Transit Paratransit Coordinating Committee

MEETING AGENDA

November 15, 2016 – 1:30 p.m.

Sonoma County Transportation Authority
SCTA Large Conference Room
490 Mendocino Avenue, Suite 206
Santa Rosa, California 95401

ITEM

1. Introductions

2. Approval of Meeting Notes: September 20, 2016 - **DISCUSSION / ACTION***

3. Roundtable Updates

    3.1. Transit / Paratransit Operators

    3.2. Other Entities

4. FTA Section 5310 Formula Grants, FY15 – FY17 Program Information and Timeline – Information*

5. Notice of Officer Elections – Discussion*

6. Public Comment

7. Other Business / Comments / Announcements

8. Adjourn - **ACTION**

*Materials attached
**Materials to be handed out

The next **SCTA/RCPA** meeting will be held December 12, 2016
The next **TPCC** meeting will be held January 15, 2017

Copies of the full Agenda Packet are available at www.sctainfo.org

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the **Transit Paratransit Coordinating Committee** after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

TRANSIT PARATRANSIT COORDINATING COMMITTEE MEETING NOTES

Meeting Notes of September 20, 2016

ITEM

1. Introductions
Meeting called to order at 1:36 p.m. by Chair Dennis Battenberg.

Committee Members: Dennis Battenberg, Chair; Stan Gow, Vice Chair; Steve Birdlebough, Sonoma County Transportation and Land Use Coalition; Samantha Davis, Becoming Independent; Norine Doherty, Area Agency on Aging; Paul George, Disability Services and Legal Center; Yuri Koslen, City of Santa Rosa; Steven Schmitz, Sonoma County Transit.

Guests: Dubii Lechuga, Citizen.

2. Approval of Meeting Notes: July 19, 2016 - **DISCUSSION / ACTION***
Approved as submitted.

3. MTC's Coordinated Plan, follow-up discussion on recommendations – Discussion*
Dana Turréy reviewed the presentation given previously by MTC regarding the Coordinated Public Transit-Human Services Transportation Plan and referred to materials regarding service gaps in Sonoma County and potential solutions.

Chair Battenberg addressed issues with the location of the bus stop on Mendocino at Seventh Street and the need to coordinate with other transit service.

Discussion followed regarding paratransit service and coordination with transit operators. It was suggested that Next Bus provide information on availability of wheelchair access in real time on vehicles.

Dubii Lechuga suggested that it would be good to have vouchers for service after hours for paratransit riders who are stranded. She announced that Golden Gate Transit has changed their schedule back to where it is not possible to make the Santa Rosa CityBus at 8:00 a.m. She also noted that the website for Sonoma County Transit is not fully accessible to the visually impaired.

Norine Doherty explained that the County had recently executed seven contracts with agencies for travel voucher programs (pilot projects), including the Earle Baum Center of the Blind, FISH, Petaluma People Service Center, Catholic Charities, Vintage House, Sebastopol Senior Center, and Cloverdale Senior Center. She also noted that the Sonoma Access website is in the process of being upgraded.

Discussion ensued regarding the possibility of using the Clipper card for paratransit service.

4. Round Table Updates

    4.1. Transit / Paratransit Operators
City of Santa Rosa:
Yuri Koslen reported that staff is determining a date to implement Re-Imagining CityBus.

The Short Range Transit Plan will be presented to City Council September 27.

Staff is working with the City's Paratransit Users Group (PUG) to select additional representation for the TPCC.

The issue of subscription trips and the significant time they take from regular transit service is under review.

Sonoma County Transit:
Steven Schmitz reported that staff has been involved in identifying SMART connector routes, including the Airport circulator, from the County Center to the Santa Rosa North station; Sebastopol to the Cotati station, and Sonoma to the filling station.

The draft Short Range Transit Plan will be released soon.

4.2. Other Entities
SMART: Steve Birdlebough reported that the Jennings crossing was approved. Discussions will take place between SMART and school districts regarding whether to have a crossing guard. SMART expects to have this completed by the time they are ready to begin service.

