



SOLANO TRANSPORTATION AUTHORITY

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

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 ♦ Telephone (707) 424-6075 / Fax (707) 424-6074
Email: info@sta.ca.gov ♦ Website: sta.ca.gov

PCC

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

**1:00 – 3:00 p.m.
Thursday, May 18, 2017
KROC Center Banquet Room
586 E. Wigeon Way
Suisun City, CA 94585**

<u>ITEM</u>	<u>STAFF PERSON</u>
1. CALL TO ORDER	Chair Rogers
2. CONFIRM QUORUM	
3. INTRODUCTIONS (1:00 – 1:05 p.m.)	
4. APPROVAL OF AGENDA (1:05 – 1:10 p.m.)	
5. OPPORTUNITY FOR PUBLIC COMMENT (1:10 – 1:15 p.m.)	
6. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES	
1. Richard Burnett, MTC/PAC Representative	
2. Edith Thomas, Seniors & People with Disabilities TAC Representative	
3. Ernest Rogers, CTSA-AC Representative	
(1:15 – 1:20 p.m.)	
7. PRESENTATIONS	
A. Taxi Scrip Program for Adult Recreation Center (ARC)	Debbie Whitbeck, FAST
B. FAST Golden Pass	
C. GoGoGrandparent	Debbie McQuilkin, STA
(1:20 – 1:40 p.m.)	

PCC MEMBERS

<u>Richard Burnett</u> MTC PAC Representative	<u>Lisa Hooks</u> Public Agency - Health & Social Services	<u>Lyall Abbott</u> Member at Large	<u>Judy Nash</u> Public Agency - Education	<u>Rachel Ford</u> Social Services Provider	<u>Ernest Rogers -Chair</u> Transit User
<u>Edith Thomas</u> Social Services Provider	<u>Cynthia Tankslev</u> Transit User	<u>James Williams</u> Member at Large	<u>Kenneth Grover</u> Transit User	<u>Anne Payne - Vice-Chair</u> Social Service Provider	

8. CONSENT CALENDAR

Recommendation: Approve the following consent item.

(1:40 – 1:45 p.m.)

A. Minutes of the PCC Meeting of March 16, 2017

Sheila Ernst, STA

Recommendation:

Approve PCC meeting minutes of March 16, 2017.

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9. ACTION ITEMS – DISCUSSION

A. Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) Claim for Solano Transportation Authority and the City of Vacaville

Liz Niedziela, STA

Recommendations:

Review and forward a recommendation to MTC to approve the City of Vacaville's FY 2017-18 TDA Claim for \$2,709,551 for operating and capital projects.

(1:45 – 1:55 p.m.)

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10. INFORMATIONAL ITEMS - DISCUSSION

A. First/Last Mile Pilot - Suisun Train Station/Solano Business Park

Brandon Thomson, STA

(1:55 – 2:05 p.m.)

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B. Lifeline Transportation Program Update

Liz Niedziela, STA

(2:05 – 2:15 p.m.)

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C. Federal Transit Administration (FTA) and Non-Urbanized Area Program (FTA Section 5311) Call for Projects

Liz Niedziela, STA

(2:15 – 2:25 p.m.)

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D. PCC Membership Status Update

Debbie McQuilkin, STA

(2:25 – 2:35 p.m.)

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11. FUTURE AGENDA ITEMS AND PCC COMMENTS

Group

1. Lifeline Update
2. Ridership Update
3. Solano Intercity Taxi Scrip Phase II Update
4. 5310 Programming Update
5. Countywide ADA Eligibility Annual Report
6. Solano Mobility Travel Training Annual Report
7. Solano Mobility Call Center Annual Report

(2:35 – 2:45 p.m.)

12. TRANSIT OPERATOR UPDATES

Group

- A. Dixon REDI-Ride
 - B. Fairfield and Suisun Transit – FAST
 - C. Rio Vista Delta Breeze
 - D. SolTrans – Solano County Transit
 - E. Vacaville City Coach
 - F. Solano Intercity Taxi Scrip
- (2:45 – 3:00 p.m.)

13. INFORMATIONAL ITEM – NO DISCUSSION

- A. **2017 PCC Meeting and Locations**
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Sheila Ernst, STA

14. ADJOURNMENT

The next regular meeting of the PCC is scheduled to meet at 1:00 p.m., Thursday, July 20, 2017 at the City of Benicia in the Commission Room, located at 250 East L Street, Benicia, 94585.

For questions regarding this agenda:

Please contact Debbie McQuilkin at (707) 399-3231 or dmcquilkin@sta.ca.gov

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PCC
SOLANO PARATRANSIT COORDINATING COUNCIL
AGENDA
Draft Minutes for the Meeting of
March 16, 2017

1. CALL TO ORDER

Ernest Rogers called the meeting to order at 1:00 p.m. at the Ulatis Community Center.

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

Lyall Abbott	Member-at-Large
Richard Burnett	MTC PAC Representative
Lisa Hooks	Social Service Provider
Judy Nash	Public Agency – Education
Anne Payne	Vice-Chair, Social Services Provider – Senior Living Facility
Ernest Rogers	Chair, Transit User
Cynthia Tanksley	Transit User (Arrived to the meeting at 1:36 p.m.)
James Williams	Member-at-Large

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

Rachel Ford	Social Service Provider
Kenneth Grover	Transit User
Edith Thomas	Social Service Provider

Also Present: *In Alphabetical Order by Last Name*

Sheila Ernst	STA
Robert T. Fuentes	Faith In Action
Sean Hurley	STA
Philip Kamhi	STA
Debbie McQuilkin	STA
Liz Niedziela	STA
Mandi Renshaw	SolTrans
Elizabeth Richards	STA Consultant
Brandon Thomson	STA
Debbie Whitbeck	Fairfield and Suisun Transit (FAST)
Karol Ann Yarrow	Connections for Life

2. CONFIRM QUORUM

A quorum was confirmed.

3. INTRODUCTIONS

The group dispensed with self-introductions.

4. APPROVAL OF AGENDA

With a motion by Lyall Abbott and a second by James Williams, the PCC approved the agenda. (7 Ayes, 4 Absent)

5. OPPORTUNITY FOR PUBLIC COMMENT

None.

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

1. Richard Burnett, MTC/PAC Representative provided an update to the committee members regarding various updates at the Metropolitan Transportation Commission (MTC). He provided an update on the 2017 MTC Coordinated Transportation Draft Plan.

Liz Niedziela will contact Drennen Shelton to get the timeline for the 2017 MTC Coordinated Transportation Draft Plan to be approved and forward an email to the PCC in and invited participants that are interested.

2. Edith Thomas, Seniors & People with Disabilities TAC Representative was not present to provide an update.

Liz Niedziela stated that the next Solano Seniors and People with Disabilities Transportation Advisory Committee (SSPWD-TAC) has not been scheduled. She stated that the STA is conducting mini senior summits at each the seven (7) cities. She announced that first Senior Summit will be held in Rio Vista on Friday, April 7th.

Rio Vista Senior Summit fliers and surveys were handed out to each PCC member for distribution.

3. Ernest Rogers, Consolidated Transportation Services Agency Advisory Committee (CTSA-AC) Representative, announced that the next CTSA-AC meeting will be held on March 23, 2017 at the County Events Center in Fairfield.

7. PRESENTATIONS

A. Faith In Action in Solano County

Robert Fuentes provided the group with a handout on ridership data collected for fiscal year January through December of 2016. He explained the different services that Faith In Action offers to the senior community. Mr. Fuentes stated that 4,784 rides were given last year which is 216 shy of the 5,000 annual ridership goal. He stated that the average donation was \$1.10 per senior over the course of the year. He explained that all rides are volunteer based and that volunteers have increased. Mr. Fuentes stated that Benicia volunteers are now taking residents into Vallejo.

8. CONSENT CALENDAR

A. Minutes of the PCC Meeting of January 19, 2017.

Recommendation:

Approve the PCC minutes of January 19, 2017.

With a motion by Lyall Abbott and a second by James Williams, the PCC approved the recommendation. (5 Ayes, 4 Absent, 2 *Abstained: Ann Payne and Judy Nash*)

9. ACTION ITEM

A. None.

10. INFORMATIONAL ITEMS - DISCUSSION

A. Solano Mobility Update Study for Solano Seniors and People with Disabilities Status

Elizabeth Richards provided a status update. She explained that “Mini” Senior Summits will be held at all seven (7) cities in Solano County to identify specific transportation needs of Seniors and People with Disabilities in order to improve mobility and to ensure quality of life. She stated that the mini summits will help identify and prioritize mobility gaps within the county and ultimately develop a multi-year plan for Solano Seniors and People with Disabilities. She provided an overview of the interactive exercises to be conducted at the mini-summits with facilitated discussions and open ended questions in order to obtain this information.

Robert Fuentes recommended providing community outreach for each summit in Spanish.

Lisa Hooks recommended to review calendared events in each community prior to scheduling their summit.

Liz Niedziela encouraged the group to email STA staff with upcoming events in their community in order to improve the outreach process for the upcoming senior summits.

Brandon Thomson agreed to forward fliers to Robert Fuentes/Faith In Action for each of upcoming the senior summits to disburse to the community.

B. First/Last Mile Pilot - Suisun Train Station/Solano Business Park

Philip Kamhi provided an overview of the First/Last Mile Pilot for the Suisun Train Station/Solano Business Park. He explained that in January 2017, the Consortium and TAC forwarded a recommendation to the STA Board to authorize STA staff to develop a first/last mile demonstration project. Mr. Kamhi outlined the on-demand trip service and Lyft’s role in the pilot project. He discussed the companies that have been identified to participate in the six-month-long pilot referred to as the “Solano Mobility Ride”.

