



# Paratransit Technical Advisory Committee Meeting Agenda

Tuesday, December 11, 2012, 9:30 to 11:30 a.m.  
1333 Broadway, Suite 300, Oakland, CA 94612

## Meeting Outcomes:

- Receive update on Coordinated Public Transit – Human Service Transportation Plan
- Receive a funding update
- Discuss Gap Guidelines
- Community Based Transportation Provider
- Update on HDTS/WSBTS
- Technical Exchange

9:30 – 9:35 a.m. Naomi Armenta	<b>1. Welcome and Introductions</b>	
9:35 – 9:40 a.m. Public	<b>2. Public Comment</b>	
9:40 – 9:45 a.m. Staff	<b>3. Review of November 13, 2012 Minutes</b> <a href="#"><u>03 TAC Meeting Minutes 111312.pdf</u></a> – Page 1	
9:45 – 10:05 a.m. Jennifer Yeamans	<b>4. Update on Coordinated Public Transit – Human Service Transportation Plan</b> <a href="#"><u>04 Memo.pdf</u></a> – Page 5 <a href="#"><u>04A Summary of Gaps.pdf</u></a> – Page 7	
10:05 – 10:15 a.m. Staff	<b>5. Funding Update</b>	
10:15 – 10:30 a.m. Staff	<b>6. Discuss Gap Grant Guidelines</b> <a href="#"><u>06 Gap Grant Guidelines.pdf</u></a> – Page 9	
10:30 – 10:55 a.m. Guest	<b>7. Community Based Transportation Provider</b>	
10:55 – 11:05 a.m. Staff	<b>8. Update on HDTS/WSBTS</b>	

- 11:05 – 11:15 a.m. **9. Technical Exchange** |
- TAC
- A. Mobility Management
  - B. Preparedness
  - C. Ask a TAC Member
  - D. Other Technical Exchange Items
- 11:15 – 11:30 a.m. **10. Information Items** |
- PAPCO Chair
- A. SRAC Update
- TAC
- B. PAPCO Update
- Staff
- C. Alameda CTC Staff Report  
[10C PAPCO Appointments.pdf](#) – Page 29
  - D. Outreach
- TAC
- E. TAC Committee Member Announcements
  - F. Other Staff Updates
- 11. Draft Agenda Items for Next Meeting** |
- A. Update on pass-through funding estimates
  - B. Update on HDTS/WSBTS
  - C. Update on SHS Volunteer Driver Program
  - D. 2013 Annual Mobility Workshop Brainstorm
  - E. Technical Exchange – Recurring items
- 11:30 a.m. **12. Adjournment** |

*Key: A – Action Item; I – Information/Discussion Item; full packet available at [www.alamedactc.org](http://www.alamedactc.org)*

### Next TAC Meeting:

Date: February 12, 2012  
 Time: 9:30 to 11:30 a.m.  
 Location: Alameda CTC, 1333 Broadway, Suite 300, Oakland, CA 94612

### Staff Liaisons:

John Hemiup, Senior Transportation Engineer (510) 208-7414 <a href="mailto:jhemiup@alamedactc.org">jhemiup@alamedactc.org</a>	Naomi Armenta, Paratransit Coordinator (510) 208-7469 <a href="mailto:narmenta@alamedactc.org">narmenta@alamedactc.org</a>
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**Location Information:** Alameda CTC is located in Downtown Oakland at the intersection of 14<sup>th</sup> Street and Broadway. The office is just a few steps away from the City Center/12<sup>th</sup> Street BART station. Bicycle parking is available inside the building, and in electronic lockers at 14<sup>th</sup> and Broadway near Frank Ogawa Plaza (requires purchase of key card from [bikelink.org](http://bikelink.org)). There is garage parking for autos and bicycles in the City Center Garage (enter on 14<sup>th</sup> Street between Broadway and Clay). Visit the Alameda CTC website for more information on how to get to the Alameda CTC:  
<http://www.alamedactc.com/directions.html>.

**Public Comment:** Members of the public may address the committee regarding any item, including an item not on the agenda. All items on the agenda are subject to action and/or change by the committee. The chair may change the order of items.

**Accommodations/Accessibility:** Meetings are wheelchair accessible. Please do not wear scented products so that individuals with environmental sensitivities may attend. Call (510) 893-3347 (Voice) or (510) 834-6754 (TTD) five days in advance to request a sign-language interpreter.

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**Alameda CTC Paratransit Technical Advisory Committee Meeting Minutes  
Tuesday, November 13, 2012, 9:30 a.m., 1333 Broadway, Suite 300, Oakland**

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Attendance Key (A = Absent, P = Present)

Members:

<u>  P  </u> Dana Bailey	<u>  A  </u> Kim Huffman	<u>  A  </u> Mallory Nestor
<u>  A  </u> Beverly Bolden	<u>  A  </u> Drew King	<u>  P  </u> Joann Oliver
<u>  A  </u> Melinda Chinn	<u>  A  </u> Jackie Krause	<u>  A  </u> Gail Payne
<u>  P  </u> Pam Deaton	<u>  A  </u> Kadri Kulm	<u>  A  </u> Mary Rowlands
<u>  A  </u> Louie Despeaux	<u>  P  </u> Kevin Laven	<u>  A  </u> Leah Talley
<u>  P  </u> Shawn Fong	<u>  P  </u> Isabelle Leduc	<u>  A  </u> Mia Thibeaux
<u>  A  </u> Brendalynn Goodall	<u>  P  </u> Wilson Lee	<u>  P  </u> Laura Timothy
<u>  A  </u> Brad Helfenberger	<u>  P  </u> Hakeim McGee	<u>  A  </u> Mark Weinstein
<u>  A  </u> Karen Hemphill	<u>  A  </u> Cindy Montero	<u>  A  </u> David Zehnder

