PAPCO Paratransit Program Plan Review Subcommittee

Measure B/BB Transportation for Seniors and People With Disabilities

**FISCAL YEAR 2019-2020
SUBMITTED PROGRAM PLANS**

REFERENCES

APRIL 2019

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Paratransit Program Plan Review Subcommittee Meeting Agenda
Monday, April 22, 2019, 9:30 a.m.

Staff Liaisons: Krystle Pasco, Kate Lefkowitz

Public Meeting Coordinator: Angie Ayers

1. Call to Order

2. Welcome and Introductions

3. South County Subcommittee — Action

3.1. Program Plan Review Overview	I
3.2. Public Comment	I
3.3. Staff Summary – City of Fremont	I
3.4. City of Fremont Presentation	I
3.5. Staff Summary – City of Newark	I
3.6. City of Newark Presentation	I
3.7. Staff Summary – City of Union City	I
3.8. City of Union City Presentation	I
3.9. Q&A	I
3.10. Motion	A

4. Transition

5. East Bay Paratransit Subcommittee

5.1. Program Plan Review Overview	I
5.2. Public Comment	I
5.3. Staff Summary – East Bay Paratransit	I
5.4. East Bay Paratransit Presentation	I
5.5. Q&A	I

Notes:
- All items on the agenda are subject to action and/or change by the Subcommittee.
- 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.

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Memorandum

DATE:	April 15, 2019
TO:	Paratransit Advisory and Planning Committee
FROM:	Krystle Pasco, Assistant Program Analyst Kate Lefkowitz, Associate Transportation Planner
SUBJECT:	Instructions for FY 2019-20 DLD Paratransit Program Plan Review

Recommendation

PAPCO member instructions for Program Plan Review Update. This item is for information only.

Summary

In April 2019, PAPCO members were appointed to participate in various subcommittees as part of the annual Paratransit Program Plan Review. PAPCO's review process is carried out through five subcommittees: East Bay Paratransit, North County, Central County, South County, and East County. During Program Plan Review, PAPCO is responsible for reviewing the Measure B and Measure BB Direct Local Distribution (DLD) funded paratransit program plans for FY 2019-20. The subcommittee meeting is scheduled to take place on Monday, April 22, 2019.

Background

Program Plan Review is a primary PAPCO responsibility that is assigned by the Commission. Article 2.3.1 of the Bylaws describe PAPCO's program plan responsibilities as the following: "*Review performance data of*

mandated and non-mandated services, including cost-effectiveness and adequacy of service levels, with the objective of creating a more cost-efficient, productive and effective service network through better communication and collaboration of service providers. In this capacity, the Committee may identify and recommend to the Alameda CTC alternative approaches that will improve special transportation service in Alameda County."

This year, PAPCO will be responsible for reviewing Measure B and BB Direct Local Distribution (DLD) funded paratransit programs totaling over $26.2 million dollars. The Program Plan Review process will also incorporate a review of unspent fund balances and notable trends in revenues and expenditures. Program Plan Review consists of five subcommittees held over one day, and members can be appointed to one or more of these subcommittees. There is one subcommittee for each of the four planning areas and a separate subcommittee for East Bay Paratransit.

Process

Each paratransit program is assigned to the panel for their appropriate geographic subcommittee. Panels are scheduled for approximately 1-2 hours. Please see the agenda at the front of this booklet for the scheduled time for each of the subcommittees and when each program will present. At the beginning of the panel, staff will present a short overview and highlight any notable elements of each program, this will be followed by a brief presentation by each program manager. Members will then have an opportunity to ask questions of the program managers before making a recommendation.

To prepare for participation in Program Plan Review, PAPCO members are provided with a booklet of reference material which contains the following:

- Program Plan Review Subcommittee Agenda
- PAPCO Instruction Memo

- General References and Background Information
- Comparative References

In addition, each subcommittee has its own associated booklet which contains materials for each individual program:

- Staff Summary
- Program Plan Application

PAPCO members are requested to review these documents carefully before the meeting and come prepared with questions.

As part of PAPCO's recommendation, members will have the opportunity to make comments and suggest ideas to the program managers regarding their programs. This process encourages the development of quality, cost effective and efficient services by suggesting coordination, mobility management activities, and consumer involvement as well as offering consumer experiences to respond to consumer needs. However, it is important to note that most jurisdictions have their own local advisory committee that they work with to develop their program. Once members provide their comments, they may recommend the program plan to the full PAPCO committee without comment, or they may attach comments or questions that require follow up by Alameda CTC staff. The subcommittees' recommendations will go to the full PAPCO for final approval in June 2019.

Alameda CTC is looking forward to PAPCO's participation in the annual Paratransit Program Plan Review process. Breakfast and lunch will be provided on the day of Program Plan Review. If you have any questions about subcommittee assignments or dates, or any further questions, please don't hesitate to call Krystle Pasco at (510) 208-7467.

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

Attachments

A. Program Plan Review Subcommittee Booklets

Table of Contents

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Transportation Expenditure Plans

- 2000 Measure B:
    - 20-year period, 2002 - 2022
    - ½ cent sales tax
- 2014 Measure BB:
    - 30-year period, 2015 – 2045
    - ½ cent, 2015 - 2022
    - 1 full cent, 2022– 2045

Excerpts from PAPCO Bylaws

Article 2: Purpose and Responsibilities
- **2.1 Committee Purpose.** The Committee purpose is to fulfill the functions mandated for the Committee in the 2000 and 2014 Expenditure Plan and to advise the Alameda CTC on all special transportation.
- **2.2 Committee Roles and Responsibilities from 2000 and 2014 Transportation Expenditure Plans**. As defined by the 200 and 2014 Transportation Expenditure Plans, the roles and responsibilities of the Committee are to:
    - **2.2.1** Develop the formula use to distribute Measure B and Measure BB programmatic funds to the cities in Alameda County and the County of Alameda for mandated and non-mandated special transportation services, subject to approval by the Commission.
    - **2.2.2** Recommend allocation of funds identified for coordination/gaps in service in Tier 1 of the 2000 Transportation Expenditure Plan, subject to approval by the Commission.
    - **2.2.3** Recommend allocation of funds identified for capital expenditures for coordination/gaps in service in Tier 2 of the 2000 Transportation Expenditure Plan, assuming funds are available for allocation, subject to approval by the Commission.

- **2.3 Additional Responsibilities.** Additional PAPCO member responsibilities are to:
  - **2.3.1** Review performance data of mandated and non-mandated services, including cost-effectiveness and adequacy of service levels, with the objective of creating a more cost-efficient, productive and effective service network through better communication and collaboration of service providers. In this capacity, the Committee may identify and recommend to the Alameda CTC alternative approaches that will improve special transportation service in Alameda County.
  - **2.3.2** Report annually on the status of special transportation services, including service availability, quality, and improvements made as compared to the previous year.
  - **2.3.3** Provide a forum for consumers to discuss common interests and goals affecting all special transportation services funded in whole or in part by Measure B and Measure BB funds in Alameda County.
  - **2.3.4** Encourage coordination of special transportation and public transit services as they relate to seniors and individuals with disabilities in Alameda County.

