



**VENTURA COUNTY TRANSPORTATION COMMISSION
Transit Operators Advisory Committee
(TRANSCOM)**

AGENDA

The meeting will be via ZOOM Webinar

<https://us02web.zoom.us/j/85032279460?pwd=NFpGRnZKLzQwdWxnNEJQbG9TYkx6dz09>

THURSDAY, June 11, 2020

1:30 PM

In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health committee panelists will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the TRANSCOM committee on an item to be considered at this meeting are asked to submit comments in writing to the committee at vvega@goventura.org by 4:30PM, Wednesday June 10, 2020. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to vvega@goventura.org. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the TRANSCOM meeting, please contact VCTC staff (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 to the meeting.

- ITEM 1 CALL TO ORDER**
- ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS**
- ITEM 3 PUBLIC COMMENT**
- ITEM 4 AGENDA ADJUSTMENTS**
- ITEM 5 APPROVAL OF MINUTES – For Action**
Waive the reading and approve the minutes of the May 14, 2020 meeting.
- ITEM 6 ADA CERTIFICATION SERVICES PROGRAM – Update**
- ITEM 7 DISTRIBUTION OF FEDERAL TRANSIT FUNDS FROM CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT AND ESTIMATED FY 2020/21 APPORTIONMENTS – For Discussion**

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- ITEM 8 GUIDELINES AND SCHEDULE FOR THE 2020 COMBINED CALL FOR PROJECTS FTA SECTION 5310
LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS
ACCESS/REVERSE COMMUTE (JARC) FUNDS – For Action**
- ITEM 9 TRANSPORTATION EMERGENCY PREPAREDNESS PLAN (TEPP) – Verbal Update**
- ITEM 10 REGIONAL ELECTRONIC AND MOBILE TICKET PROGRAM – For Information**
- ITEM 11 TRANSIT AGENCIES RESPONSE TO COVID-19 IMPACTS ON TRANSIT – Verbal Update**
- ITEM 12 FUTURE AGENDA ITEMS**

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

Camarillo City Hall
601 Carmen Drive, Camarillo, CA
Thursday, May 14, 2020
1:30 p.m.

MEETING HELD REMOTELY VIA-ZOOM
Meeting Minutes

**MEMBERS
PRESENT:**

Sergio Albarran, City of Ventura (Chair)
Matt Miller, Gold Coast Transit District (Vice Chair)
Tyler Nestved, City of Camarillo
Ellen Debord, City of Ojai
Debbie O'Leary, City of Oxnard
Shaun Kroes, City of Moorpark
Ben Gonzales, City of Simi Valley
Mike Houser, City of Thousand Oaks
Treena Gonzalez, County of Ventura
Martin Erickson, VCTC InterCity Bus

Chris Jetton, CSU Channel Islands (ex-officio)

**MEMBERS
ABSENT:**

City of Fillmore
City of Port Hueneme
City of Santa Paula

Caltrans District 7 (ex-officio)
VCAPCD (ex-officio)

**VCTC STAFF
PRESENT:**

Aaron Bonfilio, Program Manager, Transit Services
Claire Grasty, Program Manager, Regional Planning
Heather Miller, Transit Planner

ITEM 1 CALL TO ORDER

Chair Albarran called the regular TRANSCOM meeting to order at 1:32pm VIA-ZOOM.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

Mr. Martin Erickson, VCTC, made a brief announcement, thanked everyone for participating in the weekly COVID-19 teleconference calls during the pandemic. He appreciates everyone's efforts keeping public transit service moving.

Mr. Tyler Nestved, City of Camarillo, announced city council is considering discontinuing the Camarillo Area Transit (CAT) Trolley vehicle for their trolley service route and instead providing this service through a regular CAT vehicle (no decision was made at this time).

Ms. Claire Grasty, VCTC, made a brief announcement on the Public Transportation Agency Safety Plan (PTASP) Final Rule requirements and timelines. The deadline has been extended to the end of the year.

Ms. Treena Gonzalez, County of Ventura, announced the Kanan Shuttle Service will resume

on Monday, May 18th, and operating on a non-school day service schedule (masks will be required).

Mr. Chris Jetton, California State University Channel Islands, mentioned an official announcement that all 23 Campuses will be planning for some form of virtual hybrid instruction in the Fall, and in turn there will be a significant impact on their ridership.

Mr. Shaun Kroes, City of Moorpark, announced, the City of Moorpark is currently seeking proposals to bid for the Moorpark "Pilot Mobility on Demand Transit Service"; and next week on Monday, May 18th, Moorpark City Transit will increase level of services for Route 1 and Route 2, both routes will be operating from 7:15 a.m. – 5:00 p.m. (he noted trip 1-first trip and trip 11-last trip will not be in operation at this time).

