

RAPID CITY AREA METROPOLITAN PLANNING ORGANIZATION

Coordinated Public Transit – Human Service Transportation Plan



Prepared for the
Rapid City Area
Metropolitan Planning Organization
Executive Policy Committee

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In cooperation with the
South Dakota Department of Transportation
U.S. Department of Transportation
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Federal Transit Administration

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1. Introduction

The Rapid City Area Metropolitan Planning Organization Coordinated Public Transit-Human Services Transportation Plan is intended to establish a foundation of how transit providers, human service agencies and key stakeholders can coordinate and streamline transportation services for low income households, the elderly, and disabled from home to work and/or to services within the Rapid City area. Access to transportation can be challenging for these citizens every day. Work trips can be complex involving trip chaining such as transportation to childcare and services. The geographic location of low income households, services and employment centers pose additional challenges for transportation agencies to provide access to all their clientele.

The coordinated plan is designed to create an area-wide program to improve transportation services which connect low income households, the elderly, and disabled to services, jobs and employment-related activities, such as job training and childcare. The plan has been developed through a collaborative effort with area human services transportation providers and community based agencies with the intention of improving existing coordination of services while enhancing access to the transportation challenged population of the region.

2. Background

The federal transportation legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), passed by Congress in 2005 requires projects funded from the Elderly Individuals and Individuals with Disabilities (Section 5310), Job Access and Reverse Commute (Section 5316), and New Freedom (Section 5317) Programs be derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan. The coordinated plan should maximize these three programs' collective coverage by minimizing duplication of services. Further, a coordinated plan should be developed through a process that includes representatives of public and non-profit transportation providers, human service providers and the public.

A coordinated plan may incorporate activities offered under other programs sponsored by Federal, State, and local agencies to strengthen its impact. The Federal Transit Administration (FTA) also encourages participation in coordinated service delivery as long as the coordinated services will continue to meet the purposes of all programs.

A summary of the Elderly Individuals and Individuals with Disabilities, Job Access and Reverse Commute, and New Freedom programs follows:

Section 5310: Formula Grants for Special Needs of Elderly Individuals and Individuals with Disabilities:

The Section 5310 program was established in 1975 as a discretionary capital assistance program. In cases where public transit was inadequate or inappropriate, the program awards grants to private non-profit organizations to serve the transportation needs of elderly persons and persons with disabilities.

The goal of the Section 5310 program is to improve mobility for the elderly and individuals with disabilities throughout the country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and implemented to meet the transportation needs of the elderly and disabled. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of federal resources.

Section 5316: Job Access and Reverse Commute Program:

The Job Access and Reverse Commute (JARC) Transportation Program was established in 1999 as part of the Transportation Equity Act for the 21st Century (TEA-21) and was continued under Section 5316 of the federal transportation legislation SAFETEA-LU.

The JARC program authorizes two kinds of grants: Job Access grants (aimed at developing new transportation services for low income workers and/or closing gaps in existing services) and Reverse Commute projects (intended to provide transportation to suburban jobs from other suburban, urban, and rural locations - but not necessarily just for low income households). Grantees are required to provide a 50% match for operating and a 20% match for capital projects.

The purpose of the JARC program is to provide a framework for the coordination and development of projects that will enhance transportation needs of two specific groups:

1. Temporary Assistance to Needy Families (TANF) recipients.
2. Low income individuals (150 percent of poverty level).

Section 5317: New Freedom Program:

The New Freedom formula grant program aims to provide 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 is a primary barrier to employment for individuals with disabilities. The 2000 Census identified only 60% of people between the ages of 16 and 64 with disabilities are employed. The New Freedom formula grant program seeks to expand the transportation mobility options available to persons with disabilities beyond the requirements of the Americans with Disabilities Act of 1990.

3. Guiding Principles

Improving transportation and access to services, healthcare and employment is important to the Rapid City area citizens and the local economy. Oftentimes the transportation needs of the elderly and disabled are overlooked as it is assumed public transit can accommodate the needs of the transportation disadvantaged population. The reality is some people need specialized or enhanced service requiring door-to-door transportation. The development of this document utilizes several principles to ensure the transportation needs of these population groups are met. Following are the guiding principles for the plan:

Improve Access to employment - Improve access for low income households, the elderly and the disabled community to industries and areas of employment.

Improve Access to Job-Related Support Services - Improve access to job-related support services such as education, vocational and skills training, and child-care.

Improve Access to Services - Improve access to healthcare, business, welfare, retail, public and human services.

Improve Coordination – Encourage a coordinated approach bringing together public transportation private non-profit transportation providers, human service agencies and other stakeholders in a collaborative process.

Enhance Transportation Options - Address travel needs at times of day and on days of the week that correspond with local needs. A network of services may offer alternatives and options to address varying needs.

