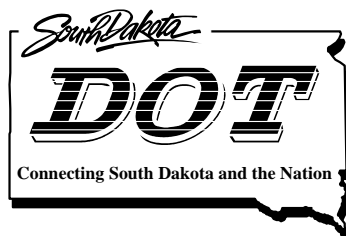


**South Dakota Management Plan
For the
Section 5310 Program
JARC AND NEW FREEDOM**

CFDA 20.513, 20.516, 20.521



**South Dakota Department of Transportation
In Cooperation with
U.S. Department of Transportation
Federal Transit Administration
December 2006**

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INTRODUCTION

Section 5310 of the Surface Transportation Assistance Act authorized the Federal Transit Administration (FTA) to make capital grants to private nonprofit organizations in urbanized and non-urbanized areas to provide transportation services for elderly persons and persons with disabilities when existing mass transportation services are unavailable, insufficient or inappropriate or to public bodies approved by the State to coordinate services for elderly persons and persons with disabilities or to public bodies which certify to the Governor that no nonprofit corporations or associations are readily available in an area to provide the services under this subsection. These funds are apportioned by formula to the States which are in turn responsible for selecting local projects and preparing a statewide application for FTA.

Job Access Reverse Commute (JARC) provides grants to local governments, nonprofit organizations, and designated recipients of federal transit funding to develop transportation services to connect welfare recipients and low-income person to employment and support services. Job Access grants will be to finance planning, capital and operating cost of projects. The Reverse Commute grants will assist in funding the cost associated with adding reverse commute bus, carpool service from urban areas, urban, rural and other suburban locations to suburban work places.

New Freedom grants are to provide to recipients for new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et. Seq.) that assists individuals with disabilities with transportation, including transportation to and from jobs and employment support services.

PROGRAM MANAGEMENT

The Governor of the State of South Dakota has designated SDDOT as the agency responsible for administering the Section 5310, 5316, 5317 program. The Office of Local Transportation Programs (hereafter referred to as SDDOT); under the Division of Finance & Management has the day-to-day management responsibility for the Section 5310, 5316 and 5317 programs.

Others offices support the SDDOT in administering the Section 5310, 5316 and 5317 programs, including:

1. Internal Audits, under the Department of Transportation, reviews independent audits of subgrantees with more than \$500,000 per year to ensure that audit findings are resolved. They conduct program reviews of subgrantees that receive less than \$500,000 per year in federal funds.
2. Office of Procurement Management, under the Bureau of Administration secures statewide contracts for state and local agencies to purchase items.
3. DOT Legal Section under the Attorney General reviews agreements between SDDOT and subgrantee for compliance with state and federal requirements.
4. Accounting Section under the Division of Finance & Management, processes payment to vendors for vehicles procured for subgrantees. They also process the ECHO drawdown from FTA.
5. Compliance Section under the Department of Transportation is responsible for Title VI, DBE and EEO.

**SOUTH DAKOTA MANAGEMENT PLAN
FOR THE SECTION 5310 PROGRAM**

I. Goals and Objectives

A. Statewide

1. To provide dependable transportation to the elderly persons and/or persons with disabilities of South Dakota within the guidelines and funding levels provided to the State through FTA and the Americans with Disabilities Act.

B. Priorities

1. Provide transportation for the elderly persons and persons with disabilities.
2. Support and improve existing transportation for elderly persons and persons with disabilities.
3. Develop and start new elderly persons and persons with disabilities projects in those situations where other private or public mass transportation providers are unavailable or unwilling to meet special needs.

II. Coordination

The United We Ride Initiative is a joint effort between the South Dakota Departments of: Transportation, Social Services, Human Services, Health and Labor, as well as representation from the Statewide Independent Living Council. Coordination has been defined as an arrangement for the provision of transportation services in a manner that is cost effective, efficient and reduces fragmentation and duplication of services. The major purpose of coordination is to increase vehicle utilization and ridership; thereby helping local agencies meet a greater number of needs by pooling resources. The United We Ride Initiative seeks to create a single entity in each community which:

1. Coordinates existing community agencies receiving funds from state government for transportation services and public transit operators.
2. Acts primarily as the hub of transportation services to all segments of the community population, not to specialized segments of citizens. The Grant applicant must be

willing to structure its activities in order to effect coordinated transportation with other agencies and private transportation providers.

