NCHRP Project 20-65/Task 79

NCHRP Research Results Digest 403
Program Management Insights for the Section 5310 Program, Including Subrecipient Consolidation and Urban 5310

Appendix A: Section 5310 Program Survey
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Appendix A

Section 5310 Program Survey

Since its inception in 1974, Section 5310 has undergone multiple reauthorizations that have impacted the program in various ways. Apportionment for the program has increased dramatically over the years, enabling the states to increase their number of sub-grantees. Significant policy changes, such as the eligibility of public agencies as applicants and coordination initiatives, have accompanied each reauthorization and have also led to increases in the volume of sub-grantees. While the increased number of Section 5310 sub-grantees has increased the state's program management responsibilities, various added Federal requirements and policy changes have also greatly impacted the state's management duties. While an objective of NCHRP 20-65 Task 79 is to identify best practices used by states and MPOs/urban transit agencies to reduce the number of sub-grantees, the project is also intended to identify best practices in the management of multiple Section 5310 sub-grantees and management practices that have led to well-structured programs.

The results of the study will assist Section 5310 recipients, including both states and MPOs/urban transit agencies, in identifying areas of similar demographics to facilitate the learning of new Section 5310 program management approaches that could be implemented in their own areas to make oversight of multiple sub-grantees more effective and hopefully less demanding. Research will also inform transit industry leaders, such as the American Public Transportation Association (APTA) and the Community Transportation Association of America (CTAA), on how best to influence the future of Section 5310 programs under the current and future authorizations.

To assist in this research study, we request that the Section 5310 Program Manager complete this brief survey. We anticipate that the survey will require less than 30 minutes to complete. We are surveying each State Section 5310 Program Manager and at least one designated Section 5310 recipient per state for areas exceeding 200,000 in population. **If you receive this survey and do not serve as the Section 5310 Program Manager, please forward the survey to the appropriate staff member to respond. For those agencies in areas over 200,000 population, if your agency is not the Section 5310 designated recipient, please respond to Mr. Glover as noted below indicating the name and contact information for the designated recipient in your urbanized area.** Thank you for taking your valuable time to complete the survey. For more information please contact:

Charles Glover, RLS & Associates, Inc., Tel.: 919-971-5668, Email: cglover@rlsandassoc.com

Please complete the survey by close of business on Wednesday, July 15, 2020.

1. Does your agency administer a Section 5310 Program for rural areas and/or urbanized areas?

	Yes
	No
	(If no, end here)

2. Do the applications for Section 5310 grants exceed the available funding in any geographic category?

	Yes
	No

3. Have you initiated any policy/administrative changes to reduce the number of Section 5310 subgrantees or transferred funding between geographic categories?

	Yes
	No

If yes, please explain.

3a. What impact, positive and/or negative, have these policy/administrative changes had on your Section 5310 program? If possible, quantify the volume of subgrantees before and after the changes were implemented.

3b. Have these actions had any impact on unmet needs or service gaps in providing service for older adults and individuals with disabilities?

	Yes
	No

If yes, please explain.

3c. What have been the primary challenges your agency has faced in trying to reduce the number of Section 5310 subgrantees?

3d. Does your Section 5310 program have eligible applicant restrictions narrower than FTA allows which may lead to fewer number of applicants?

	Yes
	No
If yes, please explain.

4. Has the volume of Section 5310 subgrantees created a burden in your administration/oversight of the subgrantees?

	Yes
	No
If yes, how have you tried to address this burden?

5. What have been the best changes the program manager has made to the program management process?

6. What is left to do? Or, what could be done with no funding or time constraints?

7. With states no longer receiving 100% of the Section 5310 funding and a portion going to the large urban areas to manage (with a few exceptions), how has this funding allocation change impacted the rural areas in your state?

8. To what extent has your project selection criteria limited the number of Section 5310 funded projects?

9. Is the Section 5310 application review score-focused or committee priority-focused? In your opinion, does one review process work better to encourage the best applicants?

	Score focused
	Priority focused

10. Who is involved in the application review process? Only DOT 5310 program staff; Transit officials; Other DOT/MPO staff; Other Agency (Human Service, Disability) staff?

11. Do you prioritize the type of projects to be funded with Section 5310 funds? If so, how has this impacted the volume of Section 5310 applicants?

	Yes
	No

If yes, please explain.

12. Do you have funding distribution policies that impact the number of successful Section 5310 applicants?

	Yes
	No
If yes, please explain.	

13. What reporting or performance measures have the most impact on the success of the Section 5310 program and on the decision to fund future applications?

14. With FTA requiring that 55% of Section 5310 funds be used for traditional projects, has your agency followed the 55% - 45% FTA traditional/non-traditional split or developed another funding distribution methodology?

	Followed traditional split
	Developed another methodology
If your agency developed another methodology, please explain the methodology and how this has impacted the number of applicants.	

15. Do your fund operating projects with the 5310 funding or just capital?

	Capital Only
	Capital and Operating

16. When Section 5310 is not used for administration funding, what other source(s) is used? What are the benefits/drawbacks of using other funding sources?

17. Where is Section 5310 funding 'propping up' services in the face of a changing (micro-transit/demand response) landscape, and where is it incentivizing innovation of the landscape?

18. Does your agency track where you award a higher percentage of funding relative to requests (small urban/rural, equity populations)?

	Yes
	No
If yes, please explain where and why

19. What do you see as the benefits and disadvantages of the coordinated planning requirement?

20. Has consolidation/regionalization of transportation services impacted the volume of Section 5310 applicants in your area?

	Yes
	No
If yes, please explain.

21. Does your agency incentivize consolidation/regionalization?

	Yes
	No
If yes, please explain.

22. Does coordination increase or decrease the applicant pool?

	Increase
	Decrease
	Not sure

23. Have you implemented any innovative program management approaches for your Section 5310 program?

	Yes
	No
If yes, please explain.	

24. If you could make change(s) to the FTA Section 5310 administrative requirements, what would the change(s) be?

25. Which FTA Section 5310 program requirements/guidelines do you find the most difficult to address?

Table A.1. Program manager survey responses (y/n, no longform comments) by region.

Region of the US	Section 5310 State or MPO Program Manager	2. Do the applications for Section 5310 grants exceed the available funding in any geographic category?	3. Have you initiated any policy/administrative changes to reduce the number of Section 5310 subgrantees or transferred funding between geographic categories?	5. Have these actions had any impact on unmet needs or service gaps in providing service for older adults and individuals with disabilities?	7. Does your Section 5310 program have eligible applicant restrictions narrower than FTA allows which may lead to fewer number of applicants?	8. Has the volume of Section 5310 subgrantees created a burden in your administration/oversight of the subgrantees?	13. Is the Section 5310 application review score-focused or committee priority-focused?	16. Do you prioritize the type of projects to be funded with Section 5310 funds?	17. Do you have funding distribution policies that impact the number of successful Section 5310 applicants?	19. With FTA requiring that 55% of Section 5310 funds be used for traditional projects, has your agency followed the 55% - 45% FTA traditional/non-traditional split or developed another funding distribution methodology?	20. Do your fund operating projects with the 5310 funding or just capital?	23. Does your agency track where you award a higher percentage of funding relative to requests (small urban/rural, equity popul	25. Has consolidation/regionalization of transportation services impacted the volume of Section 5310 applicants in your area?	26. Does your agency incentivize consolidation/regionalization?	27. Does coordination increase or decrease the applicant pool?	28. Have you implemented any innovative program management approaches for your Section 5310 program?
Midwest	City of Madison	Yes	No		No	No	Score-Focused	Yes	No	Traditional	Other	No	Yes	No	Not Sure	No
	East-West Gateway COG	Yes	No	No	No	No	Score Focused	No	Yes	Another	Capital & Operating	No	No	No	Decrease	No
	Illinois	Yes	No		No	Yes			No		Capital Only	No	No	No	Decrease	No
	Indiana	No	Yes	No	No	Yes	Priority-Focused	No	No	Traditional	Capital Only	No	No	No	Not Sure	No
	Kansas	No	No		No	No	Score-Focused	No	No	Traditional	Other	Yes	No	No	Decrease	Yes
	Michigan*	No	No		No	No	Priority-Focused	Yes	No	Traditional	Capital & Operating/Other	No	Yes & No	No	Not Sure	No
	Minnesota	Yes	Yes		No	No	Priority-Focused	Yes	No	Traditional	Capital Only	Yes	No	No	Decrease	Yes
	Missouri	Yes	No	No	No	Yes	Priority-Focused	Yes	No	Traditional	Capital & Operating	No	No	No	Increase	No
	Montana	No	No		No	No	Score-Focused	No	No		Capital Only	No	No	No	Not Sure	No
	North Dakota	No	No	No	Yes	No	Score-Focused	Yes	No	Traditional	Capital & Operating	No	No	No	Not Sure	No
	Ohio	Yes	No	No	Yes	No	Score-Focused	Yes	Yes	Traditional	Other	Yes	No	No	Increase	Yes
	Ohio Kentucky Indiana Regional COG*	Yes	Yes & No	Yes & No	No	Yes	Priority-Focused	Yes & No	No	Traditional	Capital & Operating	No	No	Yes	Not Sure	Yes
	South Dakota	No	No	No	No	No	Score-Focused	No	No	Traditional	Capital & Operating	No	Yes	Yes	Decrease	No
	Wisconsin	Yes	No	No	No	Yes	Score-Focused	Yes	Yes	Another	Capital & Operating	Yes	Yes	No	Not Sure	No
	14	8 yes, 6 no	3 yes, 12 no	1 yes, 8 no	2 yes, 12 no	5 yes, 9 no	8 score, 5 priority	8 yes, 6 no	3 yes, 11 no	10 traditional, 2 another	4 capital only, 7 capital & operating; 4 other	4 yes, 10 no	4 yes, 10 no	2 yes, 12 no	2 increase, 5 decrease, 7 not sure	4 yes, 10 no

Region of the US	Section 5310 State or MPO Program Manager	2. Do the applications for Section 5310 grants exceed the available funding in any geographic category?	3. Have you initiated any policy/administrative changes to reduce the number of Section 5310 subgrantees or transferred funding between geographic categories?	5. Have these actions had any impact on unmet needs or service gaps in providing service for older adults and individuals with disabilities?	7. Does your Section 5310 program have eligible applicant restrictions narrower than FTA allows which may lead to fewer number of applicants?	8. Has the volume of Section 5310 subgrantees created a burden in your administration/oversight of the subgrantees?	13. Is the Section 5310 application review score-focused or committee priority-focused?	16. Do you prioritize the type of projects to be funded with Section 5310 funds?	17. Do you have funding distribution policies that impact the number of successful Section 5310 applicants?	19. With FTA requiring that 55% of Section 5310 funds be used for traditional projects, has your agency followed the 55% - 45% FTA traditional/non-traditional split or developed another funding distribution methodology?	20. Do your fund operating projects with the 5310 funding or just capital?	23. Does your agency track where you award a higher percentage of funding relative to requests (small urban/rural, equity popul)	25. Has consolidation/regionalization of transportation services impacted the volume of Section 5310 applicants in your area?	26. Does your agency incentivize consolidation/regionalization?	27. Does coordination increase or decrease the applicant pool?	28. Have you implemented any innovative program management approaches for your Section 5310 program?
Northeast	Connecticut	Yes	Yes	No	No	No	Score-Focused	Yes	No	Traditional	Capital & Operating	Yes	No	Yes	Not Sure	No
	Maine	Yes	No	No	No	No	Score-Focused	Yes	No	Traditional	Capital & Operating	No	No	Yes	Not Sure	No
	New Hampshire	Yes	Yes	Yes	No	Yes	Priority-Focused	Yes	Yes	Traditional	Capital & Operating	No	Yes	Yes	Not Sure	No
	New Jersey	Yes	No	No	No	Yes	Score-Focused	No	Yes		Capital & Operating	Yes	No	No	Not Sure	Yes
	Pennsylvania	Yes	No	Yes	No	Yes	Score-Focused	Yes	Yes	Traditional	Other	Yes	No	No	Decrease	No
	Rhode Island	No	No	No	No											
	Vermont	Yes	No		No	No	Priority-Focused	Yes	No	Another	Capital Only	No	No	Yes	Decrease	Yes
	7	6 yes, 1 no	2 yes, 5 no	2 yes, 4 no	7 no	3 yes, 3 no	4 score, 2 priority	5 yes, 1 no	3 yes, 3 no	4 traditional, 1 another	1 capital only, 4 capital & operating, 1 other	3 yes, 3 no	1 yes, 5 no	4 yes, 2 no	2 decrease, 4 not sure	2 yes, 4 no
Southwest	Arizona*	Yes	Yes	No	Yes & No	No	Score-Focused	Yes	No	Traditional	Capital & Operating	Yes & No	Yes	Yes & No	Not Sure	No
	Oklahoma	No	No	No	No	No	Score-Focused	No	Yes	Traditional	Capital Only	No	No	No	Not Sure	No
	Texas	Yes	Yes	Yes	No	No	Score-Focused	Yes	No	Traditional	Capital & Operating	No	No	No	Decrease	No
	3	2 yes, 1 no	2 yes, 1 no	1 yes, 2 no	1 yes, 3 no	3 no	3 score	2 yes, 1 no	1 yes, 2 no	3 traditional	1 capital only, 2 capital & operating	1 yes, 3 no	1 yes, 2 no	1 yes, 3 no	1 decrease, 2 not sure	3 no

