



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

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Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

Bureau of Rail & Transit
May 5, 2016

REQUESTED ACTION

Authorize the Department of Transportation to enter into a contract amendment with Community Alliance of Human Services, Inc., (Vendor #177312), Claremont, NH, to increase the contract amount by \$38,816 from \$460,464 to \$499,280 for public transportation services and capital improvements in the Claremont, Newport and Charlestown area, effective upon Governor and Council approval or July 1, 2016, whichever is later, through June 30, 2017. The original agreement was approved by Governor and Council on May 6, 2015, Item #29. 100% Federal Funds.

Funding is available as follows:

	<u>FY 2017</u>
04-96-96-964010-2916	
Public Transportation	
072-500575 Grants to Non-Profit-Federal	\$38,816

EXPLANATION

In December 2015, the Department announced the availability of Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program funds (Section 5310 Formula) to support coordinated transportation services in the nine NH Regional Coordination Council (RCC) regions. This contract amendment is based on the availability of FTA Section 5310 Formula funds that the Department has sub-allocated to each RCC through a formula apportionment for State Fiscal Year 2017. Since Community Alliance of Human Services, Inc., (CAHS) has been designated by the Region 4 Sullivan County RCC to continue as the lead agency for Section 5310 Formula funded projects, this contract is proposed to be amended to include additional funds for SFY 2017 activities in this region.

CAHS is a recipient of FTA funds to assist in the provision of transportation services for the general public (Section 5311 Formula) as well as seniors and individuals with disabilities (Section 5310 Formula) in Sullivan County. The Department entered into a two-year contract with CAHS for the period July 1, 2015 to June 30, 2017 and included SFY 2016 and 2017 Section 5311 Formula funds and SFY 2016 Section 5310 Formula funds. SFY 2017 Section 5310 Formula funds were not originally included as the Department and the State Coordinating Council for Community Transportation (SCC) had planned on updating 2006 State Coordination Plan, which would have included reevaluating the RCCs' use of 5310 Formula funds beginning in SFY2017. However, there has been a delay in updating the plan, so the Department is requesting funds for SFY 2017 to continue ongoing services for the remainder of the contract period. The Department has sub-allocated available 5310 Formula funds

to each RCC for SFY 2017 and separate contract amendments for each RCC will be submitted. This contract amendment is reflective of the allocation made available to the region CAHS represents and provides \$28,072 (80% Federal) for SFY 2017 activities included in the two-year agreement. The twenty percent (20%) required match to leverage the Federal funds will be provided by cash match through CAHS.

Also included in this amendment request are FTA Section 5339 Bus & Bus Facilities program funds for the purchase of approved capital items.

In June 2015, the Department announced the availability of FTA Section 5339 Bus & Bus Facilities program funds. Proposals were solicited from eligible public agencies and private nonprofit organizations engaged in public transportation services. Project awards were based on evaluation criteria per the scoring matrix provided below.

Five transit agencies applied by the August 21, 2015 deadline and all five transit agencies were awarded funds for eligible projects. The five transit agencies are: Advance Transit, Community Alliance of Human Services, Manchester Transit Authority, UNH/Wildcat Transit, and VNA @ HCS.

Section 5339 funding awarded to CAHS is for the replacement of their current drainage system in the service maintenance facility and other small capital repairs and items approved in advance by the Department. The total project cost for the capital items is \$13,430 which includes \$10,744 (80% Federal) FTA 5339 funds and \$2,686 (20%) agency match. CAHS will procure the capital items in compliance with Federal procurement guidelines.

The project evaluation committee consisted of three Department staff from the Bureau of Rail and Transit: Shelley Winters (Bureau Administrator), Fred Butler (Public Transportation Administrator), and Michael Pouliot (Transportation Specialist). Each reviewer evaluated and scored applications based on criteria as detailed in the below table. Every application that met the Department's criteria for inclusion in its public transit funding plan will be awarded separate amounts based on the individual requests. The evaluation matrix and scores are provided here for reference:

