December 2016

Instructions for
Financial Assistance Application
& Coordination Plan

Montana Department of Transportation

December 2016

Guidance Booklet

General Information

This guide provides instructions on the proper completion of the grant application to the Montana Department of Transportation (MDT) utilizing the Montana Grants and Loans System (WebGrants). This document will provide guidance, explanations and examples that may prove helpful. Be succinct with your application, but provide enough information for staff to make an appropriate funding recommendation regarding your project. This is a competitive application/award process.

If awarded, your objectives and budget will be part of the contract acting as the scope of work for your project. It is, therefore, important that you carefully consider the objectives, budget and expectations of your project. You are responsible for appropriate use of federal funds.

WebGrants Registration Process

Register yourself and your organization at https://fundingmt.org/index.do. Click "Register Here" on the login page. The main project contact is the one who will register. Additional contacts may be added so that authorized users can view and fill out the application.
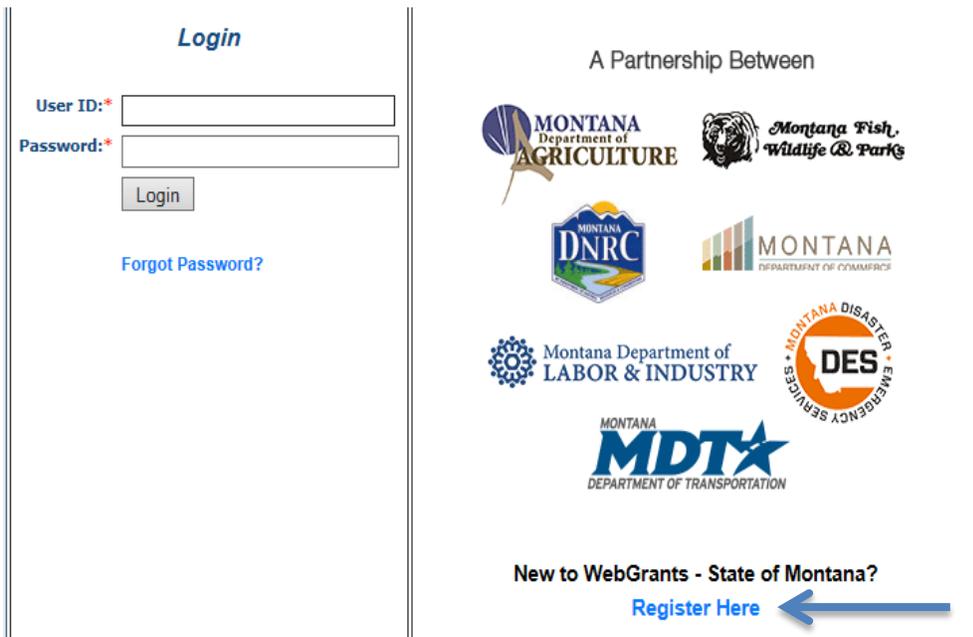
Fill out all the required information (in red) and select "register" when completed. The agency you select in the drop down for the program you are most interested in. Users will receive an email notification alerting your registration. Registration and a user ID and Password will be generated by WebGrants and emailed to you.

WebGrants Instructions and My Profile:

WebGrants has instructions providing general information for webGrants users. This is not specific to funding agencies, but rather instructions of the functionality of the system. Click on the link *Grantee Instructions* and read carefully.

