

Maricopa Association of Governments
Elderly Persons and Persons with Disabilities 5310 Transportation Program
Ad Hoc Committee Meeting Minutes
November 8, 2011, Chaparral Room

MEMBERS ATTENDING

*Markus Coleman, City of Phoenix
Matt Dudley, City of Glendale, Vice Chair
Julie Howard, City of Mesa, Chair
Becky Johnson, Valley Metro RPTA
Christine McMurdy, City of Goodyear
Ken-Ichi Maruyama, Town of Gilbert
*Ann Marie Riley, City of Chandler
Kristen Sexton, City of Avondale

OTHERS PRESENT

Eddie Caine, Valley Metro
Joann Hurley, S.T.A.R.
Debbie Kattelman, STARS
Donnie Lucius, Total Transit
Dan Harrigan, Arizona Department of
Transportation

Rachel Brito, MAG
Alice Chen, MAG
DeDe Gaisthea, MAG

*Those members neither present nor represented by proxy.

+Those members present by audio or videoconference.

1. Welcome and Introductions

Chair Julie Howard, City of Mesa, called the meeting to order at 10:02 a.m. Introductions ensued.

2. Call to the Audience

No comments were made at this time.

3. Approval of the FTA Ad Hoc Elderly and Persons with Disabilities Transportation Program Committee March 29, 2011 Meeting Minutes

Chair Julie Howard asked for a motion to approve the March 29, 2011 meeting minutes. Christine McMurdy, City of Goodyear, made a motion to approve the minutes. Kristen Sexton, City of Avondale, seconded the motion. The motion passed unanimously.

4. Vanpool for Workers with Low Incomes

Chair Howard introduced Eddie Caine, Valley Metro, to provide information on the Valley Metro Vanpool for Workers with Low Income program. Mr. Caine gave an overview to Valley Metro Vanpool referring the Committee members to the Vanpool brochure. Mr. Caine noted there is funding still available for this program through a Job Access Reverse Commute (JARC) award submitted a few years ago. Mr. Caine stated there are 350 vans within the region that transports approximately 3,000 commuters to work daily. The average van travels approximately 70 miles roundtrip. He noted vanpools improve air quality, traffic congestion, reduce reliance on foreign oil and provide an alternative commute for those that do not have access to bus or light rail.

Mr. Caine stated fares for this program are set by Valley Metro and are based on gas prices and commute cost. Mr. Caine noted roadside assistance, regular routine maintenance, insurance and fuel are covered. The program operates on a month-to-month basis with a 30-day advance notice required to terminate the agreement. Three primary elements needed to coordinate a vanpool include the employee's home address; work address and work schedule. The program offers a guaranteed ride home for emergency situations and loaner vans are available should major repairs be required on a vehicle.

Mr. Caine noted funding to pay for 50 percent of the vanpool cost is allowable. He suggested an ideal scenario would be for an employer to pay a portion of the overall cost of the vanpool fee thereby minimizing an employee's out of pocket expense. He noted a typical rider pays \$100 per month for use of vanpool. Currently, there are 24 employers that pay 100 percent of their employee's expense. Valley Metro is currently testing a module on the *Share the Ride* website that allows people to find a vanpool match. The website is www.sharetheride.com.

Mr. Caine stated JARC funding for this program ends in April 2012. He asked if anyone was interested or knows of a workgroup or organization that could facilitate a vanpool to contact him. Committee members asked if the program would come to an end in April. Mr. Caine noted JARC funds are used to establish a program that would be ongoing. JARC funds typically have a timeframe of three years. Since the current funding was not spent, approximately one-half year remains within the three year timeframe. Mr. Caine noted a new application could be submitted if there are agencies interested and the program is working well.

Chair Howard inquired whether vanpools are typically specific to one employer or if multiple employers participate within the same vanpool. Mr. Caine advised vanpools typically have single employers; however there are a few that consist of multiple employers. The goal is to transport as many people as possible adding the program is targeted for low income households. Christine McMurdy, City of Goodyear, questioned how this status is proven. Mr. Caine replied programs are set up to help service a population that commutes out of the city whereby participants within 150 percent of the poverty level would be the primary source for the van. Mr. Caine noted the program does allow for dropping children off at daycare; logistics for doing so are established by the vanpool group through this funding source. He added no more than 20 percent of the riders can be children. Chair Howard thanked Mr. Caine for his presentation.

