consultant, provided a presentation on **Proposed SolTrans Regional Paratransit Policy** and asked for comments. (Attachment A)

Cynthia Tanksley commented that she rides paratransit Monday through Thursday to get to Napa Valley College. She stated that in order to arrive by 8 a.m., she must call one week in advance to be picked up at 6:15 a.m. She felt that sometimes she is late making her connections because of the number of other paratransit users being picked up along the way and that dispatch did not take into consideration the distance between each passenger.

Cynthia Tanksley commented that if there is a change in the pick-up window of more than 15 minutes, someone is supposed to call but that does not happen.

Kenneth Grover's Personal Care Attendant stated that Kenneth was scheduled to be picked up at 12:30 and was not picked up until 12:50. He also commented that when scheduling a trip he was told that he needed to call seven days in advance or he would not be scheduled.

Cynthia Tanksley requested that SolTrans post more PCC fliers throughout SolTrans buses. She stated that the flier was posted in front of the bus by the steps, but she does not use the steps. Cynthia Tanksley mentioned that by the end of the month, Vallejo runs out of intercity taxi scrip and that sometimes she has to wait until the next month to collect taxi scrip.

Kenneth Grover's Personal Care Attendant felt that Vallejo and Benicia bus drivers reacted negatively to electric wheelchairs. He commented that a bus driver grumbled and commented that the wheelchair would cause them to be late.

James Williams suggested that each taxi service provide their own ADA accessible vehicles through the 5310 grant.

James Williams suggested bus drivers utilize a radio system to communicate arrival times between buses.

Cynthia Tanksley suggested adding Clipper to the Paratransit service and asked if there is a possibility of a monthly bus pass.

- (2) Elizabeth Romero provided a presentation on the **SolTrans Fixed Route Service Improvements for 2015**. (Attachment B)

5. CONSENT CALENDAR

A. Minutes of the PCC Meeting of September 18, 2014

Recommendation:

Approve PCC minutes of September 18, 2014.

On a motion by Richard Burnett and second Kenneth Grover, the PCC unanimously approved Consent Calendar Item A. (5 Ayes, 6 Absent)

6. ACTION ITEMS

A. 5310 Mobility Management Grant Application

Liz Niedziela provided a brief summary on the status of the Mobility Management Grant Application. She stated that the STA is planning to submit two 5310 grant applications. One application is for the continued operation of the Solano Mobility Call Center and the second will be submitted on behalf SolTrans to develop the Countywide Travel Training Program. She stated that the applications are due December 1, 2014.

Recommendation:

Authorize the PCC Chair to write a letter of support to Caltrans for Solano Transportation Authority (STA) 5310 grant applications.

On a motion by Richard Burnett and second James Williams, the PCC unanimously approved the recommendation. (5 Ayes, 6 Absent)

7. INFORMATIONAL ITEMS (Discussion)

A. Mobility Management Program Update

Tiffany Gephart provided an update on the Mobility Management Program. She stated the Trainee Outreach brochure is being finalized and will be handed out at the next PCC meeting. She stated that the transit training videos for FAST, SolTrans, Dixon Redit-Ride, and the Rio Vista Delta Breeze are under review. She stated that the videos will be featured on the new mobility website in 2015, the STA website and the Solano County's transit operator websites. She stated that she will bring a draft Rider's Guide to the next meeting.

B. Mobility Management Outreach

This item was not discussed due to time constraints.

C. Lifeline and 5310 Grant Program Update

This item was not discussed due to time constraints.

D. PCC Membership Status

This item was not discussed due to time constraints.

8. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

- SolTrans Paratransit Policy
- CTSA Update

9. TRANSIT OPERATOR UPDATES

Fairfield and Suisun Transit:

Debbie Whitbeck provided an update on holiday promotions.

10. ADJOURNMENT

The meeting adjourned at 3:00 p.m. The next meeting of the PCC is scheduled to meet at **1:00 p.m. on Thursday, January 15, at Suisun City Hall in the Council Chambers, located at 701 Civic Center Blvd., Suisun City, 94585.**

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(Attachment A)

PROPOSED SOLTRANS REGIONAL PARATRANSIT POLICY

Presented to: Solano Transportation Authority
Paratransit Coordinating Council
Thursday, November 20, 2014
By: Elizabeth Romero



CONTEXT

- ▶ As part of the FY14 Fixed Route System Improvements, staff reviewed demand response policies, practice, and performance.
- ▶ A package of demand response service improvements is under development.
- ▶ A new Regional Paratransit Policy was identified as *one important element* in a package of ADA paratransit service management tools.

WHY IS THIS IMPORTANT?

1. Not an ADA requirement
2. Expensive service to provide
3. Ties up capacity to meet local ADA obligations

HOW DOES SOLTRANS REGIONAL PARATRANSIT CURRENTLY WORK?

Scheduling

- ▶ Callers request connections to/from 6 connecting agencies.
- ▶ SolTrans Dispatch books and coordinates the full trip with connecting agency; other agencies call our Dispatch with requests

Transfers

- ▶ Driver transports passenger to transfer point, waits with passenger
- ▶ Designed to meet connections, not one-seat ride to regional destination

Fare

- ▶ Passenger pays \$5.50 per one-way trip

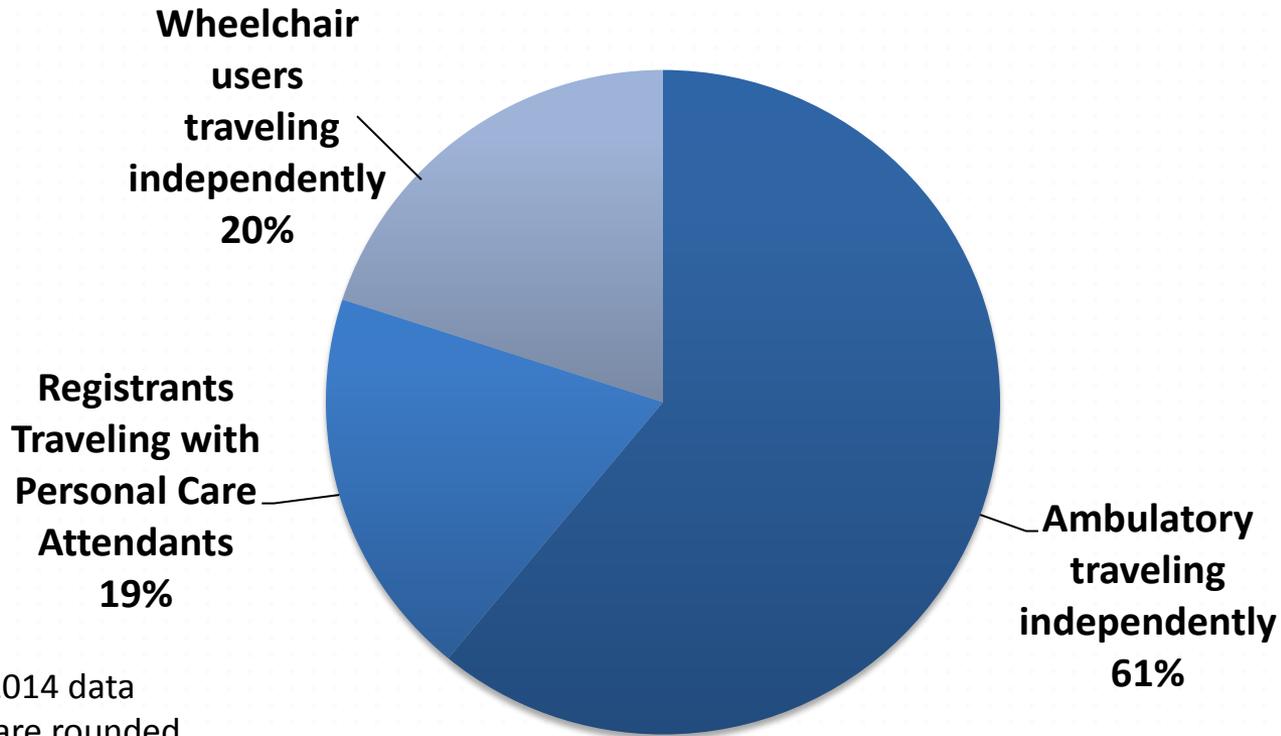


CONNECTING PARATRANSIT OPERATORS

Connecting Agency	Transfer Point
DART (Fairfield and Suisun Transit)	Solano Community College, Fairfield
East Bay Paratransit (AC Transit/BART)	Target, Pinole
WestCAT	Park Lane Plaza, Hercules
County Connection Link (CCCTA)	Sun Valley Mall, Concord
VINE Go (NapaVine)	Sereno Transit Center, Vallejo
Whistle Stop (Marin/ Golden Gate Transit)	El Cerrito Del Norte, BART

