



Paratransit Technical Advisory Committee Meeting Agenda Tuesday, March 13, 2018, 9:30 a.m.

Staff Liaisons: [Krystle Pasco](#),
[Cathleen Sullivan](#)

Public Meeting [Angie Ayers](#)
Coordinator:

1. Call to Order/Roll Call

2. Public Comment

3. Administration Page/Action

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4. Paratransit Programs and Projects

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4.5. Mobility Management		
4.6. Emergency Preparedness		
4.7. Technical Exchange		

5. Committee and Transit Reports

5.1. PAPCO Update		
5.2. ADA and Transit Advisory Committee Updates		

6. Member Reports

7. Staff Reports

8. Adjournment

Next Meeting: Tuesday, September 11, 2018

Notes:

- All items on the agenda are subject to action and/or change by the Committee.
- To comment on an item not on the agenda (3-minute limit), submit a speaker card to the clerk.
- Call 510.208.7450 (Voice) or 1.800.855.7100 (TTY) five days in advance to request a sign-language interpreter.
- If information is needed in another language, contact 510.208.7400. Hard copies available only by request.
- Call 510.208.7400 48 hours in advance to request accommodation or assistance at this meeting.
- Meeting agendas and staff reports are available on the [website calendar](#).
- Alameda CTC is located near 12th St. Oakland City Center BART station and AC Transit bus lines. [Directions and parking information](#) are available online.



Alameda CTC Schedule of Upcoming Meetings:

Commission Chair

Supervisor Richard Valle, District 2

Commission Vice Chair

Mayor Pauline Cutter,
City of San Leandro

AC Transit

Board President Elsa Ortiz

Alameda County

Supervisor Scott Haggerty, District 1
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART

Director Rebecca Saltzman

City of Alameda

Mayor Trish Spencer

City of Albany

Councilmember Peter Maass

City of Berkeley

Councilmember Kriss Worthington

City of Dublin

Mayor David Haubert

City of Emeryville

Mayor John Bauters

City of Fremont

Mayor Lily Mei

City of Hayward

Mayor Barbara Halliday

City of Livermore

Mayor John Marchand

City of Newark

Councilmember Luis Freitas

City of Oakland

Councilmember At-Large
Rebecca Kaplan
Councilmember Dan Kalb

City of Piedmont

Vice Mayor Teddy Gray King

City of Pleasanton

Mayor Jerry Thorne

City of Union City

Mayor Carol Dutra-Vernaci

Executive Director

Arthur L. Dao

Description	Date	Time
Alameda County Technical Advisory Committee (ACTAC)	April 5, 2018	1:30 p.m.
Finance and Administration Committee (FAC)	April 9, 2018	8:30 a.m.
I-680 Sunol Smart Carpool Lane Joint Powers Authority (I-680 JPA)		9:30 a.m.
I-580 Express Lane Policy Committee (I-580 PC)		10:00 a.m.
Planning, Policy and Legislation Committee (PPLC)		10:30 a.m.
Programs and Projects Committee (PPC)		12:00 p.m.
Transit Planning Committee (TPC)		1:30 p.m.
Independent Watchdog Committee (IWC)	July 9, 2018	5:30 p.m.
Paratransit Technical Advisory Committee (ParaTAC)	September 11, 2018	9:30 a.m.
Alameda CTC Commission Meeting	March 22, 2018	2:00 p.m.
Paratransit Advisory and Planning Committee (PAPCO)	March 26, 2018	1:30 p.m.
Bicycle and Pedestrian Community Advisory Committee (BPAC)	March 29, 2018	5:30 p.m.

All meetings are held at Alameda CTC offices located at 1111 Broadway, Suite 800, Oakland, CA 94607. Meeting materials, directions and parking information are all available on the [Alameda CTC website](http://www.AlamedaCTC.org).

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Paratransit Technical Advisory Committee
Meeting Minutes
Tuesday, January 9, 2018, 9:30 a.m.

3.1

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

1. Call to Order and Roll Call

Krystle Pasco called the meeting to order and a roll call was conducted. All members were present with the exception of Dana Bailey, Travis Huang, Ely Hwang, Jay Jeter, Paul Keener, Kadri Kulm, Julie Parkinson, Laura Timothy and David Zehnder.

Sid Schoenfeld informed the committee that Isabelle Leduc was promoted to Interim City Manager and he is now the ParaTAC representative for the City of Albany.

2. Public Comment

There were no public comments.

3. Administration

3.1. Review the September 12, 2017 ParaTAC Meeting Minutes

Committee members received the September 12, 2017 ParaTAC meeting minutes and agreed by acclamation.

3.2. Review the FY 2017-18 ParaTAC Meeting Calendar

Committee members received the FY 2017-18 ParaTAC meeting calendar. Krystle Pasco noted that a Joint PAPCO and ParaTAC meeting is scheduled for February 26, 2018 and the topic will be mobility management. A best practice presentation and guest speaker, Arun Prem with San Diego's Facilitating Access to Coordinated Transportation (FACT) will present on the work they are doing in San Diego. Ms. Pasco stated a panel discussion with Arun Prem and local mobility management providers will also take place. A special session after the Joint meeting with Arun Prem and the local providers will occur to provide additional technical information. Ms. Pasco stated that the next ParaTAC meeting is scheduled for March 13, 2018 and will be devoted to

answering questions about the Program Plan application and tables.

3.3. PAPCO Roster

The PAPCO roster was provided in the agenda packet for review purposes.

3.4. Paratransit Outreach Calendar

The paratransit outreach calendar was provided in the agenda packet for review purposes. Krystle Pasco requested that Committee members let staff know the dates for events happening locally. She noted that the events that have two asterisks on the calendar are events that Alameda CTC will attend in person.

Sid Schoenfeld stated that the City of Albany Senior Resource Fair is scheduled for Thursday, April 26, 2018 from 10:00 a.m. to 1:00 p.m.

Shawn Fong stated that the Four Seasons of Health Expo is planned for Saturday, May 12, 2018 from 9:00 a.m. to 1:00 p.m.

4. Paratransit Programs and Projects

4.1. Direct Local Distribution (DLD) Estimates for FY2018-19

Krystle Pasco presented this agenda item. She reiterated that Measure B and Measure BB paratransit Direct Local Distribution (DLD) funding is split by planning area and within each planning area by formula. Ms. Pasco reviewed the funding distribution as stated in both the 2000 and 2014 Transportation Expenditure Plans (TEPs). She reviewed the percentage of funds allocated to ADA-mandated paratransit services, City-based services, East Bay Paratransit, and the discretionary grant program.

She also said that the 2014 TEP specifies that the 3 % allocated to cities and local transit operators will be distributed to each of the four planning areas based on the percentage of the population over age 70. Once the planning area distribution is determined, the funding formula to allocate funding within each planning area is applied. Ms. Pasco stated that the income data for the funding formula is based on the 2015 American Community

Survey (ACS) data and the funding formula is tied to the Alameda CTC Master Program Funding Agreements, which expires in June 2026. Ms. Pasco informed the members that draft DLD projections are included in the packet and these estimates should be used by ParaTAC members for their Program Plan applications for FY 2018-19. The applications will be due to Alameda CTC by late March 2018.

She noted that overall paratransit Measure B and Measure BB DLD funding increased. All cities, with a few exceptions, saw increases in Measure B and Measure BB funding. Ms. Pasco explained that all planning areas saw an increase in their population over age 70 as follows:

- North 4.4%
- Central 0.2%
- South 4.9%
- East 9.6%

Shawn Fong asked if at a future meeting if Alameda CTC staff can bring forward information about the programs' fund balances. She noted that as Measure B sunsets in March 2022, how the fund balances will be treated is still unclear. Ms. Pasco responded that this item will be placed on the March ParaTAC agenda and John Nguyen will cover this topic.

4.2. Access Alameda Booklet and Website Update

Naomi Armenta presented this agenda item. She noted that she is requesting input from the Committee on the Access Alameda guide and website. Ms. Armenta stated that staff is currently reviewing the comments on broad changes for the format, general content, and design. Members still have an opportunity to provide input and the deadline for comments is January 19, 2018. Ms. Armenta stated that people like many things about the current version and she summarized current requests for changes to the booklet: opening with a more visual page such as an overview or how to use the guide; combine Travel Training and Mobility Management sections, etc.