Use Resources Effectively - Implement cost-effective design and delivery of services in order to provide maximum levels of transportation to the community. Reduction of operating costs for transportation providers may be realized through shared services such as: fuel purchasing, vehicle maintenance, driver sharing and screening.

The Coordinated Public Transit-Human Services Transportation Plan aims to follow these principles by emphasizing the best and highest use of existing resources and services to help leverage the Section 5310, 5316 and 5317 funds to address priority needs.

4. Existing Conditions

The first step in identifying what is needed to enhance transportation services from human service agencies in the Rapid City area is to ascertain what services currently exist. There are six (6) agencies in the Rapid City area who have been awarded vehicles funded through Section 5310, 5316, or 5317 FTA funds to provide transportation services for their clientele. At least two agencies, the

Canyon Lake Senior Center and Senior Companion Program, have not pursued any FTA assistance but are considering it for future transportation service. The six agencies who have been awarded vehicles include:

- a. Behavior Management Inc.;
- b. Black Hills Workshop and Training Center;
- c. Club for Boys;
- d. Rapid City YMCA;
- e. Rapid Transit;
- f. Youth and Family Services Inc. (includes Girls Incorporated of Rapid City, YFS Childcare, and Rapid City Head Start).

Most, if not all, of the funding assistance for these agencies has been toward the acquisition of vehicles. These agencies assist with transportation services for all age groups and genders of the region. Specifically they provide service for the elderly, disabled and low income households. The agencies combine for a total of 142 vehicles which provide up to 2500 rides each weekday during the peak season. The peak season generally overlaps with the school year as many of the services provide trips for students to before- and after-school programs. A summary of the area agencies, their inventory and service data may be found in Appendix A, Coordinated Transportation Plan Inventory Summary.

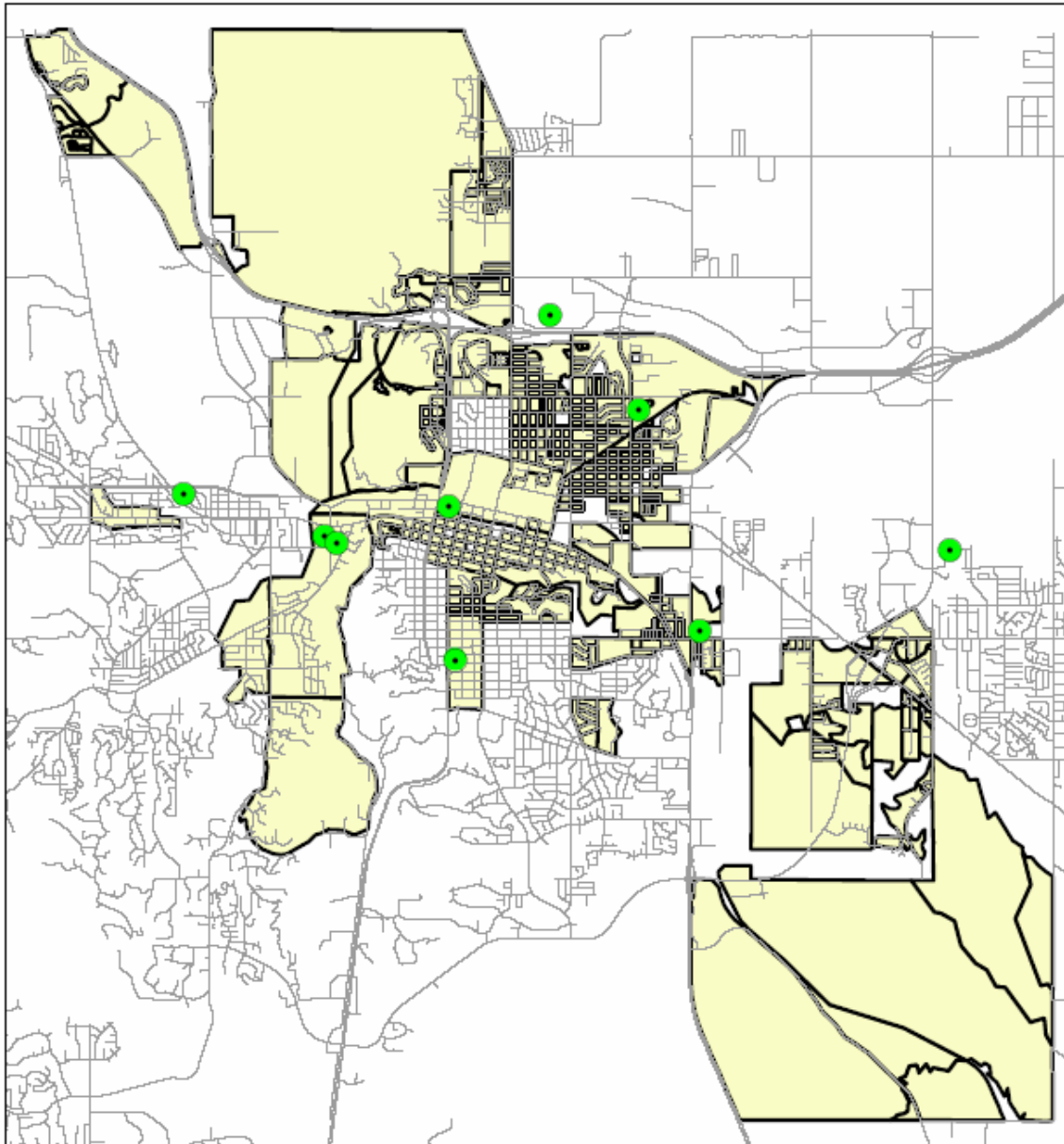
The transportation needs of the disabled and elderly are different from that of students. Some agencies provide transportation service 24 hours a day, seven days a week for their clientele as employment and access to every day needs is not limited to Monday through Friday. Transportation needs are also not limited to just the Rapid City area as some agencies provide service to the larger Black Hills region. Prairie Hills Transit located out of Spearfish, South Dakota is another agency who provides transportation service from the greater region into the Rapid City area.

