Welcome to the
5310/5311 Program Managers’ Forum
November 2, 2017

Today’s Topic:
Working with Regional Planning Agencies on 5310 Project Selection
Webinar Agenda

- Instructions and Introduction
- Topic Explanation & Background
- FTA’s Perspective
  - Federal Transit Administration
- State DOT Perspective
  - Arizona Department of Transportation
  - Illinois Department of Transportation
- Poll Questions
- Q&A and Discussion Among Call Participants
- Wrap Up
Topic Overview & Background

Discussion Lead:
Nicole Patrick
Grant Programs, Public Transportation Division
ENGAGING REGIONAL PLANNING ORGANIZATIONS IN 5310 PROJECT SELECTION

Discussion Lead
Nicole Patrick
Washington State Department of Transportation
5310 PLANNING REQUIREMENT

FTA Circular
Project inclusion in a locally developed, coordinated public transit-human service transportation plan

Developed and approved through a process that included wide stakeholder engagement

WSDOT Interpretation
5310 applications included in the Consolidated Grants

Extended the requirement to all applicants for the Consolidated Grants Program (5310, 5311, Statewide 5339, state rural and special needs)

WSDOT Regional Ranking Methodology
**WSDOT REGIONAL RANKING PROCESS**

**ABCs**
- WSDOT awards a number of ranking spots to each RPO based on the target demographics for the grant programs
- Number of people with disabilities / Seniors / People below poverty line / People living outside the urban boundaries (for 5311)

**Value of Local Ranking in State Process**
- The region’s ranking will count for one third of the total possible value of the state’s competitive evaluation process. Projects ranked by the regions in the A, B, C, and D categories will receive additional percentage points as follows:
  - A = 50 percentage points
  - B = 25 percentage points
  - C = 12 percentage points
  - D = 0 percentage points

**Note:** If a project is not ranked at the regional level, the application will be disqualified from consideration.
CONSIDERATIONS FOR THIS APPROACH

- Allows each region to tell WSDOT what their needs and priorities are.

- Traditionally, all projects receiving an A and most of Bs get funded.

- Creates an equity issue between single county and multiple county RPO/MPOs.

- Regions determine what constitutes an A project based on their own criteria.

- Data sources that factor into the distribution of ABCs
  - Census vs American Community Survey
FTA’s Perspective

Kelly Tyler
Program Manager, Section 5310 Program and
Innovative Coordinated Access and Mobility (ICAM)
Federal Transit Administration
MTAP 5310 and 5311 Program Managers’ Forum

**Topic:** Working with Regional Planning Agencies on 5310 Coordinated Plan and Project Selection

November 2, 2017
The Coordinated Public Transit-Human Services Transportation Plan

• All projects funded under Section 5310 program must be “included in a locally developed, coordinated public transit-human services plan”.

• The plan must be developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers and other members of the public.
1) Assess available services that identifies current transportation providers (public, private, and non-profit);
2) Assess the transportation needs for individuals with disabilities and seniors, gaps in service, any perceived barriers, opportunities for improvements;
3) Develop Strategies, activities, and/or projects to address the identified gaps in services, needs, opportunities to achieve efficiency in service delivery;
4) Prioritize for Implementation
Tools and Strategies for Developing a Coordinated Plan

Community Planning Session
Self Assessment Tool

Focus Groups

Used to conduct a needs analysis
Conduct a Survey

1. Conducted through emails, in person interviews, snail mail
2. Survey design should consider sampling, data collection strategies, analysis, and projected return dates
3. Surveys should be designed taking accessibility considerations into account to include alternative formats, access to the Internet, literacy levels, and limited English proficiency.
Detailed Study and Analysis

Complex Analysis

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GIS Mapping

INVENTORY
Eligible Expenditures for Traditional Section 5310 Projects

**Capital Purchases**

- Vehicles (i.e., buses, vans, or accessible taxis)
- Approved Vehicle Rehabilitation or Overhaul
- Related Vehicle Equipment (i.e., lifts, ramps, securement devices; etc.)
- Other Capital Equipment Purchases (i.e., communications equipment such as Mobile Data Terminals or Computers; security equipment such as camera systems for vehicles; fare collection systems; etc.)
- Mobility Management
- Cost of Leased or Contracted Services
Examples of “Other” Section 5310 Projects

