

Memorandum

To: Chair and Commissioners

Date: December 20, 2007

From: JOHN F. BARNA, JR.
Executive Director

File No: Agenda Item 4.6
Information

Ref: **NOTICE OF AMENDMENT TO THE SCORING CRITERIA FOR THE
FTA SECTION 5310 PROGRAM FOR ELDERLY AND DISABLED INDIVIDUALS,
RESOLUTION G-08-xx, AMENDING RESOLUTION G-01-34**

Recommendation: Staff recommends that the Commission adopt the attached criteria and forms, revised to comply with the new SAFETEA-LU requirements, in accordance with the final Circular for the Section 5310 grant program.

Background: The FTA Section 5310 Program was established in 1975 and has been administered by Caltrans since its inception. The Program provides annual grants of federal funds to purchase transit capital equipment to meet the specialized needs of elderly and/or disabled persons for whom mass transportation services are unavailable, insufficient, or inappropriate.

Assembly Bill 772 (1996) placed three mandates on the Commission regarding the Program:

1. The Commission shall direct Caltrans on how to allocate funds for the Program.
2. The Commission shall establish an appeals process for the Program.
3. The Commission shall hold at least one public hearing prior to approving its Program of projects.

In February 2007, the FTA released final guidance related to new coordinated planning requirements. Consequently, the project application and project evaluation criteria needed to be updated to include the coordinated public transit-human services transportation plan requirement and management mobility activities. The Commission reconvened its Section 5310 Advisory Committee, which consists of members from Regional Transportation Planning Agencies, state and local social service agencies, the California Association for Coordinated Transportation, Caltrans and Commission staff.

The committee met four times in the second half of 2007 to consider the SAFETEA-LU changes to the Program. The revised application and evaluation criteria are being presented to the Commission at this meeting for their consideration, for public hearing, and adoption at the February 2008 Commission meeting.

Attachment



Section 5310
 Elderly & Disabled Specialized Transit
 2007 - 2008 Federal Funding Cycle
**Quantitative Scoring
 & Project Rating Worksheets**

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Maximum Total Per Requested Project			100

Quantitative Scoring & Project Rating

**SECTION – I
Ability of Applicant**

(See Application Part III – Pg. 15)

Agency:

SCORING:
 0 = Does not address question
 1 = Addresses question without attaching relevant documentation.
 2 = Addresses question completely and attaches relevant documentation

Evidence of an applicant’s experience and history of providing efficient and effective transit services.	Score
<p>Applicant has experience providing existing specialized transportation services for elderly or individuals with disabilities for:</p> <p style="text-align: right;">More than 5 years = 4 ____ 3 to 5 years = 3 ____ 1 to < 3 years = 2 ____ Less than 1 year = 0 ____</p> <p style="text-align: center;">OR</p> <p>Applicant has experience in providing social services (non-transportation) for elderly or individuals with disabilities:</p> <p style="text-align: right;">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 ____</p>	
<p>Operating plan describes the following and includes documentation</p> <p>Driver training program: New and continuing in-services driver training, including testing and certification = 2 ____ Sensitivity Training = 2 ____ Emergency Preparedness First Aid/CPR = 2 ____</p> <p>Dispatching Plan: Description of dispatching plan = 2 ____</p> <p>Maintenance plan includes the following: Pre- and post- trip inspection description = 2 ____ Preventative and routine maintenance description = 2 ____ Inclusion of maintenance and inspection forms = 2 ____ Contingency plans for out-of-service equipment = 2 ____ Inclusion of satisfactory CHP or Caltrans inspection or Documentation that such an inspection is not required = 2 ____</p> <p>Operating funds: Agency describes other funding received or why other funding is not available = 2 ____ Qualified audit for agency included with no instances of non-compliance = 2 ____ All sources of estimated operating income are identified for proposed project. = 2 ____ Operating budget for applicant agency includes previous, current, and upcoming year = 2 ____ Appropriate funding source for local match is identified = 2 ____</p>	
Total Points Maximum 32	

Quantitative Scoring & Project Rating

(See Application Part III – Pg. 19)

SECTION – II Coordination Planning

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

COORDINATED PLAN (Maximum 12 points (3 points per question))

<p><i>Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).</i></p> <p>1. Generally describes available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, ADA complementary Paratransit services as contained in the Coordinated Plan by section and/or page number.</p>	
<p><i>Element 2: An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. 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.</i></p> <p>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.</p>	
<p><i>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.</i></p> <p>3. Identifies coordination strategies activities and/or efficiencies by name. Accurately describes <u>how this project addresses strategies, activities and/or efficiencies</u>. Includes section and/or page number of Coordinated Plan.</p>	
<p><i>Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.</i></p> <p>4. Identifies the Coordinated Plan’s implementation priorities. Accurately describes <u>how this project addresses them</u>. Includes section and/or page number of Coordinated Plan.</p>	
Total Planning Score Maximum 12	

COORDINATION OF VEHICLES/EQUIPMENT Maximum 6 points (2 points each)

<p>1. Clearly describes how vehicles 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).</p>	
<p>2. Clearly describes plan for coordinating use of requested vehicle(s)/equipment. Examples:</p> <ul style="list-style-type: none"> • 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 	
<p>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.</p>	
Total Coordination of Vehicles Score Maximum 6	

