



AGENDA

PASTACC

PUBLIC AND SPECIALIZED TRANSPORTATION ADVISORY AND COORDINATION COUNCIL

An advisory body to the San Bernardino County Transportation Authority addressing public transit and specialized transportation needs, issues and opportunities.

April 13, 2021

10:00 – 11:30 a.m.

MEETING ACCESSIBLE VIA ZOOM AT:

<https://gosbcta.zoom.us/j/95405633689?pwd=NXc4VnZWT2NmV3dVUmtFdTZSdmZhQT09>

Meeting ID: 954 0563 3689

Passcode: 690336

Teleconference

Dial: 1-669-900-6833

Meeting ID: 954 0563 3689

Passcode: 690336

This meeting is being conducted in accordance with Governor Newsom’s Executive Orders N-29-20.

- I. **PASTACC CALL TO ORDER, Introductions** *Action*
Chair / Vice Chair

- II. **APPROVAL OF PASTACC MINUTES, March 9, 2021 via Zoom** *Action*
Chair / Vice Chair

- III. **PASTACC MEMBERSHIP MATTERS –** *Action*
Revolving Chair position and At-Large Position Openings
Bylaws Review for Membership
Nancy Strickert, SBCTA

PASTACC AGENDA, Page Two

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| IV. UNMET TRANSIT NEEDS -TRANSPORTATION DEVELOPMENT ACT (TDA) – HEARING TESTIMONY AND RESPONSES
FY 2020/21 October 19th, 2020 - Public Hearing in Hesperia
<i>AMMA Transit Planning & Nancy Strickert, SBCTA Transit Manager</i> | <i>Action and
Information</i> |
| V. ARTICLE 3 CALL FOR PROJECTS GUIDELINES REVIEW
<i>Ginger Koblasz, SBCTA Senior Planner & Nancy Strickert, Transit Manager</i> | <i>Information</i> |
| VI. SBCTA’S CONTINUING QUARTERLY REPORTS ON PUBLIC TRANSPORTATION
<i>Highlighting Omnitrans’ Bus Stop Safety Inventory,
-Jeremiah Bryant, Anna Jaiswal, Omnitrans</i> | <i>Information</i> |
| VII. COORDINATED PLAN IMPLEMENTATION AND PROJECT DEVELOPMENT
<i>Rebuilding redistribution lists for grants and other offerings
-AMMA Transit Planning</i> | <i>Information</i> |
| VIII. ANNOUNCEMENTS AND MEMBER REPORTS ON ITEMS OF INTEREST
<i>All</i> | <i>Information</i> |
| IX. PUBLIC COMMENT | <i>Information</i> |

Interested persons may submit Public Comment in writing to the Clerk at Mail@AmmaTransitPlanning.com. Written comments must acknowledge the Agenda Item number, and specify whether the commenter wishes the comment be included with the minutes or read into the record. Comments read into the record will be read for three minutes; if three minutes pass and there is comment still unread, the time will not be extended and the remaining comment will not be read. Public Comment must be submitted no later than 5:00 pm on April 12, 2021.

NEXT PASTACC MEETING:

Generally the second Tuesday of alternating months at 10 a.m. with some variation.

The next meeting is tentatively scheduled for:

June 8, 2021

10:00 AM

**To confirm PASTACC meeting dates and locations, please call:
San Bernardino County Transportation Authority (SBCTA) (909) 884-8276**

Meeting dates will be noticed to those registered for PASTACC mailings.

To register for PASTACC mailings, please contact:

Dennis Brooks: Dbrooks@AmmaTransitPlanning.com

We are happy to make reasonable accommodations for participants attending PASTACC meetings in need of such.

Please advise us of special needs no less than 72 hours prior to the meeting so that the appropriate accommodations can be arranged.

Contact AMMA Transit Planning at Mail@AmmaTransitPlanning.com

Public and Specialized Transportation Advisory and Coordination Council (PASTACC)
Minutes of March 9, 2021 | Meeting held virtually via Zoom

Member Participants: Courtney Lokken- DAAS; Aaron Moore, Ruby Sulca, Victor Cuate- Omnitrans; Cheryl Sallis- Needles Transit Services; Tiare Escobedo- OPARC; Whitney Henderson- LLUMC; Mark Goodale- MBTA

Other Participants: Midge Nicosia, Kim Hallmark-VVCSC; Arnold San Miguel- SCAG; Fred Deharo

PASTACC and Agency Staff: Nancy Strickert, Nydia Doolittle, Nicole Soto, Rebecca Soto, Christopher Marder, Betty Pineda-SBCTA; Heather Menninger, Dennis Brooks, Valerie Mackintosh-AMMA Transit Planning

I. Call To Order and Introductions: The meeting was called to order at 10:03 a.m. by Aaron Moore, Omnitrans.

II. Minutes: There was no quorum when the meeting began so this item was moved until another voting member joined. When this item was revisited, the minutes for the October 13, 2020 meeting were passed without changes.

III. PASTACC Membership Matters: Nancy Strickert, SBCTA introduced a recommended change to the bylaws to allow the chair position to rotate. In the past five years, representatives from Omnitrans and VVTA have consistently held this position. This will give other voting members an opportunity to experience chairing PASTACC.

IV. Unmet Transit Needs: Item pulled until next meeting.

V. Active San Bernardino Data: Christopher Marder, SBCTA presented SCBTA's Active San Bernardino Open Data portal: www.gosbcta.com/activesanbernardino

This site was developed with funding from a SCAG grant and incorporated SBCTA and partners' data. The portal provides a dynamic overview of the County, active transportation and transit route data. Mr. Marder demonstrated the portals various data layers, mapping and chart functions. Users can build their own maps and print them as a pdf or image. The portal was designed to be explored at the user's ability level.

Questions and a brief discussion followed. Topics included how to use the portal and what information is available, how agencies can use the mapping tool for their marketing efforts, useful transit data to add and developing procedures to keep the portal current.

VI. SBCTA's Continuing Quarterly Reports on Public Transportation: Rebekah Soto, SBCTA presented on recent Metrolink efforts including the online Metrolink store, the rider loyalty program, installation of air filters that trap 99 percent of microbials and a rider survey that achieved over 11,000 responses.

Nancy Strickert reminded the group that participant agencies are always welcome to present.

VII. Announcements and Member Reports on Items of Interest to PASTACC Members

- **Victor Cuate, Omnitrans:** reported on upcoming public hearings for three different items. All will be Zoom public meetings. More information is available at [Omnitrans.org/publichearings.2021](https://omnitrans.org/publichearings.2021) and input will be accepted until April 9, 2021.
- **Whitney Henderson, LLUMC:** Reported that Loma Linda University Medical Center is hosting a vaccination clinic and has been using their shuttle daily for it.
- **Tiare Escobedo, OPARC:** reported that OPARC continues to make home deliveries and is transporting small numbers of the individuals they support.