Challenges with the location of services in relationship to the target population groups are another issue to contend with. Map A, Low Income and Elderly Population Areas in Relationship to Retail Centers, shows the geographic distribution of Retail Centers and the relationship with elderly and low income households. As can be seen on this map, only a small portion of these households are within close proximity to these centers.

The adoption and implementation of this plan will not likely reduce the need for additional vehicles within the Rapid City area as the population and clientele in the area continues to grow. The need for each agency to carry out its mission will only increase over time with this growth. It is anticipated the plan can improve the efficiency and delivery of existing services and provide a means to reduce operating costs by encouraging “partnerships” when possible.



MAP A

Low Income and Elderly Population Areas in Relationship to Retail Centers



1 inch equals 6,000 feet

Legend

-  Retail Center
-  Low Income and/or Elderly Population Area



5. Needs Assessment

An important step in identifying local needs includes the identification of existing gaps in local service. Gaps in service can range from a type of service available such as carpools and vanpools to the frequency of service such as evening or

weekend service. It can also include gaps in service to population groups such as the elderly, disabled and/or ethnicity.

In April of 2007, United Way of the Black Hills hosted a “Transportation Listening Session” where the human service and public, not for profit transportation community came together to voice concerns. Many issues were brought up which relate to the gaps in local service for the Rapid City area. A summary of these issues and potential strategies to address them was developed which may be found in Appendix B of this document.

Internet research was also a key component in the development of the Coordinated Public Transit-Human Service Transportation Plan. Existing plans have been developed in other communities across the nation where many of the concerns are the same as those identified in the United Way listening session. Strategies which may be applicable to the Rapid City area were presented to the coordination/steering committee for inclusion in the plan.

In order to ensure the accuracy of the plan, of the existing conditions and the issues identified along with proposed strategies, a coordination/steering committee was established to guide its development. As key stakeholder of the process and the agency designated by the Governor to administer the FTA funds, the South Dakota Department of Transportation was provided an open invitation to participate in the coordination/steering committee meetings. In addition, the South Dakota Department of Transportation was provided copies of the information distributed to the committee. A list of past recipients of Section 5310, 5316 and 5317 vehicle recipients was provided by the State Department of Transportation as a starting point to establish committee members.

From this initial group other participants were recommended to be included in the development of the plan. It is through this coordination the previous work conducted by the United Way was found and incorporated into this document. Through this process the following “Needs” tables with accompanying issues and strategies recommended for implementation have been developed:

Need for Improved Coordination

| ISSUES: | STRATEGIES: |
|--|--|
| <ol style="list-style-type: none"> 1. High schools are so large that “atypical” school schedules are used which are not conducive for fixed route service. 2. Coordination between public/private service providers could be enhanced. | <ol style="list-style-type: none"> 1. Install computerized communication system to coordinate use of vehicles in service for all trip purposes. 2. Establish regular coordination meetings among schools, service providers and human service agencies for discussion on how to improve access to employment and services. |

**Rapid City Area Metropolitan Planning Organization
Coordinated Public Transit-Human Services Transportation Plan**

| | |
|---|---|
| <p>3. Limited interagency sharing of transportation resources.</p> <p>4. Update and upgrade technology to improve “real time” response.</p> | <p>3. Identify and seek solutions to barriers at the local level which prevent coordination from happening.</p> <p>4. Promote awareness of transportation options available including schedules and contact information.</p> <p>5. Promote relationships between agencies to defray boundaries and encourage coordination of services.</p> <p>6. Identify options to reduce operating costs by pooling resources and/or maintenance contracts</p> <p>7. Formation of partnerships to improve access to services and/or employment.</p> <p>8. Establish a “One Call Center” using the latest technology to coordinate vehicles in service.</p> |
|---|---|