3. Has a governing board comprised of community leaders from businesses, local government, riders, transportation providers and human service agencies.
4. Demonstrates that existing equipment operated by public or private providers are being fully utilized, with adequate attention being paid to the needs of elderly persons and persons with disabilities, and the Section 5310 vehicles are required to provide special services beyond those already provided.
5. Applicants are required to describe how the service it proposes to provide will be coordinated with existing public and private services. If another public or private agency currently provides transportation service similar to that proposed by the applicant, the applicant must explain why the proposed service will not be duplicative. Applicant will seek and will consider proposals by private operators to provide necessary services under contract.

Communities with a community developed transportation coordination plan are not guaranteed additional state or federal dollars for transit purposes but they will receive a higher priority for funding from state agencies when dollars for transit vehicle procurements and operating grants are being allocated.

III. Protection of Existing Operators

To protect the interests of existing public and private transit and paratransit operators, each applicant shall:

1. Issue a public notice describing the services it intends to offer to meet the special needs of elderly persons and persons with disabilities within the service areas. The notice will invite any interested public or private transit or paratransit operator within the service area to comment on the proposed services or offer alternative proposals by sending a written notice to the designated State agency and the local applicant within 30 days from the date of the public notice.

2. In the event that a public or private transit provider raises a complaint seeking to prevent the SDDOT from approving the proposed grant application, the following complaint resolution procedure shall be initiated:
 - a. Complaints made directly to the subgrantee organization shall be resolved locally by the subgrantee's Board of Directors.
 - b. Complaints made directly to the SDDOT shall be sent to the subgrantee for local resolution attempts. The subgrantee will be given 14 days to return a written statement from the complainant stating that the complaint is being withdrawn.
 - c. Failure to resolve complaint(s) locally will require the Office of Local Transportation Programs to receive assistance from the South Dakota Department of Transportation Secretary for resolution.
 - d. Only complaints about the lack of need and/or charges of service duplication related to the proposed grant application will trigger Paragraph C of the complaint resolution procedures above.

IV. Use and Eligibility of 5310 Vehicles

Vehicles acquired under FTA's Section 5310 program are encouraged to be used to the maximum use. They can be used in the following ways:

1. By the private nonprofit organization as described in its application.
2. By private nonprofit organizations in coordinated services for a variety of elderly persons and/or persons with disabilities. It is understood that, at a minimum, the service which was proposed by the private nonprofit organization in its grant application to the State will be provided and that the originally designated clientele will be served.
3. By a private for-profit provider, by lease or other contractual agreement with the private nonprofit organization only for the services identified in the grant application. Vehicles acquired by nonprofit agencies may be leased to private for-profit companies or public bodies where such companies could not otherwise provide required services and where such arrangements result in more efficient and effective service for elderly persons and persons with disabilities.

4. By a public body approved by the State to coordinate services for elderly persons and persons with disabilities. It is understood that, at a minimum, service must be coordinated for more than one organization.
5. By a public body which certifies to the SDDOT that no nonprofit corporations or associations are readily available in an area to provide services.

When vehicles or other equipment are operated by an agent other than the approved organization in the grant application, control and responsibility for the operation of the vehicles or other equipment must remain with the original recipient unless transfer of the control and responsibility is to another eligible organization that has been authorized by the South Dakota Department of Transportation.

Title to the vehicles and the loss payee of the vehicle insurance policies must be in the name of the subgrantee organization.

FTA does not prohibit a private nonprofit organization from contracting with a public or private-for-profit operator for such services as maintenance, repair, use of garage facilities, and assistance in routing and scheduling.