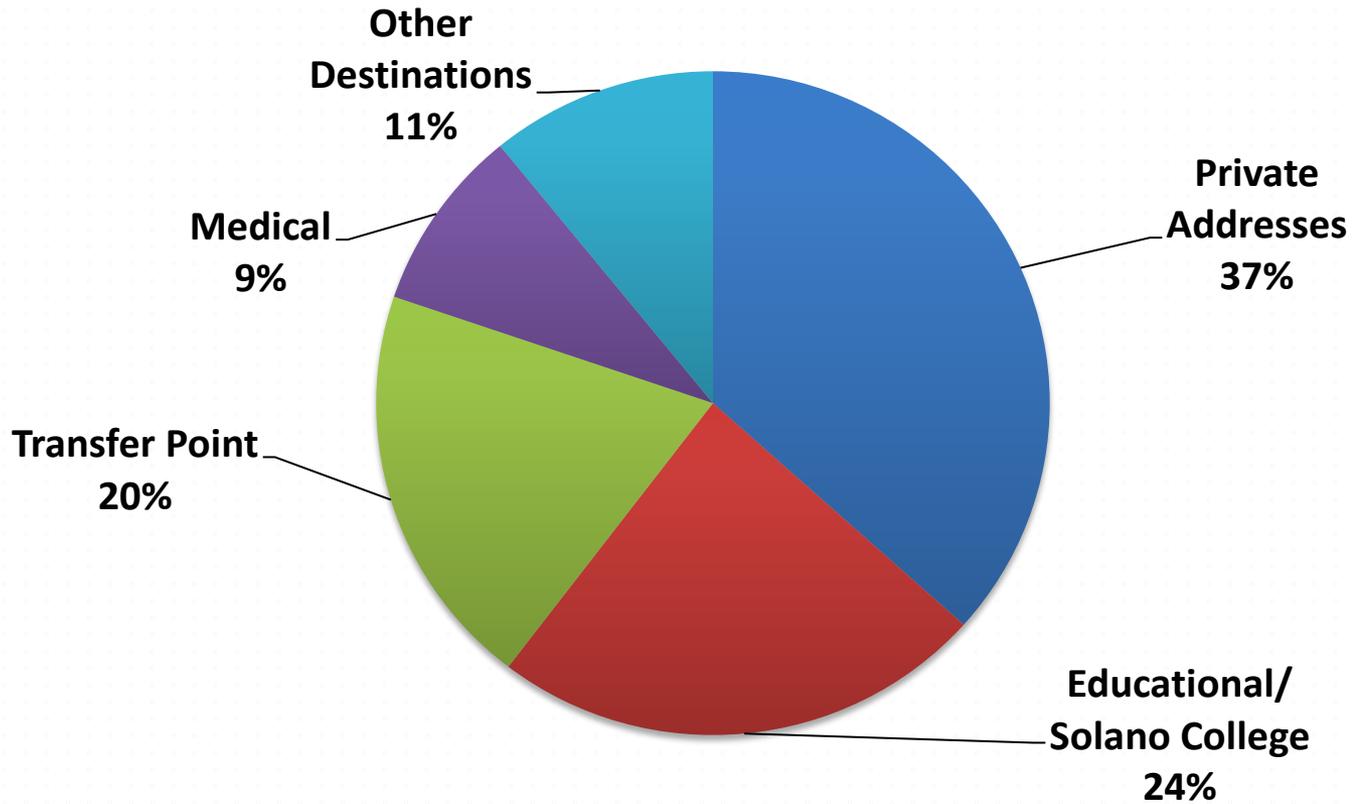
WHO'S RIDING REGIONAL PARATRANSIT?

Average of approximately 37 Clients per Month



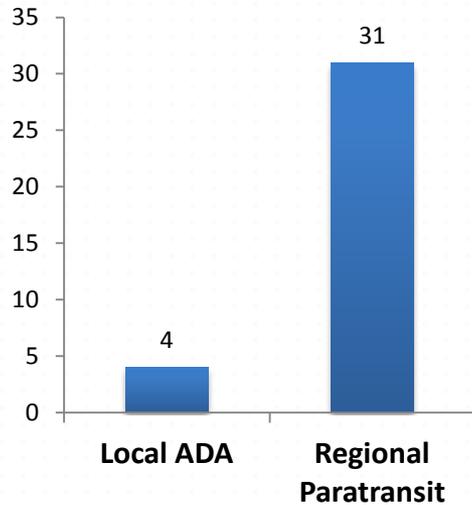
Source: April 2014 data
*Percentages are rounded

WHERE ARE OUR RIDERS GOING?

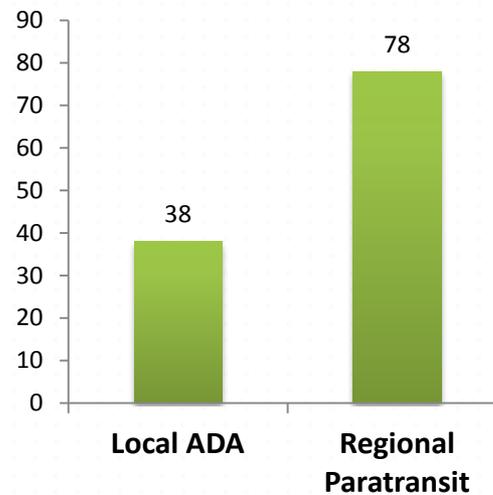


IMPACT OF REGIONAL TRIPS

Trip length (miles)



Trip time (minutes)



Trip cost



CHALLENGES OF EXISTING PRACTICES

1. Reduced vehicle availability for local ADA-mandated service
2. Reduced on-time performance, and reliability especially due to waiting with/for passenger for connecting operator
3. Reduced service productivity (riders/revenue hours, riders/mile)
4. Reduced Dispatch availability
5. Funding from SF-Oakland UA is no longer available to SolTrans

WHAT IS THE OBJECTIVE OF A NEW POLICY?

- ▶ Community integration for persons with disabilities,
- ▶ More focused, quality ADA paratransit service
- ▶ Greater vehicle availability for local ADA paratransit
- ▶ More direct A-to-B trips
- ▶ Better system-wide service productivity
- ▶ Improved OTP for mandated service

RANGE OF OPTIONS FOR SOLTRANS

1. Do not provide these trips through paratransit service – develop other transportation options (Intercity Taxi Scrip).
2. Utilize regional Solano Express routes to transport ADA clients.
3. Introduce a lifeline group shuttle with a few paratransit trips.
4. Negotiate with partner agencies for new transfer policies.
5. Charge a premium fare for regional trips.

PROPOSED SOLTRANS REGIONAL PARATRANSIT POLICY

Contra Costa Connections

- I. ADA Paratransit Feeder-to-Fixed Route (both directions)
 - ▶ Route 78 to Walnut Creek BART for **County Connection paratransit**
 - ▶ Route 80 to El Cerrito del Norte BART for **East Bay Paratransit**, and **Marin/Golden Gate paratransit**, **WestCAT**

Napa County Connections

- I. ADA Paratransit Feeder to Fixed Route
 - ▶ For **NapaVine Route 11** at Sereno Transit Center (alternatively transfer to NapaVine Paratransit)

Solano Connections (Fairfield)

- I. ADA Paratransit Feeder-to-Fixed Route (both directions)
 - ▶ Route 85 to Fairfield for **FAST paratransit**
2. Lifeline Grouped Regional Shuttle, limited trips to Fairfield
 - ▶ for **FAST paratransit**
3. Intercity Taxi Scrip Program



Questions? Your Thoughts?

Elizabeth Romero
Acting Planning & Operations Manager
elizabeth@soltransride.com
(707) 736 6983



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(Attachment B)

SOLTRANS FIXED ROUTE SERVICE IMPROVEMENTS FOR 2015

Presented to: Solano Transportation Authority
Paratransit Coordinating Council
Thursday, November 20, 2014
By: Elizabeth Romero