VIII. Public Comment: Arnold San Miguel, SCAG reported that grant applications for the Smart Cities and Innovation Grant Program, offering technical assistance, are due April 23.

Meeting adjourned at 10:50 a.m. The PASTACC meeting was followed by the Coordinated Plan Transportation Strategies Workshop.

PASTACC
PUBLIC AND SPECIALIZED TRANSPORTATION ADVISORY AND COORDINATION COUNCIL

Agenda Item III

PASTACC MEMBERSHIP MATTERS
Revolving Chair position and At-Large Position Openings
Bylaws Review for Membership

Proposed for Amendment by PASTACC April 13, 2021

As amended by PASTACC on May 9, 2017

As amended February 9, 2016

As amended September 13, 2011

Approved by PASTACC as amended June 2, 1998

First approved version: February 6, 1991

Revised DRAFT (in red)

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
Public and Specialized Transportation Advisory and Coordination Council
SBCTA PASTACC

1. Title

A special council shall be appointed by the San Bernardino County Transportation Authority (SBCTA) to advise SBCTA on the special transportation needs of older adults, persons with disabilities and persons with limited means. It shall be known as the ***Public and Specialized Transportation Advisory and Coordination Council***. The council shall be referred to hereinafter as the Council or the ***PASTACC***. *This Council, per Feb 2, 2011 action of the SBCTA Board of Directors is formalized as an advisory body reporting to SBCTA through its Transit Committee.*

2. Authority

Authority for the establishment of a special advisory council on social service transportation appears in Division 10, Part 11, Chapter 4, Transportation Development, of the Public Utilities Code. Article 3, Local Transportation Funds, includes Section 99238, which specifically requires designated counties to establish a social services transportation advisory council.

3. Purpose

The Council shall provide advice and assistance to SBCTA through the Transit Committee on matters related to social services transportation or special transportation services in San Bernardino County to the elderly, persons with disabilities, and persons with limited means, with special attention given to those who are unable to use conventional transportation services that are offered to the general public.

Advice and assistance shall include, but not be limited to such topics as: review of unmet transportation needs; the allocation of funds to cities and agencies for special transportation purposes; the review of special transportation plans and programs including expenditure plans; reviews of the provision of services to determine if services are equitably and fairly provided to the various elderly and disability groups and to persons living in rural as well as urban areas of the County.

The primary responsibility of ***PASTACC*** is to address transportation needs and resources within San Bernardino County, recognizing that inter-county transportation to and from neighboring counties is an inherent part of promoting mobility for San Bernardino County residents through improved public transportation, utilizing both conventional and alternative services modes.

The goals and priorities of the *PASTACC* organization, as set forth in **Attachment A**, may from time-to-time be amended as circumstances warrant through regular action of the *PASTACC* voting membership. **Attachment B** sets forth the goals of the most recently adopted PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION COORDINATION PLAN by which *PASTACC* members can approach addressing strategies and projects of *PASTACC* goals.

4. Membership

Membership in *PASTACC* shall consist of three classes of membership, with two of these appointed by the SBCTA Executive Director or the Director's designee. *PASTACC*'s voting membership shall consist of eleven (11) total members including the six (6) Standing Voting Members, and five (5) members elected from the At-Large Voting Membership of which three (3) shall be from the San Bernardino Valley and two (2) from the Mountain/Desert region. The classes of membership are as follows:

- 1) **Standing Voting Membership** – comprised of the General Manager (or his or her designee) of each of the public transportation operators in the County:
 - a. Morongo Basin Transit Authority
 - b. Mountain Area Regional Transit Authority
 - c. Needles Area Transit
 - d. Omnitrans
 - e. Victor Valley Transit Authority, including Barstow Area Transit
 - f. County of San Bernardino, Dept. of Public Works
- 2) **At-Large Voting Membership** – rotating positions nominated by Standing Voting Membership for a period of up to three-years from public agencies including cities, non-profit human services organizations, and for-profit public transportation providers. Current membership is presented as Attachment C and is updated as needed.
- 3) **Invited Participants, Non-Voting Members** – invited from the *PASTACC* general participants listing, updated biennially, to include responding public, private, and human services agencies and organizations with interest in and concern for the mobility needs of San Bernardino County residents who have disabilities, are older adults, or are of low-income.

5. Membership Requirements

Invitation to join *PASTACC* shall be given to interested, eligible cities, municipalities, agencies, organizations, and providers meeting the category criteria stated previously. However, in the interest of maintaining a vigorous and active Council, the voting membership shall be required to attend meetings regularly. Regular membership **attendance** shall be defined as attendance or participation **in person or** by conference call, **in accordance with the Brown Act**, ~~for long distance members in~~ **at least** four of six meetings in a calendar year and no more than two consecutive excused absences. Excused absences are those where members have notified SBCTA or *PASTACC* staff, in advance, of their anticipated absence. **At Large Voting Membership organizations named in Attachment C may designate an alternate by notifying PASTACC staff.**

All members, voting and non-voting, are invited and expected to assist SBCTA in the maintenance of a special transportation database – termed SBCTA’s Transportation Network -- by submitting data as might be periodically requested.

6. Discontinuation of Membership

Members may choose to discontinue their membership and participation in *PASTACC* by (1) advising SBCTA of their decision to do so, (2) not attending regularly scheduled *PASTACC* meetings for an extended period of time, or (3) by not submitting special transportation data as approved by *PASTACC* or the Executive Committee. Unexplained absences from two consecutive full committee meetings or absence from **four** of the six (6) meetings during the calendar year, whichever is shorter, shall be interpreted as a desire to discontinue membership.

If an organization’s Voting Membership is in jeopardy of being discontinued as a consequence of poor attendance, the Executive Director of the organization will be notified in writing by SBCTA’s Executive Director or designee, in advance of a formal action, to provide an opportunity for the attendance issue to be remedied.

7. Officers

Nominees for the office of chair, vice-chair, and secretary shall be submitted during the first meeting of each calendar year to the members of *PASTACC*. A three-person nominating committee may be appointed by the Executive Director of SBCTA or the Director's designee, or nominations may be taken by the Executive Committee of the *PASTACC*, as defined in Section 8 following. The persons nominated for the positions shall be elected by majority vote of the voting members.

The chair shall be ~~rotated~~ ~~nominated~~ from among the Standing Voting Membership. This will commence at first PASTACC meeting in 2022 and will rotate as follows: Morongo Basin Transit Authority, Mountain Transit, Victor Valley Transit Authority, Omnitrans, City of Needles and County of San Bernardino. Agencies will have the opportunity to decline this position. The vice-chair shall be nominated from the At-Large Voting Membership.

It shall be the chair's responsibility to preside at all Executive Committee and Council meetings and the vice-chair's responsibility to preside at those meetings in his or her absence. In the event of a planned absence by both persons, a chair pro-tempore shall be appointed by the chair to preside on behalf of the chair and vice-chair.

