



## **PARATRANSIT, INC. BOARD OF DIRECTORS' TELECONFERENCE MEETING**

**In response to AB 361, the Paratransit Board of Directors and other public meetings are being held via teleconference to follow state guidelines on social distancing.**

### **Meeting Date and Time:**

June 20, 2022 at 6:00 p.m.

### **Meeting Location:**

Paratransit Board of Directors meetings are broadcast live on Zoom. Members of the public are encouraged to submit public comments via eComment by email at [publiccomment@paratransit.org](mailto:publiccomment@paratransit.org). Members of the public may also call into the meeting as follows:

Telephone Number: 1 (669) 900-6833

Meeting ID: 863 4420 0852

Passcode: 009869

### **Web Access:**

<https://paratransit-org.zoom.us/j/86344200852?pwd=WmNaaUxiV2NxZ2RmbktzS2JNcFBDZz09>

If you need a disability-related modification or accommodation to participate in this meeting, please contact by Voice: (916) 429-2009. Requests must be made as early as possible.

**Paratransit's Mission:** To expand mobility and accessibility by providing innovative programs and services to the Community.

## **AGENDA**

### **1. Call to Order & Roll Call: (3 minutes)**

Directors: Fontus, Hume, Kimble, Leventon, Nguyen, Shekhar, Tucker

### **2. Pledge of Allegiance (3 minutes)**

### **3. Public Comment: (10 minutes)**

Each person will be allowed three minutes, or less if a large number of requests are received on a particular subject. After ten minutes of testimony, the Chair may choose to hear any additional testimony following the Discussion Items.

Please note, under the provisions of the California Government Code, the Board is prohibited from discussing or taking action on any item that is not on the agenda. The Board cannot take action on non-agendized items raised under “Public Comment” until the matter has been specifically included on the agenda. Those audience members who wish to address a specific agendized item are encouraged to offer their public comments during consideration of that item.

### **4. Staff Reports (15 minutes)**

#### **A. CEO Report**

##### **a. Update on Activities and Contracts**

#### **B. CFO Report**

##### **a. Monthly Financial Report**

### **5. Consent Calendar (5 minutes)**

#### **A. Adopt Resolution 07-22 Approving Continuance of Remote Board Meetings**

- B. Approve the Minutes of the April 18, 2022 Board of Directors' Meeting
- C. Adopt Resolution 08-22 Approving the FY 23-27 Business Development and Strategic Plan
- D. Adopt Resolution 09-22 Approving the Paratransit, Inc. 2022-2025 Title VI Plan and authorizing the Chief Executive Officer to make administrative adjustments to the program, as needed

**6. Action Items (30 minutes)**

- A. Adopt Resolution 10-22 Adopting the Paratransit, Inc. Fiscal Year 2022-23 Operating and Capital Budget

**7. Board Comments/Reports/Future Agenda Items (5 minutes)**

**8. Adjourn (1 minute)**

The next meeting of the Paratransit Board of Directors will be held on

**August 11, 2022  
1:00 p.m.**

**Paratransit, Inc.  
Ron Brown Conference Center  
2501 Florin Road  
Sacramento, CA 95822**

\*Staff Reports are subject to change without prior notice.

**ADA COMPLIANCE**

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Chief Administrative Officer at (916) 429-2009 for further information.

## MEETINGS OF INTEREST

**RT Board Meetings:** July 25, 2022 @ 5:30 p.m. – See [www.sacrt.com](http://www.sacrt.com) for location information

**RT Mobility Advisory Committee:** July 7, 2022 @ 2:30 p.m. See [www.sacrt.com](http://www.sacrt.com) for location information

**Sacramento County Disability Advisory Commission:** July 5, 2022 @ 5:00 p.m. via Zoom. See [www.dac.saccounty.net](http://www.dac.saccounty.net) for agenda with login/call in information

**Sacramento City Disabilities Advisory Commission:** July 6, 2022 @ 6:00 p.m. See <http://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions/SacramentoDisabilityAdvisoryCommission> for location information

**Sacramento Transportation Authority:** July 27, 2022 @ 1:30 p.m. 700 H Street, Suite 1450 Sacramento, California 95814



**Paratransit, Inc.**  
**Board of Directors Staff Report**  
**Agenda Item 4A**

**AGENDA TITLE:** Chief Executive Officer's Report

**MEETING DATE:** June 20, 2022

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**PARTNERSHIPS AND OPPORTUNITIES:**

I will provide an overview of our on-going partnerships, grants, contracts and new programs and upcoming opportunities during my oral report at the Board meeting.

As always, I remain available for any questions.



## **Paratransit, Inc. Board of Directors Staff Report**

**AGENDA TITLE:** CHIEF FINANCIAL OFFICER'S REPORT

**MEETING DATE:** JUNE 20, 2022

**PREPARED BY:** LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

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### **RECOMMENDED ACTION:**

Receive and file the Chief Financial Officer's Report.

### **BACKGROUND AND DISCUSSION:**

All financial data are through April 2022 and operating data are through May 2022 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 85,276 from July 2021 to April 2022. Contracted transportation trips are growing steadily and are at 17,368 from July 2021 to May 2022.
- Meals delivered from July 2021 through May 2022 are currently at 434,000. This includes 408,500 meals delivered for the Sacramento Food Bank and Family Services and 25,900 meals delivered from Canon Restaurant for local seniors.
- Between July 2021 and May 2022, the Sacramento Mobility Management program successfully travel trained 59 elderly/disabled passengers and 112 youth. The Boston Eligibility office answered 107,600 incoming calls and certified 12,000 clients to be ADA-eligible passengers on Boston's paratransit service. The Boston Travel Training office performed 29 groups trainings and 64 individual trainings.
- The CTSA program, where Paratransit, Inc. partners with local social service agencies, continues providing support with insurance expense, maintenance and fleet management, fuel reimbursement, buses, and driver support. Between July 2021 and April 2022 Paratransit's maintenance department completed 1,916 work orders.
- Between July 2021 and May 2022, Paratransit, Inc. has received \$44,500 in income from renting out our accessible minivans.

- Year-to-date revenue is 14% lower than budgeted; year-to-date expense is 12% lower than budgeted. Paratransit's net income is \$0.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or [Lisac@paratransit.org](mailto:Lisac@paratransit.org).

**FISCAL IMPACT:**

None

**ATTATCHMENTS:**

June 2022 CFO Report  
April 2022 Income Statement  
April 2022 Balance Sheet

# PARATRANSIT, INC

# FINANCIAL REPORT

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June 2022



# CTSA Trips Provided

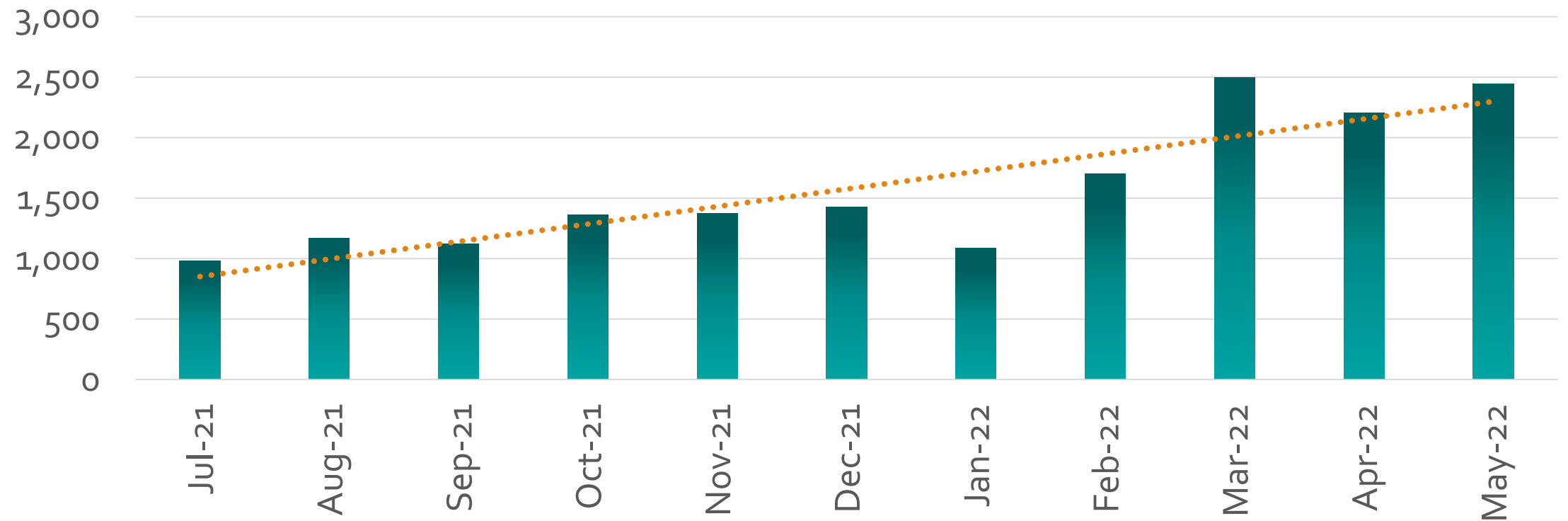
## July 2021 - April 2022

Agency	Trips	% of Trips
ACC	10,410	12%
EG Adult Community Training	5,056	6%
Easter Seals	6,441	8%
St. John's Program for Real Change	6,605	8%
Sutter Senior	20,011	23%
UCP of Sacramento & Northern CA	36,753	43%
<b>Total CTSA Trips</b>	<b>85,276</b>	



# Contracted Transportation Trips

## July 2021 – May 2022



# Social Service Transportation

## July 2021 to May 2022

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- Sacramento Food Bank: 408,500 meals
- Clay Nutting, Canon Restaurant: 8,648 meal kits
- Meals on Wheels: 483 hours
- YMCA after school transport: 2,833 trips



# Sacramento Mobility Management

## July 2021 – May 2022

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- Travel Training for Seniors/Disabled
  - 59 successful trainees
- Travel Training for Youth
  - 112 successful trainees



# Massachusetts Bay Transportation Authority

July 2021 – May 2022

## ADA Eligibility Certification

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- 107,634 incoming calls
- 12,131 interviews
- 12,185 eligibility determinations

## Travel Training

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- 29 group trainings
- 64 one-on-one trainings
- 35 presentations



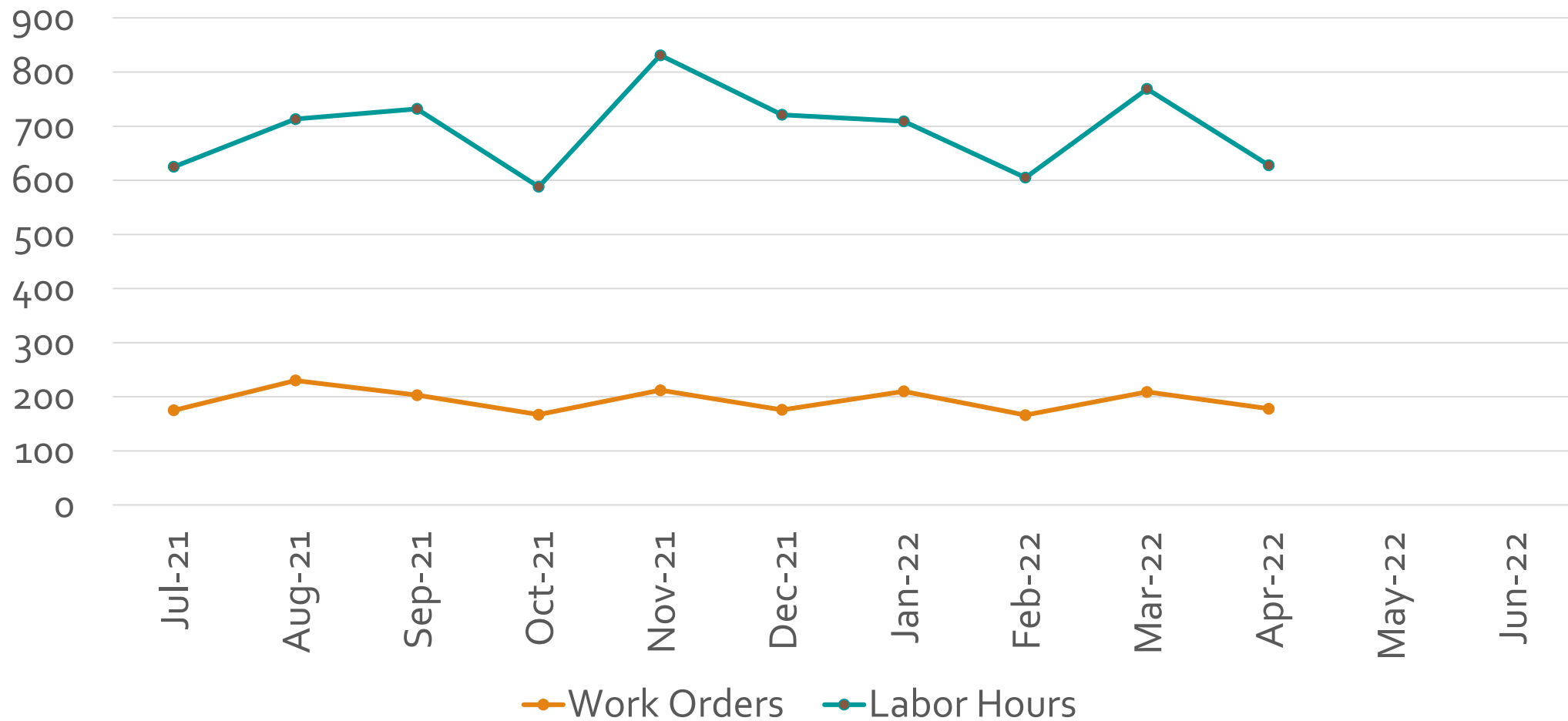
# Maintenance

## July 2021 to April 2022

FY22 Maintenance Operations	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
Work Orders	171	230	200	167	209	176	210	166	209	178			1,916
Labor Hours	625	713	732	588	831	721	709	605	769	628			6,921
Parts Cost	\$24,860	\$25,530	\$25,556	\$20,964	\$28,736	\$22,242	\$19,869	\$23,863	\$23,919	\$25,933			\$241,472
Total Cost	\$86,481	\$100,371	\$101,177	\$79,641	\$119,014	\$94,449	\$93,566	\$84,964	\$102,029	\$90,335			\$952,027



# FY22 Work Orders and Labor Hours



# Work Orders: July 2021 - April 2022

Vehicle Type	Work Orders
Paratransit	608
SacRT Go Paratransit Services	610
Outside Agencies	511
CTSA Partners	153
Rental Fleet	34
Total Work Orders	1,916





# Maintenance Department

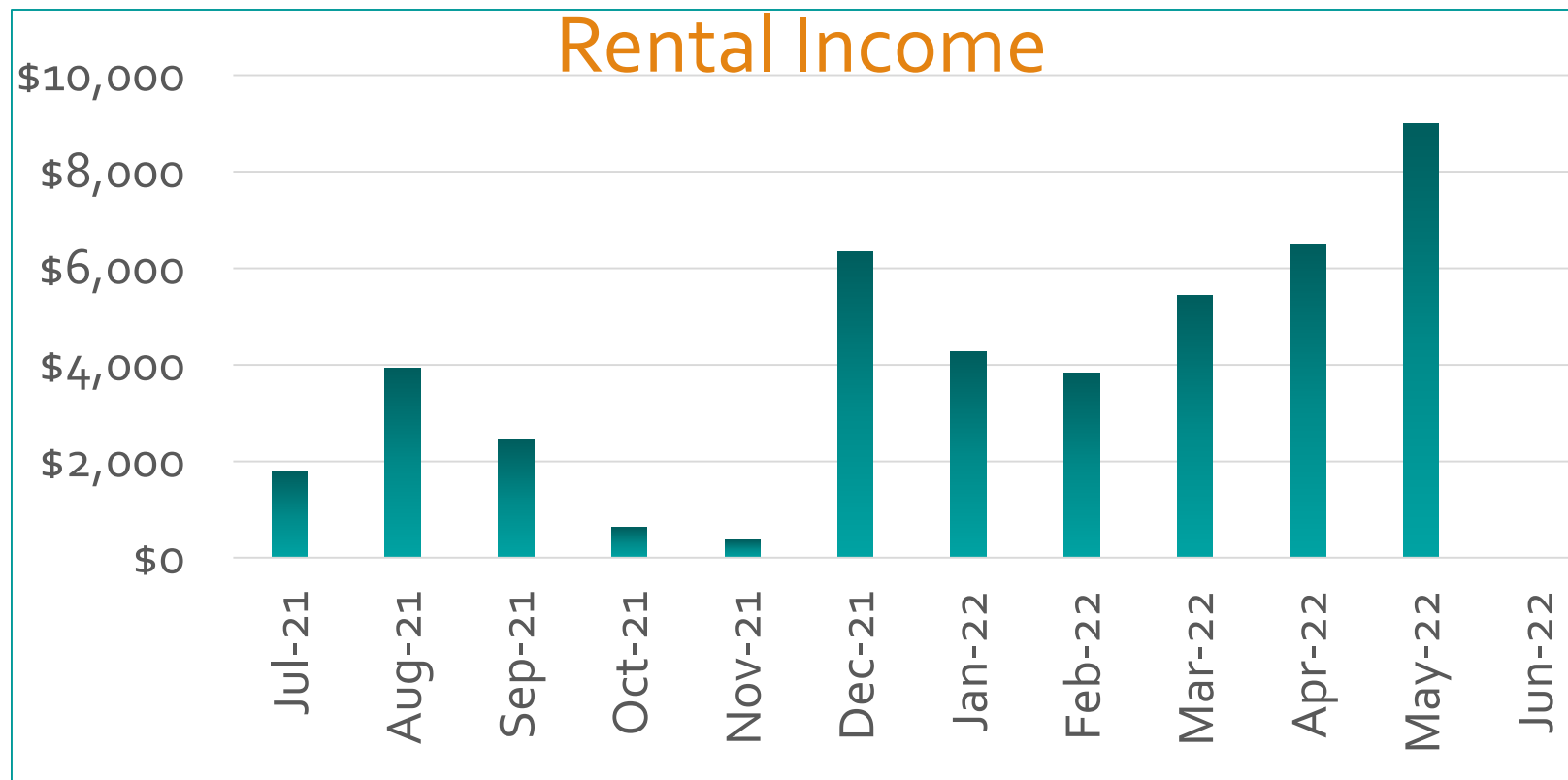
## Revenue and Expense: July 2021 - April 2022