To adjust personal information or to reset password, click *My Profile.*

Pay attention to the "TOP BAR". The TOP BAR will enable you to access the main menu, ask for help, log out, print, add information, delete, edit and save. Always refer to the TOP BAR when completing the different sections of the application.
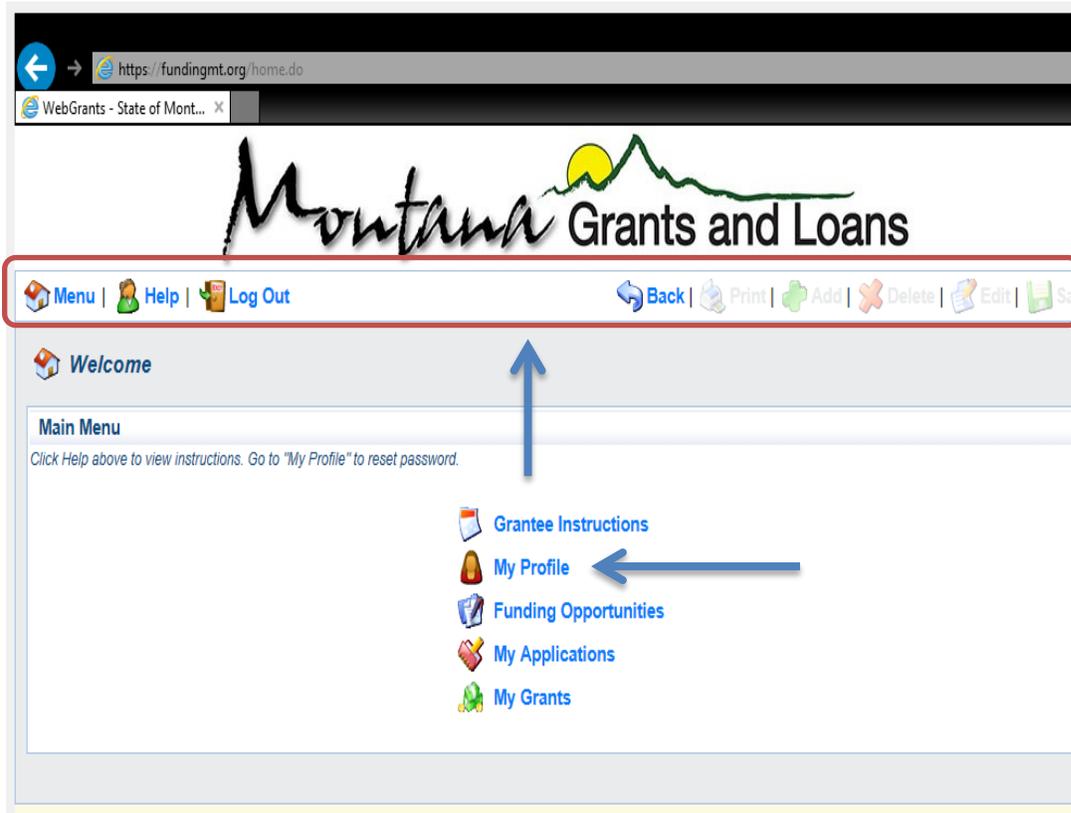
Lead Agency Summary Sheet

Agency Legal name
> This can be the city, county, transit district, transportation improvement area, or non-profit organization.

Doing Business As (DBA) Name
> Many of the transit programs have a name that is different from the name of the applicant agency.

Federal Tax ID

DUNS (http://www.dnb.com/get-a-duns-number.html)

5310 Capital
> See Attachment 3

Transit Coordinator
> MDT is requesting that each transit operation have a full-time Transit Coordinator who is responsible for the day-to-day activities of the transit operation.

Coordination Plan Approval Date
> See Coordination Plan

Agency Sponsor
> Please check the appropriate agency type. The agency sponsor is the entity/organization and the grant applicant that will be operating the system.

Board of Directors
> This will include the names of members of the applicant agency board members and their term of office. Some boards of directors are required to have agency representation or be appointed by city or county officials. If they have such affiliation, please list. The system requires at least three members listed in the board of directors section.
> This is a multi-list field and will need to be edited in save mode.

Board of Directors   Add

Board of Directors: List all. (This is the governing board for the lead agency.)

Click the "Add" button to add a Board of Director, click "Save", continue this process until they have all been added.

Name	Affiliation
Bill Clinton	Quality Control Associate
John Quincy Adams	Taster
Richard Nixon	Watergate

Structure of the Lead Agency

This will include an accounting of the total number of employees who receive all or part of their salary from this grant. Indicate the number of employees in each employment category and identify if this is a full- or part-time employee. For example, some programs have both full- and part-time drivers. Include the number of employees in each category. The field must be populated with a numerical value *(the default value is zero).*

Union Affiliation

Some transit agencies have employees who are represented by unions. If you have union employees, please list the name of the unions and their contact information.

System Description

Type of service (See definitions section to reference the service you operate**)**

If your service is **fixed route,** you are required to have a complementary para-transit service that meets the requirements of the Americans with Disabilities Act. Please describe who provides this service. *(Upon request a template can be provided, please contact your regional planner)*

If your service provides regularly scheduled **intercity** bus service for the general public that is outside your service area, please describe the areas served and the frequency of this service.

If you provide a **demand/response** service, explain if reservations are required and how much in advance the reservation must be made?

Service Area
> Please describe the service area that your agency provides rides for.

Population
> This is an estimation of your population in your defined service area. *(Please see definitions)*

Connectivity
> Reference the definition for meaningful connections

Level and Use of Service
> If an existing agency please reference previous years data in order to complete the following section. If a new agency the level of service will be defined and updated annually in the coordination plan.