During those periods when a vehicle is not needed for specific grant related purposes, it may be used for service to other elderly persons and persons with disabilities. After the needs of these groups have been addressed, the vehicle may be used for transportation of the general public, on a space available basis, if such a use is incidental to the primary purpose of the vehicle and does not interfere with the use of the vehicle by elderly persons and persons with disabilities. Request for this situation must be approved in writing prior to use of a vehicle outside the specific grant related purpose. Request for a vehicle to be leased must be submitted to this office. Request must include to whom the vehicle will be leased, the Vehicle Identification Number or Serial Number, the subgrantee's number to identify that vehicle (the vehicle number), and a copy of the unsigned lease agreement.

SDDOT office staff will review the request and proposed lease agreement, and verify the vehicle proposed for lease has not been purchased with Section 5309 funds. No vehicles purchased with Section 5309 funds will be used for this purpose.

Transit office will approve the request in writing signed by Program Manager and a signed copy will be sent to the subgrantee via US Mail.

Upon receipt of this approval, agency shall forward a copy of the signed lease agreement between subgrantee and lessee of vehicle within 45 days.

When a Section 5310 vehicle is used in profit-making services by any operator, the additional costs associated with the service must be borne by the operator. Mileage, ridership and costs of such service must be reported to the SDDOT. In addition when a private nonprofit organization realizes a profit from the use of Section 5310 vehicles, that profit must be retained by the organization for transportation purposes.

V. Operating Assistance

Apportioned Section 5310 funds are not currently available for administrative or operating expenses. In urbanized areas, however, operating assistance can be made available to organizations following the existing procedures for administration of Section 5307 formula grants. To determine the availability of these resources, private nonprofit organizations in urbanized areas should contact their Metropolitan Planning Organization. Rural areas (under 50,000) are eligible for administrative and operating grants under the Section 5311 program. Requests for assistance should be addressed to the Office of Local Transportation Programs, South Dakota Department of Transportation.

VI. Title VII, EEO and MBE Requirements

The State procedure for compliance with Title VI, EEO and DBE/MBE requirements are in accordance with the South Dakota Department of Transportation Title VI Program, the South Dakota Department of Transportation EEO Program and the South Dakota Department of Transportation DBE/MBE Program, respectively.

Annually, each subgrantee will submit a signed and dated Standard DOT Title VI Assurance. As a part of each third party contract executed, the local recipient will sign a local Civil Rights Assurance.

Subgrantees will take all necessary and reasonable steps to:

1. Identify contracting opportunities
2. Analyze area DBE/WBE availability
3. Use good faith efforts to utilize DBE/WBE firms, and,
4. Maintain necessary records to verify steps taken and participation achieved.

Subgrantees will file an annual DBE/WBE activity report. This report details: A) dollar value of contracting opportunities, B) expenditures made to certified DBE and WBE firms, and C) identification of any potential DBE/WBE firms in the area.

Subgrantees will certify to SDDOT "that special efforts are being made to provide transportation that persons with disabilities can use, including wheelchair users and semiambulatory persons. This transportation shall be reasonable in comparison to the transportation provided to the general public and shall meet a significant fraction of the actual transportation needs of such persons within a reasonable time." All capital purchases approved by SDDOT will show consideration for any persons with disabilities needs currently unmet in the project area.

Subgrantees will file a yearly Title VI report. This report details: A) list of any complaints or lawsuits, B) list of federal funding, C) description of program advisory committee and D) summary of any civil rights compliance review activities conducted by the subgrantee.

SDDOT conducts site visits to each subgrantee. Civil Rights will be one of the items of discussion. All complaints of a Civil Rights nature will be forwarded to SDDOT's Civil Rights Officer for investigation and resolution.

VII. Section 504 Regulations and Americans With Disabilities Act

Each Section 5310 subgrantee must submit to this office, assurance on compliance with the Section 504 Regulations and the Americans with Disabilities Act. All Transit systems must be wheelchair accessible. All subgrantees must submit monthly, quarterly, or annual monitoring reports on Section 5310 vehicles.

VIII. Financial Management Plan

A. Contracts

A contract between SDDOT and each of the subgrantees is fully executed after a Program of Projects approval by FTA.

B. Invoices

Upon receipt of a vendor invoice and state inspection of the vehicle or equipment, the State processes a direct voucher to the State Auditor for payment to the vendor.