C. Intercity Paratransit/Taxi Scrip Program – Phase II, Delivery Model

Brandon Thomson provided an overview of the Intercity Paratransit/Taxi Scrip Program Phase II Delivery Model. He explained that STA staff recommends implementing a centralized reservations agent model in order to implement an equivalent system, by which all passengers (ambulatory and non-ambulatory) would have an equivalent reservations and payment system. He stated that on May 6, 2016, a Senior and People with Disabilities Transportation Summit was held in Solano County and participants identified the Solano Intercity Taxi Scrip Program Phase 2, including non-ambulatory service, as their number one priority.

D. Countywide In-Person American with Disabilities Act (ADA) Assessment Program Mid-Year Report for Fiscal Year (FY) 2016-17

Debbie McQuilkin provided a brief update on the Countywide In-Person American with Disabilities Act (ADA) Assessment Program Mid-Year Report for Fiscal Year (FY) 2016-17. She stated that between July 1st and December 31st, 666 evaluations were completed with 262 cancellations and 103 no-shows countywide. She explained that 566 were given unrestricted

eligibility (85%), 54 (8%) were given conditional eligibility, 30 were given temporary eligibility, 13 were given trip by trip and 3 were denied.

E. Solano Mobility Call Center/Transportation Info Depot Monthly Update

Sean Hurley provided a brief monthly update on the Solano Mobility Call Center - Transportation Info Depot. He explained that for the month of January 2017, the Solano Mobility Call Center assisted 760 customers, of which 179 were ADA/Senior related. He added that the hours of operation for the Transportation Info Depot are Monday through Friday from 7:00 a.m. until 3:00 p.m.

F. PCC Membership Status Update

Liz Niedziela briefly reported that the PCC is currently fully staffed.

11. FUTURE AGENDA ITEMS AND COUNCIL COMMENTS

1. 5310 Update
2. Travel Training Update
3. Mid-Year Ridership Update
4. First & Last Mile Shuttle Update
5. Solano Mobility Outreach Update
6. Solano Intercity Taxi Scrip Phase II Update

12. TRANSIT OPERATOR UPDATES

Dixon Redit-Ride:

Liz Niedziela provided an update on the Dixon Redit-Ride service.

Fairfield and Suisun Transit:

Debbie Whitbeck provided a brief update on the Fairfield and Suisun Transit service.

Rio Vista Delta Breeze:

None.

SolTrans:

Mandi Renshaw provided a brief update on the SolTrans service and promotions. Ms. Renshaw announce that the new Mare Island Shuttle has been extended through May 27th and is still going to the VA clinic, Touro and the Ferry.

Vacaville City Coach:

None.

Solano Intercity Taxi Scrip Program Update:

Brandon Thomson provided a brief update on the Solano Intercity Taxi Scrip program.

13. INFORMATIONAL ITEMS – NO DISCUSSION

A. 2017 PCC Meetings and Locations

14. ADJOURNMENT

The meeting adjourned at 2:59 p.m. The next regular meeting of the PCC has been confirmed to meet at **1:00 p.m., Thursday, May 18, 2017** at the KROC Center Banquet Room, located at 586 E. Wigeon Way in Suisun City.

PCC

DATE: May 10, 2017
TO: Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager
RE: Fiscal Year (FY) 2017-18 Transportation Development Act (TDA) Claim for the City of Vacaville

Background:

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

TDA funding is used for public transit services, transportation for seniors and people with disabilities, regional transportation planning, and bicycle and pedestrian programs. MTC requires agencies to have public review of the TDA Article 4 & 8 claims by the Paratransit Coordinating Council (PCC) before they can be approved. However, MTC is not obligated to the recommendations made by the PCC.

Discussion:

TDA funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Scrip Program. To clarify how the TDA funds are to be allocated each year among the local agencies and to identify the purpose of the funds, the STA works with the transit operators and prepares an annual TDA matrix. The TDA matrix is approved by the STA Board and submitted to MTC to provide MTC guidance when reviewing individual TDA claims. The TDA matrix for FY 2017-18 will be submitted to the STA Board for approval on June 14, 2017.

As required by MTC Resolution 1209, the City of Vacaville is submitting their FY 2017-18 Transportation Development Act (TDA) Article 4 and 8 claims for consideration by the PCC.

The following TDA claim is being brought forward for recommendation for approval:

City of Vacaville

The City of Vacaville requested \$2,709,551 in TDA funds. TDA funds in the amount of \$1,380,551 will be used for operating, and \$1,329,000 will be used for capital projects.

Vacaville's capital projects include:

- \$450,000 contribution for the construction of an administration building at Vacaville Corporation Yard which will be offices for City transit staff;
- \$85,000 for Compressed Natural Gas (CNG) system to Vacaville's 2010 New Flyer Buses;

- \$426,000 for CNG bus upgrades
- \$268,000 for Transit Garages upgrades to Vacaville's CNG fire suppression system;
- \$100,000 for the continuation of the City's annual transit amenities installation program (including bus shelters, transit information kiosks, solar bus shelter lighting, map cases, bus benches and trash receptacles and an asset management system to manages these valuable asset resource.

The City of Vacaville's TDA claim summary is included in Attachment A.

The City of Vacaville's TDA Claim will be consistent with the TDA matrix going to the STA Board for approval on June 14, 2017.

Recommendation:

Review and forward a recommendation to MTC to approve the City of Vacaville's FY 2017-18 TDA Claim for \$2,709,551 for operating and capital projects.

Attachment:

- A. City of Vacaville's Cover Letter and TDA Claim

CITY COACH

Connecting People to Community

1001 Allison Drive • Vacaville, California 95687 • (707) 449 - 6000 • citycoach.com

April 28, 2017

Public Works Department
Maintenance Division

Paratransit Coordinating Council
c/o Liz Niedziela
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

Dear PCC:

The City of Vacaville is submitting its annual Transportation Development Act (TDA) Claim to the Metropolitan Transportation Commission (MTC) for operating and capital expenses for the upcoming Fiscal Year 2017-18.

Vacaville City Coach is requesting \$1,380,551 for our transit operations. Operations include Vacaville fixed route (City Coach), Paratransit, local subsidized taxi program and our contribution to the Intercity Taxi Scrip program. Additionally, a share of our TDA funds are programmed for the support of Solano County's Solano Express Intercity transit bus routes, Intercity Taxi Scrip program, as well as our contribution to the Solano Transportation Authority.

We are seeking \$1,329,000 in TDA funds for capital expenditures which is comprised of the following projects:

- \$450,000 contribution for the construction of an administration building at our Corporation Yard which will be offices for City transit staff;
- \$85,000 for Compressed Natural Gas system upgrades to our 2010 New Flyer buses;
- \$426,000 for CNG bus upgrades;
- \$268,000 for Transit Garage upgrades to our CNG fire suppression system;
- \$100,000 for the continuation of the City's annual transit amenities installation program (including bus shelters, transit information kiosks, solar bus shelter lighting, map cases, bus benches and trash receptacles and an asset management system to manage these valuable asset resources.

This claim comprises a total request of \$2,709,551 (\$1,380,551 TDA Operating and \$1,329,000 Capital). We request your support of our TDA Claim for Fiscal Year 2017-2018.

Sincerely,



BRIAN McLEAN
Superintendent
Maintenance Division

Enc.: Vacaville FY2017-18 TDA Claim Narrative

LEN AUGUSTINE
Mayor

MITCH MASHBURN
Councilmember

RON ROWLETT
Councilmember

CURTIS HUNT
Councilmember

DILENNA HARRIS
Vice Mayor

Document E (a)
DESCRIPTION OF APPLICANT AND SYSTEM

1. Service and Operations Description

(Public Utilities Code §99261 and 21 Cal. Code of Regs. §6630)

City Coach (Intra-City) (Article 8)

The City of Vacaville contracts with First Transit Inc. for City Coach fixed route and dial-a-ride paratransit services within the city limits. Our present service agreement expires July 31, 2021.

Fixed route operations commenced in October 1989 with four buses operating on two City-wide loops, providing hourly two-way service. A five-route structure was introduced in August 1993, representing a 25% increase in service. Transit services are evaluated at least every other year, and adjustments are made where necessary.

In late April 2007, City Coach went through a total system overhaul. Routes were restructured, headway times for all routes reduced to a more frequent 30-minutes, a new transfer policy was implemented and staff began a series of aggressive marketing and outreach efforts to promote City Coach transit as a frequent, friendly and green alternative to the automobile. Fares were not increased during the transition to the new routes; in fact the price of bus passes was dropped by \$7 which spurred additional growth.

The public response to the service changes was extremely positive. Ridership began to immediately climb. In addition to operational changes, in August 2007 the City of Vacaville celebrated the dedication of our first official transit station dubbed the Downtown Transit Plaza. Additionally, the City installed the TalkingBus system into all fixed route fleet vehicles to aid patrons in navigating the transit system. The TalkingBus system provides both an audio and visual announcement of upcoming stops, major intersections and places of interest.

At the end of June 2014, City Coach completed its eighth consecutive year of ridership growth, with ridership over 511,000 in a city with a population of just over 93,000.

All routes either begin and end at the Downtown Transit Plaza or the Vacaville Transportation Center, and run for 12.5 hours Monday through Friday starting at 6AM through 6:30PM. Saturday begins at 8AM and continues to 6PM. There is no Sunday service.

In 2010 the City installed a backup Compressed Natural Gas (CNG) station at the Transit Yard and went to a fully CNG fleet of New Flyer fixed route buses. The cost savings derived from this move has been significant. Whereas in years past diesel fuel was \$3.50-\$4 per gallon, today with CNG the cost is approximately \$0.60 per gasoline gallon equivalent. In 2012 the City received over \$92,000 in IRS Alternative Fuel Rebate funds which was reinvested back into the City Coach transit system in the form of various passenger improvements and amenity enhancements.

