

**Instructions for
Financial Assistance Application
& Coordination Plan
49 USC § 5311 & 5310**



Montana Department of Transportation



Guidance Manual

General Information

This guide provides instructions on the proper completion of the grant application to the Montana Department of Transportation (MDT) utilizing the BlackCat grant system. This document will provide guidance, explanations and examples that may prove helpful. Be succinct with your application but provide enough information for staff to make an appropriate funding recommendation regarding your project. This is a competitive application process.

If awarded, your objectives and budget will be part of the contract acting as the scope of work for your project. It is, therefore, important that you carefully consider the objectives, budget, and expectations of your project. You are responsible for appropriate use of federal funds.

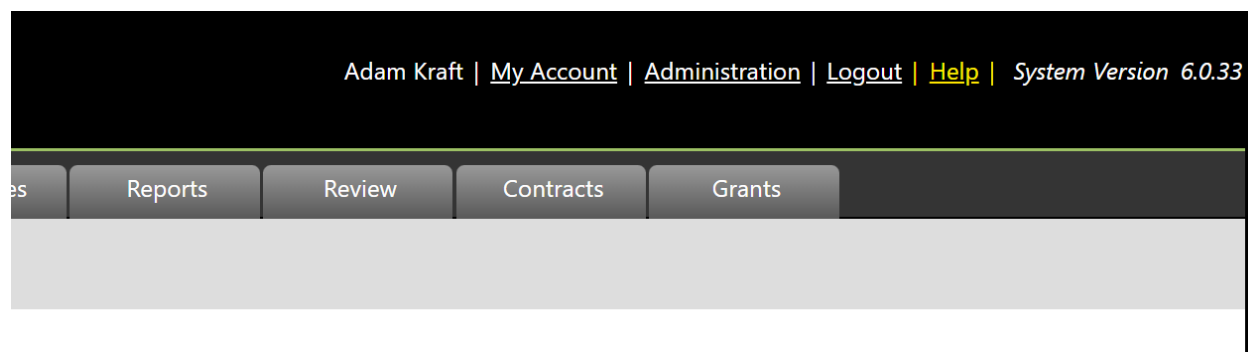
Accessing the Application Materials

The application materials are accessible through the BlackCat grant management system located at this web address:

<https://secure.blackcattransit.com/Login.aspx?site=mtdot>.

If you do have not registered and do not have a username, then you will need to contact your regional or urban area planner. The planner will assist with setting up your new registration. Once logged in the system will direct you to the dashboard.

For instructions on how to create and complete an application you may reference with User Guide. To access the guide select “Help” on the top of the webpage. Section 6.7, Creating and Completing an Application, pages 50-53, provides said guidance. Section 6.7 is also attached to this guide as **Attachment 1**.



Lead Agency Summary Sheet

Agency Legal name.

This can be the city, county, transit district, transportation improvement area, or non-profit organization.

Doing Business As (DBA) Name.

Many of the transit programs have a name that is different from the name of the applicant agency.

Employer Identification Number (EIN).

[https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

Dun & Bradstreet (DUNS)

<https://www.dnb.com/duns-number.html>

5310 Capital

See **Attachment 2** for a list of Capital application requirements for 5310 agencies.

Transit Coordinator

MDT is requesting that each transit operation have a full-time Transit Coordinator who is responsible for the day-to-day activities of the transit operation.

Agency Sponsor

Please check the appropriate agency type. The agency sponsor is the entity/organization and the grant applicant that will be operating the system.

Board of Directors

This will include the names of members of the applicant agency board members and their term of office. Some boards of directors are required to have agency representation or be appointed by city or county officials. If they have such affiliation, please list. The system requires at least three members listed in the board of directors section. This is a multi-list field and will need to be edited in save mode.

Structure of the Lead Agency

This will include an accounting of the total number of employees who receive all or part of their salary from this grant. Indicate the number of employees in each employment category and identify if this is a full- or part-time employee. For example, some programs have both full- and part-time drivers. Include the number of employees in each category. The field must be populated with a numerical value (*the default value is zero*).

Union Affiliation

Some transit agencies have employees who are represented by unions. If you have union employees, please list the name of the unions and their contact information.

System Description

Type of service (See definitions section to reference the service you operate).

If your service is **fixed route**, you are required to have a complementary para-transit service that meets the requirements of the Americans with Disabilities Act. Please describe who provides this service. *(Upon request a template can be provided, please contact your regional planner)*

If your service provides regularly scheduled **intercity** bus service for the general public that is outside your service area, please describe the areas served and the frequency of this service.

If you provide a **demand/response** service, explain if reservations are required and how much in advance the reservation must be made?

Service Area.

Describe the service area that your agency provides rides for.

Population.

This is an estimation of your population in your defined service area.

Connectivity.

Reference the definition for meaningful connections

Level and Use of Service

If an existing agency, please reference previous years data to complete the following section.

Ridership.

Estimated annual number of rides

Mileage.

Estimated annual number of miles

Passenger type.

Estimate the number of passengers you will carry who are elderly (60 and over), disabled, and under age 60. If a passenger is elderly and disabled, the ride is classified as disabled. This must total 100%.

Days/hours of service.

First, explain the days each week you are in service. Next, explain your operating hours.

Attached to the back of this guidance is a form called Community Hours of Operation (**Attachment 3**). You may use this to describe days and hours of service. If you provide exclusive rides during certain parts of the day, such as for Head Start or for individuals with disabilities, you may list those under the agency column.

Marketing or Advertising

Describe how a customer goes about getting a ride. Do you have a schedule, map, or brochure to hand out? Are your services posted in locations with easy access? Are your hours and schedules of operation in the newspaper, advertised on TV or radio, or on the Internet? Does it contain information about how to obtain a ride?

TransADE Funding

Legislation has enabled MDT to re-structure how it will distribute Transit Assistance for the Disabled and Elderly (TransADE) funds. Future funding will be allocated equitably statewide instead of being divided up equally between each of the five MDT financial districts. The new legislation now includes urban and tribal governments as well as rural transit providers, therefore match funds will be divided up to all lead agencies in each community based on the number of elderly and disabled rides provided as compared to the population of elderly and disabled within the service area. Lead agencies are required to coordinate with the TAC's to decide how these matching funds can support the increased mobility of the disabled and elderly in your service area.

Please provide a brief narrative explaining the proposed use of your agency's TransADE funds and the methodology used to increase service to the elderly and disabled. Be sure to include details established at TAC meetings and/or other public involvement activities which support your proposal.

