



# PAPCO Paratransit Program Plan Review

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**Measure B/BB  
Transportation for  
Seniors and People  
With Disabilities**

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**FISCAL YEAR 2021-2022  
DRAFT PROGRAM PLANS**

**EAST BAY  
PARATRANSIT**



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## Paratransit Program Plan Staff Summary Fiscal Year 2021-22

**Planning Area:** North, Central, South County  
**Paratransit Program:** East Bay Paratransit

**Staff Recommendation:** Recommend program plan for full approval.

- Services provided:
  - ADA-mandated Paratransit
- 46% Measure B/BB; Remainder: 54% Measure J, general funds
- 0% reserves
- Cost per trip – Increasing by \$14
- Trends in registration – From last year to current year, registration has trended down, 14,019 to 12,870, but is expected to rise in coming year
- Trends in trip provision – Trips are expected to increase 100% from FY 2020-21 to FY 2021-22
- Demographics reporting – Reported on most demographic questions
- Elements requiring Alameda CTC approval (approved by Alameda CTC staff on April 12, 2021):
  - Capital funding might be considered for new or upgraded scheduling software expenditures.
  - Capital funding might be pursued for piloting zero emissions vehicles for EBPC fleet.
- Additional staff notes

- Developing and implementing contactless payment system
- Developing specifications for an upgraded scheduling software
- Working with MTC to incorporate EBPC fare tickets into the Clipper system
- Development of an ambassador program to encourage more use of BART as part of a trip
- On-going modifications to scheduling software to zone vehicles more effectively, particularly subscription trips going to the same center
- New phone system installed with improved reporting features making monitoring easier for complaint resolution. Training and maintenance are simplified allowing for ease of trouble shooting.

## FY 2021-22 Annual Paratransit Program Plan Application Due by February 26, 2021

CONTACT INFORMATION	
Agency:	AC Transit as part of the East Bay Paratransit Consortium
Contact Name:	Mallory Nestor-Brush
Title:	Manager of Accessible Services
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**Date Submitted:** Feb 26, 2021

### TYPES OF SERVICES PROVIDED

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

Below is a list of the types of services/programs that are eligible for Alameda CTC funding. For detailed information about these eligible services, including minimum service requirements and performance measures, refer to the Alameda CTC's Special Transportation for Seniors and People with Disabilities (Paratransit) Implementation Guidelines, revised November 2020 (provided with the application materials).

- **Management/Overhead:** Program oversight, planning, budgeting, participation in regional/countywide meetings. Include admin/labor even if it is paid by the City/transit agency for accurate reporting of full program expenses.
- **Customer Service/Outreach:** Activities associated with educating consumers about services that are available to them, answering questions from consumers and taking, tracking and responding to complaints and commendations. Include costs even if paid by the City/transit agency for accurate reporting of full program expenses.
- **ADA Paratransit:** Paratransit services provided by fixed-route transit operators to fulfill requirements under the American's with Disabilities Act (ADA).
- **Same-Day Transportation Program:** Provides a same day, curb-to-curb service intended for situations when consumers cannot make their trip on a pre-scheduled basis; allows eligible consumers to use taxis or

*Transportation Network Companies (TNCs) (at program discretion) at a reduced fare.*

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

**A. Explain the impact of the COVID-19 pandemic on the FY 2019-20 and FY 2020-21 programs.**

The impact from COVID-19 pandemic has caused a decrease in ridership, leading to a decrease in fare revenue received. The pandemic has caused all of the Regional Centers in the area that EBPC provides service to close their doors. This is leaving our passengers unable to attend their normal programs. It is still unclear when those programs will resume to their normal operations for our passengers to attend. EBPC was able to partner with three meal delivery programs and has successfully delivered 118,000 meals between April and January 2021.

**B. Provide a short narrative description of your agency's FY 2021-22 program.**

AC Transit and BART operating as the East Bay Paratransit Consortium (EBPC), fund and operate the EBPC's ADA paratransit program to fulfill their requirements under the (ADA). The primary objective of this partnership is to deliver high quality, cost effective paratransit service that meets the service criteria of the ADA.

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

ADA services are targeted to meet the needs of individuals who are prevented from using accessible fixed route services due to a physical or cognitive disability. AC Transit, as part of EBPC, is obligated and does comply with all regulations for ADA service.

**D. List the most common trip destinations for seniors and people with disabilities in your community that your services are designed to serve, e.g. dialysis centers, hospitals, major shopping complexes, senior centers. Please report separately, if available, for ADA paratransit, Same-Day Transportation (taxi and TNC), Specialized Accessible Van, and/or Accessible Fixed-Route Shuttle if applicable.**

Before the Covid-19 pandemic, 34% of EBPC trips were to medical appointments, about 20% were to adult day programs, and 42% were for errands, employment, social, religious services, or education.

After the pandemic hit, 62% of EBPC trips were to medical appointments, there were no trips to adult day programs as they were closed, 27% of trips were for errands, and 10% for employment and social events.

**E. Please provide your average trip length, if available, and any interesting outliers, e.g. a significantly short or long trip associated with one of the common trip destinations above.**

The average trip length as calculated by our scheduling software was 13.8 miles for the first half of FY 20/21.

Regional Center of the East Bay does permit their clients to choose any service site regardless of the distance.

**1. Will your agency's program for FY 2021-22 conform to the Paratransit Program Implementation Guidelines, as required?**

Yes

No

**A. If "No", explain below and contact Alameda CTC staff to discuss (prior to February 26, 2021)**

N/A

**2. If proposing any service or program changes in FY 2021-22 from the current year, FY 2020-21, describe the changes and explain why they are proposed. Describe how these changes will impact the ability of seniors and people with disabilities in your community to meet their basic life needs.**

EBPC will continue in FY21/22 to provide ADA mandated service in compliance with Federal law. No changes to service delivery are proposed in FY21/22; however, as required by law, EBPC will incorporate into the service area any service expansion of AC Transit.

In response to Covid-19 EBPC is limiting passengers to one per bus when able, ensuring drivers and office staff have personal protective equipment, encouraging passengers not to ride if they have Covid-19 symptoms, and encouraging employees and passengers to report if they have tested positive for Covid-19.

3. **Looking ahead, beyond FY 2021-22, do you anticipate major service changes? Please briefly describe.** Describe major changes such as beginning or ending a type of service anticipated within the next five years.

EBPC staff and our paratransit Broker are discussing:

- Develop and implement contactless payment system
- Developing specifications for an Upgraded Scheduling Software
- Working with MTC to Incorporate EBPC fare tickets into the Clipper system
- Development of an ambassador program to encourage more use of BART as part of a trip.

At the February 2<sup>nd</sup> SRAC (Service Review Advisory Committee) committee members supported the development and implementation of a contactless payment system. The committee also expressed their appreciation for staffs efforts and creativity in dealing with Covid-19, particularly with the involvement of EBPC in assisting with the meal delivery.