• Mobility Management

• Travel Training

• Curb Cuts

• Sidewalks

• Pedestrian Signals or Other Accessible Features

• Volunteer Driver Programs (Mileage Reimbursement)
Examples of “Other” Projects (continued)

• Costs Directly Tied to Transit Operations

• Administrative Expenses

• Operation of Transportation Brokerages to Coordinate Providers, Funding Agencies, and Passengers

• Development and Operation of One-Call/One-Click Call Centers

• Voucher Programs
Federal-to-Federal Match

• FTA allows for local match to come from other federal programs supporting transportation

• When funds are leveraged in this way, programs can be 100% federally-funded programs
## Project Selection Criteria - MWCOG

### Enhanced Mobility of Seniors and Individuals with Disabilities Program – SELECTION CRITERIA

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination Among Agencies: Applications that include coordination of</td>
<td>25</td>
</tr>
<tr>
<td>services with other organizations will score up to 20 points.</td>
<td></td>
</tr>
<tr>
<td><strong>Responsiveness to TPB’s Coordinated Human Service Transportation Plan</strong></td>
<td>20</td>
</tr>
<tr>
<td>This criterion has two parts: 1) “Priority projects” will receive up to</td>
<td></td>
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<tr>
<td>12 points; and 2) Applications that address multiple-strategies will</td>
<td></td>
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<tr>
<td>score up to 8 points.</td>
<td></td>
</tr>
<tr>
<td><strong>Institutional Capacity to Manage &amp; Administer an FTA grant</strong></td>
<td>20</td>
</tr>
<tr>
<td>This criterion considers agency capacity, financial stability and if</td>
<td></td>
</tr>
<tr>
<td>applicable, past grant performance.</td>
<td></td>
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<tr>
<td><strong>Project Feasibility</strong></td>
<td>15</td>
</tr>
<tr>
<td>Are the proposed activities practical and achievable within the 2-year</td>
<td></td>
</tr>
<tr>
<td>timeframe? Is the work plan clear and concise?</td>
<td></td>
</tr>
<tr>
<td><strong>Regional Need</strong></td>
<td>10</td>
</tr>
<tr>
<td>Applications that include service or programs in more than one County or</td>
<td></td>
</tr>
<tr>
<td>City will score higher than projects that serve a single jurisdiction.</td>
<td></td>
</tr>
<tr>
<td><strong>Customer Focus</strong></td>
<td>10</td>
</tr>
<tr>
<td>To what extent does the applicant’s proposal demonstrate a strong</td>
<td></td>
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<tr>
<td>awareness of the needs of the individuals for whom the project is</td>
<td></td>
</tr>
<tr>
<td>intended?</td>
<td></td>
</tr>
<tr>
<td><strong>Maximum Total Points</strong></td>
<td>100</td>
</tr>
</tbody>
</table>
Project Evaluation and Selection

Project Evaluation
Completed applications received by November 6, 2020 will be considered through the state’s competitive selection process. As the designated recipient with program authority, the NCDOT-Public Transportation Division will coordinate this process and set priorities.

Scoring Criteria
The following information will be used to evaluate and rate project applications.

A. Statement of Need (45 points)
Project applications should clearly describe the need for the project and demonstrate how the project is consistent with the objectives and requirements of the 2019 grant program and included in the locally developed, Coordinated Public Transit-Human Service Transportation Plan (LCTP). The project application should indicate the number of persons expected to be served, and the number of trips or other units of service expected to be provided. The connection between the project and the LCTP should be clear.

B. Project Planning and Implementation (35 points)
For all projects, applicants must provide a well-defined service operations plan and/or capital procurement plan and describe the implementation steps and timelines for carrying out the plan. The applicant’s plan should include such details as coordination, eligibility, determination processes, monitoring, service delivery, and data collection. Supporting documentation will be reviewed if provided.

C. Project Budget and Grants Management (20 points)
Applicants must submit a complete project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. The application should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.

D. Program Effectiveness and Evaluation (15 points)
The project will be scored based on the applicant’s identification of clear, measurable outcomes-based performance measures to track the effectiveness of the service. The applicant should be monitoring and evaluating the service throughout the period of performance.

