

**INTERCITY TRANSIT CONSORTIUM
AGENDA****1:30 p.m., Tuesday, January 27, 2015****Solano Transportation Authority****One Harbor Center, Suite 130****Suisun City, CA 94585****ITEM****STAFF PERSON****1. CALL TO ORDER**

Judy Leaks, Chair

2. APPROVAL OF AGENDA**3. OPPORTUNITY FOR PUBLIC COMMENT**

(1:30 – 1:35 p.m.)

4. REPORTS FROM MTC, STA STAFF AND OTHER AGENCIES

(1:35 – 1:50 p.m.)

- Intercity Paratransit/Taxi Scrip Program Transition Update

Richard Weiner,
Nelson Nygaard**5. CONSENT CALENDAR**Recommendation: Approve the following consent items in one motion.

(1:50 – 1:55 p.m.)

A. Minutes of the Consortium Meeting of December 16, 2014

Johanna Masielat

Recommendation:

Approve the Consortium Meeting Minutes of December 16, 2014.

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CONSORTIUM MEMBERSJanet Koster
(Vice Chair)
Dixon
Readi-RideWayne Lewis
Fairfield and
Suisun Transit
(FAST)John Harris
Rio Vista
Delta BreezeMona Babauta
Solano County
Transit
(SolTrans)Brian McLean
Vacaville
City CoachMatt Tuggle
County of
SolanoJudy Leaks
(Chair)
SNCILiz Niedziela
STA

6. ACTION FINANCIAL ITEMS

A. Benicia Transit Bus Hub Project Funding Request

Graham Wadsworth,
Benicia and
Robert Guerrero

Recommendation:

Forward a recommendation to the TAC and STA Board to set aside \$125,000 from State Transit Assistance Funds (STAF) in FY 2015-16 to help finance the construction of Benicia Transit Bus Hub Project which will be paid back as Regional Transportation Impact Fee (RTIF) funding is collected.

(1:55 – 2:05 p.m.)

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B. Lifeline Transportation Program – Prop 1B

John Harris,
Rio Vista Delta
Breeze
And
Liz Niedziela

Recommendation:

Forward a recommendation to the TAC and STA Board to:

1. Approve the Proposition 1B funding as shown in Attachment C;
2. Approve a loan of \$65,000 of STAF funds to Rio Vista for the purchase of one replacement bus;
3. Allocate \$65,000 of FTA 5311 operating funds to Rio Vista in 2016; and
4. Authorize the Executive Director to execute an agreement with the City of Rio Vista for a STAF loan of \$65,000 and a funding swap of \$65,000 of FTA 5311 with TDA funds to be paid to STA for the repayment of the STAF loan.

(2:05 – 2:10 p.m.)

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7. ACTION NON-FINANCIAL ITEMS

A. Consolidated Transportation Services Agency (CTSA) Advisory Committee – Appointment of Three (3) Consortium Members

Liz Niedziela

Recommendation:

Forward a recommendation to the TAC and STA Board to appoint 3 transit representatives to the CTSA Advisory Committee.

(2:10 - 2:15 p.m.)

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B. Solano Comprehensive Transportation Plan (CTP) Update - Public Outreach

Robert Macaulay

Recommendation:

Approve the following:

1. The Solano CTP public outreach campaign as outlined above; and
2. Request MTC to enable STA to coordinate Solano CTP outreach with MTC's Regional Transportation Plan (RTP)/Sustainable Communities Strategies (SCS).

(2:15 – 2:25 p.m.)

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8. INFORMATIONAL ITEMS – DISCUSSION ITEMS

- | | |
|--|-------------------------------|
| A. SolanoExpress Marketing Plan Update
(2:25 – 2:30 p.m.)
Pg. 57 | Jayne Bauer |
| B. Status of Funding the Intercity Bus Replacement Capital Plan
(2:30 – 2:40 p.m.)
Pg. 63 | Mary Pryor,
NWC |
| C. Proposed Regional Paratransit Policy Update
2:40 – 2:45 p.m.)
Pg. 67 | Elizabeth Romero,
SolTrans |
| D. CTSA/Mobility Management Program Update – Call Center and Website
(2:45 – 2:50 p.m.)
Pg. 83 | Kristina Holden |
| E. SNCI Monthly Issues/Transportation Info Depot Update
(2:50 - 2:55 p.m.)
Pg. 91 | Debbie McQuilkin |

NO DISCUSSION

- | | |
|---|-------------|
| F. Summary of Funding Opportunities
Pg. 93 | Andrew Hart |
|---|-------------|

9. TRANSIT CONSORTIUM OPERATOR UPDATES AND COORDINATION ISSUES Group

10. FUTURE INTERCITY TRANSIT CONSORTIUM AGENDA ITEMS Group

February 2015

- A. *Elect Consortium Chair and Vice Chair for 2015*
- B. Consortium Work Plan for FY 2015-16 – Liz Niedziela
- C. Discussion of Transit Element of CTP – Elizabeth Richards, Project Manager
- D. CTSA/Mobility Management Program Update – Travel Training Update – Kristina Holden
- E. Adopt 2015 SolanoExpress Marketing Plan – Jayne Bauer
- F. SolanoExpress Mid-Year Service Update – Liz Niedziela
- G. Solano Rail Plan – David McCrossan

March 2015

- A. Intercity Paratransit/Taxi Scrip Program Update – Nelson Nygaard
- B. Transit Corridor – Phase 2 Discussion – Jim McElroy, Project Manager

April 2015

- A. CTSA/Mobility Management Program Update – ADA Eligibility
- B. Intercity Paratransit/Taxi Scrip Program- Service Alternatives

11. ADJOURNMENT

The next regular meeting of the Solano Express Intercity Transit Consortium is scheduled for **1:30 p.m. on Tuesday, February 24, 2015.**



**INTERCITY TRANSIT CONSORTIUM
Meeting Minutes of December 16, 2014**

1. CALL TO ORDER

Judy Leaks called the regular meeting of the SolanoExpress Intercity Transit Consortium to order at approximately 1:35 p.m. in the Solano Transportation Authority Conference Room.

Members

Present:	Janet Koster, Vice Chair	Dixon Rendi-Ride
	Wayne Lewis	Fairfield and Suisun Transit (FAST)
	John Harris	Rio Vista Delta Breeze
	Mona Babauta	Solano County Transit (SolTrans)
	Judy Leaks, Chair	Solano Napa Commuter Information (SNCI)
	Liz Niedziela	STA
	Nathan Newell	County of Solano

Members

Absent:	Brian McLean	Vacaville City Coach
	Matt Tuggle	County of Solano

Also Present (In Alphabetical Order by Last Name:

Jayne Bauer	STA
Tiffany Gephart	STA
Daryl Halls	STA
Kristina Holden	STA
Johanna Masiclat	STA
Mary Pryor	STA Project Manager

Others Present: (In Alphabetical Order by Last Name)

Elizabeth Romero	SolTrans
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2. APPROVAL OF THE AGENDA

On a motion by Wayne Lewis, and a second by John Harris, the SolanoExpress Intercity Transit Consortium approved the agenda. (7Ayes, 1 Absent)

3. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

4. REPORTS FROM CALTRANS, MTC, AND STA STAFF

5. CONSENT CALENDAR

On a motion by Wayne Lewis, and a second by Janet Koster, the SolanoExpress Intercity Transit Consortium approved Consent Calendar Item A. (7Ayes, 1 Absent)

A. Minutes of the Consortium Meeting of November 17, 2014

Recommendation:

Approve the Consortium Meeting Minutes of November 17, 2014.

6. ACTION FINANCIAL ITEMS

A. Discussion of Intercity Bus Replacement Capital Plan

Mary Pryor reviewed the revised funding plan that included the following changes from the financial plan provided to the Consortium in September:

- Updated vehicle acquisition schedule
- Unit prices for CNG vehicles rather than hybrid vehicles
- Elimination of loan and repayment from Vacaville
- Inclusion of the loan and repayment from STA of Prop 1B funds
- Annual contribution amounts from Vacaville in lieu of loan
- Identified near-term funding from SolTrans and FAST

Recommendation:

Approve the Revised SolanoExpress Intercity Bus Replacement Funding Plan with CNG Vehicles and Accelerated Acquisitions as specified in Attachment C.

On a motion by Wayne Lewis, and a second by Janet Koster, the SolanoExpress Intercity Transit Consortium unanimously approved the recommendation. (7Ayes, 1 Absent)

7. ACTION NON-FINANCIAL ITEMS

A. None.

8. INFORMATIONAL ITEMS – DISCUSSION ITEMS

A. ADA In-Person Eligibility Contract Renewal - CARE Evaluators

Tiffany Gephart noted that STA's existing contract with CARE will continue through June, 2015 with the option to extend the contract with CARE Evaluators for an additional year. She mentioned that staff requested that each organization submit their requests in writing due to the potential need to amend the current contract with CARE to accommodate the additional sites and she reported that no letters have been received from any agencies to date.

Mona Babauta arrived the meeting at 1:45 p.m.

After discussion, the Consortium requested to agendaize this item until the next meeting in January 2015.

B. Cap and Trade (STAF Allocation Population Based)

Liz Niedziela noted that as per the request of the Consortium from last month's meeting, the Cap and Trade – State Transit Assistance Funds (STAF) Population Based Allocation is being brought back for further discussion specifically to STAF population base. She indicated that STA staff contacted MTC to request the estimated STAF amounts for the Cap and Trade and that the STAF revenue based has been provided by the State Controller, however, the STAF population based estimate is expected to be released soon.

C. Lifeline Call for Projects- Cycle 4

Liz Niedziela reviewed the application process for Proposition 1B – Transit funds and Job Access and Reverse Commute (JARC) funds. She opened this item for further discussion to talk about the Lifeline potential projects per transit operator.

After discussion, the Consortium requested to agendize this item until a future meeting.

D. Proposed DRAFT January 2015 Schedules For SolanoExpress Routes 78 and 85

Elizabeth Romero reported that Soltrans is moving forward with the implementation of approved service changes for January 2015 and the systemwide service improvements involve changes to the Routes 78 & 85 weekday schedules.

Janet Koster left the meeting at 2:20 p.m.

E. Proposed SolTrans Regional Paratransit Policy Action

Elizabeth Romero reported that SolTrans is seeking input to develop and implement a new Regional Paratransit Policy in early 2015 which supports the overall quality of the SolTrans Americans with Disabilities Act (ADA) Paratransit Program. She noted SolTrans' recommendation to provide input on the proposed Regional Paratransit Policy, with a motion to support SolTrans in adopting new policy to meet its ADA obligations while maintaining connectivity to Fairfield for ADA Certified registrants.

This item was discussed by committee members with a recommendation to agendize for next meeting.

NO DISCUSSION ITEMS

F. Summary of Funding Opportunities

9. TRANSIT CONSORTIUM OPERATOR UPDATES AND COORDINATION ISSUES

10. FUTURE INTERCITY TRANSIT CONSORTIUM AGENDA ITEMS

A summary of the agenda items for January and February 2015 were presented.

11. ADJOURNMENT

The meeting adjourned at 3:00 p.m. - The next regular meeting of the Solano Express Intercity Transit Consortium is scheduled **1:30 p.m. on Tuesday, January 27, 2014.**

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DATE: January 20, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Robert Guerrero, Project Manager
Re: Benicia Transit Bus Hub Project Funding Request

Background:

In response to a request by the STA Board of Directors, the County Board of Supervisors established the Regional Transportation Impact Fee (RTIF) as part of the Solano County Public Facility Fee (PFF). The County of Solano then began collecting the RTIF on February 3, 2013. The total RTIF revenue reported as of September 30, 2014 for transportation projects is \$500,635.

For RTIF revenue disbursements, the county is divided into five geographical RTIF districts, with a Working Group identified for each district. In addition, there is a 6th RTIF working group focused on the 5% set aside for regional transit projects. The Working Groups are made up of staff from the local agencies included in that district. Each Working Group prioritizes eligible projects for RTIF expenditure. On May 8, 2014, the STA Board approved the RTIF Working Groups implementation project priorities based on direct input from the Working Groups.

Discussion:

RTIF Funding Plan Request

Working Group 6: Express Bus Transit Centers and Train Stations has an extensive list of eligible projects as shown in Attachment A. In 2014, the Working Group selected the Benicia Transit Bus Hub for initial funding followed by the Fairfield Transportation Center (FTC) as the first and second priority for the first 5 years of RTIF funding.

The current 5-year estimate for this Express Bus Transit Centers and Train Stations Working Group is \$498,171. The Benicia Transit Bus Hub was approved to receive the first \$100k of RTIF with the FTC designated to collect \$400k after Benicia's project is funded. In the fall of 2014, the City of Benicia indicated that there was an unanticipated project cost increase of \$260k to complete the Benicia Transit Bus Hub project. Subsequently, Benicia met with STA and SolTrans staff to develop a funding plan to cover this additional project cost. In order to cover the unanticipated cost, the City of Benicia is requesting an additional \$176k of RTIF for a total \$276k from Working Group 6.

The RTIF Implementation Policy includes a provision that allows Working Groups to consider funding changes; however, a recommendation from the affiliated Working Group is needed for a change to be considered by the STA Board. Reference to this provision is included in Attachment B be in section B on page 2. If approved, the Benicia Bus Hub Project will receive the first \$276k in RTIF collected for this Working Group and will fully fund the project for construction this year. FTC may still be eligible for the remaining RTIF collected. The total RTIF funding collected as of September 30, 2014 for Working Group 6 is \$25,031. Additional

funding partners include SolTrans and RTIF Working Group 3 which includes Vallejo and the County. STA is supportive of this project as it will help support SolanoExpress Route 40 and is a focal point for Benicia Priority Development Plans for this area. Both SolTrans and RTIF Working Group 3 have supported their component of Benicia's funding request. RTIF Working Group 6 is scheduled to meet on January 27th to consider this request.