#### NEW PROGRAM ELEMENTS REQUIRING ALAMEDA CTC STAFF REVIEW

4. The November 2020 Paratransit Program Implementation Guidelines require Alameda CTC staff review of several program elements ***prior to implementation***. The program elements requiring staff review are listed as items 5A – 5F below and for each item, further explanation is requested. **If your FY 2021-22 program plan includes any of the elements listed, in the box provided below, list the elements and the requested explanation for each. It is not necessary to include elements that were included in the FY 2020-21 Plan and are unchanged.** Applicants must address any applicable paratransit projects and programs listed in Attachment Table B.
- A. **Planned capital expenditure** (describe planned capital expenditures, such as purchase of vehicles or durable equipment)
  - B. **Same-Day Transportation Program that includes use of Transportation Network Companies (TNCs)** (describe the proposed service including how subsidies will be provided and how capacity will be managed)
  - C. **Same-Day Transportation Program that includes incentives to drivers and/or transportation providers** (describe the proposed incentives)

- D. Accessible Shuttle Service** (for new shuttles – describe service plan and how city is coordinating with the local fixed route transit provider)
- E. New mobility management and/or travel training programs** (describe the well-defined set of activities)
- F. Low-income requirements and outreach for any means-based fare programs** (describe the proposed subsidy and the means that will be used to determine and verify eligibility and the method of outreach for the program)

Capital funding might be considered for new or upgraded scheduling software expenditures.  
 Capital funding might be pursued for piloting zero emissions vehicles for EBPC fleet.

## DEVELOPMENT OF PROGRAM PLAN

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

EBPC staff works with its rider committee, the Service Review Advisory Committee (SRAC) and the EBPC executive committee, the Service Review Committee (SRC), when considering changes in the ADA paratransit plan or design. Comments and support for changes are obtained prior to implementation. Meetings of these committees are publicly noticed, and public comment is welcome.

The SRAC consists of 12 EBPC riders from all over the service area & 4 members from city programs and SS Agencies with ADA riders as clients. The SRAC meets every other month and an announcement about the SRAC is included in phone hold messages, so interested individuals may attend.

Meeting materials are sent to everyone who requests them.

The SRAC reviewed and commented on the FY21/22 B/BB application plan and provided their comments, on several sections of the application at their February 2, 2021 meeting.

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

EBPC conducts an annual satisfaction survey asking about aspects of the service. Data from the survey & tracking of service indicators & customer comments/complaints are used to determine areas needing adjustments to improve the service. This year the annual survey was delayed until the fall due to Covid-19. An additional survey which focused on getting information for contactless fare payment which surveyed both current riders as well as riders who were using the system in FY20 (pre-Covid-19).

The SRAC receives a regular report from the Broker with statistics and data about operations and customer service.

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

- Customer Service agents place calls to riders alerting them if their trip will be significantly late, as a result of comments at SRAC meetings.
- The request for use of credit cards to purchase EBPC fare tickets was raised at a SRAC meeting. EBPC responded and established a link in its website at [www.eastbayparatransit.org](http://www.eastbayparatransit.org) which allows credit card purchases. A kiosk is also available at the main office which takes credit cards.
- To keep riders and their care givers updated on Emergency Planning for EBPC, a rider's brochure was developed and widely circulated.

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

- Interactive Voice Response (IVR) System- that sends reminder phone messages of scheduled trips for the next day and provides eminent arrival call when the vehicle is close to the pick-up location.
- On-going modifications to scheduling software to zone vehicles more effectively particularly subscription trips going to the same center.
- New phone system installed with improved reporting features making monitoring easier for complaint resolution. Training and maintenance are simplified allowing for ease of trouble shooting.

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

- Yes  
 No

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

N/A

## OUTREACH

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

Outreach by staff at information events is conducted consistent with federal & State Title VI and related requirements. EBPC informs users about the program with brochures and Rider's Guides. EBPC has Multi-lingual staff available for customer services and outreach events.

The phone tree allows selection of languages other than English.

EBPC works closely with many organizations supporting low income individuals & meets with agencies and individuals to provide information. EBPC has its own website & EBPC is mentioned on BART's and AC Transit's websites. All three websites list support from Alameda County's Measures B and BB.

## ELIGIBILITY AND ENROLLMENT

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

A new applicant must complete a written application & an in-person interview. Occasionally, medical verification is required. Every three years, riders must re-certify. Most recertifying riders use a short form application primarily to update rider information. Some recertifying riders with temporary or conditional eligibility may be required to complete the full ADA application & possibly return for another interview. Due to the impact of Covid-19 all applicants are conditionally eligible and are interviewed via phone. No in-person interviews are currently being held.

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

Once the interview & written application are complete applicants may use services upon receipt of their determination letter, assuming they are found eligible. If a determination has not been made within 21 days after the application and interview are complete, the ADA requires the agency to provide presumptive eligibility and service for that applicant until the determination is made.

## CUSTOMER SATISFACTION

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

Complaints can be submitted through a variety of methods: on-board vehicle complaint cards, phone calls, email, through the EBPC website, and in person. Complaints are typically taken by the call center at the Broker's Office. A small number of complaints are received directly at AC Transit or BART; some are forwarded by outside agencies. All complaints are responded to and tracked by type. Complaints are reported to the SRAC as part of the Brokers report.

Response clerks research the complaint using tracking data (phone tapes, AVL data, route mapping, etc.) Complaint details are used to determine areas of service which need attention and/or improvements or modification of service practices.

Once investigated, the complaint is sent to the appropriate party (Service Provider or Broker management) for follow-up and customer response.

Senders of complaints receive a post card or phone call with thanks, explaining complaints are used to review and improve the system. Riders requesting alternative formats receive post cards in their specified format.

Once a resolution has been reached then a letter is drafted to the sender of the complaint summarizing the following: the issue of the complaint, the investigation outcome and a summary of the resolution.

Complaints needing additional response are sent to AC Transit/BART management and a letter to the individual is drafted cooperatively by Program management and the ADA paratransit Broker. Additionally, a separate 3rd party phone line has been established to receive and process escalated complaints.

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

Complaints are summarized into these categories: Driver complaints; on-time performance issues; vehicle problems; scheduling concerns; & Broker complaints. Staff reviews complaint statistics every month. Every 2 months at their meeting, the SRAC receives a report with a complaint breakdown and summary. Complaints about individual staff whether broker or driver are addressed and made a part of their personal file. The individual is counseled or re-trained. Progressive discipline procedures are used with individuals receiving multiple complaints.

Complaints about vehicles are investigated and repairs are made, if necessary.

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

Complaint statistics and details are used to determine areas of the service needing attention. Information uncovered in the complaint process is used to improve the service, most often through specific attention and retraining of individual employees and holding them accountable or through modification of service practices.

