



## **TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**

Camarillo City Hall, Administrative Conference Room

601 Carmen Drive, Camarillo, CA

Thursday, March 14, 2019

1:30 p.m.

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# **AGENDA**

**ITEM 1 CALL TO ORDER**

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**

**ITEM 3 PUBLIC COMMENT**

*Any member of the public may address the Committee for up to two minutes on any subject within the jurisdiction of the Committee that is not scheduled for a public discussion before the Committee.*

**ITEM 4 AGENDA ADJUSTMENTS**

**ITEM 5 APPROVAL OF MINUTES – For Action**

*Waive the reading and approve the minutes of the January 10, 2019 meeting.*

**ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM – For Information**

**ITEM 7 TRANSPORTATION DEVELOPMENT ACT CLAIMS MANUAL – For Action**

**ITEM 8 AUTOMATIC VEHICLE LOCATOR (AVL) SYSTEM – Verbal Update**

**ITEM 9 FY 2018/19 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) ALLOCATION – For Action**

**ITEM 10 2019 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBAN AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS CALL FOR PROJECTS – For Action**

**ITEM 11 CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECT STATUS – For Action**

**ITEM 12 FUTURE AGENDA ITEMS – For Information**

- Micro-Transit/Alternative Transportation Services
- Mileage Reimbursement Program Expansion

**ITEM 13 ADJOURNMENT**

*In consideration of City of Camarillo staff, please use the exit door directly to the parking lot.*

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*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Committee meeting, please contact the Clerk of the Committee at (805) 642-1591 ext. 118. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.*



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**VENTURA COUNTY TRANSPORTATION COMMISSION (VCTC)  
TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)**

Camarillo City Hall, Administrative Conference Room  
601 Carmen Drive, Camarillo, CA  
Thursday, January 10, 2019  
1:30 p.m.

## Meeting Minutes

**MEMBERS PRESENT:** Bill Golubics, City of Camarillo (Vice Chair)  
Shaun Kroes, City of Moorpark  
Ellen Debord, City of Ojai  
Priscilla Freduah-Agyemang, City of Thousand Oaks  
Ben Gonzales, City of Simi Valley  
Sergio Albarran, City of Ventura  
Treena Gonzalez, County of Ventura (Chair)  
Vanessa Rauschenberger, Gold Coast Transit District

Jerry Fernandez, CSU Channel Islands (ex-officio)  
Ben Cacatian, VCAPCD (ex-officio)

**MEMBERS ABSENT:** City of Fillmore  
City of Oxnard  
City of Port Hueneme  
City of Santa Paula  
Caltrans District 7 (ex-officio)

**VCTC STAFF PRESENT:** Martin Erickson, Public Transit Director  
Peter De Haan, Programming Director  
Claire Grasty, Program Manager – Transit Planning  
Judith Johnduff, Program Manager

**ITEM 1 CALL TO ORDER**

*Chair Gonzalez, called the meeting to order at 1:30 p.m.*

**ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**

*Ms. Priscilla Freduah-Agyemang, City of Thousand Oaks, announced they will be holding a travel training on Saturday, February 9th, at the Thousand Oaks Library.*

*Mr. Martin Erickson, VCTC, announced the implementation of the VCTC fare changes will be effective next Monday, January 14th. Also, the East West Connector has a new bus stop in the Community of Somis (the bus stop is located on Somis Road), during the first month riders utilizing this bus stop will be able to ride at no cost.*

*Ms. Claire Grasty, VCTC, made a brief announcement on the Unmet needs process, which is now*

*underway. The first meeting was held last night in the City of Moorpark and attendance had improved from the prior year. Also, as a result of the unmet needs process, the Coastal Express service will now offer two additional trips starting next Monday, January 14th, which will begin in Camarillo at the Camarillo Metrolink Station.*

*Mr. Peter De Haan, VCTC, briefly announced with the Federal shutdown, invoices being received will be reviewed but will not be able to be paid until after the government re-opens.*

*Mr. Matt Miller, Gold Coast Transit District, announced there will be a minor service/schedule adjustment beginning January 27th, to the route 16 serving Ojai currently the last trip on weekdays is at Highway 33/Casitas Springs, and will now continue down into Ventura Avenue and Main Street.*

*Ms. Margaret Heath-Schoep, Gold Coast Transit District, announced that MV was awarded the contract for their Paratransit Services.*

**ITEM 3 PUBLIC COMMENT**

*None.*

**ITEM 4 AGENDA ADJUSTMENTS**

*Item #9 and #14 are referenced to the same subject and therefore will be taken together. Item #12 has been withdrawn.*

**ITEM 5 APPROVAL OF MINUTES**

**ACTION**

**Kroes moved, Rauschenberger seconded, that the Committee approve the November 8, 2018 meeting minutes. The motion passed with no objections.**

**ITEM 6 ELECTION OF OFFICERS – CHAIR AND VICE CHAIR**

**ACTION**

**Rauschenberger moved, seconded by Kroes and passed 8/0 that Golubics be the 2019 Transit Operators Advisory Committee Chair.**

**ACTION**

**Rauschenberger moved, seconded by Kroes and passed 8/0 that Albarran be the 2019 Transit Operators Advisory Committee Vice Chair.**

*Mr. Golubics chaired the meeting from this point forward.*

**ITEM 7 2019 MEETING SCHEDULE**

*Mr. Erickson, noted the correction to the meeting date for May is on Thursday, May 9th.*

**ITEM 8 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM**

*Mr. De Haan, provided a brief summary of the ADA Certification Service and Mileage Reimbursement program for the months of November and December 2018.*

*Mr. Mike Culver, MMP, noted that there was a minor correction made in the **supporting***

*document only* that was submitted in October 2018, which was for the total miles being reimbursed were off by 100 for the reporting filed in September 2018.

**ITEM 9 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTSP)**

*Ms. Grasty, updated the Committee on the Public Transportation Agency Safety Plan final rule which will become effective on July 19th, 2019 and operators will need to meet the requirements by July 20th, 2020.*

*FTA has setup a website on the new Safety Rule, located at <https://www.transit.dot.gov/PTASP>. This website includes an optional sample Plan template, at <https://www.transit.dot.gov/regulations-and-guidance/safety/public-transportation-agency-safety-program/guidance-and-templates>.*

**ITEM 10 REVISION TO PROPOSITION 1B TRANSIT CAPITAL PROGRAM**

*Ms. Judith Johnduff, VCTC, reviewed with the Committee staff's recommendations to reprogram \$192,177 from the Ventura County Transportation Commission (VCTC) Heritage Valley Bus Purchase Project and \$11,606 from the East-West Connector Bus Purchased Project, plus any accrued interest, to Gold Coast Transit for the Gold Coast Transit Operations Center.*

**ACTION**

**Nestved moved, Kroes seconded, that the Committee approve reprogramming of the remaining project balance of \$192,177 from the Heritage Valley Bus Purchase Project and the project balance of \$11,606 from the East-West Connector Bus Purchase totaling \$203,783 along with any accumulated interest for improvements at the new Gold Coast Transit Operations center. The motion passed with no objections.**

**ITEM 11 REVISION TO PROPOSITION 1B TRANSIT SECURITY CAPITAL PROGRAM**

*Ms. Johnduff, reviewed with the Committee staff's recommendations to reprogram \$15,500 and any accumulated interest from the Ventura County Transportation Commission (VCTC) Bus Security Cameras Project to provide safety and security improvements at the new Gold Coast Transit Operations Center. The Improvements include security fencing, cameras, gates, lighting and monitoring equipment.*