State Transit Assistance Fund (STAF) Finance Plan Request

Given that the RTIF is subject to building permit activity, STA staff is recommending \$125k from STAF to finance the Benicia Bus Hub Project, of which \$25k was previously set aside for the Benicia Transit Site Plan. RTIF Working Group 6 is scheduled to meet and discuss this item just prior to the SolanoExpress Transit Consortium meeting. STA staff's RTIF and STAF recommendation is subject to their approval. If approved, the initial RTIF revenue collected from the recommended \$276k will pay back the \$125k to STA used to finance the Benicia Transit Bus Hub Project. Attachment C provides a detailed funding and finance plan for the Benicia Project. STA staff is supportive of this request.

Fiscal Impact:

None to the STA Budget. The proposed funding plan is to increase RTIF revenue allocation to the Benicia Bus Hub Project from a total of \$100k to \$276k. The City of Fairfield's FTC project may continue to receive their approved allocation of \$400k after the first \$276k of RTIF is provided to the City of Benicia to construct the project. The STAF funding recommended to finance the Benicia project would be paid back to STA as RTIF funding is collected.

Recommendation:

Forward a recommendation to the STA TAC and Board to set aside \$125,000 from State Transit Assistance Funds (STAF) in FY 2015-16 to help finance the construction of Benicia Transit Bus Hub Project which will be paid back as Regional Transportation Impact Fee (RTIF) funding is collected.

Attachments:

- A. RTIF Working Group Project Selection
- B. RTIF Implementation Policy Guidelines
- C. Benicia Bus Hub Funding and Finance Plan

Regional Transportation Impact Fee (RTIF) Working Group Project Selection

Working Group District	Coordinating Agencies	Eligible Projects	Selected Project in Priority Order	Project Sponsor	RTIF Amount Recommended	Special Instructions
1	City of Fairfield City of Vacaville Solano County	1. Remaining Segments of Jepson Parkway 2. Unincorporated segment of Peabody Road	1. Remaining Segments of Jepson Parkway	TBD	TBD	The Working Group unanimously agreed to continue to collect RTIF for the next year and reconvene to evaluate the total revenue received and select a project based on available funding. The Working Group also agreed to dedicate the RTIF revenue, if needed, to the FF/VV Train Station in the short term to backfill funding for Vacaville's bus replacement (which is the primary funding source for the City's impact fee loan for the Train Station).
2	City of Suisun City City of Fairfield City of Rio Vista County of Solano	1. SR 12/Pennsylvania Ave Interchange 2. SR 12/Church Rd Intersection	1. Church Road Environmental Documents	City of Rio Vista	\$ 300,000	City of Rio Vista indicated that they have local impact fees of approximately \$600,000 to assist in fully funding the EIR when combined with RTIF funds.
3	City of Vallejo City of Benicia Solano County	1. SR 37/Redwood St/Fairgrounds Drive 2. I-680 Industrial Park Access Improvements 3. Columbus Parkway Improvements Near I-780	1. SR 37/Redwood St/Fairgrounds Drive 2. Columbus Parkway	County of Solano City of Benicia	\$ 40,000 \$ 60,000	\$40,000 of the 1st year of funds to be applied toward the County's current federal earmark as a local match contribution to roadway improvements at Fairgrounds Drive. City of Benicia will utilize 2nd year of funding for Columbus Parkway.
4	City of Fairfield Solano County	1. North Connector West 2. Green Valley Overcrossing	1. Green Valley Overcrossing	City of Fairfield	\$ 1,305,970	The RTIF will be dedicated to the construction of the Green Valley Overcrossing project as a local contribution.
5	City of Dixon Solano County	1. SR113 Corridor/County Unincorporated Road Projects	1. Pitt School Rd/ Parkway Blvd Intersection Right of Way Phase	City of Dixon	\$ 200,000	The Working Group agreed to utilize the RTIF funds for the Right of Way acquisition phase of the project area.
6	City of Benicia City of Dixon City of Fairfield City of Suisun City of Vacaville Soltrans Solano County	1. Benicia Industrial Park Multi-modal Transit Center 2. Dixon Multimodal Transportation Center 3. Fairfield Transportation Center 4. Fairfield Vacaville Train Station 5. Suisun City Train Station Improvements 6. Vallejo Station or Curtola Park and Ride 7. 360 Project Area Transit Center	1. Benicia Industrial Park Transit Center Construction 2. Fairfield Transportation Center Design/Build Documents	City of Benicia City of Fairfield	\$ 100,000 \$ 400,000	City of Benicia to receive \$100,000 to assist in construction of the Transit Hub project. The City of Fairfield would then receive \$400,000 to complete design phase of the Fairfield Transportation Center as the next priority.
7	Solano County	1. Abernathy Rd 2. Azevedo Rd 3. Canright Rd 4. Cherry Glen Rd 5. Cordelia Rd 6. Fry Rd 7. Foothill Rd 8. Lewis Rd 9. Lopes Rd 10. Lyon Rd 11. Mankas Corner Rd 12. McCloskey Rd 13. Midway Rd 14. Pedrick Rd 15. Pitt School Rd 16. Pleasants Valley Rd 17. Porter Road 18. Rockville Rd 19. Suisun Valley Rd 20. Vacavalley Rd	1. Cordelia Rd* 2. Lake Herman Rd* 3. Mankas Corner Rd* 4. Midway Road* 5. Pleasants Valley Rd* 6. Rockville Rd* 7. Suisun Valley Rd* 8. Vaca Valley Rd*	County of Solano	\$ 498,171	*County projects are not in priority order.

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Solano Transportation Authority Regional Transportation Impact Fee (RTIF) Implementation Policy Guidelines

BACKGROUND

The Regional Transportation Impact Fee (RTIF) program is currently being implemented and the fees are being charged as part of the Solano County Public Facilities Fee (PFF). The nexus study prepared to support the RTIF defined a list of capital improvement projects that the RTIF funds could be used to support. The nexus study identified the maximum fee that could be charged based on the nexus determinations presented in that report; the actual fee amount is considerably less than the maximum (i.e., the actual fee is about \$1500 per dwelling unit, whereas the maximum nexus fee was roughly \$8300 per unit). RTIF revenues are being collected by Solano County as part of its PFF process and are transmitted to STA on a quarterly basis.

The county is divided into five districts, and a Working Group has been identified for each district made up of staff from the local agencies included in that district. Most (90%) of the RTIF revenues are returned to the district in which they were generated. The remaining RTIF revenues are divided equally between transit projects (5%) and County unincorporated roadway projects (5%). The Working Groups have recently selected the project(s) within each district that are the highest priority to receive RTIF funding; these selections were approved by the STA Board at the July meeting. This is therefore an opportune time to explore the details that will be critical to the effective administration of the RTIF program.

This memo presents a set of draft policy guidelines for RTIF program administration, for review and discussion by the RTIF Policy Committee and the STA Board. The intent of these guidelines is to ensure that the program is administered equitably and that it is successful in achieving its goal of delivering important transportation improvements throughout the county.

POLICY GUIDELINES FOR RTIF PROGRAM

A. Project Selection/Implementation Plans

1. To be eligible to receive Regional Transportation Impact Fee (RTIF) funds, a project must be included in the RTIF Nexus Study and be included in the relevant local agency's Capital Improvement Plan (CIP). To receive RTIF funds, a project must be selected by the relevant Working Group and be included in the STA Board-approved RTIF Strategic Implementation Plan (SIP) and Solano County Public Facility Fee.
2. Each selected project shall have a project-specific Implementation Plan that defines the project, provides a cost estimate and an anticipated milestone schedule, and explains the other funding sources expected to be used to complete the project (or project phase).

B. Amending the RTIF SIP

1. The RTIF SIP may be amended upon a recommendation from a Working Group, subject to approval by the STA Board. SIP amendments may involve adding or removing a project, changing the definition of a project, and/or changing the amount of RTIF funds dedicated to a project.
2. If a SIP amendment adds a project that is not included in the RTIF Nexus Study, the Nexus Study must be amended by the STA Board to add that project. This would also trigger the process of County Board of Supervisor's amending the County PFF.
3. RTIF SIP amendments shall be considered no more frequently than annually and must be considered and approved by STA Board prior to the annual review of the Board of Supervisors for inclusion in the coming year.

C. Eligible RTIF Costs

1. RTIF funds may be used only to reimburse sponsoring agencies for direct expenses that are required for project delivery such as environmental, right of way, design or construction.
2. RTIF funds may not be used retroactively; that is, they may not be used to reimburse a sponsoring agency for costs incurred prior to the execution of a RTIF funding agreement (see next section for further details on funding agreements).
3. The STA Board has set a limit of 2% of RTIF revenues as the amount that will be retained by STA to reimburse them for the program's ongoing administration.

D. Releasing RTIF Funds

1. STA will report to the Board, TAC, and Working Groups on a quarterly basis the amount of RTIF revenues that have been collected for each district.
2. Each Working Group will recommend programming of RTIF funds for a specific project in a specific year. When the STA Board approves these recommendations, that constitutes the RTIF SIP.
3. When a project contained in the RTIF SIP is ready to start using RTIF funds, STA and the sponsoring agency will enter into an RTIF funding agreement, specifying the amount of RTIF funding and the anticipated timing of its use relative to the project's milestone schedule.

E. Project Delivery and Reporting Requirements

1. Project sponsors who receive RTIF funds must make an annual report to their Working Group and to STA by July 15 of each year, documenting how the funds were used during the previous 12-month period.
2. Project (or project phase) completion must be achieved within five years of initial receipt of RTIF funds. Project delivery status will be evaluated by STA staff and the project's Working Group annually. The project sponsor has the option to request a modification to the RTIF funding agreement in order to accommodate changes in project circumstances. If, during the annual review process, the Working Group determines that the project is not meeting the milestones laid out in the RTIF funding agreement, the project sponsor may be deemed ineligible for future RTIF funds until the milestones are met.
3. STA will prepare an annual report, consistent with the requirements of the Mitigation Fee Act, which will be submitted to the STA Board for review. This report will document the amount of RTIF revenue collected that year, the amount released to project sponsors, and the uses of the funds released.

F. RTIF Loans

1. Loans of RTIF funds are permitted. Loan amounts may be for up to 75% of the projected 5-year RTIF revenue estimate for the relevant district.
2. For loans between two Working Groups, the two affected Groups must agree to make the loan and reach consensus on the loan terms. If consensus is not reached, the matter will be elevated to the relevant city managers and CAO; if agreement still cannot be reached then the loan negotiations will cease. When agreement is reached on the terms of the loan, the RTIF funding agreement for that project will be amended to reflect the status of the loan and its terms.
3. As part of the loan terms, the “lending” Working Group has the option to establish an incentive for repayment, subject to negotiations with the “borrowing” Group.
4. The loan terms must include a guarantee that the loan will be repaid within a specified period of time, and must identify the source of the funds that will be used to repay the loan if the actual RTIF revenues fall short of projections.
5. Another form of a loan is the situation in which a project sponsor chooses to use their own local funds to advance a project with the expectation of receiving reimbursement from their Working Group’s future RTIF revenues. This is permitted, subject to the same rules as described above for loans between two Working Groups.
6. All parties to RTIF loans should be aware that the rate of RTIF collections is inherently uncertain, and should negotiate loan terms with that risk in mind.

G. Working Group Dispute Resolution

1. Working Groups that cannot reach a consensus for prioritizing and selecting eligible projects to receive RTIF revenue from their district will have the matter elevated to the

relevant city managers and CAO; if agreement still cannot be reached, the matter will be elevated to the RTIF Policy Committee, and finally to the STA Board.

City of Benicia Intermodal Transit Hub

Estimated Expenditures (in thousands)

		Estimated Expenditures (September 2012)
	Preliminary Design	\$ 135
	Final Design	\$ 175
	Property Acquisition	\$ 600
	Construction	\$ 1,200
	Total	\$ 2,110
Current Revenue		
	Regional Measure 2 (RM2)	\$ 1,250
1	Regional Traffic Impact Fee (RTIF)	\$ 100
2	Solano Transportation Authority State Transit Assistance Fund (STAF)	\$ 500
3	SolTrans Contribution	-
4	City of Benicia	\$ -
	Total	\$ 1,850
BUDGET BALANCE SHORTFALL		\$ (260)

Funding Plan (in thousands)

		Commitment
	Regional Measure 2 (RM2)	\$ 1,250
	Regional Traffic Impact Fee (RTIF)	\$ 336
	Solano Transportation Authority State Transit Assistance Fund (STAF)	\$ 525
	SolTrans Contribution	\$ -
	City of Benicia	\$ -
	Total	\$ 2,111
BUDGET SHORTFALL		NONE
Funding Plan Details		
1	from RTIF Working Group 3 (Previously dedicated to Columbus Drive)	\$60,000
2	from additional RTIF contributions from Working Group 6 (Transit)	\$176,000
3	from additional STA STAF Program	\$25,000
	Total new funds	\$261,000

Financing Plan (in thousands)

Recognizing the RTIF commitment is long term, the City of Benicia, Soltrans and STA offer the following finance plan to bridge the funding gap. Recommended funding contributions will be repaid as RTIF revenue collects from each Working Group District.	
RTIF committed in Funding Plan	\$336
Benicia City Council October Action for Property Acquisition Financing	(\$86)
Remaining balance in need of financing	\$250
Finance contributions:	
1 Solano Transportation Authority State Transit Assistance Fund (STAF)	\$ 125
2 Soltrans Contribution	\$ 85
3 City of Benicia	\$ 40
Finance contributions:	\$ 250

Financed Amounts (in thousands)

Solano Transportation Authority State Transit Assistance Fund (STAF)	\$ 125
Soltrans Contribution	\$ 85
City of Benicia	\$ 40
City of Benicia 50%	\$43
City of STAF 50%	\$43
	\$ 336

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RTIF Revenue Payback Plan

		Working Group 6 (\$ 100)		Working Group 6 (new \$176)		Working Group 3 (\$60)		Total Payback
Financed Amounts		First \$86 collected pays the following 50/50:	Remaining \$14	First \$85 collected pays:	Remaining \$91	First \$26	Remaining \$34	
City of Benicia	\$40		\$14			\$26		\$ 40.00
City of Benicia 50%	\$43	\$43						\$ 43.00
Soltrans Contribution	\$85			\$85				\$ 85.00
STA STAF	\$125				\$91		\$34	\$ 125.00
STA STAF 50%	\$43	\$43						\$ 43.00

*in thousands

*RTIF Revenue to be paid back as received, dependant of building activity.