Ms. Armenta noted that in 2016, the City-based Paratransit Services Application was added on the website as a webform.

Since then many applications have been submitted via the website to the cities of Alameda, Oakland and Hayward. Alameda CTC uses Google Analytics to track webpage views for the website. She stated that the application page is the seventh most visited page under the Paratransit Programs page.

Ms. Armenta asked the members how many applications are received by Cities from the booklet and is the paper application in the booklet still needed. PAPCO requested Alameda CTC include the ADA services' applications in the booklet.

Victoria Williams stated the City of Alameda hasn't received any paper applications from the booklet; however, they receive many applications that are designated to Alameda County.

Suggestions were expressed to retain the application as is in the booklet and to include the ADA services' applications.

Brad Helfenberger asked how the Access Alameda Guide is distributed. Krystle Pasco responded through outreach events throughout Alameda County and by request. Mr. Helfenberger stated that if the guide is not distributed widely, staff should consider distributing the application separately.

Shawn Fong said that the booklet is distributed at many events in Southern Alameda County. She stated that one thing that is helpful to have is an all-in-one resource guide and application.

Shawn Fong and Kim Ridgeway opposed to combining the Travel Training and Mobility Management sections in the booklet. Victoria Williams suggested calling it "Mobility Management: Travel Options."

Shawn Fong suggested changing the size of the booklet to accommodate an introductory paragraph for each program and include instructions about applications.

Krystle Pasco noted that Alameda CTC will bring a mock-up of the updated booklet to the March ParaTAC meeting.

4.3. Mobility Management

Naomi Armenta reported out on the Countywide Mobility Management meeting on November 16, 2017 at East Bay Paratransit. She noted that the meeting was well attended and the discussion focused around Alameda County Mobility Management providers and performance measures.

4.4. Emergency Preparedness

Naomi Armenta noted that she's on a list to attend the Bay Area Urban Areas Security Initiative (UASI) meetings. She noted that so far the meetings aren't focused on transportation; however the Bay Area UASI Management Team Project Charter 2019-2020 Regional Critical Transportation Capability Building group will focus more on transportation.

4.5. Technical Exchange

Victoria Williams asked the members how they distribute evaluations. In the past, East Bay Paratransit (EBP) distributed Alameda's evaluations; however, not all Alameda folks are enrolled in EBP services.

Hakim McGee stated that Oakland distributes evaluations every May without incentives. The evaluation goes to Oakland's active clients and they get a 35% response rate.

Raymond Figueroa stated that the City of Pleasanton distributes to their active riders during the November/December timeframe. They offer a free ride to their clients if they respond.

Shawn Fong sends their evaluation to everyone enrolled with an incentive of free rides.

Brad Helfenberger suggested that for a free shuttle service to do the evaluation through an online survey on your website. Some members responded that online survey's weren't effective.

5. Committee and Transit Reports

5.1. PAPCO Update

Krystle Pasco informed the Committee that the next PAPCO meeting is on March 26, 2018 and staff will be requesting PAPCO

members' volunteer opportunities for Program Plan Review, receiving a progress report for the 2018 Comprehensive Investment Plan (CIP) Paratransit Programs, and receive a program report from the City of Hayward and the City of Newark. She noted that PAPCO will also review a mockup of the Access Alameda Guide at the March meeting. PAPCO will not meet in April. The Program Plan Review subcommittee is currently planned for April 23, 2018 and April 24, 2018.

5.2. ADA and Transit Advisory Committee Updates

Krystle Pasco noted that the last SRAC meeting was cancelled and the meeting prior to that was in November 2017.

Kim Ridgeway stated that the AC Transit Accessibility Advisory Committee meets the second Tuesday of the month and the next meeting is scheduled for February 13, 2018.

6. Member Reports

Raymond Figueroa stated that the Pleasanton Transit Fair is scheduled for Friday, March 16, 2018.

7. Staff Reports

Krystle Pasco invited members to the Joint meeting on February 26, 2018 and the topic is mobility management.

8. Adjournment

The meeting adjourned at 10:45 a.m.



PARATRANSIT TECHNICAL ADVISORY COMMITTEE
January 9, 2018
ROSTER OF MEETING ATTENDANCE

Present	ParaTAC Member	Local Agency/Jurisdiction
A	Bailey, Dana	City of Hayward
P	Figueroa, Raymond	City of Pleasanton
P	Fong, Shawn	City of Fremont
P	Helfenberger, Brad	City of Emeryville
A	Huang, Travis	City of Union City
A	Hwang, Ely	City of San Leandro
A	Jeter, Jay	East Bay Paratransit
A	Keener, Paul	Alameda County Public Works
A	Külm, Kadri	LAVTA
P	McGee, Hakeim	City of Oakland
A	Parkinson, Julie	City of Pleasanton
P	Ridgeway, Kim	AC Transit
P	Rogers, Sandra	City of San Leandro
P	Schoenfeld, Sid	City of Albany
A	Timothy, Laura	BART
P	Williams, Victoria	City of Alameda
A	Zehnder, David	City of Newark

P Sendayí Santana City of Oakland

STAFF		
Present	Staff/Consultants	Title
P	Cathleen Sullivan	Principal Transportation Planner
P	Krystle Pasco	Assistant Program Analyst
P	Naomi Armenta	Paratransit Coordination Team
	Richard Wiener	Paratransit Coordination Team
P	Angie Ayers	Public Meeting Coordinator, Consultant

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
1.	CHRIS MULLIN	DEPT OF REHAB	510-226-1922	*IPMULLIN@201.COM
2.				
3.	NIKKI BRONN-ROCKE	EAST DOES IT		
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FY 2017-18 Paratransit Technical Advisory Committee (ParaTAC) Meeting Calendar 3.2

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ParaTAC meetings occur on the second Tuesday of the month from 9:30-11:30 a.m. on an as needed basis based on the Paratransit Program's annual work plan and other program needs. Joint PAPCO and ParaTAC meetings occur on the fourth Monday of the month from 1:30-3:00 p.m. Meetings are held at the Alameda CTC offices in downtown Oakland. Note that meetings and items on this calendar are subject to change; refer to www.AlamedaCTC.org for up-to-date information.

Categories	September 12, 2017 ParaTAC Meeting	October 23, 2017 Joint Meeting	January 9, 2018 ParaTAC Meeting	February 26, 2018 Joint Meeting	March 13, 2018 ParaTAC Meeting
Planning and Policy	<ul style="list-style-type: none"> Implementation Guidelines and Performance Measures Review and Update HDTS/WSBTS Programs and Same Day Accessible Transportation Options Update 	<ul style="list-style-type: none"> Volunteer Driver Programs Overview and Best Practices Presentation Panel and Discussion 	<ul style="list-style-type: none"> Paratransit Direct Local Distribution (DLD) Estimates Update 	<ul style="list-style-type: none"> Mobility Management and One-Call/One-Click Overview Guest Speaker: Arun Prem, San Diego FACT Presentation Panel and Discussion 	<ul style="list-style-type: none"> Program Plan Application Discussion Direct Local Distribution (DLD) Timely Use of Funds Policy Presentation 2020 CIP Priorities and Guidelines Discussion
Committee Development	<ul style="list-style-type: none"> FY 2017-18 Meeting Calendar Review Technical Exchange 		<ul style="list-style-type: none"> Technical Exchange 		<ul style="list-style-type: none"> Technical Exchange
Outreach and Information			<ul style="list-style-type: none"> Access Alameda Review and Discussion 		<ul style="list-style-type: none"> Access Alameda Review and Discussion

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**Alameda County Transportation Commission
Paratransit Advisory and Planning Committee
Roster - Fiscal Year 2017-2018**