Ridership
> Estimated annual number of rides

Mileage
> Estimated annual number of miles

Passenger type
> Estimate the number of passengers you will carry who are elderly (60 and over), disabled, and under age 60. If a passenger is elderly and disabled the ride is classified as disabled. This must total 100%.

Minority populations served
> Minority is described in 49 CFR 26 as follows:

- Black (a person having origins in any of the black racial groups of Africa);
- Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race);
- Subcontinent Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; or
- American Indian and Alaskan Native (a person having origins in any of the original peoples of North America).

Trip purpose
> This is an estimated percent of the type of rides you provide. This must total 100%.

Days/hours of service
> First, explain the days each week you are in service. Next, explain your operating hours.

Attached to the back of this guidance is a form called Community Hours of Operation (Attachment 1). You may use this to describe days and hours of service. If you provide exclusive rides during certain parts of the day, such as for Head Start or for individuals with disabilities, you may list those under the agency column.

Marketing or advertising

Describe how a customer goes about getting a ride. Do you have a schedule, map, or brochure to hand out? Are your services posted in locations with easy access? Are your hours and schedules of operation in the newspaper, advertised on TV or radio, or on the Internet? Does it contain information about how to obtain a ride?

5 Year Vehicle Replacement Planning

For internal planning purposes, list each vehicle your agency may seek funding for over the course of the next five years. Be sure to include the intended number of vehicles, passenger capacity and purpose.
This is a multi-list field and will need to be edited in save mode

5 Year Vehicle Replacement Planning					Add
Vehicle Type	Year	No. of Vehicles	No. of Passengers	Replacement or Expansion	

TransADE Funding

New legislation has enabled MDT to re-structure how it will distribute Transit Assistance for the Disabled and Elderly (TransADE) funds. Future funding will be allocated equitably statewide instead of being divided up equally between each of the five MDT financial districts. The new legislation now includes urban and tribal governments as well as rural transit providers, therefore match funds will be divided up to all lead agencies in each community based on the number of elderly and disabled rides provided as compared to the population of elderly and disabled within the service area. Lead agencies are required to coordinate with the TAC's to decide how these matching funds can support the increased mobility of the disabled and elderly in your service area.

Please provide a brief narrative explaining the proposed use of your agency's TransADE funds and the methodology used to increase service to the elderly and disabled. Be sure to include details established at TAC meetings and/or other public involvement activities which support your proposal.

MONTANA COORDINATION PLAN OUTLINE

Coordination Plan Development

A Coordination Plan should maximize the programs' collective coverage by minimizing duplication of services. Further, a Coordination Plan should be developed through a process that includes representatives of public, private, and non-profit transportation and human-services providers, and other programs sponsored by federal, state, and local agencies to greatly strengthen its impact.

Coordination with other federal programs

The Federal Interagency Coordinating Council on Access and Mobility (CCAM) is composed of 11 federal departments and agencies and was established by an Executive Order on Human Service Transportation Coordination signed by President Bush on February 24, 2004. The members consist of the U.S. Departments of Transportation, Health and Human Services, Labor, Education, Agriculture, Housing and Urban Development, Interior, and Commission on Social Security, Veterans Affairs, Attorney General, and the National Council on Disabilities. CCAM coordinates 62 federal programs providing transportation funding for older Americans, persons with disabilities, and low-income populations that do not have access to or cannot use automobile transportation options.

The Executive Order requires that CCAM members work together to provide the most appropriate, cost-effective services within existing resources, and reduce duplication to make funds available for more services. CCAM seeks to simplify access to transportation services for persons with disabilities, persons with low incomes, and older adults.

Date adopted by board of directors

The board of directors of the applicant agency must formally adopt the Coordination Plan.
1. Include the date the plan was adopted by the Transportation Advisory Committee (TAC).
2. Attach to the back of your plan a copy of the minutes showing the action by the board.

Agencies involved

The elderly, persons with disabilities, low income and minority populations, and the general public must be involved in the development of your plan. Many different agencies are involved with delivering a multitude of services to these target populations. They must be invited to participate in the development of your plan.

a. Identify the cooperating agencies and describe the level of cooperation. Describe if they receive services and/or are financial contributors.
Those agencies that agree to participate must acknowledge their level of participation in writing. This may take the form of letters of cooperation or a formal cooperative service agreement that details negotiated levels of service and/or financial arrangements.
MDT recommends reviewing such agreements for federal compliance. Templates are available upon request.
b. Attach cooperative letters and agreements/contracts.

Agencies not involved

Some agencies may not agree to participate in the coordination plan at this time. Keep records of the agencies which are not to participating. Be sure to including the rational for not participating. Attach the non-cooperative letters to the application.