**ACTION**

**Albarran moved, Gonzalez seconded, that the Committee approve reprogramming the remaining project balance of \$15,500 along with any accumulated interest from the Ventura County Transportation Commission (VCTC) Bus Security Cameras Project to the new Gold Coast Transit Operations Center. The motion passed with no objections.**

**ITEM 12 REVISION TO CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROGRAM**

*This item was withdrawn.*

**ITEM 13 STATUS OF FEDERAL CONGESION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS**

*Mr. De Haan asked the Committee to review the table provided in the CMAQ Projects FY 2018/19 (Attachment A), to ensure the information is correct. It is important to make the FY 2018/19 table as accurate as possible to draw the balance down to \$0, and thus avoid a rescission, while not going negative with the result of projects being delayed to the following fiscal year. Please notify VCTC staff immediately if any changes occur in project status.*

**ITEM 14 FTA SAFETY PLAN RULE**

*This item was taken with Item #9.*

**ITEM 14 AB 2034 (KALRA)**

*Mr. De Haan, provided the Committee an overview of the new law AB 2034, (Kalra), which requires transit operators to provide, no later than January 1, 2021, employee training on how to address human trafficking. Based on staff analysis of AB 2034 prior to its passage, the intent is that this training requirement will apply to all transit agencies operating intercity passenger rail, light rail or bus stations.*

**ITEM 15 FUTURE AGENDA ITEMS – For Information**

- *Micro-Transit/Alternative Transportation Services*
- *Mileage Reimbursement Program Expansion*
- *One-Call, One-Click Program*
- *Automatic Vehicle Locator (AVL) Syncromatics (Update)*

**ITEM 17 ADJOURNMENT**

*Chair Golubics adjourned the meeting at 2:04 p.m.*



**DATE:** MARCH 14, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT:** ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM UPDATE

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**RECOMMENDATION:**

- Receive and file the monthly ADA Certification services report and Mileage Reimbursement Program update.

**DISCUSSION:**


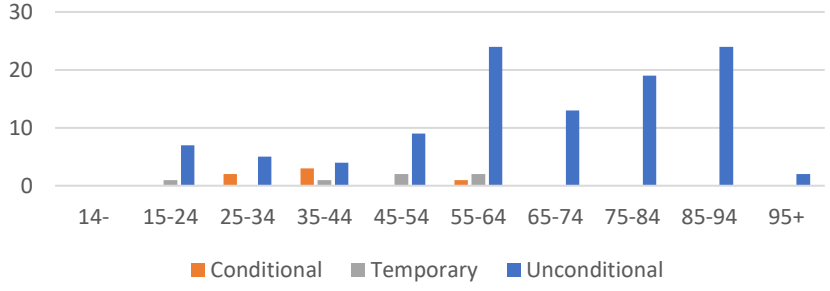
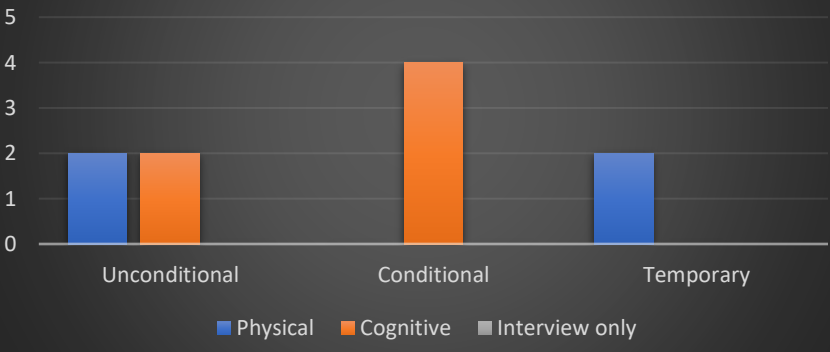
Attached are the January and February 2019 ADA Certification Services Reports from Mobility Management Partners (MMP) for review at the TRANSCOM meeting.

MMP received Section 5310 funding to expand its services to include the development and implementation of a pilot volunteer driver mileage reimbursement program in cooperation with the Area Agency on Aging and other agencies serving the needs of the county's senior population. The January and February 2019 updates on the Mileage Reimbursement Program (MRP) are attached.



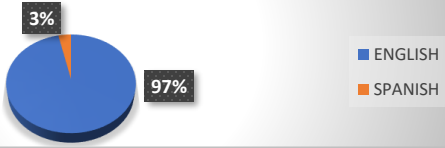
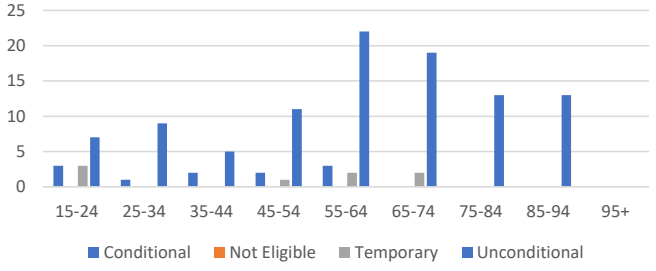
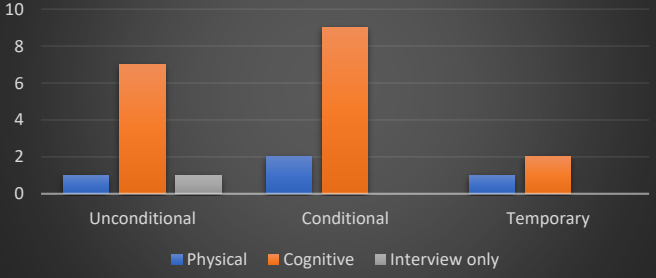
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Jan-19									
		Jan.	Dec.	Nov.	Oct.	Sept.	Aug.		
<b>Call Center</b>	Inbound ADA Calls	613	471	180	622	588	657	Total Calls: Inbound and Outbound: <b>783</b>	
	Outbound ADA calls	170	156	41	249	76	168		
	Average hold time (in seconds)	5.4	3.19	5.26	5.31	4.51	5.4		
	Outbound Area Transmittals	13	8	8	3	8	12		Riders requesting service outside of Ventura County
	Inbound Area Transmittals	6	7	3	2	4	4		Riders requesting service into Ventura County
<b>Applications Received</b>	Recertification	52	32	47	52	45	43	Total applications received: 136	
	New Applications	84	47	30	94	93	90	Online Applications Received: 8 (6%)	
<b>Applications Received by Service Area</b>	Camarillo Area	14	6	3	14	6	10	<b>Applications by Language</b> 	
	Gold Coast Area	51	29	34	38	55	46		
	Valley Express Area	5	3	6	12	5	4		
	Moorpark Area	6	0	2	7	1	6		
	Simi Valley Area	34	27	20	43	35	35		
	Thousand Oaks	24	12	12	30	33	31		
	Out of County	2	2	0	2	3	1		
<b>Completed Evaluations</b> In-person, Short-Term and Recertifications	Complete, with Functional Evaluation	11	8	20	23	12	37	<b>Evaluations by Age and Determination Type</b> 	
	Complete, Interview w/o Functional Evaluation	0	0	2	1	1	2		
	Complete, Special Circumstance (no Interview)	37	29	33	52	50	32		
	Complete, Over 85+	24	12	6	22	7	8		
	Complete, Phone Interview	1	2	0	4	0	4		
	Complete, Short-term Certification (60 days)	0	0	0	1	0	0		
	Complete, Recertifications	47	31	30	39	44	43		
<b>Total Evaluations</b>	120	82	91	142	114	126			
<b>Delays in Processing</b> (Cumulative)	Due to incomplete application by client	5	4	2	5	8	7	<b>In-person Interviews by Eligibility and Assessment Type</b> 	
	Pending Professional Evaluation (PE)	12	5	7	12	19	17		
	Applications that failed to meet 21 day rule	0	0	0	0	0	0		
	Applicants awaiting in-person interviews	12	5	4	18	12	4		
<b>Assessments</b>	<b>Assessment Categories</b>	<b>Total</b>	<b>CAM</b>	<b>VCTC</b>	<b>SIMI</b>	<b>T.O.</b>	<b>MPK</b>		
	With Physical Assessment	4	0	4	0	0	0		
	With Cognitive Assessment	7	0	4	2	0	1		
	Interview only (at assessment sites)	0	0	0	0	0	0		
	No Shows	4	0	4	0	0	0		
	Total in-person interviews scheduled	15	0	12	2	0	1		
	Total Number of appointment days	7	0	5	1	0	1		
<b>Determination Types:</b>				<b>Total</b>	<b>%</b>				
Unconditional (including S.C., Over 85+ , Phone interviews, short-term)				107	89%				
Conditional				6	5%				
Temporary				6	5%				
Denials				1	1%				