MONTANA COORDINATION PLAN OUTLINE

Title 49 U.S.C. 5310, as amended by MAP-21, requires a recipient of Section 5310 funds to certify that projects selected for funding under this program are included in a locally developed, coordinated public transit-human service transportation plan and that the plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, nonprofit transportation and human service providers; and other members of the public. (See Chapter V of FTA C 9070.1G or **Attachment 4** of this guide for further information.)

The State of Montana requires that all FTA grant sub-recipients are included in a locally developed, coordinated public transit-human service transportation plan and that the plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, nonprofit transportation and human service providers; and other members of the public.

General Guidance for Coordination Plan Development.

A Coordination Plan should maximize the programs' collective coverage by minimizing duplication of services. Further, a Coordination Plan should be developed through a process that includes representatives of public, private, and non-profit transportation and human-services providers, and other programs sponsored by federal, state, and local agencies to greatly strengthen its impact.

Coordination with other federal programs.

The Federal Interagency Coordinating Council on Access and Mobility (CCAM) is composed of 11 federal departments and agencies and was established by an Executive Order on Human Service Transportation Coordination signed by President Bush on February 24, 2004. The members consist of the U.S. Departments of Transportation, Health and Human Services, Labor, Education, Agriculture, Housing and Urban Development, Interior, and Commission on Social Security, Veterans Affairs, Attorney General, and the National Council on Disabilities. CCAM coordinates 62 federal programs providing transportation funding for older Americans, persons with disabilities, and low-income populations that do not have access to or cannot use automobile transportation options.

The Executive Order requires that CCAM members work together to provide the most appropriate, cost-effective services within existing resources, and reduce duplication to make funds available for more services. CCAM seeks to simplify access to transportation services for persons with disabilities, persons with low incomes, and older adults.

Date adopted by board of directors.

The board of directors of the applicant agency must formally adopt the Coordination Plan.

1. Include the date the plan was adopted by the Transportation Advisory Committee (TAC).
2. Attach to the back of your plan a copy of the minutes showing the action by the board.

Agencies involved.

The elderly, persons with disabilities, low income and minority populations, and the general public must be involved in the development of your plan. Many different agencies are involved with delivering a multitude of services to these target populations. They must be invited to participate in the development of your plan.

1. Identify the cooperating agencies and describe the level of cooperation. Describe if they receive services and/or are financial contributors. Those agencies that agree to participate must acknowledge their level of participation in writing. This may take the form of letters of cooperation or a formal cooperative service agreement that details negotiated levels of service and/or financial arrangements.

MDT recommends reviewing such agreements for federal compliance. Templates are available upon request.

2. Attach cooperative letters and agreements/contracts.

Agencies not involved.

Some agencies may not agree to participate in the coordination plan at this time. Keep records of the agencies which are not participating. Be sure to include the rationale for not participating. Attach the non-cooperative letters to the application.

Needs assessment.

Transportation needs are uniquely identifiable. Smaller communities may be able to identify the transportation needs of the service area through public meetings. Some communities may distribute forms to human service providers, medical providers, the area businesses, or companies with employees who may need rides to work. Larger communities will probably have more formalized tools for identifying needs.

Describe how you determine the needs of your service area.

Public involvement.

The users of your service, including the elderly, disabled, low income people, minorities and the general population within your service area, must be consulted and invited to participate in the development of your plan. The process must be proactive and provide complete information, timely Public Notice with full public access to key decisions, and opportunities for involvement. A sample Public Notice is included to this guide as

Attachment 5.

1. Describe how you solicited participation in the development of your plan.
2. Attach copies of fliers, letters, newspaper articles, etc. that show a good-faith effort on your part to include the public.

Private Sector.

Private providers of transportation, including taxicab companies, must be consulted and invited to participate in the development of your plan. They must be afforded the opportunity for early and continuing involvement throughout the planning process.

Describe any private providers, including taxicab companies, in your service area and explain how they were solicited and participated in the development of your plan.

Plan for growth and/or increase ridership.

Describe any changes in your current plan that would increase ridership including, additional vehicles, additional routes, coordination with other agencies, marketing, innovative programs, etc.

Transportation Advisory Committee (TAC).

MDT recommends your TAC meet monthly but at a minimum of once each quarter. Meeting information, date, place, and time should be available to the public via newspaper, radio, Internet, or by other means.

1. Please describe how often your TAC meets.
2. Please attach meeting minutes where your Coordination Plan was approved.
3. Attach meeting minutes where capital projects were approved and prioritize agency by vehicle or item (*if applicable*)

Transportation Advisory Committee Members

Transportation Advisory Committees should be made up of representatives of local planning agencies; governments; public transportation providers; human-service agencies providing services to the elderly, individuals with disabilities, low-income individuals, and minority groups; as well as existing or potential riders from the general public and targeted population passengers.

Please complete the roster of persons serviced on your TAC, and who they represent.

Operating Budget

The definitions and descriptions can be found on MDT-Transit's website.

<http://www.mdt.mt.gov/publications/docs/manuals/mdt-financial-mgmt-guide.pdf>

Operating expenses.

These costs typically are variable costs and will fluctuate with the programs volume of ridership.

Administrative Expenses.

These costs tend to be fixed in nature and are incurred regardless of the operational level of the program.

Maintenance Expenses.

These costs are used to maintain the useful life of vehicles.

Reimbursement Calculations

Reimbursements are distributed on a quarterly basis. Direct deposits are available upon request. Reimbursement rates vary depending on the type of expense. The three expense types are as follows: Operating (54/46), Administrative (80/20), and Maintenance (80/20). Fare revenue is deducted from operating expenses prior to calculating the operating expense reimbursement.

Local Match

Local match sources and amounts must be identified. Local match must meet or exceed that required of the requested funding.

Match Revenue Sources

Must be non-federal source, only Federal source that can be used is US Department of Health and Human Services.

Itemized Expenses and In-kind

Identify and list those expenses as requested including the service and amount.

List In-kind

In-kind is eligible to be used as match up to 15% of the total operating grant request amount (federal and local match combined).

DBE (Disadvantaged Business Enterprise)

Through September 30, 2017, MDT's agency-wide FTA approved DBE race-neutral goal is 0.38%. While no project-specific goal applies, each provider is encouraged to make all reasonable efforts to utilize MDT's currently certified DBE firms for subcontracting services. The "MDT DBE Directory" is located on MDT's DBE web page at http://www3.mdt.mt.gov:7782/mtwtrn/mtwtrn.wtrk0002.contractor_init

Authorization, Certs and Assurance, Nondiscriminatory, labor warranty

Authorizing official with the authority to sign the documents is one that has been granted the authority through approval of Governing board through formal process and this will need to be document. If requested this information must be provided to MDT. The individual with the authority will need to be registered separately to ensure compliance with the terms and conditions. This information will be date and user stamped and regional planners will verify this information before approval of application. The user that fills out the application cannot be the authorizing official.