It shall be the responsibility of the secretary, or the designee of SBCTA’s Executive Director, to maintain membership lists, distribute agendas, prepare meeting minutes, and otherwise maintain records of the Council. Secretary responsibilities may be undertaken by a person or by persons provided by SBCTA.

8. Executive Committee

Two members other than officers shall be appointed by the chair and shall serve with the chair, vice-chair, and Secretary as an Executive Committee of the *PASTACC*. The Executive Committee shall be responsible for the development of a master plan and schedule, formulating an overall agenda

for the year, reviewing plans for workshops and seminars, and other matters that may be presented to *PASTACC* for approval. The Executive Director of SBCTA or the Director's designee shall be an ex-officio member of the Executive Committee.

9. Term of Officers

The term of all officers shall be for one year, automatically renewable upon request of the office holder for up to but not more than three years. All terms shall be for a maximum of three years.

10. Meetings

Regular meetings of *PASTACC* shall be held bi-monthly and are subject to all provisions of the Brown Act (Govt. Code §§ 54950-54960.5) assuring that meetings are open and public. This shall include, but not be limited to the public posting of regular meetings at least seventy-two (72) hours before the meeting and distribution of agendas to those who request them. Special *PASTACC* meetings may be called at the discretion of the chair and the Executive Director of SBCTA or the Director's designee. Such special meetings or committees, including those detailed below, shall not be determined to be subject to the Brown Act unless otherwise determined. Workshops, seminars, and field trips shall not be considered to be meetings.

All regular and special *PASTACC* meetings shall be held in facilities for which reasonable accommodations can be made for persons with disabilities.

11. Committees

Standing (permanent) committees may be established by agreement between the Executive Director of SBCTA or the Director's designee and the *PASTACC* chair. Special (ad hoc) committees may be established for specified periods of time and purposes by the chair. Specifications for both standing or ad hoc committees (by-laws, objectives, purpose, etc.) shall clearly be identified at the time of creation.

12. Conduct of the Meetings

A quorum of *PASTACC* membership shall be considered to be at least six (6) of the eleven (11) voting members. Business conducted at a *PASTACC* meeting without a quorum present must be subsequently presented at a *PASTACC* meeting with a quorum in order to be considered formally approved. Where time is of the essence with regard to a given matter, at the discretion of the SBCTA Executive Director or the Director's designee, a telephone vote of the voting membership may be conducted.

All agendas of the *PASTACC* shall provide for an Order of Business, including a role call to record the attendance of voting members, the review and approval of minutes of previous meetings, the conduct of new and old business, and opportunity for comments from the public. Such comments from the public on items not on the agenda shall be made at the end of the meeting, prior to adjournment. Individual comments are limited to not more than five (5) minutes.

13. Additions, Amendments, and Changes

Additions, amendments, and changes to the by-laws of the *PASTACC* shall (1) reflect and be consistent with the rules and regulations governing County Transportation Commissions, Consolidated Transportation Service Agencies, and Social Services Transportation Advisory Councils and the Acts, Ordinances, and Initiatives governing funds managed through these agencies and (2) be adopted by majority vote of voting members of the *PASTACC* present when the addition, amendment, or change is presented. Telephone or electronic polling of the voting membership is allowable if proposed actions come up between bi-monthly meetings that require more immediate attention.

**ATTACHMENT A
PUBLIC AND SPECIALIZED TRANSPORTATION ADVISORY AND
COORDINATION COUNCIL [PASTACC]**

PASTACC Goals

Four general goals for the development and improvement of transportation services to older persons, persons with disabilities, and persons with limited means in the County of San Bernardino are proposed:

1. To provide responsive and affordable transportation services to the older persons, persons with disabilities, and persons with limited means by developing, increasing, expanding, improving, or enhancing transportation services for these persons.
2. To provide transportation services fairly to persons in rural as well as urban areas, to clients of small as well as large social service agencies, and to persons who are not represented by an agency but who are in need of transportation services.
3. To assist government, non-government, and non-profit social service agencies and organizations in providing transportation services for their clients by supplementing currently available transportation-related funds.
4. To develop educational and marketing program assistance aimed at social service agencies, transportation providers, and consumers that will lead to effective use of services.

Amended May 9, 2017

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ATTACHMENT B
SAN BERNARDINO COUNTY PUBLIC TRANSIT-HUMAN SERVICES
TRANSPORTATION COORDINATION PLAN, 2021-2025
DRAFT

GOAL 1: SUPPORT PUBLIC TRANSPORTATION RECOVERY AND GROWTH, ENSURING ACCESSIBILITY FOR THOSE WITH GREATEST NEED - *eight strategies*

Increasing frequencies, speeding bus services, increasing connectivity and expanding days and hours of service, to the extent that resources allow, are among the strategies responsive to the service improvements desired by Coordinated Plan target populations. These are coupled with attention to local, neighborhood level services – including improving first-mile/ last-mile connections – improving service reliability, protecting transit fare subsidies and building partnerships to encourage mobility solutions.

GOAL 2: BUILD CAPACITY OF SPECIALIZED AND ALTERNATIVE TRANSPORTATION PROGRAMS – *five strategies*

Expanding specialized transportation capacity, includes funding for operations, technology and capital. Necessary to develop long-distance trip solutions that incorporate rideshare and vanpool, and specialized transportation to increase mobility options for Coordinated Plan target groups. Attention should be brought to two types of training: 1) training of transportation personnel, agency staff and 2) for riders or prospective riders in travel training settings.

GOAL 3: PROMOTE COMMUNICATION TO EDUCATE RIDERS AND POTENTIAL RIDERS, GATEKEEPERS AND THE GENERAL PUBLIC ABOUT TRANSPORTATION CHOICES – *six strategies*

Rebuilding public transportation ridership and growing awareness of specialized and alternative transportation programs requires an active transportation network and multiple communications strategies to inform and educate the general public. Strategies include: informing the public on recurring safety and security measures taken in response to the Pandemic; using customer-facing technology tools to inform and educate; developing way-finding and destination-oriented information tools; training agency gatekeepers about transit initiatives; and supporting multi-modal reporting.

GOAL 4: DEVELOP INFRASTRUCTURE PROJECTS TO IMPROVE SAFETY AND ACCESS, SUPPORTING FIRST MILE/ LAST MILE CONNECTIONS – *three strategies*

Improvements to the built environment will support access to public transportation, particularly for those with greatest need, by improving passenger stop safety and convenience and by improving travel safety to promote first-mile/ last-mile connections through more sidewalks and bicycle paths. Additional safety-related strategies include procuring supplies and in-vehicle equipment to protect riders and operators – in both public transit and specialized transportation – as we move through the Pandemic and its aftermath.