Mileage Reimbursement Program Monthly Report - Jan 2018							
Category	Item Measured	Jan	Dec	Nov	Oct	Sep	Aug
<b>Application Process</b>	Total Interest Applications	10	3	7	13	14	18
	Total Complete Applications	9	2	4	10	6	14
	Applications approved by EDC	0	0	0	4	6	6
	Total claims processed	90	83	85	86	79	85
<b>Mileage Claims</b>	Total miles reimbursed	10697	10791	10852	11186	10031	10796
	Total one-way trips claimed	2171	2005	2115	2052	1830	1915
Statistics by Service Area							
<b>Camarillo</b>	Claims Received	22	20	19	19	19	21
	Miles Reimbursed	2748	2808	2498	2670	2540	2504
	One-way trips claimed	575	529	479	492	495	507
<b>Gold Coast</b>	Claims Received	28	22	25	24	21	24
	Miles Reimbursed	3211	2998	3047	3086	2609	3228
	One-way trips claimed	727	576	664	650	494	572
<b>Moorpark</b>	Claims Received	3	3	3	1	1	1
	Miles Reimbursed	310	280	260	100	100	186
	One-way trips claimed	60	64	60	40	38	42
<b>Simi Valley</b>	Claims Received	3	4	4	4	3	5
	Miles Reimbursed	366	497	465	618	454	729
	One-way trips claimed	30	48	53	84	51	91
<b>Thousand Oaks</b>	Claims Received	31	30	30	33	30	29
	Miles Reimbursed	3572	3618	3874	3981	3640	3443
	One-way trips claimed	727	725	780	700	664	612
<b>Valley Express</b>	Claims Received	3	4	5	5	5	5
	Miles Reimbursed	490	590	708	731	688	706
	One-way trips claimed	52	63	79	86	88	91
Other Statistics							
	Average Trip Length (Miles)	4.9	5.4	5.1	5.5	5.5	5.6
	Average Cost per Trip	\$ 1.72	\$ 1.88	\$ 1.80	\$ 1.91	\$ 1.92	\$ 1.97

Feb-19								
		Feb	Jan	Dec	Nov	Oct	Sep	
<b>Call Center</b>	Inbound ADA Calls	534	613	471	180	622	588	Total phone calls inbound/outbound: 590
	Outbound ADA calls	56	170	156	41	249	76	
	Average hold time (in seconds)	3.76	5.4	3.19	5.26	5.31	4.51	Riders requesting service outside of Ventura County
	Outbound Area Transmittals	4	13	8	8	3	8	Riders requesting service into Ventura County
	Inbound Area Transmittals	1	6	7	3	2	4	Total applications received: 116
<b>Applications Received</b>	Recertification	56	52	32	47	52	45	Online Applications Received: 2 (1%)
	New Applications	60	84	47	30	94	93	
<b>Applications Received by Service Area</b>	Camarillo Area	8	14	6	3	14	6	<b>Applications by Language</b> 
	Gold Coast Area	47	51	29	34	38	55	
	Valley Express Area	2	5	3	6	12	5	
	Moorpark Area	3	6	0	2	7	1	
	Simi Valley Area	26	34	27	20	43	35	
	Thousand Oaks	28	24	12	12	30	33	
	Out of County	2	2	2	0	2	3	
<b>Completed Determinations by Evaluation Type</b>	Complete, with Functional Evaluation	22	11	8	20	23	12	<b>Evaluations by Age and Determination Type</b> 
	Complete, Interview w/o Functional Evaluation	1	0	0	2	1	1	
	Complete, Special Circumstance (no Interview)	33	37	29	33	52	50	
	Complete, Over 85+	11	24	12	6	22	7	
	Complete, Phone Interview	3	1	2	0	4	0	
	Complete, Short-term Certification (60 days)	0	0	0	0	1	0	
	Complete, Recertifications	50	47	31	30	39	44	
	<b>Completed Determinations</b>	<b>120</b>	<b>120</b>	<b>82</b>	<b>91</b>	<b>142</b>	<b>114</b>	
<b>Delays in Processing (Cumulative)</b>	Due to incomplete application by client	6	5	4	2	5	8	<b>In-person Interviews by Eligibility and Assessment Type</b> 
	Pending Professional Evaluation (PE)	6	12	5	7	12	19	
	Applications that failed to meet 21 day rule	0	0	0	0	0	0	
	Applicants awaiting in-person interviews	9	12	5	4	18	12	
<b>Assessments</b>	<b>Assessment Categories</b>	<b>Total</b>	<b>CAM</b>	<b>VCTC</b>	<b>SIMI</b>	<b>T.O.</b>	<b>MPK</b>	
	With Physical Assessment	4	0	3	1	0	0	
	With Cognitive Assessment	18	0	6	5	7	0	
	Interview only (at assessment sites)	1	0	1	0	0	0	
	No Shows	4	1	3	0	0	0	
	Total in-person interviews scheduled	27	1	13	6	7	0	
	Total Number of appointment days	9	1	4	2	2	0	
<b>Determinations by Eligibility</b>				<b>Total</b>	<b>%</b>			
Unconditional (including S.C., Over 85+ , Phone interviews)				101	84%			
Conditional				11	9%			
Temporary				8	7%			
Denials				0	0%			
Short Term				0	0%			

Feb-19				
<b>Applications Received - GCT Area Cities</b>	<b>Feb</b>	<b>Jan.</b>	<b>Dec.</b>	<b>Nov.</b>
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	1	2	0	1
Oak View	1	0	1	0
Oxnard	26	32	15	19
Port Hueneme	3	5	0	0
Ventura	16	12	13	14
<b>Applications Received-Valley Express Area Cities</b>				
Fillmore	1	1	0	3
Piru	0	0	0	0
Santa Paula	1	4	3	3
<b>Travel Training</b>				
<b>Training Statistics</b>	<b>Feb</b>	<b>Jan</b>	<b>Dec</b>	<b>Nov</b>
Referrals received	4	2	2	3
Assessments	13	0	0	0
Trainings	0	0	0	0
<b>Referral Source</b>				
ADA-Camarillo Area	0	0	0	0
ADA-Gold Coast Area	0	0	0	0
ADA-Valley Express Area	0	0	0	0
ADA-Moorpark Area	0	0	1	0
ADA-Simi Valley Area	0	0	1	0
ADA-Thousand Oaks Area	0	0	0	0
Workshops	0	0	0	0
Other	4	2	2	3
<b>Transit 101 Workshops</b>				
<b>Hosting Agency</b>	<b>Date</b>	<b>Attendees</b>	<b>Riders</b>	<b>Referrals</b>
Simi Valley Transit	2/21/2019	9	8	0

