



Fresno Rural & Urban Social Service Transportation 2021 Notice of Funding Availability (NOFA)

Deliverables:

One (1) original, six (6) printed copies, and one (1) electronic version on a flash drive must be received on or before 5:00 p.m., April 15, 2021.

Addressed to:

Fresno County Rural Transit Agency
Attn: Notice of Funding Availability
2035 Tulare Street, Suite 201
Fresno, CA 93721

Mark envelopes:

FRESNO COUNTY RURAL TRANSIT AGENCY/FRESNO AREA EXPRESS
NOTICE OF FUNDING AVAILABILITY
TECHNICAL AND COST PROPOSAL

Direct questions of this Notice of Funding Availability to:

For Rural applications:

Janelle Del Campo

FCRTA Operations Manager

Email: delcampo@fresnocog.org

For Urban applications:

Joe Vargas

FAX Assistant Director

Email: joe.vargas@fresno.gov

Notice of Funding Availability (NOFA)

The Fresno County Rural Transit Agency (FCRTA and Fresno Area Express (FAX) are soliciting applications in the form of an Operation Program & Budget (OPB) from eligible applicants to provide social service transportation in two (2) service areas; Rural Fresno County and Urban- City of Fresno. **The application submission deadline is April 15, 2021.**

Executive Summary & Background

Fresno County Rural Transit Agency (FCRTA) is making available up to \$413,000 and the City of Fresno (FAX) is making available up to \$1,230,666 in State Transportation funds to fund eligible services and activities that support social service transportation within Fresno County. FCRTA and FAX are inviting proposals from service providers, especially social service transportation providers for these services as detailed in this document.

Consolidated Transportation Service Agencies (CTSAs) were created by Assembly Bill 120 (AB 120) in 1979. CTSAs were created for the purpose of improving coordination and consolidating social service transportation services in each County of California. CTSAs would be eligible to claim Transportation Development Act (TDA) Article 4.5 Local Transportation Fund (LTF) monies to fund the social service transportation services of the CTSA. The AB 120 legislation led to the creation of the AB 120 Action Plan by the Council of Fresno County Governments (COFCG or now “FCOG”) in 1982. This 1982 AB 120 Action Plan created three CTSAs for Fresno County that would cover: 1) Clovis Urban Area—City of Clovis sole designee of this CTSA; 2) Fresno Metropolitan Area—City of Fresno/FAX and Fresno EOC co-designee of this CTSA; and 3) Rural Fresno County—FCRTA and Fresno County Economic Opportunities Commission (FCEOC) co-designees of this CTSA.

In 2020, the FCOG re-designated the CTSA’s in the following: FCRTA is now the sole designee for Rural Fresno County and administers the funding, activities, and transportation programs of all CTSA service providers in Rural Fresno County and the City of Fresno is the sole designee for the Fresno Metropolitan Area and administers the funding, activities, and transportation programs of all CTSA service providers within the Fresno Metropolitan Area.

FCRTA and FAX are eligible to directly claim TDA/LTF Article 4.5 funds to fund social service transportation services, programs, and operations in Rural and Urban Fresno County as the designated CTSA’s. The contracted service providers must demonstrate that they can generate revenue to match at least 55% of their operating costs for transportation operations to obtain 45% in LTF 4.5 funds.

All potential contractors, or applicants, must meet the eligibility requirements of the Rural and Urban CTSA’s. Applicants must be an organization or agency who provides services to elderly, disabled, low-income persons and/or clients of social service programs. An eligible applicant can be a subsidiary of, a department of, a dedicated service provider for, a contracted service provider for, a supplier for, and or a service coordinator for an eligible organization or agency, and or a private non-profit 501(c)(3).

Eligible services would be transportation of clients that are in at least one of these groups: Elderly, disabled, low-income persons and/or clients of social service programs. In addition, there are several other related transportation functions, services, and support services that are also eligible. A listing of these services is contained in the section titled “Description of typical services performed.”

All of the details of CTSA social service transportation and application requirements for potential service providers are contained in the following sections of this document.

Description of Funding Opportunity

TDA/LTF Article 4.5 funds were established by the State of California for the purpose of funding specialized transit or “community transit service” that is distinct from public transit service. Typically community transit services are transportation services for the elderly, disabled, and/or clients of social service programs. As the CTSA for Rural Fresno County, FCRTA is the claimant of TDA/LTF Article 4.5 funds in Rural Fresno County for community transit services, or now more commonly called “social service transportation services.” As the CTSA for the Fresno Metropolitan Urban area, the City of Fresno is the claimant of TDA/LTF Article 4.5 funds in the Fresno Metropolitan Urban area for social service transportation services.