Staff:

<u>  A  </u> Matt Todd, Manager of Programming	<u>  P  </u> John Hemiup, Senior Transportation Engineer
<u>  P  </u> Naomi Armenta, Paratransit Coordinator	<u>  P  </u> John Nguyen, Acumen Building Enterprise, Inc
<u>  P  </u> Cathleen Sullivan, Nelson\Nygaard	<u>  P  </u> Claudia Leyva, Administrative Assistant
<u>  P  </u> Krystle Pasco, Acumen Building Enterprise, Inc.	

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**1. Welcome and Introductions**

Paratransit Coordinator Naomi Armenta called the meeting to order at 9:35 a.m. The meeting began with introductions and a review of the meeting outcomes.

**Guests Present:** Jennifer Cullen, Senior Support Program of the Tri-Valley; Jeff Weiss, Bay Area Community Services; Brianna Grigsby, City of San Leandro

**2. Public Comment**

There was no public comment.

**3. Review October 9, 2012 Minutes**

TAC members reviewed the meeting minutes from October 9, 2012 and by consensus approved them as written.

**4. Discuss TEP Election Outcome**

John Hemiup informed TAC that the election outcome was not concluded and votes were still being counted. It will take to December to certify the final outcome.

## 5. Discuss Amendments to Implementation Guidelines

Cathleen Sullivan discussed proposed amendments to the Implementation Guidelines. Cathleen stated that additions included a City-based Wheelchair Van Service description and a grandfathering clause to the Door-to-Door Service and the Taxi Subsidy Service. She noted the "Service Area" descriptions were removed from each service and instead incorporated in the Guideline's introduction. Staff requested comments be submitted by November 16, 2012.

Questions and feedback from TAC:

- Can you clarify the Taxi Subsidy Service Guidelines where it describes that at minimum programs must subsidize 50% of the taxi fare? Cathleen Sullivan answered that at a minimum programs must subsidize 50% of the fare; however agencies can decide to subsidize more than the minimum just as well.
- Under shuttle services, it states the cost of a one-way trip must be \$20 or lower, is that a reasonable number to meet? Naomi Armenta responded that new evaluation data is not available until late December or January, and at that time, we can talk about the program or increasing the number in the guidelines, if necessary.
- Where did the \$20 standard come from for one-way trips? Cathleen Sullivan answered that staff evaluated similar shuttle services across the country and found the average cost was about \$12. Staff then inflated the average cost to account for higher living and general operational costs in Alameda County.
- A member suggested changing the fare descriptions for the City Accessible Shuttle Service Guidelines and the City-based Door-to-Door Service Guidelines from "Fares should not exceed East Bay Paratransit fares" to "Fares should not exceed ADA eligible programs". Staff stated the suggested change will be incorporated.
- Should there be a cost threshold with the Group Trip Services that is similar to the cost threshold for Shuttle Services? Cathleen Sullivan answered that the types of group trips varied and standardize per trip cap would not be applicable.

## 6. Discuss Gap Grant Guidelines

Cathleen Sullivan presented the Draft Gap Grant Program Cycle 5 Guidelines including the evaluation criteria and schedule. She described the emphasis on two-year Mobility Management Grants, and stated that annual funding is available for Implementation Guidelines Assistance, grant matching, and capital purchase matching.

Questions and feedback from TAC:

- If Measure B1 does not pass, and base programs cannot absorb existing projects, will the Gap Program finance existing projects? Cathleen Sullivan answered that applications can be submitted for existing projects, but they will be evaluated against all other applications. She stated more points will be awarded to programs that can demonstrate coordination under the new Gap Guidelines.
- Despite the more regional approach to Gap funding, are we running into the same program sustainability issue? Naomi Armenta answered that the old Gap Guidelines required programs to be a pilot or a new program. She stated under the new Gap

Guidelines, we are not requiring entirely new programs anymore. After this cycle, the same programs that were previously funded can apply again.

- A member commented that a list of current services or a provider coordination requirement would help minimize duplication of proposed services. Naomi Armenta responded there will be some kind of coordination requirement in the application and a mandatory application workshop to create opportunities for provider and local agency coordination.
- If Measure B1 passes, how does it impact this Gap Grant Cycle? Cathleen Sullivan answered that the available funding may double.

## **7. Technical Exchange**

### **A. Mobility Management**

A member reported that in response to issues related to passengers wearing scented items, they are interested in performing a campaign to increase scent sensitivity awareness.

### **B. Preparedness**

None

### **C. Ask a TAC Member**

None

### **D. Other Technical Exchange Items**

None

## **8. Information Items**

### **A. SRAC Update**

Shawn Fong reported SRAC met on November 6, 2012. Metropolitan Transportation Commission (MTC) staff provided an update to the Regional Coordinated Public Transit/Human Services Transportation Plan. East Bay Paratransit presented a report on the Centralized Dispatching project which examines methods to increase dispatcher service efficiencies. East Bay Paratransit also discussed the installation of an Interactive Voice Response System that sends a reminder call the night before and then an imminent arrival reminder to passengers. Shawn Fong also stated there is a new Request for Proposal Broker and Service Provider Services contract to start on July 1, 2013, which will require a fleet of lift only vans, no more sedans.