Region of the US	Section 5310 State or MPO Program Manager	2. Do the applications for Section 5310 grants exceed the available funding in any geographic category?	3. Have you initiated any policy/administrative changes to reduce the number of Section 5310 subgrantees or transferred funding between geographic categories?	5. Have these actions had any impact on unmet needs or service gaps in providing service for older adults and individuals with disabilities?	7. Does your Section 5310 program have eligible applicant restrictions narrower than FTA allows which may lead to fewer number of applicants?	8. Has the volume of Section 5310 subgrantees created a burden in your administration/oversight of the subgrantees?	13. Is the Section 5310 application review score-focused or committee priority-focused?	16. Do you prioritize the type of projects to be funded with Section 5310 funds?	17. Do you have funding distribution policies that impact the number of successful Section 5310 applicants?	19. With FTA requiring that 55% of Section 5310 funds be used for traditional projects, has your agency followed the 55% - 45% FTA traditional/non-traditional split or developed another funding distribution methodology?	20. Do your fund operating projects with the 5310 funding or just capital?	23. Does your agency track where you award a higher percentage of funding relative to requests (small urban/rural, equity popul)	25. Has consolidation/regionalization of transportation services impacted the volume of Section 5310 applicants in your area?	26. Does your agency incentivize consolidation/regionalization?	27. Does coordination increase or decrease the applicant pool?	28. Have you implemented any innovative program management approaches for your Section 5310 program?
Southeast	Alabama	No	No	No	No	No	Score-Focused	No	Yes	Traditional	Capital Only	No	No	No	Not Sure	No
	City of Greensboro - GTA	Yes	No	Yes	No	No	Score-Focused	Yes	No	Traditional	Capital & Operating	No	No	Yes	Decrease	No
	Georgia	Yes	No	No	No	No	Priority-Focused	Yes	No	Traditional	Capital & Operating	Yes	No	No	Not Sure	Yes
	Greenville County SC	Yes	No	No	No	No	Score-Focused	No	No	Traditional	Capital & Operating	No	No	Yes	Not Sure	No
	Kentucky	Yes	No	No	No	No	Score-Focused	Yes	No	Traditional	Capital Only	Yes	No	No	Not Sure	No
	KYOVA	No	No	No	No	No	Score-Focused	No	No	Traditional	Capital & Operating	No	No	No	Not Sure	No
	Louisiana	No	No		No	No		Yes	Yes	Another	Capital & Operating	No		No	Not Sure	No
	NC Capital Area MPO*	Yes	No	No	Yes & No	Yes & No	Score-Focused	Yes	No	Traditional	Capital & Operating	No	No	No	Not Sure	No
	North Carolina	Yes	No	No	No	Yes	Priority-Focused	No	Yes	Traditional	Capital & Operating	Yes	No	Yes		
	South Carolina	Yes	No	No	Yes	No	Score-Focused	Yes	No	Traditional	Capital Only	No	No	No	Not Sure	No
	Tennessee	Yes	Yes	Yes	Yes	Yes	Score-Focused	No	No	Another	Capital Only	Yes	No	No	Increase	No
	Virginia	Yes	Yes	Yes	Yes	No	Score-Focused	Yes	No	Traditional	Capital & Operating	Yes	No	No	Increase	Yes
	12	9 yes, 3 no	2 yes, 10 no	3 yes, 7 no	4 yes, 9 no	3 yes, 10 no	9 score, 2 priority	7 yes, 5 no	3 yes, 9 no	10 traditional, 2 another	4 capital only, 8 capital & operating	5 yes, 7 no	11 no	3 yes, 9 no	2 increase, 1 decrease, 8 not sure	2 yes, 9 no

Region of the US	Section 5310 State or MPO Program Manager	2. Do the applications for Section 5310 grants exceed the available funding in any geographic category?	3. Have you initiated any policy/administrative changes to reduce the number of Section 5310 subgrantees or transferred funding between geographic categories?	5. Have these actions had any impact on unmet needs or service gaps in providing service for older adults and individuals with disabilities?	7. Does your Section 5310 program have eligible applicant restrictions narrower than FTA allows which may lead to fewer number of applicants?	8. Has the volume of Section 5310 subgrantees created a burden in your administration/oversight of the subgrantees?	13. Is the Section 5310 application review score-focused or committee priority-focused?	16. Do you prioritize the type of projects to be funded with Section 5310 funds?	17. Do you have funding distribution policies that impact the number of successful Section 5310 applicants?	19. With FTA requiring that 55% of Section 5310 funds be used for traditional projects, has your agency followed the 55% - 45% FTA traditional/non-traditional split or developed another funding distribution methodology?	20. Do your fund operating projects with the 5310 funding or just capital?	23. Does your agency track where you award a higher percentage of funding relative to requests (small urban/rural, equity popul)	25. Has consolidation/regionalization of transportation services impacted the volume of Section 5310 applicants in your area?	26. Does your agency incentivize consolidation/regionalization?	27. Does coordination increase or decrease the applicant pool?	28. Have you implemented any innovative program management approaches for your Section 5310 program?
West	California (CalTrans)	Yes	No		No	No	Score-Focused	Yes	No	Traditional	Capital & Operating	No	No		Not Sure	
	Community Planning Association of Southwest Idaho	Yes	Yes	Yes	Yes	No		Yes	No		Other	No	Yes	No	Not Sure	Yes
	Denver Regional COG	No	No	No	No	No	Priority-Focused	No	No	Traditional	Capital & Operating	Yes	Yes	Yes	Not Sure	Yes
	Fresno COG	Yes	No	No	No	No	Priority-Focused	No	No	Traditional	Capital & Operating	No	No	No	Not Sure	No
	Nevada	No	No		No	No	Priority-Focused	Yes	No	Traditional	Capital Only	No		No	Not Sure	No
	Oregon	Yes	No	No	No	No	Score-Focused									
	Sacramento Area COG	Yes	No	No	No	No	Score-Focused	No	No	Traditional	Capital & Operating	No	No	No	Not Sure	
	San Diego Association of Governments	Yes	Yes		Yes	Yes	Score-Focused	Yes	Yes	Traditional	Other	No		Yes	Not Sure	No
	Stanislaus COG	No	No	No	No	No	Score-Focused	Yes	No	Traditional	Other	No	Yes	No	Not Sure	No
	UTA	Yes	No		No	Yes	Score-Focused	Yes	No	Another	Capital & Operating	No	No	No	Not Sure	Yes
	10	7 yes, 3 no	2 yes, 8 no	1 yes, 5 no	2 yes, 8 no	2 yes, 8 no	6 score, 3 priority	6 yes, 3 no	1 yes, 8 no	7 traditional, 1 another	1 capital only, 5 capital & operating, 3 other	1 yes, 8 no	3 yes, 4 no	2 yes, 6 no	9 not sure	3 yes, 5 no
Totals:	46 agencies, 50 respondents	35 yes, 15 no	12 yes, 38 no	8 yes, 28 no	9 yes, 41 no	14 yes, 35 no	32 score, 14 priority	30 yes, 16 no	11 yes, 25 no	38 traditional, 6 another	11 capital only, 29 capital & operating, 8 other	15 yes, 32 no	10 yes, 34 no	13 yes, 33 no	4 increase, 9 decrease, 33 not sure	12 yes, 33 no

Appendix B

Case Studies and Samples

B.1 Traditional Vehicle Project Evaluation Score Sheet: MnDOT and TDOT

DEPARTMENT OF TRANSPORTATION

Instructions to reviewers: For each application section, assess the application information for the degree to which it meets scoring preferences listed below:

TRADITIONAL VEHICLE CAPITAL PROJECT APPLICATION SCORING	Points Possible	Score
1 Applicant Information	0	0
2 Project Description 2A Project vehicle will be successful for a "new or expansion" service in **CY2022** 2B Project vehicle will be successful for a "replacement" service in **CY2022** 2C Project vehicle will be successful for a "new or expansion" service in **CY2023** 2D Project vehicle will be successful for a "replacement" service in **CY2023**	0-4 OR 0-6 0-4 OR 0-6	
3 Project Need/Vehicle Eligibility 3A **CY2022** "Replacement" vehicle has accumulated mileage to meet the federal minimum threshold: • 100% of Threshold - 10 points • 75% of Threshold – 5 points • Less than 50% of Threshold – 0 points 3B **CY2022** Replacement and/or "New or Expansion" Vehicle • Project vehicle will be successful for a "new or expansion" service in 2022 3C **CY2023** "Replacement" vehicle has accumulated mileage to meet the federal minimum threshold: • 100% of Threshold - 10 points • 75% of Threshold – 5 points • Less than 50% of Threshold – 0 points 3D **CY2023** Replacement and/or "New or Expansion" Vehicle • Project vehicle will be successful for a "new or expansion" service in 2022	0-10 OR 0-4 0-10 OR 0-4	
4 People Served 4A Applicant clearly identifies how the project enhances access for seniors and individuals with disabilities 4B Applicant clearly identifies how the project enhances access for both seniors and individuals with disabilities	0-3 OR 0-3	
5 Public Notice and Publication 5A Applicant demonstrates public notice through service area in newspapers 5B Applicant demonstrates significant effort in providing local transit providers of intent to apply	0-3 OR 0-3	
6 Coordination Activities 6A Project demonstrates a strong working relationship with local public and private transportation providers in their service area 6B Applicant submitted evidence of coordination with other non-profit, for-profit and public transportation providers 6C Applicant clearly identifies how partners and stakeholders will stay involved throughout the project 6D Applicant included information that describes their community's transportation needs and concerns	0-3 0-3 0-3 0-3	
7 Organizational Background 7A Applicant demonstrates organizational and fiscal capacity to deliver proposed project 7B Applicant demonstrates previous experience delivering similar projects to the proposed project	0-4 0-2	
Total Points CY 2022		
Total Points CY 2023		

FTA Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities

Scoring Guidelines

The FTA states that the 5310 program "aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities."

Scoring criteria has been developed to reflect these goals and ensure that proposed projects meet FTA program requirements.

Eligibility

An application will not be considered for award if it found ineligible at any point during the evaluation process. Some examples of disqualifying factors are listed below:

- Applicant has received an unresolved Notice of Noncompliance from TDOT Multimodal
- Applicant is not an eligible non-profit or local governmental authority
- Proposed project is located solely in a large urban area
- Application was submitted after the deadline

Scoring Instructions

Individual reviewers should score each application according to the listed criteria and consideration factors. Each project should be assigned a separate score. Projects are listed separately in the scoring worksheet, in order of assigned priority.

Individual scores will be collected following a group evaluation meeting. After individual scores are submitted, final project scores will be calculated as an average of the total scores given to each project.

Scoring Criteria

Section I: Applicant Capability and Capacity

This section reflects the ability, status, and experience of the applicant. Score applicants using **one** of the following criteria:

Option 1:   If the applicant has experience providing specialized transportation or mobility management services for the elderly or individuals with disabilities, how much positive experience do they have?

Option 2:   If the applicant **does not** have experience providing transportation or mobility management services for the elderly or individuals with disabilities, how much positive experience do they have providing other services to the elderly or individuals with disabilities?

Factors to Consider

Compliance Status

If the agency is a current TDOT sub-recipient, consider past performance meeting routine maintenance and reporting requirements. If any agency has participated in a site review, have all findings been resolved?

Maintenance Plan – Rolling Stock Projects Only

Maintenance plan should meet minimum requirements and demonstrate an ability to safely maintain grant-funded vehicles. For example, does it include pre- and post- trip inspection forms? A preventative maintenance schedule? Are maintenance activities included for accessibility equipment such as lifts or ramps?

Training & Safety

For Rolling Stock projects, does the agency have a plan for driver and dispatch training, including new driver training, continuing driver training, emergency preparedness, first-aid and CPR?

For Mobility Management projects, does the agency have a plan for mobility manager training and on-boarding, including civil rights and passenger sensitivity training?