**EXPECTED DEMAND/USE OF SERVICES**

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

Registrants at beginning of FY 2019-20	15,550
Registrants at end of FY 2019-20	14,019
Current Registrants for FY 2020-21	12,870
Projected Registrants for FY 2021-22	15,000

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

On our system, we find the addition of newly certified riders are generally balanced by those leaving our program through death, moving out of the service area or transferring to living arrangements where they no longer need ADA paratransit.  
 Note: Due to Covid-19 the number of new applicants has gone down substantially from previous years.  
 Riders on the data base usually number from around 15,000 to 16,500.

**15. What are the current program registrant demographics for FY 2020-21, if available? Fill in the boxes below.**

<b>Race/Ethnicity (check all that apply, individuals may be listed in multiple categories)</b>	
American Indian or Alaska Native	3%
Asian	13%
Black or African American	50%
Hispanic or Latino	11%
Native Hawaiian or Other Pacific Islander	Unknown
White	27%
Other	4%
<b>Disability (check all that apply, individuals may be listed in multiple categories)</b>	
Mobility/Physical	80%
Spinal Cord (SCI)	Unknown
Head Injuries (TBI)	Unknown
Vision	12%
Hearing	0%
Cognitive/Learning	7%
Psychological	Unknown
Invisible	Unknown
<b>Household Income</b>	
< \$27,450	55%
\$27,451-\$45,700	5%
\$45,701-\$54,840	3%
\$54,841-\$73,100	2%
> \$73,101	<1%

**A. Based on the current program demographics, describe any demographic trends you foresee for FY 2021-22.**

Based on observations from surveys between 2017 and 2020, more passengers between the ages 65 and 80 are riding, while fewer passengers 80 or older are riding. More passengers with a mobility disability have been riding EBPC, while fewer with a development or cognitive disability have been riding. An increasing number of passengers have been using public transit since becoming disabled. Finally, fewer passengers tend to live in a group home setting, and more passengers tend to live alone.

**16. Do you expect the total number of one-way trips provided by your program in FY 2021-22 to increase, decrease or stay the same compared to the current year, FY 2020-21? Why?**

For FY21/22, EBPC has not seen any growth from July-December and has made the assumption that there will be no growth in trips in July-August 2021; that trips will grow up to 40% of pre-pandemic levels between September and December 2021; and again trips will grow to 80% of pre-pandemic levels between January and June 2022. As trips are still relatively low in FY20/21 and we don't expect them to recover soon, we will likely see a 100% increase in trips between FY20/21 and FY21/22.

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

Yes  
 No

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

14% PCA's; 1% Companions, as of the first half of FY 20/21.

**18. Please provide the number of trips provided to consumers who required an accessible vehicle, if available. If trips were provided in more than one service (e.g. taxi, TNC, specialized accessible van, etc.), please specify for each.**

Number of trips provided to consumers who require an accessible vehicle in FY 2019-20	189,187
Number of trips provided to consumers who require an accessible vehicle in FY 2020-21 as of Dec. 31, 2020	33,930
Number of trips projected to consumers who require an accessible vehicle in FY 2021-22	141,335

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

**SAFETY AND PREPAREDNESS**

**20. Describe any safety incidents recorded by your program in FY 2019-20, or to date in FY 2020-21.** Specify for each of the paratransit projects and programs listed in Attachment Table B. *(Report incidents resulting in any of the following: a fatality other than a suicide; injuries requiring immediate medical attention away from the scene for two or more persons; property damage equal to or exceeding \$7,500; an evacuation due to life safety reasons; or a collision at a grade crossing.)*

**FY19/20**

1. A fatality other than a suicide - **1**
2. Injuries requiring immediate medical attention away from the scene for two or more persons) - **0**
3. Property damage equal to or exceeding \$7,500 - **0**
4. an evacuation due to life safety reason - **0**
5. a collision at a grade crossing – **0**

**FY20/21 (July 1, 2020 to December 31, 2020)**

1. A fatality other than a suicide - **0**
2. Injuries requiring immediate medical attention away from the scene for two or more persons) - **0**
3. Property damage equal to or exceeding \$7,500 - **0**
4. an evacuation due to life safety reason - **0**
5. a collision at a grade crossing - **0**

**21. If possible, describe your city's or your program's emergency preparedness plan.** Specify when the plan was last prepared or updated. Does the plan include the paratransit program? Indicate if it is available online or can be provide upon request. If available online, please include a link in the comment box below.

FY19/20 EBPC developed a Public Transit Agency Safety Plan (PTASP) per FTA Guidelines and is incorporated as an addendum to both AC Transit and BART agencies plans. EBPC has a long history developing its safety, security, and emergency management programs. Existing plans, policies and procedures consider guidance from local, state and federal public safety and emergency management agencies; coordination with BART, AC Transit and MTC. The safety program is addressed on an ongoing basis and was last updated in Oct 2020. This Safety and Emergency preparedness plan is available for review upon request.

**FINANCES: PROGRAM REVENUE AND COST**

- 22. Detail your FY 2021-22 program's total estimated revenue (all fund sources) and total cost by completing Attachment Table C (Table C tab of the Excel workbook).** For program components funded all or in part with a Measure B/BB discretionary grant, segregate the grant funding by entering it in the "Other Measure B/BB" column.
- 23. Describe below the "Management/Overhead" and "Customer Service and Outreach" costs included in Attachment C and how these cost allocations were determined?** (These two categories are defined under Question 1). *The amount spent on Customer Service/Outreach and Management/Overhead is to be included as part of the total program cost, even if it is not funded with Alameda CTC funding. This includes city/agency staff time paid for by a city's general fund.*

**A. Management/Overhead Costs**

Management/Overhead expenses are the fully loaded salary of the Broker's General Manager, split 69%/31% between AC Transit and BART, plus the entire amount of the Program Coordinator's contract, split 50/50 between the two agencies. Services include coordination, general management of the Broker's office and Program Coordinator oversight. The FY21/22 Projected Amount is \$321,500; AC Transit's portion is \$201,315.

**B. Customer Service and Outreach Costs**

30% of Broker expenses split 69%/31% between AC Transit and BART are considered Customer Service & Outreach. In FY21/22, these costs are estimated at \$1,989,216 in total, of which AC Transit's share is \$1,372,559.

This figure includes the call center activity, community outreach to groups and committees, publication of EBPC documents such as the Rider's Guide, ADA Applications, Emergency Guide, etc.

**PROGRAM FUNDING RESERVES**

- 24. If your paratransit program is anticipated to have a remaining balance of Measure B/BB DLD funding at the end of FY 2021-22, as shown in Attachment Table C, please explain. How do you plan to expend these funds and when?**

AC Transit expects no remaining balance of either B or BB DLD funding at the end of FY 20/21 or FY 21/22

**MISCELLANEOUS**

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

NONE.

