

To: County Connection Advisory Committee **Date:** June 23, 2011

From: Mary Burdick, Manager of Marketing & Public Relations

Reviewed By:

SUBJECT: Community Van Program

SUMMARY OF ISSUES: The Community Van Program was developed in 2006 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.

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: CCCTA will fund 50% of the maintenance expenses with approved Lifeline grant funds for two years – as long as these funds remain available. The CBO must pay the 50% match.

Process:

- 1) Staff will solicit applications 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) Award and contract approval

Timeline:

- 1) June 21, 2011 - Applications released
- 2) August 18, 2011 - Applications due
- 3) September 1, 2011 - Award

RECOMMENDATIONS: Select a member of the Advisory Committee to participate in reviewing and scoring the applications which will take place between August 18 and August 24, 2011.

ATTACHMENTS:

- 1) Cover letter to CBO's
- 2) Application and process information
- 3) Community van application

The County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 www.cccta.org

June 20, 2011

Community Based Organizations
Re: CCCTA's Community Connection Van Program 2011

To Whom it May Concern,

The Central Contra Costa Transit Authority (CCCTA) is pleased to announce that it will be donating ten vans to community based organizations that serve the elderly and disabled populations in Central Contra Costa County. The vans have been used in LINK paratransit service and are being replaced with new equipment.


The ten vans are wheelchair accessible, can carry up to 15 passengers, and have been used for seven years in LINK service. They have between 200,000 and 300,000 miles on them. A New Freedom grant in the amount of \$62,500 will be used to reimburse successful applicants for 50% of their van maintenance expenses until the funds are gone.

If your agency has a need for an accessible van to transport ADA eligible riders, then you may be interested in submitting an application. A description of the process, program requirements, and the application are attached and can be found online at cccta.org. Applications are due August 18th 2011.

Sincerely,

Anne Muzzini
Director of Planning and Marketing

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek



Van Application Process and Requirements

*Central Contra Costa Transit Authority
2477 Arnold Industrial Way
Concord, CA 94520*

**Important Questions about the
Community Connection Van Program**

If, after reading this page, your organization does not fit the required profile, PLEASE do not submit an application!

1. What is the purpose of the Community Connection Program?

The program is intended to provide surplus accessible vans that are no longer used in the LINK program (County Connection's Americans with Disabilities Act (ADA) dial-a-ride service) to Community Based Organizations so that they can provide transportation to their organization's clients while at the same time reducing the demand for LINK service by serving people in their organization who would otherwise use LINK for their trips.

2. What do you mean by "Community Based Organization"?

A "Community Based Organization" is a program operated by a non-profit agency, community coalition, local city, or other public organization which has as its mission services to people with disabilities or the elderly. The organization can serve other client groups, but elderly and disabled clients must be their focus in order to receive a van. The organization must be based in and serve clients in the Central Contra Costa communities of Alamo, Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pacheco, Pleasant Hill, San Ramon, or Walnut Creek.

3. What will County Connection Provide?

The County Connection will provide one van that is in good running order, complete maintenance records, free driver training, and reimbursement for 50% of the maintenance costs in the first two years as long as the New Freedom grant funds (\$62,500) last. The maintenance costs may include repainting. CCCTA funds must be matched with CBO funds.

4. What must the Community Based Organization provide?

The Community Based Organization must paint the vehicle so that it no longer can be mistaken for a LINK van; provide insurance, drivers, fuel, maintenance, new tires when needed, and all other operating costs. It must also provide at least 50 trips each month for two years to ADA eligible clients who would otherwise be using LINK for their trips.

5. How does the County Connection know that the program is carrying ADA eligible clients?

The organization receiving the van must submit monthly reports to County Connection listing the names and addresses of clients carried during the past month. These names will be compared to the regional ADA eligibility database to determine if they meet the criteria for LINK service. If an organization is unsure whether any client is in the database, they can call LINK to verify the client's eligibility. Some ADA eligible users have a record of their ADA identification numbers.

6. What if my organization carries passengers who are not ADA eligible?

If you think that any of the passengers you carry could be ADA eligible by virtue of a disability that prevents them from using the regular County Connection bus routes, you can help them apply for eligibility under the ADA.

However, not all of the clients must be ADA eligible, as long as at least 50 trips per month are provided to those who are ADA eligible.

7. What if my organization cannot meet the 50 ADA trips per month requirement?

Organizations that cannot meet this requirement are not eligible to receive a van. If an organization that has stated that it will meet the requirement receives a van and later cannot comply with this requirement, County Connection will discontinue subsidizing the maintenance of the van. We are confident that there are a sufficient number of organizations in Central Contra Costa County who can meet this requirement so that this will not become a problem.