Line Item	Amount
Maintenance Personnel	858,944
Cost of Parts & Sublet Service	198,759
Total Expense	1,057,703
Maintenance Fees	248,158
Measure A, TDA, Stimulus	525,000
RT Maintenance/Facility	354,321
Total Revenue	1,127,479
Net Revenue	69,776

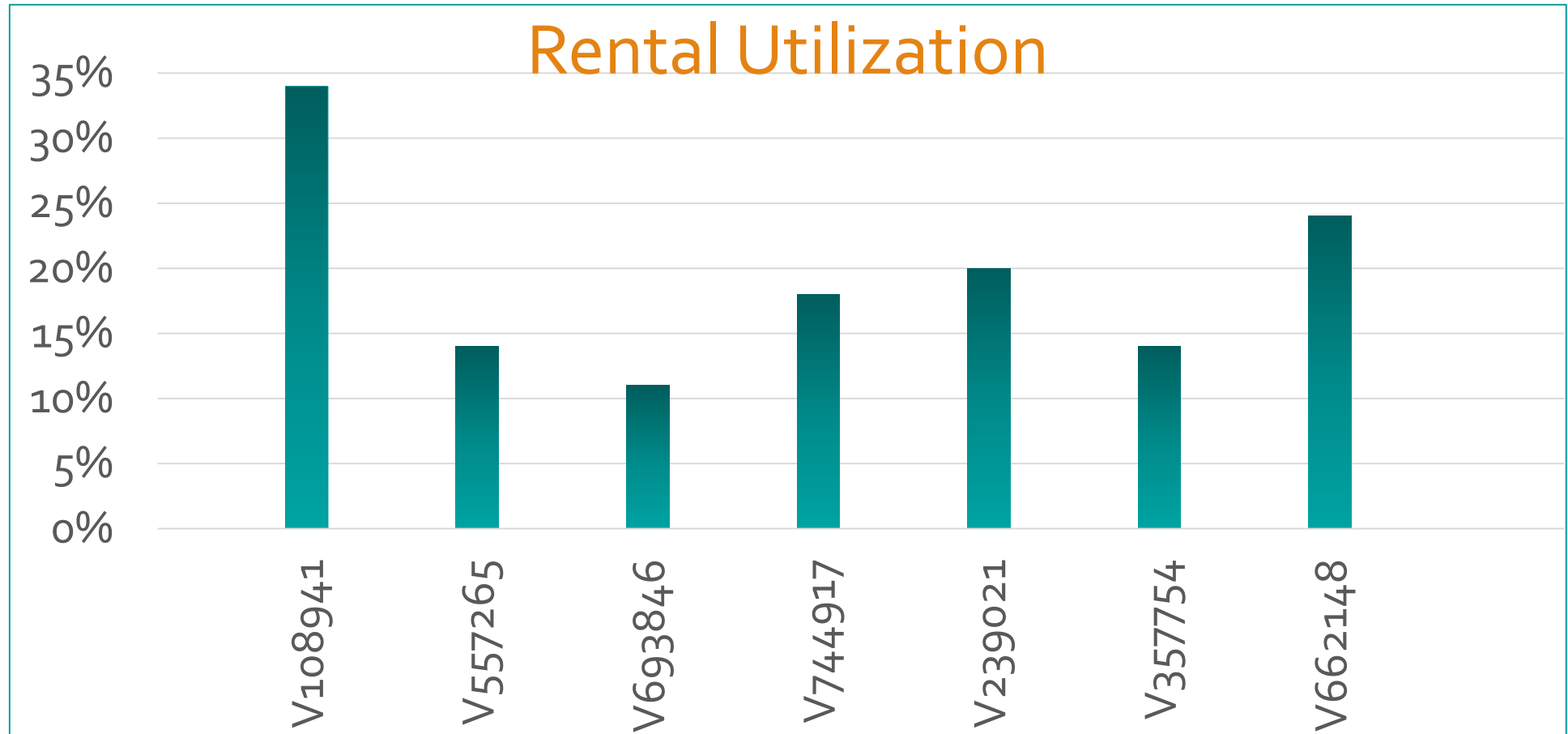


# Accessible Vehicle Rentals

- 7 accessible vehicles with ramps
- \$44,526 in rental income in July 2021 – May 2022



# Accessible Vehicle Rentals



# FY22 YTD Budget versus Actuals

(in thousands of dollars)

FY22 Revenue	Budget	Actual	\$ Difference	% Difference
Measure A	\$2,422	\$2,443	\$21	(1%)
TDA	\$667	\$838	\$171	26%
Grants	\$2,993	\$2,213	(\$780)	(26%)
Other	\$6,068	\$4,993	(\$1,075)	(18%)
Total Revenue	\$12,149	\$10,487	(\$1,662)	(14%)



# FY22 YTD Budget versus Actuals

(in thousands of dollars)

FY22 Expense	Budget	Actual	\$ Difference	% Difference
Personnel	\$7,633	\$6,707	(\$926)	(12%)
Fleet Operations	\$1,609	\$1,968	\$359	22%
Non Personnel	\$1,639	\$1,628	(\$11)	(1%)
Capital Projects	\$1,315	\$478	(\$836)	(64%)
Total Expense	\$12,196	\$10,781	(\$1,415)	(12%)
FY21 Carryover		\$294		
Net Income	\$0	\$0		



PARATRANSIT, INC.  
COMBINED BALANCE SHEET  
4/30/2022  
UNAUDITED

ASSETS  
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CURRENT ASSETS:

Cash	3,558,523
Medical Annuity	232,477
Accounts Receivable	1,011,062
Grants Receivable	200,000
Inventory	176,560
Deposits and Prepaid Expenses	527,861
TOTAL CURRENT ASSETS	<u>5,706,482</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	13,050,819
Non-Grant Equipment	8,949,472
Work in Progress	-
TOTAL COST	<u>22,925,027</u>
Less Accumulated Depreciation	<u>(15,986,169)</u>
Net Capital Assets	<u>6,938,858</u>

TOTAL ASSETS	<u><u>12,645,339</u></u>
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LIABILITIES AND FUND BALANCE  
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CURRENT LIABILITIES

Accounts Payable	106,848
Workers' Compensation Payable	-
Accrued Payroll & Benefits	90,541
Sales Tax Payable	12,471
Lease/Notes Payable	2,047,367
Unredeemed Bus Scrip	-
Deferred Revenue	55,774
Other Payables	31,271
TOTAL CURRENT LIABILITIES	<u>2,344,271</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	3,295,742
TOTAL LONG TERM LIABILITIES	<u>3,295,742</u>

TOTAL LIABILITIES	5,640,013
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FUND EQUITY

Contributed Capital	2,024,031
Restricted for lease collateral	-
Restricted for grant administration	13,000
Retained Earnings (Loss)	4,968,295
TOTAL FUND EQUITY	<u>7,005,326</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>12,645,339</u></u>
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PARATRANSIT, INC. - CONSOLIDATED  
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 4/30/2022

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
<b>REVENUE</b>								
<b>OPERATING REVENUE:</b>								
Measure A (Current)	158,823	-	(158,823)	1,905,874	1,588,228	1,691,895	103,667	6.53
Measure A (Years 1-10)	83,333	277,000	193,667	1,000,000	833,333	751,000	(82,333)	(9.88)
TDA 4.5	66,667	-	(66,667)	800,000	666,667	837,887	171,220	25.68
Contract & Program Transportation Revenue	279,167	225,798	(53,369)	3,350,000	2,791,667	2,030,626	(761,041)	(27.26)
SacRT Go Maintenance & Facility Contracts	72,652	69,711	(2,941)	871,818	726,515	685,081	(41,435)	(5.70)
Transportation Literacy (Civic Lab)	13,050	13,050	-	156,600	130,500	104,400	(26,100)	(20.00)
CARES Act Funding	166,667	-	(166,667)	2,000,000	1,666,667	2,000,001	333,334	20.00
American Rescue Plan	107,123	-	(107,123)	1,285,470	1,071,225	-	(1,071,225)	(100.00)
Section 5307 - Regional Mobility Management	12,500	-	(12,500)	150,000	125,000	109,000	(16,000)	(12.80)
Diversified Services	163,274	221,444	58,170	1,959,284	1,632,737	2,253,544	620,807	38.02
Applied to Capital Projects	(39,795)	(11,618)	28,177	(477,542)	(397,952)	(167,799)	230,153	(57.83)
<b>TOTAL OPERATING REVENUE</b>	<b>1,083,459</b>	<b>795,384</b>	<b>(288,075)</b>	<b>13,001,504</b>	<b>10,834,587</b>	<b>10,295,635</b>	<b>(538,952)</b>	<b>(4.97)</b>
<b>CAPITAL REVENUE:</b>								
FY22 10 NEW CNG VEHICLES	91,667	-	(91,667)	1,100,000	916,667	-	(916,667)	(100)
Prop 1B PTMISEA - Rangers	-	-	-	-	-	17,724	17,724	-
Applied Operating Revenue	39,795	11,618	(28,177)	477,542	397,952	167,799	(230,153)	(57.83)
Gain/(Loss) on Sale of Assets	-	-	-	-	-	5,624	5,624	-
<b>TOTAL CAPITAL REVENUE</b>	<b>399,645</b>	<b>11,618</b>	<b>(388,027)</b>	<b>1,577,542</b>	<b>1,314,619</b>	<b>191,147</b>	<b>(1,123,472)</b>	<b>(85.46)</b>
<b>TOTAL REVENUE</b>	<b>1,483,104</b>	<b>807,002</b>	<b>(676,102)</b>	<b>14,579,046</b>	<b>12,149,205</b>	<b>10,486,782</b>	<b>(1,662,424)</b>	<b>(13.68)</b>
<b>OPERATING EXPENSES</b>								
<b>PERSONNEL:</b>								
Transportation Operations	195,463	247,473	52,011	2,345,550	1,954,625	1,617,961	(336,664)	(17.22)
Maintenance Operations	94,854	83,939	(10,915)	1,138,249	948,541	858,944	(89,597)	(9.45)
Administration	107,998	95,486	(12,512)	1,295,978	1,079,982	1,062,240	(17,742)	(1.64)
Diversified Services:								
Travel Training	17,262	9,327	(7,936)	207,150	172,625	122,852	(49,773)	(28.83)
Mobility Management	84,400	70,444	(13,955)	1,012,799	843,999	758,675	(85,325)	(10.11)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	239,127	340,427	101,300	2,869,522	2,391,268	2,109,366	(281,903)	(11.79)
Workers' Compensation	24,196	23,604	(592)	290,348	241,957	176,581	(65,376)	(27.02)
<b>TOTAL PERSONNEL</b>	<b>763,300</b>	<b>870,699</b>	<b>107,400</b>	<b>9,159,596</b>	<b>7,632,997</b>	<b>6,706,617</b>	<b>(926,380)</b>	<b>(12.14)</b>
<b>FLEET OPERATIONS:</b>								
Fuel	64,844	159,172	94,328	778,134	648,445	962,647	314,202	48.45
Insurance	71,067	84,006	12,938	852,809	710,674	807,036	96,361	13.56
Cost of Parts & Sublet Service	25,037	22,535	(2,502)	300,439	250,366	198,759	(51,607)	(20.61)
<b>TOTAL FLEET OPERATIONS</b>	<b>160,948</b>	<b>265,713</b>	<b>104,765</b>	<b>1,931,382</b>	<b>1,609,485</b>	<b>1,968,441</b>	<b>358,956</b>	<b>22.30</b>
<b>NONPERSONNEL:</b>								
Professional Services	76,184	55,926	(20,257)	914,203	761,836	626,346	(135,490)	(17.78)
Outside Services	26,787	31,135	4,348	321,445	267,871	294,801	26,930	10.05
Rent/Repair	9,518	7,412	(2,105)	114,213	95,178	92,278	(2,900)	(3.05)
Office Expense	12,037	9,301	(2,736)	144,449	120,374	156,630	36,257	30.12
Interest Expense	7,849	16,884	9,035	94,190	78,492	97,357	18,865	24.03
Telephone/Utilities	21,174	18,595	(2,580)	254,091	211,742	242,581	30,839	14.56
Tax/License/Dues/Permits	8,851	6,019	(2,832)	106,206	88,505	61,578	(26,927)	(30.42)
Travel	683	10,379	9,696	8,196	6,830	38,856	32,026	468.90
Professional Development	833	-	(833)	10,000	8,333	17,578	9,245	110.94
Brokered Trans. Services	-	-	-	-	-	-	-	-
<b>TOTAL NONPERSONNEL</b>	<b>163,916</b>	<b>155,651</b>	<b>(8,265)</b>	<b>1,966,993</b>	<b>1,639,161</b>	<b>1,628,005</b>	<b>(11,156)</b>	<b>(0.68)</b>
<b>TOTAL OPERATIONS EXPENSE</b>	<b>1,088,164</b>	<b>1,292,064</b>	<b>203,900</b>	<b>13,057,971</b>	<b>10,881,642</b>	<b>10,303,063</b>	<b>(578,579)</b>	<b>(5.32)</b>
<b>CAPITAL PROJECTS:</b>								
FY22 10 NEW CNG VEHICLES	91,667	-	(91,667)	1,100,000	916,667	-	(916,667)	(100.00)
Florin Road Facility	8,219	8,185	(34)	98,629	82,191	80,412	(1,779)	(2.16)
Facility Reserve	8,333	-	(8,333)	100,000	83,333	-	(83,333)	(100.00)
Ranger 4 Conversion and Installation	-	-	-	-	-	63,120	63,120	-
Vehicle Acquisition Project	20,743	20,906	163	248,914	207,428	206,002	(1,426)	(0.69)
Prop 1B FY17 - Server	-	-	-	-	-	41,430	41,430	-
Office Furniture & Equipment	833	-	(833)	10,000	8,333	39,836	31,503	378.04
Network & Telecommunications	833	-	(833)	10,000	8,333	44,118	35,785	429.42
Maintenance Equipment	833	3,433	2,600	10,000	8,333	3,433	(4,900)	(58.80)
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	<b>131,462</b>	<b>32,524</b>	<b>(98,938)</b>	<b>1,577,542</b>	<b>1,314,619</b>	<b>478,350</b>	<b>(836,269)</b>	<b>(63.61)</b>
<b>TOTAL OPERATING AND CAPITAL EXPENSE</b>	<b>1,219,626</b>	<b>1,324,588</b>	<b>104,962</b>	<b>14,635,513</b>	<b>12,196,261</b>	<b>10,781,413</b>	<b>(1,414,848)</b>	<b>(11.60)</b>
<b>NET INCOME (LOSS)</b>	<b>263,478</b>	<b>(517,586)</b>	<b>(781,064)</b>	<b>(56,467)</b>	<b>(47,056)</b>	<b>(294,631)</b>	<b>(247,576)</b>	



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 5A**

**AGENDA TITLE:** Adopt Resolution 07-22 Approving Continuance of Remote Board Meetings

**MEETING DATE:** June 20, 2022

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 07-22 approving continuance of remote board meetings.

**BACKGROUND AND DISCUSSION:**

The Brown Act is a state law that establishes the procedural framework for members of local government decision-making bodies to meet, debate, and act. The Act is designed to ensure that the public is informed about the views, discussions, and actions of governing officials. Paratransit is subject to the Brown Act.

On March 12, 2020, the Governor issued Executive Order No. N-25-20 that waived certain requirements of the Brown Act including:

- the requirement that the notice of each meeting location be provided for those members of the legislative body (board or committee) participating in the meeting;
- the requirement that each meeting location be accessible to members of the public;
- the requirement that members of the public be able to address the legislative body (board and committee) at each meeting location;
- the requirement that agencies post agendas at all meeting locations; and



- the requirement that at least a quorum of the legislative body (board and committee) participate from locations within the boundaries of the territory over which they exercise jurisdiction.