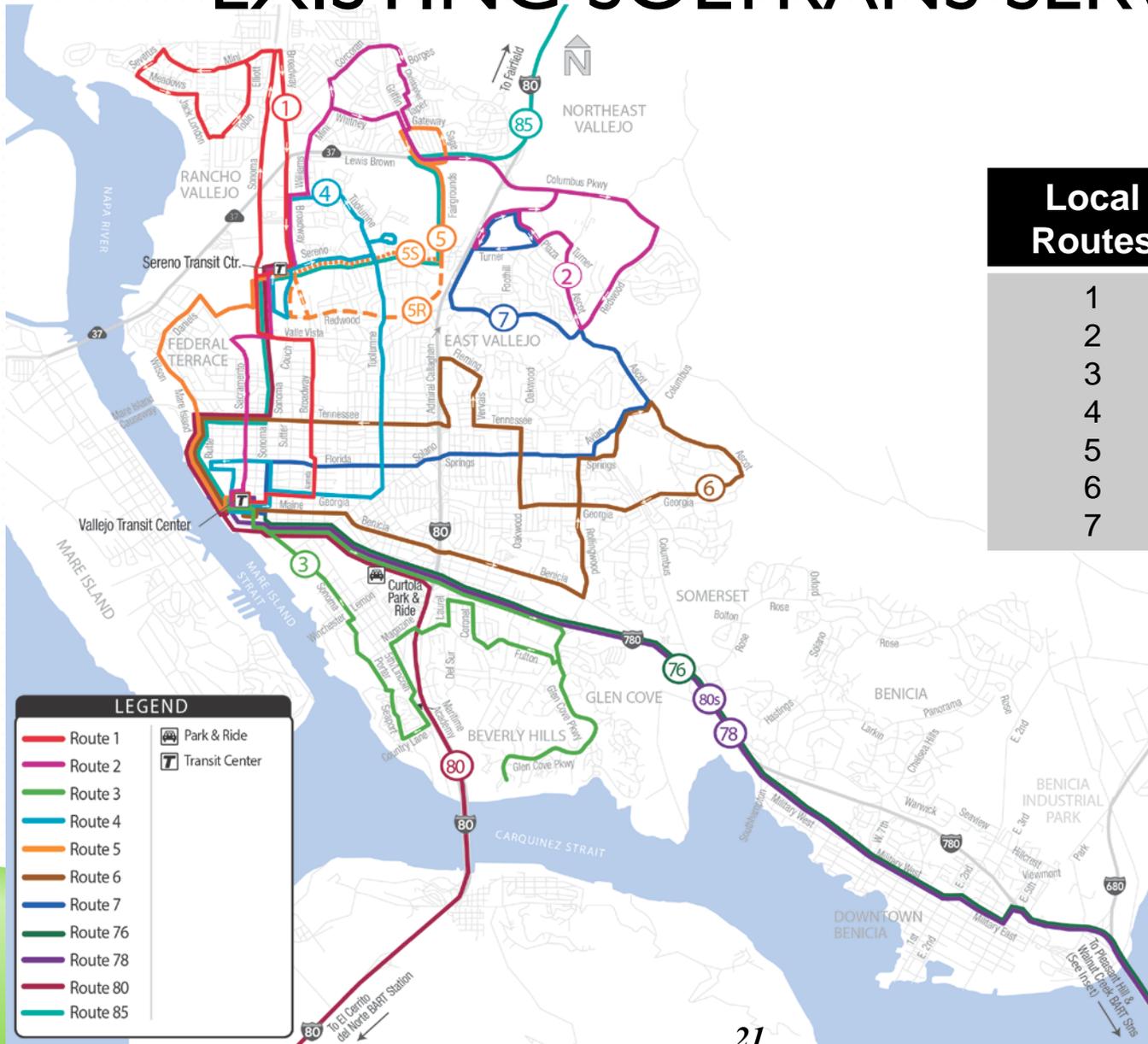


Fixed Route System Improvement Goals

- ▶ Customer-friendly and convenient service
- ▶ Reliable on-time service
- ▶ Frequent and faster service
- ▶ Direct, bi-directional service



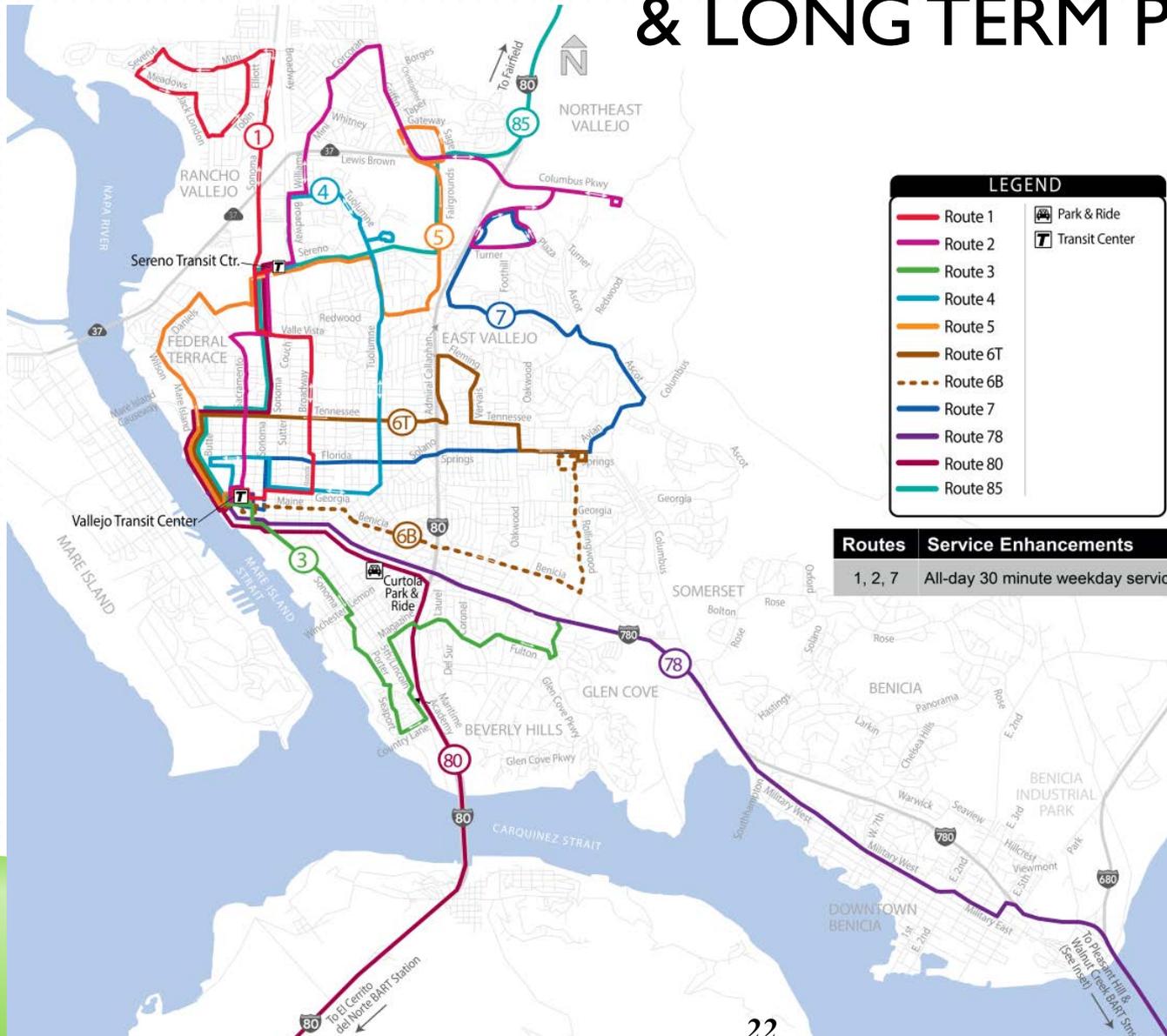
EXISTING SOLTRANS SERVICE



Local Routes	Regional Routes
1	76
2	78/80s
3	80
4	85
5	
6	
7	



APPROVED 2015 ROUTE IMPROVEMENTS & LONG TERM PROPOSALS



DETAILS OF APPROVED SERVICE IMPROVEMENTS: SHORT TERM – **JANUARY 2015**

Route	January 2015 Enhancements
1	<ul style="list-style-type: none"> • 30 minute weekday service all-day
2	<ul style="list-style-type: none"> • 30 minute weekday service all-day
4	<ul style="list-style-type: none"> • Bi-directional service from Sereno Transit Center via upper Tuolumne • Discontinue loop serving CVS at Sonoma Blvd. • Discontinue Sereno Blvd. segment between Broadway and Tuolumne St.
5	<ul style="list-style-type: none"> • Combine branched service into single route on portions of Sereno & Redwood
6	<ul style="list-style-type: none"> • Split one-way loop route into two separate, bi-directional routes (one operating on Tennessee St. and the other on Benicia Rd.) • Discontinue Ascot/Columbus Parkway service
7	<ul style="list-style-type: none"> • Operate 30 minute weekday service all-day
76/78	<ul style="list-style-type: none"> • Integrate Route 76 into Route 78 for productivity purposes, with three roundtrips including Diablo Valley College and Sun Valley Mall • Continue to serve Pleasant Hill and Walnut Creek BART
85	<ul style="list-style-type: none"> • Streamline express service in Vallejo, with non-stop service between Vallejo Transit Center, Sereno Transit Center, Kaiser Hospital, & Fairgrounds (Six Flags/Marine World). • Operate express service along I-80 with stops at Solano Community College in Fairfield, Mangels & Suisun Valley, Fairfield Transportation Center, & Solano Mall.

DETAILS OF APPROVED SERVICE IMPROVEMENTS: **SHORT TERM – AUGUST 2015**

Route	August 2015 Enhancements
2	<ul style="list-style-type: none">• Bi-directional service via Corcoran• Shift route to Fairgrounds Drive and turn bus at Solano Community College• Discontinue service along Columbus Parkway• Bi-directional service for Gateway Plaza
7	<ul style="list-style-type: none">• Move bus stops along Columbus Parkway (at Hilary & Ascot)



THANK YOU!

Questions?

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PCC

DATE: December 4, 2014
TO: Solano Paratransit Coordinating Council
FROM: Kristina Holden, Transit Mobility Coordinator
RE: PCC Membership Status and Appointment

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 three (3) transit users, two (2) members-at-large, two (2) public agency representatives, and four (4) social service providers.