3.3

	Title	Last	First	City	Appointed By	Term Began	Re apptmt.	Term Expires
1	Ms.	Stadmire, Chair	Sylvia J.	Oakland	Alameda County Supervisor Wilma Chan, D-3	Sep-07	Oct-16	Oct-18
2	Ms.	Johnson, Vice Chair	Sandra	San Leandro	Alameda County Supervisor Nate Miley, D-4	Sep-10	Mar-17	Mar-19
3	Mr.	Barranti	Kevin	Fremont	City of Fremont Mayor Lily Mei	Feb-16		Feb-18
4	Ms.	Behrens	Yvonne	Emeryville	Pending Commission Approval City of Emeryville Mayor John Bauters	Mar-18		Mar-20
4	Mr.	Bunn	Larry	Union City	Union City Transit Travis Huang, Interim Transit Manager	Jun-06	Jan-16	Jan-18
5	Mr.	Coomber	Robert	Livermore	City of Livermore Mayor John Marchand	May-17		May-19
6	Mr.	Costello	Shawn	Dublin	City of Dublin Mayor David Haubert	Sep-08	Jun-16	Jun-18
7	Mr.	Hastings	Herb	Dublin	Alameda County Supervisor Scott Haggerty, D-1	Mar-07	Jan-16	Jan-18
8	Rev.	Orr	Carolyn M.	Oakland	City of Oakland, Councilmember At-Large Rebecca Kaplan	Oct-05	Jan-14	Jan-16
9	Rev.	Patterson	Margaret	Albany	City of Albany Councilmember Peter Maass	Feb-18		Feb-20
10	Ms.	Rivera-Hendrickson	Carmen	Pleasanton	City of Pleasanton Mayor Jerry Thorne	Sep-09	Jun-16	Jun-18
11	Ms.	Ross	Christine	Hayward	Alameda County Supervisor Richard Valle, D-2	Oct-17		Oct-19
12	Ms.	Rousey	Michelle	Oakland	BART President Rebecca Saltzman	May-10	Jan-16	Jan-18

	Title	Last	First	City	Appointed By	Term Began	Re apptmt.	Term Expires
13	Ms.	Saunders	Harriette	Alameda	City of Alameda Mayor Trish Spencer	Jun-08	Jun-16	Jun-18
14	Mr.	Scott	Will	Berkeley	Alameda County Supervisor Keith Carson, D-5	Mar-10	Jun-16	Jun-18
15	Ms.	Smith	Linda	Berkeley	City of Berkeley Councilmember Kriss Worthington	Apr-16		Apr-18
16	Ms.	Tamura	Cimberly	San Leandro	City of San Leandro Mayor Pauline Cutter	Dec-15		Dec-17
17	Ms.	Waltz	Esther Ann	Livermore	LAVTA Executive Director Michael Tree	Feb-11	Jun-16	Jun-18
18	Mr.	Zukas	Hale	Berkeley	A. C. Transit Board President Elsa Ortiz	Aug-02	Feb-16	Feb-18
20		Vacancy			City of Hayward Mayor Barbara Halliday			
21		Vacancy			City of Newark Councilmember Luis Freitas			
22		Vacancy			City of Piedmont Vice Mayor Teddy King			
23		Vacancy			City of Union City Mayor Carol Dutra-Vernaci			



Upcoming Events

Date	Event Name	Location	Time
March 16, 2018	Transit Fair**	Pleasanton Senior Center, 5353 Sunol Boulevard, Pleasanton, CA 94566	10:00 a.m. – 1:00 p.m.
March 24, 2018	Transition Information Faire**	College of Alameda, 555 Ralph Appezzato Memorial Parkway, Alameda, CA 94501	9:30 a.m. – 3:00 p.m.
April 25, 2018	Senior Wellness Fair	South Berkeley Senior Center, 2939 Ellis Street, Berkeley, CA 94703	10:00 a.m. – 2:00 p.m.
April 26, 2018	Senior Resource Fair	Albany Senior Center, 846 Masonic Avenue, Albany, CA 94706	10:00 a.m. – 1:00 p.m.
April TBD	Senior Resource Fair	San Leandro Senior Community Center, 13909 East 14th Street, San Leandro, CA 94578	10:00 a.m. – 1:00 p.m.
May TBD	Older Americans Month Celebration	Oakland City Hall and Frank Ogawa Plaza, 1 Frank H. Ogawa Plaza, Oakland, CA 94612	10:00 a.m. – 2:00 p.m.
May 3, 2018	Senior Health and Wellness Resource Fair**	Kenneth C. Aitken Senior and Community Center, 17800 Redwood Road, Castro Valley, CA 94546	9:00 a.m. – 1:00 p.m.
May 12, 2018	Age Friendly Health Expo**	Fremont Multi-Service Senior Center and Central Park, 40086 Paseo Padre Parkway, Fremont, CA 94538	9:00 a.m. – 1:00 p.m.
May TBD	USOAC Annual Convention**	Eden United Church of Christ, 21455 Birch Street, Hayward, CA 94541	9:00 a.m. – 3:00 p.m.

Date	Event Name	Location	Time
May TBD	Open House and Resource Fair	Mastick Senior Center, 1155 Santa Clara Avenue, Alameda, CA 94501	3:00 p.m. – 6:00 p.m.

Previous Events

Date	Event Name	Location	Time
9/21/17	Healthy Living Festival**	Oakland Zoo, 9777 Golf Links Road, Oakland, CA 94605	8:00 a.m. – 2:00 p.m.
10/3/17	Senior Health Faire	Silliman Activity Center, 6800 Mowry Avenue, Newark, CA 94560	9:00 a.m. – 12:00 p.m.
10/7/17	Senior Info Fair	Dublin Senior Center, 7600 Amador Valley Boulevard, Dublin, CA 94568	10:00 a.m. – 2:00 p.m.

Alameda CTC's Paratransit Coordination Team will be distributing materials at an information table at events marked with asterisks ().

For more information about outreach events or to sign up to attend, please call Krystle Pasco at (510) 208-7467.



Memorandum

4.1

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• 510.208.7400

• www.AlamedaCTC.org

DATE: March 6, 2018

TO: Paratransit Technical Advisory Committee

FROM: Cathleen Sullivan, Principal Planner
Krystle Pasco, Assistant Program Analyst

SUBJECT: FY 2018-19 Paratransit Program Plan Review

Recommendation

ParaTAC members will review the FY 2018-19 Paratransit Program Plan Review application form and tables. The Committee will have an opportunity to learn about minor changes made to the form and tables and ask questions.

Summary

Annual paratransit program plan applications for Alameda CTC Paratransit Direct Local Distribution (DLD) funds for Fiscal Year (FY) 2018-19 are due at the close of business on March 23, 2018. Very minor changes were made to the form since last fiscal year. The ParaTAC meeting on March 13, 2018 will include a program plan application information item. Staff will provide an overview of the program plan forms, the minor changes to the form since the last fiscal year, and answer any questions members may have. The PAPCO Program Plan Review Subcommittees are currently scheduled for Monday and Tuesday, April 23 and 24, 2018.

Background

The 2000 Measure B Transportation Expenditure Plan (TEP) allocates 10.45% of net revenues and the 2014 Measure BB TEP allocates 10% of net revenues for transportation for seniors and people with disabilities. Approximately 9% of net revenues from each TEP is distributed to agencies on a monthly basis as Direct Local Distribution (DLD) funding for ADA-mandated services and city-based paratransit programs. The remaining funding is distributed on a discretionary basis through the Alameda CTC's Comprehensive Investment Program.

Each year, agencies that receive Measure B and Measure BB DLD funds for paratransit are required to submit a paratransit program plan and budget based on an estimate of annual sales tax revenue for the forthcoming fiscal year provided by Alameda CTC. The Alameda CTC's Paratransit Advisory and Planning Committee (PAPCO) convenes a Subcommittee to review submitted program plans and provide feedback to these agencies. The intent of the program plan review process is to ensure implementation of high quality and area-appropriate services throughout Alameda County and to encourage coordination, cost effectiveness, and consumer involvement. The PAPCO Program Plan Review Subcommittees to review and evaluate the Fiscal Year (FY) 2018-19 applications are currently scheduled on April 23rd and 24th, 2018.

The Program Plan Review Subcommittees' recommendations may include full approval or conditional approval, which usually requires follow up from programs (e.g. presentations to PAPCO or budget corrections). The Subcommittee recommendations will be presented to the full PAPCO at their May 21, 2018 meeting. A summary of the FY 2018-19 paratransit programs will be provided to the Commission in June 2018.