In May of 2010 the installation of a new solar electric photo voltaic system was completed which provides a 100% offset to Transit electrical power use associated with our CNG fuel station, transit administration building, bus wash and transit yard lighting. This project provides an approximate savings of \$36,000 annually.

After a full year of research, on January 5, 2015 City Coach launched an improved route to more directly provide service to elderly and seniors in the Leisure Town senior residential community (north east Vacaville). The route has proved to be a terrific success with a large number of testimonials provided and letters to City Council.

Our transit fleet consists of 23 vehicles:

- ❑ ten (10) 2009 New Flyer CLF35 buses;
- ❑ five (5) 2011 New Flyer CLFR35 buses;
- ❑ three (3) 2013 New Flyer CLF35 Xcelsior;
- ❑ three (3) 2014 ARBOC Paratransit buses; and
- ❑ two (2) 2015 ARBOC Paratransit buses.

Fixed Route and Paratransit fare structure, route maps and public schedules are attached as an appendix to this TDA Claim.

Description of Transit Services

CITY COACH (Fixed Route)	FY2017-18
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		Fixed Route
Fund Source:	TDA Article 8:	\$ 905,260
	Fares:	\$ 336,437
	FTA	\$ 827,214
	<u>Interest Revenue</u>	<u>\$ 0</u>
	Total Cost:	\$ 2,068,911

Description: This is Vacaville's local Fixed Route operations. Service is limited to within Vacaville city limits.

SPECIAL SERVICES (Paratransit)	FY2017-18
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		Spec Services
Fund Source:	TDA Article 8:	\$ 433,603
	Fares:	\$ 32,175
	FTA	\$ 22,786
	<u>Interest Revenue</u>	<u>\$ 789</u>
	Total Cost:	\$ 489,353

Description: This is Vacaville's local Paratransit operations. Service is limited to within Vacaville city limits.

LOCAL TAXI SCRIP PROGRAM	FY2017-18
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Fund Source:	TDA Article 8:	\$ 41,688
	FTA	\$ 0.00
	<u>Fares:</u>	<u>\$ 109,290</u>
	Total Cost:	\$ 150,978

Description: City Coach provides half-fare taxi services for the elderly and handicapped. This service does not compete with, but rather complements our local paratransit service (Special Services).

**CITY COACH OPERATIONS
FY 2017-18 BUDGET SUMMARY**

PROJECT	Interest Rev.	Fares	TDA	FTA	TOTAL
<i>Operations</i>					
City Coach	\$0.00	\$336,437	\$905,260	\$827,214	\$2,068,911
Special Services	\$789	\$32,175	\$433,603	\$22,786	\$489,353
Local Taxi Scrip Program	\$0.00	\$109,290	\$41,688	\$0.00	\$150,978
	\$789	\$477,902	\$1,380,551	\$850,000	\$2,709,242

2. Service Coordination
(Public Utilities Code §99282)

Mobility Management: The City of Vacaville in partnership with our transit agency counterparts in Solano County are continuing to coordinate on mobility management programs. On February 25, 2013 the partners along with the Solano Transportation Authority selected an in-person ADA assessment contractor to begin work on July 1, 2013. In addition the partners are working to develop a single “yellow-pages” of transportation information, via a website on the Solano Napa Commuter Information website. Through this website all the County’s transit providers can access the same information and provide better coordinated transit information to the citizens of the County and beyond.

Intercity Solano Express: The transit partners of Solano County meet monthly at STA through the Transit Consortium. At those monthly meetings we discuss the various operational and financial issues associated with the Solano Express intercity bus system.

Local Fixed Route: The City of Vacaville partners with the Solano Transportation Authority and all the local transit operators in the provision of Intercity bus service across Solano County. To this end, Vacaville has ensured that our local transit system has convenient and coordinated stops at our Vacaville Transportation Center for the Route 20 operating between Fairfield and Vacaville, Route 30 operating between Fairfield, Vacaville and Sacramento and the Route 40 providing service to Walnut Creek BART and Pleasant Hill BART and Route 220 from Woodland. Again, our local City Coach transit service provides connections to stops within Vacaville that are utilized by passengers who patron these Intercity bus lines.

Special Services: Vacaville’s Dial-A-Ride (Special Services), is complemented by coordinating with the City of Fairfield’s DART Paratransit service. City Coach Special Services operates within Vacaville’s city limits, while the Fairfield DART Paratransit service operates along the I-80 corridor between the City of Vacaville and Fairfield. Paratransit trips scheduled to begin from Vacaville and end outside of Vacaville are planned by City Coach staff who in-turn coordinate the passenger transfer with Fairfield dispatch staff and pickup by the Fairfield DART Paratransit system.

Intercity Taxi Scrip Phase II: The Solano Transportation Authority (STA) took over this task in 2015 and is working to develop a new Intercity service which will provide ADA and ADA-Plus service between the jurisdictions of Solano County for both ambulatory and non-ambulatory individuals.

3. Efficiency and Effectiveness

(Public Utilities Code §99244)

Vacaville partners with the City of Fairfield and SolTrans for weekday peak-hour commute service along Interstates 80 & 680.

4. Description of Capital Program (Article 8)

(Public Utilities Code §99261 and 21 Cal. Code of Regs §6630)

CORPORATION YARD ADMINISTRATION BUILDING	YEAR 2017-2018
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Fund Source:	TDA Article 8	<u>\$450,000</u>
	Total Project Cost:	\$450,000

TIP: NO SRTP: NO

Description: This project will provide the funding required to construct an administration building at the City's corporation yard. The building will house corporation yard staff as well as transit staff. This funding amount covers the fair-share percentage of transit staff to have offices in the new building.

CNG FUEL STATION UPGRADES	YEAR 2017-2018
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Fund Source:	TDA Article 8	<u>\$85,000</u>
	Total Project Cost:	\$85,000

TIP: NO SRTP: NO

Description: This project will provide the funding required to upgrade major Compressed Natural Gas (CNG) systems on our dual-CNG compressor refilling station.

CNG BUS UPGRADES	YEAR 2017-2018
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Fund Source:	TDA Article 8	<u>\$426,000</u>
	Total Project Cost:	\$426,000

TIP: NO SRTP: NO

Description: This project will provide the funding to make upgrades to our CNG bus fleet.

TRANSIT GARAGE UPGRADES	YEAR 2017-2018
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Fund Source:	TDA Article 8	<u>\$268,000</u>
	Total Project Cost:	\$268,000

TIP: NO SRTP: NO

Description: This project will provide the funding for various transit garage upgrades including a new fire suppression system, a shed for our transit oil pumps, upgrades to transit tooling, epoxy floors in the transit garage bays and transit maintenance software.

TRANSIT AMENITIES	YEAR 2017-2018
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Fund Source:	TDA Article 8	<u>\$100,000</u>
	Total Project Cost:	\$100,000

TIP: YES, SOL97AM70 SRTP: YES

Description: This project will provide the funding required to procure and install various transit amenities such as bus shelters, benches, map/schedule displays, trash receptacles, bus shelter solar lighting, electronic passenger kiosks and various public information displays and an asset management system to manage these resource assets.

CAPITAL PLAN
FY 2017-18 BUDGET SUMMARY

	TDA	TOTAL
<i>Capital Projects</i>		
Corporation Yard Administration Building	\$450,000	\$450,000
CNG Fuel Station Upgrades	\$85,000	\$85,000
CNG Bus Upgrades	\$426,000	\$426,000
Transit Garage Upgrades	\$268,000	\$268,000
Transit Amenities	\$100,000	\$100,000
<i>Total:</i>	<i>\$1,329,000</i>	<i>\$1,329,000</i>

5. Significant Budget Provisions

(21 Cal Code of Regs §6632)

This year's TDA Claim operational expenses are equivalent to the previous fiscal year.

6. Service Contract (21 Cal Code of Regs §6683 and §6684)

Attached as an appendix to this TDA Claim. The existing service contract will expire at the end of July 2016.

7. Applicant's Financial and Management Information Data.

(Article 4.5 applications.) (Public Utilities Code §99275.5)

Not required as part of an Article 8 only TDA Claim

8. Planning and Administration

[Public Utilities Code §99400(d)]

We are not directly claiming funds under this category.

9. Description of Unmet Needs

(Public Utilities Code §99275.5)

Per the Solano Transportation Authority (STA), the transit agencies operating from the County of Solano were relieved of the Unmet Needs process.

SUMMARY

A new transit contract was awarded to our current contractor First Transit after an extensive procurement process. That new contract started August 1, 2016 and runs for a base five year term with a single option of three years which could extend the contract a total time of eight years.



CITY OF VACAVILLE

650 MERCHANT STREET
VACAVILLE, CALIFORNIA 95688-6908
www.cityofvacaville.com
707-449-5100

LEN AUGUSTINE
Mayor

DELENA HARRIS
Vice Mayor

RON ROWLETT
Councilmember

CHRIS HUNT
Councilmember

MICHAEL MASHBURN
Councilmember

Document C OPINION OF COUNSEL

DATE: March 24, 2017

TO: Metropolitan Transportation Commission

FROM: City of Vacaville Legal Counsel

RE: Eligibility for Transportation Development Act and/or State Transit Assistance Funds

This communication will serve as the requisite opinion of counsel in connection with the application of the City of Vacaville for an allocation of Transportation Development Act (TDA) and/or State Transit Assistance (STA) funds.

1. The City of Vacaville is authorized to provide and assist public transportation by acquisition, construction, and operation of existing or additional transit facilities. This assistance may be provided directly, or by contractual arrangements with other parties.
2. The City of Vacaville is an eligible claimant for Transportation Development Act (TDA) funds pursuant to PUC Secti 99400.
3. I have reviewed the pertinent state and local laws, and I am of the opinion that there is no legal impediment to the City of Vacaville making applications for TDA and/or STA funds. Furthermore, as a result of my examinations, I find that there is no pending or threatened litigation that might in any way adversely affect the proposed projects or the ability of the City of Vacaville to carry out such projects.