FY 2018-19 PAPCO Review Activities

Due Date	Report/Event	Applicable Period
July 31, 2018	CIP Progress Reports	Second half of prior fiscal year (Jan-Jun 2018)
December 31, 2018	Annual Audit and Compliance Report	Prior fiscal year (FY 2017-18)
January 31, 2019	CIP Progress Reports	First half of current fiscal year (Jul-Dec 2018)
February 28, 2019	Paratransit Program Plan Application	Upcoming fiscal year (FY 2019-20) and some prior and current year data
April 22, 2019	PAPCO Program Plan Review Subcommittee	Prior fiscal year (FY 2017-18) and upcoming fiscal year (FY 2019-20)

Due Date	Report/Event	Applicable Period
Spring 2019	Commission approval on 2020 Paratransit Discretionary Grant Program Recommendation	Upcoming five fiscal years (FY 2019-20 to FY 2023-24)

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Paratransit Program Plan Review Subcommittee Process

Program Review Process

- Introductions
- Staff Summary
- Panel Presentations by Program Managers
- Subcommittee questions and comments
- Subcommittee motion and vote

Program Manager's Presentation

- Expand on Staff Summary
  - Describe changes from last year's program
- Planning process overview
- Future challenges or issues that the Subcommittee should be aware of

Options for Motions

1. Recommend approval of all components of the program plan
2. Recommend conditional approval with recommended actions (e.g. work with staff to correct plan or budget, require regular reports to PAPCO, etc.).
3. Don't recommend approval of some components of the program plan.

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Overview of Paratransit Programs in Alameda County

There are 13 different paratransit programs in Alameda County. Broadly speaking, these programs can be categorized into "ADA-mandated" programs and "City-based" programs.

ADA-mandated programs exist due to the 1990 federal Americans with Disabilities Act (ADA), which mandates that all public transit systems make their services fully accessible to all people, including those who, due to disability, cannot ride regular buses and trains. In Alameda County, there are three mandated programs. AC Transit and BART have partnered to form the East Bay Paratransit Consortium (EBP) which provides ADA-mandated service in these agencies' service areas. Livermore Amador Valley Transit (LAVTA) in the Tri-Valley, and Union City Transit in the City of Union City also provide ADA-mandated services. However, LAVTA and Union City do not receive funding under the "ADA-mandated paratransit" portion of Measure B and BB. They receive funding through the cities they serve, and offer both ADA-mandated service and exceed ADA-mandate geographically. Only AC Transit and BART receive funding from the "ADA-mandated services" portion of Measure B and BB.

ADA-mandated services are required by federal law to provide service that is comparable to regular bus and transit services. Paratransit services must be provided to individuals who travel within a 3/4 mile radius of a regular bus or rail route during the days and hours that those regular services are offered. Other requirements of the ADA-mandated services are that they provide next day service; charge fares no more than twice the standard fixed route fare; accept requests for all types of trips without prioritization; operate during the same hours as regular transit services; and allow no pattern or practice of denials. Individuals who wish to use ADA-mandated paratransit in their area are required to complete an application, and sometimes an interview, to determine their eligibility.

City-based programs, on the other hand, have much more flexibility in how they design their programs. Eleven cities in the County have designed a paratransit program to meet the needs of consumers in their local jurisdiction. The major difference between the ADA-mandated and City-based programs, aside from the absence of federal regulations, are that they focus more on providing paratransit services for seniors rather than

exclusively those with disabilities, and that they offer a range of different types of services including taxi, shuttles and city-based door-to-door.

City-based programs receive Measure B and BB funding through the "non-mandated program" stream of sales tax funding. Many cities rely on Measure B and BB funding for the majority of their paratransit program funding, although some do contribute some city general funds and/or support for administration and staffing.

Summary of FY 2019-20 Alameda CTC Funded Paratransit Programs by City/Area*

Legend: ● = Direct Local Distribution Funded (blue), ▲ = Discretionary Grant Funded (green), ▨ = Other Funding (brown)

City	Planning Area	Door-to-Door	Same-Day Transp.-Taxi	Specialized Accessible Van	Accessible Shuttle	Group Trips Program	Door-through-Door/Volunteer Driver	Mobility Mgmt/Travel Training	Scholarship/Subsidized Fare	Meal Delivery (existing program)	Capital Expend.	ADA Paratransit
Alameda	North		●		●	●	●		●		●	▨
Albany	North		●			●						▨
Berkeley	North		●	●				●				▨
Dublin	East											▨
Emeryville	North		●	●		●				●	▲	▨
Fremont	South					●				●		▨
Hayward (+ Castro Valley and San Lorenzo)	Central		●	●		●	●	●	●	●		▨
Livermore	East		●									▨
Newark	South			●						●		▨
Oakland (+ Piedmont)	North			●		●	●					▨
Pleasanton (also serving Sunol)	East	●				●		●	●			▨
San Leandro	Central		●		●							▨
Union City	South		●									●

*Primary funding source based on program plan, CIP/PDGP, and 5310 recommendation (some programs have mixed funding sources, the box reflects majority):

■ Direct Local Distribution Funded
■ Discretionary Grant Funded
■ Other Funding

Annual Measure B and BB Paratransit DLD Revenue Trends

Legend: Measure B, Measure BB

Categories (top to bottom): FY 19/20, FY 18/19, FY 17/18, FY 16/17, FY 15/16, FY 14/15, FY 13/14, FY 12/13, FY 11/12, FY 10/11, FY 09/10, FY 08/09, FY 07/08, FY 06/07, FY 05/06, FY 04/05, FY 03/04, FY 02/03