Capital

List of Suggested Vehicles (Vans, Light Duty Bus, Medium Duty Bus, Heavy Duty Bus). MDT has developed a list of suggested vehicles. This list includes all commonly procured vehicles. These vehicles have been designed for optimal functionality. MDT allows for special vehicle requests if your agency has determined that none of the suggested vehicles meet the specific needs of your service. Special vehicles can be applied for in the Special Vehicle Request section below.

Special Vehicle Requests.

When applying for a special vehicle be sure to explain the special need and include the make/model and other pertinent info used to identify the vehicle type.

Other Equipment.

This section allows for other equipment requests. Other equipment includes passenger shelters, routing software, etc.

Other Equipment.

This section allows for new facility and facility upgrade requests. Such requests require preemptive work including a general project scope and quote.

Sources of Capital Matching Funds.

Local match sources and amounts must be identified. Local match must meet or exceed that required of the requested capital.

Needs Justification.

Capital awards are reviewed and scored by the Capital Assistance Review (CAR) committee and the Transit Section. Scoring is based on 100 total points (**Attachment 6**). The CAR, which is made up of members whom represent all facets of transit systems in the state, scores a total of 80 points and the Transit Section scores a total of 20 points. Of the 80 points, the CAR scores a total of 60 points for “Capital Need” and a total of 20 points for “Program Management.” Of the 20 points, the Transit Section scores a total of 10 points for “Program Management” and a total of 10 points for “TAC Prioritization.” These 20 points are formula generated and represent required meetings attendance, timeliness of quarterly report submittals, and TAC prioritization. A detailed description of the scoring process is available per request.

It is the applicant’s responsibility to state their program’s capital need and provide a general statement of their program administration. Capital need statements shall clearly define the need and circumstances or logic in which each capital request is necessary to continue adequate transportation services. Excellent statements may include supporting documents such as: planning studies, surveys, meeting minutes, public input, detailed vehicle service records, facility improvement quotes, etc. Need is defined equitably amongst expansion and replacement. Need statements shall include application characteristics for each capital item such as: expansion or replacement, service type (IE: fixed route, demand response, etc.), and trip purpose (health care, employment, nutrition, recreation, etc.). Strong expansion and replacement statements may include the following information:

Expansion:

- Consumer demand vs. vehicle availability/capacity
- Expansion of service hours and/or service area
- Benefits of new technology or bus/passenger shelter(s)

Replacement:

- Maintenance history of the replacement item
- Useful-life and current miles and years (only years for some items) of the replacement item
- Spare ratio - service vehicles to backup vehicles (limited number of service vehicles)
- Safety concerns (IE: breakdowns, risky service area, etc.)

Statement Example:

“The request for a 13-passenger bus is to replace a similar, 13-passenger bus currently operating as a demand response vehicle. Most trips are health care related. The service area of this vehicle covers 100 miles daily across rough, rural terrain. The vehicle currently has 144,000 miles and is 8 years old. The useful-life for the aging vehicle is 100,000 miles / 7-years. I have provided maintenance documents which illustrate a more recent increase in servicing. We have one spare vehicle for a fleet of six demand response vehicles. Our main concern regarding this aging vehicle is the potential for a breakdown in a hazardous location with limited services and a loss of service along that route.”

Program management refers to the administration of the transportation program which has applied for the capital item(s). The applicant shall clearly explain their level of local coordination and capital maintenance program management. The applicant will provide a brief program management narrative describing their transportation service, current and prospective level of coordination, a brief description of their capital maintenance program, and any other pertinent supporting information they find relevant. Capital maintenance refers to the mechanical and physical upkeep of an agency's vehicle fleet and facilities. Strong coordination and maintenance statements may include the following information:

Coordination:

- Annual petitioning and participation of local interest groups
- General summary of the cooperative agreements
- Future anticipated cooperative agreements
- Frequency of TAC meetings

Maintenance:

- Basic maintenance policies and practices structure
- Staff and/or contractor duties related to maintenance
- Cooperative maintenance agreements with local service providers
- Fleet replacement forecasting
- Fleet and facility conditions (MDT will provide fleet and facility average condition per request)

Statement Example:

“The transit agency provides 150,000 rides annually within Lewis & Clark County. Service runs 6 days, 48 hours weekly. Our transit agency has cooperative agreements with two developmentally disabled group homes, one nursing home, the public hospital, Walmart, and the local food share. Soon we expect to establish an agreement with the local college. To the greatest extent possible, the DD center attempts to coordinate with the lead agency (the applicant) during normal business hours. After hours, they provide their own transportation services. Our TAC meets monthly and has an average of 6

attendees. Our agency has a part-time, trained mechanic which maintains our fleet according to our maintenance plan which is based upon manufacturers suggested maintenance intervals. We have established service agreements with the local tire, lube and repair shops for a prorated rate. This replacement vehicle has been scheduled to be replaced this year according to our fleet replacement plan.”

After the committee has evaluated all capital items the scores are averaged and prioritized into a spreadsheet. Based on the available amounts of funding and the MDT management approval process, agencies are funded from the highest priority down until the available funding is completely spent.

Attachments

BlackCat[®]

TRANSIT DATA MANAGEMENT SYSTEM



STATE USER GUIDE

2) Select the **Publish Grant** button on the Grant Detail page.

Application Profile


Publish

Status: In Development

Application Name:* CY 2020 Section 531

Year:* 2020


Open Date/Time:* 11/1/2019 12:00 AM

Deadline Date/Time:* 3/6/2020 11:00 PM  

Hard/Soft Deadline:* ☐ Hard ☒ Soft

Group Review:* ☐ Yes ☒ No

Lead Reviewers: Select One [Add](#)

Brian Jones 

Larry Buckel 

Public URL:

Save Cancel Delete

Helpful Hint: Once an application is published and the Open Date/Time has commenced, Agency Users has access to apply until the deadline date.

6.7 Creating and Completing an Application

Creating and completing an application is typically completed by an Agency User but State Users may assist in creating an application for an organization.

1) Select the **Applications** tab

Dashboard Projects **Applications** Organizations Resources Reports Review Contracts Grants

2) Select **Grant Opportunities**

Applications

Grant Opportunities

Application Development

3) Select the **Organization**

New Opportunities

New Opportunities

Organization: Select One

Application: 5311 Application Year: 2022 Application Deadline: 8/31/2021 03:00 PM CST Details

4) Select **Apply** (if an opportunity doesn't appear for the selected organization, see the previous Section on Application Access).