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DATE : January 15, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager
RE: Lifeline Transportation Program- Prop 1B

Background

Metropolitan Transportation Commission's (MTC) Lifeline Transportation Program funds projects that improve mobility for the region's low-income communities. The program is administered by the nine county congestion management agencies (CMAs), and in Santa Clara County via a joint arrangement between the CMA and the County. For Solano County, the Lifeline Program is administered by Solano Transportation Authority (STA). STA Board approved in May 2012 Solano County's Lifeline Funding for Cycle 3 as shown in Attachment A.

In October 2014, MTC adopted Resolution No. 4159, which set forth guidelines for Cycle 4 of the Lifeline Transportation Program (Attachment B). The target programming amount for Cycle 4 is \$65 million, which includes three years of funding (FY2014-FY2016). The funding sources include approximately \$31 million in State Transit Assistance (STA) funds, \$25 million in Proposition 1B – Transit funds, and \$9 million in Section 5307 Job Access and Reverse Commute (JARC) funds.

Discussion:

On October 28, STA staff emailed a Call for Projects for the Lifeline Transportation Program – Cycle 4 to the Consortium. The funding sources and total funds available for Solano County include approximately \$1,973,907 in State Transit Assistance (STA) funds, \$899,217 in Proposition 1B – Transit funds, and \$1,111,109 in Section 5307 Job Access and Reverse Commute (JARC) funds as shown below:

	Carryover	2014	2015	2016	Total
STAF		\$ 668,858	\$ 674,934	\$ 630,115	\$ 1,973,907
JARC	\$ 273,831	\$ 277,612	\$ 277,612	\$ 282,054	\$ 1,111,109
Prop 1B			\$ 899,217		\$ 899,217
Total		\$ 946,470	\$ 1,851,763	\$ 912,169	\$ 3,710,402

Program requirements

Details about Cycle 4, including general program requirements, detailed eligibility information by fund source, and a timeline, are available in the Lifeline Transportation Program Cycle 4 Guidelines (MTC Resolution No. 4159) (Attachment B).

Proposition 1B Transit

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-- which can be provided via a CMA board resolution or a letter from an authorized CMA representative--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. Solano County's transit operators were requested to submit their draft Prop 1B project lists to Solano County's Lifeline

Program Administrator ,STA by January 15, 2015 so that the STA Board can review and consider these projects for \$899,217 in Prop 1B transit funds from Solano County transit operators. STA is requesting a brief description of the project, project cost, and how the project is consistent with Lifeline goals.

STA staff received three requests as shown below and in Attachment C:

Agency	Project Description	Request
SolTrans	3 replacement buses for local fixed route service	\$899,217
Dixon	1 replacement bus for dial a ride	\$8,421
Rio Vista	1 replacement bus for dial a ride/deviated service	<u>\$90,000</u>
		\$997,638

Rio Vista cannot receive Prop 1B funding directly and would need to be sponsored by an eligible recipient such as Dixon, FAST, or SolTrans. Due to the high maintenance cost of the bus that needs to be replaced, Rio Vista needs to replace the bus as soon as possible. Instead of funding Rio Vista with Prop 1B funds, STA is recommending a loan of STAF in the amount of \$65,000 to fund Rio Vista replacement bus that can be paid back with a funding swap of FTA 5311 (rural) operating funds with TDA funds. In 2016, STA will be allocating FTA 5311 funding. STA will allocate an additional \$65,000 of FTA 5311 operating funds to Rio Vista. After Rio Vista receives the funding, they will reimburse STA \$65,000 in TDA funds. STA staff also recommends that this loan be provided after the City of Rio Vista fulfills their obligation to MTC of completing their City's financial audits, submitting them to MTC and is cleared to receive TDA funding. The \$65,000 is recommended instead of \$90,000 due to the remaining balance of STAF that has already been committed as a local match for bus replacement. Rio Vista is supportive of this proposed funding swap.

STA staff recommends funding Dixon for \$8,421 for a replacement bus and SolTrans for \$890,796 for three replacement buses for local fixed route service (Attachment D).

Lifeline JARC and STAF applications are due to STA by March 3, 2015.

Fiscal Impact:

There is no fiscal impact for STA. This program provided an opportunity to implement Lifeline capital projects in Solano County in the amount of \$899,217 in Prop 1B funds

Recommendation:

Forward a recommendation to TAC and STA Board to:

1. Approve the Proposition 1B funding as shown in Attachment C;
2. Approve a loan of \$65,000 of STAF funds to Rio Vista for the purchase of one replacement bus;
3. Allocate \$65,000 of FTA 5311 operating funds to Rio Vista in 2016; and
4. Authorize the Executive Director to execute an agreement with the City of Rio Vista for a STAF loan of \$65,000 and a funding swap of \$65,000 of FTA 5311 with TDA funds to be paid to STA for the repayment of the STAF loan.

Attachments:

- A. STA Board approved Projects for Solano County Lifeline Funding for Cycle 3
- B. Lifeline Transportation Program Cycle 4 Guidelines (MTC Resolution No. 4159)
- C. Requests for Lifeline Prop 1B funding

D. Recommended Lifeline Prop 1B Projects for Funding

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Solano County Approved Lifeline Funds Cycle 3					FY 2012-2013	FY 2013-14	
Rank	Funding Source	Agency	Project	Project Description	First Year	Second Year	Total
1	STAF	SolTrans	Sustaining Route 1	Route 1 serves a large low income population centered around downtown Vallejo and the north/south corridor along Sonoma Blvd. Route 1 includes Vallejo Middle and Senior High schools, three key shopping centers and Curtola Park and Ride. This funding would aid in retaining service.	\$250,000	\$250,000	\$500,000
2	STAF	SolTrans	Sustaining Route 85	Route 85 provides local service within the City of Vallejo on a low income corridor. This intercity route provides critical transportation between Vallejo and Fairfield to reach employment, medical services and Solano Community College. This funding will be aid in sustaining service.	\$125,000	\$125,000	\$250,000
3	STAF	FAST	Saturday Service Route 30	Route 30 service on Saturday provide connection between Fairfield, Vacaville, Dixon, and the UCDavis. In Dixon's CBTP, lack of Saturday Service was one of the major transportation gaps.	\$60,000	\$60,000	\$120,000
4	STAF	SolTrans	Sustaining Span of Service	To meet ongoing budget pressures and to attain a sustainable service, service is proposed to start later in the morning and end earlier in the evening. This funding would aid in retaining the current span of service.	\$181,865	\$194,755	\$376,620
			Total Award		\$616,865	\$629,755	\$1,246,620

Rank		Agency	Project	Project Description	Funding
1	STP	Vacaville City Coach	Accessible Paths to Transit	The Vacaville CBTP documented the need for more accessible curb ramps and/or access improvements near transit routes. This funding will aid in constructing approximatley 16 curb ramps.	\$40,000
2	STP	FAST	Local Bus Replacement	Purchase four (4) 40-foot replacement buses for local route.	\$481,368
			Total Award		\$521,368

Rank		Agency	Project	Project Description	Funding
1	Prop 1B	SolTrans	Intercity Bus Replacement Swap	SolTrans will be replacing three (3) intercity diesel buses with hybrid diesel electric fuel buses. These buses will be 45 ft with 57 passenger capacity and wheel chair accessible.	\$1,000,000

2	Prop 1B	FAST	Local Bus Replacement	Fairfield and Suisun Transit (FAST) will be replacing six (6) local diesel buses with hybrid diesel electric fuel buses. These buses will be 40 ft with 43 passenger capacity and wheel chair accessible.	\$547,328
			Total Award		\$1,547,328

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

Attachment A
MTC Resolution No. 4159
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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).

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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.

SolTrans' Prop 1B Lifeline Transportation Program Bus Replacement Project

SolTrans has identified the replacement of three (3) Orion V High-Floor buses (which have exceeded their useful service life), with three Compressed Natural Gas (CNG) powered buses as a high priority Lifeline Transportation Program project. The replacement of these buses is expected to occur by spring 2016.

SolTrans is requesting \$899,217 for this project. Currently, the cost per 40 foot CNG buses is approximately \$600K to \$700K each, thus making the total projected cost to be between \$1.8M and \$2.1M.

The replacement buses purchased with Proposition 1B Lifeline Transportation Program funds would be deployed on the lifeline routes serving the low-income communities within the SolTran service area. The timely replacement of these buses with new CNG buses will ensure comfortable and reliable public transit service to improve the mobility for low-income residents.

The replacement of the Orion V buses with new CNG powered buses will support the goals of the Lifeline Transportation Program by addressing the mobility and accessibility needs of low-income communities throughout the SolTrans service area.

From: [Janet Koster](#)
To: eniedziela@sta-snci.com
Subject: RE: Lifeline Prop 1B is due January 15th
Date: Tuesday, January 13, 2015 3:12:24 PM

Based on your e-mail and the data from Dixon's financial plan, Dixon is requesting \$8,421 in Prop 1B funding for the local match for our next bus replacement. It meets the criteria for "Lifeline" because Dixon's curb-to-curb Read-Ride service provides ADA and senior service for our community. Maintenance of this service is vital to the senior and disabled community. The vehicle to be replaced is #301, a 2007 Ford E450 Starcraft, that seats 18. It has approximately 100,000 miles on it.

If you need any more information, please let me know.

Janet Koster

Public Works Administrator

City of Dixon

707-678-7051 x 104

Looking at our 10-year financial plan, the following is shown for bus replacements –

FY 15-16	1 bus	\$65,000 from 5311	\$8,421 from TDA	\$73,421 total
FY 16-17	2 busses	\$93,600 from 5310	\$23,400 from TDA	\$117,000 total
FY 17-18	4 busses	\$284,000 from 5310	\$71,000 from TDA	\$355,000 total

From what I understand of the STA actions to date, our 5311 funding should be pretty firm. We have also received 5311 funds for our own local match funding as well as a local bus replacement fund. Should I apply for Lifeline funding for the busses currently shown as 5310 funded since that is a competitive process? Please advise.

Janet Koster

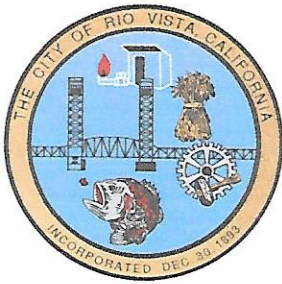
From: Elizabeth (Liz) Niedziela [mailto:eniedziela@sta-snci.com]
Sent: Friday, January 02, 2015 10:05 AM
To: Janet Koster; 'John Harris'; 'Brian McLean'; 'Lewis, Wayne'; mona@soltransride.com
Cc: 'Mary Pryor'; 'Shannon Nelson'; 'Feinstein, Diane E.'; 'Gary Chandler'; 'Kristina Botsford'; 'Elizabeth Romero'
Subject: Lifeline Prop 1B is due January 15th
Importance: High

On October 28, STA staff emailed a Call for Projects for the Lifeline Transportation Program – Cycle 4 to the Consortium. The funding sources for Solano County include approximately \$1,973,907 in State Transit Assistance (STA) funds, \$899,217 in Proposition 1B – Transit funds, and \$1,111,109 in Section 5307 Job Access and Reverse Commute (JARC) funds as shown below:

	Carryover	2014	2015	2016	Total
STAF		\$ 668,858	\$ 674,934	\$ 630,115	\$ 1,973,907
JARC	\$ 273,831	\$ 277,612	\$ 277,612	\$ 282,054	\$ 1,111,109
Prop 1B		-	\$ 899,217	-	\$ 899,217
Total		\$ 946,470	\$ 1,851,763	\$ 912,169	\$ 3,710,402

Proposition 1B Transit

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--which can be provided via a CMA board resolution or a letter from an authorized CMA representative--transit operators



CITY OF RIO VISTA

One Main Street, Rio Vista, California 94571-1842
Phone (707) 374-6451 Fax: (707) 374-5063

January 9, 2015

Ms. Elizabeth Niedziela
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

Dear Ms. Niedziela,

On behalf of the City of Rio Vista, I am pleased to provide this proposed project for the current Prop 1B funding opportunity. As you know, the Rio Vista Delta Breeze provides essential transit service for this rural community. This request for vehicle replacement would enable this vital service to continue. The details of this request are as follows:

Project Description: Replacement Vehicle for Rio Vista Delta Breeze

Class C vehicle - Cutaway Bus (Front or Rear Lift) with minimum 16 passengers and 2 wheelchair positions (Ford E-450 Chassis - Gas 6.8L V-10 - 176-190" Wheelbase - 14,500 GVWR)

Rio Vista Delta Breeze has a fleet of four vehicles. Bus 19, the oldest vehicle in the fleet, has a current mileage of more than 212,000 miles. Bus 19 needs to be replaced in order to maintain current levels of service in Rio Vista and to maintain service reliability.

Project Cost: \$90,000

Estimated price for Class C vehicle based on Creative Bus Sales January 2015 pricing, including ADA and other options, fees, taxes and contingency of approximately \$5,000 for potential price changes

Consistency with Lifeline Goals:

A replacement vehicle is necessary to maintain the essential transit service in this rural community. The Rio Vista Delta Breeze transit service improves the mobility of low income, senior, and disabled residents of Rio Vista. Rio Vista has a significant population of older residents, with more than 32 percent of the population age 65 or over.