C. Reimbursement to SDDOT

South Dakota Department of Transportation, Division of Finance & Management, will request reimbursement from FTA by Letter of Credit.

D. Audits

A review will be conducted on each grant when required, to assure that all payments made for invoices and direct vouchers were made and were eligible project costs. The review will be performed by Internal Audits or Internal Audits will review audits performed by independent auditing firms.

IX. Monitoring and Evaluating Projects

Minimum federal reporting requirements are required on all projects. Annual meetings will be held with each subgrantee and an annual inspection of all 5310 vehicles will be conducted. Subgrantees will be evaluated on a continuing basis as needed.

In addition, a Vehicle Monitoring Report is required on a monthly, quarterly or annual basis for every vehicle purchased with Section 5310 funds. Reports include the subgrantee name, agency name, period covered, vehicle number, license number, serial number, operating characteristics, ridership, trip purpose, financial data, and assurances.

A summary of each Section 5310 project is completed annually. This summary will be used by the SDDOT as a quick reference to allow a capsule look at the transportation services being provided by each project.

X. Program of Projects Development

A. The Planning Process

1. The SDDOT assists in determining needs within service areas for elderly persons and persons with disabilities. This assistance includes an inventory of existing public transportation services, the total estimated demand for elderly persons and persons with disabilities transportation and the estimated number of vehicles of a given capacity to satisfy the unmet demand.
2. The SDDOT offers to provide technical assistance to local groups or organizations that plan to provide transportation services to elderly persons and persons with disabilities.

Based on the number of trips, by trip purpose, and the locations of shopping areas, medical facilities, nutrition sites, social services locations, and recreation areas, the estimated number of vehicles and sizes needed to provide the transportation are determined. An estimate on the total mileage per month can also be determined.

Compiled data on existing transportation services available in the area are used and an analysis is made as to whether or not the existing services are insufficient, inadequate or inappropriate to meet the need.

The SDDOT evaluates several hypothetical alternative transit operations to meet these identified needs.

B. Project Development

1. Private nonprofit organizations are requested to coordinate with local governments during the development of their proposals for transportation services. Many local units of government commit funds for capital costs, operating costs or both. Also, other public or private operators may be willing to contract to provide necessary services. This documentation is included in grant proposals.
2. Each proposal submitted to SDDOT must contain specific information as follows:
 - a. The type of transit service proposed.

- b. The person responsible for grant and service management of the program.
- c. The estimated number of elderly persons and persons with disabilities (including wheelchair users and semiambulatory users) to be served on a daily or monthly basis.
- d. Estimates of operating revenue, including sources.
- e. A financial support program showing how operating and capital costs are met.
- f. How the service is categorically for the elderly persons and persons with disabilities.
- g. Sufficient descriptive material to adequately identify the project.
- h. Estimated total project cost and the amount of federal funds requested.
- i. Proposed sources of nonfederal share.
- j. Identification of organizations responsible for carrying out project implementation.
- k. Number of other organizations served by the project.
- l. List of other transit providers in the area.
- m. Copy of personnel and drivers' training policies.
- n. Copy of vehicle operating and maintenance policies.
- o. Samples of coordination existing between local organizations.

C. Statewide Program of Projects

A statewide program of projects is developed by SDDOT based on the following:

- 1. A list of projects is completed. Each of these projects is evaluated by SDDOT. The criteria used are vehicle age and mileage, coordination with existing service providers, availability of local funding for capital match and operating expenses and accessible features for persons with disabilities. A tentative prioritized Program of Projects is developed.

2. Following any revisions, the project ranking list is forwarded to the Office of the Secretary, SDDOT for review and approval prior to submitting a Program of Projects to FTA Region 8 Office for approval.
3. Using the State's fiscal year set-aside amount available under the 5310 program, the SDDOT determines how far down the priority list projects can be funded.