Mileage Reimbursement Program Monthly Report - Feb 2018							
Category	Item Measured	Feb	Jan	Dec	Nov	Oct	Sep
<b>Application Process</b>	Total Interest Applications	9	10	3	7	13	14
	Total Complete Applications	5	9	2	4	10	6
	Applications approved by EDC	9	0	0	0	4	6
	Total claims processed	85	90	83	85	86	79
<b>Mileage Claims</b>	Total miles reimbursed	11383	10697	10791	10852	11186	10031
	Total one-way trips claimed	2161	2171	2005	2115	2052	1830
Statistics by Service Area							
<b>Camarillo</b>	Claims Received	19	22	20	19	19	19
	Miles Reimbursed	2541	2748	2808	2498	2670	2540
	One-way trips claimed	497	575	529	479	492	495
<b>Gold Coast</b>	Claims Received	27	28	22	25	24	21
	Miles Reimbursed	3636	3211	2998	3047	3086	2609
	One-way trips claimed	723	727	576	664	650	494
<b>Moorpark</b>	Claims Received	3	3	3	3	1	1
	Miles Reimbursed	310	310	280	260	100	100
	One-way trips claimed	64	60	64	60	40	38
<b>Simi Valley</b>	Claims Received	3	3	4	4	4	3
	Miles Reimbursed	424	366	497	465	618	454
	One-way trips claimed	40	30	48	53	84	51
<b>Thousand Oaks</b>	Claims Received	29	31	30	30	33	30
	Miles Reimbursed	3950	3572	3618	3874	3981	3640
	One-way trips claimed	784	727	725	780	700	664
<b>Valley Express</b>	Claims Received	4	3	4	5	5	5
	Miles Reimbursed	522	490	590	708	731	688
	One-way trips claimed	53	52	63	79	86	88
Other Statistics							
	Average Trip Length (Miles)	5.3	4.9	5.4	5.1	5.5	5.5
	Average Cost per Trip	\$ 1.84	\$ 1.72	\$ 1.88	\$ 1.80	\$ 1.91	\$ 1.92



**DATE:** MARCH 14, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** SALLY DE GEORGE, FINANCE DIRECTOR

**SUBJECT:** PROPOSED TRANSPORTATION DEVELOPMENT ACT CLAIMS MANUAL

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**RECOMMENDATION:**

- Support the recommendation to adopt the new Transportation Development Act Claims Manual.

**BACKGROUND:**

The Mills-Alquist-Deddeh Act (SB 325), also known as the Transportation Development Act (TDA), was enacted in 1971 by the California Legislature to fund and improve public transportation services and encourage regional transportation coordination. This law provides funding to be allocated for a wide variety of transit and some non-transit related purposes including community transit services, public transportation, bus and rail projects, pedestrian and bicycle facilities and planning and program activities.

Per the Public Utilities Code, the Ventura County Transportation Commission is the Transportation Planning Agency (TPA) for Ventura County. As the TPA, VCTC is responsible for apportioning, allocating and monitoring compliance of TDA funds including both the Local Transportation Funds (LTF) and the State Transit Assistance (STA) funds as well as the new State of Good Repair (SGR) funds. The TPA is tasked with ensuring compliance with the TDA regulations set forth in the TDA guidebook and adopts policy in areas where the TPA has discretionary authority.

**DISCUSSION:**

VCTC staff is often called upon to assist with and answer questions about TDA regulations as well as the claims process. In order to facilitate the claims process, uses and auditing of TDA, staff has developed a VCTC Transportation Development Act (TDA) Claims Manual.

The manual provides an overview of the TDA process and funding types (including the new State of Good Repair funds) as well as summaries of the various articles including uses and requirements. The claim forms have been updated and converted to excel for easy use by the TDA claimants. The manual provides examples of the claim forms and includes line by line instructions on how to complete the claim forms. The manual also includes important due dates, a glossary and an acronym list for additional assistance.

The manual is intended to be a primer for those new to the TDA process and a refresher for those who periodically utilize TDA funds and/or complete the claim forms. The manual is not intended to replace the TDA statutes. In fact, the manual provides the TDA code sections throughout the manual so that the user may more fully research the regulations when questions arise. As stated in the manual, the Transportation Development Act Statutes and California Code of Regulations are available on the California Department of Transportation (Caltrans), Division of Mass Transportation website at [http://www.dot.ca.gov/drmt/docs/tda/TDA\\_07-2018.pdf](http://www.dot.ca.gov/drmt/docs/tda/TDA_07-2018.pdf).

The VCTC TDA Claims Manual was reviewed and analyzed by the TDA auditors for compliance with the TDA Statutes and Regulations as well as VCTC policies and suggested best practices. The manual was updated and clarified with suggestions received. Staff is bringing the VCTC TDA Claims Manual to TransCOM for review and comment before it is finalized and presented to the VCTC Commission for adoption and use in the new fiscal year. Staff will include a summary of TransCOM's recommendation in the report to the Commission. Staff is recommending that TransCOM support the VCTC TDA Claims Manual for adoption and use beginning in Fiscal Year 2019/2020.





**DATE:** MARCH 14, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** JUDITH JOHNDUFF, PROGRAM MANAGER  
AARON BONFILIO, PROGRAM MANAGER  
CLAIRE GRASTY, PLANNING MANAGER

**SUBJECT:** FY 2018/19 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) ALLOCATION

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**RECOMMENDATION:**

- Approve the Ventura County Transportation Commission (VCTC) FY2018/19 VCTC Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$1,621,013 for the following projects:
  - \$640,000 for the East-West County Connector Service Project,
  - \$831,013 for the College Ride Transit Fare Promotion Project (*includes a total of \$34,470 of additional LCTOP funds contributed by the cities of Thousand Oaks, Moorpark, Camarillo and Simi Valley*), and
  - \$150,000 for seasonal Metrolink Saturday service.

**BACKGROUND:**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. All of the programs are competitive grant programs with the exception of LCTOP which provides ongoing apportionments based on the State Transit Assistance formula. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

Projects eligible for LCTOP funds include:

- new or expanded bus or rail services, expansion of intermodal transit facilities,
- operational expenditures that increase transit mode share, and
- expenditures related to the purchase of zero-emission buses.

For agencies whose service area includes disadvantaged communities such as VCTC, at least fifty percent (50%) of the total funds received must be expended on projects that benefit designated disadvantaged communities. Additionally, five percent (5%) of the funds must be allocated to projects that benefit low-income households/communities and five percent (5%) of the funds must be allocated to projects that benefit low-income households/communities outside of but within one-half mile of the designated disadvantaged community.

The amount of FY 18/19 LCTOP funds to be programmed at VCTC's discretion, not including Metrolink's revenue formula amount, is \$1,586,543. It should be noted that the City of Camarillo's LCTOP allocation for FY 18/19 is \$12,431, Gold Coast Transit's is \$58,787, the City of Moorpark's is \$5,076, the City of Simi Valley's is \$7,427, the City of Thousand Oaks' is \$9,536, and the Southern California Regional Rail Authority direct allocation for the portion of the service within Ventura County is \$161,248. SCRRRA is proposing to use the LCTOP funds for railroad construction equipment.

**DISCUSSION:**

Staff recommends that TRANSCOM approve the following three projects for VCTC FY2018/19 LCTOP Allocation Request:

- \$640,000 for the East-West County Connector Service Project,
- \$831,013 for the College Ride Transit Fare Promotion Project (includes a total of \$34,470 of additional LCTOP funds contributed by the cities of Thousand Oaks, Moorpark, Camarillo and Simi Valley), and
- \$150,000 for seasonal Metrolink Saturday service.