ITEM 3 PUBLIC COMMENT

Public Transit Director Martin Erickson announced the public comment opportunity was to email-in any public comment to Vera Vega – none were received.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF FEBRUARY MINUTES

ACTION

Nestved moved Gonzalez seconded, that the Committee approve the March 12, 2020 meeting minutes. The motion passed with no objections.

ITEM 6 ADA CERTIFICATION SERVICES AND MILEAGE REIMBURSEMENT PROGRAM

Mr. Mike Culver, Mobility Management Program, provided an update on the ADA certification and Mileage Reimbursement Program (MRP) for the month of March and April 2020 (see reports provided). He mentioned the Mileage Reimbursement Program has since ended therefore there is no report for April 2020.

ITEM 7 APPROVAL OF TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS FINDINGS

Receive and File.

Ms. Claire Grasty, VCTC, reviewed the findings the Fiscal Year (FY) 2020/2021 Unmet Transit Needs Findings.

ITEM 8 APPROVAL OF STATE REQUIRED TRANSPORTATION DEVELOPMENT ACT (TDA) TRIENNIAL PERFORMANCE AUDITS FOR VENTURA COUNTY TDA RECIPIENTS

Receive and File the Transportation Development Act (TDA) triennial performance audits of TDA recipients in Ventura County.

Ms. Claire Grasty, VCTC, reviewed the findings for Fiscal Year (FY) 2020/2021 Unmet Transit Needs Findings and the recommendations provided by VCTC staff (please see attached Summary of Findings and Recommendations from Moore & Associates), each individual performance audit is also posted on the VCTC website, www.goventura.org

ACTION

Houser moved Nestved seconded, that the Committee approve the submittal of the Triennial Performance Audits to Caltrans. The motion passed with no objections.

ITEM 9 TRANSIT AGENCIES RESPONSE TO THE CORONAVIRUS

Mr. Erickson, VCTC, provided an update to the committee on the discussions taking place on the weekly teleconference calls. There was extensive discussion amongst the committee

members as it relates to the different challenges each transit agency is facing, the economic impact, and strategies to implement new policies and what measures will be taken as it relates to both drivers and riders wearing masks,. Many transit agencies have masks available for their riders.

ITEM 10 FUTURE AGENDA ITEMS – For Information

- *Gold Coast Fleet Management Plan*
- *Organizational Fares for Paratransit Seniors (beyond requirements)*
- *Proposed State Legislation Mandate Free Fares*

ITEM 12 ADJOURNMENT

Chair Albarran adjourned the meeting at 2:38 p.m.



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Item 6

June 11, 2020

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: AARON BONFILIO, PROGRAM MANAGER
SUBJECT: ADA CERTIFICATION SERVICES PROGRAM UPDATE

RECOMMENDATION:

- Receive and file the monthly ADA Certification services report(s) and program update.

DISCUSSION:

MMP is VCTC's service provider for ADA Paratransit Eligibility Certification services.

Attached is the May 2020 ADA Certification Services Report from Mobility Management Partners (MMP) for review at the TRANSCOM meeting.



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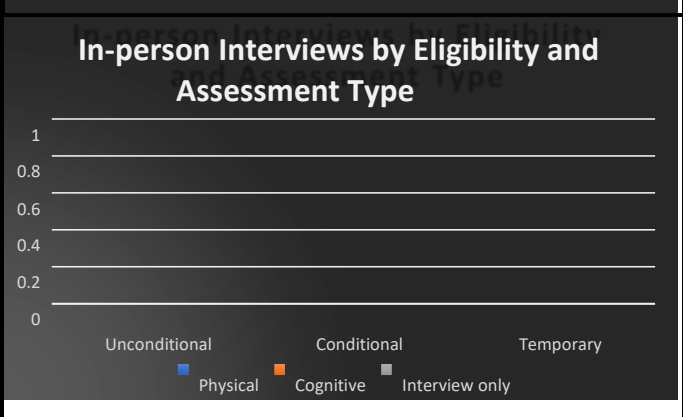
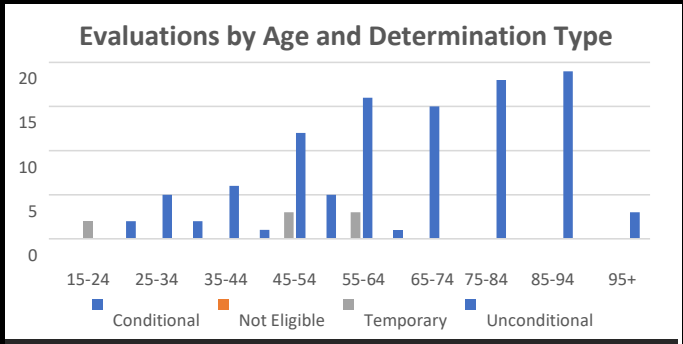
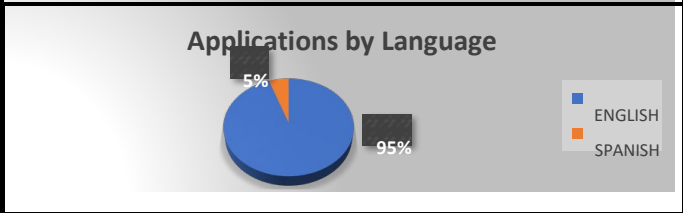
May-20