The full Coordinated Plan document, and detail on the strategies supporting each goal, can be found at: www.goSBCTA.com/commuter-services/public-transportation-providers/

ATTACHMENT C, Current PASTACC Voting Membership, as of 4/5/2021

Standing				
Cheryl	Sallis	City of Needles	Standing	Standing
Maral	Hernandez	DPW Transportation Planning	Standing	Standing
Sandy	Benson	Mountain Transit	Standing	Standing
Mark	Goodale	Morongo Basin Transit Authority	Standing	Standing
Aaron	Moore	Omnitrans	Standing	Standing
Kevin	Kane	Victor Valley Transit Authority	Standing	Standing

At Large			Start	End
Maritza	Tona	Foothill Aids	9/2017	9/2023
Tiare	Escobedo	OPARC	9/2017	9/2023
William	Long	Option House	4/2019	4/2022
Whitney	Henderson	Loma Linda Medical University	05/2020	05/2021
Melissa	Sesay	SB County Dept. of Aging and Adult Services	05/2020	05/2021

PASTACC

PUBLIC AND SPECIALIZED TRANSPORTATION ADVISORY AND COORDINATION COUNCIL

Agenda Item IV

UNMET TRANSIT NEEDS -TRANSPORTATION DEVELOPMENT
ACT (TDA) – HEARING TESTIMONY AND RESPONSES
FY 2020/21 October 19th, 2020 - Public Hearing in Hesperia

Victor Valley Desert Region Unmet Transit Needs Public Hearing and Annual Recorded Comments October 19, 2020	
Testimony	Response
<p>Accessibility</p> <ul style="list-style-type: none"> • The wheelchair locks on the buses should all be standardized so that the driver doesn't have to figure out how to secure my electric wheelchair each time I board the vehicle. Also, drivers must be cognizant of the fact that I need help to get off of the vehicle - with the restraints and the ramp. The drivers do not always extend the ramp fully to the sidewalk or avoid rough surfaces of travel for a wheelchair. Drivers should also be aware of wheelchair passengers at bus stops as they do not always wait for me to board or provide assistance once all other passengers have boarded. <ul style="list-style-type: none"> ○ Rick Symes, public testimony • I encourage elected officials and administrators of this process to make accommodations for persons with disabilities, especially those who are deaf and need an interpreter, to be given an equal opportunity to provide testimony. A person using an interpreter is granted six minutes to give testimony by law but should be given more time due to the difficulty in communications. <ul style="list-style-type: none"> ○ Blanca Gomez, public testimony • Drivers should be instructed to stop the bus as close to the designated bus stop as possible. It is very difficult for riders to have to run and catch up with a bus some 100 feet from the bus stop, especially when they are in a wheelchair or use a mobility device. <ul style="list-style-type: none"> ○ Rick Symes, public testimony 	<p>VVTA recently purchased two platforms, two electric chairs, and two manual chairs for training drivers on how to tie down problematic chairs. VVTA's current operations contractor has recently required all of their drivers to attend a supplementary wheelchair securement class which is designed to teach procedures to more effectively board and secure passengers in wheelchairs, addressing the issues raised here. It is recommended that VVTA continue to monitor the contractor to ensure operators are receiving necessary training in wheelchair boarding and securement practices.</p> <p>The VVTA Board has extended the allotted time for providing testimony from the customary three (3) minutes to six (6) minutes for anyone with a "communication" disability. Additionally, written testimony can be submitted to San Bernardino County Transportation Authority (SBCTA) within two months after the hearing, to supplement what is communicated during the public hearing. It is recommended that VVTA provide assistance as needed for persons with disabilities, requested in advance where external accommodations are required, and continue its policy of extending time as needed.</p> <p>VVTA's operations contractor has recently required all drivers to attend specific customer service training intended to address this issue. It is recommended that VVTA continue to monitor the contractor to ensure operators have the necessary training and perform accordingly.</p>

Victor Valley Desert Region Unmet Transit Needs	
Testimony	Response
<p>ADA Paratransit</p> <ul style="list-style-type: none"> • I understand that paratransit is a shared ride service, but can we find a way to improve the scheduling of the paratransit service? I sometimes have to wait an hour and a half to two hours on a vehicle and we are not allowed to leave the vehicle to go to the restroom during that time. It is a long time to be held on a vehicle. <ul style="list-style-type: none"> ○ Varieta McLean, public testimony <p>Bus Stop Amenities</p> <ul style="list-style-type: none"> • I would like to request a few benches and a shelter for the stop at Shiloh Medical at 12384 Palmdale Rd. and the McDonald’s stop on Route 31. There is currently no place to sit when waiting for the bus. <ul style="list-style-type: none"> ○ Terry Martini, public testimony <p>Vehicle Amenities</p> <ul style="list-style-type: none"> • The full window advertisements on vehicles prohibit my view of knowing when to alert the driver that my stop is approaching. The advertisements should not cover more than half of the window. <ul style="list-style-type: none"> ○ Rick Symes, public testimony <p>Route Connectivity</p> <ul style="list-style-type: none"> • Please coordinate service in Barstow to run at the same time as service in the Victor Valley. <ul style="list-style-type: none"> ○ Mr. Dominique, submitted testimony 	<p>After review of Ms. McLean’s average ride time over the past year, VVTA reports that her average ride time is 26 minutes per trip. It is recommended that VVTA continue to monitor all of the ADA service on-time performance and address instances of excessive ride times.</p> <p>VVTA reports that the bus stop at Shiloh Medical Center, Stop 50276 (Palmdale Rd WB & Mesa Linda Ave) currently does not meet VVTA’s Bus Stop Guidelines for a bench, given the number of low boardings and alightings. However, VVTA will install a simme-seat at this location a, and periodically review the boardings and alightings to see if additional amenities are warranted. The McDonald’s stop on Route 31, Stop 50273 (Palmdale Rd WB NS El Evado) currently has a bench and a trash can.</p> <p>VVTA reports that this item has been corrected, and all postings have been removed from the windows.</p> <p>Per VVTA’s Comprehensive Operations Analysis (COA) Service will begin one hour earlier and end one hour later in 2022 on all urban routes. The new time schedule will be between 5:00 AM to 10:00 PM Weekdays, 6:00 AM to 9:00 PM Saturdays, and 7:00 AM to 7:00 PM on Sundays. However, due to current low ridership as a result of COVID-19. It is recommended that VVTA reevaluate this request prior to implementation and as ridership increases.</p>

Victor Valley Desert Region Unmet Transit Needs Hearing	
Testimony	Response
<p>General Comments</p> <ul style="list-style-type: none"> • Can drivers be instructed to please not smoke near the door of the vehicle while passengers are on board? I have compromised health and should not have to inhale their smoke. <ul style="list-style-type: none"> ○ Rick Symes, public testimony • We need to better prioritize funding for transportation to not only provide for persons with disabilities but also for marginalized and economically disadvantaged residents so that all transportation needs are met. <ul style="list-style-type: none"> ○ Blanca Gomez, public testimony 	<p>VVTA’s operations contractor has recently required all drivers to attend specific customer service training intended to address this issue. It is recommended that VVTA continue to monitor this issue.</p> <p>VVTA’s menu of services are planned and operated to serve the disadvantaged populations, which include marginalized and economically disadvantage, of the Victor Valley in accordance with Americans with Disabilities Act and Title VI of the Civil Rights Act regulations. VVTA is encouraged, through its next Short Range Transit Plan (SRTP)/COA, to identify and intensify its focus on marginalized and economically disadvantaged areas of its service area.</p>

PASTACC
PUBLIC AND SPECIALIZED TRANSPORTATION ADVISORY AND COORDINATION COUNCIL

Agenda Item V

ARTICLE 3 CALL FOR PROJECTS GUIDELINES REVIEW

Minute Action

AGENDA ITEM:

Date: May 12, 2021

Subject:

2021 TDA Article 3 Guidelines and Call for Projects

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

A. Approve the changes to the guidelines for the Transportation Development Act Article 3 funds for Bicycle/Pedestrian Facilities and Transit Stop Access Improvements projects.