### **B. PAPCO Update**

None

### **C. Alameda CTC Staff Report**

Naomi Armenta provided TAC with a hand out with the Funding Formula for FY 2013-14.

### **D. Outreach**

Krystle Pasco reported on the following upcoming outreach event:

- 02/13 – Berkeley, Disabled Youth in Berkeley

Krystle also informed TAC that updated Access Alameda books were available for distribution.

**E. TAC Committee Member Announcements**

A member thanked staff for implementing the Central County Taxi program. The member reported there have been no complaints and that all is going well. Another member added that over 40 people showed up to buy their Taxi vouchers at their first taxi program informational meeting.

**F. Other Staff Updates**

None

**9. Draft Agenda Items for Next Meeting – December 11, 2012**

- A. Update on HDTS/WSBTS
- B. Discuss funding issues
- C. Discuss Gap Guidelines
- D. Community Based Transportation Provider
- E. Technical Exchange – Recurring items

**10. Adjournment**

The meeting adjourned at 11:15 a.m.





**Memorandum**

TO: Alameda County Paratransit Technical Advisory Committee

DATE December 3, 2012

FR: Jennifer Yeamans, Lifeline and Equity Planner, MTC

RE: MTC Coordinated Public Transit–Human Services Transportation Plan Update

**Background**

Since Fiscal Year 2007, projects funded by certain Federal Transit Administration specialized transportation programs have been required to be derived from a locally developed Coordinated Public Transit-Human Service Transportation Plan (“Coordinated Plan”). These programs included FTA’s Job Access Reverse Commute (JARC), New Freedom, and the Section 5310 Program for Elderly Persons and Persons with Disabilities.

MTC is currently updating the Coordinated Public Transit–Human Service Transportation Plan for the nine-county Bay Area. The goals of the Coordinated Plan are to identify transportation gaps for seniors, persons with disabilities, and persons with low incomes; prioritize solutions to address those gaps; and identify strategies for improving coordination between public transit and human service transportation providers. The 2007 Coordinated Plan (including executive summary) is available at: <http://www.mtc.ca.gov/planning/pths/>.

**Input Requested**

At the request of Alameda County Transportation Commission staff, MTC staff will attend your December 11 meeting to seek comments regarding specialized transportation needs and programs in your area. Committee members may also submit comments and questions about the Coordinated Plan Update to MTC staff by emailing Jennifer Yeamans at [jyeamans@mtc.ca.gov](mailto:jyeamans@mtc.ca.gov) by December 14. MTC staff are particularly interested in comments regarding gaps in transportation services that seniors, people with disabilities, and people with low incomes encounter as they use the transportation services that are available to them. A summary of the gaps that were identified in the 2007 Plan is provided as Attachment A.

During the discussion, MTC staff will also describe the priority transportation solutions that were identified in the 2007 Coordinated Plan as well as strategies that are being considered as the updated Coordinated Plan is being drafted. MTC will also advise TAC members how they can be involved in the Coordinated Plan Update process as it continues into early 2013.

**Timeline and Next Steps**

Fall 2012	Review and revise transportation needs and potential Coordinated Plan priorities with key stakeholders
January 2013	Invite and obtain stakeholder and public comment on the Draft Plan Update, including updated regional coordination strategies
February 2013	Present draft plan update with comments to MTC Programming and Allocations Committee for Commission adoption

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**Figure 6-1: Constituent Group**

	Constituent Group	
	Low-income	Elderly/Disabled
<i>Transit Service</i>		
Spatial Gaps: transit does not always serve destinations that people need to reach, i.e. schools, employment, medical care or grocery stores. Service not available in some rural areas.	X	X
Temporal Gaps: need to increase service frequency to avoid long trips, expand hours of operation to run earlier in the morning, later in the evening, or on weekends.	X	X
Inconsistent reliability – some transit routes do not stay on-schedule	X	X
Difficult inter-jurisdictional travel –transit routes do not always transfer or connect with other services	X	X
Lack of adequate driver training, i.e. how to use accessible features, disability and cultural awareness training.	X	X
Inconsistent fare and transfer policies	X	X
Not enough wheelchair spaces on buses, need to accommodate larger wheelchairs		X
<i>Transit Amenities</i>		
Need for bus shelters, benches, and lighting at bus stops or transit centers	X	X
<i>Public Information about Transportation Services</i>		
Need to improve information via 511, websites and other methods about transit routes and schedules to make sure they are current and accurate	X	X
Transit information needs to be provided in languages other than English, and in multiple formats	X	X
Need to provide training to educate people, especially new riders, how to use transit	X	X
<i>Transportation for Youth and Children</i>		
Additional bus service is needed before and after school hours	X	
Transportation services are needed to drop children off at school or daycare.	X	
<i>Access to Autos</i>		
Strategies and incentives are needed to promote access to autos and to maintain them in safe operating order.	X	X
<i>Bicycle and Pedestrian Issues</i>		
Traffic speed regulations are not always enforced in areas frequented by pedestrians	X	X
There is the need to provide more crosswalks in intersections	X	X
Sidewalks are often in poor condition, or nonexistent, in unincorporated or rural areas	X	X
There are not enough bike lanes or securement areas for bicycles	X	
<i>Affordability</i>		
The cost of using public transit or paratransit is a problem, especially when multiple family members are transit dependent, and for youth. Taxis can also be unaffordable for low-income population	X	X
<i>Other</i>		
Unique transportation barriers exist for migrant farm workers	X	
Few or no wheelchair accessible taxis are available outside San Francisco		X
Often, a higher level of support is needed on paratransit than what is minimally required		X
Land-use and transportation policies are often not coordinated, and do not support proximity to transit	X	X
Environmental factors (BART and/or traffic noise, diesel fumes from trucks) may pose health risks	X	X