Area Agency on Aging: As mentioned earlier in the meeting, Norine Doherty announced that seven new contracts have been executed for pilot travel voucher programs (the Earle Baum Center of the Blind, FISH, Petaluma People Service Center, Catholic Charities, Vintage House, Sebastopol Senior Center, and Cloverdale Senior Center).

A meeting of the Sonoma Access Coordinated Transportation Committee will be taking place on October 14, 2016.

Becoming Independent:
Samantha Davis announced that Becoming Independent is reaching out to participants regarding transportation services that they use in order to identify the best use of Becoming Independent's vehicles. She added that Becoming Independent will become more community-based than just their main campus, offering transportation service between public meeting points and work places.

5. Public Comment
N/A

6. Other Business / Comments / Announcements

6.1. Bus stop relocation in downtown Santa Rosa – Mendocino & 7th stop has moved to Ross and B Street

Discussion regarding route and service changes. Mr. Schmitz stated that staff is working on a real-time feed to 511 for Sonoma County Transit.

Mr. George announced the annual Disability Services and Legal Center Tech Fair at the Sonoma County Fairgrounds on October 7.

Chair Battenberg led a discussion regarding the possibility of holding a public meeting in the evening to address transit issues.

Discussion continued regarding other alternative times or days for the Committee meeting.

7. Adjourn – **ACTION**
2:48 p.m.

Staff Report

To: **Transit Paratransit Coordinating Committee**

From: **Dana Turréy, Transportation Planner**

Item: **Federal Transit Administration (FTA) 5310 Program for FY 2015-17**

Date: **November 15, 2016**

Issue:

What is the FTA 5310 program and funding schedule?

Background:

The Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. Section 5310) is a formula program that provides capital and operating grants to assist private non-profit corporations and public agencies to provide coordinated transportation services that are planned, designed, and carried out to meet the needs of seniors and individuals with disabilities.

This Committee is charged with taking action on grant application recommendations from a Grant Review and Allocation Subcommittee.

The FY 2015- 2017 cycle of the Section 5310 Program is jointly administered by Caltrans and MTC. While MTC does not yet have all the information from Caltrans about this call for projects, MTC staff has noted the following about the timeline and cycle:

- Public transit agencies who wish to apply should start thinking about and scheduling a public hearing.

- The application process will be administered online through the new Caltrans Electronic Grants Management System (EGM). Applications will be initiated, submitted and reviewed online. EGM training for applicants will be held in January 2017.

- MTC's application review process has not yet been determined. Details will follow shortly.

- It is anticipated that projects will be funded 100% with federal funds (toll credits). No matching funds will be required.

- Please also review the Bay Area's Coordinated Public Transit-Human Services Transportation Plan: http://mtc.ca.gov/sites/default/files/Coord_Plan_Update.pdf.

- **MTC encourages and highly recommends that agencies start thinking about proposed projects and coordination opportunities in your respective areas, prior to Caltrans' release of the call for projects.**

The Call for Projects is scheduled to be released on January 9, 2017 with applications due by March 1, 2017. A full schedule is provided on the attached Fact Sheet.

Additional information on the Section 5310 FY15-17 Cycle Call for Applications is available on the Caltrans website at: http://dot.ca.gov/hq/MassTrans/5310.html.

Attachment:

Caltrans Program Fact Sheet and Timeline

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
Federal Fiscal Years 2015, 2016 and 2017
PROGRAM FACT SHEET AND TIMELINE

Program Purpose:

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

Funds Available FFY 2015 – 2017

- Approximately $28 million in Federal funds for Large UZAs; and $20 million for Small Urban and Rural.
- Projects are funded 100% with Federal funds upon FTA approval of Transportation Development Credits (Toll Credits)
- FTA mandates that at least 55% of funding is used for vehicle and other equipment projects.
- FTA mandates that no more than 45% of funding be used for Operating Assistance and Mobility Management projects.

NEW this grant cycle: Electronic Grants Management System (EGM). All projects will be administered online from application to project closeout. Less paper, more efficiency! EGM training will be in January 2017.

Eligible Applicants:

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

Eligible Equipment:
* Accessible vans and buses;
* Mobile radios and communication equipment;
* Computer hardware and software

Vehicle Replacement Eligibility:

Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A replacement bus(s) or van must meet or exceed useful life at the time of application.