With the Executive Order in place, Paratransit has been holding its meetings remotely over Zoom since the beginning of the pandemic. In September, the Governor signed Assembly Bill (AB) 361, which amends the Brown Act to allow continued flexibility for public meetings following the expiration of the Governor's Executive Order. The provisions of AB 361 regarding remote meetings can only be used in the event there is a Governor issued state of emergency that is active under the California Emergency Services Act and a legislative body makes a determination by resolution that there is a need to meet remotely. The Governor's state of emergency presently remains in effect. Staff recommends that the committee adopt a resolution that the committee is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing. An additional stipulation of the legislation is that legislative bodies must approve by resolution the decision to meet remotely every 30 days. As such, we will bring this item to the board every meeting while a state of emergency exists.

#### **FISCAL IMPACT:**

There is no impact from this action

#### **ATTACHMENTS:**

1. Resolution 07-22



## **RESOLUTION NO. 07-22**

### **APPROVING CONTINUANCE OF REMOTE BOARD MEETINGS**

**WHEREAS**, the Paratransit, Inc. Board of Directors is committed to preserving public access and participation in meetings; and

**WHEREAS**, all meetings of the Paratransit, Inc. Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963, the “Brown Act”), so that any member of the public may attend, participate, and observe the agency conduct its business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), provides for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, such conditions now exist in the State, specifically, the Governor of the State of California proclaimed a state of emergency on March 4, 2020, related to the threat of COVID-19, which threat remains; and

**WHEREAS**, California Department of Public Health and the Federal Centers for Disease Control and Prevention caution that the Delta and Omicron variants of COVID- 19, currently the dominant strains of COVID-19 in the country, are more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; and

**WHEREAS**, on September 28, 2021, the County of Sacramento Public Health Officer recommended social distancing measures and that local legislative bodies in the County of Sacramento use certain available teleconferencing options in order to help minimize the spread and transmission of COVID-19; and

**WHEREAS**, the California Division of Occupational Safety and Health (“Cal/OSHA”) regulations at Title 8 Section 3205 recommends physical distancing in the workplace as

precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a “close contact” which occurs when individuals are within six feet of another in certain circumstances;

**NOW THEREFORE BE IT RESOLVED THAT THE PARATRANSIT, INC. BOARD OF DIRECTORS** to allow for physical distancing and remote meeting attendance in accordance with recommended measures from Cal/OSHA and the County of Sacramento Public Health Officer, does hereby find that Paratransit shall conduct its meetings remotely.

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: June 20, 2022



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 5B**

**AGENDA TITLE:** Approve the Minutes of the April 18, 2022 Board of Directors' Meeting

**MEETING DATE:** June 20, 2022

**PREPARED BY:** Chris M. Brown, SHRM-SCP, SPHR, Assistant Secretary of the Board of Directors

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**RECOMMENDED ACTION:**

Approve the Minutes of the April 18, 2022, Board of Directors' Meeting.

**MINUTES:**

April 18, 2022  
6:00 p.m.  
Broadcast and Teleconference

**Board Members Present:**

Anna Fontus  
Pat Hume (Arrived 6:45 p.m.)  
Scott Leventon  
Stephanie Nguyen (Arrived at 6:41 p.m.)  
Vidhu Shekhar (left at 7:33 p.m.)  
Kim Tucker

**Board Members Absent:**

Alice Kimble

**Public Present:**

Rachel Zillner, Clutch  
Missy McDougall, Clutch  
Kathy Sachen, SacRT

## **Staff Present:**

Tiffani Fink, Chief Executive Officer  
Dr. Lisa Cappellari, Chief Financial Officer  
Chris Brown, Chief Administrative Officer  
Gary Vickers, Director of Operations  
Julio Diaz, Maintenance Manager  
Amy Parkin, Operations and Training Manager  
Jamila Lee, Human Resources Manager  
Alicia Brown, Mobility Options Manager  
Louise Friedlander, Mobility Management Program Liaison  
Mary Harding, On-Call Operations Consultant

**Call To Order/Roll Call:** Director Fontus called the meeting to order at 6:06 p.m.

Director Fontus, Hume, Kimble, Leventon, Nguyen, Shekhar, Tucker

## **Pledge of Allegiance:**

Director Fontus opened the meeting by leading the Pledge of Allegiance.

## **PUBLIC COMMENT**

No public comment

## **STAFF REPORTS**

### A. CEO Report

#### a. Update on Activities and Contracts

Chief Executive Officer Tiffani Fink reviewed her written staff report and provided updates on partnerships. Paratransit is providing transportation for four to six youth summer camps over a nine-week period. Additionally, in conjunction with existing partners, a grant was written and submitted to provide transportation to farmer's markets to those living in food deserts to provide more access to healthy foods. Director Tucker asked if the travel training grant was awarded to Paratransit. CEO Fink shared Paratransit did receive

the two-year \$500,000 grant to provide travel training to anyone interested in learning how to use public transit and alternate modes of transportation. Director Tucker congratulated the staff for writing and getting the grant funded.

## B. CFO Report

### a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reviewed her written staff report of financial measures through February 2022 and operating data through March 2022. There was a discussion regarding the increase in vehicle rentals and the exploration of expanding the rental fleet. Director Shekhar asked for utilization data for the rental fleet. CFO Cappellari believes it is approximately 75%, but will check and include those statistics in her future reports.

Director Tucker asked if the Maintenance Division has the capacity to take on extra work. CEO Fink stated it does as all mechanics were retained in anticipation of increased workload. Director Fontus shared she is glad the mechanics were retained, she supported the decision at the time and acknowledged the agency could be in a tough spot had that not been done. Director Shekhar asked if there will be funds to increase reserves. CEO Fink said only unrestricted revenue can be used for reserves, however, Measure A, TDA, and grant funds can be carried into future fiscal years.

## **CONSENT CALENDAR**

The Consent Calendar was approved upon motion by Director Tucker, seconded by Director Hume. The motion passed unanimously.

### A. Adopt Resolution 04-22 Approving Continuance of Remote Board Meetings

**Resolution 04-22 was approved as presented.**

- B. Approve the Minutes of the February 17, 2022, Board of Directors' Meeting

**The minutes of the Board of Directors' Meeting held February 17, 2022 was approved as presented**

- C. Adopt Resolutions 05-22 Authorizing the Chief Executive Officer to Negotiate and Execute a Two-Year Extension to the Agreement with Runyon Saltzman, Inc. (RSE) for Comprehensive Communications and Media Strategies Work

**Resolution 05-22 was approved as presented.**

- D. Adopt Resolution 06-22 Authorizing the Chief Executive Officer (CEO) to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2022-23 and Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued

**Resolution 06-22 was approved as presented.**

**AYES:** Fontus, Hume, Leventon, Nguyen, Shekhar, Tucker

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble

## **FACILITATED BOARD WORKSHOP DISCUSSION ON SETTING BOARD GOALS FOR THE 2022 CALENDAR YEAR**

CEO Fink began the discussion by recapping February's discussion on this topic and sent out the Board Member handbook in preparation for the meeting. Additionally, the Strategic Plan will be brought back to the Board in June, and Director Shekhar arranged for a group of post-graduate students from USC to assist. CEO Fink asked the group to develop non-traditional KPIs for the agency to consider. Facilitator Rachel Zillner led the Board through discussions on the themes of attendance, friction points, goals and Board commitment.

The Board discussed the role of a Board member and necessary revisions for the Board Member Handbook. The Board discussed the

agency's baseline of service , including the diversity of partners, geographic areas served, and looking at who our partners serve and how these resources can be leveraged. A goal of using the Woodbine property to make an impact on the community was established. These items will be revisited at the half-day Board retreat in August. Additionally, Board members will work on ideas for fiduciary duty and send them in to be revisited at the August retreat.

During the discussion on attendance, Director Fontus stated attendance is not being a good Board member; it is a minimum expectation. Director Nguyen expressed a concern about determining attendance if the Director is not there for the entire meeting. Ms. Zillner suggested the Board enforce existing expectations and determine how to handle attendance in 2023. Directors Tucker and Nguyen shared that Directors should be held accountable as there is a published meeting schedule. Director Fontus stated her concern that absences deprive the Board and staff of input. Director Tucker suggested the Board define what a culture of accountability is at the August meeting. Ms. Zillner summarized the conversation as the Board empowering the President to have conversations to hold Board members accountable and have all Board members support him.

It was decided Board engagement will be discussed further at the August retreat, and Director Tucker offered to provide staff with a Board Matrix to assist in tracking attributes, terms and other important data.

During the discussion, Director Tucker mentioned that "storytelling" was missing and is an essential tool in sharing the agency's mission and passion to inspire others. Director Nguyen suggested a fundraising dinner which would provide unrestricted funds, but more importantly would provide community exposure.

## **BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS**

None



## **ADJOURNMENT**

Director Hume announced the meeting adjourned at 9:05 p.m.

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Chris M. Brown, SHRM-SCP, SPHR  
Assistant Secretary of the Board of Directors

06/20/22  
Date



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 5C**

**AGENDA TITLE:** Adopt Resolution 08-22 Approving the FY 23-27 Business Development and Strategic Plan

**MEETING DATE:** June 20, 2022

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 08-22 Approving the FY 23-27 Business Development and Strategic Plan.

**BACKGROUND AND DISCUSSION:**

In September 2022, the Board of Directors adopted the first Business Development Plan. In June 2021, the Board adopted the first update. Each year, the Paratransit, Inc. Board of Directors adopts the agency's annual operating budget and beginning this year, the Board will adopt an annual update to the Business Development Plan. At the April 2022 Board meeting, the Board participated in a facilitated discussion of the Board goals which included a robust discussion and confirmation of the current goals as presented. The action before the Board tonight is to adopt the update. This year the update merely 4 resets years one thru five as COVID has slowed many of the items from fully completing. . The Business Development Plan, as adopted, is comprised of two parts: the shorter term (Years 1-2) Operational Work Plan portion and the longer term (Years 3-5) Strategic Plan portion. As each year progresses, the goals from the out years move forward and a new year 5 review is added.

Attached to this staff report is a copy of the PowerPoint presentation that was presented in April. It that outlines our current fiscal year programs and

projects and the longer term (3-5 year) program growth areas based on our current core competencies, growth opportunities and strategic initiatives.

**FISCAL IMPACT:**

All current activities are included within the existing budget. Cost for future expanded services such as providing services and maintenance would be offset by secured revenues prior to service implementation.

**Attachments:**

1. PowerPoint Presentation from the April 2022 Board Meeting



**RESOLUTION NO. 08-22  
APPROVING THE FY 23-27 BUSINESS DEVELOPMENT AND  
STRATEGIC PLAN**

**WHEREAS**, annually the Paratransit, Inc. Board of Directors approves the annual budget document where serves as the business plan for the next fiscal year; and

**WHEREAS**, with recent changes in operations and the discontinuance of the operation of Americans with Disabilities Act (ADA) and non-ADA service a look at the current programs, as well as development of a longer term business development plan was due; and

**WHEREAS**, Paratransit is a nationally recognized leader in transportation and mobility management and a business development plan provides direction to staff on priorities from growth and expansion; and

**WHEREAS**, the business development plan is a vital link to the board governance and to ensure a representation that meets the current needs of the Agency, annual review is necessary to coincide with Board terms.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 08-22 approving the FY 23-27 Business Development and Strategic Plan.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Board of Directors of Paratransit, Inc. implements annual review and update of the Business Development Plan as part of the budget approval process.

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Patrick Hume, President  
Paratransit, Inc. Board of Directors  
Dated: June 20, 2022



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 5D**

**AGENDA TITLE:** Adopt Resolution 09-22 Approving the 2022-2025 Title VI Plan and authorizing the Chief Executive Officer to make administrative adjustments to the program, as needed.

**MEETING DATE:** June 20, 2022

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 09-22 Approving the 2022-2025 Title VI Plan.

**BACKGROUND AND DISCUSSION:**

In Federal Circular 4702.1B, the Federal Transit Administration (FTA) requires all recipients and sub-recipients to develop a Title VI Program to ensure that equal access is provided to passengers and that the proper language assistance materials are made available. Paratransit, Inc. has had a Title VI policy for several years and this adoption covers the newest planning period extending the plan until 2025.

The Title VI Program presented is a revision of Paratransit's existing Board-adopted Program. This policy and program have been updated to include the required documentation and language to meet the FTA program guidelines. The program outlines the process utilized to monitor equal access to passengers and describes the different ways that Paratransit, Inc. reaches out to the community and in particular, passengers with Limited English Proficiency (LEP).

Each agency receiving federal funds is required to update and re-adopt their program every three years by the Board, and staff is recommending that the Board of Directors authorize the Chief Executive Officer to make any administrative adjustments in the interim. These would include updating the exhibits to show revised outreach materials or updated procedures.

**FISCAL IMPACT:**

The Title VI plan is required to be adopted by the Board to remain eligible to utilize federal funds. Failure to adopt the plan, could jeopardize the use of federal capital and operating funds.

**Attachments:**

1. Draft Title VI plan for years 2022-2025



**RESOLUTION NO. 09-22**  
**APPROVING THE PARATRANSIT, INC 2022-2025 TITLE VI PLAN AND**  
**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO MAKE**  
**ADMINISTRATIVE ADJUSTMENTS, AS NEEDED**

**WHEREAS**, every three (3) years the Paratransit, Inc. Board of Directors is required to adopt an updated Title VI plan in accordance with federal requirements; and

**WHEREAS**, Paratransit, Inc. is a recipient of federal funds for operating and capital purposes; and

**WHEREAS**, upon adoption this plan will be transmitted to our funding partners for compliance.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 09-22 approving the Paratransit, Inc. Title VI Plan.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Board of Directors of Paratransit, Inc. authorizes the Chief Executive Officer to make administrative adjustments as needed.

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Patrick Hume, President  
Paratransit, Inc. Board of Directors  
Dated: June 20, 2022

Paratransit, Inc.

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Title VI Program  
Update  
2022-2025



## 1.0 Introduction

### *1.1 Paratransit, Inc. Profile*

Founded in 1978, Paratransit, Inc. is a private nonprofit corporation dedicated to providing transportation services to individuals with disabilities, the elderly, and related agencies throughout the Sacramento County area.

In 1979, using Paratransit, Inc. as a model, Assemblyman Walter Ingalls authored Assembly Bill (AB) 120, the Social Service Transportation Improvement Act. This landmark legislation included a provision calling for the designation of a Consolidated Transportation Services Agency (CTSA) in each California County. Paratransit, Inc. was the first such agency designated in California.

Since 1981, Paratransit, Inc. has served as the CTSA for the Sacramento urbanized area and is recognized as a national leader in coordinated transportation programs. As the designated CTSA, Paratransit, Inc. works with social service agencies such as the United Cerebral Palsy Association of Northern California, ACC Senior Services (formerly Asian Community Center), and the Elk Grove Adult Community Training program, to increase transportation options for seniors, individuals with disabilities and people with low incomes. For over 30 years, Paratransit has worked with a variety of local nonprofit agencies to provide transportation services, accessible vehicles, low-cost vehicle maintenance, and travel training programs.

### *1.2 Requirements and Guidance*

As a condition of Paratransit, Inc.'s funding from the Federal Transit Administration (FTA) and Subrecipient Agreements with Sacramento Regional Transit District (RT), Paratransit, Inc. is required annually to submit Certifications and Assurances. In addition, on a triennial basis, Paratransit, Inc. is required to submit to RT evidence documenting compliance with FTA Circular 4702.1B on Title VI of the Civil Rights Act of 1964, which states in Section 601:

*No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*

There are two Presidential Executive Orders that place further emphasis upon Title VI protections of race and national origin.

- Executive Order #12898 directs federal agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations.
- Executive Order #13166 directs federal agencies to evaluate services provided and implement a system that ensures that persons with Limited English Proficiency are able to meaningfully access the services provided consistent with and without unduly burdening the fundamental mission of each federal agency. Additionally, each federal agency shall ensure that recipients of federal financial assistance provide meaningful access to their Limited English Proficiency applicants and beneficiaries.
- Circular 4703.1 went into effect on August 15, 2012 to provide recipients of FTA financial assistance with guidance to incorporate environmental justice principles into plans, projects and activities that receive funding from FTA.
- Circular 4702.1B went into effect on October 1, 2012 to assist grantees in complying with Title VI of the Civil Rights Act of 1964. The purpose of this Circular is to provide recipients of FTA financial assistance with instructions and guidance necessary to carry out the US Department of Transportation's Title VI regulations (49 CFR part 21).

## 2.0 General Requirements

### *2.1 Notice to the Public*

Requirement: All recipients must provide a copy of the recipient's Title VI notice to the public that indicates that the recipient complies with Title VI, and informing members of the public of the protections against discrimination afforded to them by Title VI, as well as a list of locations where the notice is posted.

Policy: Paratransit, Inc. posts its Title VI notice in English and Spanish in the public portions of our Administration building located at 2501 Florin Road and online at [www.pاراتransit.org](http://www.paratransit.org).