		May	April	March	Feb.	Jan.	Dec.
Call Center	Inbound ADA Calls	107	203	360	406	429	384
	Outbound ADA calls		341	35	84	70	45
	Average hold time (in seconds)	0.18	0.11	4.05	5.99	9.24	5.5
	Outbound Area Transmittals	4	1	7	6	3	4
	Inbound Area Transmittals	4	2	2	1	3	3
Applications Received	Recertification	97	116	54	59	74	42
	New Applications	15	24	35	50	50	53
Applications Received by Service Area	Camarillo Area	9	11	3	16	6	8
	Gold Coast Area	43	50	35	31	54	45
	Valley Express Area	4	4	0	1	8	0
	Moorpark Area	4	2	2	10	4	5
	Simi Valley Area	21	39	26	31	28	21
	Thousand Oaks	28	32	22	18	23	16
	Out of County	3	2	1	2	1	0
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	0	0	12	21	23	16
	Complete, Interview w/o Functional Evaluation	0	0	1	1	0	1
	Complete, Special Circumstance (no Interview)	11	20	16	28	14	29
	Complete, Over 85+	3	6	7	9	5	6
	Complete, Phone Interview	7	13	16	1	0	2
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0
	Complete, Recertifications	93	113	54	50	62	41
	Completed Determinations	114	152	106	110	104	95
Delays in Processing (Cumulative)	Due to incomplete application by client	0	0	3	12	3	6
	Pending Professional Evaluation (PE)	0	1	5	7	17	7
	Applications that failed to meet 21 day rule	0	0	0	0	0	0
	Applicants awaiting in-person interviews	0	0	0	11	9	10
Assessments	Assessment Categories	Total	CAM	VCTC	SIMI	T.O.	MPK
	With Physical Assessment	0	0	0	0	0	0
	With Cognitive Assessment	0	0	0	0	0	0
	Interview only (at assessment sites)	0	0	0	0	0	0
	No Shows	0	0	0	0	0	0
	Total in-person interviews scheduled	0	0	0	0	0	0
	Total Number of appointment days	0	0	0	0	0	0
Determinations by Eligibility				Total	%		
Unconditional (including S.C., Over 85+ , Phone interviews,short-term)				94	82%		
Conditional				12	11%		
Temporary				8	7%		
Denials				0	0%		
Short Term				0	0%		

As of March 17th MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.

Riders requesting service outside of Ventura County
Riders requesting service into Ventura County

Total applications received: 112
Online Applications Received: 0 (0%)



May-20				
Applications Received - GCT Area Cities	May	April	March	February
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	0	1	2	0
Oak View	3	1	0	0
Oxnard	26	29	20	16
Saticoy	1	0	0	0
Port Hueneme	3	3	3	4
Ventura	10	16	10	11
Applications Received-Valley Express Area Cities				
Fillmore	2	2	0	0
Piru	0	0	0	0
Santa Paula	2	2	0	1



Item 7

June 11, 2020

MEMO TO: TRANSIT OPERATORS COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: DISTRIBUTION OF FEDERAL TRANSIT FUNDS FROM CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT AND ESTIMATED FY 2020/21 APPORTIONMENTS

RECOMMENDATION:

- Review and discuss.

BACKGROUND:

As the Designated Recipient for the Ventura County transit apportionments, VCTC is responsible for approving the distribution of funds among Ventura County transit operators, through a consultative process. The passage of the CARES Act has provided a significant increase in transit funds to address the effects of the COVID-19 pandemic, with Ventura County receiving \$71,424,776, significantly more than the typical annual apportionment of federal transit funds. Because time was of the essence to obtain the CARES Act funds, VCTC staff provided a notification letter to the transit operators and then proceeded to bring the funding distribution directly to the Commission for approval, which occurred May 1st. Attachment A provides the agenda item which the Commission approved to distribute the CARES Act funds.

