

**Metropolitan Transportation Commission**  
**Programming and Allocations Committee**

**January 12, 2010**

**Item Number 2b**

**Resolution Nos. 1076, Revised**

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- Subject:** Designation of Outreach & Escort, Inc. as a Consolidated Transportation Service Agency (CTSA)
- Background:** MTC, as the regional transportation planning agency for the San Francisco Bay Area, is responsible for designating Consolidated Transportation Services Agencies (CTSAs). CTSAs are intended to foster coordination of social service transportation providers. Outreach & Escort, Inc. was last designated a CTSA in 1995 and has requested to be re-designated as a CTSA to allow them to claim State Transit Assistance (STA) funds programmed as part of MTC's Lifeline program as well as benefit from state contracting provisions.
- The designation of Outreach & Escort, Inc. is consistent with the requirements adopted by MTC in December 2010 that allows a two-year designation. Staff proposes to extend the designation through the end of the second complete fiscal year, June 30, 2013. This designation is intended to allow Outreach & Escort, Inc. to directly claim only STA funds programmed as part of MTC's Lifeline program. Claims for Transportation Development Act (TDA) funds and other STA funds is not permitted as these funds are used by transit operators for fixed route and paratransit operations.
- MTC staff has alerted the Santa Clara Valley Transportation Authority (VTA), Paratransit Coordinating Council, and the Board of Supervisors in Santa Clara County of the proposed designation. A copy of a letter from VTA supporting the designation is attached. Any comments on the proposed designation will be communicated to this Committee prior to its action on January 12<sup>th</sup>.
- Issues:** None.
- Recommendation:** Refer MTC Resolution 1076, Revised to the Commission for approval to re-designate Outreach & Escort, Inc. as a CTSA for Santa Clara County until June 30, 2013.
- Attachments:** MTC Resolution No. 1076, Revised  
VTA Support Letter

Date: December 23, 1981  
W.I.: 1002-30-01  
Referred By: WPPRC  
Revised: 05/14/82-WP 07/09/82-WP  
04/27/83-WP 04/13/84-WP  
04/12/85-WP 03/26/86-WP  
03/13/87-WP 03/11/88-WP  
03/10/89-WP 03/09/90-WP  
03/13/92-WP 06/10/94-WP  
07/14/95-WP 07/12/96-WP  
05/09/97-WP 06/23/99-C  
11/10/99-PA 12/15/10-C  
01/26/11-C

### ABSTRACT

Resolution No. 1076, Revised

#### Subject

In 1979, the California Legislature enacted AB 120, the Social Service Transportation Improvement Act. One requirement for MTC under this act is the preparation of an Action Plan for the coordination and consolidation of social service transportation services; this Plan must be adopted by MTC and submitted to Caltrans by December 31, 1981 (Government Code Section 15975). The Plan has been prepared with assistance from the nine Paratransit Coordinating Councils and the Regional Advisory Committee for the AB 120 Action Plan.

#### Summary of Actions Authorized/Directed by the Subject Resolution

This resolution adopts the MTC Regional Action Plan for Coordination of Social Service Transportation Services and designates the Consolidated Transportation Service Agencies (CTSAs); it also authorizes the Executive Director to transmit a copy of the Plan to Caltrans.

This resolution was revised on May 14, 1982 and July 9, 1982, to add four CTSAs in Santa Clara County.

This resolution was revised on April 27, 1983 to amend CTSA designations in Napa County and of Outreach and Escort and Community Services Agency.

This resolution was revised on April 13, 1984 to redesignate four CTSAs in Santa Clara County.

## ABSTRACT

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This resolution was revised on April 12, 1985 to redesignate the CTSA in Napa County for a one-year period.

This resolution was revised on March 26, 1986 to redesignate the CTSA in Napa County and four CTSAs in Santa Clara County, through June 30, 1987, and to designate Outreach and Escort as the CTSA for the City of Santa Clara.

