



**VENTURA COUNTY TRANSPORTATION COMMISSION  
CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**AGENDA\*  
TUESDAY, JANUARY 10, 2023  
1:30 P.M.**

*\*Actions may be taken on any item listed on the agenda*  
**The meeting will be held via ZOOM Webinar**  
**Please click the link below to access the webinar:**

<https://us02web.zoom.us/j/87866732193?pwd=TIRtUXByeFNXNjllaVdNNTBWRnYzdz09>

**Call-In Option:  
Dial: 1.669.900.6833  
Webinar I.D.: 878 6673 2193  
Passcode: 12345**

*On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. On June 11, 2021, the Governor subsequently issued Executive Order N-08-21 maintaining the suspension of certain provisions of the Brown Act to continue to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means through September 30, 2021. [In accordance with AB 361](#), VCTC meetings will continue to conduct its meetings by teleconference, its commissioners will participate in the meeting from individual remote locations, and no physical location will be open to the public for the Commission meeting.*

*Members of the public will be able to virtually view and participate in this meeting remotely. Members of the public who wish to address the committee/council on an item to be considered at this meeting are asked to please use/click the "Raise Hand" feature in Zoom (or \*9 if you are calling into the Zoom meeting) at the time the Chairperson requests public comments. The Host will then advise you when it is your turn to speak. Verbal public comments are limited to three minutes.*

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a committee/council meeting, please contact the Administrative Assistant at (805) 642-1591 ext. 111. Notification of at least 48 hours prior to meeting time will assist staff in assuring reasonable arrangements can be made to provide accessibility at the meeting.*

- ITEM 1           **CALL TO ORDER**
- ITEM 2           **INTRODUCTIONS & ANNOUNCEMENT**
- ITEM 3           **PUBLIC COMMENT**  
*Under the Brown Act, the committee/council should not act on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda. Committee/Council members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*
- ITEM 4           **ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**  
**Recommended Action:**  
  - *Elect a committee Chairperson and a Vice Chairperson to serve a one-year term.***Responsible Staff: Aubrey Smith**
- ITEM 5           **APPROVAL OF MINUTES**  
**Recommended Action:**  
  - *Waive the reading and approve the meeting minutes from September 2022.***Responsible Staff: Aubrey Smith**
- ITEM 6           **2023 MEETING SCHEDULE**  
**Recommended Action:**  
  - *Receive and file.***Responsible Staff: Aubrey Smith**
- ITEM 7           **GOLD COAST TRANSIT DISTRICT**  
**Recommended Action:**  
  - *Receive and file.***Responsible Staff: Vanessa Rauschenberger, GCTD**
- ITEM 8           **Transit Integration Efficiency Study (TIES)**  
**Recommended Action:**  
  - *Receive and file.***Responsible Staff: Claire Grasty**
- ITEM 9           **2022 FTA SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS CALL-FOR-PROJECTS PROJECT SELECTION**  
**Recommended Action:**  
  - *Receive and file.***Responsible Staff: Geiska Velasquez**
- ITEM 10          **GUIDELINES AND SCHEDULE FOR THE 2023 ACCESS FOR ALL CALL FOR PROJECTS**  
**Recommended Action:**  
  - *Receive and file.***Responsible Staff: Heather Miller**
- ITEM 11          **CHAIRPERSON'S REPORT**
- ITEM 12          **COMMITTEE REPORTS**
- ITEM 13          **ADJOURN TO TUESDAY, APRIL 10, 2023**



**Item 4**

**DATE: JANUARY 10, 2023**

**MEMO TO: CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE (CTAC)  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)**

**FROM: AUBREY SMITH, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING**

**SUBJECT: ELECTION OF OFFICERS**

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**RECOMMENDATION**

- That the Committee nominate and elect officers to the committee.

**BACKGROUND**

The officers of the Citizen's Transportation Advisory Committee (CTAC) and Social Services Transportation Advisory Council (SSTAC) shall be selected from among the membership of this committee each year by its membership, who shall serve a one-year term.

The chairperson of this committee is responsible for:

1. Calling for meetings of this committee,
2. Presiding at the committee meetings,
3. Assisting with agenda preparation,
4. Reporting to the Commission when called upon to do so,
5. Establishing subcommittees as necessary, and
6. Other such duties as directed by VCTC.

The vice chairperson serves in the chairperson's absence and performs other duties as directed by them.



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**CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL  
(CTAC/SSTAC)**

**Tuesday, September 13, 2022  
1:30 PM via ZOOM Meeting**

**MEETING MINUTES**

**CTAC MEMBERS PRESENT:** Miranda Patton, City of Camarillo (Chair)  
Joey Juhasz-Lukomski, City of Fillmore  
Marissa Rodriguez, City of Fillmore  
Chaise Rasheed, City of Thousand Oaks  
Chera Minkler, City of Ventura  
Sandra Aldana, VCTC at large

**MEMBERS ABSENT:** City of Moorpark (Vacant)  
City of Ojai  
City of Oxnard (Vacant)  
City of Port Hueneme (Vacant)  
City of Santa Paula (Vacant)

**SSTAC MEMBERS PRESENT:** Lupita Monreal, Mobility Management Partners

**VCTC STAFF PRESENT:** Martin Erickson, Executive Director  
Dolores Lopez, Regional Transit Planner

- 1. CALL TO ORDER**  
Chair Patton called the meeting to order at 1:32 p.m.
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA - None**
- 4. APPROVAL OF MEETING SUMMARY – JUNE 2022**

**ACTION**

**Kamhi moved, seconded by Minkler, that the committee approve the June 14, 2022 meeting summary. The motion passed unanimously.**

- 5. GOLD COAST TRANSIT DISTRICT**  
This item was rescheduled to January 10, 2023.
- 6. FISCAL YEAR 2023-24 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS (UTN) SCHEDULE, PROCEDURES, AND DEFINITIONS**

**ACTION**

**Rasheed moved, seconded by Aldana, that the committee approve the Fiscal Year 2023-23 Unmet Transit Needs definitions and schedule. The motion passed unanimously.**

**7. COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

Dolores Lopez provided a brief overview of the Coordinated Plan including the plan's purpose, overview, and next steps such as implementation of the findings, securing funds, etc.