The Rio Vista Delta Breeze transit service addresses many of the identified priorities for Solano County and gaps between services and needs that are listed in MTC's Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan). Examples of how the Rio Vista Delta Breeze meets these priorities and fills these gaps include:

- Priority: Trips to obtain health care are the biggest challenge for the County's senior and disabled residents. *Rio Vista's Strategy: Delta Breeze Route 50 serves numerous medical offices. Agreement with Sutter Health to provide additional deviated fixed route service from Rio Vista to Sutter's Low Court campus in Fairfield (see Appendices O and P).*

- Priority: Rio Vista's senior and disabled residents would like additional transit service to Fairfield (on a day other than just Friday) and to the Pittsburg/Bay Point BART station. *Rio Vista's Strategy: Routes 50 and 52 operate Monday through Friday to Fairfield and the Pittsburg/Bay Point BART station.*
- Priority: A shopping shuttle is a high priority for senior and disabled county residents. *Rio Vista's Strategy: Route 54 provides a weekly door-to-door Dial-A-Ride shopper shuttle.*
- Priority: Lack of good transportation for elderly. *Rio Vista's Strategy: The Delta Breeze transit service provides door-to-door transportation to the general public, but the service features such as accessible vehicles, door-to-door transportation, specialized shopper shuttles, and routes serving medical facilities are designed for the senior and disabled population. Approximately 90% of Delta Breeze riders are seniors or persons with disabilities.*
- Priority: Lack of bus stops on bus lines, bus stops too far apart. *Rio Vista's Strategy: Rio Vista Delta Breeze's transit services provide door-to-door rides for all passengers, including those with disabilities. Courtesy stops are available anywhere along the route.*
- Gap: Human service transportation coordination (e.g. cost sharing arrangements, joint procurements, joint maintenance, vehicle sharing). *Rio Vista's Strategy: Cost sharing agreement with Sutter Health to provide additional deviated fixed route service from Rio Vista to Sutter's Low Court campus in Fairfield.*
- Gap: Non-emergency medical transportation for Medi-Cal patients and non-ADA eligible seniors and people with disabilities. *Rio Vista's Strategy: Agreement with Sutter Health to provide additional deviated fixed route service from Rio Vista to Sutter's Low Court campus in Fairfield.*
- Gap: Senior-friendly shuttles, jitneys, or circulators. *Rio Vista's Strategy: Delta Breeze Route 51 Dial-A-Ride provides door-to-door service within Rio Vista and nearby Isleton to seniors and disabled passengers.*
- Gap: Courtesy or flag stops for people with disabilities. *Rio Vista's Strategy: Rio Vista Delta Breeze's transit services provide door-to-door rides for all passengers, including those with disabilities. Courtesy stops are available anywhere along the route.*
- Gap: Demand-responsive group shopping service. *Rio Vista's Strategy: Weekly door-to-door Dial-A-Ride shopper shuttle (Delta Breeze Route 54 Wednesday service).*

Thank you for the opportunity to request Prop 1B funds for this critical project for Rio Vista. Should you have any questions or require any additional information, please contact me at (530) 680-7742 or jharrisconsults@gmail.com.

Sincerely,



John Harris
Transit Manager

Recommended Lifeline Prop 1 B Projects for Funding

Agency	Project Description	Request
SolTrans	3 replacement buses for local fixed route service	\$890,796
Dixon	1 replacement bus for dial a ride	<u>\$8,421</u>
		\$899,217

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DATE: January 14, 2015
TO: SolanoExpress Intercity Transit Consortium
FROM: Kristina Holden, Transit Mobility Coordinator
RE: Consolidated Transportation Services Agency (CTSA) Advisory Committee –
Appointment of Three (3) Consortium Members

Background/Discussion:

Solano Transportation Authority (STA) Board requested Consolidated Transportation Services Agency (CTSA) designation to pursue Mobility Management future funding and to facilitate and coordinate implementation of various Mobility Management Programs and Services to support Mobility for Solano County Seniors, People with Disabilities, and Low Income residents. STA was designated by the Metropolitan Transportation Commission (MTC) as the CTSA for Solano County on September 24, 2014.

As part of the formation of the CTSA, the STA Board approved the formation of a CTSA Advisory Committee. The Consortium requested representation on this Advisory Committee and 3 transit operator representatives to be appointed by the Consortium was added by the STA Board. CTSA Advisory Committee to be made up of 11 members. Members from each of the following committees and agencies were specified;

- 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)

STA is requesting the SolanoExpress Intercity Transit Consortium elect 3 members to serve on the CTSA Advisory Committee.

Recommendation:

Forward a recommendation to the TAC and STA Board to appoint 3 transit representatives to the CTSA Advisory Committee.

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DATE: January 15, 2015
TO: Solano Express Intercity Transit Consortium
FROM: Robert Macaulay, Director of Planning
RE: Solano Comprehensive Transportation Plan (CTP) Update - Public Outreach

Background:

The Solano Comprehensive Transportation Plan (CTP) is one of the foundational documents for STA and provides the basis for STA's projects and programs priorities and for input to the Metropolitan Transportation Commission (MTC) /Association of Bay Area Government's Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS) for the 9-county Bay Area). The current SCS was adopted in 2013, and is known as Plan Bay Area. The current Solano CTP was adopted in 2005 and needs to be updated prior to the next RTP/SCS being developed in 2017.

The Solano CTP consists of three primary elements: Active Transportation; Arterials Highways and Freeways; and, Transit and Ridesharing. There are additional supporting chapters, such as the Introduction, Past Achievements and Land Use.

In 2008 and 2009, the STA Board adopted preliminary Goals for the Solano CTP and requested and received a comprehensive project list from the eight (8) STA member agencies. The Goals and project list have been used by STA staff to identify key projects for inclusion in the 2009 Regional Transportation Plan and 2013 SCS.

In 2012 and 2013, STA updated the Countywide Bicycle and Pedestrian Plans, the Safe Routes to Schools Plan, and adopted first-time Safe Routes to Transit and Alternative Fuels plans. Each of these plans were developed or updated with the assistance of locally-based citizen or citizen- and staff-based advisory committees, making it a grass-roots effort with extensive local input. In early 2014, these plans were worked together into the first Solano CTP Element: the Active Transportation Element (adopted on April 9, 2014).

With the recent release of the Solano Pothole Report at the end of 2014 and the beginning of the next phase of the Solano Intercity Transit Corridor Study, the two remaining Solano CTP Elements (Arterials, Highways and Freeways, and Transit and Ridesharing) are now in prime condition to move forward towards adoption. However, neither CTP Element has the sort of public engagement or advisory committee structure as exists for the components of the Active Transportation Element. Concurrently, MTC has extensive public outreach requirements for 2017 update of Plan Bay Area that can be met by a Solano CTP outreach program.

For these reasons, STA staff is proposing a public outreach program as discussed below.

Discussion:

STA staff is proposing a two-phased public outreach program, with efforts to contact both traditional groups (such as City Council Planning Commissions and service clubs) with traditional and new media. STA staff will make at least one presentation in each of the 7 cities, but has a goal of two or more. Presentations will occur both during the work day and evening hours in order to maximize the cross section of the public that can participate.

Phase 1 – “What are Your Transportation Priorities?” The first phase will request input on the priority of transportation issues faced by members of the Solano community, and ideas they have for addressing those issues. While some of this will include a description of constraints faced by STA and its member agencies (such as funding availability and rules, existing commitments and regional plans), the main purpose of this phase is to elicit input from the public. Existing resources, such as the ridership surveys taken for intercity transit uses in the past several years will be a part of the public input, as will recent discussion of the Intercity Transit Corridor Study.

At a recent presentation in Rio Vista, STA staff was advised to “spend few hours in front of the local market.” STA will do this, and look for similar community focal spots in other cities during this phase. This may also be the most appropriate time to make presentations to Policy Board and Planning Commissions. Finally, STA will use new media and existing interest groups to attempt to identify community members who want to become and remain engaged in the Solano CTP update.

Phase 2 – “Here is What We Heard” STA staff will develop a matrix of comments received and how they are addressed, similar to the format used in soliciting, organizing and responding to comments to Environmental Impact Reports. Staff will also develop the draft Arterials Highways and Freeways and Transit and Ridesharing Elements. Then, during the second round of public input, STA staff will go back to the community - sometimes to the same groups contacted before, and sometimes to new groups - to present the two draft Elements, and to show where public comments were incorporated into policies and project prioritization.

The final Elements will be provided to the STA Board following the completion of the two phases of public outreach, depending upon the level of public participation and the number of comments received. This is targeted for the September 2015 STA Board meeting. Once the two Elements are adopted, STA staff will develop a final Solano CTP that integrates all of the chapters and elements into a single document.

Fiscal Impact:

Unknown. STA staff are still identifying media options (such as on-line surveys) that can be a part of the public participation program, and will identify any funding requests in the mid-year budget update in February 2015.

Recommendation:

Approve the following:

1. The Solano CTP public outreach campaign as outlined above; and
2. Request MTC to enable STA to coordinate Solano CTP outreach with MTC’s Regional Transportation Plan (RTP)/Sustainable Communities Strategies (SCS).



DATE: January 16, 2015
TO: SolanoExpress Intercity Transit Consortium
FROM: Jayne Bauer, Marketing & Legislative Program Manager
RE: SolanoExpress Marketing Plan Update

Background:

The STA manages and markets a variety of transportation related programs and services. This includes the design and implementation of the marketing objectives for the SolanoExpress Intercity Transit program.

SolanoExpress:

With the assistance of Regional Measure 2 (RM2) Marketing funds from MTC, the STA Board authorized the launch of a comprehensive marketing program for the SolanoExpress services in FY 2012-13. STA staff has worked with Solano County Transit (SolTrans) and Fairfield and Suisun Transit (FAST) to develop and implement this program. The goals of the marketing effort for SolanoExpress intercity transit services in FY 2012-13 were to:

1. Promote SolanoExpress services as positive alternatives to driving alone for commuting and other trip purposes
2. Increase awareness of SolanoExpress services
3. Increase ridership on SolanoExpress routes and the farebox recovery rate

Discussion:

A Project Team consisting of staff from STA, FAST and SolTrans guided the efforts of the 2012-13 SolanoExpress Marketing plan and campaign. The Team coordinated the activities with the consultant and brought updates to Consortium, TAC and STA Board meetings. A SolanoExpress Marketing Subcommittee of the STA Board reviewed and approved the marketing plan.

Presentations were made to the STA Board and the SolTrans Board for comments and final approvals. A Scope of Work (Attachment A) outlines the tasks to be completed and products delivered by the consultant.

Additional work was scoped out for FY 2013-14 (design, production and installation of decals on 19 SolanoExpress FAST buses, additional local print ads, promotional items, and upgrade of the SolanoExpress website). An updated table of all the elements completed and in progress (Attachment B) is included for your information. Some items were not completed due to change in scope on other items.

An overview of audience statistics on the SolanoExpress website during the online/print marketing campaign showed an increase by approximately fourfold at its peak.

STA staff is preparing for the FY 2014-15 marketing efforts for SolanoExpress, and has developed the following list to finalize and implement:

1. FAST bus decals
2. Include branding of SolanoExpress on SolTrans website (replacing Multi-Zone term) and printed bus schedules
3. Rider appreciation promotions (“Buy One Get One” free)
4. Door hanger promotion for Vine Express Route 21 (Napa to Fairfield/Suisun City) February 2014

Tasks to complete that have been paid for:

5. Installation of bus stop signs
6. Installation of bus schedule frames and schedules

Staff is seeking input from the Transit Consortium on the elements of the FY 2014-15 SolanoExpress marketing campaign in order to formulate a plan and a budget going forward.

Fiscal Impact:

\$150,000 is available for marketing SolanoExpress in FY 2014-15. Funds come from State Transit Assistance Fund (STAF) dedicated by the STA.

Recommendation:

Informational.

Attachments:

- A. SolanoExpress Transit Marketing Scope of Work for FY 2012-13
- B. SolanoExpress Marketing Elements Update

Scope of Work

SolanoExpress Transit Marketing Services FY 2012-13

Marketing Objective

The objective of the SolanoExpress Marketing Program is to build upon the past marketing strategies and apply them specifically to promote seven intercity transit services as a system as well as individually:

- SolanoExpress SolTrans Rt. 78
- SolanoExpress SolTrans Rt. 80
- SolanoExpress SolTrans Rt. 85
- SolanoExpress FAST Rt. 20
- SolanoExpress FAST Rt. 30
- SolanoExpress FAST Rt. 40
- SolanoExpress FAST Rt. 90

An approved Marketing Plan will guide the implementation of the SolanoExpress Transit Marketing Campaign for FY 2012-13. In addition to the Plan, the final product will include the design, creation, media placement and printing of various marketing collateral as outlined:

Marketing Plan

Develop a marketing plan to include an ongoing campaign that incorporates a wide range of marketing strategies that will effectively promote, increase awareness and ridership, and implement branding of SolanoExpress services to key audiences:

- Existing core riders
- Existing occasional riders
- General public/non-riders

Marketing Collateral

Create and produce marketing products that may include the following:

- a) Ad placement for print publications/media
- b) Design/scripting/placement of internet ads
- c) Fare Incentive flyers and electronic media ads
- d) Outline of recommended SolanoExpress Website Updates
- e) Bus shelter posters
- f) SolanoExpress Decals for Bus Stop Signs
- g) Bus Stop Sign Schedules Frames
- h) Printed Brochures/Posters/Promotional Collateral
- i) Ads for internal and external bus placement

SolanoExpress Marketing Campaign Elements

Completed items:

I. Online (fall 2013)

- Google Ad Network
 - 1,020,000 estimated impressions
- Facebook
 - 2,040,000 estimated impressions
- Pandora
 - 1,194,000 estimated impressions
- Bay Area Newsgroup Online
 - 350,500 estimated impressions
- TOTAL impressions 17,719,807
- TOTAL site visits 15,504

II. Radio

- KUIC
 - 430,200 impressions

III. Print

- *Benicia Herald*
 - ¼ page full-color ad
- *Vacaville Reporter*
 - ¼ page full-color ad
- *Vallejo Times Herald*
 - ¼ page full-color ad
- *UC Davis Aggie*
 - Campaign geared toward UC Davis students, faculty and staff
 - ¼ page full-color ad
- Direct Mail Incentive
 - Postcard mailed to approx. 12,000 households in target neighborhoods for free ride voucher (mailed to online registrants)
 - 67 FAST vouchers mailed
 - 72 SolTrans vouchers mailed
- Bus Tails
 - 23" x 23" displays mounted on FAST and SolTrans Express buses.