Financial Capacity

Are all sources of estimated income identified for the proposed project? Does the applicant provide a reasonable proposed budget, which will account for operating and maintenance activities (if applicable)? Does the applicant's audit or monitoring report have material deficiencies or unresolved instances of non-compliance?

This section is worth up to 10 points.

Section II: Project Evaluation

For Rolling Stock projects, this section reflects the current fleet status and need for replacement or expansion vehicles. For Mobility Management projects, this section reflects current or proposed project performance and need for continuing or expanded mobility management service. Score projects using the appropriate category. If an applicant has applied for multiple project categories, score the projects separately.

Replacement Vehicles

Vehicles identified for replacement should meet or exceed the following criteria:

Type of Vehicle	Current Mileage	Vehicle Age
Minivan or Modified Van	100,000 miles	4 years
Minibus	150,000 miles	5 years

If any of the vehicles to be replaced have not met minimum useful life, as described above, is replacement adequately justified due to excessive maintenance costs or other reasons included in the application?

Expansion Vehicles

Vehicles requested for new or expanded service should demonstrate a need for new or expanded service. After reviewing days and hours of service, estimated passenger trips, and service area, does the application demonstrate that the requested vehicles will be fully utilized? Does the application adequately justify the need for expanded service, such as increasing population or unmet demand for transportation services?

Mobility Management Projects

Mobility Management projects requested for continuation of existing service should demonstrate a need for continued service. Mobility Management projects requested for new or expanded service should demonstrate a need for expanded service.

- After reviewing proposed project details, actual or estimated performance outcomes, and justification for new service, does the application demonstrate that requested funding will be fully utilized?
- Does the project budget appear to be realistic, reasonable, and appropriate for the proposed project activities and milestones?
- Do the proposed performance measures reflect the project activities and areas of need described in the application?

This section is worth up to 10 points.

Section III: Project Need

This section reflects the demonstrated project need.

Factors to Consider
- Does the project improve the mobility of senior and/or people with disabilities?
- How many people is the project expected to serve?
- What types of people will be served by the project?
- For Rolling Stock projects, does the applicant provide data for current or proposed vehicle usage that demonstrates a need for this purchase?
- For Mobility Management projects, does the applicant provide data for current or proposed mobility management practices that demonstrates a need for funding?
- For Mobility Management projects, do the proposed performance measures reflect improved mobility of seniors and individuals with disabilities?
- Does the proposed schedule of operations appear reasonable?

This section is worth up to 10 points.

APPENDIX

GRANT APPLICATION SUPPLEMENTAL DOCUMENTS

LINE-ITEM BUDGET

Applicants requesting operating or mobility management funding must complete and attach a 12-month line item budget using the provided template. The budget period is October 1 through September 30. The budget excel file template provided in OLGA has two tabs: "Budget" and "Fuel, Maint, Ins."

Example: Program XYZ proposes to add a new route, which includes a full-time driver's salary and benefits, supplies, marketing for the new route, fuel, maintenance, insurance, and the de minimus indirect rate of 10%.

Budget Item (Insert more lines if needed) Personnel: List personnel by position, FTE or hours X hourly rate. Other Budget Items: Describe budget items and provide applicable quantities.	Salaries and Wages	Fringe Benefits	Materials and Supplies	Fuel, Maintenance and Insurance	Marketing	Equipment	Other (Describe)	Indirect Cost Rate
Driver salary (1 FTE)	$32,000							
Driver benefits		$11,200						
Miscellaneous Supplies			$2,000					
Marketing					$2,000			
Fuel (Complete "Fuel, Maint, Ins" tab)				$6,667				
Maintenance (Complete "Fuel, Maint, Ins" tab)				$8,889				
Insurance (Complete "Fuel, Maint, Ins" tab)				$5,556				
Sub Totals:	$32,000	$11,200	$2,000	$21,111	$2,000	$0	$0	$23,111

COLOR CODES							$68,311	$23,111
These items auto sum. Do not enter text in these fields.								
These items auto calculate. Do not enter text in these fields. If requesting assistance with fuel, maintenance, or insurance, provide the required information in the "Fuel, Maint, Ins" tab.						Modified Total Direct Cost:		$45,200
These items auto calculate using the indirect cost rate in cell G27. If requesting assistance with indirect costs, enter up to 10% in cell G27.				Enter indirect cost rate in G27 if using:	10.0%	Indirect Costs:		$4,520
						+		
						Budget Items Sub Total:		$68,311
						TOTAL:		$72,831

"Fuel, Maint, Ins" Tab Sample

Budget Item	Total Budget	Number of Vehicles Included in Budget	Number of Vehicles Used for Proposed Project	Number of Weekly Service Hours	Number of Weekly Service Hours for Project Vehicles	
Fuel	150,000.00	15	1	60	40	$6,667
Maintenance	200,000.00	15	1	60	40	$8,889
Insurance	125,000.00	15	1	60	40	$5,556

PERFORMANCE METRIC SPREADSHEET (WORK PLAN)

Mobility Management and Operating programs must complete and provide the appropriate Work Plan for the grant application year. Each program must develop relevant goals, strategies, and objectives, and tracking and report progress throughout the year.

For more guidance on developing a work plan, review the "Understanding, Choosing, and Tracking Performance Metrics for FTA Section 5310 Applicants and Subrecipients" document at the end of this guidance.

Agency Profile

Agency Name:	Agency XYZ	Describe this operating program/project:	Agency XYZ proposes to add a new demand-response service utilizing one vehicle to transport seniors and individuals with disabilities to non-emergency medical appointments. Rides are scheduled by calling Samantha Doe, Dispatcher, at least 24 hours in advance. The service will be operated Monday through Friday from 7 a.m. until 6 p.m.
DRPT Project Number:	To be assigned if awarded		
Staff Names and Titles:	John Smith, Transit Director		
	Jenny Lewis, Transit Manager		
	Samantha Doe, Dispatcher		

Project Goals		Project Objectives		Project Objectives	
Goal 1:	Connect seniors and individuals with disabilities to non-emergency medical care	Obj. 1 for Goal 1:	Advertise the new service to the eligible population	Obj. 2 for Goal 1:	Provide trips to the eligible population
Goal 2:		Obj. 1 for Goal 2:		Obj. 2 for Goal 2:	
Goal 3:		Obj. 1 for Goal 3:		Obj. 2 for Goal 3:	
Goal 4:		Obj. 1 for Goal 4:		Obj. 2 for Goal 4:	
Goal 5:		Obj. 1 for Goal 5:		Obj. 2 for Goal 5:	
Goal 6:		Obj. 1 for Goal 6:		Obj. 2 for Goal 6:	

Operating Work Plan

Created: Last Updated:

Activity Description	Indicator	Target / Actual		Q1 October - December (submit to DRPT in January's reimbursement request)	Q2 January - March (submit to DRPT in April's reimbursement request)	Q3 April - June (submit to DRPT in July's reimbursement request)	Q4 July - September (submit to DRPT in October's reimbursement request)	YTD Achievements	Goal and Objective Numbers	CHSM Plan Strategy	Staff (Lead / Support)
Describe an activity to help reach your proposed goals and objectives.	List one indicator you plan to track for the activity. If you want to track more than one indicator per activity, use a new row.	Enter the target for the year in the highlighted cell below.		Enter your actual progress for the quarter in the highlighted cell below. Provide any comments in the appropriate cell.	Enter your actual progress for the quarter in the highlighted cell below. Provide any comments in the appropriate cell.	Enter your actual progress for the quarter in the highlighted cell below. Provide any comments in the appropriate cell.	Enter your actual progress for the quarter in the highlighted cell below. Provide any comments in the appropriate cell.	Highlight specific achievements from the year in the cells below.	With which goal and objective does this activity correspond?	Which CHSM plan strategy does this activity address?	Who is responsible for fulfilling or overseeing this activity?
Advertise the new service	Design, print, and distribute 1,000 brochures about the new service	Target	1000	250	250	250	250		1.1	VA-1H; VA-1J; VA-1J	Jenny Lewis; John Smith to oversee
		Actual	0								
		Percent of Target	0.0%	0.0%	0.0%	0.0%	0.0%				
		Comments									
Advertise the new service	Design, print, and hang posters about the new service in 15 local medical offices	Target	15	4	4	4	4		1.1	VA-1H; VA-1J; VA-1J	Jenny Lewis; John Smith to oversee
		Actual	0								
		Percent of Target	0.0%	0.0%	0.0%	0.0%	0.0%				
		Comments									
Advertise the new service	Develop and print a newspaper ad to run two times during the grant year	Target	2	1	1	1	1		1.1	VA-1H; VA-1J; VA-1J	Jenny Lewis; John Smith to oversee
		Actual	0								
		Percent of Target	0.0%	0.0%	0.0%	0.0%	0.0%				
		Comments									
Advertise the new service	Run an ad/commercial on the local public access or government channel six times during the grant year	Target	6	2	2	2	2		1.1	VA-1H; VA-1J; VA-1J	Jenny Lewis; John Smith to oversee
		Actual	0								
		Percent of Target	0.0%	0.0%	0.0%	0.0%	0.0%				
		Comments									
Provide trips	Schedule 1,500 trips during the grant year	Target	1500	375	375	375	375		1.2	AL-4B; AL-4E	Samantha Doe; Jenny Lewis to oversee
		Actual	0								
		Percent of Target	0.0%	0.0%	0.0%	0.0%	0.0%				
		Comments									
Provide trips	Provide 80% (1,200) of the scheduled trips	Target	1200	300	300	300	300		1.2	AL-4B; AL-4E	Samantha Doe; Jenny Lewis to oversee
		Actual	0								
		Percent of Target	0.0%	0.0%	0.0%	0.0%	0.0%				
		Comments									
		Target		0	0	0	0				
		Actual	0								
		Percent of Target	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
		Comments									
		Target		0	0	0	0				
		Actual	0								
		Percent of Target	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
		Comments									
		Target		0	0	0	0				
		Actual	0								
		Percent of Target	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
		Comments									
		Target		0	0	0	0				
		Actual	0								
		Percent of Target	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
		Comments									
		Target		0	0	0	0				
		Actual	0								
		Percent of Target	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
		Comments									
		Target		0	0	0	0				
		Actual	0								
		Percent of Target	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
		Comments									
		Target		0	0	0	0				
		Actual	0								
		Percent of Target	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				
		Comments									
		Target		0	0	0	0				

valleyregional**transit**

700 NE. 2nd Street • Suite 100 • Meridian • Idaho 83642

Request for Proposals – 2019-06-20

Application

ACQUISTION OF

SERVICE PROVIDERS

who can provide transportation services to Seniors and persons with disabilities in Ada and Canyon Counties.

SECTION 8

SERVICE PROVIDER'S APPLICATION & CERTIFICATION
Instructions for Application:

- All organizations submitting proposals please complete the application in its entirety.
- Be clear and concise in describing and answering the questions.
- Describe your organization as you would to someone that is unfamiliar with your agency and its operations. *Individuals evaluating these applications may NOT be familiar with your agency.
- Type or clearly write your answers to each question.

a. **SERVICE PROVIDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA(S):**

ADDENDA	DATE
1.	
2.	
3.	

b. **SCOPE of SERVICES and PROVIDERS BASIC INFORMATION AND PROVIDER CAPABILITY**

This project is for a traditional 5310 purchase of service in portions of Ada and Canyon Counties that will improve mobility for seniors (65 and older) and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program acquires transportation services from partners who can plan, design and carryout services to those with special transportation needs such as seniors and individuals with disabilities.

The Service Provider will be a private, non-profit agency that will offer and provide effective mobility options in an efficient manner. Service Provider acknowledges that it is a sub-recipient Service Provider of 5310 Acquisition of Service grant funds received by VRT.

