



PARATRANSIT, INC. SPECIAL MEETING OF THE BOARD OF DIRECTORS

Meeting Date and Time:

March 3, 2025 at 6:00 p.m.

Meeting Location:

Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822

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.

Members of the public may submit public comments via eComment by email at publiccomment@paratransit.org.

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

AGENDA

1. Call to Order & Roll Call: (2 minutes)

Directors: Alves, Burrows, Dawson, Hume, Mulvaney, Tucker, White

2. Pledge of Allegiance (3 minutes)

3. Public Comment: (5 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. Presentations (20 minutes)

- A. Paratransit, Inc.’s Branding and Advertising for Community-Based Services – Scott Rose, RSE
- B. New Messaging as it Relates to Available Grant and Funding Sources – Sabrina Drago, Drago Vantage, LLC

5. Staff Reports (30 minutes)

- A. CEO Report
 - a. Update on Activities and Contracts
- B. CFO Report
 - a. Mid-Year Budget Update
 - b. Presentation on FY 24 Financial Audit

6. Consent Calendar (5 minutes)

- A. Approve the Minutes of the December 16, 2024 Meeting of the Board of Directors
- B. Receive and File the Fiscal Year 2024 Financial Audit
- C. Adopt Resolution 01-25 Authorizing the President and CEO to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, the State of California, the Federal Transit Administration, and assorted local programs

- D. Adopt Resolution 02-25 Adopting Allowable Costs, Cash Management, Safeguarding of Funds, and Recording and Identification of Assets Policies for Federal Grants
- E. Adopt Resolution 03-25 Adopting Federal Payment Policies for Federal Grants
- F. Adopt Resolution 04-25 Adopting Financial Reporting Policies for Federal Grants
- G. Adopt Resolution 05-25 Adopting Internal Control Policies for Federal Grants
- H. Adopt Resolution 06-25 Adopting Record Retention Requirements for Federal Grants
- I. Adopt Resolution 07-25 Adopting Financial Planning for Federal Grants
- J. Adopt Resolution 08-25 Adopting Methods for Collection, Transmission, and Storage of Information for Federal Grants
- K. Adopt Resolution 09-25 Adopting Standards of Internal Control and Audit Resolutions for Federal Grants

7. Action Items (25 minutes)

- A. Nomination and Election of Officers of the Board of Directors for Calendar Year 2025
- B. Adopt Resolution 10-25 Authorizing the President and CEO to Update All Federally Required Plans and Programs, as needed, Due to Current and Anticipated Changes Required by Presidential Executive Order and Legislative Changes
- C. Adopt Resolution 11-25 Authorizing the President and CEO to Make Administrative Updates to All Federally Required Plans and Programs, as needed
- D. Adopt Resolution 12-25 Setting the Fare Structure for Paratransit, Inc.'s Transit Services

E. Adopt Resolution 13-25 Setting the Americans with Disabilities Act Application and Appeals Process for Complementary Paratransit Services

F. Adopt Resolutions 14-25 through 20-25 for the Paratransit, Inc. Transit Service Operating Policies

8. Announce Adjournment to Closed Session (30 minutes)

A. Conference with Legal Counsel – Anticipated Litigation Initiation of litigation pursuant to § 54956.9(d)(4): (1 case)

B. Conference with Legal Counsel – Existing Litigation: Alexis T. Brown, et al v. Paratransit, Inc., et al, Filed in Sacramento Superior Court, Case No. 23CV003960

9. Reconvene to Open Session and Report Action, if any taken (5 minutes)

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

11. Adjourn (1 minute)

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

**Monday, April 21, 2025
6:00 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.



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

AGENDA TITLE: Chief Executive Officer's Report

MEETING DATE: March 3, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

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 and PowerPoint presentation at the Board meeting.

As always, I remain available for any questions.



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

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: MARCH 3, 2025

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report, Mid-Year Budget Update

BACKGROUND AND DISCUSSION:

All financial data are through January 2025 unless otherwise noted.

- Revenue from Measure A and Transportation Development Act (TDA), both based on sales tax revenue, are coming in slower than expected, by about 9%.
- The SacRT Go contract revenue is right on budget with the exception of fuel purchases. Fuel purchase revenues are \$35,000 under budget, but since they are reimbursable, the corresponding costs are \$35,000 under budget as well.
- Grant revenue is coming in slightly faster than budget with the exception of the SACOG MetroHub grant where we still have \$212,000 to draw down. This is because we currently have 2 grants covering MetroHub. We have extended the SACOG MetroHub grant to December 2025.
- Contracted services revenue is running slower than budgeted, primarily because of the driver shortage, which also causes personnel expense to be lower than budgeted.
- Paratransit's maintenance fees, fuel sales, and diversified services revenues are running near budget. Overall, revenues are \$560,000 under budget.
- On the expense side, personnel expense, which includes wages and benefits, is under budget by \$194,600, due mostly to our driver shortage.
- Fleet operations expense is under budget by \$101,800, largely because fuel prices have stabilized. Nonpersonnel expense is \$218,800 lower than budget,

due to fiscal tightening in nearly every area. Overall, expense is under budget by \$513,800, leaving Paratransit with a modest net income of \$3,400.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or LisaC@paratransit.org.

FISCAL IMPACT:

None

ATTATCHMENTS:

January 2025 Income Statement

January 2025 Balance Sheet

PARATRANSIT, INC.
COMBINED BALANCE SHEET
1/31/2025
UNAUDITED

ASSETS

CURRENT ASSETS:

Cash	451,991
Accounts Receivable	1,015,540
Grants Receivable	1,144,644
Inventory	110,194
Deposits and Prepaid Expenses	523,361
TOTAL CURRENT ASSETS	<u>3,245,730</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	9,817,800
Non-Grant Equipment	6,925,702
TOTAL COST	<u>17,668,238</u>
Less Accumulated Depreciation	<u>(12,788,200)</u>
Net Capital Assets	<u>4,880,039</u>

TOTAL ASSETS	<u><u>8,125,768</u></u>
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LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

Accounts Payable	275,851
Accrued Payroll & Benefits	60,208
Sales Tax Payable	2,189
Lease/Notes Payable	178,121
Other Payables	8,585
TOTAL CURRENT LIABILITIES	<u>524,954</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	1,740,193
Long Term Liabilities	287,673
TOTAL LONG TERM LIABILITIES	<u>2,027,867</u>

TOTAL LIABILITIES	2,552,820
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FUND EQUITY

Contributed Capital	597,031
Restricted for grant administration	13,002
Retained Earnings (Loss)	4,962,915
TOTAL FUND EQUITY	<u>5,572,948</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>8,125,768</u></u>
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PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 1/31/2025

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								

OPERATING REVENUE:								
Measure A Elderly & Disabled Transport	205,342	170,122	(35,221)	2,444,553	1,437,397	1,336,561	(100,837)	(7.0)
Measure A Neighborhood Shuttle	15,960	15,900	(60)	190,000	111,720	111,300	(420)	(0.4)
Measure A Years 1-10	-	-	-	130,000	-	-	-	-
TDA 4.5	121,069	89,057	(32,012)	1,441,299	847,484	748,666	(98,817)	(11.7)
SacRT Go Facility & Parking	5,407	5,407	-	66,836	37,852	37,852	-	-
SacRT Go Maintenance	33,503	33,238	(266)	398,850	234,524	232,663	(1,861)	(0.8)
SacRT Go Fueling	61,069	53,520	(7,548)	727,006	427,480	391,806	(35,674)	(8.3)
FY24 SACOG ARPA Mode Shift	126,753	126,753	-	150,000	126,753	126,753	-	-
FY24 SACOG TDM Mode Shift	-	-	-	224,781	224,781	12,345	(212,436)	(94.5)
FY24 SACOG ARPA Shuttles	-	-	-	41,201	41,201	41,201	-	-
SACOG - Mobility Management	29,167	34,026	4,859	350,000	204,169	235,000	30,831	15.1
SACOG - Shuttle operating revenue	37,500	39,306	1,806	450,000	262,500	300,000	37,500	14.3
SACOG - Preventive Maintenance	16,667	1,620	(15,047)	200,000	116,669	135,000	18,331	15.7
SACOG - AoPP	-	-	-	100,000	-	-	-	-
ICAM Grant	-	-	-	134,400	-	-	-	-
Farmers' Market Shuttle	-	-	-	53,223	-	10,465	10,465	-
Contracted Services	276,240	214,636	(61,605)	3,314,884	1,933,682	1,496,516	(437,166)	(22.6)
Maintenance Fees	51,758	56,133	4,375	616,170	362,308	349,709	(12,599)	(3.5)
Fuel Sales	52,491	53,778	1,287	624,892	367,436	405,682	38,246	10.4
East Bay Paratransit	22,933	22,934	1	275,200	160,531	160,538	7	0.0
Solano Transportation Authority Eligibilit	16,363	16,363	-	196,356	114,541	114,541	-	-
Travel Training Revenue	1,533	421	(1,112)	18,245	10,728	8,547	(2,182)	(20.3)
Diversified Services	7,583	2,240	(5,344)	120,224	83,084	284,800	201,716	242.8
Applied to Capital Projects	-	(10,620)	(10,620)	(512,756)	(31,646)	(155,631)	(123,984)	391.8
TOTAL OPERATING REVENUE	1,081,339	924,834	(156,506)	11,755,365	7,073,195	6,384,314	(688,880)	(9.7)
CAPITAL REVENUE:								
SACOG - Mob. Options Vehicles	-	-	-	160,000	-	-	-	-
SACOG - Cameras	-	-	-	370,000	-	-	-	-
SACOG - Bus Stops	-	-	-	100,000	-	-	-	-
Applied Operating Revenue	-	10,620	10,620	512,756	31,646	155,631	123,984	391.8
Gain/(Loss) on Sale of Assets	-	-	-	-	-	1,700	1,700	-
TOTAL CAPITAL REVENUE	-	10,620	10,620	1,142,756	31,646	157,331	125,684	397.2
TOTAL REVENUE	1,081,339	935,453	(145,886)	12,898,120	7,104,841	6,541,645	(563,196)	(7.9)
OPERATING EXPENSES								

PERSONNEL:								
Transportation Operations:								
Vehicle Operators	85,187	65,800	(19,387)	1,022,241	596,307	480,019	(116,288)	(19.5)
Training Center	9,714	4,697	(5,017)	116,570	67,999	46,411	(21,588)	(31.7)
Operations Administration	44,665	27,281	(17,384)	535,977	312,653	183,696	(128,958)	(41.2)
Dispatch Center	12,859	41,117	28,258	154,308	90,013	252,951	162,938	181.0
Maintenance Operations	89,898	88,965	(933)	1,078,774	629,285	578,835	(50,450)	(8.0)
Administration	80,185	92,183	11,998	962,225	561,298	592,289	30,991	5.5
Information Technology	17,757	17,876	119	213,079	124,296	124,727	431	0.3
Mobility Management	31,861	32,754	893	382,329	223,025	206,724	(16,302)	(7.3)
Fringe Benefits	179,286	147,071	(32,215)	2,134,351	1,254,999	1,221,425	(33,574)	(2.7)
Workers' Compensation	25,448	16,222	(9,226)	220,548	135,722	113,861	(21,861)	(16.1)
TOTAL PERSONNEL	576,859	533,966	(42,892)	6,820,402	3,995,597	3,800,936	(194,660)	(4.9)
FLEET OPERATIONS:								
Fuel	155,532	125,077	(30,456)	1,851,572	1,088,724	991,107	(97,617)	(9.0)
Insurance	54,139	53,348	(792)	644,517	378,976	397,488	18,512	4.9
Cost of Parts & Sublet Service	30,702	24,885	(5,817)	365,498	214,913	192,176	(22,737)	(10.6)
TOTAL FLEET OPERATIONS	240,373	203,309	(37,064)	2,861,587	1,682,613	1,580,772	(101,841)	(6.1)
NONPERSONNEL:								
Professional Services	49,413	22,152	(27,261)	588,255	345,894	256,574	(89,320)	(25.8)
Contracted Staffing	22,966	-	(22,966)	273,400	160,759	180,929	20,170	12.5
Outside Services	22,375	17,164	(5,210)	266,367	156,624	138,602	(18,022)	(11.5)
Rent/Repair	10,923	6,086	(4,837)	130,039	76,463	37,283	(39,180)	(51.2)
Office Expense	18,753	8,331	(10,421)	223,246	131,269	105,999	(25,270)	(19.3)
Interest Expense	5,660	5,631	(29)	67,427	40,285	45,936	5,651	14.0
Telephone/Utilities	24,997	25,856	858	297,585	174,980	182,925	7,945	4.5
Tax/License/Dues/Permits	9,331	6,791	(2,539)	111,078	65,314	41,947	(23,367)	(35.8)
Travel	3,158	890	(2,268)	37,600	22,109	1,162	(20,947)	(94.7)
Professional Development	6,584	5,079	(1,505)	78,379	46,087	9,584	(36,503)	(79.2)
Brokered Trans. Services	-	-	-	-	-	-	-	-
TOTAL NONPERSONNEL	174,160	97,982	(76,178)	2,073,376	1,219,783	1,000,942	(218,841)	(17.9)
TOTAL OPERATIONS EXPENSE	991,392	835,257	(156,135)	11,755,365	6,897,993	6,382,650	(515,343)	(7.5)
CAPITAL PROJECTS:								
Florin Road Facility	9,092	9,092	-	110,217	63,598	63,598	-	-
Vehicle Acquisition Project	-	-	-	90,505	90,505	90,505	-	-
SACOG - Mob. Options Vehicles	-	-	-	200,000	-	-	-	-
SACOG - Cameras	-	-	-	500,000	-	-	-	-
SACOG - Bus Stops	-	-	-	100,000	-	-	-	-
Sign on Front of Building	-	-	-	13,079	-	-	-	-
Facility Reserve	-	-	-	98,955	-	-	-	-
Office Furniture & Equipment	-	-	-	10,000	-	-	-	-
Network & Telecommunications	-	-	-	10,000	-	-	-	-
Maintenance Equipment	-	1,528	1,528	10,000	-	1,528	1,528	-
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	9,092	10,620	1,528	1,142,756	154,103	155,631	1,528	0.99
TOTAL OPERATING AND CAPITAL EX	1,000,484	845,877	(154,607)	12,898,120	7,052,096	6,538,281	(513,816)	(7.29)
NET INCOME (LOSS)	80,856	89,577	8,721	(0)	52,745	3,364	(49,380)	