E. Organizational Preparedness and Technical Capacity (25 points)
Projects should be a good fit in the applicant’s organization. The applicant must demonstrate that it has staff with the technical experience to manage or operate a transportation service. In addition, the applicant must show that they are prepared to monitor and provide safe services.

Project Evaluation Score Sheet

<table>
<thead>
<tr>
<th>Project Evaluation Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Need (45 points)</td>
<td>45</td>
</tr>
<tr>
<td>Will the project increase or enhance the availability of transportation for the population targeted by the 2019 Program?</td>
<td>10</td>
</tr>
<tr>
<td>Project Planning and Implementation (35 points)</td>
<td>35</td>
</tr>
<tr>
<td>Total</td>
<td>80</td>
</tr>
</tbody>
</table>

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North Carolina DOT

FTA
Federal Transit Administration
State Coordination

Leadership matters. The role that state legislatures, state agencies, state associations, and state coordinating councils play in promoting and incentivizing local coordination arrangements should not be understated. State leaders have taken and can take a range of actions, from encouraging cross-jurisdictional collaborations to dispelling myths inhibiting coordination to enabling would-be partners to leverage dollars.

Featured Resources

- Human Service Transportation Coordination Database (National Conference of State Legislatures, 2013)
- Regional Human Service Transportation Coordinating Councils: Synthesis, Case Studies and Directory (National Conference of State Legislatures, 2012)
- States-at-a-Glance map of contacts

Related Resources

Additional resources are available at the following NCMM “By Topic” resource pages:

- Coordinated Transportation Planning
- Coordinated Transportation Policy and Reports
- Coordinated Transportation Strategies
Transportation Planning

Overview

Transportation planning plays a fundamental role in a state, region, or community’s vision for its future. It includes a comprehensive consideration of possible strategies; an evaluation process that encompasses diverse viewpoints; the collaborative participation of relevant transportation-related agencies and organizations; and open, timely, and meaningful public involvement.

Transportation planning is a cooperative process designed to foster involvement by all users of the system, such as businesses, community groups, environmental organizations, the traveling public, freight operators, and the general public, through a proactive public participation process.

Web Link: https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/transportation-planning
Contact Information

Section 5310 Program and
Innovative Coordinated Access and Mobility (ICAM)

Program Manager:
Kelly.Tyler@dot.gov
202-366-3102
5311 Planning Requirement

- Projects proposed for Section 5311 funding must be a product of the statewide and nonmetropolitan transportation planning process and/or the metropolitan planning process specified.

- The planning requirements of 49 U.S.C. 5303 through 5305

Rural America on the Move
PERFORMANCE-BASED PLANNING

- The performance management framework attempts to improve project decision making through performance-based planning and programming and to foster a transparent and accountable decision-making process for MPOs, states, and providers of public transportation.

- The statewide transportation planning process should provide for the establishment and use of a performance-based approach to transportation decision making to support the national goals described in 23 U.S.C. 150(b), the program goals for 49 U.S.C. 5311 in Chapter II Section 2 of this Circular, and the general purposes described in 49 U.S.C. 5301.

- In the development of the long-range statewide transportation plan, States must include performance targets that address the transit safety and transit state of good repair performance measures established by U.S. DOT under 23 U.S.C. 150(c) and 49 U.S.C. 5329.
(1) The State DOT’s long-range transportation plans should also include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the established performance targets.

(2) The STIP must demonstrate the linkage between investment priorities and the performance targets by including a discussion of the anticipated effect of the STIP toward achieving the performance targets established in the transportation plan.