New Opportunities

New Opportunities

Organization: Chariton Valley Planning & Development

Application: 5311 Application Year: 2022 Application Deadline: 8/31/2021 03:00 PM CST Details Apply

5) The created application will then be available in the Applications table

Applications

Applications

Year	Organization	Application	Status
2022	10-15 Regional Transit Agency		
2022	City of Cedar Rapids		
2022	City of Davenport	5311 Application	Review Complete
2022	City of Fort Dodge	Scorecard Scenario	Submitted Late
2022	Ames Area Metropolitan Planning Organization	5311 Application	Not Submitted
2022	Chariton Valley Planning & Development	5311 Application	Not Submitted

Helpful Hint: State Users will see all applications in the application list. Agency Users will only have access to their organization's application list.

Select the view link next to the application to open.

The following steps are completed by Agency Users.

There are three sections of the application that must be completed before an application can be submitted:

3. **Applications Forms** section (all must be green or blue, indicating completion)
4. **Project Attachment** section (all projects to be included must be attached)
5. The **Funding Request** for each attached project must be completed.

The submit button is *not active* until all these conditions are met.

1) To complete the **Application Forms** section:

a. Select **Attach Upload** next to the first required document and complete upload process

Helpful Hint: All forms added to the Application forms section during Application Development will be available in this section.

			Action
<input checked="" type="checkbox"/>	Download - Application Document 1		Attach
Requires Upload	Optional	Upload Complete	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

2) The Upload window will display. Select **Choose File** or **Browse** and then **Save**

Attach Form

Document 1 -

Upload or replace uploaded document by choosing a file below.

Choose File No file chosen

Save

Helpful Hint: The files being upload must be saved only using alphanumeric characters, underscores _ , hyphens – and periods. The a length limited to 75 characters.

Helpful Hint: Upon uploading and selecting Save, the Attach Form box will close and the “Attach” will be replaced with “Re-Upload”. For required documents, the check indicator will change from grey to green.

4) To complete the **Projects** section:

a. Select Attach in the Projects Section and complete the project attachment process

Project(s)

Attach

Description	Line Item	Year	Description	Net Project Cost
No records to display.				

- b. Select the **Projects** and Select **Attach Project(s)**

Line Item	Year	Description	Net Project Cost
<input checked="" type="checkbox"/> 111304	2020	Buy Expansion - Bus < 30 FT	\$300,000.00
<input checked="" type="checkbox"/> 111215	2020	Buy Replacement - Vans	
<input type="checkbox"/> 111204	2020	Buy Replacement - Bus < 30 FT	
<input type="checkbox"/> 111304	2020	Buy Expansion - Bus < 30 FT	

Attach Project(s)

- c. The Projects will now be attached and information will populate the **Budget Request Summary** section located below the Project(s) table.

Project(s)

Description	Line Item	Year	Description	Net Project Cost
Remove	111304	2020	Buy Expansion - Bus < 30 FT	\$300,000.00
Remove	111215	2020	Buy Replacement - Vans	

Budget Request Summary

Budget Category	Net Project Cost	Total Federal Amount Requested	Total Budgeted Match	Total State Amount Requested For Match
Capital	\$300,000.00			
Less 20% Local Match				
Total	\$300,000.00	\$0.00	\$0.00	\$0.00

- 6) Once all sections are complete, the **Submit** button must be selected

Application

Application: 5311 Operating/5339 Capital CY2020 Application Application Deadline: 6/14/2019 12:00:00 AM Status: Not Submitted

Organization: Adams County Council on Aging, Inc. Year: 2020

Submit

Application Form(s)

Before you can submit this application, you must

Helpful Hint: The status section of the application will indicate to Agency and State Users where in the process the application is.

Please note, no changes to the application can be made once an application is in "submitted" status.

Attachment 2

List of application requirements for “sub-agencies” that are only applying for 5310 Capital:

1. Coordination Plan:

- a. Sub-agency's level of coordination to be included in with the Lead Agency's Coordination Plan document
- b. Public notice is required to be provided unless it is already included in with the Lead Agency's notice. Copy of the public hearing transcript is required if requested.

2. Forms, plans, and procedures to be kept on-file:

- a. A copy of your private non-profit IRS 501(c) or 501(a) exemption, from private non-profit providers only. Agencies working through city, county, or tribal governments are exempt.
- b. A copy of the most current maintenance plan approved by your governing board.
- c. A copy of your local program complaint procedures.
- d. A copy of your FTA Title VI nondiscrimination complaint procedures signed by appropriate staff.

3. Sections of the grant application that must be completed:

- a. Section A: Organization
- b. Section B: System Description
- c. Section C: Level of Use of Service
- d. SKIP Sections D-K
- e. Section L: Capital

4. Documents which require signatures:

- a. Authorization to Make Application
- b. Certifications and Assurances
- c. Non-Discrimination Assurance
- d. Labor Warranty

Attachment 3

Agency Name

	6:00A	7:00A	8:00A	9:00A	10:00 A	11:00 A	12:00	1:00P	2:00P	3:00P	4:00P	5:00P	6:00P
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													

Community Hours of Operation

1. Show the hours of service.
2. How many vehicles are used for passenger transportation?
3. What is their capacity (e.g., 10 passengers plus 2 wheelchairs?)
4. List types of specialty equipment. (e.g., wheelchair lifts mobile two-way radio, etc.)
5. What type of service is provided? (e.g., demand/response, medical appointments, work/school, etc.)
6. Identify the riders. (e.g., elderly, disabled, Head Start, or general public)
7. Are there unmet transportation needs for this organization?

CHAPTER V**COORDINATED PLANNING**

1. **THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN.** Federal transit law, as amended by MAP-21, requires that projects selected for funding under the Section 5310 program be “included in a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public.” The experiences gained from the efforts of the Federal Interagency Coordinating Council on Access and Mobility (CCAM), and specifically the United We Ride (UWR) initiative, provide a useful starting point for the development and implementation of the local public transit-human services transportation plan required under the Section 5310 program.

Many states have established UWR plans that may form a foundation for a coordinated plan that includes the required elements outlined in this chapter and meets the requirements of 49 U.S.C. 5310. In addition, many states and designated recipients may have coordinated plans established under SAFETEA-LU, and those plans may be updated to account for new stakeholders, eligibility, and MAP-21 requirements. FTA maintains flexibility in how projects appear in the coordination plan. Projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized within the plan.

2. **DEVELOPMENT OF THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN.**
 - a. **Overview.** A locally developed, coordinated public transit-human services transportation plan (“coordinated plan”) identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. Local plans may be developed on a local, regional, or statewide level. The decision as to the boundaries of the local planning areas should be made in consultation with the state, designated recipient, and the MPO, where applicable. The agency leading the planning process is decided locally and does not have to be the state or designated recipient.