Needs assessment

Transportation needs are uniquely identifiable. . Smaller communities may be able to identify the transportation needs of the service area through public meetings. Some communities may distribute forms to human service providers, medical providers, the area businesses, or companies with employees who may need rides to work. Larger communities will probably have more formalized tools for identifying needs.

Describe how you determine the needs of your service area.

Public involvement

The users of your service, including the elderly, disabled, low income people, minorities and the general population within your service area, must be consulted and invited to participate in the development of your plan. The process must be proactive and provide complete information, timely public notice with full public access to key decisions, and opportunities for involvement.

a.   Describe how you solicited participation in the development of your plan.
b.   Attach copies of fliers, letters, newspaper articles, etc. that show a good-faith effort on your part to include the public.

Private sector

Private providers of transportation, including taxicab companies, must be consulted and invited to participate in the development of your plan. They must be afforded the opportunity for early and continuing involvement throughout the planning process.

Describe any private providers, including taxicab companies, in your service area and explain how they were solicited and participated in the development of your plan.

Plan for growth and/or increase ridership

Describe any changes in your current plan that would increase ridership including, additional vehicles, additional routes, coordination with other agencies, marketing, innovative programs, etc.

Transportation Advisory Committee (TAC) meetings*

MDT recommends your TAC meet on a monthly basis but at a minimum of once each quarter. Meeting information, date, place, and time should be available to the public via newspaper, radio, Internet, or by other means.

a. Please describe how often your TAC meets.
b. Please attach meeting minutes where your Coordination Plan was approved.
c. Attach meeting minutes where capital projects were approved and prioritize agency by vehicle or item (*if applicable*)

*Billings, Great Falls, and Missoula may have a different name for their coordinating council.

Transportation Advisory Committee members

Transportation Advisory Committees should be made up of representatives of local planning agencies; governments; public transportation providers; human-service agencies providing services to the elderly, individuals with disabilities, low income people, and minority groups; as well as existing or potential riders from the general public and targeted population passengers.

Please complete the roster of persons serviced on your TAC, and who they represent.

Operating Budget

The definitions and descriptions can be found on MDT-Transit's website.
http://www.mdt.mt.gov/publications/docs/manuals/mdt-financial-mgmt-guide.pdf

Operating expenses
These costs typically are variable costs and will fluctuate with the programs volume of ridership.

Administrative expenses
These costs tend to be fixed in natural and are incurred regardless of the operational level of the program.
Maintenance expenses
These costs are used to maintain the useful life of vehicles.

Reimbursement Calculations

Reimbursements are distributed on a quarterly basis. Direct deposits are available upon request. Reimbursement rates vary depending on the type of expense. The three expense types are as follows: Operating (54/46), Administrative (80/20), and Maintenance (80/20). Fare revenue is deducted from operating expenses prior to calculating the operating expense reimbursement.

Local Match

Local match sources and amounts must be identified. Local match must meet or exceed that required of the requested funding.

Match Revenue Sources

Must be non-federal source, only Federal source that can be used is US Department of Health and Human Services.

Itemized Expenses and In-kind

Identify and list those expenses as requested including the service and amount.

List In-kind

In-kind is eligible to be used as match up to 15% of the total operating grant request amount (federal and local match combined).

DBE

Through September 30, 2017, MDT's agency-wide FTA approved DBE race-neutral goal is 0.38%. While no project-specific goal applies, each provider is encouraged to make all reasonable efforts to utilize MDT's currently certified DBE firms for subcontracting services. The "MDT DBE Directory" is located on MDT's DBE web page at http://www3.mdt.mt.gov:7782/mtwtrn/mtwtrn.wtrk0002.contractor_init

Authorization, Certs and Assurance, Nondiscriminatory, labor warranty

Authorizing official with the authority to sign the documents is one that has been granted the authority through approval of Governing board through formal process and this will need to be document. If requested this information must be provided to MDT. The individual with the authority will need to be registered separately to ensure compliance with the terms and conditions. This information will be date and user stamped and regional planners will verify this information before approval of application. The user that fills out the application cannot be the authorizing official.

Capital

FTA Capital Assistance Requirements

List of Suggested Vehicles (Vans, Light Duty Bus, Medium Duty Bus, Heavy Duty Bus)

MDT has developed a list of suggested vehicles. This list includes all commonly procured vehicles. These vehicles have been designed for optimal functionality. MDT allows for special vehicle requests if your agency has determined that none of the suggested vehicles meet the specific needs of your service. Special vehicles can be applied for in the Special Vehicle Request section below.