**8. CHAIRPERSON'S REPORT**

Chair Patton shared that Jason Sagar with VCAA will no longer be on the committee as he has been promoted to another role. She also reported that Tony Tavares has been promoted to a state position and will no longer act as the representative to the Commission.

**9. COMMITTEE MEMBER REPORTS**

Chaise Rasheed shared that service is being restored to pre-pandemic levels. At the request of Vic Kamhi, Dolores Lopez and Martin Erickson reported on the new Youth Ride Free pilot program. Sandra Saldana reported that Cal Lutheran University would like to work with VCTC to coordinate transportation and/or parking plans. Martin Erickson announced that Gold Coast Transit District will be hosting a Clean Air Summit in October.

**10. ADJOURN TO JANUARY 10, 2023**

Chair Patton adjourned the meeting at 2:12 p.m.



Item 6

January 10, 2023

**MEMO TO:     CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE (CTAC)  
                  SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)**

**FROM:         AUBREY SMITH, PROGRAM MANAGER – REGIONAL TRANSIT PLANNING**

**SUBJECT:      MEETING SCHEDULE 2023**

**RECOMMENDATION:**

Receive and file the 2023 meeting schedule.

- Tuesday, January 10, 2023
- Tuesday, April 11, 2023
- Tuesday, June 13, 2023
- Tuesday, September 12, 2023



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Item 9

**DATE:** JANUARY 10, 2023

**MEMO TO:** CITIZEN TRANSPORTATION ADVISORY COMMITTEE/ SOCIAL SERVICES  
TRANSPORTATION ADVISORY COUNCIL

**FROM:** GEISKA VELASQUEZ, PROGRAM ANALYST

**SUBJECT:** 2022 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 LARGE  
URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS  
ACCESS/REVERSE COMMUTE (JARC) FUNDS CALL-FOR-PROJECTS PROJECT  
SELECTION

**RECOMMENDATION:**

- RECEIVE AND FILE

**BACKGROUND:**

The Ventura County Transportation Commission (VCTC) is the designated recipient of the FTA's annual apportionment of Section 5310 and 5307/JARC funds for the large-urbanized areas in Ventura County including the Oxnard/Ventura and Thousand Oaks/Moorpark Urbanized Areas.

- **FTA Section 5310:** The goal of the 5310 program is 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).
- **FTA Section 5307 JARC:** 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 FTA 5307/JARC funds are the primary funding source to support projects and strategies identified in VCTC's Coordinated Public Transit-Human Services Plan, and funds are allocated by VCTC for these programs on a competitive basis through a Call-for-Projects.

**DISCUSSION:**

**2022 Competitive Call-for-Projects:**

On June 3, 2022, VCTC approved the guidelines and schedule for the 2022 Competitive Call-for-Projects to allocate FY22/23 and FY23/24 FTA Section 5310 funds and 5307/JARC funds.

Table 2 shows the breakdown of Section 5310 and 5307/JARC funds available for the two large urbanized areas in Ventura County for FY22/23 and FY23/24 with available funding totaling \$3,081,444. This amount includes prior year carryover of 5310 funds. 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. FTA rules indicated that not less than fifty-five percent (55%) of the 5310 funds are required to be available for Traditional Section 5310 projects, which mostly includes capital projects.

**Table 2: Available Funding for Section 5310 and 5307/JARC Call for Projects 2022**

Urbanized Area (UZA)	FTA 5310 Traditional	FTA 5310 Expanded	FTA 5307 JARC
Oxnard/Ventura	\$ 876,923	\$ 577,892	\$ 658,360
Thousand Oaks/Moorpark	\$ 413,238	\$ 379,892	\$ 175,139
TOTAL	\$ 1,290,161	\$ 957,784	\$ 833,499

**Applications Received:**

The 2022 FTA 5310 and 5307/JARC Call-for-Projects was issued on June 3, 2022, and fifteen (15) applications were received, requesting a total of \$5,626,113 in funding, exceeding available funding by \$2,544,669.

**Screening and Prioritization:**

Staff first screened the project applications for FTA program eligibility with criteria including applicant eligibility, project eligibility, plan consistency and financial feasibility. All the project applications were determined to be eligible for funding except for one applicant, Ventura Transit System, Inc., which was determined to be ineligible for 5307/JARC funding according to FTA guidelines.