This resolution was revised on March 13, 1987 to redesignate the CTSA in Napa County and four CTSAs in Santa Clara County through June 30, 1988.

This resolution was revised on March 11, 1988 to redesignate the CTSA in Napa County and three CTSAs in Santa Clara County through June 30, 1990 and one CTSA in Santa Clara County through June 30, 1989.

This resolution was revised on March 10, 1989 to redesignate one CTSA in Santa Clara County through June 30, 1990, and to designate Outreach and Escort as the CTSA for the City of San Jose.

This resolution was revised on March 9, 1990 to redesignate the CTSA in Napa County and four CTSAs in Santa Clara County through June 30, 1992.

This resolution was revised on March 13, 1992 to redesignate the CTSA in Napa County and four CTSAs in Santa Clara County, and to add Coastside Opportunity Center as a CTSA in San Mateo County through June 30, 1994.

This resolution was revised on June 10, 1994 to redesignate Coastside Opportunity Center as a CTSA through June 30, 1996, and to redesignate Outreach and Escort in Santa Clara County, and the Napa County Board of Supervisors as CTSAs through June 30, 1995.

This resolution was revised on July 14, 1995 to redesignate the Napa County Board of Supervisors as the CTSA through June 30, 1996.

This resolution was revised on July 12, 1996 to redesignate the Napa County Board of Supervisors as the CTSA through June 30, 1997, and to redesignate Coastside Opportunity

## ABSTRACT

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Center as the CTSA in San Mateo County through September 30, 1996.

This resolution was revised on May 9, 1997 to renew the Napa County Board of Supervisors' CTSA designation for the period July 1, 1997 through June 30, 1998; and to renew the Coastside Opportunity Center's (San Mateo County) CTSA designation for the period July 1, 1997 through June 30, 1999.

This resolution was revised on June 23, 1999 to designate the Napa County Transportation Planning Agency (NCTPA) as a CTSA for the period July 1, 1999 through June 30, 2001. Further discussion of this action is provided in the Executive Director's Memorandum dated June 9, 1999.

This resolution was revised on November 10, 1999 to renew the Coastside Opportunity Center's (San Mateo County) CTSA designation for the period July 1, 1999 through June 30, 1991. Further discussion of this action is provided in the Executive Director's Memorandum dated November 10, 1999.

This resolution was revised on December 15, 2010 to revise the CTSA designation process. Further discussion of this action is provided in the Summary Sheets presented to the Programming and Allocations Committee on December 8, 2010.

This resolution was revised on January 26, 2011 to designate Outreach & Escort as a CTSA for Santa Clara County. Further discussion of this action is provided in the Summary Sheets presented to the Programming and Allocations Committee January 12, 2011.

Date: December 23, 1981

W.I.: 1002-30-01

Referred By: WPPRC

Revised: 05/14/82-WP 07/09/82-WP  
04/27/83-WP 04/13/84-WP  
04/12/85-WP 03/26/86-WP  
03/13/87-WP 03/11/88-WP  
03/10/89-WP 03/09/90-WP  
03/13/92-WP 06/10/94-WP  
07/14/95-WP 07/12/96-WP  
05/09/97-WP 06/23/99-C  
11/10/99-PA 01/26/11-C

Exhibit B to MTC  
Resolution No. 1076  
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Designation of Consolidated Transportation  
Service Agencies within the Bay Area Region

