

STAFF REPORT



MEETING DATE:	April 25, 2017
SUBJECT:	Approve Federal Transit Administration Section 5310 Mobility for Seniors and Disabled Persons Scoring of Applicants for Capital Funding
AGENDA ITEM:	5-11
STAFF CONTACT:	Brett Setterfield, Assistant Transportation Planner

SUMMARY

Applications for the Federal Transit Administration (FTA) Section 5310 Mobility for Seniors and Disabled Persons Program were submitted by three regional partners. Per Caltrans requirement, SRTA staff scored two of the grant applications requesting capital funding for vehicles and related equipment.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve FTA Section 5310 Mobility for Seniors and Disabled Persons scoring of applicants for capital funding from Shasta Senior Nutrition Program (SSNP) and Paratransit Services, pursuant to Resolution 17-09.

DISCUSSION:

The FTA Section 5310 program provides funding to help meet the transportation needs of seniors and individuals with disabilities. The program is important to the region because it enables specialized transit needs to be met without further stretching conventional public transportation resources. For the past several years, as part of SRTA's greater public transportation coordination role, staff has actively encouraged eligible organizations to apply for funding through this program.

Two applications were received for bus purchases from SSNP (three busses) and Paratransit Services (two busses) for \$210,000 and \$140,000, respectively. Paratransit Services, which provides transportation to clients with developmental disabilities, scored higher for their applications (both 93) than SSNP, which is the Consolidated Transportation Services Agency that runs the Disabled Adult & Senior Transportation Program outside the RABA service area (scores of 86, 71, and 71). Paratransit Services received higher scores because the busses they are requesting to replace are older and have recorded significantly more service miles.

Capital applications for buses must be evaluated by SRTA based on California Transportation Commission (CTC) established evaluation criteria and approved by resolution of the board of directors. Results of the evaluation process are provided in Attachment A.

If capital funding is awarded for Consolidated Transportation Services Agency (CTSA) vehicles, the matter will be further examined as part of the new CTSA contract with SSNP.

There was one application for operating assistance from Golden Umbrella that is not subject to SRTA's evaluation.

ALTERNATIVES:

The board of directors may decline to approve the scores for capital projects, thereby making the applications ineligible for funding. This is not recommended since the affected services are critical to meeting identified mobility needs within the region.

OTHER AGENCY INVOLVEMENT:

Caltrans administers the Section 5310 program for small urban and rural areas of California. A state review committee compiles the regional scores a statewide prioritized list of projects, and develops a cut-off point, based on available funding. The CTC adopts the final list of small urban and rural projects. ///The Technical Advisory Committee concurs with the staff recommendation.///

FINANCING:

Selected projects are 100% federally funded which, if awarded, would free up regional transportation dollars for other needs.

Daniel S. Little, AICP, Executive Director

Attachments: A: Summary of FTA Section 5310 Applications for the Shasta Region

B: FTA Section 5310 Program Fact Sheet

C: FTA Section 5310 Traditional Program Project Scoring Worksheet (blank form)

D: Resolution 17-09 Approve 5310 Application Scores

ATTACHMENT A

Summary of FTA Section 5310 Applications for the Shasta Region

Priority	Applicant	Project Description	Funding Request	Score
1	Paratransit Services, under contract with the Far Northern Regional Center, a private non-profit corporation, provides transportation to clients with developmental disabilities.	Funding requesting for two gasoline powered medium-sized busses that each fit 12 ambulatory passengers and two wheelchairs.	\$140,000	93
2				93
3	Shasta Senior Nutrition Program (SSNP), a private non-profit corporation under contract with SRTA as the region's Coordinated Transit Services Agency (CTSA) transportation provider, runs the Disabled Adult & Senior Transportation Program.	Funding requested for three gasoline powered medium-sized busses that each fit 12 ambulatory passengers and two wheelchairs.	\$210,000	86
4				71
5				71
N/A	Golden Umbrella, a private non-profit corporation, operates Senior Mobility and Rural Transportation (SMART) Volunteer Driver Program.	Funding requested for three years of volunteer mileage reimbursement, volunteer background checks, and third party liability insurance, supplies, advertisement and administration/personnel.	\$658,260	N/A

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

Federal Fiscal Years 2015, 2016 and 2017

PROGRAM FACT SHEET

Program Purpose:

Provide capital and operating assistance grants for projects that meet the transportation needs of seniors and individuals with disabilities: where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed-route service; that provide alternatives to public transportation.