As a claimant of TDA/LTF Article 4.5 funds, FAX is a fiscal agent for Fresno Urban CTSA operations involving participating social service agencies in the Fresno Metropolitan Area. FCRTA is the claimant of TDA/LTF Article 4.5 funds for Rural CTSA operations in rural areas. FCRTA is the sole administrator of these funds for Rural CTSA operations in Fresno County and FAX is the sole administrator of these funds for the Urban CTSA operations in the City of Fresno.

FCRTA and FAX, as a TDA Article 4.5 claimant, may operate its own social service transportation services or it may contract with another entity to provide such services. FCRTA and FAX, through this document, are now making this Notice of Funding Availability (NOFA) available to eligible, interested parties to apply for prospective social service transportation services and related services in a consolidated effort to maximize resources and involve as many social service providers for resource efficiency. FCRTA and FAX are now offering this NOFA to prospective operators of social service transportation programs as an opportunity to establish and operate eligible and appropriate social service transportation programs that can be funded in part by TDA/LTF Article 4.5 funds.

To be eligible for TDA/LTF Article 4.5 funds, CTSA social service transportation operations under contract would need to meet the following criteria and be included in the OPB:

1. The proposed community transit service is responding to a transportation need currently not being met in the community.
2. The service shall be integrated with existing transportation services, if appropriate.
3. The operator has an adequate management information system to facilitate evaluation of TDA performance measures for reporting purposes.
4. The operator has prepared an estimate of revenues, operating costs, and patronage and a marketing program including all agencies involved.

5. The operator maintains a ratio of fare revenues and/or funding to operating costs of at least 55 percent match requirement to match with 45% LTF article 4.5 funds. This can be done per agency and/or overall in the OPB by the lead agency.

Description of Eligible Applicant Types

In order to be eligible to operate a program to be funded by TDA/LTF Article 4.5 funds, an organization or agency must be a provider of social services to elderly, disabled, low-income persons and/or clients of social service programs. This includes the following types of organizations:

- Social Service Agency operated by a government, public sector or private non-profit 501(c)(3) organization
- Hospital, clinic, other medical providers that serve elderly, disabled, children or low-income clients
- Nutrition programs that serve elderly, disabled, or low-income clients
- Community Centers
- Family Planning organizations
- Foster Grandparents/Senior Volunteer organizations
- Mental health service providers
- Addiction recovery providers
- YMCA, YWCA, Boys & Girls Clubs, Big Brothers, Big Sisters
- Service providers to the Blind and/or Deaf
- Victim Witness Service Centers, women's shelters, homeless shelters, or similar organizations
- Local Conservation Corps or similar organization
- Non-profit, charitable organizations that serve elderly, disabled, or low-income clients
- Cultural, ethnic associations that serve elderly, disabled, or low-income clients
- Meal delivery provider that is part of or dedicated to the above organizations
- Transportation provider that is part of or dedicated to the above organizations
- Centralized vehicle maintenance provider that is part of or dedicated to the above organizations
- Centralized dispatching provider that is part of or dedicated to the above organizations
- Driver training provider that is part of or dedicated to the above organizations
- Combined purchasing provider that is part of or dedicated to the above organizations
- Centralized administration provider that is part of or dedicated to the above organizations
- Consolidated funding provider that is part of or dedicated to the above organizations
- Non-Emergency Medical- Doctor Appointments

Description of Typical Services Performed

CTSAs exist to address the activities mandated by its AB 120 Action Plan. The AB 120 Action Plan provides for six specific **Benefits** or objectives:

1. Centralized Administration
2. Consolidated Funding
3. Centralized Dispatching
4. Centralized Maintenance
5. Driver Training Programs

6. Combined Purchasing

Any proposed social service transportation program must functionally carry out, directly or indirectly, or be closely related to as many of these six specific **Benefits** in order to be funded by TDA/LTF Article 4.5 funds and may be considered for funding.