Contact Information

Section 5311 Program and Tribal Transit Program (5311C)

Program Manager:
Elan Flippin@dot.gov
202-366-3800
Tap into Resources

National Center for Mobility Management

National Aging and Disability Transportation Center

National Rural Transit Assistance Program

ACL Transit Planning 4 All

Shared-Use Mobility Center – Shared Mobility Toolkit
State DOT Perspective

Jill Dusenberry
Transit Group Manager,
Multimodal Planning Division

ADOT
Working with Regional Planning Agencies on 5310 Project Selection

Presentation by Jill Dusenberry
November 2, 2017
COG/MPO Roles

- Mobility Management
- Application Support and encourage applicants to apply
- Coordination and Planning for partnerships
- Communication / Training
- Reporting
- Personal Connection with Agencies
COG/MPO Responsibilities

- Develop and maintain:
  - Regional Coordinated Public Transit – Human Services Transportation Plan
  - Regional Coordination Councils.
- Provide TA to applicants and subrecipients.
- Prioritize regional funding recommendations.
- Coordinate transportation activities in the region.
- Deliverables related to scope of work in Mobility Management contract.
5310 Application Review

- ADOT determines threshold compliance.
- COG/MPOs assist with review of 5310 Applications
- COG/MPOs
  - Provide regional prioritization
  - Regional ranking
  - Guidance regarding applicants compliance with program requirements.
ADOT Evaluation Review Committee

- ADOT 5310 staff and one representative from each COG/MPO
- Applications scored on three main categories
  - Project Management
  - Coordination
  - Project Specific Criteria
    - Mobility Management
    - Capital Equipment
    - Operations
Funding Award Recommendations

- All scores compiled
- Review ranking by
  - Rural
  - Small urban
  - Projects funded in whole or in part – in relation to total score of the project and available funds.
Thank You!

Jill Dusenberry
Arizona Department of Transportation
Multimodal Transportation Division
Transit Group Manager
jdusenberry@azdot.gov
602.712.8243
State DOT Perspective

Mike Healy, Section Chief
Consolidated Vehicle Procurement

Illinois Department of Transportation
Regional Planning Agencies & 5310 Project Selection
CVP Overview

Benefits of Consolidated Procurement

Simplicity for Grantees

Simplicity for Administrators

Purchasing Power(s)
A BRIEF GUIDE TO THE 2015 CVP APPLICATION
NECESSARY SECTIONS FOR EACH TYPE OF APPLICANT

**PRIVATE NON-PROFIT**
- My organization is a **PRIVATE NON-PROFIT** which means it is eligible for SEC. 5310 funding only

- **SEC. II - APPLICANT INFORMATION**
- A. Project Budget
- B. Project Justification
- C. Current Paratransit Veh. Inventory
- D. Geographic Area Served

- **SEC. III - VEHICLE REQUEST FORM & BUDGET**
- A. Project Budget
- B. Project Justification
- C. Current Paratransit Veh. Inventory
- D. Geographic Area Served

- **SEC. IV - LEVEL OF CURRENT SERVICE**
- A. Hours of Service
- B. Total Annual One-Way Trips

- **SEC. V - ASSET CONTROL & MAINTENANCE**
- A. Fleet Control
- B. Asset Maintenance

- **SEC. VI - MANAGEMENT CAPACITY**
- A. Staff Training/Competency
- B. Financial Planning/Management

- **SEC. VII - COORDINATION EFFORTS**
- A. Notify Other Providers
- B. Federal Requirements
- C. Pub. Provider Endorsement (Downstate)
- D. PACE Endorsement (NEIL)

---

**CERTIFIED PUBLIC PROVIDER**
- My organization is a **CERTIFIED PUBLIC PROVIDER** that does not receive other FTA funding which means it is a public body that has been approved by IDOT to receive Sec. 5310 funding, but has not received any other type of funding from the Federal Transit Administration

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- D. PACE Endorsement (NEIL)

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**CERTIFIED PUBLIC PROVIDER**
- My organization is a **CERTIFIED PUBLIC PROVIDER** that receives other FTA funding which means it is a public body that has been approved by IDOT to receive Sec. 5310 funding, and also receives other types of funding (e.g., Sec. 5307, Sec. 5311, etc.) from the Federal Transit Administration

- **SEC. II - APPLICANT INFORMATION**
- A. Project Budget
- B. Project Justification
- C. Current Paratransit Veh. Inventory
- D. Geographic Area Served

- **SEC. III - VEHICLE REQUEST FORM & BUDGET**
- A. Project Budget
- B. Project Justification
- C. Current Paratransit Veh. Inventory
- D. Geographic Area Served

- **SEC. IV - LEVEL OF CURRENT SERVICE**
- A. Hours of Service
- B. Total Annual One-Way Trips