The PCC has two members that will have completed the three year term of service; Edith Thomas in March 2015 and Kyrre Helmersen in April 2015. These two members are required to be re-appointed by the STA Board. There are no term limits for PCC members and all members were encouraged to reapply for their positions for another three years.

STA Staff received an email from Kyrre Helmersen withdrawing his membership effective December 30, 2014, (Attachment A). Kyrre has served the PCC as transit user since April 2012, he served as Vice Chair since January 2014 and his contribution over the years is appreciated. STA staff thanks Kyrre for his time and the contribution he made to the committee and to improving transportation services for seniors, people with disabilities and low-income individuals.

Edith Thomas has agreed to serve another term of three years.

STA received an interest form from Cynthia Tanksley, (Attachment B). Cynthia is a resident of Vallejo and is a current transit user. Cynthia utilizes the paratransit program up to 5 days a week. She is eager to be a voice for her community as a member of the PCC in order to improve current transit service and programs.

If recommended for board approval by members of the PCC, Cynthia Tanksley would fill the vacancy of Transit User.

Recommendation:

1. Forward a recommendation to the STA Board to appoint Cynthia Tanksley to the Paratransit Coordinating Council for a three (3) year term as Transit User.
2. Forward a recommendation to the STA Board to reappoint Edith Thomas as Social Service Provider, term expiring March 2018

Attachments:

- A. Resignation, Kyrre Helmersen
- B. Interest Form, Cynthia Tanksley
- C. PCC Membership (January 2015)

Tuesday December 30, 2014

Kyrre Helmersen

100 Raleigh Dr.

Vacaville, CA. 95687-6640

To: Paratransit Coordinating Council, Solano Transportation Authority.

Dear Council Members, Solano Transportation Authority.

Subject: Withdrawal from Paratransit Coordinating Council (PCC).

I am writing this with regret so as to let you know that I have decided to withdraw my membership as "Transit Rider." However, at this time, owing to circumstances beyond my control, I am forced to withdraw.

I must let you know that it was never my initial plan to withdraw my membership.

As a result of some other personal reasons. I want to express my appreciation to the entire council, for your kind interest in appointing me. With respect & committee approval, I would greatly honor re appointment in the future, so I may be able to continue as an active & productive paratransit coordinating council member for Solano County.

Yours faithfully,

Kyrre Helmesen



What is the Paratransit Coordinating Council (PCC)

The PCC provides input and guidance on the development and implementation of transportation programs to serve seniors, people with disabilities and low income residents.

The members of the PCC are volunteers from the local community and local social service agencies.

The PCC also makes funding recommendations to the Solano Transportation Authority (STA) and the Metropolitan Transportation Commission (MTC).

Some specific functions may include:

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

cut and tape closed, this side interior



Paratransit Coordinating Council interest



CONTACT INFORMATION

Name: Cynthia Tanksley
 Street address: 1423 Granada Court
 City, state, zip: Vallejo, CA 94591
 Home phone: 707.392.4954
 Work phone: _____
 Email address: ctanks143@gmail.com

I WOULD LIKE TO FILL THE FOLLOWING POSITION

- Transit user (3) Member-at-large (2) Public agency (2) Social service provider (4)

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

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

I am a current transit user that utilizes paratransit service 4-5 days a week. As I travel, I've noticed a number of clients and drivers have concerns that would become beneficial to our current service. I would like to advocate and educate our community as the voice of the people.

AGREEMENT AND SIGNATURE

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

Name (printed): Cynthia Tanksley
 Signature: [Handwritten Signature]
 Date: December 8, 2014

Solano County
Paratransit Coordinating Council
Membership Status
January 2015

Member	Jurisdiction	Agency	Appointed	Term Expires
Edith Thomas	Social Service Provider	Connections 4 Life	March 2015	March 2018
James Williams	Member at Large	Member at Large	December 2012	December 2015
Judy Nash	Public Agency - Education	Solano Community College	April 2013	April 2016
Vacant	Transit User			
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
Lyall Abbott	Member at Large		July 2014	July 2017

PCC

DATE: December 30, 2014
TO: Solano Paratransit Coordinating Council
FROM: Kristina Holden, Transit Mobility Coordinator
RE: Election of PCC Vice-Chair

Background/ Discussion

The Paratransit Coordinating Council's (PCC) By-laws state that the PCC must nominate and elect a Vice Chair. The Vice Chair is allowed to serve a term of two (2) consecutive years. After holding an officer's position for two (2) consecutive years, a minimum of one (1) year must elapse before either of the officers can serve again.

Kyrre Helmersen held the PCC Vice-Chairperson position. Kyrre Helmersen resigned his membership term and as of December 30, 2014, the Vice Chair position is now vacant. The PCC staff would like to thank Vice-Chair Helmersen for his exceptional service on the PCC.

Recommendation:

STA asks PCC members to nominate a Vice Chair. This officer term is considered temporary, and will expire December 31st, 2015.

Nominees will make a brief statement and voting will take place.

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PCC

DATE: January 5, 2015
TO: Solano Paratransit Coordinating Council
FROM: Kristina Holden, Transit Mobility Coordinator
RE: CTSA Advisory Committee- PCC Representative

Background/Discussion:

Solano Transportation Authority (STA) was designated by the Metropolitan Transportation Commission (MTC) as a Consolidated Transportation Services Agency (CTSA). CTSA status is an organizational designation to deliver mobility management and other services.

STA sought CTSA designation to pursue Mobility Management funding and identify and facilitate implementation of various Mobility Management Programs and Services to support Mobility for Solano County Seniors, People with Disabilities, and Low Income.

CTSA Designation will enhance and expand Solano County's ability to identify and obtain future federal, state, and Mobility Management at the regional level.

The CTSA Advisory Committee will be made up of 11 members. Members from each of the following committees and agencies;

- Seniors and People with Disabilities Transportation Advisory Committee (1)
- Paratransit Coordinating Council (1)
- Lifeline Advisory Committee (1)
- SolanoExpress Intercity Transit Consortium (3)
- Solano County Department of Health and Social Services (1)
- Area Agency on Aging (1)
- STA Board Members (3)

Recommendation:

STA Staff recommends the Paratransit Coordinating Council elect a member to serve on the Consolidated Transportation Services Advisory Committee.

Nominees will make a brief statement and voting will take place.

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PCC

DATE: January 7, 2015
TO: Solano Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager
RE: Transportation Development Act (TDA) Matrix Revision – Intercity Taxi Scrip Program and Faith in Action

Background:

The Transportation Development Act (TDA) was enacted in 1971 by the California Legislature to ensure a continuing statewide commitment to public transportation. This law imposes a one-quarter-cent tax on retail sales within each county for this purpose. Proceeds are returned to counties based upon the amount of taxes collected, and are apportioned within the county based on population. To obtain TDA funds, local jurisdictions must submit requests to regional transportation agencies that review the claims for consistency with TDA requirements. Solano County agencies submit TDA claims to the Metropolitan Transportation Commission (MTC), the Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties.

TDA funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Scrip Program. To clarify how the TDA funds are to be allocated each year among the local agencies and to identify the purpose of the funds, the STA works with the transit operators and prepares an annual TDA matrix. The TDA matrix is approved by the STA Board and submitted to MTC to provide MTC guidance when reviewing individual TDA claims. The TDA matrix for FY 2014-15 was approved by the STA Board on October 8, 2014.

On July 12, 2013, the Solano Transportation Authority (STA), the five local transit agencies, and Solano County entered into a Memorandum of Understanding (MOU) to fund a new Countywide taxi-based intercity paratransit service. The proposed new service will provide trips from city to city, to both ambulatory and non-ambulatory ADA-eligible riders and has been identified as an ADA Plus service. Solano County is currently the lead agency coordinating on behalf of the cities in preparing to solicit proposals from contractors to provide Countywide taxi-based intercity paratransit service.

Based on the request letter from County of Solano's Department of Resource Management on behalf of the Solano County Board of Supervisors, on June 11, 2014 the STA Board accepted responsibility for managing the intercity paratransit service on behalf of the seven cities and the County.

Discussion:

STA is in the process of executing an agreement for a Project Manager for the intercity paratransit service. It is anticipated that the consultant will begin work in January. As part of this transition, STA needs to file a TDA claim to fund the intercity taxi program and Faith in Action activities.

Following STA Board approval, STA staff would submit a TDA claim to MTC based on the Revised FY2014-15 TDA Matrix (Attachment A) for \$537,645.

Recommendation:

Forward a recommendation to the MTC to approve the Revised FY 2014-15 Solano TDA Matrix – January 2015 as shown in Attachment A.