**East-West County Connector Service (\$640,000):**

This project would fund a continuation of direct bus service from the Cities of Simi Valley and Moorpark in the east county to the Cities of Ventura and Oxnard in the west county. The service currently operates 8 westbound trips and 6 eastbound trips on weekdays. The service currently has a limited number of stops to facilitate express service connecting to local transit systems and key locations in the corridor. Stops include the City of Simi Valley Metrolink Station, City Hall, Cochran St. and Simi Town Center, Moorpark College and Moorpark Metrolink Station, Somis, the Camarillo Metrolink Station, the Esplanade transfer center in Oxnard, the Ventura County Government Center, Ventura College, and the Ventura Transit Center. Ventura County has approximately 855,000 people and the route provides stops in five out of the County's 10 cities. The service began operation in the fall of 2017 and currently has a total daily ridership of 155 passengers with an average trip length of 17 miles each.<sup>1</sup>

The East-West County Connector bus route meets the eligibility requirements of the program including all three of the LCTOP guideline's expenditure requirements for serving disadvantaged and low-income communities. The route has stops located within Simi Valley, Camarillo, Oxnard and Ventura low-income communities and two of the major stops connect with transit service serving disadvantaged and low-income communities.

The anticipated demonstration period for this project is July 1, 2019 through August 21, 2020. At prior VCTC Commission meetings, the Commission approved programming a total of \$387,262, of VCTC's LCTOP apportionment as well as \$1,612,893 Congestion Mitigation Air Quality (CMAQ) funds for the

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<sup>1</sup> 4<sup>th</sup> Quarter 2018

purchase of the buses needed to operate the route, as well as approximately 12 months of operating funds. Staff recommends programming \$640,000 of FY 18/19 funds to continue operation of the East-West County Connector Service for next fiscal year and until the following schedule change planned for August 2020. Approximately \$12,000 will be set aside for outreach and promotion of the service.

**“College Ride Pilot Program” Transit Fare Promotion (\$831,013)**

In addition to new or expanded transit service, eligible LCTOP projects include promotional activities including those which may increase transit utilization with free or reduced transit fare incentive programs. The funding associated with such potential programs can be counted towards fare revenue, i.e. a fare “buy-down”.

Last year VCTC along with the City of Camarillo, City of Simi Valley and the City Thousand Oaks approved programming \$524,984 in FY 17/18 LCTOP allocations for the College Ride program. The program provides free or reduced fares for eligible (enrolled) college/university students attending Ventura College, Oxnard College, Moorpark College, California State University at Channel Islands or California Lutheran University. The project goal is to increase the transit mode share of this growing, but financially impacted, demographic.

The College Ride Pilot Program has had great success since the implementation last fall. The program has had significant usage, providing over 205,000 free rides to college students in the first semester. Importantly, the program has also been a significant factor in increasing transit ridership around the county. Since program implementation, most transit providers have seen ridership increase at one point or another, which is significant since decreasing ridership had been the trend previously. The robust marketing campaign, which partnered with the transit operators and local colleges, likely contributed to program success

This year, staff recommends continuing of the program by programming \$831,013 of VCTC’s FY 18/19 LCTOP Funds. Since the LCTOP apportionment is significantly higher than the previous year, VCTC will use the additional funds to pay for a year and a half of the program, rather than only one year. The cities of Camarillo, Moorpark, Simi Valley and Thousand Oaks have also agreed to co-sponsor the project by contributing their LCTOP funds for FY18-19, consistent with amounts stated in the in State Controller’s January 31, 2019 LCTOP letter:

City of Camarillo:	\$12,431
City of Moorpark:	\$ 5,076
City of Simi Valley:	\$ 7,427
City of Thousand Oaks:	<u>\$ 9,536</u>
Total FY18-19 LCTOP Request:	\$34,470

The funds will be used to support the fare buy-down or reimbursement of fares on fixed route transit fleets, and the two general-public dial-a-ride services.<sup>2</sup> Students simply show their Student I.D. to the driver and board free of charge and the driver then records the boarding. The fare payment (buy-down) is processed similarly to the current process for other regional fare media programs managed by VCTC.

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<sup>2</sup> Fixed route operators include\*: VCTC, Gold Coast Transit, Thousand Oaks Transit, Moorpark City Transit, Simi Valley Transit, Camarillo Area Transit, Ojai Trolley, and Valley Express; General-public DAR operators include: Camarillo Area Transit and Valley Express. \*Kanan Shuttle is not included as it is currently free.

The proposed fare buy-down, i.e. reimbursement would be \$1.10 per eligible passenger boarding.<sup>3</sup> Additionally, staff anticipates that the marketing and promotion will be supported primarily by the participating transit agencies. However, a small amount of funding, estimated at \$15,000 will be set aside for outreach and promotional collateral. Pending quarterly review of fund balances, the program length or reimbursement rate may be adjusted if necessary.

The proposed term of the program would begin August 2019 and end February 2021.

#### **Seasonal Metrolink Saturday Service (\$150,000)**

This year, due to the increased LCTOP funding available, staff recommends funding Metrolink Saturday service during the summer of 2020. The additional Saturday service provided to accommodate the large crowds for the Woman's Day March in January 2019 was very successful. Providing seasonal Metrolink Saturday service will allow Ventura County residents who do not use Metrolink weekday commuter trips to give the train a try.

Through the Unmet Needs process, one of the most requested service requests is Metrolink weekend service and increased frequency on the line. In addition, the high cost of the Pacific Surfliner as a detractor from using it is also a frequent complaint. This grant funding would allow VCTC to see the true demand for the service and provide County residents a more affordable option to get to Los Angeles on the weekend.

VCTC is working out details with Metrolink and LA Metro, but the intention is for one Saturday round trip to begin at the East Ventura Station and terminate at LA Union Station, departing in the morning and returning in the afternoon. The \$150,000 would cover approximately 10 Saturday round trips with \$20,000 of these funds dedicated to marketing the new service.

Passengers will be able to purchase a \$10 weekend pass to ride the train. The pass will also allow passengers to transfer to any other line in the Metrolink system for free.

#### **RECOMMENDATION:**

LCTOP was created to provide operating and capital assistance to transit agencies with the goal of funding new/expanded service or projects that improve mobility and increase mode share with the goal of reducing greenhouse gas (GHG) emissions. All three of the recommended projects are eligible under the LCTOP guidelines and meet the LCTOP program requirements.

Staff recommends programming TRANSCOM approve the Ventura County Transportation Commission (VCTC) FY2018/19 VCTC Low Carbon Transit Operations Program (LCTOP) Allocation Request of \$1,621,013 for the following projects:

- o \$640,000 for the East-West County Connector Service Project,
- o \$831,013 for the College Ride Transit Fare Promotion Project (includes a total of \$34,470 of additional LCTOP funds contributed by the cities of Thousand Oaks, Moorpark, Camarillo and Simi Valley), and
- o \$184,470 for seasonal Metrolink Saturday service.

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<sup>3</sup> The current CSUCI fare reimbursement rate is \$1.00 per ride. This program would change it to \$1.10 and it would be paid from the LCTOP program.



**DATE:** MARCH 14, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT:** 2019 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBAN AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS

**RECOMMENDATION:**

- Approve programming \$430,000 of FY18/19 and FY19/20 FTA Section 5310 Funds for the operation of a One-Call/One-Click program.
- Approve the proposed schedule and attached Guidelines for a Call-for-Projects to program FY18/19 and FY19/20 FTA Section 5310 Large Urbanized Area (Seniors and Disabled) funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds.