Legal Name of Provider: _____

Business Name: (if different from above): _____

Contact Person: _____Title:_____

Physical Address: _____

Mailing Address (if different): _____

City: _____   County: _____

State: _____   Zip: _____

Telephone number: _____   Fax: _____

Email of business: _____

1. IRS Employer ID #: _____

2. DUNS #: _____

3. Legal status of Provider: ☐ Private Non-Profit ☐ Public Non-Profit
                              ☐ For-Profit   ☐ Other, describe:

c. If you are a **Non-Profit Provider** –

1. Attach copies of the Provider's:
   a. Article of Incorporation, (**Label Attachment #1**)
   b. Bylaws   (**Label Attachment #2**)
   c. 501(c)(3) status   (**Label Attachment #3**)

2. Did the Provider receive over $750,000 of Federal funding in past year?

   a. ☐ No
   b. ☐ Yes – please attach the most recent audit. (**Label Attachment #4**)

d. If you are a **For-Profit Provider** –

   1.   What type of For-Profit Provider is your organization?
   ☐ Incorporated ☐ Sole Proprietorship ☐ LLC ☐ Partnership
   ☐ Other: _____

   a. Business Types:

   (To qualify you must have certified through the U.S. Small Business Administration,
   https://certify.sba.gov/)

   ☐ Woman-Owned, 51% or more owned by 1 or more women

   ☐ Veteran-Owned, 51% or more owned by a Veteran

   ☐ Disabled Veteran-Owned, 51% or more owned by a Disabled Veteran

   ☐ HUB Zone Small Business Concern (Historically Underutilized Business Zones as Certified
   with SBA)

   ☐ Disadvantaged, 51% or more owned by one or more socially or economically disadvantaged
   individuals, including Black Americans, Hispanic Americans, Native Americans, Asian-Pacific
   Americans (**Label Attachment #5**)

e. Provide **ONE** of the following documents to this application which demonstrates the Provider's financial soundness: (**Label Attachment #6**)

☐ Audit Report, within the past 12 months
☐ Credit Report
☐ Income Tax Statements

f. Provider submits the application to provide service in the following location(s):

Transportation	Service Area
	Ada Co.
	Boise
	Eagle
	Garden City
	Kuna
	Meridan
	Star

Transportation	Service Area
	Canyon Co
	Caldwell
	GreenLeaf
	Melba
	Middleton
	Notus
	Nampa
	Parma

g. If Provider chooses a specific city or locale, will Transportation service have boundaries?
☐ Yes ☐ No

Explain Boundaries: _____

_____

h. Attach job descriptions, by title, for **all** personnel, paid and volunteer, including administrative personnel who will support the Transportation program. (**Label Attachment #7**)

i. Attach a current list of member's names, addresses, telephone numbers, office positions, year elected, and terms of office. (**Label Attachment #8**)

j. What is the mission of the Provider? _____

_____

_____

_____

_____

k. What governing body will be responsible for the oversight of the program? Complete chart below:

Position Title	Paid/Volunteer	Major Responsibilities

l. Summarize the history of your organization, describing the programs and clients you serve.

m. Attach copies of the Provider's current insurance policies: **(Label Attachment #9)**

Assurances

a. The Provider will ensure access to the Transportation program will be equally available to all eligible seniors (individuals aged over 65 years or older and persons with disabilities.
☐ Yes ☐ No

b. The Provider has read, understands in full, and will follow the VRT's Scope(s) of Work – as outlined in the Contract Terms and Conditions.
☐ Yes ☐ No

c. The Provider is an equal opportunity employer and has an affirmative action policy, if applicable.
☐ Yes ☐ No

d. The Provider will electronically report accurate fiscal and program data, on time, as required in the General Terms and Conditions of the VRT Service Provider agreement or as requested.
☐ Yes ☐ No

NOTE: For Section Below, additional pages are allowed for your answers, if necessary.

Required Activities and Application Narrative

a. The Provider will provide Outreach to locate persons in the community who are not participating in available senior programs or receiving senior services for which they qualify. Provider will identify their service needs; provide information about aging program and services available; and assist them in accessing services they need or want to participate in.

b. Describe in detail how you plan to provide outreach and increase usage of your organization.

c. Describe in detail any plans for expansion of this service.

d. Describe in detail how maintaining confidentiality of client information will be handled.

e. Describe <u>in detail</u> the plan to maintain confidentiality of client donations.

f. Describe <u>in detail</u> the Emergency Procedures in the event transportation services are not operational.

g. Describe <u>in detail</u> how annually assess client satisfaction of services will be assessed and completed on an annual basis.

h. Describe <u>in detail</u> the procedures for handling injuries to clients, staff, and volunteers.

i. Describe <u>in detail</u> the procedures for handling, reporting, and documenting client complaints.

j. Describe <u>in detail</u> the transportation service(s) that the Provider has provided to seniors aged (65 years and older) and persons with disabilities within the last 12 months. If none, describe the transportation service(s) for seniors (65 years and older) and persons with disabilities the Provider is planning to undertake. Include funding sources in addition to the funding structure.

k. Describe <u>in detail</u> what strengths uniquely qualify the Provider to provide Transportation Services for seniors?

Partnership, Collaboration and Fund Leveraging.

a. Describe <u>in detail</u> how the Provider has sufficient financial and in-kind resources to meet the local match requirement for the federal funding provided by VRT.

b. Describe any partnerships the Provider has or anticipates ensuring that services are delivered. Include partnering organizations' names, funding sources, partners' cash contributions, in-kind, etc.

Program Sustainability

l. Describe <u>in detail</u> the various activities and methods the Provider employs that are designed to increase community involvement, participation, and donations for Transportation services.

a. How will the Provider assure services are provided throughout the contract within the confines of funding? (I.e. Provider budgeted for 8,000 trips January through December, served 10,000 trips by October, how will this affect the program).

1. REFERENCES: Service Provider is to provide at least **three references** for which your organization have provided services similar to the ones that are being required herein.

Reference # 1	**Company Name:**	
	Company Address:	
	Contact Person:	
	Phone:	
	E-Mail:	
Reference # 2	**Company Name:**	
	Company Address:	
	Contact Person:	
	Phone:	
	E-Mail:	
Reference # 3	Company Name:	
	Company Address:	
	Contact Person:	
	Phone:	
	E-Mail:	

2. CERTIFICATIONS & AFFIDAVIT

a. CONFLICT OF INTEREST AFFIDAVIT

The undersigned, being first duly sworn on oath states on behalf of the Service Provider:

Conflict of Interest - That the Service Provider, by entering into this contact with Valley Regional Transit is to perform or provide work, services or materials to Valley Regional Transit, has thereby covenanted, and by this affidavit does again covenant any such interest, which conflicts in any manner or degree with the services required to be performed under this contract and that it shall not employ any person or agent having any such an interest. In the event that the Service Provider, its agents, employees, or representatives, hereafter acquire such a conflict of interest, it shall immediately disclose such interest to Valley Regional Transit and take action immediately to eliminate the conflict or to withdraw from this contract, as Valley Regional Transit may require.

Contingent Fees and Gratuities - That the Service Provider, by entering into this contract with Valley Regional Transit to perform or provide services or materials for Valley Regional Transit has thereby covenanted, and by this affidavit does again covenant and assure:

That no person or selling agency except employees or designated, agents or representatives of the Service Provider has been employed or trained to solicit or secure this contract with an agreement or understand that a commission, percentage, brokerage, or contingent fee would be paid; and

That no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Service Provider or any of its agents, employees or representatives, to any official, member or employee of Valley Regional Transit or other governmental agency with a view toward securing this contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this contract.

Service Provider Name:

Authorized Signature:

Title:

(seal)

b. DBE CERTIFICATION

Dear Service Provider:

As required by 49 CFR Part 26.11, STA is required to create and maintain a Service Providers list of all firms bidding on prime contracts and bidding or quoting subcontracts on Department of Transportation-assisted contracts.

To comply with this provision of the regulations, VRT requests the following information required by the Federal Transit Administration. **This information is not used in determining award of contract or in evaluating your proposal in any way. Providing this information is voluntary.**

Company Name:

Company Address:

North American Industry Classification System (NAICS) Code:

Type of Business:

Telephone No: Fax No.

Email Address:

Authorized Signature:

Printed Name and Title:

Date Signed:

Is your firm a Disadvantaged Business Enterprise (DBE) registered with the State of Washington Office of Minority and Women's Business Enterprises?

☐ Yes   ☐ No

How long has your firm been in business? _____

Please check the box that describes your total gross annual receipts:

☐ Less than $500,000   ☐ $3,000,001 - $3,500,000
☐ $500,000 - $1,000,000   ☐ $3,500,001 - $4,000,000
☐ $1,000,001 - $1,500,000   ☐ $4,000,001 - $4,500,000
☐ $1,500,001 - $2,000,000   ☐ $4,500,001 - $5,000,000
☐ $2,000,001 - $2,500,000   ☐ $5,000,001 - $5,500,000
☐ $2,500,001 - $3,000,000   ☐ greater than $5,500,000

c. **CERTIFICATION OF LOWER-TIER PARTICIPANTS**
Regarding Debarment, Suspension and Other Ineligibility and Voluntary Exclusion

For use by Service Providers who submitted proposals to who's funding award amount is equal to or greater than $25,000. Firm/Name: _____ certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participant in this transaction by any Federal department or agency.   If unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.

Firm Name: _____ certifies or affirms the truthfulness and accuracy of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. sections 3801 et seq. are applicable thereto.

SERVICE PROVIDER NAME: _____ _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME AND TITLE _____

d. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION IN A LOWER TIER COVERED TRANSACTION

The prospective lower tier participant (Service Provider/Respondent) in an FTA-financed procurement certifies, by submission of this bid/proposal, that neither it nor its "principals" [as defined at 49 CFR, Part 29.995] are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

The prospective lower tier participant agrees by submitting this bid/proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction, unless authorized in writing by STA. The prospective lower tier participant further agrees by submitting this bid/proposal that it will include this certification, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

When the prospective lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this bid/proposal.

THE LOWER TIER PARTICIPANT CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. #6101 ET SEQ. ARE APPLICABLE THERETO.

NAME OF SERVICE PROVIDER

AUTHORIZED SIGNATURE

PRINTED NAME AND TITLE

e. **LOBBYING CERTIFICATE**

To be submitted with Proposals when Service Provider **agreements exceed $100,000**

The Proposer or Offeror certifies, to the best its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned   shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction, as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

THE SERVICE PROVIDER, _____,

CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE PROPOSER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

Name, Title of the Proposer Authorized Official:

Signature: _____

Title: _____

Date: _____

2. Application Submission Letter

a. In submitting this application, Provider certifies and acknowledges the RFP 2019-06-20 in its entirety; and that all attached documents (Guide and Application) have been read and Provider understands and agrees to the terms and conditions.

b. Provider certifies and acknowledges that all information provided is true, complete, and accurate to the best of Provider's knowledge. Should an investigation at any time disclose any misrepresentation or falsification information provided by Provider to VRT hereunder, this application may be rejected and contracts entered terminated.

c. Enclosed, at a minimum, is **all** information requested in this RFP.

d. **One original and attachments** are being submitted in a sealed envelope as instructed.

e. Any RFP addendums received are acknowledged with this application.

f. Provider certifies that the assurances contained in this application have been signed by the legally authorized official.

g. Provider certifies that the submission of this application did not involve collusion or other anti-competitive practices.

h. Provider certifies as to Non-Debarment.

i. Provider agrees to comply with all applicable Valley Regional Transit (VRT) specifications, agreement terms, manuals, policies and directives, and all applicable federal, state and local laws.

j. Provider certifies, upon award of contract, to maintain liability insurance as specified in the General Terms and Conditions of the VRT's agreement

k. The person signing on behalf of the Provider is legally authorized to submit this application and to make this certification.

Signature of Provider Official	**Title**	**Date**

B.3 Analysis of Purchased Service: Valley Regional Transit, Idaho

Specialized Transportation Analysis

Background and Overview

Existing Services

Seniors and persons with disabilities: The Federal Transit Administration (FTA) established the Section 5310 grant program in 1975 to serve the transportation needs of older adults and persons with disabilities. In 2015, the Fixing America's Surface Transportation (FAST) Act brought significant changes to the program. Instead of apportioning funds directly to states, funds were apportioned to large urban, small urban and rural areas. The FAST Act made it possible for Valley Regional Transit (VRT) to work with existing Acquisition of Service (AOS) 5310 grant recipients and establish new non-profit AOS transportation providers. The objective was to facilitate more efficient use of available resources, reduce costs and fill gaps in service for Treasure Valley seniors and persons with disabilities. Program funds support transportation providers by reimbursing costs to deliver service on a per boarding basis. Transportation providers include senior centers and other non-profit agencies.

Transit dependent medical patients: In response to a 2015 federally sponsored initiative, VRT developed Rides 2 Wellness, a public/private collaborative with Boise area hospitals and clinics. Rides 2 Wellness improves community heath by enabling Treasure Valley residents who may otherwise not have transportation to get to follow-up medical appointments and receive treatment. Non-emergency medical transportation (NEMT) service providers deliver the rides.

Volunteer Driver program: The Volunteer Driver program is one of the first Specialized Transportation programs. Funded in part by low, affordable fares, in-kind and federal funds the Volunteer Driver program functions as a safety net for those needing transportation outside the hours or service areas of other fixed line or Specialized Transportation services. Volunteer drivers are recruited, vetted and trained from all across the Treasure Valley.

