



CALIFORNIA TRANSPORTATION COMMISSION
SCORING CRITERIA AND WORKSHEET FOR THE
FEDERAL TRANSIT ADMINISTRATION (FTA) 5310 GRANT PROGRAM
FOR ELDERLY AND DISABLED INDIVIDUALS

Resolution G-08-02

Amending Resolution G-01-34

- 1.1 WHEREAS, Federal law (Title 49 U.S.C. Section 5310) provides for capital grants for the purpose of assisting private non-profit corporations and under certain circumstances, public agencies in providing transportation services to meet the needs of elderly persons and persons with disabilities for whom public mass transportation services are otherwise *unavailable, insufficient, or inappropriate*; and
- 1.2 WHEREAS, State law, AB 772 (Chapter 669, Statutes of 1996), placed the following three mandates on the Commission regarding that Program:
 - direct Caltrans on how to allocate funds for the Program,
 - establish an appeals process for the Program,
 - hold at least one public hearing prior to approving its Program of projects; and
- 1.3 WHEREAS, the Commission worked with a 15-member advisory committee made up of individuals from the Regional Transportation Agencies, state and local social service agencies, the California Association for Coordinated Transportation, Caltrans and Commission staff, to develop a Program process that will provide for a statewide ranked list of projects to be adopted by the Commission and funded by Caltrans; and
- 1.4 WHEREAS, on November 7, 2001, the Commission approved Resolution G-01-34 to adopt the project selection process, as follows:

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

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

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

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

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

- 2.1 NOW THEREFORE BE IT RESOLVED, that the Commission has determined that the process will utilize objective project scoring criteria and a statewide review committee consisting of representatives from the State Departments of Rehabilitation, Developmental Services, Aging, and Transportation, with Commission staff acting in the role of facilitator/coordinator for the statewide committee.
- 2.2 BE IT FURTHER RESOLVED, that the Commission adopts the revised scoring criteria and worksheet as described in Attachment 1 of this resolution.

Attachment



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

CONTENTS

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Section I Ability of Applicant	2	32
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Planning (12 points)		
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Service Expansion.....	5	
Other Equipment.....	6	
Section IV Service Effectiveness	7	30
Section V Project Scoring Form	8	
<hr/> Maximum Total Per Requested Project		100

Quantitative Scoring & Project Rating

**SECTION – I
Ability of Applicant**

(See Application Part III – Pg. 15)

Agency:

Evidence of an applicant’s experience and history of providing efficient and effective transit services.

Score

<p>Applicant has experience providing existing specialized transportation services for elderly or individuals with disabilities for:</p> <p style="text-align: right;">More than 5 years = 4 ____ 3 to 5 years = 3 ____ 1 to < 3 years = 2 ____ Less than 1 year = 0 ____</p> <p style="text-align: center;">OR</p> <p>Applicant has experience in providing social services (non-transportation) for elderly or individuals with disabilities:</p> <p style="text-align: right;">Applicant demonstrates support from the local RTPA or CTSA (attach letter) = 2 ____ And applicant has provided social services for More than 3 years = 2 ____ 1 to 3 years = 1 ____ Less than 1 year = 0 ____</p>	
<p>SCORING: 0 = Does not address question 1 = Addresses question without attaching relevant documentation. 2 = Addresses question completely and attaches relevant documentation</p> <p>Operating plan describes the following and includes documentation</p> <p>Driver training program: New and continuing in-services driver training, including testing and certification = 2 ____ Sensitivity Training = 2 ____ Emergency Preparedness First Aid/CPR = 2 ____</p> <p>Dispatching Plan: Description of dispatching plan = 2 ____</p> <p>Maintenance plan includes the following: Pre- and post- trip inspection description = 2 ____ Preventative and routine maintenance description = 2 ____ Inclusion of maintenance and inspection forms = 2 ____ Contingency plans for out-of-service equipment = 2 ____ Inclusion of satisfactory CHP or Caltrans inspection or Documentation that such an inspection is not required = 2 ____</p> <p>Operating funds: Agency describes other funding received or why other funding is not available = 2 ____ Qualified audit for agency included with no instances of non-compliance = 2 ____ All sources of estimated operating income are identified for proposed project. = 2 ____ Operating budget for applicant agency includes previous, current, and upcoming year = 2 ____ Appropriate funding source for local match is identified = 2 ____</p>	
Total Points Maximum 32	

Quantitative Scoring & Project Rating

(See Application Part III – Pg. 19)

**SECTION – II
Coordination Planning**

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

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

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

<p><i>Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).</i></p> <p>1. Generally describes available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, ADA complementary Paratransit services as contained in the Coordinated Plan by section and/or page number.</p>	
<p><i>Element 2: An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.</i></p> <p>2. Describes transportation needs of individuals with disabilities or elderly individuals to be served by the proposed project as contained in the Coordinated Plan by section and/or page number.</p>	
<p><i>Element 3: Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.</i></p> <p>3. Identifies coordination strategies activities and/or efficiencies by name. Accurately describes <u>how this project addresses strategies, activities and/or efficiencies</u>. Includes section and/or page number of Coordinated Plan.</p>	
<p><i>Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.</i></p> <p>4. Identifies the Coordinated Plan’s implementation priorities. Accurately describes <u>how this project addresses them</u>. Includes section and/or page number of Coordinated Plan.</p>	
Total Planning Score Maximum 12	