D. Procurement Standards for Section 5310

The SDDOT will conduct a bid letting for all new Section 5310 funded vehicles in accordance with the bid letting procedures of the State of South Dakota. Vehicle bid specifications will be provided by the SDDOT including Buy America requirements, pre-award and post delivery audits. All used vehicles will be procured by the SDDOT. The SDDOT is responsible, without recourse to FTA, for the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of a grant. This includes, but is not limited to; disputes, claims, protests of award, source evaluation, or other matters of a contractual nature. Matters concerning violation of law will be referred to the local, State or Federal authority with proper jurisdiction.

The SDDOT is responsible for the award and administration of FTA contracts and support of grants, recognizing that public funds are being expended, and takes every care and precaution to assure that the expenditures are made with utmost care. All actions are thoroughly documented.

For all procurement over \$100,000, vendors will be required to complete a certification on debarment, suspension and lobbying.

For all new buses, vendors are required to comply with all federally required clauses.

For any actions that must be approved by FTA, SDDOT will submit complete documentation that justifies the action taken.

No employee, officer or agent of the SDDOT or approved third-party applicant shall participate in the selection, award or administration of a procurement supported by Federal funds, if, to his or her knowledge, any of the following has a financial or other interest in suppliers considered for award:

1. The employee, officer or agent;
2. Any member of his or her immediate family;
3. His or her partner; or,
4. An organization which employs or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

No employee, officer or agent of the SDDOT or approved third-party applicant shall receive gratuities, favors or anything of monetary value from vendors considered for award.

SDDOT staff will be alert to any organizational conflicts of interest or noncompetitive practices among vendors which may restrict or eliminate competition or otherwise restrain trade.

All procurement transactions will provide maximum open and free competition. Contract provisions that may amount to cost-plus-a-percentage-of-cost contracting are prohibited.

XI. Property Management

A. Vehicle and Lift Equipment Maintenance and Inspection Records

In the owner's manual and the lift equipment manual that is included with each vehicle, there is a complete vehicle maintenance schedule. The schedules list the service functions and the service time intervals, in months or miles or cycles.

Each transit manager is instructed to service the vehicle(s) and lift equipment, at a minimum, in accordance with the maintenance schedules, and to keep records to show that service was completed. During an annual inspection, SDDOT will ask to review the maintenance records. SDDOT will randomly pick maintenance reports to review. In addition, each agency will submit certification that service is completed at least as scheduled per the owner's manuals. Request for certification will be sent out annually by the SDDOT.

B. Vans and Station Wagons Disposition

The useful life of a van and station wagon has been defined as 7 years or 100,000 miles. After this standard is reached, they will no longer be required to submit reports to SDDOT.

C. Mini-Buses, Medium Buses and School Buses Useful Life

The useful life for mini-buses, medium buses and school buses has been defined as having a market value of less than \$5,000. Market value for will be figured by depreciating the value of the vehicle by 18% per year.

XII. Matching Requirement

The Federal share of eligible capital costs will not exceed eighty percent (80%) of the net cost of the program. The local share of eligible capital and administrative costs shall not be less than twenty percent (20%) of the net cost of the program. All of the local share must be provided from sources other than Federal funds except where specific legislative language of a Federal program permits its funds to be used to match other Federal funds. The SDDOT will decide each year if any State Public and Specialized Transportation Assistance Funds will be used to supplement the Federal Section 5310 funds.

XIII. Commercial Driver's License and Drug Testing

All drivers of vehicles designed to transport more than 16 persons (including the driver) must have a Commercial Driver's License (CDL). Mechanics who drive these vehicles must have a CDL. All CDL drivers and agency mechanics are subject to the federal drug and alcohol testing requirements.

XV. Environmental Protection

Section 5310 subgrantees must be aware of the transportation/air quality conformity review process.

XVI. Charter and School Bus Operations

Subgrantee must submit to SDDOT assurances on compliance with all charter and school bus regulations. A sample of this assurance is found as Attachment 2 in this document. The assurance must be submitted with each *Section 5309 & 5310 Capital Grant Application* and is attached to that application.

XVII. Sub-grantee Assurances

Sub-grantees will sign, on a one-time basis (with appropriate updates and amendments), an assurance of compliance with the laws and administrative requirements listed in Attachment 3 of this document.

