

CALIFORNIA TRANSPORTATION COMMISSION

PROCEDURES AND CRITERIA FOR THE FEDERAL TRANSIT ADMINISTRATION
PROGRAM FOR ELDERLY AND DISABLED INDIVIDUALS

Resolution G-01- 34

Amending Resolution G-97-01

- 1.1 WHEREAS, Federal law (Title 49 U.S.C. Section 5310) provides for capital grants for the purpose of assisting private non-profit corporations and under certain circumstances, public agencies in providing transportation services to meet the needs of elderly persons and persons with disabilities for whom public mass transportation services are otherwise *unavailable, insufficient, or inappropriate*; and
- 1.2 WHEREAS, State law, AB 772 (Chapter 669, Statutes of 1996), placed three mandates on the Commission regarding that Program as follows:
 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; and
- 1.3 WHEREAS, the Commission worked with a 15-member advisory committee made up of individuals from the Regional Transportation Agencies, state and local social service agencies, the California Association for Coordinated Transportation, Caltrans and Commission staff, to develop a Program process that will provide for a statewide ranked list of projects to be adopted by the Commission and funded by Caltrans; and
- 2.1 NOW THEREFORE BE IT RESOLVED, that the Commission has determined that the process will utilize objective project scoring criteria and a statewide review committee consisting of representatives from the State Departments of Rehabilitation, Developmental Services, Aging, and Transportation, with Commission staff acting in the role of facilitator/coordinator for the statewide committee.
- 2.2 BE IT FURTHER RESOLVED, that the Commission adopts scoring criteria as described in Attachment 1 of this resolution; and
- 2.3 BE IT FURTHER RESOLVED, that the Commission adopts the project selection process, as follows:

Regional Transportation Planning Agencies will score projects from their region utilizing the Commission's adopted project scoring criteria and send a scored list of their projects to

Caltrans. Caltrans will forward the regional lists to the statewide review committee. The statewide review committee will compile a draft statewide prioritized list based on the project scores calculated by the regions and determine a "cut-off point" (score) on the draft list, at which 110% of the estimated available program funding will be expended. The statewide committee will review the projects above the "cut-off point" on the draft list based on the Commission's adopted criteria. The committee will rescore any projects that are incorrectly scored by the regions and create a statewide-prioritized list of projects with a cost equal to 110% of the estimated available funds.

Ties in scoring that occur at the funding cut-off that will result in a project not being funded when another project with the same score will be funded, will be broken as follows:

- First priority will be given to vehicle replacement projects with the vehicle having the greatest mileage, in excess of the minimum requirement for program participation, being ranked higher.
- Second priority will be given to service expansion projects with the project serving the most persons being ranked higher.
- Third priority will be given to other equipment projects with the highest ranking being given to the equipment that will coordinate the greatest number of vehicles.

The statewide evaluation committee will hold a staff level conference for all stakeholders to discuss the statewide-prioritized list and hear any appeals on technical issues. Only appeals based on actions that occurred at the statewide level will be considered and the appealing agency will have to demonstrate, using documentation from their original application, that the statewide committee incorrectly followed the adopted criteria. Appeals regarding regional scoring will be heard by the responsible regional agencies prior to submitting their scored lists to Caltrans.

The statewide evaluation committee will submit a final statewide-prioritized list to the Commission. The Commission will hold a public hearing to discuss the prioritized list and overall program policy, after which the Commission will adopt the prioritized list as the annual Elderly and Disabled Transit Program. Caltrans will fund projects in priority order until all available funds have been utilized.

Attachment

FEDERAL TRANSIT ADMINISTRATION PROGRAM
FOR ELDERLY AND DISABLED INDIVIDUALS
(49 U.S.C. SECTION 5310)
2002-03 FUNDING CYCLE