### *2.1 Complaint Procedures and Form*

Requirement: All recipients must provide a copy of instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.

Policy: The procedure for filing a Title VI complaint can be found online at [www.pاراتransit.org](http://www.pاراتransit.org) and may also be obtained from Paratransit, Inc.'s Administration Department. Paratransit, Inc. staff is available to assist complainants with filing a Title VI complaint.

Paratransit, Inc. has developed procedures for filing, tracking and investigating Title VI complaints. The procedures, including a complaint form provided by Paratransit, Inc. are included in Appendix 2.

### *2.2 Investigations, Complaints and Lawsuits*

Requirement: All recipients must provide a list of any public transportation related Title VI investigations, complaints and lawsuits filed with the recipient since the time of the last submission.

Policy: Paratransit, Inc. has developed procedures for tracking and monitoring Title VI complaints and lawsuits and has procedures for investigation of complaints.

Paratransit, Inc. has not received any complaints of discrimination pursuant to Title VI. A statement noting that no complaints have been received is included as Appendix 3.

### *2.3 Inclusive Public Involvement*

Requirement: Pursuant to 49 CFR 21.5(b)(7), and to engage in community outreach consistent with the DOT Order on Environmental Justice, recipients and sub-recipients shall seek out and consider the viewpoints of minority and low income populations in the course of conducting public outreach and involvement activities. An agency's public participation plan shall offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

Policy: Paratransit, Inc. staff actively reaches out to organized community groups (i.e., ACC Senior Services, Hmong Heritage Center, senior facilities, public transportation providers, etc.) to conduct travel training classes. During these classes, informational packets are disseminated and interpreters are available to assist with patrons who have limited English proficiency.

Also, Paratransit, Inc. staff participates in several advisory committees, including the Transit Coordinating Committee of the Sacramento Area Council of Governments, and the Mobility Advisory Council of the Sacramento Regional Transit District. Through these advisory councils, Paratransit, Inc. staff participates in public outreach efforts on community and regional transportation and transit service planning efforts.

### *2.4 Language Assistance Plan*

Requirement: All recipients are required to provide a Language Assistance Plan (LAP), which specifies policies and procedures for providing language assistance to LEP populations, in accordance with U.S. Department of Transportation LEP Guidance.

#### *2.4.1 Four Factor Analysis*

The U.S. Department of Transportation (DOT) issued its *Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficiency (LEP) Persons*. This policy states that DOT recipients are required to take reasonable steps to ensure meaningful access to programs by LEP persons. This coverage extends to the recipient's entire program. There are four factors for agencies to consider when assessing language needs and determining what steps they should take to ensure access for LEP persons, regardless of whether or not the agency chooses not to prepare a written LEP plan:

- 1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service of the recipient;
- 2) The frequency with which LEP individuals come in contact with } the program;
- 3) The nature and importance of the program, activity or service provided by the recipient to people's lives; and
- 4) The resources available to the recipient and costs. A brief description of the self-assessment undertaken in each of the areas follows.

*2.4.1a The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service of the recipient.*

People of Spanish or Asian decent are the primary LEP persons likely to be encountered by Paratransit, Inc. programs and transit services. For the Sacramento Urbanized Area, the American Community Survey of the U.S. Census Bureau shows that among the area's population, 73.5 spoke English as a first language or spoke it "very well" as a second language. For groups who spoke English "less than very well", 6.1% are Hispanic, 1 percent is of Chinese descent, and 2.7 percent are of other Asian descent, including Russian, Hmong, Vietnamese and Laotian.

Appendix 4 contains a table that lists the languages spoken at home by the ability to speak English for the population within the Sacramento Urbanized Area five years and older.

*2.4.1b The frequency with which LEP individuals come in contact with the program.*

Paratransit, Inc. has assessed the frequency at which staff has or could possibly have contact with LEP persons. This includes examining census data, phone inquiries, requests for translated documents and staff feedback. As discussed above, census data indicate that there is a fairly large percentage of the general population, who are Spanish speaking persons or those of Asian descent. As a demand-response transportation provider, it is necessary to recognize these segments of the general population. Phone inquiries and staff feedback also indicate that Spanish-speaking and Asian language LEP persons have regular contact with the service or program.

*2.4.1c The nature and importance of the program, activity or service provided by the recipient to people's lives.*

Public transportation and regional transportation planning is vital to many people's lives. According to the Department of Transportation's *Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons*, "Providing public transportation access to LEP persons is crucial. An LEP person's ability to utilize effective public transportation may affect his or her ability to obtain health care, or education, or access to employment."

Although detailed data is not available from the American Community Survey, aggregate data indicates that, of those who take public transportation to work in the Sacramento Urbanized Area, 15.6 percent are of Hispanic or Latino origin, and 11.5 percent are of Asian descent. In addition, of those within the urbanized area, who take public transportation 10.8 percent

speak English “less than very well.” Although these figures are generalized to “public transportation” and are not segregated into fixed-route vs. demand-responsive services, it is reasonable to assume that the data would indicate that Paratransit’s services are important to these populations as a primary means to get to work and other destinations.

#### *2.4.1d The resources available to the recipient and costs*

Paratransit, Inc. assessed its available resources that are currently being used, and those that could be used, to provide language assistance. Notwithstanding the significant cuts in funding for public transportation service in the Sacramento urbanized area, and the resulting cuts in ADA-related transportation services, Paratransit, Inc. provides a reasonable degree of services for limited English speaking persons.

### *2.5 Interactions with the Limited English Proficiency Population*

Paratransit, Inc. employs the following to ensure meaningful input is received:

- Paratransit’s automated telephone answering system provides information in both English and Spanish, and calls are routed as appropriate to English or Spanish speaking call representatives.
- Paratransit ensures that staff or contract interpreters are available to work with customers who speak Spanish, Vietnamese, Russian, Hmong and Chinese.
- Paratransit, Inc. works with organizations such as the ACC Senior Services and the Hmong Heritage Center to recruit translators as needed for public presentations and mobility training sessions.
- When Paratransit, Inc. staff makes community presentations to groups whom they know in advance are limited English speakers, Paratransit

staff will hire an interpreter to translate information from the presentation to meeting attendees.

- When customers communicate with Paratransit, Inc. and state a language preference, requested materials are provided in the requested language.
- Notices that are posted on the Paratransit, Inc. vehicles are provided in English and Spanish, as drivers most frequently interact with Spanish-speaking individuals. Paratransit, Inc. provides these notices to other limited-English speaking customers upon request.

## *2.6 LEP Training and Implementation by Paratransit, Inc. staff*

Paratransit, Inc. employs the following to ensure meaningful input is received:

- When new hires start employment, Paratransit, Inc. management distributes an Administrative Handbook that contains all Paratransit, Inc. policies and procedures. The Administrative Handbook will be updated to include Paratransit, Inc.'s policy on outreach to and communication with limited-English speaking persons.
- As new policies/procedures are developed, or existing policies/procedures are amended, these new documents are distributed to affected employees through various methods, including but not limited to paper distribution, electronic documents, postings in employee break rooms, and scheduled group or individual training sessions.
- Vehicle operators, who are the most direct point of contact for LEP persons, have several methods to respond to an LEP individual. In many instances, LEP individuals are accompanied by a companion who speaks English and can translate for the customer. In addition, many vehicle operators are bilingual. If vehicle operators are not



bilingual, they are instructed to ask for assistance from a bilingual passenger. In the few cases where there is no one on the bus who can offer language assistance when needed, the vehicle operator contacts dispatch, and a supervisor is sent to the bus to assist.

## *2.7 Safe Harbor Provisions*

The Safe Harbor requirements state, “if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations. Translation of non-vital documents, if needed, can be provided orally.”

Based on the Four Factor analysis, as described above, Paratransit, Inc. has identified the following documents to be made available:

1. Paratransit, Inc. Policy Statement of Non-Discrimination and Title VI Civil Rights Protections
2. Title VI Facility and Vehicle Notifications
3. Paratransit, Inc. Implementation Procedure for Policy on Nondiscrimination and Title VI Civil Rights Protection
4. Paratransit, Inc. Title VI Complaint Procedure

## *2.8 Monitoring, Evaluation and Updates to the plan*

The Paratransit, Inc. Title VI program and Language Assistance Plan are designed to be living documents that are updated accordingly. Paratransit, Inc. monitors our services and service area statistics:

1. Through contact with our passengers both on-board and in the call center
2. Through updated American Community Survey data
3. Through formal comments obtained by the public and local officials
4. Through active engagement in the regulatory process and monitoring of updates to regulations and best practices

5. Through outreach in our travel training program with partner agencies on their changing customer demographics.

Based on the information received, Paratransit, Inc. reviews all comments and updates the plan and outreach documents accordingly. All data is reviewed as needed and at a minimum, a new plan is updated and adopted by the Board every three years.

## *2.9 Committee and Board Composition*

Committee and Board Composition Requirement: Recipients that have transit-related, non-elected planning boards, advisory councils or committees or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees and a description of efforts made to encourage the participation of minorities on such committees or councils.

Policy: Paratransit, Inc. does not have any non-elected planning boards, advisory councils or committees, or similar bodies.

## *2.10 Construction Projects*

Requirement: If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

Title 49 CFR Section 21.9 (b)(3) states, “In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the ground of race, color or national origin.”

Title 49 CFR part 21, Appendix C, Section (3) (iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color or national origin.”

For the purposes of this requirement, “facilities” does not include bus shelters, as these are transit amenities and are covered in Chapter IV of Circular 4702.1B, nor does it include transit stations, power substations, etc., as those are evaluated during project development and the CEQA and NEPA processes. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

Policy: Paratransit, Inc. has a process in place to identify and monitor these projects in the planning and project development phases to ensure that the proper analysis is conducted. Paratransit, Inc. did not have any construction projects, as defined by this regulation, during the time since the last program submittal.

### *2.11 Subrecipient Monitoring*

Recipients shall include a narrative or description of efforts used to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI program submissions.

Policy: Paratransit, Inc. does not have any pass-through agreements with subrecipients and no such agreements are expected during the term of this Title VI plan.

### *2.12 Board Approval*

Requirement: A copy of board meeting minutes, resolution, or other appropriate documentation showing the Board of Directors reviewed and approved the Title VI program must be included.

Policy: This Title VI update will be posted to the Paratransit, Inc. website once approved by Paratransit, Inc. and is scheduled to go to the Board of Directors at its June 2022 meeting.

### *2.13 Required Submission of the Title VI Program*

To ensure compliance with 49 CFR Section 21.9 (b), FTA requires that all recipients document their compliance by submitting a Title VI program to FTA’s regional civil rights officer once every three years.

### **3 Description of Service**

Paratransit, Inc. funds and provides demand-responsive services to individuals for the General Public . Paratransit, Inc. uses its revenues to provide service to the public. The following is a description of the current services offered:

#### *Mobility Training*

Paratransit, Inc. offers training on how to ride the local fixed route and light rail service at no cost to the individual. Training includes help planning how to get to and from favorite destinations and one-on-one training riding with passengers on the bus until they can navigate independently on their own. Because there may be non-ADA denials, Paratransit, Inc. encourages anyone who wants to learn how to ride to take this free training. Companions are also eligible to receive training along with Paratransit passengers.

### **4 General Reporting Requirements**

Chapter IV of FTA Circular 4702.1B speaks to the general reporting requirements required of recipients of FTA funding and its subrecipients to ensure that their activities comply with the DOT Title VI regulations and/or the DOT Order on Environmental Justice and the DOT Guidance on Limited English Proficiency (LEP). Reporting requirements covering nine general areas are identified in this chapter. Summaries of these requirements and Paratransit Inc.'s efforts in meeting them are outlined below.

#### *4.1 Annual Title VI Assurance*

Applicants shall submit their annual Title VI assurance as part of their annual Certification and Assurances submission to FTA. Recipients shall collect Title VI assurances from subrecipients prior to passing through FTA funds (these Title VI assurances can be submitted as part of a standard list of assurances provided by subrecipients to their direct recipient).

Paratransit, Inc. annually submits its Certifications and Assurances to both the California Department of Transportation (Caltrans), Division of Mass Transportation, as a subrecipient of Section 5310 funds and to the Sacramento Regional Transit District as a subrecipient of Section 5307, 5309 and 5339 funds. The Executive Director and Chief Legal Counsel sign the annual Certifications and Assurances document and submit it with Paratransit, Inc.'s Section 5310 applications to Caltrans. Paratransit, Inc.'s latest signed copy of the Certifications and Assurances is included in this document as Appendix 1.

#### *4.2 Notifying Beneficiaries of Protection*

In order to comply with 49 CFR Section 21.9 (d), recipients and subrecipients shall provide information to beneficiaries regarding their Title VI obligations and appraising beneficiaries of the protections against discrimination afforded to them by Title VI.

Paratransit, Inc. has established a Policy Statement, per Title VI, for those who are benefiting from services, and/or contracts, funded with federal assistance and has made that Policy Statement available to the public. This Policy Statement addresses Paratransit, Inc.'s commitment to avoiding discrimination on the basis of race, color or national origin. In addition, Paratransit, Inc. has developed an Implementation Procedure and Complaint Process that provides the following additional information:

- A description of Title VI and the civil rights protections it affords
- Instructions on how to file a Title VI complaint
- A description of the process for handling complaints and notifying the complainant
- A description of who can file complaints and where to file them.

Paratransit's "Policy Statement on Non-Discrimination and Title VI Civil Rights Protections," which includes a public notification of rights, is shown in Appendix 2. All of these documents can be translated into various languages upon request. In addition, Paratransit's Title VI Policy Statement and Implementation Procedure are included on Paratransit's web site at [www.paratransit.org](http://www.paratransit.org)

## **Appendix 1**

### **FY 2022 Certifications and Assurances Executed by Paratransit, Inc.**

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.*

*Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.



- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
  - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
  - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
    - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
    - (3) Using forced labor in the performance of the award or subawards under the award.

## 1.2. Standard Assurances: Additional Assurances for Construction Projects.

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 CFR § 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.326 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.**

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (a) The applicant certifies that the applicant has not furloughed any employees.

**1.6. American Rescue Plan Act Funding.**

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 CFR § 673.11(d). This certification is required by 49 U.S.C. § 5329(d)(1) and 49 CFR § 673.13.*

*This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.*

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the State has a public transportation agency safety plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. E, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

#### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

### **5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:

- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
- (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
- (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

#### **CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.

#### **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

##### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

##### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will



receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

### **CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);

- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

#### **CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and

- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula*

*Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

## **CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

### **CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

#### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

#### **CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, "Public Transportation Safety Certification Training Program"; and
- (b) Compliant with the requirements of 49 CFR Part 674, "State Safety Oversight".

#### **CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

#### **CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS  
FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT  
PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
  - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
  - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
  - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 06 (Transit Asset Management Plan),



- (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
- (4) Category 09 (Formula Grants for Rural Areas),
- (5) Category 15 (Alcohol and Controlled Substances Testing), and
- (6) Category 17 (Demand Responsive Service).

**CATEGORY 21. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA  
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: \_\_\_\_\_

The Applicant certifies to the applicable provisions of all categories: (*check here*) \_\_\_\_\_.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01     Certifications and Assurances Required of Every Applicant	_____
02     Public Transportation Agency Safety Plans	_____
03     Tax Liability and Felony Convictions	_____
04     Lobbying	_____
05     Private Sector Protections	_____
06     Transit Asset Management Plan	_____
07     Rolling Stock Buy America Reviews and Bus Testing	_____
08     Urbanized Area Formula Grants Program	_____
09     Formula Grants for Rural Areas	_____
10     Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11     Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
- 13 State of Good Repair Grants
- 14 Infrastructure Finance Programs
- 15 Alcohol and Controlled Substances Testing
- 16 Rail Safety Training and Oversight
- 17 Demand Responsive Service
- 18 Interest and Financing Costs
- 19 Cybersecurity Certification for Rail Rolling Stock and Operations
- 20 Tribal Transit Programs
- 21 Emergency Relief Program

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): \_\_\_\_\_

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

## **Appendix 2**

### **Paratransit, Inc. Policy Statement of Non-Discrimination and Title VI Civil Rights Protections**

**Paratransit, Inc.**  
**Policy Statement on Non-Discrimination**

**Paratransit, Inc. treats its customers with respect, integrity and loyalty.**

The Board of Directors of Paratransit, Inc. takes this opportunity to express one of its highest priorities in the area of operating federally-funded programs (ie., employment and training, community services, etc.) This priority is assuring that administration of Paratransit, Inc., and federally-funded programs administered by Paratransit, Inc. operate with the common goal of providing equal opportunity to federally-funded staff and participants.

Paratransit, Inc. operates its programs without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition, or disability in accordance with Title VI of the Civil Rights Act, California Civil Code Section 51(b), or other applicable law. For more information, contact Paratransit, Inc.'s Administrative Office at (916) 429-2009 or email [paratransit@paratransit.org](mailto:paratransit@paratransit.org).