Program Plan application forms, including additional resources such as the Implementation Guidelines and Performance Measures, revenue

projections, and timely use of funds policy, are available on the web:
http://www.alamedactc.org/app_pages/view/8065.

Fiscal Impact: Upon approval by PAPCO in May, the programming of Measure B and BB paratransit DLD funds will be presented to the Commission in June 2018. The funds will also be included in the agency's FY 2018-19 budget.

Attachments

- A. FY 2018-19 Program Plan Application
- B. FY 2018-19 Program Plan Tables

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FY 2018-19 Annual Paratransit Program Plan

Application for Measure B and BB Funding

4.1A

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The Alameda County Transportation Commission (Alameda CTC) requires recipients of paratransit funding to participate in an Annual Program Plan Review process. Recipients are required to complete and submit a program plan application to Alameda CTC that outlines their prior expenditures and anticipated revenues and expenditures related to delivering paratransit services to seniors and people with disabilities in Alameda County.

Requirements and Instructions

The Annual Paratransit Program Plan Application includes the following documents:

1. Paratransit Program Plan Application (this MS Word document)
2. Paratransit Program Plan Attachments A-D (Tables A, B, C, and D of the provided MS Excel workbook) *NOTE: The FY 2018-19 Program Plan Excel workbook contains a tab to report on FY 2016-17 performance and budget (Attachment A Table). The FY 2016-17 program information entered into Table A will be used to monitor program performance and, where applicable, should align with program information included in the FY 2016-17 compliance report.*
3. References:
 - a. FY 2018-19 MB & MBB Paratransit DLD Revenue Projections, (distributed to ParaTAC, January 2018)
 - b. Alameda CTC Special Transportation for Seniors and People with Disabilities (Paratransit) Implementation Guidelines and Performance Measures, revised November 2017
 - c. Alameda CTC Timely Use of Funds Policy, adopted 12/3/15

Submit the Word and Excel files listed above electronically via email by March 23, 2018 to Krystle Pasco at kpasco@alamedactc.org.

Be sure to include your agency name and FY 18-19 in the file name of both the Word document and the Excel workbook (e.g., Albany_FY1819_Paratransit_Program_Application.doc).

If you have questions, please contact Krystle Pasco via email or phone at (510) 208-7467.

FY 2018-19 Annual Paratransit Program Plan Application

Due by March 23, 2018

CONTACT INFORMATION	
Agency:	
Contact Name:	
Title:	
Phone Number:	
E-mail Address:	

Date Submitted: _____

TYPES OF SERVICES PROVIDED

1. **What type of paratransit projects and programs will be funded, fully or partially, with Measures B and BB Direct Local Distribution (DLD, pass-through) and paratransit discretionary grant funds?** To answer this question, complete Attachment B (Table B tab of the Microsoft Excel workbook).

Below is a list of the types of services/programs that are eligible for Alameda CTC funding. For detailed information about these eligible services, including minimum service requirements and performance measures, refer to the Alameda CTC's Special Transportation for Seniors and People with Disabilities (Paratransit) Implementation Guidelines, revised November 2018 (provided with the application materials).

- **Management/Overhead:** Program oversight, planning, budgeting, participation in regional/countywide meetings. Include admin/labor even if it is paid by the City/transit agency for accurate reporting of full program expenses.
- **Customer Service/Outreach:** Activities associated with educating consumers about services that are available to them, answering questions from consumers and taking, tracking and responding to complaints and commendations. Include costs even if paid by the City/transit agency for accurate reporting of full program expenses.
- **ADA-mandated Paratransit:** Paratransit services provided by fixed-route transit operators to fulfill requirements under the American's with Disabilities Act (ADA).
- **City-based Door-to-Door Service:** Pre-scheduled, accessible, door-to-door service provided by city. Provides a similar level of service to ADA-mandated services; designed to fill gaps not met by ADA-mandated providers and/or relieve ADA-mandated providers of some trips.

- **Taxi Subsidy/Same-Day Transportation Program:** Provides a same day, curb-to-curb service intended for situations when consumers cannot make their trip on a pre-scheduled basis; allows eligible consumers to use taxis or Transportation Network Companies (TNCs) (at program discretion) at a reduced fare.
- **City-based Specialized Accessible Van Service:** Specialized van service provides accessible, door-to-door trips on a pre-scheduled or same-day basis. These services are generally implemented as a supplement to a taxi program that does not meet critical needs for particular trips in accessible vehicles in certain communities.
- **Accessible Fixed-Route Shuttle:** Generally accessible vehicles that operate on a fixed route and schedule to serve common trip origins and destinations, e.g. senior centers, medical facilities, grocery stores, BART stations, other transit stations, community centers, commercial districts, and post offices.
- **Group Trips Program:** Round-trip accessible van rides for pre-planned outings or to attend specific events or go to specific destinations for fixed amounts of time, e.g. shopping trips or religious services. Trips usually originate from a senior center or housing facility.
- **Door-through-Door/Volunteer Driver Program:** Pre-scheduled, door-through-door services that are generally not accessible; rely on volunteers to drive eligible consumers for critical trip needs, such as medical trips. May also have an escort component.
- **Mobility Management and/or Travel Training:** Covers a wide range of activities, such as travel training, trip planning, and brokerage. Does not include provision of trips. (This is considered "non-trip provision").
- **Scholarship/Subsidized Fare Program:** Program to subsidize any service for customers who are low-income and can demonstrate financial need.
- **Meal Delivery:** Program to fund meal delivery to the homes of individuals who are transportation disadvantaged. Currently, only existing operating programs can continue to use Measure B funds for these service costs. No new meal delivery services can be established.
- **Capital Expenditure:** Capital purchase or other capital expenditure.
- **Note on volunteer driver programs and mobility management/training:** If your program is using DLD funds, but not discretionary grant funds, you will be required to submit further information.

A. Provide a short narrative description of your agency's FY 2018-19 program.

B. Explain how the suite of services offered is targeted towards the seniors and people with disabilities in your community. Why have these services been selected to meet the trip needs of your consumers over other eligible service types? How do these services enhance their quality of life and help them meet basic life needs?

C. List the most common trip destinations for seniors and people with disabilities in your community that your services are designed to serve, e.g. dialysis centers, hospitals, major shopping complexes, senior centers.

- 2. Will your agency's program for FY 2018-19 conform to the Paratransit Program Implementation Guidelines, as required?** (FY 2018-19 Programs are *required* to conform to the Implementation Guidelines, revised November 2017)

☐ Yes

☐ No

- A. If "No", explain below and contact Alameda CTC staff to discuss** (prior to March 30, 2018)

- 3. If proposing any service or program changes in FY 2018-19 from the current year, FY 2017-18, describe the changes and explain why they are proposed.** Describe how these changes will impact the ability of seniors and people with disabilities in your community to meet their basic life needs.

- 4. Looking ahead, beyond FY 2018-19, do you anticipate major service changes? Please briefly describe.** Describe major changes such as beginning or ending a type of service anticipated within the next five years.

PROGRAM ELEMENTS REQUIRING ALAMEDA CTC STAFF REVIEW

- 5.** The November 2017 Paratransit Program Implementation Guidelines require Alameda CTC staff review of several program elements prior to implementation. The program elements requiring staff review are listed as items 5A – 5G below and for each item, further explanation is requested. **If your FY 2018-19 program plan includes any of the elements listed, in the box provided below, list the elements and the requested explanation for each.** Applicants must address any applicable paratransit projects and programs listed in Attachment B.

- A. Planned capital expenditure** (describe planned capital expenditures, such as purchase of vehicles or durable equipment)
- B. City-based Door-to-Door Service that includes trip limitations based on trip purpose** (describe the proposed trip limitations that are proposed)
- C. Taxi Subsidy/Same-Day Transportation Program that includes use of Transportation Network Companies (TNCs)** (describe the proposed service including screening and how subsidies will be provided)
- D. Taxi Subsidy/Same-Day Transportation Program that includes incentives to drivers and/or transportation providers** (describe the proposed incentives)
- E. Accessible Shuttle Service** (describe service plan and how city is coordinating with the local fixed route transit provider)
- F. New mobility management and/or travel training programs** (describe the well-defined set of activities)
- G. Low-income requirements for any scholarship and fare subsidy programs** (describe the proposed subsidy and the means that will be used to determine and verify eligibility)

DEVELOPMENT OF PROGRAM PLAN

- 6. How was consumer input sought in development of the program and selection of the services offered?** Describe all general outreach activities undertaken in connection with this plan, including consumer or public meetings; meetings with other agencies; presentations to boards, commissions, or committees. If possible provide dates for these activities. Note below if this plan was reviewed by a local paratransit advisory committee, including the name of the committee, and the date of the meeting.