<u>Date of Designation</u>	<u>Designation Period</u>	<u>Name of Agency</u>	<u>Geographic Area</u>
December 23, 1981	FY 1982-83	Napa County	Napa County
Revised: 04/27/83 (a,c)	FYs 1983-84 & 1984-85		
Revised: 04/12/85 (e)	FY 1985-86		
Revised: 03/14/86 (f)	FY 1986-87		
Revised: 03/13/87 (h)	FY 1987-88		
Revised: 03/11/88 (i)	FY 1988-89 & 1989-90		
Revised: 03/09/90 (m)			
Revised: 03/13/92 (n)	FY 1992-93 & 1993-94		
Revised: 06/10/94 (q)	FY 1994-95		
Revised: 07/14/95 (t)	FY 1995-96		
Revised: 07/12/96 (u)	FY 1996-97		
Revised: 05/09/97 (w)	FY 1997-98		
Revised: 06/09/99 (y)	FY 1999-00 & 2000-01	Napa County Transportation Planning Agency (NCTPA)	
May 14, 1982	FYs 1982-83 & 1983-84	Community Services	Mountain View
Revised: 04/27/83 (b,c)	FY 1983-84	Agency of Mountain	Los Altos
Revised: 04/13/84 (d)	FYs 1984-85 & 1985-86	View and Los Altos	Los Altos Hills
Revised: 03/14/86 (f)	FY 1986-87		
Revised: 03/13/87 (h)	FY 1987-88		
Revised: 03/11/88 (i)	FY 1988-89 & 1989-90		
Revised: 03/09/90 (m)	FY 1990-91 & 1991-92		
Revised: 03/13/92 (o)	FY 1992-93 & 1993-94		

Designation of Consolidated Transportation  
Service Agencies within the Bay Area Region

<u>Date of Designation</u>	<u>Designation Period</u>	<u>Name of Agency</u>	<u>Geographic Area</u>
May 14, 1982	FYs 1982-83 & 1983-84	Outreach and Escort, Inc.	Campbell
Revised: 04/27/83 (b,c)	FY 1983-84		Coyote
Revised: 04/13/84 (d)	FYs 1984-85 & 1985-86		Cupertino
Revised: 03/14/86 (f,g)	FY 1986-87		Milpitas
Revised: 03/13/87 (h)	FY 1987-88		Morgan Hill/Gilroy
Revised: 03/11/88 (i)	FY 1988-89 & 1989-90		City of Santa Clara
Revised: 03/10/89 (k)	FY 1989-90		City of San Jose
Revised: 03/09/90 (m)	FY 1990-91 & 1991-92		
Revised: 03/13/92 (o)	FY 1992-93 & 1993-94		
Revised: 06/10/94 (r)	FY 1994-95		
Revised: 01/26/11 (aa)	until June 30, 2013		Santa Clara County
(This designation is intended to allow Outreach & Escort, Inc. to directly claim STA funds programmed as part of MTC's Lifeline program. Access to Transportation Development Act (TDA) funds and other STA funds is not permitted.)			
July 9, 1982	FYs 1982-83 & 1983-84	Information and Referral Services, Inc	Santa Clara
Revised: 04/13/84 (d)	FYs 1984-85 & 1985-86		County
Revised: 03/14/86 (f)	FY 1986-87		
Revised: 03/13/87 (h)	FY 1987-88		
Revised: 03/11/88 (j)	FY 1988-89		
Revised: 03/10/89 (l)	FY 1989-90		
Revised: 03/09/90 (m)	FY 1990-91 & 1991-92		
Revised: 03/13/92 (o)	FY 1992-93 & 1993-94		
July 9, 1982	FYs 1982-83 & 1983-84	West Valley Transit Assist Joint Powers & Community Transit Services Agency	Los Gatos/
Revised: 04/13/84 (d)	FYs 1984-85 & 1985-86		Saratoga/
Revised: 03/14/86 (f)	FY 1986-87		Monte Sereno
Revised: 03/13/87 (h)	FY 1987-88		
Revised: 03/11/88 (i)	FY 1988-89 & 1989-90		
Revised: 03/09/90 (m)	FY 1990-91 & 1991-92		
Revised: 03/13/92 (o)	FY 1992-93 & 1992-93		
March 13, 1992 (p)	FY 1992-93 & 1993-94	Coastside Opportunity Center	San Mateo County
Revised: 06/10/94 (s)	FY 1994-95 & FY 1995-96		Coastal Communities
Revised: 07/12/96 (v)	FY 1996-97		
Revised: 05/09/97 (x)	FY 1997-98 & FY 1998-99		
Revised: 11/10/99 (z)	FY 1999-00 & FY 2000-01		