Attachments:

- A. Revised FY 2014-15 Solano TDA Matrix – January 2015

7-Jan-15

FY 2014-15

AGENCY	TDA Est from MTC, 2/26/14	Projected Carryover 2/26/14	Available for Allocation 2/26/14	FY2013-14 Allocations after 1/31/14	Paratransit		Local Transit					Intercity							Total	Balance						
					ADA Subsidized Taxi Phase I	Paratransit	Dixon Read-Ride	FAST	Rio Vista Delta Breeze	Vacaville City Coach	SolTrans	FAST	FAST	FAST	SolTrans	SolTrans	SolTrans	FAST			FAST	SolTrans				
												Rt 20	Rt 30	Rt 40	Rt. 78	Rt. 80	Rt 85	Rt. 90			Intercity Subtotal	Intercity Subtotal	STA Planning	Other Swaps	Transit Capital/Planning	
(1)	(1)	(1)	(1)	(2)	(1)	(3)	(4)	(4)	(6)	(7)	(8)															
Dixon	643,546	524,633	1,168,179	5,000	5,000	294,605						\$ 2,530	\$ 30,791	\$ 10,041	\$ 4,998	\$ (582)	\$ 7,424	\$ 11,695	\$ 55,057	\$ 11,840	\$ 17,566			8,421	\$ 397,489	770,690
Fairfield	3,774,523	1,498,668	5,273,191	40,000	40,000	1,380,568		1,569,893				\$ 79,035	\$ 41,940	\$ 127,681	\$ 32,944	\$ (8,252)	\$ 180,034	\$ 324,682	\$ 573,338	\$ 204,726	\$ 102,215			1,362,451	\$ 5,273,191	0
Rio Vista	265,072	349,274	614,346	72,405	5,000				393,903			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ 7,127			16,189	\$ 494,624	119,722
Suisun City	984,871	-7,932	976,939	0	0	184,607		499,123				\$ 14,460	\$ 6,588	\$ 43,912	\$ 9,838	\$ (2,837)	\$ 40,162	\$ 104,204	\$ 169,164	\$ 47,163	\$ 26,882	\$ 50,000			976,939	0
Vacaville	3,232,799	3,532,629	6,765,428	270,000	70,000	347,401				651,612		\$ 142,546	\$ 63,927	\$ 117,119	\$ 27,531	\$ (5,492)	\$ 45,500	\$ 111,672	\$ 435,264	\$ 67,540	\$ 88,487			740,000	\$ 2,670,305	4,095,123
Vallejo/Benicia (SolTrans)	5,032,663	93,251	5,125,914	85,000	85,000	804,198					1,203,892	\$ 30,287	\$ 32,734	\$ 35,095	\$ 454,142	\$ (41,830)	\$ 292,410	\$ 45,415	\$ 143,531	\$ 704,722	\$ 137,255			987,167	\$ 4,150,765	975,149
Solano County	660,883	1,025,533	1,686,416	358,000	332,645							\$ 17,563	\$ 10,531	\$ 22,062	\$ 33,771	\$ (7,366)	\$ 30,892	\$ 38,324	\$ 88,480	\$ 57,297	\$ 18,054				\$ 854,476	831,940
Total	14,594,357	7,016,056	21,610,413	830,405	537,645	2,716,774	294,605	2,069,016	393,903	651,612	1,203,892	\$ 286,420	\$ 186,511	\$ 355,911	\$ 563,224	\$ (66,359)	\$ 596,422	635,993	\$ 1,464,835	\$ 1,093,287	\$ 397,586	\$ 50,000	\$ 3,114,228	\$ 14,817,788	6,792,625	

NOTES:

Background colors on Rt. Headings denote operator of intercity route
Background colors denote which jurisdiction is claiming funds

- (1) MTC February 26, 2014 Fund Estimate; Reso 4133; columns I, H, J
- (2) Claimant to be Solano Transportation Authority (STA).
- (3) Includes flex routes, paratransit, local subsidized taxi
- (4) Consistent with Intercity Transit Funding Agreement and FY2012-13 Reconciliation
- (5) Note not used.
- (6) Claimed by STA from all agencies per formula; STA memo to Consortium April 15, 2014.
- (7) To be claimed by STA for Suisun Amtrak station maintenance.
- (8) Transit Capital/Planning purchases include bus purchases, maintenance facilities, etc. and planning

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PCC

DATE: December 4, 2014
 TO: Solano Paratransit Coordinating Council
 FROM: Kristina Holden, Transit Mobility Coordinator
 RE: 2015 PCC Draft Work Plan

Background/ Discussion:

In preparation for 2015, STA staff is presenting the 2014 PCC Work Plan for discussion. The past PCC Work Plan has a focus on developing expertise and understanding of the range of transportation services for Solano seniors, people with disabilities, low income, and transit dependant passengers, as well as on outreach activities. STA would like to take this opportunity to have Committee members discuss, make comments, and give direction to STA staff on the development of a 2015 Work Plan.

2014 PCC Work Plan

#	Activity	Tasks	2014 Timeline
1	Administrative	Elect PCC Officers (if needed)	January 2014
2	Outreach	Develop a strategy to increase/maintain PCC Membership. (i.e., press releases letters of outreach, etc.)	January – December Until vacancies are filled.
3		Improve the identity of the PCC through marketing strategies.	January – December
4		Outreach to Solano Community College.	January - December
5		Outreach to senior centers, people with disabilities groups, low income and transit dependents.	January – December
6		Develop stronger PCC presence on the STA Website.	January – December
7	Projects	Participate in studies and programs that impact transportation for seniors, people with disabilities, low income, and transit dependents. (Mobility Management Program)	January – December
8		Develop expertise and understanding of the range of transportation services for Solano for seniors, people with disabilities, low income, and transit dependents.	January – December
9		Improve understanding of Americans with Disabilities Act (ADA) and how it relates to ADA Paratransit and transit services. (The ADA Topics Guide)	January – December
10	Funding	Establish FTA Section 5310 application scoring subcommittee.	TBA
11		Review and score FTA Section 5310 applications.	TBA
12		Review TDA Article 4/8 Claims for Cities and County of Solano.	January – December

Recommendation:

Informational.

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PCC

DATE: December 18, 2014
TO: Solano Paratransit Coordinating Council
FROM: Kristina Holden, Transit Mobility Coordinator
RE: 2015 PCC Draft Outreach Plan Discussion

Background/Discussion:

In preparation for 2015, the STA staff is presenting the Paratransit Coordinating Council (PCC) 2014 Outreach Plan for review and discussion by the PCC. STA staff would like to take this opportunity to have Committee members discuss, make comments, and give direction to STA staff on the development of a 2015 Outreach Plan.

The purpose of Outreach Plan is to implement ways promote awareness of the PCC and its information and advisory function and to encourage people with disabilities, seniors, economically disadvantaged and transit individuals to take advantage of the opportunity to provide comments on the transportation system.

At the September 18, 2014 PCC meeting, it was proposed to add Mobility Management program outreach and marketing as a standing item on future agendas. PCC member input will be beneficial in successfully promoting Mobility Management programs and services in the community. Mobility Management Outreach will be added as a standing discussion item beginning March, 2015.

Recommendation:

Informational.

Attachment:

- A. 2014 Solano Paratransit Coordinating Council Outreach Plan

2014 Solano Paratransit Coordinating Council
Outreach Plan

Purpose:

- To increase the awareness of the Paratransit Coordinating Council and its information and advisory functions on transportation issues concerning Solano seniors, people with disabilities, the economically disadvantaged, and transit dependent riders.
 - To encourage participation in the PCC as committee members and by the public in general.
1. Update and print the Paratransit Coordinating Council Brochure as needed
 2. Distribute Paratransit Coordinating Council Brochures
 - a. Paratransit Vehicles
 - i. Make brochures available to all Paratransit providers for distribution on their vehicles
 - b. Distribute brochures at two or more locations in each city in Solano County
 - i. Vallejo
 1. Florence Senior Center
 2. Solano Employment Connection (display rack)
 3. JFK Library
 - ii. Fairfield
 1. Independent Living Center (display rack)
 2. Fairfield Senior Center
 3. Solano Community College (display rack)
 4. City Hall
 - iii. Suisun City
 1. Nelson Community Center (display rack)
 2. Suisun City Hall (display rack)
 - iv. Vacaville
 1. Vacaville Library – Ulatis Community Center (display rack)
 2. Vacaville Senior Center (display rack)
 3. City Hall
 - v. Rio Vista
 1. Rio Vista City Hall (display rack)
 2. The Family Resource Center (display rack)
 3. Rio Vista Senior Center
 - vi. Benicia
 1. Benicia Library (display rack)
 2. Benicia Senior Center
 3. City Hall

- vii. Dixon
 - 1. Dixon Chamber of Commerce (display rack)
 - 2. Dixon Senior Center (display rack)
 - 3. City Hall
- 3. Outreach Program targeting senior centers and groups
 - a. Hold a PCC meeting at a different location throughout the year
 - b. Publicize meetings
 - 1. Distribute agenda to Board Clerk at all Cities/County
 - 2. Flyers on Paratransit vehicles in the city the meeting will be held
 - 3. Senior Centers of the city where the meeting will be held
 - 4. Post on STA website
 - 5. Post in Newspaper
 - c. Improve PCC presence on the internet by linking improved STA website pages to senior and people with disabilities interest groups via weblinks.
 - d. Location of Meetings (depending on availability)
 - 1. Suisun City Hall (DART) – January
 - 2. Solano Community College – Fairfield Campus (DART/SolTrans) -March
 - 3. Ulatis Community Center (Vacaville City Coach Special Services)- May
 - 4. Fairfield Community Center (DART) July
 - 5. Benicia City Hall (SolTrans) - September
 - 6. Vallejo Joseph Room at JFK Library (SolTrans) - November