Special Vehicle Requests

When applying for a special vehicle be sure to explain the special need and include the make/model and other pertinent info used to identify the vehicle type.

Other Equipment

This section allows for other equipment requests. Other equipment includes passenger shelters, routing software, etc.

Other Equipment – Facility
>   This section allows for new facility and facility upgrade requests. Such requests require preemptive work including a general project scope and quote.

Sources of Capital Matching Funds
>   Local match sources and amounts must be identified. Local match must meet or exceed that required of the requested capital.

Needs Justification

>   Capital awards are reviewed and scored by the Capital Assistance Review (CAR) committee and the Transit Section. Scoring is based on 100 total points (attachment 4). The CAR, which is made up of members whom represent all facets of transit systems in the state, scores a total of 80 points and the Transit Section scores a total of 20 points. Of the 80 points, the CAR scores a total of 60 points for "Capital Need" and a total of 20 points for "Program Management." Of the 20 points, the Transit Section scores a total of 10 points for "Program Management" and a total of 10 points for "TAC Prioritization." These 20 points are formula generated and represent required meetings attendance, timeliness of quarterly report submittals, and TAC prioritization. A detailed description of the scoring process is available per request.

>   It is the applicant's responsibility to state their program's capital need and provide a general statement of their program administration. Capital need statements shall clearly define the need and circumstances or logic in which each capital request is necessary to continue adequate transportation services. Excellent statements may include supporting documents such as: planning studies, surveys, meeting minutes, public input, detailed vehicle service records, facility improvement quotes, etc. Need is defined equitably amongst expansion and replacement. Need statements shall include application characteristics for each capital item such as: expansion or replacement, service type (IE: fixed route, demand response, etc.), and trip purpose (health care, employment, nutrition, recreation, etc.). Strong expansion and replacement statements may include the following information:

Expansion:
- Consumer demand vs. vehicle availability/capacity
- Expansion of service hours and/or service area
- Benefits of new technology or bus/passenger shelter(s)

Replacement:
- Maintenance history of the replacement item
- Useful-life and current miles and years (only years for some items) of the replacement item

- Spare ratio - service vehicles to backup vehicles (limited number of service vehicles)
- Safety concerns (IE: breakdowns, risky service area, etc.)

Statement Example:
"The request for a 13-passenger bus is to replace a similar, 13-passenger bus currently operating as a demand response vehicle. Most trips are health care related. The service area of this vehicle covers 100 miles daily across rough, rural terrain. The vehicle currently has 144,000 miles and is 8 years old. The useful-file for the aging vehicle is 100,000 miles / 7-years. I have provided maintenance documents which illustrate a more recent increase in servicing. We have one spare vehicle for a fleet of six demand response vehicles. Our main concern regarding this aging vehicle is the potential for a breakdown in a hazardous location with limited services and a loss of service along that route."

Program management refers to the administration of the transportation program which has applied for the capital item(s). The applicant shall clearly explain their level of local coordination and capital maintenance program management. The applicant will provide a brief program management narrative describing their transportation service, current and prospective level of coordination, a brief description of their capital maintenance program, and any other pertinent supporting information they find relevant. Capital maintenance refers to the mechanical and physical upkeep of an agency's vehicle fleet and facilities. Strong coordination and maintenance statements may include the following information:

Coordination:
- Annual petitioning and participation of local interest groups
- General summary of the cooperative agreements
- Future anticipated cooperative agreements
- Frequency of TAC meetings

Maintenance:
- Basic maintenance policies and practices structure
- Staff and/or contractor duties related to maintenance
- Cooperative maintenance agreements with local service providers
- Fleet replacement forecasting
- Fleet and facility conditions (MDT will provide fleet and facility average condition per request)

Statement Example:
"The transit agency provides 150,000 rides annually within Lewis & Clark County. Service runs 6 days, 48 hours weekly. Our transit agency has cooperative agreements with two developmentally disabled group homes, one nursing home, the public hospital, Walmart, and the local food share. In the near future we expect to

establish an agreement with the local college. To the greatest extent possible, the DD center attempts to coordinate with the lead agency (the applicant) during normal business hours. After hours, they provide their own transportation services. Our TAC meets monthly and has an average of 6 attendees. Our agency has a part-time, trained mechanic which maintains our fleet according to our maintenance plan which is based upon manufacturers suggested maintenance intervals. We have established service agreements with the local tire, lube and repair shops for a prorated rate. This replacement vehicle has been scheduled to be replaced this year according to our fleet replacement plan."

After the committee has evaluated all capital items the scores are averaged and prioritized into a spreadsheet. Based on the available amounts of funding and the MDT management approval process, agencies are funded from the highest priority down until the available funding is completely spent.