Specialized Transportation ridership performance

By increasing the number of vehicles, drivers and hours of service, AOS ridership has increased. Demand for rides has disproportionately grown larger than capacity. SHIP Transportation, Harvest Transit, Metro Community Services and Eagle Senior Center have responded by moving excess ride requests to a will call or waiting list. This ultimately ends with trip denials each day. Even with a will-call list, there are not enough cancellations or no-shows to accommodate every ride request.
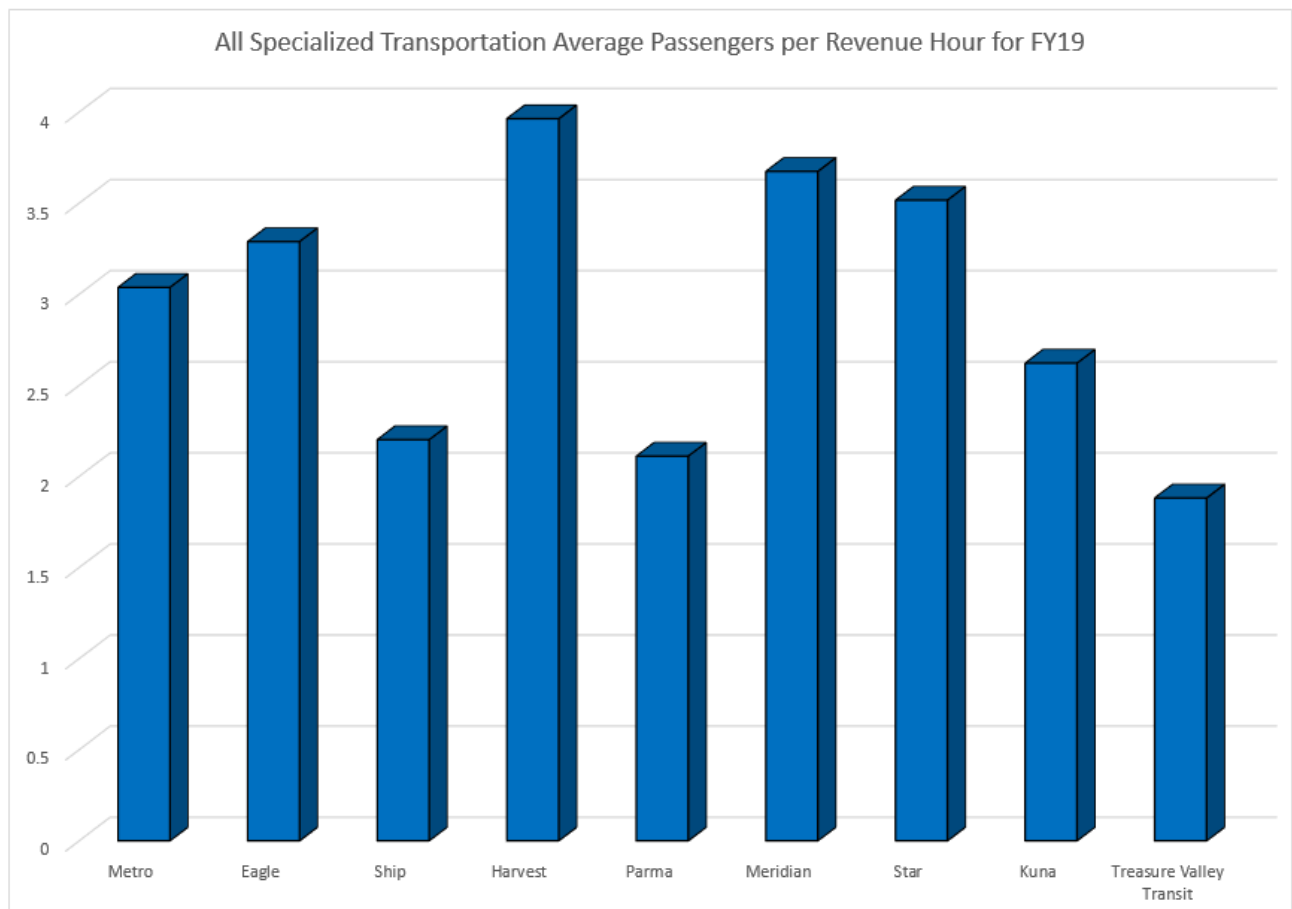
Specialized transportation programs, including AOS transportation, Rides 2 Wellness and VRT Volunteer Driver programs saw increases in ridership as an outcome of collaboration with VRT:

All Specialized Transportation Ridership
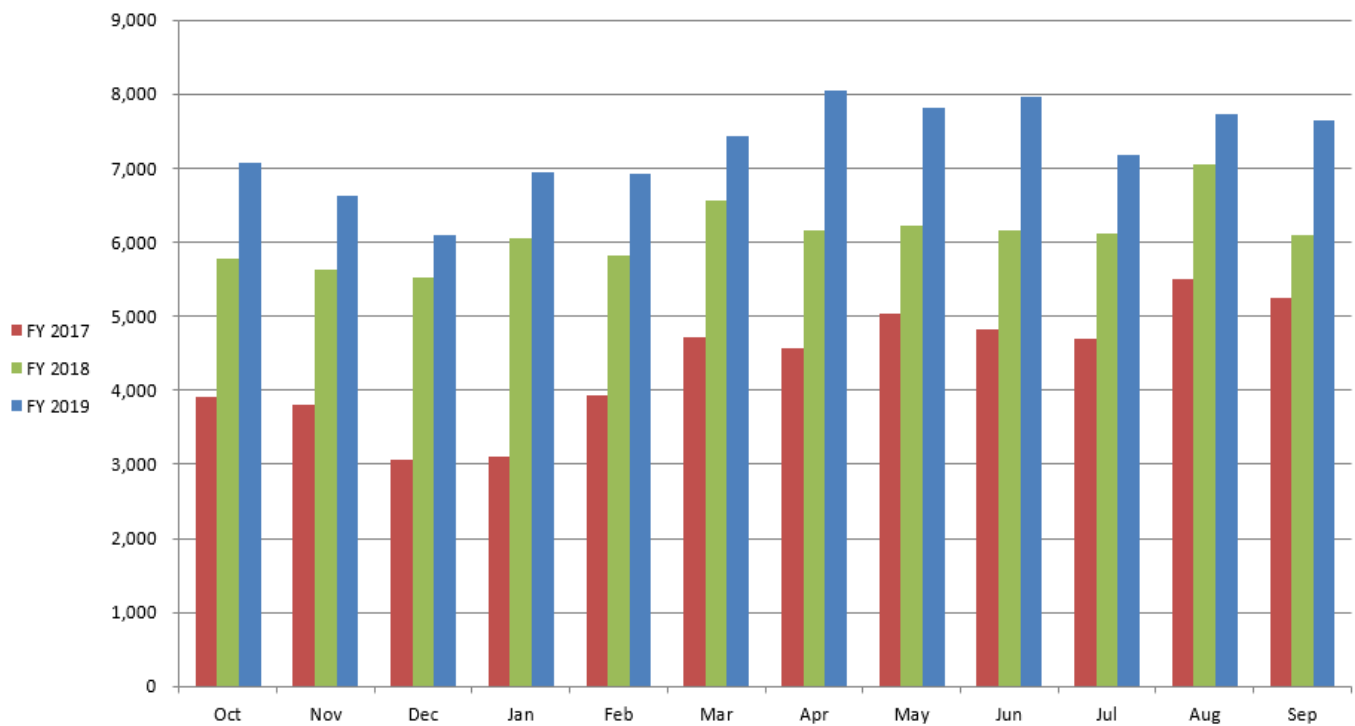
FY2017	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Totals
hrs	3119.55	2978.24	2110.91	1605.35	1924.24	3087.48	2560.45	3256.88	2285.19	2394.40	2761.25	2522.06	30606.00
rides	3,913	3,804	3,072	3,107	3,941	4,717	4,559	5,037	4,820	4,701	5,503	5,251	52,425
pass/hour	1.25	1.28	1.27	1.73	1.89	1.39	1.63	1.38	1.84	1.75	1.78	1.84	1.56

FY2018	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Totals
hrs	2436.00	2413.00	2079.27	2416.52	2186.51	3083.25	2267.32	2481.71	2336.23	2397.30	2569.03	2133.16	28799.30
rides	5,784	5,640	5,518	6052	5,827	6566	6161	6,220	6,168	6,128	7,045	6,105	73,214
pass/hour	2.06	2.03	2.30	2.15	2.33	1.90	2.42	2.21	2.33	2.24	2.39	2.49	2.22

FY2019	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Totals
hrs	2763.17	2315.45	1967.22	2360.42	2620.31	2371.24	2458.90	2311.29	2047.00	2048.34	2179.26	2016.30	27458.90
rides	7,078	6,620	6,102	6952	6,920	7428	8055	7,817	7,971	7,189	7,726	7,644	87,502
pass/hour	2.24	2.53	2.73	2.55	2.29	2.69	2.90	2.95	3.54	3.08	3.17	3.40	2.81

A total 87,502 rides were provided by VRT specialized transportation programs during FY2019. Rides-per-hour increased from 1.56 rides-per-hour in 2017 to 2.81 rides-per-hour in 2019.

All Specialized Transportation Average Passengers per Revenue Hour for FY19

The graph above shows the average passengers per revenue hours for each service. Passengers per revenue hour ranges from 1.88 to 3.96 for fiscal year 2019.

Specialized Transportation Program Supports

Shared Vehicle program: VRT makes available to AOS service providers and other qualified non-profit organizations accessible and non-accessible vehicles at a reduced fee. VRT maintains and insures the vehicles as part of the Specialized Transportation pool. Annual state of good repair evaluations track the condition of pool vehicles and plan for vehicle replacements. The table at right on the following page shows the current 2019 rating for all vehicles in the Specialized Transportation vehicle pool. Note that the vehicle replacement plan is in effect and replacement vehicles have been added since the last rating on vehicles that is shown here was completed.

RouteMatch dispatch and scheduling software: AOS providers are able to optimize schedules and routes, increase passengers per hour, reduce no-shows and minimize driver idle time by collaborating with VRT using RouteMatch scheduling software.

Customer service support: VRT is here to help. Whether it is answering customer inquiries or helping our partners with RouteMatch scheduling related questions, VRT Customer Service department assists all Specialized Transportation service providers.

Training: VRT provides continuous RouteMatch training and on-going driver education.

Note: Idaho Counties Risk Management Program (ICRMP), a member-owned self-insurance pool, currently insures the VRT shared vehicle pool. A significant finding is that as the pool of shared vehicles expands VRT's risk exposure increases.