Designation of Consolidated Transportation  
Service Agencies within the Bay Area Region

Footnotes

- (a) Original CTSA designation for Napa County was the Volunteer Center of Napa County, Inc. The local intent of the AB 120 Plan was clarified to replace this designation by Napa County as the CTSA, with the Board of Supervisors acting as the CTSA Board of Directors.
- (b) CTSA designations were revised to delete Community Service Agency's designation as CTSA for Cupertino, and to designate Outreach and Escort as the CTSA for Cupertino and the Coyote area.
- (c) These revised designations become effective with FY 1983-84 allocations.
- (d) These redesignations were approved for the two-year period July 1, 1984 through June 30, 1986. Approved by WP&PRC on April 13, 1984.
- (e) This redesignation was approved for the one-year period July 1, 1985 through June 30, 1986.
- (f) This redesignation was approved for the one-year period July 1, 1986 through June 30, 1987. Approved by WP&PRC on March 14, 1986.
- (g) CTSA designation for Outreach and Escort was revised to designate Outreach and Escort the CTSA for the City of Santa Clara.
- (h) This redesignation was approved for the one-year period July 1, 1987 through June 30, 1988. Approved by WP&PRC on March 13, 1987.
- (i) This redesignation was approved for a two-year period July 1, 1988 through June 30, 1990. Approved by WP&PRC on March 11, 1988.
- (j) This redesignation was approved for a one-year period July 1, 1988 through June 30, 1989. Approved by WP&PRC on March 11, 1988.
- (k) CTSA designation for Outreach and Escort was revised to designate Outreach and Escort the CTSA for the City of San Jose.
- (l) This redesignation was approved for a one year period July 1, 1989 through June 30, 1990. Approved by WP&PRC on March 10, 1989.

Designation of Consolidated Transportation  
Service Agencies within the Bay Area Region

Footnotes (cont.)

- (m) This redesignation was approved for a two year period July 1, 1990 through June 30, 1992. Approved by WP&PRC on March 9, 1990.
- (n) This redesignation was approved for a two year period July 1, 1992 through June 30, 1994. Approved by WP&PRC on March 13, 1992.
- (o) This redesignation was approved for a two year period July 1, 1992 through June 30, 1994 with the understanding that upon notification from the PCC that a CTSA is incorporated into the broker system, that CTSA designation will be rescinded.
- (p) Designation of Coastside Opportunity Center as a CTSA for San Mateo County Coastside July 1, 1992 - June 30, 1994. Approved by WP&PRC on March 13, 1992.
- (q) This redesignation was approved for a one year period July 1, 1994 through June 30, 1995. Approved by WP&RC June 10, 1994.
- (r) This redesignation was approved for a one-year period July 1, 1994 through June 30, 1995. Approved by WP&RC June 10, 1994.
- (s) This redesignation was approved for a two-year period July 1, 1994 through June 30, 1996. Approved by WP&RC June 10, 1994.
- (t) This redesignation was approved for a one year period July 14, 1995 through June 30, 1996. Approved by Work Program Committee July 14, 1995.
- (u) This redesignation was approved for a one year period July 1, 1996 through June 30, 1997. Approved by Work Program Committee July 12, 1996.
- (v) This redesignation was approved for a one year period July 1, 1996 through June 30, 1997. Approved by Work Program Committee July 12, 1996.
- (w) This redesignation was approved for a one year period July 1, 1997 through June 30, 1998. Approved by Work Program Committee May 9, 1997.
- (x) The renewal of this designation was approved for a two year period July 1, 1997 through June 30, 1999. Approved by the Work Program Committee May 9, 1997.

Designation of Consolidated Transportation  
Service Agencies within the Bay Area Region

Footnotes (cont.)