IV. Initial redesign of Website

V. Transit Connections Brochure

- Final product delivered September 2014

Remaining items:

VI. Bus Schedules and Frames

- Frames and schedule templates provided to FAST and SolTrans – installation of schedules and mounting of frames currently in progress

VII. Art Poster

- Poster is currently undergoing final design – completion anticipated March 2015

VIII. Redesigned Web Site

- Anticipated February 2015

IX. Bus Decals

- FAST decals to apply to sides of bus

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Date: January 15, 2015
To: SolanoExpress Transit Consortium
From: Mary Pryor, NWC Partners Consultant
RE: Status of Funding the Intercity Bus Replacement Capital Plan

Background

In 2013, the Intercity Transit Funding Working Group met and jointly developed a plan for funding intercity bus replacements. The recommended plan was approved by the STA Board on March 13, 2013. Under this plan, the STA will provide 20% of the funding, 20% of the funding will be requested from Metropolitan Transportation Commission (MTC) and the Transit Operators that are members of the Intercity Transit Funding Group will provide the remaining 60% of the funding.

In March 2013, STA send a letter to MTC requesting 20% of the Intercity Bus Replacement. At this time, STA has not received a commitment from MTC.

On January 14, 2015, the STA Board approved an updated funding plan developed based on input from the Consortium members, which the Consortium approved in December 2014. The updated plan assumes that the replacement vehicles will be Compressed Natural Gas (CNG) instead of hybrid diesel vehicles, includes recently identified funding from FAST and SolTrans, and includes the purchase of ten vehicles in the next three years. The updated plan is included as Attachment A.

Discussion

STA has requested information from each of the Consortium members regarding the status of funding their commitments. Attachment B provides details of the current funding commitments by agency, which are summarized as follows:

- Dixon and Solano County: \$232,520 has been allocated for the bus replacement, which partially funds their FY18-19 commitment as part of Federal 5311 swap with TDA funds. The funding amount was reduced in December 2014 due to the announcement by MTC that the amount of Federal 5311 funds available to the region are lower than originally anticipated.
- FAST: FAST has identified \$1,248,939 in FTA 5339 funds to complete the acquisition of five vehicles in FY16-17.
- SolTrans: SolTrans has identified \$1,273,362 to complete the acquisition of five vehicles in FY15-16. Currently, SolTrans anticipates using FTA 5307 funds, but the source is subject to change.
- Vacaville: Their entire funding commitment has been met with local TDA funds, which had been planned to be loaned to Intermodal Station Project. Due to recent changes in the

cost of the Intermodal Station project, the loan is no longer necessary and the funds are already available for Vacaville's share of the funding plan.

- STA: STA has currently programmed \$2,910,224 in STAF and \$1,259,623 in Prop 1B for a total of \$4,169,847 toward STA's 20% target of \$4,942,692.
- MTC: STA has requested the 20% share from MTC, but has not yet received a commitment.

STA will continue to work with the Consortium members to identify the funding for the intercity bus replacement plan.

Recommendation

Informational.

Attachments:

- A. Revised Intercity Bus Replacement Funding Plan Approved by STA Board January 14, 2015
- B. Agency Funding Status for Intercity Bus Replacement Funding Plan as of January 15, 2015

Solano County Intercity Bus Fleet Replacement Costs and Funding

Attachment A

Prepared by NWC Partners, Dec. 3, 2014

Approved by STA Board January 14, 2015

Based on Interim Funding Plan

Scenario 2A: All Buses Replaced by FY 22-23, 60% Funding by Locals Using Intercity Funding Agreement Formula:

Assumes CNG Vehicles, 5 SolTrans Vehicles in FY16, 5 FAST vehicles in FY17

Year of Replacement ^b		FY 14-15	Funded FY 15-16	Funded ^a FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
Total Buses to be Replaced		0	5	5	0	13	2	3	5	2	35
FAST		0	0	5	0	2	2	3	5	2	19
SolTrans		0	5	0		11					16
Unit Cost -- 45 ft CNG ^c		\$ 790,010	\$ 813,710	\$ 838,122	\$ 863,265	\$ 889,163	\$ 915,838	\$ 943,313	\$ 971,613	\$ 1,000,761	
Vehicle Cost		\$ -	\$ 4,068,552	\$ 4,190,608	\$ -	\$ 11,559,122	\$ 1,831,676	\$ 2,829,940	\$ 4,858,063	\$ 2,001,522	\$ 31,339,483
Funding											
Near Term: 6 Replacements											
Federal Earmarks			\$ 1,260,000								\$ 1,260,000
Prop 1B Lifeline			\$ 1,000,000								\$ 1,000,000
Prop 1B Pop Base			\$ 535,190	\$ 2,360,202							\$ 2,895,392
STAF				\$ 581,467							\$ 581,467
Longer Term: 28 Replacements											
20% Funding from STA ^d					\$ -	\$ 1,630,754	\$ 114,411	\$ 565,988	\$ 971,613	\$ 400,304	\$ 3,683,070
Fairfield Train Station Loan Repayment ^e			\$ 251,925	\$ 251,925	\$ 251,925	\$ 251,925	\$ 251,925				\$ 1,259,623
20% Funding from MTC ^f -- Proposed					\$ -	\$ 2,638,452	\$ 366,335	\$ 565,988	\$ 971,613	\$ 400,304	\$ 4,942,692
60% Funding by Locals											\$ -
Dixon	1.9%				\$ -	\$ 253,852	\$ 35,246	\$ 54,455	\$ 93,481	\$ 38,514	\$ 475,549
FAST ^g	24.3%			\$ 1,248,939	\$ -	\$ 1,955,808	\$ 444,962	\$ 687,467	\$ 1,180,151	\$ 486,222	\$ 6,003,550
SolTrans ^h	22.2%		\$ 1,273,362		\$ -	\$ 2,550,300	\$ 407,440	\$ 629,494	\$ 1,080,632	\$ 445,220	\$ 6,386,449
Vacaville	11.0%				\$ -	\$ 1,450,125	\$ 201,342	\$ 311,074	\$ 534,010	\$ 220,012	\$ 2,716,564
Unincorporated County	0.5%				\$ -	\$ 72,132	\$ 10,015	\$ 15,474	\$ 26,563	\$ 10,944	\$ 135,128
Total Bus Replacement Funding		\$ -	\$ 4,320,476	\$ 4,442,533	\$ 251,925	\$ 10,803,348	\$ 1,831,676	\$ 2,829,940	\$ 4,858,063	\$ 2,001,522	\$ 31,339,483
Annual Balance		\$ -	\$ 251,925	\$ 251,925	\$ 251,925	\$ (755,774)	\$ -	\$ -	\$ -	\$ -	\$ 0
Cumulative Balance		\$ -	\$ 251,925	\$ 503,849	\$ 755,774	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Train Station Loan Funding Plan^e											
STA Loan of Prop 1B		\$ 1,259,623									\$ 1,259,623
Fairfield Loan Repayment			\$ 251,925	\$ 251,925	\$ 251,925	\$ 251,925	\$ 251,925				\$ 1,259,623
Cumulative Loan Balance		\$ 1,259,623	\$ 1,007,698	\$ 755,774	\$ 503,849	\$ 251,925	\$ -	\$ -	\$ -	\$ -	

Notes

- STA Board approved the Prop 1B and STAF funding on Feb 13, 2013.
- Year of replacement reflects the cash flow requirement; programming for these expenditures would be needed 2 years prior to the year of replacement.
- CNG Vehicle price from MTC's FY14 pricelist, with 3% annual escalation. FAST acquisitions in FY17 may be diesel, which would reduce total cost by approximately \$350,000.
- 20% Funding from STA - STA is committed to providing the local match for the Intercity SolanoExpress Bus Replacement from a combination and STAF and Prop 1B funds. Currently, STA has a reserve of STAF funds and will continue to build the reserve on an annual basis until the local match is met.
- STA will loan \$1.259m in Prop 1B funds for the Train Station project. Fairfield will repay loan to STA over 5 years. Loan repayment proceeds will be used as portion of STA's 20% contribution to fleet replacement.
- Proposed MTC funding from bridge tolls (RM-2) or Sec. 5307 (SF UZA)
- FAST has identified additional funding (FTA 5339) for earlier acquisitions, which will reduce FAST's funding share in FY19.
- SolTrans identified additional funding (FTA 5307, source subject to change) for earlier acquisitions, which reduces SolTrans' funding share in FY19. Acquisitions in FY18-19 include one vehicle used for WETA service; SolTrans will be responsible for developing funding plan with WETA for this vehicle.

Solano County Intercity Bus Fleet Replacement Funding Status

Attachment B

As of January 15, 2015

Based on Funding Plan Approved by STA Board January 14, 2015

		Dixon & County	FAST	SolTrans	Vacaville	STA	MTC	Total
Funding Need		\$ 610,676	\$ 6,003,550	\$ 6,386,449	\$ 2,716,564	\$ 4,942,693	\$ 4,942,692	\$ 25,602,624
								\$ -
Identified Funding								\$ -
	TDA				\$ 2,716,564			\$ 2,716,564
	Prop 1B					\$ 1,259,623		\$ 1,259,623
	STAF					\$ 2,910,224		\$ 2,910,224
	FTA 5307			\$ 1,273,362				\$ 1,273,362
	FTA 5311	\$ 232,520						\$ 232,520
	FTA 5339		\$ 1,248,939					\$ 1,248,939
								\$ -
								\$ -
								\$ -
Total Identified Funding		\$ 232,520	\$ 1,248,939	\$ 1,273,362	\$ 2,716,564	\$ 4,169,847	\$ -	\$ 9,641,232
Balance to be Funded		\$ 378,156	\$ 4,754,611	\$ 5,113,087	\$ -	\$ 772,846	\$ 4,942,692	\$ 15,961,392

Notes: Dixon & County funds swap FTA 5311 with TDA (Dixon share is \$475,549 and Solano County share is \$135,128).
SolTrans funding need includes one bus for WETA service.
SolTrans FTA 5307 funding source subject to change.



DATE : January 20, 2015
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager
RE: Proposed SolTrans Regional Paratransit Policy Action

At SolTrans request, the following staff report and supporting documents have been added to the Consortium agenda as an item for discussion.

Attachments:

- A. SolTrans Staff Report - Proposed SolTrans Regional Paratransit Policy Action

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TO: PARATRANSIT COORDINATING COUNCIL
PRESENTER: ELIZABETH ROMERO, ACTING PLANNING & OPERATIONS
 MANAGER
SUBJECT: PROPOSED REGIONAL PARATRANSIT POLICY UPDATE
ACTION: INFORMATIONAL

ISSUE:

Staff is doing outreach on a Proposed Regional Paratransit Policy for implementation by April 2015.

DISCUSSION:

Staff initially brought this item to the Board at the August 2014 meeting, to set the context for the impacts to the locally-mandated ADA paratransit service in Benicia and Vallejo. Regional trips are not mandated by the ADA. Approximately 2,900 regional trips are accommodated annually, which have impacts on the quality of the local service, including on-time performance, trip length, vehicle availability, Dispatch availability, and service productivity. Staff presented a range of options which would be further developed to determine a policy which could accommodate SolTrans riders. Staff also asked for approval to conduct public outreach on policy options.

Proposed Policy

Following that meeting, staff developed a Proposed Regional Paratransit Policy, per Attachment A. Staff proposed to eliminate the current regional paratransit service and instead provide substitutes. The proposed policy recognizes that Solano County transfers make up the majority of trips, approximately 64% of regional trips, and therefore places more emphasis on alternatives within Solano County. The proposal drew on three of the range of five approaches to:

- (1) Group regional paratransit trips into a limited shuttle (Solano County only)
- (2) Shift trips to the Taxi Scrip Program (Solano County only)
- (3) Provide feeder-to-fixed route time transfers (Solano, Napa and Contra Costa Counties)

The fourth approach involves discussing transfer points and procedures with connecting operators, particularly with Fairfield and Suisun Transit, which is being considered. The fifth approach was a fare increase which staff discarded, as this would not solve the local service challenges.

Public Outreach

Staff has been conducting outreach on the proposal through Fall and Winter 2014, as shown in the Outreach Plan (Attachment B). To date, the Agency has received input from the Paratransit Coordinating Council, the SolTrans Technical and Public Advisory Committees, the STA Solano Express Intercity Transit Consortium, as well as some connecting transit operators. The main themes brought forth include requests for:

- **A Rider Survey** for regional paratransit riders to learn about and comment on the proposed policy
- **Safety consideration** for ADA-certified riders and accessibility features of fixed route
- **Waiting with the passenger** for transfer from the proposed SolTrans limited service shuttle to FAST paratransit to ensure safe connections for passengers
- **Reservation coordination** so that SolTrans Dispatch continues to arrange the full trip for the rider with the connecting agency to another paratransit operator, whether that transfer is being made from a SolTrans shuttle or fixed route
- **Fares consideration** since the proposals require additional transfers to fixed-route, which results in a “lower” level of service, but for the same fare as current regional paratransit

The first three requests will be incorporated into the revised policy as they relate to safety and outreach. The last two requests will be considered further.

Direct outreach was conducted with regional paratransit riders. A mailer to 249 riders who used the service within the last year was sent in late December. The mailer included a letter explaining the need for a new policy, a flier outlining opportunities to comment and learn more, as well as a survey (Attachments C, D, and E). The survey period extends January 1-19, 2015.

With the outreach completed, staff intends to return to the Board by March with a final draft policy recommendation.

FISCAL IMPACT:

The fiscal impact of the regional paratransit trips is conservatively estimated at \$251,807 per year, based on the cost per regional trip (\$86.83), as well as the current, estimated number of average regional trips per month (249 trips). Regional trip management would help ensure that the cost of providing regional trips does not diminish the Agency’s resources to provide quality ADA-mandated paratransit service or fixed-route services.

PERFORMANCE GOAL:

Goal 1 - Maximize the safety, reliability and efficiency of transit services to allow for long-term system sustainability and competitiveness for grant funds; **Objective D** –Improve System Performance and Efficiency of Demand Response Services, including Americans with Disabilities Act (ADA) Paratransit, Benicia General Public Dial-a-Ride, and subsidized Taxi Scrip programs; ; **Strategy i** – Continue to identify, develop and implement service policies/practices that increase system efficiency and quality of service for all users. Use FY 14 System Restructuring as a basis for improvements; **Performance Measure 3** — As approved by the Board, conduct outreach for and implement changes in regional trip delivery and fares in concert with mobility management programs.

RECOMMENDATION:

Informational.