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 4B(b)**

AGENDA TITLE: RECEIVE AND FILE THE FISCAL YEAR 2023-2024
FINANCIAL AUDIT

MEETING DATE: MARCH 3, 2025

PREPARED BY: LISA M. CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Fiscal Year 2023-2024 Financial Audit.

BACKGROUND AND DISCUSSION:

In November of 2024, Richardson and Company, a regional CPA firm, audited Paratransit, Inc.'s financial records. As of June 30, 2024, Paratransit, Inc. had a total of \$9.6 million in assets including \$5.7 million in capital assets such as vehicles and equipment, \$3.5 million in liabilities, and a net position of \$6.2 million.

Paratransit, Inc. has two long-term liabilities with Five Star Bank: a facility loan and a vehicle loan. The balance of the facility loan as of June 2024 is \$1.8 million, and the balance of the vehicle loan is \$90,000.

Paratransit, Inc. is required to maintain a fare revenue to operating expense ratio of 5% in order to be eligible for Transportation Development Act (TDA) funding. As of June 30, 2023, Paratransit, Inc.'s fare revenue ratio is 40.8%.

During fiscal year 2023-2024, Paratransit, Inc. received \$250,000 in federal grants: \$30,000 in American Rescue Plan stimulus funds and \$220,000 in mobility management funds. This amount is below the \$750,000 threshold and therefore we did not require a Single Audit.

FISCAL IMPACT:

None

ATTATCHMENTS:

1. Fiscal Year 2023-2024 Financial Audit



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

AGENDA TITLE: Approve the Minutes of the December 16, 2024 Meeting of the Board of Directors

MEETING DATE: March 3, 2025

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

Recommended Action:

Approve the Minutes of the December 16, 2024 Meeting of the Board of Directors.

Minutes

December 16, 2024
6:00 p.m.
Ron Brown Conference Center
2501 Florin Road Sacramento, CA 95822

Board Members Present

Jim Alves
Julia Burrows
Pat Hume
Patrick Mulvaney
Kim Tucker

Board Members Absent

April Dawson Rawlings
Leigh White

Public Present

None

Staff Present

Tiffani Scott, President and Chief Executive Officer
Lisa Cappellari, PhD, Chief Financial Officer
Chris Brown, SHRM-SCP, SPHR, Chief Administrative Officer
Gary Vickers, Chief Operating Officer
Jesse Isaacson, Director of Information Technology
Jamila Lee, SHRM-CP, PHR, Director of Human Resources
Alicia Brown, Director of Strategic Initiatives and Mobility
Amy Parkin, Director of Service Performance

Jessica Lewis, Operations and Training Manager

Call to Order/Roll Call

Director Hume called the meeting to order at 6:03 p.m.

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

Pledge of Allegiance

Director Hume led the Pledge of Allegiance

Public Comment

None

Staff Reports

A. CEO Report

a. Update on Activities and Contracts

President and CEO Tiffani Scott shared we expect to see People to Produce and Home to Healthcare Shuttles move forward, especially with the end of Smart Ride, and additional areas for service have been identified for next Spring. MetroHub is ramping up, and we are working with RSE to market it in the business community to help drive economic growth and tourism. The next step will be marketing MetroHub to the user. The website is live and has a chat feature available Monday through Friday from 8am to 5 pm in seven languages. These services are designed to lean into the community's health and food initiatives, as well as economic development to meet access needs and not just function as traditional transit.

b. Year-end Recap of Activities

CEO Scott reviewed the community events Paratransit provided transportation for during 2024, and the multiple speaking engagements where she had the opportunity represent Paratransit. CEO Scott was recognized as Entrepreneur of the Year and Small Business Leader of the Year. Winter Wishlist was able to provide 3,000 boxes to the community, and were distributed by traditional and new partners. Of the grant applications submitted, all but one were successful, including being the only recipient of an ICAM grant in California. Additionally, construction for Phase I of the housing project is in full swing, and IT is taking photos to document the process.

B. CFO Report

a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reviewed her written staff report of financial data through October 2024 and operating data through November 2024. Measure A, TDA and contract services are slightly low, the SacRT contract is on target, and maintenance revenue is up. We are being conservative on travel and other expenses and the vehicle loan went away in October so we have some breathing room and expect to be back on track soon. Director Hume recognized staff for doing a great job on right-sizing expenses and asked about the decrease in contract service hours. CEO Scott explained we had the maximum drivers to spread hours over and keep passengers on the bus for less time; however, due to the current number of drivers, we are having Gary, Amy and the supervisors drive routes. So while revenue decreased, we also saw a decrease in expense and are trying to balance the work with the operating money from Alta and the grants while trying to eliminate overtime. CEO Scott also shared Lisa is keeping us on track as we are still having issues getting grant funds.

Consent Calendar

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

A. Approve the Minutes of the August 27, 2024 Special Meeting of the Board of Directors

The Minutes were approved as presented.

B. Adopt Resolutions 17-24 Adopting Updates to the Paratransit, Inc. Conflict of Interest Code

Resolution 17-24 was approved as presented.

C. Adopt Resolution 18-24 Adopting Update #4 to the Paratransit, Inc. Public Transit Agency Safety Plan

Resolution 18-24 was approved as presented.

D. Adopt Resolution 19-24 Approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2025

Resolution 19-24 was approved as presented.

E. Adopt Resolution 20-24 Designating December 24th as a full day holiday for non-bargaining unit staff in accordance with the Paratransit, Inc. holiday

schedule and authorizing the President and CEO to exercise her discretion related to operations and the bargaining unit staff holidays

Resolution 20-24 was approved as presented.

- F. Adopt Resolutions 21-24 Approving the Title VI Equal Employment Opportunity Program

Resolution 21-24 was approved as presented.

AYES: Alves, Burrows, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings, White

Action Items

- A. Discussion and Re-Appointment of One Board Member for a 3 year term, beginning January 1, 2025

CEO Scott shared Board Member recruitment is normally done in the Fall and candidates brought to the Chair, but this year there is only one Board Member term expiring and she recommended Director Tucker for re-appointment. Director Hume agreed and is presenting this recommendation to the Board for consideration.

Director Mulvaney moved to re-appoint Director Tucker for a 3 year term starting January, 1, 2025. The motion was seconded by Director Alves, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings, White

- B. Board Discussion on their Role in Paratransit's Programs and Initiatives

CEO Scott introduced this item as a follow-up from the Board Retreat in August and discussion at the October Board Meeting. She reviewed the mission statement and presented current and planned programs for the next year, as well as her plan to add a section to the budget on initiatives and the number of FTEs needed to accomplish them. The Board discussed how they can act as a link to the community to connect Paratransit's services to other agencies to connect. Director Mulvaney expressed he could help with connections in the food industry for vehicle maintenance and getting medically tailored meals to families. CEO Scott discussed how Paratransit assists our

CTSA partners which reduces demand on the complementary ADA paratransit service by providing transportation at approximately one-third of the cost. Directors Tucker and Alves are interested in working with the CTSA programs. CEO Scott discussed the possibility of partnering with food banks to provide routing for picking up donations from grocery stores, and Directors shared thoughts on how that might work. CEO Scott also shared the goals of MetroHub and possibly working with the Sacramento International Airport to have Destinations Mobility rental vehicles available there. Director Burrows is interested in program areas that would be a safety-net to our most vulnerable community members. CEO Scott suggested that would fit with our CTSA partner expansion initiatives and may be eligible for Measure U funds, so we can look at developing a program that meets those criteria.

Closed Session

The Board adjourned to closed session at 7:44 p.m.

Reconvene to Open Session

The Board reconvened to open session at 9:21 p.m. Director Hume reported no action was taken on items A, B and C. For item D, Director Hume recognized CEO Scott for her work, and announced the Board approved a 3% salary increase and re-directed the remainder of available benefit dollars from professional development to a one-time general office expense reimbursement for remote work for CEO Scott.

Board Comments/Reports/Future Agenda Items

Everyone was wished a happy holiday season and reminded the February Board Meeting is not on a Monday due to the Presidents' Day holiday.

Adjournment

Director Hume announced the meeting adjourned at 9:22 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Chief Administrative Officer/Secretary

03/03/2025

Date



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

AGENDA TITLE: Adopt Resolution 01-25 Authorizing the President and CEO to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, the State of California, the Federal Transit Administration, and assorted local programs

MEETING DATE: March 3, 2025

PREPARED BY: Tiffani M. Fink, President and CEO
Lisa M. Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 01-25 authorizing the President and CEO to Submit Proposals and Funding Applications, as opportunities arise, to pursue funding from the Federal Transit Administration, SACOG, the State of California or other funding sources and to execute any contracts and/or agreements, if awarded.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. routinely applies for numerous calls for project funding applications for funding to operate our services. Many of the programs are on two-year cycles which are soon going to open. In addition, with the passage of the Bi-Partisan Infrastructure Bill and the Build Back Better bills, staff is requesting authority to pursue funding advantageous to continuation and expanding our programs.

FISCAL IMPACT:

The current year fiscal budget is built upon already awarded funds. Any funding awarded would be included in future budgets.

ATTACHMENTS:

1. Resolution 01-25



RESOLUTION NO. 01-25

AUTHORIZING THE PRESIDENT AND CEO TO PREPARE, SUBMIT AND EXECUTE AGREEMENTS FOR VARIOUS UPCOMING GRANT PROGRAMS FROM THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS, STATE OF CALIFORNIA, FEDERAL TRANSIT ADMINISTRATION AND ASSORTED LOCAL PROGRAMS

WHEREAS, Congress recently passed the Bi-Partisan Infrastructure Bill and SACOG is entering into their upcoming funding cycles; and

WHEREAS, as a transit and social service provider, Paratransit, Inc. is considered an essential business delivering critical infrastructure and needs to continue providing essential public services; and

WHEREAS, many of the programs and services Paratransit provides are eligible for these funding programs.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. hereby authorizes the President and CEO to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, State of California, Federal Transit Administration, and assorted local programs.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



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

AGENDA TITLE: Adopt Resolution 02-25 Adopting Allowable Costs, Cash Management, Safeguarding of Funds, and Recording and Identification of Assets Policies for Federal Grants

MEETING DATE: March 3, 2025

PREPARED BY: Lisa M. Cappellari, Ph.D.,
Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 02-25 adopting the allowable costs, cash management, safeguarding of funds, and recording and identification of assets policies for Federal grants.

BACKGROUND AND DISCUSSION:

In accordance with the Code of Federal Regulations Title 2 Federal Financial Assistance Part 200.302, recipients and subrecipients of federal funding are required to expend and account for the Federal award in accordance with State laws and procedures. All recipient and subrecipient financial management systems must permit the preparation of reports required by the FTA; and track expenditures to establish that funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.

