

STAFF REPORT



MEETING DATE:	April 26, 2016
SUBJECT:	Adopt Resolution Authorizing Submittal of 2016 Federal Transit Administration Section 5311(f) Intercity Bus Program Grant Application
AGENDA ITEM:	5-9
STAFF CONTACT:	Jennifer Pollom, Senior Transportation Planner

SUMMARY:

The Federal Transit Administration (FTA) Section 5311(f) Intercity Bus Program provides funding for public transportation and planning to connect rural areas to urbanized areas. Applications must be authorized by Shasta Regional Transportation Agency (SRTA). One application is recommended for authorization: operational funding for Burney Express.

STAFF RECOMMENDATION:

It is recommended that the board of directors adopt Resolution 16-04 (attached) authorizing the county of Shasta to submit a 2016 FTA Section 5311(f) application to operate the Burney Express transit service.

DISCUSSION:

The FTA Section 5311(f) Intercity Bus Program provides funding for public transportation and planning to connect rural areas to urbanized areas. Applications must be authorized by the Shasta Regional Transportation Agency (SRTA). SRTA reviews applications for: 1) consistency with applicable planning documents; 2) high-level budget accuracy, including match validity; 3) public hearing opportunity requirement (capital assistance only); and 4) coordination of services.

The county of Shasta completed an application (attached) in the amount of \$206,780 to operate the Burney Express service for the operating period 7/1/2016 – 6/30/2017. Staff recommends authorization of the grant application to help fund rural transit connections to the Redding urbanized area and to supplant the use of limited FTA Section 5311 funds that are apportioned to the region. If awarded, SRTA will ensure that the project is added to the Federal Transportation Improvement Program (FTIP).

ALTERNATIVES:

The board of directors may choose not to adopt the supporting resolution. This would disqualify the application.

OTHER AGENCY INVOLVEMENT:

Caltrans selects projects and administers the FTA Section 5311(f) program for California. County of Shasta staff coordinates with SRTA to identify and fund rural transit needs. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation.///*

FINANCING:

If approved by Caltrans, the FTA Section 5311(f) grant will supplant the use of \$206,780 of FTA Section 5311 and State Transit Assistance funds by the county, freeing up limited regionally apportioned funds for rural transit needs.

Daniel S. Little, AICP, Executive Director

Attachments: Resolution 16-04: Authorize County of Shasta's Federal Transit Administration
Section 5311(f)
Application for Federal Fiscal Year 2016 County of Shasta 2016 FTA Section
5311(f) grant application

RESOLUTION



RESOLUTION NUMBER:	16-04
SUBJECT:	Authorize County of Shasta's Federal Transit Administration Section 5311(f) Application for Federal Fiscal Year 2016

WHEREAS, the US Department of Transportation provides grants to states through the Federal Transit Administration (FTA) for operating and capital assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C9040.1G); and

WHEREAS, the California Department of Transportation (Caltrans) has been designated by the Governor of the State of California to administer FTA Section 5311(f) grants in California; and

WHEREAS, the county of Shasta, a public governmental authority, desires to apply for said financial assistance to operate express service to the community of Burney; and

WHEREAS, the county of Shasta has coordinated with other transportation providers and users in the region (including social service agencies); and

WHEREAS, Caltrans requires a resolution of the Shasta Regional Transportation Agency (SRTA) authorizing submittal of the application before it can be considered for funding; and

WHEREAS, SRTA finds the application accurate; the service coordinated; the project consistent with the Regional Transportation Plan; and that no public hearing is required.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency Board of Directors:

1. Authorizes the county of Shasta to submit a 2016 Federal Transit Administration Section 5311(f) Operating Assistance application to Caltrans for operating express transit service to Burney; and
2. Authorizes the executive director to provide any other information and assurances as needed to Caltrans for the application to proceed.

PASSED AND ADOPTED this 26th day of April, 2016, by the Shasta Regional Transportation Agency.

Leonard Moty, Chair
Shasta Regional Transportation Agency



Project Descriptions and Categories

State of California

FTA Section 5311(f) Intercity Bus Program

Applicant: County of Shasta

Please find the sections of this form listed below along with their instructions.