XVIII. Lobbying

No Federal funds will be used to influence Federal or State grants or programs. All Section 5310 subgrantees and bidders for vehicle procurements will have to complete annual certifications on debarment, suspension and other responsibility matters.

XVIII: Section 5316 – Job Access and Reverse Commute

Once the Local Transportation Programs receives the annual Section 5316 program allocation amounts from FTA, the staff will begin the application process.

A locally developed coordinated human services transportation plan must be in place to access FY 2006 and future Sections 5316, 5317 and 5310 funds. After the first initial year of submitting the coordinated human service transportation plan the sub-grantee does not have to submit a new plan each year, any modifications will need to be brought to the attention of the transit staff when they occur.

- a. Notifications of Solicitations for Letters of Intent to apply for funds must occur two consecutive times in local newspapers by applicants. Applicants must submit the newspaper clippings and the Affidavit of Publications.
- b. Upon formal applications submittal, the staff of Transit will review all the application for eligibility and content, and then will send a review letter to the applicant regarding the status of the application:
 - If the application is incomplete or contains incorrect responses, a deadline is set for the applicant to furnish the information to the Transit department. If the information is not forwarded by that date, the applicant will be found ineligible and not be able to compete for that year's funds.
 - A letter of completion is sent to applicants who successfully complete the application without deficiencies.
- c. For the projects that are recommended for funding, the Transit staff will prepare a Section 5316 Program of Projects and grant application package to be submitted electronically via TEAM to FTA.
- d. Agreement is offered to the approved applicant. The agreement defines how much funding will be received and for what purposes the funding will be used. Use of funding or equipment for a service other than that described in the agreement without prior permission from the Transit is cause for termination of the contract, meaning the funding and equipment would be redistributed to other applicants. By signing the agreement, the sub-recipient agrees to comply with several terms and conditions imposed by the federal government and the State of South Dakota.

XIX. Section 5317 – New Freedoms Initiative

Once the Transit staff receives the annual Section 5317 program allocation amount from FTA, staff will begin the application process following the Section 5317 program.

The Section 5317 program is intended to provide new public transit service beyond current ADA requirements. Additionally, as per draft guidance, this service must have a locally developed coordinated human service public transportation plan must be in place to access FY 2006 and future Section 5317, 5316, 5310 funds. After the first initial year of submitting the coordinated human service transportation plan the sub-grantee does not have to submit a new plan each year, any modifications will need to be brought to the attention of the transit staff when they occur.

Notifications of Solicitations for Letters of Intent to apply for funds must occur two consecutive times in local newspapers by applicants. Applicants must submit the newspaper clippings and the Affidavit of Publications

- a. Upon formal applications submittal, the Transit staff will review the applications for eligibility and content, and then send a review letter to the applicant regarding the status of the application:
 - If the application is incomplete or contains incorrect responses, a deadline is set for the applicant to furnish the information to the Transit department. If the information is not forwarded by that date, the applicant will be found ineligible and not be able to compete for that year's funds.
 - A letter of completion is sent to applicants who successfully complete the application without deficiencies.
- b. For the applicant projects that are recommended for funding, the Transit staff will prepare a Section 5317 Program of Projects and grant application package to be submitted electronically via TEAM to FTA.
- c. Certifications and assurances for all FTA grants are attested to on a one time, once a year basis.
- d. Agreement is offered to the approved applicant. The agreement defines how much funding will be received and for what purposes the funding will be used. Use of funding or equipment for a service other than that described in the agreement without prior permission from the Transit is cause for termination of the contract, meaning the funding and equipment

would be redistributed to other applicants. By signing the agreement, the sub-recipient agrees to comply with several terms and conditions imposed by the federal government and the State of South Dakota.

Prioritization of Transit Applications

South Dakota Department of Transportation is the designated recipient of all Section 5310, 5316, 5317 funds. As such, the transit office is the accountable and responsible entity in South Dakota to monitor and oversee implementation of federally-funded transit programs and compliance with all FTA grants regulations from a planning, operational, safety and fiduciary perspective.

The applications will be ranked according to the scoring criteria which have been attached in the appendix. Once all ranking has been completed transit staff will approve only the highest ranking grantees. Any sub-grantee that is not funded will receive a formal letter informing them they will not be funded this fiscal year.