5. MAG Designing Transit Accessible Communities Study

Chair Howard introduced Alice Chen, MAG, who reported on the Designing Transit Accessible Communities Study. Ms. Chen provided an overview of the study noting even though the study name includes the word "transit", the study relates to many of MAG's different focus areas. One specific area receiving transit service is people assisted through the efforts of the Elderly Persons and Persons with Disabilities Transportation (EPDT) Committee. She invited representation from the Committee to actively participate in the study. She noted MAG has hired a consultant and the project is expected to move forward within the next few weeks, the study is expected to last 12 months.

Ms. Chen stated the American Public Transit Association defines Transit Accessibility as the *segment* of an individual trip that occurs between an origin or destination point and the transit system. Ms. Chen noted while people may drive to a park and ride, or transfer from one bus to another, at some point the individual is going to be a “pedestrian”, either by getting out of a vehicle, off of a bus, or light rail; and then walking to the transit point. This is the segment the study will focus on. The goals are to:

- Identify the challenges that are faced by transit users in the region when accessing transit.
- Recommend improvements, policies, and guidelines that are applicable in the MAG region.
- Provide a cost analysis and a framework for funding options and prioritization.

Ms. Chen noted funding is not specifically associated with any kind of transit related accessibility. Some funding may be available at the local and/or regional level for bus stops however this study does not focus on bus stops but rather on how people get to the bus stop.

Ms. Chen shared a graphic representing the study concept. It categorizes stops into four levels of utilization from low to high. Ms. Chen reviewed the graphics noting the sidewalks, waiting areas, walled subdivisions, street crossings and other areas for improvement. Committee members noted inaccessible bus stops is a concern. Ms. Chen stressed the importance of having the EPDT Committee’s viewpoint to address these types of concerns.

Ms. Chen reviewed the scope of the project noting the Technical Working Group is expected to be formed from members of different MAG committee representatives. The timeline for the working group would run from November 2011 to November 2012. Meetings would consist of five Technical Working Group meetings and three Stakeholder meetings. The overall study would proceed to the MAG Regional Council for approval.

Ms. McMurdy inquired about the motivation for the study. Ms. Chen stated the study was listed in last year’s Unified Planning Work Program. The thought for the study originated from a conversation with the previous MAG Transit Program Manager during his work on a transportation integration study. Ms. Chen noted there are plans for reviewing transportation, and high-capacity transportation corridor studies, but there has not been much emphasis on the regular bus system. She noted 80-90 percent of transit users do not use Park and Rides; they access transit by foot or bike. She added there is no funding dedicated to segment.

Ms. McMurdy inquired if an outcome for the study is to potentially fund a program. Ms. Chen replied that would be a desired outcome. She noted different studies have been completed in the past with funding set aside to address the needs of the region. It was noted the study is not directed specifically to older adults but this population is very important to this study and is often not included. Ms. Chen added the integrated study will take into consideration everybody’s needs.

Ms. McMurdy expressed concerns over the project appearing to be another study about how easily accessible transportation, not only for sensitive groups of people, but for the valley as a whole, is not being provided. She noted each local jurisdiction has different funding

sources, or attempts to find funding sources to provide some level of transportation. Ms. McMurdy said the project would benefit if a portion of the project focused on how to divide the funding sources that currently exist or could be available with the next reauthorization. She said it is a valuable effort and more discussion can lead to building relationships. Ms. Chen noted moving forward with the study does not assure that funding will be made available. Ms. Chen stated unless a need has been identified for this area funding most likely would not be set aside to address the need. She agreed addressing funding would benefit the study to keep it moving forward.

Ms. Chen noted Section 5307 transit funds would be allowable however there needs to be a political motivation to move funding from items currently funded to a different focus. She said there is a lot of focus on vehicle connectivity and not so much on pedestrian connectivity. Ms. Chen stated there is an overwhelming need and awareness of the concern over the study. She stressed the importance of showing what can be done and to document changes that are possible if funding were available. Ken-Ichi Maruyama, Town of Gilbert, expressed interest in participating in the study.

Vice Chair Matt Dudley, City of Glendale, noted on the importance of having transit accessible guidelines in place. He stated if funding is not available to address the needs, the guidelines can be used as a way to bring awareness to planners and engineers during the early stages of designing large scale projects. Chair Howard said the study is a very good start and suggested identifying potential funding sources as part of project so it is on record. Chair Howard noted it is helpful for engineers to understand these standards when working on projects.