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**DRAFT GAP GRANT PROGRAM CYCLE 5:**

**MEASURE B SPECIAL TRANSPORTATION FOR SENIORS AND PEOPLE WITH  
DISABILITIES**

**PROGRAM GUIDELINES  
ADOPTED JANUARY XX, 2013**

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## **Section I: Overview of Gap Grant Program**

### **Introduction to Measure B Special Transportation Program**

Measure B, approved by Alameda County voters in 2000, is a half-cent transportation sales tax to finance projects and programs that will improve the County's transportation system. Collections began in April 2002 and will continue through March 2022.

Measure B dedicates 10.45% of the annual revenues collected to fund special transportation for seniors and people with disabilities. These funds are broken into three funding pots:

1. Pass-through funding for East Bay Paratransit Consortium, Alameda County's primary Americans with Disabilities Act (ADA) mandated service provider (5.63%).
2. Pass-through funding for city-based programs to operate non-mandated transportation services and ADA-mandated services provided by Livermore Amador Valley Transit Authority (LAVTA) and Union City Transit (3.39%).
3. A competitive Gap Grant Program aimed at improving coordination, enhancing access to services across multiple geographic locations and filling other transportation/service gaps for seniors and persons with disabilities (1.43%).

These Program Guidelines address the "Gap Grant Program." The full *Expenditure Plan* language for the Gap Grant Fund is included as Appendix A.

### ***Interaction between ADA Paratransit, City-Based Programs and Gap Grant-Funded Programs***

The goal of the Alameda County Special Transportation Program is to ensure that seniors and people with disabilities are able to meet their daily needs and maintain a high quality of life. The program accomplishes this by funding a range of specialized transportation services that provide pre-scheduled trips, same day trips and wheelchair-accessible trips as well as other services for uniquely vulnerable populations. These programs will

become ever more important as the senior population in Alameda County is expected to grow substantially over the next 20 years.

The Measure B Special Transportation Program funds three program types that are intended to provide complementary services to meet a wide range of mobility needs. These program types are:

- ADA-mandated Paratransit, funded through pass-through allocations, provides the majority of trips for people with disabilities throughout the county.
- The city-based programs, also funded through pass-through allocations, are tasked with providing complementary trip-based services, such as taxi subsidy programs, shuttles, and city-based door-to-door programs to serve both seniors and people with disabilities.
- The Gap Grant program funds projects and programs through a competitive process to meet needs that are *not* being adequately met through the ADA Paratransit and/or city-based programs. The Gap Grant program provides Alameda County with the opportunity to be innovative and explore alternative service delivery mechanisms. The program is intended to increase coordination and reduce barriers to accessing transportation services to ensure that people throughout the county have equal mobility options.

### **Overview of Gap Grant Cycle 5**

Gap Grant Cycle 5 is a two-year funding cycle with approximately \$X in competitive funding available to local jurisdictions and community based organizations. These funds will be allocated as follows:

- The majority of gap grant funds, \$X million, will be allocated to two-year mobility management grants. These funds will be allocated through a competitive process in the Spring of 2013 (detailed schedule included below).
- Gap Grant Cycle 5 allocates the remaining \$300,000 in two equal annual allocations: \$150,000 available in FY 2013-14 and \$150,000 available in FY 2014-15, for the following purposes:
  - \$50,000 available each year for Grant Matching purposes to support Measure B fund recipients or non-profits in acquiring non-

Alameda CTC grants. Applicants will apply for these dollars in a separate ongoing application, and will be evaluated on an as-needed basis against appropriate evaluation criteria and any other submittals.

- \$50,000 available each year for Capital Purchases to assist Measure B fund recipients or non-profits in making a capital purchase. Applicants will apply for these dollars in a separate ongoing application, and will be evaluated on an as-needed basis against appropriate evaluation criteria and any other submittals.
- \$50,000 available each year for Implementation Guidelines Assistance. Applicants will apply for these dollars through the annual Program Plan Review.

Each of these categories is described in its own section below.

## **Section II: Two-Year Mobility Management Grants**

### **Description and Goals**

Gap Grant Cycle 5 is primarily focused on a two-year funding cycle to support mobility management types of activities that improve consumers' ability to access services and/or improve coordination between programs. Projects/programs that do not fit a traditional trip-provision model and that are multi-jurisdictional in scope (e.g. countywide, cross-planning area, or cross-city) will be prioritized in evaluating applications.

Mobility Management promotes the following:

- Improving coordination and partnerships to reduce duplication and fill gaps in service
- Enhancing people's travel options and access to services
- Promoting awareness and education, effectively communicating/disseminating information to the public
- Meeting needs cost effectively and efficiently

Mobility management projects are emphasized in Gap Grant Cycle 5 because they are well suited to fill service gaps in the transportation system, most of which exist for one of two reasons:



1. Consumers have unique needs that are not adequately met by the traditional transportation service models such as door-to-door service, shuttles or taxi service.
2. There are disparities in consumers' access to services based on geographic location.