Paratransit, Inc will take positive measures toward eliminating architectural barriers, artificial barriers and achieving equal opportunity through its continued implementation of its Affirmative Action Program. Paratransit, Inc. will also take positive measures to accomplish its objectives of the program and to ensure that no person is discriminated against because of sex, age, race, creed, handicap, religion, national origin, political affiliation or belief, or heritage.

The Board of Directors specifically prohibits any form of sexual harassment within Paratransit, Inc. or any federally-funded program. Any federally-funded staff member, participant, or applicant to a federally funded program who feels he or she has been discriminated against, should contact Paratransit, Inc.'s Equal Opportunity Officer/ADA Coordinator by telephone at (916) 429-2009 (TDD 429-2568; FAX 429-2409) or in writing at 2501 Florin Road, Sacramento, CA 95822.

## **Policy Statement on Title VI Civil Rights Protections**

The Civil Rights Act of 1964, Title VI, states that, *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

Paratransit, Inc. is committed to complying with the requirements of Title VI in all of its federally funded programs and activities.

### **Filing a Title VI Complaint**

Persons who believe that they have been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with Paratransit, Inc. For more information on filing a complaint, contact Paratransit, Inc.'s Administrative Office. Complaints must be in writing and must be filed within 180 days following the date of the alleged discriminatory occurrence.

Email: [paratransit@paratransit.org](mailto:paratransit@paratransit.org)

Phone: (916) 429-2009

Fax: (916) 429-2409

Mail: Paratransit, Inc.

Attn: Civil Rights Coordinator

2501 Florin Road

Sacramento, CA 95822

## **Appendix 3**

### **Paratransit, Inc. Implementation Procedure for Policy on Nondiscrimination and Title VI Civil Rights Protection**



**Paratransit, Inc.**  
**Implementation Procedure for Policy on Nondiscrimination**  
**and Title VI Civil Rights Protection**

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## **1.0 Policy**

The Board of Directors of Paratransit, Inc., takes this opportunity to express one of its highest priorities in the area of operating federally-funded programs (i.e., employment and training, community services, etc.). This priority is assuring that administration of Paratransit, Inc., and federally-funded programs administered by Paratransit, Inc., operate with the common goal of providing equal opportunity to federally-funded staff and participants.

Paratransit, Inc., will take positive measures toward eliminating architectural barriers and achieving equal opportunity through its continued implementation of its Affirmative Action Program. Paratransit, Inc., will also take positive measures to accomplish its objectives of the program and to ensure that no person is discriminated against because of sex, age, race, creed, color, handicap, religion, national origin, sexual orientation, political affiliation or belief, or heritage, per the Civil Rights Act of 1964 (as outlined in Title VI of the Act). The Board of Directors also specifically prohibits any form of sexual harassment within Paratransit, Inc., or any federally-funded program.

## **2.0 Applicability**

This policy applies to any staff member of, participant in, or applicant to any federally-funded program operated or administered by Paratransit, Inc.

**2.1** The Paratransit, Inc., Civil Rights Coordinator is designated to coordinate and investigate allegations of noncompliance with the Policy on Nondiscrimination and Title VI Civil Rights Protections.

**2.2** Information regarding this policy may be obtained from the Civil Rights Coordinator via telephone: Voice: (916) 429-2009 Ext. 302; TDD: 429-2568; FAX: 429-2409.

**Paratransit, Inc.  
Implementation Procedure for Policy on Nondiscrimination  
and Title VI Civil Rights Protection**

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**3.0 Grievance Procedure**

**3.1** Allegations of noncompliance with this policy shall be signed by the applicable person and mailed to the address below within 180 days of the date of the alleged discrimination. The written allegation must contain the following information:

- Your name, address, and how to contact you (i.e. phone number, email address, etc)
- How, when, where, and why you believe you were discriminated against. Include the location, names, and contact information of any witnesses.

This information should provide sufficient detail to help the designated investigator find a prompt and equitable resolution, and, if applicable, the specific remedy sought by the grievant.

The complaint may be filed through several methods:

In writing: Paratransit, Inc.  
Civil Rights Coordinator  
P.O. Box 231100  
Sacramento, California 95823-0401

Download and Complete a Printable Form: Online at  
[www.paratransit.org](http://www.paratransit.org) as a PDF document.

Email: [paratransit@paratransit.org](mailto:paratransit@paratransit.org)  
By Phone: (916) 429-2009  
By Fax: (916) 429-2409  
By TTD: (916) 429-2568

**Complaint Assistance:** Paratransit staff will assist in writing a complaint if the complainant is unable to do so.

Complainants may also file a Title VI complaint with an external entity such as the FTA, other federal or state agency, or a federal or state court. However, should a complaint be filed with the City and an external entity simultaneously, the external complaint will supersede the City's complaint

**Paratransit, Inc.  
Implementation Procedure for Policy on Nondiscrimination  
and Title VI Civil Rights Protection**

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and the City's complaint procedures will be suspended pending the external entity's findings.

The complainant also will be advised of his/her right to appeal the response to federal and state authorities as appropriate. The City will use its best efforts to respond to a Title VI complaint within sixty (60) working days of its receipt of such a complaint, unless a complaint is filed with the City and an external entity simultaneously as noted previously.

In addition to the complaint process at the City, a complainant may file a Title VI complaint with the:

U.S. Department of Transportation  
Federal Transit Administration  
Office of Civil Rights, Region IX  
201 Mission Street, Suite 1650  
San Francisco, California 94105-1839.

**3.2** The following definitions control the timelines of this grievance procedure:

**3.2.1** The day of receipt by Paratransit, Inc., of the allegation shall be the File Date of the allegation.

**3.2.2** A business day is a day when the Paratransit, Inc., administrative office is open, which is between 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding holidays.

**3.3** If the allegation details are sufficient, the allegation shall be immediately investigated and a response shall be mailed to the grievant within thirty (30) business days after the File Date.

**3.4** If the allegation details are insufficient, the grievant shall be notified in writing within fifteen (15) business days after the File Date of the specific additional information needed to make it complete.

**3.4.1** If the grievant fails to provide the additional needed information within thirty (30) business days after the File Date, the grievance shall be closed.

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Implementation Procedure for Policy on Nondiscrimination  
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**3.4.2** If the grievant provides the additional information needed to complete the allegation, it shall be immediately investigated and a response shall be mailed to the grievant no later than sixty (60) business days after the File Date.

**3.5** All written responses to allegations of discrimination shall undergo review by Paratransit, Inc., legal staff before being mailed to any grievant. Disciplinary actions administered to employees of Paratransit, Inc., resulting from this grievance procedure will not be divulged.

**4.0 Notice**

The Paratransit, Inc., Policy on Nondiscrimination and Title VI Civil Rights Protections shall be published in the Paratransit, Inc., ***Policies Related to Individual Users of Paratransit's Service*** as it may be amended from time to time. The Collective Bargaining Agreement Between Paratransit, Inc., and the Drivers' union contain a similar nondiscrimination policy applicable to both parties. This implementation procedure shall be provided upon request, in accessible formats as necessary, to applicable persons and other interested persons.

Attachment: Title VI Complaint Form

## **Appendix 4**

### **Paratransit, Inc. Languages Spoken at Home by Ability to Speak English for Population 5+ Years**

S1601

LANGUAGE SPOKEN AT HOME  
2012-2016 American Community Survey 5-Year Estimates

Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Versions of this table are available for the following years:

2016  
2015  
2014  
2013  
2012  
2011

ZCTA5 95822													
1 24 of 24	Total		Percent		Percent of specified language speakers								
					Speak English only or speak English "very well"		Percent speak English only or speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"		
	Subject	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
	Population 5 years and over	41,538	+/-965	(X)	(X)	33,369	+/-971	80.3%	+/-1.6	8,169	+/-713	19.7%	+/-1.6
	Speak only English	25,300	+/-1,173	60.9%	+/-2.5	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
	Speak a language other than English	16,238	+/-1,105	39.1%	+/-2.5	8,069	+/-701	49.7%	+/-2.7	8,169	+/-713	50.3%	+/-2.7
	SPEAK A LANGUAGE OTHER THAN ENGLISH												
	Spanish	7,722	+/-893	18.6%	+/-1.9	4,004	+/-552	59.6%	+/-4.1	3,718	+/-471	40.4%	+/-4.1
	5 to 17 years old	1,902	+/-477	4.6%	+/-1.2	1,095	+/-446	59.1%	+/-5.5	207	+/-110	10.9%	+/-5.5
	18 to 64 years old	5,013	+/-543	12.1%	+/-1.3	2,533	+/-347	50.5%	+/-5.3	2,480	+/-406	49.5%	+/-5.3
	65 years old and over	807	+/-166	1.9%	+/-0.4	376	+/-127	46.6%	+/-14.4	431	+/-166	53.4%	+/-14.4
	Other Indo-European languages	1,656	+/-405	4.0%	+/-1.0	897	+/-239	54.2%	+/-8.9	759	+/-261	45.8%	+/-8.9
	5 to 17 years old	161	+/-92	0.4%	+/-0.2	111	+/-70	68.9%	+/-26.1	50	+/-56	31.1%	+/-26.1
	18 to 64 years old	1,087	+/-316	2.6%	+/-0.8	641	+/-169	59.0%	+/-10.5	446	+/-198	41.0%	+/-10.5
	65 years old and over	408	+/-134	1.0%	+/-0.3	145	+/-78	35.5%	+/-15.3	263	+/-107	64.5%	+/-15.3
	Asian and Pacific Island languages	6,568	+/-741	15.9%	+/-1.7	2,500	+/-433	37.9%	+/-4.4	4,068	+/-505	62.1%	+/-4.4
	5 to 17 years old	1,037	+/-235	2.5%	+/-0.6	562	+/-187	54.2%	+/-11.8	475	+/-156	45.8%	+/-11.8
	18 to 64 years old	4,303	+/-527	10.4%	+/-1.2	1,709	+/-344	39.7%	+/-5.9	2,594	+/-382	60.3%	+/-5.9
	65 years old and over	1,248	+/-235	3.0%	+/-0.6	229	+/-83	18.3%	+/-6.5	1,019	+/-226	81.7%	+/-6.5
	Other languages	272	+/-150	0.7%	+/-0.4	68	+/-48	25.0%	+/-19.6	204	+/-139	75.0%	+/-19.6
	5 to 17 years old	68	+/-79	0.2%	+/-0.2	11	+/-16	16.2%	+/-35.4	57	+/-77	83.8%	+/-35.4
	18 to 64 years old	168	+/-76	0.4%	+/-0.2	45	+/-36	26.8%	+/-20.9	123	+/-70	73.2%	+/-20.9
	65 years old and over	36	+/-42	0.1%	+/-0.1	12	+/-15	33.3%	+/-56.2	24	+/-40	66.7%	+/-56.2
	CITIZENS 18 YEARS AND OVER												
	All citizens 18 years old and over	29,291	+/-924	(X)	(X)	25,064	+/-886	85.6%	+/-1.6	4,227	+/-511	14.4%	+/-1.6
	Speak only English	19,971	+/-950	68.2%	+/-2.4	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
	Speak a language other than English	9,320	+/-762	31.8%	+/-2.4	5,093	+/-493	51.6%	+/-3.5	4,227	+/-511	45.4%	+/-3.5
	Spanish	3,728	+/-456	12.7%	+/-1.4	2,660	+/-389	71.4%	+/-5.1	1,068	+/-230	28.6%	+/-5.1
	Other languages	5,592	+/-560	19.1%	+/-1.9	2,433	+/-374	43.5%	+/-4.8	3,159	+/-396	56.5%	+/-4.8

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

#### Explanation of Symbols:

An "X" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

An "X" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.

An "X" following a median estimate means the median falls in the lowest interval of an open-ended distribution.

An "X" following a median estimate means the median falls in the upper interval of an open-ended distribution.

An "X" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An "X" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An "(X)" means that the estimate is not applicable or not available.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see *Accuracy of the Data*). The effect of nonsampling error is not represented in these tables.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using 2013 data or multi-year data containing data from 2013. For more information, see: *Language User Note*.

While the 2012-2016 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas, in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

DP-2

Profile of Selected Social Characteristics: 2000  
 Census 2000 Summary File 3 (SF 3) - Sample Data

NOTE: Data based on a sample except in P3, P4, H3, and H4. For information on confidentiality protection, sampling error, nonsampling error, definitions, and count corrections see <http://www.census.gov/prod/cen2000/doc/sf3.pdf>

1 102 of 102	Subject	ZCTA5 95822	
		Number	Percent
	<b>SCHOOL ENROLLMENT</b>		
	Population 3 years and over enrolled in school	13,682	100.0
	Nursery school, preschool	612	4.5
	Kindergarten	828	6.1
	Elementary school (grades 1-8)	6,404	46.8
	High school (grades 9-12)	2,918	21.3
	College or graduate school	2,920	21.3
	<b>EDUCATIONAL ATTAINMENT</b>		
	Population 25 years and over	27,639	100.0
	Less than 9th grade	3,715	13.3
	10th to 12th grade, no diploma	3,778	13.6
	High school graduate (includes equivalency)	6,405	23.0
	Some college, no degree	6,764	24.3
	Associate degree	2,310	8.3
	Bachelor's degree	3,304	12.2
	Graduate or professional degree	1,473	5.3
	Percent high school graduate or higher	73.1	(X)
	Percent bachelor's degree or higher	17.5	(X)
	<b>MARITAL STATUS</b>		
	Population 15 years and over	33,634	100.0
	Never married	9,659	28.8
	Now married, except separated	18,117	47.9
	Separated	985	2.9
	Widowed	2,991	8.9
	Female	2,405	7.2
	Divorced	3,842	11.4
	Female	2,386	7.1
	<b>GRANDPARENTS AS CAREGIVERS</b>		
	Grandparent living in household with one or more own grandchildren under 18 years	1,468	100.0
	Grandparent responsible for grandchildren	532	36.2
	<b>VETERAN STATUS</b>		
	Civilian population 18 years and over	31,611	100.0
	Civilian veterans	4,171	13.2
	<b>DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED POPULATION</b>		
	Population 5 to 20 years	11,593	100.0
	With a disability	1,085	9.4
	Population 21 to 64 years	22,238	100.0
	With a disability	5,680	25.5
	Percent employed	48.6	(X)
	No disability	16,558	74.5
	Percent employed	60.5	(X)
	Population 65 years and over	7,291	100.0
	With a disability	3,167	43.4
	<b>RESIDENCE IN 1995</b>		
	Population 5 years and over	41,432	100.0
	Same house as 1995	24,465	59.0
	Different house in the U.S. in 1995	15,415	37.2
	Same county	11,330	27.3
	Different county	4,085	9.9
	Same state	3,033	7.3
	Different state	1,052	2.5
	Elsewhere in 1995	1,552	3.7
	<b>NATIVITY AND PLACE OF BIRTH</b>		
	Total population	44,521	100.0
	Native	34,441	77.4
	Born in United States	33,919	76.2
	State of residence	24,843	55.8
	Different state	9,076	20.4
	Born outside United States	522	1.2
	Foreign born	10,680	22.6
	Entered 1990 to March 2000	3,902	8.8
	Naturalized citizen	4,347	9.6
	Not a citizen	5,733	12.9
	<b>REGION OF BIRTH OF FOREIGN BORN</b>		
	Total (excluding born at sea)	10,680	100.0
	Europe	872	8.7
	Asia	5,094	50.5
	Africa	45	0.4
	Oceania	724	7.2
	Latin America	3,268	32.4
	Northern America	77	0.8
	<b>LANGUAGE SPOKEN AT HOME</b>		
	Population 5 years and over	41,432	100.0
	English only	28,119	63.0
	Language other than English	15,313	37.0
	Speak English less than "very well"	8,283	20.0
	Spanish	6,254	15.1
	Speak English less than "very well"	2,875	8.8
	Other Indo-European languages	2,903	4.8
	Speak English less than "very well"	852	2.1
	Asian and Pacific Island languages	6,915	16.7

You

Click

Subject	ZCTA5 95822	
	Number	Percent
Speak English less than "very well"	4,508	10.9
ANCESTRY (single or multiple)		
Total population	44,521	100.0
Total ancestries reported	45,304	101.8
Arab	114	0.3
Czech[1]	135	0.3
Danish	149	0.3
Dutch	328	0.8
English	2,313	5.2
French (except Basque)[1]	693	1.6
French Canadian[1]	84	0.2
German	2,941	6.6
Greek	269	0.6
Hungarian	89	0.2
Irish[1]	2,533	5.7
Italian	1,399	3.1
Lithuanian	19	0.0
Norwegian	327	0.7
Polish	218	0.5
Portuguese	666	1.5
Russian	346	0.8
Scotch-Irish	394	0.8
Scottish	473	1.1
Slovak	5	0.0
Subsaharan African	474	1.1
Swedish	440	1.0
Swiss	229	0.5
Ukrainian	306	0.7
United States or American	982	2.2
Welsh	156	0.4
West Indian (excluding Hispanic groups)	81	0.2
Other ancestries	29,236	65.7

Source: U.S. Census Bureau, Census 2000 Summary File 3, Matrices P18, P19, P21, P22, P24, P36, P37, P39, P42, PCT8, PCT16, PCT17, and PCT19

(X) Not applicable.

