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Jake Mackenzie  
Rohnert Park

Lisa Schaffner  
Healdsburg

Tim Smith  
Sonoma County

**Transit - Paratransit  
Coordinating Committee**

**AGENDA**

Tuesday November 22, 2005  
2pm - 3:30pm  
SCTA Conference Room  
520 Mendocino Avenue #240  
Santa Rosa

**NOTE – NEW LOCATION**

**ITEM**

- I. Introductions
- II. Public comment on items not on agenda
- III. Consent Items – DISCUSSION/ACTION
  - A. Approval of the agenda
  - B. Approval of July 19, 2005 Minutes
- IV. Reports – INFORMATION
  - A. Transit Agencies
  - B. SCTA Report
- V. Transit Forum update - information
- VI. Section 5310 Update- materials included on page 7
- VII. 2006 Schedule – included on page 16
- VIII. Adjourn – ACTION

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The next **SCTA** meeting is December 12, 2005  
The next **TPCC** meeting is January 17, 2006

**Suzanne Wilford**  
Executive Director

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DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternative format or that requires an interpreter or other person to assist you while attending this meeting, please contact the SCTA at least 72 hours prior to the meeting, to ensure arrangements for accommodation.

Please note that TPCC agendas are available online at the SCTA website:  
[www.sctainfo.org](http://www.sctainfo.org) and click on "Agendas".

**TRANSIT PARATRANSIT COORDINATING COMMITTEE  
MINUTES  
July 19, 2005**

**ATTENDEES**

Bailiff, Leslie	Earle Baum Center of the Blind
Battenberg, Dennis	TPCC Chair
Cuneo, Robert	Earle Baum Center of the Blind
Curtis, Jodi	Sonoma County Transit
Eisert, Bruce	Santa Rosa CityBus
Henzerling, Larry	C.R.I.
Ivory, Michael	Santa Rosa CityBus
Peterson, Cynthia B.	GGBHTD
Shelley, Dan.	Earle Baum Center of the Blind
Sutton, Liz	North Bay Industries
Taylor, Katherine	Volunteer Wheels
Ticehurst, Shelley	Healdsburg Transit
Donofrio, Nina	SCTA
Spilman, Janet	SCTA

Chair Battenberg called the meeting to order at 2:00 p.m.

**ITEM**

**I Introductions**

Introductions were made.

**II. Public comment on items not on agenda**

Dan Shelley inquired as to the possibility of being dropped off at the fairgrounds by Volunteer Wheels, and how closely the paratransit services shadow the fixed route services. He noted that he lives close by the fairgrounds, but that he has safety issues with regard to crossing the street where the Highway 12 overpass is located. Bruce Eisert noted that Santa Rosa CityBus has a stop at E Street and Bennett Valley Road. Jim Wagner stated that Sonoma County Transit stops along Santa Rosa Avenue, and that he can check into this possibility. Katherine Taylor of Volunteer Wheels suggested that Dan call the office of Volunteer Wheels and schedule to be dropped off at the Chevron Station next to the fairgrounds.

Chair Battenberg stated that he had heard reports of chirping crosswalk alarms being changed by vandals.

**III. Consent Items – DISCUSSION/ACTION**

- a. The agenda was approved as presented.
- b. The minutes of the meeting of May 17, 2005 were approved as submitted.

**IV. Reports – INFORMATION**

- a. Transit Agencies

1. City of Petaluma:

Jim Ryan reported that the City of Petaluma is getting closer to going out to bid for the Petaluma Transit Mall. There will be four phases. One phase will include the area that is closest to East D Street, and the installation of traffic signals on East Washington. Hopefully this can be completed before the rainy season, and then, in spring, finish the street and sidewalk with transit amenities, weather permitting.

2. Sonoma County Transit:

Jim Wagner announced that July 1 was the 25<sup>th</sup> anniversary of Sonoma County Transit. The agency will be getting five new Orion V buses. Approximately two weeks ago they obtained two small buses; one of these will replace the small bus for Route 28. Route 29, a new to the coast, began two weeks ago. Mr. Wagner reported that ridership records might have been broken the previous weekend with service to the coast. He credited this, in large part, to the success of their new marketing staff person, Melinda Gay. A new printing of schedules is due the last part of August. At that time, SCT will have converted all schedules to the new style.

Work is continuing on the Windsor Transit Center. Construction of the building itself will be going out to bid in December. This will be located next to the Town Green.