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**Alameda CTC FY 2021-22 Annual Paratransit Program Plan Application (July 1, 2021 - June 30, 2022)**

**Attachment Table C: Program Revenue, Cost and Fund Sources**

<b>Total FY 2021-22 Program Revenue (Measure B, Measure BB and all other funds available for FY 2021-22)</b>	
Estimated Measure B Paratransit DLD ending balance at the end of THIS fiscal year, FY 2020-21 (June 30, 2021)	\$0
Projected FY 2021-22 Measure B DLD Paratransit revenue (Use projections distributed by the Alameda CTC)	\$4,510,183
Estimated Measure BB Paratransit DLD ending balance at the end of THIS fiscal year, FY 2020-21 (June 30, 2021)	\$0
Projected FY 2021-22 Measure BB DLD Paratransit revenue (Use projections distributed by the Alameda CTC)	\$8,190,072
<b>Total FY 2021-22 Measure B and BB Paratransit DLD Revenue (Automatically calculated)</b>	<b>\$12,700,255</b>
Total FY 2021-22 Other Revenue (All other revenue sources, non-DLD, including fares, discretionary grant, non-Meas B and BB)	\$ 12,980,068
<b>Total FY 2020-21 Program Revenue (Measure B, Measure BB and all other sources available for FY 2020-21) (Automatically calculated)</b>	<b>\$25,680,323</b>

<b>Service/Program Name</b>		<b>Total FY 2021-22 Program Costs by Fund Source (Measure B, Measure BB and all other funds planned to be expended during FY 2021-22)</b>									<b>Total Cost</b>
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L
Service/Program/Project Name  <i>Automatically populated from prior sheet (column B)</i>	Quantity Planned for FY 2021-22  <i>Automatically populated from prior sheet (column Q)</i>	Amount of RESERVE Measure B Paratransit DLD funds to be EXPENDED	Amount of FY 2021-22 Measure B Paratransit DLD funds to be EXPENDED	Amount of RESERVE Measure BB Paratransit DLD funds to be EXPENDED	Amount of FY 2021-22 Measure BB Paratransit DLD funds to be EXPENDED	Amount of OTHER Measure B/BB funds to be EXPENDED	What is the source of these OTHER Measure B/BB funds? (e.g. MB Gap Grant, LSR, MB LSR, etc.)	Fare Revenue to be expended on service	Amount of all Non-Alameda CTC funds to be EXPENDED (not including fares)	What is the source of these non-Alameda CTC funds? (e.g. city funds, federal, state, etc.)	Total Cost (all sources)  <i>Automatically calculated</i>
AC Transit as part of the EBPC (East Bay Paratransit Consortium)	286,826		\$ 4,510,183		\$ 8,190,072		N/A	\$ 1,072,730	\$ 10,333,464	AC Transit General Funds + CCC Measure J	\$ 24,106,449
0	0										\$ -
AC Transit as part of the EBPC (East Bay Paratransit Consortium)	0								\$ 201,315		\$ 201,315
0	0										\$ -
AC Transit as part of the EBPC (East Bay Paratransit Consortium)	0								\$ 1,372,559		\$ 1,372,559
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
<b>Totals</b>	<b>286,826</b>	<b>\$ -</b>	<b>\$ 4,510,183</b>	<b>\$ -</b>	<b>\$ 8,190,072</b>	<b>\$ -</b>		<b>\$ 1,072,730</b>	<b>\$ 11,907,338</b>		<b>\$ 25,680,323</b>

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

PARATRANSIT DLD RESERVE BALANCES	Measure B	Measure BB	Total MB/BB
Estimated Reserve Balance, June 30, 2021:	\$0	\$0	\$0
<i>Reserve balance as percent of FY 2021-22 Revenue*</i>			<b>0%</b>

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

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Alameda CTC FY 2021-22 Annual Paratransit Program Plan Application (July 1, 2021 - June 30, 2022)

Attachment Table D: Vehicle Fleet

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

Vehicle Fleet									
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
Make	Type of Vehicle(s) (specify bus, large van, minivan, sedan)	Year of Vehicle	Fuel Type	Lift/Ramp Equipment (specify lift, ramp, or none)	Vehicle Capacity		Number of Vehicles	Owner (specify if contractor)	City that vehicle(s) are garaged
					Ambulatory	Wheelchair			
Ford E350 SuperDuty	van	2014	gas	lift	7	1	32	FTI	Oakland
Ford E450	van	2016	gas	lift	14	1	8	FTI	Oakland
Ford E450	van	2016	gas	lift	14	5	9	FTI	Oakland
Ford E450	Van	2017	gas	lift	14	5	11	FTI	Oakland
Ford E450 SuperDuty	van	2019	gas	lift	14	5	16	FTI	Oakland
Ford E450	van	2007	gas	lift	14	5	3	APT	San Leandro
Ford E450	van	2008	gas	lift	14	5	2	APT	San Leandro
Chevy 3500	van	2008	diesel	lift	7	1	2	APT	San Leandro
Ford E450	van	2010	gas	lift	8	4	1	APT	San Leandro
FORD E350	van	2014	gas	lift	7	2	35	APT	San Leandro
Ford E450	van	2019	gas	lift	14	5	20	APT	San Leandro
Ford E450	van	2020	gas	lift	14	5	11	APT	San Leandro
Ford E450	van	2013	gas	lift	14	5	3	MVT	San Leandro
Ford E450	van	2013	gas	lift	7	1	7	MVT	San Leandro
Ford E450	Van	2015	gas	lift	14	5	3	MVT	San Leandro
Ford E450	van	2016	gas	lift	14	5	3	MVT	San Leandro
Ford E450	van	2017	gas	lift	14	5	18	MVT	San Leandro
Ford E350	van	2019	gas	lift	14	5	4	MVT	San Leandro
Ford E350	van	2019	gas	lift	10	2	20	MVT	San Leandro
						Total Vehicles:	208		

NOTE: This is 100% of the East Bay Paratransit Fleet, which is shared by AC Transit and BART.

**AC Transit**

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## FY 2021-22 Annual Paratransit Program Plan Application Due by February 26, 2021

CONTACT INFORMATION	
Agency:	BART as part of the East Bay Paratransit Consortium
Contact Name:	Laura Timothy
Title:	Manager of Access and Accessible Services
Phone Number:	510 464-6446
E-mail Address:	ltimoth@bart.gov

Date Submitted: Feb 26, 2021

### TYPES OF SERVICES PROVIDED

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

Below is a list of the types of services/programs that are eligible for Alameda CTC funding. For detailed information about these eligible services, including minimum service requirements and performance measures, refer to the Alameda CTC's Special Transportation for Seniors and People with Disabilities (Paratransit) Implementation Guidelines, revised November 2020 (provided with the application materials).