- 7. Describe any outreach, surveys and/or analysis conducted to develop this plan and to determine the types of services the program offers.**

- 8. Describe how results from the community outreach, surveys and/or analysis described in Questions 6 and 7 were used to guide the development of the program plan.**

- 9. Describe any innovative, emerging technology or non-traditional elements integrated into the program plan.**

- 10. Was this program plan approved by a governing body (or is it scheduled for action)?** *This is not required by the Alameda CTC. Jurisdictions should follow their established internal process.*

☐ Yes

☐ No

- A.** If "Yes", provide the name of the governing body and planned or actual approval date.

OUTREACH

- 11. How do community members and potential users learn about the Alameda CTC-funded services provided in your community?** Specify for each of the paratransit projects and programs listed in Attachment B.

ELIGIBILITY AND ENROLLMENT

- 12. What are your requirements for eligibility? (e.g., age, residency, income, ADA-certification status, or other verification of disability).**

- 13. How do consumers enroll in your program? Include how long the enrollment process takes, and how soon newly enrolled applicants can use the services offered.**

CUSTOMER SATISFACTION

- 14. Describe your complaint and commendation process.** Describe your process from beginning to end, including instructions you provide to customers for filing program suggestions, complaints or commendations, your documentation procedures and your follow up.

- A. Describe any common or recurring service complaints, commendations and/or suggestions your program has received.** Specify for each of the paratransit projects and programs listed in Attachment B. *(Complaints are defined as phone calls, letters, or emails received for the specific purpose of making a complaint.)*

- B. Describe any changes you have made to your program as a result of these customer complaints, commendations and suggestions.**

EXPECTED DEMAND/USE OF SERVICES

15. How many people are/have been/will be registered in the program during the following time periods? Fill in the boxes below.

Registrants at beginning of FY 2016-17	
Registrants at end of FY 2016-17	
Current Registrants for FY 2017-18	
Projected Registrants for FY 2018-19	

A. Based on the registration projection provided, explain why you expect your program registration to increase, decrease or stay the same compared to the current year.

16. Do you expect the total number of one-way trips provided by your program to increase, decrease or stay the same compared to the current year, FY 2017-18? Why?

17. Do the ridership numbers reported in Attachments A and B include companions and/or attendants?

☐ Yes

☐ No

A. If "Yes", and if known, what percent of total ridership are companions/attendants? *(If providing an estimate, please clearly indicate it as such.)*

18. Please provide data on lift/ramp trips provided, if available. If lift/ramp trips were provided in more than one service, please specify for each.

Number of trips provided to a consumer using a mobility device in FY 2016-17	
Number of trips provided to a consumer using a mobility device in FY 2017-18	
Number of trips provided to a consumer using a mobility device in FY 2018-19	

VEHICLE FLEET

19. Provide details regarding your vehicle fleet. To answer this question, complete Attachment D (Table D tab of the Excel workbook).

SAFETY INCIDENTS

20. Describe any safety incidents recorded by your program in FY 2016-17, or to date in FY 2017-18. Specify for each of the paratransit projects and programs listed in Attachment B. *(Report incidents resulting in any of the following: a fatality other than a suicide; injuries requiring immediate medical attention away from the scene for two or more persons; property damage equal to or exceeding \$7,500; an evacuation due to life safety reasons; or a collision at a grade crossing.)*

--

FINANCES: PROGRAM REVENUE AND COST

21. Detail your FY 2018-19 program's total estimated revenue (all fund sources) and total cost by completing Attachment C (Table C tab of the Excel workbook). For program components funded all or in part with a Measure B/BB discretionary grant, segregate the grant funding by entering it in the "Other Measure B/BB" column.

22. Describe below the "Management/Overhead" and "Customer Service and Outreach" costs included in Attachment C and how these cost allocations were determined? (These two categories are defined under Question 1). *The amount spent on Customer Service/Outreach and Management/Overhead is to be included as part of the total program cost, even if it is not funded with Alameda*

CTC funding. This includes city/agency staff time paid for by a city's general fund.

A. Management/Overhead Costs

B. Customer Service and Outreach Costs

PROGRAM FUNDING RESERVES

- 23. If your paratransit program is anticipated to have a remaining balance of Measure B/BB DLD funding at the end of FY 2018-19, as shown in Attachment C, please explain. How do you plan to expend these funds and when?**

MISCELLANEOUS

24. Use this space to provide any additional notes or clarifications about your program plan.

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Alameda CTC FY 2018-19 Annual Paratransit Program Plan Application (July 1, 2018 - June 30, 2019)
Attachment A: Summary of Past Program Service, Performance and Costs (FY 2016-17)

[illegible]

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Alameda CTC FY 2018-19 Annual Paratransit Program Plan Application (July 1, 2018 - June 30, 2019)
Attachment B: Description of Planned Program

Note: Definitions for each drop-down menu are in the Implementation Guidelines

[illegible]

Note: Definitions for each drop-down menu are in the Implementation Guidelines

Service/Program Type and Name		Limits	Schedule			Eligibility	Status	Deliverables	Notes
Column A (repeated)	Column B (repeated)	Column K	Column L	Column M	Column N	Column O	Column P	Column Q	Column R
<div>Service/Program Type</div> <div>Will automatically populate from rows above</div>	<div>Service/Program/Project Name</div> <div>Will automatically populate from rows above</div>	<div>Limits on number of trips/ use of service? <div>(e.g. trip limits per month/quarter/year or a maximum expenditure per consumer)</div></div>	<div>If pre-scheduled, what days/hours are reservations accepted for trip, training, etc?</div>	<div>If pre-scheduled, how far in advance can/must a consumer schedule a trip, training, etc?</div>	<div>Days/Hours of Operation</div>	<div>Eligibility Requirements</div>	<div>Project Status</div> <div>Drop-down Menu</div>	<div>Quantity Planned</div> <div>Provide total number of units (one-way passenger trips, consumers trained, meals delivered, etc.)</div>	<div>Miscellaneous Notes</div> <div>(If necessary, provide any notes/clarification about trip/program)</div>
0	0								
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Alameda CTC FY 2018-19 Annual Paratransit Program Plan Application (July 1, 2018 - June 30, 2019)
Attachment C: Program Revenue, Cost and Fund Sources

Total FY 2018-19 Program Revenue (Measure B, Measure BB and all other funds available for FY 2018-19)	
Estimated Measure B Paratransit DLD ending balance at the end of THIS fiscal year, FY 2017-18 (June 30, 2018)	
Projected FY 2018-19 Measure B DLD Paratransit revenue (Use projections distributed by the Alameda CTC)	
Estimated Measure BB Paratransit DLD ending balance at the end of THIS fiscal year, FY 2017-18 (as of June 30, 2018)	
Projected FY 2018-19 Measure BB DLD Paratransit revenue (Use projections distributed by the Alameda CTC)	
Total FY 2018-19 Measure B and BB Paratransit DLD Revenue <i>(Automatically calculated)</i>	\$0
Total FY 2018-19 Other Revenue (All other revenue sources, non-DLD, including Gap grant)	
Total FY 2018-19 Program Revenue (Measure B, Measure BB and all other sources available for FY 2018-19) <i>(Automatically calculated)</i>	\$0