6. Update on Regional Coordination Efforts

Chair Howard introduced Dan Harrigan, Arizona Department of Transportation (ADOT) to discuss statewide efforts for regional coordination efforts and mobility management. Mr. Harrigan stated the term special needs program is no longer in use. He noted Section's 5310 Elderly Individuals and Individual with Disabilities Program, 5316 Job Access and Reverse Commute, and 5317 New Freedom programs are considered by ADOT the Coordinated Mobility Programs. Mr. Harrigan advised there are many process improvements being made that will bring changes quickly. Changes include a revised application process, a combined handbook for all three programs; and restructured workshops. Improvements will also be seen in the delivery of equipment. Mr. Harrigan noted in the past the time it has taken for a van to be delivered to a grantee has taken 175 to 250 days. The new goal for delivery is 30 days. He noted vehicle delivery times were at the top of the list for areas of improvement on a survey conducted a year ago.

Mr. Harrigan also noted an Arizona Coordination Institute will take place on November 15 through November 18, 2012. The training is sponsored by the Community Transportation Association of America (CTAA) and co-sponsored by ADOT. Mr. Harrigan advised each region throughout the state has a team involved in this process, there are nine Council of Government's who are participating in the institute. The event will offer several presentations on different topics such as coordination efforts, brokerages, and call centers.

Teams participating from around the region will choose a project they will work on for the region, and identify goals and a timeframe.

Mr. Harrigan shared an *Arizona Mobility/Coordination Model* flow chart reflecting the vision for Arizona. He noted the FTA circular states that all grantees must derive from a coordinated plan. He commented these plans have not necessarily been used in the last few years for awarding grantees. Mr. Harrigan reviewed the process for having ideas flow upward in the coordination plan. Currently, six to seven local Mobility Managers hold local coordination meetings and are supposed to coordinate with other agencies. The new ADOT concept is to fund nine Regional Mobility Managers. Every region is required to meet quarterly and work on developing a coordinated plan. Mr. Harrigan discussed the importance of coordinated plans advising 5310 funds can be used to fund mobility managers, software and other unmet needs. He noted the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) reauthorization dialogue has included the possibility of combining all three programs.

Ms. McMurdy questioned at which step in the flow chart an agency would have to be involved in the process to still be eligible for a van. Ms. Gaisthea noted the Transportation Ambassador Program (TAP) meets the coordination meetings criteria. She said while this may be new to other regions, MAG has followed an inclusive process using input from grantees, stakeholders, and MAG Human Services Committees to develop the coordination plans. Ms. Gaisthea advised the process may not change, but there may be more emphasis on strategies that collaborate on the use of unused vehicles.

Ms. McMurdy asked for clarification on the requirement to attend TAP meetings. Ms. Gaisthea advised attendance is still a requirement. Four TAP meetings held throughout the region in the West Valley, East Valley and in Central Phoenix to provide participants an opportunity to attend. She noted the Committee had suggested participants attend three of the four meetings and mobility managers attending all four. Further information was requested regarding changes to the application process and whether or not the Committee's feedback regarding last year's application process had been taken into consideration. Mr. Harrigan advised the application is a combined application for all three programs. Feedback was received from a survey conducted by ADOT. A committee of regional participants was formed to redesign the application.

The Committee inquired if MAG was part of the committee reviewing the application. Mr. Harrigan noted a committee had already been working on the application and MAG was not part of the committee. Ms. McMurdy noted concerns from the previous application process. She noted applicants did not address certain questions regarding their efforts to coordinate with other agencies and the question about Disadvantaged Business Enterprise (DBE). She noted many applications were unaware they could adopt ADOT's DBE policy/language. Mr. Harrigan advised the civil rights section has been revised, has fewer questions and is much clearer in the revised application. Ms. McMurdy addressed the issue of agencies repeatedly restating they intend to coordinate with other agencies, but not demonstrating their efforts. Mr. Harrigan said moving forward this issue will become more important as ADOT and FTA

are requiring more coordination efforts. Mr. Harrigan advised the new ranking sheets provides 25 points for coordination, while other categories are given five or ten points.

Mr. Harrigan said the circular states how the process should be done. He added ADOT has not followed the plan submitted and has basically made awards as they thought should be done. Moving forward, unmet needs should be awarded; and there should be a cohesive plan that is built upon year after year with an overall effort towards regional coordination. Mr. Harrigan discussed additional changes to the application process, these include having the contract submitted with the application so when an award is made, the contract is already available. The Power of Attorney will also be included in the contract. Many of the changes will speed up the process and eliminate redundancies.