X-axis: $-, $5,000,000, $10,000,000, $15,000,000, $20,000,000, $25,000,000, $30,000,000
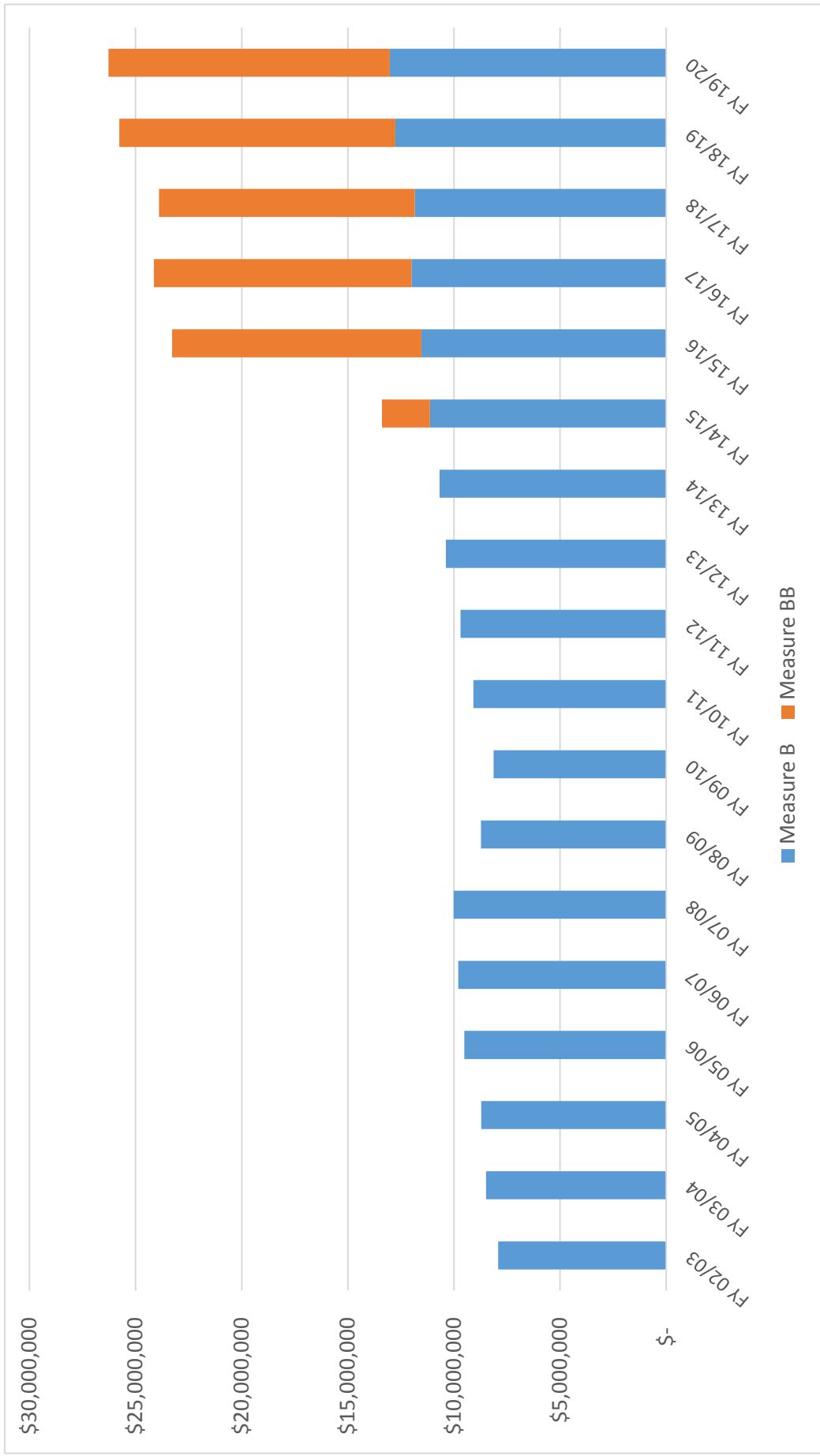
Total Number of Trips Planned

Program	FY 17-18 Trips Provided	FY 19-20 Planned Trips
Alameda	10,097	13,315
Albany	6,806	5,800
Berkeley	13,940	16,000
Emeryville	7,411	7,800
Fremont	32,894	44,900
Hayward	14,488	14,610
Newark	7,314	8,800
Oakland	56,885	60,950
Pleasanton	7,983	9,504
San Leandro	14,845	20,000
LAVTA	48,872	51,000
Union City	16,568	17,600
East Bay Paratransit	770,782	746,981
Grand Total	1,008,885	1,017,260

Number of City-Based Trips Provided vs. Planned

Legend:
- FY 17-18 Trips Provided
- FY 19-20 Planned Trips

City	FY 17-18 Trips Provided	FY 19-20 Planned Trips
San Leandro	14,...	20,000
Pleasanton	7,983	9,504
Oakland	56,885	60,950
Newark	7,314	8,800
Hayward	14,488	14,610
Fremont	32,894	44,900
Emeryville	7,411	7,800
Berkeley	13,940	16,000
Albany	6,806	5,800
Alameda	10,097	13,315

References

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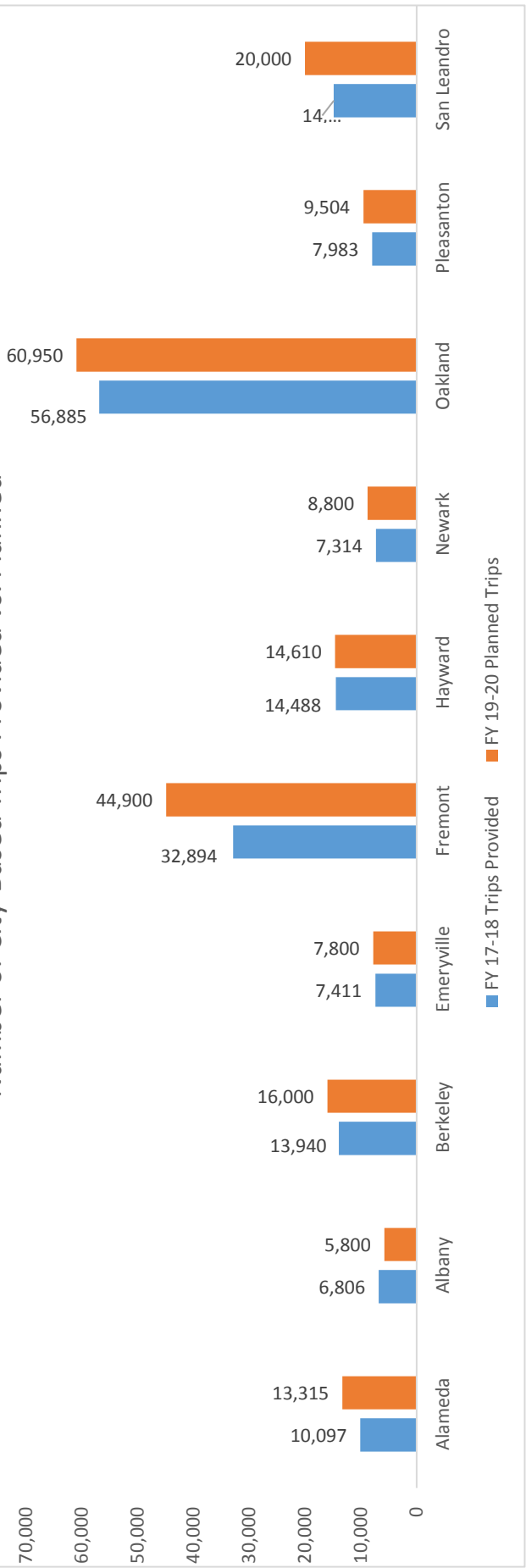
Cost Per Trip

ADA-Mandated Paratransit

	FY 17-18	FY 19-20
LAVTA	$38.06	$47.70
Union City Paratransit	$65.16	$68.58
East Bay Paratransit	$52.59	$61.91

City-Based Programs

FY 2017-18 (Actual) and FY 2019-20 (Planned)

Program	Accessible Fixed-Route Shuttle		City-based Door-to-Door		City-based Specialized Van		Group Trips		Taxi Program		Volunteer Driver	
	17-18	19-20	17-18	19-20	17-18	19-20	17-18	19-20	17-18	19-20	17-18	19-20
Alameda	$20.90	$22.00					$10.85	$17.75	$31.16	$35.20		?
Albany							$9.48	$7.30	$17.90	$13.33		
Berkeley					$40.00	$62.08			$35.04	$36.08		
Emeryville			$56.30			$56.80	$24.72	$27.00	$26.21	$20.00		
Fremont					$27.20	$29.66	$9.91	$12.50	$-	$22.06		
Hayward	$49.18				$1,226.40	$87.72	$41.65	$40.00	$18.28	$28.33	$41.83	$39.47
Newark					$31.02	$37.50			$21.76	$23.13		
Oakland					$29.14	$32.03	$15.76	$15.49	$35.21	$34.96	$43.05	$42.86
Pleasanton			$71.86	$58.49			$28.99	$31.67				
San Leandro	$22.60	$25.62								?		