Attachments
Attachment 1

Agency Name _____

	6:00A	7:00A	8:00A	9:00A	10:00A	11:00A	12:00	1:00P	2:00P	3:00P	4:00P	5:00P	6:00P
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													

Community Hours of Operation

1. Show the hours of service.
2. How many vehicles are used for passenger transportation?
3. What is their capacity (e.g., 10 passengers plus 2 wheelchairs?)
4. List types of specialty equipment. (e.g., wheelchair lifts mobile two-way radio, etc.)
5. What type of service is provided? (e.g., demand/response, medical appointments, work/school, etc.)
6. Identify the riders. (e.g., elderly, disabled, Head Start, or general public)
7. Are there unmet transportation needs for this organization?

Attachment 2

SAMPLE PUBLIC NOTICES FOR CAPITAL AND OPERATING
NOTICE FOR COMMENT BY PRIVATE SECTOR

Feel free to combine these notices to form one notice for the paper!

Public notice for capital assistance

This is to notify all interested parties that (Applicant Name) is applying for (dollar amount) through the capital assistance grant. The capital assistance grant is funded by the Federal Transit Administration (FTA) and administered by the Montana Department of Transportation. FTA funds will be used to purchase (type of vehicle or equipment) for providing transportation services to (Client Group - e.g., Senior Citizens, D.D. Group Home, D.D. Activity Centers).

The application is on file at (Agency Address). If requested, a public hearing will be held and public notice indicating the location, date, and time of the hearing will be provided. For more information or for those who require accommodations for disabilities, contact (Applicant Name, Transit Coordinator, Address, Telephone Number) or Department of Transportation, Helena at 444-9192 (voice), or 444-7696 (TTY).

The (Applicant Name) will be requesting financial assistance from the Montana Department of Transportation and the Federal Transit Administration.

Public Notice for Operating Assistance

This is to notify all interested parties that the _____ is
_____*(Name of agency)*
Applying for _____ under the Montana Department of
Transportation's *(amount of funds)*
Operating Grant Program. Funding will be used for operating expenses associated with providing transportation services to the general public, elderly, and persons with disabilities within

_____.
_____*(The area of service)*
The application is on file at _____. If requested, a public
_____*(Address)*
Hearing will be held and public notice indicating the location, date, and time of the hearing will be provided.

> The Montana Department of Transportation attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information, call (406)444-3423 or TTY (800)335-7592, or call the Montana Relay at 711.

Attachment 3

List of application requirements for "sub-agencies" that are only applying for 5310 capital:

1. **Coordination Plan:**
   a. Sub-agency's level of coordination to be included in with the Lead Agency's Coordination Plan document
   b. Public notice is required to be provided unless it is already included in with the Lead Agency's notice. Copy of the public hearing transcript is required if requested. (Attachment 2)

2. **Forms, plans, and procedures to be kept on-file:**
   a. A copy of your private non-profit IRS 501(c) or 501(a) exemption, from private non-profit providers only. Agencies working through city, county, or tribal governments are exempt.
   b. A copy of the most current maintenance plan approved by your governing board.
   c. A copy of your local program complaint procedures.
   d. A copy of your FTA Title VI nondiscrimination complaint procedures signed by appropriate staff.

3. **Sections of the grant application that must be completed:**
   a. Section A: Organization
   b. Section B: System Description
   c. Section C: Level of Use of Service
   d. SKIP Sections D-K
   e. Section L: Capital

4. **Documents which require signatures:**
   a. Authorization to Make Application
   b. Certifications and Assurances
   c. Non-Discrimination Assurance
   d. Labor Warranty

Attachment 4

Committee Member Instructions for Scoring

No two agencies operate identical programs nor share exact management styles, therefore capital needs vary. MDT has attempted to address these needs as equitably as possible. Each capital request is allotted a maximum of 100 points, of which 10 points are generated by the Regional Planner and 10 points are generated using the TAC prioritization ranking. You the committee are responsible for generating scores for capital need and program administration for 80 points. Use your best judgement to score appropriately.

1.0.   Capital Need (60 total points – Committee Member):

Capital need statements shall clearly define the need and circumstances or logic in which each capital request is necessary to continue adequate transportation services. Need is defined equitably amongst expansion and replacement. *Need statements must include the following application characteristics for each capital item: expansion or replacement, service type (IE: fixed route, demand response, etc.), and trip purpose (health care, employment, nutrition, recreation, etc.).*

For the purpose of scoring, capital need is generalized into three categories: consumer demand, cost savings and capital management. Each category is allotted a maximum of 20 points for a total of 60 points.