- **Management/Overhead:** Program oversight, planning, budgeting, participation in regional/countywide meetings. Include admin/labor even if it is paid by the City/transit agency for accurate reporting of full program expenses.
- **Customer Service/Outreach:** Activities associated with educating consumers about services that are available to them, answering questions from consumers and taking, tracking and responding to complaints and commendations. Include costs even if paid by the City/transit agency for accurate reporting of full program expenses.
- **ADA Paratransit:** Paratransit services provided by fixed-route transit operators to fulfill requirements under the American's with Disabilities Act (ADA).
- **Same-Day Transportation Program:** Provides a same day, curb-to-curb service intended for situations when consumers cannot make their trip on a pre-scheduled basis; allows eligible consumers to use taxis or Transportation Network Companies (TNCs) (at program discretion) at a reduced fare.

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

**A. Explain the impact of the COVID-19 pandemic on the FY 2019-20 and FY 2020-21 programs.**

The impact from COVID-19 pandemic has caused a decrease in ridership, leading to a decrease in fare revenue received. The pandemic has caused all of the Regional Centers in the area that EBPC provides service in to close their doors. This is leaving our passengers unable to attend their normal programs. It is still unclear when those programs will resume to their normal operations for our passengers to attend. EBPC was able to partner with three meal delivery programs and has successfully delivered 118,000 meals between April and January 2021.

**B. Provide a short narrative description of your agency's FY 2021-22 program.**

BART and AC Transit, operating as the East Bay Paratransit Consortium (EBPC), fund and operate the EBPC's ADA paratransit program to fulfill their requirements under the (ADA). The primary objective of this partnership is to deliver high quality, cost effective paratransit service that meets the service criteria of the ADA.

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

ADA services are targeted to meet the needs of individuals who are prevented from using accessible fixed route services due to a physical or cognitive disability. BART, as part of EBPC, is obligated and does comply with all regulations for ADA service.

**D. List the most common trip destinations for seniors and people with disabilities in your community that your services are designed to serve, e.g. dialysis centers, hospitals, major shopping complexes, senior centers. Please report separately, if available, for ADA paratransit, Same-Day Transportation (taxi and TNC), Specialized Accessible Van, and/or Accessible Fixed-Route Shuttle if applicable.**

Before the Covid-19 pandemic, 34% of EBPC trips were to medical appointments, about 20% were to adult day programs, and 42% were for errands, employment, social, religious services, or education.

After the pandemic hit, 62% of EBPC trips were to medical appointments, there were no trips to adult day programs as they were closed, 27% of trips were for errands, and 10% for employment and social events.

**E. Please provide your average trip length, if available, and any interesting outliers, e.g. a significantly short or long trip associated with one of the common trip destinations above.**

The average trip length as calculated by our scheduling software was 13.8 miles for the first half of FY 20/21.

Regional Center of the East Bay does permit their clients to choose any service site regardless of the distance.

**1. Will your agency's program for FY 2021-22 conform to the Paratransit Program Implementation Guidelines, as required?**

Yes

No

**A. If "No", explain below and contact Alameda CTC staff to discuss (prior to February 26, 2021)**

N/A

**2. If proposing any service or program changes in FY 2021-22 from the current year, FY 2020-21, describe the changes and explain why they are proposed. Describe how these changes will impact the ability of seniors and people with disabilities in your community to meet their basic life needs.**

EBPC will continue in FY21/22 to provide ADA mandated service in compliance with Federal law. No changes to service delivery are proposed in FY21/22; however, as required by law, EBPC will incorporate into the service area any service expansion of AC Transit.

In response to Covid-19 EBPC is limiting passengers to one per bus when able, ensuring drivers and office staff have personal protective equipment, encouraging passengers not to ride if they have Covid-19 symptoms, and encouraging employees and passengers to report if they have tested positive for Covid-19.

3. **Looking ahead, beyond FY 2021-22, do you anticipate major service changes? Please briefly describe.** Describe major changes such as beginning or ending a type of service anticipated within the next five years.

EBPC staff and our paratransit Broker are discussing:

- Develop and implement contactless payment system
- Developing specifications for an Upgraded Scheduling Software
- Working with MTC to Incorporate EBPC fare tickets into the Clipper system
- Development of an ambassador program to encourage more use of BART as part of a trip.

At the February 2<sup>nd</sup> SRAC (Service Review Advisory Committee) committee members supported the development and implementation of a contactless payment system. The committee also expressed their appreciation for staffs efforts and creativity in dealing with Covid-19, particularly with the involvement of EBPC in assisting with meal delivery.

#### NEW PROGRAM ELEMENTS REQUIRING ALAMEDA CTC STAFF REVIEW

4. The November 2020 Paratransit Program Implementation Guidelines require Alameda CTC staff review of several program elements ***prior to implementation***. The program elements requiring staff review are listed as items 5A – 5F below and for each item, further explanation is requested. **If your FY 2021-22 program plan includes any of the elements listed, in the box provided below, list the elements and the requested explanation for each. It is not necessary to include elements that were included in the FY 2020-21 Plan and are unchanged.** Applicants must address any applicable paratransit projects and programs listed in Attachment Table B.
- A. **Planned capital expenditure** (describe planned capital expenditures, such as purchase of vehicles or durable equipment)
  - B. **Same-Day Transportation Program that includes use of Transportation Network Companies (TNCs)** (describe the proposed service including how subsidies will be provided and how capacity will be managed)

- C. Same-Day Transportation Program that includes incentives to drivers and/or transportation providers** (describe the proposed incentives)
- D. Accessible Shuttle Service** (for new shuttles – describe service plan and how city is coordinating with the local fixed route transit provider)
- E. New mobility management and/or travel training programs** (describe the well-defined set of activities)
- F. Low-income requirements and outreach for any means-based fare programs** (describe the proposed subsidy and the means that will be used to determine and verify eligibility and the method of outreach for the program)

Capital funding might be considered for new or upgraded scheduling software expenditures.  
 Capital funding might be pursued for piloting zero emissions vehicles for EBPC fleet.

## DEVELOPMENT OF PROGRAM PLAN

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

EBPC staff works with its rider committee, the Service Review Advisory Committee (SRAC) and the EBPC executive committee, the Service Review Committee (SRC), when considering changes in the ADA paratransit plan or design. Comments and support for changes are obtained prior to implementation. Meetings of these committees are publicly noticed, and public comment is welcome.

The SRAC consists of 12 EBPC riders from all over the service area & 4 members from city programs and SS Agencies with ADA riders as clients. The SRAC meets every other month and an announcement about the SRAC is included in phone hold messages, so interested individuals may attend.

Meeting materials are sent to everyone who requests them.

The SRAC reviewed and commented on the FY21/22 B/BB application plan and provided their comments, on several sections of the application at their February 2, 2021 meeting.