Service Expansion Eligibility: Applicants must be able to document that the proposed transportation service will provide:
* Services to additional persons; or
* Expand the service area or hours; or
* Increase the number and/or frequency of trips.

Eligible Mobility Management Activities: Include, but are not limited to:
* Planning, development, implementation of coordinated transportation services;
* Travel training/trip planning.

Eligible Operating Activities: Include, but are not limited to:
* Expansion of hours/service of paratransit service beyond the requirements of ADA;
* Enhancement of services (same day; etc.)
* New or expansion of Volunteer Driver Programs.

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

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

5310 PROGRAM TIMELINE

November 2016	- RTPA/MPO Training tentatively scheduled for Redding 11/15/16, Sacramento 11/16/16, Riverside 11/17/16 - Begin Schedule for Public Hearings (Public Transit Only)
January 9, 2017	- Call for Projects - Grant Application Workshops
January 9-13, 2017	- EGM Training for Agencies/RTPAs and Application Workshops (Workshops tentatively scheduled for Redding, Sacramento, San Francisco, Visalia, San Bernardino/Riverside area).
March 1, 2017	- Applications are closed on EGM for any additional entry. System locks applications at 5 PM on March 1. Before EGM closes RTPAs certify to Caltrans that all projects are included in their respective Coordinated Plans. - RTPAs and the State Review Committee (SRC) score the applications concurrently during the month of March. - The RTPAs score the vehicles and equipment applications. SRC verifies the RTPAs' scores on the vehicle and equipment project applications. SRC scores the Operating Assistance and Mobility Management applications. - Goal for completing Public Hearings.
April 3, 2017	- RTPAs verify/compile regional prioritized lists on EGM to be submitted to FTA by Caltrans. - Grace period for completing Public Hearings ends.
April 2017	- Regional scores are merged into a statewide-prioritized list of projects.
May 2017	- Submit draft list to CTC for book item at the upcoming CTC meeting - CTC distributes public draft Program of Projects (POP)
June 2017	- CTC conducts staff level conference for the SRC to hear any filed appeals - CTC conducts public hearing to adopt final POP - Final POP distributed publicly - Projects are programmed in the FTIP
August 2017	- Schedule Successful Applicant Workshops, verify new agency information - After verification that all projects have been programmed, approved POP submitted to FTA for funding approval - After FTA's final approval, Standard Agreement process initiated - Procurement process begins.

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

Staff Report

To: **Transit Paratransit Coordinating Committee**

From: **Dana Turréy, Transportation Planner**

Item: **TPCC Officer Elections for 2017**

Date: **November 15, 2016**

Issue:

The election of Chair and Vice Chair of the Transit Paratransit Coordinating Committee (TPCC) for 2017 is noticed for the TPCC meeting scheduled on January 17, 2017.

Background:

The committee's purpose is to advise the Sonoma County Transportation Authority (SCTA) on the transit needs of communities of people with special needs, including elderly, disabled, and those of low income.

The TPCC facilitates communications between transit and paratransit users and the operators of such services. The TPCC reviews transit proposals involving Transportation Development Act (TDA) and Federal Transit Administration (FTA) 5310, and other funds. TDA funds are available for various types of transportation projects including the provision of transit and paratransit services. The TPCC also reviews the annual Coordinated Claim for Sonoma County.

The TPCC is involved in raising awareness of the many issues faced in both using and providing transit and paratransit services. The committee has an interest in both paratransit and fixed route transit issues.

Officers:

SCTA's Ordinance No.3 requires that a Chair and Vice Chair be elected at the first meeting of the year to lead the TPCC during the calendar year. Dennis Battenberg has served as Chair and Stan Gow as Vice-Chair during 2016. Any nominations for Chair and Vice Chair, including the current Chair and Vice Chari, are now invited. Nominations for Chair shall be limited to members having attended six (6) or more meetings in the preceding three (3) years.

Meetings:

The TPCC normally meets the 3rd Tuesday of every other month at 1:30 p.m. Meetings are held in SCTA's conference room.

Actions Requested:

1. Nominations for Chair & Vice Chair are requested.

2. Attendance on January 17, 2017 is requested, as a quorum of voting members is required for the election.