REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Adopt a Policy for Performance Criteria and Procedures to Evaluate Community Transit Service Claims	9-24-02	3-3

RECOMMENDATION
It is recommended that the Agency approve the attached Policy regarding community transit claims.

SUMMARY
It has been recommended in the Triennial Performance Audit that the SCRTPA develop a policy and procedure to include criteria, rules, and regulations for the evaluation of community transit service claims filed under Article 4.5 of the Transportation Development Act.

DISCUSSION
Transportation Development Act (TDA) funds are available for allocation for community transit services under California Public Utilities Code Section 99275.

Certain findings must be made by the RTPA before claims can be filed for community transit services. These findings are; that the service links intracommunity origins and destinations, that the service responds to a transportation need currently not being met in the community, that the service is integrated with existing transit services, that the claimant has prepared an estimate of revenues, operating costs, and patronage, that the proposed service meets the performance criteria established by the RTPA, and that the claimant shall honor Federal Medicare cards as identification.

The RTPA has developed performance criteria that the community transit service must be provided at a TDA subsidy of less than $6.00 per passenger trip. This amount shall be adjusted for changes in the consumer price index.

The following procedures have been designed to streamline the claims process;

- The annual claim is submitted after RTPA meeting in April.
- Funds are apportioned based on 5% "off-the-top" of TDA available for community transit services.
- Transit services shall request payment for services by submitting an invoice reflecting the actual number of trips for the invoice period.
- Fiscal audits shall be provided 180 days from the close of the fiscal year.
- Community service contracts are maintained and updated as needed, and
- Reports that include patronage, financial and performance data are submitted to the RTPA on a quarterly basis.

ALTERNATIVES

Identified alternatives to the Staff recommendation are:

1. To not approve the proposed policy. This is not recommended as the policy is a recommendation within the triennial performance audit; and
2. Modify the policy as appropriate.

OTHER AGENCY INVOLVEMENT

The agency most affected by this policy is the Shasta Senior Nutrition Program (SSNP) and the Consolidated Transportation Services Agency (CTSA). The policy has been reviewed by SSNP, the CTSA, and they concur with the recommendation. All local agencies and TAC have reviewed this policy. No comments have been received. This item was reviewed with the local agencies at the September TAC meeting.

FINANCING

Adoption of the Staff recommendation will have no financial impact.

Daniel J. Kovacich

Daniel J. Kovacich, Executive Officer

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Attachment: Policy Adopting Performance Criteria and Procedures Used to Evaluate Community Transit Service Claims

SHASTA COUNTY RTPA POLICY AND PROCEDURE MANUAL		Number 6-5
SECTION: TDA Guidelines and Procedures	Policy Adopting Performance Criteria and Procedures Used to Evaluate Community Transit Service Claims	
APPROVAL DATE:		
Page No.		

BACKGROUND

Transportation Development Act (TDA) funds are available under California Public Utilities Code Section 99275 to the Shasta County Regional Transportation Planning Agency (SCRTPA) for allocation to community transit services. Community transit service claims can be filed with the SCRTPA under 99275 for the purpose of transit services, which link intracommunity origins and destinations. Claims may be filed with the transportation planning agency by claimants for community transit services, including such services for those, such as the disabled, who cannot use conventional transit services.

Eligible claimants include cities, the County and the designated Consolidated Transportation Services Agency.

Section 99275.5 requires that claims shall be filed in the same manner as claims are filed for purposes of Article 4 Section 99260. The claims for funds are to be used for the following purposes: The support of public transportation systems, aid to public transportation research and demonstration projects, and contributions for the construction of grade separation projects specified in Section 99318.3.

Performance Criteria

Community transit services must be provided at a TDA subsidy of less than $6.00 per passenger trip. This amount shall be adjusted for changes in the consumer price index.

Required Findings

Certain findings must be made by the RTPA before claims filed for community transit services may be approved. These findings will be included in the resolution approving annual claims, including claims revisions. These findings are:

1. The service links intracommunity origins and destinations (99275b).
2. The service responds to a transportation need currently not being met in the community of the claimant (99275.5 c 1).
3. The service is integrated with existing transit services, where appropriate (99275.5 c 2).
4. The claimant has prepared an estimate of revenues, operating costs, and patronage.
5. The proposed community transit service meets the performance criteria adopted by the SCRTPA.
6. The claimant is in compliance with Section 99155 and 99155.5. Each transit operator that offers reduced fares to senior citizens shall honor the federal Medicare identification card as sufficient identification to receive reduced fares.

Reports shall be provided to RTPA on a quarterly basis and include patronage, financial and performance data for the service(s) provided under the transit agreement adequate to satisfy the monitoring requirements of the TDA, and shall prepare such reports as are necessary to satisfy these requirements.

PROCEDURES

The following procedure is designed to streamline the claims process:

1. Annual claim is submitted after TDA claimant meeting in April.
2. Funds are apportioned based on 5% of TDA available for community transit services, Reference TDA Article 4.5, 99233.7.
3. Transit service shall request payment for services by submitting an invoice reflecting the actual number of trips for the invoice period.
4. Fiscal audits shall be provided within 180 days from the close of the fiscal year.
5. Community Transit service contracts are maintained and updated as needed.
6. Reports are to be submitted on a quarterly basis that include total vehicle mileage, number of CTSA passengers, number of frail and elderly passengers, and the total service hours.