SCT is preparing to purchase land in Cotati to build a transit mall in that area.

Chair Battenberg welcomed Jodi Curtis back from maternity leave.

3. Volunteer Wheels:

Katherine Taylor reported that one of the agency's lead dispatchers had go on maternity leave sooner than anticipated.

Ms. Taylor announced that Volunteer Wheels is working with SCT on reducing noise levels in the newer vans. Some of the seats had been removed in these vans, resulting in increased noise levels.

4. City of Santa Rosa (Santa Rosa CityBus):

Bruce Eisert introduced Mike Ivory, who will be taking over for him in the interim. The City is in the middle of their Short Range Transit Plan update, and has hired an outside consultant, Nelson/Nygard, for this project. By October or November the City hopes to have recommendations. Nelson/Nygard will assist the City in putting out an RFP for functional testing.

Mr. Eisert reported that the City has purchased two new vehicles and is planning to obtain four more. They are looking into amending their contract with MV Transportation (they are in the middle of a two-year contract). They may go out to bid in the spring of 2006.

5. Golden Gate Bridge Highway and Transportation District:

Cynthia Peterson reported that their agency has been contacted by Marin Transit, who are also in the process of developing their Short Range Transit Plan, to offer paratransit services and work with the GGBHTD to make more efficient use of its resources, particularly during peak commute service hours. The GGBHTD may have more news by this fall regarding this. On July 1 fares were increased 5% to cover the cost of living increase. An order of 11 vehicles is pending. Two of these are modified vans.

Ms. Peterson then presented Bruce Eisert with farewell gift of various memorabilia from the agency for his service.

#### 6. City of Healdsburg:

Shelley Ticehurst of Healdsburg Transit reported that she is taking Cheryl Tarter's place with the agency upon Cheryl's retirement. They are in the process of obtaining a new vehicle and are also working on their Short Range Transit Plan and a new brochure.

#### 7. City of Petaluma:

Gail Burge of Petaluma People Services reported that they have received preliminary results of regional Section 5310 scoring from MTC, and will likely be getting both the buses they had requested.

#### b. SCTA Report

Ms. Spilman reported that there will be no SCTA Board meeting in July or August, but staff has been busy with Measure M activities. As a result of having the Strategic Plan, the SCTA is now able to administer cooperative funding agreements, and is endeavoring to fast track these for the transit agencies. The SCTA will be sending out strategic plans to project sponsors and interested parties in the near future (within the next two weeks).

Ms. Spilman reported on staffing changes: Guy Preston has been hired for the position of Deputy Director of Projects and Programming. Originally two deputy directors were going to be hired; it was decided instead to hire one person to handle funding programs, all of the projects for Measure M, as well as other projects.

Elijah Henley, Transportation Planner, will be leaving the SCTA. His last day will be September 16. The SCTA will be recruiting for his replacement.

The SCTA will also be hiring another Transportation Planner within the next few months. Other SCTA activities include routine matters, such as funding programs, reporting the funds, etc.

### V. Election of Officers – DISCUSSION/ ACTION

Ms. Spilman noted that the committee needs to elect officers, in compliance with the bylaws. She announced the two nominees as follows: Dennis Battenberg for Chair, and Larry Henzerling for Vice Chair. The Committee accepted the nominees. Ms. Spilman called for a motion to elect the nominees as named. Cynthia Peterson moved for affirmation. The Committee unanimously elected Dennis Battenberg for Chair and Larry Henzerling for Vice Chair.

### VI. Transit Forum – September 28 – Ad hoc committee to plan & facilitate event –

## DISCUSSION/ ACTION

Ms. Spilman announced the need to form a group to handle details of the Transit Forum, which is scheduled for September 28 at 4:00 p.m. She will also need information from each of the transit operators. She will be sending each of them last year's presentation for use in preparing their presentations.

In response to feedback from Dan Shelley, regarding the Forum's format, Ms. Spilman noted that the Forum needs to be a more formal type of meeting than the Transit Paratransit Committee meetings. Chair Battenberg observed that there was very little discussion of paratransit issues last year at the Forum. Mr. Shelley addressed the accessibility of the PRMD building. Discussion ensued regarding venues for the Transit Forum. This has been an ongoing issue, as the PRMD conference room is the only facility with sufficient space and a sound system for the Forum.