Chair Howard asked if extra emphasis should be placed on attending workshops and training due to changes in the application process. Mr. Harrigan advised more emphasis should be placed on coordination and regional plans, however, the application itself will be easy. He noted ADOT can no longer require grantees to hire an attorney for the purpose of the Affirmation of Applicant. Mr. Harrigan stated ADOT can only recommend agencies do so noting concern from agencies over cost for an attorney. Additionally, ADOT will be moving towards grants management software next year further improving the process. ADOT hopes to have the software in place by August.

Chair Howard requested the Committee have an opportunity to review the application before it is distributed. This would provide a better understanding for Committee members. Mr. Harrigan advised the application will be on-line in mid-November, but offered to forward it to Ms. Gaisthea. Ms. Sexton inquired whether applications will be submitted hard copy or electronically, including additional required documents, and in what format the Committee will receive the application to review. Mr. Harrigan said the application may be set up so grantees can attach additional documents electronically, however he would need to look into this issue further. Committee members inquired about FTA's requires for hard copy applications. Mr. Harrigan advised FTA allows for all documentation to be kept electronically. Ms. Gaisthea inquired whether or not the Committee will have an opportunity to submit their concerns for consideration. Mr. Harrigan asked that any concerns be forwarded to him. He noted most of the concerns have likely been addressed in the revised process.

Vice Chair Dudley noted agencies have specific transportation guidelines they have to follow. He inquired if this issue can be researched at the state level. Mr. Harrigan advised ADOT will be meeting with the insurance commissioner to discuss some of these issues. Presentations given to different groups have been about a paradigm shift; taking into consideration everything that needs to be funded, not just vans. Mr. Harrigan also discussed changes in lien releases and new contracts noting 100 vehicles will soon be released from contract with ADOT.

Chair Howard expressed concern over an increasing number of agencies providing service within the same area, yet not coordinating efforts due to the specific clients they serve or the type of service they provide. Vehicles are at times used to provide service to a limited

number of clients and are not being used at full capacity. She said it is important to be able to see the progress made by agencies in their efforts to coordinate. Ms. Sexton noted one issue is that when the Committee receives the application, the grantee has not yet received the vehicle awarded from the previous application process. Mr. Harrigan said ADOT wants to see all vans at full capacity. As part of the plan, there will be a regional inventory of vehicles on how they are being used. He noted if the Committee identifies an agency that does not need any more vehicles that agency may not be awarded and possibly suggested to coordinate with other agencies, these are all things to consider moving forward.

Ms. McMurdy inquired how many meetings will be held prior to the Committee reviewing applications. Ms. McMurdy stressed the need to inform grantees of the meeting dates and location considering the significant changes. Ms. Gaisthea stated information was provided by Mr. Harrigan at the September TAP meeting and another meeting is scheduled to be held in Chandler on December 13, 2012. The application training workshop is being scheduled for early January. Mr. Harrigan offered to attend any application workshops scheduled. Mr. Harrigan clarified the three-day workshop in November is for regional teams not for grantees

Mr. Harrigan advised a webinar will also be offered after all of the workshops are completed. Chair Howard requested the webinar schedule so people who are unable to attend the workshop are informed of the webinar dates. Mr. Harrigan advised a date has not yet been set however, the date, once confirmed, will be provided to Ms. Gaisthea. Ms. Sexton advised she is unable to participate for the full 3-day workshop. She offered an opportunity for other Committee members to attend in her absence.

Vice Chair Dudley inquired about funding for the nine Mobility Managers in Arizona. Mr. Harrigan said this is a new concept in which ADOT would like to see each region having a mobility manager to coordinate services. He noted TERROS and Foothills Caring Corps have been awarded mobility management grants. Mr. Harrigan added not all nine positions may receive immediate funding. ADOT may decide to do a pilot but they are convinced Mobility Managers are needed at the regional level.

7. Committee Review of Application Process

Chair Howard advised next on the agenda is approval of the FY 2012 application process. ADOT has advised the Section 5310, 5316 and 5317 applications will be made available earlier for the next cycle, possibly by late December. Chair Howard invited Ms. Gaisthea to provide an update on the Committee's suggestions from the FY 2011 application cycle and provide an overview of the application timelines. Ms. Gaisthea reviewed the Committee suggestions the from last year's application process:

FY 2011 Application Process Suggestions

- To meet prior to receiving applications to discuss the future recommendations and the ongoing progress of coordination efforts.
- Receive electronic copies as opposed to hard copies of the applications.
- Revising the evaluation sheet to include a section for notes and comments
- Agencies requesting multiple vehicles submit one application itemizing each vehicle for ADOT's purpose.