To help illustrate which programs and services have been funded, below is a list of current and past CTSA services performed in the Fresno County Urban and Rural CTSA:

Fresno County (Urban) CTSA

Disabled Transportation
Elderly Transportation
Student Transportation (Headstart)
Vehicle Maintenance
Congregate Meal Delivery
Home Bound Meal Delivery
Special Events (Non-Profit) Timeshare Transportation
Food Service Senior Meals/Summer Lunch
Senior Congregate Meal Program
School Congregate Meal (Headstart)

Fresno County (Rural) CTSA

Disabled Passenger Transportation
Elderly Transportation
Student Transportation
Vehicle Maintenance
Congregate Meal Delivery
Home Bound Meal Delivery
Special Events (Non-Profit) Timeshare Transportation
Senior Congregate Meal Program
School Congregate Meal Program

Application and Submission Information by an Operations Program & Budget (OPB)

Your proposal must illustrate in detail what service or services you are proposing to provide and how it will meet the requirements of the Fresno County Rural CTSA and Urban CTSA. The proposed service must be thoroughly described in a scope of work that covers how the service will be performed, how the service will be staffed, the capital equipment provided, and how a typical service day would operate including hours and days of service. Proposals must delineate revenue and expense projections in a budget for FY 2021-22 (7/1/21-6/30/22) of the proposed services. Also required is a detailed discussion of which eligible client groups will be served, and how many per day, month, and year are projected to be served.

FCRTA and FAX require firm fixed prices per revenue hour for any transportation operations provided for the term of the proposed contract. If any maintenance services are provided, FCRTA and FAX

require firm fixed prices per service hour for the term of the proposed contract. Proposers must present proposal pricing for all proposed services even though FCRTA and FAX may choose to obtain those services from a partner agency or other method. No partial service proposals will be considered. FCRTA and FAX desire proposals that maximize economies of scale and include as many social service agencies in one application, preferably an OPB. Collaboration among social service agencies is strongly recommended to avoid and/or minimize duplication of services and resources but rather consolidate services and resources.

Services provided in each proposal must be for a minimum of one fiscal year starting in Fiscal Year 2021-2022. Option years may be considered for future years beyond the initial year of 2021-2022 (07/01/21-06/30/22) depending on successful operations including safety (accidents), ridership, and timely reporting during FY 2021-22. Upon award, a Services Agreement will be issued by FCRTA and FAX for both the Rural and Urban CTSA's.

Legal Responsibilities:

All proposals must be submitted, filed, made, and executed in accordance with State of California and Federal laws relating to proposals for contracts of this nature, whether the same or expressly referred to herein or not.

By submitting a proposal, CONTRACTOR (applicant) certifies that he or she will comply with all Federal laws and requirements, including, but not limited to, Equal Employment Opportunity, Disadvantaged Business Enterprise, Labor Protection, and other laws and regulations applicable to contracts utilizing Federal and State funds.

Indemnification: CONTRACTOR agrees to indemnify, save, hold harmless, the FCRTA, its boards, its 14 member agencies, committees, representatives, officers, agents, employees, and FAX from and against any and all costs and expenses (including reasonable attorney's fees and litigation costs), damages, liabilities, claims, and losses (whether in contract, tort, or strict liability, including, but not limited to, personal injury, death, and property damage) occurring or resulting to FCRTA and FAX to the extent they are caused from any negligent, recklessness or willful misconduct of CONTRACTOR, its officers, agents, subcontractors, or employees in their performance of their services as specified in their Services Agreement with FCRTA and FAX, and from any and all costs and expenses (including reasonable attorney's fees and litigation costs), damages, liabilities, claims, and losses (whether in contract, tort, or strict liability, including, but not limited to, personal injury, death and property damage), occurring or resulting to any person, firm, corporation, or entity who may be injured or damaged to the extent such injury or damage arises from any negligent acts, errors or omissions of CONTRACTOR, its officers, agents, subcontractors, or employees in their performance of this Services Agreement.

Insurance Responsibilities:

Commercial General Liability and Property Damage: The CONTRACTOR (applicant) shall maintain insurance for protection against all claims arising from injury to person or persons not in the employ of the CONTRACTOR and against all claims resulting from damage to any property due to any act or omission of the CONTRACTOR, his agents, or employees in the operation of the work or the execution of this contract. Such insurance shall include products/completed operations liability, owners and

CONTRACTOR's protective, blanket contractual liability, personal injury liability, and broad form property damage coverage. FCRTA and FAX shall not be responsible for any increases in insurance costs incurred by CONTRACTOR in any future scenario. The minimum shall be as follows:

Bodily Injury (Injury or Accidental Death) and Property Damage (per occurrence)
\$5,000,000 Combined Single Limit.

Commercial Automobile Public Liability and Property Damage: The CONTRACTOR shall maintain Automobile Public Liability and Property Damage Insurance for protection against all claims arising from the use of vehicles, owned, hired and non-owned, or any other vehicle in the prosecution of the work included in this contract. Such insurance shall cover the use of automobiles and trucks on and off the site of the project. FCRTA and FAX shall not be responsible for any increases in insurance costs incurred by CONTRACTOR in any future scenario. The minimum amounts of Automobile Public Liability and Property Damage Insurance shall be as follows:

Bodily Injury (Injury or Accidental Death) and Property Damage (per occurrence)
\$5,000,000 Combined Single Limit.