General Project Description - All applicants **must** complete this section **once**.

You may apply for one or more of these categories. All documents related to this category should be uploaded to the application either in the identified section or the active document section.

- 1. Operating Assistance Request Details** – Applicants who are requesting Operating Assistance funds must complete this section.
- 2. Capital Vehicle/Equipment Request Details** – Applicants who are requesting Capital Assistance funds to purchase vehicles and/or equipment must complete this section.
- 3. Capital Transit Infrastructure Request Details** – Applicants who are requesting Capital Infrastructure funds must complete this section.
- 4. Planning and Marketing Studies Assistance Request Details** – Applicants who are requesting Planning and Marketing Studies funds must complete this section.

General Proposal Information
State of California
FTA Section 5311(f) Intercity Bus Program

Eligible Applicant type:

- ☒ Public Government Agency ☐ Private for Profit
☐ Non-Profit Agency ☐ Tribal Government

1. Your proposed project as it relates to the 5311(f) Definition:

- a. Regularly scheduled bus service: ☒ Yes ☐ No
- b. Available to the general public: ☒ Yes ☐ No
- c. Operating on fixed routes to more distant points:
☒ Yes ☐ No
Distant points: ☐ Less than 50 miles ☒ More than 50 miles
- d. Connecting two or more urban areas not in close proximity:
☒ Yes ☐ No
Proximity distance: ☐ Less than 15 miles ☒ More than 15 miles
- e. Capacity for transportation baggage: ☒ Yes ☐ No
- f. Provide meaningful connections and reasonable lay-over times:
☒ Yes ☐ No

g. Making Limited Stops:

☒ Less than 3 stops ☐ More than 4 stops

h. Please indicate the geographic area your agency serves. (If your agency serves both rural and urbanized areas, please attach the route map to this application to clearly indicate that 5311(f) funds will be spent on the rural area's route(s)/service only.)

☒ Rural area only (population under 50,000)

☐ Both rural and urbanized areas (Population more than 50,000)

List all municipalities and counties served by your program:

The county served directly is Shasta, and the cities within Shasta County of Redding, Anderson and Shasta Lake. Passengers can transfer directly to carriers from Trinity, Modoc and Lassen counties.

i. Does your agency ensure that costs are properly allocated between urban and rural service? Attach a cost allocation plan used for allocating costs properly.

☐ Yes ☐ No ☒ Not Applicable

j. Does your agency receive other federal funds? (Check all that apply)

☐ No

☐ 5310 funds (Elderly and Disabled Specialized Transit Program)

☐ 5307 funds (Urbanized Area Formula Program)

☒ Other Federal funds. Specify: 5311

2. Your proposed project as it relates to the National Objectives and State Emphasis:

Objective #1:

To support the connection between non-urbanized and the larger regional or national system of intercity bus service.

☒ Yes ☐ No ☐ Not Applicable

State Emphasis:

Provide a meaningful connection where intercity bus stations/intermodal terminals should be a primary destination or designated stop on a public street immediately adjacent to the station.

☒ Yes ☐ No ☐ Not Applicable

Objective #2:

To support services to meet the intercity travel needs of residents in non-urbanized areas.

☒ Yes ☐ No ☐ Not Applicable

State Emphasis:

Maintaining a focus on establishing a meaningful connection and connectivity to other modes of transportation. Meet broader transportation needs at other common locations (i.e. medical facility, shopping center).

☒ Yes ☐ No ☐ Not Applicable

Objective #3:

To support the infrastructure of the intercity bus network through planning and marketing assistance and capital investment in facilities.

☒ Yes ☐ No ☐ Not Applicable

State Emphasis:

Informational outreach marketing methods that enhance coordination, ridership, increase mobility, quality of service, and service efficiency. Filling gaps in service on the California Intercity Bus Network, identified through planning and/or feasibility studies to include new service, routes, and/or public-private partnership that directly benefit the California intercity bus transportation network.