Need to Provide More Transportation Options

| ISSUES: | STRATEGIES: |
|--|---|
| <p>1. Children attending after school programs have trouble finding transportation home.</p> <p>2. Some students who need a ride to and from school are limited to the fixed route schedule and route.</p> <p>3. School District busing does not cover the needs of all students.</p> <p>4. Additional door-to-door service is needed to address the needs of the elderly and special needs.</p> <p>5. Some low-income families work late and at odd hours when transportation is not offered.</p> <p>6. Dial-A-Ride limited to persons with a disability.</p> <p>7. Difficult to serve all segments or meet the special needs of some of the “target” population.</p> | <p>1. Enhance public transit service to coordinate with youth activities.</p> <p>2. Enhance public transit service to provide weekend service (at least one day).</p> <p>3. Improve service and access for elderly clients to employment and services.</p> <p>4. Consider “specialized” bus service for students in high truancy areas.</p> <p>5. Stock a few busses that are not on a fixed route and make available to anyone for a cost.</p> <p>6. Formation of partnerships to improve and increase access to services and/or employment.</p> |

Need to Enhance Resources

| ISSUES: | STRATEGIES: |
|--|--|
| <ol style="list-style-type: none"> 1. Operating costs are rising due to increases in vehicle insurance, fuel, and regular maintenance. 2. Statewide resources are not going as far as the costs of acquiring vehicles increase. Costs to meet Federal requirements (installing video monitors, handicap accessible equipment and specialized seats) add to the base acquisition price of each vehicle. 3. At least one program has a bus that could be utilized but is short of funds to pay for a driver and to add mandated monitors. 4. Licensing, testing and retaining drivers is expensive. 5. Bus fares have not increased since service began in 1992. 6. Near poverty individuals need help but are not qualified for transportation assistance. 7. Funding acquisition and maintenance of specialized, fuel efficient vehicles is needed to reduce operating costs. | <ol style="list-style-type: none"> 1. Organize volunteer vehicle programs to transport people to services and/or employment. 2. Prioritize projects for those agencies who coordinate transportation services. 3. Stock a few busses that are not on a fixed route and make available to anyone for a cost. 4. Implement a program which provides bus passes or reduced rates for transportation to services and/or employment. 5. Offer a "transportation gift tree" so employers and others may purchase passes for those in need. 6. Establish "Silver Ride" program...a quarter a ride for seniors. 7. Pursue "grants in aid" to pay for transportation passes to services and/or employment. 8. Send the Public Transit – Human Service Plan to State Transportation Task Force. 9. Establish a driver network to combine resources. 10. Identify options to reduce operating costs by pooling resources and/or maintenance contracts. 11. Utilize marketing tools such as wrapping vehicles to promote public/private transportation and to defray operation costs. |

Need to Improve Service

| ISSUES: | STRATEGIES: |
|---|--|
| <ol style="list-style-type: none"> 1. Fixed route service can not provide door to door service. 2. Bus pass system needs more flexibility with monthly pass purchases. 3. Fixed route hours of operation are limited from 6:25 a.m. to 5:55 p.m., Monday through Friday. 4. Individualized help is needed for seniors and those with special needs. 5. Bus trips take too long for some clientele (headways, route length). 6. Fixed route must adhere to a time sensitive schedule which is not conducive to loading constraints needed for some clientele (i.e. elderly, students, disabled). | <ol style="list-style-type: none"> 1. Organize volunteer vehicle programs to transport people to services and/or work. 2. Encourage employers to purchase punch cards for monthly transit passes for their employees. 3. Provide taxi service passes for those with individualized needs. 4. Enhance public transit service to coordinate with youth activities. 5. Enhance public transit service to provide weekend service (at least one day). 6. Formation of partnerships to improve and increase service(s). 7. Promote other existing private services (taxis, limousines, charter buses) to provide transportation to services and/or employment. |

The development of the Needs Tables is key to understanding what the perceived shortcomings are for specialized transportation needed for the elderly, disabled and low income households. They address the Guiding Principles for the region in an attempt to maximize the efficiency of specialized transportation for the Rapid City area. From these tables the coordinated transportation plan will attempt to prioritize projects for the Rapid City area.

6. Prioritization

One of the requirements of the Coordinated Public Transit – Human Service Transportation Plan is to establish local priorities. This is a difficult element to address due to the broad spectrum of clientele served, the specific requirements of the FTA funds for each program, and the differing mission of each agency. With local applications competing against similar requests across the State, it is important that the Rapid City area agencies have the strongest applications possible. With monetary resources limited and the desire to spread funding to

areas across the state it will be important that local projects exceed the minimum requirements of the FTA programs.