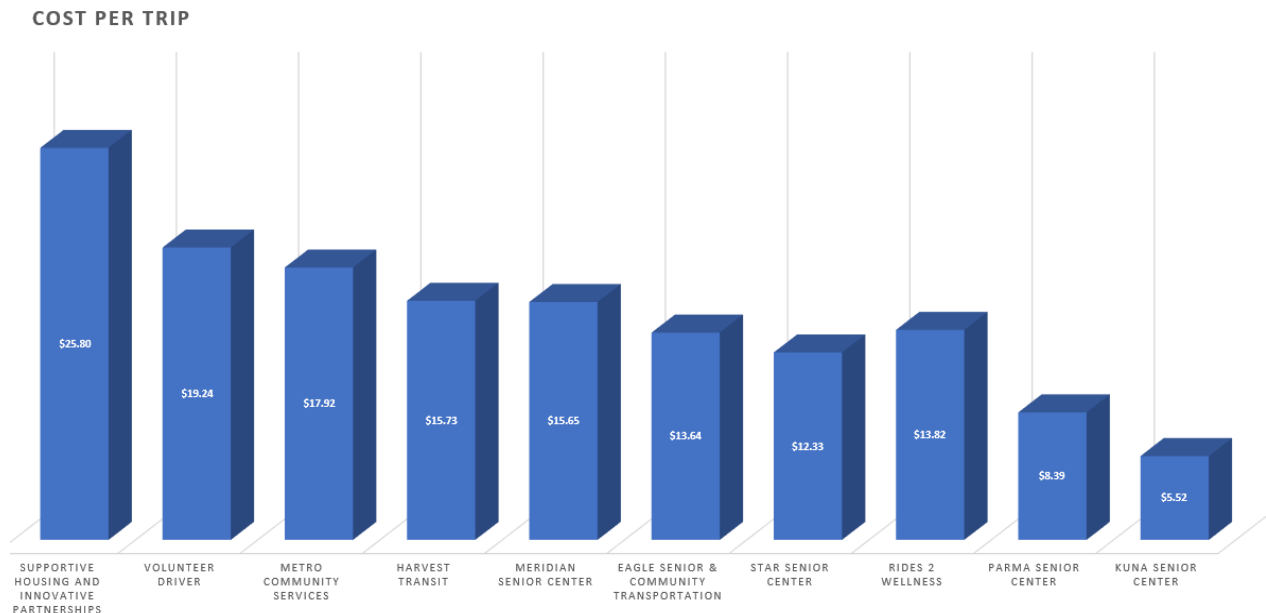| Present State of Good Repair Condition Rating for VRT Owned Vehicles in Shared Vehicle Service			
Vehicle Number	Type of Vehicle	Accessible Yes/No	TAM Score 0 to 5 (5 is new condition; 0 is not safe for service)
S001	FLEET VAN	NO	1.3
S002	CARAVAN	YES	1.3
S003	CARAVAN	YES	1.3
S004	CARAVAN	YES	1.3
S007	FLEET VAN	NO	2.8
S008	TRANSIT VAN	YES	4.5
S009	TRANSIT VAN	YES	4.3
S1501	CUTAWAY	YES	1.3
S1502	CUTAWAY	YES	1.3
S512	CUTAWAY	YES	0.0
S514	CUTAWAY	YES	1.3
S515	CUTAWAY	YES	0.0
S2302	CUTAWAY	YES	1.3
S2305	CUTAWAY	YES	1.3
S2311	CUTAWAY	YES	1.3
S2601	CUTAWAY	YES	1.3
SA07	FLEET VAN	NO	1.3
SA08	FLEET VAN	NO	1.3
SA09	FLEET VAN	NO	1.3
SA10	FLEET VAN	NO	1.3
SA14	FLEET VAN	NO	2.9
SA15	FLEET VAN	NO	2.9
SA16	FLEET VAN	NO	2.9
SA17	FLEET VAN	NO	2.9
SA18	FLEET VAN	NO	2.9
ST01	TRANSIT VAN	YES	4.8
V102	FLEET VAN	NO	1.3
V103	FLEET VAN	NO	1.3
V104	FLEET VAN	NO	2.7
V105	FLEET VAN	NO	2.7

The following table shows how AOS providers utilize VRT supports:

Transportation provider	Customer service support	RouteMatch technical support	Number of shared vehicles in use	Training
Metro Community Services	X	X	1	X
Harvest Transit	X	X	3	X
Eagle Community and Senior Center Transportation	X	X	4	X
Supportive Housing & Innovative Partnerships (SHIP) Transportation	X	X	4	X
Meridian Senior Center	-	-	-	-
Parma Senior Center	-	-	1	X
Star Senior Center	-	-	1	X
Kuna Senior Center	-	-	-	-

Cost comparison to deliver service

From the individual volunteer drivers using their own vehicle to the full service AOS provider with multiple vehicles, the cost to deliver service varies.

The following table shows the cost-per-ride by provider or service:

COST PER TRIP

SUPPORTIVE HOUSING AND INNOVATIVE PARTNERSHIPS	$25.80
VOLUNTEER DRIVER	$19.24
METRO COMMUNITY SERVICES	$17.92
HARVEST TRANSIT	$15.73
MERIDIAN SENIOR CENTER	$15.65
EAGLE SENIOR & COMMUNITY TRANSPORTATION	$13.64
STAR SENIOR CENTER	$12.33
RIDES 2 WELLNESS	$13.82
PARMA SENIOR CENTER	$8.39
KUNA SENIOR CENTER	$5.52

Costs per ride vary from $5.52 at Kuna Senior Center to $25.80 at SHIP. Variances are due to a range of factors including the number of volunteers working both as drivers and as supports staff, manual scheduling vs. automated software, and the number of vehicles in service.

Overall Findings and recommendations

Following a complete review of the Specialized Transportation programs administered and coordinated by VRT, it is apparent there are areas that need addressed. Some findings will be easy to resolve, such as completing an inventory of missing providers. Some finding will require VRT staff and partners to work together to find a resolution that will meet VRT needs and not be an administrative burden to providers, such as developing consistent processes and tools to assist providers in processing invoices and providing performance data.

Future potential for existing services

Future AOS expansion of service:

- Funding – Service providers must generate the local match requirement to receive federal funds. As AOS provider services continue to grow, more emphasis must be placed on shifting funding sources from 5310 program funds (80 percent federal, 20 percent local match) to 5307 program funds (50 percent federal, 50 percent local match).
- Service providers – Future AOS expansion is dependent on providers that have a vision for serving their customers and communities. Data compiled over the past three years shows that demand for rides increases to meet available service.
- To meet current and future demand - service providers must be willing to grow their service. This includes expanding service to include technology for scheduling and dispatching rides and more cost-effective shared vehicles. With vehicle seating of nine to 14 passengers most service providers have the capacity to deliver two to three times their current ridership.

Rides 2 Wellness future potential

- Ada County and Boise – NEMT provider RAMP IT UP contracted to provide service in Ada County into FY2020. Trinity Transportation may also become an Ada County NEMT provider for the program beginning in FY2020. Peer Wellness Center has also expressed an interest in becoming a Rides 2 Wellness and transportation provider as described in Valley Connect 2.0.
- Canyon County – Ramp It Up, Trinity, Peer Wellness Center and Treasure Valley Transit have expressed an interest in expanding business as described in Valley Connect 2.0 and Rides 2 Wellness as programs move into other Treasure Valley communities.

Volunteer driver future potential

- Uber, Lyft and other transportation services has proven the viability of volunteer transportation. New emphasis will be placed on building a large pool of volunteer drivers.

Detailed Specialized Transportation by Program and Provider

Rides 2 Wellness

Rides 2 Wellness serves Ada County patients with medical conditions that have the highest likelihood of developing debilitating and costly complications. Rides 2 Wellness improves community heath by enabling Ada County residents who may otherwise have no other means of transportation to keep their follow-up appointments and receive treatment. Funding for both ambulatory and patients requiring accessible rides is provided by Ada County healthcare systems. The program supports quality healthcare in the region by reducing costs due to missed appointments and hospital readmissions.

Rides 2 Wellness is a public/private collaborative with non-emergency medical transportation (NEMT) providers delivering the rides. Rides 2 Wellness provided 4,702 rides to Boise area patients in FY2017,
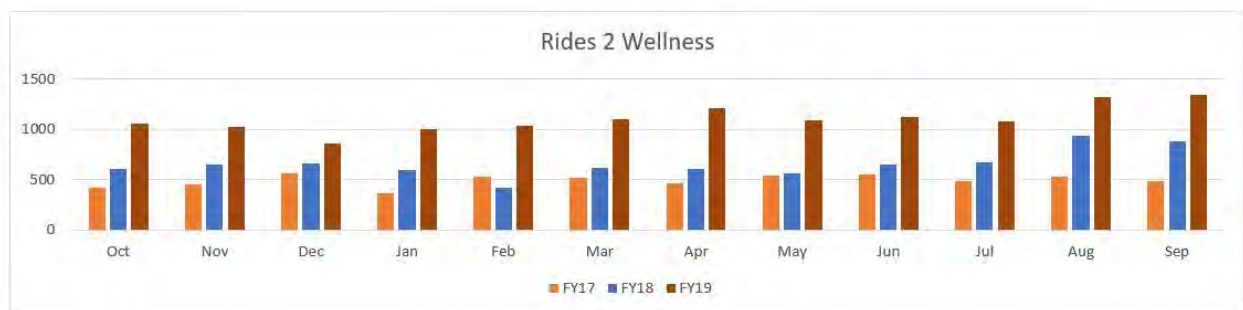
Rides 2 Wellness		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours	186	174	202	172	192	203	183	202	235	165	294	245
	Rides	421	451	558	369	534	518	466	538	551	488	526	486
FY18	Hours	193	244	230	211	177	211	265	322	423	480	387	141.4
	Rides	608	654	665	594	417	621	607	559	654	668	937	882
FY19	Hours	636	270.97	270	286	255.83	315.74	336.8	290.97	294	321.4	352.4	401.9
	Rides	1056	1022	863	1007	1037	1098	1213	1094	1126	1078	1317	1349

9,151 rides in FY2018, and 10,421 rides in FY2019. Efforts are under way to expand service to Canyon County.

| Transportation hours of service	Monday-Friday, 7:30 AM – 6 PM
Scheduling process	VRT Customer Service and WellRyde scheduling software
Number of vehicles in service	Varies (according to number of participating NEMT providers)
Area of service	Trips originating in Meridian, Eagle, Star, Garden City and Boise with service to specific clinics in Boise, Meridian and Eagle

Volunteer Driver Program

Valley Regional Transit Volunteer Driver Program operates in both Ada and Canyon counties. Ride requests from any person is accepted 24 hours a day, seven days a week. Filling a ride request is subject to driver availability. The Volunteer Driver program fills the gap when other transportation modes are not available.

Transportation hours of service	24 hours a day, seven days a week
Scheduling process	VRT Help Line

Number of vehicles in service	Varies (drivers use personal vehicles)
Cost per service hour of operation	$11.81
Cost per passenger trip	$12.40
Area of service	Ada County and Canyon County
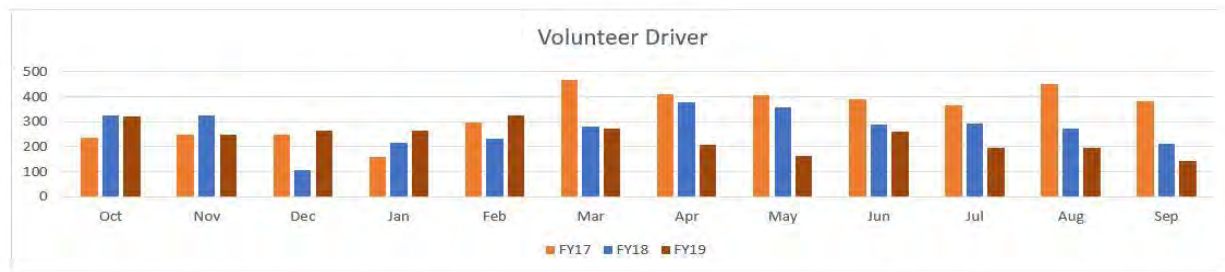
Volunteer Driver

Volunteer Driver		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours	211.25	164.2	248.5	130.25	273.6	412.35	365.9	400.8	334.95	343.4	442.25	381
	Rides	234	249	247	157	295	468	412	405	389	364	449	381
FY18	Hours	323	226	106.6	218	230	277	56.25	307	237	244	222	226
	Rides	327	327	105	215	231	281	376	357	287	292	273	212
FY19	Hours	269	250	251	248	652.8	261	167.5	166	258	195	196	141
	Rides	319	249	263	263	326	273	207	164	259	197	196	143

The VRT Volunteer Driver program functions as a safety net for those passengers who are seeking transportation outside the hours or service areas of other fixed line or specialized transportation services.

Acquisition of Service Transportation for Older Adults and Persons with Disabilities

The following is an analysis of program services providing transportation to seniors and persons with disabilities in Boise, Nampa, Caldwell, Kuna and the surrounding areas.

Metro Community Services – Caldwell

Metro Community Services (Metro) is a non-profit human services agency offering supportive and energy conservation services in Southwest Idaho. Metro provides assistance to seniors, people with disabilities, and financially limited individuals through a variety of human service programs. Metro offers transportation to seniors and/or disabled in Canyon County at no cost.