- (y) The renewal of this designation was approved for a two year period July 1, 1999 through June 30, 2001. Approved by the Grant Review and Allocations Committee June 9, 1999.
- (z) The renewal of this designation was approved for a two year period July 1, 1999 through June 30, 2001. Approved by the Programming and Allocations Committee November 10, 1999.
- (aa) The renewal of this designation was approved for a two-year period ending June 30, 2013. This designation limits claimant eligibility under California Public Utilities Code Section 99275 and California Code of Regulations (CCR) 6681 and 6731.1 to allow Outreach & Escort, Inc. to only claim STA funds programmed as part of MTC's Lifeline program. Access to Transportation Development Act (TDA) funds and other STA funds is not permitted. Other benefits available to CTSA's are granted through this designation. Approved by the Commission on January 26, 2011.



January 3, 2010

Mr. Steve Heminger  
Executive Director  
Metropolitan Transportation Commission  
101 Eighth Street  
Oakland, CA 94607-4700

RE: Support for Designation of Outreach and Escort, Inc. as a Consolidated  
Transportation Service Agency

Dear Mr. Heminger:

The Santa Clara Valley Transportation Authority (VTA) received a request from Outreach and Escort, Inc. (Outreach) to support its' pursuit of designation as a Consolidated Transportation Service Agency (CTSA).

At its October 7, 2010 meeting, the VTA Board of Directors authorized me to enter into a two year contract extension through June 30, 2013 with three one year options with Outreach to provide ADA paratransit services. The Board also authorized me to send you this letter supporting Outreach's request for designation as a CTSA.

Outreach has been VTA's paratransit services broker since 1993. During this time, Outreach has provided high quality, cost effective paratransit with exemplary customer service, broad community support and a commitment to pursuing non-VTA funds to support the program. Outreach had been designated a CTSA between 1982 and 1995.

Outreach offers a wide variety of coordinated transportation programs. The agency provides a federal New Freedom Program supported mobility management center service with Santa Clara County community based not-for-profit partner agencies. In addition to managing the ADA paratransit program for VTA, Outreach offers a Transportation and Resources program for seniors with support from Santa Clara County and the cities of San Jose and Sunnyvale. For persons in need of job training and employment services, Outreach works with the County to provide a Job Access and Reverse Commute Program for low-income CalWorks participants, a Give Kids a Lift After-School Transportation option for the children of CalWorks participants, and access to Lifeline funded car repair program for low income persons. Outreach works closely with the County of Santa Clara, CalEMA, Caltrans and others to plan for the transportation needs of vulnerable populations in event of a disaster. These activities demonstrate that Outreach currently functions as a de facto CTSA. Given the potential for additional cost savings by being re-designated as a CTSA, VTA supports Outreach's request for CTSA designation.

Mr. Steve Heminger  
January 3, 2010  
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VTA's support for OUTREACH's CTSA application is conditioned on MTC's stipulation that OUTREACH will be precluded from receiving either Transportation Development Act (TDA) or State Transit Assistance (STA) funding except as awarded via competitive process through MTC's Lifeline Transportation Program. This is an important issue as these funds are used by VTA to support our ADA mandated paratransit services. Further, VTA is concerned about the potential for OUTREACH to access transportation grant funds that may be developed in the future, in competition with VTA. If new grant fund programs are developed, we request that MTC review and determine their applicability for CTSA use.

Please call Jim Unites, Deputy Director of Service and Operations Planning, at (408) 321-7032 if you require any additional information.

Sincerely,



Michael T. Burns  
General Manager

- c: VTA Board of Directors
  - VTA Committee for Transit Accessibility
  - K. Heatley, CEO/President, Outreach
  - D. Smith, Chief Operating Officer
  - J. Ristow, Chief CMA Officer
  - M. Rensi, Programming & Grants Manager
  - J. Unites, Deputy Director, Service and Operations Planning