1	This capital request describes how it effectively addresses a demonstrated community need.	10%
2	The applicant has the fiscal and technical capacity and adequate budget to operate service associated with this capital request.	15%
3	The applicant has successful experience in providing transportation services.	15%
5	The applicant demonstrates involvement in and support for the project, financial and otherwise, on the part of citizens and local government. (e.g., letters of support, willing to provide local match above minimum required, etc.)	10%
6	Is the request for a replacement or expansion? If replacement, has the existing vehicle or facility to be replaced met its useful life?	10%
7	The applicant articulates a long-term commitment to continue the project beyond the availability of the requested grant funds, e.g., ongoing maintenance costs.	10%
8	The applicant successfully demonstrates service efficiency and effectiveness, measured in ridership, service miles and hours, costs, and fare recovery. New applicants must demonstrate the ability to measure performance and achieve goals.	15%
9	The applicant complies with relevant Federal and state regulations, and has a history of compliance with regulations and reporting requirements. New applicants must demonstrate sufficient resources for compliance.	15%

Transit System	Score	Status
Advance Transit		
1 ea. 8&2 cutaway bus	83.2%	Awarded
2 ea. 27&2 diesel bus	81.8%	Awarded
2 ea. 33&2 diesel bus	81.3%	Awarded
Community Alliance of Human Services		
Building/Facility repairs	73.8%	Awarded
1 ea. 12&2 bus	72.0%	Awarded
Shop supplies & tools	66.8%	Withdrawn
1 ea. Service Truck w/plow (not awarded)	65.3%	Not Approved
1 ea. 12&2 expansion bus (not awarded)	65.2%	Not Approved
Manchester Transit Authority		
1 ea. 34&2 diesel bus	85.7%	Awarded
1 ea. 15&2 gas bus	84.3%	Awarded
University of NH/Wildcat Transit		
ITS equipment	87.8%	Awarded
Bus pullout	86.7%	Awarded
Pads, shelter, lighting	86.7%	Awarded
Liquid fuel station generator	84.8%	Awarded
CNG emergency backup generator	84.5%	Awarded
VNA @ Home Healthcare, Hospice & Community Services		
30 ea. Bus stop signs	83.3%	Awarded
3 ea. Desktop computers	82.5%	Awarded
1 ea. Server	80.3%	Awarded
1 ea. 16&2 gas bus	76.7%	Awarded

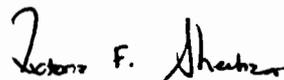
In the event that Federal funds become unavailable, general funds will not be requested to support this program.

All other provisions of the agreement shall remain in effect.

The amendment has been approved by the Attorney General as to form and execution and the Department has verified that the necessary funds are available. Copies of the fully executed amendment are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to the Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments

AMENDMENT TO AGREEMENT

COMMUNITY ALLIANCE OF HUMAN SERVICES

WHEREAS, the Governor and Council approved an agreement between the New Hampshire Department of Transportation and Community Alliance of Human Services on May 7, 2015, (Item #29) to be effective July 1, 2015 through June 30, 2017, and this agreement remains in effect;

WHEREAS, the Price Limitation in Section 1.8 of the P-37, is \$460,464;

WHEREAS, Exhibit A describes the Scope of Services, A.1 to A.6;

WHEREAS, Exhibit B, Budget provides Federal Transit Administration (FTA) funding for Section 5311 Formula Grants for Rural Areas (Section 5311) and Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities formula funds (Section 5310 Formula);

WHEREAS, Exhibit B, Budget includes B.1 to B5;

WHEREAS, the Department of Transportation has available Federal funds for FTA Section 5310 Formula program and FTA Section 5339 Bus and Bus Facilities program;

RESOLVED, that the agreement be amended as follows:

Section 1.8, "Price Limitation" of the P-37 form be amended to read \$499,280 (increase of \$38,816);

Exhibit A, Scope of Services shall be amended to include A.7 as follows:

- A.7 The Contractor, will purchase capital equipment not to exceed \$10,744 Federal from the FTA Section 5339, Bus and Bus-Related Facilities Program for 80% of the total cost. Capital equipment to include: replacement of current drainage system in the service maintenance facility and other small capital repairs and items approved in advance by the Department. The Contractor will provide the 20% match in the amount of \$2,686. Capital projects shall be completed in compliance with Federal guidance including FTA Third Party Procurement per Circular 4220.1F or most recent. The Contractor must submit documentation to NHDOT that affirms the FTA requirements have been met. NHDOT will provide written approval to proceed with the procurement pending successful review of the required components.