Historically the applications from the local agencies have been to replace or obtain additional vehicles to serve their clientele. This tends to be the largest capital cost for the human service and public transportation providers within the region and probably across the state. This will likely continue to be the case as federal requirements, for good reason, are continually being added to ensure safer, more efficient vehicles are brought into service.

Since projects compete for funding locally and across the state, a scoring system has been developed based on the strategies identified in the "Needs" tables. The scoring system is weighted providing more points to those applications which address higher priority strategies identified for implementation in the Rapid City area. Those applications which address a significant amount of strategies can also increase their score. The intent is to provide the best projects which not only address the minimum requirements of the FTA funds but which meet local priorities and are competitive when vying for limited State resources.

The scoring system can be found in Appendix C of the coordinated transportation plan. When an application for funding is submitted to the State, it should include the strategies which the agency has addressed or will be addressing with the application. Points should be tallied for each strategy claimed to include supporting documentation of why it is eligible. It is the responsibility of the applicant to provide this justification with each application. The sheets identified in Appendix C should be completed and included with applications from the Rapid City area.

Appendix D Contains the Criteria for Evaluation and Selection of Projects utilized by the State. It also includes the Scoring Criteria for Section 5316 (JARC) and 5317 (New Freedom) programs. Most of these criteria are addressed within the local derived scoring system found in Appendix C. By far the most points which can be garnered are by being part of an adopted Coordinated Transportation Plan and applying the process defined within them.

To ensure the applications are coordinated and consistent with the objectives for the region, coordination meetings will need to continue. The Metropolitan Planning Organization will continue to help facilitate this process and to assist the transportation providers to accomplish their mission. Meetings will continue throughout the year, but in particular, be targeted a month in advance of request for proposals to the State. The timing of these meetings is to conduct preliminary and joint review of applications from local agencies to identify areas where coordination, joint ventures, sharing of resources and services may be combined to strengthen applications. The local and State evaluation criteria should be the utilized to ensure the best projects possible are submitted to serve the needs of the community.

7. Conclusion

By far the most effective means of accommodating the needs of the local community has been to subsidize the acquisition of vehicles to provide transportation service for the elderly, disabled and impoverished. This is by far the largest single capital cost for the public transit and human service transportation providers. With fuel, salaries, insurance, maintenance and other overhead costs increasing it is imperative that coordinated, well managed service be provided. This is especially important since the amount of funding is not keeping pace with the increased costs of providing transportation for the elderly, disabled and impoverished.

The intent of SAFETEA-LU was to improve the coordination of services while enhancing existing services. Existing and new service needed to be well thought out and part of a comprehensive transportation plan. It is clear that the biggest need for the Rapid City area will continue to be for the acquisition of vehicles. With the implementation of the Coordinated Public Transit - Human Service Transportation Plan it is anticipated that local services will be better coordinated with priority projects meeting the intent of the transportation act. Transportation services for the elderly, disabled and low income households are important to the Rapid City area and the providers of this service are interested in delivering the best service possible.

Regular scheduled meetings will continue after the adoption of this plan. The Metropolitan Planning Organization will continue to look for public/private partnerships to help facilitate this process and to assist the transportation providers to accomplish their mission.