Service/Program Name		Total FY 2018-19 Program Costs by Fund Source (Measure B, Measure BB and all other funds planned to be expended during FY 2018-19)										Total Cost
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M
Service/Program/Project Name <i>Automatically populated from prior sheet (column B)</i>	Quantity Planned for FY 2018-19 <i>Automatically populated from prior sheet (column Q)</i>	Amount of RESERVE Measure B Paratransit DLD funds	Amount of FY 2018-19 Measure B Paratransit DLD funds	Amount of RESERVE Measure BB Paratransit DLD funds	Amount of FY 2018-19 Measure BB Paratransit DLD funds	Amount of OTHER Measure B/BB funds	What is the source of these OTHER Measure B/BB funds? (e.g. MB Gap Grant, LSR, MB LSR, etc.)	Fare Revenue expected from service	Fare Revenue to be expended on service	Amount of all Non-Alameda CTC funds (not including fares)	What is the source of these non-Alameda CTC funds? (e.g. city funds, federal, state, etc.)	Total Cost (all sources) <i>Automatically calculated</i>
0	0											\$ -
0	0											\$ -
0	0											\$ -
0	0											\$ -
0	0											\$ -
0	0											\$ -
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0	0											\$ -
0	0											\$ -
0	0											\$ -
0	0											\$ -
0	0											\$ -
0	0											\$ -
Totals	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -

Budget check (total revenue less total cost): \$0

PARATRANSIT DLD RESERVE BALANCES	Measure B	Measure BB	Total MB/BB
Estimated Reserve Balance, June 30, 2019:	\$0	\$0	\$0
<i>Reserve balance as percent of FY 2018-19 Revenue*</i>	<i>#DIV/0!</i>	<i>#DIV/0!</i>	<i>#DIV/0!</i>

*Alameda CTC's Timely Use of Funds policy looks at entire jurisdiction's fund balance.

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Alameda CTC FY 2018-19 Annual Paratransit Program Plan Application (July 1, 2018 - June 30, 2019)

Attachment D: Vehicle Fleet

Instructions: Please complete table below. If necessary, please contact your contractors to obtain the information.

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Memorandum

4.2

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: March 6, 2018

TO: Paratransit Technical Advisory Committee

FROM: John Nguyen, Senior Transportation Planner
Andrea Gomez, Assistant Transportation Planner

SUBJECT: Direct Local Distribution (DLD) Timely Use of Funds Policy Implementation

Recommendation

Direct Local Distribution (DLD) Timely Use of Funds Policy Implementation Update.

Summary

On March 13, 2018 ParaTAC will receive an update on the Direct Local Distribution (DLD) Timely Use of Funds Policy and its implementation.

Background

The Measure B and Measure BB sales tax programs provide a significant funding stream for transportation improvements throughout Alameda County. Over half of all revenues generated are returned back to the local cities, transit agencies, and the county as "Direct Local Distributions" (DLD) via a formulaic distribution to be used by recipients for locally identified and prioritized transportation improvements. Annually, DLD recipients receive approximately \$270M in Measure B and Measure BB DLD funds to support recipient's local transportation, bicycle/pedestrian, mass transit, and paratransit programs.

On average DLD recipients expend annually less than the amount of DLD funds received for a fiscal year. As a result, the fund balances across the DLD programs have increased with recipient's building reserve funds identified for future and/or larger capital improvements and programs. As of June 30, 2017, there is a collective fund balance of approximately \$84.5 million in DLD funds across all DLD recipients - \$45.2 million in Measure B and \$39.3 million in Measure BB.

Timely Use of Funds Policy

On December 3, 2015, the Commission approved a DLD Timely Use of Funds Policy to encourage the expeditious expenditure of DLD funds. This policy states that a recipient shall not carry a fiscal year ending fund balance greater than 40 percent of DLD revenue received for that same fiscal year for four consecutive fiscal years, by funding program i.e. Measure B and Measure B fund program (Attachment A). The percentage ratio of ending balance to annual revenue received is calculated by the cumulative revenue and balances across all of a recipient's DLD program for which it receives funds i.e. Bicycle/Pedestrian, Local Streets and Roads, and Paratransit programs. It is not calculated by a recipient's individual program i.e. paratransit.

The policy is effective starting with Fiscal Year 2016-17 Measure B/BB DLD funds. Recipients out of compliance will be subject to a "Use It or Lose It Policy", which entails a forfeit of a subsequent year's distribution upon the Commission's approval.

Timely Use of Funds Policy Implementation

Alameda CTC monitors the recipient's performance to the Timely Use of Funds Policy through Alameda CTC's Annual Program Compliance Reporting process. As part of this process, Alameda CTC requires all DLD recipients to submit Audited Financial Statements and Program Compliance Reports that provide an accounting of all Measure B and Measure BB DLD fund balances, annual revenues, and expenditures. The compliance reporting process for Fiscal Year 2016-17 funds is

currently underway, and also represents the first year of monitoring the recipients' adherence to the Timely Use of Funds Policy.

In the first year of policy implementation, the majority of jurisdictions are out-of-compliance with the Timely Use of Policy. Jurisdictions with ending fund balance to annual revenue ratios of greater than 40 percent for Measure B or Measure BB programs are required to reduce their fund balances to the appropriate 40 percent level for their agency by the end of Fiscal Year 2019-20 (Attachment B). The few jurisdictions that are in compliance in this reporting year have afforded themselves a new four-year window, with the monitoring period ending in Fiscal Year 2020-21.

Alameda CTC will provide continuous updates to the jurisdictions and the Commission on the compliance status to the Timely Use of Funds Policy through Annual Program Compliance Workshops and Program Compliance Summary Reports to the Commission. All DLD recipients are encouraged to strategize and plan future DLD expenditures to align with the DLD expenditure and balance fiscal year schedules mandated by the policy.

Fiscal Impact: There is no fiscal impact associated with the requested action.

Attachments

- A. Alameda CTC's Direct Local Distribution Timely Use of Funds Policies
- B. Measure B and Measure BB Timely Use of Funds Monitoring Summary

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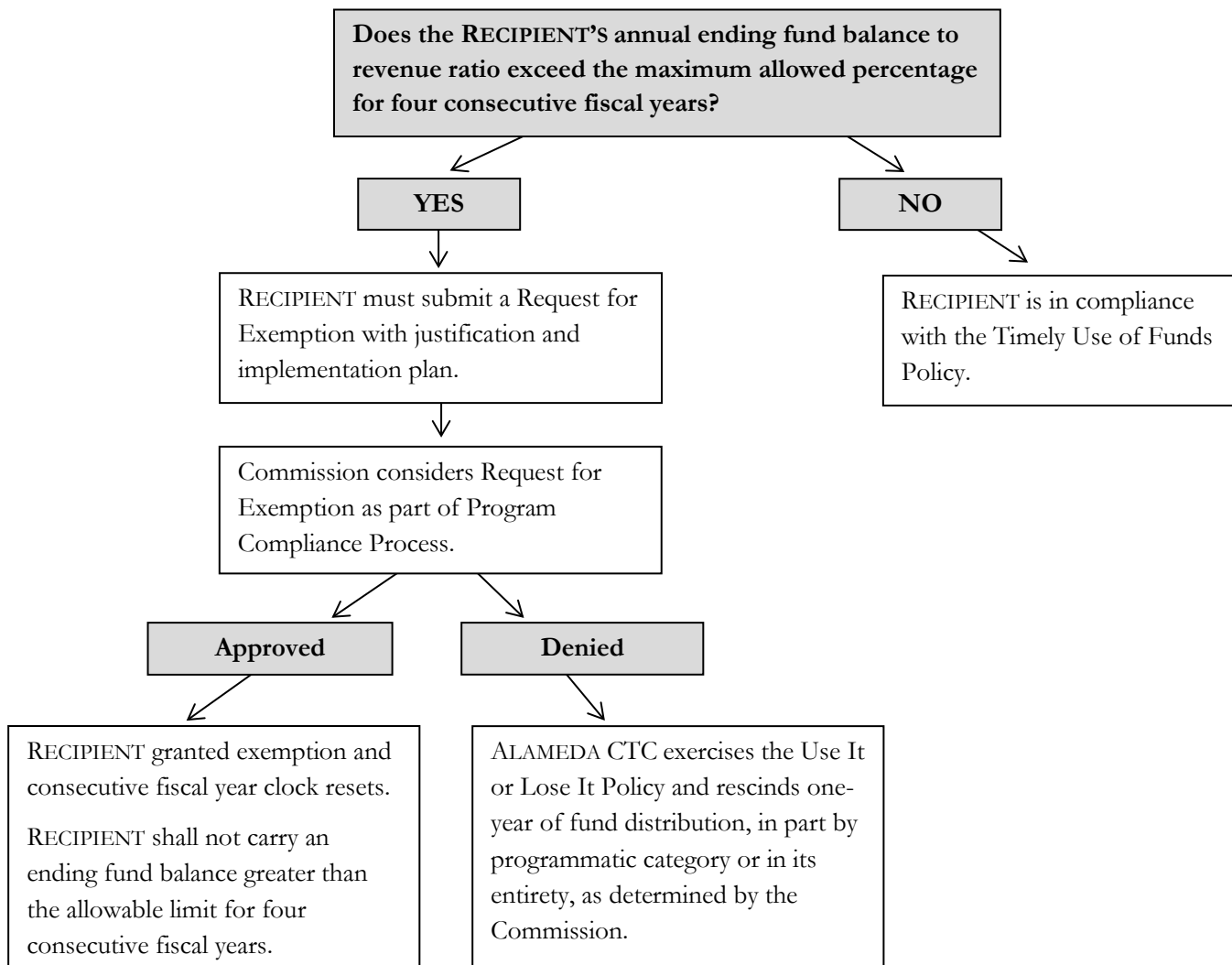
TIMELY USE OF FUNDS POLICY