Potential Additional Meeting Locations

- 1. Dixon Multi-Use/Senior Center (Readi-Ride)
- 2. Rio Vista Trilogy Community Center (Delta Breeze)
- 3. Florence Douglas Senior Center (SolTrans)

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PCC

DATE: January 2, 2014
TO: Paratransit Coordinating Council
FROM: Tiffany Gephart, Transit Mobility Coordinator
RE: Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation

Background:

In 1979, the State of California passed AB120, sometimes known as the Social Services Transportation Improvement Act, allowed county or regional transportation planning agencies such as the Metropolitan Transportation Commission (MTC), to designate one or more organizations within their areas as Consolidated Transportation Services Agencies (CTSAs). CTSAs are intended to promote the coordination of social service transportation for the benefit of individuals including seniors, people with disabilities and people with low income. MTC further identified CTSAs as a means to facilitate mobility management and coordinated transportation efforts in the Public Transit-Human Service Transportation Plan ("Coordinated Plan").

Over the past several years, Solano Transportation Authority has been actively planning and implementing a number of successful coordination activities identified as strategies in the 2011 Solano Transportation Study for Seniors and People with Disabilities. In April 2014, the STA Board approved the Solano Mobility Management Plan which identified four implementation elements to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs:

1. Countywide In-Person Americans with Disabilities Act (ADA) Eligibility and Certification Program
2. Countywide Travel Training
3. Senior Driver Safety Information
4. One-Stop Transportation Call Center (Solano Mobility Call Center) and Website

The Solano Mobility Management Plan also outlined options for designating a CTSA for Solano County. These include:

1. Establishing a new non-profit or separate joint powers agency for this specific purpose.
2. Designating an existing agency such as a countywide transit operator or the county Congestion Management Agency to serve as the CTSA.

In accordance with the recommendations identified in the Solano Mobility Management Plan, STA submitted a request to MTC in June 2014 for a countywide CTSA designation. 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 Read-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. The Commission approved the recommendation on September 24, 2014.

Discussion:

Prior to obtaining designation as a CTSA, STA began implementing a number of mobility management and coordinated transportation activities. The following programs will continue to be developed and housed under the CTSA designation. The following summarizes the activities of core programs to date:

1. Countywide In-Person ADA Eligibility and Assessment Process

- a. Began contract with C.A.R.E Evaluators and implementation of the program July 1, 2013.
- b. 1,798 evaluations were completed since the beginning of the program as of November 30, 2014.
- c. Evaluations are held in every city in Solano County at least twice per month.
- d. Feedback cards report 84% of applicants are highly satisfied with assessment process.

2. Travel Training Program

- a. The STA Board approved a RFP for a Travel Training **Program** and retained a consultant in March, 2014. STA will coordinate efforts with local non-profits to expand and complement their existing Travel Training programs and avoid duplication of services.
- b. Transit Ambassador Program
 - i. The first Transit Volunteer Ambassador volunteer training was held on August 11, 2014. Five volunteers representing FAST and SolTrans riders were present.
 - ii. Completed Transit Ambassador 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, FAST and neighboring agencies, including senior and community centers, libraries, the Paratransit Coordinating Council (PCC) and the Senior Coalition.
 - iii. STA staff recently collaborated with a Born to Age and Primetime Living senior publications to advertise the Travel Training program and both ads are currently being circulated. Staff have also presented mobility options and programs at the California Highway Patrol "Age Well Drive Smart" events in Vacaville and Vallejo, the Suisun Senior Health Fair and the Dixon Senior Resource Fair between August and October. Staff expects to present at the upcoming CHP event in January and will be identifying other public outreach opportunities.
- c. Fixed-Route Transit Training Videos
 - i. Draft Transit Training Videos for Dixon Redit-Ride, FAST, Rio Vista Delta Breeze, and SolTrans are being reviewed by STA staff and transit agencies. All videos will be posted on the Solano Mobility website launching soon to inform the public on the ease and opportunities of riding fixed-route transit.

- d. Rider's Guides
 - i. Full-color drafts Rider's Guides for Dixon Read-Ride, FAST, Rio Vista Delta Breeze, and SolTrans are being reviewed by STA and transit agencies and are expected to be released to the public in 2015.
- e. One-on-One Travel Training
 - i. Scopes of work and draft contracts have been developed for both Connections 4 Life and Independent Living Resource Center. Each non-profit 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.

3. Solano Mobility Call Center and Website

- a. In October 2013, the STA Board also approved the implementation of a **Mobility Management Call Center** as an expansion of the STA's Solano Napa Commuter Information (SNCI) program to provide live trip planning and transportation information and resources relevant to seniors, people with disabilities and low-income Solano residents in addition to Solano and Napa County commuters. The Call Center is also responsible for maintaining the Mobility Management website.
- b. The Call Center expanded services to include processing Regional Transit Card (RTC) applications, Senior Clipper Card Applications, FasTrak, Clipper and Bikelink Card sales as of July, 2014.
- c. Effective July, 2014, the Call Center became 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.
- d. On November 3, 2014, the Solano Mobility Call Center launched the Transportation Info Depot at the historic Suisun City Train Depot. Staff will be available to accept calls and walk-in customers at either the STA office at One Harbor Center, Suite 140 in Suisun or the Train Depot at 177 Main Street in Suisun.
- e. An RFP to create a Mobility Management website was approved by the STA Board and a consultant was selected in March, 2014.
- f. The Solano Mobility website is in the final stages of production. The website will provide a variety of resources to the community including, but not limited to public, private and non-profit transportation options, transit training information, a video library and local non-profit programs and services.

4. Senior Driver Safety Information

- a. Solano Mobility Call Center Staff will provide tools and resources to seniors and their family members about established Senior Driver Safety Programs and transportation alternatives for when driving is no longer safe. Links to articles, training courses and instructional videos will also be provided on the Solano Mobility Website launching soon.

STA will continue countywide coordination efforts with transit agencies and non-profits to further develop and implement programs that will benefit seniors, people with disabilities and people with low-income.

Recommendation:

Informational.

Attachments:

- A. MTC Transit Sustainability Project ADA Paratransit Study Recommendations
- B. FTA View of Mobility Management
- C. MTC Process for Designating CTSA's
- D. MTC Resolution 4097
- E. Types of CTSA's Summary
- F. Summary of Initial Comments
- G. Summary of March Consortium comments
- H. Draft CTSA Proposal for Solano County

**MTC Transit Sustainability Project
ADA Paratransit Study Recommendations
(incorporated into Coordinated Plan)**

1. Consider fixed-route travel training and promotion to seniors
2. Consider charging premium fares for trips that exceed ADA requirements.
3. Consider enhanced ADA paratransit certification process which may include in-person interviews and evaluation of applicant's functional mobility to confirm rider eligibility.
4. Implement conditional eligibility for paratransit users who are able to use fixed-route service for some trips.
5. Create one or more sub-regional mobility managers (e.g.CTSAs) to better coordinate resources and service to customers.
6. Improve fixed-route transit to provide features that accommodate more trips that are currently taken on paratransit.
7. Implement Plan Bay Area programs that improve access and mobility options for ADA-eligible transit riders.

FTA View of Mobility Management

According to guidance issue by FTA, eligible mobility management activities may include:

- The promotion, enhancement, and facilitation of access to transportation services including the integration and coordination of services for individuals with disabilities, older adults, and low income individuals.
- Support for short term management activities to plan and implement coordinated services;
- The support of State and local coordination policy bodies and councils;
- The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- The development and operation of one-stop transportation call centers to coordinate transportation information on all travel modes and to manage transportation program eligibility requirements and arrangements for customers among supporting programs;
- Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems;
- Testing and implementing technology that could account for individual client activity on a vehicle supported with multiple fund sources.

**MTC's Process for Designating CTSAs
(Reso 1076 revised and Reso. 4097)**

1. Applicant makes request.
2. MTC notifies the County Board of Supervisors, the PCCs, and transit operators of its intent to designate a CTSA in the County.
3. MTC staff evaluates candidates for constancy with mobility management activities as outline 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.

MTC's evaluation of CTSA candidates takes into account various factors, including but not limited to:

- Past CTSA designations and performance
- 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
- Applicant's existing and potential capacity for carrying out mobility management functions
- Institutional relationships and support, both financial and in-kind, including evidence of coordination efforts with other public and private transportation and human services providers.

Metropolitan Transportation Commission Programming and Allocations Committee

September 10, 2014

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,



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.

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

Attachment A
Resolution No. 4097
Page 1 of 1

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 20, 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.