Percent Measure B/BB Funding

Program	FY 17-18 (Actual)	FY 19-20 (Planned)
Alameda	97%	98%
Albany	100%	86%
Berkeley	87%	91%
Emeryville	43%	22%
Fremont	100%	92%
Hayward	99%	100%
Newark	100%	100%
Oakland	92%	94%
Pleasanton	34%	45%
San Leandro	99%	99%
LAVTA	27%	22%
Union City	57%	53%
East Bay Paratransit	46%	43%

Percent Customer Service and Outreach (City-Based Programs)

Program	FY 17-18 (Actual)	FY 19-20 (Planned)
Alameda	4.9%	7.6%
Albany	13.4%	26.9%
Berkeley	9.1%	7.1%
Emeryville	0%	0%
Fremont	9%	13.3%
Hayward	3.3%	0.3%
Newark	0%	0%
Oakland	10.6%	10.1%
Pleasanton	9.6%	9.0%
San Leandro	4%	16.7%

References

FY 2019-20 Planned Reserves

Ratio of Reserves to Expected Revenue

City/Agency	Value
Alameda	18%
Albany	18%
Berkeley	17%
East Bay Paratransit	0%
Emeryville	13%
Fremont	94%
Hayward	100%
LAVTA	0%
Newark	36%
Oakland	76%
Pleasanton	61%
San Leandro	86%
Union City Transit	0%

Legend:
- Threshold (40%-Alameda CTC's Timely Use of Funds Policy)
- MB and MBB
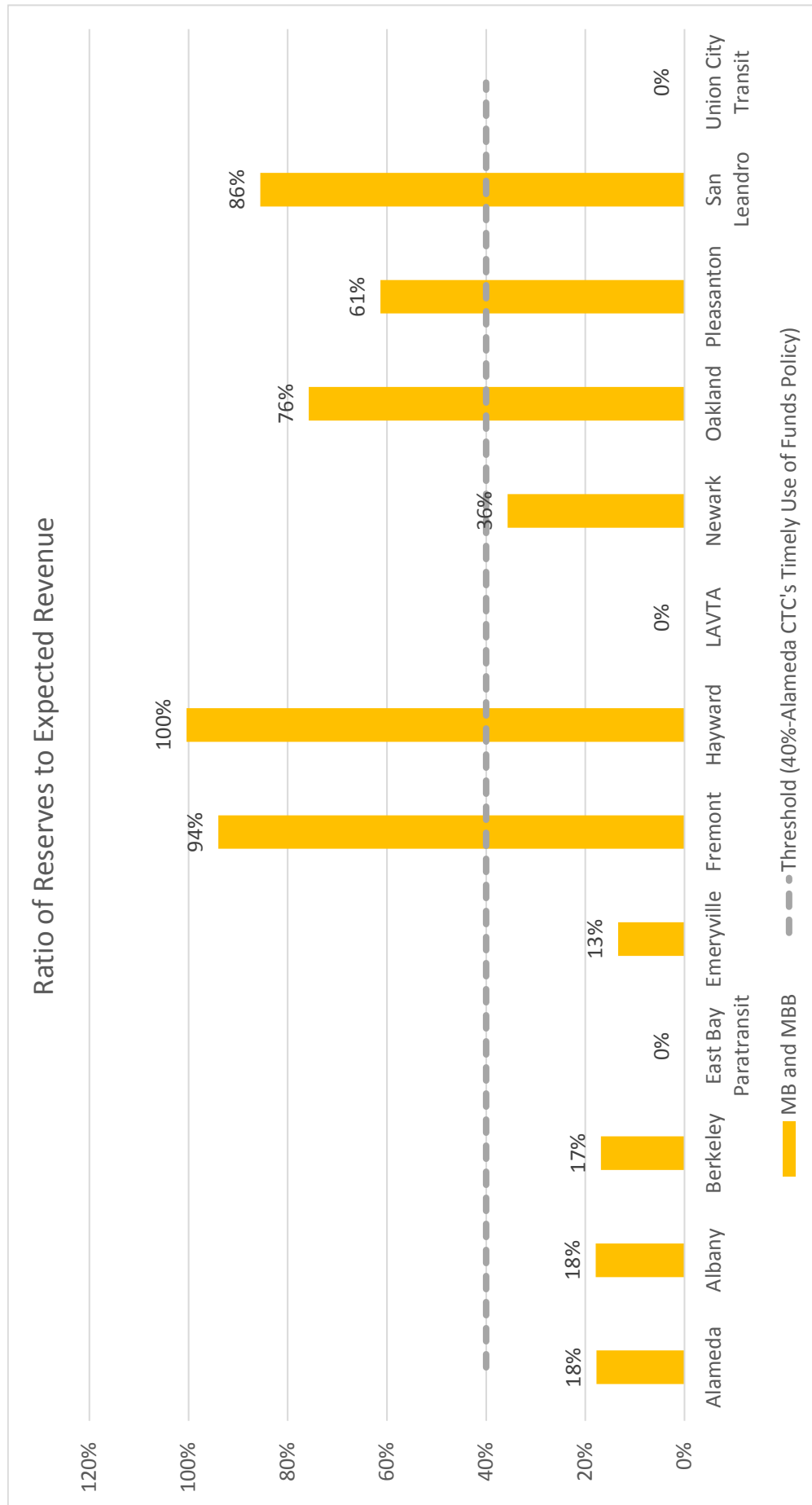
2018 PAPCO Subcommittee Comments and Recommendations

Program	Comments and Recommendations
City-Based Programs	
Alameda	• The members requested more information on Taxi Driver Subsidy program. *Program plan recommended for conditional approval for the program plan pending further information on how the proposed capital investment*
Albany	• The committee inquired about the availability of service to the senior center. *Program plan recommended for full approval.*
Berkeley	• The committee inquired about the introduction of travel training programs. *Program plan recommended for conditional approval for the program plan pending further information on potential shuttle improvements.*
Emeryville	• Members requested more information on the cost per trip of the City's Group Trip Program. *Program plan recommended for full approval.*
Fremont	• Members like the program and were encouraged by the City's collaboration with other cities. *Program plan recommended for full approval.*
Hayward	• Members inquired about the City's plan to spend down their reserves. *Program plan recommended for conditional approval provided that they work with Alameda CTC staff to complete the application and provide regular reports to PAPCO.*
Newark	• Members inquired about the city's projections for registrants. *Program plan recommended for full approval.*
Oakland	• Members supported the program but would like more information on the status of the city's Taxi Program. *Program plan recommended for full approval.*
Pleasanton	• Members questioned the high cost of the City's Door-to-door service. *Program plan recommended for full approval.*

Program	Comments and Recommendations
San Leandro	• Members Inquired about the ways the City was looking to improve their programs. ***Program plan recommended for conditional approval of the program plan requiring a mid-year report to PAPCO due to the program's high reserves.***
ADA-Mandated Providers	
East Bay Paratransit	• Members expressed concerns about the compliant policy, and that the program would benefit from greater clarity of the places it serves especially in regards to BART's service area. ***Program plan recommended for full approval.***
LAVTA	• Members expressed concerns about the apparent shortage of drivers. ***Program plan recommended for full approval.***
Union City	• Members expressed a desire for more wheelchair accessible taxis. They also questioned why drivers were not working 40 hours per week. ***Program plan recommended for full approval.***

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PAPCO Appointments and Vacancies