Now that the CARES funds are moving through the grant award process, VCTC staff is proceeding to develop the Program of Projects (POP) for the estimated FY 2020/21 apportionments. Attachment B provides the calculation of the target amounts for each operator to program in the POP. Staff requests that each operator by June 24th provide VCTC with its program for inclusion in the FY 2020/21 POP.

ANALYSIS:

Funding Distribution Policy

VCTC's policy which was developed in consultation with TRANSOM is to return to each transit operator the amount of funds the agency generates in the federal formula, with an amount required by VCTC for countywide activities subtracted "off the top." The VCTC costs are generally distributed on a population basis, but in recognition of the fact that the federal funds are apportioned differently than population shares creating hardship for Gold Coast, a few years ago based on TRANSCOM's recommendation the Commission approved a revised policy that calculates Gold Coast's "off the top" based solely on Gold Coast's proportional FTA funding share. The remaining areas receive funds based on population shares.

CARES Act Distribution

As described in the Attachment A agenda item to the Commission, the CARES Act distribution generally followed VCTC's existing distribution method. The one significant departure from the established method was that given that the CARES Act provides a significant amount of supplemental funding, far in excess of one year's typical federal apportionment, the Commission took \$1,000,000 from the Metrolink-generated funds in recognition of the ongoing VCTC staff costs associated with Metrolink. Since there is no deadline for use of CARES funds and the economic impact of COVID 19 is anticipated to last for many years, VCTC applied \$200,000 of the Metrolink funds to FY 2020/21 VCTC staff costs, and reserved \$800,000 for future years.

Although VCTC had already taken funds off the top of the FY 2019/20 Section 5307 funds for FY 2020/21 countywide planning expenditures, in an effort to reduce 2020/21 LTF expenditures VCTC will use \$2,650,000 in CARES Act funds for 2020/21 countywide planning while carrying over most of the 5307 for planning, thus taking advantage of the 100% CARES Act federal share. Of this \$2,650,000, \$200,000 is the amount that came from the \$1,000,000 taken off the top from Metrolink, and the remaining \$2,450,000 comes from the other transit operators.

FY 2020/21 Apportionments Distribution

VCTC staff on May 22nd notified the transit operators of the estimated operator shares for FY 2020/21. This POP will be unusual because during FY 2020/21 in addition to receiving the anticipated ongoing FTA apportionments, the transit operators will also be utilizing large amounts of CARES Act funds. As a result, transit operators might only have minimal use for the normal apportionments during this year. VCTC staff strongly supports each transit operator taking this opportunity, if feasible, to convert to "preprogramming" their federal apportionments, so that each annual apportionment can be received in the year prior to when it is used. Since the funds for each year generally do not become available until near the end of that fiscal year, if the FY 2020/21 funds are identified for use in FY 2021/22 then the funds will likely be available as soon as they are needed.

The revenue table – Attachment B pg. 1, calculates the amount of funds estimated to be apportioned by FTA to each urbanized area, along with the source of the various funds generated by FTA's formula. Since the federal Fixing America's Surface Transportation (FAST) Act does not extend beyond FY 2019/20, VCTC is conservatively basing the FY 2020/21 estimates on the actual FY 2019/20 apportionments.

The expense table – Attachment B pg.2, shows how the various estimated expenses are funded from the different areas. The amount available for each agency to program is the total of the "Local Bus/Capital" and "5339 Funds" columns. In addition, Gold Coast, Simi Valley, Thousand Oaks, Camarillo, and Moorpark may program up to the amount shown in the "ADA" column for their ADA service, and may also use the funds in the "ADA" column for other eligible transit uses if they choose not to use all of the funds for ADA. For Thousand Oaks and Moorpark, the two cities will need to agree on how much of the \$1,906,604 available from 5307 and 5339 on the "Thousand Oaks/Moorpark" line (including the ADA funds) will be used by each of their respective cities.

As in past years, Section 5307 funds are taken "off the top" to cover VCTC countywide planning costs. For FY 2020/21 this amount has been minimized because of the amount VCTC is utilizing from the CARES Act for these purposes. The off the top amounts are distributed among the transit operators following the same method as has been used in prior years and was used for the CARES Act funds. Attachment C provides the expenditure categories for the VCTC planning costs.

Since the previous federal transportation authorization, MAP-21, consolidated the Jobs Access Reverse Commute (JARC) program with Section 5307, the portion of 5307 funds generated based on low-income population is separated out. Under VCTC policy, those funds will be distributed to eligible projects based on a future call for projects.