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- B. Asset Maintenance

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- **SEC. VII - COORDINATION EFFORTS**
- A. Notify Other Providers
- B. Federal Requirements
- C. Pub. Provider Endorsement (Downstate)
- D. PACE Endorsement (NEIL)

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**PUBLIC BODY**
- My organization is a **PUBLIC BODY** e.g., a city, county, mass transit district, etc. that currently receives Sec. 5307 or 5311 funding but has not been approved by IDOT as eligible for Sec. 5310 funding

- **SEC. II - APPLICANT INFORMATION**
- A. Project Budget
- B. Project Justification
- C. Current Paratransit Veh. Inventory
- D. Geographic Area Served

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- D. PACE Endorsement (NEIL)

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**SUBMIT APPLICATION TO MIKE.HEALY@ILLINOIS.GOV**

**REMEMBER!**
- DOWNSTATE RURAL/NON-URBANIZED APPLICANTS: CC YOUR HSTP COORDINATOR
- DOWNSTATE URBANIZED APPLICANTS: CC YOUR MPO
# 2014 Application Overhaul

## How Scores Are Generated

### Fleet Average

<table>
<thead>
<tr>
<th>Category</th>
<th>Mileage Range</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>&lt;5,000 miles/vehicle per year</td>
<td>INELIGIBLE</td>
</tr>
<tr>
<td>Poor</td>
<td>5,000 – 8,000 miles/vehicle per year</td>
<td>0 - 1 points</td>
</tr>
<tr>
<td>Fair</td>
<td>8,000 – 15,000 miles/vehicle per year</td>
<td>1 – 2 points</td>
</tr>
<tr>
<td>Excellent</td>
<td>15,000+ miles/vehicle per year</td>
<td>2 – 3 points</td>
</tr>
</tbody>
</table>

### Fleet Average (Whichever is Greater)† +

<table>
<thead>
<tr>
<th>Category</th>
<th>Mileage Range</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unacceptably Low</td>
<td>&lt;33rd percentile of miles/vehicle per year</td>
<td>INELIGIBLE</td>
</tr>
<tr>
<td>Poor</td>
<td>34th to 55th percentile of miles/vehicle per year</td>
<td>0 – 1.5 points</td>
</tr>
<tr>
<td>Fair</td>
<td>56th to 75th percentile of miles/vehicle per year</td>
<td>1.5 – 3 points</td>
</tr>
<tr>
<td>Excellent</td>
<td>&gt;75th percentile of miles/vehicle per year</td>
<td>3.1 – 4 points</td>
</tr>
</tbody>
</table>

*to include estimates for new/expanded service in applications for new/expansion service vehicles
† intervals between points (1.2, 2.6, etc.) to be determined proportionally

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**CVP Overview**  **Application Changes**  **Enforcement**
### Sec. 5310 Competitive Application Scoring Criteria
*(applicable to private non-profit applicants only)*

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of Existing Services</strong></td>
<td>As determined by hours of operation compared to statewide applicant pool</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Equipment Utilization</strong></td>
<td>As determined by vehicle miles traveled (VMTs) or number of one-way vehicle trips per day, compared to statewide applicant pool.</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Asset Maintenance</strong></td>
<td>As determined by defined questions and reviewer’s judgment of required materials</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Management Capacity</strong></td>
<td>As determined by defined questions and reviewer’s judgment of required materials and administrative review of applicant transportation budgets.</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Coordination Efforts</strong></td>
<td>As determined by inclusion of required materials and local administrative review (see Sec. VII)</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>20</td>
</tr>
</tbody>
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**CVP OVERVIEW**  **APPLICATION CHANGES**  **ENFORCEMENT**
### 2014 Application Overhaul

**How Scores are Generated**

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</tr>
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<td><strong>Coordination Efforts</strong></td>
<td>4.0</td>
</tr>
<tr>
<td>As determined by inclusion of required materials and local administrative review (see Sec. VII)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20.0</td>
</tr>
</tbody>
</table>
Thank you for Participating in Today’s 5310/5311 Program Managers’ Forum

For more information, please contact Richard Price, Program Specialist, MTAP
Phone: (202) 624-5813
E-mail: RPrice@aashto.org