In UZAs where there are multiple designated recipients, there may be multiple plans and each designated recipient will be responsible for the selection of projects in the designated recipient’s area. A coordinated plan should maximize the programs’ collective coverage by minimizing duplication of services. Further, a coordinated plan must be developed through a process that includes participation by seniors, individuals with

disabilities, representatives of public, private and nonprofit transportation and human service transportation providers, and other members of the public. While the plan is only required in communities seeking funding under the Section 5310 program, a coordinated plan should incorporate activities offered under other programs sponsored by federal, state, and local agencies to greatly strengthen its impact.

- b. Required Elements. Projects selected for funding shall be included in a coordinated plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:
 - (1) An assessment of available services that identifies current transportation providers (public, private, and nonprofit);
 - (2) An assessment of transportation needs for individuals with disabilities and seniors. 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;
 - (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; and
 - (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.
- c. Local Flexibility in the Development of a Local Coordinated Public Transit-Human Services Transportation Plan. The decision for determining which agency has the lead for the development and coordination of the planning process should be made at the state, regional, and local levels. FTA recognizes the importance of local flexibility in developing plans for human service transportation. Therefore, the lead agency for the coordinated planning process may be different from the state or the agency that will serve as the designated recipient for the Section 5310 program. Further, FTA recognizes that many communities have conducted assessments of transportation needs and resources regarding individuals with disabilities and seniors. FTA also recognizes that some communities have taken steps to develop a comprehensive, coordinated human service transportation plan either independently or through United We Ride efforts. FTA supports communities building on existing assessments, plans, and action items. As new federal requirements must be met, communities may need to modify their plans or processes as necessary to meet these requirements. FTA encourages communities to consider inclusion of new partners, new outreach strategies, and new activities related to the targeted programs and populations.

Plans will vary based on the availability of resources and the existence of populations served under these programs. A rural community may develop its plans based on

perceived needs emerging from the collaboration of the planning partners, whereas a large urbanized community may use existing data sources to conduct a more formal analysis to define service gaps and identify strategies for addressing the gaps.

This type of planning is also an eligible activity under four other FTA programs—the Metropolitan Planning (Section 5303), Statewide Planning (Section 5304), Formula Grants for Rural Areas (Section 5311), and Urbanized Area Formula (Section 5307) programs—all of which may be used to supplement the limited (10 percent) planning and administration funding under this program. Other resources may also be available from other entities to fund coordinated planning activities. All “planning” activities undertaken in urbanized areas, regardless of the funding source, must be included in the Unified Planning Work Program of the applicable MPO.

- d. Tools and Strategies for Developing a Coordinated Plan. States and communities may approach the development of a coordinated plan in different ways. The amount of available time, staff, funding, and other resources should be considered when deciding on specific approaches. Regardless of the method chosen, seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public must be involved in the development and approval of the coordinated plan. The following is a list of potential strategies for consideration:
 - (1) Community planning session. A community may choose to conduct a local planning session with a diverse group of stakeholders in the community. This session would be intended to identify needs based on personal and professional experiences, identify strategies to address the needs, and set priorities based on time, resources, and feasibility for implementation. This process can be done in one meeting or over several sessions with the same group. It is often helpful to identify a facilitator to lead this process. Also, as a means to leverage limited resources and to ensure broad exposure, this could be conducted in cooperation, or coordination, with the applicable metropolitan or statewide planning process.
 - (2) Self-assessment tool. *The Framework for Action: Building the Fully Coordinated Transportation System*, developed by FTA and available at www.unitedweride.gov, helps stakeholders realize a shared perspective and build a roadmap for moving forward together. The self-assessment tool focuses on a series of core elements that are represented in categories of simple diagnostic questions to help groups in states and communities assess their progress toward transportation coordination based on standards of excellence. There is also a *Facilitator’s Guide* that offers detailed advice on how to choose an existing group or construct an ad hoc group. In addition, it describes how to develop elements of a plan, such as identifying the needs of targeted populations, assessing gaps and duplication in services, and developing strategies to meet needs and coordinate services.

- (3) Focus groups. A community could choose to conduct a series of focus groups within communities that provides opportunity for greater input from a greater number of representatives, including transportation agencies, human service providers, and passengers. This information can be used to inform the needs analysis in the community. Focus groups also create an opportunity to begin an ongoing dialogue with community representatives on key issues, strategies, and plans for implementation.
 - (4) Survey. The community may choose to conduct a survey to evaluate the unmet transportation needs within a community and/or available resources. Surveys can be conducted through mail, e-mail, or in-person interviews. Survey design should consider sampling, data collection strategies, analysis, and projected return rates. Surveys should be designed taking accessibility considerations into account, including alternative formats, access to the Internet, literacy levels, and limited English proficiency.
 - (5) Detailed study and analysis. A community may decide to conduct a complex analysis using inventories, interviews, Geographic Information Systems (GIS) mapping, and other types of research strategies. A decision to conduct this type of analysis should take into account the amount of time and funding resources available, and communities should consider leveraging state and MPO resources for these undertakings.
3. PARTICIPATION IN THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLANNING PROCESS. Recipients shall certify that the coordinated plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public. Note that the required participants include not only transportation providers but also providers of human services, and members of the public who can provide insights into local transportation needs. It is important that stakeholders be included in the development, approval, and implementation of the local coordinated public transit-human service transportation plan. A planning process in which stakeholders provide their opinions but have no assurance that those opinions will be considered in the outcome does not meet the requirement of “participation.” Explicit consideration and response should be provided to public input received during the development of the coordinated plan. Stakeholders should have reasonable opportunities to be actively involved in the decision-making process at key decision points, including, but not limited to, development and approval of the proposed coordinated plan document. The following possible strategies facilitate appropriate inclusion:
 - a. Adequate Outreach to Allow for Participation. Outreach strategies and potential participants will vary from area to area. Potential outreach strategies could include notices or flyers in centers of community activity, newspaper or radio announcements, e-mail lists, website postings, and invitation letters to other government agencies,

transportation providers, human services providers, and advocacy groups. Conveners should note that not all potential participants have access to the Internet and they should not rely exclusively on electronic communications. It is useful to allow many ways to participate, including in-person testimony, mail, e-mail, and teleconference. Any public meetings regarding the plan should be held in a location and time where accessible transportation services can be made available and adequately advertised to the general public using techniques such as those listed above. Additionally, interpreters for individuals with hearing impairments and English as a second language and accessible formats (e.g., large print, Braille, electronic versions) should be provided as required by law.