For the first type of gap, alternative approaches are necessary by definition to meet the unique needs of these populations. Mobility management is specifically intended to improve coordination between existing programs and increase consumer awareness of options, both of which should expand the reach of existing programs, increase the number of consumers served, and lessen geographic disparities which addresses the second type of gap. Moreover, using alternative approaches to fill gaps is least likely to create redundancy with existing base programs.

Examples of programs include travel training, volunteer driver programs and information and outreach. Coordinating service provision at the planning area level or countywide can also be considered a form of mobility management.

All applicants must work in coordination with other service providers in their planning area. All applicants must describe how they are coordinating with local jurisdictions, transit agencies, and non-profit organizations to fill service gaps and complement existing services. Non-profit/community based organizations are required to provide a letter(s) of support from a local agency and/or transit provider to confirm service coordination and project support.

The Gap Grant program is not intended to fund city-based services that would traditionally be funded through a city's pass-through allocation. Sponsors are encouraged to submit programs that will benefit more than one city or otherwise illustrate advancement of coordination and mobility management principles.

If benefiting only one city, sponsors are encouraged to submit a funding plan that illustrates how the program could be absorbed into a base program or funded through alternative sources after the two-year gap grant period.

## Available Funds and Grant Size

There is a total of \$X available for this two-year cycle. The minimum individual grant award amount will be \$25,000 and the maximum individual grant award amount will be \$500,000. (Exceptions may be allowed based on PAPCO recommendations and Alameda CTC Commission approval.)

## Schedule

Applicants for the two-year cycle will be evaluated in a one-time competitive process during the Spring of 2013. Gap Grant funds will be available starting July 1, 2013.

The full schedule is as follows:

February 1, 2013	Gap Grant Call for Projects issued
February 7, 2013	Mandatory Applicant Workshop: X a.m. at the Alameda CTC offices
<i>March 4, 2013</i>	<i>Application Deadline 4:00 p.m.</i>
March - April 2013	Application reviewed by PAPCO and Alameda CTC staff
April 22, 2013	PAPCO makes Gap Program funding recommendation
May 23, 2013	PAPCO recommendation considered by Alameda CTC Commission
June 1, 2013	Resolutions due from recipients
July 1, 2013	Gap Grant program funding available to recipients

## Evaluation Process and Criteria

Alameda CTC staff and the Paratransit Advisory and Planning Committee (PAPCO) will evaluate and score each application based on seven evaluation criteria described below. The criteria are weighted and are listed in order of

weighting below. Per the 2000 Measure B Expenditure Plan, the most heavily-weighted evaluation criterion will be Gap Closure.

Scoring guidance will be provided to evaluators for each criterion to ensure uniformity in how the criteria are applied to applications. Geographic equity will also be taken into consideration in the application evaluation process.

After the applications are scored and prioritized, PAPCO will recommend a set of projects/programs to be funded through Gap Grant Cycle 5 to the Alameda CTC Commission.

**1) GAP CLOSURE: NEEDS AND BENEFITS (Maximum 20 points)**

- Applicant must describe the unmet transportation need or gap that the proposed project seeks to address and how the proposed project/program removes a barrier to accessing services and/or improves transportation choices for seniors and/or people with disabilities.
- Project application should clearly state the overall program goals and objectives, and demonstrate how the project/program is consistent with the goals of the Gap Grant Program.
- Preference will be given to projects/programs that involve multiple cities and/or planning areas and that demonstrate coordination between public agencies and community-based transportation providers within the planning area.

**2) COST EFFECTIVENESS/EFFICIENCY (Maximum 15 points)**

- Applicant must demonstrate that the program/project is cost-effective, e.g. cost/trip is in line with peer programs or, if significantly higher, provides an explanation with documentation.
  - Alameda CTC will use as references: average trip costs of existing programs in Alameda County as well as a report published in March 2010 by the American Public Transportation Association, *Funding the Public Transportation Needs of an Aging Population*, which provides model program costs. Costs in Alameda County are expected to be 10-20% higher due to higher costs of living.  
[http://www.apta.com/resources/reportsandpublications/Documents/TCRP\\_J11\\_Funding\\_Transit\\_Needs\\_of\\_Aging\\_Population.pdf](http://www.apta.com/resources/reportsandpublications/Documents/TCRP_J11_Funding_Transit_Needs_of_Aging_Population.pdf)

- Applicant must clearly identify performance measures to track the effectiveness in meeting the identified goals.
- Applicant must provide a plan for on-going monitoring and evaluation including actions to be taken if goals are not met.

**3) APPLICANT EXPERIENCE/QUALIFICATIONS (Maximum 15 points)**

- Applicant must demonstrate previous experience effectively providing specialized transportation to seniors and people with disabilities.
  - Documentation of experience should be provided including staff experience and institutional capability to operate a transportation program or project and carry out all aspects of the projects/programs described.

**4) DEMAND (Maximum 15 points)**

- Applicant must demonstrate that project/program will serve and render benefits to a high number or underserved seniors and/or people with disabilities.
  - Applicant must demonstrate that the estimated level of demand for service is realistic.
  - If program is designed to meet a unique need of a small subset of the population that is not being met, applicant must demonstrate how project/program will maximize its impact in this group, reaching a high portion of the eligible population.
- Applicant must demonstrate that the proposed level of service is relevant to the community, showing public support for this project/program, e.g. consumer outreach to local advisory committees, senior and disabled commissions and/or the target community, letters of support.
- Applicant must document how this need was identified and provide relevant planning documents, surveys, etc.