Appointer	Member
Supervisor Scott Haggerty, District 1 Pleasanton, Livermore, most of Fremont and a portion of Sunol	Herb Hastings
Supervisor Richard Valle, District 2 Hayward (incorporated portion), Newark, Union City, Fremont (Niles, Brookvale and North of Decoto Road), and unincorporated Sunol (North of Highway 84 only)	Christine Ross
Supervisor Wilma Chan, District 3 San Leandro, Alameda, San Lorenzo, Ashland, Hillcrest Knolls and the Fruitvale, San Antonio, Chinatown portions of Oakland	Sylvia Stadmire
Supervisor Nate Miley, District 4 East Oakland, Oakland Hills, Castro Valley, Ashland, Cherryland, Fairview and Dublin	Sandra Johnson
Supervisor Keith Carson, District 5 Albany, Berkeley, Emeryville, Piedmont and large portions of Oakland, namely West Oakland, North Oakland (Rockridge and Montclair), and the Fruitvale and San Antonio districts	Will Scott
City of Alameda	Tony Lewis
City of Albany	Margaret Patterson
City of Berkeley	Linda Smith
City of Dublin	Shawn Costello
City of Emeryville	Yvonne Behrens
City of Fremont	Kevin Barranti
City of Hayward	*Vacant*
City of Livermore	Robert Coomber
City of Newark	*Vacant*
City of Oakland	Rev. Carolyn M. Orr
City of Piedmont	*Vacant*
City of Pleasanton	Carmen Rivera-Hendrickson
City of San Leandro	Cimberly Tamura
City of Union City	*Vacant*
A. C. Transit	Hale Zukas
BART	Michelle Rousey

References

Appointer	Member
LAVTA	Esther Waltz
Union City Transit	Larry Bunn

Summary of 2018 CIP Paratransit Program Funding Allocations

Sponsor	Project Name	Funding
CIL	Community Connections: A Mobility Management Partnership (CoCo)	$500,000
City of Fremont	Tri-City Mobility Management and Travel Training Program	$297,460
Eden I&R	Mobility Management Through 211 Alameda County	$295,761
LIFE ElderCare	VIP Rides	$275,081
Drivers for Survivors	Drivers for Survivors Volunteer Driver Program	$220,000
Senior Support Program of Tri-Valley	Volunteer Assisted Senior Transportation Program (VAST)	$212,000
BORP	Accessible Group Trip Transportation for Youth and Adults with Disabilities	$318,000
LAVTA	Para-Taxi Program	$40,000
City of Emeryville	8-To-Go: City Door to Door Paratransit Service	$70,000
	Total	$2,228,302

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Summary of 2020 Paratransit Discretionary Grant Program Recommendations

Sponsor	Project Name	Funding Recommended
City of Fremont	Ride-On Tri-City! Mobility Management & Travel Training Program	$731,000
Eden I&R	Mobility Management Through 211 Alameda County	$752,261
The Center for Independent Living (The CIL)	Community Connections Program (CoCo)	$937,500
Community Resources for Independent Living (CRIL)	Travel Training: Oh The Places You Will Go!	$485,206
United Seniors of Oakland & Alameda County (USOAC)	Senior Public Transportation Training & Education Program	$419,634
LIFE ElderCare	Door Through Door (DthruD) & TNC Transportation for Seniors & Disabled Adults	$1,022,608
Senior Support Program of Tri-Valley (SSPTV)	Volunteers Assisting Seniors Transportation Program (VAST)	$560,218
Drivers for Survivors (DFS)	Drivers for Survivors Volunteer Driver Program	$968,654
Livermore Amador Valley Transit Authority (LAVTA)	Para-Taxi Operations	$139,391

Sponsor	Project Name	Funding Recommended
Livermore Amador Valley Transit Authority (LAVTA)	Para-Taxi Debit Card	$86,240
Alzheimer's Services of the East Bay (ASEB)	Regrowth of Transportation Services for Individuals with Dementia	$796,370
Bay Area Outreach & Recreation Program (BORP)	Accessible Group Trip Transportation for Youth & Adults with Disabilities	$1,003,500
City of Emeryville	Emeryville Senior Center Group Trips Bus Purchase	$70,000
Easy Does It Emergency Services (EDI)	Fast Accessible Safe Transportation Emergency Repair (FASTER)	$952,150
	Total	$8,986,732

Draft Summary of FY15, FY16, and FY17 FTA Section 5310 Funding Recommendations

Sponsor	Project Name	Funding Recommended
Center for Independent Living, Inc.	Mobility Management: Alameda County	$618,960
Livermore Amador Valley Transit Authority	Mobility Management: Coordinated trip planning with social service transportation providers, information and referral, to expand transportation options for paratransit users	$103,775
LIFE ElderCare	Operating Assistance: VIP Rides volunteer driver program	$500,000
Friends of Children with Special Needs	Operating Assistance: escorted door through door service	$335,488
Drivers for Survivors, Inc.	Operating Assistance: Volunteer driver program	$187,922
Family Bridges	Replacement vehicles	$140,000
Center for Elders Independence	Service Expansion vehicles; Purchase of equipment	$128,000
Satellite Affordable Housing Associates	Service Expansion vehicle	$73,000
East Bay Services to the Developmentally Disabled	Replacement vehicle	$63,000

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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 demonstrates 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.

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.

Implementation Guidelines and Performance Measures – Special Transportation for Seniors and People with Disabilities (Paratransit) Program

Implementation Guidelines

These guidelines lay out the service types that are eligible to be funded with Alameda County Measure B (2000), Measure BB (2014) and Vehicle Registration Fee (VRF, 2010) revenues under the Special Transportation for Seniors and People with Disabilities (Paratransit) Program. All programs funded partially or in their entirety through these sources, including American with Disabilities Act (ADA)- mandated paratransit services, city-based programs and discretionary grant funded projects, must abide by the following requirements for each type of paratransit service.

Fund recipients are able to select which of these service types are most appropriate for their community to meet the needs of seniors and people with disabilities. Overall, all programs should be designed to enhance quality of life for seniors and people with disabilities by offering accessible, affordable and convenient transportation options to reach major medical facilities, grocery stores and other important travel destinations to meet life needs. Ultimately, the importance of a trip should be determined by the consumer.

The chart below summarizes the eligible service types and the transportation need the service targets. This is followed by more detailed descriptions of each.

Service	Transportation Need Targeted and Service Details
ADA Paratransit[1,2]	Origin-to-destination trips for people with disabilities unable to ride fixed route transit • Pre-scheduled • Accessible
Same-Day Transportation[3]	Curb-to-curb trips using taxis or ride-hailing apps for seniors and/or people with disabilities (usually ADA paratransit certified) • Same day • Accessible vehicles not guaranteed

Service	Transportation Need Targeted and Service Details
Specialized Accessible Van	Origin-to-destination specialized trips for seniors and people with disabilities using lift- or ramp-equipped vehicles • Pre-scheduled & Same Day • Accessible
Accessible Shuttle	Fixed or flex route trips for seniors and people with disabilities possibly able to ride fixed route transit, but who benefit from targeted routes/stops and more individualized service (compared to transit) • Fixed Schedule • Accessible
Group Trips	Round trip or origin-to-destination trips for seniors and people with disabilities • Pre-scheduled/fixed schedule • Usually accessible
Door-through-Door/Volunteer Driver Service	Origin-to-destination trips for seniors and people with disabilities with special needs requiring door-through-door service or escort • Pre-scheduled • Generally not accessible when provided in private cars
Mobility Management and/or Travel Training	Information and referral, service linkage, service coordination, advocacy, and/or individual/group training or travel orientation for seniors and people with disabilities to facilitate use of services
Scholarship/ Subsidized Fare Programs	Financial assistance for seniors and people with disabilities to utilize services
Meal Delivery Funding Programs	Funding for meal delivery for seniors and people with disabilities who cannot travel to congregate meal sites • Programs currently funded by Measure B may continue, but new programs may not be established.
Capital Expenditures[4]	Funding for capital purchases for transportation programs for seniors and people with disabilities • If purchasing vehicles, they should be accessible

1 *Note on ADA Mandated Paratransit*: Programs mandated by the Americans with Disabilities Act are implemented and administered according to federal guidelines that may supersede these guidelines; however all ADA-mandated programs funded through Measure B and BB or the VRF are subject to the terms of the Master Programs Funding Agreement.