Quantitative Scoring & Project Rating
 (See Application Part III – Pg. 22 Existing Services)

SECTION – III
Transportation Services

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

Useful Life of Vehicle

TYPE OF VEHICLE	EXISTING VEHICLE MILES AND AGE	SCORE
Minivan, Modified Van or	< 200,000 miles or < 8 years20
	< 175,000 miles or < 7 years15
	< 150,000 miles or < 6 years10
	< 125,000 miles or < 5 years5
	< 100,000 miles or < 4 years	not eligible
Bus Type I, IA, IB, II, III	< 250,000 miles or < 9 years20
	< 225,000 miles or < 8 years15
	< 200,000 miles or < 7 years10
	< 175,000 miles or < 6 years5
	< 150,000 miles or < 5 years	not eligible
Bus Type VII	< 300,000 miles or < 11 years20
	< 275,000 miles or < 10 years15
	< 250,000 miles or < 9 years10
	< 225,000 miles or < 8 years5
	< 200,000 miles or < 7 years	not eligible
Bus Type VIII	< 450,000 miles or < 14 years20
	< 425,000 miles or < 13 years15
	< 400,000 miles or < 12 years10
	< 375,000 miles or < 11 years5
	< 350,000 miles or < 10 years	not eligible

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.

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. Must have prior approval from Chief of the Specialized Federal Transit Branch.

Score each replacement vehicle using the chart

Maximum 20 points each

Type of Vehicle	VIN # last 5	Sold or placed in Backup	Mileage	Years	Score

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

Quantitative Scoring & Project Rating
 (See Application Part III – Pg. 23 Proposed Services)

SECTION – III
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.

Score

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	
AND Projected number of daily one-way Passenger Trips divided by Proposed total vehicle service hours:		
8 per service hour = 7 points	4 = 3	
8 = 6	3 = 2	
6 = 5	2 = 1	
5 = 4	< 2 per service hour = 0 points	
AND Projected number of miles for proposed vehicle per day is:		
105 miles per vehicle = 6 points		
91 to 105 = 5	46 to 60 = 2	
76 to 90 = 4	30 to 45 = 1	
61 to 75 = 4	< 30 miles per vehicle = 0 points	

Maximum 20 Points

Proposed New or SE Vehicle	Total Score Each Vehicle

Quantitative Scoring & Project Rating
 (See Application Part III – Pg. 24 Other Equipment)

SECTION – III

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

	Criteria	Points	Score
Equipment will coordinate fleet of more than 10 vehicles (app. page 21 or 22)		10	
	9	9	
	8	8	
	7	7	
	6	6	
	5	5	
	4	4	
	3	3	
	< 3	0	
Applicant has no communication equipment. OR (Application page 11) Applicant is currently using manual system for scheduling, vehicle tracking, etc.		5	
(Application page 11) Applicant needs to replace inadequate equipment to improve efficiency. Describes current equipment and year purchased			
	> 5 years	5	
	3 to 5 years	3	
	< 3 years	0	
	Total Points		

Other Equipment: - Computer system, Software, Maintenance equipment, Communication system or other.

Describe and Score **each** request

Maximum Points 20

Equipment Requested		Score

Quantitative Scoring Criteria & Project Rating

**SECTION – IV
Service Effectiveness**

(See Application Part III – Pg.22, 23 Transportation Services)

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.

Existing transportation provider: Total service hours per week divided by number of vehicles (excluding vehicles in back up service): First-time transportation provider: Total service hours per week divided by number of vehicles (excluding vehicles in back up service):		SCORE
> 37 = 10 35 to 36 = 9 33 to 34 = 8 31 to 32 = 7 29 to 30 = 6	27 to 28 = 5 25 to 26 = 4 23 to 24 = 3 20 to 22 = 2 < 20 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): First-time transportation provider: Projected number of daily one-way passenger trips divided by total vehicle service hours:		SCORE
> 8 = 10 7 to 8 = 8 5 to 6 = 6	3 to 4 = 4 1 to 2 = 2 < 1 passenger per service hour = 0	
AND Existing transportation provider: Total miles per day divided by number of vehicles: First-time transportation provider: Projected number of miles for requested vehicle per day:		SCORE
> 102 = 10 95 to 102 = 9 87 to 94 = 8 79 to 86 = 7 71 to 78 = 6 63 to 70 = 5	55 to 62 = 4 47 to 54 = 3 39 to 46 = 2 30 to 38 = 1 < 30 miles per vehicle 10 = 0	
Additional Points Possible -Total cannot exceed 30 points		
Existing transportation provider: Current wheelchair users as a percentage of current total users: New or expanded transportation provider: Projected wheelchair users as a percentage of current total users:		SCORE
> 65% = 10 61 to 65% = 9 56 to 60% = 8 51 to 55% = 7 46 to 50% = 6	41 to 45% = 5 36 to 40% = 4 31 to 35% = 3 26 to 30% = 2 20 to 25% = 1 < 20% = 0	
		Total Score Maximum 30

Project Scoring Sheet

Agency: _____

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