- Consumer Demand (20 pts)
  Consumer demand refers to an increase to or continued demand of transportation services. This includes new transportation agencies or an increase to current hours, days, service areas, or vehicle capacities of existing transportation agencies. The applicant shall provide evidence of a consumer need by means of new or adjusted coordinated agreements, public input, meeting minutes, surveys or studies which document an increase of consumer demand.
- Cost Savings (20 pts)
  Cost savings refers to the benefits of new rolling stock, technology and fixed structures. IE: Routing software may optimize scheduling, a new vehicle may increase fuel efficiencies and/or decrease maintenance costs, and a new facility may extend the average fleet useful-life. For intended replacement vehicle, the applicant shall provide evidence of a cost savings by means of a brief narrative stating specific mechanical problems or other issues and the associated costs. Statements shall be supported by documentation such as repair and/or maintenance invoices.
- Capital Management (20 pts)

Capital management refers to general fleet characteristics and the management of existing and new capital. Fleet characteristics may explain:

- Average fleet age – current years and miles compared to useful-life;
- Spare ratio - service vehicles to backup vehicles;
- Safety concerns - breakdowns, major mechanical issues, underperforming capital and other risk factors

The applicant may provide a brief narrative explaining the strong points of their agency's fleet maintenance plan (attention to manufacturer's suggested maintenance, negotiated agreements, in-kind mechanics, staff mechanics, etc.).

Applicants requesting technology must explain the applicability / cohesion of the software / hardware with their current transportation program.

Facility improvements and other construction activity requests require a narrative explaining facility maintenance and a timeline for construction. All non-rolling stock requests require quotes.

Capital management statements may include supporting documents such as: coordinated agreements, excellent detailed service records, updated maintenance plans, meeting minutes, quotes, etc.

Scoring:

Committee members shall score capital need based on the applicant's responses to the above three categories: (1) consumer demand, (2) cost savings, and (3) capital maintenance. Each category is worth a total of 20 points for a total of 60 points, combined. The committee member is responsible for scoring each category based upon the completeness and importance of each explanation. Strong statements provide excellent details and explain a significant application of the capital; moderate statements provide some details and some significance; and weak statements provide minimum details and minimum significance. Committee members are expected to use their best judgment to determine the applied importance of each capital item (IE: health-care services are more important than recreational services or vice versa; a new bus for a location without bus service is more important than replacing a bus used by an existing service or vice versa).

For your reference MDT has created a scoring point scale from Strong to Moderate to Weak for each category:

- Strong: 14-20 pts
- Moderate: 7-13 pts
- Weak: 0-6 pts

Needs Statement Example:
"The request for a 13-passenger bus is to replace a similar, 13-passenger bus currently operating as a demand response vehicle. Most trips are healthcare

related. The service area of this vehicle covers 100 miles daily across rough, rural terrain. The vehicle currently has 144,000 miles and is 8 years old. The useful-file for the aging vehicle is 100,000 miles / 7-years. I have provided maintenance documents which illustrate a more recent increase in servicing. We have one spare vehicle for a fleet of six demand response vehicles. Our main concern regarding this aging vehicle is the potential for a breakdown in a hazardous location with limited services and a loss of service along that route."

2.0. Program Management (30 total points: 20 pts – Committee Member / 10 pts - Planner):

Program management refers to the administration of the transportation program which has applied for the capital item(s). Program management scoring is two-part. 10 of the 30 total available points are awarded by the Regional Planner and the remaining 20 points are awarded by the committee member.

The Regional Planner scores the applicant's reporting timeliness and MDT Fall Workshop participation for a total of 10 possible points. The applicant's reporting timeliness accounts for 5 total points and MDT Fall Workshop participation accounts for 5 total points.

The committee member will score the applicant's level of local coordination and capital maintenance program management.
The applicant will provide a brief program management narrative describing their transportation service, current and prospective level of coordination, a brief description of their capital maintenance program, and any other pertinent supporting information they find relevant. Capital maintenance refers to the mechanical and physical upkeep of an agency's vehicle fleet and facilities. Strong coordination and maintenance statements may include the following information:

Coordination:
- Annual petitioning and participation of local stakeholders
- General summary of the cooperative agreements
- Future anticipated cooperative agreements
- Frequency of TAC meetings

Maintenance:
- Basic maintenance policies and practices structure
- Staff and/or contractor duties related to maintenance
- Cooperative maintenance agreements with local service providers
- Fleet replacement forecasting
- Fleet and facility conditions (MDT will provide fleet and facility average condition per request)