ISSUE DATE: NOVEMBER 30, 2001

**QUANTITATIVE SCORING CRITERIA
AND PROJECT RATING FORM**

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11/30/01

QUANTITATIVE SCORING CRITERIA AND PROJECT RATING FORM

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APPLICANT: _____

SECTION 1 - Project Need: Replacement

Maximum 20 Points

	DEFINITION	QUANTITATIVE CRITERIA	QUANTITATIVE SCORE	PROJECT SCORE		
<p>Vehicle to be replaced will be:</p> <p>____ replaced and sold</p> <p>____ placed in backup</p> <p>VIN: _____ (last 5 digits)</p> <p>Communication equipment to be including with vehicle:</p> <p>____ Mobile Radio*</p> <p><i>* If requesting new system (base station and mobile radios) score under Other Equipment.</i></p>	<p>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.</p> <p>Active Service: Vehicle is providing service throughout the agency's normal days and hours of operation.</p>	<p>1. Minivan, Modified Van or Single Wheel Cut-a-Way to be replaced is in active service:</p> <p>154,000 or more miles or 14 years old</p>	20	_____		
		148,000 miles to 153,999 miles or 13 years old	18	_____		
		142,000 miles to 147,999 miles or 12 years old	16	_____		
		136,000 miles to 141,999 miles or 11 years old	14	_____		
		130,000 miles to 135,999 miles or 10 years old	12	_____		
		124,000 miles to 129,999 miles or 9 years old	10	_____		
		118,000 miles to 123,999 miles or 8 years old	8	_____		
		112,000 miles to 117,999 miles or 7 years old	6	_____		
		106,000 miles to 111,999 miles or 6 years old	4	_____		
		100,000 miles to 105,999 miles or 5 years old	2	_____		
		less than 100,000 miles or 4 years old	0	_____		
		OR				
				<p>2. Bus to be replaced is in active service:</p> <p>254,000 or more miles or 17 years old</p>	20	_____
				248,000 miles to 253,999 miles or 16 years old	18	_____
				242,000 miles to 247,999 miles or 15 years old	16	_____
				236,000 miles to 241,999 miles or 14 years old	14	_____
				230,000 miles to 235,999 miles or 13 years old	12	_____
				224,000 miles to 229,999 miles or 12 years old	10	_____
				218,000 miles to 223,999 miles or 11 years old	8	_____
				212,000 miles to 217,999 miles or 10 years old	6	_____
		206,000 miles to 211,999 miles or 9 years old	4	_____		
		200,000 miles to 205,999 miles or 8 years old	2	_____		
		less than 200,000 miles or 7 years old	0	_____		
		OR				
			SUBTOTAL	<input type="text"/>		

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SECTION 1 - Project Need: Replacement

<i>DEFINITION</i>	<i>QUANTITATIVE CRITERIA</i>	<i>QUANTITATIVE SCORE</i>	<i>PROJECT SCORE</i>
<p>Excessive Maintenance: Vehicle <u>does not meet minimum useful life requirements</u> (4 years or 100,000 miles for minivan, modified van and single wheel cut-a-way or 7 years or 200,000 miles for bus), but needs to be replaced due to excessive maintenance.</p>	<p>3. Vehicle to be replaced due to problems related to excessive maintenance:</p> <p>Documented major component problems (e.g., repeated engine replacement, excessive brake and transmission replacement, excessive repairs during warrantee period due to design flaw, repair cost more than replacement cost). Documentation to include copies of letters to vendor and/or original equipment manufacturer, repair bills, repair estimates, etc.</p>	<p>0 - 20</p>	<p>_____</p>
		TOTAL POINTS <i>Maximum 20 points</i>	<input style="width: 40px; height: 20px;" type="text"/>

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SECTION 1 - Project Need: Service Expansion