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

EBPC conducts an annual satisfaction survey asking about aspects of the service. Data from the survey & tracking of service indicators & customer comments/complaints are used to determine areas needing adjustments to improve the service. This year the annual survey was delayed until the fall due to Covid-19. An additional survey which focused on getting information for contactless fare payment which surveyed both current riders as well as riders who were using the system in FY20 (pre-Covid-19).

The SRAC receives a regular report from the Broker with statistics and data about operations and customer service.

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

- Customer Service agents place calls to riders alerting them if their trip will be significantly late, as a result of comments at SRAC meetings.
- The request for use of credit cards to purchase EBPC fare tickets was raised at a SRAC meeting. EBPC responded and established a link in its website at [www.eastbayparatransit.org](http://www.eastbayparatransit.org) which allows credit card purchases. A kiosk is also available at the main office which takes credit cards.
- To keep riders and their care givers updated on Emergency Planning for EBPC, a rider's brochure was developed and widely circulated.

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

- Interactive Voice Response (IVR) System- that sends reminder phone messages of scheduled trips for the next day and provides eminent arrival call when the vehicle is close to the pick-up location.
- On-going modifications to scheduling software to zone vehicles more effectively particularly subscription trips going to the same center.
- New phone system installed with improved reporting features making monitoring easier for complaint resolution. Training and maintenance are simplified allowing for ease of trouble shooting.

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

- [ ] Yes  
[ X ] No

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

N/A

## OUTREACH

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

Outreach by staff at information events is conducted consistent with federal & State Title VI and related requirements. EBPC informs users about the program with brochures and Rider's Guides. EBPC has Multi-lingual staff available for customer services and outreach events.

The phone tree allows selection of languages other than English.

EBPC works closely with many organizations supporting low income individuals & meets with agencies and individuals to provide information. EBPC has its own website & EBPC is mentioned on BART's and AC Transit's websites. All three websites list support from Alameda County's Measures B and BB.

## ELIGIBILITY AND ENROLLMENT

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

A new applicant must complete a written application & an in-person interview. Occasionally, medical verification is required. Every three years, riders must recertify. Most recertifying riders use a short form application primarily to update rider information. Some recertifying riders with temporary or conditional eligibility may be required to complete the full ADA application & possibly return for another interview. Due to the impact of Covid-19 all applicants are conditionally eligible and are interviewed via phone. No in-person interviews are currently being held.

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

Once the interview & written application are complete applicants may use services upon receipt of their determination letter, assuming they are found eligible. If a determination has not been made within 21 days after the application and interview are complete, the ADA requires the agency to provide presumptive eligibility and service for that applicant until the determination is made.

## CUSTOMER SATISFACTION

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

Complaints can be submitted through a variety of methods: on-board vehicle complaint cards, phone calls, email, through the EBPC website, and in person. Complaints are typically taken by the call center at the Broker's Office. A small number of complaints are received directly at AC Transit or BART; some are forwarded by outside agencies. All complaints are responded to and tracked by type. Complaints are reported to the SRAC as part of the Brokers report.

Response clerks research the complaint using tracking data (phone tapes, AVL data, route mapping, etc.) Complaint details are used to determine areas of service which need attention and/or improvements or modification of service practices.

Once investigated, the complaint is sent to the appropriate party (Service Provider or Broker management) for follow-up and customer response.

Senders of complaints receive a post card or phone call with thanks, explaining complaints are used to review and improve the system. Riders requesting alternative formats receive post cards in their specified format.

Once a resolution has been reached then a letter is drafted to the sender of the complaint summarizing the following: the issue of the complaint, the investigation outcome and a summary of the resolution.

Complaints needing additional response are sent to AC Transit/BART management and a letter to the individual is drafted cooperatively by Program management and the ADA paratransit Broker. Additionally, a separate 3<sup>rd</sup> party phone line has been established to receive and process escalated complaints.

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

Complaints are summarized into these categories: Driver complaints; on-time performance issues; vehicle problems; scheduling concerns; & Broker complaints. Staff reviews complaint statistics every month. Every 2 months at their meeting, the SRAC receives a report with a complaint breakdown and summary. Complaints about individual staff whether broker or driver are addressed and made a part of their personal file. The individual is counseled or re-trained. Progressive discipline procedures are used with individuals receiving multiple complaints.

Complaints about vehicles are investigated and repairs are made, if necessary.

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

Complaint statistics and details are used to determine areas of the service needing attention. Information uncovered in the complaint process is used to improve the service, most often through specific attention and retraining of individual employees and holding them accountable or through modification of service practices.

**EXPECTED DEMAND/USE OF SERVICES**

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

Registrants at beginning of FY 2019-20	15,550
Registrants at end of FY 2019-20	14,019
Current Registrants for FY 2020-21	12,870
Projected Registrants for FY 2021-22	15,000

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

On our system, we find the addition of newly certified riders are generally balanced by those leaving our program through death, moving out of the service area or transferring to living arrangements where they no longer need ADA paratransit.

Note: Due to Covid-19 the number of new applicants has gone down substantially from previous years.

Riders on the data base usually number from around 15,000 to 16,500.

**15. What are the current program registrant demographics for FY 2020-21, if available? Fill in the boxes below.**

<b>Race/Ethnicity (check all that apply, individuals may be listed in multiple categories)</b>	
American Indian or Alaska Native	3%
Asian	13%
Black or African American	50%
Hispanic or Latino	11%
Native Hawaiian or Other Pacific Islander	Unknown
White	27%
Other	4%
<b>Disability (check all that apply, individuals may be listed in multiple categories)</b>	
Mobility/Physical	80%
Spinal Cord (SCI)	Unknown
Head Injuries (TBI)	Unknown
Vision	12%
Hearing	0%
Cognitive/Learning	7%
Psychological	Unknown
Invisible	Unknown
<b>Household Income</b>	
< \$27,450	55%
\$27,451-\$45,700	5%
\$45,701-\$54,840	3%
\$54,841-\$73,100	2%
> \$73,101	<1%

**A. Based on the current program demographics, describe any demographic trends you foresee for FY 2021-22.**

Based on observations from surveys between 2017 and 2020, more passengers between the ages 65 and 80 are riding, while fewer passengers 80 or older are riding. More passengers with a mobility disability have been riding EBPC, while fewer with a development or cognitive disability have been riding. An increasing number of passengers have been using public transit since becoming disabled. Finally, fewer passengers tend to live in a group home setting, and more passengers tend to live alone.

**16. Do you expect the total number of one-way trips provided by your program in FY 2021-22 to increase, decrease or stay the same compared to the current year, FY 2020-21? Why?**

For FY21/22, EBPC has not seen any growth from July-December and has made the assumption that there will be no growth in trips in July-August 2021; that trips will grow up to 40% of pre-pandemic levels between September and December 2021; and again trips will grow to 80% of pre-pandemic levels between January and June 2022. As trips are still relatively low in FY20/21 and we don't expect them to recover soon, we will likely see a 100% increase in trips between FY20/21 and FY21/22.