A subcommittee, appointed by TRANSCOM, including two members of TRANSCOM and a VCTC staff member then reviewed and scored the project applications utilizing the adopted criteria:

1. Goals and Objectives (20 points)
2. Project Implementation Plan (30 points)
3. Program Performance Indicators (20 points)
4. Communication and Outreach (20 points)
5. Emergency Planning and Preparedness (5 points)
6. Matching Funds (5 points) Note: private nonprofit organizations were awarded five (5) points
7. Bonus Points for Non-Transit Operator Applicants (5 points)

Each proposed project received a final average score, and the projects were then ranked by funding type (FTA 5307/JARC, FTA 5310 Traditional and FTA 5310 Non-Traditional) and each Urbanized Area's population share (Thousand Oaks/ Moorpark and Oxnard/Ventura) with the goal of funding as many of the highest-ranking projects as possible.

**Next Steps:**

Funds approved through this call for projects will be available for reimbursement after FTA approves the grants, which will likely occur in Spring of 2023. Once the grants are approved, FTA regulations allow project sponsors to receive reimbursement of eligible costs dated back to the VCTC approval of the program. Although staff has made every effort to accurately evaluate project feasibility based on FTA's requirements, there can be no guarantee of FTA approval of these projects until FTA awards the grants.

The Commission approved the programming of \$2,166,400 in Federal Transit Administration (FTA) Section 5310 Large Urbanized Area funds (Seniors and Disabled) and \$833,785 in FTA Section 5307 Jobs Access/Reverse Commute (JARC) funds for a total of \$3,000,185 for the projects listed in Attachment A in October 2022 on the recommendation of the Transit Operators Advisory Committee (TRANSCOM) on September 14, 2022.

**Attachment A**

Project Recommendations for 2022 FTA 5310 and FTA 5307/JARC Call-for-Projects											
Project Information			Grant Recommendations			Project Cost & Match			Average	Grant Funding Year	
UZA	AGENCY	PROJECT NAME	5307 JARC	5310 Expanded	5310 Traditional	Match \$	Match %	Total Project Cost	Score	FY 22/23	FY 23/24
Thousand Oaks/Moorpark	VENTURA COUNTY HUMAN SERVICES AGENCY	RAIN TLC WORK RELIABILITY TRANSPORT	\$ 148,000	\$ -	\$ -	\$ 36,000	20%	\$ 184,000	98	\$ 74,000	\$ 74,000
	EAST COUNTY TRANSIT ALLIANCE (T.O.)	SENIOR/ADA DAR VEHICLE LEASE	\$ -	\$ -	\$ 200,000	\$ 50,000	20%	\$ 250,000	91	\$ 100,000	\$ 100,000
	EAST COUNTY TRANSIT ALLIANCE (T.O.)	SATURDAY SENIOR/ADA SERVICE	\$ -	\$ 40,000	\$ -	\$ 10,000	20%	\$ 50,000	89	\$ 20,000	\$ 20,000
	CAMARILLO HEALTH CARE DISTRICT	CARE-A-VAN VEHICLE REPLACEMENT	\$ -	\$ -	\$ 168,000	\$ 42,000	20%	\$ 210,000	84	\$ -	\$ 168,000
	CITY OF THOUSAND OAKS	EMPLOYEE RIDESHARE OPERATIONS	\$ 50,000	\$ -	\$ -	\$ 50,000	50%	\$ 100,000	79	\$ 25,000	\$ 25,000
OXNARD/VENTURA	GOLD COAST TRANSIT DISTRICT	AGING ACCESSIBLE VEHICLE REPLACEMENT	\$ -	\$ -	\$ 640,000	\$ 160,000	20%	\$ 800,000	95	\$ 320,000	\$ 320,000
	GOLD COAST TRANSIT DISTRICT	LATE NIGHT & SUN RISE DEMO PROJECT	\$ 315,785	\$ -	\$ -	\$ 315,785	50%	\$ 631,570	93	\$ 147,785	\$ 168,000
	GOLD COAST TRANSIT DISTRICT	UNHOUSED EMPLOYMENT TRANSPORTATION (DEMO	\$ 320,000	\$ -	\$ -	\$ 320,000	50%	\$ 640,000	92	\$ 140,000	\$ 180,000
	HELP OF OJAI	SENIOR & PARATRANSIT VEHICLE PURCHASE	\$ -	\$ -	\$ 54,400	\$ 13,600	20%	\$ 68,000	78	\$ 54,400	\$ -
Countywide	VENTURA COUNTY AREA AGENCY ON AGING	VCAAA'S ELDERHELPP TRANSPORTATION PROGRAM	\$ -	\$ 690,000	\$ -	\$ 168,000	20%	\$ 858,000	93	\$ 345,000	\$ 345,000
	CAREGIVERS	TRANSPORTATION FOR FRAIL, LOW-INCOME SENIORS	\$ -	\$ -	\$ 150,000	\$ 215,698	59%	\$ 365,698	90	\$ 75,000	\$ 75,000
	INTERFACE CHILDREN & FAMILY SERVICES	211 RIDE - ONE CALL/ONE CLICK	\$ -	\$ -	\$ 224,000	\$ -	0%	\$ 224,000	88	\$ -	\$ 224,000
<b>Total Recommendation</b>			<b>\$ 833,785</b>	<b>\$ 730,000</b>	<b>\$1,436,400</b>	<b>\$1,381,083</b>		<b>\$4,381,268</b>		<b>\$1,301,185</b>	<b>\$1,699,000</b>



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Item 10

January 10, 2023

**MEMO TO: CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/SOCIAL SERVICES  
TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**FROM: HEATHER MILLER, PROGRAM MANAGER**

**SUBJECT: GUIDELINES AND SCHEDULE FOR THE 2023 ACCESS FOR ALL CALL FOR  
PROJECTS**

**RECOMMENDATION:**

- Receive and file.