Sincerely,

MELINDA C. H. STEWART
City Attorney

MTC Claim Application - Document A(a)

Claimant Information

FY 2017-18

Submittal Date: 4/28/17

Enter requested information in yellow cells

Enter requested information using dropdown menu

Information appears automatically in cells highlighted blue

Claimant Information

1	Claimant Name	City of Vacaville
2	Street Address	1001 Allison Drive
3	City	Vacaville
4	ZIP Code	95687
5	County	Solano

Claimant Personnel Information

6	Authorized Signature Name	Shawn L. Cunningham	
7	Authorized Signature Title	Director of Public Works	
8	CFO Name	Dawn Leonardini	
9	CFO Title	Director of Administrative Services	
	Contact for question about Claim	Contact to send Allocation Instructions and Disbursement (if different)	
10	Contact Person Name	Brian Mclean	
11	Contact Person Title	Public Works Superintendent	
12	Contact Person's Telephone	707-469-6504	
13	Contact Person's FAX	707-469-6576	
14	Contact E-Mail Address	brian.mclean@cityofvacaville.com	

Application Submittal Date

15	Fiscal Year	2017-18
16	Claim Submittal Date	4/28/17

Public Transportation Modes Operated

	Mode Type	Service Name
17	Motorbus	City Coach
18	Demand Response	City Coach Special Services
19	Demand Response	Local Taxi Scrip Program
20		
21		
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23		
24		
25		
26		

Sign 
Shawn L. Cunningham, Director of Public Works

Date 5/1/17

MTC Claim Application - Document F(a)
Operating Expenses and Revenues
FY 2017-18

Submittal Date: 4/28/17

Operator: City of Vacaville

**IF YOU ARE AN FTA GRANTEE, PAST
ACTUAL MUST BE CONSISTENT
WITH YOUR NTD REPORT!**

Calculations and mode names appear
automatically in the cells highlighted blue

Systemwide		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

OPERATING EXPENSES – FUNCTIONAL CLASS

1. Vehicle Operations (010)	\$ 1,439,564	\$ 1,565,441	\$ 1,622,767
2. Vehicle Maintenance (041)	\$ 313,133	\$ 236,101	\$ 236,101
3. Non-Vehicle Maintenance (042)	\$ -	\$ -	\$ -
4. General Administration (160)	\$ 556,335	\$ 563,756	\$ 850,374
5. Adjustment (provide explanation on Form X)	\$ -	\$ -	\$ -
6. TOTAL EXPENSE	\$ 2,309,032	\$ 2,365,298	\$ 2,709,242
7. Memo Item (514, 515, 516)	\$ -	\$ -	\$ -

OPERATING EXPENSES – OBJECT CLASS

8. Labor, Operators (501.01)	\$ -	\$ -	\$ -
9. Labor, Others (501.02)	\$ 148,069	\$ 93,894	\$ 117,667
10. Fringe Benefits (502)	\$ 82,592	\$ 71,896	\$ 114,078
11. Services (503)	\$ 276,865	\$ 232,657	\$ 452,711
12. Fuel and Lubricants (504.01)	\$ 158,874	\$ 194,157	\$ 194,157
13. Tires and Tubes (504.02)	\$ -	\$ -	\$ -
14. Other Materials and Supplies (504.99)	\$ 28,084	\$ 14,029	\$ 14,029
15. Utilities, Propulsion Power (505.01)	\$ -	\$ -	\$ -
16. Utilities, Other (505.02)	\$ 25,155	\$ 24,486	\$ 24,486
17. Casualty and Liability (506)	\$ 127,040	\$ 150,468	\$ 147,935
18. Purchased Transportation (508)	\$ 1,439,564	\$ 1,570,965	\$ 1,631,433
19. Interest Expense (511)	\$ 542	\$ 606	\$ 606
20. Leases and Rentals (512)	\$ 11,015	\$ 4,947	\$ 4,947
21. Other (507, 509, 510)	\$ 11,232	\$ 7,193	\$ 7,193
22. Adjustment (provide explanation on Form X)	\$ -	\$ -	\$ -
23. TOTAL EXPENSE	\$ 2,309,032	\$ 2,365,298	\$ 2,709,242
24. Depreciation (513)	\$ -	\$ -	\$ -

Operator: City of Vacaville

IF YOU ARE AN FTA GRANTEE, PAST ACTUAL MUST BE CONSISTENT WITH YOUR NTD REPORT!

	Systemwide		
	Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18
25. Memo Item (514, 515, 516)	\$ -	\$ -	\$ -

REVENUE – OPERATING

26. Fares (401, 402)	\$ 452,450	\$ 477,901	\$ 477,902
27. Charter Service (405)	\$ -	\$ -	\$ -
28. type identity of other oper. revenue here	\$ -	\$ -	\$ -
29. type identity of other oper. revenue here	\$ -	\$ -	\$ -
30. type identity of other oper. revenue here	\$ -	\$ -	\$ -

REVENUE – NON-OPERATING

Federal, even if administered by Caltrans or MTC (413):

31. FTA Section 5307	\$ 885,674	\$ 928,605	\$ 850,000
32. FTA Section 5303 Planning	\$ -	\$ -	\$ -
33. type identity of other federal source of rev. here	\$ -	\$ -	\$ -
34. type identity of other federal source of rev. here	\$ -	\$ -	\$ -

State (411, 412):

35. type identity of state source of rev. here	\$ -	\$ -	\$ -
36. type identity of state source of rev. here	\$ -	\$ -	\$ -

Regional, not allocated by MTC:

37. AB 434 (411)	\$ -	\$ -	\$ -
38. type identity of other regn'l source of rev. here	\$ -	\$ -	\$ -
39. type identity of other regn'l source of rev. here	\$ -	\$ -	\$ -

Local (409, 410):

40. General Fund	\$ -	\$ -	\$ -
41. type identity of other local source of rev. here	\$ -	\$ -	\$ -
42. type identity of other local source of rev. here	\$ -	\$ -	\$ -

Other Non-Operating, not allocated by MTC:

43. type identity of other non-oper. revenue here	\$ -	\$ 789	\$ 789
44. type identity of other non-oper. revenue here	\$ -	\$ -	\$ -
45. type identity of other non-oper. revenue here	\$ -	\$ -	\$ -

MTC-ALLOCATED REVENUE

46. 5% Unrestricted Funds	\$ -	\$ -	\$ -
47. type identity of other MTC-allocated rev. here	\$ -	\$ -	\$ -

Operator: City of Vacaville

IF YOU ARE AN FTA GRANTEE, PAST ACTUAL MUST BE CONSISTENT WITH YOUR NTD REPORT!

	Systemwide		
	Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18
48. type identity of other MTC-allocated rev. here	\$ -	\$ -	\$ -
49. Feeder Bus Funds	\$ -	\$ -	\$ -
50. AB 1107	\$ -	\$ -	\$ -
51. Regional Measure 2 (RM2)	\$ -	\$ -	\$ -

Transportation Development Act (TDA)

52. TDA 8 - Transit Operating - Vacaville	\$ 970,908	\$ 958,003	\$ 1,380,551
53.	\$ -	\$ -	\$ -
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State Transit Assistance (STA)

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82.	\$ -	\$ -	\$ -
83.	\$ -	\$ -	\$ -
84. TOTAL REVENUE	\$ 2,309,032	\$ 2,365,298	\$ 2,709,242
85. Surplus/(Deficit)	\$ 0	\$ 0	\$ 0
86. (provide explanation on Form X) Memo Item	\$ -	\$ -	\$ -

MTC Claim Application - Document F(a)
Operating Expenses and Revenues
FY 2017-18

Submittal Date: 4/28/17

Operator: City of Vacaville

**IF YOU ARE AN FTA GRANTEE, PAST
ACTUAL MUST BE CONSISTENT
WITH YOUR NTD REPORT!**

Enter amounts to the nearest
dollar in the cells highlighted yellow

Motorbus - City Coach		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

OPERATING EXPENSES – FUNCTIONAL CLASS

1. Vehicle Operations (010)	\$ 1,083,305	\$ 1,207,576	\$ 1,207,576
2. Vehicle Maintenance (041)	\$ 255,095	\$ 191,405	\$ 191,405
3. Non-Vehicle Maintenance (042)			
4. General Administration (160)	\$ 406,191	\$ 426,709	\$ 669,930
5. Adjustment (provide explanation on Form X)			
6. TOTAL EXPENSE	\$ 1,744,591	\$ 1,825,691	\$ 2,068,911
7. Memo Item (514, 515, 516)			

OPERATING EXPENSES – OBJECT CLASS

8. Labor, Operators (501.01)			
9. Labor, Others (501.02)	\$ 120,374	\$ 79,976	\$ 90,321
10. Fringe Benefits (502)	\$ 57,858	\$ 55,494	\$ 84,797
11. Services (503)	\$ 202,687	\$ 173,004	\$ 379,109
12. Fuel and Lubricants (504.01)	\$ 115,521	\$ 152,943	\$ 152,943
13. Tires and Tubes (504.02)			
14. Other Materials and Supplies (504.99)	\$ 27,958	\$ 13,914	\$ 13,914
15. Utilities, Propulsion Power (505.01)			
16. Utilities, Other (505.02)	\$ 24,794	\$ 23,336	\$ 23,336
17. Casualty and Liability (506)	\$ 90,263	\$ 106,834	\$ 104,301
18. Purchased Transportation (508)	\$ 1,083,305	\$ 1,207,576	\$ 1,207,576
19. Interest Expense (511)	\$ 520	\$ 606	\$ 606
20. Leases and Rentals (512)	\$ 11,015	\$ 4,947	\$ 4,947
21. Other (507, 509, 510)	\$ 10,296	\$ 7,061	\$ 7,061
22. Adjustment (provide explanation on Form X)			
23. TOTAL EXPENSE	\$ 1,744,591	\$ 1,825,691	\$ 2,068,911
24. Depreciation (513)			

Operator: City of Vacaville

IF YOU ARE AN FTA GRANTEE, PAST ACTUAL MUST BE CONSISTENT WITH YOUR NTD REPORT!