Consolidated Transportation Services Agencies (CTSA)

Examples

A CTSA provides the structure to operate mobility management programs. Currently there is only one designated CTSA in the Bay Area and that is Outreach in Santa Clara County. As discussed in the draft Mobility Management Plan, there are several service delivery structure options for a CTSA. Examples of each of the different structures are presented below with a brief summary of their services and funding sources.

- Public Agency
 - City/County government
 - Transit agency
 - JPA
- Nonprofit
 - Single purpose
 - Multi-purpose

Public Agency CTSAs

City/County models –

Glenn County – Operates fixed-route, paratransit, and volunteer medical transport services.

City/County of Honolulu – Designated in 2009, services include community fixed route shuttle for low-income population housed in a cluster of homeless shelters, ADA paratransit scheduling analysis, application for JARC and New Freedom funds.

Transit Agency –

Monterey-Salinas Transit (MST) – Besides operating fixed-route and ADA paratransit, MST offers taxi vouchers for short trips, senior shuttles, travel training, MST Navigators (volunteers for travel training, senior shuttles and

administration and outreach tasks). In partnership with 211 for Monterey County provides transportation information call center.

El Dorado County Transit Authority – Operates fixed-route, dial-a-ride, commuter buses, and non-emergency medical transportation to Sacramento medical centers.

Mendocino Transit Authority – Operates fixed-route, dial-a-ride and farmworkers van program in rural county.

JPA –

Western Placer County CTSA: Placer County Transportation Planning Agency (PCTPA) – Services include a Transit Ambassador Program and central call center contracted to the City of Roseville. Through partnership with non-profit Seniors First offer a Non-Emergency Medical Transportation “Health Express” and MyRides Program volunteer transportation service. Another program is the Retired Dial-A-Ride Vehicle Program to assist non-profits who transport seniors and people with disabilities. Funding from New Freedom, TDA, Seniors First (medical providers) and in-kind.

Riverside County Transportation Commission (RCTC) - Through its Specialized Transportation Program, RCTC funds multiple public and non-profit specialized services to improve mobility for seniors and people with disabilities. Non-profits range from Senior Centers, Medical Center, Inland AIDs project, Boys & Girls Clubs, CASA, and others. RCTC operates TRIP (Transportation Reimbursement and Information Project) volunteer driver program, Travel Training, TAP bus pass distribution program, and Mobility Guide. Funding sources include City general funds, CDBG, HSS, United Way, HUD, local sales tax Measure A funds, and others.

Orange County Transportation Agency (OCTA) – In 1991 when Orange County Transportation Agency and transit district merged, OCTA took on the CTSA function as well. Operates fixed-route, ADA paratransit, travel training, and in partnership with non-profits and 29 cities fund local community transportation services for seniors.

Non-profit CTSA's

Single Purpose:

Outreach (Santa Clara County) – Operates paratransit brokerage facilitating 1 million trips annually using over 250 vehicles; senior transportation (including paratransit, taxi subsidies and public transit passes; programs for eligible CalWORKS recipients (guaranteed ride, Jump Start, Give Kids a Lift!); Call Center 365 days/yr; vehicle donation program. Utilizes 34 different funding sources including JARC, STAF, New Freedom, 5310, HUD, HHS, Tobacco Revenue Settlement, City General Fund, County Measure A, local foundations and corporations, car donations.

Paratransit Inc. (Sacramento) – Since 1981 Paratransit Inc. has been the CTSA the Sacramento area. Services include Travel Training, Vehicle Maintenance, and Partnership Program. Through its Partnership Program Paratransit Inc. works with over a dozen agencies in Sacramento County to empower these social service agencies to provide transportation services to their clients.

VTrans (Valley Transportation Services) (San Bernadino County) – Established in 2010 and designated as a CTSA by San Bernadino Association of Governments (SANDAG). VTrans will operate some programs while others will be provided through partner agencies. VTrans will provide Mobility Training. VTrans funds transportation for people with disabilities provided by Pomona Valley Workshop (PVW); Volunteer Mileage Reimbursement Program by non-profit Community Senior Services; transportation for severely disabled older adults by Loma Linda Day Health Care Systems; NEMT for AIDS and HIV positive individuals by Central City Lutheran Mission and others. Funding is primarily from local sales tax Measure I and other sources include New Freedom and JARC.

Access Services (Los Angeles) – Established in 1994, Board comprised of city/county elected officials, transit operators, Commission on Disabilities and others provides oversight to this agency that was established primarily to manage ADA paratransit in Los Angeles County. Service delivered via vans, mini-buses, taxis and jitneys.

Multi-purpose:

Ride-One (San Luis Obispo) – United Cerebral Policy (UCP) was designated a CTSA in 1987 and provided services to people with developmental disabilities. In the 1990's, it expanded its services, partnering with more social service

agencies and adopting the name Ride-On. It soon began providing additional services as a Transportation Management Association (TMA). Services include door-to-door Senior Shuttle, Veteran's Express Shuttle, Mobility Coordinator, transportation for people with developmental disabilities, hospital and medical transportation, private rides for individuals, social service agency support (vehicle procurement, driver training, preventative maintenance program, communications, drug testing programs and CHP inspections), employee and employer rideshare programs, Kid Shuttle, and others. Funding comes from multiple sources including New Freedom, MediCal and TDA, fundraising and donations.

ATTACHMENT F

At the February Consortium meeting, additional time for review and comment by the Consortium was given. At this time, the information is being re-presented along with new comments received and summarized below.

- If a CTSA is formed or designated, that it must bring value to the county and to the operators.
- It is important that funding of a CTSA not impact operator TDA and diminish an operator's ability to provide fixed route, ADA paratransit and General public dial-a-ride service.
- With the uncertainty of future federal funding for mobility management programs, there should a more comprehensive discussion of funding.
- Supports one lead CTSA agency in Solano and STA could serve that purpose, however governance for the CTSA should be more clearly defined.
- Why is there an immediate concern to set up a CTSA with no clear benefit as the STA already facilitates various agencies to coordinate services.
- If social services are brought to the table, should be cautious about transportation funds being used to subsidize social services. Funding from new partners should help pay for services.
- Agree that discussions between social services and transportation providers should be encouraged so that specific areas and opportunities can be identified to work together and share best practices; STA is in a good position to facilitate these discussions.
- One of the reasons STA has been able to facilitate implementation of innovative programs and commendable transit services is that it has been perceived as relatively neutral as it was not a transit operator itself. The more operational responsibilities STA takes on, the more difficult it will be for it to be the "impartial facilitator".
- If there comes a time when there are specific reasons a CTSA should be established in Solano County, it seems there would be an advantage to having it be a non-profit entity that could compete in different areas for resources and contributions.
- A non-profit CTSA with a primary focus on social services transportation issues could be an excellent partner for STA and the local jurisdictions to work with to identify synergies and opportunities.
- If a transportation sales tax is ever passed in Solano County the CTSA could be one of the recipients if that is one of the features that polling indicates the population will vote for.
- Language in the Mobility Management Plan that suggested without a CTSA mobility management programs will not be implemented despite there being existing programs in some jurisdictions.

In response to the last comment, the Plan was modified to acknowledge existing programs such as Travel Training being offered by Vacaville City Coach and non-profit organizations.

The other comments raise valid points worth further analysis and discussion particularly as they do not represent a consensus. Recommendations 8.2 and 8.3 in the Mobility Management Plan addressing structural models provide the opportunity for this.

Recommendation 8.2: STA to conduct a further analysis and evaluate mobility management structural models for implementation in Solano County. The evaluation will involve STA staff, county transit agencies, and human services organizations.

Recommendation 8.3: STA to function as mobility management center until an evaluation to determine a structural model is completed.

March 2014 Consortium CTSA Discussion Summary

Operator Attendees:

SolTrans – M. Babauta
FAST – W. Lewis
City Coach – B. McLean

Dixon Redit-Ride – J. Koster
Rio Vista Delta Breeze – J. Harris
County of Solano – M. Tuggle

Others in attendance and participating in discussion:

FIA – R. Fuentes

- Solano County should stay ahead of CTSA formation curve in the Bay Area including Contra Costa which is getting close to forming a CTSA. Be ready by setting up the pipeline for likely new resources for the county. (DKH)
- Concern with the non-profit model is that there will be more players competing for the same small funding pot. Unclear what the benefits to seniors and people with disabilities will by the designation of a CTSA. (RF)
- CTSA would have value if it takes the most burdensome trips off transit (JH)
- There need to be clear roles of a CTSA versus transit operators thru Consortium structure, role, board representation. See how it would work in Solano. (BMcL)
- SolTrans supports CTSA concept. It would be good to go to one resource to free up paratransit. (MB)

Direction:

- Monitoring of a CTSA would be important to make sure it is doing what it is set up to do.
- Transit operators want to be involved with decision-making process.
- Set up a special meeting before the next Consortium meeting to develop outline of CTSA key elements such as
 - Goals
 - Operations
 - Representation
 - Prior to meeting, the group would like options to react to
 - Include SSPWDTAC in the discussion

Consolidated Transportation Service Agency (CTSA) Designation Proposal for Discussion

Designation:

Solano Transportation Authority (STA) makes request to Metropolitan Transportation Commission (MTC) for CTSA designation on behalf of STA.