**BACKGROUND:**

In September 2018, Senate Bill (SB) 1376 was signed into law requiring the California Public Utilities Commission (CPUC), as part of its regulation of Transportation Network Companies (TNCs) such as Uber and Lyft, to establish a program to improve the accessibility of persons with disabilities to on-demand transportation services. As a result, the CPUC established the "TNC Access for All Program" requiring TNCs collect a fee in the amount of \$0.10 for each TNC trip provided and remit such fees to the CPUC based on the geographic area (county) in which the trip originated. TNCs are able to request offsets of the fees collected should they elect to invest in improving their Wheelchair Accessible Vehicle (WAV) service in the county they serve. Remaining funds are set aside to distribute through approved Local Access Fund Administrators (LAFAs) to qualified "Access Providers" that establish on-demand transportation programs or partnerships meeting the needs of persons with disabilities.

In July, the VCTC adopted a resolution authorizing VCTC to serve as the Ventura County LAFA. VCTC received program funds in August and now seeks project proposals for the 2023 Access for All (AFA) Program to build WAV services in the region by selecting qualified Access Providers.

**DISCUSSION:**

The purpose of the Access for All Program is to incentivize the expansion and availability of on-demand transportation service for individuals with disabilities and those who need a wheelchair accessible vehicle. The program provides operating and capital assistance to qualified Access Providers through a competitive selection process with the goal of increasing on-demand WAV service in Ventura County. The available funding amount for this call for projects totals \$249,713.

Attachment "A" includes the Guidelines for the 2023 AFA call for projects. Eligible applicants include public agencies, not-for-profit organizations, and private/commercial entities. Eligible projects must increase the availability of on-demand WAV transportation in the County of Ventura. Applicants may apply for up to \$249,713 and no less than \$50,000. Matching funds are not required.

The solicitation for projects is a competitive selection process that will result in the award of available funds to eligible organizations after an evaluation and ranking of proposals by VCTC staff. Attachment “B” provides the AFA program’s application form. The project application addresses the priorities of the program and awards points based on the following request for information:

- Description of Agency’s Organization/Operations
- Description of Proposed Project
- Project Readiness and Technical Capacity
- Project Implementation Plan
- Project Outcomes/WAV Service Improvements
- Program Outreach
- Revenue/Expenses

VCTC staff will seek approval of recommended projects from the Transit Operators Advisory Committee (TRANSCOM) in March followed by the VCTC (Commission) in April 2023. Grant award is anticipated in May with funds available by June 2023. Funds must be expended by grantees by June 2024. VCTC will be posting program information, AFA Guidelines and application form on VCTC’s website at <https://www.goventura.org/work-with-vctc/grant-opportunities/>.

#### Eligible Applicants

“Access Providers” directly provide, or contract with a separate organization or entity to provide, on-demand WAV transportation to meet the needs of persons with disabilities. “WAV” means a vehicle equipped with a ramp or lift capable of transporting non-folding motorized wheelchairs, mobility scooters, or other mobility devices. “On-demand WAV transportation” means that the provider can fulfill trip requests within 24 hours through a service that does not follow a fixed route and/or schedule. Applicants are required to sign a Safety Protocol Declaration Form affirming compliance with program requirements during the terms the carrier acts as an Access Provider.

#### Eligible Projects

Eligible projects demonstrate improvements to response times for WAV service compared to the previous year or status quo in the Ventura County; improvements to the presence and availability of WAVs; and efforts to publicize and promote available WAV services and remove barriers to local disability communities. Eligible expenses can include operational costs, vehicle costs (purchase/lease), driver training/incentives, technology investments, ride fare subsidies, and outreach. A full list of eligible expenses can be found in the attached Guidelines.

#### Reporting Requirements

Access Providers receiving funding are required to report on a quarterly basis with data related to the proposed service provided in detail in the attached Guidelines.

#### Proposed Schedule for a Call for Projects

Public Notice for a call for projects is anticipated on January 9, 2023, subsequent to the Commission’s approval of the Guidelines, with applications due February 10. Approval of Access Provider(s) is expected in April with funds obligated no later than June 2023.

<b>Call for Projects Proposed Schedule</b>	
Approval of Access for All Guidelines by TRANSCOM	December 14, 2022
Approval of Access for All Guidelines by VCTC	January 6, 2023
Call for Projects Issued	January 9, 2023
<b>Project Applications due to VCTC</b>	<b>February 10, 2023</b>
Approval of Recommended Projects/Access Provider by TRANSCOM	March 8, 2023
Approval of Recommended Projects/Access Provider by VCTC	April 7, 2023

The Transit Operators Advisory Committee (TRANSCOM) approved the 2023 Access for All call for projects and Guidelines on December 14, 2022.



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**Ventura County Transportation Commission**

# **Access for All (AFA) Grant Program Guidelines**

December 2022

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## Overview

Ventura County Transportation Commission (VCTC) is seeking proposals from eligible entities to increase on-demand transportation service for people with disabilities within Ventura County. This solicitation is a competitive selection that will result in the award of available state funds to eligible organizations after an evaluation and ranking of proposals and the approval of funding awards by the VCTC.

The Access for All Grant Program provides operating and capital assistance to establish on-demand transportation programs or partnerships to meet the needs of persons with disabilities, specifically wheelchair users who need a wheelchair accessible vehicle (WAV). Eligible applicants include public agencies, not-for-profit organizations, and private/commercial entities. Eligible projects must increase the availability of on-demand WAV transportation in the County of Ventura. Eligible entities may apply for up to \$249,713 and no less than \$50,000. Matching funds are not required.