INTENT: The intent of the Timely Use of Funds Policy is to encourage Measure B/Measure BB/Vehicle Registration Fee recipients to expend voter-approved transportation dollars expeditiously on transportation improvements and operations that the public can use and benefit from immediately.

POLICY: RECIPIENT shall not carry a fiscal year ending fund balance greater than 40 percent of the Direct Local Distribution revenue received for that same fiscal year for four consecutive fiscal years, by funding program. Non-compliance with this policy may invoke rescission penalties per the Use it or Lose It Policy.

RECIPIENT may seek an exemption from the Timely Use of Funds Policy through the Annual Program Compliance reporting process. RECIPIENT must demonstrate that extraordinary circumstances have occurred and provide a timely expenditure plan that would justify the exemption. Exemption requests must be submitted to ALAMEDA CTC and approved by the Commission.

IMPLEMENTATION: Through the Annual Program Compliance reporting process, ALAMEDA CTC will monitor the RECIPIENT's annual ending fund balance to revenue received ratio, cumulatively across the RECIPIENT's programmatic categories by fund program, to verify policy compliance.





Measure B/ Measure BB / Vehicle Registration Fee

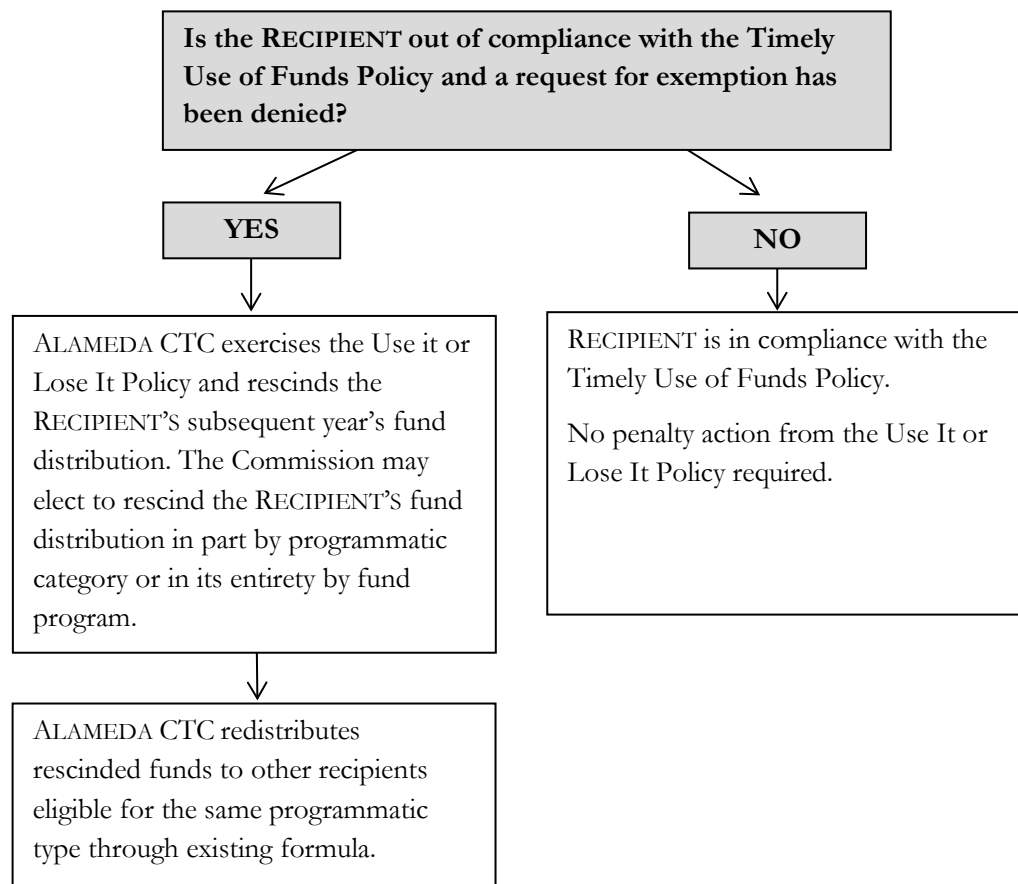
Timely Use of Funds Policies

USE IT OR LOSE IT POLICY

INTENT: The Use It or Lose It Policy serves as the penalty action for non-compliance with the Timely Use of Funds Policy for Measure B/Measure BB/Vehicle Registration Fee Direct Local Distribution program funds. The Use It or Lose It Policy enforces the timely use of funds requirements to encourage the RECIPIENT to expend voter-approved transportation dollars expeditiously on transportation improvements and operations that the public can use and benefit from immediately.

POLICY: If RECIPIENT does not meet the requirements of the Timely Use of Funds Policy, ALAMEDA CTC may determine that the RECIPIENT does not need Measure B/Measure BB/Vehicle Registration Fee funding. In such a case, ALAMEDA CTC may exercise the Use It or Lose It Policy to rescind the RECIPIENT's subsequent fiscal year's Measure B/Measure BB/Vehicle Registration Fee Direct Local Distribution, in part by programmatic category or in its entirety. All such funds rescinded by ALAMEDA CTC shall be placed into an account for redistribution to the same programmatic type.

IMPLEMENTATION: If a RECIPIENT does not meet the provisions of the Timely Use of Funds Policy, ALAMEDA CTC may exercise the Use it or Lose It Policy and rescind the RECIPIENT's subsequent year's Measure B/Measure BB/Vehicle Registration Fee Direct Local Distribution. ALAMEDA CTC will redistribute rescinded funds to other eligible recipients within the same programmatic type. Redistribution will be determined by the existing formula distribution for the respective fund program and programmatic type.



Measure B and Measure BB Timely Use of Funds Monitoring

Fiscal Year 2016-17

Policy: Recipient shall not carry a fiscal year ending fund balance greater than 40 percent of the Direct Local Distribution revenue received for that same fiscal year for four consecutive fiscal years, by funding program.

Implementation: Fiscal Year 2016-17 represents the first year of policy implementation. All jurisdictions noted with ratio exceeding the allowable 40% threshold have through the end of Fiscal Year 2019-20 to bring the overall ratio below 40%.