Transportation hours of service	Monday-Friday, 6 AM – 5 PM (special trips outside normal business hours can be arranged using volunteer drivers)
Scheduling process	Full-time dispatcher using RouteMatch scheduling software
Total number of vehicles in service	Five (two accessible) plus three to four volunteer drivers using their own vehicles
Number of VRT Shared Vehicles in service	One
Percent of trips by ambulatory passengers	90.7%
Percent of trips by accessible passengers	9.3%
Cost per service hour of operation	$48.15
Cost per passenger trip	$17.92
Area of service	Caldwell, Nampa, Middleton (with trips serving smaller communities in Canyon County by special request)

VRT provided Metro with scheduling software in FY2017 to assist in coordinating trips. The following chart shows that rides-per-hour more than doubled with the implementation of scheduling software. Rides-per-hour increased from an average 1.43 rides-per-hour in FY2017 to 3.05 in FY2019.
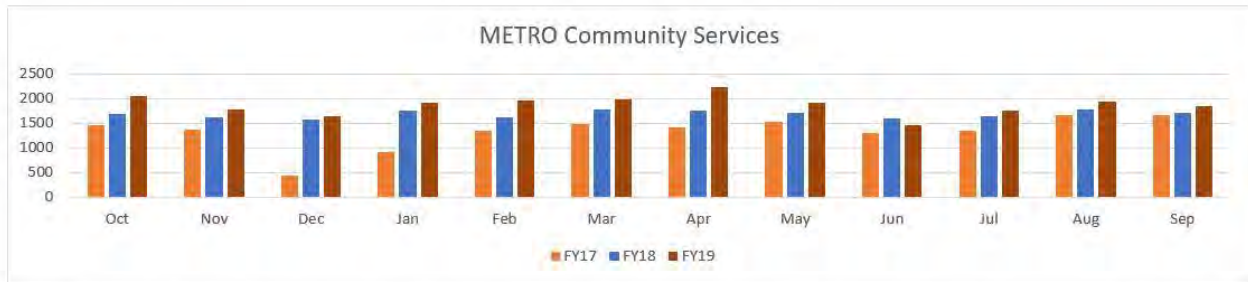
METRO Community Services		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours	1533	1575	823	451	543	919	993	1595	642	687	752	763
	Rides	1454	1362	440	922	1350	1482	1413	1518	1298	1344	1661	1657
FY18	Hours	722	724	660	728	681	891	823.6	730.35	562	635.73	704.2	604
	Rides	1682	1631	1573	1747	1621	1776	1764	1704	1601	1650	1772	1700
FY19	Hours	765	641.73	554.22	674	646	654	714.55	588	462	514.43	583.23	600
	Rides	2042	1780	1643	1921	1950	1989	2223	1919	1464	1753	1931	1854

Metro Community Services future potential

- Metro Community Services is well positioned to expand and extend services throughout Canyon County. With a knowledgeable support staff, experienced drivers and a solid financial base, Metro Community Services is one of VRT's most viable transportation partners.
- Beyond AOS service – Metro Community Services is interested in expanding service beyond AOS.

Eagle Community & Senior Center Transportation

Eagle Community & Senior Center Transportation is committed to improving lives through caring support with opportunities for social interaction, recreation, and services for health and basic needs. Transportation is offered free of charge to seniors and persons with disabilities within the city boundaries of Eagle.

Transportation hours of service	Monday-Friday, 9 AM – 5 PM (special group trips are offered outside normal business hours to attend social and lifestyle activities)
Scheduling process	Full-time dispatcher using RouteMatch software
Total number of vehicles in service	Four (three accessible)
Number of VRT Shared Vehicles in service	Four
Percent of trips by ambulatory passengers	98.2%
Percent of trips by accessible passengers	1.8%
Cost per service hour of operation	$46.68
Cost per passenger trip	$13.64
Area of service	City of Eagle (with special group trips to venues throughout the Treasure Valley)

With a 134 percent increase in ridership and nearly double the rides-per-hour since FY2017, Eagle Community & Senior Center Transportation is providing high-demand service to seniors and persons with disabilities.

Eagle Community & Senior Center Transportation		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours	186	174	202	172	192	203	183	202	235	165	294	245
	Rides	421	451	558	369	534	518	466	538	551	488	526	486
FY18	Hours	193	244	230	211	177	211	265	322	423	480	387	141.4
	Rides	608	654	665	594	417	621	607	559	654	668	937	882
FY19	Hours	636	270.97	270	286	255.83	315.74	336.8	290.97	294	321.4	352.4	401.9
	Rides	1056	1022	863	1007	1037	1098	1213	1094	1126	1078	1317	1349

Eagle Community & Senior Center Transportation future potential

- The Center is interested in expanding services in the future to include populations beyond AOS.

SHIP Transportation – Boise

Supportive Housing and Innovative Partnerships (SHIP) Transportation is a non-profit human services agency made up of cause-based staff and volunteers whose goal is to preserve and sustain our community. A significant part of SHIP's mission is providing free transportation for Boise seniors, persons with disabilities and veterans. SHIP was one of the first specialized transportation providers to transition to technology-based ride scheduling.

Transportation hours of service	Monday-Friday, 7 AM – 6 PM (with limited special group trips offered for seniors and persons with disabilities outside normal business hours)
Scheduling process	Full-time dispatcher using RouteMatch software
Total number of vehicles in service	Four (three accessible)
Number of VRT Shared Vehicles in service	Four
Percent of trips by ambulatory passengers	98.8%
Percent of trips by accessible passengers	1.2%
Cost per service hour of operation	$44.99
Cost per passenger trip	$25.80
Area of service	Boise

The following chart illustrates how rides-per-hour increased 252% with the aid of scheduling software. Rides-per-hour increased from an average 1.27 per hour in FY17 to 2.20 in FY19.

SHIP Transportation
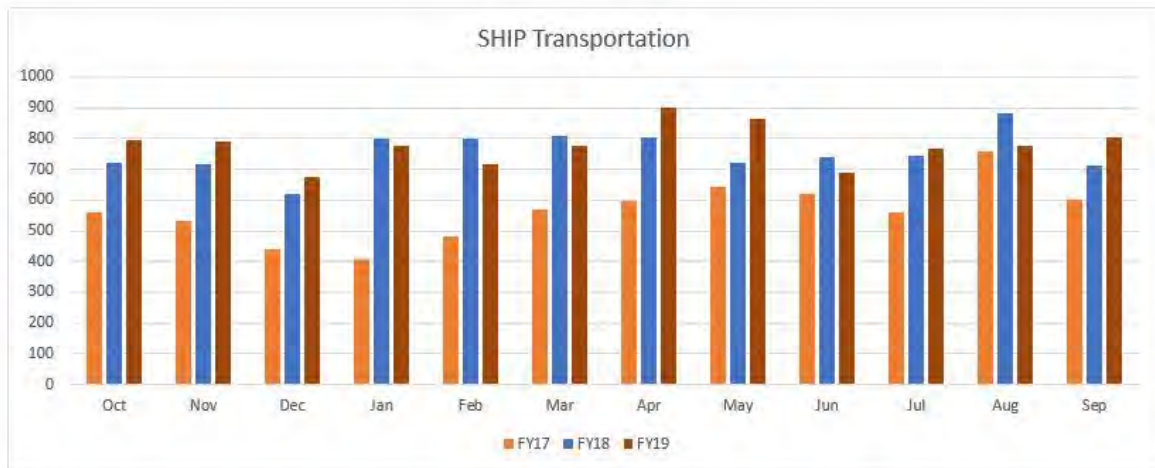
SHIP Transportation		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours	501.41	445.45	413.95	352.5	394.07	483.28	440.43	393.7	473.32	469	525	427.19
	Rides	560	532	440	409	480	569	599	641	618	558	757	602
FY18	Hours	467	439	379	475	346.2	428.78	364.47	376.28	404.13	375.57	520	362.53
	Rides	720	718	619	800	798	808	803	722	741	745	884	710
FY19	Hours	398	375.13	214	409.42	363.68	396	426.62	401.22	230	390.33	381.88	253
	Rides	793	791	675	776	718	776	899	866	690	769	776	803

SHIP Transportation future potential

- SHIP Transportation has expressed an interest in adding drivers and vehicles to meet the current unmet transportation needs of Boise seniors and persons with disabilities. Rides are fully booked two to three weeks in advance.
- SHIP Transportation is interested in exploring the possibility of expanding service beyond the current AOS.

Harvest Transit – Meridian

Harvest Transit is a free transportation service in Meridian providing rides to seniors and persons with disabilities. Harvest Transit uses three accessible transit vans providing curb-to-curb service Monday through Saturday. Harvest Transit is a fully integrated transportation service provider using the latest technology in scheduling and dispatching.

Transportation hours of service	Monday-Saturday, 9 AM – 3 PM (Special group trips and shuttle service offered outside normal business hours)
Scheduling process	Fulltime dispatcher using RouteMatch software
Number of VRT vehicles in service	3 (three accessible)
Percent of trips by ambulatory passengers	89.7%
Percent of trips by accessible passengers	10.3%
Cost per service hour of operation	$56.31
Cost per passenger trip	$15.73
Area of service	City of Meridian

The city of Meridian is one of the fastest growing metropolitan areas in the United States. The 65+ senior demographic makes up a significant portion of that population growth. The following graph shows how Harvest Transit has gone from providing 3,295 rides in 2017 to more than 15,381 rides in 2019:
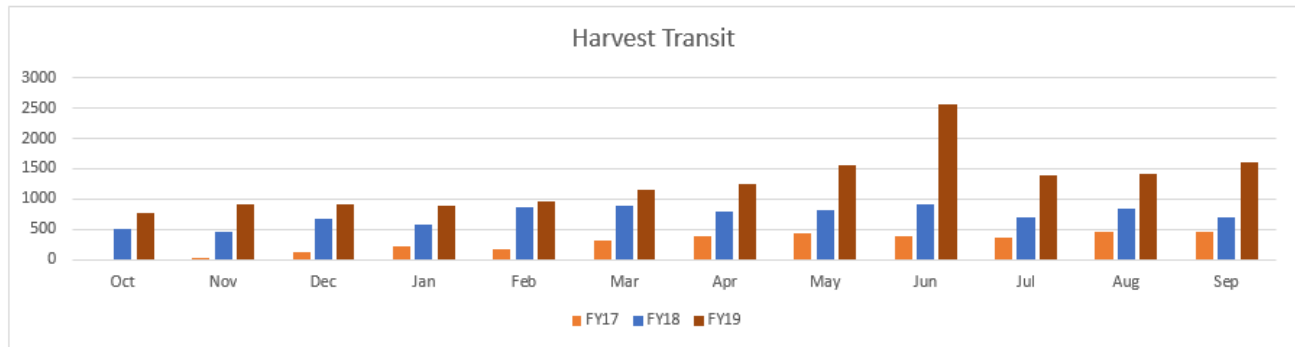
Harvest Transit		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours		3.99	99.12	163.6	157.57	215.85	212.12	220.38	233.92	276	297	250.87
	Rides	No Data	5	130	219	177	303	390	427	381	360	456	447
FY18	Hours	262	280	271.67	275.52	272.31	304.47	299	288.08	269.1	210	262.83	214.23
	Rides	509	458	676	589	857	897	797	806	917	700	835	686
FY19	Hours	230.17	257.62	274	285	299	319.5	324.43	392.1	429	334.18	369.5	366.65
	Rides	773	901	915	893	968	1147	1255	1555	2559	1386	1414	1615

Harvest Transit future potential

- Church of the Harvest has adopted community transportation through Harvest Transit as part of their church outreach. Harvest Transit is eager to expand service to include additional drivers and vehicles, expand the organizations geographic reach, and provide transportation services to additional populations and groups.
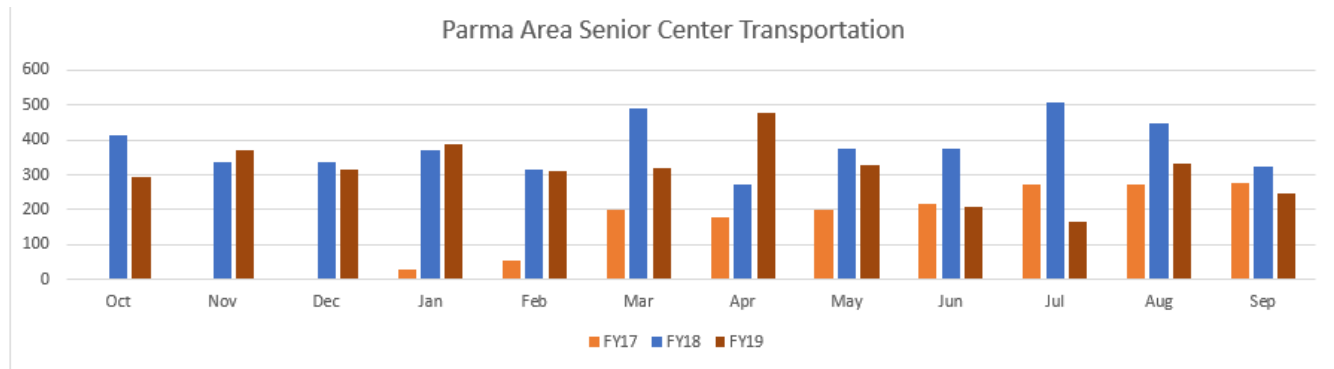
Parma Area Senior Center Transportation - Parma

Parma Area Senior Center Transportation is the only Specialized Transportation provider serving western Canyon County. The Center offers free rides for seniors and persons with disabilities in Parma, Notus, Wilder, Homedale and surrounding rural areas. Due to the remote regions served and the lack of transportation options, Parma Area Senior Center Transportation may be the only transportation service available to some for medical, pharmacy, nutrition and important lifestyle trips.