B. Authorize San Bernardino County Transportation Authority staff to release the Bicycle and Pedestrian Facilities Call for Projects with Transportation Development Act Article 3 funding, under the new guidelines.

Background:

San Bernardino County Transportation Authority (SBCTA) oversees the disbursement of two percent of the Local Transportation Funds (LTF) made available to counties and cities for facilities geared toward the exclusive use of pedestrians and bicyclists, known as the Transportation Development Act (TDA) Article 3 Program. In August 1999 the SBCTA Board approved a policy stipulating that 80 percent would be available for pedestrian and bicycle projects. The remaining 20 percent of the Article 3 program would be made available for projects that improve access to transit stops for pedestrians and persons with disabilities. In 2015, the Board approved the use of up to 10 percent of the funds available for pedestrian and bicycle projects for maintenance of existing bicycle and pedestrian facilities. In 2017, the Board further approved a policy to set-aside a minimum of 50 percent of the remaining bicycle and pedestrian facilities project funding for smaller projects under \$250,000.

On December 5, 2018, the SBCTA Board both approved changes to the guidelines for TDA Article 3 for bicycle/pedestrian facilities and transit stop access improvements projects and approved the release of a call for projects with TDA Article 3 funding under the revised guidelines. Based on this last release, the SBCTA Board awarded \$2,155,862 for bicycle and pedestrian facilities and \$538,965 for transit stop access improvements on July 10, 2019.

The current objective is to undergo a similar process by both updating the guidelines and releasing another call for projects. However, this time, the guidelines and Bicycle and Pedestrian Facilities Call for Projects will be reviewed by the General Policy Committee while the Transit Stop Access Improvements Call for Projects will be reviewed by the Transit Committee.

A. Changes to the guidelines for the Transportation Development Act Article 3 funds for Bicycle/Pedestrian Facilities and Transit Stop Access Improvement projects.

Over the years, SBTCA has had to modify the guidelines employed to disburse these funds to the different agencies throughout the county as needs changed and lessons were learned. The following recommended modifications to the guidelines approved in December 2018 are

Entity: San Bernardino County Transportation Authority

intended to provide additional clarification, maintain consistency with the TDA Claims Manual, and better serve all agencies with active and future TDA Article 3 grant funding awards. These changes have been grouped into three (3) categories and include explanations justifying each recommended change.

1. Qualifying Project Changes

	Guideline Modification	Explanation
a	Add retrofitting of existing bicycle and pedestrian facilities, including installation of signage to comply with Americans with Disabilities Act (ADA) to the list of eligible expenditures.	While these projects have always been permissible, explicitly adding them to the list is intended to encourage potential applicants to pursue these types of projects.
b	Add bicycle facilities such as secure parking, benches, drinking fountains, changing rooms, restrooms, and showers adjacent to major employment centers, park-and-ride lots and transit terminals to the list of eligible expenditures.	Currently only bicycle lockers and/or racks are noted in the guidelines. This expansion is consistent with TDA Article 3 programs offered in other counties and is intended to encourage improvements across the overall bicycle and/or pedestrian environment.
c	Delete provision that excluded sidewalk and other pedestrian projects from being included in the San Bernardino County Active Transportation Plan (SBCATP).	Now that the Sidewalk Inventory has been completed, all sidewalk and pedestrian projects should be included in the SBCATP (https://www.gosbcta.com/activesanbernardino).
d	Remove provision for curbs, gutters and driveway ramp paving on sidewalk projects.	These are not for the benefit of pedestrians, can be considered degradations to the pedestrian environment, and are explicitly not permitted in TDA Claims Manual (p. 28).
e	Add the installation cost of bus stop amenities such as benches, shelters trash receptacles.	This will help with the cost to improve bus stops that currently do not have important amenities.
f	Add solar lighting as eligible expense.	The inclusion of solar lights will help with safety at bus stops in San Bernardino County.

2. Cost Qualification Changes

	Guideline Modification	Explanation
a	Add allowance for necessary staff time directly related to in-house completion of design, right-of-way acquisition, or construction including inspection and/or construction management. Expenses for staff administration and/or overall project management not allowed.	Most awardees contract out for these services. This modification will improve consistency of expenses covered by TDA Article 3 awards for agencies that chose to utilize in-house staff for these services.
b	Provide clarification on ineligible match	Expenses not permitted include travel costs,

	expenditures.	per diems, and staff administration and/or contract project management expenses.
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3. Invoice Changes

	Guideline Modification	Explanation
a	Add provision for automatic deadline extensions for ATP match awards consistent with extensions approved by the California Transportation Commission (CTC).	Current guidelines only permit staff to approve extension requests two years past the award sunset date. Allowing for automatic extensions consistent with CTC approvals will reduce the amount of SBCTA Board and staff time needed to review and approve duplicative extensions.
b	For bicycle and pedestrian awards, limit progress payments to awards totaling \$200,000 or greater, unless otherwise granted by SBCTA staff in writing, with a 20% minimum (final payment excluded).	Processing invoices requires the use of limited SBCTA staff resources. This revision is intended to help minimize the amount of tax dollars spent on staff time processing invoices.
c	For projects with approved progress invoicing, all invoices must include the original award local share match.	For example, if the local share in the original award was 40%, all progress invoices should include a local share of 40%.
d	For projects with approved progress invoicing, reduce retention until completion from 20% to 10% where the required match has been met. The retention on legacy awards where the required match is not yet met will remain 20% until project completion.	Lowering the retention amount for projects where the local match has been met is intended to assist applicants who might be impacted by the 20% minimum progress invoice amount.

e*	Add designation of individuals authorized to certify project completion (Authorized Agent) to the Authorizing Resolution requirement.	Previously, awardees were required to go to their Councils twice, once for an Authorizing Resolution to invoice SBCTA and then again to obtain a certified copy of a minute action item verifying project completion and authorizing staff to submit a final invoice to SBCTA. This revision is intended to reduce “red tape” by allowing jurisdictions to authorize staff to submit their final invoice without having to go to their Council a second time.
f*	Require future awardees to submit a Claim Form and Authorizing Resolution within SIX months of award notification or prior to requesting reimbursement of funds, whichever comes first.	Agencies were experiencing reimbursement delays as a result of not having this process completed before their projects were invoiced. By submitting these forms earlier in the process, it both signifies to SBCTA that the awardee intends to fulfil their requirements and reduces reimbursement delays.
g*	Require a certification of project completion signed by an Authorized Agent where designated in the Authorizing Resolution in lieu of a certified copy of a minute action item.	As noted in 3E above, this is intended to help streamline the invoicing process by reducing the number of times agencies need to go to their respective Councils.