☒ Yes ☐ No ☐ Not Applicable

Operating Assistance Request Details
(Complete only if applying for Operating Assistance)

Operating Assistance Request: \$206,780

Brief Description of your project:

Burney Express Rural Transit Operating Assistance

The County of Shasta, under an Intergovernmental Agreement with the Redding Area Bus Authority, provides public transit service between the urban cluster community of Burney, California (54 miles east of Redding) to the urban area of Redding, California. Upon arrival in Redding passengers can transfer directly to regional, intercity and interregional transportation services provided by other carriers. As a recipient of 2016 5311f grant funds, this service was expanded to three round trips daily, Monday through Friday. Ridership has increased by 18%.

Indicate the type of Operating Assistance for the proposed project:

- ☐ New service (A planning study, may be requested)
- ☐ Expansion of service (Justification of expansion may be requested)
- ☒ Continuation of service ☐ Route maps/schedules
- ☐ Information delivery ☐ Website development
- ☐ Advertising ☐ Other (Specify)

1. Does your individual trip(s) directly support meaningful connections to the National/Regional Bus Network?

☒ Yes ☐ No

2. Route service to the Intercity Bus Terminal point and schedules wait for inbound or outbound passengers

☒ Less than 2 hours ☐ More than 2 hours

3. What are the service layover times?

- ☒ 0-15 minutes ☐ 15-30 minutes
☐ 30-45 minutes ☐ 45-60 minutes

4. What are the times for late connections?

- ☐ 0-5 minutes ☐ 5-10 minutes ☐ 10-15 minutes
☒ 15-20 minutes ☐ 20+ minutes

5. Fill out the table below for fare structure:

Fare Type	Amount	Comments:
Regular Fare:	\$2.00-5.00	Rate depends on location boarded
Senior Fare:	\$n/a	
Persons with Disabilities (non-Paratransit):	\$n/a	
Personal Care Attendant	\$n/a	
Paratransit:	\$n/a	
Student Fare:	\$n/a	
Monthly Pass:	\$n/a	
Tickets or Tokens:	\$n/a	
No Fare Charged:	\$n/a	
Other:	\$	

6. Describe your fare structure:

- ☐ Based on hours ☐ Based on mileage
☒ Fixed rate ☐ Results of public/unmet needs
☐ Others

7. Does your agency contract with a third party operator for existing service?

- ☒ Yes Third party operator: Intergovernmental Agreement
☐ No

8. Is your current third party contract on file with Caltrans?

- ☒ Yes Expiration date: 9/25/2020
☐ No (Attach copy of the third party contract with this application or send electronic copy of the third party contract to your Caltrans HQ liaison.)

9. What is the operating period of this contract?

9/26/2015 THROUGH 9/25/2020

10. Is there any option to extend beyond the base years?

- ☐ Yes Number of years:
☒ No

11. If you don't have an existing contract, will your agency seek a contract with a third party operator?

☐ Yes (Attach the copy of the bid related documents/vendor selection process). If these documents are not available, please provide an estimate of when they would be available.

☐ No

12. Does your agency receive more than \$750,000 in federal funds?

☒ Yes ☐ No

If yes, did your agency complete and submit the single audit report for the last fiscal year to the California State Controller's Office?

☒ Yes ☐ No

13. What is your agency's service profile?

☒ Medical 55%

☒ Shopping 51%

☒ Employment 30%

☒ Education 28%

☐ Recreation %

☒ Other 69% Specify: Social service appointments and to visit family and friends

How was the service profile data collected?

In December 2014, an extensive survey utilizing broad outreach, onboard surveys and Survey Monkey was conducted. 6.5% of the target population responded. Multiple responses were allowed.

14. What are your ridership characteristics?

☒ Transit-dependent individuals ☒ Elderly

- ☒ Students
 ☐ Special needs
☐ Recreational users
 ☐ Other

15. How are you marketing your services?

- ☒ Newspaper
 ☒ Radio
 ☒ Flyer
☒ Survey
 ☒ TV/Cable
 ☒ Other websites

16. Describe the vehicle(s) that will be available for this project.

Vehicle Description						
Year	Model	Seating Capacity	Luggage Capacity	ADA Compliance	Bus Related Equipment	Remarks
2010	Ford	15	Yes	Yes	Auto Chains	
2010	Ford	15	Yes	Yes	Auto Chains	

17. Provide total ridership data below by route:

Year(s)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2014	448	374	469	362	361	312	429	437	453	471	331	318	4765
Current 2015	376	292	394	388	330	274	408	508	579	567	457	526	5099

Note: 3rd daily round trip started in August 2015. Ridership has increased 18%.