Exhibit B, Budget, shall be amended to include an additional \$28,072 of FTA Section 5310 Formula funds for State Fiscal Year 2017 and \$10,744 of FTA Section 5339 Bus and Bus Facilities funds for State Fiscal Year 2017, for a revised contract total of \$499,280.

Exhibit B, Budget, B.1 shall be amended to read, "The Contract price, as defined in Section 1.8 of the General Provisions, is the FTA Section 5311, Section 5310 and Section 5339 portion of the eligible project costs. Federal funds are granted as follows:"

	SFY 2016	SFY 2017
SECTION 5311		
Administration	\$119,536	\$119,536
Capital PM	\$16,560	\$16,560
Operating	\$80,100	\$80,100
SECTION 5310 FORMULA		
Region 4 Sullivan County	\$28,072	\$28,072
SECTION 5339		
Capital		\$10,744
<hr/>		
TOTAL FEDERAL FUNDS	\$244,268	\$255,012

Exhibit B, Budget shall be amended to include B.6 and B.7 as follows:

- B.6 The Contractor shall submit bid documentation (which must be in compliance with FTA Third Party Procurement guidelines) and an invoice to the NHDOT for reimbursement of eligible FTA 5339 Bus and Bus Related Facilities project expenses after procurement of the approved items.
- B.7 Invoices for all eligible expenses incurred during the contract period must be submitted within three months after the contract completion date, except in highly unusual circumstances to be determined by the NHDOT.

All other provisions of the agreement shall remain in effect.

Community Alliance of Human Services

By: Valerie J Bailey Date: 4.14.16

Title: Interim Exe. Director

Signature: Valerie Bailey

County of Sullivan

On this the 14 day of April, 2016, before me, Jeri Daignault, the undersigned officer, personally appeared Valerie Bailey, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that (s)he has executed the same for the purposes therein contained. IN WITNESS WHEREOF I hereunto set my hand and official seal.

Jeri Daignault
Notary Public/Justice of the Peace

**TERRI L. DAIGNAULT, Notary Public
State of New Hampshire
My Commission Expires October 21, 2020**

NH Department of Transportation

By: Thomas Conway Date: 5/2/16

Title: Director

Signature: [Signature]

Approved by Attorney General

By: Matthew Broadhead Date: 5/12/16

Title: Assistant Attorney General

Signature: [Signature]

Approved by Governor and Council

By: _____ Date: _____

EXHIBITS TO AMENDMENT

CERTIFICATE OF GOOD STANDING

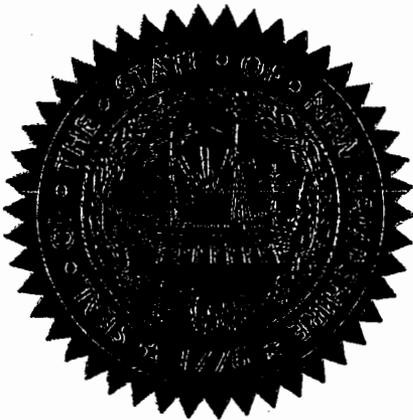
CERTIFICATE OF CORPORATE VOTE

CERTIFICATE OF INSURANCE

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ALLIANCE OF HUMAN SERVICES is a New Hampshire nonprofit corporation formed April 30, 1991. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 25th day of April A.D. 2016

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



Community
Alliance of
 Human Services, Inc.

Transportation Services
 P.O. Box 689
 Claremont, NH 03743
 Tel. (603) 863-0003
 Fax: (603) 863-7071

Connections for Independent Living

ABSTRACT OF CORPORATE MINUTES

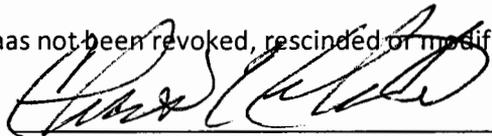
CERTIFICATE OF CORPORATE VOTE

The following is a true abstract statement from the minutes of a meeting of the Board of Directors of Community Alliance for Human Services, on April 4, 2016, which was duly called, of which a quorum was present:

On a motion duly made and seconded, it was voted to authorize Interim Executive Director Valerie Bailey to accept grants and awards and enter into contracts and contract amendments from time to time with the NH Department of Transportation, to sign and otherwise fully execute such acceptances and contracts, and contract amendments or modifications thereto, and any related documents requested by the NH Department of Transportation, this authorization to continue until revoked by the governing board.