VCTC will use the programs submitted by the transit operators to prepare the countywide draft Program of Projects, to be reviewed by TRANSCOM on September 10th, and approved by VCTC at its September 11, 2020 meeting.



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May 1, 2020

Item #9 - REVISED

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: DISTRIBUTION OF VENTURA COUNTY TRANSIT APPORTIONMENT FROM CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT

RECOMMENDATION:

- Approve distribution of \$71,424,776 in CARES Act transit funds to the transit operators as shown in the revised attached table.
- Amend the VCTC Fiscal Year 2019/20 budget for Transit Grant Administration to add \$2,000,000 in CARES Act revenue and \$2,000,000 in Pass Through expenditures, to address potential current year subrecipient CARES Act spending.

BACKGROUND:

As the Commission is aware, on March 27th the President signed the CARES Act, which among many other provisions makes a \$25 billion emergency appropriation for public transportation. The law specifies that these funds are distributed following the same formula as is used for the regular Federal Transit Administration (FTA) programs. Accordingly, FTA has notified VCTC that Ventura County will receive \$71,424,776 in transit funds through the CARES Act. As the Designated Recipient, VCTC is responsible for approving the distribution of these funds between the transit operators.

The original staff recommendation followed VCTC's past policy for distributing the funds, but staff is now revising that recommended distribution. Given that the CARES Act provides a significant amount of supplemental funding, far in excess of one year's typical federal apportionment, staff recommends taking \$1,000,000 from the Metrolink-generated funds in recognition of the ongoing VCTC staff costs associated with Metrolink. Since there is no deadline for use of CARES funds and the economic impact of COVID 19 is anticipated to last for many years, the revised recommendation applies \$200,000 of the Metrolink funds to FY 2020/21 VCTC staff costs, and reserves \$800,000 for future years.

By way of background, in the past the VCTC countywide costs were taken off the top of the local bus operators that receive Section 5307 funds through the population portion of the FTA formula. SCRRA receives significant funds based on track miles and service miles, but no population funds, so it was never before assessed for VCTC costs. Valley Express is another operator that has not in the past contributed to VCTC countywide costs, since it only serves a rural area (as defined by the US Census

Bureau) and therefore does not receive 5307 funds through the population formula. Due to the relatively small funding for Valley Express staff does not recommend any changes to its distribution at this time.

The attached table has been revised based on this modified staff recommendation. The VCTC countywide planning amount is increased from \$2,650,000 to \$3,450,000, due to the \$1,000,000 amount from Metrolink and the reduction of the local transit operators' contribution by \$200,000 to offset the Metrolink contribution applied to FY 2020/21. By taking CARES Act funds off the top, VCTC will reduce the amount of 5307 and Transportation Development Act funds that will need to come off the top from the transit operator shares for those funds, with \$800,000 of that reduction now programmed to occur in beyond FY 2020/21.

There is no local match required for these funds, and eligible expenses incurred prior to grant approval can be reimbursed. The CARES Act specifies that these funds can be used for expenditures related to the COVID 19 emergency and economic fallout, including lost transit operator revenues and paid administrative leave of workers due to reduced transit service. FTA has determined that this provision will allow the use of the money for any transit expense that occurred subsequent to January 20, 2020, with no end date, providing that the expense meets the normal federal eligibility requirements. Expenditures are eligible for reimbursement even if they occurred prior to FTA grant approval.

To expedite the availability of these funds to transit operators, staff is bringing this item to the Commission for approval without first going to the Transit Operators Committee (TRANSCOM). However, the transit operators were all notified of these funding splits in a memo from the Executive Director sent on April 15th, with a request for written concurrence or comments, and no one has responded with an objection to the funding distribution.

Following Commission approval of these funds, the next step will be for the transit operators to submit CARES Grant applications to FTA for approval. The direct recipients serving Ventura County, including VCTC, Gold Coast Transit, Simi Valley Transit, and Metrolink, will each need to submit an application to FTA for their amount. Since Camarillo, Thousand Oaks, and Moorpark are subrecipients of VCTC, those funds will be included in VCTC's grant application. It is recommended that the Commission amend the FY 2019/20 VCTC Transit Grant Pass Through budget to facilitate reimbursement of current costs for VCTC's subrecipients. Anticipated VCTC direct expenditures during the current fiscal year are included in budget amendments elsewhere in this agenda.