2 *Interim Service for Consumers Awaiting ADA Certification*: At the request of a health care provider or ADA provider, city-based programs must provide interim service through the programs listed above to consumers awaiting ADA certification. Service must be provided within three business days of receipt of application.

3 *Note on Transportation Network Companies*: Programs may utilize Transportation Network Companies or TNCs (e.g. Lyft, Uber) that use ride-hailing apps under the guidelines for Same-Day Transportation Services. Other service types are ineligible unless wheelchair accessible service can be provided equitably. Programs should review the Department of Transportation guidance on shared mobility at www.transit.dot.gov/regulations-and-guidance/shared-mobility-frequently-asked-questions. Service changes to utilize TNCs are subject to review by Alameda CTC staff prior to implementation.

4 *Note on Capital Expenditures*: Any capital expenditures within the eligible service categories must be consistent with the objectives of the Alameda CTC Special Transportation for Seniors and Peoples with Disabilities (Paratransit) Program described above and are subject to review by Alameda CTC staff prior to implementation.

Same-Day Transportation Service Guidelines	
Service Description	Same-day transportation services provide on-demand same-day services utilizing taxis, Transportation Network Companies a.k.a. TNCs (e.g. Lyft, Uber) that use ride-hailing mobile apps, or other new transportation options. Services may be subsidized in different ways including vouchers, scrip, reimbursement, a discount code on an app, call center or website payment, etc.

Taxis provide curb-to-curb service that can be scheduled on a same-day basis. Taxis charge riders on a distance/time basis using a meter. Taxi subsidy programs allow eligible consumers to use taxis at a reduced fare by reimbursing consumers a percentage of the fare or by providing some fare medium, e.g. scrip or vouchers, which can be used to cover a portion of the fare. These programs are intended for situations when consumers cannot make their trip on a pre-scheduled basis.

Transportation Network Companies (e.g. Lyft, Uber) using ride-hailing apps and web-based platforms can also provide a similar service at the discretion of the program sponsor with local consumer input. TNC trip services can incorporate a concierge service.

The availability of accessible vehicles varies by geographical area and provider, but programs should expand availability of accessible vehicles where possible in order to fulfill requests for same-day accessible trips. |
| Eligible Population | Eligible Populations include:
1. People 18 and above with disabilities who are unable to use fixed route services. Cities may, at their discretion, also provide services to consumers with disabilities under the age of 18, and
2. Seniors 80 years or older without proof of a disability. Cities may provide services to consumers who are younger than age 80, but not younger than 70 years old.

Cities may continue to offer "grandfathered" eligibility to program registrants below 70 years old who were enrolled in the program as of FY 2011/12 and have continued to use it regularly, as long as it does not impinge on the City's ability to meet the minimum requirements of the Implementation Guidelines.

Program sponsors may use either ADA eligibility, as established by ADA-mandated providers (incl. East Bay Paratransit, LAVTA, Union City Transit) or the Alameda County City-Based Paratransit Services Medical |

	Same-Day Transportation Service Guidelines
	Statement Form, as proof of disability. Program sponsors may, at their discretion, also offer temporary eligibility due to disability. *ADA-mandated providers that are not also city-based providers (East Bay Paratransit and LAVTA) are not required to provide service to seniors 80 years or older without ADA eligibility.*
Time & Days of Service	Service should be available 24 hours per day/7 days per week, unless a City notifies Alameda CTC staff that providers do not operate 24 hours per day/7 days per week in their jurisdiction.
Fare (Cost to Customer)	Programs must subsidize at least 50% of the fare. Programs can impose a cap on total subsidy per person. This can be accomplished through a maximum subsidy per trip, a limit on the number of vouchers/scrip (or other fare medium) per person, and/or a total monetary subsidy per person per year.
Other	Programs may also use funding to provide incentives to drivers and/or transportation providers to ensure reliable service. Incentives are often utilized to promote accessible service. Planned expenditures on incentives are subject to review by Alameda CTC staff prior to implementation. Programs may utilize Transportation Network Companies (e.g. Lyft, Uber) for these programs but should review the Department of Transportation guidance on shared mobility at www.transit.dot.gov/regulations-and-guidance/shared-mobility-frequently-asked-questions. Program changes to utilize TNC's are subject to review by Alameda CTC staff prior to implementation.

	City-based Specialized Accessible Van Service Guidelines
Service Description	City-based specialized accessible van service provides accessible, door-to-door trips on a pre-scheduled or same-day basis. This service category is not required to be as comprehensive as primary services (i.e. ADA-mandated or Same-Day Transportation Services), but should complement core services in communities where critical needs for accessible or other specialized trips are not being adequately met by the existing primary services. Examples of unmet needs are a taxi or TNC program without accessible vehicles, medical trips for riders with dementia unable to safely take an ADA-mandated trip, or trips

City-based Specialized Accessible Van Service Guidelines	
	outside of the ADA-mandated service area. When possible, a priority for this service should be fulfilling requests for same-day accessible trips.
	Services may be subsidized in different ways as agreed upon by the program sponsor and transportation provider, including vouchers, scrip, reimbursement, a discount code on an app, call center or website payment, etc.
Eligible Population	People 18 and above who are unable to use fixed route, ADA-mandated or same-day transportation services due to disability. Cities may, at their discretion, also provide services to consumers with disabilities under the age of 18.
	Cities may continue to offer "grandfathered" eligibility to "City-based Door-to-Door Service" registrants below 70 years old who have used the program regularly since FY 2011/12, as long as it does not impinge on the City's ability to meet the minimum requirements of the Implementation Guidelines.
	Program sponsors may use either ADA eligibility, as established by ADA-mandated providers (incl. East Bay Paratransit, LAVTA, Union City Transit) or the Alameda County City-Based Paratransit Services Medical Statement Form, as proof of disability. Program sponsors may, at their discretion, also offer temporary eligibility due to disability.
Time & Days of Service	At discretion of program sponsor with local consumer input. When possible, service should be available Monday – Friday between the hours of 8 a.m. and 5 p.m. (excluding holidays), and accept reservations between the hours of 9 a.m. and 5 p.m. Monday – Friday (excluding holidays).
Fare (Cost to Customer)	Fares for pre-scheduled service should not exceed comparable local ADA-mandated or same-day transportation services fares. Higher fares can be charged for "premium" service (e.g. same-day).
Other	Specialized Accessible van programs must demonstrate that they are providing trips at an equal or lower cost to the provider than the ADA-mandated provider on a cost per trip basis, except if providing "premium" service (e.g. same-day). Cost per trip is defined as total transportation cost (from all sources of revenue) during a reporting period divided by the number of one-way trips, including attendant and companion trips, provided during the period.

