

**To:** Operations and Scheduling Committee  
**From:** Anne Muzzini, Director of Planning and Marketing  
**Reviewed By:**

**Date:** March 27, 2011

**SUBJECT:** Community Van Program

**SUMMARY OF ISSUES:**

The Community Van Program was developed as a way to support nonprofit community agencies that provide transportation to ADA eligible riders. Used vans were given to agencies through a process that ensured that they were able to provide insurance, maintain it, and certification that they were providing trips to individuals who would be LINK riders otherwise.

Board authorization: The general manager was authorized to implement the community van program in Resolution 2006-025 which is attached.

Vans available: Staff has analyzed the forty two vans due for replacement and has picked the ten in the best condition. Mileage on the selected vehicles range from 198,000 to 270,000 miles.

Funding: There is a grant (Lifeline) approved to fund maintenance expenses incurred by agencies for these vans, however the match requirement is 50%. In 20006 agencies were given a \$5,000 credit paid on a reimbursement method.

Agencies: These successfully met the requirements in the 2006 program: Mt. Diablo Rehab., City of San Ramon Senior Center, City of Lafayette Senior Transportation Project, and the Contra Costa ARC (Assoc. of Retarded Citizens).

Process:

- 1) Staff will solicit applications (attached) from Community Based Organizations. Applications will be evaluated in terms of the criteria of the program:
  - Financial capacity and ability to operate the vehicle
  - Service to ADA rider population
  - Willingness to sign certifications and assurances
- 2) Review of applications at staff, and advisory committee level.
- 3) Board award and contract approval

**RECOMMENDATIONS:**

Staff recommends that the O&S Committee support implementation of the 2011 Community Van Program and that ten 2002 retired vans be made available.

## Community Connection Van Application Requirements

1. Description of your Community Based Organization, including
  - a. Number of Years in Existence
  - b. Program location and hours of operation
  - c. Mission or Purpose
  - d. Major client group and where they live
  - e. Program eligibility criteria
  - f. Number of clients
  - g. Legal status (non profit, government sponsored, etc)
  - h. Major funding Sources
  - i. Governing body description and organizational chart
  - j. Description of how the CBO coordinates service with other agencies, if applicable
2. Description of need for the vehicle, including
  - a. Number of vehicles owned now
  - b. Whether or not your program includes the use of fixed route transportation for those clients that can use fixed route
  - c. How clients currently access services
  - d. How having the van will benefit your program clients
3. Description of how the CBO will meet the ADA rider criteria
  - a. Provide information on how the CBO will meet the minimum criteria of 50 trips per month to ADA eligible clients. How many trips per month will the CBO provide with this vehicle, and how many of those trips will be provided to ADA eligible individuals
  - b. If CBO can exceed the 50 trips per month, please describe how many additional trips can be expected per month, and the basis for this assumption (extra points will be given for those who can exceed 50 trips per month)
4. Financial Capacity
  - a. Description of funding sources, and a five year funding history
  - b. Most current agency/program financial audit
  - c. Transportation budget including: one year drivers salary, benefits, insurance premiums, fuel cost.
5. Certifications and Assurances:
  - a. CBO will: repaint vans, provide insurance, provide necessary reports, agrees to terms and conditions, cover all operating cost.

RESOLUTION NO. 2006-025

BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY

\* \* \*

**AUTHORIZING THE GENERAL MANAGER TO IMPLEMENT A PROGRAM FOR USE OF SURPLUS  
LINK VANS BY COMMUNITY BASED PROGRAMS**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, the CCCTA Board of Directors desires to support community based programs that provide or wish to provide transportation services to elderly and disabled persons in support of CCCTA goals and the goals of the community based programs; and

WHEREAS, CCCTA has surplus vans which have been replaced through the MTC Capital Priorities process that still maintain a useful life; and

WHEREAS, CCCTA has established guidelines to make these vans available to community based programs that provide both protection for CCCTA and opportunities for the community based organization that receives the vehicle; and

WHEREAS, the provision of these vans to community based programs will ease the demand on LINK for service to some ADA eligible individuals and, at the same time, be available to provide transportation through the community based organization to other individuals.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority, that the General Manager, or his designee, is hereby authorized to implement a program to make surplus LINK vans available to community based programs in a manner that releases CCCTA from liability and also supports the use of the vehicle for the provision of transportation to ADA eligible individuals that might otherwise use LINK in a form approved by CCCTA Legal Counsel.

Regularly passed and adopted this 15th day of December, 2005 by the following vote:

AYES: Directors Angeli, Dessayer, Horn, Hudson, Manning, Rainey, Schroder, and Uilkema

NOES: None

ABSTENTIONS: None

ABSENT: Directors Hoffmeister, Shimansky and Wheatland

\_\_\_\_\_  
Susanne Angeli, Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Janet Madrigal, Clerk to the Board