Funds Available FFY 2015 – 2017

- Approximately \$28 million in Federal funds for Large UZAs; and \$20 million for Small Urban and Rural.
- Projects are funded 100% with Federal funds upon FTA approval of Transportation Development Credits (Toll Credits)
- FTA mandates that at least 55% of funding is used for vehicle and other equipment projects.
- FTA mandates that no more than 45% of funding be used for Operating Assistance and Mobility Management projects.

NEW this grant cycle: Electronic Grants Management System (EGM). All projects will be administered online from application to project closeout. Less paper, more efficiency! EGM training will be in January 2017.

Eligible Applicants:

- * Private non-profit corporations; (Vehicles, Other Equipment, Mobility Management and Operating Assistance);
- * Public agencies where no private non-profits are readily available to provide the proposed service (Vehicles and Other Equipment);
- * Public agencies that have been approved by the State to coordinate services (Vehicles and Other Equipment);
- * Public agencies (Operating Assistance and Mobility Management);
- * An Operator of Public Transportation that receives a Section 5310 grant indirectly through a recipient (Operating Assistance and Mobility Management).

Eligible Equipment:

- * Accessible vans and buses;
- * Mobile radios and communication equipment;
- * Computer hardware and software

Vehicle Replacement Eligibility:

Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A replacement bus(s) or van must meet or exceed useful life at the time of application.

Service Expansion Eligibility: Applicants must be able to document that the proposed transportation service will provide:

- * Services to additional persons; or
- * Expand the service area or hours; or
- * Increase the number and/or frequency of trips.

Eligible Mobility Management Activities: Include, but are not limited to:

- * Planning, development, implementation of coordinated transportation services;
- * Travel training/trip planning.

Eligible Operating Activities: Include, but are not limited to:

- * Expansion of hours/service of paratransit service beyond the requirements of ADA;
- * Enhancement of services (same day; etc.)
- * New or expansion of Volunteer Driver Programs.

Funding Selection Process:

1. The Regional Transportation Planning Agency (RTPA) scores the applications using established evaluation criteria and completes a prioritized list for their region.
2. The State Review Committee reviews the RTPA scores, and compiles a statewide-prioritized list of projects based on available funding.
3. The California Transportation Commission (CTC) holds a public hearing to review and adopt the final list of small urban and rural projects.
4. Caltrans submits approved projects to the FTA.

Program Requirements: Once approved by FTA, successful applicants enter into a Standard Agreement with Caltrans. The agreement remains in effect until the project's useful life; or, for mobility management or operating assistance projects, the Standard Agreement duration. Grantees are responsible for the proper use, operating costs, and maintenance of all project equipment. Grantees must be prepared to comply with the requirements of Caltrans, the Department of Motor Vehicles, and the regulations of the California Highway Patrol.



Federal Transit Administration (FTA)
Enhanced Mobility of Seniors and Individuals with Disabilities
Section 5310 – Traditional Program
Project Scoring Worksheet