Agency/ Jurisdiction:	Measure B			16-17 MBB Revenue	Measure BB	
	16-17 MB Revenue	16-17 Ending MB Balance	Ratio Ending Balance / Annual Revenue		16-17 Ending MBB Balance	Ratio Ending Balance / Annual Revenue
AC Transit	\$28,521,744	\$4,406,923	15%	\$31,412,566	\$4,859,416	15%
BART	\$1,983,080	\$0	0%	\$2,696,357	\$0	0%
LAVTA	\$1,092,152	\$0	0%	\$963,191	\$0	0%
WETA	\$1,038,122	\$942,696	91%	\$674,089	\$104,279	15%
ACPWA	\$3,329,474	\$1,649,615	50%	\$2,662,454	\$5,358,820	201%
ACE	\$3,049,960	\$1,159,643	38%	\$1,348,179	\$2,829	0%
City of Alameda	\$2,279,109	\$3,774,895	166%	\$2,114,837	\$1,709,082	81%
City of Albany	\$485,644	\$275,120	57%	\$452,994	\$350,879	77%
City of Berkeley	\$3,638,017	\$2,498,331	69%	\$3,375,448	\$3,922,745	116%
City of Dublin	\$634,052	\$842,263	133%	\$550,901	\$755,108	137%
City of Emeryville	\$350,163	\$1,024,967	293%	\$325,301	\$351,899	108%
City of Fremont	\$3,976,986	\$3,154,839	79%	\$3,233,845	\$1,290,623	40%
City of Hayward	\$3,727,417	\$4,773,849	128%	\$3,277,369	\$4,101,603	125%
City of Livermore	\$1,299,060	\$2,706,144	208%	\$1,135,983	\$1,780,069	157%
City of Newark	\$824,971	\$832,684	101%	\$669,540	\$718,569	107%
City of Oakland	\$13,559,970	\$12,493,323	92%	\$12,603,618	\$9,510,040	75%
City of Piedmont	\$461,264	\$73,181	16%	\$426,574	\$238,316	56%
City of Pleasanton	\$1,175,390	\$1,424,633	121%	\$1,110,605	\$1,760,556	159%
City of San Leandro	\$2,005,614	\$2,313,732	115%	\$1,764,025	\$1,410,222	80%
City of Union City	\$1,751,689	\$821,847	47%	\$1,384,295	\$1,112,775	80%
Total	\$75,183,878	\$45,168,686		\$72,182,171	\$39,337,831	

Notes:

1. The table above reflects total Measure B/BB funds reported by agencies/jurisdictions.
2. Figures may change as financials are under review as of February 2018.
3. Shaded indicates ratio is greater than 40% allowed.

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Memorandum

4.3

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: March 6, 2018

TO: Paratransit Technical Advisory Committee

FROM: Cathleen Sullivan, Principal Planner
Krystle Pasco, Assistant Program Analyst

SUBJECT: 2020 Comprehensive Investment Plan Paratransit Program Guidelines

Recommendation

ParaTAC members will review the 2020 Comprehensive Investment Plan paratransit program guidelines. Members are asked to provide input on the guidelines for the next programming cycle.

Background

The Alameda CTC has synthesized all discretionary funding requests into one coordinated multidisciplinary call for projects that will be included in the agency's Comprehensive Investment Plan (CIP). The purpose of the CIP is to facilitate strategic programming and allocation of all fund sources under Alameda CTC's programming responsibilities. This includes funding from federal, state, regional, and local fund sources such as the Surface Transportation Program (STP) / Congestion Mitigation Air Quality Program (CMAQ), Transportation Fund for Clean Air Program (TFCA), local sales tax measures and vehicle registration fee programs. This coordinated programming effort allows staff to consider all funding allocations in a coordinated and comprehensive way to ensure maximum benefit to the users of the county's transportation system.

The CIP is updated every two years and covers a five-year programming window. The Alameda CTC will open a call for project nominations for its 2020 CIP in fall 2018.

To align with the overall CIP, for the 2020 CIP Paratransit Program, Alameda CTC will also request applications for a five-year programming window, FY 2019-20 - FY 2023-24.

Paratransit Discretionary Grant Program Overview

The Paratransit Discretionary Grant Program funds projects and programs through a competitive process to meet needs that are not being adequately met through ADA-mandated Paratransit or City-based programs.

These grants aim to improve availability, affordability, access to, and coordination of transit and paratransit services for seniors and people with disabilities by directing funding towards projects that will:

- Improve mobility by reducing the differences in the types of services available to seniors and people with disabilities that might occur based on the geographic residence of any individual needing services.
- Address critical gaps in the transportation system for seniors and people with disabilities that are not adequately met by existing ADA-mandated and City-based programs.
- Encourage seniors and people with disabilities who are able to use fixed-route public transit to do so.
- Improve the quality and affordability of transit and paratransit services for those who are dependent on them.
- Improve the efficiency and effectiveness of ADA-mandated and local, City-based services.

Paratransit Discretionary Grant Program Focus

The discretionary funding program is designed to complement DLD funding which is dedicated to more traditional trip-provision services

(e.g. taxi subsidies, door-to-door services, etc.). Per PAPCO support, discretionary grant funding will be focused on mobility management types of activities that improve consumers' ability to access services and/or improve coordination between programs. Mobility management activities enhance people's travel options and access to services, promote awareness and education, effectively communicate/ disseminate information to the public, improve coordination and partnerships to reduce duplication and fill gaps in service, and meet needs cost effectively and efficiently. Examples of mobility management programs include:

- Travel training
- Trip planning assistance to improve access
- One-Call One-Click type programs
- Volunteer driver programs
- Transportation programs that fill unique and/or critical needs and gaps that are not filled through traditional trip-provision models
- Coordination of service provision at the planning area level or countywide (separate from the cost of traditional trip provision, e.g. the administration costs for a planning area-wide program)

Capital improvements and equipment purchases are also eligible if directly related to the implementation of mobility management and meet other criteria, e.g. transit stop improvements that support improving access to public transit for seniors and/or people with disabilities.

Paratransit Discretionary Grant Program Priorities

Priority (in no particular order) will be given to projects as follows:

1. Identified in a Countywide Plan or Assessment: Identified as a countywide priority in the Alameda Countywide Transit Plan, Assessment of Mobility Needs of People with Disabilities and

Seniors in Alameda County (June 2017), or other relevant countywide plan or needs assessment.

2. Identified in Regional Plans or Assessments: Identified as regional and/or county priority in a relevant regional plan or needs assessment such as the Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan)
3. Multi-jurisdictional Projects: Identified projects that provide service across jurisdictional boundaries.
4. Provides critical, same day accessible transportation services throughout Alameda County
5. Other priorities as recommended by PAPCO: PAPCO may periodically recommend other program funding priorities.

Paratransit Discretionary Grant Program Evaluation Framework

PAPCO has supported projects and programs that:

- Demonstrate effectiveness at meeting mobility management goals
- Project sufficient demand for the program/service/project
- Are ready for implementation
- Provide service across jurisdictional boundaries
- Demonstrate coordination and collaboration
- Are effective, according to adopted performance measures and past performance (where applicable) or projected performance supported by substantive evidence of potential for success
- Are cost effective
- Leverage funds (including DLD reserves)
- Have been identified as a priority in relevant countywide or regional plans or needs assessments such as the Alameda Countywide Transit Plan, the Assessment of Mobility Needs of People with Disabilities and Seniors in Alameda County (June 2017),

or the Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan)

- Support equitable distribution of resources throughout the County

During the March 13, 2018 ParaTAC meeting, Committee members will be asked to provide input into the guidelines for this programming effort. The full guidelines and priorities will be discussed by PAPCO at their March 26, 2018 meeting.

Fiscal Impact: There is no fiscal impact associated with the requested action.

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Memorandum

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DATE: March 6, 2018

TO: Paratransit Technical Advisory Committee

FROM: Cathleen Sullivan, Principal Planner
Krystle Pasco, Assistant Program Analyst

SUBJECT: Update to Access Alameda

Recommendation

Provide input on update to Access Alameda booklet and website.

Summary

During FY 2017-18 Alameda CTC staff will work with the Paratransit Advisory and Planning Committee (PAPCO), the Paratransit Technical Advisory Committee (ParaTAC), and stakeholders to update the Access Alameda booklet and website. At the March 13, 2018 ParaTAC meeting, members will have an opportunity to review a mock-up of an updated booklet and provide comments and corrections. Final feedback and edits should be provided by March 30th.

Planned Changes

- Change Overview into How to Use Guide
 - At opening instead of contents
 - More visual, incorporate maps and/or expanded "quick guides"
 - Include travel training and volunteer driver programs
- Increase prominence of 2-1-1 in guide

- Add references to Measure BB
- Edits to program and contact information provided by service providers
- Change titles where appropriate, e.g. change "Volunteer Driver Programs" to "Door-through-Door/Volunteer Driver Programs"
- Move relevant items from Mobility Management to other sections

Fiscal Impact: There is no fiscal impact associated with the requested action.