The recipient's and subrecipient's financial management system must provide for:

- Identification of all Federal awards received and expended and the Federal programs under which they were received such as the Assistance Listings title and number, Federal award identification number, year the Federal award was issued, and name of the Federal agency or pass-through entity.
- Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.
- Effective control over and accountability for all funds, property, and assets. The recipient or subrecipient must safeguard all assets and ensure they are used solely for authorized purposes.

- Comparison of expenditures with budget amounts for each Federal award.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 02-25
2. Paratransit, Inc. Allowable Costs, Cash Management, Safeguarding of Funds, and Recording and Identification of Assets Policies for Federal Grants



RESOLUTION NO. 02-25

ADOPTING ALLOWABLE COSTS, CASH MANAGEMENT, SAFEGUARDING OF FUNDS, AND RECORDING AND IDENTIFICATION OF ASSETS POLICIES FOR FEDERAL GRANTS

WHEREAS, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307 and 5310, and Discretionary programs to deliver operations, capital and mobility management programs; and

WHEREAS, Paratransit, Inc. must comply with Code of Federal Regulations Title 2 Federal Financial Assistance Part 200;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 02-25 Allowable Costs, Cash Management, Safeguarding of Funds, and Recording and Identification of Assets Policies for Federal Grants.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



Allowable Costs, Cash Management, Safeguarding of Funds, and Recording and Identification of Assets Policies for Federal Grants

Paratransit, Inc.'s financial management system provides for the following:

- Identification of all Federal awards received and expended and the Federal programs under which they were received such as the Assistance Listings title and number, Federal award identification number, year the Federal award was issued, and name of the Federal agency or pass-through entity.
- Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.
- Effective control over and accountability for all funds, property, and assets. The recipient or subrecipient must safeguard all assets and ensure they are used solely for authorized purposes.
- Comparison of expenditures with budget amounts for each Federal award.



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

AGENDA TITLE: Adopt Resolution 03-25 Adopting Federal Payment Policies for Federal Grants

MEETING DATE: March 3, 2025

PREPARED BY: Lisa M. Cappellari, Ph.D.,
Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 03-25 adopting the Federal payment policies for Federal grants.

BACKGROUND AND DISCUSSION:

In accordance with the Code of Federal Regulations Title 2 Federal Financial Assistance Part 200.305, payment methods must minimize the time elapsing between the transfer of funds from the Federal agency or the pass-through entity and the disbursement of funds by the recipient or subrecipient regardless of whether the payment is made by electronic funds transfer or by other means. The Federal agency must require recipients to use only OMB-approved, government-wide information collections to request payment.

- The recipient or subrecipient must make timely payments to contractors in accordance with the contract provisions.
- Whenever possible, advance payment requests by the recipient or subrecipient must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or pass-through entity.
- Reimbursement is preferred when the Federal agency or pass-through entity sets a specific condition, when requested by the recipient or subrecipient, or when a Federal award is for construction. When the reimbursement method is used, the Federal agency or pass-through entity must make payment within 30 calendar days after receipt of the payment request unless the Federal agency or pass-through entity reasonably believes the request to be improper.
- Payments for allowable costs must not be withheld at any time during the period of performance unless required by Federal statute, regulations, or in one of the following instances:

- The recipient or subrecipient has failed to comply with the terms and conditions of the Federal award; or
- The recipient or subrecipient is delinquent in a debt to the United States. Under such conditions, the Federal agency or pass-through entity may, after providing reasonable notice, withhold payments to the recipient or subrecipient for financial obligations incurred after a specified date until the conditions are corrected or the debt is repaid to the Federal Government.
- A payment withheld for failure to comply with the terms and conditions of the Federal award must be released to the recipient or subrecipient upon subsequent compliance.
- The Federal agency or pass-through entity must not require separate depository accounts for funds provided to the recipient or subrecipient or establish any eligibility requirements for depositories.
- Advance payments of Federal funds must be deposited and maintained in insured accounts whenever possible.
- The recipient or subrecipient must maintain advance payments of Federal funds in interest-bearing accounts unless one of the following applies:
 - The recipient or subrecipient receives less than \$250,000 in Federal funding per year;
 - The best available interest-bearing account would not reasonably be expected to earn interest in excess of \$500 per year on Federal cash balances;
 - The depository would require an average or minimum balance so high that it would not be feasible with the expected Federal and non-Federal cash resources;
- The recipient or subrecipient may retain up to \$500 per year of interest earned on Federal funds to use for administrative expenses of the recipient or subrecipient. Any additional interest earned on Federal funds must be returned annually to the Department of Health and Human Services Payment Management System (PMS) through either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment.
- All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 03-25
2. Paratransit, Inc. Federal Payment Policies for Federal Grants



RESOLUTION NO. 03-25

ADOPTING FEDERAL PAYMENT POLICIES FOR FEDERAL GRANTS

WHEREAS, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307 and 5310, and Discretionary programs to deliver operations, capital and mobility management programs; and

WHEREAS, Paratransit, Inc. must comply with Code of Federal Regulations Title 2 Federal Financial Assistance Part 200;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 03-25 Federal Payment Policies for Federal Grants.

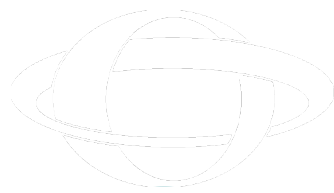
Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



Federal Payment Policies for Federal Grants

Paratransit, Inc.'s Federal Payment Policies for Federal Grants provides for:

- The recipient or subrecipient must make timely payments to contractors in accordance with the contract provisions.
- Whenever possible, advance payment requests by the recipient or subrecipient must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or pass-through entity.
- Reimbursement is preferred when the Federal agency or pass-through entity sets a specific condition, when requested by the recipient or subrecipient, or when a Federal award is for construction. When the reimbursement method is used, the Federal agency or pass-through entity must make payment within 30 calendar days after receipt of the payment request unless the Federal agency or pass-through entity reasonably believes the request to be improper.
- Payments for allowable costs must not be withheld at any time during the period of performance unless required by Federal statute, regulations, or in one of the following instances:
 - The recipient or subrecipient has failed to comply with the terms and conditions of the Federal award; or
 - The recipient or subrecipient is delinquent in a debt to the United States. Under such conditions, the Federal agency or pass-through entity may, after providing reasonable notice, withhold payments to the recipient or subrecipient for financial obligations incurred after a specified date until the conditions are corrected or the debt is repaid to the Federal Government.
- A payment withheld for failure to comply with the terms and conditions of the Federal award must be released to the recipient or subrecipient upon subsequent compliance.



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- The Federal agency or pass-through entity must not require separate depository accounts for funds provided to the recipient or subrecipient or establish any eligibility requirements for depositories.
- Advance payments of Federal funds must be deposited and maintained in insured accounts whenever possible.
- The recipient or subrecipient must maintain advance payments of Federal funds in interest-bearing accounts unless one of the following applies:
 - The recipient or subrecipient receives less than \$250,000 in Federal funding per year;
 - The best available interest-bearing account would not reasonably be expected to earn interest in excess of \$500 per year on Federal cash balances;
 - The depository would require an average or minimum balance so high that it would not be feasible with the expected Federal and non-Federal cash resources;
- The recipient or subrecipient may retain up to \$500 per year of interest earned on Federal funds to use for administrative expenses of the recipient or subrecipient. Any additional interest earned on Federal funds must be returned annually to the Department of Health and Human Services Payment Management System (PMS) through either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment.
- All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency.

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

AGENDA TITLE: Adopt Resolution 04-25 Adopting Financial Reporting Policies for Federal Grants

MEETING DATE: March 3, 2025

PREPARED BY: Lisa M. Cappellari, Ph.D.,
Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 04-25 adopting the financial reporting policies for Federal grants.

BACKGROUND AND DISCUSSION:

In accordance with the Code of Federal Regulations Title 2 Federal Financial Assistance Part 200.328:

(a) The Federal agency must require only OMB-approved government-wide data elements on recipient financial reports. At the time of publication, this consists of the Federal Financial Report (SF-425); however, this also applies to any future OMB-approved government-wide data elements available from the OMB-designated standards lead.

(b) The Federal agency or pass-through entity must collect financial reports no less than annually. The Federal agency or pass-through entity may not collect financial reports more frequently than quarterly unless a specific condition has been implemented in accordance with § 200.208. To the extent practicable, the Federal agency or pass-through entity should collect financial reports in coordination with performance reports.

(c) The recipient or subrecipient must submit financial reports as required by the Federal award. Reports submitted annually by the recipient or subrecipient must be due no later than 90 calendar days after the reporting period. Reports submitted quarterly or semiannually must be due no later than 30 calendar days after the reporting period.

(d) The final financial report submitted by the recipient must be due no later than 120 calendar days after the conclusion of the period of performance. A subrecipient must submit a final financial report to a pass-through entity no later than 90 calendar days after the conclusion of the period of performance. See also § 200.344. The Federal

agency or pass-through entity may extend the due date for any financial report with justification from the recipient or subrecipient.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 04-25
2. Paratransit, Inc. Financial Reporting Policies for Federal Grants



RESOLUTION NO. 04-25

ADOPTING FINANCIAL REPORTING POLICIES FOR FEDERAL GRANTS

WHEREAS, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307 and 5310, and Discretionary programs to deliver operations, capital and mobility management programs; and

WHEREAS, Paratransit, Inc. must comply with Code of Federal Regulations Title 2 Federal Financial Assistance Part 200;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 04-25 Financial Reporting Policies for Federal Grants.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



Financial Reporting Policies for Federal Grants

Paratransit, Inc.'s Financial Reporting Policies for Federal Grants provides for:

- (a) The Federal agency must require only OMB-approved government-wide data elements on recipient financial reports. At the time of publication, this consists of the Federal Financial Report (SF-425); however, this also applies to any future OMB-approved government-wide data elements available from the OMB-designated standards lead.
- (b) The Federal agency or pass-through entity must collect financial reports no less than annually. The Federal agency or pass-through entity may not collect financial reports more frequently than quarterly unless a specific condition has been implemented in accordance with [§ 200.208](#). To the extent practicable, the Federal agency or pass-through entity should collect financial reports in coordination with performance report.
- (c) The recipient or subrecipient must submit financial reports as required by the Federal award. Reports submitted annually by the recipient or subrecipient must be due no later than 90 calendar days after the reporting period. Reports submitted quarterly or semiannually must be due no later than 30 calendar days after the reporting period.
- (d) The final financial report submitted by the recipient must be due no later than 120 calendar days after the conclusion of the period of performance. A subrecipient must submit a final financial report to a pass-through entity no later than 90 calendar days after the conclusion of the period of performance. See also [§ 200.344](#). The Federal agency or pass-through entity may extend the due date for any financial report with justification from the recipient or subrecipient



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

AGENDA TITLE: Adopt Resolution 05-25 Adopting Internal Control Systems Testing Policies for Federal Grants

MEETING DATE: March 3, 2025

PREPARED BY: Lisa M. Cappellari, Ph.D.,
Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 05-25 adopting the internal control systems testing policies for Federal grants.

BACKGROUND AND DISCUSSION:

In accordance with the Code of Federal Regulations Title 2 Federal Financial Assistance Part 200.303, recipients and subrecipients of federal funding must:

- Establish, document, and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient or subrecipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
- Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award.
- Take prompt action when instances of noncompliance are identified.
- Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 05-25
2. Paratransit, Inc. Internal Control Systems Testing Policies for Federal Grants



RESOLUTION NO. 05-25

ADOPTING INTERNAL CONTROL SYSTEMS TESTING POLICIES FOR FEDERAL GRANTS

WHEREAS, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307 and 5310, and Discretionary programs to deliver operations, capital and mobility management programs; and

WHEREAS, Paratransit, Inc. must comply with Code of Federal Regulations Title 2 Federal Financial Assistance Part 200;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 05-25 Internal Control Systems Testing Policies for Federal Grants.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



Financial Reporting Policies for Federal Grants

Paratransit, Inc.'s internal control systems testing policies for Federal Grants provides for:

- Establishing, documenting, and maintaining effective internal control over the Federal award that provides reasonable assurance that the recipient or subrecipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
- Complying with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award.
- Taking prompt action when instances of noncompliance are identified.
- Taking reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.



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

AGENDA TITLE: Adopt Resolution 06-25 Adopting Record Retention Requirements for Federal Grants

MEETING DATE: March 3, 2025

PREPARED BY: Lisa M. Cappellari, Ph.D.,
Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 06-25 adopting the record retention requirements for Federal grants.