ABILITY OF APPLICANT	SECTION – I
Evidence of an applicant's experience and history of providing efficient and effective transit services.	
1a. Applicant has experience providing existing specialized transportation services for elderly or individuals with disabilities for:	More than 5 years = 4 ____ 3 to 5 years = 3 ____ 1 to < 3 years = 2 ____ Less than 1 year = 0 ____
OR	
1b. Applicant has experience in providing social services (non-transportation) for elderly or individuals with disabilities: Applicant demonstrates support from the local RTPA or CTSA (attach letter) = 2 ____ And applicant has provided social services for	More than 3 years = 2 ____ 1 to 3 years = 1 ____ Less than 1 year = 0 ____
Scoring criteria for the following questions: 0 = Does not address question 1 = Addresses question without attaching relevant documentation. 2 = Addresses question completely and attaches relevant documentation	
2. Driver training program:	New and continuing driver training, including classroom and road testing = 2 ____ Sensitivity Training, Emergency Preparedness, First Aid, and CPR = 2 ____
3. Dispatching Plan:	Description of dispatching plan with ongoing training = 2 ____
4. Maintenance plan including the following:	Daily Pre- and post- trip inspection description with inspection forms = 2 ____ Preventative and routine maintenance description, with maintenance schedule and forms = 2 ____ Contingency plans for when equipment is not available for service = 2 ____
5. California Highway Patrol (CHP) Inspections Inclusion of satisfactory CHP or Caltrans inspection or documentation that such an inspection is not required = 2 ____	
Annual Budget/Fund Sources:	
6. Agency describes other funding received or why other funding is not available = 2 ____ 7. Qualified audit for agency included with no instances of non-compliance = 2 ____	
Emergency Operations and Response Planning:	
8. Emergency planning and drill activities, and county coordination. = 2 ____ 9. Identified available accessible vehicles (including capacity) to the county for use in emergency evacuations. = 2 ____	
Proposed Budget for Transportation Program:	
10. All sources of estimated income are identified for proposed project. = 2 ____ 11. Budget for applicant agency includes prior, current, and budget year. = 2 ____ 12. Appropriate funding source for local match is identified. = 2 ____	

Total Ability of Applicant Maximum 32 Points

SECTION II

COORDINATED PLAN REQUIREMENTS (3 points per question)

Scoring criteria for the following questions:

0 – Does not address question and/or does not include Coordinated Plan section or page number

3 – Addresses question & indicated Coordinated Plan section and/or page number

Element 1: *An assessment of available services that identifies current transportation providers (public, private, and non-profit).*

1. Generally describes available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, and ADA complementary Paratransit services as contained in the Coordinated Plan by section and/or page number.

Element 2: *An assessment of transportation needs for individuals with disabilities, older adult. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.*

2. Describes transportation needs of individuals with disabilities or elderly individuals to be served by the proposed project as contained in the Coordinated Plan by section and/or page number.

Element 3: *Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.*

3. Identifies coordination strategies activities and/or efficiencies by name. Accurately describes how this project addresses strategies, activities and/or efficiencies. Includes section and/or page number of Coordinated Plan.

Element 4: *Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.*

4. Identifies the Coordinated Plan's implementation priorities. Accurately describes how this project addresses them. Includes section and/or page number of Coordinated Plan.

Total Planning Score Maximum 12 Points

COORDINATION – USE OF VEHICLES/EQUIPMENT Maximum 6 points (3 points each)

Verify required letters are attached for 1 and 2 or 3.

1. Clearly describes how vehicles, equipment or services in agency's **existing** fleet are used to provide coordinated service for another agency's clients or how these vehicles are shared with another agency(s).
2. Clearly describes plan for coordinating use of **requested** vehicle(s) or equipment. (1 point per type of coordination or sharing of resources, up to 3 points.) Examples:
 - Shared use of vehicles
 - Dispatching or scheduling
 - Maintenance
 - Back up transportation
 - Staff training programs
 - Joint procurement of services and supplies from funding sources other than Section 5310
 - Active participation in local social service transportation planning process
 - Coordination of client trip(s) with other transportation agencies
 - Other – please describe

OR

3. Clearly identifies attempts the agency has made to coordinate. Explains why coordinating isn't possible. Provides supporting documentation letter from CTSA or RTPA confirming that no opportunities for coordination currently exist for requested equipment.

Total Coordination of Vehicles Score Maximum 6 Points

SECTION III

EXISTING TRANSPORTATION SERVICES

REPLACEMENT – Vehicles to be replaced that are currently in Active Service.