Motorbus - City Coach		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

25. Memo Item (514, 515, 516)

REVENUE – OPERATING

26. Fares (401, 402)	\$ 361,855	\$ 336,437	\$ 336,437
27. Charter Service (405)			
28. type identity of other oper. revenue here			
29. type identity of other oper. revenue here			
30. type identity of other oper. revenue here			

REVENUE – NON-OPERATING

Federal, even if administered by Caltrans or MT

31. FTA Section 5307	\$ 619,970	\$ 731,862	\$ 827,214
32. FTA Section 5303 Planning			
33. type identity of other federal source of rev. here			
34. type identity of other federal source of rev. here			

State (411, 412):

35. type identity of state source of rev. here			
36. type identity of state source of rev. here			

Regional, not allocated by MTC:

37. AB 434 (411)			
38. type identity of other regn'l source of rev. here			
39. type identity of other regn'l source of rev. here			

Local (409, 410):

40. General Fund			
41. type identity of other local source of rev. here			
42. type identity of other local source of rev. here			

Other Non-Operating, not allocated by MTC:

43. type identity of other non-oper. revenue here			
44. type identity of other non-oper. revenue here			
45. type identity of other non-oper. revenue here			

MTC-ALLOCATED REVENUE

46. 5% Unrestricted Funds			
47. type identity of other MTC-allocated rev. here			

Operator: City of Vacaville

IF YOU ARE AN FTA GRANTEE, PAST ACTUAL MUST BE CONSISTENT WITH YOUR NTD REPORT!

- 48. type identity of other MTC-allocated rev. here
- 49. Feeder Bus Funds
- 50. AB 1107
- 51. Regional Measure 2 (RM2)

Motorbus - City Coach		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

Transportation Development Act (TDA)

- 52. TDA 8 - Transit Operating - Vacaville

	\$ 762,766	\$ 757,392	\$ 905,260
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State Transit Assistance (STA)

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84.	TOTAL REVENUE	\$ 1,744,591	\$ 1,825,691	\$ 2,068,911
85.	Surplus/(Deficit)	\$ -	\$ 0	\$ 0
86.	(provide explanation on Form X) Memo Item			

MTC Claim Application - Document F(a)
Operating Expenses and Revenues
FY 2017-18

Submittal Date: 4/28/17

Operator: City of Vacaville

**IF YOU ARE AN FTA GRANTEE, PAST
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Enter amounts to the nearest
dollar in the cells highlighted yellow

Demand Response - City Coach Special Services		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

OPERATING EXPENSES – FUNCTIONAL CLASS

1. Vehicle Operations (010)	\$ 237,909	\$ 239,532	\$ 300,000
2. Vehicle Maintenance (041)	\$ 58,038	\$ 44,696	\$ 44,696
3. Non-Vehicle Maintenance (042)			
4. General Administration (160)	\$ 124,795	\$ 116,819	\$ 144,657
5. Adjustment (provide explanation on Form X)			
6. TOTAL EXPENSE	\$ 420,742	\$ 401,047	\$ 489,353
7. Memo Item (514, 515, 516)			

OPERATING EXPENSES – OBJECT CLASS

8. Labor, Operators (501.01)			
9. Labor, Others (501.02)	\$ 14,346	\$ 7,072	\$ 13,754
10. Fringe Benefits (502)	\$ 12,860	\$ 8,660	\$ 15,867
11. Services (503)	\$ 74,178	\$ 59,653	\$ 73,602
12. Fuel and Lubricants (504.01)	\$ 43,353	\$ 41,214	\$ 41,214
13. Tires and Tubes (504.02)			
14. Other Materials and Supplies (504.99)			
15. Utilities, Propulsion Power (505.01)			
16. Utilities, Other (505.02)	\$ 361	\$ 1,150	\$ 1,150
17. Casualty and Liability (506)	\$ 36,777	\$ 43,634	\$ 43,634
18. Purchased Transportation (508)	\$ 237,909	\$ 239,532	\$ 300,000
19. Interest Expense (511)	\$ 22		
20. Leases and Rentals (512)			
21. Other (507, 509, 510)	\$ 936	\$ 132	\$ 132
22. Adjustment (provide explanation on Form X)			
23. TOTAL EXPENSE	\$ 420,742	\$ 401,047	\$ 489,353
24. Depreciation (513)			

Operator: City of Vacaville
IF YOU ARE AN FTA GRANTEE, PAST
ACTUAL MUST BE CONSISTENT
WITH YOUR NTD REPORT!

Demand Response - City Coach Special Services		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

25. Memo Item (514, 515, 516)

REVENUE – OPERATING

26. Fares (401, 402)	\$ 34,990	\$ 32,174	\$ 32,175
27. Charter Service (405)			
28. type identity of other oper. revenue here			
29. type identity of other oper. revenue here			
30. type identity of other oper. revenue here			

REVENUE – NON-OPERATING

Federal, even if administered by Caltrans or MT

31. FTA Section 5307	\$ 265,704	\$ 182,108	\$ 22,786
32. FTA Section 5303 Planning			
33. type identity of other federal source of rev. here			
34. type identity of other federal source of rev. here			

State (411, 412):

35. type identity of state source of rev. here			
36. type identity of state source of rev. here			

Regional, not allocated by MTC:

37. AB 434 (411)			
38. type identity of other regn'l source of rev. here			
39. type identity of other regn'l source of rev. here			

Local (409, 410):

40. General Fund			
41. type identity of other local source of rev. here			
42. type identity of other local source of rev. here			

Other Non-Operating, not allocated by MTC:

43. type identity of other non-oper. revenue here		\$ 789	\$ 789
44. type identity of other non-oper. revenue here			
45. type identity of other non-oper. revenue here			

MTC-ALLOCATED REVENUE

46. 5% Unrestricted Funds			
47. type identity of other MTC-allocated rev. here			

Operator: City of Vacaville

IF YOU ARE AN FTA GRANTEE, PAST ACTUAL MUST BE CONSISTENT WITH YOUR NTD REPORT!

Demand Response - City Coach Special Services		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

- 48. type identity of other MTC-allocated rev. here
- 49. Feeder Bus Funds
- 50. AB 1107
- 51. Regional Measure 2 (RM2)

Transportation Development Act (TDA)

52. TDA 8 - Transit Operating - Vacaville	\$ 120,048	\$ 185,976	\$ 433,603
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State Transit Assistance (STA)

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84. TOTAL REVENUE	\$ 420,742	\$ 401,047	\$ 489,353
85. Surplus/(Deficit)	\$ 0	\$ -	\$ -
86. (provide explanation on Form X) Memo Item			

MTC Claim Application - Document F(a)
Operating Expenses and Revenues
FY 2017-18

Submittal Date: 4/28/17

Operator: City of Vacaville

**IF YOU ARE AN FTA GRANTEE, PAST
ACTUAL MUST BE CONSISTENT
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Enter amounts to the nearest
dollar in the cells highlighted yellow

Demand Response - Local Taxi Scrip Program		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

OPERATING EXPENSES – FUNCTIONAL CLASS

1. Vehicle Operations (010)	\$ 118,350	\$ 118,333	\$ 115,191
2. Vehicle Maintenance (041)			
3. Non-Vehicle Maintenance (042)			
4. General Administration (160)	\$ 25,349	\$ 20,227	\$ 35,787
5. Adjustment (provide explanation on Form X)			
6. TOTAL EXPENSE	\$ 143,699	\$ 138,560	\$ 150,978
7. Memo Item (514, 515, 516)			

OPERATING EXPENSES – OBJECT CLASS

8. Labor, Operators (501.01)			
9. Labor, Others (501.02)	\$ 13,349	\$ 6,846	\$ 13,592
10. Fringe Benefits (502)	\$ 11,874	\$ 7,742	\$ 13,414
11. Services (503)			
12. Fuel and Lubricants (504.01)			
13. Tires and Tubes (504.02)			
14. Other Materials and Supplies (504.99)	\$ 126	\$ 115	\$ 115
15. Utilities, Propulsion Power (505.01)			
16. Utilities, Other (505.02)			
17. Casualty and Liability (506)			
18. Purchased Transportation (508)	\$ 118,350	\$ 123,857	\$ 123,857
19. Interest Expense (511)			
20. Leases and Rentals (512)			
21. Other (507, 509, 510)			
22. Adjustment (provide explanation on Form X)			
23. TOTAL EXPENSE	\$ 143,699	\$ 138,560	\$ 150,978
24. Depreciation (513)			

Operator: City of Vacaville
IF YOU ARE AN FTA GRANTEE, PAST
ACTUAL MUST BE CONSISTENT
WITH YOUR NTD REPORT!

Demand Response - Local Tax Scrip Program		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

25. Memo Item (514, 515, 516)

REVENUE – OPERATING

26. Fares (401, 402)	\$ 55,605	\$ 109,290	\$ 109,290
27. Charter Service (405)			
28. type identity of other oper. revenue here			
29. type identity of other oper. revenue here			
30. type identity of other oper. revenue here			

REVENUE – NON-OPERATING

Federal, even if administered by Caltrans or MT

31. FTA Section 5307		\$ 14,635	\$ -
32. FTA Section 5303 Planning			
33. type identity of other federal source of rev. here			
34. type identity of other federal source of rev. here			

State (411, 412):

35. type identity of state source of rev. here			
36. type identity of state source of rev. here			

Regional, not allocated by MTC:

37. AB 434 (411)			
38. type identity of other regn'l source of rev. here			
39. type identity of other regn'l source of rev. here			

Local (409, 410):

40. General Fund			
41. type identity of other local source of rev. here			
42. type identity of other local source of rev. here			

Other Non-Operating, not allocated by MTC:

43. type identity of other non-oper. revenue here			
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45. type identity of other non-oper. revenue here			

MTC-ALLOCATED REVENUE

46. 5% Unrestricted Funds			
47. type identity of other MTC-allocated rev. here			

Operator: City of Vacaville

IF YOU ARE AN FTA GRANTEE, PAST ACTUAL MUST BE CONSISTENT WITH YOUR NTD REPORT!

Demand Response - Local Tax Scrip Program		
Past Actual FY 2015-16	Current Adjusted FY 2016-17	Budgeted FY 2017-18

- 48. type identity of other MTC-allocated rev. here
- 49. Feeder Bus Funds
- 50. AB 1107
- 51. Regional Measure 2 (RM2)

Transportation Development Act (TDA)

52. TDA 8 - Transit Operating - Vacaville	\$ 88,094	\$ 14,635	\$ 41,688
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State Transit Assistance (STA)

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84. TOTAL REVENUE	\$ 143,699	\$ 138,560	\$ 150,978
85. Surplus/(Deficit)	\$ -	\$ 0	\$ -
86. (provide explanation on Form X) Memo Item			

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PCC

DATE: May 10, 2017
TO: Paratransit Coordinating Council
FROM: Brandon Thomson, Transit Mobility Coordinator
RE: First/Last Mile Pilot - Suisun Train Station/Solano Business Park

Background:

Based on discussions between staff from the County of Solano Health and Social Services and STA, a transit service gap has been identified between the County of Solano Health and Social Services office located within the Solano Business Park and the Suisun/Fairfield Train Station. The Solano Business Park is located south of Highway 12 and contains over 70 employers with one of the largest employers being Solano County Health and Social Services. This first and last mile gap was accentuated by customers that have purchased “beater” cars that they leave at the train station as a solution to close the last two and a half miles between the two locations. Recognizing this issue, STA staff has been working with Solano County and other employers located within the Solano Business Park to assess the need and opportunities for first/last mile solutions.

STA staff looked at developing a new service as a pilot to/from the Suisun Train Station, and to/from the Solano Health and Social Services and the Solano Business Park. Initially, the STA staff evaluated a conventional shuttle bus service to connect the two locations. A bus could travel to/from the two locations and would likely need to operate for 5-6 hours daily in order to meet peaks and provide a minimum amount of midday service.

Another alternative to the conventional bus service could be in the form of a partnership with an on-demand Transportation Network Company (TNC). TNCs provide prearranged transportation services for compensation using an online-enabled application or platform (such as smart phone apps) to connect drivers using their vehicles. Examples of TNC’s are Lyft and Uber. Over the last few years, a number of communities have begun to partner with TNC’s to provide reduced costs services that compliment traditional public transit services. Example of these agencies and communities include Sacramento Regional Transit (SacRT), Transportation Authority of Marin (TAM), Centennial Colorado, Pinellas-Suncoast Transit Authority, Jupiter Florida, Livermore Amador Valley Transit Authority (LAVTA), and the Santa Clara Valley Transportation Authority (VTA). They have or about to pilot programs to complement transit investments to reduce transit costs in first/last mile connections.

The trip would be on-demand, and a car would come when requested by the customer. With the coupon code, the customer would pay the first \$2.00 of each trip, after which the STA would pay the remaining amount up to \$10.00. Trips from the Suisun Train Station to the Solano County Health and Human Services and other businesses located within the Solano Business Park cost are estimated at approximately \$7-12 in total, and \$9.50 is the average trip cost. Thus, most trips would only cost the customer \$2, with the STA covering the remaining cost. However, for the further locations including Northbay and Partnership Health, trip cost are estimated at approximately \$10-17 in total, and \$13.50 is the average. Thus, a customer traveling to Northbay or Partnership Health would on average pay a \$3.50 fare. Sharing trips would be encouraged, and the fare would remain the same regardless of how many riders are in a car. Typical Lyft cars

can accommodate four riders, so a shared ride could lower the passenger fare to as low as \$0.50 per customer. The service would operate 24 hours a day, seven days a week, allowing the rider to adjust their schedule as necessary, and also addressing concern that was identified in the survey over emergency need to leave early.

Lyft would provide STA with the backend technology changes, administrative services, data reporting and assistance in marketing. The data reporting that Lyft would provide would include ridership information, equivalent to the data that is required by the National Transit Database.

In January 2017 the Consortium and TAC forwarded a recommendation to the STA Board to authorize STA staff to develop a first/last mile demonstration project. The STA Board approved this recommendation at the March 8, 2017 meeting.

Discussion:

For this pilot project, the STA Board approved limiting the number of employers to control costs. The following companies/agencies have been identified: Anheuser-Busch (Budweiser), Fairfield-Suisun Sewer District, Jelly Belly Factory, NorthBay Center for Primary Care, Partnership Health Plan, Solano County Health and Social Services and STA staff is following up with their employer surveys. Staff informed the STA Board that the pilot could start as early as May 1, 2017 and the STA will be launching the first last mile pilot on May 1, 2017 under the name “Solano Mobility Ride”. In order to launch the program, STA staff, Judy Leaks and Sean Hurley, will be meeting with the selected employers to inform their employees on how to use the service. Additionally, STA staff met with Lyft and has entered into contract with Lyft to provide the First/Last Mile Pilot Service. The contract will be for six months and will expire after October 31, 2017.

Fiscal Impact:

For the six-month pilot project, there is \$100,000 of Transportation Funds for Clean Air (TFCA) from the Bay Area Air Quality Management District (BAAQMD) to fund this program.

Recommendation:

Informational.

PCC

DATE: May 10, 2017
TO: Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager
RE: Lifeline Transportation Program Update

Background:

Metropolitan Transportation Commission (MTC) Lifeline Transportation Program is part of the commitment to ensuring mobility options for all Bay Area residents.

MTC programs both State Transit Assistance Funds (STAF) and Job Access Reverse Commute (JARC) federal funds to provide Lifeline grants for projects that meet mobility and accessibility needs in low-income communities across the Bay Area. MTC establishes new guidelines for each cycle of Lifeline grants, but the program goal is the same: fund community-based transportation projects developed through a collaborative and inclusive process. Lifeline projects must address transportation gaps or barriers identified in community-based transportation plans or other local planning efforts in low-income neighborhoods

The Bay Area's nine county congestion management agencies (CMAs) administer the Lifeline Transportation Program. Solano Transportation Authority Administers the Lifeline Program for Solano County. This includes determining the eligibility of grant proposals and appointing local review teams to evaluate them.

Discussion:

MTC will be presenting the guidelines for review to the Transit Finance Working Group and the Policy Advisory Committee in May/June and then the Commission in July. The Call for Project will be announced after MTC Commission approves the Guidelines. STA staff will appoint a Lifeline Advisory Committee to score the applications and make recommendations to the STA Board as early as October 2017. MTC Commission is tentatively scheduled to approve the projects by December 2017.

Fiscal Impact:

Lifeline funding in the amount of \$926,061 of STAF funds and \$640,046 of JARC 5307 is estimated to be available for FY 2017-18 and FY 2018-19.

Recommendation:

Informational.

Attachment:

- A. Lifeline Transportation Program Guidelines with Timeline and Funding Amounts

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

Attachment A
MTC Resolution No. 4159
Page 1 of 19



METROPOLITAN
TRANSPORTATION
COMMISSION

Lifeline Transportation Program Cycle 4 Guidelines

October 2014

METROPOLITAN TRANSPORTATION COMMISSION

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

October 2014

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Appendix 1. Funding Source Information

Appendix 2. Standard Evaluation Criteria

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

October 2014

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

The Lifeline Program supports community-based transportation projects that:

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

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

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

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

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

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

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

Figure 1. County and Share of Regional Poverty Population

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

Source: ACS 2010 and 2012 1-Year Estimates

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

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

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

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

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

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

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

4. ELIGIBLE RECIPIENTS/SUBRECIPIENTS

- a. STA. There are three categories of eligible recipients of STA funds: a) transit operators; b) Consolidated Transportation Service Agencies (CTSAs); and c) Cities and Counties that are eligible to claim Transportation Development Act (TDA) Article 4, 4.5 or 8 funds.

Non-profit organizations and Cities/Counties that are not eligible TDA Article 4, 4.5 or 8 claimants are only eligible for STA funds if they partner with an eligible STA recipient (e.g., a transit operator) that is willing to serve as the recipient of the funds and pass through the funds to the non-profit or City/County, and if they have a project eligible to use.

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

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

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

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

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

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

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

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

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

- a. Competitive Process. STA and Section 5307 (JARC) projects must be selected through an open, competitive process with the following exception: In an effort to address the sustainability of fixed-route transit operations, Lifeline Program Administrators may elect to allocate some or all of their STA and/or Section 5307 (JARC) funds directly to transit operators for Lifeline transit operations within the county. Projects must be identified as Lifeline projects before transit operators can claim funds, and will be subject to Lifeline Transportation Program reporting requirements.
 - b. STA Contingency Programming. Due to the uncertainty of forecasting STA revenues, the Lifeline Program Administrators will program 95 percent of their county's estimated STA amount, and develop a contingency plan for the remaining five percent should it be available.
6. PROPOSITION 1B PROGRAMMING PROCESS. In most cases, Proposition 1B Transit funds will be allocated directly to transit operators by MTC, due to the limited eligibility and uses of this fund source. Upon concurrence from the applicable CMA,⁵ transit operators may program funds to any capital project that is consistent with the Lifeline Transportation Program and goals, and is eligible for this fund source. Transit operators are encouraged to consider needs throughout their service area. Projects must be identified as Lifeline projects before transit operators can claim funds, and, at the discretion of the Lifeline Program Administrators, may be subject to Lifeline Transportation Program reporting requirements. For Marin, Solano and Sonoma counties, Proposition 1B funds are being directed to the CMA, who should include these funds in the overall Lifeline programming effort (keeping in mind the limited sponsor and project eligibility of Proposition 1B funds).

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

7. ELIGIBLE ACTIVITIES

- a. Eligible operating projects. Eligible operating projects, consistent with requirements of funding sources, may include (but are not limited to) new or enhanced fixed route transit services, restoration of Lifeline-related transit services eliminated due to budget shortfalls, shuttles, taxi voucher programs, auto loan programs, etc. See Appendix 1 for additional details about eligibility by funding source.
- b. Eligible capital projects. Eligible capital projects, consistent with requirements of funding sources, may include (but are not limited to) purchase of vehicles; bus stop enhancements; rehabilitation, safety or modernization improvements; or other enhancements to improve transportation access for residents of low-income communities. See Appendix 1 for additional details about eligibility by funding source.
- c. Section 5307 restrictions
 - (1) Job Access and Reverse Commute requirement. For the Lifeline Transportation Program, the use of Section 5307 funds is restricted solely to Job Access and Reverse Commute (JARC) projects. For details regarding eligible JARC projects, see the FTA Section 5307 Circular (FTA C 9030.1E), Chapter IV, Section 5 available at http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf. Also see Appendix 1 for detailed eligibility requirements by fund source
 - (2) New and existing services. Consistent with FTA's Section 5307 circular (FTA C 9030.1E), Chapter IV, Section 5.a, eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a "development project" or "maintenance project" as follows:
 - i. Development Projects. "Development of transportation services" means new projects that meet the statutory definition and were not in service as of the date MAP-21 became effective October 1, 2012. This includes projects that expand the service area or hours of operation for an existing service.
 - ii. Maintenance Projects. "Maintenance of transportation services" means projects that continue and maintain job access and reverse commute projects and services that received funding under the former Section 5316 Job Access and Reverse Commute program.

8. LOCAL MATCHING REQUIREMENTS. The Lifeline Transportation Program requires a minimum local match of 20% of the total project cost. Lifeline Transportation Program funds may cover a maximum of 80% of the total project cost.
- a. Exceptions to 20% requirement. There are two exceptions to the 20% local match requirement:
- (1) FTA Section 5307 (JARC) operating projects require a 50% match. However, consistent with MTC's approach in previous funding cycles, Lifeline Program Administrators may use STA funds to cover the 30% difference for projects that are eligible for *both* JARC and STA funds.
 - (2) All auto-related projects require a 50% match.
- b. Sources of local match. Project sponsors may use certain federal, state or local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the match requirement. In-kind contributions such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

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

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

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

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

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

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

10. GRANT APPLICATION. To ensure a streamlined application process for project sponsors, a universal application form will be used, but, with review and approval from MTC, may be modified as appropriate by the Lifeline Program Administrator for inclusion of county-specific grant requirements.

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

11. APPLICATION EVALUATION

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

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

See Appendix 2 for the detailed standard evaluation criteria.

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

assign local priorities for project selection by establishing the weight for each criterion and, at the CMA's discretion, adding local criteria to the standard regional criteria.

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

13. POLICY BOARD ADOPTION

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

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

b. Lifeline Program Administrator/CMA Board Resolution and Concurrence

(1) STA and Section 5307 (JARC). Projects recommended for STA and Section 5307 (JARC) funding must be submitted to and approved by the respective governing board of the Lifeline Program Administrator.

(2) Proposition 1B. Projects funded with Proposition 1B Transit funds must have concurrence from the applicable Lifeline Program Administrator/CMA. Concurrence may be provided by a board resolution or by a letter from an authorized representative.

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

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

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

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

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

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

16. PERFORMANCE MEASURES. As part of the Call for Projects, applicants will be asked to establish project goals, and to identify basic performance indicators to be collected in order to measure the effectiveness of the Lifeline projects. At a minimum, performance measures for service-related projects would include: documentation of new "units" of service provided with the funding (e.g., number of trips, service hours, workshops held, car loans provided), cost per unit of service, and a qualitative summary of service delivery procedures employed for the project. For capital projects, project sponsors are responsible for establishing

milestones and reporting on the status of project delivery. Project sponsors are responsible for satisfying all reporting requirements, as referenced in Appendix 1. Lifeline Program Administrators will forward all reports containing performance measures to MTC for review and overall monitoring of the Lifeline Transportation Program.

17. FUND ADMINISTRATION

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

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

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

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

18. COMPLIANCE WITH FEDERAL REQUIREMENTS

- a. Lifeline Program Administrator Responsibilities. For the selection of FTA Section 5307 (JARC) projects, in accordance with federal Title VI requirements, Lifeline Program Administrators must distribute the Section 5307 (JARC) funds without regard to race, color, and national origin, and must assure that minority populations are not being denied the benefits of or excluded from participation in the program. Lifeline Program Administrators shall develop the program of projects or competitive selection process to ensure the equitable distribution of FTA Section 5307 (JARC) funds to project sponsors

that serve predominantly minority populations. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of applicants that serve predominantly minority populations.

- b. Project Sponsor Responsibilities. FTA Section 5307 (JARC) applicants should be prepared to abide by all applicable federal requirements as specified in 49 U.S.C. Section 5307; FTA Circulars C 9030.1E, 4702.1B and 4703.1; the most current FTA Master Agreement; and the most current Certifications and Assurances for FTA Assistance Programs.

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

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

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

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

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

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

<p>Purpose of Fund Source</p>	<p>State Transit Assistance (STA) To improve existing public transportation services and encourage regional transportation coordination</p>	<p>Proposition 1B – Transit To help advance the State’s goals of providing mobility choices for all residents, reducing congestion, and protecting the environment</p>	<p>Section 5307 Job Access and Reverse Commute (JARC) To support the continuation and expansion of public transportation services in the United States</p>
<p>Detailed Guidelines</p>	<p>http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA_4-17-2013.pdf</p>	<p>http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/Prop%201B/PTMISEA-Guidelines_2013.pdf</p>	<p>http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf</p>
<p>Use of Funds</p>	<p>For public transportation purposes including community transit services</p>	<p>For public transportation purposes</p>	<p>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.</p>
<p>Eligible Recipients</p>	<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
<p>Eligible Subrecipients (must partner with an eligible recipient that will serve as a pass-through agency)</p>	<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)

<p>Eligible Projects</p>	<p>State Transit Assistance (STA)</p> <p>Transit Capital and Operations, including:</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>Proposition 1B – Transit</p> <p>Transit Capital (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>Section 5307 Job Access and Reverse Commute (JARC)</p> <p>New and existing services. 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>Capital and Operating projects. 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>
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	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, CTSA's and eligible cities and counties can initiate claims for FY14 and FY15 funds immediately following MTC approval of program of projects, and can initiate claims for FY16 funds after July 1, 2015.</p> <p>For subrecipients, the eligible recipient acting as fiscal agent will likely initiate a funding agreement following MTC approval of program of projects. Funds will be available on a reimbursement basis after execution of the agreement.</p>	<p>Project sponsors must submit a Proposition 1B allocation request to MTC for submittal to Caltrans by March 13, 2015. Disbursement timing depends on bond sales.</p>	<p>Following MTC approval of the program of projects, MTC will add projects to the TIP. Following TIP approval, FTA grantees must submit FTA grants for FY14 and FY15 funds by June 30, 2015. (The deadline to submit grants for FY15 funds may be extended depending on the availability of FY15 apportionments.) FTA grantees must submit FTA grants for FY16 funds by June 30, 2016.</p> <p>FTA grantees can begin their projects after the funds are obligated in an FTA grant (estimated Fall 2015 for FY14 & FY15 funds, estimated Fall 2016 for FY16 funds). For subrecipients, the FTA grantee acting as fiscal agent will likely initiate a funding agreement following FTA grant award. Funds will be available on a reimbursement basis after execution of the agreement.</p>
Accountability & Reporting Requirements	<p>Transit operators and eligible cities and counties must submit annual performance (i.e., ridership) statistics for the project, first to Lifeline Program Administrators for review, and then to MTC along with annual claim.</p> <p>Depending on the arrangement with the pass-through agency, subrecipients will likely submit quarterly performance reports with invoices, first to the pass-through agency for reimbursement, and then to Lifeline Program Administrators for review.</p>	<p>Using designated Caltrans forms, project sponsors are required to submit project activities and progress reports to the state every six months, as well as a project close-out form. Caltrans will track and publicize progress via their website.</p> <p>Project sponsor will not be required to submit progress reports to the Lifeline Program Administrator unless the LPA believes that county-level project monitoring would be beneficial. MTC and/or the Lifeline Program Administrators may request to be copied on progress reports that are submitted to Caltrans.</p>	<p>FTA grantees are responsible for following all applicable federal requirements for preparing and maintaining their Section 5307 (JARC) grants. MTC and/or the Lifeline Program Administrators may request copies of FTA grantees' quarterly Section 5307 (JARC) grant reports to FTA.</p> <p>Depending on the arrangement with the pass-through agency, subrecipients will likely submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to the pass-through agency for reimbursement. Subrecipients will also submit Title VI reports annually to the pass-through agency.</p>

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

Appendix 2 Lifeline Transportation Program Cycle 4 Standard Evaluation Criteria

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

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

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

A communities of concern (CoC) mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at: http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html.¹

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

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

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

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

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

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

Lifeline Transportation Program Roles & Responsibilities (Revised 2-2-2015)