APPENDIX A

LOCAL HUMAN SERVICE TRANSPORTATION PROVIDERS INVENTORY

**Rapid City Area Metropolitan Planning Organization
Coordinated Public Transit-Human Services Transportation Plan**

Table 1: Coordinated Transportation Plan Inventory

| Agency | Service Area | Clientele | Type of Service (Elderly, Disabled, Low Income) | Fixed Route/ Demand Response | Number of Vehicles | Number of ADA Vehicles | Number of Riders per day | Days of Operation (Su, M, Tu, W, Th, F, Sa) | Hours of Operation | Comments: |
|---|--|----------------|---|------------------------------|--------------------|------------------------|--------------------------|---|---|--|
| Rapid Transit | Rapid City limits | General Public | All | Both | 22 | 20 | 1230 | Mo - Fr | 6:30 am - 6:00 pm | |
| Senior Companion Program | Black Hills/Rapid City | Adults | Elderly | Demand Response | 0 | 0 | 3 | Mo - Fr | 8:00 am - 5:00 pm | |
| Rapid City YMCA | Rapid City limits | Youth | All | Fixed Route | 7 | 1 | 195 | Mo - Fr | 7:30 am - 6:00 pm | Anywhere from 130 - 225 additional trips per week for other activities |
| Club for Boys | Valley View, Rapid Valley, Robinsdale Elementary School boundaries | Youth | | Fixed Route | 4 | 1 | 52 | Mo - Fr | 2:15 pm - 3:30 pm | |
| Behavior Management, Inc. | Counties of: Pennington, Meade, Lawrence, Butte Harding, Custer, Fall River, Shannon, Jackson, Bennett | All | Low Income and Disabled | Demand Response | 41 | 0 | Varies | Mo - Fr | 24 Hour Service | Some service hours are limited to 8:00 am to 5:00 pm M-F. |
| Canyon Lake Senior Center | West Rapid City | Adults | Elderly and Disabled | Demand Response | 0 | 0 | N/A | N/A | N/A | Senior Center is looking to add service M-F 8:00 am to 5:00 pm and on Sa from 8:30 to 3:30. Access to fixed route is also desired. |
| Prairie Hills Transit | | All | | Both | | | | | | |
| Youth & Family Services: Child Care | Pennington County | Youth | Low Income | Fixed Route | 6 | 0 | 236 | M-Fr | 7:30-8:30, 10:30-12:30, 2:15-3:45 (M,T,Th,F); 11:45-2:00 (W) | Includes Kindergarden |
| Youth & Family Services: Girls Incorporated | Pennington County | Youth | Low Income | Fixed Route | 4 | 0 | 210 | Mo-Fr | School Year: 2:30-4:00 (M, T, Th, F); 12:30-8:00 (W); Summer: 8:00-4:00 | |
| Youth & family Services: Rapid City Head Start Programs | Pennington County | Youth | Low Income | Fixed Route | 8 | 1 | 181 | Mo, Tu, Th, Fr | 7:00 am - 4:30 pm | Operation hours vary by day, age group and school year |
| Black Hills Workshop and Training Center | Rapid City limits | Adults | Disabled | Both | 50 | 20 | 400 | Su - Sa | 24 Hour Service | Plan on expanding to serve Ellsworth Air Force Base and Rapid Valley |

APPENDIX B

UNITED WAY TRANSPORTATION ISSUES LISTENING SESSION SUMMARY

APRIL, 2007

Needs Assessment

(Derived from April 2007 United Way
Transportation Listening Sessions)

Lack of Monetary Resources

1. At least one program has a bus that could be utilized but is short of funds to pay for a driver and to add mandated monitors.
2. Operating costs are rising due to increases in vehicle insurance, fuel, and regular maintenance.
3. Statewide resources are not going as far as it used to as the costs of acquiring vehicles increase.
4. Licensing, testing and retaining drivers is expensive.

Fixed route service is limited

1. Fixed route service can not provide door to door service.
2. Bus pass system needs more flexibility with monthly pass purchases.
3. Fixed route hours of operation are limited from 6:25 a.m. to 5:55 p.m.
4. Individualized help is needed for seniors and those with special needs.
5. Bus trips take too long for some clientele (headways, route length).

Transportation Options are limited

1. Children attending after school programs have trouble finding transportation home.
2. Some students who need a ride to and from school are limited to the Rapid Ride schedule and route.
3. School District busing does not cover the needs of all students.
4. Additional door-to-door service is needed to address the needs of the elderly and special needs.
5. Some low-income families work late and odd hours when transportation is not offered.
6. Dial-A-Ride limited to persons with a disability.

Services Not Coordinated

1. Uncoordinated school start/end times and the Rapid Ride schedule eliminate potential use by older students.
2. Human service operations and Rapid Ride services are not coordinated.
3. Limited interagency sharing of transportation resources.

Available Transportation Services are not well know or utilized

1. Headstart program offers door-to-door service for qualified individuals.
2. Prairie Hills Transit offers curb-to-curb and door-to-door service for their service area when requested.
3. Some agencies offer free transportation with qualified programs.
4. Most agencies either offer or plan to offer after school transportation from public schools to their agency.

Potential Strategies

(Derived from April 2007 United Way
Transportation Listening Sessions)

1. Provide bus passes through grants for low income people
2. Have a “transportation gift tree” so people could buy passes for those in need.
3. Offer “Silver Ride”, one quarter for a ride for seniors
4. Organize volunteer van pools (volunteer possibilities- RSVP, faith based, mentors)
5. Offer punch cards for Rapid Ride
6. Provide passes for Rapid Taxi for individualized needs
7. Write small grants for transportation passes.
8. Rapid Ride- offer more friendly bus pick-up times for students.
9. Rapid Ride- offer later bus service pickup to accommodate youth activities
10. Rapid Ride-offer weekend service (at least one day)
11. Offer drop off and pick up in Senior Center parking lots.
12. Consider a new bus route for students in high truancy areas, (North Rapid).
13. Send suggestions to State Transportation Task Force
14. Install computerized communication system to make maximum use of all vehicle’s schedules.
15. Rapid Ride- Have a few busses that are not on a fixed route and available to anyone for a cost.