[1] The data represent a combination of two ancestries shown separately in Summary File 3. Czech includes Czechoslovakian. French includes Alsatian. French Canadian includes Acadian/Cajun. Irish includes Celtic.

Ancestry Code List (PDF 35 KB)

Place of Birth Code List (PDF 74 KB)

Language Code List (PDF 17 KB)





**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 6A**

**AGENDA TITLE:** Adopt Resolution 10-22 Adopting the Paratransit, Inc. Fiscal Year 2022-23 Operating and Capital Budget

**MEETING DATE:** June 20, 2022

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer  
Dr. Lisa Cappellari, Chief Financial Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 10-22 adopting the Paratransit, Inc Fiscal Year 2022-23 Operating and Capital Budget.

**BACKGROUND AND DISCUSSION:**

Paratransit, Inc released the draft Fiscal Year 2022-23 Operating and Capital Budget. This budget reflects the organizational changes that occurred with the transition of Americans with Disabilities Act and Non- ADA (Expanded and Enhanced Service) to Sacramento Regional Transit District, as well as the addition of our new Food Access and Delivery Programs. All revenues for TDA and STA reflect the funding split that was adopted which allocates 30% of the LTF funds for CTSA's to Paratransit, Inc and 30% of the Measure A funds for Senior and Disabled Services to Paratransit, Inc. In addition, we continue to utilize the carryover of stimulus funding and an enhancement of Measure A from Years 1-10 and expect a return to full operations during this fiscal year.

It is to note that in spite of the closures related to COVID-19, our revenue forecasts for our major sources of income remain strong and show growth in the upcoming year. In addition, contracted operations and maintenance services continue to increase in demand and revenue.

Staff will continue to monitor the financial projections as the fiscal year unfolds and will provide updates during the fiscal year. We expect to end the current fiscal year balanced. In addition, it is to note that there are still some outstanding grant applications and proposals under consideration. None of those potential revenues are included in this budget.

**FISCAL IMPACT:**

These revenues are included as part of the Fiscal Year 2022-23 Budget and will be used to fund activities of the CTSA.

**ATTACHMENTS:**

1. Resolution 10-22
2. Fiscal Year 2022-23 Operating and Capital Budget



**RESOLUTION NO. 10-22**

**RESOLUTION ADOPTING THE PARATRANSIT, INC.  
FISCAL YEAR 2022-23 OPERATING AND CAPITAL BUDGET**

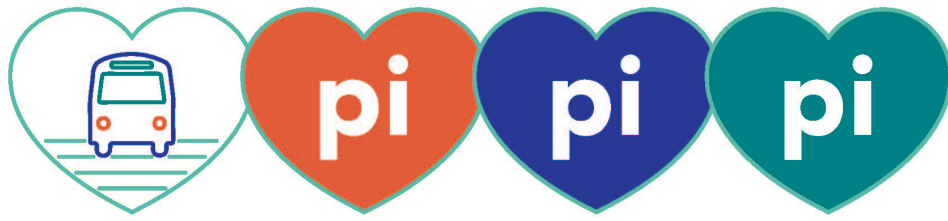
**WHEREAS**, the final draft of the Fiscal Year 2022-23 Operating Budget for Paratransit, Inc. as prepared by Paratransit, Inc. staff has been determined to be in the best interest of the Corporation by its duly constituted Board of Directors, and

**WHEREAS**, the Board of Directors considered the recommendation to adopt the final draft of the Fiscal Year 2022-23 Operating and Capital Budget after full consideration at the June 20, 2022 meeting of the Board of Directors,

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of Paratransit, Inc. does hereby adopt the Paratransit, Inc. Fiscal Year 2022-23 Operating and Capital Budget as presented.

---

Patrick Hume, President  
Paratransit, Inc. Board of Directors  
Dated: June 20, 2022



**PARATRANSIT, INC.**

**Fiscal Year 2023  
Operating and Capital  
Budget**

# BOARD OF DIRECTORS

Patrick Hume, President

Anna Fontus, Vice President

Scott Leventon, Secretary/ Treasurer

Alice Kimble

Stephanie Nguyen

Vidhu Shekhar

Kim Tucker

# EXECUTIVE STAFF

Tiffani M. Fink, Chief Executive Officer

Dr. Lisa Cappellari, Deputy Executive Director/Chief Financial Officer

Gary Vickers, Chief Operating Officer

Christine Brown, Chief Administrative Officer

Amy Parkin, Director of Operations

Jesse Isaacson, Director of Information Technology

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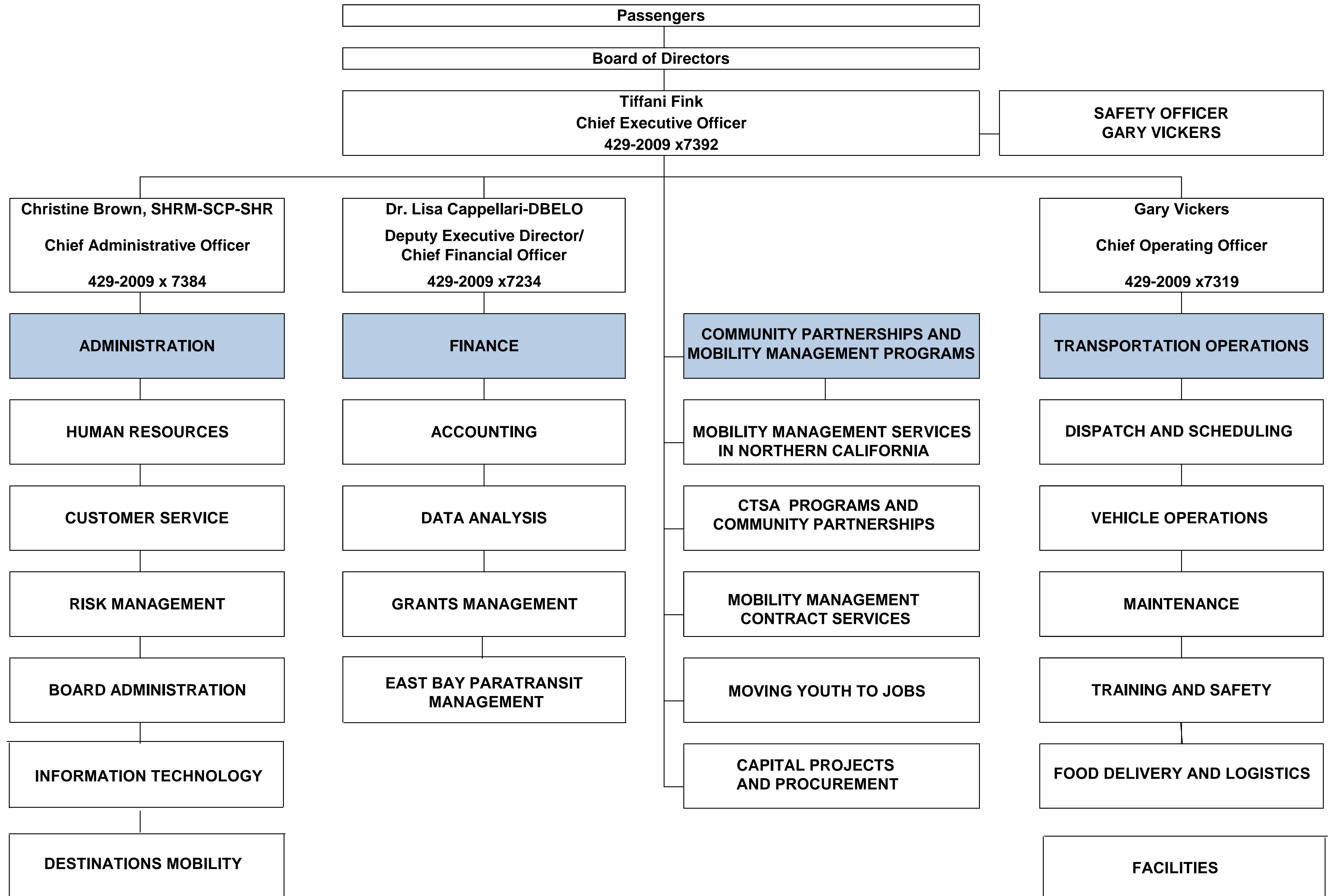
Facilities Maintenance

Driving Center

Safety and Training Center

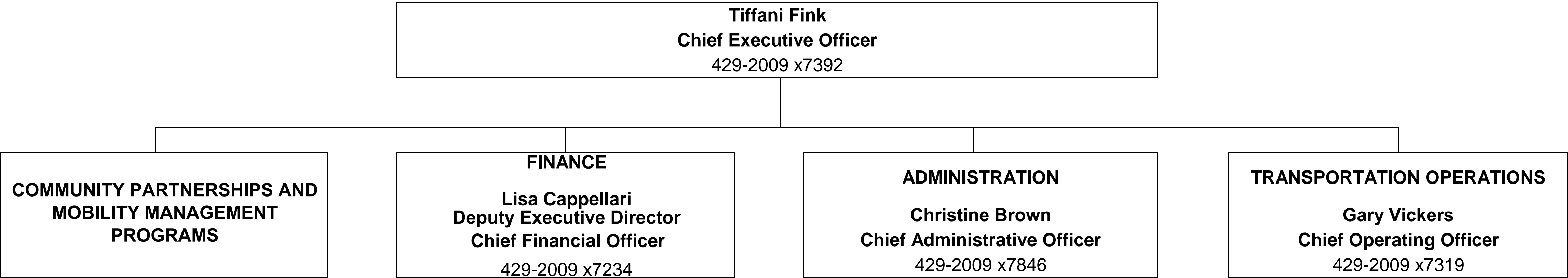
Food Delivery and Logistics Services

**Fiscal Year 2022/23**  
**PARATRANSIT, INC. ORGANIZATIONAL CHART**





PARATRANSIT, INC. ORGANIZATIONAL CHART



# Paratransit, Inc. FY22/23 Budget

5/20/22

## FY23 Budget

### REVENUE

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#### OPERATING REVENUE:

Measure A	2,301,792
TDA 4.5	1,248,991
Contracted Services	4,466,484
SacRT Go Facility and Maintenance	1,076,175
Transportation Literacy (Civic Lab)	150,000
American Rescue Plan	1,750,000
FEMA	100,000
Section 5307 - Regional Mobility Management	250,000
Section 5310 - Regional Mobility Management	250,000
Diversified Services	984,498
Applied to Capital Projects	(489,514)
<b>TOTAL OPERATING REVENUE</b>	<b>12,088,426</b>

#### CAPITAL REVENUE:

10 New CNG Vehicles	1,100,000
Applied Operating Revenue	489,514
Gain/(Loss) on Sale of Assets	-
<b>TOTAL CAPITAL REVENUE</b>	<b>1,589,514</b>
<b>TOTAL REVENUE</b>	<b>13,677,940</b>

# Paratransit, Inc. FY22/23 Budget

5/20/22

## **FY23 Budget**

### OPERATING EXPENSES

#### PERSONNEL:

Transportation Operations	2,391,378
Maintenance Operations	1,136,991
Administration	1,214,260
Diversified Services:	
Travel Training	240,057
Mobility Management	116,724
Fringe Benefits	2,241,077
Workers' Compensation	272,281
<b>TOTAL PERSONNEL</b>	<b>7,612,768</b>

#### FLEET OPERATIONS:

Fuel	1,200,534
Insurance	996,264
Cost of Parts & Sublet Service	242,166
<b>TOTAL FLEET OPERATIONS</b>	<b>2,438,964</b>

#### NONPERSONNEL:

Professional Services	782,267
Outside Services	369,619
Rent/Repair	151,404
Office Expense	210,915
Interest Expense	90,880
Telephone/Utilities	311,584
Tax/License/Dues/Permits	64,069
Travel	30,345
Professional Development	25,613
Brokered Trans. Services	-
<b>TOTAL NONPERSONNEL</b>	<b>2,036,695</b>
<b>TOTAL OPERATIONS EXPENSE</b>	<b>12,088,426</b>

#### CAPITAL PROJECTS:

10 New CNG Vehicles	1,100,000
Florin Road Facility	257,163
Facility Reserve	100,000
Vehicle Acquisition Project	102,352
Office Furniture & Equipment	10,000
Network & Telecommunications	10,000
Maintenance Equipment	10,000
Miscellaneous Capital Projects	-
<b>TOTAL CAPITAL PROJECTS</b>	<b>1,589,514</b>
<b>TOTAL OPERATING AND CAPITAL EXPENSE</b>	<b>13,677,940</b>
<b>NET INCOME (LOSS)</b>	<b>0</b>

# Paratransit, Inc. FY22/23 Budget

5/20/22

	Operations	Mobility Management	Maintenance	CTSA Programs	Total
REVENUE					
-----					
OPERATING REVENUE:					
Measure A	429,604	-	-	1,872,188	2,301,792
TDA 4.5	233,110	-	-	1,015,880	1,248,991
Contracted Services	3,699,243	247,253	519,988	-	4,466,484
SacRT Go Facility and Parking	-	-	1,076,175	-	1,076,175
Transportation Literacy (Civic Lab)		150,000			150,000
American Rescue Plan	1,750,000				1,750,000
FEMA	100,000				100,000
Section 5307 - Regional Mobility Management		250,000			250,000
Section 5310 - Regional Mobility Management		250,000			250,000
Diversified Services	666,105	18,818	299,576	-	984,498
Applied to Capital Projects	(261,487)	(43,375)	(74,945)	(109,707)	(489,514)
TOTAL OPERATING REVENUE	6,616,575	872,696	1,820,793	2,778,362	12,088,426
CAPITAL REVENUE:					
10 New CNG Vehicles				1,100,000	1,100,000
Applied Operating Revenue	261,487	43,375	74,945	109,707	489,514
Gain/(Loss) on Sale of Assets					-
TOTAL CAPITAL REVENUE	261,487	43,375	74,945	1,209,707	1,589,514
TOTAL REVENUE	6,878,062	916,071	1,895,739	3,988,069	13,677,940

