



Board Report

File #: 2023-0402, File Type: Contract

Agenda Number: 6.

FINANCE, BUDGET, AND AUDIT COMMITTEE JULY 19, 2023

**SUBJECT: FISCAL YEAR 2024 LOW INCOME FARE IS EASY (LIFE) PROGRAM TAXI
VOUCHER FUND REIMBURSEMENT**

ACTION: APPROVE RECOMMENDATIONS

RECOMMENDATIONS

CONSIDER:

- A. EXECUTING Modification No. 3 to Contract No. PS60564000A with FAME Assistance Corporation (FAC) for Administration of Metro's LIFE program for the Southwest and Northwest Service Regions in the amount of \$700,000, increasing the total contract value from \$4,797,897 to \$5,497,897 for the FY24 Taxi Voucher component of the LIFE Program; and
- B. EXECUTING Modification No. 3 to Contract No. PS60564000B with the International Institute of Los Angeles (IILA) for Administration of Metro's LIFE program for the Southeast Service Region in the amount of \$300,000, increasing the total contract value from \$2,492,333 to \$2,792,333 for the FY24 Taxi Voucher component of the LIFE Program.

ISSUE

Each year, the LIFE Program provides transportation subsidies, such as taxi vouchers to individuals with short-term and immediate need for transit services who are otherwise unable to use fixed route transit. Taxi Vouchers and their required reimbursements to Taxi providers are managed by FAC and IILA and distributed to the rider through approved agencies such as hospitals and shelters to provide trips categorized by mobility or health limitations, urgency, or safety.

Board approval will allow the continued funding of the LIFE program's taxi transportation voucher component and services in Los Angeles County by providing reimbursements to LIFE program Administrators FAC and IILA who administer the vouchers.

BACKGROUND

LIFE Program Administrators are contracted by Metro to administer the LIFE program and manage over 150 LIFE partner agencies in their respective areas and ensure that the LIFE program is operated according to the LIFE Operating Guidelines. Administrators are responsible for screening for patron eligibility, outreach, accountability, transportation subsidy security, record keeping, training,

and procedures for distributing transportation subsidies such as Taxi Vouchers.

In FY23, the LIFE program administrators distributed more than 35,000 taxi vouchers to residents throughout Los Angeles County. The total value of the taxi vouchers is \$11.00 per ride or up to \$100.00 variable value voucher for special circumstances that must meet program requirements. Riders have expressed appreciation for this assistance to close the first/last mile gap to help them get to medical appointments, shelters, food banks, and government appointments (social security, Department of Public Social Services (DPSS) Department of Motor Vehicles (DMV), etc.

DISCUSSION

Under Board-adopted guidelines, this item enables the programming of funds to recipients to support the implementation of the LIFE program, which is targeted to assist transit riders with lower incomes in overcoming mobility barriers throughout Los Angeles County.

To ensure the program continues to support those most in need, the taxi vouchers are projected to support similar or more riders in FY24. The LIFE program administrators FAC and IILA will continue to partner with 150 partner agencies while also looking to expand partnerships to distribute these vouchers throughout Los Angeles County. The funding to accommodate taxi reimbursements and voucher printing is to be allocated as follows: \$700,000 to FAC and \$300,000 to IILA.

FINANCIAL IMPACT

The FY24 Transit Fund Allocation of \$1,000,000 is included in the FY24 Budget in Cost Center Number 2315, LIFE Program, under Project Number 410021, LIFE Program. Approval of this recommendation authorizes Metro to disburse these funds to the LIFE Program Administrators.

Impact to Budget

The sources of funding are Proposition C 40% and Measure M 2% Americans with Disabilities Act (ADA) Paratransit/Metro Discounts. Proposition C 40% is eligible for bus and rail operating or capital expenses while Measure M 2% ADA Paratransit/Metro Discounts is earmarked for ADA paratransit for people with disabilities and Metro discounts for seniors and students.

EQUITY PLATFORM

Reduced-fare transit programs, like LIFE, are an investment in social mobility and an important tool to assist in the fight against income and health inequality. These programs, which include taxi vouchers for individuals with short-term/immediate transit needs, make Metro more accessible while providing financial relief from the ever-rising cost of living for the working poor. The cost barrier to transit disproportionately impacts low-income households and can limit mobility and access to employment, education, medical care, and social services. Research has found that low-income riders are more likely to be burdened by the costs of using public transit and most likely to not take or delay taking necessary trips due to cost.

NEXT STEPS

Upon Board approval, staff will execute the contract modifications and will work with the LIFE program administrators to ensure the proper disbursement of funds.