CARES Act Fund Distribution			
	Amount Generated by Formula	Countywide Planning	Net Funding Share
Metrolink	33,053,845	1,000,000	32,053,845
Gold Coast Transit	14,857,583	974,231	13,883,352
VCTC Intercity	3,630,510	-	3,630,510
Valley Express	1,882,370	-	1,882,370
Thousand Oaks/Moorpark ¹	5,187,665	675,034	4,512,631
Camarillo	4,048,903	283,180	3,765,723
Simi Valley	7,955,434	517,555	7,437,879
JARC Low Income Projects ²	808,466	-	808,466
TOTAL	71,424,776	3,450,000	67,974,776

¹Thousand Oaks and Moorpark share an urbanized area so the funds are split at their discretion. Based on population shares, Moorpark will receive \$1,002,706, and Thousand Oaks \$3,509,925.

²JARC amount generated in formula from low-income population. VCTC will take a later action to distribute these funds.



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2020/21 ESTIMATED POP REVENUES

	Metrolink 5337 Funds ¹	Metrolink 5307 Funds ¹	VCTC/VE 5307 Funds ²	Bus	Population	Bus/Pop 5339 Funds	Jobs Access Reverse Commute	TOTAL
Oxnard/Ventura UZA	\$ 4,999,564	\$ 2,518,592	\$ 1,557,519	\$ 2,020,050	\$ 3,222,233	\$ 657,566	\$ 228,457	\$ 15,203,980
Gold Coast ³	\$ -	\$ -	\$ -	\$ 2,020,050	\$ 3,222,233	\$ 503,242		\$ 5,745,524
SCRRA/VISTA	\$ 1,536,447	\$ 762,127	\$ 1,205,690	\$ -	\$ -	\$ 119,464		\$ 3,623,729
Simi Valley	\$ 1,925,411	\$ 976,458	\$ 80,274	\$ -	\$ -	\$ 7,954		\$ 2,990,097
Camarillo	\$ 1,537,706	\$ 780,007	\$ 93,015	\$ -	\$ -	\$ 9,216		\$ 2,419,944
Thousand Oaks/Moorpark	\$ -	\$ -	\$ 178,539	\$ -	\$ -	\$ 17,690		\$ 196,229
Thousand Oaks/Moorpark UZ	\$ 3,444,311	\$ 750,120	\$ -	\$ 863,341	\$ 1,354,508	\$ 205,360	\$ 56,786	\$ 6,674,426
Thousand Oaks/Moorpark	\$ 3,444,311	\$ 750,120	\$ -	\$ 814,459	\$ 1,015,854	\$ 127,924		\$ 6,152,668
County Unincorporated ⁴	\$ -	\$ -	\$ -	\$ 48,882	\$ 338,654	\$ 77,436		\$ 464,972
Simi Valley UZA	\$ -	\$ -	\$ -	\$ -	\$ 2,806,716	\$ 267,738	\$ -	\$ 3,074,454
Camarillo UZA³	\$ -	\$ -	\$ -	\$ -	\$ 2,082,807	\$ 134,894	\$ -	\$ 2,217,701
TOTAL FTA Funds	\$ 8,443,875	\$ 3,268,712	\$ 1,557,519	\$ 2,883,390	\$ 9,466,264	\$ 1,265,558	\$ 285,243	\$ 27,170,561

¹Metrolink FTA revenue for Simi Valley and Camarillo Areas is reported to Oxnard/Ventura Area.

²VCTC Intercity FTA Revenue for TO/Moorpark, Camarillo, and Simi Valley Areas is reported to Oxnard/Ventura Area.