Attachment 1

**FTA CAPITAL GRANTS PROGRAM
South Dakota Criteria for
Evaluation and Selection of Projects**

Organization _____
 Location _____
 Vehicle Type _____

<u>Criteria</u>	<u>Factor Weight</u>	X	<u>Evaluation Rating</u>	=	<u>Weighted Score or Rank</u>
1. Vehicle is intended to:					
a) Replace existing high mileage or aged vehicle:	20		at or over 150,000 miles -		3
			over 100,000 miles -		2
			at or over 50,000 miles -		1

		under 50,000 miles -	0
		no mileage listed -	0 _____
b) Replace aged vehicle:	10	over 10 years -	3
		at or over 5 years -	2
		under 5 years -	1
		no age mentioned -	0 _____
c) Start new services:	20	only transit provider in new service area -	3
		less than 3 other transit providers in service area -	2
		at or over 3 other transit providers in service area -	1 _____
d) Provide improved support equipment or communications	20	proposed new system will reduce operating costs -	3
		replace current radio equipment -	2 _____
e) Expand existing services for:	10	3 or more organizations -	3
		2 organizations -	2
		1 organization -	1 _____

<u>Criteria</u>	<u>Factor Weight</u>	X	<u>Evaluation Rating</u>	=	<u>Weighted Score or Rank</u>
2. The proposal shows good potential for providing required:					
a) capital matching funds:	10		on hand -		3
			written commitment from source of match funds -		2
			yet to be raised -		1
			no mention of capital funds -		0 _____
b) funds to operate the vehicle:	10		on hand -		3
			written commitments from funding sources -		2
			yet to be raised -		1
			no mention of operating funds -		0 _____
3. The proposal was prepared in cooperation with local organizations and proposed services were coordinated with existing transit and para-transit operators, both public and private:					
a) Number of organizations to be served which currently do not operate transit vehicles:	10		3 or more -		3
			2 organizations -		2
			1 organization -		1 _____
b) Number of other transit agencies which operate transit and coordinate with:	10		3 or more -		3
			2 organizations -		2
			1 organization -		1 _____
c) No other transit agencies in the service area:		10			2 _____

For (a) and/or (b) above, list name of organization per grant application:

<u>Criteria</u>	<u>Factor Weight</u>	X	<u>Evaluation Rating</u>	=	<u>Weighted Score or Rank</u>
4. The applicant organization has personnel and operating policies:					
a) Personnel & driver training policies:	10				_____
b) Vehicle operating & maintenance policies:	10				_____
5. Vehicle will be fully utilized by existing clientele or through proposed service expansions:	10		6-7 day service -		3
			5 days service -		2
			less than 5 days service -		1
			no mention of service operation -		0 _____
6. Applicant has, or will be acquiring, a wheelchair ramp or lift equipped vehicle. (First vehicle in a new service area must be ramp or lift equipped):	15		bus or mini-bus w/lift -		3
			van w/on-board ramp -		2.5
			wheelchair lift -		2.5
			communication equipment -		2.5
			mini-bus or medium bus -		2.5
			station wagon -		2
			van -		2 _____
7. Application has special or unique conditions which warrant additional points based on SDDOT staff review:	Up to 20		N/A		0 _____
Special or Unique Conditions:	_____				

	Grand Total or Rank				

Charter and School Bus Operation Certification

In connection with equipment and funding provided for this transportation project, the subgrantee agrees to meet the latest federal charter requirements.

In connection with equipment and funding provided for this project, the subgrantee will not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators. Vehicles must remain open to the public at all times and be clearly marked for public use.