Transportation hours of service	Monday-Friday 8 AM – 2 PM (No-charge after-hour ride appointments are based on van and driver availability)
Scheduling process	Scheduler using a manual system to log trips
Number of vehicles in service	One (accessible plus occasional volunteers using their own vehicles)
Percent of trips by ambulatory or accessible passengers	No data available
Cost per service hour of operation	$17.71
Cost per passenger trip	$8.39
Area of service	Parma and western Canyon County

In the past three years Parma Area Senior Center Transportation has worked to grow their transportation program. As a rural transportation provider, securing a sustainable source of funding has been challenging. The following graph provides ridership numbers:

Parma Area Senior Center Transportation

| Parma Area Senior Center Transportation		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours				31.00	63.00	562.00	94.00	134.00	135.00	316.00	315.00	320.00
	Rides		NO DATA		27	54	199	179	199	218	272	271	275
FY18	Hours	188.00	231.00	180.00	209.00	202.00	681.00	166.00	132.00	143.00	155.00	156.00	131.00
	Rides	415	336	337	370	315	491	273	376	373	509	447	322
FY19	Hours	158.00	232.00	133.00	193.00	151.00	139.00	192.00	157.00	93.00	110.00	130.00	90.00
	Rides	294	369	313	387	310	321	479	327	209	164	334	247

Parma Area Senior Center Transportation future potential

- As one of very few transportation providers serving the rural areas of western Canyon County, Parma Area Senior Center Transportation is continuously seeking ways to meet the needs of seniors and persons with disabilities. The program has demonstrated in the past that if transportation is available, seniors from Parma to Homedale and Wilder to Notus will use the service. Future transportation expansion is dependent on a secure, sustainable source of funding.

Meridian Senior Center Transportation – Meridian

Meridian Senior Center provides members and others in the Meridian and Western Boise area with free transportation. Ride reservations for seniors and persons with disabilities are accepted for meals, medical appointments, nutrition and shopping. Special outside groups trips are occasionally offered.

Transportation hours of service	Monday-Friday, transportation schedule varies by day and event
Scheduling process	Scheduler using a manual system to log trips
Number of vehicles in service	One (accessible) vehicle per provider
Percent of trips by ambulatory or accessible passengers	No data available
Cost per service hour of operation	$57.53
Cost per passenger trip	$15.65
Area of service	Meridian and Western Boise

Meridian Senior Center
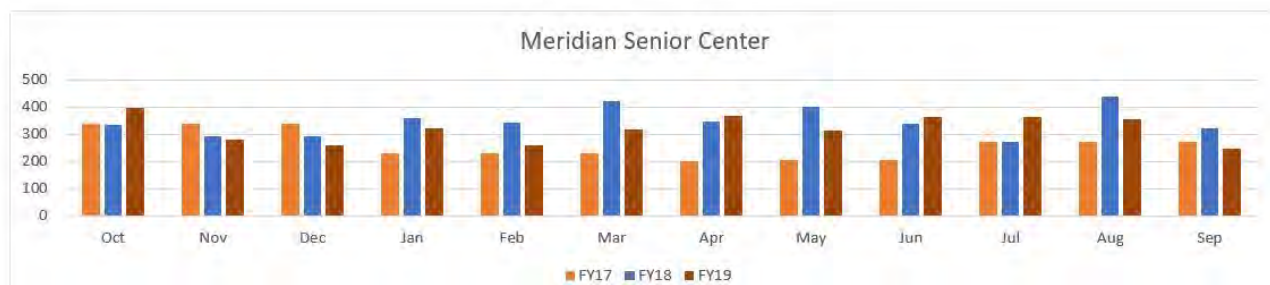
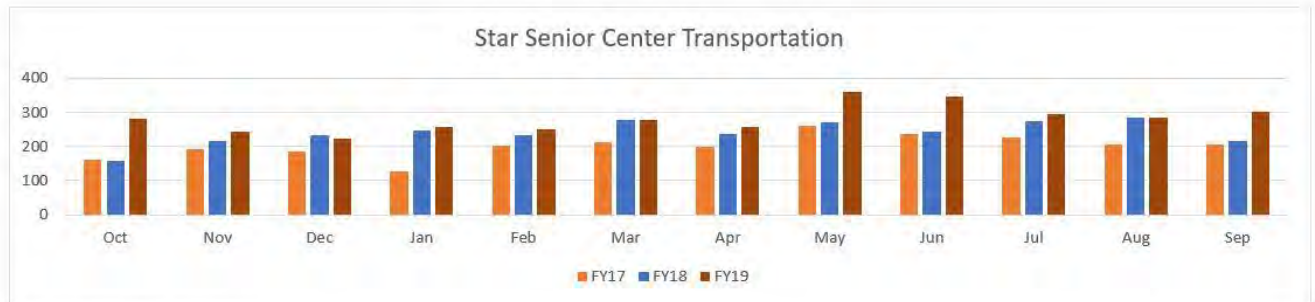| Meridian Senior Center		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours	70	70	70	69	69	68	45	45	46	79	78	78
	Rides	340	339	339	232	232	232	203	204	204	272	271	271
FY18	Hours	93	86	72	96	82	90	88	101	88	83	105	96
	Rides	335	294	294	359	341	422	349	403	340	271	439	322
FY19	Hours	97	92	89	82	69	81	96	98	80	91	89	82.5
	Rides	397	280	261	323	258	318	366	315	363	364	354	246

Meridian Senior Center Transportation future potential

- Meridian Senior Center Transportation provides exemplary service to primarily the senior center's members. Meridian Senior Center has shown interest in expanding service to additional populations with expanded service hours.

Star Senior Center Transportation - Star

Star Senior Center provides members and others in the Star and Eagle area with free transportation. Star is focused on providing their core customer base with exceptional service. Special outside group activities and trips are offered on a regular basis.

Transportation hours of service	Tuesday-Friday, transportation schedule varies
Scheduling process	Scheduler using a manual system to log trips
Number of vehicles in service	One (accessible) vehicle
Percent of trips by ambulatory or accessible passengers	No data available
Cost per service hour of operation	
Cost per passenger trip	$12.33
Area of service	Star and Eagle

Star Senior Center Transportation

Star Senior Center Transportation		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours	51	54	105	120	116	108	103	142	62	59	58	57
	Rides	160	192	184	127	201	214	200	262	236	228	207	207
FY18	Hours	63	58	55	71	64	68	65	84	69	74	73	218
	Rides	157	218	235	248	234	277	237	271	243	275	286	218
FY19	Hours	84	71	56	74	73	96	80	97	80	92	77.25	81.25
	Rides	280	244	222	256	251	279	259	360	347	296	286	301

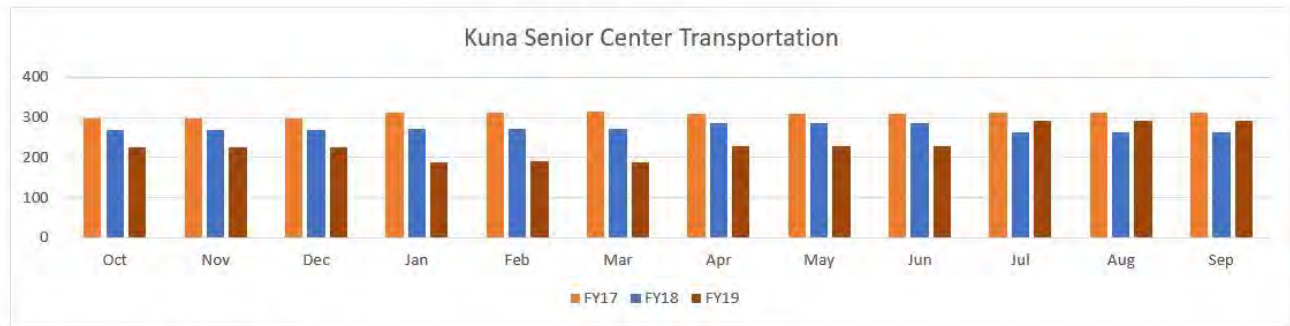Star Senior Center Transportation future potential

Star Senior Center serves the seniors and persons with disabilities with safe, professional transportation. Many of the Star customers are also Eagle customers. Star is interested in expanding hours of service to better serve their customers.

Kuna Senior Center - Kuna

Kuna Senior Center provide members and others with free transportation. Rides to the Center are scheduled on a regular basis. Kuna Senior Center also schedules regular trips to Meridian and Boise for groceries, doctor appointments and shopping.

Transportation hours of service	Monday-Friday, transportation schedule varies by day
Scheduling process	Scheduler using a manual system to log trips
Number of vehicles in service	One (accessible) vehicle per provider
Percent of trips by ambulatory or accessible passengers	No data available
Cost per service hour of operation	N/A
Cost per passenger trip	$5.52
Area of service	Kuna and surrounding areas

Kuna Senior Center Transportation

| Kuna Senior Center Transportation		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY17	Hours	123	124	124	116	116	116	124	124	123		NO DATA	
	Rides	298	298	298	313	313	314	309	309	309	311	311	311
FY18	Hours	125	125	125	133	132	132	140	141	141	140	139	140
	Rides	269	268	268	270	271	271	286	287	286	264	263	263
FY19	Hours	126	125	126	109	110	109	121	121	121		NO DATA	
	Rides	224	224	224	189	190	189	228	228	228	292	292	292

Kuna Senior Center Transportation future potential

- Kuna Senior Center is focused on providing exceptional service to their core customer base, and have expressed an interest in increasing current operations with additional hours of service.

Treasure Valley Transit – Nampa

TVT receives 5310 and 5311 formula grants. 5310 formula grants provide funding for seniors and persons with disabilities in urban and rural areas. 5311 formula grants provide funding for senior and persons with disabilities in rural areas with fewer than 50,000 residents. VRT also provides 5307 Small Urban funding to TVT for seniors and persons with disabilities who are beyond the ADA core ValleyRide fixed route service in the Nampa-Caldwell service area.

TVT FY2019 Statistics

TVT Passenger Trips	26,603
Cost Per Trip	$7.78
Revenue Service Hours	13,608
Revenue Miles	139,327

Treasure Valley Transit
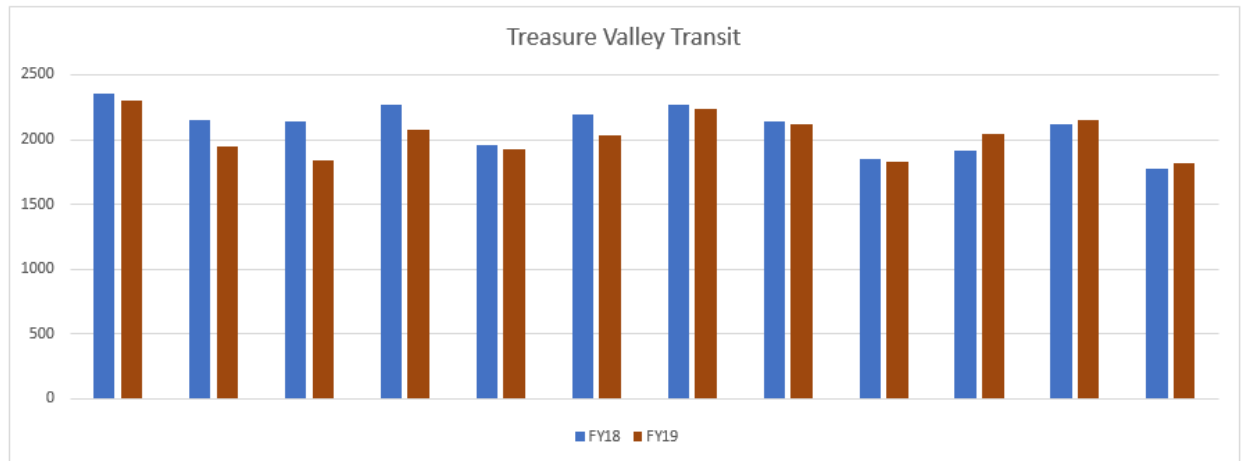
Treasure Valley Transit													
FY18	Hours	2353	2153	2137	2270	1952	2194	2265	2135	1846	1914	2117	1772
	Rides	4001	3799	3596	3723	3565	4218	4252	4277	3875	3684	4159	3552
FY19	Hours	2303	1947	1837	2072	1923	2030	2237	2121	1823	2039	2154	1814
	Rides	4327	3677	3411	3796	3640	4095	4144	4001	3493	3740	3737	3658

Treasure Valley Transit partners with VRT in serving seniors and persons with disabilities. TVT has exressed an interest in being a part of expanded service as described in Valley Connect 2.0. Potential Canyon County passengers who do not meet eligibility for ADA Paratransit Service and are unable to access ValleyRide fixed route service would benefit from this expanded service.