³ Includes carryover

2020/21 POP EXPENSES

	Metrolink 5337 Funds ⁶	Metrolink 5307 Funds ⁶	VCTC/VE 5307 Funds	Countywide Planning ⁷	ADA ⁸	Local Bus/Capital ⁹	Bus/Pop 5339 Funds	Jobs Access Reverse Commute	TOTAL
Oxnard/Ventura UZA⁵	\$ 4,999,564	\$ 1,886,490	\$ 2,189,621	\$ 107,094	\$ 954,685	\$ 4,180,504	\$ 657,566	\$ 228,457	\$ 15,203,980
Gold Coast	\$ -	\$ -	\$ -	\$ 107,094	\$ 954,685	\$ 4,180,504	\$ 503,242		\$ 5,745,524
SCRRA/VISTA	\$ 1,536,447	\$ 130,025	\$ 1,837,792	\$ -	\$ -	\$ -	\$ 119,464		\$ 3,623,729
Simi Valley	\$ 1,925,411	\$ 976,458	\$ 80,274	\$ -	\$ -	\$ -	\$ 7,954		\$ 2,990,097
Camarillo	\$ 1,537,706	\$ 780,007	\$ 93,015	\$ -	\$ -	\$ -	\$ 9,216		\$ 2,419,944
Thousand Oaks/Moorpark JARC	\$ -	\$ -	\$ 178,539	\$ -	\$ -	\$ -	\$ 17,690	\$ 228,457	\$ 196,229
Thousand Oaks/Moorpark UZA	\$ 3,444,311	\$ 750,120	\$ 387,536	\$ 51,633	\$ 302,475	\$ 1,476,205	\$ 205,360	\$ 56,786	\$ 6,674,426
Thousand Oaks/Moorpark	\$ 3,444,311	\$ 750,120	\$ -	\$ 51,633	\$ 302,475	\$ 1,476,205	\$ 127,924		\$ 6,152,668
County Unincorporated ¹⁰ JARC	\$ -	\$ -	\$ 387,536	\$ -	\$ -	\$ -	\$ 77,436	\$ 56,786	\$ 464,972
Simi Valley UZA	\$ -	\$ -	\$ -	\$ 39,601	\$ 280,672	\$ 2,486,444	\$ 267,738	\$ -	\$ 3,074,454
Camarillo UZA	\$ -	\$ -	\$ -	\$ 21,673	\$ 142,877	\$ 1,918,257	\$ 134,894	\$ -	\$ 2,217,701
TOTAL FTA Costs	\$ 8,443,875	\$ 2,636,610	\$ 2,577,156	\$ 220,000	\$ 1,680,709	\$ 10,061,409	\$ 1,265,558	\$ 285,243	\$ 27,170,561
Available Revenue									\$ 27,170,561
Surplus (Shortfall)									\$ -

⁶Section 5337 and 5307 monies are combined to fund Metrolink services. Some Metrolink -generated 5307 funds swapped with Intercity STA funds to reduce Metrolink swap requirement.

⁷Countywide Planning cost is distributed based on population. Most cost covered by 5307 carryover including \$200,000 CARES carryover generated by Metrolink but reassigned to

⁸10% of 5307 apportionment.

⁹MAP-21 allows use of up to \$5,700,707 of Oxnard/Ventura funds and \$2,264,491 of Thousand Oaks/Moorpark funds for bus operating assistance.

¹⁰County Unincorporated includes revenue for portion of TO/Moorpark area outside of the two cities. These funds are used for Intercity

CARES Act Countywide Planning Amounts	
VCTC Bus Planning	556,000
Transit Planning & Programming	1,165,000
Regional Transit Information Center	306,000
Transit Outreach	563,000
VCTC Office Equipment for Stay at Home	60,000
TOTAL	\$ 2,650,000

All the above except VCTC Office equipment will replace other items that would be take off-the-top from either 5307 apportionments or the Transportation Development Act apportionments.

Section 5307 Distribution for VCTC Planning						
	19/20 POP			20/21 POP		
	Additional 19/20	Pre Prog 20/21	Total 20/21 Grant	Additional 20/21	Pre Prog 21/22	Total 21/22 Grant
VCTC Bus Planning		475,000	475,000		30,000	30,000
Senior/Disabled Planning/Evaluation		235,000	235,000			-
Fare Collection / APC Data Management		295,000	295,000		340,000	340,000
Fare/APC/AVL Equip Combined		280,000	280,000			-
Transit Planning & Programming		745,000	745,000		50,000	50,000
Transit Information Center		235,000	235,000			-
Transit Outreach*			-			-
Funded from CARES Carryover					(200,000)	(200,000)
Total VCTC planning	\$ -	\$ 2,265,000	\$ 2,265,000	\$ -	\$ 220,000	\$ 220,000
* Transit Outreach funded from CMAQ.						



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Item 8

DATE: June 11, 2020
MEMO TO: TRANSCOM
FROM: JUDITH JOHNDUFF, PROGRAM MANAGER
SUBJECT: GUIDELINES AND SCHEDULE FOR THE 2020 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS

RECOMMENDATION:

- Approve the Guidelines and Schedule for the 2020 Combined Call-for-Projects for FTA Section 5310 Large Urbanized Area (Seniors and Disabled) funds and Section 5307 Jobs Access/Reverse Commute (JARC) funds, and
- Appoint a TRANSCOM Subcommittee to Evaluate the Project Applications.

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 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/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final_032917_0.pdf

DISCUSSION:

Funding Availability Estimates: VCTC serves as the Designated Recipient for JARC funds and Section 5310 funds which are apportioned directly to Ventura County's large urbanized areas (Oxnard/Ventura and Thousand Oaks/Moorpark). Funds are allocated by VCTC for these programs on a competitive basis through a Call-for-Projects. It should be noted that Section 5310 funds are also available through a separate Caltrans statewide application process for projects in small urban and rural areas of the County such as Simi Valley, Camarillo, Santa Paula, and Fillmore.