Governance:

The governance will be the STA Board consisting of the mayor of each of seven Solano County's Cities and a Solano County Board of Supervisor.

Funding:

CTSA function funding by STA to be provided by STAF and STAF paratransit, Lifeline, New Freedom grants, JARC grants, future MAP-21 Section 5310, and future regional funds. Transit operators' FTA Section 5307 and 5339 funds as well as their directly allocated TDA funds shall not be funding sources for the CTSA unless an agreement has been established with the transit operator(s).

CTSA Advisory Committee (11 Members):

- (1) Seniors and People with Disabilities Transportation Advisory Committee
- (1) Paratransit Coordinating Council
- (1) Lifeline Advisory Committee
- (3) SolanoExpress Intercity Transit Consortium (Transit operators only)
- (1) Solano County Department of Health and Social Services
- (1) Area Agency on Aging
- (3) Board Members

Reason for CTSA Designation:

To enhance and expand Solano County's ability to identify and obtain future federal, state, and Mobility Management at the regional level by identifying and designating Consolidated Transportation Service Agencies (CTSAs)

- To facilitate mobility management and transportation coordination efforts in Solano County
- Provide information and manage demand across a family of transportation regional services
- Coordinate advocacy with human service agencies to identify resources to sustain coordinated transportation service delivery.

Purpose:

To pursue Mobility Management funding and identify and facilitate implementation of various Mobility Management Programs and Services to support Mobility for Solano County Seniors, People with Disabilities and Low Income.

Current Mobility Management Programs and Services:

- To continue administering the Countywide In-Person ADA Eligibility Program Contract
- In coordination with the transit operators assist in the development of Ambassador Programs and partner with social services agencies to provide more intensive one-to-one travel training for people with disabilities, intercity transit trips, and all other as requested.
- Establish a Mobility management Call Center by expanding the SNCI call center to include services for the seniors, people with disabilities, and low income with a complementary website including Senior Safe Driving Information.
- Update Solano Seniors and People with Disabilities Mobility Guide as needed.

PCC

DATE: December 22, 2014
 TO: Solano Paratransit Coordinating Council
 FROM: Kristina Holden, Transit Mobility Coordinator
 RE: Lifeline and 5310 Grant Program Update

Background/Discussion:

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.

Transit operators are required to submit their draft Prop 1B project lists to **STA Attention: Liz Niedziela By January 15, 2015**, so that the STA can review and concur with the projects. A full program of projects is due to MTC from STA on March 13, 2015. JARC and STAF grant application due date is March 3, 2015. Lifeline Transportation Program Cycle 4 guidelines can be found in Attachment A.

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.

FTA Section 5310 Funding Program:

Under the two-year federal surface transportation authorization, Moving Ahead for Progress in the 21st Century (MAP-21), the New Freedom program was eliminated as a stand-alone program, and consolidated with the Section 5310 Elderly and Disabled program into a single program: the Section 5310 Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities. This expanded program provides a mix of capital and operating funding.

The deadline for Solano County Small Urban and Rural Area 5310 applications was December 1, 2014. STA received one grant application from the City of Rio Vista, Delta Breeze for a bus replacement. On December 4, 2014 the PCC 5310 scoring sub-committee consisting of Earnest Rogers, Emily Flynn and Lyall Abbott, met to score the application and forwarded scores to MTC.

STA applied for two 5310 grants: (1) for the operation of the Solano Mobility Call Center and (2) on behalf of SolTrans for the development of the Countywide Travel Training Program.

Next Steps:

MTC will forward a regional prioritized list of applications with scores to Caltrans by February 2, 2015. Caltrans will announce successful applicants in June, 2015.

Additional information on the 5310 grant program can be found at:

<http://www.dot.ca.gov/hq/MassTrans/5310.html>. A timeline for the 5310 grant process can be found in Attachment B.

Recommendation:

Informational.

Attachments:

- A. Lifeline Transportation Program Cycle 4 Guidelines
- B. 5310 Timeline

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

Attachment A
MTC Resolution No. 4159
Page 1 of 19



METROPOLITAN
TRANSPORTATION
COMMISSION

Lifeline Transportation Program Cycle 4 Guidelines

October 2014

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

October 2014

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Appendix 1. Funding Source Information

Appendix 2. Standard Evaluation Criteria

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

October 2014

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.

- d. Local Fund Exchanges. Consistent with MTC Resolution No. 3331, MTC will allow County Lifeline Program Administrators to use local fund exchanges to fund projects that are not otherwise eligible for the state and federal funds in Cycle 4. Lifeline Program Administrators must notify MTC about their intent to exchange funds, and MTC staff will review and approve the exchanges on a case-by-case basis. MTC staff is supportive of these fund exchanges to the extent that the exchange projects meet the spirit of the Lifeline Transportation Program.

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) Article 4, 4.5 or 8 funds.

Non-profit organizations and Cities/Counties that are not eligible TDA Article 4, 4.5 or 8 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.

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.

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 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).

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

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.
- 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. For details regarding eligible JARC projects, see the FTA Section 5307 Circular (FTA C 9030.1E), Chapter IV, Section 5 available at http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf. Also see Appendix 1 for detailed eligibility requirements by fund source
 - (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 Job Access and Reverse Commute 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 or the date that the agreement with pass-through agency is executed, whichever is applicable.
 - 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 monitoring project sponsors in meeting the 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 Article 4, 4.5 or 8 funds 	<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"> ▪ Private non-profit organizations ▪ Cities and counties that are not eligible to claim TDA Article 4, 4.5 or 8 funds 	<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.

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

- 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.

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

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.

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Federal Fiscal Years 2013 & 2014

PROGRAM FACT SHEET AND TIMELINE

Program Purpose: Provide capital and operating grants for projects that meet the transportation needs of seniors and individuals with disabilities: where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed-route service; that provide alternatives to public transportation.

New Program: On June 6, 2014, the FTA C 9070.1G circular was finalized, incorporating the project types of the repealed New Freedom program into the Section 5310 Program. The 5310 vehicle projects and related equipment are now called Traditional 5310 projects and comprise 55% of the available funding; the former New Freedom projects are called Expanded 5310 Projects and comprise 45% of available funding.

Funds Available

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

Eligible Applicants:

- * Private non-profit corporations (Traditional and Expanded);
- * Public agencies where no private non-profits are readily available to provide the proposed service (Traditional projects);
- * Public agencies that have been approved by the State to coordinate services (Traditional projects);
- * Public agencies (Expanded projects);
- * An Operator of Public Transportation that receives a Section 5310 grant indirectly through a recipient (Expanded projects).

Eligible Equipment:

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

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 replacement bus(s) or van 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.

Eligible Mobility Management Activities:

Include, but are not limited to:

- * Planning, development, implementation of coordinated transportation services;
- * Travel training/trip planning.

Eligible Operating Activities: Include, but are not limited to:

- * Expansion of hours/service of paratransit service beyond the requirements of ADA;
- * Enhancement of services (same day; etc.)
- * New or expansion of Volunteer Driver Programs.

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; or for mobility management or operating projects, the Standard Agreement duration. 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.

PROGRAM NOTE:

FTA Section 5310 vehicles are purchased by Caltrans using a State procurement process. Upon Caltrans approval, public agencies may follow their own local procurement process. However, the grantee must comply with state and federal procurement procedures when purchasing with local funds. Upon project completion, the grantee requests reimbursement from Caltrans for the Federal Share.

5310 PROGRAM TIMELINE

October 1, 2014 - Call for Projects
- Begin Schedule for Public Hearings (Public Transit Only)

Oct. 28 – Nov. 5, 2014 - Grant Application Workshops

December 1, 2014 - Regional applications due to RTPA by 5:00 p.m. December 1, 2014. RTPA scores applications and conducts appropriate public hearings.

February 2, 2015 - RTPA forwards (electronically) regional prioritized list with scores and copies of applications with approved Certification and Assurances to Caltrans by 5:00 p.m. February 2, 2015.

March, 2015 - Regional scores are merged into a statewide-prioritized list of projects.
- State Review Committee reviews and verifies scores submitted by the RTPAs.

June 2015 - Submit draft list to CTC for book item at the upcoming CTC meeting
- CTC distributes public draft Program of Projects (POP)
- CTC conducts staff level conference for the review committee to hear any filed appeals
- CTC conducts public hearing to adopt final POP
- Final POP distributed publicly
- Projects are programmed in the FTIP (immediately)

November 2015 - Schedule Successful Applicant Workshops, verify new agency information
- After verification that all projects have been programmed, approved POP submitted to FTA for funding approval
- After FTA's final approval, Standard Agreement process initiated
- Procurement process begins.

February 2016 - Write Standard Agreements

*For additional information call our toll free number (1.888.472.6816) or visit our website at:
<http://www.dot.ca.gov/hq/MassTrans/5310.html>*