Attachments:

- A. Proposed Regional Paratransit Policy
- B. Outreach Plan
- C. Letter to Regional Paratransit Riders
- D. Notice of Proposed Changes and Meetings to Comment
- E. SolTrans Regional Paratransit Rider Survey

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Proposed SolTrans Regional Paratransit Policy

The policy below describes the proposed approach to meeting regional transit connections for ADA-certified riders using SolTrans Paratransit.

For Solano County Connections, three options are proposed, including SolTrans ADA paratransit feeder to Solano Express regional routes, a grouped paratransit shuttle, and the Solano County Intercity Taxi Scrip Program.

For connections to operators in other counties, one option is proposed, which is the ADA paratransit feeder to fixed-route service. For Napa, the existing paratransit-to-paratransit transfer would be maintained as the transfers occur within the SolTrans ADA service area.

Connections Within Solano County (Fairfield)

- 1. Feeder Service to Regional Fixed Route** - Provide timed transfers from SolTrans ADA Paratransit to Route 85 for regular, all-day, Monday through Saturday connections to/from Fairfield.
 - **Fares**
 - Current local paratransit fare of \$3.00 one way, plus current regional Solano Express fixed-route fare for Seniors/Persons with Disabilities/Medicare of \$2.50, for a total of \$5.50 (same as current regional paratransit trip fare)
 - **Transfer Points**
 - Vallejo Transit Center
 - Fairfield Transportation Center
 - Solano Community College
 - Solano Mall
 - **Trip Reservations**
 - Riders would continue to call SolTrans for local SolTrans ADA paratransit trips; passengers would be expected to make their own local travel arrangements with FAST to arrange an ADA trip in Fairfield to or from Route 85.
 - **Waiting with the Passenger**
 - Dropping-off at the transfer point would be the new standard; if the passenger requires additional assistance to travel to/from fixed route or accompaniment to wait for the transfer, a personal care attendant is recommended.
 - **Personal Care Attendants**
 - Passengers may choose to travel with a PCA if navigating the fixed-route system on their own is not feasible; the PCA fare is free on ADA paratransit service and reduced fare on SolTrans fixed route.

Connections within Solano County (Fairfield) (Continued)

2. **Grouped Shuttle** - Provide three limited group trips per weekday, with scheduling priority for life-sustaining medical trips. (There would be no weekend trips, same as now.)
 - **Fares**
 - Current regional paratransit fare, \$5.50 one way
 - **Transfer Points**
 - Fairfield Transportation Center
 - Direct drop-off/pickup at destination for life-sustaining medical trips only
 - **Trip Reservations**
 - Riders would continue to call SolTrans for local SolTrans ADA paratransit trip; passengers would be expected to make their own local travel arrangements with FAST to arrange an ADA trip in Fairfield, based on the shuttle arrival.
 - This would not apply to life-sustaining medical trips, as these would be transported directly to/from the destination by SolTrans ADA Paratransit after dropping-off at the transfer point.
 - **Waiting with the Passenger-**
 - Dropping-off at the transfer point would be the new standard; the driver will not wait with the passenger for transfers to local paratransit.
 - Exceptions to this would be passengers who cannot be left unattended, in which case, the ADA paratransit vehicle may wait for the connecting operator or the passenger may choose to travel with an attendant
 - **Personal Care Attendants**
 - Passenger may choose to travel with a PCA; the PCA fare is free on ADA paratransit
3. **Intercity Taxi Scrip Program** – Provides flexible, personalized travel alternative at a premium fare within Solano County, at a reduced fare. Program is proposed to be wheelchair-accessible in the near future. This program provides another alternative for life sustaining medical trips.

Connections to Contra Costa, Alameda and Marin Counties

1. **Feeder Service to Regional Fixed-Route Alternative** - Provide timed transfers from local ADA paratransit service to Routes 78 and 80, for regular, all-day, Monday through Saturday connections to BART and Contra Costa cities along the 80 and 680 corridors.
 - **Fares**
 - Current local paratransit fare of \$3.00 one way, plus current regional Solano Express fixed-route fare for Seniors/Persons with Disabilities/Medicare of \$2.50, for a total of \$5.50 (same regional paratransit fare).

- **Transfer Points**
 - Vallejo Transit Center
 - El Cerrito Del Norte BART Station (also serves for transfers on East Bay Paratransit into Alameda County and Whistlestop into Marin County)
 - Walnut Creek BART station (or alternatively, Pleasant Hill BART station, Sun Valley Mall or Diablo Valley College)
- **Trip Reservations**
 - Riders would continue to call SolTrans for local SolTrans ADA paratransit trips; passengers would be expected to make their own local travel arrangements with East Bay Paratransit or Whistlestop to arrange a paratransit trip to/from Route 80 at El Cerrito del Norte, or with County Connection to arrange a local paratransit trip to or from Route 78 at any of the Contra Costa stops.
- **Waiting with the Passenger**
 - Dropping-off at the transfer point would be the new standard; if the passenger requires additional assistance to travel to/from fixed route or accompaniment to wait for the transfer, a personal care attendant is recommended
- **Personal Care Attendants**
 - Passengers may choose to travel with a PCA if navigating the fixed-route system on their own is not feasible; their fare is free on ADA paratransit service and reduced on SolTrans fixed route.

Connections to Napa County

1. **Feeder Service to Regional Fixed Route** - Provide timed transfers from SolTrans ADA Paratransit to the Napa Route 11 for regular, all-day, Monday through Saturday connections to/from Napa.
 - **Fares** - Current local paratransit fare of \$3.00 one-way, plus NapaVine fare
 - **Transfer** - Transfers proposed to NapaVine Route 11 (or NapaVine Paratransit, depending on feedback from connecting agency) at Sereno Transit CenterAll other service aspects will be handled in the same way as Contra Costa transfers
2. SolTrans paratransit connections to NapaVineGo Paratransit at the Sereno Transit Center.

Outreach Plan for Regional Paratransit Policy

In addition to the following meetings, staff will send a mailer to regional paratransit riders, post the proposed policy on the website, and distribute information electronically to partner agencies.

Meeting	Date
Meetings with neighboring transit operators: <ul style="list-style-type: none"> - East Bay Paratransit - FAST (12/10/2014) - CCCTA - NapaVine (12/15/2016) - Westcat - Whistle Stop 	Winter 2014
STA Paratransit Coordinating Council	November 20, 2014
SolTrans TAC	December 8, 2014
SolTrans PAC	December 9, 2014
Solano Express Intercity Transit Consortium	December 16, 2014
STA Paratransit Coordinating Council	January 15, 2014
Solano Express Intercity Transit Consortium	January 26, 2015
Final Proposal Brought Back to the Board for Approval	February 19, 2015
Implementation of New ADA Regional Policy	Mid-March, 2015

Proposed SolTrans Regional Paratransit Policy

In order to provide quality, mandated ADA Paratransit service to our paratransit riders we are proposing some changes in the way we provide service to destinations outside of the SolTrans service area in Benicia and Vallejo.

Proposed Options for Solano Connections (Fairfield)

1. SolTrans ADA Paratransit to Fixed Route (both directions)
 - >Route 85 to Fairfield for FAST Paratransit or FAST Fixed Routes
 - >Fare: \$3 SolTrans ADA Paratransit and \$2.50 for Solano Express Fixed Route
2. SolTrans Grouped Regional Shuttle, with limited trips to Fairfield
 - >FAST Paratransit Connections
 - >Fare \$5.50 for SolTrans Shuttle
3. Intercity Taxi Scrip Program for taxi trips which are reduced in fare, currently 85% off.

Proposed Options for Contra Costa Connections

1. SolTrans ADA Paratransit Feeder- to - Fixed Route
 - >Route 78 to Walnut Creek BART for County Connection Paratransit
 - >Route 80 to El Cerrito del Norte BART for East Bay, Whistlestop, and WestCAT Paratransit
 - >Fare \$3.00 SolTrans ADA Paratransit, and \$2.50 Solano Express

Proposed Options for Napa County Connections

1. ADA Paratransit Feeder- to - Fixed Route or Napa Paratransit
 - > For NapaVine Route 11 at Sereno Transit Center
 - > For Napa Vine Paratransit at Sereno Transit Center
 - >Fare \$3.00 SolTrans ADA Paratransit

Public meetings to learn more:

Meeting 1:

STA Paratransit Coordinating Council
January 15, 2015, 1:00pm- 3:00pm
City of Suisun City Council Chambers
701 Civic Center Blvd.
Suisun City, CA 94585

Meeting 2:

Regional Paratransit Riders
Focus Group
January 22, 2015, 2:00pm-3:00pm
Florence Douglas Senior Center
333 Amador Street
Vallejo, CA 94590

We will be collecting feedback through January 19, 2015; please send all comments on the proposed policy to the address below, or to mandi@soltransride.com or call 707-736-6982.



311 Sacramento Street • Vallejo, CA 94590 • (707) 736-6982 Phone/Fax

January 9, 2015

«FirstName» «MiddleInitial» «LastName» «Suffix»
«MailResidenceName»
«MailAddress1»
«MailCity», «MailState» «MailZipcode»

RE: Proposed SolTrans Regional Paratransit Policy

ADA #: «Operator»-«ADANo»-«Type» **Expiration Date:** «EligibilityExpirationDate»

Dear «FirstName» «LastName»:

Thank you for being a loyal SolTrans ADA Paratransit customer. In order to provide quality, mandated ADA Paratransit service for our riders, we are proposing some changes in the way we provide service to destinations outside of the SolTrans service area in Benicia and Vallejo.

SolTrans is no longer able to provide “Paratransit Plus” service out of the local service area. To continue to provide our ADA-certified riders with regional connections, we are proposing some substitutes to the service, including:

1. Solano County Intercity Taxi Scrip (Solano County trips only)
2. Limited Shuttle Service for Solano County trips (Solano County Trips only)
3. SolTrans Local ADA Paratransit connections to Regional Fixed-Route (for Solano, Napa, *and* Contra Costa County trips)

We encourage you to submit your feedback through the enclosed survey or online. To learn more about the proposed changes please come to one of our service change meetings. Please see the enclosed flier listing two meeting dates in mid- to late January 2015.

If you have questions, comments or concerns about the proposal, please contact Program Analyst I Mandi Renshaw by email at mandi@soltransride.com or by phone - 707-736-6982.

Respectfully,

Elizabeth Romero
Acting Planning & Operations Manager
Solano County Transit (SolTrans)

Enclosures:

Proposed SolTrans Regional Paratransit Policy Flier
Proposed Regional Paratransit Survey

Title VI Equal Access to Transportation Services and Information

To comply with Title VI of the Civil Rights Act of 1964, SolTrans provides all persons non-discriminatory and equitable access to all its transportation services and information. Upon request, SolTrans will provide translated copies of this correspondence, and/or interpreters at scheduled public hearings and TTY, or reading services for the visually impaired with 3 days' notice.

En Español : Título VI Acceso Equitativo a los Servicios de Transporte e Información

Para cumplir con el Título VI del Acta de Derechos Civiles de 1964, SolTrans ofrece a todas las personas el acceso equitativo y sin discriminación a todos los servicios de transporte y de información. Si lo solicita, SolTrans proporcionará copias traducidas de esta correspondencia, y / o interpretes en audiencias públicas y servicios de TTY o lectura para invidentes con un preaviso de 3 días.

Sa Tagalog: Title VI Makatarungang Access sa mga Impormasyon at Serbisyo Ukol saTransportasyon

Ayon sa Titulo VI ng Batas Ukol sa Karapatang Civil ng 1964, ang SolTrans ay nagbibigay ng pantay pantay na access sa lahat ng mga serbisyo at impormasyon tungkol sa transportasyon. Kung hihilingin, mamimigay ang SolTrans ng isinaling kopya ng kasulatang ito, at / o mga interpreters sa mga naka-iskedyul na mga publikong pagpupulong at TTY, o babasahin ito para sa mga may kapansanan sa paningin, magbigay lang ng tatlong araw na aviso.



311 Sacramento Street • Vallejo, CA 94590 • (707) 736-6982 Phone/Fax

Rider Survey on Proposed Regional Paratransit Policy

Directions: SolTrans needs to make changes to our Regional Paratransit Policy. This applies to paratransit trips outside of the ADA service area in Benicia and Vallejo. Please provide your feedback by **January 19, 2015** to inform changes being considered.

For Solano County

1. **If SolTrans Regional Paratransit Service was discontinued, would you consider using a SolTrans ADA Paratransit connection to Fixed Route 85 to Fairfield for FAST DART Paratransit or FAST Fixed Route? As well as for the return trip? (This is called “feeder-to-fixed route” service.)**
 - ☐ Yes
 - ☐ No
2. **Would you consider using a SolTrans Grouped Regional Shuttle for FAST DART Paratransit connections to Fairfield?**
 - ☐ Yes
 - ☐ No
3. **If such a SolTrans Grouped Regional Shuttle was developed to run only a limited number of trips to/from Fairfield, what days would you need to travel?**
 - ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday
 - ☐ Saturday

4. What times would you prefer to travel on such a shuttle?

- ☐ Earlier than 7am
- ☐ 7-10 am
- ☐ 11am-1pm
- ☐ 2-4pm
- ☐ After 4pm

5. Are you an Intercity Taxi Scrip Program user?

- ☐ Yes
- ☐ No

6. If not a current user, would you consider this reduced taxi fare program to meet your intercity travel needs?

- ☐ Yes
- ☐ No

For Contra Costa County

7. If SolTrans Regional Paratransit Service was discontinued, would you consider using a SolTrans ADA Paratransit connection to Fixed Route 78 to Walnut Creek BART for connections to BART or County Connection LINK Paratransit? In addition, this route will begin providing direct service to Sun Valley Mall and Diablo Valley College in late January 2015.

- ☐ Yes
- ☐ No

8. If SolTrans Regional Paratransit Service was discontinued, would you consider using a SolTrans ADA Paratransit connection to Fixed Route 80 to El Cerrito del Norte BART for connections to BART, East Bay Paratransit, and Golden Gate/Marin Transit Whistlestop Paratransit, or WestCAT Paratransit?

- ☐ Yes
- ☐ No

For Napa County Connection

9. Would you consider using a SolTrans ADA Paratransit connection to NapaVine Route 11 for more travel time options, or do you prefer to continue to transfer to VineGo Paratransit?