# Paratransit, Inc. FY22/23 Budget

5/20/22

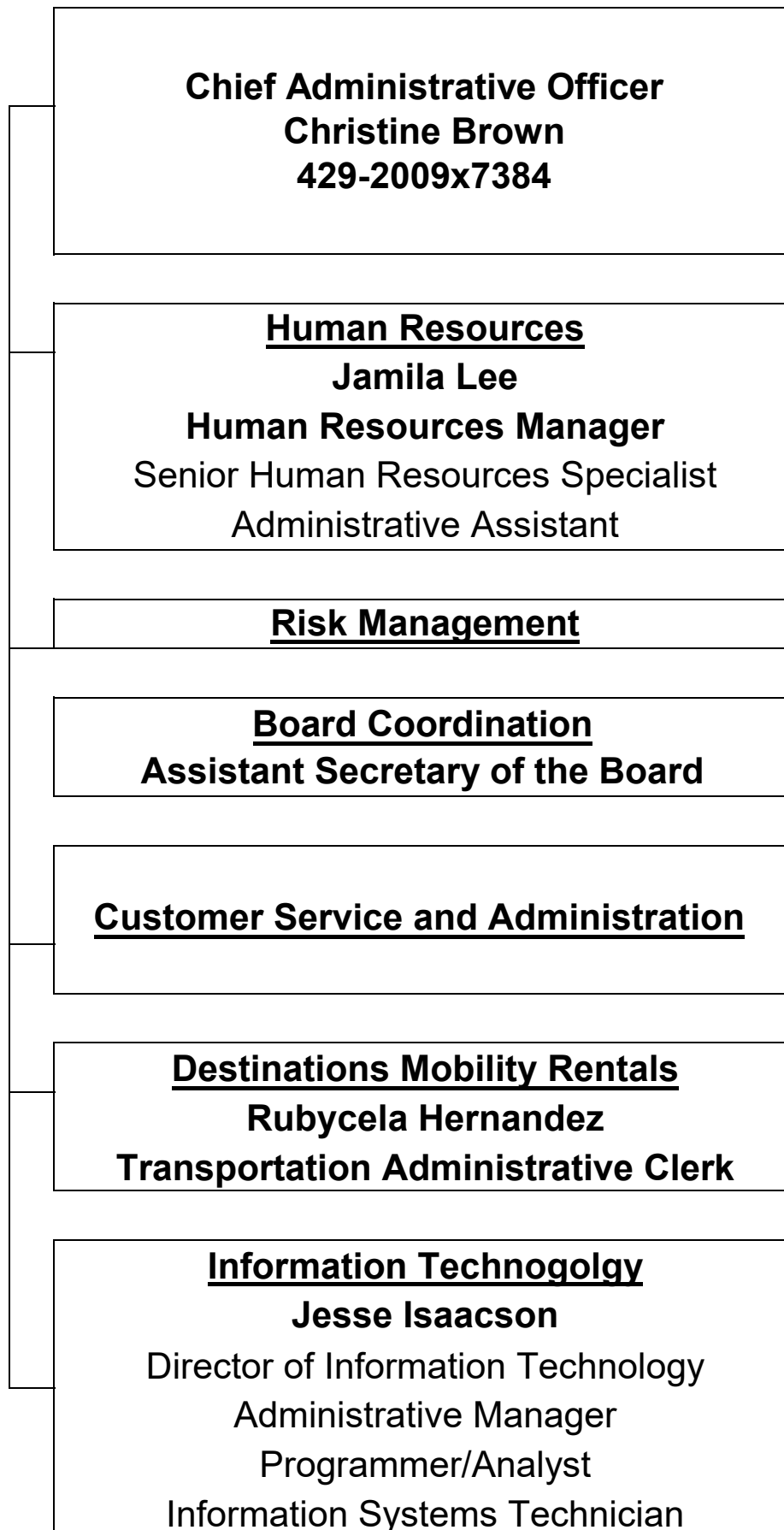
	Operations	Mobility Management	Maintenance	CTSA Programs	Total
OPERATING EXPENSES					
-----					
PERSONNEL:					
Transportation Operations	1,673,964			717,413	2,391,378
Maintenance Operations	341,097		670,825	125,069	1,136,991
Administration	648,630	107,593	185,905	272,133	1,214,260
Diversified Services:					
Travel Training		240,057			240,057
Mobility Management		116,724			116,724
Fringe Benefits	1,078,188	234,134	481,841	446,914	2,241,077
Workers' Compensation	161,700	3,677	38,826	68,078	272,281
TOTAL PERSONNEL	3,903,580	702,185	1,377,396	1,629,607	7,612,768
FLEET OPERATIONS:					
Fuel	840,374			360,160	1,200,534
Insurance	697,385			298,879	996,264
Cost of Parts & Sublet Service	72,650		142,878	26,638	242,166
TOTAL FLEET OPERATIONS	1,610,408	-	142,878	685,678	2,438,964
NONPERSONNEL:					
Professional Services	417,869	69,315	119,766	175,317	782,267
Outside Services	197,442	32,751	56,589	82,837	369,619
Rent/Repair	80,877	13,416	23,180	33,932	151,404
Office Expense	112,666	18,689	32,291	47,269	210,915
Interest Expense	48,546	8,053	13,914	20,367	90,880
Telephone/Utilities	166,441	27,609	47,704	69,830	311,584
Tax/License/Dues/Permits	34,224	5,677	9,809	14,359	64,069
Travel	16,210	2,689	4,646	6,801	30,345
Professional Development	13,682	2,270	3,921	5,740	25,613
Brokered Trans. Services	-	-	-	-	-
TOTAL NONPERSONNEL	1,087,956	180,467	311,821	456,452	2,036,695
TOTAL OPERATIONS EXPENSE	6,601,944	882,651	1,832,094	2,771,736	12,088,426
CAPITAL PROJECTS:					
FY22 10 NEW CNG VEHICLES				1,100,000	1,100,000
Florin Road Facility	137,370	22,787	39,372	57,634	257,163
Facility Reserve	53,418	8,861	15,310	22,411	100,000
Vehicle Acquisition Project	71,646			30,705	102,352
Office Furniture & Equipment	5,342	886	1,531	2,241	10,000
Network & Telecommunications	5,342	886	1,531	2,241	10,000
Maintenance Equipment	3,000		5,900	1,100	10,000
Miscellaneous Capital Projects					-
TOTAL CAPITAL PROJECTS	276,118	33,419	63,644	1,216,333	1,589,514
TOTAL OPERATING AND CAPITAL EXPENSE	6,878,062	916,071	1,895,739	3,988,069	13,677,940
NET INCOME (LOSS)	0	0	-	(0)	0



# Administration

Administration  
Human Resources  
Risk Management  
Information Technology  
Customer Service  
Destinations Mobility

**FY 2021/22**  
**PARATRANSIT, INC. ORGANIZATIONAL CHART**



## **Administration**

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The Administrative department of Paratransit, Inc. provides oversight and ensures compliance of many functions within the Agency. Responsibilities include processing and distributing daily mail, answering the operator bound phone calls, mailing, ordering and maintaining office supplies, monitoring, processing, and filing of contracts, agreements, and memorandums of understanding, maintaining the main files of the company.

### **Board Administration**

Administration is also responsible for preparing Board packets and documents, scheduling and preparing for Board meetings and additional Committee meetings of the Board of Directors, preparing minutes, follow-up with Board members for a variety of purposes and adhering to the rules and regulations of the Brown Act.

Administration is responsible for maintaining the conflict of interest code, form 700 filings for specified staff and the Board of Directors and follow up.

### **Risk Management**

Administration also monitors and reports any insurance claims filed against Paratransit, Inc. and follows the timelines required for follow up on claims. It also processes all insurance renewals for policies in Sacramento, and our remote locations, including securing renewal certifications and certifications for new contracts.

Administration also provides Credit card administration, check signing authority, and updates and maintains a variety of licenses and bonds for various entities in all departments and offices, and participates in the development of the Collective Bargaining Agreement with union employees.

### **Human Resources**

The Human Resources Division is responsible for all activities and functions in the employee lifecycle for both bargaining and non-bargaining units. We focus on recruiting qualified candidates for available positions, handling the onboarding process, benefits administration, assisting divisions with employee development and performance management. We also manage all leaves of absence, the workers' compensation program, the interactive process for assessing reasonable accommodation requests, drug and alcohol testing program for safety-sensitive employees and the unemployment claims process. In addition, the division is responsible for policy development and implementation, supervisory training and administration of the Collective Bargaining Agreement, including the grievance and arbitration process.



## **Administration (2)**

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### **Information Technology**

The Information Systems department performs a myriad of tasks for Paratransit, Inc., both locally in Sacramento and in all of our field offices; almost everything with a plug is within the bailiwick of the team. The department is split into two functional areas: technical and programming. The technicians are responsible for maintenance of the Shoretel phone system, Trapeze scheduling software, FileMaker Data Management System (DMS), Sonitrol security system, ADP time clocks, SAGE accounting servers, GroupWise email systems, in-vehicle technology, all workstations, and many others. They plan repair schedules, upgrade servers, maintain mobile equipment, track hundreds of tickets in the ticketing system and keep everything running smoothly behind the scenes.

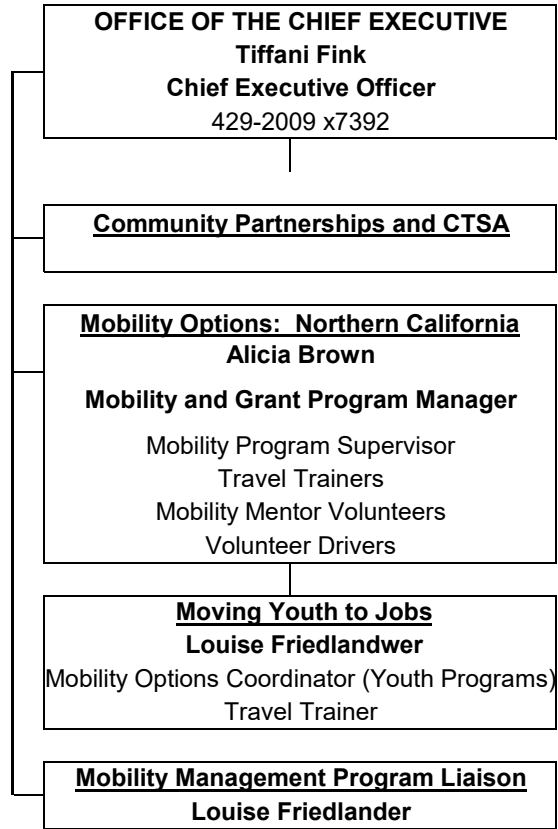
The programmers are responsible for creating new software technologies, adapting existing programs, creating and modifying reports and general maintenance of any home-grown applications. They build new web pages and database queries to expand and simplify Paratransit's operations. Most of all, the employees of the Information Systems department work as a team to support almost every aspect of the company, from gigantic projects to everyday tweaks. The team must categorize, prioritize and schedule tasks from every department to help Paratransit better function smoothly and efficiently.



# Community Partnerships and Mobility Management Programs

**Office of the Chief Executive  
Moving Youth to Jobs  
Sacramento Mobility Options  
Mobility Management Special Projects  
Community Partnerships/CTSA Programs**

FY 2022/23  
PARATRANSIT, INC. ORGANIZATIONAL CHART



## **Office of the Chief Executive: CEO's Key Initiatives**

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The Office of the Chief Executive includes tasks and duties for programs which report directly to the Chief Executive Officer. Responsibilities include contract negotiations for the bargaining unit (Vehicle Operators), oversight and program management for the Moving Youth to Jobs project, Legislative tracking, and Mobility Management. In addition, Field Office Program Managers and Mobility Management Program Liaison report to the CEO for departmental activities.

### **Key Projects for 2022/23:**

#### **Moving Youth to Jobs:**

The program is managed by the Executive Program Assistant who coordinates with outside agencies, and the Sacramento Area Council of Governments, to determine the transportation needs of youth 16-18 and 18-24 years of age. Travel Training can offer youth the opportunity to reach job sites and social settings by accessing fixed route public transit. The program provides travel training, coordinates ridershare options, provides transportation literacy education and facilitates direct transportation (provided through the Operations Department.)

#### **Legislative:**

The Chief Executive Officer participates in both the CalACT and California Transit Association Legislative activities and is an active member with the Sacramento Metro Chamber participating in the both the State Legislative Summit and Capitol to Capitol trips. Staff will continue to monitor legislation related to transportation, transportation funding and new modes of mobility.

#### **Grants Management:**

The Chief Executive Officer, working with the Chief Financial Officer, is responsible for the preparation, oversight and reporting for all grants received by Paratransit, Inc. Included in this work is the development and updates of the Agency's Capital Improvement Program. The Mobility and Grant Programs Assistant Manager and Accounts Receivable Specialist assist in the preparation of supporting documentation and preparation of invoicing.

## **Mobility Management Services**

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Mobility Management Services represents the resources dedicated directly to oversight and support of our field offices, Sacramento's Travel Training program and new the start-ups and special projects within the Mobility Management Division. This includes general guidance regarding program management, start-up services, and other planning and administrative support. In addition, maintaining client relationships and contract negotiations are included in this budget area as well as occasional consulting services.

### **Mobility Options: Sacramento Travel Training**

The core service of the Mobility Options Department is our Travel Training Program. Since 1982 Paratransit has been providing one on one and small group trainings in the safe and effective use of fixed route public transit. To date, over 15 thousand people with disabilities, seniors, low income, homeless, and those individual's with limited English proficiency, have successfully completed training. This service has resulted in millions of dollars in savings or cost avoidance to our local fixed route transit providers.

In September of 2018, we entered the third year of our contract with The City of Roseville to provide travel training and "Learn to Ride the Bus" workshops for the City Parks and Recreation Department. These classes take place 4 times per year, on a weekly basis, for three consecutive weeks. These classes have generated referrals for additional one on one training for those that would like to experience more routes or to venture out using other transit options. All evaluations on the class from the participants have been extremely positive.

This Department is also responsible for the majority of our outreach to the community participating in dozens of health/resource fairs, presentations to service organizations, support groups, schools, and senior living facilities. These events allow us the opportunity to provide vital information on transit options and to answer questions and address misconceptions of the Paratransit eligibility requirements as well as provide referrals for our travel-training program. Staff also offers "Train the Trainer" workshops across the United States. The workshops offer a 3-5 day classroom and field experience to give agencies and transit districts the basic knowledge to institute a travel training program in their community. This training is on a fee for service basis under an MOU agreement.

### **Roseville contract:**

We continue to provide a high quality of service to ensure the option of year 4 of a possible 5-year contract to provide travel training to individuals in the Placer County region. Prior to our providing service, Roseville relied on a travel Ambassador Program and Bus Buddies. After the first year of our contract, Roseville has drastically reduced the other programs and found that our travel trainers have delivered a much more in depth

approach to accessing public transit in a safe and effective program. As of February 2019, Roseville has now agreed to pay Paratransit the current hourly rate to teach the “Learn to Ride the Bus” Class generating additional revenue for the program.

### **Mobility Training:**

Sacramento's Travel Training program will continue its 37-year tradition of providing travel training and mobility options to those needing services in the six county region. The Mobility Options Department continues to broaden our service delivery to not only include seniors and those individuals with disabilities, but to those recently arriving in the United States with limited English proficiencies, the LGBT community, those of low income and transit dependency, and students transitioning from school to independent living and job placement opportunities. We deliver our training in a one-on-one setting, small groups of up to five individuals, or field trips for those clubs or organizations wishing to have an “Introduction to public transit” experience. Those completing the introduction field trip are then offered individual “person centered” training to anyone that may be interested in specific routes or services that may assist them with their transportation needs

### **Reliable Rider:**



Reliable Rider, Paratransit, Inc.'s Mobility Mentor program allows people with disabilities and seniors to gain more independence and expand their quality of life using public transportation. Individuals that need someone to help make them feel more comfortable with riding the city bus will be able to have a helping hand and feel more confident with their transportation options. Learning to ride the city bus can be overwhelming and intimidating for some people. Reliable Rider volunteers will offer encouragement, training and exposure to all that public transit offers, allowing these individuals access to activities outside of their home.

### **Connections:**



Paratransit Inc.'s Volunteer Driver Program provides mileage reimbursement to individuals who are unable to drive or use public transit and need door-through-door assistance. Eligible participants select a volunteer driver, usually a friend, family member or neighbor, to drive them to destinations such as medical appointments, grocery stores, and social activities. Each month, participants will receive \$0.575 per mile to reimburse their volunteer driver. This program was created for individuals who are unable to drive or utilize public transportation.

## CTSA Partners: What They Do and Who They Serve in our Community



Easter Seals offers help, hope and answers to children and adults with disabilities and their families in the United States and Australia, and through our global partners in Puerto Rico, Canada and Mexico. We are the leading non-profit provider of services for individuals with autism, developmental disabilities, physical and mental disabilities, and other special needs. Easter Seals also provides critical community-based supports and services to military service members, veterans, their families and families of the fallen.



United Cerebral Palsy provide services such as housing, physical therapy, assistive technology training, early intervention services, individual and family support, social and recreational programs, community living, state and local referrals, employment, employment assistance and advocacy



Developmental  
Disabilities  
Service  
Organization

From two sites in Sacramento and one site in Stockton, Developmental Disabilities Service Organization is an award-winning nonprofit that annually provides 400 adults with disabilities the opportunity to experience independence, job training, employment, physical education, visual and performing arts, life skill building, social interaction, active participation in the community, nurturing relationships and more



Sutter Senior Care PACE is a non-profit health plan exclusively for frail older adults. Sutter Senior Care's model of care is known as the "Program of All-Inclusive Care for the Elderly" or PACE. The PACE model has been recognized as the most appropriate model of comprehensive care for the frail elderly population.



The mission of the Elk Grove Adult Community Training program is to provide for the equality, dignity, and fulfillment of rights of all program participants through a community based program providing opportunities for individual choice in community and employment environments

Elk Grove Adult Community Training, Inc. (EGACT) is a non-profit organization that provides education and training for adults with developmental disabilities.



Saint John's is for the woman who wants to make the leap. Who will fight the pervasive influence of homelessness, poverty, and abuse. Who will make an empowered decision to rise up and become a productive community member. Who understands, unequivocally, that the decision to create a better life – for herself and for her family – rests entirely on her.



ACC promotes the general welfare and enhances the quality of life of older adults by providing a comprehensive array of culturally appropriate health and social services. ACC owns and operates ACC Care Center, a 99-bed skilled nursing facility, ACC Greenhaven Terrace, a 146 apartment independent living and 27 apartment assisted living apartments, ACC Programs, where ACC Rides provides 4,000 one-way rides each month in Sacramento County, and Meals on Wheels by ACC, the Sacramento home delivered and congregate meal program for seniors.



Sacramento Food Bank & Family Services (SFBFS) is the largest nonprofit provider of basic human needs in Sacramento County. SFBFS has evolved from a food pantry to a provider of services for lifelong Sacramento residents-as well as immigrants and refugees who have chosen to make Sacramento their home. Each client we serve comes to us with a unique set of circumstances. Each also comes with a collective hope: a step out of poverty and into a future that allows them to flourish.





Since 2010, Meals on Wheels by ACC has provided millions of nutritious meals to seniors aged 60 years of age or better in Sacramento County. They offer home-delivered meals to seniors who have difficulty leaving their homes or preparing food for themselves.

They serve about two thousand Sacramento County seniors every week, and with the help of hundreds of volunteers and supporters, their program also provides friendly visits, status checks, and other safety-net services on top of home-delivered meals.



River City Food Bank's (RCFB) mission is to alleviate hunger in Sacramento County by providing healthy, emergency food and other assistance, offering referrals and promoting self-sufficiency through a variety of support services. RCFB helps people avoid

a crisis and work toward self-reliance by providing a short-term food supply when they are unable to meet basic living expenses.