**5) IMPLEMENTATION READINESS (Maximum 15 points)**

- Applicant must demonstrate that project/program can be realistically implemented in a timely manner, including proof that applicant has

- thoroughly considered feasibility issues and potential obstacles to implementation.
- Applicant must provide a realistic implementation plan including:
    - Project budget, indicating anticipated project expenditures and revenues
    - Full funding plan demonstrating that the budget is realistic for the length of the program and estimated demand
    - Implementation plan including project/program set-up and ongoing operation
    - Implementation timeline
    - Plan to promote public awareness of project/program
    - Estimated number of persons to be served
    - Estimated number of trips or service units provided
  - Project budget should identify potential funding sources for sustaining the service beyond the grant period. Applicant should note if they intend to continue to request Gap Grant funding.

**6) INNOVATION (Maximum 10 points)**

- Projects will be evaluated on whether they provide unique or original service in Alameda County that can meet program goals effectively.

**7) LEVERAGE OUTSIDE FUNDS (Maximum 10 points)**

- At least 5% of outside funds must be secured relative to cost of project for non-Measure B recipients to demonstrate commitment.
- Applicants that leverage a higher percentage outside fund match will be scored higher on this criterion.

**Other Factors in Evaluation**

After applications are scored, PAPCO will review the projects recommended for funding to ensure that Measure B Gap Grant Program funds are equitably distributed throughout the County. This will be taken into consideration in the evaluation process before PAPCO develops the final recommended list of projects to bring to the Alameda CTC Commission for approval.

### **Section III: Annual Funding for Implementation Guidelines Assistance**

The Gap Grant Cycle 5 Program also allocates funding annually for Implementation Guidelines Assistance. The purpose of this category is to help city-based programs meet the Implementation Guidelines.

Only city-based programs are eligible for this category of funding. The total funding available each year is \$50,000 and there is no individual grant maximum. There will be \$50,000 available in FY 2013-14 and \$50,000 available in FY 2014-15.

Applicants will apply for these dollars through the annual Program Plan Application. More information on the application process, schedule and evaluation criteria for these funds will be released with the program plan application in early 2013.

### **Section IV: As-Needed Funding for Matching**

The Gap Grant Cycle 5 Program also allocates funding annually for Grant Matching in two categories.

#### **Grant Matching**

The purpose of this category is to support Measure B providers or non-profits in acquiring non-Alameda CTC grants (e.g. New Freedom or Federal 5310) by providing funds for the required local match. This allows the county to increase the impact of the local sales tax dollars by using limited local dollars to leverage external funding.

The total funding available each year for grant matching is \$50,000 with an individual award maximum of \$25,000. There will be \$50,000 available in FY 2013-14 and \$50,000 available in FY 2014-15.

#### **Capital Purchase Matching**

The purpose of this category is to allow Measure B providers or non-profits to obtain assistance in making a capital purchase (e.g. a vehicle or scheduling software). Access to high quality functioning vehicles is fundamental to the success of the services funded through Measure B and

the necessary capital funds to purchase and maintain vehicles can be scarce and competitive to acquire. This funding fills this gap. This gap grant category is primarily intended to fund capital purchases that support other gap-funded projects or to improve base program performance.

The total funding available each year for capital purchase matching is \$50,000 with an individual award maximum of 80% of total capital cost. There will be \$50,000 available in FY 2013-14 and another \$50,000 available in FY 2014-15.

### **Evaluation Process, Schedule and Criteria**

Applicants will apply for these dollars in a separate ongoing application, and will be evaluated on an as-needed basis against appropriate evaluation criteria and any other submittals. Alameda CTC staff and PAPCO will evaluate each application using criteria similar to that used for the two-year mobility management grant evaluation described above (p. 6-9). Over time, geographic equity will be taken into consideration to ensure matching funds are distributed equitably across the county.

After the applications are evaluated, PAPCO will make a recommendation on funding to the Alameda CTC Commission at their next scheduled meeting.

## **Section V: Applicant Guidelines**

### **Eligible Applicants**

- Any public agency that operates within Alameda County and provides special transportation services to seniors and people with disabilities may apply for funding. This includes (but is not limited to): cities in Alameda County, BART, AC Transit, LAVTA/Wheels, and Union City Transit.
- Community-based transportation providers and other non-profit organizations that meet Alameda CTC requirements for contracting with non-profits (see Appendix B) and have a proven, documented record of providing special transportation services for seniors and people with disabilities may also apply for funding. Non-profit organizations may apply through a current Measure B recipient or

through Alameda CTC. (This category of applicants cannot apply for Implementation Guidelines Assistance.)

- Alameda CTC. (This category of applicants cannot apply for Implementation Guidelines Assistance.)

Applications may come from a single agency or multiple agencies.

### **Applicant Requirements**

At a minimum every applicant and their proposed project/program must meet the following requirements.