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

Yes

No

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

14% PCA's; 1% Companions, as of the first half of FY 20/21.

**18. Please provide the number of trips provided to consumers who required an accessible vehicle, if available. If trips were provided in more than one service (e.g. taxi, TNC, specialized accessible van, etc.), please specify for each.**

Number of trips provided to consumers who require an accessible vehicle in FY 2019-20	189,187
Number of trips provided to consumers who require an accessible vehicle in FY 2020-21 as of Dec. 31, 2020	33,930
Number of trips projected to consumers who require an accessible vehicle in FY 2021-22	141,335

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

**SAFETY AND PREPAREDNESS**

**20. Describe any safety incidents recorded by your program in FY 2019-20, or to date in FY 2020-21.** Specify for each of the paratransit projects and programs listed in Attachment Table B. *(Report incidents resulting in any of the following: a fatality other than a suicide; injuries requiring immediate medical attention away from the scene for two or more persons; property damage equal to or exceeding \$7,500; an evacuation due to life safety reasons; or a collision at a grade crossing.)*

**FY19/20**

1. A fatality other than a suicide - **1**
2. Injuries requiring immediate medical attention away from the scene for two or more persons) - **0**
3. Property damage equal to or exceeding \$7,500 - **0**
4. an evacuation due to life safety reason - **0**
5. a collision at a grade crossing – **0**

**FY20/21 (July 1, 2020 to December 31, 2020)**

1. A fatality other than a suicide - **0**
2. Injuries requiring immediate medical attention away from the scene for two or more persons) - **0**
3. Property damage equal to or exceeding \$7,500 - **0**
4. an evacuation due to life safety reason - **0**
5. a collision at a grade crossing - **0**

**21. If possible, describe your city's or your program's emergency preparedness plan.** Specify when the plan was last prepared or updated. Does the plan include the paratransit program? Indicate if it is available online or can be provide upon request. If available online, please include a link in the comment box below.

FY19/20 EBPC developed a Public Transit Agency Safety Plan (PTASP) per FTA Guidelines and is incorporated as an addendum to both AC Transit and BART agencies plans. EBPC has a long history developing its safety, security, and emergency management programs. Existing plans, policies and procedures consider guidance from local, state and federal public safety and emergency management agencies; coordination with BART, AC Transit and MTC. The safety program is addressed on an ongoing basis and was last updated in Oct 2020. This Safety and Emergency preparedness plan is available for review upon request.

## FINANCES: PROGRAM REVENUE AND COST

- 22. Detail your FY 2021-22 program's total estimated revenue (all fund sources) and total cost by completing Attachment Table C (Table C tab of the Excel workbook).** For program components funded all or in part with a Measure B/BB discretionary grant, segregate the grant funding by entering it in the "Other Measure B/BB" column.
- 23. Describe below the "Management/Overhead" and "Customer Service and Outreach" costs included in Attachment C and how these cost allocations were determined?** (These two categories are defined under Question 1). *The amount spent on Customer Service/Outreach and Management/Overhead is to be included as part of the total program cost, even if it is not funded with Alameda CTC funding. This includes city/agency staff time paid for by a city's general fund.*

### A. Management/Overhead Costs

Management/Overhead expenses are the fully loaded salary of the Broker's General Manager, split 69%/31% between AC Transit and BART, plus the entire amount of the Program Coordinator's contract, split 50/50 between the two agencies. Services include coordination, general management of the Broker's office and Program Coordinator oversight. The FY21/22 Projected Amount is \$321,500; BART's portion is \$120,185.

### B. Customer Service and Outreach Costs

30% of Broker expenses split 31%/69% between BART and AC Transit are considered Customer Service & Outreach. In FY21/22, these costs are estimated at \$1,989,216 in total, of which BART's share is \$616,657.

This figure includes the call center activity, community outreach to groups and committees, publication of EBPC documents such as the Rider's Guide, ADA Applications, Emergency Guide, etc.

## PROGRAM FUNDING RESERVES

- 24. If your paratransit program is anticipated to have a remaining balance of Measure B/BB DLD funding at the end of FY 2021-22, as shown in Attachment Table C, please explain. How do you plan to expend these funds and when?**

BART expects no remaining balance of either B or BB DLD funding at the end of FY 20/21 or FY 21/22

**MISCELLANEOUS**

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

NONE.

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**Alameda CTC FY 2021-22 Annual Paratransit Program Plan Application (July 1, 2021 - June 30, 2022)**  
**Attachment Table A: Summary of Past Program Service, Performance, Revenue, and Costs (FY 2019-20)**

<b>Total FY 2019-20 Program Revenue (Measure B, Measure BB and all other funds available for FY 2019-20)</b>	
Estimated Measure B Paratransit DLD reserve balance at the start of FY 2019-20	\$0
FY 2019-20 Measure B DLD Paratransit revenue (Staff will confirm using Alameda CTC reports)	\$2,155,525
Estimated Measure BB Paratransit DLD reserve balance at the start of FY 2019-20	\$0
FY 2019-20 Measure BB DLD Paratransit revenue (Staff will confirm using Alameda CTC reports)	\$2,208,402
<b>Total FY 2019-20 Measure B and BB Paratransit DLD Revenue (Automatically calculated)</b>	<b>\$4,363,927</b>
Total FY 2019-20 Other Revenue (All other revenue sources, non-DLD, including fares, discretionary grant, non-Meas B and BB)	\$ 7,815,703
<b>Total FY 2019-20 Program Revenue (Measure B, Measure BB and all other sources available for FY 2019-20) (Automatically calculated)</b>	<b>\$12,179,630</b>

Service/Program Type and Name		Performance FY 2019-20		Total FY 2019-20 Program Costs Expended by Fund Source (Measure B, Measure BB and all other funds expended during FY 2019-20)										Notes
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O
Eligible Service/Program Type <i>Drop-down Menu</i>	Service/Program/Project Name	Quantity Provided FY 2019-20 Provide total number of one-way trips or units	On-Time Performance FY 2019-20 Percent of passenger trips arrived within designated window (indicate if data is unavailable or non-applicable)	Amount of RESERVE Measure B Paratransit DLD funds EXPENDED	Amount of FY 2019-20 Measure B Paratransit DLD funds EXPENDED	Amount of RESERVE Measure BB Paratransit DLD funds EXPENDED	Amount of FY 2019-20 Measure BB Paratransit DLD funds EXPENDED	Amount of OTHER Measure B/BB funds EXPENDED	What was the source of these OTHER Measure B/BB funds? (e.g. MB Gap Grant, MB LSR, etc.)	Fare Revenue expended on service	Amount of all non-Alameda CTC funds EXPENDED (not including fares)	What was the source of these non-Alameda CTC funds? (e.g. City general fund, federal, state, etc.)	Total Funds expended (all sources) <i>Automatically calculated</i>	Miscellaneous Notes (If necessary, provide any notes/clarification about trip/program)
ADA Paratransit	BART as part of the EBPC (East Bay Paratransit Consortium)	172,493	91%	\$ -	\$ 2,155,525	\$ -	\$ 2,208,402	\$ -	N/A	\$ 616,670	\$ 7,199,033	BART General Funds + CCC Measure J	\$ 12,179,630	172,493 trips include companions and escorts
													\$ -	
													\$ -	
													\$ -	
													\$ -	
													\$ -	
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													\$ -	
				\$ -	\$ 2,155,525	\$ -	\$ 2,208,402	\$ -		\$ 616,670	\$ 7,199,033		\$ 12,179,630	