Applications and supporting documents must be emailed to [hmill@goventura.org](mailto:hmill@goventura.org) by 5 p.m. on Friday, February 10, 2023. Questions and requests for clarification for this call for projects must be directed in writing to Heather Miller at [hmill@goventura.org](mailto:hmill@goventura.org). The Application Form and Program Guidelines can be found on VCTC's website at <https://www.goventura.org/work-with-vctc/grant-opportunities/>.

Proposal submissions shall constitute a firm offer to VCTC for 90 days from the date of this call for projects closing. Once submitted, proposals become VCTC's property. This call for projects does not commit VCTC to award a contract, to pay any cost incurred in preparing a proposal, or to procure or contract for services.

No person or entity submitting a proposal in response to this call for projects, nor any officer, employee, agent, representative, relative, or consultant representing such a person (or entity) may contact through any means or engage in any discussion concerning this contract award with any VCTC Board member or any VCTC employee during the period between the call for projects being issued and the date contract(s) are awarded. Any such contact would be grounds for disqualifying the proposer. Contact with VCTC staff during such time period must be limited to technical questions and discussions leading to best and final offers.

## Background

In 2018, under the Transportation Network Companies (TNC) Access for All Act, the California Public Utilities Commission (CPUC) established a TNC Access for All Program to incentivize expansion and accessibility of TNC on-demand services (such as Uber and Lyft) for persons with disabilities and those who need a wheelchair accessible vehicle (WAV).

The program is funded by collecting a \$0.10 Access Fee from each TNC trip originating in Ventura County and administered by Local Access Fund Administrators (LAFAs), such as Regional Transportation Planning Agencies (RTPAs) and County Transportation Commissions (CTCs). In July 2022, the VCTC (Commission) authorized VCTC to serve as the Ventura County LAFA. The LAFA is

responsible for developing the AFA program for the region, engaging with community stakeholders, and establishing a process for procuring WAV access providers through a competitive solicitation. Access Providers are organizations or entities that can provide WAV service similar to that of TNCs but require additional financial resources to do so.

VCTC currently has \$249,713 in available funds from Cycle 2 (FY 2021) of the program. The CPUC requires the LAFA to award contracts to access providers by July 1 of the following year, and selected access providers must liquidate the awarded funds within 12 months. The following is the proposed schedule for the 2023 AFA RFP:

Call for Projects Proposed Schedule	
Approval of Access for All Guidelines by TRANSCOM	December 14, 2022
Approval of Access for All Guidelines by VCTC	January 6, 2023
Call for Projects Issued	January 9, 2023
<b>Project Applications due to VCTC</b>	<b>February 10, 2023</b>
Approval of Recommended Projects/Access Provider by TRANSCOM	March 8, 2023
Approval of Recommended Projects/Access Provider by VCTC	April 7, 2023
Contract Award	June 1, 2023

### Eligible Applicants

Eligible applicants for Access for All funds must directly provide, or contract with a separate organization or entity to directly provide, on-demand WAV transportation to meet the needs of persons with disabilities.

For the purposes of the Access for All Program, the CPUC identifies eligible Access Providers as transportation carrier[s] that hold a Commission-issued permit or a non-permitted transportation carrier that can provide documentation of the following with their application:

- **Background checks:** Carriers must perform background checks that meet or exceed what is required of Transportation Network Companies (TNCs) under the TNC application form.
- **Insurance:** Carriers must have insurance equivalent to or higher than what is required of charter-party carriers under General Order 115.
- **Controlled substance and alcohol testing:** Carriers must be enrolled in a controlled substance and alcohol-testing program.
- **Secretary of State Registration:** Carriers must have their articles of incorporation filed with the Secretary of State.
- **Motor Carrier Profile with California Highway Patrol (CHP):** Carriers must complete the CHP 362 Motor Carrier Profile and obtain a CA Number from the CHP.

The approved non-permitted carrier shall submit a declaration to VCTC affirming compliance with each of the requirements and that each requirement is in effect during the term the carrier operates as an Access Provider. The Declaration is included in the application package.

TNCs may apply as Access Providers if they are providing new WAV service in the geographic area or the TNC certifies that the TNC’s collected fees during the Exemption Year were exhausted to provide WAV services.

### Eligible Expenses

Eligible projects demonstrate improvements to response times for WAV service compared to the previous year and/or status quo in the county, the presence and availability of WAVs, and efforts to publicize and promote available WAV services to disability communities. Eligible expenses can include vehicle costs, partnership costs, marketplace costs, operational costs, and fare subsidies. A more detailed list of eligible WAV expenses is included in Appendix B.

For Access Providers that provide WAV services for a TNC, the Access Provider shall not use Access Fund moneys for trips that are compensated by a TNC. Accordingly, VCTC is permitted to request additional information from Access Provider applicants as necessary to sufficiently review the application. An Access Provider applicant shall disclose whether it is a current or former service provider for a TNC. The Access Provider applicant must demonstrate to VCTC that any Access Fund monies will not be used for services that are compensated by a TNC.

Ineligible projects and activities are those that do not align with program goals and objectives. The following activities and expenses are ineligible through the grant program:

- Administrative costs of persons employed by the Grantee for activities not directly related to the preparation and adoption of the proposed activity or activities;
- Costs for work performed prior to award notice to the Grantee;
- Claims or litigation costs.