8. How long can my organization keep the van?

The van is the organization's to keep for as long as they choose. Agreements with organizations receiving the vans will be for two consecutive one year terms, with an evaluation done on the program at the end of the first year to determine if a second year is feasible.

After two years, the community based organization is released from any reporting requirements to the County Connection and County Connection is released from paying for 50% of the maintenance.

10. How will County Connection determine who receives a van?

Applications will be screened to ensure that the applicant has met the basic criteria, such as organization type and location. Applications will then be scored according to the following criteria:

1. A description of the CBO, including: (10 points)
 - Number of years in existence
 - Program location and hours of operation
 - Mission or purpose
 - Major client group and where they live
 - Program eligibility criteria, if applicable (i.e., how you determine who is eligible for your program's services).
 - Number of clients
 - Legal status (non profit, government sponsored, etc)
 - Major funding sources
 - Governing body description and organizational chart
 - A description of how the CBO coordinates service with other agencies, if applicable.

2. A description of need for the vehicle, including: (10 points)
 - Number of vehicles owned now, how those vehicles were funded, and/or how they will be replaced
 - Whether or not your program includes the use of fixed route transportation for those clients that can use fixed route
 - How clients currently access services
 - How having the van will benefit your program clients

3. A description of how the CBO will meet the ADA rider criteria (20 points)
 - 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
 - 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 (10 points)
- Description of Funding sources, and a five year funding history
 - Most current agency/program financial audit
 - Transportation budget including:
 - Driver salaries and benefits
 - Insurance premiums
 - Fuel costs
 - Administrative support costs
 - Any other costs
5. Certifications and Assurances (pass or fail)
- CBO will repaint vans at its own cost
 - CBO will provide insurance and indemnify both CCCTA and Laidlaw
 - CBO will provide necessary reports
 - CBO understands that vans are for one year increments
 - CBO agrees to cover all costs of operation of van except as specified in the agreement with CCCTA.
 - CBO accepts all other terms and conditions of receipt of vehicle

Scoring the Applications:

1. Program description: Higher ratings will be given to established CBOs which have been active in Contra Costa County for longer periods of time. Organizations that demonstrate a high degree of coordination or innovation in service delivery will be given higher ratings. Examples of such innovation or coordination include vehicle sharing, use of volunteer drivers, partnerships with other organization or the business community, etc. ***Organizations and their clients must be located in the CCCTA service area.***

2. Need: Organizations that currently do not own vehicles will be rated higher. Organizations that rely primarily on LINK to get their clients to their program will be score higher. Organizations that do not have other funding sources to provide vehicles will be scored higher.

3. Meeting the ADA Criteria: If an organization can exceed the 50 trips per month criteria of the program, those organizations that can exceed it by up to ten additional trips per month will receive one extra point; by up to 20 trips per month 2 extra points, by up to 30 trips per month 3 extra points, by up to 49 trips per month 4 extra points, and anything over or including an additional 50 trips per month will receive 5 extra points.

4. Financial Capacity: Those organizations that show a more stable funding history over five years will be scored higher. Those organizations that present a realistic and detailed transportation operational budget will be scored higher

5. Certifications and Assurances: An organization must certify all conditions. Organizations that cannot certify one or more conditions will be ineligible.

11. Who will score the applications?

A committee consisting of a member of the County Connection's Advisory Committee, the CCCTA Director of Planning, and a member of the Contra Costa County Paratransit Coordinating Committee will score the applications. None of the committee members will have a conflict of interest or be an applicant for the program.

12. How do I submit an application?

Submit three copies of your application to:

Anne Muzzini, Director of Planning
Central Contra Costa Transit Authority
2477 Arnold Industrial Way
Concord, CA 94520
Phone: (925) 680-2043
Email: muzzini@cccta.org

**Central Contra Costa Transportation Authority 2011
Community Connection Van Application**

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 Community Based Organization (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.

Certification and Assurances for the Community Connection Van Program

1. I _____ have the authority to submit an application on behalf of _____ to the CCCTA for possible receipt of an accessible van under the CCCTA Community Connection Program.
2. If _____ receives a van under this program, the _____ will paint, or cause to be painted, the vehicle in question at their own cost to avoid confusion between the _____ program vans and LINK vans.
3. If _____ receives a van under this program, the required insurances will be provided with copies of the certificates of insurance provided to CCCTA. _____ will indemnify and hold harmless both CCCTA and First Transit both through its insurances and through the Agreement with CCCTA for the receipt of the van.
4. If _____ receives a van under this program, the _____ will provide monthly reports to CCCTA assuring that at least 50 trips per month are provided to ADA eligible individuals who would otherwise use LINK for those trips.
5. If _____ receives a van under this program, the _____ agrees to the terms and conditions of the Agreement with CCCTA.
6. If _____ receives a van under this program, the _____ will cover all costs of operating the vehicle.