*Agencies awarded TDA Article 3 funds prior to this call for projects, are obviously exempt from submitting a Claim Form and Authorizing Resolution within six months of award notification. Additionally, they have the option of submitting an Authorizing Resolution without designating an Authorized Agent and submitting a certified copy of a minute action item per the original guidelines or providing an Authorizing Resolution with a designated Authorized Agent and forgoing the minute action item, consistent with these revised guidelines.

Aside from the Authorizing Resolution modifications, all other guideline revisions noted above will retroactively apply to all active awards.

A complete set of the revised guidelines is provided in Attachment 1.

B. Release a call for projects with Transportation Development Act Article 3 funding, under the new guidelines.

According to the March 2021 Board-approved LTF apportionments and unallocated TDA Article 3 funds, \$3,201,400 is available for future Bicycle and Pedestrian Facilities and \$800,400 for future Transit Stop Access Improvements awards. This leaves \$699,921 in reserve available for unforeseen TDA Article 3 related needs should they arise.

A complete copy of the Bicycle and Pedestrian Facilities Call for Projects is provided in Attachment 2. The Transit Stop Access Improvements Call for Projects is provided in a separate Transit Committee item.

Financial Impact:

This item has no financial impact on the adopted Fiscal Year 2020/2021 Budget.

Reviewed By:

This item was reviewed by the Transportation Technical Advisory Committee via email on April 7, 2021 and the Public and Specialized Transportation Advisory and Coordination Council on April 13, 2021. A similar item pertaining to the Transit Stop Access Improvements Call for Projects is scheduled for review by the Transit Committee on May 13, 2021.

Responsible Staff:

Ginger Koblasz, Senior Planner

Approved
General Policy Committee
Date: May 12, 2021

Witnessed By:

Attachment 1

San Bernardino County Transportation Authority Transportation Development Act (TDA) Article 3 Guidelines

June 2021

1170 W. 3rd Street • 2nd Floor
San Bernardino, CA 92410
Phone: 909.884.8276
Email: Tda3@gosbcta.com

TDA Article 3 Resources Portal: <https://gosbcta.com/tda3>
(use Firefox or Chrome)

NOTICE: These guidelines will be applied to all ACTIVE outstanding awards.

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DRAFT

I. Transportation Development Act (TDA) Article 3 Funding Distribution

The Transportation Development Act (TDA) provides that 2 percent of the Local Transportation Funds (LTF) be made available to counties and cities for facilities for the exclusive use of pedestrians and bicyclists, known as TDA Article 3 Program. In August 1999 the SBCTA Board approved a policy that 80 percent would be available for pedestrian and bicycle projects. The remaining 20 percent of the Article 3 program would be made available for projects that improve access to transit stops for pedestrians and persons with disabilities. In 2015, the Board approved the use of up to 10 percent of the funds available for pedestrian and bicycle projects for maintenance of existing bicycle and pedestrian facilities. In 2017, the Board further approved a policy to set-aside a minimum of 50 percent of the remaining bicycle and pedestrian facilities project funding for smaller projects under \$250,000.

II. Bicycle/Pedestrian Projects

Of the 80 percent of TDA funds going for Bike/Ped projects, up to 10 percent is set-aside for maintenance of existing bicycle and pedestrian facilities and at least 50 percent of the balance is available for projects under \$250,000. Proposed projects must be consistent with the most recent San Bernardino County Active Transportation Plan approved by the SBCTA Board.

Upon approval of a project list by the SBCTA Board, Article 3 funds will be allocated to the project sponsor agency. Allocated funds will remain available for three fiscal years after the year of Board approval. Unspent allocated funds may revert back to the subsequent Bicycle and Pedestrian Facilities Call for Projects after the three-year term has expired.

Proposed bicycle and pedestrian facility projects must meet the following guideline requirements:

- Bicycle projects submitted for consideration must be included in the latest SBCTA San Bernardino County Active Transportation Plan. Project costs do not necessarily need to match. See <https://www.gosbcta.com/activesanbernardino>.
- Projects included in SBCTA's Points of Interest Pedestrian Plan (PIPP) will be viewed favorably during the application review process.
- The minimum cash match for this grant program is 10%. No award of Article 3 Bicycle and Pedestrian funds will be for more than 90% of the total project cost. However, overmatching is encouraged and provides additional application points. There is no maximum amount that is available per project request; however, in the event that a project cannot be fully funded, SBCTA may recommend partial funding for award if the agency is able to fund the balance of the project scope as rated.
- Agencies awarded funds will not be reimbursed for any project cost overruns. The allocated amount represents the maximum amount eligible for reimbursement. For projects completed under the allocated amount, the agency will be reimbursed at the matching ratio in effect at the time of project selection and approval. Example: If an agency commits to a 25% match for a \$10,000 project, the amount of Article 3 awarded would be \$7,500. If the completed project cost was \$8,000, the amount of Article 3 funds disbursed to the agency would be \$6,000.
- Design and construction of facilities must conform to the general design criteria for non-motorized facilities as outlined in the Caltrans Highway Design Manual.

Eligible Expenditures:

- Preliminary engineering leading to construction of pedestrian or bicycle facilities.
- Right-of-way acquisition necessary for pedestrian or bicycle facilities.
- Construction or reconstruction of Class I, II and III bicycle facilities and/or cycle tracks and sidewalks.
- Retrofitting existing bicycle and pedestrian facilities, including installation of signage to comply with Americans with Disabilities Act (ADA).
- Purchase and installation of bicycle facilities such as secure bicycle parking, lockers, and racks, benches, drinking fountains, changing rooms, restrooms, and showers adjacent to major employment centers, park-and-ride lots and transit terminals.
- Maintenance of existing Class I facilities (no more than 10% of the available funds for the Bicycle and Pedestrian Facilities Call for Projects can be allocated to maintenance of existing facilities).
- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings, and bicycle-friendly drainage grates.
- All eligibility requirements under Active Transportation Program (ATP), including eligible project categories, minimum request for funds, project type requirements, safe routes to school project requirements, and recreational trails requirements except for the planning project requirements.
- Necessary staff time directly related to in-house completion of design, right-of-way acquisition, or construction including inspection and/or construction management.

Ineligible Expenditures:

- Travel costs and per diems.
- Staff administration and/or contract project management expenses.
- The construction of sidewalks fronting undeveloped land on a project may not exceed 15% of the total project length.
- Match paving for sidewalk projects is not an eligible project cost. Roadway improvements performed in conjunction with bicycle or pedestrian facility improvements are not an eligible expense.