Discussion followed regarding the format for the Forum – Ms. Peterson suggested that participants not read their notes verbatim, but talk to the audience, and use briefer main points, or bullet points, in their presentations. Chair Battenberg noted this might be problematic for those who cannot see the screen. He suggested summarizing the information. Mr. Eisert suggested a five-minute time limit for each of the transit operators to speak. Chair Battenberg recommended a single block of time for the transit operators' presentations, as individual operators will need varying lengths of time to deliver their information. Mr. Eisert suggested the use of a matrix for each transit provider (i.e.; new transit facilities).

Larry Henzerling, Dan Shelley, and Dennis Battenberg volunteered as the ad hoc committee for this year's Transit Forum.

Leslie Bailiff of the Earle Baum Center of the Blind inquired as to how the Forum is announced and who gets invited, and how it is advertised. Ms. Spilman explained that the SCTA has a mailing list, cards are posted on buses, and information regarding the Transit Forum will be posted on the SCTA web site. Ms. Spilman offered to email information regarding the Transit Forum to Ms. Bailiff.

Ms. Spilman will be in contact with the volunteers to discuss tasks.

The Transit Forum will take the place of the usual TPCC meeting on September 28. The next regular meeting of the TPCC will take place November 15 (it is moved up one week from the usual schedule due to the holidays).

### VII. Coordination of Non-Profit Transportation Services (Per: George Sachs) – DISCUSSION

Ms. Spilman announced that in George Sachs' absence this agenda item is being carried over to the November meeting, as he raised this issue for discussion by the committee.

### VIII. Bylaws Evaluation – Ad hoc committee to evaluate bylaws, determine if update is necessary

Ms. Spilman noted that it has been three years since the bylaws have been updated. There have been some questions as to whether this needs to be done again. Ms. Spilman recommended a smaller group (the Executive Committee) look at the bylaws and bring their recommendation back to the next meeting. Chair Battenberg invited any committee members with strong

feelings on this to join this group. Mr. Henzerling asked about the structure of membership – length of membership, terms, etc. Ms. Spilman responded that membership is established by law. Chair Battenberg invited committee members to contact him or Ms. Spilman with any other suggestions.

Ms. Spilman thanked the committee for their service and hard work.

IX. Adjourn – ACTION

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Nina Donofrio

Administrative Assistant

**FTA Elderly & Disabled Transportation (Section 5310) Program  
Application Process and Timeline  
FY 2006-2007**

Item	Tentative Date
Section 5310 planning meeting with PCCs at MTC	Oct. 26, 2005
Caltrans begins mailing applicant interest forms to public; Forms also available at: <a href="http://www.dot.ca.gov/hq/MassTrans/ost.htm">http://www.dot.ca.gov/hq/MassTrans/ost.htm</a>	Nov. 1
MTC mails program announcements to potential applicants in Bay Area	Nov. 11
Caltrans application workshop, 111 Grand Ave, Oakland	Jan. 2006 (tbd)
MTC/ACTIA workshop and networking, "Preparing a Winning Section 5310 Application," 101 - Eighth Street, Oakland (MTC Auditorium)	Jan. 12
Applicants submit draft applications to MTC and/or to PCCs if requesting pre-review assistance (not mandatory)	Jan. 27
MTC provides applicants with written comments on draft applications (pre-review assistance)	Feb. 10
<b>Final applications due to Caltrans, MTC, and County PCCs</b> (Caltrans has earlier deadline in rest of state; Feb. 24 deadline should be observed in Bay Area)	<b>Feb. 24</b>
Applications are evaluated by PCC scoring committees	Feb. 27 - Mar. 10
<b>PCC's transmit county scores to MTC</b>	<b>Mar. 13</b>
MTC compiles scores and mails regional rankings to PCCs	Mar. 15
Applicants review scores and prepare appeals, as necessary	Mar. 16 – 24
Applicant Appeals due to MTC and County PCCs	Mar. 24
MTC reviews appeals/gathers documentation for review by PCC's	Mar. 24 – 30
<b>MTC Open Forum – Applicant appeals</b>	<b>Mar. 31</b>
MTC Commission approval of regional rankings	Apr. 27
MTC transmits adopted regional priorities to Caltrans	May 6
Caltrans notifies region of Draft Statewide Scores	July
MTC notifies PCC's of score changes; discuss with applicants and Caltrans	July
Caltrans staff level conference for appeals of statewide scores	July
CTC approves final Section 5310 scores and adopts program	September

– FTA Section 5310 Applicant Screening Form –

## Capital Equipment Grants for Transportation Services to Elderly and Disabled Persons

The following questionnaire is designed to assist potential applicants to the FTA Section 5310 (Elderly and Disabled Transportation) Program to determine whether they should invest the considerable time required to prepare a grant application. This grant program, administered by Caltrans in the State of California, provides capital grants for the purpose of meeting the transportation needs of elderly and persons with disabilities where public mass transportation services are unavailable, insufficient or inappropriate. Eligible equipment under this program includes accessible vans and buses, communication equipment, and computer hardware and software to support the transportation services.

Please note that **THIS IS NOT THE APPLICATION**. This is only an advisory tool for guidance and information. An official score will be provided upon completion and submittal of Caltrans' FTA Section 5310 official application which can be obtained online at <http://www.dot.ca.gov/hq/MassTrans/ost.htm> or by contacting Caltrans as 1-888-GRANT16.

## APPLICANT ELIGIBILITY:

Whether you are a qualified applicant will depend upon your answers to the pre-screening questions below. Complete questions 1 through 7 below before proceeding to the next sections.

Prescreening Questions	
Item	Yes/No
1. Applicant is a non-profit agency that serves seniors and/or people with disabilities OR is a public agency and plans to hold public hearings of their intent to apply for 5310 with no anticipated appeal, OR has been approved by the State to coordinate services for elderly persons and persons with disabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Applicant agency is registered with the Secretary of State's office, is willing to provide a recent (current year) Corporate Status inquiry from the Secretary of State office, and has no pending issues with respect to their corporate status (i.e., status should be active).	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Applicant would be willing to provide a recent independent audit or prepare an audit before entering into the award contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Applicant will have 20% of total cost of project in the bank prior to entering into contract with Caltrans (approximately 18 months after application submitted) and is able to document adequate financial capacity to provide local match and operating support.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Applicant has/will have management oversight and control over the operations and service of the equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Applicant can provide sufficient justification and provide documentation that alternative transportation services are unavailable, insufficient or inappropriate to meet the agency's transportation needs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Vehicle(s) will provide a minimum of 20 hours of service per week. The applicant can meet the 20 hours per week minimum alone or in coordination with another agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to all questions above, please proceed to the next section. If you responded "No" to any of the, you may still be eligible, but might have more difficulty developing a high-scoring application.

The following sections will assist you to determine the potential strength of your application. Complete Parts 1 through 5, then fill in your scores for each Part at the table provided at the end of this document.

**PART 1. PROJECT NEED** (Calculate a score for each different type of item requested. One item is equal to one vehicle or a set of equipment and is referred to as a "Project" in the actual application. Up to three items can be scored on this form. If you have more than three items, make additional copies of PART 1.)

Scoring Criteria					
Item	Yes/No	Instructions	Score Item#1	Score Item#2	Score Item#3
<b>REPLACEMENT VEHICLES</b>					
1. Applicant wishes to <b>REPLACE</b> a <b>minivan, modified van or single wheel cut-a-way with a new vehicle</b> . Please note that to replace this type of vehicle, it must have been in service for at least 4 years or 100,000 miles to qualify for replacement.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no skip to question 3. If yes, go to question 2 to calculate points, then skip to Part 2.			
2. The age or mileage (whichever is provides more points) of the <b>minivan, modified van or single wheel cut-a-way for replacement</b> is:		2 points for vehicles with 100,000 miles or 5 years old. Add 2 points for every additional year or 6,000 miles, up to 20 points total.			
3. Applicant wishes to <b>REPLACE</b> a <b>Bus</b> . Please note that to replace this type of vehicle, it must have been in service for at least 7 years or 200,000 miles to qualify for replacement.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no skip to question 5. If yes, go to question 4 to calculate points, then skip to Part 2.			
4. The age or mileage (whichever is higher) of the <b>Bus</b> for <b>replacement</b> is:		2 points for vehicles with 200,000 miles or 7 years old. Add 2 points for every additional year or 6,000 miles, up to 20 points.			
<b>EXPANSION VEHICLES</b>					
5. Applicant wishes to <b>EXPAND</b> existing service with a new vehicle.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, skip to question 9. If yes, calculate points per questions 6 – 8, and then skip to Part 2.			
6. The requested vehicle will increase service hours by:		1 point for 20 hours. Add 1 point for every additional 3 hours, up to 7 points.			
7. The requested vehicle will increase passengers carried per hour (calculated as total daily one-way passenger trips [OWPT] divided by total daily vehicle service hours [VSH]).	A. OWPT=___ B. VSH=___  Divide A by B to calculate Total passengers	1 point for 2 passengers per hour increasing. Add 1 point for every additional passenger per hour, up to 7 points.			

Scoring Criteria					
Item	Yes/No	Instructions	Score Item#1	Score Item#2	Score Item#3
8. The requested vehicle will result in a daily mileage of:	Daily mileage = _____	1 point for 30 miles. Add 1 pt. for every 15 add'l miles, up to 6 pts.			
<b>EQUIPMENT (includes computer hardware, software and communication equipment)</b>					
9. Applicant wishes to apply for qualifying 5310 equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, skip to Part 2. If yes, complete questions 10 and 11.			All equipment is considered one item, so only one score is generated.
10. Total number of vehicles equipment will coordinate is:		1 point for 3 vehicles. Add 1 point with every additional vehicle, up to 15 points.			
11. Applicant is currently using a manual system for scheduling and vehicle tracking OR has no communication equipment, OR needs to replace inadequate computer equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No	5 points			
<b>SUBTOTAL</b>			<b>Maximum Points: 20 points per item</b>		

Scoring Criteria			
Item	Yes/No	Instructions	Points
<b>Part 2. SERVICE EFFECTIVENESS – Current or planned service level</b>			
16. <u>Existing provider</u> : Vehicle service hours per week (calculated as total service hours per week [SHPW] divided by number of vehicles in fleet [VFN], <i>excluding vehicles used for back up service only</i> )  <u>New Provider</u> : Use projected service hours per week.	A. SHPW=____ B. VFN=____  Divide A by B to calculate Total hours.	1 point for 20 hours. Add 1 point for every additional 2 hours up to 10 points.	
17. <u>Existing provider</u> : total one-way passenger trips per day [TOWPT] divided by total service hours per day [TVSH] ( <i>excluding vehicles used for back up service only</i> )  <u>New Provider</u> : projected number of daily one-way passenger trips divided by total vehicle service hours	A. TOWPT=____ B. TVSH=____  Divide A by B to calculate Total passengers	2 points for 1 passengers per service hour. Add 2 point for every 2 additional passengers, up to 10 points.	
18. <u>Existing provider</u> : total miles per day divided by number of vehicles  <u>New Provider</u> : projected number of miles for requested vehicle per day	A. TMD=____ B. TV=____  Divide A by B to calculate	1 point for 30 miles per vehicle. Add 1 point for every additional 8 miles per vehicle, up to 10 points.	

Scoring Criteria			
Item	Yes/No	Instructions	Points
	Total miles per vehicle		
19. Projected or existing percent of wheelchair users	Total Wheelchair users / total clients X 100	1 point for 20%. Add 1 point for every additional 5%, up to 10 points.	
<b>SUBTOTAL</b>			<b>Maximum Points: 30</b>

**Part 3. PROJECT NEED – Score is determined by your ability to clearly demonstrate the need for this equipment**

20. Able to adequately describe all transportation services	<input type="checkbox"/> Yes <input type="checkbox"/> No	2 points for narrative and documentation	
21. Able to adequately describe your target population	<input type="checkbox"/> Yes <input type="checkbox"/> No	2 points for narrative and documentation	
22. Able to adequately describe why available transportation is inappropriate or inadequate	<input type="checkbox"/> Yes <input type="checkbox"/> No	2 points for narrative and documentation	
23. Able to adequately describe how proposed project will address unmet need	<input type="checkbox"/> Yes <input type="checkbox"/> No	2 points for narrative and documentation	
24. Able to describe other funding sources considered	<input type="checkbox"/> Yes <input type="checkbox"/> No	2 points for narrative and documentation	
<b>SUBTOTAL</b>			<b>Maximum Points: 10</b>

**Part 4. ABILITY OF APPLICANT-Score determined by prior experience providing transportation or experience providing other services to seniors and disabled persons**

25. Applicant has experience providing specialized transportation to seniors and people with disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, skip to question 26. If yes, 2 points for more than 2 years. Add 1 point for every additional 2 years, up to 4 points.	
26. If no experience with transportation, points can be granted for other experience working with seniors and people with disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	1 point for 1 – 3 years, 2 points for more than 3 years of experience.	
27. Applicant will provide CHP or Caltrans vehicle inspection report.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
28. Applicant has driver training program (and documentation) that covers <ul style="list-style-type: none"> <li>New and continuing in-service training including testing and</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points for each category, up to 6 points	

<b>Scoring Criteria</b>			
<b>Item</b>	<b>Yes/No</b>	<b>Instructions</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• certification</li> <li>• Sensitivity training</li> <li>• First aid/CPR</li> </ul>			
29. Applicant is able to describe and document dispatching plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
30. Applicant will conduct pre-post trip inspections and have documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
31. Applicant will conduct preventative and routine maintenance and have documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
32. Applicant will have contingency plan for when equipment is out of service	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
33. Applicant will provide recent audit (current year) with no instances of non-compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
34. Applicant will identify appropriate funding source for local match (equivalent to 20% of the total cost of the project)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
35. Applicant will identify all sources of estimated operating income for proposed project	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
36. Applicant will provide operating budget for previous, current and upcoming fiscal years	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points	
<b>SUBTOTAL</b>			
<b>Maximum Points: 30</b>			
<b>Part 5. COORDINATION – Score determined by your ability to leverage funds by coordinating with other organizations that provide transportation to seniors or people with disabilities</b>			
37. Have identified or are currently coordinating with another program in the following way(s) <ul style="list-style-type: none"> <li>• Shared use of vehicles</li> <li>• Dispatching or scheduling</li> <li>• Maintenance</li> <li>• Staff training programs</li> <li>• Joint procurement of services or supplies from non-5310 funding sources</li> <li>• Active participation in local transportation planning</li> <li>• Back-up transportation</li> <li>• Coordination of client trips</li> </ul> -OR- <ul style="list-style-type: none"> <li>• Applicant is able to clearly</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 2 points granted for each bulleted item, up to 10 points. Please note that you must work with your local PCC to obtain a letter verifying your coordination           -OR- 10 points for clear documentation regarding no opportunity for coordination.	

Scoring Criteria			
Item	Yes/No	Instructions	Points
describe why no opportunity for coordination exists due to special needs of their clientele.		A PCC letter is needed to verify no opportunity for coordination.	
SUBTOTAL			Maximum Points: 10

**Final Scores – What are my chances of being a successful applicant to the Section 5310 program?**

Enter your scores for each type of vehicle or equipment into the matrix below, and then preview your chance of being a successful applicant based on this self-assessment questionnaire.

*(Please note: scores for sections 2 – 5 will be the same for all items.)*

Item Description: (Minivan, Bus or Equipment)	Service Expansion or Replacement (SE or R)	Score, Section 1	Score Section 2	Score Section 3	Score Section 4	Score Section 5	Total Score
			↓	↓	↓	↓	
			↓	↓	↓	↓	

**SCORE POINTS:**

The application work is yet to be done, but based on winning scores from the past 6 years, and according to your current responses, here is the prediction of an award:

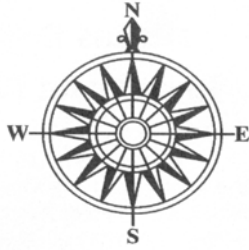
**Excellent:** Individual project scores that are 78 points or higher have an excellent chance of receiving a Section 5310 grant award.

**Moderate to Very Good:** Projects scoring in the range of 72 – 77 points have a moderate to very good likelihood of receiving an award. Note that historically all projects scoring higher than 77 points have been funded, but the score cut-off in some years has been at 72 points.

**Needs Some Improvement:** Applicants with projects scoring from 65 - 71 points remain eligible, but should take extra care to provide detailed responses wherever possible, additional documentation, and coordination with other agencies (providing up to 10 points), in order to improve project scores to a recommended minimum of 75 points.

**More Work Required:** Applicants with projects scoring below 65 points may still wish to apply but are unlikely to receive grant awards unless they can generate additional points, such as greater coordination and additional documentation. In some instances, such as when a vehicle is being replaced, waiting a year or more for the vehicle to “age” will automatically generate a higher score.

Good luck with your application!



## **Tentative Committee Meeting Dates for 2006**

**January-----17**  
**February ----None**  
**March-----21**  
**April -----None**  
**May -----16**  
**June -----None**  
**July-----18**  
**August -----None**  
**September --27**  
**October -----None**  
**November ---28**  
**December ---None**

The Transit Paratransit Coordinating Committee (TPCC) meets the **3<sup>rd</sup> Tuesday** of every other month at **2:00 p.m.** at the PRMD Hearing Room, 2550 Ventura Avenue, Santa Rosa.