Accessible Shuttle Service Guidelines	
Service Description	Shuttles are accessible vehicles that operate on a fixed, deviated, or flex-fixed route and schedule. They serve common trip origins and destinations visited by eligible consumers, e.g. senior centers, medical facilities, grocery stores, BART and other transit stations, community centers, commercial districts, and post offices.
	Shuttles should be designed to supplement existing fixed route transit services. Routes should not necessarily be designed for fast travel, but to get as close as possible to destinations of interest, such as going into parking lots or up to the front entrance of a senior living facility. Shuttles are often designed to serve active seniors who do not drive but are not ADA paratransit registrants.
Eligible Population	Shuttles should be designed to appeal to older adults, but can be made open to the general public.
Time and Days of Service	At discretion of program sponsor with local consumer input.
Fare (Cost to Customer)	At discretion of program sponsor, but cannot exceed local ADA paratransit fares. Fares may be scaled based on distance.
Cost of Service	By end of the second fiscal year of service, the City's cost per one-way person trip cannot exceed $20, including transportation and direct administrative costs. Cost per trip is defined as total cost (all sources) during a reporting period divided by the number of one-way trips, including attendant and companion trips, provided during period.
Other	Shuttles are required to coordinate with the local fixed route transit provider.
	Shuttle routes and schedules should be designed with input from the senior and disabled communities to ensure effective design. Any new shuttle plan must be submitted to Alameda CTC staff for review prior to implementation.
	Deviations and flag stops are permitted at discretion of program sponsor.

Group Trips Service Guidelines	
Service Description	Group trips are round-trip rides for pre-scheduled outings, including shopping trips, recreational events, and community activities. These trips are specifically designed to serve the needs of seniors and people with disabilities and typically originate from a senior center or housing facility, and are generally provided in accessible vans and other vehicle types or combinations thereof.
Eligible Population	At discretion of program sponsor.
Time and Days of Service	Group trips must begin and end on the same day.
Fare (Cost to Customer)	At discretion of program sponsor.
Other	Programs can impose mileage limitations to control program costs.

Door-through-Door/Volunteer Driver Service Guidelines	
Service Description	Volunteer driver services are pre-scheduled, door-through-door services that are typically not accessible. These programs rely on volunteers to drive eligible consumers for critical trip needs, such as medical trips. Programs may use staff to complete intake or fill gaps in service provision. This service meets a key mobility gap by serving more vulnerable populations and should complement existing primary services (i.e. ADA-mandated, City-based Door-to-Door, or Same-Day). Volunteer driver programs may also have an escort component where volunteers accompany consumers on any service eligible for Alameda CTC funding, when they are unable to travel in a private vehicle.
Eligible Population	At discretion of program sponsor.
Time and Days of Service	At discretion of program sponsor.
Fare (Cost to Customer)	At discretion of program sponsor.

Door-through-Door/Volunteer Driver Service Guidelines	
Other	Program sponsors can use funds for administrative purposes and/or to pay for volunteer mileage reimbursement purposes (not to exceed Federal General Services Administration (Privately Owned Vehicle) Mileage Reimbursement Rates) or an equivalent financial incentive for volunteers.

Mobility Management and/or Travel Training Program Guidelines	
Service Description	Mobility management services cover a wide range of activities, such as travel training, coordinated services, trip planning, and brokerage. Mobility management activities often include education and outreach which play an important role in ensuring that people use the "right" service for each trip, e.g. using East Bay Paratransit from Fremont to Berkeley for an event, using a taxi voucher for a same-day urgent doctor visit, and scheduling with a group trip service to go grocery shopping. Service types can be categorized as information and referral, service linkage, service coordination, or advocacy. Travel training is short-term, one-on-one or group-based intensive instruction designed to teach people with disabilities and seniors to travel safely and independently on fixed-route public transportation in their community.[1] Travel orientation, also known as transit orientation, is less formal and involved than traditional travel training and explains transportation systems by sharing information about trip planning, schedules, maps, fare systems, mobility devices, new mobility services, and benefits and services. It may be conducted in a group or one-on-one.[2]
Eligible Population	At discretion of program sponsor.
Time and Days of Service	At discretion of program sponsor.
Fare (Cost to Customer)	N/A

[1] Easter Seals Project ACTION http://www.projectaction.com/glossary-of-disability-and-transit-terms/

[2] Mass.gov https://www.mass.gov/info-details/offering-travel-instruction#what-is-travel-instruction?-

Mobility Management and/or Travel Training Program Guidelines	
Other	For new mobility management and/or travel training programs, to ensure effective program design, a plan with a well-defined set of activities must be submitted to Alameda CTC staff for review prior to implementation.

Scholarship/Subsidized Fare Program Guidelines	
Service Description	Scholarship or Subsidized Fare Programs can subsidize any service eligible for paratransit funding and/or fixed-route transit for paratransit customers who are low-income and can demonstrate financial need.
Eligible Population	Subsidies can be offered to low-income consumers with demonstrated financial need who are currently eligible for an Alameda County ADA-mandated or city-based paratransit program. Low income requirements are at discretion of program sponsors, but the requirement for household income should not exceed 50% AMI (area median income).
Time and Days of Service	N/A
Fare (Cost to Customer)	N/A
Other	Low-income requirements and the means to determine and verify eligibility must be submitted to Alameda CTC staff for review prior to implementation. If program sponsors include subsidized East Bay Paratransit (EBP) tickets in this program, no more than 3% of a program sponsor's Alameda CTC distributed funding may be used for the ticket subsidy. Other services or purposes proposed for scholarship and/or fare subsidy must be submitted to Alameda CTC staff for review prior to implementation.

Meal Delivery Funding Guidelines	
Service Description	Meal Delivery Funding programs provide funding to programs that deliver meals to the homes of individuals who are generally too frail to travel outside to congregate meal sites. Although this provides access to life sustaining needs for seniors and people with disabilities, it is not a direct transportation expense.
Eligible Population	For currently operating programs, at discretion of program sponsor.
Time and Days of Service	For currently operating programs, at discretion of program sponsor.
Fare (Cost to Customer)	For currently operating programs, at discretion of program sponsor.
Other	Currently operating funding programs may continue, but new meal delivery funding programs may not be established.

Capital Expenditures Guidelines	
Description	Capital expenditures are eligible if directly related to the implementation of a program or project within an eligible service category, including but not limited to, purchase of scheduling software, accessible vehicles and equipment, and accessibility improvements at shuttle stops.
Eligible Population	N/A
Time and Days of Service	N/A
Fare (Cost to Customer)	N/A
Other	Capital expenditures are to support the eligible service types included in the Implementation Guidelines and must be consistent with objectives of the Alameda CTC Special Transportation for Seniors and Peoples with Disabilities (Paratransit) Program. If purchasing vehicles, they should be accessible. Planned expenditures are subject to review by Alameda CTC staff prior to implementation.