BACKGROUND AND DISCUSSION:

In accordance with the Code of Federal Regulations Title 2 Federal Financial Assistance Part 200.334:

The recipient and subrecipient must retain all Federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the recipient and subrecipient must retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. Federal agencies or pass-through entities may not impose any other record retention requirements except for the following:

- (a) The records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken if any litigation, claim, or audit is started before the expiration of the three-year period.
- (b) When the recipient or subrecipient is notified in writing by the Federal agency or pass-through entity, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs to extend the retention period.
- (c) The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition.
- (d) The three-year retention requirement does not apply to the recipient or subrecipient when records are transferred to or maintained by the Federal agency.
- (e) The records for program income earned after the period of performance must be retained for three years from the end of the recipient's or subrecipient's fiscal year in

which the program income is earned. This only applies if the Federal agency or pass-through entity requires the recipient or subrecipient to report on program income earned after the period of performance in the terms and conditions of the Federal award.

(f) The records for indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates) must be retained according to the applicable option below:

(1) *If submitted for negotiation.* When a proposal, plan, or other computation must be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the date of submission.

(2) *If not submitted for negotiation.* When a proposal, plan, or other computation is not required to be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 06-25
2. Paratransit, Inc. Record Retention Requirements for Federal Grants



RESOLUTION NO. 06-25

ADOPTING RECORD RETENTION REQUIREMENTS FOR FEDERAL GRANTS

WHEREAS, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307 and 5310, and Discretionary programs to deliver operations, capital and mobility management programs; and

WHEREAS, Paratransit, Inc. must comply with Code of Federal Regulations Title 2 Federal Financial Assistance Part 200;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 06-25 Record Retention Requirements for Federal Grants.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



Record Retention Requirement Policies for Federal Grants

Paratransit, Inc.'s record retention requirement policies for Federal Grants provides for:

- (a) The records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken if any litigation, claim, or audit is started before the expiration of the three-year period.
- (b) When the recipient or subrecipient is notified in writing by the Federal agency or pass-through entity, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs to extend the retention period.
- (c) The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition.
- (d) The three-year retention requirement does not apply to the recipient or subrecipient when records are transferred to or maintained by the Federal agency.
- (e) The records for program income earned after the period of performance must be retained for three years from the end of the recipient's or subrecipient's fiscal year in which the program income is earned. This only applies if the Federal agency or pass-through entity requires the recipient or subrecipient to report on program income earned after the period of performance in the terms and conditions of the Federal award.
- (f) The records for indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates) must be retained according to the applicable option below:
 - (1) *If submitted for negotiation.* When a proposal, plan, or other computation must be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the date of submission.
 - (2) *If not submitted for negotiation.* When a proposal, plan, or other computation is not required to be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.



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

AGENDA TITLE: Adopt Resolution 07-25 Adopting Financial Planning Policies for Federal Grants

MEETING DATE: March 3, 2025

PREPARED BY: Lisa M. Cappellari, Ph.D.,
Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 07-25 adopting the financial planning policies for Federal grants.

BACKGROUND AND DISCUSSION:

In accordance with Federal Transit Authority (FTA) Circular 5010.1E Chapter VI, Section 5:

Upon request from FTA, the recipient agrees to provide a financial plan delineating the source of non-Federal share, the amounts applicable to the different sources, and the time frame for acquisition of the non-Federal share. Recipients must have multiyear financial plans (three to five years) for operating and capital revenues and expenses to implement FTA awards. The financial plans should indicate adequate revenues to maintain and operate the existing system and to complete the annual Program of Projects.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 07-25
2. Paratransit, Inc. Financial Planning Policies for Federal Grants



RESOLUTION NO. 07-25

ADOPTING FINANCIAL PLANNING POLICIES FOR FEDERAL GRANTS

WHEREAS, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307 and 5310, and Discretionary programs to deliver operations, capital and mobility management programs; and

WHEREAS, Paratransit, Inc. must comply with the Federal Transit Administration Circular 5010.1E Chapter VI, Section 5;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 07-25 Financial Planning Policies for Federal Grants.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



Financial Planning Policies for Federal Grants

Paratransit, Inc.'s financial planning policies provides for:

Upon request from FTA, the recipient agrees to provide a financial plan delineating the source of non-Federal share, the amounts applicable to the different sources, and the time frame for acquisition of the non-Federal share. Recipients must have multiyear financial plans (three to five years) for operating and capital revenues and expenses to implement FTA awards. The financial plans should indicate adequate revenues to maintain and operate the existing system and to complete the annual Program of Projects.



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

AGENDA TITLE: Adopt Resolution 08-25 Adopting Methods for Collection, Transmission, and Storage of Information for Federal Grants

MEETING DATE: March 3, 2025

PREPARED BY: Lisa M. Cappellari, Ph.D.,
Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 08-25 adopting the methods for collection, transmission, and storage of information for Federal grants.

BACKGROUND AND DISCUSSION:

In accordance with the Code of Federal Regulations Title 2 Federal Financial Assistance Part 200.336:

When practicable, the Federal agency or pass-through entity and the recipient or subrecipient must collect, transmit, and store Federal award information in open and machine-readable formats. Upon request, the Federal agency or pass-through entity must always provide or accept paper versions of Federal award information to and from the recipient or subrecipient. The Federal agency or pass-through entity must not require additional copies of Federal award information submitted in paper versions. The recipient or subrecipient does not need to create and retain paper copies when original records are electronic and cannot be altered. In addition, the recipient or subrecipient may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 08-25
2. Paratransit, Inc. Methods for Collection, Transmission, and Storage of Information for Federal Grants



RESOLUTION NO. 08-25

ADOPTING METHODS FOR COLLECTION, TRANSMISSION, AND STORAGE OF INFORMATION FOR FEDERAL GRANTS

WHEREAS, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307 and 5310, and Discretionary programs to deliver operations, capital and mobility management programs; and

WHEREAS, Paratransit, Inc. must comply with Code of Federal Regulations Title 2 Federal Financial Assistance Part 200;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 08-25 Methods for Collection, Transmission, and Storage of Information for Federal Grants.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



Methods for Collection, Transmission, and Storage of Information Policies for Federal Grants

Paratransit, Inc.'s methods for collection, transmission, and storage of information policies provides for:

When practicable, the Federal agency or pass-through entity and the recipient or subrecipient must collect, transmit, and store Federal award information in open and machine-readable formats. Upon request, the Federal agency or pass-through entity must always provide or accept paper versions of Federal award information to and from the recipient or subrecipient. The Federal agency or pass-through entity must not require additional copies of Federal award information submitted in paper versions. The recipient or subrecipient does not need to create and retain paper copies when original records are electronic and cannot be altered. In addition, the recipient or subrecipient may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.



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

AGENDA TITLE: Adopt Resolution 09-25 Adopting Standards of Internal Control and Audit Resolutions for Federal Grants

MEETING DATE: March 3, 2025

PREPARED BY: Lisa M. Cappellari, Ph.D.,
Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 09-25 adopting Standards of Internal Control and Audit Resolutions for Federal grants.

BACKGROUND AND DISCUSSION:

In accordance with Federal Transit Authority (FTA) Circular 5010.1E Chapter VI, Section 2 Internal Control, g. Standards of Internal Control and Audit Resolutions:

- (a) Recipient management policies that govern implementation of the Award must be clearly stated, understood throughout the organization, and conformed to applicable legislative and administrative requirements.
- (b) The recipient's formal organization structure must clearly define, assign, and delegate appropriate authority for all duties.
- (c) Responsibility for duties and functions must be segregated within the organization to ensure that adequate internal checks exist. Recipients should pay particular attention to authorization, performance, recording, inventory control, and review functions to reduce the opportunity for unauthorized or fraudulent acts.
- (d) A system of organizational planning should exist to determine financial, property, and personnel resource needs.
- (e) Written operating procedures must exist and be simply stated, yet meet the recipient's operating, legal, and regulatory requirements. In developing its procedures, the recipient should consider such factors as feasibility, cost, risk of loss or error, and availability of suitable personnel. Other important considerations are the prevention of illegal or unauthorized transactions or acts.
- (f) The recipient's information system must reliably provide needed operating and financial data for decision-making and performance review.
- (g) The recipient must provide proper supervision, and performance must be subject to review of an effective internal audit program.

- (h) All personnel must be properly qualified for their assigned responsibilities, duties, and functions; education, training, experience, competence, and integrity should be considered in assigning work; all must be held fully accountable for the proper discharge of their assignments.
- (i) Expenditures must be controlled so that construction, equipment, other property, and services are acquired and received as contracted for (as to quality, quantity, price, and time of delivery); authorizations for expenditures must conform to applicable statutes, regulations, and policies.
- (j) All real property, equipment, expendables, and funds must be safeguarded to prevent misuse, misappropriation, waste, or unwarranted deterioration or destruction.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution 09-25
2. Paratransit, Inc. Standards of Internal Control and Audit Resolutions for Federal Grants



RESOLUTION NO. 09-25

ADOPTING STANDARDS OF INTERNAL CONTROL AND AUDIT RESOLUTIONS FOR FEDERAL GRANTS

WHEREAS, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307 and 5310, and Discretionary programs to deliver operations, capital and mobility management programs; and

WHEREAS, Paratransit, Inc. must comply with Federal Transit Authority (FTA) Circular 5010.1E Chapter VI, Section 2 Internal Control, g. Standards of Internal Control and Audit Resolutions;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 09-25 Standards of Internal Control and Audit Resolutions for Federal Grants.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



Standards of Internal Control and Audit Resolutions Policies for Federal Grants

Paratransit, Inc.'s standards of internal control and audit resolutions policies provides for:

- (a) Recipient management policies that govern implementation of the Award must be clearly stated, understood throughout the organization, and conformed to applicable legislative and administrative requirements.
- (b) The recipient's formal organization structure must clearly define, assign, and delegate appropriate authority for all duties.
- (c) Responsibility for duties and functions must be segregated within the organization to ensure that adequate internal checks exist. Recipients should pay particular attention to authorization, performance, recording, inventory control, and review functions to reduce the opportunity for unauthorized or fraudulent acts.
- (d) A system of organizational planning should exist to determine financial, property, and personnel resource needs.
- (e) Written operating procedures must exist and be simply stated, yet meet the recipient's operating, legal, and regulatory requirements. In developing its procedures, the recipient should consider such factors as feasibility, cost, risk of loss or error, and availability of suitable personnel. Other important considerations are the prevention of illegal or unauthorized transactions or acts.
- (f) The recipient's information system must reliably provide needed operating and financial data for decision-making and performance review.
- (g) The recipient must provide proper supervision, and performance must be subject to review of an effective internal audit program.
- (h) All personnel must be properly qualified for their assigned responsibilities, duties, and functions; education, training, experience, competence, and integrity should be considered in assigning work; all must be held fully accountable for the proper discharge of their assignments.
- (i) Expenditures must be controlled so that construction, equipment, other property, and services are acquired and received as contracted for (as to quality, quantity, price, and time of delivery); authorizations for expenditures must conform to applicable statutes, regulations, and policies.
- (j) All real property, equipment, expendables, and funds must be safeguarded to prevent misuse, misappropriation, waste, or unwarranted deterioration or destruction.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7A**

AGENDA TITLE: Nominations and Election of Officers of the Board of Directors for Calendar Year 2025

MEETING DATE: March 3, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Open nominations for each of the three offices: President, Vice-President, Secretary/Treasurer and conduct elections. Upon appointment, the officers shall become effective the day following the meeting (March 4, 2025). This will allow for all actions taken by the Board at the March meeting to be signed consistently for audit records.

BACKGROUND AND DISCUSSION:

The officers of the corporation shall be a Chair of the Board, a Vice Chair of the Board, Secretary/Treasurer of the Board. The Chair of the Board shall report their nomination for officers of the corporation for consideration. Officers shall serve at the pleasure of the Board.

A definition of the duties of each officer position is listed below:

Chair of the Board: The Chair of the Board shall direct the affairs of the corporation with other elected officers and Board members by presiding at all regular meetings of the corporation and of the Board; shall, with ratification of the Board, appoint persons to all Committees.

Vice Chair of the Board: The Vice Chair of the Board shall preside at

meetings in the absence of the Chair and assist the Chair as needed. The Vice Chair shall assume the duties of the Chair if the position is vacated.

Secretary/Treasurer of the Board: The Secretary/Treasurer of the Board shall maintain a record of the proceedings of all meetings of the Board. The Secretary/Treasurer shall maintain a complete up-to-date, and accurate record of the Articles of Incorporation, Bylaws, and any amendments to the Bylaws and file with the Secretary of State any amendments to the Articles of Incorporation. Additionally, the Secretary/ Treasurer shall receive a report quarterly on the financial statement of the corporation for the Board from the Chief Financial Officer and more frequently as requested by the Board. The books and records of the corporation in the hands of the Secretary/ Treasurer shall be open to inspection at all times to the directors. There shall be an annual audit by a certified public accountant.

FISCAL IMPACT:

None

ATTACHMENTS:

None



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7B**

AGENDA TITLE: Adopt Resolution 10-25 Authorizing the President and CEO to Make Updates to all Federally Required Plans and Programs, as Needed, Due to Current and Anticipated Changes Required by Presidential Executive Order and Legislative Changes

MEETING DATE: March 3, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 10-25 authorizing the President and CEO to make updates to all federally required plans and programs, as needed, due to current and anticipated changes required by Presidential Executive Order and legislative changes.

BACKGROUND AND DISCUSSION:

Federal contractors are required to have a Board approved Procurement Manual, Title VI Plan, Title VI EEO Program, Limited English Proficiency Plan, Drug and Alcohol Testing Program, Transit Asset Management Plan, Public Transit Agency Safety Plan, Affirmative Action Program, Disadvantaged Business Enterprise plan, Drugfree Workplace Program, and Certificates and Assurances for federal grants.

Since President Trump's inauguration, he has issued multiple Executive Orders that have impacted the plans and programs federal contractors are required to have in place in order to maintain their federal funding. These orders have been effective immediately without lead time for implementation; therefore, agencies are required to react quickly to update plans and

programs to remain in compliance. Any updates made would be agendaized and reported on at the Board Meeting occurring immediately after the updates are made.

FISCAL IMPACT:

The updates to federally required plans and programs would allow Paratransit, Inc. to remain compliant and eligible for federal funds. Failure to maintain timely updates could jeopardize the availability of federal capital and operating funds.

Attachments:

1. Resolution 10-25



RESOLUTION NO. 10-25
AUTHORIZING THE PRESIDENT AND CEO TO MAKE UPDATES TO
ALL FEDERALLY REQUIRED PLANS AND PROGRAMS, AS NEEDED,
DUE TO CURRENT AND ANTICIPATED CHANGES REQUIRED BY
PRESIDENTIAL EXECUTIVE ORDER AND LEGISLATIVE CHANGES

WHEREAS, the Paratransit, Inc. Board of Directors is required to adopt the following federally required plans and programs:

- Procurement Manual;
- Title VI and Title VI Equal Employment Opportunity Programs;
- Limited English Proficiency Plan;
- Drug and Alcohol Testing Program;
- Transit Asset Management Plan;
- Public Transit Agency Safety Plan;
- Affirmative Action Program;
- Disadvantaged Business Enterprise Plan;
- Drugfree Workplace Program; and
- Federal Certificates and Assurances (related to grant funding).

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

WHEREAS, updates to plans and programs will be reported on at the Board Meeting occurring immediately after the plan and program changes are made; and

WHEREAS, updated plans and programs will be transmitted to our funding partners for compliance.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 10-25 approving the President and CEO to make updates to all federally required plans and programs, as needed due to changes required by Presidential Executive Order or legislative changes.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7C**

AGENDA TITLE: Adopt Resolution 11-25 Authorizing the President and CEO to Make Administrative Updates to all Federally Required Plans and Programs, as Needed

MEETING DATE: March 3, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 11-25 authorizing the President and CEO to make administrative updates to all federally required plans and programs, as needed.

BACKGROUND AND DISCUSSION:

Federal contractors are required to have a Board approved Procurement Manual, Title VI Plan, Title VI EEO Program, Limited English Proficiency Plan, Drug and Alcohol Testing Program, Transit Asset Management Plan, Public Transit Agency Safety Plan, Affirmative Action Program, Disadvantaged Business Enterprise plan, Drugfree Workplace Program, various financial plans for federal grant payments, planning, reporting, record retention, internal controls, data collection, storage, and transmission, and Certificates and Assurances for federal grants.

Through the course of normal business, processes and areas of responsibility may change. These changes may impact the plans and programs federal contractors are required to have in place in order to maintain their federal funding. This resolution would allow the President and

CEO to make administrative updates to the federally required plans and programs as needed.

FISCAL IMPACT:

The updates to federally required plans and programs would allow Paratransit, Inc. to remain compliant and eligible for federal funds. Failure to maintain timely updates could jeopardize the availability of federal capital and operating funds.

Attachments:

1. Resolution 11-25



**RESOLUTION NO. 11-25
AUTHORIZING THE PRESIDENT AND CEO TO MAKE
ADMINISTRATIVE UPDATES TO ALL FEDERALLY REQUIRED
PLANS AND PROGRAMS, AS NEEDED**

WHEREAS, the Paratransit, Inc. Board of Directors is required to adopt the following federally required plans and programs:

- Procurement Manual;
- Title VI and Title VI Equal Employment Opportunity Programs;
- Limited English Proficiency Plan;
- Drug and Alcohol Testing Program;
- Transit Asset Management Plan;
- Public Transit Agency Safety Plan;
- Affirmative Action Program;
- Disadvantaged Business Enterprise Plan;
- Drugfree Workplace Program;
- Allowable Costs, Cash Management, Safeguarding of Funds, and Recording and Identification of Assets Policies for federal grants;
- Federal Payment Policies for federal grants;
- Financial Reporting Policies for federal grants;
- Internal Control Policies for federal grants;
- Record Retention Requirements for federal grants;
- Financial Planning for federal grants;
- Methods for Collection, Transmission, and Storage of Information for federal grants;
- Standards of Internal Control and Audit Resolutions for federal grants; and
- Federal Certificates and Assurances (related to grant funding).

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

WHEREAS, administrative updates may be needed to plans and programs due to changes in business processes and areas of; and

WHEREAS, updated plans and programs are required of federal contractors to maintain federal funding.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 11-25 approving the President and CEO to make administrative updates to all federally required plans and programs, as needed.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7D**

AGENDA TITLE: Adopt Resolution 12-25 Setting the Fare Structure for Paratransit, Inc.'s Transit Services

MEETING DATE: March 3, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 12-25 setting the fare structure for Paratransit, Inc's transit services.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. operates Transit services throughout much of Sacramento County, and has the potential to operate in portions of the adjoining counties, in accordance with State and Federal requirements and regulations. As an operator of Transit services who utilizes State and Federal funds, we are required to adopt fare policies for our services. Previously, the Board adopted fares for our non-ADA service but with the changes in our services and our evolving service delivery models it is necessary to adopt a new set of fares. These policies will be submitted to the Federal Transit Administration during the set-up process for Direct Recipient status and subsequently during Triennial Reviews.

It is to note that currently all of our general public routes operate as Deviated Fixed Routes with deviations for the general public and as such do not require complementary paratransit service. However, as we evaluate our routes and look to expand it is likely that we will need to amend the service type to limit deviations for only seniors and persons with disabilities, or even to operate them as standard fixed routes. In both cases, ADA complementary paratransit is required. Additionally, for all services currently operated as People to Produce and Home to Healthcare, the fares are waived as the Measure A funds included a fare subsidy item. Should that funding end, the fares included in this policy would apply.

All services provided to the regional center are excluded from this fare structure, as those trips are covered under a separate funding agreement.

FISCAL IMPACT:

This fare policy is required to be updated to maintain eligibility for state and federal funds.

ATTACHMENTS:

1. Resolution 12-25
2. Fare Policy for Paratransit, Inc.'s Transit Services



PARATRANSIT TRANSIT SERVICE FARE STRUCTURE AND POLICY

Fare Types:

Deviated Fixed Route Fare (Deviations for General Public): \$2.00

Deviated Fixed Route Fare (Deviations for Senior/Disabled): \$2.00

Fixed Route General Public Fare: \$2.00

Fixed Route Half Fare: \$1.00

Fixed Route Student Fare: \$1.00

Children Under the Age of 5: Free with Fare Paying Adult

Americans with Disabilities Act Complementary Paratransit Service

Single Fare - \$4.00

- Have the exact fare **prior** to boarding. Vehicle operators do not make change, or accept checks or credit cards.
- Do not deliberately evade paying a fare.
- A personal care attendant on ADA Paratransit does not have to pay fare, but must be transported to and from the same location as the passenger.
- All companions/guests (including children) must pay the same fare as the passenger and must be transported to and from the same location as the passenger.



RESOLUTION NO. 12-25

ADOPTING THE FARE STRUCTURE FOR PARATRANSIT, INC'S TRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s prior fare structure was limited to non-Americans with Disabilities Act (non-ADA) service; and

WHEREAS, Paratransit, Inc. now operates an array of public transit services to the Community with multiple fare types; and

WHEREAS, Paratransit, Inc. wishes to codify these policies into their own documented policy manual.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Fare Policy for Transit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



RESOLUTION NO. 13-25

ADOPTING THE AMERICANS WITH DISABILITIES ACT APPLICATION AND APPEALS PROCESS FOR COMPLEMENTARY PARATRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s service is evolving and may include the need for ADA Complementary Paratransit; and

WHEREAS, Paratransit, Inc. has a nationally renowned ADA application, eligibility and appeals process it has used from Honolulu, HI to Boston, MA; and

WHEREAS, Paratransit, Inc. wishes to codify these policies into their own documented policy manual.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Americans with Disabilities Act Application and Appeals Process for Complementary Paratransit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025

**IMPORTANT INFORMATION
FOR APPLICANTS FOR PARATRANSIT, INC.
ADA PARATRANSIT SERVICES**

To apply for paratransit eligibility, you must complete a two-part process.

First, you must submit the following:

- ☐ Completed **PARATRANSIT APPLICANT INFORMATION SHEET**
- ☐ Signed and completed **Application for ADA Paratransit Eligibility** form
- ☐ Signed and completed **Release of Information** form
- ☐ Signed and completed **Paratransit Inc, Evaluation Consent** form

Please submit the above either by email at:

AGarcia@Paratransit.org

OR

Submit by mail to:
Paratransit, Inc.
2501 Florin Road
Sacramento, CA 95822

Second, you must complete an in-person interview. This interview will be arranged once your completed application is received.

EVERY QUESTION MUST BE ANSWERED AND LEGIBLE

An incomplete application will be returned and will delay processing.

Once the Paratransit, Inc. ADA Eligibility Center receives your application, you will receive a call to arrange your in-person interview.

Remove this page before mailing.

APPLICANT INFORMATION (PLEASE PRINT)

First Name_____ **Middle Initial**_____

Last Name_____

Home Address_____ **Apt#**_____

City_____ **State**_____ **Zip**_____

Phone (home) _____ **(cell)** _____

Mailing Address *(if different from Home Address)* _____

City_____ **State**_____ **Zip**_____

Email address *(if available)* _____

Date of Birth ____/____/____ **Gender:** ☐Male ☐Female

New Application ☐ **or** **Recertification** ☐

Please indicate your primary language:

☐ English

☐ Russian Русский

☐ 中文 **(Chinese)**

☐ Español (Spanish)

☐ Hmoob (Hmong)

☐ **tiếng Việt (Vietnamese)**

☐ Other

Provide the name of a LOCAL relative/friend in case of an emergency:

Name_____

Relationship _____

Phone (home) _____ **(cell)** _____

Application for ADA Paratransit Eligibility

Please complete **ALL** sections of this form.

An incomplete application will be returned.

Your information will help determine what transportation service is right for you and will remain confidential. Please use black or blue pen.

1. How did you hear about ADA paratransit?

2. Why are you applying for ADA paratransit service?

3. What is the disability or health condition that prevents you from being able to use the regular city bus?

Please be specific. (for example: stroke, visual impairment, cognitive impairment, emphysema, schizophrenia, etc.)

4. Do you have other physical, cognitive, visual, or mental health disabilities or conditions that limit your ability to use the regular city bus? ☐ Yes ☐ No If yes, please explain:

5. When did you first experience the conditions you described above?

☐ 0-1 year ago ☐ 1-5 years ago ☐ Longer than 5 years

6. Is your disability temporary?

☐ Yes, I expect it to last _____ months. ☐ No, it is permanent.

☐ I don't know.

7. ADA paratransit drivers cannot perform the duties of a PCA (Personal Care Attendant). A PCA is not provided to riders. Please bring someone with you if you need assistance beyond what the ADA paratransit driver can provide. (for example: to push your wheelchair, carry oxygen, etc.) **Do you need to bring someone to assist you when you travel outside your home?**

☐ Yes, always. ☐ Yes, sometimes. ☐ No, never.

If yes, how does this person help you?

8. Which of the following statements best describes if you had to wait outside for a ride? (Check only one response.)

☒ I could wait by myself for 10 to 15 minutes.

☒ I could wait by myself for 10 to 15 minutes only if I had a seat and shelter.

☐ I would need someone to wait with me because _____

9. How far can you walk on level ground?

☐ _____ feet ☐ Less than 1 block ☐ 1 block ☐ 2 blocks ☐ 3 or more blocks

10. If using a mobility aid, how far can you go without help from someone?

☐ _____ feet ☐ Less than 1 block ☐ 1 block ☐ 2 blocks ☐ 3 or more blocks

11. Which of the following statements best describes you?

☐ I have never used regular public transit.

☐ I have used regular public transit, but not since the onset of my disability.

☐ I use regular public transit whenever my health condition allows.

12. How do you currently travel to your most frequent destinations? _____

13. Are you able to get to/ from the public transit stop nearest your home?

☐ Yes ☒ No ☒ Sometimes

If No or Sometimes, please explain.

14. Do you have difficulty using your hands to grasp rails or hold tickets?

☐ Yes ☒ No ☒ Sometimes

If Yes or Sometimes, please explain.

15. Can you keep your balance on a moving public transit vehicle?

☐ Yes ☐ No ☐ Sometimes

If No or Sometimes, please explain.

MOBILITY AID AND/OR EQUIPMENT INFORMATION

Which of these mobility aids do you currently use when traveling?

Please check all that apply to you.

- ☐ manual wheelchair* ☐ powered wheelchair * ☐ walker
- ☐ support cane ☐ powered scooter* ☐ walker with seat
- ☐ crutches ☐ portable oxygen ☐ prostheses
- ☐ leg brace ☐ power assist wheelchair ☐ communication board
- ☐ service animal ☐ white cane (for visual impairments)

☐ other (please specify) _____ ☐ no mobility aid

***If you checked manual wheelchair, powered wheelchair, or powered scooter, please answer the following question:**

Can you propel and/or control your wheelchair or scooter without help?

☐ Yes ☐ No

HOW DO YOU TRAVEL NOW?

Please check **all** that apply to you.

☐ walk ☐ ride in someone's car ☐ drive a car ☐ taxi
☐ bicycle ☐ ADA paratransit ☐ public bus ☐ train
☐ other: _____

Do you use a regular city bus by yourself? ☐ Yes ☐ No **If yes, when did you last use it?** _____

Have you ever had training on using regular city buses? ☐ Yes

☐ No ☐ I have never ridden a city bus.

☐ I am interested in learning how to ride the city bus (travel training).

If yes, please note when and where you received this training.

FUNCTIONAL ABILITIES USING PUBLIC BUSES AND LIGHT RAIL TRAINS

What best describes your functional ability to use regular city buses independently? (CHECK ALL THAT APPLY)

☐ I can get to and from bus stops/stations if the distance is not too far.

☐ Because of my disability or medical condition, I have difficulty understanding or remembering the things I would have to do to use regular city buses.

☐ I can use regular city buses if I already know the route.

☐ I have a visual impairment that causes me to be unable to use regular city buses at times. Please explain these circumstances.

☐ I cannot use regular city buses independently for a different reason.
Please explain.

CERTIFICATION OF APPLICANT

I certify that the information in this application is true and correct. I understand that knowingly falsifying this information will result in a loss of ADA paratransit services and a penalty under the law.

I understand it may be necessary to contact a professional familiar with my functional abilities to assist in determining my eligibility. I understand that all information will be kept strictly confidential, and only information required to provide the services I request will be disclosed to those who perform the services.

I also understand that, at no expense to me, I may be required to participate in an in-person functional evaluation of my travel skills and

I agree to participate if one is necessary.

I agree to notify the Paratransit Inc. ADA Eligibility Center if my condition changes, if my mobility device has been replaced, if I have a new mobility device, or if I no longer need to use the ADA paratransit service.

_____ Date _____
(Signature of Applicant - REQUIRED)

Did someone help you fill out this application?

Printed Name _____

Relationship to Applicant _____

Signature _____

Date_____

Daytime Phone #_____ Evening Phone #_____

Agency Name (if applicable)

**Americans with Disabilities Act (ADA)
Request for Professional Verification
Release of Information**

Applicant

Name: _____

Applicant Date of

Birth: _____

Please provide the name and contact information of a licensed professional familiar with your disability. Unreadable or incomplete applications will be returned.

Professional's

Name: _____

Name of

Institution: _____

Office

Phone: _____

Office

Fax: _____

I certify that the information given in this application is correct. I authorize the licensed professional listed above to provide information to Paratransit, Inc. to complete the ADA Paratransit Eligibility Process.

Signature of Applicant or Authorized Representative Date

Print Name of

Authorized Representative 8

Paratransit Inc. Evaluation Consent Form

I, _____, certify that I am a person with disabilities within the meaning of the Americans with Disabilities Act and that all the information I may give in the evaluation process will be correct to the best of my knowledge. I understand that only persons with disabilities within the meaning of the Americans with Disabilities Act who are functionally unable to ride fixed-route (non-commuter public bus and rail systems) may be eligible to ride Paratransit Inc. paratransit and that an evaluation test is required to determine and/ or retain Paratransit Inc. paratransit eligibility. I understand that the eligibility test will consist of a transit interview and functional activity testing that simulates using a public bus. The functional activity testing will involve walking/ wheeling, sitting/ standing activity, transfers, curbs, ramps, and uneven surface negotiation.

I have requested eligibility or renewal of eligibility to ride Paratransit Inc. paratransit systems and hereby consent to:

The performance of the evaluation mentioned above.

The possible video and audio recording of the evaluation above.
(If I am found eligible), the use of my picture, name, and other personal identifying information on a future Paratransit Inc. paratransit ID card will be issued to me.

The use of my picture, name, address, telephone number, disability, and functional information in the Paratransit Inc. paratransit database to facilitate paratransit services to me by Paratransit Inc. paratransit and its providers and for Paratransit Inc. paratransit's record-keeping.

If I am found eligible, I agree to abide by all Paratransit Inc. paratransit rules applicable to riders to the extent that they do not conflict with applicable law.

Signature: _____

Date: _____

PCA Signature: _____

Date: _____

For a parent, legal guardian, or conservator: The undersigned certifies that they are the parent, legal guardian, or conservator of the participant and, on behalf of myself and the participant, agree to the terms of this Consent.

Signature: _____ Date: _____

Paratransit Inc
Appeal Process for ADA Paratransit Eligibility Determinations

Paratransit, Inc. will hear appeals from determinations of paratransit eligibility. Individuals may appeal denial of eligibility for paratransit services, eligibility category, eligibility conditions, and/or trip denials.

1. Filing and Appeal

- A. All appeals must be filed at Paratransit, Inc.'s Administrative Offices and directed to the Director of Strategic Initiatives and Mobility: by telephone at (916) 429-2009; in or in person at 2501 Florin Rd, Sacramento, CA 95822. Paratransit, Inc. will assist appellants in completing Paratransit, Inc.'s Appeal Form, as necessary.
- B. Appeals of eligibility determinations must be filed within sixty-five (65) calendar days after receipt of the original determination of 1) ineligibility, 2) conditional eligibility, or 3) denial of a specific trip request. If the sixty-fifth day after the original determination or trip denial is on a weekend or legal holiday, an appeal will be accepted on the next business day. On the Appeal Form, the appellant shall state the grounds for and the facts in support of the appeal. An appellant may request an appeal hearing without providing additional and without the submission of additional written material or information. Any written material regarding the appellant's specific functional abilities and limitations and other supporting materials, if any, must be submitted with the appeal is the appellant is unable to obtain supporting materials by the deadline to file the appeal, the appeal shall still be accepted.

2. Receipt of Appeal Letter/Scheduling the Hearing

- A. After Paratransit, Inc. receives the Appeal Form and supporting documents, the Director of Strategic Initiatives and Mobility or designee will either 1) grant the appeal and appellant will be entitled to the disputed service(s), or 2) forward the request to Paratransit, Inc.'s Chief Administrative Officer or designee to schedule the matter for hearing. Initial review of appeal requests by the Director of Strategic Initiatives and Mobility or designee will be completed within five (5) business days after receipt of the Appeal Form and supporting documents. Paratransit, Inc. will inform the appellant of the Director of Strategic Initiatives and Mobility's decision within three (3) business days of the determination of the Director of Strategic Initiatives and Mobility. Such notification shall be provided directly to the appellant and shall include a written statement describing the decision

- B. If an appeal is not granted by the Director of Strategic Initiatives and Mobility, Paratransit, Inc. will schedule an appeal hearing date and time. Paratransit, Inc. will provide the appellant written notice of the date, time and place of the hearing at least fifteen (15) calendar days prior to the hearing date (in accessible format if appropriate). The hearing shall be scheduled no more than thirty (30) days from the determination by the Director of Strategic Initiatives and Mobility.

If the appellant needs to postpone the hearing date, they should submit a request in writing to Paratransit, Inc., except in the case where an appellant is prohibited from doing so due to a disability. If the appellant is unable to submit a request in writing due to a disability, he or she may submit the request via telephone to Paratransit, Inc. at (916) 429-2009. The request should state the specific reasons that support the postponement and indicate that a copy of the request has been sent to the other party.

The Paratransit, Inc. Chief Administrative Officer or designee will rule upon postponement requests. Each appellant may request one (1) postponement. Postponement may be granted in cases of death or serious illness. If the hearing officer finds good cause and grants a postponement, Paratransit, Inc. will notify the appellant. The hearing will be scheduled for no later than 15 days from the determination of the postponement and a new notice issued. If the postponement request is denied, the hearing will proceed as scheduled. The appellant and his/her representative or advocate are not required to be present at the hearing. However, the appellant must inform the Director of Strategic Initiatives and Mobility, if he/she will not be present at the hearing, either by marking the appropriate box on the appeal form or by telephone, at least twenty-four (24) hours prior to the hearing, at (916) 429-2009.

Paratransit, Inc. will arrange transportation, for the appellant only, (in accordance with the ADA, appellant's transportation shall also be made available to a personal care attendant and companion boarding at the same time and location as the appellant), to and from the hearing, if necessary. Transportation will be provided at no cost from any location with the current Paratransit, Inc. service area. The appellant may bring a representative or advocate to the hearing: however, Paratransit, Inc. will not provide free transportation for the representative or advocate.

- C. Appeals will be heard and decided by an Appeal Panel. The Appeal Panel consists of four (4) individuals with interest and experience in disability matter and shall consist of a combination of in-house transit personnel, outside transit agency personnel and members of Paratransit, Inc.'s Disability Advisory Committee. Paratransit, Inc.'s Director of Strategic Initiatives and Mobility shall maintain as list of current Appeal Board members.

Prior to scheduling a hearing date and time, Paratransit, Inc.'s Director of Strategic Initiatives and Mobility or designee will select four (4) members of Paratransit, Inc.'s Appeal Board to serve on Appeal Panel. Paratransit, Inc. shall notify the appellant, in writing, of the names of the four (4) selected Appeal Panel members and shall include a biographical statement for each of the four (4) selected members. If after review of the biographical statements, the appellant feels that any of the selected Appeal Panel members may have a conflict of interest in his or her case, the appellant may notify Paratransit, Inc. that he or she wishes to the Appeal Panel members removed from his or her case. The appellant need not share with Paratransit, Inc. the reasons he or she would like and potential Appeal Panel members removed from the case. The appellant shall notify Paratransit, Inc. within five (5) calendar days from Paratransit, Inc.'s written notice. The appellant may notify Paratransit, Inc. by telephone at (916) 429-2009; in writing or in person at 2501 Florin Rd, Sacramento CA 95822. Upon notification, Paratransit, Inc. will removed the requested Appeal Panel member(s) from the appellant's case and randomly select a replacement Appeal Panel member(s). The appellant will be notified in writing of the replacement Appeal Panel member(s) and shall be provided with a biographical statement for the replacement member(s). The appellant will be given an opportunity to notify Paratransit, Inc. if the appellant feels any of the replacement Appeal members may have a conflict of interest. The appellant must notify Paratransit, Inc. within five (5) calendar days from the date of Paratransit, Inc.'s written notice. If Paratransit, Inc. must remove the replacement Appeal Panel member(s) from the case, Paratransit, Inc. shall proceed with the remaining members, so long as at least two (2) of the assigned members remain. If more than two (2) of the volunteer Appeal Board members assigned to the Appeal Panel are not present at the time and place set for the hearing, the hearing shall be rescheduled.

3. Hearing Procedures

- A. Copies of the original application submitted by the appellant and any additional material submitted by the appellant in filing the appeal, will be provided to the Appeal Panel five (5) business days in advance of the hearing. Documents to be submitted as evidence at the hearing, including a list of witnesses, will be provided to each party five (5) business days in advance of the hearing.
- B. The Appeal Panel shall hear and consider the evidence and witnesses presented by Paratransit, Inc. and the appellant including, without limitation:
 - 1. The information provided in the original application;
 - 2. Any additional information, written or verbal, received from the appellant;
 - 3. The individual originally determining eligibility, or if unavailable, any report prepared by that person;
 - 4. The statements of the appellant, his/her advocate and any other witnesses offered by the appellant;

5. Information from Paratransit, Inc. staff regarding its services, the architectural or other barriers impacting access to fixed route service or other eligibility criteria; and
 6. Any other material that is deemed by the hearing officer to be relevant to the appellant's ability to use Paratransit, Inc.'s fixed route service.
- C. The parties may question and cross-examine witnesses. Parties may question all witnesses and cross-examine adverse witnesses. The Appeal Panel shall question witnesses and review documents as necessary to provide a thorough hearing. When the questioning of witnesses is complete, panel members may question witnesses. The Appeal Panel shall consider the relevant facts and shall weigh evidence in relation to its reliability. Only evidence presented during the hearing may be considered in the findings and decision.
- D. Immediately after the hearing, the Appeal Panel shall prepare its findings of fact based on the evidence presented. The findings shall include a determination of the appellant's functional abilities and limitations relative to Paratransit, Inc.'s fixed route service. The appeal Panel shall make its recommendation by a majority vote of the panel members. The Paratransit, Inc. Chief Administrative Officer or designee shall prepare a written decision upon review of the Appeal Panel's recommendation. The decision of Paratransit, Inc.'s Chief Administrative Officer or designee shall be final. Paratransit, Inc.'s Chief Administrative Officer or designee shall provide the written decision to the appellant within thirty (30) calendar days after the hearing.

An adverse final decision by Paratransit, Inc.'s Chief Administrative Officers or designee will limit the appellant's right to other recourse. Therefore, the appellant may wish to seek counsel with a disability rights advocate or attorney, or contact a private attorney before participating in the appeal process, to explore his or her options.

4. Interim Service

During the period between the receipt of an appeal determination of eligibility and the determination of the Appeal Panel, disputed ADA paratransit service will not be provided to the appellant except as provided below:

1. If an appeal is made regarding a specific trip by a certified or conditionally certified passenger, then service for the specific trip in question will be provided until an appeal hearing is concluded.
2. If Paratransit, Inc. Chief Administrative Officer or designee does not issue a written decision within thirty (30) calendar days, the appellant shall be presumed eligible for paratransit services unless and until a contrary decision is made.

5. Privacy of Appellants

- A. All Paratransit, Inc. and Appeal Panel copies of appellant's applications and supporting materials remain the property of the Paratransit, Inc. and will be returned to the Director of Strategic Initiatives and Mobility at the conclusion of the appeal hearing.
- B. Members of the Appeal Panel are strictly prohibited from discussing the details of an appeal or revealing the name or other identifying characteristics of the appellant with any person not directly involved in the appeal. Members may discuss information of a general sort regarding a particular type of disability and its functional impact upon an individual's ability to use fixed route transit service in preparation for a hearing, but Appeal Panel members shall take care that information regarding specific appellants is not shared.
- C. Appellants may request that the hearing be conducted in closed session. At appellant's request, all parties except All Panel members, necessary Paratransit, Inc. staff and witnesses, the appellant and his/her advocate and witnesses shall be excluded from the hearing.
- D. When the hearing is concluded the matter will be submitted to the panel, a decision will be made and a written decision, including the reasons therefor, will be prepared and copies sent to the parties within thirty (30) calendar days after the hearing.
- E. Audiotapes will be made of all hearings. The tapes of hearings, together with all supporting materials, will remain the property of the Paratransit, Inc. and held securely for a minimum of five (5) years until the tapes are destroyed. Copies of these tapes and materials will be made and released to third parties through the process of legal discovery or as otherwise required by law. Upon appellant's request, copies of the audiotaped proceedings shall be provided to the appellant at no cost.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7F**

AGENDA TITLE: Adopt Resolutions 14-25 through 20-25 for the Paratransit, Inc. Transit Service Operating Policies

MEETING DATE: March 3, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Adopt Resolutions 14-25 through 21-25 for the Paratransit, Inc. Transit Operating Service Policies.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. operates Transit services throughout much of Sacramento County, and has the potential to operate in portions of the adjoining counties, in accordance with State and Federal requirements and regulations. As an operator of Transit services who utilizes State and Federal funds, we are required to adopt service policies in a number of areas. Previously, the Board adopted services for our non-ADA service but with the changes in our services and our evolving service delivery models it is necessary to adopt a new set of policies. These policies will be submitted to the Federal Transit Administration during the set-up process for Direct Recipient status and subsequently during Triennial Reviews.

Attached for consideration are the following:

- Abusive or Disruptive Behavior Policy (policy language in ADA Rider's Guide)
- Carry-On Bags/Packages Policy (policy language in ADA Rider's Guide)
- Late Cancel-No Show Policy (policy language in ADA Rider's Guide)
- Lost and Found Policy (policy language in ADA Rider's Guide)
- Same Day Service Policy (policy language in ADA Rider's Guide)
- Transporting Children Policy (policy language in ADA Rider's Guide)
- Transporting Service Animals Policy (policy language in ADA Rider's Guide)

- ADA Rider's Guide

FISCAL IMPACT:

These policies are required to be updated to maintain eligibility for state and federal funds.

ATTACHMENTS:

1. Resolution 14-25
2. Resolution 15-25
3. Resolution 16-25
4. Resolution 17-25
5. Resolution 18-25
6. Resolution 19-25
7. Resolution 20-25
8. Abusive or Disruptive Behavior Policy
9. Carry-On Bags/Packages Policy
10. Late Cancel-No Show Policy
11. Lost and Found Policy
12. Same Day Service Policy
13. Transporting Children Policy
14. Transporting Service Animals Policy
15. ADA Rider's Guide



RESOLUTION NO. 14-25

ADOPTING THE ABUSIVE OR DISRUPTIVE BEHAVIOR POLICY FOR PARATRANSIT, INC.'S TRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s service policies were limited to it's non-ADA service; and

WHEREAS, Paratransit, Inc. now operates an array of public transit services to the Community with multiple fare types; and

WHEREAS, Paratransit, Inc. wishes to codify these policies for all service modes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Abusive or Disruptive Behavior Policy for Transit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



RESOLUTION NO. 15-25

ADOPTING THE CARRY-ON BAGS/PACKAGES POLICY FOR PARATRANSIT, INC.'S TRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s service policies were limited to it's non-ADA service; and

WHEREAS, Paratransit, Inc. now operates an array of public transit services to the Community with multiple fare types; and

WHEREAS, Paratransit, Inc. wishes to codify these policies for all service modes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Carry-on Bags/Packages Policy for Transit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



RESOLUTION NO. 16-25

ADOPTING THE LATE CANCEL- NO SHOW POLICY FOR PARATRANSIT, INC.'S TRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s service policies were limited to it's non-ADA service; and

WHEREAS, Paratransit, Inc. now operates an array of public transit services to the Community with multiple fare types; and

WHEREAS, Paratransit, Inc. wishes to codify these policies for all service modes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Late Cancel- No Show Policy for Transit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



RESOLUTION NO. 17-25

ADOPTING THE LOST AND FOUND POLICY FOR PARATRANSIT, INC.'S TRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s service policies were limited to it's non-ADA service; and

WHEREAS, Paratransit, Inc. now operates an array of public transit services to the Community with multiple fare types; and

WHEREAS, Paratransit, Inc. wishes to codify these policies for all service modes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Lost and Found Policy for Transit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



RESOLUTION NO. 18-25

ADOPTING THE SAME DAY SERVICE POLICY FOR PARATRANSIT, INC.'S TRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s service policies were limited to it's non-ADA service; and

WHEREAS, Paratransit, Inc. now operates an array of public transit services to the Community with multiple fare types; and

WHEREAS, Paratransit, Inc. wishes to codify these policies for all service modes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Same Day Service Policy for Transit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



RESOLUTION NO. 19-25

ADOPTING THE TRANSPORTING CHILDREN POLICY FOR PARATRANSIT, INC.'S TRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s service policies were limited to it's non-ADA service; and

WHEREAS, Paratransit, Inc. now operates an array of public transit services to the Community with multiple fare types; and

WHEREAS, Paratransit, Inc. wishes to codify these policies for all service modes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Transporting Children Policy for Transit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025



RESOLUTION NO. 20-25

ADOPTING THE TRANSPORTING SERVICE ANIMALS POLICY FOR PARATRANSIT, INC.'S TRANSIT SERVICES

WHEREAS, Paratransit, Inc. is an operator of public transit service that it operates under its own authority; and

WHEREAS, Paratransit Inc.'s service policies were limited to it's non-ADA service; and

WHEREAS, Paratransit, Inc. now operates an array of public transit services to the Community with multiple fare types; and

WHEREAS, Paratransit, Inc. wishes to codify these policies for all service modes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts the Transporting Service Animals Policy for Transit Services.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: March 3, 2025

PARATRANSIT, INC.
AMERICANS WITH DISABILITIES ACT (ADA)
SERVICE RIDER'S GUIDE

WELCOME

Paratransit, Inc.'s ADA Service is origin to destination, *shared-ride public* transportation for individuals who are unable to use Paratransit, Inc.'s (PI) bus system (also referred to as fixed-route). The ADA Service Rider's Guide is designed to help you understand American with Disabilities (ADA) paratransit service and the rider's responsibilities while using the service.

GENERAL INFORMATION

Paratransit, Inc. provides transportation to the Sacramento County Area that is compliant with the requirements of the Americans with Disabilities Act (ADA) of 1990.

Service is available on a pre-arranged basis for any trip purpose within $\frac{3}{4}$ mile of any Paratransit, Inc.'s fixed route. If you feel you may be eligible for service, you must first apply through PI's application process and be found eligible for the service according to ADA guidelines.

Accessible Formats

If you require this ADA Service Area Rider's Guide in another format, please call 916-429-2009 option 4 or TDD 916-429-2568 (for hearing impaired). It is also available online at www.paratransit.org

ADA Paratransit Service for Visitors

A "Visitor" is an individual with a disability who does not reside in the PI ADA service area. For visitors who present documentation that they have been ADA paratransit certified in the jurisdiction in which they reside; we shall provide services in the Paratransit ADA service area. When making your trip request(s), let the reservationist know that you are visiting from another area and include which ADA paratransit system you are certified in, if applicable. If you require ADA paratransit beyond 21-day limit, you must certify with Paratransit, Inc.

Paratransit ADA Service Area

Paratransit's ADA Service Area is $\frac{3}{4}$ mile radius of PI's fixed route bus routes during regular service hours.

There are transfer points, which can connect passengers to other paratransit services provided in adjacent jurisdictions, such as SacRT, Folsom, Roseville and West Sacramento. Reservationists will provide assistance in arranging your trip to connect at a transfer point, if needed.

Service Days and Hours

ADA Service is available during the same days and hours as PI's fixed route bus operates.

MAKING A RIDE RESERVATION

Numbers to Call

916-429-2744 or 1-800-6776
916-429-2568 (TDD)
916-429-2488 (Automated Telephone System)

To access the Automated Telephone System, you will need to enroll to obtain a Personal Identification Number and password. Call 916-429-2009 and select Option 4 and speak to one of the Transportation Operations Clerks.

Reservation Hours

The Paratransit, Inc. Reservations Department is open Monday through Friday from 8:00 a.m. to 5:00 p.m. with a voicemail service to request trips on the Sundays or Holidays for next day service. All trips must be scheduled one to two days in advance. We do not provide Same Day Service. Please have the following information available prior to calling:

- Your First and Last name
- The date you would like to travel

- Your home address
- Telephone number we can reach you at when traveling, if possible
- Pick up location
- Destination
- The time you would like to travel and return or the time you need to be at your destination
- If you are traveling alone or with a Personal Care Attendant, Companion (including child or guest) or Service Animal
- Any mobility devices you will be using such as scooter, wheelchair, walker, or any other mobility equipment
- If you will be transporting oxygen

Since this is a shared-ride service, the vehicle operator may make other stops on the way to your destination, so please allow plenty of time to get to and from your destination.

If you have an appointment, notify the reservationist to assist you with a “*ready time*” to be picked up. The reservationist will then inform you of the necessary pick up time to be at your appointment on time. Should you choose to instead schedule a pick up time, we recommend if you have an appointment that you give yourself enough time for the vehicle operator to board and de-board you and for you to get from the bus to the office you need (maybe an extra 10-15 minutes) keeping in mind this is a shared-ride service.

Passenger Assistance

Paratransit vehicle operators will escort passengers to and from the vehicle and main door of their residence or a facility. Additionally, vehicle operators will assist passengers on and off the vehicle. If passengers require other types of help, like managing bags or packages, finding an office inside a large building, filling prescriptions, etc., we recommend you bring along a personal care attendant.