Date _____

Signature _____

Company Name _____

Title _____

SAMPLE

COPY

SCORING CRITERIA

The following information and scoring criteria will be used to score and rate project applications for JARC and New Freedom funding.

a) ***Project Need/Stated Goals and Objectives (25 points):***

Project should directly address transportation gaps and/or barriers identified through locally developed human service transportation planning process, or are otherwise based on a documented assessment of needs within the designated communities of concern. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the JARC and New Freedom grant programs.

b) ***Implementation Plan (25 points):***

For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan. Project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The service operations plan should identify key personnel assigned to this project, and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project as described.

c) For projects seeking funds for capital purposes, applicant must provide a solid rationale for use of JARC and New Freedom funds for this purpose, and demonstrate that no other sources of funds are to meet this need. Provide an implementation plan and timelines for completing the capital project.

d) ***Project Budget (20 points):***

Projects must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term effort and identify potential funding sources for sustaining the service beyond the one year grant period.

e) ***Coordination and Program Outreach (20 Points):***

Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they will promote public awareness of the project. Letters of support from key stakeholders should be attached to the grant application.

f) ***Cost effectiveness and Performance Indicators (10 Points):***

The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost effective approach. Project sponsors must also identify clear, measurable outcome-based

performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Sponsor should describe steps to measure the effectiveness and magnitude of impact project will have on low-income residents.

**LISTS OF STATUES, REGULATIONS, EXECUTIVE ORDERS, AND
ADMINISTRATIVE REQUIREMENTS APPLICABLE TO SECTION 5310 PROGRAM**

REGULATIONS

Federal transit laws, 49 U.S.C. §§ 5301 *et seq.* (also, 49 U.S.C. Chapter 53).

Federal highway and surface transportation laws, Title 23, United States Code (Highways).

Transportation Equity Act for the 21st Century, Pub. L. No. 105-178 (1998)

Intermodal Surface Transportation Efficiency Act of 1991, Pub. L. No. 102-240 (1991).

Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101 *et seq.*

Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794.

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d.

Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* and scattered sections of 29 U.S.C.

Lobbying Restrictions, 31 U.S.C. § 1352.

Congressional Declaration of Policy Respecting Insular Areas, 48 U.S.C. § 1469a.

Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000(e).

U.S. Department of Transportation (U.S. DOT) regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 49 C.F.R. Part 18.

U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations," 49 C.F.R. Part 19.

U.S. DOT regulations, "New Restrictions on Lobbying," 49 C.F.R. Part 20, modified as necessary by section 10(b) of the Lobbying Disclosure Act of 1995 (which amends 31 U.S.C. § 1352)

U.S. DOT regulations, "Participation of Minority Business Enterprise in Department of Transportation Programs," 49 C.F.R. Part 23.

U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27.

U.S. DOT regulations, "Drug-Free Workplace Requirements (Grants)," 49 C.F.R. Part 29,

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U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37.

U.S. DOT regulations, "Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 C.F.R. Part 38.

FTA regulations, "Capital Leases," 49 C.F.R. Part 639.

FTA regulations, "Buy America Requirements," 49 C.F.R. Part 661.

FTA regulations, "Pre-Award and Post-Delivery Audits of Rolling Stock Purchases," 49 C.F.R. Part 663.

FTA regulations, "Bus Testing," 49 C.F.R. Part 665.

Joint Federal Highway Administration/FTA regulations, "Planning Assistance and Standards," 23 C.F.R. Part 450 and 49 C.F.R. Part 613.

U.S. Department of Treasury regulations, "Rules and Procedures for Funds Transfers," 31 C.F.R. Part 205.

U.S. Office of Management and Budget (OMB) Circular A-87, Revised, "Cost Principles for State and Local Governments." OMB Circular A-122, Revised, "Cost Principles for Non-Profit Organizations."

OMB Circular A-133, Revised, "Audits of States, Local Governments, and Non-Profit Organizations."

U.S. Government Services Administration (GSA), "Catalog of Federal Domestic Assistance."

FTA Circular 4220.1D, "Third Party Contracting Requirements," dated 4-15-96.

FTA Circular 5010.1C, "Grant Management Guidelines," dated 10-1 98.

FTA "Best Practices Procurement Manual," 10-25-96.

GSA, "Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs."

I am an officer of _____ and am authorized to make this verification on its behalf. I hereby verify that I have read, understand, and assure compliance with the laws and administrative requirements for Section 5310, JARC and New Freedom Management Plan.

Signature

Date

Name (Printed)

Title (Printed)