Detailed project cost estimates must be provided that clearly demonstrate the portion of a comprehensive project that is directly attributable to bicycle or pedestrian facilities. If the funds requested for bicycle or pedestrian facilities cannot be clearly determined from project cost estimates or funding is not deemed appropriate for bicycle or pedestrian facilities, the evaluation panel reserves the right to eliminate the submittal from consideration or adjust the cost according to what it deems appropriate for the bicycle or pedestrian facility. Railroad grade crossing pedestrian projects are no longer considered eligible expenses under this program.

III. Transit Stop Access Improvements

This program has been developed in recognition of the importance of providing safe and accessible paths of travel to existing and proposed bus stop locations. In some instances, the provision of accessible pathways to bus stops may reduce the demand for complementary paratransit service provided by the Americans with Disabilities Act (ADA).

Applicants may be local jurisdictions, the county, or transit operators/claimants. No single jurisdiction shall receive more than 10% of the funds available under this call for projects unless there are an insufficient number of project applications to fully utilize the amount available. Joint power agency transit operators

who are the lead agency for implementing the proposed projects may receive awards above the 10% limit.

Upon approval of a project list by the SBCTA Board, Article 3 funds will be allocated to the project sponsor agency. Allocated funds will remain available for three fiscal years after the year of Board approval. Unspent allocated funds will revert back to the subsequent Transit Stop Access Improvements call for projects after the three-year term has expired.

Eligible Expenditures:

1. Web-based mapping, photography, mobile device application, or other visual imagery to provide information on stop accessibility to users of a transit system.
2. Retrofitting sidewalks with accessibility ramps to improve access to existing bus stops.
3. Construction of bus stop pads, including pads for bus shelters, and installation of bus shelters, benches, trash receptacles and solar lighting at existing bus stop locations.
4. Construction of bus stop pads, including pads for bus shelters, and installation of bus shelters, benches, trash receptacles and solar lighting at new bus stop locations.
5. Construction of new sidewalks to serve existing bus stop locations.
6. Construction of new sidewalks to serve new bus stop locations.

Eligible project costs include expenses associated with: right of way acquisition or easement; preliminary engineering and design; plans, specifications and estimates; and construction. All projects must comply with the applicable Americans with Disabilities Act Accessibility Guidelines (ADAAG), Health and Safety Code, Sections 18901 to 18949.6 of the State Building Standards Law as issued by the California Building Standards Commission, and comply with local building and construction codes and requirements.

IV. Deadline Extensions

Two one-year extensions may be granted at the discretion of SBCTA staff for projects that are moving forward but cannot be completed by the award sunset date. Extension requests must be submitted through the TDA Article 3 portal found at <https://gosbcta.com/tda3> (use Chrome or Firefox) at least THREE months before the project sunset date, include appropriate justification for an extension, and provide a revised project schedule with an expected completion date. Subsequent extensions are at the discretion of the SBCTA Board.

An automatic extension will be granted by SBCTA staff where TDA Article 3 funds have been awarded to provide match assistance for California Transportation Commission (CTC) Active Transportation Program awards, consistent with CTC-approved extensions.

V. Invoicing for Reimbursement

Bicycle/Pedestrian awards under \$200,000 are only eligible for reimbursement upon project completion unless otherwise granted by SBCTA staff in writing. Bicycle/Pedestrian awards for \$200,000 or greater are eligible for reimbursement either at project completion or through progress payments. Progress payments should be no less than 20% of the total award amount (final payment is not subjected to this

limitation) and meet local share percentage. SBCTA will retain 20% of the final award amount on legacy awards where the required match is not yet met and 10% until project completion.

Transit awards are eligible for reimbursement upon project completion unless otherwise granted by SBCTA staff in writing.

Within **SIX** months of funding award notification or prior to requesting reimbursement of funds, whichever comes first, a Claim Form and Authorizing Resolution must be submitted to SBCTA through the TDA Article 3 portal at <https://gosbcta.com/tda3> (use Chrome or Firefox). The transit board of directors or city/town council adopted resolution should authorize the filing of the Claim Form, authorize the submission of Reimbursement Request Form(s), and designate the individuals authorized to certify project completion (Authorized Agent). The Claim Form package with instructions can be both obtained and submitted through TDA Article 3 portal link above. TDA claim form and supporting documentation of project completion or progress must be submitted prior to disbursement of funds. Below is an invoice check list:

1. **Claim Form** (one-time submission) – required within SIX months of the project award by SBCTA Board or prior to initial request for reimbursement of funds, whichever comes first.
2. **Authorizing Resolution** (one-time submission) – required within SIX months of the project award by SBCTA Board or prior to requesting initial reimbursement of funds, whichever comes first. Resolution should authorize the filing of the claim form, authorize the submission of reimbursement requests throughout the duration of the project, as needed by the claimants with progress payment authorization, and designate the individuals authorized to certify project completion (Authorized Agent). Please submit resolution with the completed Claim Form. Sample language is available online through the TDA Article 3 portal.
3. **Reimbursement Request Form** (as needed) – this form is required every time a reimbursement is requested. Please note, progress payments are only eligible on awards over \$200,000 and local match share percentage must be met regardless of reimbursement amount requested.
4. **Backup Documentation** (required every time a Reimbursement Request Form is submitted) – invoices, paychecks, purchase orders, etc. to support both the reimbursement and match amounts noted on the Reimbursement Request Form. Please note, staff administration and/or contract project management expenses are NOT eligible match expenses. However, staff expenses may qualify for local match under select circumstances. Please identify whether supporting documentation includes staff expenses under one of the following allowable conditions:
 - Award is for an ATP Safe Routes to School (SRTS) program project, not a SRTS infrastructure project.
 - Necessary staff time directly related to in-house completion of design, right-of-way acquisition, or construction including inspection and/or construction management.
 - Note: No travel costs or per diems allowed for staff time.
5. **Certification of Project Completion** (completed projects only) – prior to filing the final request for reimbursement, written verification of project completion by the agency's Authorized Agent is required (see Authorizing Resolution above). Sample language is available online through the TDA Article 3 portal.
6. **Photos of Project** (completed projects only) – required when project is complete and should be uploaded through the TDA Article 3 portal with final reimbursement request.
7. **Other** – Claimants may include additional information not specified in this list to support the claim or reimbursement request. SBCTA may request additional information as necessary.

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 BIENNIAL CALL FOR PROJECTS FOR TRANSIT STOP ACCESS IMPROVEMENTS



Issued: June 2, 2021
Submittal Deadline: August 4, 2021

Background:

In August 1999 the SBCTA Board approved a policy that 20% of the Transportation Development Act (TDA) Article 3 funds would be made available for projects that improve access to transit stops for pedestrians and persons with disabilities. The remaining 80% of TDA Article 3 funds will be made available through a separate Call for Projects specifically for bicycle and pedestrian facilities.