APPENDIX C

SCORING SYSTEM FOR PROPOSED PROJECTS

Scoring for Lack of Resources

| ISSUES: | STRATEGIES: |
|--|--|
| <ol style="list-style-type: none"> 1. Operating costs are rising due to increases in vehicle insurance, fuel, and regular maintenance. 2. Statewide resources are not going as far as the costs of acquiring vehicles increase. Costs to meet Federal requirements (installing video monitors, handicap accessible equipment and specialized seats) add to the base acquisition price of each vehicle. 3. At least one program has a bus that could be utilized but is short of funds to pay for a driver and to add mandated monitors. 4. Licensing, testing and retaining drivers is expensive. 5. Bus fares have not increased since service began in 1992. 6. Near poverty individuals need help but are not qualified for transportation assistance. 7. Funding acquisition and maintenance of specialized, fuel efficient vehicles is needed to reduce operating costs. | <ol style="list-style-type: none"> 1. Participate in vehicle sharing programs to transport people to services and/or employment. (2 Pts) 2. Prioritize projects from those agencies who coordinate transportation services. (2.5 Pts) 3. Participate in a program which allows sharing of vehicles, at cost, for special events. (1.5 Pts) 4. Implement a program which provides passes or reduced rates for transportation to services and/or employment. (2 Pts) 5. Establish a “transportation gift tree” program where employers and individuals may purchase passes for qualifying individuals. (2 Pts) 6. Send the Public Transit – Human Service Plan to State Transportation Task Force. (2.5 Pts) 7. Participate in a driver network to combine resources and to establish licensed substitute drivers. (2 Pts) 8. Prioritize those projects from agencies that have reduce operating costs by pooling resources and/or insurance and maintenance contracts with other agencies. (2 Pts) 9. Utilize non-traditional funding mechanisms (i.e. wrapping vehicles or advertising in vehicles) to provide reduced transportation fees and to defray operation costs. (2 Pts) 10. Provide a higher local match for federal/state grant applications. (2 Pts) |

Points Score _____

Scoring for Service Limitations

| ISSUES: | STRATEGIES: |
|---|--|
| <ol style="list-style-type: none"> 1. Fixed route service can not provide door to door service. 2. Bus pass system needs more flexibility with monthly pass purchases. 3. Fixed route hours of operation are limited from 6:25 a.m. to 5:55 p.m., Monday through Friday. 4. Individualized help is required for seniors and/or those with special needs. 5. Transit trips take too long for some clientele (headways, route length). 6. Fixed route must adhere to a time sensitive schedule which is not conducive to loading constraints for some clientele (i.e. elderly, students, disabled). | <ol style="list-style-type: none"> 1. Participate in vehicle sharing programs to transport people to services and/or employment (Carpools or Vanpools). (2 Pts) 2. Prioritize projects from agencies that provide weekend public transportation service. (2 Pts) 3. Implement programs where employers and/or other individuals may purchase monthly passes for those in need. (2 Pts) 4. Coordinate with school districts and other agencies to synchronize schedules, reduce rates and/or enhance pick-up/drop-off facilities. (3 Pts) 5. Form partnerships which increase ridership. (3 Pts) 6. Provide driver training to assist the elderly and/or disabled who need assistance boarding vehicles. (2 Pts) 7. Prioritize projects which provide increased service and/or increase the agency coverage area. (3 Pts) |

Points Score _____

Scoring for Limited Transportation Options

| ISSUES: | STRATEGIES: |
|---|--|
| <ol style="list-style-type: none"> 1. Children attending after school programs have trouble finding transportation home. 2. Some students who need a ride to and from school are limited to the fixed route schedule and route. 3. School District busing does not cover the needs of all students. 4. Additional door-to-door service is needed to address the needs of the elderly and special needs. 5. Some low-income families work late and at odd hours when transportation is not offered. 6. Dial-A-Ride limited to persons with a disability. 7. Difficult to accommodate special needs of some of the clientele. 8. Difficult to serve all segments of the "target" populations. | <ol style="list-style-type: none"> 1. Coordinate with school districts and transportation agencies to Synchronize schedules, reduce rates and/or enhance pick-up/drop-off facilities. (3 Pts) 2. Prioritize projects from agencies that provide weekend transportation service(s). (2 Pts) 3. Expand service and/or access for qualified individuals to employment and services. (2.5 Pts) 4. Participate in a program which allows sharing of vehicles, at cost, for special events. (1.5 Pts) 5. Establish partnerships to improve and/or increase access to services and/or employment for qualified individuals. (2.5 Pts) |