18. Provide total ridership data below by trip(s) that *directly* support meaningful connections. 3rd round trip started August 2015.

Year(s)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Trip 1	188	146	197	194	165	137	204	169	193	189	152	175	2109

Trip 2	188	146	197	194	165	137	204	169	193	189	152	175	1977
Trip 3								169	193	189	152	175	878
Trip 4													

19.If new service, provide projections and indicate how data was achieved:

Year(s)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2													

20. Have you created and uploaded the management structure, which include an organization chart, functional relationship(s) of the team that will be responsible for this project?

☒ Yes

☐ No

21. Have you created and uploaded a plan of action and milestones that show specific project goals and objectives, possible constraints (i.e. scope, quality, time and budget) to bring about the successful completion of this proposed project?

☒ Yes

☐ No

☐ Not Applicable

22. Have you created and uploaded your plan to address service disruption to maintain and continue the current level of service (i.e. availability of vehicles/equipment, transit services and/or resources)?

☒ Yes

☐ No

☐ Not Applicable

23. Have you created and uploaded discussion on any attempts that have been made to coordinate resources towards the successful completion of the project. Provide supporting documentation of this effort. This effort may address service design (i.e. Identifying gaps in service, and/or addressing cross-jurisdictional boundaries) or other concerns such as

sharing transportation related services, such as dispatching, driver maintenance and/or training programs, maps and schedules, or opportunities to achieve efficiencies in service delivery, etc?

☒ Yes ☐ No ☐ Not Applicable

24. Have you created and uploaded your Project Budget and Detailed Expenses Worksheets?

☒ Yes ☐ No ☐ Not Applicable

25. Identify which informational source(s) this project is included.

- ☐ Russell's Motor Guide
- ☐ CATransit.org website
- ☐ Greyhound Rural Feeder Program/Interline Agreement
- ☒ Own Website
- ☒ Other: (please specify) RABA website

26. Identify which planning document(s) this project is included.

- ☒ A most recent unmet needs hearing,
- ☒ Short-range transit plan,
- ☒ Local/community transit plan,
- ☒ Public Transportation-Human Services Transportation Coordinated Plan
- ☒ Other (i.e. planning documents, public hearings, workshops, etc).
(specify): Regional Transportation Plan

Capital Vehicle/Equipment Request Details
(Complete only if purchasing vehicles and/or equipment)

2. Vehicle and/or Bus Related Equipment Request: \$

FY 2016 Detailed Budget Summary

Applicant:

County of Shasta

Budget Category	Total
Operating (In House)	\$ 11,308.70
Operating (3rd Party)	\$ 221,332.00
Capital Equipment	\$ -
Planning (In House)	\$ -
Planning (3rd Party)	\$ -
Maintenance	\$ -
Construction-Real Estate (In House)	\$ -
Construction-Real Estate (3rd Party)	\$ -
Total Estimated Expenditures	\$ 232,640.70

- [Project Overview](#)
- [Project Details](#)
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Funding

Project Information

County of Shasta Department of Public Works : Operating Assistance

UPIN: BCG0000103

Created by Sue Crowe on 3/11/2016 03:19 PM

Status: In Development

Last Modified by Sue Crowe on 3/11/2016 03:19 PM

Request Summary

Year: 2017

Requested: \$206,781.00

Status: Not Submitted

Allocated: \$0.00

Encumbered: \$0.00

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Funding Request

Line Item Name	Request Amount
Total DIRECT Operating Expenses	
Total Direct Labor/Contracted Service(s)	\$232,641
Total Equipment and Supplies	
Total Other Direct Costs	
Total Travel Costs	
Less Fare box and Other Revenue	
Fare box	\$25,860
Other Revenue	
Less Ineligible Expenses	
Charter and School Use	
Depreciation	
Total Expenses	\$232,641
Total Revenue	\$25,860
Total Request	\$206,781
Local Match	\$92,369
Toll Credits	\$92,369

Local Match	\$92,369
Local Balance	\$0
Toll Credit Request	\$92,369