### Progress Reporting Requirements

Access Providers receiving funding are required to report on a quarterly basis (within 30 days after the end of each quarter) data related to the Program to VCTC. Reporting requirements are listed below, and templates are available for some requirements. Reporting templates for Access Providers can be accessed [here](#) (see Reporting Templates). For more information on reporting, see Appendix C.

- Number of Unique WAVs in Operation (Template)
- Number and percentage of WAV trips completed, not accepted, cancelled by passenger, cancelled due to passenger no-show, and cancelled by driver (Template)
- Completed WAV trip request response times (Template)
- Evidence of outreach (Template)
- Certification of Driver Training
- Report of WAV Driver Training Programs (Template)
- Certification of Inspection
- Number of complaints (Template)

### Application Instructions and Scoring

Submit the application and supporting material to VCTC by 5:00 pm on February 10, 2023, via email to [hmillier@goventura.org](mailto:hmillier@goventura.org). The entire signed application (including the Safety Protocol Declaration Form) and all attachments must be included in the electronic copy, preferably in a single pdf file.

Applications are to be complete and final. The Application Form and Program Guidelines can be found on VCTC's website at <https://www.goventura.org/work-with-vctc/grant-opportunities/>.

VCTC staff will screen applications based on requirements in the Eligibility section and prioritize funding to providers that can provide trips within the shortest response times (time between trip request and passenger pick-up time). However, if there are no applicants who can provide such on-demand service, VCTC will accept applications from other providers, so long as those providers' services do not follow a fixed-route or schedule. Applications will be scored based on the point value given to their applications. There is opportunity for VCTC to contract with multiple access providers. In that event, application scores will be used to apportion funding.

Application materials and attachments submitted to the VCTC in response to its FY 2023 Solicitation for Proposals for the Access for All Program are not considered confidential. Application contents and attachments received by VCTC are considered public records. Applicants should not include confidential information such as client names, addresses, specific medical diagnoses, telephone numbers, and other personal information.

## Appendix A: Glossary of Terms

**Access for All (AFA)** refers to the TNC Access for All Program, created by the California Public Utilities Commission to implement [Senate Bill \(SB\) 1376](#) or the Access for All Act (Hill: 2018). In this Call for Projects, AFA also refers to the VCTC Access for All Program.

**Access Provider** means an organization or entity that directly provides, or contracts with a separate organization or entity to provide, On-Demand Transportation to meet the needs of persons with disabilities, as defined in Public Utilities Code Section 5431.5(a).

**Americans with Disabilities Act (ADA)** prohibits discrimination against and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation (42 U.S.C. § 12101 et seq.).

**California Public Utilities Commission (CPUC)** is a regulatory agency that regulates privately owned public utilities in the state of California, including TNCs. The CPUC was required to establish a program relating to accessibility for persons with disabilities as part of its regulation of TNCs under the implementation of SB 1376.

**Direct Cost** is an expense that can be directly assigned to a grant-funded project relatively easily with a high degree of accuracy.

**Fixed-Route Transportation** uses buses, vans, light rail, and other vehicles to operate a transportation service on a predetermined route according to a predetermined schedule.

**Fulfilled Trip** means a trip is requested by a rider, the trip is accepted by a provider, and the rider reaches their requested destination.

**Grantee** is an organization that has been awarded funding through the Access for All Grant Program and has entered into a grant agreement with VCTC.

**Indirect Cost** is an expense incurred for a common or joint purpose benefitting more than one grant-funded project that cannot be readily assigned to a specific grant, contract, or other activity, without effort disproportionate to the results achieved.

**Net Project Cost** is calculated as the Total Project Cost less any revenue generated through the project.

**Non-scalable Project** is a project whose Project Scope of Work cannot be reduced because doing so (a) is not possible, (b) would create an incomplete project that contributes little to the grant program goals or provides little value to those intended to benefit from the project, and/or (c) would have scored substantially differently in the competitive process with a reduced Project Scope of Work.

**Notice to Proceed** is the written authorization VCTC issues to a Grantee after a Grant Agreement has been executed to allow for a project to begin. The Notice to Proceed includes the date the Grantee can incur expenses that may be eligible for reimbursement.

**On-Demand Transportation** means a transportation service that does not follow a fixed route or schedule and the provider can fulfill trip requests within twelve hours.

**Period of Performance** is the total time interval between the start of an awarded project that has received a Notice to Proceed, and the project's planned end date as specified in the Grant Agreement or, if applicable, an amendment to the Grant Agreement.

**Response Time** is the elapsed time between when a trip is requested and when the passenger is picked-up.

**Scalable Project** is a project whose Project Scope of Work can be reduced and still further the grant program goals while providing significant value to the public intended to benefit from the project. VCTC staff will consider how the project would have scored in the competitive process if the Project Scope of Work were reduced. If the project would have scored substantially the same with the scaled-down Project Scope of Work and the scaled-down project would further the grant program goals and provide significant value to the public intended to benefit from the project, then the project may be scaled.

**Total Project Cost** is calculated as the sum of the grant award.

**Transportation Network Company (TNC)** is an organization, whether a corporation, partnership, sole proprietor, or other form, operating in California that provides prearranged transportation services for compensation using an online-enabled platform to connect passengers with drivers using their personal vehicles.