This program has been developed in recognition of the importance of providing safe and accessible paths of travel to existing and proposed bus stop locations. In some instances, the provision of accessible pathways to bus stops may reduce the demand for complementary paratransit service provided by the Americans with Disabilities Act (ADA). The total amount available in this Transit Stop Access Improvements call for projects is \$800,400.

Applicants may be local jurisdictions, the county or transit operators/claimants. No single agency shall receive more than 10% of the funds available under this call for projects unless there are an insufficient number of project applications to fully utilize the amount available. Joint power authority transit operators who are the lead agency for implementing the proposed projects may receive awards above the 10% limit. Local jurisdictions wishing to submit applications for projects must send a letter of notification to the appropriate local transit provider making them aware of their intent to improve transit stop facilities within their jurisdiction.

Upon approval of a project list by the SBCTA Board, Article 3 funds will be allocated to the project sponsor agency. Allocated funds will remain available for three fiscal years after the year of Board approval. Unspent allocated funds will revert back to the subsequent Transit Stop Access Improvements call for projects after the three year term has expired.

Two one-year extensions may be granted at the discretion of SBCTA staff for projects that are moving forward but cannot be completed by the award sunset date. Extension requests must be submitted through the TDA Article 3 portal found at <https://gosebcta.com/tda3> at least THREE months before the project sunset date, include appropriate justification for an extension, and provide a revised project schedule with an expected completion date. Subsequent extensions are at the discretion of the SBCTA Board.

Eligible Expenditures:

- Web-based mapping, photography, mobile device application, or other visual imagery to provide information on stop accessibility to users of a transit system.
- Retrofitting sidewalks with accessibility ramps to improve access to existing bus stops.

- Construction of bus stop pads, including pads for bus shelters, and purchase and installation of bus shelters, benches, trash receptacles, and solar lighting at existing bus stop locations.
- Construction of bus stop pads, including pads for bus shelters and purchase and installation of bus shelters, benches, trash receptacles, and solar lighting at new bus stop locations.
- Construction of new sidewalks to serve existing bus stop locations.
- Construction of new sidewalks to serve new bus stop locations.

Eligible project costs include expenses associated with: right of way acquisition or easement; preliminary engineering and design; plans, specifications and estimates; and construction. All projects must comply with the applicable Americans with Disabilities Act Accessibility Guidelines (ADAAG), Health and Safety Code, Sections 18901 to 18949.6 of the State Building Standards Law as issued by the California Building Standards Commission, and comply with local building and construction codes and requirements.

Additional Information:

If multiple improvement projects are included in an application, the application should include a prioritized listing of access improvement projects. All applications are to be submitted based on the submittal instructions. The application must include the following:

- Project type. Projects shall be classified as one of the six types of projects identified under the eligibility section above.
- Project description should identify whether the existing right of way or a new easement is required for the proposed project.
- Documentation that the proposed project addresses a problem area identified by current users of the transit service or through a survey of bus stop accessibility.
- The number of bus routes and daily buses serving the stop.
- Current or forecast daily boardings and alightings.
- Key activity generators or attractors served at the proposed project location including project location in relations to the SBCTA's San Bernardino County Active Transportation Plan (<https://www.gosbcta.com/activesanbernardino>).
- Description of specific location of proposed project.
- Pictures of the improvement site(s) and/or location(s).
- Schedule for project completion by project.
- Project cost estimate.

- Acknowledgement of previous TDA awards and status of those projects.

Project applications will be reviewed by an evaluation panel. The evaluation panel, using the criteria contained in this call-for-projects in the section below, will score the proposed projects. The evaluation panel is anticipated to be comprised of at least two SBCTA staff and potentially a member from a bicycle/pedestrian stakeholder group such as the Inland Empire Biking Alliance, an adjacent county transportation commission and Caltrans. Based on the evaluation panel proposed project scores, the evaluation panel will make its recommendation to SBCTA's Transit Committee who will forward its recommendation to the full SBCTA Board of Directors.

Project Evaluation Criteria:

Evaluation Criteria	Possible Score
Overall Quality of Application – Overall quality of the application submitted for a project considering clarity of project and satisfactorily addressing evaluation criteria.	15
Project Need and Purpose – Project addresses identified access issues at new or existing bus stops or fills a gap in accessibility to transit system users. Describe how stop and increased accessibility serves local activity generators/destinations, provides increased connectivity to the multi-modal transportation system, and potential safety/ADA benefits.	40
Cost Effectiveness – Consideration of project cost compared to daily boardings and alightings and/or complementary paratransit cost avoidance achieved by making the bus stop location accessible to individuals with disabilities.	15
Timeliness of Prior Project Completion – Consideration of likelihood to deliver within a timely manner.	10
Matching funds¹ – Proposed projects will receive the following points based upon the extent of match provided: 5 points for 15-24%; 10 points for 25-34%; 15 points for 35-49%; and 20 points for 50%	20

¹ Matching funds from applicant may consist of Federal Transit Administration funds, Community Development Block Grant funds or other local funds, including Local Transportation Fund (LTF) Article 8a.

Call for Projects Schedule:

Issue Call for Projects	June 2, 2021
Project Proposals Due	August 4, 2021
Recommendation to Transit Committee	October 14, 2021
Recommendation to Board	November 3, 2021

Submittal Instructions:

Applications must be submitted online through the TDA Article 3 portal at <https://gosebcta.com/tda3>. A form must be completed for each specific project identified for funding with the prioritization defined for each project by jurisdiction/agency. Jurisdictions/agencies may submit multiple applications.

Once the form is submitted online, the appropriate SBCTA department will be notified. A confirmation email will be sent to each applicant to confirm that an application has been submitted. For questions regarding the submittal process or application, please email the SBCTA team at tda3@gosebcta.com.

Applications must be submitted **by 5:00 pm** on the proposal due date specified above.

Project Completion and Payment:

Article 3 funds are not automatically distributed to agencies. Recipients of funding approved by the SBCTA Board shall be reimbursed for expenses incurred up to the amount approved based on claims submittals to SBCTA. Each recipient shall prepare and submit a project completion report, including pictures of the completed project(s) to accompany the request for reimbursement. Recipient must retain all records necessary for the compliance and fiscal audit that will be conducted at the end of each fiscal year. SBCTA will provide funding recipients with the Transportation Development Act Local Transportation Funds Article 3 – Pedestrian, Bicycle Facilities and Access to Transit Claim Form Instructions and appropriate forms for submittal to request reimbursement. Agencies awarded funds will not be reimbursed for any project cost overruns. If an agency is providing a local match on a project and the project is completed under budget, the agency will be reimbursed at the matching ratio in effect at the time of project selection and approval. Example: If an agency commits to a 25% match for a \$10,000 project, the amount of Article 3 awarded would be \$7,500. If the completed project cost was \$8,000, the amount of Article 3 funds disbursed to the agency would be \$6,000. Progress payments will be available for all projects regardless of the award amount, but will be subject to SBCTA review of project development and local project cost shares.