- b. Participants in the Planning Process. Metropolitan and statewide planning under 49 U.S.C. 5303 and 5304 require consultation with an expansive list of stakeholders. There is significant overlap between the lists of stakeholders identified under those provisions (e.g., private providers of transportation, representatives of transit users, and representatives of individuals with disabilities) and the organizations that should be involved in preparation of the coordinated plan.

The projects selected for funding under the Section 5310 program must be “included in a locally developed, coordinated public transit-human services transportation plan” that was “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 participation by other members of the public.” The requirement for developing the local public transit-human services transportation plan is intended to improve services for people with disabilities and seniors. Therefore, individuals, groups, and organizations representing these target populations should be invited to participate in the coordinated planning process. Consideration should be given to including groups and organizations such as the following in the coordinated planning process if present in the community:

- (1) Transportation partners:
 - (a) Area transportation planning agencies, including MPOs, councils of government (COGs), rural planning organizations (RPOs), regional councils, associations of governments, state departments of transportation, and local governments;
 - (b) Public transportation providers, including ADA paratransit providers and agencies administering the projects funded under FTA urbanized and rural programs;
 - (c) Private transportation providers, including private transportation brokers, taxi operators, vanpool providers, school transportation operators, and intercity bus operators;
 - (d) Nonprofit transportation providers, including volunteer programs;

- (e) Past or current organizations funded under the Section 5310, JARC, and/or the New Freedom programs; and
 - (f) Human service agencies funding, operating, and/or providing access to transportation services.
- (2) Passengers and advocates:
- (a) Existing and potential riders, including both general and targeted population passengers (individuals with disabilities and seniors);
 - (b) Protection and advocacy organizations;
 - (c) Representatives from independent living centers; and
 - (d) Advocacy organizations working on behalf of targeted populations.
- (3) Human service partners:
- (a) Agencies that administer health, employment, or other support programs for targeted populations. Examples of such agencies include but are not limited to departments of social/human services, employment one-stop services, vocational rehabilitation, workforce investment boards, Medicaid, community action programs (CAP), Agency on Aging (AoA), Developmental Disability Council, community services board;
 - (b) Nonprofit human service provider organizations that serve the targeted populations;
 - (c) Job training and placement agencies;
 - (d) Housing agencies;
 - (e) Healthcare facilities; and
 - (f) Mental health agencies.
- (4) Other:
- (a) Security and emergency management agencies;
 - (b) Tribes and tribal representatives;
 - (c) Economic development organizations;
 - (d) Faith-based and community-based organizations;

- (e) Representatives of the business community (e.g., employers);
- (f) Appropriate local or state officials and elected officials;
- (g) School districts; and
- (h) Policy analysts or experts.

Note: Participation in the planning process will not bar providers (public or private) from bidding to provide services identified in the coordinated planning process. This planning process differs from the project selection process, and it differs from the development and issuance of a request for proposal (RFP) as described in the common grant rule (49 CFR part 18 and part 19).

- c. Levels of Participation. The suggested list of participants above does not limit participation by other groups, nor require participation by every group listed. Communities will have different types of participants depending on population and size of community, geographic location, and services provided at the local level. FTA expects that planning participants will have an active role in the development, approval, adoption, and implementation of the plan. Participation may remain low even though a good faith effort is made by the lead agency to involve passengers; representatives of public, private, and nonprofit transportation and human services providers; and others. The lead agency convening the coordinated planning process should document the efforts it utilized, such as those suggested above, to solicit involvement.

In addition, federal, state, regional, and local policy makers, providers, and advocates should consistently engage in outreach efforts that enhance the coordinated process because it is important that all stakeholders identify the opportunities that are available in building a coordinated system. To increase participation at the local levels from human service partners, state department of transportation offices are encouraged to work with their partner agencies at the state level to provide information to their constituencies about the importance of partnering with human service transportation programs and the opportunities that are available through building a coordinated system.

- d. Adoption of a Plan. As a part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for approving and adopting the plan, and this process must include participation by stakeholders identified in the law: seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public. A strategy for adopting the plan could also be included in the state's SMP and the designated recipient's PMP, further described in Chapter VII.

FTA will not formally review and approve coordinated plans. The recipient's grant application (see Appendix A) will document the plan from which each project listed is included, including the lead agency, the date of adoption of the plan, or other appropriate

identifying information. This may be done by citing the section of the plan or page references from which the project is included.

4. RELATIONSHIP TO OTHER TRANSPORTATION PLANNING PROCESSES.

- a. Relationship Between the Coordinated Planning Process and the Metropolitan and Statewide Transportation Planning Processes. The coordinated plan may either be developed separately from the metropolitan and statewide transportation planning processes and then incorporated into the broader plans, or be developed as a part of the metropolitan and statewide transportation planning processes. If the coordinated plan is not prepared within the broader process, the lead agency for the coordinated plan should ensure coordination and consistency between the coordinated planning process and metropolitan or statewide planning processes. For example, planning assumptions should not be inconsistent.

Projects identified in the coordinated planning process and selected for FTA funding must be incorporated into both the TIP and STIP in UZAs with populations of 50,000 or more; and incorporated into the STIP for rural areas under 50,000 in population.

Depending on the projects resulting from the coordinated planning and selection process, a single line item on the TIP/STIP for capital or operating projects may be sufficient.

However, given the expanded project and subrecipient eligibility under MAP-21, a designated recipient and state may need to consider more detailed programming, such as categorizing the projects based on the types of projects (capital or operating) and/or types of subrecipients, e.g., nonprofit, public entity, etc.

In some areas, where the coordinated plan or project selection is not completed in a time frame that coincides with the development of the TIP/STIP, the TIP/STIP amendment processes will need to be utilized to include selected projects in the TIP/STIP before FTA grant award.

The lead agency developing the coordinated plan should communicate with the relevant MPOs, state departments of transportation or regional planning agencies at an early stage in plan development. States with coordination programs may wish to incorporate the needs and strategies identified in local coordinated plans into statewide coordination plans.

Depending upon the structure established by local decision makers, the coordinated planning process may or may not become an integral part of the metropolitan or statewide transportation planning processes. State and local officials should consider the fundamental differences in scope, time horizon, and level of detail between the coordinated planning process and the metropolitan and statewide transportation planning processes. However, there are important areas of overlap between the planning processes, as well. Areas of overlap represent opportunities for sharing and leveraging resources between the planning processes for such activities as: (1) needs assessments based on the distribution of targeted populations and locations of employment centers, employment-

related activities, community services and activities, medical centers, housing, and other destinations; (2) inventories of transportation providers/resources, levels of utilization, duplication of service, and unused capacity; (3) gap analysis; (4) any eligibility restrictions; and (5) opportunities for increased coordination of transportation services. Local communities may choose the method for developing plans that best fits their needs and circumstances.

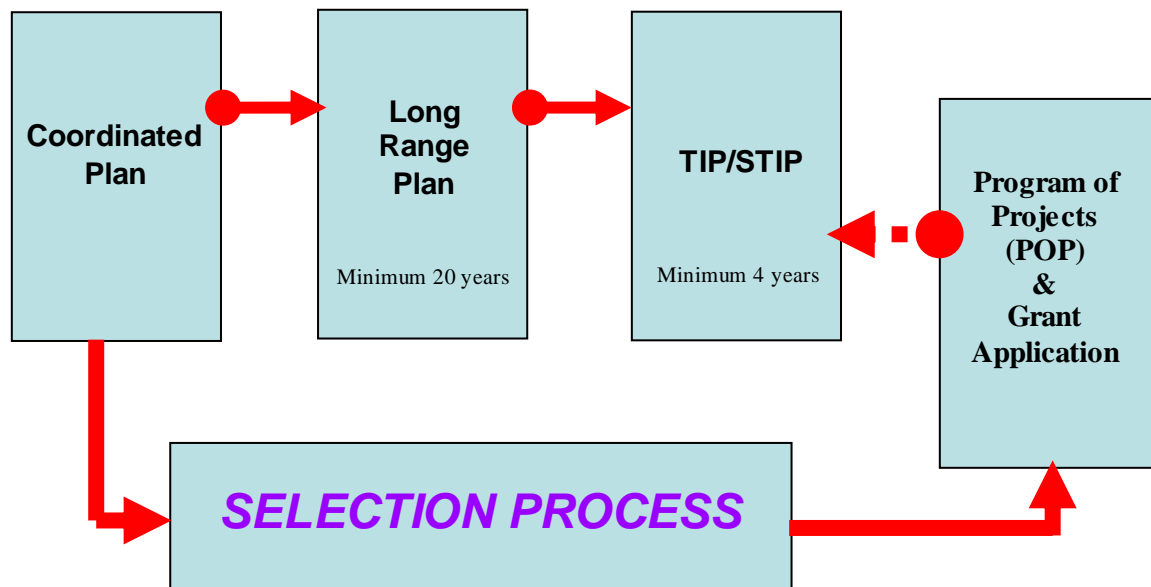
- b. Relationship Between the Requirement for Public Participation in the Coordinated Plan and the Requirement for Public Participation in Metropolitan and Statewide Transportation Planning. Title 49 U.S.C. 5303(i)(6) and 5304(f)(3), as amended by MAP-21, require MPOs and states to engage interested parties in preparing transportation plans, TIPs, and STIPs. “Interested parties” include, among others, affected public agencies, private providers of transportation, representatives of users of public transportation, and representatives of individuals with disabilities.

MPOs and/or states may work with the lead agency developing the coordinated plan to coordinate schedules, agendas, and strategies of the coordinated planning process with metropolitan and statewide planning in order to minimize additional costs and avoid duplication of efforts. MPOs and states must still provide opportunities for participation when planning for transportation related activities beyond the coordinated public transit-human services transportation plan.

- c. Cycle and Duration of the Coordinated Plan. At a minimum, the coordinated plan should follow the update cycles for metropolitan transportation plans (MTPs) (i.e., four years in air quality nonattainment and maintenance areas and five years in air quality attainment areas). States, MPOs, designated recipients, and public agencies that administer or operate major modes of transportation should set up a cycle that is conducive to and coordinated with the metropolitan and statewide planning processes to ensure that selected projects are included in the TIP and STIP and to receive funds in a timely manner.
- d. Role of Transportation Providers that Receive FTA Funding Under the Urbanized and Rural Area Formula Grant Programs in the Coordinated Planning Process. Recipients of Section 5307 and Section 5311 assistance are the “public transit” in the public transit-human services transportation plan and their participation is assumed and expected. Further, 49 U.S.C. 5307(b)(5), as amended by MAP-21, requires that, “Each recipient of a grant shall ensure that the proposed program of projects (POP) provides for the coordination of public transportation services ... with transportation services assisted from other United States Government sources.” In addition, 49 U.S.C. 5311(b)(2)(C)(ii) requires the Secretary of DOT to determine that a state’s Section 5311 projects “provide the maximum feasible coordination of public transportation service ... with transportation service assisted by other federal sources.” Finally, under the Section 5311 program, states are required to expend 15 percent of the amount available to support intercity bus service.

FTA expects the coordinated planning process in rural areas to take into account human service needs that require intercity transportation.

The schematic here illustrates the relationship between the coordinated plan and the metropolitan and statewide planning processes.



Attachment 5

SAMPLE PUBLIC NOTICES FOR CAPITAL AND OPERATING NOTICE FOR COMMENT BY PRIVATE SECTOR

Feel free to combine these notices to form one notice for the paper!

Public notice for capital assistance

This is to notify all interested parties that (Applicant Name) is applying for (dollar amount) through the capital assistance grant. The capital assistance grant is funded by the Federal Transit Administration (FTA) and administered by the Montana Department of Transportation. FTA funds will be used to purchase (type of vehicle or equipment) for providing transportation services to (Client Group - e.g., Senior Citizens, D.D. Group Home, D.D. Activity Centers).

The application is on file at (Agency Address). If requested, a public hearing will be held and public notice indicating the location, date, and time of the hearing will be provided. For more information or for those who require accommodations for disabilities, contact (Applicant Name, Transit Coordinator, Address, Telephone Number) or Department of Transportation, Helena at 444-9192 (voice), or 444-7696

(TTY).

The (Applicant Name) will be requesting financial assistance from the Montana Department of Transportation and the Federal Transit Administration.

Public Notice for Operating Assistance

This is to notify all interested parties that the _____ is
(Name of agency)

Applying for _____ under the Montana Department of
Transportation's *(amount of funds)*

Operating Grant Program. Funding will be used for operating expenses associated with providing transportation services to the general public, elderly, and persons with disabilities within

(The area of service)

The application is on file at _____. If requested, a public
(Address)

Hearing will be held and public notice indicating the location, date, and time of the hearing will be provided.

The Montana Department of Transportation attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information, call (406)444-3423 or TTY (800)335-7592 or call the Montana Relay at 711.

Attachment 6

Committee Member Instructions for Scoring

No two agencies operate identical programs nor share exact management styles, therefore capital needs vary. MDT has attempted to address these needs as equitably as possible. Each capital request is allotted a maximum of 100 points, of which 10 points are generated by the Regional Planner and 10 points are generated using the TAC prioritization ranking. You the committee are responsible for generating scores for capital need and program administration for 80 points. Use your best judgement to score appropriately.

1.0. Capital Need (60 total points – Committee Member):

Capital need statements shall clearly define the need and circumstances or logic in which each capital request is necessary to continue adequate transportation services. Need is defined equitably amongst expansion and replacement. *Need statements must include the following application characteristics for each capital item: expansion or replacement, service type (IE: fixed route, demand response, etc.), and trip purpose (health care, employment, nutrition, recreation, etc.).*

For the purpose of scoring, capital need is generalized into three categories: consumer demand, cost savings and capital management. Each category is allotted a maximum of 20 points for a total of 60 points.

- Consumer Demand (20 pts)
Consumer demand refers to an increase to or continued demand of transportation services. This includes new transportation agencies or an increase to current hours, days, service areas, or vehicle capacities of existing transportation agencies. The applicant shall provide evidence of a consumer need by means of new or adjusted coordinated agreements, public input, meeting minutes, surveys or studies which document an increase of consumer demand.
- Cost Savings (20 pts)
Cost savings refers to the benefits of new rolling stock, technology and fixed structures. IE: Routing software may optimize scheduling, a new vehicle may increase fuel efficiencies and/or decrease maintenance costs, and a new facility may extend the average fleet useful-life. For intended replacement vehicle, the applicant shall provide evidence of a cost savings by means of a brief narrative stating specific mechanical problems or other issues and the associated costs. Statements shall be supported by documentation such as repair and/or maintenance invoices.
- Capital Management (20 pts)
Capital management refers to general fleet characteristics and the management of existing and new capital. Fleet characteristics may explain:

- Average fleet age – current years and miles compared to useful-life;
- Spare ratio - service vehicles to backup vehicles;
- Safety concerns - breakdowns, major mechanical issues, underperforming capital and other risk factors

The applicant may provide a brief narrative explaining the strong points of their agency's fleet maintenance plan (attention to manufacturer's suggested maintenance, negotiated agreements, in-kind mechanics, staff mechanics, etc.).

Applicants requesting technology must explain the applicability / cohesion of the software / hardware with their current transportation program.

Facility improvements and other construction activity requests require a narrative explaining facility maintenance and a timeline for construction.

All non-rolling stock requests require quotes.

Capital management statements may include supporting documents such as: coordinated agreements, excellent detailed service records, updated maintenance plans, meeting minutes, quotes, etc.

Scoring:

Committee members shall score capital need based on the applicant's responses to the above three categories: (1) consumer demand, (2) cost savings, and (3) capital maintenance. Each category is worth a total of 20 points for a total of 60 points, combined. The committee member is responsible for scoring each category based upon the completeness and importance of each explanation. Strong statements provide excellent details and explain a significant application of the capital; moderate statements provide some details and some significance; and weak statements provide minimum details and minimum significance. Committee members are expected to use their best judgment to determine the applied importance of each capital item (IE: health-care services are more important than recreational services or vice versa; a new bus for a location without bus service is more important than replacing a bus used by an existing service or vice versa).

For your reference MDT has created a scoring point scale from Strong to Moderate to Weak for each category:

- Strong: 14-20 pts
- Moderate: 7-13 pts
- Weak: 0-6 pts

Needs Statement Example:

"The request for a 13-passenger bus is to replace a similar, 13-passenger bus currently operating as a demand response vehicle. Most trips are healthcare related. The service area of this vehicle covers 100 miles daily across rough, rural terrain. The vehicle currently has 144,000 miles and is 8 years old. The useful-life for the aging vehicle is 100,000 miles / 7-years. I have provided

maintenance documents which illustrate a more recent increase in servicing. We have one spare vehicle for a fleet of six demand response vehicles. Our main concern regarding this aging vehicle is the potential for a breakdown in a hazardous location with limited services and a loss of service along that route.”

2.0. Program Management (30 total points: 20 pts – Committee Member / 10 pts - Planner):

Program management refers to the administration of the transportation program which has applied for the capital item(s). Program management scoring is two-part. 10 of the 30 total available points are awarded by the Regional Planner and the remaining 20 points are awarded by the committee member.

The Regional Planner scores the applicant's reporting timeliness and MDT Fall Workshop participation for a total of 10 possible points. The applicant's reporting timeliness accounts for 5 total points and MDT Fall Workshop participation accounts for 5 total points.

The committee member will score the applicant's level of local coordination and capital maintenance program management.

The applicant will provide a brief program management narrative describing their transportation service, current and prospective level of coordination, a brief description of their capital maintenance program, and any other pertinent supporting information they find relevant. Capital maintenance refers to the mechanical and physical upkeep of an agency's vehicle fleet and facilities. Strong coordination and maintenance statements may include the following information:

Coordination:

- Annual petitioning and participation of local stakeholders
- General summary of the cooperative agreements
- Future anticipated cooperative agreements
- Frequency of TAC meetings

Maintenance:

- Basic maintenance policies and practices structure
- Staff and/or contractor duties related to maintenance
- Cooperative maintenance agreements with local service providers
- Fleet replacement forecasting
- Fleet and facility conditions (MDT will provide fleet and facility average condition per request)

Statement example:

“The transit agency provides 150,000 rides annually within Lewis & Clark County. Service runs 6 days, 48 hours weekly. Our transit agency has cooperative agreements with two developmentally disabled group homes, one nursing home, the public hospital, Walmart, and the local food share. In the near future we expect to establish an agreement with the local college. To the greatest extent possible, the DD center attempts to coordinate with the lead agency (the applicant) during normal business hours. After hours, they provide their own transportation services. Our TAC meets monthly and has an average of 6 attendees. Our agency has a part-time, trained mechanic which maintains our fleet according to our maintenance plan which is based upon manufacturers suggested maintenance intervals. We have established service agreements with the local tire, lube and repair shops for a prorated rate. This replacement vehicle has been scheduled to be replaced this year according to our fleet replacement plan.”

3.0. TAC Prioritization (10 total pts - Planner):

MDT automatically scores the TAC prioritization section and the logic is explained as follows:

If an agency has applied for multiple vehicles, their local TAC has prioritized each capital item. MDT has allotted 10 total points for TAC prioritization. Scoring is determined by the priority number divided by 10 points. If an agency only requests one vehicle then that vehicle is given a priority of one and 10 points.

TAC SCORING KEY	
Priority No.	Points
1	10.0
2	5.0
3	3.3
4	2.5
5	2.0
6	1.7
7	1.4
8	1.3
9	1.1
10	1.0