**Wheelchair-Accessible Vehicle (WAV)** means a vehicle equipped with a ramp or lift capable of transporting non-folding motorized wheelchairs, mobility scooters, or other mobility devices, as defined in Public Utilities Code Section 5431.



Appendix B: Eligible Expenses

Table 3: Eligible WAV Expenses

<b>Eligible WAV Expenses Adopted in <a href="#">D.20-03-007</a></b>
<b>Vehicle Costs</b>
Lease/Rental/Purchase Costs
Rental Subsidies for Driver
Inspections
Maintenance, Service & Warranty
Fuel Cost
Cleaning Supplies/Services
Other (Describe)
<b>Partnership Costs</b>
Transportation Service Partner Fees/Incentives and/or Management Fees
Vehicle Subsidies
Consultants/Legal
Other (Describe)
<b>Marketplace Costs</b>
Recruiting
Driver Onboarding
Training Costs
Driver Incentives
Promo Codes for WAV
Other (Describe)
<b>Operational Costs</b>
Marketing Costs
Technology Investments/Engineering Costs/Enhancements
Community Partnership/Engagement Costs
Rental Management
Pilot Management
Wages, Salaries and Benefits (non-maintenance personnel)
Other (Describe)
<b>Other (Describe)<sup>47</sup></b>

<sup>47</sup> For example, ride fare subsidies.

## Appendix C: Reporting Requirements

Quarterly Reporting as follows:

1. **Number of Unique WAVs in Operation** – by quarter and aggregated by hour of the day and day of the week. “In operation” is defined when a WAV: (a) is available to receive a trip request in that quarter/hour/day or (b) has accepted a trip request in that quarter/hour/day.
2. **Number and percentage of WAV trips completed, not accepted, cancelled by passenger, cancelled due to passenger no-show, and cancelled by driver** – by quarter and aggregated by hour of the day and day of the week.
3. **Completed WAV trip request response times** - in deciles, as well as broken out by Period A (time elapsed from when a trip is requested until the trip is accepted) and B (time elapsed from when a trip is accepted until the vehicle arrives). Response time is the elapsed time between when a trip is requested and when the passenger is picked-up (Period A plus Period B). For example, the Access Provider shall report that 10 percent of all trip requests originating in a geographic area and quarter were fulfilled in X response time minutes, 20 percent were fulfilled in X response time minutes, etc. In addition, the Access Provider shall report that the Period A time was X minutes for 10 percent of completed trips, that the Period B time was X minutes for 10 percent of completed trips, etc. Accordingly, to verify the Access Provider’s WAV response times, the Access Provider shall provide WAV trip response times in deciles, as well as Periods A and B in deciles, by quarter.
4. **Trip Completion Rate** – % completed WAV Trip Requests. Calculated by dividing total trips completed by total requested unique trips, multiplied by 100%.
5. **Evidence of outreach** - to publicize and promote available WAV services to disability communities, how the partnership promoted WAV services, and marketing or promotional materials of those activities.
6. **Certification of Driver Training** – Certification that all WAV drivers operating on its platform have completed driver training on transporting peoples with disabilities within the past three years, including sensitivity training, passenger assistance techniques, accessibility equipment use, door-to-door service, and safety procedures.
7. **Report of WAV Driver Training Programs** – List of driver training programs completed and number of WAV drivers that completed each training in that quarter.
8. **Certification of Inspection** - that all WAVs operating on its platform have been inspected and approved to conform with the ADA Accessibility Guidelines for Transportation Vehicles within the past year.
9. **Number of complaints** - received related to WAV driver or WAV services, categorized as follows: securement issues, driving training, vehicle safety and comfort, Service animal issue, stranded passenger, and others.
10. **Funds Expended** – Itemized list of eligible activities funded through this program.
11. **Contract Information** – Identify the parties to the contract, the duration, the amount spent on the contract, and how the amount was determined.
12. **Safety Protocol Declaration Form** – Certify under penalty of perjury to comply with Safety Protocols.



**Ventura County Transportation Commission**

## **Access for All (AFA) Grant Program**

to expand access to Wheelchair Accessible Vehicle (WAV)  
demand-responsive transportation in Ventura County

### **FY 2023 AFA Competitive Grant Application**

**Application Deadline: 5:00 pm on Monday, February 10, 2023**  
via email to [hmillers@goventura.org](mailto:hmillers@goventura.org)

For additional information, refer to VCTC's website at  
<https://www.goventura.org/work-with-vctc/grant-opportunities/>

**PART I: GENERAL INFORMATION**

Name of Agency or Organization:
Project Title:
Project Description (Brief):
Total Funding Request: \$

**Application Information**

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person (Name and Title): \_\_\_\_\_

E-mail of Contact Person: \_\_\_\_\_

Phone (Area code + Number): \_\_\_\_\_

**Funding Category**

- Capital       Operating

**Applicant Eligibility (Select only one)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Permitted Transportation Carrier<br>Permit No. _____ | <input type="checkbox"/> Non-Permitted Transportation Carrier<br>Documents Attached:<br><input type="checkbox"/> Background Checks<br><input type="checkbox"/> Insurance<br><input type="checkbox"/> Controlled Substance and Alcohol<br><input type="checkbox"/> Testing Secretary of State Registration<br><input type="checkbox"/> Motor Carrier Profile with CHP | <input type="checkbox"/> TNC that Meets Requirements<br><input type="checkbox"/> Attestation Attached |
|---|--|---|