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

(See Application Part III – Pg. 21)

<p>1. Clearly describes how vehicles in agency’s existing fleet are used to provide coordinated service for another agency’s clients or how these vehicles are shared with another agency(s).</p>	
<p>2. Clearly describes plan for coordinating use of requested vehicle(s)/equipment. Examples:</p> <ul style="list-style-type: none"> • Shared use of vehicles • Dispatching or scheduling • Maintenance • Back up transportation • Staff training programs • Joint procurement of services and supplies from funding sources other than Section 5310 • Active participation in local social service transportation planning process • Coordination of client trip(s) with other transportation agencies 	
<p>3. Clearly identifies attempts the agency has made to coordinate. Explains why coordinating isn’t possible. Provides supporting documentation letter from CTSA or RTPA confirming that no opportunities for coordination currently exist for requested equipment.</p>	
Total Coordination of Vehicles Score Maximum 6	

Quantitative Scoring & Project Rating

(See Application Part III – Pg. 22 Existing Services)

SECTION – III

Existing Transportation Services

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

Useful Life of Vehicle

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

Replacement: Determination that an applicant’s vehicle needs to be replaced in order to continue its existing transportation services. For each new vehicle requested a vehicle currently in **active service** will be removed and sold or placed into backup service.

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

Excessive Maintenance: Vehicle does not meet minimum useful life but needs to be replaced due to excessive maintenance. Must have prior approval from Chief of the Specialized Federal Transit Branch.

Score each replacement vehicle using the chart

Maximum 20 points each

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

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

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

SECTION – III
Proposed Transportation Services

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

Score

Projected service hours per week to be provided with requested vehicle will increase total existing service hours by:		
> 38 = 7 points	27 to 29 = 3	
36 to 38 = 6	24 to 26 = 2	
33 to 35 = 5	20 to 23 = 1	
30 to 32 = 4	< 20 hours = 0 points	
AND Projected number of daily one-way Passenger Trips divided by Proposed total vehicle service hours:		
8 per service hour = 7 points	4 = 3	
8 = 6	3 = 2	
6 = 5	2 = 1	
5 = 4	< 2 per service hour = 0 points	
AND Projected number of miles for proposed vehicle per day is:		
105 miles per vehicle = 6 points		
91 to 105 = 5	46 to 60 = 2	
76 to 90 = 4	30 to 45 = 1	
61 to 75 = 3	< 30 miles per vehicle = 0 points	

Maximum 20 Points

Proposed New or SE Vehicle	Total Score Each Vehicle

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

SECTION – III

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

	Criteria	Points	Score
Equipment will coordinate fleet of 15 or more vehicles (app. page 22 or 23)	14	14	
	13	13	
	12	12	
	11	11	
	10	10	
	9	9	
	8	8	
	7	7	
	6	6	
	5	5	
	4	4	
	3	3	
	Less than 3	0	
	Applicant has no communication equipment. OR (Application page 12) Applicant is currently using manual system for scheduling, vehicle tracking, etc.		5
(Application page 12) Applicant needs to replace inadequate equipment to improve efficiency. Describes current equipment and year purchased	More than 5 years 3 to 5 years Less than 3 years	5 3 0	
		Total Points	

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

Describe and Score **each** request

Maximum Points 20

Equipment Requested		Score

Quantitative Scoring Criteria & Project Rating

**SECTION – IV
Service Effectiveness**

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

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

Existing transportation provider: Total service hours per week divided by number of vehicles (excluding vehicles in back up service): First-time transportation provider: Total projected service hours per week divided by number of vehicles (excluding vehicles in back up service):		SCORE
Over 38 hours per week = 10 34 to 36 = 9 32 to 34 = 8 30 to 32 = 7 28 to 30 = 6	26 to 28 = 5 24 to 26 = 4 22 to 24 = 3 20 to 22 = 2 Less than 20 hours per week = 0	
AND Existing transportation provider: Sum of the total one-way passenger trips per day divided by total service hours per day (excluding backup service): First-time transportation provider: Projected number of daily one-way passenger trips divided by total vehicle service hours:		SCORE
Over 8 passengers per service hour = 10 Over 6 to 8 = 8 Over 4 to 6 = 6	2 to 4 = 4 1 to 2 = 2 Less than 1 passenger per service hour = 0	
AND Existing transportation provider: Total miles per day divided by number of vehicles: First-time transportation provider: Projected number of miles for requested vehicle per day:		SCORE
Over 102 miles per vehicle = 10 94 to 102 = 9 86 to 94 = 8 78 to 86 = 7 70 to 78 = 6 62 to 70 = 5	54 to 62 = 4 46 to 54 = 3 38 to 46 = 2 Over 30 to 38 = 1 Less than 30 miles per vehicle 10 = 0	
Additional Points Possible -Total cannot exceed 30 points		
Existing transportation provider: Current wheelchair users as a percentage of current total users: New or expanded transportation provider: Projected wheelchair users as a percentage of current total users:		SCORE
More than 65% = 10 60 to 65% = 9 55 to 60% = 8 50 to 55% = 7 45 to 50% = 6	40 to 45% = 5 35 to 40% = 4 30 to 35% = 3 25 to 30% = 2 20 to 25% = 1 Less than 20% = 0	
		Total Score Maximum 30

Project Rating Worksheet

Agency: _____

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