- Provide more training for potential applicants on the application process and to include coordination opportunities at TAP meetings.
- Applicants to provide current information, such as with letters of recommendation, and to answer each question completely not with an “N/A” on their application.

Ms. Gaisthea noted this meeting was added to the schedule to discuss any changes in the application process and coordination efforts. The Committee agreed on the suggestion to receive an electronic copy of the applications and for applicants to scan and insert any additional attachments. Vice Chair Dudley indicated additional space is needed on the evaluation summary sheet for Committee members to make notes when evaluating applications. Ms. McMurdy said when the panel evaluates the applications individually; they would like a space to make notes to bring back to the full Committee discussion. Chair Howard noted this will be more important moving forward to an electronic process. Ms. Gaisthea noted she will include a section for notes on the summary sheet for Committee member’s use.

Ms. McMurdy asked if the issue about separate applications required for multiple vehicle requests is covered in the upcoming workshops. Mr. Harrigan noted the trainings will offer time to address these issues. Ms. Gaisthea noted in addition to the application training workshop, ADOT is in the process of scheduling an application training webinar. She noted ADOT has presented information on state-wide coordinating efforts at TAP meetings and will continue to provide updates. TERROS and Foothills Caring Corps have also provided updates on their respective mobility management projects awarded through Section 5310 to TAP participants. Ms. Gaisthea advised that she will suggest to applicants during the training workshop to answer all questions completely and not respond with N/A.

Ms. Gaisthea summarized the Committee’s requests for an electronic copy of the application and scanned attachments for the application process. She noted ADOT will follow-up on the issue of listing the capacity separately for each agency vehicle. The Committee noted if additional information regarding the application became available from ADOT to possibly meet before the training workshop. The application training workshop is scheduled for Thursday, January 12, 2012 at MAG. The application deadline is Friday, February 17 before noon; the Committee meets again on Wednesday, February 22, 2012, in the Chaparral Room for the application review training.

Chair Howard asked for a motion from the Committee to approve the application process. Ms. Sexton made a motion to approve the FY 2012 application process. Ms. McMurdy seconded the motion. The motion passed.

8. Section 5310 Coordination Participation

Vice Chair Dudley inquired about outreach efforts. Ms. Gaisthea advised in addition to the TAP meetings, she has also been attending other human services related meetings to offer information. Ms. Gaisthea has attended the Continuum of Care Regional Committee on Homelessness meetings, the MAG Regional Domestic Violence Committee meetings and has also encouraged TAP participants to share information within their communities. She noted there are more than 300 TAP participants. Ms. Gaisthea has also been participating on focus

groups such as the Municipal Aging Service project offering information on human services transportation at multiple senior centers. She offered to present at any future meetings as requested.

Ms. Gaisthea noted a coordination participation matrix will once again be available for Committee members to help in their reviewing process. She said the elements on the matrix include the last time a potential grantee submitted an application, TAP meetings attended, and if the agency submitted data requests. Ms. Gaisthea noted data requests from participants assist in providing information on gaps analysis and provides resource information in the community to help in the development of the MAG Human Services Coordination Transportation plan updates.

Ms. McMurdy stated applicants have stated the same coordination efforts year after year during the application process. She noted, with greater emphasis on coordination efforts from the national level it would be helpful to track what agencies have stated they would do to coordinate from the previous year. Vice Chair Dudley agreed a timeline of what an agency reported previously for coordination efforts to be included with the coordination matrix. Ms. Gaisthea offered to develop a matrix to show a timeline of coordination efforts reported by grantees from the previous year's application process.

Chair Howard asked for a motion from the Committee to approve the coordination participation process. Ms. Sexton made a motion to approve the FY 2012 applicant's coordination participation process. Vice Chair Dudley seconded the motion. The motion passed.

9. Request for Future Agenda Items

Vice Chair Howard requested topics or issues of interest to consider for future agendas. Vice Chair Dudley requested a report on the merger of the 5310, 5316 and 5317 programs. He expressed concern over ensuring 5310 is protected. Mr. Harrigan advised the merger is in the proposal to Congress. More information can be found on American Public Transportation Association (APTA).

Vice Chair Dudley also requested additional information on brokerages and best practices in anticipation of moving forward with this concept. Mr. Harrigan offered to provide an agenda for the three day training so Committee members may attend presentation related to topics of interest.

10. Comments from the Committee

Vice Chair Howard asked for comments from the Committee. No comments were made.

11. Adjourn

The meeting adjourned at 11:41 p.m.