- **Eligible Types of Service:** Project/program must abide by the Special Transportation Program Implementation Guidelines (included as Attachment D) which set forth service categories that are eligible to be funded through Measure B and the Vehicle Registration Fee. Eligible service types include:
  - Mobility Management/Travel Training
  - Volunteer Driver Programs
  - Group Trips
  - Customer Outreach
  - City-based Door-to-Door Services
  - Taxi Subsidy Programs
  - Wheelchair Van Program (tentative amendment)
  - Accessible Fixed-Route Shuttles
- **Benefit Alameda County:** Project/Program must be located in Alameda County and directly serve Alameda County residents.
  - If multi-county project/program is submitted, Measure B funding must directly benefit the Alameda County portion of the project and service delivery to Alameda County must be clearly reported and measured.
- **Viability:** Project/program must be viable and implementable. It must have sufficient existing or planned staffing and funding resources to accomplish the project.
- **Required Match:** A minimum local match of 5% of the total project budget (either in kind or actual funds) is required for non-profits or



- other non-Measure B pass-through fund recipients to demonstrate commitment. The local match can come from current Measure B recipients (*see Appendix C*).
- **Governing Body Resolution:** Project Sponsor must submit either:
    - A resolution adopted by their governing body authorizing acceptance of the Measure B grant, or
    - A resolution adopted by their governing body specifically supporting the project or program which does not refer to the Measure B grant application. (This could be a resolution authorizing the submittal of a grant application for the same project, but for a different grant source.)
  - **Number of Submittals per Agency:** A limit of three (3) applications per agency is allowed.
  - **Timely Use of Funds:** Project must begin within a year of Alameda CTC Commission approved funding is available (July 1, 2013), and must be completed within two years of this date (unless a longer period is approved in advance by PAPCO and the Alameda CTC). Grant funds may be rescinded if a project is not initiated within the first year. Rescinded funds will be returned to the Countywide Gap Fund to be distributed in a future grant cycle.
  - **Funding Agreements:** Funding Agreements between Alameda CTC and the project sponsor will be developed for each approved grant and will include, among other items:
    - Detailed Project Description and Task Breakdown
    - Project Costs
    - Deliverables, Deliverable Due Dates, and Milestone Schedule
    - Performance Measures
    - Project Reporting Requirements
    - Audit Requirements
    - Requirement to adhere to all applicable regulations
    - Agreement to acknowledge Measure B funding on project signage
    - LBE/SLBE reporting-only requirements for projects over \$50,000 which have contracted out work

- Eligible Costs: Sponsors can only request reimbursement for eligible costs, these include:
  - Project Planning
    - Community Outreach
    - Feasibility and/or Design Studies
    - Technical Studies
  - Project Monitoring
    - Pre- and post-project travel counts
  - Planning Costs
    - Direct costs (labor, contractual services, materials)
  - Service delivery
    - Direct costs for operations (labor, contractual costs, materials)
- Payments: Payments to sponsors will be made on a reimbursement basis, after submittal of invoices. Requests for reimbursements are required, at a minimum, every six (6) months. However, sponsors may submit requests for reimbursement more frequently. Project sponsors may begin incurring project costs beginning July 1 after the Alameda CTC Commission approves the final allocation of funds. No reimbursements will be made prior to the execution of the Funding Agreement.
- Monitoring: Reports will be required every six (6) months illustrating project progress and funds spent. A copy of the reports for another funding agency may be submitted, with prior approval. A final report, once project is completed, will also be required.
- Loss or Withholding of Funding: Failing to meet timely use of fund requirements, meet the project schedule without compelling reason, file required monitoring reports, or comply with applicable regulations could result in loss or withholding of funding.
- Audits: Recipients must maintain records that could be audited at the discretion of Alameda CTC. Records must be retained per the sponsors' record retention requirements, but no less than three years after grant completion.

## Section VI: Application Instructions

All application materials can be downloaded from the Alameda CTC website here: [www.alamedactc.org](http://www.alamedactc.org)

Applications for the two-year Mobility Management Grants are due by March 4, 2013 at 4:00 p.m.

Submit five (5) hardcopies of your application AND an electronic copy.

- **Five (5) Hardcopies:** Each application must be loose leaf (not bound) and easily reproducible in black and white. Hard copy applications may be hand-delivered or mailed. Faxed applications and late applications will not be accepted. Submit hard copies to:

Alameda County Transportation Commission  
Attn: Naomi Armenta, Paratransit Coordinator  
1333 Broadway, Suite 300  
Oakland, CA 94612

- **Electronic Copy:** Submit an electronic version of all MS Word and MS Excel files. Maps and PDF files should also be submitted electronically. Clearly name each file.

Submit *electronic copy* to: [narmenta@alamedactc.org](mailto:narmenta@alamedactc.org)

## Section VII: For More Information

If you have any further questions about the Gap Grant funding program or a specific funding source, please contact:

Naomi Armenta, Paratransit Coordinator

Alameda County Transportation Commission  
1333 Broadway, Suite 300  
Oakland, CA 94612  
(510) 208-7469

[narmenta@alamedactc.org](mailto:narmenta@alamedactc.org)

## Appendix A: Expenditure Plan Language

### Excerpt from Alameda County Transportation Expenditure Plan, July 2000

*“Special Transportation for Seniors and People with Disabilities (10.45 % overall)”*

*Program provides \$148,643,224 for services mandated by the Americans with Disabilities Act to fixed route public transit operators who are required to provide that service. Funds are also provided for non-mandated services, aimed at improving mobility for seniors and people with disabilities. These funds are provided to the cities in the County and to Alameda County based on a formula developed by PAPCO.*

*This program designates 1.43% of overall net sales tax receipts to be allocated by PAPCO to reduce differences that might occur based on the geographic residence of any individual needing services.*