Table 1 shows the breakdown of Section 5310 and JARC funds available for the two large urbanized areas in Ventura County for FY20/21 and FY21/22 as well as 2019 JARC funds provided under the Coronavirus Aid, Relief, and Economic Security (CARES) Act for projects that respond to COVID-19. 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.

Table 1: 2020 JARC/5310 Call-for-Projects				
Urbanized Area	JARC	JARC CARES	FTA 5310 Traditional*	FTA 5310 Expanded
Oxnard/Ventura	\$456,000	\$647,000	\$327,000	\$207,000
T.O./Moorpark	\$113,000	\$161,000	\$213,000	\$134,000
TOTAL	\$569,000	\$808,000	\$540,000	\$341,000

** 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.*

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

Table 2: Call-for-Projects Schedule	
July 23, 2020	Call-for-Projects Announced
August 28, 2020	Applications Due to VCTC
October 8, 2020	Review by Transit Operators Committee
November 6, 2020	Approval by VCTC
February 15, 2021	FTA Grant Approved

Guidelines for the 2020 Call for Projects: The proposed guidelines and project selection criteria for the proposed 2020 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.

TRANSCOM Subcommittee: If approved at the July, Commission meeting, the Call-for-Projects will be announced on July 23, 2020 with applications due to VCTC on August 28th. Staff will screen all applications to make sure projects are: 1) eligible for funds, 2) consistent with the recommendations of the Coordinated Public Transit-Human Services Plan, and 3) to ensure the recipient has the capability to deliver the project.

Once projects are determined to be eligible for funding they will be scored, ranked, and prioritized for funding in accordance with the scoring criteria adopted in the Guidelines. Staff recommends TRANSCOM appoint two members to assist staff in scoring and ranking the projects for funding.

VCTC 2020 CALL-FOR-PROJECTS GUIDELINES
Section 5310 Seniors and Individuals with Disabilities Funds
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. Additional funds are available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act for projects that respond to COVID-19.

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/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final_032917_0.pdf

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. JARC projects funded under the CARES ACT must be used for projects that respond to COVID-19.

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 and JARC CARES Act 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 sub-recipients for Traditional 5310 (except for Area Agency on Aging) must certify that they do not know of any nonprofit organizations that are readily available in their area to provide the proposed service.

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

FTA's Section 5310 program allows grantees to coordinate and assist in regularly providing meal delivery service for homebound individuals, if the delivery service does not conflict with providing public transportation service or reduce service to public transportation passengers.

IARC 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.
- Projects applying for CARES ACT funding must demonstrate how the project is responding to the effects of COVID-19.

At least 55% of the area's 5310 funds must be used on capital projects as described in the Traditional 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 and projects eligible for CARES Act funding 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/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final_032917_0.pdf

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.

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 and 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 including a cost/benefit calculation 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 and projects eligible for CARES Act funds 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.

Call-for-Projects Schedule	
July 23, 2020	<i>Call-for-Projects Announced</i>
August 28, 2020	<i>Applications Due to VCTC</i>
October 8, 2020	<i>Review by Transit Operators Committee</i>
November 6, 2020	<i>Approval by VCTC</i>
February 15, 2021	<i>FTA Grant Approval</i>



Item 10

June 11, 2020

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: AARON BONFILIO, PROGRAM MANAGER
SUBJECT: REGIONAL ELECTRONIC FARE MEDIA AND MOBILE TICKET PROGRAM

RECOMMENDATION:

- Receive and file update regarding VCTC's regional electronic fare media program, and mobile ticket program development.

DISCUSSION:

At the June 2020 Commission meeting, the Commission approved the Fiscal Year 2020/2021 VCTC Regional Transit Technology program budget and work plan. It included the work elements associated with maintaining and managing VCTC's regional electronic fare media. Since the discontinuation of the GOVENTURA smartcard program, VCTC and the county operators have cooperatively accepted magnetic stripe media, student ID's and other card programs as regional fare media in an effort provide better service to the customer and streamline activities administratively. However, throughout this time VCTC as well as many of the operators have looked forward to the next phase, which includes leveraging mobile technologies and advances such as contactless "EMV" bankcards.

At the July 2020 Commission meeting VCTC intends to release a Request for Proposals for a Regional Mobile Ticket and Advanced Fare Media Program. This agenda item is to provide the TRANSCOM committee an update and opportunity for discussion.