Maximum 20 Points

	DEFINITION	QUANTITATIVE CRITERIA	QUANTITATIVE SCORE	PROJECT SCORE
<p><i>Communication equipment to be included with vehicle:</i></p> <p>___ Mobile Radio*</p>	<p>Service Expansion: Determination that requested equipment will be fully utilized (days and hours, passenger trips, service area) including usage of vehicle by another agency through a coordination plan.</p>	<p>1. Projected service hours per week to be provided with requested vehicle will increase total existing service hours by:</p> <p style="padding-left: 20px;">more than 38 hours per week</p> <p style="padding-left: 20px;">more than 35 to 38 hours per week</p> <p style="padding-left: 20px;">more than 32 to 35 hours per week</p> <p style="padding-left: 20px;">more than 29 to 32 hours per week</p> <p style="padding-left: 20px;">more than 26 to 29 hours per week</p> <p style="padding-left: 20px;">more than 23 to 26 hours per week</p> <p style="padding-left: 20px;">20 to 23 hours per week</p> <p style="padding-left: 20px;">less than 20 hours per week</p> <p style="text-align: center;"><i>AND</i></p> <p>2. Projected number of daily one-way passenger trips divided by proposed total vehicle service hours:</p> <p style="padding-left: 20px;">Greater than 8 passengers per service hour</p> <p style="padding-left: 20px;">more than 7 to 8 passengers per service hour</p> <p style="padding-left: 20px;">more than 6 to 7 passengers per service hour</p> <p style="padding-left: 20px;">more than 5 to 6 passengers per service hour</p> <p style="padding-left: 20px;">more than 4 to 5 passengers per service hour</p> <p style="padding-left: 20px;">more than 3 to 4 passengers per service hour</p> <p style="padding-left: 20px;">2 to 3 passengers per service hour</p> <p style="padding-left: 20px;">Less than 2 passengers per service hour</p> <p style="text-align: center;"><i>AND</i></p> <p>3. Projected number of miles for proposed vehicle per day is:</p> <p style="padding-left: 20px;">Greater than 105 miles per vehicle</p> <p style="padding-left: 20px;">more than 90 to 105 miles per vehicle</p> <p style="padding-left: 20px;">more than 75 to 90 miles per vehicle</p> <p style="padding-left: 20px;">more than 60 to 75 miles per vehicle</p> <p style="padding-left: 20px;">more than 45 to 60 miles per vehicle</p> <p style="padding-left: 20px;">30 to 45 miles per vehicle</p> <p style="padding-left: 20px;">less than 30 miles per vehicle</p>	<p>7</p> <p>6</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p> <p>7</p> <p>6</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p> <p>6</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
			TOTAL POINTS <i>Maximum 20 points</i>	<input style="width: 40px; height: 20px;" type="text"/>

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

SECTION 1 - Project Need: Other Equipment

Other Equipment - computer system and software, maintenance equipment, communication system and other

	DEFINITION	QUANTITATIVE CRITERIA	QUANTITATIVE SCORE	PROJECT SCORE
___ computer system ___ software ___ maintenance equipment ___ communication system ___ other: _____	Determination that ancillary equipment will provide critical support to the applicant's transportation program.	1. Equipment will coordinate fleet of:		
		more than 15 vehicles	15	_____
		14 vehicles	14	_____
		13 vehicles	13	_____
		12 vehicles	12	_____
		11 vehicles	11	_____
		10 vehicles	10	_____
		9 vehicles	9	_____
		8 vehicles	8	_____
		7 vehicles	7	_____
		6 vehicles	6	_____
		5 vehicles	5	_____
		4 vehicles	4	_____
		3 vehicles	3	_____
		less than 3 vehicles	0	_____
	AND			
	2. Applicant is currently using manual system for scheduling, vehicle tracking, etc.	5	_____	
	OR			
	3. Applicant has no communication equipment.	5	_____	
	OR			
	4. <u>Applicant needs to replace inadequate computer equipment to improve efficiency.</u>	<u>5</u>	_____	
			TOTAL POINTS Maximum 20 points	<input type="text"/>