ATTACHMENTS

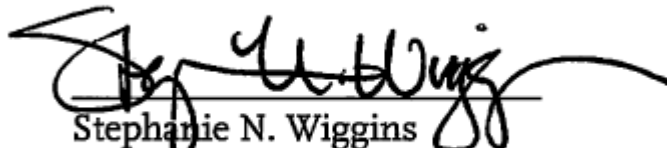
Attachment A - Procurement Summary
Attachment B - Change Order / Modification Log
Attachment C - DEOD Summary

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Stephanie N. Wiggins
Chief Executive Officer

PPROCUREMENT SUMMARY

LOW INCOME FARE IS EASY (LIFE) PROGRAM ADMINISTRATOR SUPPORT SERVICES / PS60564000A AND PS60564000B

1.	Contract Number: A: PS60564000A B: PS60564000B		
2.	Contractors: A: FAME Assistance Corporation (Southwest Region and Northwest Region) B: International Institute of Los Angeles (Southeast Region)		
3.	Mod. Work Description: Reimbursements to the Low Income Fare is Easy (LIFE) Program Administrators for the FY24 Taxi Voucher component of the LIFE Program.		
4.	Contract Work Description: LIFE Program Administrator Services		
5.	The following data is current as of: 7/6/23		
6.	Contract Completion Status		Financial Status
	Contract Awarded:	09/26/19	Contract Award Amount: A: \$2,991,965 B: \$1,605,248
	Notice to Proceed (NTP):	09/26/19	Total of Modifications Approved: A: \$1,805,932 B: \$887,085
	Original Complete Date:	06/30/22	Pending Modifications (including this action): A: \$700,000 B: \$300,000
	Current Est. Complete Date:	06/30/24	Current Contract Value (with this action): A: \$5,497,897 B: \$2,792,333
7.	Contract Administrator: Ernesto De Guzman		Telephone Number: (213) 922-7267
8.	Project Manager: Michael Cortez		Telephone Numbers: (213) 418-3423

A. Procurement Background

This Board Action is to execute Modification No. 3 for Contract Nos. PS60564000A and PS60564000B for reimbursements to the Low Income Fare is Easy (LIFE) Program Administrators for the FY24 Taxi Voucher component of the LIFE Program. These Contract Modifications will be processed in accordance with Metro's Acquisition Policy.

A total of 2 modifications for each contract have been issued to date.

Refer to Attachment B – Contract Modification/Change Order Log.

B. Cost Analysis

The recommended amounts have been determined to be fair and reasonable based upon cost analysis, technical evaluation, and independent cost estimate (ICE).

Contract No. PS60564000A

Proposal Amount	Metro ICE	Recommended Amount
\$700,000	\$700,000	\$700,000

Contract No. PS60564000B

Proposal Amount	Metro ICE	Recommended Amount
\$300,000	\$300,000	\$300,000

CONTRACT MODIFICATION/CHANGE ORDER LOG

**LOW INCOME FARE IS EASY (LIFE) PROGRAM ADMINISTRATOR
SUPPORT SERVICES / PS60564000A AND PS60564000B**

Contract No. PS60564000A

Mod. No.	Description	Status (approved or pending)	Date	Amount
1	Additional level of effort	Approved	4/29/22	\$965,932
2	Reimbursements for the FY23 Taxi Voucher component of the LIFE Program.	Approved	6/23/22	\$840,000
3	Reimbursements for the FY24 Taxi Voucher component of the LIFE Program.	Pending	Pending	\$700,000
	Modification Total:			\$2,505,932
	Original Contract:		9/26/19	\$2,991,965
	Total:			\$5,497,897

Contract No. PS60564000B

Mod. No.	Description	Status (approved or pending)	Date	Amount
1	Additional level of effort	Approved	4/29/22	\$467,085
2	Reimbursements for the FY23 Taxi Voucher component of the LIFE Program.	Approved	6/23/22	\$420,000
3	Reimbursements for the FY24 Taxi Voucher component of the LIFE Program.	Pending	Pending	\$300,000
	Modification Total:			\$1,187,085
	Original Contract:		9/26/19	\$1,605,248
	Total:			\$2,792,333

DEOD SUMMARY

**LOW INCOME FARE IS EASY (LIFE) PROGRAM ADMINISTRATOR
SUPPORT SERVICES / PS60564000A AND PS60564000B**

A. Small Business Participation

The Diversity and Economic Opportunity Department (DEOD) did not establish a Small Business Enterprise (SBE) goal for this solicitation due to the lack of subcontracting opportunities available for small businesses, as the community-based organizations will perform the work with their own workforces.

B. Living Wage and Service Contract Worker Retention Policy Applicability

The Living Wage and Service Contract Worker Retention Policy is not applicable to this contract.

C. Prevailing Wage Applicability

Prevailing wage is not applicable to this contract.

D. Project Labor Agreement/Construction Careers Policy

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.