**BACKGROUND:**

The Federal Transit Administration's (FTA) Section 5310 Program is intended to enhance mobility for seniors and persons with disabilities by providing funds that support the special needs of seniors beyond traditional public transportation services and for those with disabilities beyond that required by the Americans with Disabilities Act (ADA).

The goal of the JARC program is to improve access to employment and employment related activities for eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Both the FTA Section 5310 funds and JARC funds are the primary funding source to support projects and strategies identified in the Ventura County Transportation Commission's (VCTC) Coordinated Public Transit-Human Services Transportation Plan <https://www.goventura.org/updated-ventura-county-coordinated-public-transit-human-services-transportation-plan>.

Section 5310 funds are apportioned directly to large urbanized areas including Oxnard/Ventura and Thousand Oaks/Moorpark. VCTC serves as the Designated Recipient for these funds as well as the JARC funds for these areas. Funds are allocated by VCTC on a competitive basis through a Call-for-Projects.

**DISCUSSION:**

**Funding Availability Estimates:** Table 1 shows the breakdown of Section 5310 and JARC funds available for the two large urbanized areas in Ventura County for FY18/19 and FY19/20. Section 5310 allows 10% of the apportionment to be used for administration and this amount has been subtracted from the Section 5310 amounts shown below. Section 5310 funds are also available through a Caltrans statewide application process for projects in small urban and rural areas such as Simi Valley, Camarillo, Santa Paula, and Fillmore.

<b>Table 1: 2019 Call-for-Projects - Available Funding (FY 18/19 and FY 19/20)</b>			
<b>Urbanized Area</b>	<b>JARC</b>	<b>FTA 5310 Traditional*</b>	<b>FTA 5310 Expanded</b>
Funding Dedicated to the One-Call/One-Click Program	N/A	\$430,000	\$0
Oxnard/Ventura	\$422,000	\$47,000	\$175,000
T.O./Moorpark	\$104,000	\$30,000	\$134,000
<b>TOTAL</b>	<b>\$526,000</b>	<b>\$507,000</b>	<b>\$309,000</b>

*\* The funds shown for 5310 Expanded can also be spent on Traditional projects, but FTA requires that the funds apportioned to Traditional be spent for those purposes only.*

**One-Call/One-Click Program Funding and Project Selection:** The Ventura County Coordinated Public Transit-Human Services Transportation Plan identified as its highest priority, the need for improved and simplified human service transportation information, specifically through development of the One-Call/One-Click capability. The intent is to provide an integrated call center and online information regarding demand responsive transportation alternatives. In the 2018 Call-for-Projects, VCTC received one application from Interface Children and Family Services (the operator of 211) to operate a One-Call/One-Click service for Ventura County; however the scope of services did not meet the goals and priorities of the Coordinated Plan and funding was not approved at that time. Because One-call/One-click is a high priority for the County, VCTC developed a One-Call/One-Click subcommittee, appointed by TRANSCOM comprised of three operators and three social service agency representatives, and hired AMMA Transit Planning to define the scope of services desired in a One-Call/One Click program and make sure the program will meet the needs of the community. The subcommittee met a couple times and provided important input into the scope of services. VCTC, and AMMA, who has expertise in transit information programs and the One-Call/One-Click concept in particular met with Interface to further define the scope to make sure it reflects the goals of the Coordinated Plan and match the proper uses of 5310 funds.

The scope has now been defined and the estimated federal funding contribution for start-up costs and two years of operation is \$430,000. The One-Call/One-Click program would include Ventura County on the 211 ride trip planner. Beyond the basic functions of a trip planner, it would allow passengers with mobility needs to plan trips on paratransit and nonprofit transit services. The service would allow passengers to select wheelchair, curb to curb and assistance needs among other options, which is recommended by the Coordinated Plan. Additionally, many of the Southern California 211's are either already or in process of joining 211 ride, allowing users consistency from county to county. Other aspects of the program would include a two-way text service, transportation training for staff, program marketing and website development. Therefore, staff recommends

TRANSCOM approve programming the \$430,000 of FY 18/19 and 19/20 FTA Section 5310 Funds off-the-top to operate the first two years of the program.

The One-Call/One-Click funds will not be included in the competitive portion of the 2019 Call-for-Projects, rather the intention is for Interface Children and Family Services to prepare and submit an application with a defined scope of work that meets the defined goals of the One-Call/One-Click Program by May 14, 2019. The application will be reviewed for consistency with the requirements of the FTA 5310 program as well as the defined scope of services before being recommended for funding. In future application cycles, the One-Call/One-Click project would be evaluated competitively with other applications.

**Schedule:** The following schedule lists the milestones for the application and selection process.

<b>Table 2: Call-for-Projects Schedule</b>	
April 11, 2019	Call-for-Projects Announced
May 21, 2019	Applications Due to VCTC
July 11, 2019	Review by Transit Operators Committee
July 12, 2019	Approval by VCTC
December 31, 2019	FTA Grant Approval

**Guidelines for the 2019 Call for Projects:** The proposed guidelines and project selection criteria for the proposed 2019 Call for Projects are attached. The screening and selection criteria are based on the criteria used by Caltrans and on VCTC's Coordinated Public Transit-Human Services Plan.

Staff recommends that TRANSCOM:

- Approve programming \$430,000 of FY 18/19 and 19/20 FTA Section 5310 Funds for the operation of the first two years of the One-Call/One-Click program, and
- Approve the proposed schedule and attached Guidelines for a Call-for-Projects to program FY 18/19 and 19/20 FTA Section 5310 Large Urbanized Area (Seniors and Disabled) funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds.

## ATTACHMENT

### VCTC 2019 CALL-FOR-PROJECTS (2 YEARS) FOR SECTION 5310 LARGE URBANIZED AREA FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS

**Program Purpose:** The Federal Transit Administration's (FTA) Section 5310 Grant program is intended to enhance mobility for seniors and persons with disabilities by providing funds that support the special needs of seniors beyond traditional public transportation services and for those with disabilities beyond that required by the Americans with Disabilities Act (ADA).

The goal of the JARC program is to improve access to employment and employment related activities for eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.

**Purpose of this Call-for-Projects:** This is the primary funding source to support projects and strategies identified in VCTC'S COORDINATED PUBLIC TRANSIT-HUMAN SERVICES PLAN which can be found at: <https://www.goventura.org/updated-ventura-county-coordinated-public-transit-human-services-transportation-plan> .

The FTA 5310 program provides grant funds for capital, mobility management, and operating expenses for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities and with transportation.

JARC funds provide financial assistance for transportation service planned, designed, and carried out to meet the transportation needs of eligible low-income individuals.

#### **SCREENING CRITERIA**

The screening criteria are divided into three categories. Proposed projects must meet **all** of these screening criteria in order to move to the next phase of the process.

1. **Project Eligibility:** The proposed project and applicant must be eligible to receive either Section 5310 funds or JARC funds.
2. **Planning Consistency:** The project must fall within the recommendations of VCTC'S Coordinated Public Transit-Human Services Plan.



**3. Financial Feasibility:**

- A. Recipient of funds must have the financial capacity to complete, operate and maintain the project.
- B. Funds required from other sources (for local match) must be reasonably expected to be available.
- C. Projects must be implemented within Federal delivery requirements.

**Eligible Recipients:** States and designated recipients are direct recipients; eligible sub-recipients include private nonprofit organizations, states or local government authorities, or (for Expanded projects only) operators of public transportation. Public agency subrecipients for Traditional 5310 (except for Area Agency on Aging) must certify that they do not know of any nonprofit organizations are readily available in their area to provide the proposed.