SECTION 2 - Project Need: Unavailable, Insufficient or Inappropriate

Maximum 10 Points

	<i>DEFINITION</i>	<i>QUANTITATIVE CRITERIA AND SCORING</i>	<i>PROJECT SCORE</i>
<p>Target Population: Proposal fully describes the needs of the target population of persons who are elderly or of any age with disabilities, as well as why mass transportation and paratransit services are unavailable, insufficient or inappropriate.</p> <p><i>Check one:</i> <input type="checkbox"/> 1 Unavailable <input type="checkbox"/> 2 Insufficient <input type="checkbox"/> 3 Inappropriate</p>	<p>Unavailable: There is no existing mass transportation or public paratransit (e.g., ADA paratransit, fixed route, dial-a-ride services) in proposed project service area available to serve the described target population.</p> <p>Insufficient: Available mass transportation and paratransit services are insufficient to meet the needs of the target population, or equipment needs replacement to ensure continuance of service. (Examples: service at capacity, service parameters, routes, hours, need not met due to eligibility and/or trip criteria, projected future need, vehicles inaccessible, etc.)</p>	<p>SCORING: 0 points = Does not address question. 1 points = Addresses question without attaching relevant documentation. 2 points = Addresses question completely attaching relevant documentation and discussion of the issue. Examples of documentation include: testimony at or findings from an Article 8 hearing, citizen/on-board passenger surveys, current waiting lists, records of trips denied, ADA Plan, recognized studies or plans that document transit needs (e.g. Area Agency on Aging Needs Assessment, short range transit plan, Senate Bill 826 Action Plan/Progress Report), letter from public transit agency, newspaper articles, agency brochures, agency statistics or demographics, letter of inquiry to and /or response from other funding sources.</p> <p style="text-align: center;"><u>UNAVAILABLE</u></p> <p>1. Applicant accurately describes how population is unserved by public transit or public paratransit, including fixed route, dial-a-ride, ADA complementary paratransit services, and private paratransit.</p> <p style="text-align: center;">AND</p> <p>2. Applicant describes target population (ages, types of disabilities, demographics).</p> <p style="text-align: center;">AND</p> <p>3. Applicant describes transportation needs of target population.</p> <p style="text-align: center;">AND</p> <p>4. Applicant describes how proposed project will address described needs.</p> <p style="text-align: center;">AND</p> <p>5. Applicant describes other funding sources considered (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><u>INSUFFICIENT</u></p> <p>1. Applicant accurately describes available public transit and public paratransit, including fixed route, dial-a-ride, ADA complementary paratransit services, and private paratransit.</p> <p style="text-align: center;">AND</p> <p>2. Applicant describes target population (ages, types of disabilities, demographics).</p> <p style="text-align: center;">AND</p> <p>3. Applicant describes transportation needs of target population and why available transit is insufficient to meet the identified needs.</p> <p style="text-align: center;">AND</p> <p>4. Applicant describes how proposed project will supplement or expand available transit and address described unmet needs or in case of vehicle replacement, will ensure continuance of existing service.</p> <p style="text-align: center;">AND</p>	<p>_____</p>
		SUBTOTAL	<input style="width: 40px; height: 20px;" type="text"/>

SECTION 2 - Project Need: Unavailable, Insufficient or Inappropriate

Maximum 10 Points

<i>DEFINITION</i>	<i>QUANTITATIVE CRITERIA</i>	<i>PROJECT SCORE</i>	
<p><i>Inappropriate:</i> Target population has unique or special needs which are difficult or impossible to serve on available mass transportation and/or paratransit. Example: lack of wheelchair accessibility.</p>	<p>5. Applicant describes other funding sources considered (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><u>INAPPROPRIATE</u></p> <p>1. Applicant accurately describes available public transit and public paratransit, including fixed route, dial-a-ride, ADA complementary paratransit services, and private paratransit.</p> <p style="text-align: center;">AND</p> <p>2. Applicant describes target population (ages, types of disabilities, demographics).</p> <p style="text-align: center;">AND</p> <p>3. Applicant describes special transportation needs of target population and why available transit is inappropriate to meet the identified needs.</p> <p style="text-align: center;">AND</p> <p>4. Applicant describes how proposed project will address special needs of target population.</p> <p style="text-align: center;">AND</p> <p>5. Applicant describes other funding sources considered (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
	TOTAL POINTS	<i>points</i>	<div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div>
	<i>Maximum 10</i>		

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SECTION 3 - Service Effectiveness

DEFINITION	QUANTITATIVE CRITERIA	QUANTITATIVE SCORE	PROJECT SCORE
<p>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.</p> <p>Existing transportation provider: Applicant currently provides transportation service.</p> <p>First-time transportation provider: Applicant currently <u>does not</u> provide transportation service.</p>	<p>1. Existing transportation provider: Total service hours per week divided by number of vehicles (excluding vehicles in back up service):</p> <p>First-time transportation provider : Projected service hours per week:</p>		
	Over 38 hours per week	10	_____
	over 36 hours per week, but not more than 38 hours per week	9	_____
	over 34 hours per week, but not more than 36 hours per week	8	_____
	over 32 hours per week, but not more than 34 hours per week	7	_____
	over 30 hours per week, but not more than 32 hours per week	6	_____
	over 28 hours per week, but not more than 30 hours per week	5	_____
	over 26 hours per week, but not more than 28 hours per week	4	_____
	over 24 per week, but not more than 26 hours per week	3	_____
	over 22 hours per week, but not more than 24 hours per week	2	_____
	20 to 22 hours per week	1	_____
	less than 20 hours per week	0	_____
	AND		
	<p>2. Existing transportation provider: Sum of the total one-way passenger trips per day divided by total service hours per day (excluding backup service):</p> <p>First-time transportation provider: Projected number of daily one-way passenger trips divided by total vehicle service hours:</p>		
	Over 8 passengers per service hour	10	_____
	over 6 passengers per service hour, but not more than 8 passengers per service hour	8	_____
	over 4 passengers per service hour, but not more than 6 passengers per service hour	6	_____
	over 2 passengers per service hour, but not more than 4 passengers per service hour	4	_____
	1 to 2 passengers per service hour	2	_____
	less than 1 passenger per service hour	0	_____
AND			
		SUBTOTAL	<input style="width: 40px; height: 20px;" type="text"/>