VEHICLE USEFUL LIFE CRITERIA

TYPE OF VEHICLE	EXISTING VEHICLE MILES AND AGE	SCORE
Minivan, Modified Van	175,000 to 200,000 or 8 years	 20
	150,000 to 174,999 or 7 years	 15
	125,000 to 149,999 or 6 years	 10
	100,00 to 124,999 or 5 years	 5
	Less than 100,000 miles or 4 years old not eligible	 0
Bus Type I, IA, IB (Small Bus) Bus Type II (Medium Bus) Bus Type III (Large Bus)	225,000 - 250,000 or 9 years	 20
	200,000 – 224,999 or 8 years	 15
	175,000 – 199,999 or 7 years	 10
	150,000 – 174,999 or 6 years	 5
	Less than 150,000 or 5 years not eligible	 0
Bus Type VII	275,000 – 300,000 or 11 years	 20
	250,000 – 274,999 or 10 years	 15
	225,000 – 249,999 or 9 years	 10
	200,000 – 224,999 or 8 years	 5
	Less than 200,000 or 7 years not eligible	 0
Bus Type VIII	425,000 – 449,999 or 14 years	 20
	400,000 – 424,999 or 13 years	 15
	375,000 – 399,999 or 12 years	 10
	350,000 – 374,999 or 11 years	 5
	Less than 350,000 or 10 years not eligible	 0

Replacement: Determination that an applicant's vehicle needs to be replaced in order to continue its existing transportation services. For each new vehicle requested a vehicle currently in **active service** will be removed and sold or placed into backup service. Sedans and SUV's are no longer eligible as replacement vehicles.

Active Service: Vehicle is providing service throughout the agency's normal days and hours of operation.

Excessive Maintenance: Vehicle does not meet minimum useful life but needs to be replaced due to excessive maintenance. Requests must have prior approval from Branch Chief of the Elderly and Disabled Specialized Transit Program.

Use the chart below to score each replacement vehicle.

Type of Vehicle	VIN - last 5 numbers	Disposition: Sell or Backup	Mileage	Age	Score
Maximum 20 points each					

* If requesting new system (base station and mobile radios) score under **Other Equipment**.

SECTION III

PROPOSED TRANSPORTATION SERVICES

NEW OR SERVICE EXPANSION – Determination that requested additional equipment would be fully utilized (days and hours, passenger trips, service area) including usage of vehicle by another agency through a coordination plan.

Use the chart below to score each new or service expansion vehicle.

Round to the nearest whole number.

Projected service hours per week to be provided with requested vehicle will increase total existing service hours by:

> 38	=	7 points	27 to 29	=	3
36 to 38	=	6	24 to 26	=	2
33 to 35	=	5	20 to 23	=	1
30 to 32	=	4	< 20 hours	=	0 points

Score:

AND Projected number of daily one-way **Passenger Trips** divided by Proposed total vehicle service hours:

> 7 per service hour	=	7 points	4	=	3
7	=	6	3	=	2
6	=	5	2	=	1
5	=	4	< 2 per service hour	=	0 points

Score:

AND Projected number of miles for proposed vehicle per day is:

> 105 miles per vehicle	=	6 points	46 to 60	=	2
91 to 105	=	5	30 to 45	=	1
76 to 90	=	4	< 30 miles per vehicle	=	0 points
61 to 75	=	3			

Score:

Maximum 20 Points

Proposed New or SE Vehicle	Total Score Each Vehicle

SECTION III

OTHER EQUIPMENT - Determination that ancillary equipment will provide critical support to the applicant's transportation program.

Use the chart below to score each equipment request.

Criteria	Points	Score
1. Equipment will coordinate fleet of 10 or more vehicles (based on information from the vehicle inventory chart on Existing and/or Proposed Transportation Services)	10 8 7 6 5 4 1-3 vehicles	15 13 11 9 7 5 3 1
2. Applicant is currently using manual system for scheduling, vehicle tracking, etc. And/or has no dispatch communication equipment.	5	
OR		
3. Applicant needs to replace inadequate equipment to improve efficiency.		
More than 5 years	5	
3 to 5 years	3	
Less than 3 years	0	
Total(Maximum 20)		

Describe and Score **each** request for Other Equipment (i.e., Computer system, Software, Maintenance equipment, Communication system or other.)