MTC	CMAs
<p><u>Program administration</u></p> <ul style="list-style-type: none"> • Prepare program guidelines • Prepare and update fund estimates • As needed technical assistance with: <ul style="list-style-type: none"> ○ Project eligibility ○ Funding questions ○ Program administration ○ CBTPs • Forward Prop 1B allocation requests to Caltrans • Allocate STA funds • Review budget/scope changes (after CMAs) • Fulfill state/federal reporting requirements as appropriate <p><u>Planning</u></p> <ul style="list-style-type: none"> • Maintain/update Coordinated Plan 	<p><u>Program administration</u></p> <ul style="list-style-type: none"> • Develop program of projects, including outreach & project selection • Answer project sponsors' questions regarding project eligibility and funding¹ • Monitor project progress including meeting goals and delivering scope • Ensure projects are meeting obligation deadlines • Review budget/scope changes • Review invoices (at CMA/LPA discretion, e.g., if CMA as pass-thru, or if transit operator serves as pass-thru and CMA does initial review of invoice) • Track funds to ensure full programming of available LTP funds • Assist with federal/state reporting as needed <p><u>Planning</u></p> <ul style="list-style-type: none"> • Complete/update CBTPs <p>¹ Answers to most eligibility and funding questions are available in the <u>Lifeline Cycle 4 program guidelines (Res. 4159), TDA/STA handbook, PTMISEA guidelines, Section 5307 Circular (FTA C 9030.1E).</u></p>

Lifeline Transportation Program Cycle 5

Preliminary Schedule

Draft 3/30/17

Date	Activity
<i>Fall 2017</i>	<i>Meeting with County Program Administrators</i>
<i>January 27, 2017</i>	<i>CMA Planning Directors Meeting</i>
<i>February 1, 2017</i>	<i>Transit Finance Working Group (TFWG)</i>
<i>April 4, 2017</i>	<i>Meeting with LPAs</i>
<i>May/June 2017</i>	<i>Guidelines to Transit Finance Working Group (TFWG) and Policy Advisory Council or Regional Equity Working Group Subcommittee</i>
<i>July 2017</i>	<i>Guidelines to Commission</i>
<i>End of October</i>	<i>CMA Programming Approval</i>
<i>December 2017</i>	<i>MTC Programming Approval</i>

Lifeline Cycle 5: Preliminary DRAFT Estimate - Funding by County
 FY 2016-2017 & 2017-2018
 April 3, 2017

County	Sub-Total	State Transit Assistance (STA)				Total Available	
		(B) LTP 4 Shortfall Adjustment*	(C) 90% Programming Allowance	(D) 10% Contingency	(E) Sub-Total	(F) 5307 & STA Funding (A+C)	(G) STA 10% Contingency (D)
Alameda	1,514,825	(322,503)	3,219,102	357,678	3,576,780	4,733,927	357,678
Contra Costa	968,316	148,729	2,057,736	228,637	2,286,374	3,026,052	228,637
Marin	174,163	(3,133)	370,107	41,123	411,231	544,270	41,123
Napa	150,398	(43,083)	290,890	32,321	323,212	441,288	32,321
San Francisco	801,563	(146,948)	1,703,376	189,264	1,892,640	2,504,939	189,264
San Mateo	551,311	187,741	1,171,574	130,175	1,301,749	1,722,885	130,175
Santa Clara	1,581,482	(183,823)	3,137,659	348,629	3,486,288	4,719,141	348,629
Solano	640,046	108,415	926,061	102,896	1,028,957	1,566,107	102,896
Sonoma	423,160	(8,233)	1,076,648	119,628	1,196,276	1,499,808	119,628
Means-Based Project		11,860					
Regional Total	6,805,264	(250,978)	13,953,155	1,550,351	15,503,505	20,758,419	1,550,351

* State Transit Assistance FY 15-16 revenues were lower than anticipated (based on the LTP Cycle 4 STA programming). MTC is deducting the overprogrammed amount from future Lifeline Cycle 5 revenues (based on the 95% programming; the 5% contingency programming remains unfunded in LTP Cycle 4). The amount listed in FY 16/17 is the amount available after accounting for the shortfall.

**Fund estimate is per Transit Capital Priorities policy (Res. 4272) and distributed by low income population distribution and constrained by urbanized area funding limitations. Poverty data is based on the American Community Survey 5 year estimate (2011-2015) and 2010 UAs.

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PCC

DATE: May 10, 2017
TO: Paratransit Coordinating Council
FROM: Liz Niedziela, Transit Program Manager
RE: Federal Transit Administration (FTA) Non-Urbanized Area Program
(FTA Section 5311) Call for Projects

Background:

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

Discussion:

STA staff was originally anticipating the FTA 5311 Call for Project by December 2016. According to Caltrans, the reason for the delay was unanticipated required approvals from State department of General Services (DGS) for the prior 5311 allocation. There was a delay in getting out the prior standard agreement because of the new grant application BlackCat (Electronic Grant Management (EGM) system). Caltrans made some changes on the top cover of our standard agreement (STD 214) to allow the agreement to fit within the parameters of the BlackCat system. Any changes made on the top cover of the STD 214 must be approved by DGS. The changes are being finalized and will be completed shortly.

In addition, the Federal Transit Administration (FTA) is still reviewing Caltrans grant application. Because of their transition from TEAM to the TRAMS grant approval system, which started this grant cycle, it is taking Caltrans longer time to execute grant approvals in their new grant approval system. The execution of the standard agreements is subject to when Caltrans get a final approval from the FTA. Once the standard agreements are sent to agencies for signatures, Caltrans will be doing a new call of projects for 2017 Section 5311.

Since Dixon and Rio Vista are the two main rural operators, STA plans to schedule a meeting with their City and Transit staff to discuss their capital and operating needs.

Fiscal Impact:

Federal Section 5311 funding will be available to Solano County Transit Operators that operate service in rural area for the next two years.

Recommendation:

Informational.

Attachments:

- A. Federal Section 5311 approved funding for Solano County for 2016 and 2017.

STA BOARD
Solano County 5311 Funding Recommendation
2016 and 2017

Operator	Projects	2016 Requested	2017 Requested	2016 STA Recommended	2017 STA Recommended	2016 STA Dixon Swap	2017 STA Dixon Swap
		Amount	Amount	Amount	Amount		
Dixon	Operating Assistance	\$361,021	\$361,021	\$156,021	\$192,521	\$ 80,000	\$ 85,000
*Dixon/Solano County	Fund Swap for Intercity Bus Replacement					\$ 16,021	\$ 47,521
**Dixon Local Bus Reserve (4)	Fund Swap for Local Bus Replacement					\$ 60,000	\$ 60,000
Fairfield	Operating Assist (Route 30)	\$100,000	\$100,000	\$100,000	\$100,000	\$ 100,000	\$ 100,000
Rio Vista	Operating Assistance	\$40,000	\$68,500	\$105,000	\$68,500	\$ 40,000	\$ 68,500
Rio Vista (Swap/Loan)	Bus Replacement	\$65,000				\$ 65,000	
	Total	\$566,021	\$529,521	\$361,021	\$361,021		
	Amount Available	\$361,021	\$361,021	\$361,021	\$361,021		
	Over/Under	(\$205,000)	(\$168,500)	\$0	\$0	\$ 361,021	\$ 361,021

PCC

DATE: May 10, 2017
TO: Paratransit Coordinating Council
FROM: Debbie McQuilkin, Mobility Transit Coordinator
RE: PCC Membership Status Update

Background:

Paratransit Coordinating Council (PCC) is a citizen's advisory committee to the Solano Transportation Authority (STA) that represents the seniors, people of disabilities and low-income residents of Solano County. The members of the PCC are volunteers from the local community and local social service agencies. The term of service on the Council shall be three years. A member may continue to serve through reappointment by the STA Board.

The Solano Transportation Authority's (STA) Paratransit Coordination Council (PCC) By-Laws stipulate that there are eleven members on the PCC. Members of the PCC include up to three (3) transit users, two (2) members-at-large, two (2) public agency representatives, three (3) social service providers and one (1) representative from MTC Policy Advisor Council.

Discussion:

The PCC is currently fully staffed. Interest forms are always accepted and will be kept on file.

Attachments:

- A. PCC Membership Status (May 2017)

Solano County
Paratransit Coordinating Council
Membership Status
May 2017

Member	Jurisdiction	Agency	Appointed	Term Expires	Chair/Vice-Chair Appointment
James Williams	Member at Large		December 2012	December 2018	
Lyll Abbott	Member at Large		July 2014	July 2017	
Richard Burnett	MTC PAC Representative		December 2012	December 2018	
Judy Nash	Public Agency - Education	Solano Community College	April 2016	April 2019	
Rachel Ford	Public Agency – Health and Social Services	Wellness/ Recovery Unit	February 2016	February 2019	
Edith Thomas	Social Service Provider	Connections 4 Life	February 2015	February 2018	
Anne Payne	Social Service Provider	Senior Living Facility	June 2013	September 2019	January 2016
Lisa Hooks	Social Service Provider	State Council on Developmental Disabilities	December 2016	December 2019	
Cynthia Tanksley	Transit User		February 2015	February 2018	
Ernest Rogers	Transit User		June 2014	June 2017	January 2016
Kenneth Grover	Transit User		June 2014	June 2017	

PCC

2017 PCC Meetings and Locations

KROC Center, Banquet Room (Confirmed)

Thursday, May 18, 2017

1:00 – 3:00 p.m.

586 E Wigeon Way

Suisun City, CA 94585

City of Benicia, Commission Room (Confirmed)

Thursday, July 20, 2017

1:00 – 3:00 p.m.

250 East L St.

Benicia, CA 94510

Solano Community College, Faculty Room (Confirmed)

Thursday, September 21, 2017

1:00 – 3:00 p.m.

4000 Suisun Valley Rd.

Fairfield, CA 95434

SolTrans Operations & Maintenance Facility, Conference Room (Confirmed)

Thursday, November 16, 2017

1:00 – 3:00 p.m.

1850 Broadway St.

Vallejo, CA 94590

STA Staff will focus on incorporating Fairfield and Rio Vista into the 2018 schedule.