**AUTHORIZATION**

I, \_\_\_\_\_, am the person duly authorized to sign this this application and associated certifications on behalf of my agency/organization. I also acknowledge that the information in this application package is a public record. To the best of my knowledge and belief, all data in this application is true and correct. My agency/organization will comply with applicable Certifications, VCTC Funding Agreement, and VCTC requirements if financial assistance is awarded.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Name of Agency/Organization

**PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA**  
**ACCESS FOR ALL**  
**SAFETY PROTOCOL DECLARATION FORM**

Carrier Name (Access Provider): \_\_\_\_\_ PSG # (if applicable): \_\_\_\_\_

Pursuant to [Decision 21-11-004](#) Ordering Paragraph 12, all eligible Access Providers must comply with the following Safety Protocols:

- ✓ **Background checks:** Access Providers must perform background checks that meet or exceed what is required for a TNC under the Instructions for TNC Application Form.<sup>1</sup>
- ✓ **Insurance:** Access Providers must have levels of insurance that are equivalent or higher than what is required for charter-party carriers under [General Order 115](#).<sup>2</sup>
- ✓ **Driver training:** Access Providers must have certification that their drivers have completed WAV driver training on transporting people with disabilities within the past three years including but not limited to the following:
  - Sensitivity training
  - Passenger assistance techniques
  - Accessibility equipment use
  - Door-to-door service
  - Safety procedures
- ✓ **Controlled substance and alcohol testing:** Access Providers must be enrolled in a controlled substance and alcohol testing program.
- ✓ **Secretary of State registration:** Access Providers must have their articles of incorporation filed with the Secretary of State.
- ✓ **Motor Carrier Profile with CHP:** Access Providers must complete the [California Highway Patrol \(CHP\) 362 Motor Carrier Profile and obtain a CA Number from the CHP](#).
- ✓ **Inspection:** Access Providers must have certification that all WAVs have been inspected and approved to conform with the American with Disability Act Accessibility Specifications for Transportation Vehicles within the past year, including the “19-point” vehicle safety inspection as required in both the TCP<sup>3</sup> and TNC<sup>4</sup> permitting process.

In addition, pursuant to Decision 21-03-005 Ordering Paragraph 22, Access Providers offering wheelchair accessible vehicle services shall place the International Symbol of Accessibility on vehicles providing WAV service in the following locations: passenger side door (below door handle) and rear of vehicle (right side above bumper).

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<sup>1</sup> [Basic Information for Transportation Network Companies and Applicants](#) at 4.

<sup>2</sup> General Orders are available online at <https://www.cpuc.ca.gov/generalorders/>.

<sup>3</sup> General Order 157-E at 9:

<https://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M322/K150/322150628.pdf>

<sup>4</sup> [Basic Information for Transportation Network Companies and Applicants](#) at 9 and 10.

**PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA  
ACCESS FOR ALL  
SAFETY PROTOCOL DECLARATION FORM**

Carrier Name (Access Provider): \_\_\_\_\_ PSG # (if applicable): \_\_\_\_\_

Access Providers shall be responsible for ensuring compliance with these requirements and shall maintain records of such compliance if applicable for the duration of the program, which is scheduled to sunset on January 1, 2026. The CPUC and/or the Local Access Fund Administrator may request supporting documentation at any time.

**CERTIFICATION**

**I (we) certify (or declare), under penalty of perjury, that I (we) have read and understand the above requirement and must have completed the safety protocols above, and that I (we) am (are) to and will comply with it. I (we) certify (or declare), under penalty of perjury, that the foregoing is true and correct.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Applicant/Officer

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Signature of Corporate Officer

\_\_\_\_\_  
Title of Corporate Officer

## **Access for All Application Questions (100 points)**

### **Part I: General Information (25 points)**

- A. Description of Applicant Agency/Organization's Operations** *(10 pts - include WAV transportation services currently managed, # WAV vehicles in operation, WAV trips completed, trip request response times, how rides are deployed, existing or proposed service areas with map/zip codes, days/hours of service, driver training, etc.)*

**Part I: General Information**

- B. Description of the Proposed Project** *(15 pts – what is your proposal for increasing on-demand WAV availability in Ventura County? Describe the scope, schedule, and budget for the proposed project)*



**Part II: Project Implementation, Objective and Benefits (75 points)**

- A. Project Readiness and Technical Capacity** *(15 pts - applicant should demonstrate an ability to begin offering on-demand WAV services within 30 days of funding agreement execution; identify key personnel/experience or third-party access providers if applicable)*

## **Part II: Project Implementation, Objective and Benefits**

- B. Project Implementation Plan** *(20 pts - describe project goals, operational plan including day-to-day operations, dispatch, service area, fare collection, fare parity, performance tracking tools, complaint procedures, driver training, etc.)*

**Part II: Project Implementation, Objective and Benefits**

- C. WAV Service Improvements** *(15 pts - describe how your program will improve WAV availability and response times in Ventura County; provide an estimate of hourly number of WAVs resulting from the proposed improvement compared to current availability)*

## **Part II: Project Implementation, Objective and Benefits**

- D. Program Outreach** *(15 pts - describe how the project was developed; provide an outline of planned outreach efforts to promote available WAV services to disability communities including any partnerships)*

## **Part II: Project Implementation, Objective and Benefits**

- E. Expenses/Revenue** *(10 pts – list estimated expenses for this program including operating costs, wages & salaries, maintenance & repair, fuel, insurance, contract services, etc.; list estimated income by source categorized by passenger revenue, other revenue, total grants and/or subsidies)*