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SECTION 4 - Ability of Applicant

<i>DEFINITION</i>	<i>QUANTITATIVE CRITERIA</i>	<i>QUANTITATIVE SCORE</i>	<i>PROJECT SCORE</i>
Evidence of an applicant's experience and history of providing efficient and effective transit services.	1. Applicant has experience providing existing specialized transportation services for elderly or individuals with disabilities for:		
	a) more than 5 years	4	_____
	b) more than 3 up to 5 years	3	_____
	c) more than 1 up to 3 years	2	_____
	d) less than 1 year	0	_____
	2. Inclusion of satisfactory CHP or Caltrans inspection, or documentation that such an inspection is not required.	2	_____
	3. Operating plan describes the following:		
	a) Driver training program includes:		
	New and continuing in-service driver training, including testing and certification	2	_____
	Sensitivity Training	2	_____
	First Aid/CPR	2	_____
	b) Description of dispatching plan	2	_____
	4. Maintenance plan includes the following:		
	a) Pre- and post- trip inspection description	2	_____
	b) Preventative and routine maintenance description	2	_____
5. Inclusion of maintenance and inspection forms.	2	_____	
6. Contingency plans for when equipment is out of service.	2	_____	
7. Operating funds:			
a) Qualified audit for agency included with no instances of non-compliance.	2	_____	
b) Appropriate funding source for local match is identified.	2	_____	
c) All sources of estimated operating income are identified for proposed project.	2	_____	
d) Operating budget for applicant agency includes previous year, current year and upcoming year.	2	_____	
		SUBTOTAL	<input style="width: 40px; height: 20px;" type="text"/>

SECTION 5 - Coordination

	DEFINITION	QUANTITATIVE CRITERIA	QUANTITATIVE SCORE	PROJECT SCORE
<p><i>Coordination of transit services and other transportation related activities where opportunities exist to coordinate.</i></p>	<p>Determination of an applicant's documented attempts and success in coordinating with other agencies needing and/or providing transportation services.</p> <p>Coordination of services includes:</p> <p>1. Allowing another agency or organization to use the requested vehicle while it is not being used by the applicant or providing transportation services for the clientele of another agency along with the applicant's service.</p> <p>2. Sharing transportation-related services, such as dispatching, driver/maintenance training programs, maps and schedules, etc., with another agency.</p>	<p>1. A letter from the CTSA* or coordinating agency confirming that applicant currently coordinates or proposes to coordinate one or more of the following activities (total not to exceed 10 points):</p> <p>a) Shared use of vehicles</p> <p>b) Dispatching or scheduling</p> <p>c) Maintenance</p> <p>d) Staff training programs</p> <p>e) Joint procurement of services and supplies from funding sources other than Section 5310</p> <p>f) Active participation in local social service transportation planning process</p> <p>g) Back-up transportation</p> <p>h) Coordination of client trip(s) with other transportation agencies</p> <p style="text-align: center;">OR</p> <p>2. CTSA* has provided applicant with letter confirming that no opportunities for coordination currently exist for requested equipment.</p> <ul style="list-style-type: none"> • If applicant is a CTSA or if there is no CTSA, a letter from the RTPA must be submitted. 	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>10</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
			TOTAL POINTS <i>Maximum 10 points</i>	<input style="width: 40px; height: 20px;" type="text"/>

SECTION 1: PROJECT NEED (Replacement, Service Expansion, Other Equipment)

Total Score

SECTION 2: PROJECT NEED (Unavailable, Insufficient, Inappropriate)

Total Score

SECTION 3: SERVICE EFFECTIVENESS

Total Score

SECTION 4: ABILITY OF APPLICANT

Total Score

SECTION 5: COORDINATION

Total Score

TOTAL PROJECT SCORE: