



Transportation & Public Facilities
Inside DOT&PF

Human Services Consolidated Grant Application

July 1, 2011 – June 30, 2012



Alaska Community Transit Office

Americans with Disabilities Act (ADA) Information

The State of Alaska Department of Transportation and Public Facilities complies with Title VI of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids or services or special modifications to apply for this state grant should contact State Transit Office, Division of Program Development, at 1-888-PLAN-DOT (1-800-752-6368) or 465-4070 if in Juneau, **no later than Tuesday December 14, 2011** to make any necessary arrangements.

Hearing Impaired Assistance

Are you hearing impaired or need assistance? Contact us through [Alaska Relay](#).

How to make a relay call?

1. Dial 7-1-1 from anywhere inside Alaska, or dial toll-free (800) 770-8255 from anywhere outside the state.
2. Ask the communication assistant to dial the area code and telephone number you are calling.
3. The communication assistant will type the spoken words to the TTY user and voice the typed words back to the standard phone you are calling.
4. Speak slowly and directly to the person you are calling, not to the relay operator.
5. Remember to say "go ahead" (typed "GA" on the TTY) each time you finish your part of the conversation to let the other person know to respond.

Title VI Notice to Public

It is the State of Alaska Department of Transportation and Public Facilities (AKDOT) policy to assure no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with AKDOT's Office of Equal Opportunity (OEO). For Title VI complaint forms and advice, please contact OEO's Title VI Coordinator at 1-800-770-6236.

Please e-mail jessica.debartolo@alaska.gov with questions regarding this application packet or to request assistance with preparing your application.

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SFY 2013 Application Form

AKDOT distributes a variety of state and federal grants to support human service transportation programs. The programs covered by the SFY 2013 consolidated application process include but are not limited to:

- Federal Transit Administration (FTA) Sections 5310, 5316, and 5317
- Alaska Mental Health Trust Authority

[Appendix A](#) contains a glossary of terms used in this document.

[Appendix B](#) provides detailed information on each of these state and federal programs.

Note: This application should not be completed for transit agency formula funds (5311) grant requests.

Overview

AKDOT uses project application for all human services grant funding. Applicants are asked to describe their project and provide relevant information. Based on the information provided by the applicant, AKDOT determines the appropriate type of funding when awarding projects. Timelines for all state and federal funding awards are annual.

The State of Alaska Legislature requires AKDOT to assess the effectiveness and grant-distribution equity every year. AKDOT made several changes to the grant application process such as streamlining the process.

CURRENT SCHEDULE FOR GRANT PROCESS AND RECEIPT OF FUNDS

SFY2012 HUMAN SERVICES/CAPITAL, POS, START-UP, PLANNING, MOBILITY MANAGEMENT TIMELINE		
DATE		TASK
11/09/11		Notice of Availability and Application placed on website and State Online Public Notice
12/09/11		Teleconference/webinar for grant related questions, etc.
12/14/11		Distribution of responses to teleconference/webinar
12/15/11		Deadline for questions pertaining to applications
01/31/12		All applications due
2 nd week of February		Post list of agencies submitting applications on website
2 nd or 3 rd week of February		PEC (Proposal Evaluation Committee) meeting
3 rd week of February		Post results to web and provide public notice
3 rd week of March		Email notification to all applicants, funded or not
06/15/11		Agreements (including necessary attachments such as Certifications and Assurances) and electronic Billing Summaries to sub-recipients

Consolidated Grant Program Priorities and Goals

AKDOT has overarching priorities that apply to all programs. This policy guidance promotes core values such as preservation of existing transportation facilities and services, safety, economic vitality, and mobility. The human services grant programs support these priorities and values in several ways:

- Service preservation – sustained core service
- Operating expansion – regional connectivity
- Capital expansion – effectiveness and safety
- Technological innovation – efficiency

Specifically, the goals of the AKDOT Consolidated Grant Program are as follows:

- **Address deficiencies** – Encourage communities to identify and address deficiencies in special needs, seniors and work related transportation.
- **Provide a community benefit** – Assist local areas with determining community benefits and support for special needs, seniors and low income transportation.
- **Preservation or enhancement** – Provide funding to preserve or enhance special needs, seniors, and work related transportation where there is a demonstrated need and measurable benefit.
- **Community connections** – Support a sustainable network of transportation services within and between communities.
- **Financial partnerships** – Establish opportunities for collaboration among local jurisdictions, regional organizations, private sector agencies, state and federal governments, and tribal governments. Ensure stakeholders have a voice in project development. Encourage appropriate cost sharing for projects.
- **Support coordination** – Local organizations are required to coordinate services with other transportation providers in their area, as well as other organizations potentially able to use or purchase the services.

2013 Application Cycle

The 2013 application packet has been modified since the 2012 version. All applicants are strongly encouraged to read it carefully to ensure applications are completed properly and all of the requirements are met. [Chapters 2 through 6](#) provide detail on the requirements.

Competitive projects will be evaluated based on criteria.

All projects must be based on strategies identified in a Coordinated Public Transit-Human Services Transportation Plan before being submitted to AKDOT. [Appendix C](#) describes this planning process. A coordinated plan is required for funding.

Transit Formula Funds

If you represent a transit agency eligible for formula funds, do not submit a formula project through this process.

SAFETEA-LU

In August 2005, the federal government authorized the transportation legislation that provides the federal funding distributed through this AKDOT grant program. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) authorization may end December 2010, and requirements may change when the next authorization occurs. FTA requirements are also subject to change, and additional requirements may apply. AKDOT will assist grant recipients with FTA compliance requirements. For more information on FTA requirements, see [Chapter 6](#).

Application Due Date

Applications must be received by AKDOT no later than 11:59 P.M. on January 31, 2012. Applicants are encouraged to submit application packets before the deadline. Applications received after the deadline will not be considered.

Projects awarded funding must start July 1, 2012, and end by June 30, 2013.

Chapter 2

Eligibility, Project Definitions, and Match Requirements

Organization Eligibility

The chart below identifies the funding each type of organization is eligible to receive. If you cannot determine your organization type, check [Appendix A](#), Glossary of Terms, for definitions.

Organization Type	FTA 5310	FTA 5316	FTA 5317	Alaska Mental Health Trust Authority
Urban Public Transit	X	MPO ¹	MPO	
Small Urban Public Transit	X	X	X	
Rural Public Transit	X	X	X	
Private Non-profit Organizations	X	X	X	X
Private for Profit Transportation Providers		X	X	
Tribal Governments	X	X	X	X ²
Other General or Local Governments	X	X	X	X ²

¹Transit agencies and other organizations in large urbanized areas must apply for FTA 5316 and/or FTA 5317 funding through the Metropolitan Planning Organization (MPO) in their area.

²Requires non-profit status, 501(c)(3), must provide services to Trust beneficiaries'.

³ If approved in State Budget.

This chart is intended only to show which grant programs each organization type is potentially qualified to receive. For more information on program qualifications, see [Appendix B](#).

Note: Only organizations in compliance with AKDOT's In Good Standing policy will be eligible to receive grant awards (see policy statement in [Appendix D](#)).

Eligible Capital Projects

All equipment purchased through the Consolidated Grant Program must be used to provide the passenger transportation services outlined in the project application. Examples of eligible capital projects include, but are not limited to:

- Purchasing buses, vans, and other passenger service vehicles.
- Refurbishing existing passenger service vehicles.
- Retrofitting vehicles for wheelchair lifts.
- Replacement parts for passenger service vehicles.
- Radios and communications equipment.
- Computer hardware and software, including dispatching software and data systems.
- Equipment needed for new technologies, through innovative and improved products, for public transportation that enhances operations, mobility and access.
- Other equipment such as bicycle racks and fare boxes.
- Pre-owned or used wheelchair accessible, passenger service vehicles (only if it is clearly identified in the application).
- Bus shelters.
- Maintenance equipment (such as bus lifts and specialized diagnostic tools).
- Security equipment.
- Mobility management (such as hardware or software purchases).
- Purchase of service.

Eligible Operating Projects

Operating assistance consists of activities and services directly provided or purchased by the applicant. Project funds may be used for expenses such as labor, supplies, fuel, etc. Operating grant funds cannot be used for the depreciation of vehicles purchased with federal or state dollars, or for costs associated with expenses incurred during timeframes outside of the grant period (such as pre-paid insurance coverage). Examples of eligible operating grants include, but are not limited to:

- Purchase of Services

Eligible Planning Projects

Awards for planning projects consist of coordination, or other activities to address the needs of the applicant and/or the community they serve.

Examples of eligible planning projects include, but are not limited to:

- Local or regional marketing plan for special needs or rural public transportation.
- Development of a local or regional coordination plan (see [Appendix C](#) for information).
- Updating Comprehensive Transportation Plan.

Due to the current focus on the coordination plans, AKDOT will award grants for planning activities based on the availability of funds.

Eligible Start-Up Projects

Awards fund short-term administrative costs in the set-up, operations and initial delivery of new types of human services transportation. Start-Up projects may extend up to 3 years total with increasing local contribution and documentation of how the program will be sustained after start-up.

- Voucher program
- Non-medical stretcher service
- Job access

Eligible Mobility Management Projects

Only those agencies in a community with an existing Public Transit - Human Services Coordination Plan are eligible to apply for Mobility Manager Projects. For SFY 2013 only agencies with a current mobility management project are allowed to apply. The project must be supported by strategies in the existing plan and listed in an updated project list adopted by resolution.

- Access to Transportation Services
- Plan and implement coordinated services
- Coordinate policy bodies and councils
- Transportation brokerages
- Provision of coordination services
- Intelligent transportation technologies

Project Match Requirements

All projects require up to a 50% match from non-DOT federal sources. Higher match rates score higher. Match can be from both cash and in-kind sources:

The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a State or local service agency or private social service organization, or new capital. Some examples of these sources of local match include: State or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; toll revenue credits; and net income generated from advertising and concessions. *Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a capital cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.* In addition, the local share may be derived from Federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway Program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of Federal funding is available at www.unitedweride.gov.

In-Kind Match

In-kind contributions are the value of non-cash contributions for real property, equipment, and the value of goods and services directly benefiting and specifically identifiable to the project. In-kind contributions must be included as project costs and the value of the services must be documented. In-kind contributions must be pre-approved in writing by AKDOT&PF prior to the start of your project.

Note: Cash and In-kind contributions used as match for this grant application may not be used toward satisfying a cost-sharing or matching requirement of any other grant agreement, procurement, contract or any other award of funds. You will need to maintain records sufficient to verify this fact.

Note: Applicants receiving grant awards will be held to the match ratio identified in their grant application.

Match Requirements

Levels and sources of matching requirements for FTA funded projects vary by the type of project. In general, other USDOT funds cannot be used as match. However, the 5310 program does allow the use of USDOT funds received through the Federal Lands Highway Program as match. The information below details the match requirements for different project types:

Project Type	Federal Grant	Match Requirement	Total Project Cost
Capital	\$80,000	\$20,000	\$100,000
Operating	\$50,000	\$50,000	\$100,000
Planning, Start-Up and Mobility Management	\$80,000	\$20,000	\$100,000

- **Capital Projects Require a 20 Percent Match**

The local match must be cash, and cannot be derived from sources that place any restrictions on the services provided with equipment or that place a lien on the equipment.

- **Operating Projects Require a 50 Percent Match**

The percentage of match required is based on net operating expenses, which are calculated by adding all of the operating expenses and subtracting any revenue collected from passenger fares and donations. Organizations receiving funds for the project from other federal agencies (non-USDOT) may use those funds for the entire match requirement. USDOT funds provided through the Federal Lands Highway Program may also be used as match for the 5311 program.

- **Planning, Start-up and Mobility Management Projects Require a 20 Percent Match**

The local match can be cash or in-kind. USDOT funds cannot be used as match. Organizations receiving funds for the project from other federal agencies (non-USDOT) may use those funds for the entire match requirement.

Application Availability

Applications are available from AKDOT, from Tuesday, November 8, 2011 through Tuesday, January 31, 2012.

Obtaining an Application

Applications will only be accepted in electronic format through the eGrant system.

http://www.dot.state.ak.us/stwdplng/transit/Alaska_Transit/index.cfm

Hard copy applications will not be accepted. A copy of the grant application form is included in the back of this packet and is to be used for reference only.

Number of Applications Allowed

Applicants may only submit one application for each type of project (capital, purchase of services, planning, and mobility management and start-up). However, multiple projects of the same type may be included in that application. The application consists of three sections:

- **Summary Section** – Generic information specific to your organization. This information is automatically filled in once you complete the qualifying application.
- **Project Section** – Information on individual projects. Use this section to submit one or more projects in each category (capital, purchase of services, planning, and mobility management and start-up).
- **Application Authority** – A checkbox certifying that the organization is capable to implement and manage the projects associated with this true and accurate application, and also certifies that the grant contact person is authorized to submit the application on the organization's behalf.

If one project relies on another project submitted in a separate application, then each application should indicate which projects depend on one another.

Application Due Date

Complete applications must be received by AKDOT no later than 11:59 P.M. Tuesday, January 31, 2012. Early submission is strongly encouraged. Any incomplete or late applications will not be considered eligible for grant funding.

Electronic Submission

Applications must be submitted in the eGrant system. AKDOT will not accept facsimiles. The checkbox located on the Application Authority page must be selected. Selecting this checkbox certifies that the organization has the necessary fiscal, data collection, and managerial capability to implement and manage the projects associated with this application. The selected checkbox also certifies that the grant contact person is authorized to submit the application on behalf of the organization and that the information in the application is true and accurate.

Detailed instructions on how to submit an application can be found in [Chapter 4](#).

Fatal Flaw Policy

AKDOT has instituted a formal Fatal Flaw Policy for this grant program. Applications containing fatal flaws will not be considered for funding. The following items are considered by AKDOT to be fatal flaws and will cause an application to be rejected:

- The checkbox in the Application Authority Section is not selected.
- The application is submitted after the deadline.
- The applicant is not in compliance with AKDOT's In Good Standing policy.
- The project(s) does not address needs and strategies identified in the Coordinated Public Transit-Human Services Transportation Plan and has not been ranked through a local process. The one exception is planning funds.

Transportation Planning

The application process includes several steps requiring advanced planning for grant proposals to be successful.

SAFETEA-LU requires the establishment of local coordinated plans for all human services transportation programs. Applicants for AKDOT's public transportation grant program are required to participate in the planning process with their local Coordinating Planning Organization or Metropolitan Planning Organization (MPO). For more information, see [Appendix C](#).

Coordination of Services and Funding

In addition to the Coordinated Public Transit-Human Services Transportation Plan, organizations applying for funding are expected to coordinate services with other transportation providers in their area, as well as other organizations able to use or purchase services provided by the applicant. If the project is located within a public transit service district, it is highly recommended to notify the local transit system. Activity related to this requirement is verified in the application process.

Documentation and Attachments

Required attachments:

- Copy of the organization's last financial report.
- Letters committing matching funds from financial partners.
- Indirect cost plan – purchase of service projects only. Organizations charging indirect costs to a purchase of service project must submit a plan documenting how charges were calculated and allocated between programs and projects. Projects awarded grant funding must have the plan or rate approved in writing by AKDOT prior to charging indirect costs to the grant. If AKDOT is not your cognizant agency (the public agency which provides the majority of your grant funding), then a plan/rate approved by that agency must be submitted to AKDOT prior to charging indirect costs to the grant.
- In-kind evaluation plan –Organizations intending to use in-kind contributions for match must submit an in-kind evaluation plan. This plan must include a list of donated goods and services, the fair market value of each, and how the values were determined. Projects awarded grant funding must have the in-kind valuation plan approved in writing by AKDOT before in-kind contributions can be applied to the project.
- See individual applications for additional required attachments.

Optional attachments:

- Letters of support. AKDOT recognizes that letters of support may be an important part of an application. Organizations may include current letters of support received from community agencies or the public. These letters should be addressed to your organization (not AKDOT), must clearly reference the specific project, and identify the benefits that will be gained if the project is funded.

Contacting AKDOT for Help

Please e-mail jessica.debartolo@alaska.gov with questions regarding these documents and attachments or for assistance with preparing your application.

Chapter 4 Preparing the Application and Helpful Hints

A separate application must be submitted for each type of project (capital, purchase of services, planning, mobility management and start-up). Only one application for each type of project is allowed. However, several projects of the same type may be included in a single application.

If one project relies on another project submitted in a separate application, then each application must indicate which projects depend on one another.

Applications must be submitted in electronic eGrant system at http://www.dot.state.ak.us/stwdplng/transit/Alaska_Transit/index.cfm

Before accessing the application the agency profile and capital inventory must be updated June 30, 2011 or after.

All applicants must complete only one **General Qualifying Application** for your organization before moving on to the project applications.

AKDOT has developed criteria for evaluating all applications. These standards have been formally reviewed and updated for this grant cycle.

Evaluation Criteria

Mobility Management

Evaluation Type	Automatic
Criterion Number	2
Criterion Name	Mobility Manager Request source of match
Description	contributions from community: other agency partners 2 pts, local government 3 pts; weight 3 out of 5
Weight	3
Evaluation Type	Staff and PEC
Criterion Number	4
Criterion Name	Effective one-call center proposal
Description	Project appears to have good chance of resulting in set up of one-call center and improved coordination.
Weight	3
Evaluation Type	Staff and PEC
Criterion Number	3
Criterion Name	Mobility Manager Project Description
Description	Narrative explains clearly the project description, goals, and need. Need is convincing, and plans adequate for support after funding.
Weight	5
Evaluation Type	Automatic
Criterion Number	1
Criterion Name	Amount of match percentage
Description	higher cash match means better odds of funding
Weight	3
Evaluation Type	Staff and PEC
Criterion Number	5
Criterion Name	Budget
Description	Does budget allocate appropriate funds and are budget items appropriate?
Weight	4

Planning

Evaluation Type	Staff and PEC
Criterion Number	4
Criterion Name	Appropriate Activities and Tasks
Description	The activities described are appropriate, and the tasks cover what is needed for successful completion of activities.
Weight	4
Evaluation Type	Staff and PEC
Criterion Number	5
Criterion Name	Meets STO policies and objectives
Description	Project is evaluated for how well it meets or carries out stated STO P & O.
Weight	5
Evaluation Type	Automatic
Criterion Number	1
Criterion Name	Amount of match percentage
Description	higher cash match means better odds of funding
Weight	3
Evaluation Type	Automatic
Criterion Number	2
Criterion Name	Planning Request source of match
Description	contributions from community
Weight	3
Evaluation Type	Staff and PEC
Criterion Number	3
Criterion Name	Planning Project Description
Description	Narrative explains clearly the project description, goals, and needs. Need is convincing, and plans adequate for support after funding.
Weight	3
Evaluation Type	Staff and PEC
Criterion Number	6
Criterion Name	Inclusiveness of riders and providers
Description	Evaluate how riders and providers will be included in project
Weight	3

New Vehicles

Evaluation Type	Staff and PEC
Criterion Number	6
Criterion Name	Project prioritization
Description	(Q.17) (5) - This project is a high priority within the coordination plan, as established by the agency's coordination group. (3) - The project is a medium priority within the coordination plan as established by the agency's coordination group. (1) - The project is a low priority within the coordination plan as established by the agency's coordination group.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	7
Criterion Name	Multiple purpose/agency use
Description	(Q.2, 8, 15) (5) - The vehicle will serve the clients of more than two agencies in the coordination group on a regular basis, or it will be part of a coordinated fleet that serves the clients of more than two agencies. Agreements are provided by applicant. (3) - The vehicle will serve the clients of at least two agencies in the coordination group on a regular basis, or it will be part of a coordinated fleet that serves the clients of at least two agencies. Agreements are provided by applicant. (1) - The vehicle will occasionally or on an ad hoc basis be used by one of the other agencies in the coordination group. Agreements are provided by applicant. (0) - The vehicle will serve only the clients of the applicant OR the agreements were not provided by the applicant.
Weight	4
Evaluation Type	Staff and PEC
Criterion Number	8
Criterion Name	Vehicle utilization
Description	(Q.1, 8, 9) (5) - Comparing the size and configuration of the vehicle(s) to the hours of use, the number of passenger boardings, and the projected types of transport and passenger use, the vehicle(s) will be very efficiently utilized. (3) - Comparing the size and configuration of the vehicle(s) to the hours of use, the number of passenger boardings, and the projected types of transport and passenger use, the vehicle(s) will be efficiently utilized. (1) - Comparing the size and configuration of the vehicle(s) to the hours of use, the number of passenger boardings, and the projected types of transport and passenger use, the vehicle(s) will not be efficiently utilized. (0) - The vehicle(s) will rarely be utilized.
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	10
Criterion Name	Operational revenue
Description	(Q.18) (5) - Sources of funds for operations and maintenance are secure, demonstrate significant buy-in to the project by local government and other cooperating agencies, and are sufficient to pay projected costs. (3) - The majority of funds for operations and maintenance are secure, demonstrate some level of support by local government and other cooperating agencies, and are likely sufficient to pay projected costs. (1) - Some of the operating and maintenance funds are secure, and other projected sources seem reasonable, but are drawn from the agency's own resources. (0) - Sources for operation and maintenance funds are vague or dependent on highly uncertain or uncommitted sources.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	9
Criterion Name	Operational costs
Description	(Q.18) (5) - Projected operational costs are realistic and reasonable given local prices and other circumstances, and demonstrate that the vehicle(s) proposed in this project are sensible for the agency and coordination group. (3) - Projected operating costs include some components that are not reasonable or realistic, though in general the operating costs are reasonable for the agency and coordination group. (1) - Projected operating costs are excessive or unreasonable given local prices and other circumstances, but still affordable for the agency. (0) - Projected operational costs are vague, incomplete, based on undocumented resources, or unrealistic OR operational costs are excessive, calling into question the sensibility of the agency purchasing the vehicle(s).
Weight	2

Evaluation Type	Staff and PEC
Criterion Number	11
Criterion Name	Maintenance
Description	(Q.5-6) (5) - The agency has a complete written preventive maintenance plan as demonstrated by the program summary, and a credible maintenance provider. (3) - The agency has a written preventive maintenance plan, but the program summary demonstrates that the plan is not complete. The agency has an acceptable maintenance provider. (1) - The agency has some written maintenance procedures to insure a level of upkeep to the manufacturers minimum standards. The agency can identify a regular maintenance provider. (0) - The agency does not have a written preventive maintenance plan or procedures OR the agency does not have a credible maintenance provider.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	13
Criterion Name	Safety and risk management
Description	(Q.20) (5) - The agency has had no accidents and few incidents or near misses over the past two years relative to the size of its transportation service; effective procedural and training responses to the incidents or near misses make those events less likely to occur in the future. (3) - The agency has had no more than 1 accident over the past two years and few incidents or near misses relative to the size of its transportation service. Procedural and training responses to these events are adequate to lower risk of similar events in the future. (1) - The agency has had a pattern of accidents, incidents, and near misses in the past two years but appears to be responding in a systematic fashion to minimize future risk. (0) - The agency has had a pattern of excessive accidents, incidents, or near misses over the past two years relative to the size of its transportation service and no effective procedures have been put into place to avoid these accidents in the future.
Weight	2
Evaluation Type	Automatic
Criterion Number	14
Criterion Name	Percentage of matching funds
Description	(Q.1) (5) - Local government or agency matching funds are 40% or more of the program cost. (3) - Local government or agency matching funds are 30% or more of the program cost. (1) - Local government or agency matching funds are at least 20% of the program cost. (0) - The application requests matching funds.
Weight	3
Evaluation Type	Automatic
Criterion Number	15
Criterion Name	Grant fund usage
Description	(Q.1, 9) (5) - Grant funds per projected annual passenger trips are less than or equal to \$5/trip. (3) - Grant funds per projected annual passenger trips are less than or equal to \$10/trip but more than \$5/trip. (1) - Grant funds per projected annual passenger trips are less than or equal to \$15/trip but more than \$10/trip. (0) - Grant funds per projected annual passenger trips are more than \$15/trip.
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	1
Criterion Name	Increased service
Description	(Q.2, 4, 9) (5) - The new vehicle(s) are essential for increasing available transportation options because demand is substantially greater than present service in the coordination group can accommodate. (3) - The new vehicle(s) are important for increasing available transportation because some additional passengers can be accommodated for the coordination group. (1) - The new vehicle(s) will occasionally provide transportation for additional passengers who otherwise would not have been accommodated by the coordination group(e.g., handling occasional overflow). (0) - The new vehicle(s) will not significantly increase the passengers served in the target populations, though they may add convenience or flexibility for the operator.
Weight	4
Evaluation Type	Staff and PEC
Criterion Number	2
Criterion Name	Transportation gaps
Description	(Q.2, 9, 11) (5) - The new vehicle(s) are essential to provide service for portions of the target populations which cannot presently be served at all because of equipment, scheduling, or other limitations. (3) - The new vehicle(s) will substantially improve the responsiveness and/or volume of service to target populations already being served, filling gaps in availability that enable more clients to get transportation when they need it. (1) - The new vehicle(s) will minimally enhance the convenience or volume of service for existing clients in the target populations. (0) - The new vehicle(s) will provide service only to existing clients in the target populations without improving responsiveness or volume.
Weight	5

Evaluation Type	Automatic
Criterion Number	3
Criterion Name	ADA compliant vehicles
Description	(Q.1) (5) - All of the new vehicles are ADA-compliant. (0) - One or more of the new vehicles are not ADA-compliant.
Weight	1
Evaluation Type	Staff
Criterion Number	4
Criterion Name	Coordinated service
Description	(Q.13-15) (5) - Yes (response to Q.13, verify with responses to #14-15) (0) - No (response to Q.13, verify with responses to #14-15)
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	5
Criterion Name	Strategies and projects
Description	(Q.16) (5) - The identified strategy or strategies are clearly articulated and the project appears to be the most effective and important means of implementing the identified strategy(ies) to fill gaps in service for target populations identified in the coordination plan. (3) - The identified strategy or strategies are clearly articulated and the project is a sound approach to implementing the identified strategy(ies) to fill gaps in service for target populations identified in the coordination plan. (1) - The project will assist the agency in addressing the identified strategy or strategies to fill gaps in service for the target populations identified in the coordination plan, but does not directly implement them, or is an inefficient means of implementing the strategy or strategies. (0) - The project will not effectively implement the identified strategy or strategies, or the strategies themselves are vague, unclear, or otherwise not usefully articulated as a means of filling gaps in service for the target populations identified in the coordination plan.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	12
Criterion Name	Storage
Description	(Q.7) (5) - Vehicle will be stored in secure garage overnight and garage is heated or engine block heater is consistently used where needed. (3) - Vehicle will be under cover and secure, but is not enclosed. Engine block heater is consistently used where needed. (1) - Vehicle will be in a secure location, but stored outdoors without protection from weather. (0) - Vehicle will be stored in an unsecure location.
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	16
Criterion Name	Other positive factors to consider
Description	Positive factors to consider beyond other criteria
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	17
Criterion Name	Other negative factors to consider
Description	Negative factors to consider beyond other criteria
Weight	1

POS

Evaluation Type	Staff
Criterion Number	9
Criterion Name	Trip tracking for purchase of services (Q.14)
Description	(5) The applicant(s) have a clear and accurate mechanism for tracking trips for billing purposes and reporting, and a stellar history of tracking, billing, and reporting. (3) The applicant(s) have a mechanism for tracking trips that will provide adequate information for billing and reporting purposes, and have a satisfactory history of tracking, billing and reporting or no history yet. (1) The applicant(s) have a mechanism for tracking trips that will provide adequate information for billing purposes, but have an unsatisfactory history of tracking trips. (0) There is no identified mechanism for tracking trips for billing or reporting purposes.
Weight	1
Evaluation Type	Staff
Criterion Number	10
Criterion Name	Matching funds (Q.3)
Description	(5) Matching funds are 50% or more of the project cost. (3) Matching funds greater than or equal to 1/3 (33%) of project cost but less than 50%. (1) Matching funds are greater than or equal to 25% of project cost but less than 1/3 (33%). (0) Matching funds are greater than or equal to 20% of project cost but less than 25%.
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	11
Criterion Name	. Grant fund usage (Q.3-4, 6, 8, 11)
Description	(5) Given the project location, projected number of rides, type of rides, and the size of the grant request from the state, this project would be an extremely efficient use of grant dollars. (3) Given the project location, projected number of rides, type of rides, and the size of the grant request from the state, this project would be an efficient use of grant dollars. (1) Even taking into account the project location and types of rides provided, the level of service to be offered represents an inefficient use of state grant dollars, although some benefit to target populations would be achieved. (0) The grant dollars would create a project that duplicates another existing program OR would produce no meaningful benefit for target populations relative to the amount of grant dollars invested.
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	12
Criterion Name	. Other positive factors
Description	(5) There are one or more important factors, not otherwise considered, regarding agency capacity or the specific proposed project that strongly support grant approval. (3) There are one or more substantive factors, not otherwise considered, regarding agency capacity or the specific proposed project that support grant approval. (1) There are one or more minor factors, not otherwise considered, regarding agency capacity or the specific proposed project that provide small additional support for grant approval. (0) There are no other positive factors to consider
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	8
Criterion Name	Source of funds for payment for services (Q.3, 11)
Description	(5) The sources of funds identified for payment of services are secure, realistic, and reasonable for all parties. (3) Sources of funds are realistic, but one or more fund sources (other than this grant) are not yet secure. (1) The project relies on one or more fund sources that are either unrealistic or uncertain because of competitive grant processes, unreasonable expectations of financial capacity of clients, or other reasons. (0) The source(s) of funds claimed appear so unrealistic or uncertain as to jeopardize the viability of the project OR it is not possible to determine the sources of funds or shares of funding from the application.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	13
Criterion Name	. Other negative factors
Description	(-5) There are one or more important factors, not otherwise considered, regarding agency capacity or the specific proposed project that strongly discourage grant approval. (-3) There are one or more substantive factors, not otherwise considered, regarding agency capacity or the specific proposed project that discourage grant approval. (-1) There are one or more minor factors, not otherwise considered, regarding agency capacity or the specific proposed project that raise small concerns about grant approval. (0) There are no other negative factors to consider.
Weight	1

Evaluation Type	Staff and PEC
Criterion Number	7
Criterion Name	Resource Utilization (Q.11,13,18)
Description	(5) The project information shows very efficient use of resources and cost controls, as evidenced by: 1) efforts using the Coordinated Services Element 2) cost and performance measures in the Agency Profile that are better than might be expected for the location and type of service provided; 3) cost per ride for the project(s) is similar to or better than the least expensive services offered by coordination partners in the same area that fills the same need; and/or 4) a well-justified explanation for costs higher than the lowest. (3) The project information shows some effort at efficient use of resources and cost controls, as evidenced by: 1) efforts using the Coordinated Services Element 2) reasonable cost factors and performance measures in the Agency Profile for the location and type of service provided; 3) cost per ride for the project(s) is similar to the mid-range of costs for other coordination partners in the same area that fills the same need; and/or 4) some justification provided for higher-than-lowest costs. (1) The purchase of services project demonstrates only minimal efforts to utilize resources efficiently. Cost factors and performance measures in the Agency Profile are worse than anticipated for the location and type of service provided, and/or the cost per ride for the project(s) is at the higher end of costs for other coordination partners in the same area to fill the same need. Explanation for the higher costs is provided, but does not fully explain the apparently poor use of resources. (0) The purchase of services project demonstrates a poor utilization of resources because cost factors and performance measures in the Agency Profile are incomplete or in excess of what would be reasonable for the location and type of service provided; the service(s) proposed are more expensive than services of the same type or for the same need offered by coordination partners, and the extra expense is not justified in the application.
Weight	3
Evaluation Type	Staff and PEC
Criterion Number	1
Criterion Name	Demonstration of need (Q.4-10)
Description	(5) The project is primarily targeted to fill a transportation gap for the target populations as defined by the application form. There are no other resources within the coordination group to fill the identified need. The gap in service is clearly identified in the coordination plan. (3) The project offers a new more cost-effective option among others in the coordination area to fill an identified transportation gap in service for the target populations as defined by the application form. The gap in service is clearly identified in the coordination plan. (1) The applicant(s) demonstrate a minimal need for the project(s). Few clients would be serviced or those who would be served have existing cost-equivalent transit options and/or the service need is not clearly identified in the coordination plan. However the services purchased under this project would enhance mobility, improve quality of life, or provide other benefits to the community target population. (0) The applicant(s) provide little evidence of need for the project OR the grant documentation is unclear.
Weight	5
Evaluation Type	Staff and PEC
Criterion Number	2
Criterion Name	Implementation of coordination strategies (Q.16-17)
Description	(5) The identified coordination strategy or strategies are clearly articulated and the project appears to be the most effective and important means of implementing the identified strategy(ies). (3) The identified coordination strategy or strategies are clearly articulated and the project is a sound approach to implementing the identified strategy(ies). (1) The project will assist the agency in addressing the identified coordination strategy or strategies, but does not directly implement them, or is an inefficient means of implementing the strategy or strategies. (0) The project will not effectively implement the identified coordination strategy or strategies, or the strategies themselves are vague, unclear, or otherwise not usefully articulated.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	3
Criterion Name	Implementation of coordinated service element (Q. 6-7, 11-13, 18)
Description	(5) The applicant(s) clearly demonstrate that their project(s) will utilize the coordinated service element of their coordination plan or agency profile information about cost per ride to make the most efficient use of available shared resources with the funds received. (3) The applicant(s) demonstrate that they will utilize the coordinated service element of their coordination plan or agency profile information about cost per ride, but do not demonstrate clearly use of shared resources or efforts to achieve efficiencies within the coordination group. (1) The connection between the coordinated service element resources or ride cost information and this project is weak or the agency appears to use only minimal resources available for achieving efficiencies through coordination with these funds. (0) No effort is apparent of using available resources for coordination with this project OR the information provided in the application is inadequate to determine.
Weight	4

Evaluation Type	Staff and PEC
Criterion Number	4
Criterion Name	Client screening and training (Q.19)
Description	(5) The applicant(s) illustrate clear, shared procedures that would be used by each agency in the coordination group to screen and train clients and direct them to the lowest cost appropriate transportation alternative. (3) Individual agencies screen and train clients using their own procedures so that all clients are informed and encouraged to use the most cost efficient, appropriate transportation option for them. (1) Procedures for screening and training exist but they are weak or not clearly utilized by all the agencies in the coordination group or don't do much to encourage use of the most efficient transportation option. (0) Collectively, the members of the coordination group have no common understanding of procedures for screening clients or training them to utilize transportation services; OR the information provided in the application is inadequate to determine.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	5
Criterion Name	Client involvement (Q.20)
Description	(5) The applicant(s) demonstrate that clients from target populations were themselves directly and actively involved in planning, initiating, or designing the project. (3) The applicant(s) demonstrate that clients from target populations were consulted throughout the planning and design of the project, and describe at least one way that clients influenced project development. (1) The applicant(s) demonstrate that target populations were consulted at least once in the development of the project, but there is no evidence of how their input was incorporated into the project design. (0) Program clients from target populations were not involved directly in the planning for this project OR the information provided in the application is inadequate to determine.
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	6
Criterion Name	Success in resolving service gaps (Q.4-6, 10,17)
Description	(5) The purchase of services project will effectively fill most or all of the service gap(s) identified in the application. (3) The purchase of services project will effectively fill a significant portion of the service gap(s) identified in the application. (1) The purchase of services project will address one or more service gaps identified in the application, but its impact will be minor overall. (0) The purchase of service project described does not effectively address any of the service gaps identified, OR the application does not provide sufficient detail to determine whether service gaps are addressed.
Weight	3

Replacement Vehicles

Evaluation Type	Staff and PEC
Criterion Number	2
Criterion Name	Existing vehicle condition
Description	(Q.5) (5) - Project replaces current vehicle(s) that can no longer serve their full purpose because their operating condition is poor. (3) - Project replaces current vehicle(s) that require major maintenance beyond routine repairs in order to serve their purpose. (1) - Project replaces current vehicle(s) that require frequent minor repairs and/or the vehicle appears dilapidated although it may run relatively reliably. (0) - Project replaces current vehicle(s) that are fully operational.
Weight	3
Evaluation Type	Staff and PEC
Criterion Number	3
Criterion Name	Transportation gaps
Description	(Q.2, 16) (5) - The replacement vehicle(s) will provide a transportation service that is essential for members of the target populations and the replacement vehicle(s) will fill additional service needs for the coordination group beyond those met with the existing vehicle(s). (3) - The replacement vehicle(s) will provide a transportation service that is essential for members of the target populations and will fill similar service needs to the existing vehicle. (1) - The replacement vehicle(s) will provide a service that is essential for members of the target populations, but may provide less effective service than the retiring vehicle(s). (0) - The replacement vehicle(s) are not essential for providing transportation services for the target populations; other vehicles or agencies are able to fill the gap left by retiring vehicle(s).
Weight	3

Evaluation Type	Staff and PEC
Criterion Number	6
Criterion Name	Strategies and projects
Description	(Q.21) (5) - The identified strategy or strategies are clearly articulated and the project appears to be the most effective and important means of implementing the identified strategy(ies). (3) - The identified strategy or strategies are clearly articulated and the project is a sound approach to implementing the identified strategy(ies). (1) - The project will assist the agency in addressing the identified strategy or strategies, but does not directly implement them, or is an inefficient means of implementing the strategy or strategies. (0) - The project will not effectively implement the identified strategy or strategies, or the strategies themselves are vague, unclear, or otherwise not usefully articulated.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	7
Criterion Name	Project prioritization
Description	(Q.22) (5) - This project is a high priority within the coordination plan, as established by the agency's coordination group. (3) - The project is a medium priority within the coordination plan as established by the agency's coordination group. (1) - The project is a low priority within the coordination plan as established by the agency's coordination group.
Weight	2
Evaluation Type	Staff
Criterion Number	1
Criterion Name	Existing vehicle life
Description	(Q.3, 4) (5) - Project replaces currently operating vehicle(s) that have reached much more than the state's useful life standards for the vehicle. (3) - Project replaces currently operating vehicle(s) that have reached the state's useful life standards for the vehicle. (1) - Project replaces vehicles that are within 6 months of reaching the state's useful life standards for the vehicle. (0) - Project replaces vehicle(s) that have not reached the state's useful life standards for the vehicle and are more than 6 months from doing so.
Weight	3
Evaluation Type	Staff
Criterion Number	4
Criterion Name	ADA compliant vehicles
Description	(Q.1) (5) - All of the new vehicles are ADA-compliant. (0) - One or more of the new vehicles are not ADA-compliant.
Weight	1
Evaluation Type	Automatic
Criterion Number	5
Criterion Name	Coordinated service
Description	(Q.18 20) (5) - Yes (response to Q.18, verify with responses to #19-20) (0) - No (response to Q.18, verify with responses to #19-20)
Weight	2
Evaluation Type	Automatic
Criterion Number	15
Criterion Name	Percentage of matching funds
Description	(Q.1) (5) - Local government or agency matching funds are 40% or more of the program cost. (3) - Local government or agency matching funds are 30% or more of the program cost. (1) - Local government or agency matching funds are at least 20% of the capital cost. (0) - The application requests matching funds.
Weight	3
Evaluation Type	Staff and PEC
Criterion Number	8
Criterion Name	Multiple purpose/agency use
Description	(Q.2, 13) (5) - The vehicle will serve the clients of more than two agencies in the coordination group on a regular basis, or it will be part of a coordinated fleet that serves the clients of more than two agencies. Agreements are provided by applicant. (3) - The vehicle will serve the clients of at least two agencies in the coordination group on a regular basis, or it will be part of a coordinated fleet that serves the clients of at least two agencies. Agreements are provided by applicant. (1) - The vehicle will occasionally or on an ad hoc basis be used by one of the other agencies in the coordination group. Agreements are provided by applicant. (0) - The vehicle will serve only the clients of the applicant OR the agreements were not provided by the applicant.
Weight	4

Evaluation Type	Staff and PEC
Criterion Number	9
Criterion Name	Vehicle utilization
Description	(Q.1, 13, 14) (5) - Comparing the size and configuration of the vehicle(s) to the hours of use, the number of passenger boarding's, and the projected types of transport and passenger use, the vehicle(s) will be very efficiently utilized. (3) - Comparing the size and configuration of the vehicle(s) to the hours of use, the number of passenger boarding's, and the projected types of transport and passenger use, the vehicle(s) will be efficiently utilized. (1) - Comparing the size and configuration of the vehicle(s) to the hours of use, the number of passenger boarding's, and the projected types of transport and passenger use, the vehicle(s) will not be efficiently utilized. (0) - The vehicles(s) will rarely be utilized.
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	10
Criterion Name	Operational costs
Description	(Q.23) (5) - Projected operational costs are realistic and reasonable given local prices and other circumstances, and demonstrate that the vehicle(s) proposed in this project are sensible for the agency and coordination group. (3) - Projected operating costs include some components that are not reasonable or realistic, though in general the operating costs are reasonable for the agency and coordination group. (1) - Projected operating costs are excessive or unreasonable given local prices and other circumstances, but still affordable for the agency. (0) - Projected operational costs are vague, incomplete, based on undocumented resources, or unrealistic OR operational costs are excessive, calling into question the sensibility of the agency purchasing the vehicle(s).
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	11
Criterion Name	Operational revenue
Description	(Q.23) (5) - Sources of funds for operations and maintenance are secure, demonstrate significant buy-in to the project by local government and other cooperating agencies, and are sufficient to pay projected costs. (3) - The majority of funds for operations and maintenance are secure, demonstrate some level of support by local government and other cooperating agencies, and are likely sufficient to pay projected costs. (1) - Some of the operating and maintenance funds are secure, and other projected sources seem reasonable, but are drawn from the agencies own resources. (0) - Sources for operation and maintenance funds are vague or dependent on highly uncertain or uncommitted sources.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	12
Criterion Name	Maintenance
Description	(Q.9-10) (5) - The agency has a complete written preventive maintenance plan as demonstrated by the program summary, and a credible maintenance provider. (3) - The agency has a written preventive maintenance plan, but the program summary demonstrates that the plan is not complete. The agency has an acceptable maintenance provider. (1) - The agency has some written maintenance procedures to insure a level of upkeep to the manufacturers minimum standards. The agency can identify a regular maintenance provider. (0) - The agency does not have a written preventive maintenance plan or procedures OR the agency does not have a credible maintenance provider.
Weight	2
Evaluation Type	Staff and PEC
Criterion Number	13
Criterion Name	Storage
Description	(Q.11) (5) - Vehicle will be stored in secure garage overnight and garage is heated or engine block heater is consistently used where needed. (3) - Vehicle will be under cover and secure, but is not enclosed. Engine block heater is consistently used where needed. (1) - Vehicle will be in a secure location, but stored outdoors without protection from weather. (0) - Vehicle will be stored in an unsecure location.
Weight	1

Evaluation Type	Staff and PEC
Criterion Number	14
Criterion Name	Safety and risk management
Description	(Q.25) (5) - The agency has had no accidents and few incidents or near misses over the past two years relative to the size of its transportation service; effective procedural and training responses to the incidents or near misses make those events less likely to occur in the future. (3) - The agency has had no more than 1 accident over the past two years and few incidents or near misses relative to the size of its transportation service. Procedural and training responses to these events are adequate to lower risk of similar events in the future. (1) - The agency has had a pattern of accidents, incidents, and near misses in the past two years but appears to be responding in a systematic fashion to minimize future risk. (0) - The agency has had a pattern of excessive accidents, incidents, or near misses over the past two years relative to the size of its transportation service and no effective procedures have been put into place to avoid these accidents in the future.
Weight	2
Evaluation Type	Automatic
Criterion Number	16
Criterion Name	Grant fund usage
Description	(Q.1, 14) (5) - Grant funds per projected annual passenger trips are less than or equal to \$5/trip. (3) - Grant funds per projected annual passenger trips are less than or equal to \$10/trip but more than \$5/trip. (1) - Grant funds per projected annual passenger trips are less than or equal to \$15/trip but more than \$10/trip. (0) - Grant funds per projected annual passenger trips are more than \$15/trip.
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	17
Criterion Name	Other positive factors to consider
Description	Positive factors to consider beyond other criteria
Weight	1
Evaluation Type	Staff and PEC
Criterion Number	18
Criterion Name	Other negative factors to consider
Description	Negative factors to consider beyond other criteria
Weight	1

Evaluation Committee

AKDOT will establish an evaluation committee, or committees, consisting of AKDOT staff and representatives from the groups and organizations listed below. These grant review teams will make a recommendation to AKDOT based on a ranked list of projects. The following organizations will be asked to suggest individuals to serve on the 2013 proposal evaluation committee (PEC):

- Alaska Mental Health Trust Authority
- Governors' Council on Disabilities and Special Education
- Alaska Department of Labor and Workforce Development
- Alaska Statewide Independent Living Council
- Rasmussen Foundation
- People Mover
- Department of Commerce, Community & Economic Development
- Department of Health and Social Services
- AKDOT staff

Note: If AKDOT receives more than 50 projects, two or more grant review teams may be assembled. Each review team will then be assigned a subset of the applications. The grant review team(s) will not include individuals from organizations that have submitted a grant application.

Project Awards and Funding

After the evaluation and ranking process is complete, the review team(s) will recommend projects to AKDOT for funding.

Based on the recommendations, AKDOT will determine the type of funding available for selected projects. These projects will be matched with the most appropriate funding source based on project and recipient eligibility requirements associated with each source.

In the spring of 2012, AKDOT will notify each organization of their final ranking status and, if their project is chosen for funding as well as the type of funds being awarded. The grant awards are tentative until the federal and state governments approve transportation budgets and the actual appropriation levels are provided to AKDOT.

Funding Type	Funding Amount
FTA Section 5310	\$201,749
FTA Section 5316	\$142,465
FTA Section 5317	\$70,992
Alaska Mental Health Trust	\$708,750
Total	\$1,123,956

Additional Requirements

Each organization selected for project funding will be notified of the state and/or federal requirements for developing a final project and project agreement. This may include any or all of the following:

- A more defined scope of work and project schedule.
- Budget clarification, including match sources.
- Additional information to meet program requirements.
- A requirement to hold a public hearing.
- Signatures on federal certifications and assurances, outlined below.
- A copy of your 501(c)(3) status.
- A list of other service providers and their respective unions in their area.
- Asset or vehicle maintenance plan.

It is important to understand the requirements associated with receiving federal funds before indicating on the application that you are willing to receive federal funds.

Certifications and Assurances for Federal Funds

As part of the federal grant process, successful applicants will be required to demonstrate and document their ability and willingness to comply with various federal regulations and implement their proposal when funding is awarded. Grantees must supply the appropriate federal certifications and assurances before AKDOT signs the agreement. AKDOT requires annual updates of certifications and assurances from current grantees. New grantees will be required to submit certifications and assurances within 60 days of receiving a grant award letter and before AKDOT signs the agreement. The forms for the certifications and assurances will be provided to new grantees with the grant award letter or they can be downloaded from AKDOT's website at www.AKDOT.wa.gov/transit/library.

Any grantees already receiving federal funds directly from FTA may have already certified. These grantees can provide a copy of their certification to AKDOT. Examples of federal certifications and assurances that may be required include:

- Assurance of Authority of Applicant and its Representative
- Standard Assurances
- Intergovernmental Review Assurance
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability
- U.S. Office of Management and Budget (OMB) Assurances
- Lobbying Certification (applications for \$100,000 or more)
- Procurement Compliance (capital only)
- Protections for Private Transportation Providers
- Public Hearing
- Acquisition of Rolling Stock (capital only)
- Acquisition of Capital Assets by Lease (capital only)
- Bus Testing (capital only)
- Charter Service Agreement
- School Transportation Agreement
- Demand Responsive Services (capital only)

- Alcohol Misuse and Prohibited Drug Use
- Letter for Acceptance of the FTA Section 5333(b) Special Warranty on your organization's letterhead (formerly Section 13c)

A complete list of requirements for your specific funding source(s) will be included with your award letter. Some will be required before execution of the agreement while others are not verified until the first AKDOT grantee site visit.

Grant Agreements

If your project is awarded grant funding, your organization will be required to enter into a grant agreement with AKDOT. AKDOT reserves the right to periodically amend agreements to reflect any additional requirements from the state or federal government, legal direction, change of scope, or best practices.

Project Start Date

The project start date is July 1, 2012. However, new projects may not begin until AKDOT has signed an agreement for that specific project. The agreement period will run through June 30, 2013.

Note: Never make a financial commitment for a project without having written approval from AKDOT.

Active status – A vehicle actually operated full time to provide service on an average weekday, average Saturday and average Sunday.

ADA – ADA is an acronym for the Americans with Disability Act of 1990, a federal civil rights law that assures persons with disabilities equal opportunity to fully participate in society.

ADA accessible – Public transportation revenue vehicles, which do not restrict access, are usable, and provide allocated space and/or priority seating for individuals who use wheelchairs, and which are accessible using lifts. Refer to 49 CFR Part 38.

Capital expenses – Long-term assets such as land, vehicles, buildings, and bus shelters. These items must have a useful life of at least one year and are subject to depreciation and inventory records.

Competitive funds – A grant that is awarded after a review and ranking of applications.

Coordinated Public Transit-Human Services Transportation Plan – A locally developed, coordinated, public transit-human services transportation plan identifying prioritized strategies for delivering transportation to people with special needs including individuals with disabilities, children, older adults, and people with low incomes.

Coordination – Requires the cooperative participation of two or more entities and has the following characteristics:

- The participating entities share responsibility for ensuring that customers can access transportation services.
- There is a single entry process for customers to use to have trips arranged and scheduled, so the customer does not have to contact different locations based on which sponsoring agency is paying/providing the trip.
- A process is in place so that when decisions are made by participants on facility siting or program policy implementation, the costs of transportation and the potential effects on transportation costs on other entities or programs are considered. Affected entities are given an opportunity to influence the decision if the potential impact is negative.
- Open market mechanisms give all providers an opportunity to participate and allow for cost comparisons so that purchasers can select the least expensive trip most appropriate to the customer's needs.
- There is flexibility in using the available vehicles in a community so that the ability to transport people is not restricted by categorical claims to vehicles.

- There is maximum sharing of operating facilities and administrative services, to avoid duplication of costly program elements.
- Trip sponsors and service providers have agreed on a process for allocating costs and billing when they share use of vehicles.
- Minimum standards exist for safety, driver training, maintenance, and technology to eliminate barriers that may prevent sponsors from using each other's vehicles or serving each other's customers.
- The resulting system of transportation services is user friendly, meaning that the coordination of eligibility, contracting, service delivery, payment, and funding structures does not negatively affect the customer's ability to access service.

Demand response – Services characterized by flexible routing and scheduling of relatively small vehicles to provide door-to-door or point-to-point transportation at the passenger's request. Also referred to as paratransit or dial-a-ride service.

Disability – A physical or mental impairment that substantially limits one or more of a person's major life activities, including: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Disadvantaged Business Enterprise (DBE) – A business status wherein persons must own 51 percent or more of a "small business," establish that they are disadvantaged (women or minority), and prove they control their business.

Effectiveness – Stresses the actual production of or the power to produce an effect. Relating to the public transportation grant program, program effectiveness is measured by the fulfillment of stated goals by grant recipients providing public transportation services. Effectiveness within the public transportation grant program is a complex issue, due to the various providers and types of grant applicants.

Efficiency – A measure that determines how well program is run. It is the best use of available resources when trying to accomplish goals or objectives.

Elderly person – All individuals 60 years or older.

Equipment – All tangible, nonexpendable, personal property that has a useful life of more than one year and an acquisition cost that is defined as a capital asset by the agencies policies.

Expansion – The acquisition of revenue vehicles for expansion of transit service.

Federal funds – Money appropriated by the U.S. Congress to support a variety of programs and projects.

Federal ID number – A unique, nine-digit number assigned to all agencies, associations, entities, and organizations by the Internal Revenue Service.

Fixed route – Public transportation service on a repetitive, fixed schedule basis along a specific route with vehicles stopping for passengers along the way.

FTA Section 5310 – A federally funded, competitive grant program administered by AKDOT that provides capital assistance to private, non-profit corporations, tribal governments, and selected county governments who provide transportation services to elderly persons and/or persons with disabilities. The funding assistance is for capital purposes and consists of an 80 percent federal contribution requiring a 20 percent local match.

FTA Section 5311 – This program is a federally funded, competitive grant program administered by AKDOT that provides funding assistance for transportation providers serving the general public in rural areas of the state. The funding assistance is available for capital and operating assistance purposes. Capital funding consists of an 80 percent federal share matched by a 20 percent local share. Operating assistance consists of a 50 percent federal contribution and a 50 percent local match.

FTA Section 5316 – The Job Access and Reverse Commute (JARC) program is a federally funded, competitive grant program administered by AKDOT to improve access to transportation services to employment and employment related activities for welfare recipients and low-income individuals. Funding assistance is available for operating assistance purposes with 50 percent being federal funds and 50 percent being local match.

FTA Section 5317 – The New Freedom program is a federally funded, competitive, grant program administered by AKDOT to overcome existing barriers facing Americans with Disabilities seeking integration into the work force and full participation in society. Funding assistance is available for capital and operating assistance purposes. Capital funding consists of an 80 percent federal share matched by a 20 percent local share. Operating assistance consists of a 50 percent federal contribution and a 50 percent local match.

General and local government agencies – This definition includes the following entities:

- Political subdivisions of the state.
- Authority of at least one state or political subdivision of a state.
- Public corporation, board, or commission established under the laws of a state.
- Incorporated cities, town, and counties located in rural areas.
- Incorporated cities and counties located in urban areas.

Indirect cost plan – A cost allocation plan that results in an indirect cost rate. The indirect cost rate is a percentage of an indirect cost pool and some indirect cost base. The cost allocation plan is a method for assessing indirect costs that benefit more than one cost objective (i.e., project or program) and are not readily assignable without a disproportionate effect. Indirect costs, such as administrative costs, that benefit multiple projects or programs are allocated (divided) proportionately between the projects or programs based upon a documented plan that is consistently applied across all programs. These plans should be assessed to each activity based on relative benefit and to all activities regardless of fund sources.

In-kind contributions – In-kind contributions are goods and services donated from outside your agency. The value of noncash charges for real property and equipment, and the value of goods and services must directly benefiting and specifically identifiable to the project. To be eligible as match, the monetary value of the in-kind contributions must be documented.

In-kind match valuation proposal – A written proposal that identifies the sources of in-kind match and method for determining their value. It must only include goods and services donated for the project that would represent eligible grant activities. Documentation for goods and services should include donation receipts stating the donor, the item donated and its fair market value. Volunteer time should include time cards and be charged at either the prevailing wage or the wage rate paid to an employee performing like duties. In-kind match proposal ultimately require AKDOT approval.

Intermodal – The ability to make convenient connections between transportation modes for people and goods. Intermodal refers to operations on or through a transportation system.

Local funds – Money appropriated by local, general-purpose government, local municipal government as defined in [RCW 35.58.272](#), local school districts, and by local private agencies for the purpose of supporting public transportation services.

Local match – Money, or in-kind contributions, provided by potential grant recipients to match requested funding from grant programs. Local match funds can come from local, state, or federal sources depending upon individual grant program requirements.

Metropolitan Planning Organization (MPO) – Federally mandated regional organizations responsible for comprehensive transportation planning and programming for in urbanized areas.

Mobility management – Eligible expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a governmental authority, but excluding operating public transportation services. [49 U.S.C. § 5301(a)(1)(L)]

Mobility manager – A person or system that assists in the planning and implementation of coordinated transportation. Very often, a mobility manager will serve as a clearinghouse of transportation information and will facilitate access to these transportation programs as well as work with local providers and advocates to further the goals of coordinated transportation.

Multimodal – The availability of modal choices for people and goods. Multimodal is a system description for a total transportation network including rail, bus, bike, etc.

Operating expenses – The costs directly related to system operation. Costs may include employee compensation, marketing costs and other administrative costs; fuel and oil; taxes; and maintenance expenses.

Other equipment – Equipment other than passenger service vehicles such as computers, bus shelters, etc.

Paratransit – In this context it means transportation services provided:

- to individuals that have special transportation needs.
- by flexible forms of public transportation services that are not operated over a fixed route, and sometimes referred to as “demand response” or “dial a ride.”
- for the purpose of increasing access to basic services such as education, medical, social, and employment.

Passenger trip – The number of passengers who board operational revenue vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles.

Persons with special transportation needs – Those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation. (RCW 47.06B)

Physical or mental impairment – Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body system; any mental or psychological disorder; and certain contagious or non-contagious diseases and conditions.

Private for profit – An individual or association of individuals organized for the purpose of carrying on a commercial or industrial enterprise for gain, benefit, advantage, or livelihood.

Private non-profit – An agency not organized for profit but operated exclusively for the promotion of social welfare, no part of the net earnings of which benefits any private shareholder or individual. These agencies must comply with the requirements of Section 501(c)(3) or (4) of the United States Internal Revenue Code.

Private non-profit corporations – Private, non-profit corporations are not organized for profit but operate exclusively for the promotion of social welfare, no part of the net earnings of which benefits any private shareholder or individual. These organizations include as members of their clientele disabled and elderly individuals. Eligible agencies must also comply with the requirements of Section 501(c)(3) or (4) of the United States Internal Revenue Code.

Project development – A project development grant would include a local or regional marketing plan for intercity bus, special needs, or rural public transportation; development of a local or regional coordination plan; an agency financial and operating plan; or updating a Comprehensive Transportation Plan.

Purchase of Service (POS) – A POS agreement is used when the grant recipient provides eligible transportation services as determined by the federal funding source.

Public transportation – Mass transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, sightseeing transportation, or intercity bus transportation or intercity passenger rail transportation provided by Amtrak. Coordinated human service transportation, which primarily serves elderly persons and persons with disabilities, but which is not restricted from carrying other members of the public, is considered available to the general public if it is marketed as public transit service.

Replacement equipment – Capital assets such as vehicles, equipment, and facilities acquired to replace similar equipment that outlasted their useful life periods as designated by FTA, or because of accidents or defects. Capital assets replaced must be retired from regular services within three (3) months of accepting the new asset. Assigning a vehicle to another service area or contractor, or leasing the vehicle to another organization is not considered replacement.

Retired (vehicle) – Sold, placed in backup reserve, placed in part time service (no longer available for service exceeding 30 percent of prior use) or otherwise disposed of. Assigning a vehicle or other capital asset to another service area or contractor or leasing the asset is not considered retiring.

Revenue vehicle hour – The measurement in hours that a public transportation provider operates each vehicle in fixed-route service (not including time to and from the assigned route), or makes paratransit services available for passenger service.

Revenue vehicle mile – The measurement in miles that a public transportation provider operates each vehicle (not including the distance to or from the assigned route) for fixed-route and paratransit services.

Rolling stock – Transit vehicles such as buses, vans, cars and trolley buses, as well as vehicles used for support services.

Route deviated – Public transportation service on a nonexclusive basis operating along a public way, on a fixed route (from which it may deviate from time to time) in response to a demand for service or to take a passenger to a destination, after which it returns to its fixed route.

Rural area – Incorporated and unincorporated communities and unincorporated areas outside of a designated urbanized area. Total population may not exceed 50,000.

Rural public transit – A transit provider, whose administrative headquarters is located in a rural area, that operates principally in rural areas, but can operate into and returning from urban areas.

SAFETEA-LU – An acronym for Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. SAFETEA-LU authorizes federal funds for all of the surface transportation programs of the U.S. Department of Transportation, including Federal Transit Administration programs. Signed into law by the President on August 10, 2005, this funding authorization ends in 2009.

Spare status – A vehicle placed in backup reserve for active status vehicles.

Special transportation needs, persons with – Those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation.

Transit formula funds – Grant funding that is distributed based on a formula.

Travel trainer – New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

Tribal government – The governing body or a governmental agency of an Indian tribe, band, or nation.

Urban area – (Same as Urbanized Area) A geographic area of 50,000 population or more, defined by the U.S. Bureau of the Census, with a central city and surrounding closely settled patterns. Small urban areas have populations between 50,000 and 200,000; large urban areas have populations greater than 200,000.

Urban public transit, large – A transit provider, whose administrative headquarters is located in a large urban area, that operates principally in a large urban area but may also operate into and returning from rural and small urban areas.

Urban public transit, small – A transit provider, whose administrative headquarters is located in a small urban area, that operates principally in the small urban area but may also operate into and returning from rural and large urban areas.

Vanpool – A transit mode comprised of vans, small buses and other vehicles operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver.

Volunteer driver – Individuals who drive vehicles in revenue service to transport passengers for the transit provider but are not employees of the transit provider and are not compensated for their labor.

Volunteer hours – The number of hours provided by volunteers, without compensation, for transportation related services.

State of Alaska and

Appendix B Federal Grant Program Descriptions

Federally-Funded Programs: FTA 5310, FTA 5316, FTA 5317 and AMHTA

FTA 5310 Program

Title 49 USC § 5310(a) declares that the U.S. Secretary of Transportation may “make grants and loans to state and local governmental authorities to help them provide mass transportation service planned, designed, and carried out to meet the special needs of elderly individuals and individuals with disabilities.”

Program Goals

FTA has designed the 5310 program to:

- Improve mobility for the elderly and persons with disabilities.
- Be available in urbanized, small urban, and rural areas of the state.

The 5310 program requires the coordination of federally-assisted programs and services in order to make the most efficient use of federal resources.

Organizations Eligible to Receive 5310 Funds

A variety of organizations are eligible to receive these funds:

- Private non-profit organizations.
- Governmental authorities that certify that no non-profit organizations in the service area are readily available to provide the services.
- Governmental authorities approved by the state to coordinate services for elderly individuals and individuals with disabilities.
- Tribal governments.

Projects Eligible to Receive 5310 Funds

Projects providing transportation services to elderly persons and/or persons with disabilities are eligible to receive 5310 funding. Project equipment may be used in coordination with other passenger transportation programs as long as the services provided under those programs do not displace the elderly and/or persons with disabilities.

Past Projects Awarded 5310 Funds

FTA requires the primary use of 5310 funding to be for capital equipment for passenger transportation services. However, depending on the availability of funds, AKDOT may use the funds to purchase transportation services for elderly individuals and individuals with disabilities.

FTA 5316 Program

Title 49 USC § 5316, Job Access and Reverse Commute (JARC), declares that the U.S. Secretary of Transportation may “make grants available designed to transport welfare recipients and low income individuals to and from jobs, and to develop transportation services for residents of urban centers and rural and suburban areas to support suburban employment opportunities.”

Program Goals

JARC grants are intended to provide new transportation service to assist welfare recipients and other low-income individuals with getting to jobs, training, and child care. These grants are designed to develop transportation services to transport workers to suburban job sites.

Organizations Eligible to Receive 5316 Funds

A variety of organizations are eligible to receive these funds. However, only projects that have been included in a locally developed Coordinated Public Transit-Human Services Transportation Plan qualify. Below is a list of eligible organization types.

- Small urban public transit.
- Rural public transit.
- Private non-profit organizations.
- Private for-profit transportation providers.
- Tribal governments.
- Other general or local governments.

Projects Eligible to Receive 5316 Funds

Grants may finance capital projects and operating costs for equipment, facilities, and associated capital maintenance items related to providing access to jobs; the cost of promoting the use of transit by workers with nontraditional work schedules; promote the use of transit vouchers for welfare recipients and eligible low income individuals; and promote use of employer-provided transportation including use of transit pass benefit programs.

JARC funds will be available for operating assistance, capital assistance, and other costs associated with reverse commute by bus, train, carpool, vans, or other transportation service.

FTA 5317 Program

Title 49 USC § 5317 declares that the U.S. Secretary of Transportation “may make grants to encourage services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA). The program, also known as New Freedom, provides grants for capital and operating assistance.”

Program Goals

With the passage of the ADA, it has become a civil rights violation to deny public transportation access to persons with disabilities. The New Freedom grant program provides additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation to work is a primary barrier for people with disabilities. The 2000 Census showed that only 60 percent of people between the ages of 16 and 64 with disabilities are employed. The New Freedom grant program expands the transportation mobility options available to persons with disabilities beyond the requirements of the ADA.

The specific goal of the program is to assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services.

Organizations Eligible to Receive 5317 Funds

- Urban public transit.
- Small urban public transit.
- Rural public transit.
- Private non-profit organizations.
- Private for-profit transportation providers.
- Tribal governments.
- Other general or local governments.

FTA requires grantees receiving New Freedom funds to coordinate program activities with other related program activities of other federal agencies. Grantees will also be required to certify that projects selected were derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan and that the plan was developed through a process that involved individuals of the public, private, and non-profit transportation and human services providers.

Projects Eligible to Receive 5317 Funds

Examples of projects and activities that might be funded under the program include, but are not limited to:

- Purchasing vehicles and supporting accessible taxi, ride-sharing, and vanpooling programs.
- Providing paratransit services beyond minimum requirements ($\frac{3}{4}$ mile to either side of a fixed route), including for routes that run seasonally.
- Provide door to door demand response service for persons with disabilities.
- Making accessibility improvements to transit and intermodal stations not designated as key stations.
- Supporting voucher programs for transportation services offered by human service providers.
- Supporting volunteer driver and aide programs.
- Supporting mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.
- Support travel training programs.

Alaska Mental Health Trust

The Alaska Mental Health Trust was established by the state to channel revenues earned from lands deeded to the state by the federal government expressly for the benefit of Alaskans who experience mental illness. The Alaska Mental Health Trust Authority funds each year the Coordinated/Non-coordinated Transportation Program for the benefit of all the beneficiaries identified by the Trust Board of Directors, which includes those with mental illness, developmental disabilities, Alzheimer's and other dementias, chronic alcoholism, and traumatic brain injury. The Alaska Legislature at times also adds to the funds a contribution from the state's general funds through the capital budget.

Program Goals

This program is for start-up operating and capital funds to plan for and coordinate mobility and human services transportation systems in local communities by pooling available resources, i.e. coordinated transportation. Other options may include developing taxi voucher programs, taxi accessibility projects, convertible ambulances, boats, snowmobile carts. Uncoordinated mobility services and transportation systems are not cost-effective and create additional barriers for Trust beneficiaries (i.e. eligibility restrictions or limited hours of services).

This program is also for funds to purchase or replace accessible vehicles owned by consumer-run and other provider non-profit corporations for non-coordinated uses where coordination is not feasible. These uses could be to transport Trust beneficiaries to services, community activities or work. These vehicles are also used to transport staff to consumer homes, and other beneficiary-related transportation. Only a few Alaskan communities have public transportation and where it does exist, it is limited. Although providers work to develop and maintain coordinated transportation systems, these systems do not always meet the needs of Trust beneficiaries.

Organizations Eligible to Receive AMHT Funds

Non-profit and governmental organizations who serve the Alaska Mental Health Trust Beneficiaries

Projects Eligible to Receive AMHT Funds

- Planning
- Limited Operating or Start-Up projects
- Purchase of Rides
- Vehicles and Equipment and Technology
- Match for federal transportation projects

Projects That Have Been Funded in the Past with AMHT Funds

- Coordinated transportation plans, Transit Development Plans or updates to plans
 - Start-up expenses for public transit systems or coordinated groups or new voucher programs
 - Matching funds for small village ADA vehicle projects
 - Vehicles and Equipment
 - Purchase of rides which allow for income eligibility
 - Pick-up trucks and other utility vehicles for support activities like meals delivery or maintenance
-

Appendix C

Coordinated Public Transit-Human Services Transportation Plans

SAFETEA-LU, the federal authorizing act, requires the establishment of local developed coordinated Human Service Transportation plans for special needs transportation programs. While the federal requirement applies only to certain programs, the State of Alaska Department of Transportation and Public Facilities (AKDOT) has extended the requirement to all applicants for the Consolidated Grant Program. To accomplish this, applicants are required to participate in the planning process with their local Organization (RTPO) or Metropolitan Planning Organization (MPO).

Plans must be updated every five years with the project list approved every year. All projects must come from the strategies identified in the plan. Further information about the Human Service Transportation plans can be found at <http://dot.alaska.gov/stwdplng/transit/coordinated.shtml>

Project Titles

All project titles should be one sentence describing the project.

Examples of project titles include:

- Continue purchase of services to assist people who live outside a transit district.
- Begin a new vanpool operating service to assist workers getting to hotel and convention center.
- Purchase three expansion vans to provide service on Peninsula to people with special needs.
- Purchase two replacement minibuses to continue service to people with disabilities.
- Continue mobility coordinator project to assist the community in knowing their transportation options; facilitate local coordination between providers and stakeholders; and provide travel training.
- Continue volunteer driver operating program to assist older adults to get to appointments.

LEAD AGENCIES SFY2013

<u>Agency</u>	<u>Location</u>	<u>Website</u>	<u>Contact</u>	<u>Email</u>
Municipality of Anchorage Public Transportation	Anchorage	www.PeopleMover.org	Jamie Acton	actonjm@muni.org
Fairbanks North Star Borough	Fairbanks	http://co.fairbanks.ak.us/transportation	Adam Barth	abarh@fnsb.us
Louden Tribal Council	Galena	-	March Runner	march_runner@yahoo.com
Haines Borough	Haines	http://www.hainesborough.us	Debra Schnabel	dschnabel@haines.ak.us
Catholic Community Service- Southeast Senior Services	Hoonah	http://www.ccsiuneau.org/101.hoonah	Caroline Frengle	caroline.frengle@ccsiuneau.org
Capital Transit	Juneau	http://capitaltransit.com	Ben Lyman	Ben_Lyman@ci.juneau.ak.us
SAIL- Juneau	Juneau	www.sailinc.org	Joan O'Keefe	jokeefe@sailinc.org
Catholic Community Service- Southeast Senior Services	Kake	http://www.ccsiuneau.org/104.kake	Caroline Frengle	caroline.frengle@ccsiuneau.org
SAIL- Ketchikan	Ketchikan	www.sailinc.org	Kevin Gadsey	kgadsey@sailinc.org
Senior Citizens of Kodiak, Inc.	Kodiak	http://www.kodiakseniorcenter.org	Patricia Branson	scokinc@ak.net
Center for Community	Sitka	http://www.ptialaska.net/~cfcsitka/	Connie Sipe	csipe@cfc.org
Central Area Rural Transit System, Inc. (CARTS)	Soldotna/ Kenai Peninsula	http://www.ridesalaska.org	Jennifer Beckmann	carts@alaska.net
Spruce Island Development Corp.	Ouzinkie	http://spruceislandcorporation.com/index.html	Sharon Anderson	director@sidco-alaska.net
Connecting Ties, Inc.	Valdez	http://www.valdeztransport.org/pages/Vouchers.php	Denyse Brown	denyseb@cvinet.net
Mat Su Community Transit	Wasilla	www.matsutransit.com	Mary Price	mprice@matsutransit.com
Catholic Community Service- Southeast Senior Services	Yakutat	http://www.ccsiuneau.org/112.yakutat	Marsha Partlow	Marsha.Partlow@ccsiuneau.org

It is the State of Alaska Department of Transportation and Public Facilities (AKDOT) Alaska Community Transit policy to administer funding in compliance with all applicable federal and state regulations. Local organizations, including public transit systems, local governments, tribal governments, non-profit organizations and for-profit businesses, wishing to participate in these grant programs must maintain compliance with AKDOT's In Good Standing policy to qualify for and receive grant funding.

Procedure for Determining Compliance With AKDOT's In Good Standing Policy

AKDOT staff use a risk assessment tool to determine a grantee's compliance with its In Good Standing policy. The risk assessment tool focuses on the grant recipient's:

- Experience with managing transit grants.
- Responsiveness to communications and requests for information from AKDOT.
- Maintenance of adequate financial records that document and support all grant expenses.
- Timely submission of accurate quarterly progress reports and reimbursement requests.
- Full participation with site visits and timely responses to any deficiencies noted during and/or after the site visit.
- Timely submission of annual reports to AKDOT, including audit documents, vehicle inventories, DBE reports, etc.
- Proper maintenance and use of grant funded equipment.
- Compliance with all contractual obligations.
- Satisfactory progress with the grant funded project.

Corrective Action and Consequences

AKDOT staff makes every attempt to provide technical assistance and work with grant recipients to solve problems and correct grant compliance issues. However, if an organization appears to be unable or unwilling to meet performance requirements to maintain compliance with AKDOT policies and are not responsive to technical assistance, they can expect one or more of the following responses from AKDOT:

- A warning letter to the organization and board of directors identifying deficiencies, the necessary remedies, and a timeline for making corrections.
 - Suspension of grant funded reimbursements.
 - Becoming ineligible for any additional Alaska Community Transit Office funding.
 - An audit of the organization to determine compliance with contractual obligations.
 - Termination of the grant agreement(s).
 - Notice to return grant funds paid to the organization.
-

Appendix E *Management of Rolling Stock, Equipment, and Facility Inventory*

Organizations applying for grants are required to submit a current Vehicle/Capital Inventory as part of the application. Every vehicle used primarily to transport passengers must be reported on the Vehicle/Capital Inventory. Below is the inventor entry form for one vehicle. This must be completed in the eGrant system for each vehicle your system operates.

Edit Vehicle for Test Agency - System Account

Instructions

Any required fields are marked with a red asterisk (*)


General Information

Date Entered 11/25/2007 05:43 AM

Last Updated 11/04/2009 07:18 AM


VIN *

Alaska License No. *

Fleet/Service ID 

Vehicle Manufacturer *

Year, Make, Model *

Full Purchase Price *  do not enter dollar signs, commas, or periods.

Vehicle Type * [View Definitions](#) "Low Floor" Vehicle?

Fuel Type *

ADA Compliance

ADA Compliant? * Yes No Max Seating Capacity * 

Has Lift or Ramp? *

Yes No

Wheelchair Capacity *

Funding (Check all that apply)

<input type="checkbox"/> Advertising	<input type="checkbox"/> Alaska Mental Health Trust (AMHT)	<input type="checkbox"/> Borough general funds	<input type="checkbox"/> Capital (FTA 5309)
<input type="checkbox"/> Contributions	<input type="checkbox"/> Disabled/Elderly (FTA 5310)	<input type="checkbox"/> Earmarked JARC (FTA 3037)	<input type="checkbox"/> Economic Stimulus (FTA ARRA)
<input type="checkbox"/> In-kind support	<input type="checkbox"/> Indian Rural Roads (IRR)	<input type="checkbox"/> JARC (FTA 5316)	<input type="checkbox"/> Local government funds
<input type="checkbox"/> Local school district funding	<input type="checkbox"/> Medicaid	<input type="checkbox"/> New Freedom (FTA 5317)	<input type="checkbox"/> Non-Urbanized (FTA 5311)
<input type="checkbox"/> Older Americans Act Title III	<input type="checkbox"/> Other	<input type="checkbox"/> Private funding	<input type="checkbox"/> Rasmuson Foundation
<input type="checkbox"/> Rider Fares	<input type="checkbox"/> State General Funds	<input type="checkbox"/> Tribal Transit Funds	<input type="checkbox"/> Urban (FTA 5307)

State Fiscal Funding Year of Award (i.e. YYYY; applies only to FTA/Alaska Mental Health Trust funded vehicles)

Grant # (applies only to FTA and AMHT-funded vehicles)


Vehicle Maintenance (Check all that apply)


<input type="checkbox"/> City/Borough Provides	<input type="checkbox"/> Contracted Provider	<input type="checkbox"/> In-house Mechanic	<input type="checkbox"/> No local Maintenance Available
<input type="checkbox"/> Private Shop	<input type="checkbox"/> School District Provides	<input type="checkbox"/> Vehicle Dealership	

Vehicle Status

Status in Fleet


Primary Usage

Retirement Year (YYYY) 

Replacement Cost 

Condition [View Definitions](#) as of Date (MM/DD/YYYY)


Odometer Reading as of Date (MM/DD/YYYY)

Has Vehicle Been Rehabed? Yes No If so, Rehab Date  (MM/DD/YYYY)

Comments/Pictures

General Comments

Admin Comments 

Photos  .jpg/.gif/.bmp only
filesize cannot exceed 100KB

Federal/AMHT Interest (Required only if the vehicles has Federal/Alaska Mental Health Trust interest)

Purchase Price (Fed Interest) Grant Share =

Post-Delivery Audit (MM/DD/YYYY)

Proof of Insurance (MM/DD/YYYY)

Match Rate

Delivery Date (MM/DD/YYYY)

Federal Interest Expires (MM/DD/YYYY)

Title Issue Date (MM/DD/YYYY)

Title Due To Transfer Date (MM/DD/YYYY)

Actual Title Transfer Date (MM/DD/YYYY)

Sample Human Services Grant Applications

The following pages contain sample applications for each application listed below.

- General Qualifying Application
- Start-Up Application
- Mobility Management Application
- Planning Application
- Purchase of Services Application
- New/Expansion Vehicle Application
- Replacement Vehicle Application

 [email the Form Administrator](#)

Print 

Agency Name	Test Agency - System Account		
Mailing Address *	<input type="text"/>		
Street Address	<input type="text"/>		
City, State, Zip *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax ID (FEIN)	<input type="text"/>		
Telephone *	<input type="text"/>	Fax	<input type="text"/>
Website	<input type="text"/>		

**Alaska Community Transit Office
Division of Program Development,
Alaska Department of Transportation & Public Facilities**

**State Fiscal Year 2013 HUMAN SERVICES COMMUNITY
TRANSPORTATION
GRANT APPLICATION**

General Qualifying Application for funding

FTA Section 5310 Elderly & Persons with Disabilities,
FTA Section 5316 Jobs Access & Reverse Commute (JARC),
FTA Section 5317 New Freedoms Beyond the ADA,
Alaska Mental Health Trust Coordinated Transportation Program

IMPORTANT PLEASE READ!

[See materials posted on our Grants page](#)

All scanned materials must be sent to jessica.debartolo@alaska.gov with application and agency name in subject line

Applicant Information

Authorized Agency Representative

The undersigned, acting on behalf of the above-named organization, submits this application to the Alaska Department of Transportation and Public Facilities to request funding under the available sources above.

Name *	<input type="text"/>
Title *	<input type="text"/>
Phone *	<input type="text"/>

Fax *

Email Address *

DUNS Number 

*(This must be someone legally authorized to commit the agency's council or board to grant agreements.
You must scan and email the council or board's written authorization to commit the council or board to grant agreements.)*

1. I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capability to implement and manage the projects associated with this application.

* true

I have emailed an authorization letter giving me the legal authority above. * yes no

Organization Eligibility

2. **Type of Applicant:** You must select at least one type of applicant and email a document to verify status.

* state, city, or borough (5316 and 5317 only) federally-recognized tribal organization private non-profit corporation private for profit

Note: To be eligible for FTA 5310, you must be a non-profit or eligible tribal entity or a state-approved government entity alternate to a non-profit who is a partner in a coordinated system. Contact the State Transit Office at jessica.debartolo@alaska.gov to determine your status if you are a government entity.

3. If you are a federally-recognized native tribal organization, please select the name of your organization from the following list:

I have emailed a document validating federal tribal status. * yes no

4. If you are a private non-profit agency,

I hereby certify that my agency has current (2011) non-profit status as well as good standing with the IRS. NOTE: If you cannot certify this,

you are not eligible to apply for any of these grants. true

5. Are you a minority-operated private nonprofit organization or a tribal government?

* yes no

6. Who are the clients served by your organization? (select all that apply)

 Seniors
 Disabled
 Alaska Mental Health Trust beneficiaries

* Low Income is 150% of Census poverty level and less

7. Does your organization primarily provide services to minorities? * yes no

8. My projects have been reviewed, adopted, and prioritized by the coordination group in my area, and have been adopted by resolution by a local government body in 2011. yes no

9. My projects have NOT been reviewed, adopted, and prioritized by the coordination group, and adopted through a resolution of a local

governing body. The date of the upcoming adoption meeting is:

10. My agency has provided updated and complete information as of June 30, 2011 or more recently to our Agency Profile and Capital Inventory, including current odometer readings for vehicles listed. * yes no

11. What experience does your organization have with passenger transportation services? *

12. Who will be the staff responsible for this funding? What experience do these individuals have with grant management including federal grants?

13. Select at least one project type from the drop down list.

Capital
 Mobility Management
 Planning
 Purchase of Services

Name:	<input type="text"/>	
Title:	<input type="text"/>	
Mailing Address:	<input type="text"/>	
Phone Number:	<input type="text"/>	
Fax Number:	<input type="text"/>	
DUNS Number:	<input type="text"/>	

Delete FormSubmission

**Alaska Community Transit Office
Alaska Department of Transportation & Public Facilities
Division of Program Development,**

SFY2013 HUMAN SERVICES GRANT APPLICATION: Start-Up

Alaska Mental Health Trust Authority Coordinated Transportation Program

**Required fields are marked with a red asterisk (*)
Do not enter any formatting (dollar signs, commas, etc.) in numeric fields.**

3. If you are applying for your second or third year of funding state which year then describe the progress thus far on the project.



1. Requests:

Eligible Start-Up Projects:

Up to 3 new projects will be selected each year for a maximum of \$10,000 each. Awards fund short-term administrative costs in the set-up, or operations and initial delivery of new transit services (e.g. voucher program, non-medical stretcher service, jobs access program, etc). Start-Up projects may extend up to 3 years total with increasing local contribution and documentation of how the program will be sustained after start-up. Applicants must apply for funding each year to be considered for award.

Match: Contributions to cash or in-kind match from other agency partners (especially local government partners), are encouraged. See instructions for guidelines on match. Match commitment letter must be emailed to jessica.debartolo@alaska.gov by the grant closing date (January 31, 2012) in order for the application to be considered for funding.

Enter all information for each project in application.

All fields in this table must have numbers in them. Enter zeroes into spaces that do not apply to your request. Enter whole dollar numbers only,

i.e., no dollar signs, decimals or commas).

Project	Grant Request	Match Amount	Total Project Cost	Match %
Start-Up (07/01/2012 to 06/30/2013)				
Source of match (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions			

Start-Up Budget - Please enter *Projected* Income and Expenditures and *Actual* Match Commitments. Email match commitment letters to jessica.debartolo@alaska.gov

	Alaska Community Transit Office	Your Organization (Cash)	In-Kind	Other sources (list individually)	Total
PROJECT INCOME					
Grants					
Contributions					
Fees					
Total Income					
PROJECT EXPENSE					
Salaries (titles & % of time on project)					
Consultants (list title and hours)					
Travel					
Printing/copying					
Postage					
Rent					

Utilities					
Audit					
Materials					
Office supplies					
Equipment (list)					
Total Expenses					

4. Start-Up:

The Alaska community Transit Office objective for Start-Up funding is developing new transportation options to fill identified gaps in service within communities.

- Please describe your project;
- Why are there special costs to initiating the project?
- What is the need for the project in your coordinated system?
- How will the project be sustained after start-up support ends?
- How were riders and transportation providers included in design and review of this project?

Please enter the start-up activities and tasks involved and target dates to complete the tasks. Target dates must

Activity 1	
Task #	Task Description Target Date

1		
2		
3		
4		
5		

If you have additional tasks for this activity, or need extra space to explain, please use the box below:

Activity 2		
Task #	Task Description	Target Date
1		
2		
3		
4		
5		

If you have additional tasks for this activity, or need extra space to explain, please use the box below:

Activity 3		
Task #	Task Description	Target Date
1		
2		
3		
4		
5		

If you have additional tasks for this activity, or need extra space to explain, please use the box below:

Start-Up Budget - Please enter *Projected Expenditures* and *Actual Match* Commitments.

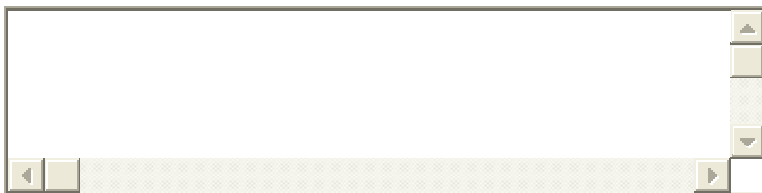
7/1/10 - 6/30/11	
<input type="text"/>	
<input type="text"/>	
Contracted Professional Services	<input type="text"/>
Other Support Expenses (please describe below)	<input type="text"/>
<input type="text"/>	
Total	<input type="text"/>
Match Commitments	
<input type="text"/>	
In-kind Match (please give specifics by line item below)	<input type="text"/>
<input type="text"/>	

5. Please identify the name of your community's Public Transit-Human Services Coordination Plan, the page number(s) of the strategy(ies) from which each project is derived, **as well as the strategy**. Explain how your Start-Up project carries out each strategy listed.

6. Please describe how your Start-Up project will benefit the Alaska Mental Health Trust beneficiaries (Alaskans who experience mental illness; developmental disabilities; chronic alcoholism with psychosis; or Alzheimer's disease and related dementia).

7. Please describe how your Start-Up project could benefit low income, work related transportation as well as transportation

for elderly and disabled individuals.



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**Alaska Community Transit Office
Alaska Department of Transportation & Public Facilities
Division of Program Development,**

**SFY2013 HUMAN SERVICES GRANT APPLICATION:
Mobility Management**

**FTA Section 5310 Elderly Individuals and Individuals with Disabilities Program
FTA Section 5316 Jobs Access & Reverse Commute Program (JARC)
FTA Section 5317 New Freedom Beyond the ADA Program
Alaska Mental Health Trust Authority Coordinated Transportation Program**

**Required fields are marked with a red asterisk (*)
Do not enter any formatting (dollar signs, commas, etc.) in numeric fields.**

1. Requests:

Eligibility for Mobility Management:

For State Fiscal Year 2013 the Alaska Community Transit Office will not fund new mobility management projects. Only projects in their second or third year will be considered for funding. The reason behind this decision is not knowing the status of the next Transit Authorization bill. Continuing projects will be selected for a maximum award of \$50,000 each. Only those agencies in a community with an existing Public Transit - Human Services Coordination Plan are eligible to apply for Mobility Management Projects. The project must be supported by strategies in the existing plan and listed in an updated project list adopted by resolution. Mobility Management projects can extend up to 3 years total.

Match: Contributions of cash or in-kind match from other agency partners (especially local government partners), are encouraged. See instructions for guidelines on match. Match commitment letter must be emailed to jessica.debartolo@alaska.gov by the grant closing date (January 31, 2012) in order for the application to be considered for funding.

Enter all information for each project in application.

All fields in this table must have numbers in them. Enter zeroes into spaces that do not apply to your request. Enter whole dollar numbers only, i.e., no dollar signs, decimals or commas).

Project	Grant Request	Match Amount	Total Project Cost	Match % Minimum 20%
Mobility Manager (07/01/12 - 06/30/13)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Source of match (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions			

2. Mobility Management:

The Alaska Community Transit Office objectives for mobility management projects include:

- increasing the access and convenience to transportation services for customers;

- increasing the number of rides, options for transport, and quality of service delivered for the investments made;
- directing customers to the least-costly appropriate rides for overall efficiency; and
- increasing the number of inter-agency cooperative coordination agreements.

Please describe your project, its need in your community, and how the project will implement the Alaska Community Transit Office's statewide objectives for mobility management. How have riders and transportation providers been included in development of this project?

Select at least one activity from the tables below then enter the mobility management tasks and target completion dates for each activity selected. The target completion date for the task must be within the funding fiscal year. Priority will be given to projects that include a One-Stop Call & Dispatch Center as an activity, you may select up to two additional activities for your project from this list ([Click here](#)).

Activity 1	▼	
Task #	Task Description	Target Date
1		
2		
3		
4		
5		

If you have additional tasks for this activity, or need extra space to explain, please use the box below:

Activity 2	▼	
Task #	Task Description	Target Date
1		
2		
3		
4		
5		

If you have additional tasks for this activity, or need extra space to explain, please use the box below:

Activity 3 ▼

Task #	Task Description	Target Date
1		
2		
3		
4		
5		

If you have additional tasks for this activity, or need extra space to explain, please use the box below:

3. If you are applying for an additional year of funding, state which year and describe your progress thus far on the project.

Mobility Management Budget - Please enter *Projected* Income and Expenditures.
 Email match commitment letters to jessica.debartolo@alaska.gov

	Alaska Community Transit Office	Your Organization (Cash)	In-Kind	Other sources (list individually)	Total
PROJECT INCOME					
Grants					
Contributions					

Fees					
Total Income					

PROJECT EXPENSE

Salaries (titles & % of time on project)

Consultants (list title and hours)

Travel

Printing/copying

Postage

Rent

Utilities

Audit

Materials

Office supplies

Equipment (list)

Total Expenses					

5. Please identify the name of your community's Public Transit-Human Services Coordination Plan, the page number(s) of the strategy(ies) from which each project is derived, as well as the strategy. Explain how your Mobility Management project carries out each strategy listed.

6. Please describe how your Mobility Management project will benefit the Alaska Mental Health Trust beneficiaries (Alaskans who experience mental illness; developmental disabilities; chronic alcoholism with psychosis; or Alzheimer's disease and related dementia).

7. Please describe how your Mobility Management project could benefit low income and work related transportation as well as transportation

for elderly and disabled individuals.

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Alaska Community Transit Office
Alaska Department of Transportation & Public Facilities
Division of Program Development,

**SFY2013 HUMAN SERVICES GRANT APPLICATION:
 PLANNING**

Alaska Mental Health Trust Authority Coordinated Transportation Program

Agency Name	Test Agency - System Account			
Mailing Address *	<input type="text" value="P.O. Box 112500"/>			
Street Address	<input type="text" value="123 Some Street"/>			
City, State, Zip *	<input type="text" value="Juneau"/>	<input type="text" value="AK"/>	<input type="text" value="99811-25"/>	<input type="text"/>
Tax ID (FEIN)	<input type="text"/>			
Telephone *	<input type="text" value="907465697"/>	Fax	<input type="text"/>	
Website	<input type="text"/>			

Required fields are marked with a red asterisk (*)
 Do not enter any formatting (dollar signs, commas, etc.) in numeric fields.

[Instructions](#)**1. Requests:****Eligible Planning Projects**

Up to 3 projects will be awarded for 1 year of funding. The grant award amount is up to \$35,000. Developing a public transit-human services coordination plan, planning a new or expanded public transit system, or developing a coordinated services element to an existing coordination plan are priority for funding.

Match: Up to one half the match offered for each type of project in this application can be from in-kind sources. Higher-than-required cash matches, and contributions to cash match from other agency partners (especially local government partners), improve odds of funding. Match commitment letter must be emailed to jessica.debartolo@alaska.gov by the grant closing date (January 31, 2012) in order for the application to be considered for funding.

Enter all information for each project in application.

All fields in this table must have numbers in them. Enter zeroes into spaces that do not apply to your request. Enter whole dollar numbers only, i.e., no dollar signs, decimals or commas).

Project	Grant Request	Match Amount	Total Project Cost	Match % 20% or more

Planning Project 1 (07/01/2012 - 06/30/2013)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Planning Project 2 (07/01/2012 - 06/30/2013)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Source of match (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions			

2. Planning:

The Alaska Community Transit Office statewide objectives for planning projects include:

- establishing the current and future needs of Alaskans for community transportation (the transit mode),
- gaps in existing service,
- determining the resources available and identify the lacking resources to meet the needs,
- creating the strategies to develop transit options to fill the gaps, and
- developing the most effective means and models for coordinating (sharing) resources.

Please describe your planning project, the goals you wish to achieve with the project, the need for the project in your community? How will the project implement the Alaska Community Transit Office's statewide objectives for planning projects? How will riders and transportation providers be included in this project?

Please enter the planning activities and tasks involved and target dates to complete the tasks. Select one or more activities.

Note: See eligible projects and activities above..

Activity 1			<input type="text"/>
Task #	Task Description	Target Date	
1	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	
5	<input type="text"/>	<input type="text"/>	
If you have additional tasks for this activity, or need extra space to explain, please use the box below:			
<div style="border: 1px solid gray; height: 50px; width: 100%;"></div>			

Activity 2			<input type="text"/>
Task #	Task Description	Target Date	
1	<input type="text"/>	<input type="text"/>	

2		
3		
4		
5		

If you have additional tasks for this activity, or need extra space to explain, please use the box below:

Activity 3		
Task #	Task Description	Target Date
1		
2		
3		
4		
5		

If you have additional tasks for this activity, or need extra space to explain, please use the box below:

Planning Budget - Please enter *Projected Expenditures* and *Actual Match Commitments*. Email match commitment letters to jessica.debartolo@alaska.gov

07/01/2012 - 06/30/2013

Administrative salary (List Staff, hours, and hourly rate with benefits)	
Contracted Professional Services	
Other Support Expenses (please describe below)	
Total	

Match Commitments

<input type="text"/>	
In-kind Match (please give specifics by line item below)	<input type="text"/>
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: -15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▲</div> <div style="position: absolute; top: 15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▼</div> <div style="position: absolute; bottom: -15px; left: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">◀</div> <div style="position: absolute; bottom: 15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▶</div> </div>	

Planning Budget - Please enter *Projected* Income and Expenditures and *Actual* Match Commitments. Email match commitment letters to jessica.debartolo@alaska.gov

PROJECT INCOME	Alaska Community Transit Office	Your Organization(Cash)	In-Kind	Other sources (list individually)	Total
Grants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Income	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PROJECT EXPENSE					
Salaries (Titles & % of time)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: -15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▲</div> <div style="position: absolute; top: 15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▼</div> <div style="position: absolute; bottom: -15px; left: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">◀</div> <div style="position: absolute; bottom: 15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▶</div> </div>					
Consultants (list title & hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: -15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▲</div> <div style="position: absolute; top: 15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▼</div> <div style="position: absolute; bottom: -15px; left: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">◀</div> <div style="position: absolute; bottom: 15px; right: -15px; border: 1px solid black; width: 15px; height: 15px; text-align: center;">▶</div> </div>					
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Printing/Copying	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Utilities					
Audit					
Materials					
Office Supplies					
Equipment (list)					
Total Expense					

3. Please identify the name of your community's Public Transit-Human Services Coordination Plan, the page number(s) of the strategy(ies) from which each project is derived, as well as including each strategy itself. Explain how each project carries out the strategy listed.

4. Please describe how each project could benefit the Alaska Mental Health Trust beneficiaries (listed on the Riders page of the Agency Profile).

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Alaska Community Transit Office
Alaska Department of Transportation & Public Facilities
Division of Program Development,

SFY2013 HUMAN SERVICES GRANT APPLICATION: Purchase of Services
Application

FTA Section 5310 Elderly Individuals and Individuals with Disabilities Program
FTA Section 5316 Jobs Access & Reverse Commute Program (JARC)
FTA Section 5317 New Freedom Beyond the ADA Program
Alaska Mental Health Trust Authority Coordinated Transportation Program

Required fields are marked with a red asterisk (*)
Do not enter any formatting (dollar signs, commas, etc.) in numeric fields.

Note: Only apply for purchase of service funding if you did not apply during the SFY 2010 grant cycle or if you need to make changes to your application from SFY 2010.

This application is for one year of funding.

Eligibility for Purchase of Services grants is contingent on participation in a coordination group, completion of an approved Public Transit-Human Services Community Coordination Plan (or approval by Stephanie Bushong), and conformance with the State Transit Office Program Goals for Purchase of Services, as well as the basic requirements for all human services grants through the Alaska DOTPF Transit Office. Only the identified lead agency within a coordination group may apply for funds, although the funding may be specified for any members of the coordination group.

Please complete the Lead Agency application documenting the results of the planning and coordination process. All approved lead agencies will appear in the agency pick list below.

All responses are required. Please respond to every question.

Applicant Information

1. Identify which of the following lead agencies you are from the drop-down list: *

2. Will the lead agency hold the agreement with the State for the group and administer the grant on behalf of all the agencies in the application, or will each agency in the group have separate agreements with DOT&PF? A single agreement for the Lead Agency with the State will identify total funding and terms for billing; the Lead Agency will develop written agreements with the other agencies in the application, and can specify terms with those agencies. Under this arrangement, the administrative costs recouped from the State are only those claimed by the Lead Agency.

* Lead agency will be sole grantee for group Each agency will be a separate grantee

Project Information

3. Please enter Purchase of Services requests for each agency. If there are more than three agencies in your group separately applying for funds, please [contact us](#) to expand the table.

Enter dollar amounts for Year 1 (07/01/2012 - 06/30/2013)

The matching amount given must be at least 20% of the **total project** cost. Divide grant amount by .80 for total project cost, and subtract grant amount to determine minimum match required. Matches higher than 20% will score higher.

The Lead Agency may apply for funds to reimburse itself for administrative costs of managing the grant program or meeting eligibility requirements such as those related to coordination meetings and resolutions or administering grant funds on behalf of other agencies. Any agency who is awarded grant funds for a Purchase of Services project can claim the administrative expenses they incur for running that project as a portion of the true costs per trip. Adequate documentation will be required for all reimbursement for administrative costs.

You may apply for technology grants to assist you with your purchase of services project, such as purchase or lease of hardware or software for tracking, reporting, and billing for trips. The choice of one agreement with the State or separate agreements for Purchase of Services will carry over to the technology grants also.

Agency Request Table

Agency Name (Please put Lead Agency first if applying for funds)	Year	Grant Request	Match Amount	Total Project Cost	Match Ratio 20 or more (enter whole numbers)
A. <input type="text"/>	07/01/2011 - 06/30/2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give below specifics of the selected Match Sources.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Match Source (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions			
B. <input type="text"/>	07/01/2011 - 06/30/2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give below specifics of the selected Match Sources		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Match Source (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions				
C.		07/01/2011 - 06/30/2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give below specifics of the selected Match Sources.			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Match Source (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions				
D.		07/01/2011 - 06/30/2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give below specifics of the selected Match Sources.			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Match Source (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions				
Lead Agency Administrative Costs						
Lead Agency Name		Year	Grant Request	Match Amount	Total Project Cost	Match Ratio 20 or more (enter whole numbers)
		07/01/2011 - 06/30/2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give below specifics of the administrative costs and selected match sources			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Match Source (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions				
Technology Grant						
Agency Name (Please put Lead Agency first if applying for funds)		Year	Grant Request	Match Amount	Total Project Cost	Match Ratio 20 or more (enter whole numbers)
A.		07/01/2011 - 06/30/2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give below specifics of the Technology Requested and selected Match Sources.			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Match Source (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions				
B.		07/01/2011 - 06/30/2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give below specifics of the Technology Requested and selected Match Sources.			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Match Source (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions				

C.	<input type="text"/>	07/01/2011 - 06/30/2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please give below specifics of the Technology Requested and selected Match Sources.			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/>		Match Source (select all that apply)	<input type="checkbox"/> local government <input type="checkbox"/> other agency contributions			

4. Describe the project(s), including the size and type of populations to be served, the agencies involved, how the service will be delivered, and the purposes and destinations of the trips.

Response limited to 4000 characters, including spaces.

5. Describe the gaps in transportation services that the project(s) would fill, including reference to the relevant text in the coordination plan. For this application, a gap in service would be any mobility need for the targeted population that cannot be met by public transportation. From the following list of gaps in service, identify which your project(s) address and what portion of your request will go to each:

- * no public transit in community
- * client needs are outside public transit hours of service
- * clients are outside of public transit service area
- * there is no real access to public transit services offered (must justify)
- * excessive wait times (must justify)

Note: Issues arising from staffing escorts are not eligible.

For each gap claimed, what percent of your requested funding is directed at filling it? **Response limited to 4000 characters, including spaces.**

6. Provide the estimated number of one-way passenger trips, the hours of operation, and seating capacity to be provided by each service proposed in the grant application.

	Agency & project	Type of service (select)	# of one-way passenger trips	Hours of operation	Total seating capacity	ADA seating capacity
A.	<input type="text"/>	<input type="checkbox"/> Demand Response <input type="checkbox"/> Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B.	<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>
C.	<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>
D.	<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>
E.	<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Drawing from the Coordinated Service Element in your coordination plan, in the table below list the agencies in your coordination group that provide the same type of service during the hours of operation of your proposed service(s), identify the service(s), their hours of operation, seating capacity, and available capacity (percentage of unused seats during hours of operation). Enter "None" in the first row if no other agency in your coordination group offers the same type of service during the hours of operation proposed.

Agency & service name	Type of service (e.g. demand responsive, taxi, fixed route)	Hours of operation	Total seating capacity	ADA seating capacity	% of capacity available/ unused (enter as whole number)
<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Demand Response Taxi	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Community and Client Information

- 8. Describe the coordination area in which you are located. Please include the population total taken from the census.

(Census data can also be obtained from your local government or the State of Alaska Department of Community and Economic Development at http://www.commerce.state.ak.us/dca/commdb/CF_CIS.htm or contact the Research & Analysis program at (907) 269-4521.)

Response limited to 4000 characters, including spaces.

- 9. In the table below, identify the communities that would be served by the proposed project(s) and the number of people from the community in each category. (taken from the Census information for each community to be served).

Community				
a. People with a disability				
b. People who are elderly				
c. People who are economically disadvantaged				

- 10. For each community, indicate how many people in each category would be served by the purchase of services projects in this application.

Community				
a. People with a disability				
b. People who are elderly				
c. People who are economically disadvantaged				

Financial Information

- 11. In the updated Agency Profile for each agency that is part of this application, enter the relevant budget information from the last 12 months of your records for each type of service to be provided. If you are not a public transit provider and provide rides as needed, your type of service is likely to be Demand Response.

Once complete, enter the automatically-calculated cost per one-way passenger trip from the Agency Profile in the table below. Then, show the breakdown of the sources of funds which

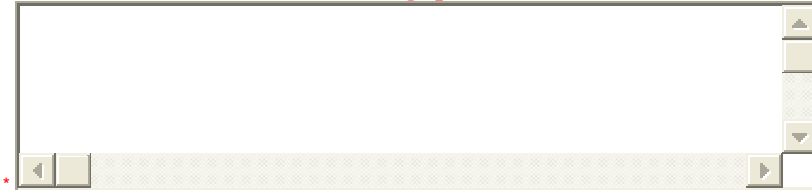
E.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	----------------------	----------------------	----------------------	----------------------	----------------------

12. In the table below, list the agencies in your coordination group (such as those who contributed to the coordinated service element of your plan) that offer the same type of transportation service(s) as proposed in this application or that can meet the need identified. For each, enter their cost per one-way passenger trip.

Agency & Service	Type of service (select)	Cost per one-way passenger trip
<input type="text"/>	<input type="text"/> Demand Response <input type="text"/> Taxi	<input type="text"/>
<input type="text"/>	<input type="text"/> Demand Response <input type="text"/> Taxi	<input type="text"/>
<input type="text"/>	<input type="text"/> Demand Response <input type="text"/> Taxi	<input type="text"/>
<input type="text"/>	<input type="text"/> Demand Response <input type="text"/> Taxi	<input type="text"/>
<input type="text"/>	<input type="text"/> Demand Response <input type="text"/> Taxi	<input type="text"/>
<input type="text"/>	<input type="text"/> Demand Response <input type="text"/> Taxi	<input type="text"/>

13. Compare the cost per one-way passenger trip of the proposed service(s) in question #11 to the costs of similar types of services offered by other agencies in #12. If the cost per trip of the service(s) proposed in this application are higher than the lowest cost of an agency providing the same type of service, please explain the factors that account for these higher costs. **Response limited to 4000 characters, including spaces.**

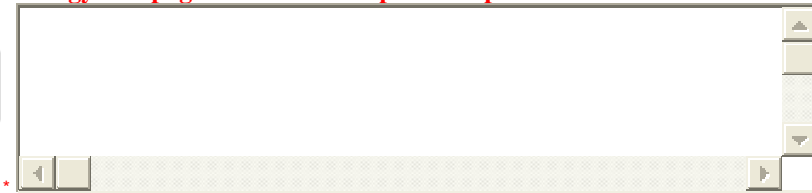
14. Describe how you will track actual trips taken for the purposes of billing and reporting. **Response limited to 4000 characters, including spaces.**

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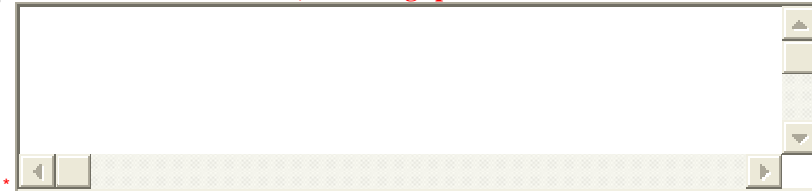
15. What will be your Medicaid rate per trip over the next two years, if you bill Medicaid?

Coordination

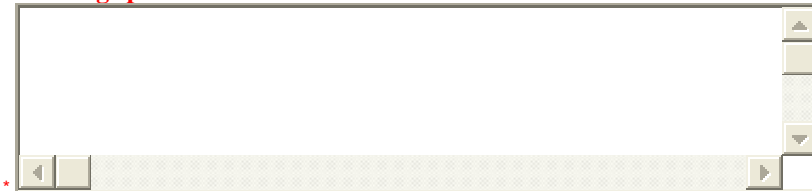
16. Please list each project in the application and the strategy or strategies from your group's Coordination Plan that the project(s) implement. Cite the page number(s) of the plan where the strategy can be found. **Note: The Federal Transit Administration will not fund any project without the strategy and page number in the plan. Response limited to 4000 characters, including spaces.**

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17. Describe how the proposed project(s) would successfully carry out the identified strategy or strategies. Provide the priority assigned to each project on the prioritized project list. **Response limited to 4000 characters, including spaces.**

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18. Describe how each agency applying will employ the coordinated service element of the Coordination Plan to 1) efficiently utilize shared resources and 2) expand available services associated with this project or projects. Please be as specific as possible. To the degree possible, quantify the improved performance that would result from successful implementation of the coordinated service element in association with this project. **Response limited to 4000 characters, including spaces.**

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19. Describe how clients will access the service(s) provided by this project and the coordination group's common client screening form will be used. As part of your answer, describe how

members of the coordination group will screen and train clients who might use this service to ensure they choose the least expensive transportation service available to them among all the transportation options offered by the coordination group. Reference appropriate sections of the Coordination Plan in your response. **Response limited to 4000 characters, including spaces.**

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20. Please describe how clients in target populations have been involved in the planning of this project and indicate how that involvement influenced the initiation and development of the project. **Response limited to 4000 characters, including spaces.**

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Delete FormSubmission

SAIVITLL

Alaska Community Transit Office
Alaska Department of Transportation & Public Facilities
Division of Program Development,

**SFY2013 HUMAN SERVICES GRANT APPLICATION:
NEW/EXPANSION VEHICLE & EQUIPMENT**

FTA Section 5310 Elderly Individuals and Individuals with Disabilities Program
FTA Section 5316 Jobs Access & Reverse Commute Program (JARC)
FTA Section 5317 New Freedom Beyond the ADA Program
Alaska Mental Health Trust Authority Coordinated Transportation Program

Agency Name Test Agency - System Account

Mailing Address * P.O. Box 112500

Street Address 123 Some Street

City, State, Zip * Juneau AK 99811-29

Tax ID (FEIN)

Telephone * 907465697 Fax

Website

Required fields are marked with a red asterisk (*)
Do not enter any formatting (dollar signs, commas, etc.) in numeric fields.

PROJECT OVERVIEW

1. Enter cost for each project in application (use whole dollars only, i.e., no decimals or commas). Match must be cash, not in-kind, for vehicles. * At least one row in the table below must be completed. Email match commitment letters to jessica.debartolo@alaska.gov

Number Requested	Project	Enter Grant Request	Enter Match Amount	Total Cost (match plus request)	Match % (min 20% cash; request divided by .80 minus request)	Options	Diesel
<input type="checkbox"/>	ADA Minivan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	ADA TAXI Minivan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	ADA Van with Conversion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	ADA Narrow-Body Cutaway	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	ADA Standard-Body Cutaway	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	ADA Mid-Size Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> yes

<input type="checkbox"/>	ADA Stretcher-Equipped Paratransit Vehicle						
<input type="checkbox"/>	Non-ADA Standard Minivan						
<input type="checkbox"/>	Non-ADA Standard Passenger Van						
<input type="checkbox"/>	Non-ADA Narrow-Body Cutaway						
<input type="checkbox"/>	Non-ADA Standard-Body Cutaway						
<input type="checkbox"/>	Non-ADA Mid-Size Bus						
<input type="checkbox"/>	Other Coordinated Vehicles						
<input type="checkbox"/>	Equipment						
Total							

2. Narrative Description of Proposed Project(s). Be sure to detail other Coordinated vehicles and non-ADA vehicles which are not priority for funding. If you are applying for non-ADA vehicles, you must document how non-ambulatory passengers will be offered equivalent service. *

After the narrative, please provide the number of ambulatory and non-ambulatory seats for each vehicle. *

Vehicle #	Vehicle Type	Number Ambulatory Seats	Number Non-Ambulatory Seats (wheelchair, stretcher)
#1			
#2			
#3			
#4			
#5			

UTILIZATION OF EXISTING VEHICLES

3. What types of services are provided by your existing vehicle fleet that carry clients? (Please check all that apply) *

- Fixed route transit

- Deviated fixed route transit
- Demand responsive, transporting your agency's clients only
- Demand responsive, transporting clients for multiple agencies in your coordinated group
- Other

If "Other" please describe:

4. How many trips do you estimate were made by your agency's vehicles delivering rides to clients for the last year? Please provide subtotals by client type (elderly, persons with disabilities, work trips for economically disadvantaged, other).*

What is the year being reported? *



Jul 2010 - Jun 2011



Calendar year 2010

Passenger Type	# of Trips
Trips for people who are elderly	<input type="text"/>
Trips for people with disabilities	<input type="text"/>
Work trips for economically disadvantaged	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

MAINTENANCE OF EXISTING VEHICLES

Note: If you are applying for your first vehicle, you need to submit your anticipated vehicle maintenance plan or schedule.

5.

Who performs your vehicle maintenance? *

6. Do you have a written preventive maintenance plan for the vehicles? ** Note you must have a written preventive maintenance plan or schedule submitted by January 31, 2012 in order for your application to be considered for funding. Send to jessica.debartolo@alaska.gov *



yes



no

Describe your program: Include pre-trip vehicle inspection, maintenance of lift equipment, periodic standard maintenance intervals (indicate service miles or months). *

7. Describe where your agency will store the vehicle(s) purchased with these funds. Indicate whether there is an enclosed and/or secure area (i.e., gated fenced lot, fully enclosed unheated garage, heated garage,

carport, etc.). *

USE OF THE NEW VEHICLE

8. Describe in narrative the type of service to be provided by the vehicle(s). Then fill in the following tables to detail the purpose of the rides, the type of passengers, and the hours of operation of each vehicle requested. *

Table 8a. Total of proposed uses for each vehicle should equal 100%. *

Type of Transport	Vehicle 1 % Use	Vehicle 2 % Use	Vehicle 3 % Use	Vehicle 4 % Use	Vehicle 5 % Use
Meal delivery	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medical transport (appointments, pharmacies, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shopping	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employment-related (transport to jobs, training, child care, job placement, interviews)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Community/social/leisure activities or places (e.g. senior centers)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (please explain below)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you entered something in "Other", please explain *: *

Table 8b. Total of proposed uses for each vehicle should equal 100%. *

Passenger Type	Vehicle 1 % Use	Vehicle 2 % Use	Vehicle 3 % Use	Vehicle 4 % Use	Vehicle 5 % Use
Ambulatory passengers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wheelchair passengers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-emergency stretcher passengers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Table 8c. In the table below, please detail the anticipated hours of operation of each requested vehicle. For the description in the first row, shorthand abbreviations are expected, e.g. "M-F 9am-7pm, Sa-Su on-call only." *

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4	Vehicle #5
Describe the hours of operation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Avg. daily weekday hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Avg. daily weekend hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Justify the seating capacity of the vehicle(s) requested. Will all the seats be filled at any given time? How often do you estimate

you will be at capacity? *

10. Provide the estimated number of one way passenger trips per year (measured by pick-up point to destination) that will be provided by the proposed vehicle(s) for: persons with disabilities, persons who are elderly, work trips for economically disadvantaged, and other. *

Passenger Type	# Passengers Vehicle 1	# Passengers Vehicle 2	# Passengers Vehicle 3	# Passengers Vehicle 4	# Passengers Vehicle 5
Persons with disabilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Persons who are elderly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Low-income persons who need work-related rides	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Provide the estimated number of trips per year (measured by passenger boarding's) that will be provided by the proposed vehicle(s) for [Alaska Mental Health Trust Beneficiaries](#).

*

12. Will the proposed new/expansion vehicle(s) provide service that currently can not be provided with better utilization of resources? Please explain. Does the vehicle fill a "gap in service" for target populations; in other words, without it they would

have no transportation? Please explain. *

13. If your agency or group of agencies is already operating transportation service, is your system advance reservation only? Do you also provide rides for passengers who call for on-demand service? *

14. Will the new/expansion vehicle(s) be used as part of a coordinated service; that is, will it's use be shared among agency partners to meet the needs of their clients? * yes no

15. What is the name of the Public Transit-Human Services Community Coordination Plan to which your agency is a member partner? What is the date of adoption? *

16. Please describe the your coordination efforts with other agencies that are participating and the role of the proposed vehicle(s). Email jessica.debartolo@alaska.gov a copy of the signed written agreement your agency has with other coordinating agencies for the vehicle use. Subject line should read: New/Expansion Vehicle and Equipment (insert your agency name) Application agreement.

17. Please identify the page number(s) of the strategy(ies) from which each project is derived, as well as the strategy. Explain how each your project carries out each strategy listed. **No project is eligible for funding without being derived from a specific strategy with page number in your**

plan. *

18. Please identify the numeric priority ranking (1, 2, etc) assigned by your coordination group for each project on your prioritized project list including the projects in this application. *

FINANCIAL INFORMATION

19. Complete the table below, to show the amount and source of matching funds and ongoing operating funds for the vehicle(s) requested. * **Every row in the table below is required.**

Matching Funds & Ongoing Operating Expenses		
Resource Description	Monetary Value	How Will You Pay for This? Identify the source of cash or in-kind (Note: In-kind cannot be used for Vehicle Match)
Match	<input style="width: 100%;" type="text"/>	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>

If so, how much?	<input type="text"/>	
Insurance	<input type="text"/>	<input type="text"/>
Storage	<input type="text"/>	<input type="text"/>
Routine Inspection & Maintenance	<input type="text"/>	<input type="text"/>
Major Maintenance & Repair	<input type="text"/>	<input type="text"/>
Fuel	<input type="text"/>	<input type="text"/>
Driver(s)	<input type="text"/>	<input type="text"/>

20. How do you plan to fund your ongoing operating costs for the vehicle(s) during its useful life.

Vehicle Classification Useful Life Miles Years

Vans

-Mini Van 100,000 4

-Mini-Van Conversion 100,000 4

Buses

-Poptop Bus 100,000 5

-Cutaway Bus 100,000 7

Transit Buses:

-Light Duty (Under 29') 200,000 10

-Medium Duty (30' to 34') 300,000 10

-Heavy Duty (35' to 40') 400,000 12

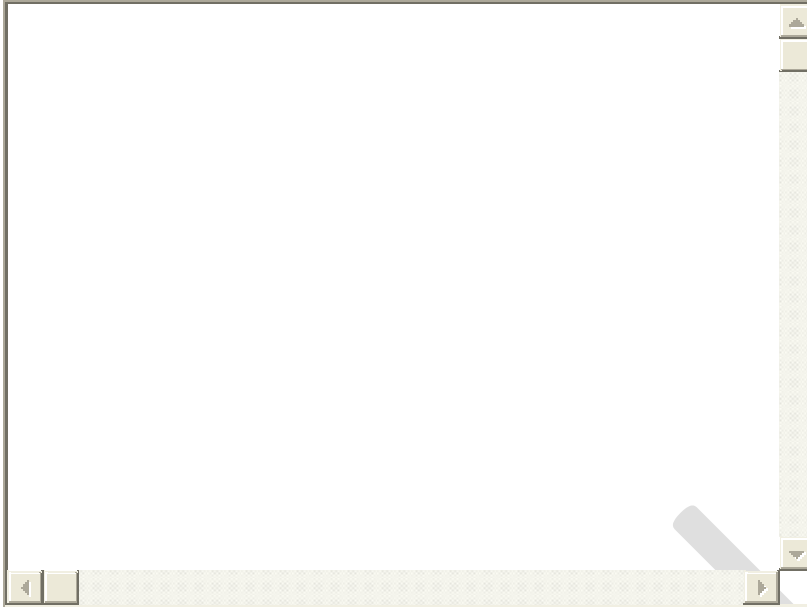
Be as specific about your future funding sources as you can.

21. **Special Notes about Your Proposed Project (Optional).** Use this section to briefly note anything about your project that might require special consideration in the funding process.

SAFETY AND RISK MANAGEMENT

22. **Provide a description of any accidents or incidents that have occurred in the last 2 years with your vehicles, the outcome of the accident or incident, and your agency response to the event(s).**

NOTE: An accident involves any damage arising from a collision; an incident is a non-collision occurrence, such as a client falling inside the vehicle, a "near miss," a passenger getting very ill while riding. *



ADA Compliance

Americans with Disabilities Act (ADA)
All vehicle project applicants complete this page.

23. APPLICANT:

*

24. Does your project meet ADA requirements? By checking this box you are certifying that your project meets ADA requirements. *

yes

If not, please scan and email by the deadline a signed agreement with another organization in your community who will provide accessibility to persons with disabilities for your project. **Subject line should say: "2013 New/Expansion Vehicle (agency name) ADA agreement"**.

*

Application Confirmation Page

25. I am sending emails with attachments to accompany this application (send to Jessica DeBartolo at: jessica.debartolo@alaska.gov)

* yes no

26. By checking this box you are confirming the following:

- You understand and have completed all of the required questions for your project(s).
- You understand that all accompanying documentation for your application must be received by 11:59pm on January 31, 2012, or your application may be deemed unresponsive.

* yes

Alaska Transit Office
Division of Program Development,
Alaska Department of Transportation & Public Facilities

FY2013 REPLACEMENT VEHICLE & EQUIPMENT HUMAN SERVICES GRANT APPLICATION

FTA Section 5310 Elderly Individuals and Individuals with Disabilities Program
 FTA Section 5316 Jobs Access & Reverse Commute Program (JARC)
 FTA Section 5317 New Freedom Beyond the ADA Program
 Alaska Mental Health Trust Authority Coordinated Transportation Program

Required fields are marked with a red asterisk (*)
Do not enter any formatting (dollar signs, commas, etc.) in numeric fields.

PROJECT OVERVIEW

1. Enter cost for each project in application (use whole dollars only, i.e., no decimals or commas). Match must be dollars, not in-kind, for vehicles. * At least one row in the table below must be completed.

Number Requested	Project Type	Enter Grant Request	Enter Match Amount	Total Cost (request plus match)	Match % (min 20% cash; request divided by .80 minus request)	Options	Diesel
Vehicles							
<input type="checkbox"/>	ADA Minivan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	ADA TAXI Minivan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	ADA Van with Conversion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	ADA Narrow-Body Cutaway	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	ADA Standard-Body Cutaway	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	ADA Mid-Size Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> yes
<input type="checkbox"/>	ADA Stretcher-Equipped Paratransit Vehicle	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Non-ADA Standard Minivan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	Non-ADA Standard Passenger Van	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	Non-ADA Narrow-Body Cutaway	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Non-ADA Standard-Body Cutaway	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Non-ADA Mid-Size Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Other Coordinated Vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Total		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

2. Narrative Description of Proposed Project(s). Be sure to detail especially Other Coordinated vehicles and non-ADA vehicles, which are not priority for funding. If you are applying for non-ADA vehicles, you must document how non-ambulatory passengers will be offered equivalent service. *

After the narrative, please provide the number of ambulatory and non-ambulatory seats for each vehicle. *

Vehicle #	Vehicle Type	Number ambulatory seats	Number non-ambulatory seats
#1			
#2			
#3			
#4			
#5			

3. For the vehicle(s) being replaced, enter the following VIN number(s) vehicle(s) age

odometer mileage(s): *

4. How did you acquire the vehicle(s)? (purchased outright with your agency's funds, purchased with a grant from _____, etc.) If purchased through DOT funds, which source (AMHT, 5311, 5307, 5309, 5310, 5316, 5317, CMAQ)? *

5. State the condition of each vehicle being replaced? *

6. How many passenger trips did each vehicle provide in the past year? *

--

UTILIZATION OF EXISTING VEHICLES

7.

What types of service are provided by your existing vehicle fleet? (Please check all that apply) * Fixed route transit

- Deviated fixed route transit
- Demand responsive, transporting your agency's clients only
- Demand responsive, transporting clients for multiple agencies in your coordinated group
- Other

If "Other" please describe:

8. How many trips were made by your agency's vehicles for the last year? Please provide subtotals by client type (elderly, persons with disabilities, work trips for economically disadvantaged, other).

* Table below must be completed.

What is the year being reported? * Jul 2010 - Jun 2011 Calendar year 2010

Passenger Type	# of Trips
Trips for people who are elderly	<input style="width: 80px; height: 25px;" type="text"/>
Trips for people with disabilities	<input style="width: 80px; height: 25px;" type="text"/>
Work trips for economically disadvantaged	<input style="width: 80px; height: 25px;" type="text"/>
Other	<input style="width: 80px; height: 25px;" type="text"/>
Total	<input style="width: 80px; height: 25px;" type="text"/>

MAINTENANCE OF EXISTING VEHICLES

9.

Who performs your vehicle maintenance? *

10. Do you have a written preventive maintenance plan for the vehicles? ** Note you must have a written preventive maintenance plan or schedule submitted by January 31, 2012 in order for your application to be considered for funding. Send to jessica.debartolo@alaska.gov *

yes no

11. Describe where your agency will store the vehicle(s) purchased with these funds. Indicate whether there is an enclosed and/or secure area (i.e., gated fenced lot, fully enclosed unheated garage, heated garage,

carport, etc.). *

COST OF EXISTING SERVICE

12. What is your average cost per trip provided for the last full year? (the same period used for question 8)

Total ANNUAL Transportation Operating Expenditures Summary	
<i>(Enter dollars that equal the percent spent on transportation)</i>	
Administrative Costs	Actual 2006
Administrative salary (List Staff below)	<input style="width: 100%;" type="text"/>
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Benefits	<input style="width: 100%;" type="text"/>
Total Administrative personnel costs	<input style="width: 100%;" type="text"/>
Contracted Professional Services (such as Mobility Manager, Accountant, etc.)	<input style="width: 100%;" type="text"/>
Marketing & Advertising	<input style="width: 100%;" type="text"/>
Materials & supplies	<input style="width: 100%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>
Office rental	<input style="width: 100%;" type="text"/>
Office equipment rental	<input style="width: 100%;" type="text"/>
Service Operating Costs	
Operating & Maintenance Salary (List below; Include dispatch, driver, mechanic, etc)	<input style="width: 100%;" type="text"/>

Benefits		
Total Operating personnel costs		
Purchased Transportation Services		
Maintenance Supplies		
Contract Paratransit, Taxi Operators, or Maintenance		
Utilities and Facility Maintenance		
Insurance		
Vehicle license, registration, tax		
Fuel & oil		
Tires		
Vehicle insurance		
Vehicle storage facility rental		
Other		
TOTAL Administrative & Operating Expenses *		
Enter the total number of trips provided *		
Average Cost per Trip (Total A&E Expenses / # Trips) *		

USE OF THE REPLACEMENT VEHICLE

13. Describe in narrative the type of service to be provided by the vehicle(s). Then fill in the following tables to detail the purpose of the rides, the type of passengers, and the hours of operation of each vehicle requested. *

Passenger Type	Vehicle #1 % Use	Vehicle #2 % Use	Vehicle #3 % Use	Vehicle #4 % Use	Vehicle #5 % Use
Ambulatory Passengers					
Wheelchair Passengers					
Non-emergency					

stretcher passengers					
Total					

Table 13a. Total of proposed uses for each vehicle should equal 100%.

*

Type of Transport	Vehicle 1 % Use	Vehicle 2 % Use	Vehicle 3 % Use	Vehicle 4 % Use	Vehicle 5 % Use
Meal Delivery					
Medical Transport (appointments, pharmacies, etc.)					
Shopping					
Employment-related (transport to jobs, training, child care, job placement, interviews)					
Community/social/leisure activities or places (e.g. senior centers)					
Other (please explain below)					
Total					

If you entered something in "Other", please explain. *

◀
▶

Table 13b. Total of proposed uses for each vehicle should equal 100%. *

Table 13c. Please detail the anticipated hours of operation of each requested vehicle. For the description in the first row, shorthand abbreviations are expected, e.g. "M-F 9am-7pm, Sa-Su on-call only." *

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4	Vehicle #5
Describe the hours of operation.	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Avg. daily weekday hours					
Avg. daily weekend hours					

14. Justify the seating capacity of the vehicle(s) requested. Would all the seats be filled at any given time? How often? *

15. Provide the estimated number of trips per year (measured by passenger boarding's) that will be provided by the proposed vehicle for: persons with disabilities, persons who are elderly, work trips for economically disadvantaged persons. *

Passenger Type	# Passengers Vehicle 1	# Passengers Vehicle 2	# Passengers Vehicle 3	# Passengers Vehicle 4	# Passengers Vehicle 5
Persons with disabilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trips for people who are elderly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work trips for economically disadvantaged persons	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

16. Provide the estimated number of trips per year (pick-up point to destination) that will be provided by the proposed vehicle(s) for [Alaska Mental Health Trust Beneficiaries](#).

*

17. Will the proposed replacement vehicle(s) provide service that currently can not be provided with better utilization of other resources? Please explain. Does the vehicle fill a "gap in service" for target populations; in other words, without it the target populations would have no transportation? Please explain. *

18. If your agency or group of agencies is already operating transportation service is your system advance reservation only? Do you also carry passengers who call for on-demand service?

19. Will the replacement vehicle(s) be used as part of a coordinated service; that is will it's use be shared among agency partners to meet the needs of their clients? * yes no

20. Please describe the coordinated service, participating agencies and the role of the proposed vehicle(s). Email (jessica.debartolo@alaska.gov) a copy of the signed written agreement your agency has with other participating agencies. Subject line should read: Replacement Vehicle and Equipment (agency name) Application agreement.

21. What is the name of the Public Transit-Human Services Community Coordination Plan to which your agency is a member? What is the date of adoption? *

22. Please identify the page number(s) of the strategy(ies) from which each project is derived, as well as the strategy. Explain how your project carries out each strategy listed. **No project is eligible for federal funding without being derived from a specific strategy with page number in**

your plan. *

23. Identify the numeric priority ranking assigned by your coordination group for each project on your prioritized project list. *

FINANCIAL INFORMATION

24. Complete the table below, to show the amount and source of matching funds and ongoing operating funds for the vehicle(s) requested. * Every row in the table below is required.

Table B (For Vehicle Request)		
Resource Description	Monetary Value	How Will You Pay for This? Identify the source of cash or in-kind (Note: In-kind cannot be used for Vehicle Match)
Match	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Are you applying for match in this application?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
If so, how much?	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Insurance	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Storage	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Routine Inspection & Maintenance	<input type="text"/>	<input type="text"/>
Major Maintenance & Repair	<input type="text"/>	<input type="text"/>
Fuel	<input type="text"/>	<input type="text"/>
Driver(s)	<input type="text"/>	<input type="text"/>

25. How do you plan to fund your ongoing operating costs for the vehicle(s) during its useful life.

Vehicle Classification Useful Life Miles Years

Vans

-Mini Van 100,000 4

-Mini-Van Conversion 100,000 4

Buses

-Poptop Bus 100,000 5

-Cutaway Bus 100,000 7

Transit Buses:

-Light Duty (Under 29') 200,000 10

-Medium Duty (30' to 34') 300,000 10

-Heavy Duty (35' to 40') 400,000 12

Be as specific about your future funding sources as you can.

An empty rectangular text box with a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom. The box is currently empty.

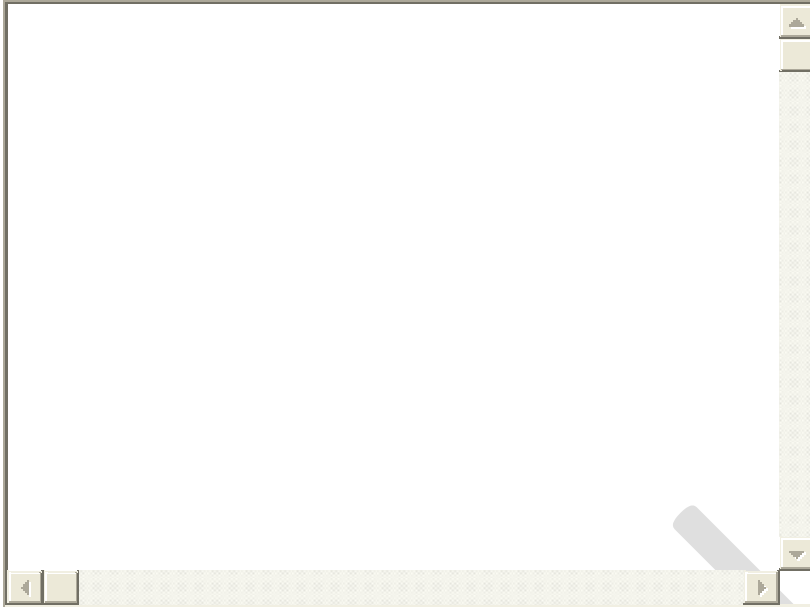
26. **Special Notes about Your proposed project (Optional).** Use this section to note anything about your project that might require special consideration in the funding process.

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SAFETY AND RISK MANAGEMENT

27. **Provide a description of any accidents or incidents that have occurred in the last 2 years with your vehicles, the outcome of the accident or incident, and your agency response to the event(s).**

NOTE: An accident involves any damage arising from a collision; an incident is a non-collision occurrence, such as a client falling inside the vehicle, a "near miss," a passenger getting very ill while riding. *



ADA Compliance

Americans with Disabilities Act (ADA)
All Implementation project applicants complete this page.

28. APPLICANT: *

29. Does your project meet ADA requirements? By checking this box you are certifying that your project meets ADA requirements. *

yes

Application Confirmation Page

30. I am sending emails with attachments to accompany this application (send to Jessica DeBartolo at: jessica.debartolo@alaska.gov) *

yes no

31. By checking this box you are confirming the following:

- You understand and have completed all of the required questions for your project(s).
- You understand that all accompanying documentation for your application must be received by 11:59pm on January 31, 2012, or your application will be deemed unresponsive.

* yes