December 2016

Statement example:
"The transit agency provides 150,000 rides annually within Lewis & Clark County. Service runs 6 days, 48 hours weekly. Our transit agency has cooperative agreements with two developmentally disabled group homes, one nursing home, the public hospital, Walmart, and the local food share. In the near future we expect to establish an agreement with the local college. To the greatest extent possible, the DD center attempts to coordinate with the lead agency (the applicant) during normal business hours. After hours, they provide their own transportation services. Our TAC meets monthly and has an average of 6 attendees. Our agency has a part-time, trained mechanic which maintains our fleet according to our maintenance plan which is based upon manufacturers suggested maintenance intervals. We have established service agreements with the local tire, lube and repair shops for a prorated rate. This replacement vehicle has been scheduled to be replaced this year according to our fleet replacement plan."

3.0.   TAC Prioritization (10 total pts - Planner):

MDT automatically scores the TAC prioritization section and the logic is explained as follows:
If an agency has applied for multiple vehicles, their local TAC has prioritized each capital item. MDT has allotted 10 total points for TAC prioritization. Scoring is determined by the priority number divided by 10 points. If an agency only requests one vehicle then that vehicle is given a priority of one and 10 points.

TAC SCORING KEY	
Priority No.	Points
1	10.0
2	5.0
3	3.3
4	2.5
5	2.0
6	1.7
7	1.4
8	1.3
9	1.1
10	1.0

Attachment 6

SECTION 5311 CHARTER SERVICE IDENTIFICATION FLOW CHART

May 2010

Is transportation service provided by grantee Demand Responsive*? — **Yes** → Not Charter Service by definition

No

Is service provided by grantee fixed or deviated route and part of scheduled daily service at regular fare? — **Yes** → Not Charter Service by definition

No

Is service provided by grantee associated with transporting its employees for operational needs or training? — **Yes**

No

Is service provided by grantee associated with emergency response and preparedness.? — **Yes** → Not Charter Service by definition (Charter Exemption)

No

Is service provided by grantee transporting government officials (<80 hours/year)? — **Yes**

No

Is service provided by grantee transporting QHSO** clients only? (see Charter regulations† for further guidance) — **Yes**

No

Is service provided by grantee a third party request for exclusive use of the bus for a negotiated or premium price? — **Yes** → Yes, Charter Service

No

Review Charter Regulations† for further guidance.

This chart was prepared by DPIT to guide your organization with basic scenarios. Please, rely on the FTA Charter Regulations† for final determination of service if your scenario in review does not meet any of the exceptions above.

*Demand Responsive:
Any Non-fixed route service to individuals that require advanced scheduling by the customer

**Qualifying Human Sources Organization:
Any organization providing service to persons with disabilities, low income, or to the elderly.

† Charter Regulations:
Can be found on the FTA website at: http://edocket.access.gpo.gov/2008/pdf/08-86.pdf

APPENDIX: DEFINITION OF TERMS AND PHRASES
[Financial Management Guide](#)
[FTA Definitions](#)
[National Transit Database Definitions](#)

a. **Coordination plan:** Locally Developed, Coordinated Public-Transit Human-Services Transportation Plan. Beginning in FY 2007 in Montana, a subrecipient of Sections 5310 and 5311 must certify that projects selected are derived from a locally developed, coordinated public-transit human-services transportation plan developed through a process that included representatives of public, private, and non-profit transportation and human-service providers with participation by the public and representatives to address the needs of persons with disabilities, low income people, and minorities as well as users of the service.

b. **Human service transportation:** Transportation services provided by or on behalf of a human-service agency to provide access to agency services and/or to meet the basic, day-to-day needs of transportation disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

c. **Individuals with a disability:** The term 'individual with a disability' means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capacity), cannot effectively use a public transportation service or a public transportation facility without special facilities, planning, or design.

d. **Locally developed, coordinated, public-transit human-services transportation plan:** See Coordination Plan.

e. **Non-profit organization:** A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 USC 501(c) which is exempt from taxation under 26 USC 501(a) or one which has been determined under state law to be a non-profit and for which the state has received documentation certifying the status of the non-profit organization.

f. **Sub recipient/applicant agency:** A city, county, tribal government, transit district, transportation improvement area, or a private non-profit organization that makes application for federal transit funds through the state of Montana.

g. **Transportation Advisory Committee (TAC):** An advisory committee to the lead transit agency in a service area. Members of the TAC should include representatives from public, private, and non-profit transportation and human-service providers, and representatives to address the needs of persons with

disabilities, low income people, and minorities as well as the general public and users of the service.