Points Score _____

Scoring for Improved Coordination

| ISSUES: | STRATEGIES: |
|--|---|
| <ol style="list-style-type: none"> 1. Public school facilities are so large that “atypical” schedules are used which are not conducive for fixed route service. 2. Coordination between public and private businesses with some population groups could be enhanced. 3. Limited interagency sharing of transportation resources. 4. Update and upgrade technology to improve “real time” response. | <ol style="list-style-type: none"> 1. Install communication systems which coordinate vehicles in service for demand response trips. (1.5 Pts) 2. Participate with regular coordination meetings among schools, transportation service providers and human service agencies for discussion on how to improve services. (3 Pts) 3. Participate in vehicle sharing programs which transport people to services and/or employment. (2 Pts) 4. Provide information promoting awareness of transportation options available including schedules and contact information. (2.5 Pts) 5. Prioritize projects from agencies that reduce operating costs by pooling resources and/or maintenance contracts. (2.5 Pts) 6. Prioritize projects from those agencies that coordinate transportation services. (2.5 Pts) 7. Prioritize funding applications for those agencies that have formed partnerships to improve access to services and/or employment for qualified individuals. (3 Pts) 8. Implement or participate in a “One Call Center” which coordinates vehicles in service. (2 Pts) |

Points Score _____

APPENDIX D

SOUTH DAKOTA CRITERIA FOR EVALUATION AND SELECTION OF PROJECTS

**Rapid City Area Metropolitan Planning Organization
Coordinated Public Transit-Human Services Transportation Plan**

FTA Capital Grants Program
South Dakota
Criteria for Evaluation and Selection of Projects

Organization: _____

Location: _____

Vehicle Type: _____

| Criteria | Factor Weight | x | Evaluation Rating | = | Weighted Score or Rank |
|----------|------------------|---|----------------------|---|---------------------------|
|----------|------------------|---|----------------------|---|---------------------------|

1. Vehicle is intended to:

**DOT Staff
Score**

| | | | | | | |
|---|----|--|---|---|--|---|
| a. Replace existing high mileage or aged vehicle | 20 | | at or over 150,000 miles | 3 | | 0 |
| | | | over 100,000 miles | 2 | | 0 |
| | | | over 50,000 miles | 1 | | 0 |
| | | | less than 50,000 miles | 0 | | 0 |
| b. Replace aged vehicle | 10 | | over 10 years | 3 | | 0 |
| | | | at or over 5 years | 2 | | 0 |
| | | | under 5 years | 1 | | 0 |
| c. Start new services | 20 | | only transit provider in new service area | 3 | | 0 |
| | | | less than 3 other transit providers in service area | 2 | | 0 |
| | | | at or over 3 other transit providers in area | 1 | | 0 |
| d. Provide improved support equipment or communications | 20 | | proposed new system will reduce operating costs | 3 | | 0 |
| | | | replace current radio equipment | 2 | | 0 |
| e. Expand existing services for | 10 | | 3 or more organizations | 3 | | 0 |
| | | | 2 or more organizations | 2 | | 0 |
| | | | 1 organization | 1 | | 0 |

2. The proposal shows good potential for providing required:

| | | | | | | |
|---------------------------------|----|--|---|---|--|---|
| a. Capital matching funds: | 10 | | on hand | 3 | | 0 |
| | | | written commitment from source of match funds | 2 | | 0 |
| | | | yet to be raised | 1 | | 0 |
| b. Funds to operate the vehicle | 10 | | on hand | 3 | | 0 |
| | | | written commitment from funding sources | 2 | | 0 |
| | | | yet to be raised | 1 | | 0 |

**Rapid City Area Metropolitan Planning Organization
Coordinated Public Transit-Human Services Transportation Plan**

| Criteria | Factor Weight | x | Evaluation Rating | = | Weighted Score or Rank |
|---|---------------|---|--------------------------|-----|------------------------|
| DOT Staff Score | | | | | |
| 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 serviced which currently do not operate transit vehicles | 10 | | 3 or more | 3 | 0 |
| | | | 2 organizations | 2 | 0 |
| | | | 1 organization | 1 | 0 |
| b. Number of other transit agencies which operate transit and coordinate with: | 10 | | 3 or more | 3 | 0 |
| | | | 2 organizations | 2 | 0 |
| | | | 1 organization | 1 | 0 |
| c. No other transit agencies in the service area: | 10 | | ---- | 2 | 0 |
| 4. The applicant organization has personnel and operating policies: | | | | | |
| a. Personnel and driver training policies | 10 | | ---- | | 0 |
| b. Vehicle operating and maintenance policies | 10 | | ---- | | 0 |
| 5. Vehicle will be fully utilized by existing clientele or through proposed service expansions: | | | | | |
| | 10 | | 6-7 day services | 3 | 0 |
| | | | 5 days service | 2 | 0 |
| | | | less than 5 day services | 1 | 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 | 0 |
| | | | van w/ on-board ramp | 2.5 | 0 |
| | | | wheelchair lift | 2.5 | 0 |
| | | | communication equipment | 2.5 | 0 |
| | | | mini-bus or medium bus | 2.5 | 0 |
| | | | station wagon | 2 | 0 |
| | | | van | 2 | 0 |

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 applications 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 available 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 efforts and identify potential funding sources for sustaining the service beyond the 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 applications.

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.