- ☐ Yes; I would try the SolTrans ADA Paratransit to fixed route transfer
- ☐ No; I prefer to continue to transfer to VineGo Paratransit in Vallejo

Fare

10. Would you be willing to try the feeder-Paratransit connections described in Questions 1, 7, 8 and 9 to fixed route, if the fare was more affordable than your current regional Paratransit fare?

- ☐ Yes
- ☐ No

Travel Training

11. Fixed route can be an affordable and flexible alternative with multiple trips operating all day. Would you consider one-on-one travel training to help you try this option if appropriate for some of your travel needs? This is training that could be used for riders traveling alone or with Personal Care Attendants, where all of SolTrans' buses are fully accessible.

- ☐ Yes
- ☐ No

12. Please provide your contact information to receive further information. Two proposed service change meetings for this policy are planned for January 2015; please see the website or enclosed flier for details.

Name: _____

Address: _____

Phone: _____

Email: _____

Thank you



DATE : January 13, 2015
TO: Solano Express Intercity Transit Consortium
FROM: Kristina Holden, Transit Mobility Coordinator
RE: Mobility Management Program Update

Background:

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

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

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

This report summarizes the activities of the Mobility Management programs.

Discussion:

Countywide In-Person ADA Eligibility Program Update

This update summarizes the Countywide In-Person ADA Eligibility activities of CARE Evaluators in the second quarter of FY 2014-15, the second year of the program.

Evaluations: Between October 1, 2014 and December 31, 2014, there were 288 completed evaluations, 122 cancellations and 34 no-shows countywide.

Scheduling Assessments: On average, the time between an applicant call to schedule an in-person assessment and the date of their assessment was approximately one (1) business day. The program target is to schedule assessments within ten (10) business days of an applicant's call.

Eligibility Letters: The average duration between an applicant's assessment and receipt of the eligibility determination letter was ten (10) days. In the second quarter, there were no violations of the 21-day assessment letter policy.

Paratransit Usage: On average, 58% of all applicants' utilized complementary paratransit service to and from their assessments.

Comment Cards: There were a total of 37 ADA Comment Cards received in the second quarter. Of those who completed comment cards, rating their assessment process and service the majority of clients 81% were "highly satisfied" and 19% were "satisfied."

Travel Training

Travel Training Outreach

STA Staff recently presented mobility options and programs at the California Highway Patrol "Age Well Drive Smart" events in Rio Vista and Help Me Grow Quarterly Workshop. Staff expects to present at upcoming CHP events and will be identifying other public outreach opportunities.

Fixed- Route Transit Training Videos

STA staff has compiled a list of final edits to the FAST Travel Training Video. The FAST Fixed-Route Transit Training Video set to be finalized and released to the public in the upcoming month. Draft Transit Training Videos for Dixon Redit-Ride, Rio Vista Delta Breeze, and Sol Trans are being reviewed by STA and transit agencies.

Rider's Guides

FAST full-color Rider's Guide is in the final stage of completion and is set to be released to the public in the upcoming month. Draft Rider's Guides for Dixon Redit-Ride, Rio Vista Delta Breeze, and SolTrans are being reviewed by STA and transit agencies.

Solano Mobility Call Center/Solano Mobility Website

Solano Mobility Call Center

The Solano Mobility Call Center and Transportation Info Depot continue to see an increase in Mobility inquiries. In December 2014, they received a total of 51 ADA/Mobility related calls. For the quarter, 20 RTC applications were processed at both locations.

Solano Mobility Website

The Solano Mobility website is in the final stages of production. The website is going live by the end of the month of January. The website will provide a variety of resources to the community including, but not limited to local, private and non-profit transportation options, transit training information, a video library, non-profit services information and senior safety driver information.

Recommendation:

Informational.

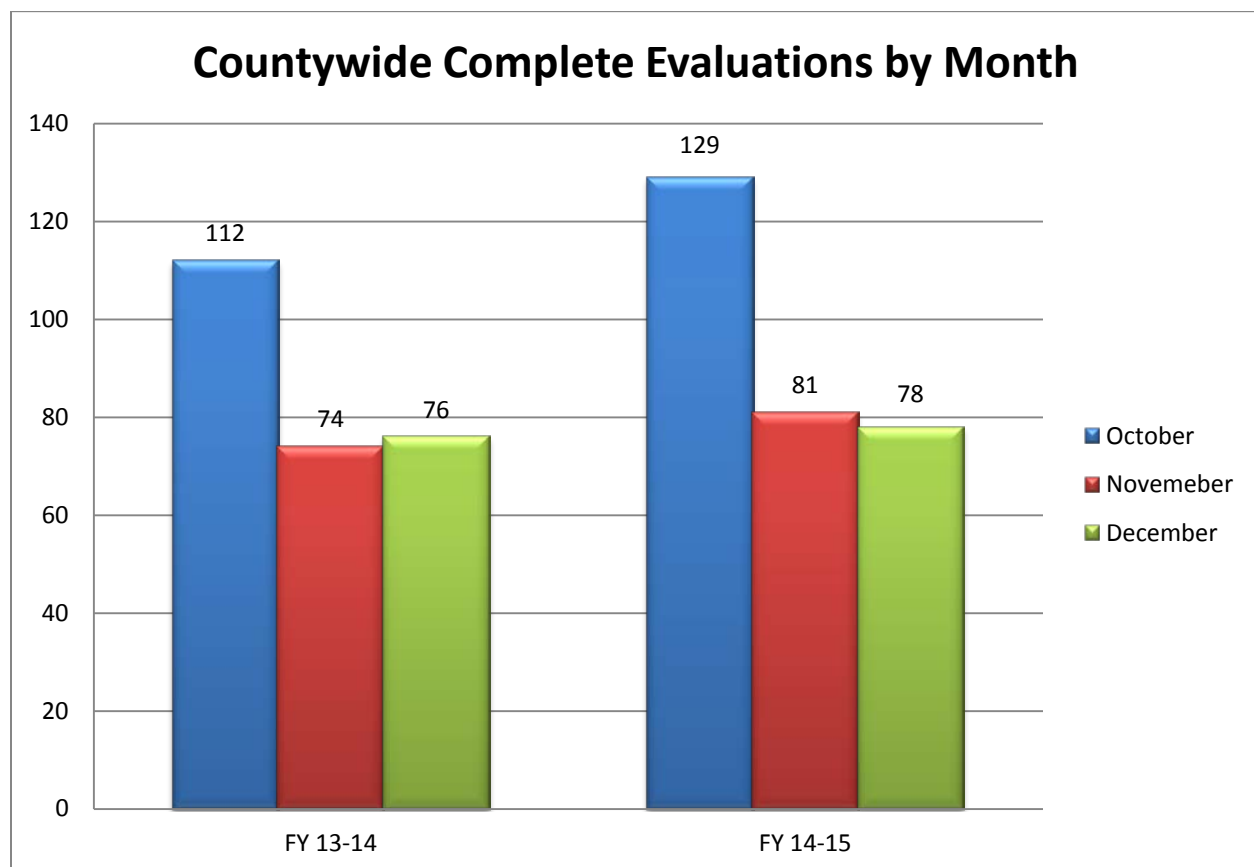
Attachments:

- A. Countywide In-Person ADA Eligibility Program FY 2014-2013 2nd Quarter Progress Report

Countywide In-Person ADA Eligibility Program FY2014-2015 2nd Quarter Progress Report

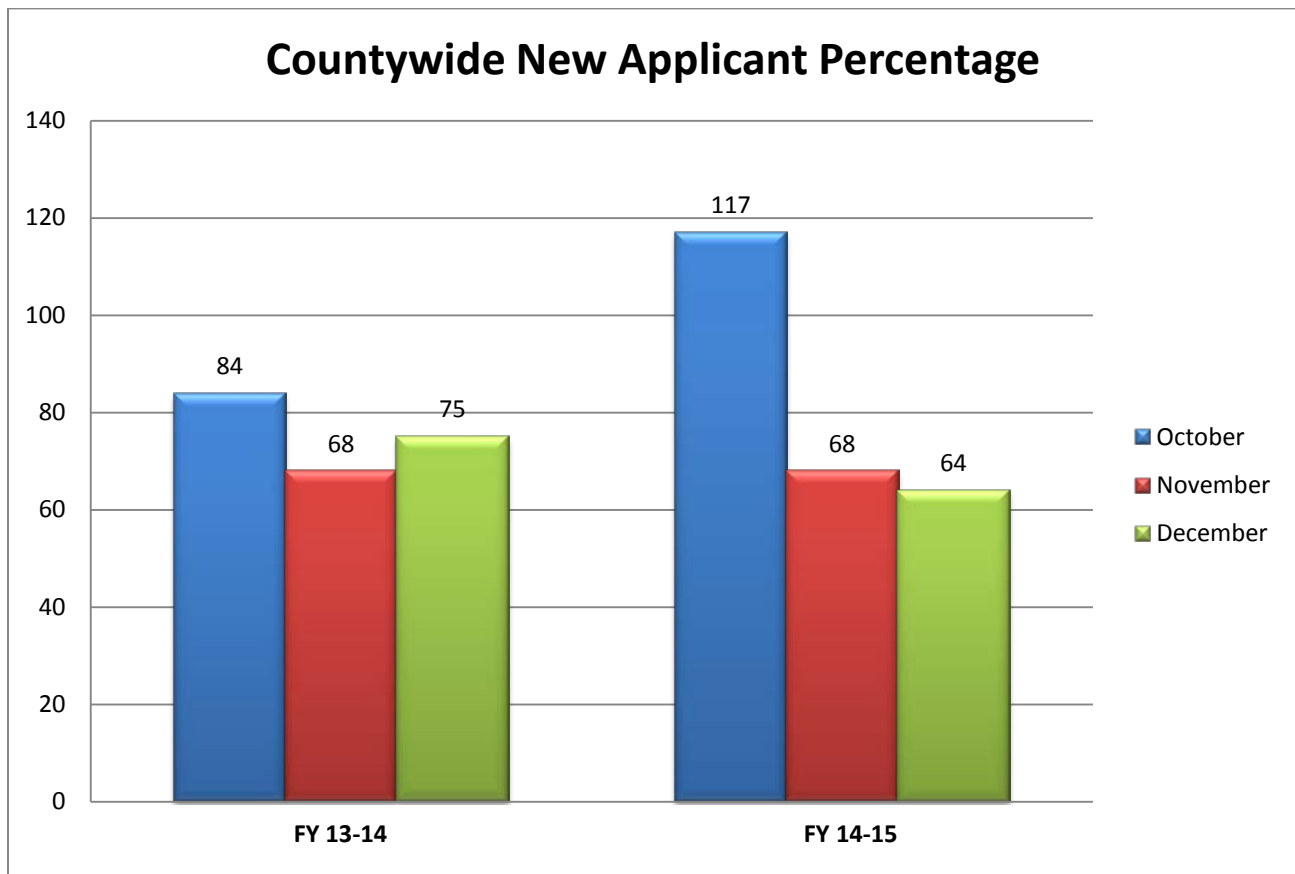
Applicant Volume by Month: CARE Evaluators completed 288 evaluations in Solano County in the second quarter of FY 14-15 (October 1, 2014 - December 31, 2014). The total number of evaluations peaked in October, similar to the previous year and increased by 9% overall in comparison to the previous year.

Applicant Volume and Productivity by Location 2nd Quarter FY 14-15						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Completed	288	10	100	0	117	61
Cancellations	121	3	42	0	54	22
No-Shows	34	0	13	0	16	5
Incompletion Rate	35%	23%	35%	0%	37%	31%



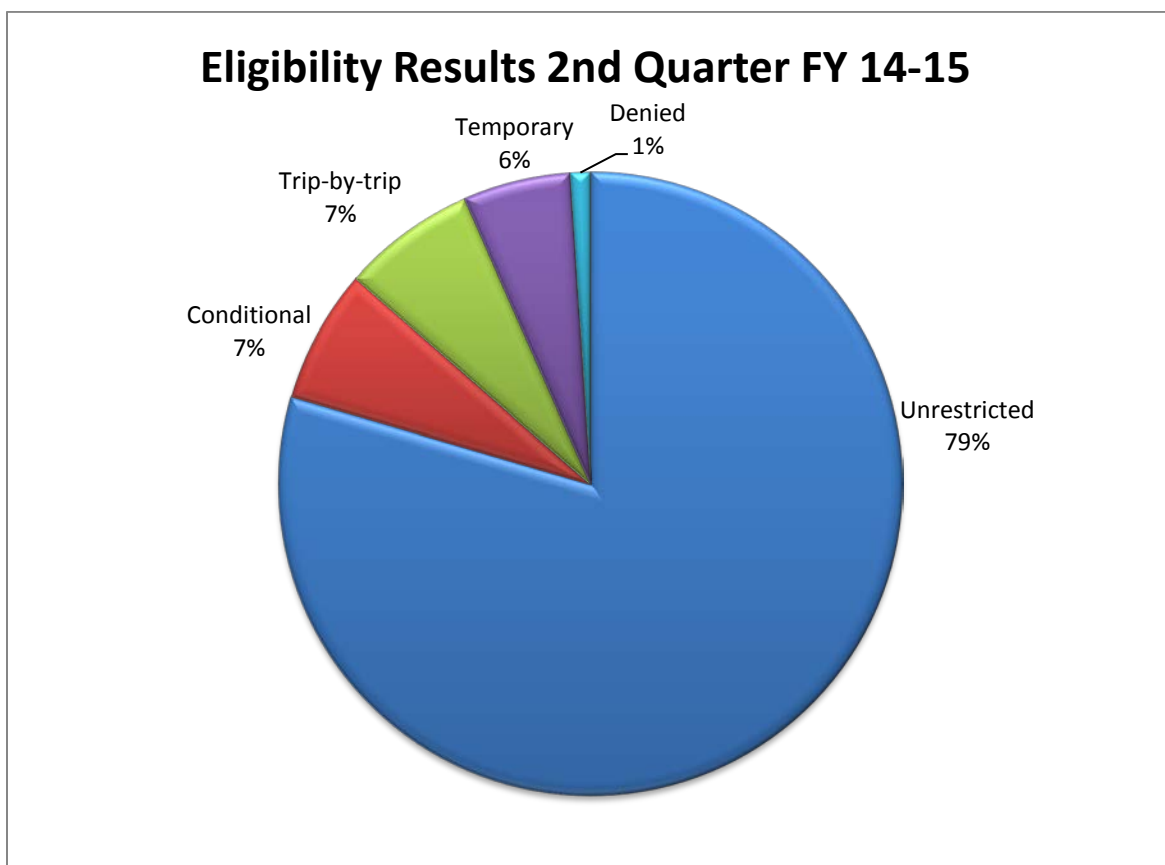
New versus re-certification: In the second quarter of FY 14-15, 249 (86%) of applicants were new, 39 (14%) were seeking recertification.