Implementation Guidelines and Performance Measures – Special Transportation for Seniors and People with Disabilities (Paratransit) Program

Performance Measures

The Alameda CTC collects performance data from all programs funded with Alameda County Measure B (2000), Measure BB (2014) and Vehicle Registration Fee (VRF, 2010) revenues. All programs funded partially or in their entirety through these sources must at a minimum report annually through the Annual Compliance Report for Direct Local Distribution (DLD) funding on the performance measures identified within the Implementation Guidelines for each DLD program.

The performance measures for the Measure B and Measure BB Direct Local Distribution (DLD) funding distributed through the Special Transportation for Seniors and People with Disabilities (Paratransit) Program, which funds ADA-mandated paratransit services, city-based paratransit programs and discretionary grant funded projects, are identified below. Performance data required for Compliance Reports are marked with a ⬦. Additional performance-related data is listed and may be required through separate discretionary grant guidelines or to report to the Alameda CTC's Commission or one of its community advisory committees. Additional performance measures include but are not limited to those below marked with a regular bullet.

ADA-mandated Paratransit
❖ Number of one-way trips provided
❖ Total Measure B/BB cost per one-way trip *(Total Measure B/BB program cost during period divided by the number of one-way trips provided during period.)*
• Total program cost per one-way trip (total program cost during period divided by the number of one-way trips provided during period).
• Non-Measure B/BB revenues and costs
• Number of registrants
• On-time performance
• Number of trips provided to consumers who require an accessible vehicle
• Qualitative information on complaints
• Qualitative information on safety incidents
• Qualitative information on outreach
• Qualitative information on "high need" trips

❖ *Performance data required for Compliance Reports*

Same-Day Transportation Service
❖ Number of one-way trips provided on taxis
❖ Number of one-way trips provided on Transportation Network Companies (e.g. Lyft, Uber) using ride-hailing apps
❖ Total Measure B/BB cost per one-way trip *(Total Measure B/BB program cost during period divided by the number of one-way trips provided during period.)*
• Total program cost per one-way trip, including extra concierge costs if applicable (total program cost during period divided by the number of one-way trips provided during period)
• Non-Measure B/BB revenues and costs
• Number of registrants (report quantities for taxis and/or Transportation Network Companies separately)
• Information in aggregate on origin and destination for same day trips by category (i.e. medical appointments, grocery store, senior center, etc.; report quantities for taxis and/or Transportation Network Companies separately)
• Qualitative information on complaints (report quantities for taxis and/or Transportation Network Companies separately)
• Qualitative information on safety incidents (report quantities for taxis and/or Transportation Network Companies separately)
• Qualitative information on outreach

✤ *Performance data required for Compliance Reports*

City-based Specialized Accessible Van Service
❖ Number of one-way trips provided
❖ Total Measure B/BB cost per one-way trip *(Total Measure B/BB program cost during period divided by the number of one-way trips provided during period.)*
• Total program cost per one-way trip, including extra costs for specialized service if applicable (total program cost during period divided by the number of one-way trips provided during period).
• Non-Measure B/BB revenues and costs
• Number of registrants
• On-time performance
• Number of trips provided to consumers who require an accessible vehicle
• Qualitative information on complaints
• Qualitative information on safety incidents
• Qualitative information on outreach

✣ *Performance data required for Compliance Reports*

Accessible Shuttle Service
❖ Total ridership *(One-way passenger boardings)*
❖ Total Measure B/BB cost per one-way passenger trip *(Total Measure B/BB program cost during period divided by the total ridership during period.)*
• Total program cost per one-way passenger trip (total program cost during period divided by the total ridership during period).
• Non-Measure B/BB revenues and costs
• Number of registrants
• On-time performance
• Number of trips provided to consumers who require an accessible vehicle
• Qualitative information on complaints
• Qualitative information on safety incidents
• Qualitative information on outreach

✣ *Performance data required for Compliance Reports*

Group Trips Service
❖ Number of one-way passenger trips provided
❖ Total Measure B/BB cost per passenger trip *(Total Measure B/BB program cost during period divided by the number of passenger trips provided during period.)*
• Total program cost per passenger trip (total program cost during period divided by the number of passenger trips provided during period).
• Non-Measure B/BB revenues and costs
• Number of registrants
• Number of trips provided to consumers who require a wheelchair accessible trip
• Qualitative information on complaints
• Qualitative information on safety incidents
• Qualitative information on outreach

❖ *Performance data required for Compliance Reports*

Door-through-Door/Volunteer Driver Service
❖ Number of one-way trips provided
❖ Total Measure B/BB cost per one-way trip *(Total Measure B/BB program cost during period divided by the number of one-way trips provided during period.)*
• Total program cost per one-way trip (total program cost during period divided by the number of one-way trips provided during period).
• Non-Measure B/BB revenues and costs
• Number of registrants
• Qualitative information on complaints
• Qualitative information on safety incidents
• Qualitative information on outreach
• Number of active volunteer drivers
• Number of one-way trips provided by staff
• Percentage of service requests unfulfilled when requested within specified time

❖ *Performance data required for Compliance Reports*

Mobility Management Program
❖ Number of individuals provided with mobility management support *(Note: an individual may have multiple contacts)*
❖ Number of contacts providing mobility management support (service type can be categorized as information and referral, service linkage, service coordination, or advocacy.)
❖ Total Measure B/BB cost per individual provided with mobility management support *(Total Measure B/BB program cost during period divided by the number of individuals provided with support during period.)*
• Total cost per individual provided with mobility management support (total program cost during period divided by the number of individuals provided with support during period).
• Non-Measure B/BB revenues and costs
• Qualitative information on outreach

✥ *Performance data required for Compliance Reports*

Travel Training Program
❖ Number of individuals trained and/or received travel orientation (divided by those in individual training and those participating in group trainings)
❖ Total Measure B/BB cost per individual trained in individual trainings and in group trainings *(Total Measure B/BB program cost during period divided by the number of individuals trained during period)*
• Total program cost per individual trained in individual trainings and in group trainings (total program cost during period divided by the number individuals trained during period)
• Non-Measure B/BB revenues and costs
• Number of individuals trained (divided by those receiving travel orientation, mobility device training, seniors, adults with disabilities, youth with disabilities, and/or people with visual impairments)
• Qualitative information on outreach
• Percentage/number of people surveyed who used transit post workshop

✥ *Performance data required for Compliance Reports*

Scholarship/Subsidized Fare Program
❖ Number of unduplicated individuals who received scholarship/subsidized fares
❖ Number of one-way fares/tickets subsidized
❖ Total Measure B/BB cost per subsidy *(Total Measure B/BB program cost during period divided by the number of subsidized fares/tickets during period)*
• Total program cost per subsidy (total program cost during period divided by the number of subsidized fares/tickets during period)
• Non-Measure B/BB revenues and costs
• Qualitative information on complaints
• Qualitative information on outreach

✤ *Performance data required for Compliance Reports*

Meal Delivery Funding Program
❖ Number of meal delivery trips
❖ Total Measure B cost per meal delivery trip *(Total Measure B program cost during period divided by the number of meal delivery trips during period)*
• Total cost per meal delivery trip (total program cost during period divided by the number of meal delivery trips during period)
• Non-Measure B revenues and costs

✤ *Performance data required for Compliance Reports*

Capital Expenditures
❖ Total Measure B/BB cost
• Non-Measure B/BB revenues and costs

✤ *Performance data required for Compliance Reports*

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