(The complete text can be found at [http://www.alamedactc.org/files/managed/Document/4897/2000\\_MeasureB\\_Expenditure\\_Plan\\_v14.pdf](http://www.alamedactc.org/files/managed/Document/4897/2000_MeasureB_Expenditure_Plan_v14.pdf))

## Appendix B: Contracting with Non-Profits

In order to protect Alameda CTC and ensure appropriate accountability of programs/services delivered by non-profits, any non-profits applying for grants must meet and demonstrate in their application the following four organizational requirements prior to receipt of a grant:

- **Formal IRS Recognition:** A non-profit must document itself as a formally recognized IRS organization for a minimum of three years.
- **Independent Audits:** A non-profit must engage independent auditors and receive an unqualified opinion on the annual financial statements. A sample of a previous audit is required.
- **Independent Board:** A non-profit must have a governance structure that independently oversees the management of the non-profit.
- **Insurance Requirements:** A non-profit must be able to provide adequate insurance to cover program/service activities, list Alameda CTC as an additional insured and indemnify Alameda CTC.

## Appendix C: Contact Information for City-Based Programs

Contact Information for Measure B Pass-Through Fund Recipients of Special Transportation for Seniors and People with Disabilities Funds	
<p><b>City of Alameda Paratransit</b>            1155 Santa Clara Avenue            Alameda, CA 94501            Phone: (510) 747-7506            Fax: (510) 523-0247  <a href="http://www.AlamedaParatransit.com">www.AlamedaParatransit.com</a></p>	<p><b>City of Hayward Paratransit</b>            777 B Street            Hayward, CA 94541            Phone: (510) 583-4230            Fax: (510) 583-3650  <a href="http://www.hayward-ca.gov">www.hayward-ca.gov</a></p>
<p><b>City of Albany Paratransit</b>            846 Masonic Avenue            Albany, CA 94706            Phone: (510) 524-9122            Fax: (510) 524-8940  <a href="http://www.albanyca.org">www.albanyca.org</a></p>	<p><b>City of Newark Paratransit</b>            35322 Cedar Boulevard            Newark, CA 94560            Phone: (510) 791-7879            Fax: (510) 713-8384  <a href="http://www.ci.newark.ca.us">www.ci.newark.ca.us</a></p>
<p><b>City of Berkeley Paratransit</b>            1901 Hearst Avenue            Berkeley, CA 94709            Phone: (510) 981-7269            Fax: (510) 981-5450  <a href="http://www.ci.berkeley.ca.us">www.ci.berkeley.ca.us</a></p>	<p><b>City of Oakland Paratransit</b>            150 Frank H. Ogawa Plaza #4353            Oakland, CA 94612            Phone: (510) 238-3036            Fax: (510) 238-7724  <a href="http://www.oaklandnet.com">www.oaklandnet.com</a></p>
<p><b>City of Emeryville Paratransit</b>            4321 Salem Street            Emeryville, CA 94608            Phone: (510) 596-3730            Fax: (510) 652-0933  <a href="http://www.ci.emeryville.ca.us">www.ci.emeryville.ca.us</a></p>	<p><b>City of Pleasanton Paratransit</b>            5353 Sunol Boulevard            Pleasanton, CA 94566            Phone: (925) 931-5376            Fax: (925) 485-3685  <a href="http://www.ci.pleasanton.ca.us">www.ci.pleasanton.ca.us</a></p>
<p><b>City of Fremont Paratransit</b>            3300 Capitol Avenue, Building B            Fremont, CA 94538            Phone: (510) 574-2053            Fax: (510) 574-2054  <a href="http://www.fremont.gov">www.fremont.gov</a></p>	<p><b>City of San Leandro Paratransit</b>            13909 E. 14<sup>th</sup> Street            San Leandro, CA 94578            (also City Hall South Offices and Marina            Community Center)            Phone: (510) 577- 7988            Fax: (510) 377-7989  <a href="http://www.ci.san-leandro.ca.us">www.ci.san-leandro.ca.us</a></p>

## **Appendix D: Implementation Guidelines**

Currently undergoing revision, to be inserted before public distribution of guidelines.

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## CURRENT PAPCO APPOINTMENTS

### Appointer

- AC Transit
- Alameda County
  - Supervisor Scott Haggerty, D-1
  - Supervisor Richard Valle, D-2
  - Supervisor Wilma Chan, D-3
  - Supervisor Nate Miley, D-4
  - Supervisor Keith Carson, D-5
- BART
- LAVTA
- City of Alameda
- City of Albany (Pending)
- City of Berkeley
- City of Dublin
- City of Emeryville
- City of Fremont
- City of Hayward
- City of Livermore
- City of Newark
- City of Oakland
- City of Piedmont
- City of Pleasanton
- City of San Leandro
- City of Union City
- Union City Transit

### Member

- Hale Zukas
- Herb Hastings
- Michelle Rousey
- Sylvia Stadmire
- (Vacancy)
- Will Scott
- Sandra Johnson Simon
- Esther Waltz
- Harriette Saunders
- Jonah Markowitz
- Aydan Aysoy
- Shawn Costello
- Joyce Jacobson
- Sharon Powers
- Vanessa Proee
- Jane Lewis
- (Vacancy)
- Rev. Carolyn M. Orr
- Gaye Lenahan
- Carmen Rivera-Hendrickson
- (Vacancy)
- Suzanne Ortt
- Larry Bunn

If you have any questions, please contact Naomi at (510) 208-7469.

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