Countywide Eligibility Results by Application Type 2 nd Quarter FY 14-15					
NEW				RECERTIFICATION	
		Percentage			Percentage
Unrestricted	196	79%		Unrestricted	33
Conditional	17	7%		Conditional	3
Trip-by-trip	17	7%		Trip-by-trip	3
Temporary	16	6%		Temporary	0
Denied	3	1%		Denied	0
TOTAL	249	86%		TOTAL	39



Eligibility determinations: Of the 288 completed assessments, 229 (79%) were given unrestricted eligibility, 20 (7%) were given conditional eligibility, 20 (7%) were given trip-by-trip eligibility, 16 (6%) were given temporary eligibility and 3 (1%) were denied. Similar to the first year of the program, the denial rate remains low, suggesting that applicants are self-selecting out of the evaluation process early and are educated about the basic conditions of eligibility.

Eligibility Results By Service Area 2nd Quarter FY 14-15						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Unrestricted	229	8	76	0	99	46
Conditional	20	0	9	0	6	5
Trip-by-trip	20	1	7	0	5	7
Temporary	16	0	6	0	6	3
Denied	3	1	1	0	1	0
Totals	288	10	99	0	117	61

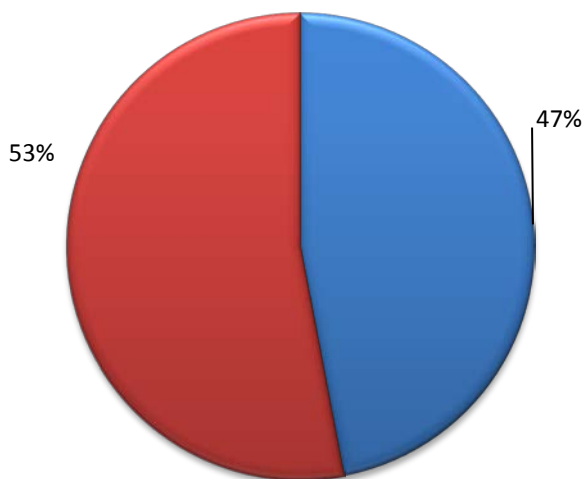


Impact on Paratransit: Applicants are provided a complimentary trip on paratransit for themselves and their Personal Care Attendant (PCA) upon request. On average, in the second quarter of FY 14-15, 58% of all scheduled applicants requested a paratransit trip to the assessment site. Complementary paratransit usage has increased slightly from the previous year.

Complementary Paratransit Usage 2nd Quarter FY 14-15						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Own Transportation	120	5	41	0	39	35
Complementary Paratransit	168	5	59	0	78	26
Paratransit %	58%	50%	59%	0%	67%	43%

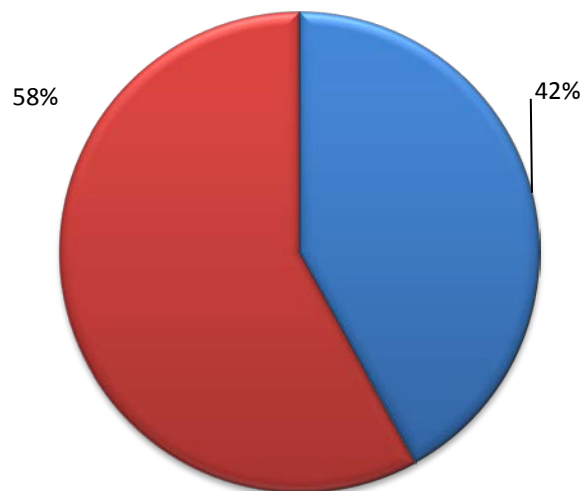
FY 13-14 2nd Quarter

■ Own Transportation ■ Paratransit



FY 14-15 2nd Quarter

■ Own Transportation ■ Paratransit



Type of Disability: Many of the applicants who completed the in-person assessment presented more than one type of disability. Nonetheless, the most common type of disability reported was a physical disability 267 (60%) followed by cognitive disability 89 (20%) and visual disability 68 (16%). An auditory disability was the least commonly reported disability, with 18 (4%) of the total.

Disability Type Countywide and by Service Area 2nd Quarter FY 14-15						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Physical	267	4	92	0	111	55
Cognitive	89	2	35	0	27	25
Visual	68	0	21	0	27	20
Audio	18	0	3	0	13	2
Totals	442	6	151	0	178	102

Time to scheduled assessment: On average, the time between an applicant's request to schedule an in-person assessment and the date of their assessment was approximately one (1) day. The longest amount of time a client had to wait for an appointment was 16 days. This wait is often attributed to clients rescheduling appointments resulting in a longer wait time between their initial call and their actual appointment. The goal is for clients to receive an appointment within 10 business days or two weeks of their phone call. In FY 13-14 the longest waiting period was 24 days. Through more efficient coordination, lengthy wait times are decreasing overall.

Time (Days) from Scheduling to Appointment 2nd Quarter FY 14-15						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Average for Period	1	6	1	0	1	1
Longest	16	16	11	0	3	2

Time to receipt of eligibility determination letter: On average, the time between the applicant's assessment and the receipt of the eligibility determination letter was 10 days. The longest an applicant had to wait for their determination letter was 19 days. There is a requirement that all ADA determination letters are mailed to clients within 21 days of their evaluation. There were no violations of the 21-day ADA policy this quarter. STA staff continues to work with CARE to monitor performance in order to ensure compliance with terms of the contract.

Time (Days) from Evaluation to Letter 2 nd Quarter FY 14-15						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Average for Period	10	10	11	0	9	9
Longest	19	12	19	0	17	12
# of Clients Past 21 Days	0	0	0	0	0	0

Comment Card Summary: There were a total of 37 ADA Comment Cards received by the STA in the second quarter of FY 14-15. Below is a summary of the scores provided by clients and the number each transit operator received. By far, applicants were “highly satisfied” with the service they received during their assessments.

Comment Card Summary 2 nd Quarter FY 14-15							
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach	Not Specified
Very Satisfied	30	1	8		13	8	
Satisfied	7		1		6		
Neutral							
Dissatisfied							
Very Dissatisfied							
Total Received	37	1	9	0	19	8	



DATE: January 20, 2015
TO: SolanoExpress Intercity Transit Consortium
FROM: Judy Leaks, SNCI Program Manager
Debbie McQuilkin, Program Coordinator
RE: SNCI Monthly Issues/Transportation Info Depot Update

Background:

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

In October 2013, the STA Board authorized the Solano Napa Commuter Information (SNCI) program to evolve into the One-Stop Mobility Call Center by expanding the services provided. The rideshare program remains, providing transportation options to commuters, but expanded to provide transportation options to seniors, people with disabilities, and low income residents. Additionally, the call center began to process applications for the Regional Transit Discount Card (RTC), Senior Clipper Card, and BikeLink locker cards.

On November 3, 2014, SNCI opened the Transportation Info Depot, a small office located at the Suisun Fairfield Train Depot where the transportation services continued to be provided. In addition to processing Senior Clipper Card applications, SNCI also sells Adult and Youth Clipper Cards from the new site as that was the day Clipper Card fares were accepted by SolTrans, FAST, Napa VINE, and Vacaville City Coach as a way to pay fares in Solano and Napa counties.

Discussion:

From its opening in November through mid-January, nearly one thousand individuals have received assistance at the Transportation Info Depot of the historic Suisun City Train Depot. During the first two months of operation, staff sold \$1,148 in Clipper Cards. The statistics for services provided in November and December are included as Attachment A. To date, a total of 10 vanpools have been formed with most of these formations occurring in December 2014 and January 2015.

Recommendation:

Informational.

ATTACHMENT A

Info Depot Tracking:	14-Nov	14-Dec
Amtrak	199	289
Greyhound	67	127
General Transit Questions	19	19
Trip Planning	8	28
RTC Questions	1	1
RTC Applications	1	0
Clipper Questions	5	4
Clipper Sales	5	5
Senior Clipper Sales	3	0
Other (Taxi, etc)	13	6
Totals:	321	479



DATE: January 20, 2015
TO: Solano Express Intercity Transit Consortium
FROM: Drew Hart, Associate Planner
RE: Summary of Funding Opportunities

Discussion:

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

	FUND SOURCE	AMOUNT AVAILABLE	APPLICATION DEADLINE
	Regional¹		
1.	Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Approximately \$15 million	Due On First-Come, First-Served Basis
2.	Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Approximately \$10 million	Due On First-Come, First-Served Basis
3.	Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)	Up to \$2,500 rebate per light-duty vehicle	Due On First-Come, First-Served Basis (Waitlist)
4.	Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP) (for fleets)	Approximately \$10,000 to \$45,000 per qualified request	Due On First-Come, First-Served Basis
5.	TDA Article 3	\$67,000	No Deadline
6.	Lifeline Transportation Program Cycle 4*	\$3,710,402	Prop 1B: Jan 15, 2015 See details for other dates
	State		
1.	Highway Safety Improvement Program (HSIP): High Risk Rural Roads	~\$100-150 million federally	Announcement Anticipated Spring 2015
	Federal		

*New funding opportunity

Fiscal Impact:

None.

Recommendation:

Informational.

Attachment:

A. Detailed Funding Opportunities Summary

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

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

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
Regional Grants¹						
Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Anthony Fournier Bay Area Air Quality Management District (415) 749-4961 afournier@baaqmd.gov	Ongoing. Application Due On First-Come, First Served Basis Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. \$15 million	Carl Moyer Memorial Air Quality Standards Attainment Program provides incentive grants for cleaner-than-required engines, equipment, and other sources of pollution providing early or extra emission reductions.	N/A	Eligible Projects: cleaner on-road, off-road, marine, locomotive and stationary agricultural pump engines http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/Carl-Moyer-Program.aspx
Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Gary A. Bailey Sacramento Metropolitan Air Quality Management District (916) 874-4893 gbailey@airquality.org	Ongoing. Application Due On First-Come, First-Served Basis Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. \$10 million , maximum per project is \$4.5 million	The Off-Road Equipment Replacement Program (ERP), an extension of the Carl Moyer Program, provides grant funds to replace Tier 0, high-polluting off-road equipment with the cleanest available emission level equipment.	N/A	Eligible Projects: install particulate traps, replace older heavy-duty engines with newer and cleaner engines and add a particulate trap, purchase new vehicles or equipment, replace heavy-duty equipment with electric equipment, install electric idling-reduction equipment http://www.airquality.org/mobile/moyererp/index.shtml
Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)*	Graciela Garcia ARB (916) 323-2781 ggarcia@arb.ca.gov	Application Due On First-Come, First-Served Basis (Currently applicants are put on waitlist)	Up to \$5,000 rebate per light-duty vehicle	The Zero-Emission and Plug-In Hybrid Light-Duty Vehicle (Clean Vehicle) Rebate Project is intended to encourage and accelerate zero-emission vehicle deployment and technology innovation. Rebates for clean vehicles are now available through the Clean Vehicle Rebate Project (CVRP) funded by the Air Resources Board (ARB) and implemented statewide by the California Center for Sustainable Energy (CCSE).	N/A	Eligible Projects: Purchase or lease of zero-emission and plug-in hybrid light-duty vehicles http://www.arb.ca.gov/mspr/oq/agip/cvrp.htm
Lifeline Transportation Program Cycle 4	Liz Niedziela Transportation Program Manager (707)399-3217 eniedziela@sta-snci.com	Prop1B - January 15, 2015 STAF – March 3, 2015 JARC March 3, 2015	\$3,710,402	The program is intended to improve mobility for residents of low-income communities and, more specifically, to fund solutions identified through the Community Based Transportation Plans. The Lifeline Transportation Program aims to fund projects that result in improved mobility for low-income residents of Solano County.	N/A	

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

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
Regional Grants ¹						
Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)*	To learn more about how to request a voucher, contact: 888-457-HVIP info@californiahvip.org	Application Due On First-Come, First-Served Basis	Approx. \$10,000 to \$45,000 per qualified request	The California Air Resources Board (ARB) created the HVIP to speed the market introduction of low-emitting hybrid trucks and buses. It does this by reducing the cost of these vehicles for truck and bus fleets that purchase and operate the vehicles in the State of California. The HVIP voucher is intended to reduce about half the incremental costs of purchasing hybrid heavy-duty trucks and buses.	N/A	Eligible Projects: Purchase of low-emission hybrid trucks and buses http://www.californiahvip.org/
TDA Article 3	Cheryl Chi Metropolitan Planning Commission (510) 817-5939 cchi@mtc.ca.gov	No deadline	Approx. \$67,000	The Metropolitan Transportation Commission (MTC) administers TDA Article funding for each of the nine Bay Area counties with assistance from each of the county Congestion Management Agencies (e.g. STA). The STA works with the Pedestrian Advisory Committee (PAC), Bicycle Advisory Committee (BAC) and staff from the seven cities and the County to prioritize projects for potential TDA Article 3 funding.	N/A	

*New Funding Opportunity

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

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
State Grants						
Highway Safety Improvement Program (HSIP): High Risk Rural Roads*	Sylvia Fung California Department of Transportation (Caltrans) (510) 286-5226 sylvia.fung@dot.ca.gov	Announcement Anticipated Spring of 2015	Approx. \$100-150 M nationally	The purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal land. http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm	N/A	Eligible Projects: HSIP funds are eligible for work on any public road or publicly owned bicycle/pedestrian pathway or trail, or on tribal lands for general use of tribal members, that corrects or improves the safety for its users.