**Eligible Activities:**

Traditional Section 5310 project examples include:

- buses and vans
- wheelchair lifts, ramps, and securement devices
- transit-related information technology systems, including scheduling/routing/one-call systems
- mobility management programs which can include travel training and volunteer driver programs
- acquisition of transportation services under a contract, lease, or other arrangement

Expanded Section 5310 project examples include:

- travel training
- volunteer driver programs
- building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features
- improving signage, or way-finding technology
- incremental cost of providing same day service or door-to-door service
- purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs
- mobility management programs

JARC project examples include:

- projects designed to transport low-income persons or welfare recipients to jobs and employment-related activities.
- projects designed to transport workers to suburban employment opportunities.

At least 55% of the area's 5310 funds must be used on capital projects as described in the first category of Section 5310 projects above.

**Match Requirements:** A local match is not required, however five (5) points will be awarded to projects which provide a minimum of twenty percent (20%) matching funds. Private nonprofit organizations will automatically be awarded the five (5) points.

**Inclusion in Plan:** Project must fall within the recommendations of the VCTC Human Service Transportation Coordination Plan: <https://www.goventura.org/updated-ventura-county-coordinated-public-transit-human-services-transportation-plan> .

**Federal Grant Requirements:** The recipient agency must be able to meet the Federal Transit Administration's conditions for use of its funds. These conditions include, but are not limited to: annual outside audit; triennial FTA audit; five-year grant records retention; development of a written maintenance plan for FTA-funded vehicles, facilities, and equipment; competitive procurement; buy America; ADA; and civil rights. (Drug and alcohol testing is not a requirement for these programs.) Agencies receiving funds will need to have in place a signed agreement committing to meeting FTA requirements.

**One-Call/One-Click Program Funding and Project Selection:** The Ventura County Coordinated Public Transit-Human Services Transportation Plan identified as its highest priority, the need for improved and simplified human service transportation information, specifically through development of the One-Call/One-Click capability. The intent is to provide an integrated call center and online information regarding demand responsive transportation alternatives. In the 2018 Call-for-Projects, VCTC received one application from Interface Children and Family Services (the operator of 211) to operate a One-Call/One-Click service for Ventura County, however the scope of services did not meet the goals and priorities of the Coordinated Plan and the application was not approved at that time. Because One-call/One-click is a high priority for the County, VCTC developed a One-Call/One-Click subcommittee, appointed by TRANSCOM comprised of three operators and three social service agency representatives, and hired AMMA Transit Planning, who has expertise in transit information programs and the One-Call/One-Click concept in particular, to define the scope of services desired in a One-Call/One Click program and make sure the program will meet the needs of the community. The subcommittee met a couple times and provided important input which helped define the scope of services. VCTC and AMMA met with Interface to further define the scope to make sure it reflects the goals of the Coordinated Plan and match the proper uses of 5310 funds.

The scope has now been defined and the estimated federal funding contribution for start-up costs and two years of operation is \$430,000. The One-Call/One-Click program would include Ventura County on the 211 ride trip planner. Beyond the basic functions of a trip planner, the program would allow passengers with mobility needs to plan trips on paratransit and nonprofit transit services. The program would also allow passengers to select wheelchair, curb to curb and assistance needs among other options, which was recommended in the Coordinated Plan. Additionally, many of the Southern California

211's are either already or in process of joining 211 ride, allowing users consistency from county to county. Other aspects of the program would include a two-way text service, transportation training for staff, program marketing and website development. Therefore, staff recommends TRANSCOM approve programming the \$430,000 of FY 18/19 and 19/20 FTA Section 5310 Funds off-the-top to fund the One-call/one-click program.

The One-Call/One-Click funds will not be included in the competitive portion of the 2019 Call-for-Projects, rather the intention is for Interface Children and Family Services to prepare and submit the application with a defined scope of work that meets the goals of the One-Call/One-Click Program by May 14, 2019. The application will be reviewed for consistency with the requirements of the FTA 5310 program as well as the defined scope of services before being recommended for funding. In future application cycles, the One-Call/One-Click program would be evaluated competitively with other applications.

**Prioritization Criteria:**

VCTC will use the following criteria to prioritize projects. Note: for projects receiving Large Urbanized Area funds, the projects selected by VCTC will be funded. For small urban and rural projects receiving funds in the State's share, sponsors of projects prioritized by VCTC, upon receiving notification from VCTC, will need to prepare a Caltrans application which VCTC will forward to Caltrans for the final selection.

1. **Goals and Objectives (20 points):** Degree to which project supports new, enhancement, or expansion of service or system capacity for the targeted populations. The application should clearly state the program goals and objectives and describe how the project addresses the needs and service gaps identified in the Coordinated Plan.
2. **Project Implementation Plan (30 points):** Degree to which the project implementation has been well designed. Proposals must state who will be responsible for the implementation, and implementation steps and timeline. Sponsors should describe how the project will improve service delivery, coordination, or cost-effectiveness.
3. **Program Performance Indicators (20 points):** Project sponsors should explain how the project will be monitored and evaluated. The application should identify clear, quantitative performance measures to track the effectiveness of the service in meeting the identified goals.
4. **Communication and Outreach (20 points):** Degree to which applicants coordinate with other community transportation and/or social service resources. Application should describe efforts to keep stakeholders involved in and informed of project activities. There should be demonstrated public support for the project (including letters of support), as well as a plan to promote awareness of the project to the target population.

5. **Emergency Planning and Preparedness (5 points):** Applicant should describe emergency planning and any participation in emergency drills.

6. **Matching Funds (5 points):** A maximum of 5 points will be awarded to projects providing 20% or more funding match. Private nonprofit organizations will automatically be awarded five (5) points for match under these scoring criteria.

7. **Bonus Points for Non-Transit Operator Applicants:** Eligible projects submitted by private non-transit operators will receive an additional five (5) points in the scoring criteria. For the purposes of this criterion “transit operators” are defined as agencies that receive, from VCTC as a matter of course, a share of 5307 funds for on-going transit services.

**Schedule:** The following schedule lists the milestones for the application and selection process.

Table 2: Call-for-Projects Schedule	
April 11, 2019	Call-for-Projects Announced
May 21, 2019	Applications Due to VCTC
July 11, 2019	Review by Transit Operators Committee
July 12, 2019	Approval by VCTC
December 31, 2019	FTA Grant Approval



**DATE:** MARCH 14, 2019

**MEMO TO:** TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

**FROM:** PETER DE HAAN, PROGRAMMING DIRECTOR

**SUBJECT:** STATUS OF FEDERAL CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROJECTS

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**RECOMMENDATION:**

- Review and update project schedules.

**DISCUSSION:**

Under federal law, CMAQ funds apportioned to California lapse if they are not used within three years. AB 1012 applies the three-year lapsing rule to CMAQ funds in each county. It is important for VCTC to have an accurate schedule of CMAQ projects to ensure that the region does not lose funds. VCTC also uses this project schedule to ensure that the Federal Transportation Improvement Program (FTIP) includes all of the projects which are ready-to-go, and to manage the county's Obligational Authority (OA).

An additional issue for FY 2018/19 is that the federal FAST Act provides for a rescission based on the unobligated CMAQ apportionment balance at the end of FY 2018/19. As a result, TTAC and TRANSCOM have approved additional projects that can use the funds in FY 2018/19 to reduce the end-of-year balance to nearly \$0. In addition, TRANSCOM and TTAC approved a loan of the remaining CMAQ balance, estimated to be \$2.8 million, to the San Bernardino County Transportation Authority, with repayment at the beginning of FY 2019/20.