**Alameda CTC FY 2021-22 Annual Paratransit Program Plan Application (July 1, 2021 - June 30, 2022)**

**Attachment Table C: Program Revenue, Cost and Fund Sources**

Total FY 2021-22 Program Revenue (Measure B, Measure BB and all other funds available for FY 2021-22)	
Estimated Measure B Paratransit DLD ending balance at the end of THIS fiscal year, FY 2020-21 (June 30, 2021)	\$0
Projected FY 2021-22 Measure B DLD Paratransit revenue (Use projections distributed by the Alameda CTC)	\$1,623,230
Estimated Measure BB Paratransit DLD ending balance at the end of THIS fiscal year, FY 2020-21 (June 30, 2021)	\$0
Projected FY 2021-22 Measure BB DLD Paratransit revenue (Use projections distributed by the Alameda CTC)	\$2,730,024
<b>Total FY 2021-22 Measure B and BB Paratransit DLD Revenue (Automatically calculated)</b>	<b>\$4,353,254</b>
Total FY 2021-22 Other Revenue (All other revenue sources, non-DLD, including fares, discretionary grant, non-Meas B and BB)	\$ 7,215,099
<b>Total FY 2020-21 Program Revenue (Measure B, Measure BB and all other sources available for FY 2020-21) (Automatically calculated)</b>	<b>\$11,568,353</b>

Service/Program Name		Total FY 2021-22 Program Costs by Fund Source (Measure B, Measure BB and all other funds planned to be expended during FY 2021-22)									Total Cost
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L
Service/Program/Project Name  <i>Automatically populated from prior sheet (column B)</i>	Quantity Planned for FY 2021-22  <i>Automatically populated from prior sheet (column Q)</i>	Amount of RESERVE Measure B Paratransit DLD funds to be EXPENDED	Amount of FY 2021-22 Measure B Paratransit DLD funds to be EXPENDED	Amount of RESERVE Measure BB Paratransit DLD funds to be EXPENDED	Amount of FY 2021-22 Measure BB Paratransit DLD funds to be EXPENDED	Amount of OTHER Measure B/BB funds to be EXPENDED	What is the source of these OTHER Measure B/BB funds? (e.g. MB Gap Grant, LSR, MB LSR, etc.)	Fare Revenue to be expended on service	Amount of all Non-Alameda CTC funds to be EXPENDED (not including fares)	What is the source of these non-Alameda CTC funds? (e.g. city funds, federal, state, etc.)	Total Cost (all sources)  <i>Automatically calculated</i>
BART as part of the EBPC (East Bay Paratransit Consortium)	128,864	\$ -	\$1,623,230	\$ -	\$2,730,024	\$ -	N/A	\$ 481,952	\$ 5,996,305	Measure J Bart General funds	\$ 10,831,511
0	0										\$ -
BART as part of the EBPC (East Bay Paratransit Consortium)	0								\$ 120,185		\$ 120,185
0	0										\$ -
BART as part of the EBPC (East Bay Paratransit Consortium)	0								\$ 616,657		\$ 616,657
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
0	0										\$ -
<b>Totals</b>	<b>128,864</b>	<b>\$ -</b>	<b>\$ 1,623,230</b>	<b>\$ -</b>	<b>\$ 2,730,024</b>	<b>\$ -</b>		<b>\$ 481,952</b>	<b>\$ 6,733,147</b>		<b>\$ 11,568,353</b>

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

PARATRANSIT DLD RESERVE BALANCES	Measure B	Measure BB	Total MB/BB
Estimated Reserve Balance, June 30, 2021:	\$0	\$0	\$0
<b>Reserve balance as percent of FY 2021-22 Revenue*</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

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

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Alameda CTC FY 2021-22 Annual Paratransit Program Plan Application (July 1, 2021 - June 30, 2022)

Attachment Table D: Vehicle Fleet

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

Vehicle Fleet									
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
Make	Type of Vehicle(s) (specify bus, large van, minivan, sedan)	Year of Vehicle	Fuel Type	Lift/Ramp Equipment (specify lift, ramp, or none)	Vehicle Capacity		Number of Vehicles	Owner (specify if contractor)	City that vehicle(s) are garaged
					Ambulatory	Wheelchair			
Ford E350 SuperDuty	van	2014	gas	lift	7	1	32	FTI	Oakland
Ford E450	van	2016	gas	lift	14	1	8	FTI	Oakland
Ford E450	van	2016	gas	lift	14	5	9	FTI	Oakland
Ford E450	Van	2017	gas	lift	14	5	11	FTI	Oakland
Ford E450 SuperDuty	van	2019	gas	lift	14	5	16	FTI	Oakland
Ford E450	van	2007	gas	lift	14	5	3	APT	San Leandro
Ford E450	van	2008	gas	lift	14	5	2	APT	San Leandro
Chevy 3500	van	2008	diesel	lift	7	1	2	APT	San Leandro
Ford E450	van	2010	gas	lift	8	4	1	APT	San Leandro
FORD E350	van	2014	gas	lift	7	2	35	APT	San Leandro
Ford E450	van	2019	gas	lift	14	5	20	APT	San Leandro
Ford E450	van	2020	gas	lift	14	5	11	APT	San Leandro
Ford E450	van	2013	gas	lift	14	5	3	MVT	San Leandro
Ford E450	van	2013	gas	lift	7	1	7	MVT	San Leandro
Ford E450	Van	2015	gas	lift	14	5	3	MVT	San Leandro
Ford E450	van	2016	gas	lift	14	5	3	MVT	San Leandro
Ford E450	van	2017	gas	lift	14	5	18	MVT	San Leandro
Ford E350	van	2019	gas	lift	14	5	4	MVT	San Leandro
Ford E350	van	2019	gas	lift	10	2	20	MVT	San Leandro
						Total Vehicles:	208		

NOTE: This is 100% of the East Bay Paratransit Fleet, which is shared by AC Transit and BART.

**BART**

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