# Finance

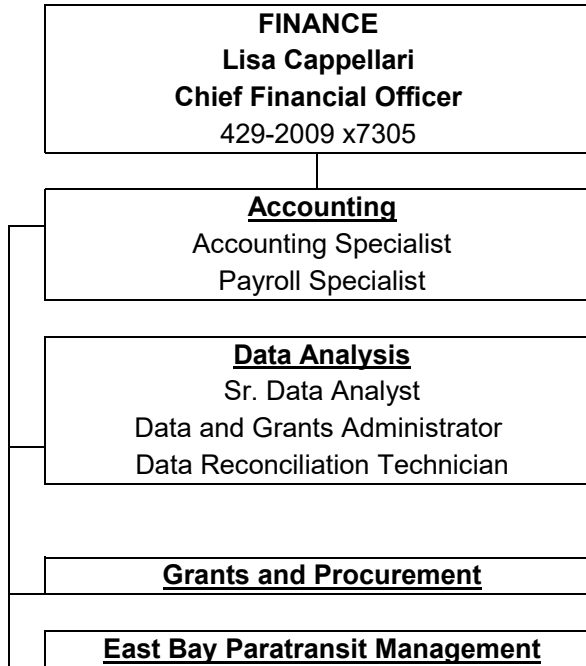
Accounting

Statistics

Grants and Procurement

East Bay Paratransit Management

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## **Finance**

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### **Accounting and Administration**

The objective of the Accounting Division is to create an accurate financial picture of the agency. This is accomplished when Accounts Payable, Accounts Receivable and Payroll personnel adhere to the generally accepted accounting principles (GAAP). An accurate financial picture helps managers make decisions; it aids the Board of Directors in prescribing strategic guidance; and it gives external agencies a transparent view on how Paratransit spends its funds. The general Administrative personnel and expense associated with the management of the Finance Department are also included.

### **Data Analysis and Statistics**

The objective of the statistics division is to ensure correct reporting of operating data such as trips, miles and hours. These data are used by internal managers, external agencies who provide Paratransit with funding, as well as state and federal agencies. Since these data are used as a mechanism both to determine funds received by Paratransit as well as funds received by the Sacramento area as a whole, employees processing operating data must be detail-oriented, accurate, and have the ability to spot inconsistencies.

### **East Bay Paratransit Management Services**

East Bay Paratransit is a public transit service for people who are unable to use regular buses or trains, like those operated by AC Transit and BART, because of a disability or a disabling health condition. East Bay Paratransit was established by AC Transit and BART to meet requirements of the Americans with Disabilities Act (ADA). East Bay Paratransit's dispatch, reservations, eligibility, and customer service functions are performed by TransDev. TransDev works with 3 service providers who drive the buses: A-ParaTransit, MV Transit, and First Transit.

Paratransit, Inc.'s role as Paratransit Coordinator is to work as a liaison between AC Transit, BART, and TransDev by facilitating weekly staff meetings and Service Review Advisory Committee meetings every other month. Paratransit, Inc. monitors the contract between AC Transit/BART and TransDev as well as the contracts between TransDev and the 3 service providers. In addition, Paratransit, Inc. completes the monthly operations report which provides management with operations statistics, financial data, on-time performance and scheduling data, as well as information on complaints, commendations, accidents, road calls, and eligibility certification.

Paratransit, Inc. also prepares the annual expense budget for East Bay Paratransit, completes applications for revenue sources such as Sales Tax Measures B, BB, and J, and assists in Request for Proposal creation. When East Bay Paratransit needs a 3rd party for escalated customer service situations, Paratransit, Inc. provides this technical support as well. Paratransit, Inc. appreciates the work we are able to do with AC Transit, BART, TransDev and all the East Bay Paratransit staff!



# Operations

Dispatch

Driving and Training

CTSA Maintenance

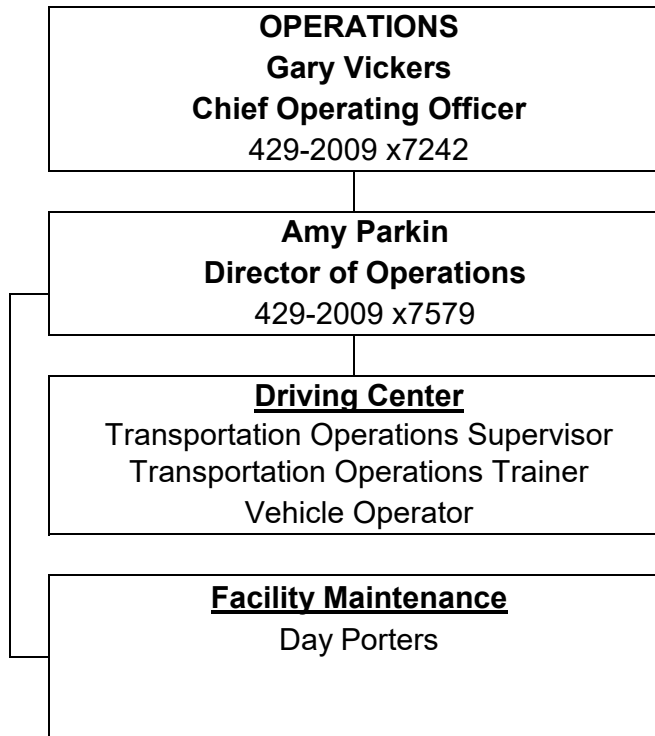
Contract Maintenance

Scheduling

Facilities

Food Delivery

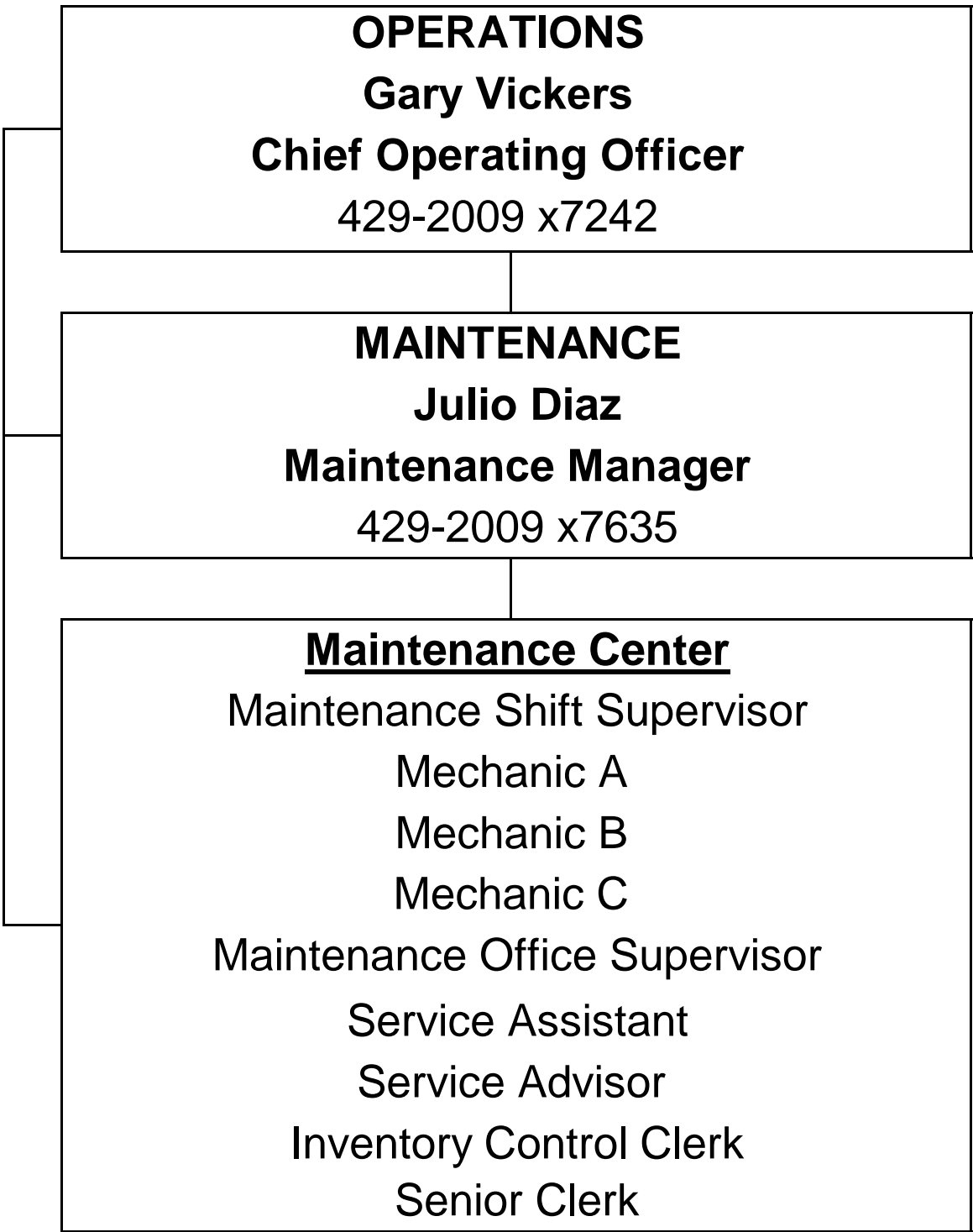
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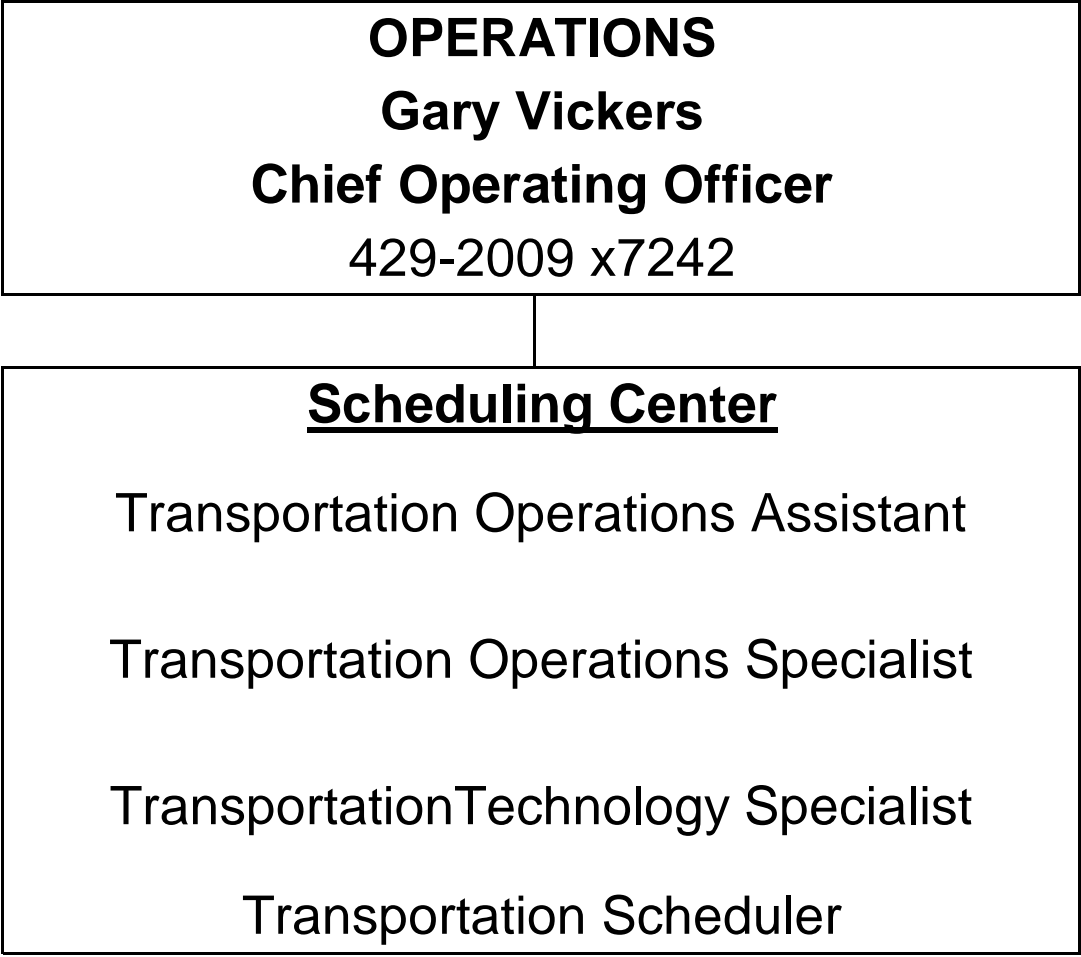


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## **Operations**

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### **Scheduling and Technology Centers**

Responsible for proofreading and editing routes to create effective, efficient schedules each day under extreme time constraints using Trapeze software. Creates and maintains template routes/schedules and daily routes/schedules, update and maintain daily driver assignments, adjusting and editing routes for drivers' time off for sick leave, vacation, floating holidays, leaves governed by law, jury duty, FMLA, workers comp appointments, etc. Ensures route start/end times, breaks, lunches, out of services, etc. conform to the CBA contract between Paratransit, Inc. and the Amalgamated Transit Union. Maintains driver overtime list, prepares, creates, and oversees the driver vacation and shift bid process every four months. Creates and maintains the Trapeze test environment to ensure that we utilize the software in the most efficient and effective way possible.

### **Driving, Safety and Training Centers**

The Vehicle Operators, Safety and Training Division is responsible for the day to day operations to include training, vehicle safety, and the supervision of approximately 30 Vehicle Operators. We provide pull-out, pull-in, spot check and formal yearly ride-a-long evaluations for all Operators. Key staff within the Division are certified by the California Department of Motor Vehicles to certify the commercial drive test and administers the test for all vehicle operators. The Division also provides 24 hour on-call response to incidents and/or accidents and investigation services. In addition to the training of our Vehicle Operators, the training staff within the Division provides vehicle and safety training to our 9 CTSA partner agencies on a variety of topics from lift deployment to wheelchair securement to pre-trip inspection.

We are also committed to select, evaluate and train a Team of 2 to 4 Vehicle Operators to compete in the annual CalAct Bus Roadeo which, depending on placement may result in the competition at the National Bus Roadeo.

### **Day Porters**

The Day Porters' primary task is to keep the facility clean by vacuuming, dusting, taking the garbage out, washing floors, etc.

## **Service Assistants**

Service Assistants are responsible for fueling the buses, checking the fluid levels at the time of fueling, cleaning the buses in the inside, along with staging the buses for the early morning drivers.

**CNG Fueling:** All service assistants trained to fuel CNG vehicles in September 2019.

**Washing Vehicles:** Service Assistants will continue to assist the bus washing of buses to ensure Paratransit remains in compliance with the required Stormwater Regulations of the State Water Board.

## **Maintenance**

Our Department operates based on daily vehicle maintenance schedules, vehicle break downs, and customer request. We also assist the Transportation Department to have the largest amount of vehicles available for their daily routes, assist with road calls, assist drivers over the phone to trouble shoot the lift and interlock systems, and dispatch the tow truck, if needed. We assist CTSA partners in a similar way.

- Body shop estimates, reviewing estimates and scheduling body shop repairs
- Schedule Dealership warranty, recall and repair work. Review body shop and dealership invoices, and inspect quality of workmanship. Perform quality control on work performed.
- Perform preventive safety maintenance every 5,000 miles or 60 days whichever comes first. This includes a detailed inspection of our units.
- Perform around 1200 preventative maintenance services which includes transmission services, wheel bearing services every 30,000 miles. Perform 23,000 repairs.
- Perform minor and major engine repairs.
- Perform In-house minor body work repairs, such as lower body fender reinforcement and driver door skin reset. These jobs require minimum paint or none at times.
- Vehicle Body reseal to prevent water leaks inside the bus interior.
- Transmission minor repairs and overhauls done in-house to reduce cost of replacement of units.
- Maintain our service in compliance by running a variety daily reports, daily updated vehicle mileage and keeping data updated during the day.
- Keep records updated and properly file to comply with CHP, and SacRT annual vehicle and documentation inspections, as well with Cal Trans Inspection (every 2 years) .

- Maintenance facility is CNG compliant.
- Our Maintenance Department also performs Taxi inspections to taxi associations every two years as required by City of Sacramento.
- Taxi inspections and brake and lamp inspections

### **CTSA**

- We follow up with CTSA partner agencies to help them to maintain their service in compliance
- Advise customers via email and by phone monthly on their vehicles due for service based on due date or mileages whichever comes first
- Assist agencies scheduling their inspections, write ups and other services needed
- Pickup and deliver vehicles as per CTSA agreement when needed
- Invoices are processed weekly and billed to CTSA agencies for jobs performed
- Update mileage as vehicles come for service or fuel
- We are projecting performing around 200 preventative maintenance services and around 1400 repairs

### **Partner Agencies**

1. ACC Senior Services
2. DDSO
3. Elk Grove Adult Community Training
4. Meals on Wheels by ACC
5. Sutter Senior Care I and II
6. St Johns
7. UCP
8. Easter Seals
9. Sacramento Foodbank and Family Services
10. River City Foodbank
11. YMCA
12. Salvation Army

### **Outside Agencies not CTSA that we perform services and repairs.**

1. A Family Affair
2. ACC Senior Services
3. Meals on Wheels by ACC
4. Easter Seals – Increased their fleet this year with new buses.
5. Sutter Senior Care I and II – Increased their fleet this year with new buses.
6. The Commons of Elk Grove
7. UCP
8. SPCA