Caltrans has announced that as of January 31<sup>st</sup>, the state overall has \$1.8 billion in available federal apportionments, but based on the federal budget California only has authority to obligate \$1 billion this year. As a result, it is likely that in a few months the state could "run out" of its budget authority to obligate, with no further possibility to obligate funds and avoid a rescission. **Therefore, it is imperative that agencies submit their projects to Caltrans as soon as possible.** For transit projects requiring the FTA Transfer, those Transfer Requests need to be submitted as soon as the required TIP Amendment is approved, which is anticipated for early April. VCTC staff expects to

have all the paperwork ready to submit the FTA Transfer for VCTC and subrecipients as soon as the TIP amendment is approved, and Gold Coast and Simi Valley should do the same.

Another issue of concern is that two agencies have informed VCTC that their projects have slipped from 2018/19 to 2019/20, resulting in a projected unobligated balance of \$2.5 million. The action to approve the loan to San Bernardino County authorized staff to increase the loan amount of necessary to bring the balance back to \$0, so VCTC staff is now checking if the loan can be increased.

Based on these recommended actions relative to the CMAQ funding, staff has prepared the attached tables showing the status of programmed projects. Should any changes occur in project status, VCTC staff must be notified immediately so that adjustments can still be made if possible.

**CMAQ PROJECTS FY 2018/19**

Beginning Balance as of 2/1/2019

\$ 18,872,169

Project Title	Agency	TIP ID	Planned Obligation (E-76 date)	Amount	Current Project Status	FTIP Status
Santa Paula Branch ROW Bike/Ped	Santa Paula		Mar-19	-\$284,000	Unexpended balance of completed project	
West LA Avenue Bike Lanes	Simi Valley	VEN170416	Mar-19	\$1,239,420	RFA Submitted	included in 2019 FTIP
Ventura Road Bus Line (FTA Transf)	Gold Coast Transit	VEN151101	Mar-19	\$3,211,492	2017	included in 2019 FTIP
Central Avenue Ped Impr PE Incr	County	VEN171008	Mar-19	\$150,000		included in 2019 FTIP
Sespe Street Bike Lane	County	VEN190111	Mar-19	\$436,000	Design in Progress - PES Package to be submitted in October of 2018	included in 2019 FTIP
Wells Road Bus Stop Impr Con	S.B. Ventura	VEN171006	Apr-19	\$243,455	In design, Env approved, RFA submittal December 2018	included in 2019 FTIP
Pedestrian Crossing Beacons	Oxnard	VEN150901	Apr-19	\$365,490	Plans and Specs being reviewed. CON authorization estimated early 2019.	Amendment #19-03 Submitted
Oxnard Blvd Bike Lanes	Oxnard		Apr-19	\$100,000		Amendment #19-03 Submitted
Las Posas Road PE Increase	Camarillo	VEN150614	Apr-19	\$100,000		Amendment #19-03 Submitted
Pleasant Valley Road PE Increase	Camarillo	VEN160103	Apr-19	\$400,000		Amendment #19-03 Submitted
San Bernardino County Loan			Apr-19	\$2,800,000		
Regional Ridesharing (Env Review Needed)	VCTC	VEN93017	Apr-19	\$443,000	FOR 19/20	included in 2019 FTIP
Countywide Transit Outreach (FTA Trans)	VCTC	VEN54070	Apr-19	\$600,000	FOR 19/20	included in 2019 FTIP
Camarillo Heights Elem Increase	County	VEN150621	Apr-19	\$341,000		Amendment #19-03 Submitted
Rio Real Ped PE Increase	County	VEN160105	Apr-19	\$23,000		Amendment #19-03 Submitted
Ventura Road Bus Stops Incr (FTA Trans)	Oxnard	VEN180301	Apr-19	\$77,571		included in 2019 FTIP
East/West Bus Cost Increase (FTA Transf)	VCTC	VEN150608	Apr-19	\$500,000		Amendment #19-03 Submitted
CNG Fuel System Upgrade (FTA Transf)	Simi Valley	VEN181203	Apr-19	\$1,400,000		Amendment #19-03 Submitted
Central Avenue Ped Impr Con	County	VEN171008	Apr-19	\$796,770	PE Obligated; PES Package submitted 12-20-17; Environmental underway; expected Env Clearance Dec-18	included in 2019 FTIP
Bus Rehabilitation (FTA Transf)	Gold Coast Transit	VEN171004	Apr-19	\$1,451,095		Amendment #19-03 Submitted
TOTC Transit Center Improvements (FTA Transf)	Thousand Oaks	VEN120420	Apr-19	\$825,000		Amendment #19-03 Submitted
Springville Bikepath Design	Camarillo	VEN190114	Apr-19	\$400,000		Amendment #19-03 Submitted
Potrero Road Bike Lanes	County	VEN171007	May-19	\$643,000	PES Package submitted Jan-18; Enviornmental underway; Env Clearance approved	included in 2019 FTIP
Fox Canyon Barranca Bike Bridge (Env Review Needed)	Ojai	VEN130601		\$62,975	Engineering (\$40K) obligated in November, Con in 18/19.	included in 2019 FTIP

**Total obligations in FY 18/19 Remaining balance**

**\$16,325,268**  
**\$2,546,901** Subject to inclusion in FAST rescission 9/30/3019

Potential Lapse \$1,087,710

FY 2016/17	\$1,087,710	Lapses October 1, 2019
FY 2017/18 (estimated)	\$8,451,877	Lapses October 1, 2020
FY 2018/19 (estimated)	\$9,332,582	Lapses October 1, 2021
<b>TOTAL</b>	<b>\$18,872,169</b>	

**FY 19/20 and Beyond**

Conejo School Road / Willow Lane Sidewalk / Bike Lanes	Thousand Oaks	VEN171005	Oct-19	\$1,709,150	City to submit Request for ATP Time extension and move CON to 19/20.	included in 2019 FTIP
Rancho Road Bike Path	Thousand Oaks	VEN150616	Oct-19	\$1,552,989		Amendment #19-03 Submitted
Pleasant Valley Rd / E Fifth Str Impr PE	County	VEN130104	Jan-19	\$640,000	PES Package to be submitted by 01-15-2019.	included in 2019 FTIP
Casitas Vista Bike Lanes	County	VEN190112	Nov-19	\$488,686	Design in Progress - PES Package to be submitted in October of 2018	included in 2019 FTIP
Hwy 126 Bike Path Gap Closure CON	S.B. Ventura	VEN031230	Dec-19	\$796,770	ROW acquired, PE being kicked off. RFP submittal Oct 2019	included in 2019 FTIP
Bike facilities for NECSP	Oxnard	VEN130101	Dec-19	\$585,360	PS&E Consultant selection 2019. RFA for Con in 2019.	Amendment #19-03 Submitted
C Street Bike Facilities	Oxnard	VEN130102	Dec-19	\$278,250	PS&E Consultant selection 2019. CON RFA in 2019.	included in 2019 FTIP
Oxnard Blvd Bike/Ped Facility	Oxnard	VEN150907	Jan-20	\$1,279,900	Design RFP submitted 12/2019, CON RFA in 2019.	Amendment #19-03 Submitted
Ojai Ave / Maricopa Ped Impr (Pedestrian and Bike Safety Improvements ) PE	Ojai	VEN150620 (VEN170113)	20/21	\$400,000	Project Combined with ATP Project under new FTIP Number VEN170113.	included in 2019 FTIP
Sheridan Way/Ventura River Bike Trail	S.B. Ventura	VEN110304		\$221,321	Needs to be rescoped.	included in 2019 FTIP
Las Posas Road Bike Lanes	Camarillo	VEN150614		\$460,773	PE Underway	Amendment #19-03 Submitted
Pleasant Valley Rd Bike Lanes	Camarillo	VEN160103		\$1,713,250	PE Underway	Amendment #19-03 Submitted