All Risk Physical Damage Vehicle Insurance – Stated Value. Such other insurance coverages and limits as may be required by FCRTA and FAX.

Workers' Compensation Insurance: The CONTRACTOR shall maintain Workers' Compensation Insurance with statutory limits and Employers Liability Insurance with limits of not less than \$1,000,000 per accident. Such insurance shall comply with all applicable state laws. CONTRACTOR shall provide FCRTA and FAX with a Certificate of Insurance showing proof of insurance acceptable to FCRTA and FAX. Certificates containing wording that release the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable. Policy(s) are to be endorsed to include a waiver of subrogation against FCRTA, FAX, its officers, officials, agents and employees. CONTRACTOR and its employees are independent CONTRACTORS and not employees of the FCRTA and FAX.

CONTRACTOR and/or its insurers are responsible for payment of any liability arising out of Workers' Compensation, unemployment or employee benefits offered to its employees. FCRTA and FAX shall not be responsible for any increases in Workers' Compensation costs incurred by CONTRACTOR in any future scenario.

The insuring provisions, insofar as they may be judged to be against public policy, shall be void and unenforceable only to the minimum extent necessary so that the remaining terms of the insuring provisions herein may be within public policy and enforceable. Should FCRTA and FAX choose to have CONTRACTOR be the provider of primary insurance coverages, the following govern:

Additional Insured: The General Liability and Auto Liability policy(s) are to contain, or be endorsed to name FCRTA, FAX, its officers, appointed and elected officials, agents, volunteers, and employees as Additional Insured as respects the liability arising out of the activities performed in connection with this

Contract. The coverage shall (a) be primary with respect to any insurance or self-insurance programs maintained by FCRTA and FAX; (b) shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; and (c) contain Standard Cross-Liability provisions. Such additional insured endorsements maintained by the CONTRACTOR and its SUBCONTRACTORS shall not be required to provide coverage for FCRTA and its 14 member agencies and FAX for the sole active negligence of FCRTA and FAX. Original endorsements, signed by a person authorized to bind coverage on its behalf, shall be furnished to FCRTA and FAX by the successful Proposer. In addition FCRTA and FAX shall be named as an additional Loss Payee under any policy of Property and Vehicle Insurance.

Reporting Requirements:

As part of the Services Agreement, service providers will be subject to reporting requirements depending upon the nature of the service provided. Typically service providers will need to provide the following service data and information to FCRTA and FAX upon request: Summaries of operating statistics, revenue, expense, and budget figures, narratives regarding services performed, a discussion of benefits provided to clients served, and a listing of program goals and how to achieve them and how to improve services provided.

The above service data and information will contribute to the following documents that FCRTA and FAX regularly prepare:

- Annual Transit Productivity Evaluation
- Triennial Performance Audit
- Fiscal Audit
- Drug & Alcohol Audits and Reports
- Other Audits and Reports required by FCRTA and FAX
- National Transit Database (NTD)
- Surveys required by FCRTA and FAX
- Regional Transportation Plan (RTP)
- Short Range Transit Plan (SRTP)
- Transportation Safety Plan
- CHP Terminal Inspection for Vehicles and Terminal

Deliverables:

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Attn: FCRTA Notice of Funding Availability
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Fresno, CA 93721

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Award Information/Dates

Notice of Funding Availability (NOFA) Selection Schedule
NOFA Issue Date: March 15, 2021
Last day for submission of questions: April 7, 2021
Proposal Due Date: April 15, 2021
Proposal Review Period: April 19, 2021 through May 10, 2021
FCRTA and FAX awards contract: May 27, 2021
Commence service/Contract Begins: July 1, 2021

Application Review Information

All proposals will be reviewed to verify that the proposed applicants, program or operation meets the requirements of the Fresno County Rural and Urban CTSA. The proposal will also be reviewed to ensure that the proposed program or operation is cost effective and will be administered and operated in a way consistent with sound financial, legal, and business practices. Finally, proposals will be evaluated to determine the benefits to the clients and passengers being served.

Direct questions of this Notice of Funding Availability to:

For Rural CTSA applications:

Janelle Del Campo

FCRTA Operations Manager

Email: delcampo@fresnocog.org

For Urban CTSA applications:

Joe Vargas

FAX Assistant Director

Email: joe.vargas@fresno.gov

Glossary

Consolidated Transportation Service Agency (CTSA)—An agency designated pursuant to AB 120. This is an agency (FCRTA and FAX) which are designated by the Regional Transportation Planning Agency (RTPA)—FCOG in Fresno County, to provide for coordinated/consolidated transportation services within the jurisdiction of the RTPA. FCRTA and FAX are eligible to claim Transportation Development Act Article 4.5 monies, if the claim is approved by the RTPA.

Specialized Transit—Transportation services which require more of a driver than curb-to-curb service and necessitates the driver to get out of their seat (For example, a driver aiding a person into their home and carrying their groceries inside). Also, it is any transportation service which requires more of a vehicle than simply operating it on the road (I.E. kneeling features, ramp, lift-equipped, etc.).

Transportation Service Provider—At the very least a transportation provider is an agency or business which has one or more vehicles available for transportation clients. The provider may have its own administrative, maintenance, purchasing and dispatch capabilities. It is also empowered to contract out for the provision of its services.

Transportation Purchaser—An agency with a specific clientele in need of transportation services. An agency purchaser would purchase trips for the clients. The clientele would most likely either be the elderly, disabled, low income, or children. This could also be an agency which at one time was a transportation provider, but has turned over its vehicle to another provider as in-kind support under contract.

Community Transit Service— Transportation services designed specifically for, or specifically serving the elderly, disabled, children, and low-income clients of social service programs. Examples of these services are demand response modes of transportation such as Dial-A-Ride, and Paratransit that typically utilize ramp or lift-equipped vehicles to transport riders in need of assistance to access the vehicle.

Social Services Transportation—A more broad, general description of Community Transit services that covers or is associated with all forms of transportation that are intended to serve clients of social service agencies. Social Services Transportation is intended to serve low mobility groups (elderly, disabled, children, low-income) while achieving cost savings, lowered insurance premiums and more efficient use of vehicles and funding resources. CTSA's were created to facilitate the coordination and consolidation of Social Services Transportation services.

Centralized Administration—A specific benefit and goal of the Fresno County Rural CTSA. Centralized Administration is the ability one agency to amalgamate with other agencies to provide a broader-based and a more comprehensive view of service needs and objectives. This is an enhanced planning capability that has resulted in a more effective utilization of available funds. Centralized Administration has also resulted in more consolidated and more efficient service delivery.

Consolidated Funding--A specific benefit and goal of the Fresno County Rural CTSA. Consolidating funding under the CTSA allows for economics of scale when purchasing capital equipment and leveraging funds for the operations. Consolidation of funds increases leverage in purchasing vehicles and seeking grant funds for vehicles. This is done in the CTSA by the CTSA using TDA funds for any local match required in vehicle grant funding for vehicle costs exceeding the maximum allowable per vehicle cost set by federal grants.

Centralized Dispatching--A specific benefit and goal of the Fresno County Rural CTSA. The CTSA has consolidated dispatching for its contracted transportation services into one central center. Dispatch consolidation has resulted in the reduction of transferred calls, a better regional awareness within the County, consistency, expertise, economic and operational efficiencies and better accountability, data and customer service.

Centralized Maintenance--A specific benefit and goal of the Fresno County Rural CTSA. The CTSA has established a preventative maintenance program that provides on-site maintenance services for CTSA vehicles. At one site all-preventative maintenance work (defined as tune-ups, oil changes and lubes, complete brake work and other minor repairs) is performed on CTSA vehicles by trained professional certified mechanics. The maintenance services of this facility are also offered to other local social service programs that do not contract with the CTSA to perform social services transportation.

Driver Training Programs--A specific benefit and goal of the Fresno County Rural CTSA. The CTSA has developed a comprehensive program for driver training and orientation of all drivers of CTSA vehicles. This driver training program meets the requirements of the California Highway Patrol and the California Department of Education for their various driver certifications. This program is a valuable resource for driver training that is also utilized by drivers of public transit vehicles within Fresno County. This program is also viewed as prime example of the consolidation and coordination of resources that are provided by the Fresno County Rural CTSA.

Combined Purchasing--A specific benefit and goal of the Fresno County Rural CTSA. The CTSA conforms has a combined purchasing policy that utilizes annual bidding in order to compare market costs and utilize the lowest cost for goods and services. This bidding process includes vehicle “best” quality in parts, fuel, insurance policy coverages and for all other major goods and services. This process has resulted in cost savings and a more efficient use of existing funds for all CTSA members.