Equipment Requested	Score
Maximum Points 20	

SECTION IV

SERVICE EFFECTIVENESS - Determination that existing fleet is fully utilized (days and hours, passenger trips and service area) including usage of vehicle(s) by another agency through a coordination plan.

Round to the nearest whole number.

Existing transportation provider: Total service hours per week divided by number of vehicles (excluding vehicles in back up service):

OR

First-time transportation provider: Total projected service hours per week divided by number of vehicles (excluding vehicles in back up service):

Over 36 hours per week = 10	27 to 28 = 5
35 to 36 = 9	25 to 26 = 4
33 to 34 = 8	23 to 24 = 3
31 to 32 = 7	20 to 22 = 2
29 to 30 = 6	0-19 hours per week = 0

AND Existing transportation provider: Sum of the total one-way passenger trips per day divided by total service hours per day (excluding backup service):

OR

First-time transportation provider: Projected number of daily one-way passenger trips divided by total vehicle service hours:

Over 8 passengers per service hour = 10	3 to 4 = 4
7 to 8 = 8	1 to 2 = 2
5 to 6 = 6	no passenger per service hour = 0

AND Existing transportation provider: Total miles per day divided by number of vehicles (excluding backup vehicles):

OR

First-time transportation provider: Projected number of miles for requested vehicle per day:

Over 102 miles per vehicle = 10	55 to 62 = 4
95 to 102 = 9	47 to 54 = 3
87 to 94 = 8	39 to 46 = 2
79 to 86 = 7	30 to 38 = 1
71 to 78 = 6	0-29 miles per vehicle = 0
63 to 70 = 5	

Additional Points Possible -Total cannot exceed 30 points

Existing transportation provider: Current wheelchair/lift users as a percentage of current total users:

OR

New or expanded transportation provider: Projected wheelchair/lift users as a percentage of current total users:

More than 65% = 10	41 to 45% = 5
61 to 65% = 9	36 to 40% = 4
56 to 60% = 8	31 to 35% = 3
51 to 55% = 7	26 to 30% = 2
46 to 50% = 6	20 to 25% = 1
	0-19% = 0

Total Score Maximum 30 Points

Traditional Project Scoring Worksheet

Agency: _____ RTPA: _____

	Project Request	If Replacement Vehicle - VIN	Sect 1 (Max 32pts)	Sect II (Max 18pts)	Sect III (Max 20pts)	Sect IV (Max 30pts)	Total (Max 100pts)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

RESOLUTION



RESOLUTION NUMBER:	17-09
SUBJECT:	Certify Federal Transportation Administration Section 5310 Application Scores from Shasta Senior Nutrition Program and Paratransit Services

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration (FTA) to improve mobility for seniors and individuals with disabilities under Title 49 U.S.C. 5310 (FTA C 9070.1G); and

WHEREAS, the California Department of Transportation (Caltrans) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities in urbanized areas with populations less than 200,000 and in rural areas; and

WHEREAS, FTA requires the regional transportation planning agency (RTPA) to certify, by resolution, that all capital grant applications have been evaluated by SRTA based on FTA-established evaluation criteria approved by the board of directors; and

WHEREAS, Shasta Senior Nutrition Program and Paratransit Services applied for said financial assistance in Shasta County; and

WHEREAS, Shasta Senior Nutrition Program and Paratransit Services have, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency:

1. Certifies that the grant applications from Shasta Senior Nutrition Program and Paratransit Services have been evaluated by SRTA based on California Transportation Commission-established evaluation criteria; and
2. Authorizes the executive director to provide any other information, certifications, and assurances, as needed, to Caltrans for the grant applications to proceed.

PASSED AND ADOPTED this 25th day of April, 2017, by the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency