

**RESOLUTION 24-23-G****RE: ALLOCATION OF CONTRA COSTA COUNTY MEASURE X FUNDS TO CENTRAL CONTRA COSTA TRANSIT AUTHORITY DBA COUNTY CONNECTION FOR THE COUNTYWIDE TRAVEL TRAINING PROGRAM**

WHEREAS, a “Countywide Travel Training Program” strategy was included as a “short-term” initiative in the Implementation Plan section of the Accessible Transportation Strategic Plan (ATSP); and

WHEREAS, the Contra Costa Transportation Authority (Authority) entered into a Memorandum of Understanding (Agreement No. 623) with Contra Costa County for the allocation of Measure X funds in the amount of \$2,700,000 to the Authority for the purpose of implementing programs and projects identified in the ATSP; and

WHEREAS, County Connection has agreed to provide all implementation and operating functions for the Countywide Travel Training Program; and

WHEREAS, the Authority previously entered into Cooperative Agreement No. 60.00.03 with County Connection to allow distribution of funds from the Authority to County Connection.

NOW, THEREFORE, BE IT RESOLVED that the Authority Board hereby:

- 1) Approves the allocation in the amount not-to-exceed \$145,000 in Measure X funds in Fiscal Year 2024-25 to County Connection; and pursuant to the roles and responsibilities, standard operating procedures, and conditions set forth in Attachment A of this resolution, which is incorporated herein as though set forth at length.
- 2) Authorizes the disbursement of funds to County Connection in accordance with the provisions of Cooperative Agreement No. 60.00.03.
- 3) Confirms that this appropriation shall expire three years from the date of this resolution.

BE IT FURTHER RESOLVED that the Authority would make payments to County Connection based on invoices prepared per the reimbursement method described in Attachment A of this resolution.

This resolution was entered into at a meeting of the Contra Costa Transportation Authority Board held July 17, 2024 in Walnut Creek, California by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Newell Arnerich, Chair

Attest:

Tarienne Grover, Clerk of the Board

Attachment: "A" – Program Responsibilities and Standard Operating Procedures

Resolution adopted: July 17, 2024

Resolution revised:

Date: July 17, 2024
Resolution 24-23-G
Coop Agreement: 60.00.03
Proponent: County Connection
Amount: \$145,000

ATTACHMENT A

**CONTRA COSTA TRANSPORTATION AUTHORITY
RESOLUTION 24-23-G**

Date: July 17, 2024

Amount of Funds: \$145,000

Program Category: Not applicable

Appropriated to: County Connection

Specific Project: Countywide Travel Training Program (Program)

Other Conditions: Program Responsibilities and Standard Operating Procedures

Resolution adopted: July 17, 2024

Resolution revised:

Date: July 17, 2024
Resolution 24-23-G
Coop Agreement: 60.00.03
Proponent: County Connection
Amount: \$145,000

Attachment A (cont'd)

Roles and Responsibilities

- **Authority:**
 - Provide Program oversight
 - Provide funding to reimburse County Connection for the expenses of implementing the Program
 - Manage regular check-in meetings with Program partners
 - Determine regular check-in meetings with Program partners
 - Determine and communicate data request and reporting needs
 - Create video
- **County Connection:**
 - Administer Program
 - Receive and refer to Program
 - Maintain data records and create reports
 - Participate in meetings and check-ins
 - Invoice on a quarterly basis
 - Provide periodic reports to stakeholders
- **Independent Living Resources of Solano:**
 - Perform all travel training (individual, group, and virtual)
 - Meet regularly with remote site travel trainers
 - Provide data on participation, challenges and trends
 - Conduct surveys before and after training
 - Distribute training materials
 - Collect data on Bay Area Rapid Transit (BART) and fixed route usage specifically for Paratransit users
 - Provide reports/presentations to stakeholders

Attachment A (cont'd)
Standard Operating Procedures

1. Administer the Program which includes satellite services for Eastern Contra Costa Transit Authority dba Tri Delta Transit, West Contra Costa Transit Authority dba WestCat.
2. Manage Program from July 1, 2024 thru June 30, 2025
3. Provide updates to County Connection Board and Authority Board
4. Launch Program and provide reports within 90 days of July 1, 2024
5. Provide quarterly reports
6. Show passengers by month who have transitioned from Paratransit rider to fixed route rider for 10% of their trips
7. Train 10% of Paratransit riders to use fixed route
8. Demonstrate that you have trained/shown 1% of passengers participating in the Program how to use Transportation Network Companies (TNCs) applications
9. Demonstrate that you have trained 10% of all travel trained passengers on BART use (See free BART fares for passengers using the Program)
10. Provide surveys of passengers who have used BART, fixed route, TNCs and city-based alternatives (demonstrate a use of multimode of transit for different trip purposes)
11. Report on passengers that declined alternative forms of transportation and why
12. Keep records and report on free public transit trips provided (including BART trips, fixed route bus, etc.)
13. Document and report on challenges and successes on a quarterly basis to both Boards or Advisory committees
14. Reporting: On a monthly basis, County Connection will prepare reports and provide them to the Authority. The reports shall include all relevant Program data points, such as number of eligible participants enrolled, number of tickets mailed, participant address by zip code, number of unique inquiries, income verification documentation used, reasons for rejection, etc.
15. User surveys: County Connection will assist the Authority in conducting user surveys to gather additional information.

Project Budget and Reimbursement Method

Total: \$145,000

- \$60,000 to Tri-Delta Transit (labor, marketing, tickets/fares)
- \$45,000 to County Connection (labor, marketing, tickets/fares)
- \$40,000 to West Contra Costa Transportation Advisory Committee (labor, marketing, tickets/fares, services include WestCat, and cities of Richmond, San Pablo and El Cerrito)

Resolution adopted: July 17, 2024

Resolution revised:

Date: July 17, 2024
Resolution 24-23-G
Coop Agreement: 60.00.03
Proponent: County Connection
Amount: \$145,000