Personal Care Attendant

A personal care attendant assists the passenger with daily life functions, and may provide assistance during the ride or at the destination. If you need assistance to travel, riding with a personal care attendant is strongly

encouraged. A personal care attendant does not have to pay fare and must be transported to and from the same location as the passenger. Passengers needing a personal care attendant must be registered with Sacramento Regional Transit Accessible Services. You must reserve space for your personal care attendant when scheduling a trip.

Note: A family member or friend will be regarded as a Companion accompanying the eligible rider, and not as a Personal Care Attendant, unless the family member or friend is acting in the capacity of a personal care attendant.

Companions/Guests (including children)

A companion or guest is someone riding with the passenger, but not as a Personal Care Attendant. You may arrange to bring one companion/guest along on each ride, in addition to a Personal Care Attendant.

Companions/guests must be transported to and from the same location as the passenger. Additional companions/guests may be scheduled, if space is available. Same day additions will not be honored. All companions/guests must pay the same fare as the passenger. You must reserve space for your companion/guest (including children) when scheduling a trip.

TAKING A TRIP

Vehicles and Operators

ADA paratransit service may be provided using a variety of vehicles, including taxis. Paratransit, Inc. reserves the right to determine whether ADA paratransit services will be delivered using its own vehicle operators and vehicles, or using operators and vehicles of other entities (for example, taxis). You must ride in the vehicle that is sent for you. Special requests for specific vehicles and vehicle operators cannot be honored. If your pick-up and/or drop-off location is not accessible, your ADA service will be provided as curb-to-curb, all other service will be provided as origin to destination.

Boarding Time

When you call to reserve your ride, you will be given a 30-minute “pick-up window” in which the vehicle will arrive. The 30-minute pick-up window allows Paratransit, Inc. to accommodate your pick up within this allotted timeframe. By being ready when the vehicle arrives, you help keep everyone’s trips on schedule.

How Long Will the Paratransit Vehicle Wait?

When the vehicle arrives within the “pick-up window”, the vehicle operator will wait no more than five (5) minutes. If the vehicle arrives before your “pick-up window” starts, you may leave if you are ready; otherwise, the vehicle operator will wait until your “pick-up window” starts and then an additional five (5) minutes. As a courtesy to other passengers, please be ready at your ready time.

What if My Ride is Late?

If your ride has not arrived within the 30-minute window, call 916-429-2009 and select Option 3. Paratransit staff will assist you. This number is staffed daily from 4:15 a.m. to midnight.

Canceling a Trip

The Cancel Line is open 24 hours. The minimum cancellation notice required for trips that are not needed is two (2) hours in advance of the scheduled pick-up time. If your travel plans change or you will not be ready to board your bus at your “ready time” please call 916-429-2009 and select Option 2. Shorter notice without a compelling reason could result in service interruption.

Preventing No-Shows

It is Paratransit’s goal to always make contact with passengers and provide their scheduled ride. When riders do not cancel at least two (2) hours in advance or are not available to board within five (5) minutes, it is considered a “no-show.”

Riders can prevent no-show situations when they:

- Review dates, times and addresses with the reservationist to be sure information is correct
- Call the Paratransit cancel line 916-429-2009 and Select Option 2 as soon as the ride is no longer needed
- Cancel at least two (2) hours in advance of the scheduled pick-up time
- Be prepared to board at the start of your “pick-up window” and within five (5) minutes after the vehicle arrives by having any personal belongings you plan on taking with you ready, using the restroom, and having your coat (if applicable) and shoes on, etc.

PARATRANSIT NON-ADA SERVICE FARES

ADA Trip Single Fare - \$4.00

Boarding with a Mobility Device

ADA paratransit service vehicles are lift-equipped and will accommodate mobility devices primarily designed to assist persons with mobility disabilities, such as a powered or manual wheelchair with three (3) or more wheels and that are usable indoors and various other mobility devices, provided the mobility devices can be secured and do not block the aisle or obstruct passage of other persons, and provided that they safely fit within lift design and load and platform measurements. Paratransit **will not be able** to transport mobility devices that do not fit on the lift of our vehicles.

If you change your mobility device or your mobility device breaks down and you need to use a different mobility device, you must contact PI at 916-429-2009 to report the new mobility device, before reserving a ride. If Paratransit’s ADA service observes that the vehicle lifts are unable to lift you in your wheelchair due to the combined weight, Paratransit may require that the weight is verified.

- All vehicle operators are trained to operate the lift and will secure you after boarding. A boarding belt is also used by the vehicle operator to ensure safety while in the vehicle.

- Boarding while standing on the lift is allowed, but not encouraged.
- Boarding while sitting on a mobility device other than a wheelchair, such as a walker seat is prohibited.

Transporting Life-Support Equipment

You may bring a respirator, portable oxygen and/or other life-support equipment as long as it does not violate laws or rules related to transportation of hazardous materials

Carry-on Bags/Packages

Due to space limitation customers may only carry, three (3) small bags on the vehicle that they are able to manage independently without the assistance of the vehicle operator. The three carry-on items must fit within a certain space either on your lap or in front of your area. If you bring more than three (3) small bags, it will be your choice whether to board with only three bags and find alternative transportation to carry the remaining bags/packages, or to decline the trip. If you travel with a companion, the companion is allowed three (3) small bags. A Personal Care Attendant is allowed to carry three (3) additional small bags/packages.

Transporting Children

Children traveling as companions/guests or Personal Care Attendants, who are under the age of eight (8) or under 4 feet and 9 inches tall, are required by law to use a child safety seat or other safety restraint system. You are responsible for providing such safety equipment and for securing it and the child in paratransit vehicles.

Transporting Service Animals

You may travel with a service animal such as guide dog canine companion. The use of a service animal must be identified at the time of your eligibility assessment with PI. Service Animals provide important assistance to individuals with disabilities and are welcomed at the Paratransit facility and on board of Paratransit vehicles.

Service animals such as guide dogs are allowed to lay in the aisle next to the seat in which the passenger is seating.

What is a service animal?

- A service animal is a guide dog, signal dog, or other animal ***individually trained to work or perform tasks for an individual with a disability.*** An individual may have more than one service animal.
- Paratransit representative may ask (1) if the animal is a service animal required because of disability and (2) what task the animal has been trained to perform. However, a service animal requires no special tag, identification, certification, papers, harness, vest, cape or pass.
- A service animal must always be under the control of the handler. A service animal must be harnessed, leashed or tethered unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal.
- Paratransit may refuse to transport service animals that are deemed to pose a direct threat to the health or safety of vehicle operators or other riders, create a seriously disruptive atmosphere, or are otherwise not under a passenger's control. An individual is not denied access if their service animal is denied access.

What are examples of specific work or tasks that service animals are trained to perform?

- Guiding individuals with visual impairments
- Alerting individuals who are hard of hearing or deaf to intruders or sounds
- Providing minimal protection or rescue work
- Pulling a wheelchair
- Fetching dropped items for an individual with a disability
- Alerting individuals with seizure disorders to an oncoming seizure, or responding to a seizure
- Reminding individuals with depression or other psychiatric conditions to take their medication

- Sensing an anxiety attack is about to happen and taking specific action to help avoid or lessen the impact of the attack (commonly known as “psychiatric service animal”)

What is not a service animal?

- Pets are not service animals
- Emotional support, therapy, comfort, and companion animals are not service animals. “Emotional support, therapy, comfort, and companion animals” refer to when an animal’s only function is to provide emotional support or comfort just by being with a person. Such animals do not qualify as service animals under the ADA because they have not been trained to perform a specific job or task.

Are non-service animals allowed on Paratransit vehicles?

- Small pets and other non-service animals may be carried on paratransit service vehicle only in properly secured cages, containers or carrying cases.
- You are responsible for loading and securing the containers in the paratransit vehicles.
- Vehicle operators are not permitted to assist in carrying the animal carrier/container.

Same Day Rides

Same Day Ride requests **will not be honored**. We are not obligated to provide same day service as per the ADA. However, Paratransit, Inc. will leave no one stranded. Remember, if you are at an **appointment** which is taking longer than you anticipated, please call 916-429-2009 and select Option 3 and ask for dispatch. The dispatcher will renegotiate your ready time.

If you are being discharged from the hospital or other medical facility, please contact reservations and we will work to provide you a trip to your residence.

Lost and Found

Paratransit, Inc. is not responsible for lost and damaged items. If you leave an item on the vehicle, call 916-429-2009 and ask for the Lost & Found Department. If the item is located, you will be contacted by phone to arrange when the item will be returned to you. All lost & found items will be disposed of after 60 days.

PASSENGER RESPONSIBILITIES

Passengers must observe the following rules and responsibilities:

- Smoking is prohibited on the vehicles, and is prohibited within 40 feet from the vehicle
- Parents must control children
- Have the exact fare prior to boarding. Vehicle operators do not make change, or accept checks or credit cards.
- Seatbelts or the integrated system are required by passengers on vehicles
- Do not distract the vehicle operator while the vehicle is in motion
- Personal musical devices are allowed with headphones as long as the sound is not audible to others. You may request the vehicle operator to turn on/off the vehicle radio, along with changing the channel or turning the radio up or down as long as all other passengers agree.
- Maintain appropriate, reasonable personal hygiene
- Proper attire, including shirts and shoes (or appropriate foot coverings), are required on the vehicle
- Bring a personal care attendant, if needed
- Do not deliberately evade paying a fare
- No eating or drinking is allowed on the vehicle, unless required for health reasons. Remember, bring water during the Sacramento Summers
- No petting guide dogs or other service animals without permission from the owner
- No riding under the influence of alcohol or illegal drugs
- No physical abuse of another rider or the vehicle operator

- Mobility devices and wheelchairs must be clean and in good working order

VEHICLE OPERATOR RESPONSIBILITIES

Vehicle operators will treat you with courtesy and dignity as they escort you to and from the vehicle or main door of your pick-up locations and help you get on and off the vehicle. They can stow small personal belongings, push a manual wheelchair, provide directions or act as a sighted guide, if you need other types of help, like checking you out of a care facility, filling prescriptions, locking or unlocking your doors, managing several bags or packages, etc., please bring along a personal care attendant.

Vehicle operators are not permitted to:

- Operate, push or lift your electric/power mobility device
- Transfer passengers from wheelchairs
- Lift or carry riders
- Cross residential thresholds
- Lock or unlock resident's doors
- Carry packages and other items
- Secure child safety systems in the vehicle or children into such systems

SUSPENSION OF SERVICE

Suspension for Excessive Missed Trips, No-Shows and Lateness

Excessive missed ADA service area trips are considered *excessive* when an individual reserves a number of trips and cancels a percent of those trips within any the calendar month. See sliding scale below:

Number of Trips Scheduled	Percent of Trips Late Cancels/No Shows
≥ 100	≥10%
80 – 99	≥15%
60 – 79	≥20%
40 – 59	≥25%

30 – 39	≥30%
20 – 29	≥35%
10 – 19	≥40%
1 – 9	n/a

A **no-show** occurs when the vehicle operator arrives at the pick-up location within the 30-minute pick-up window, waits the courtesy five (5) minutes and customer does not board the vehicle. **Any subsequent leg or return trip will not be automatically canceled and may result in an additional “no-show” assessment if not canceled as required by this policy.**

A **late cancellation** occurs when a customer cancels a trip less than two (2) hours before the scheduled trip.

Penalties for Late Cancels/No Shows

- First offense (month) you will receive a letter
- Second offense (consecutive month (2)) you will be suspended from Non-ADA service area trips for seven (7) days
- Third offense (consecutive month (3)) you will be suspended from Non-ADA service area trips for 14 days

Service Suspension of Abusive or Disruptive Behavior

Service will immediately be denied on a long-term basis or indefinitely to passengers who engage in violent, serious disruptive or illegal conduct directed at other riders or ADA service area staff. Such conduct includes, but is not limited to: threats or fear of physical/verbal abuse; unlawful harassment, including unwelcome verbal, nonverbal, or physical behavior having sexual or racial connotations; unauthorized use of equipment on the vehicle; voluntarily and repeatedly violating vehicle-riding rules, including smoking in the vehicle, eating or drinking without medical indication or defacing equipment.

PARATRANSIT NON-ADA SERVICE COMPLAINTS AND COMPLIMENTS

Paratransit, Inc. cares about what you think and welcomes all compliments, complaints and suggestions about its ADA paratransit service. To submit

comments in writing or by phone please contact us at Paratransit, Inc.
2501 Florin Rd, Sacramento, CA 95822 or call 916-429-2009 and select
Option 4. Please provide as much information as possible. Paratransit, Inc.
will work to ensure you get the quality of service you deserve.