I certify the foregoing vote is still in effect and has not been revoked, rescinded or modified.

April 14, 2016
 Date


 Chris Kebalka
 Chair, Board of Director

No Corporate Seal

STATE OF NEW HAMPSHIRE
 COUNTY OF SULLIVAN

On April 14th, 2016, before me personally appeared the person identified in the foregoing certificate, known to be the Chair of the Board of Directors of the corporation identified in the foregoing certificate, and acknowledging that Chris Kebalka executed the foregoing certificate.

In witness whereof, I hereunto set my hand and official seal.


 Notary Public

Commission Expires: **TERRI L. DAIGNAULT, Notary Public**
 State of New Hampshire
 My Commission Expires October 21, 2020



Community
Alliance of
Human Services, Inc.

Transportation Services
P.O. Box 689
Claremont, NH 03743
Tel. (603) 863-0003
Fax: (603) 863-7071

Connections for Independent Living

Community Alliance of Human Services

Board Minutes – April 4, 2016

Present: Gaye LaCasce, Matt Blanc, Scott Ayen, Susan Nooney and Interim Executive Director Valerie Bailey

Chairman Kebalka called the meeting to order at 7:32 AM.

As the first order of the business, a motion was made, seconded and unanimously approved to appoint Valerie J Bailey as the Interim Executive Director and authorize Valerie to act on behalf of this Agency to enter into contracts with the State of New Hampshire, Sullivan County, municipalities, and other funders and vendors, and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as she may deem necessary, desirable or appropriate.

Matt Blanc reported that he had reviewed the current VIR's as well as the vehicle maintenance reports and is working with the staff and Rusty Nut Garage to ensure that maintenance is ongoing. Valerie will familiarize herself with the VIR's, and maintenance reports and assume the role of working with staff and Rusty Nut to ensure regular bus maintenance. The Board asked Valerie to prioritize the follow up of an insurance claim re: a recent bus accident (no CAHS) fault to get that bus back into action asap.

Acknowledging the leadership transition underway, the Board acknowledged their appreciation for the upcoming visit with NH DOT leadership scheduled for later that same afternoon. The Board is committed to addressing issues highlighted in a NH DOT compliance report of September 2015 that only recently had come to their attention.

The Board asked Valerie to prioritize the crafting and submission of the Sullivan County grant proposal which had a deadline of 4.15.16.

Matt invited Valerie to attend an upcoming Reach the Peak planning meeting noting that plans are underway for the fall event.

The Board discussed open items regarding the resignation of Corey Gagnon. Appropriate steps will be taken to ensure a complete closeout of his tenure with CAHS.

The Board agreed to meet on a bi-weekly basis for the foreseeable future to ensure close collaboration with Valerie and consistent monitoring of the closeout with Mr. Gagnon.

Respectfully submitted,

Matt Blanc
Vice President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Clark - Mortenson Insurance P.O. Box 606 Keene NH 03431	CONTACT NAME: PHONE (A/C. No. Ext): 603-352-2121 FAX (A/C. No.): 603-357-8491 E-MAIL ADDRESS: csr24@clark-mortenson.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED COMMUNITYALLIAN Community Alliance of Human Services PO Box 188 Newport NH 03773	INSURER A: Philadelphia Insurance Company 0	
	INSURER B: Granite State Insurance Co.	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

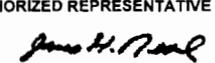
COVERAGES **CERTIFICATE NUMBER:** 1474032895 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		PHPK1175547	6/30/2015	6/30/2016	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	\$3,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PHPK1175547	6/30/2015	6/30/2016	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB459414	6/30/2015	6/30/2016	EACH OCCURRENCE	\$1,000,000
							AGGREGATE	\$1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC004321443	9/20/2015	9/20/2016	WC STATUTORY LIMITS	
							OTH-ER	
							E.L. EACH ACCIDENT	\$500,000
							E.L. DISEASE - EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000
A	Professional Liability			PHPK1175547	6/30/2015	6/30/2016	occurrence	1,000,000
							aggregate	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is named as Additional Insured.

CERTIFICATE HOLDER State of New Hampshire Dept. of Transportation 7 Hazen Drive P.O. Box 483 Concord NH 03302	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

APR 16 '15 AM 11:29 DAS



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JEFF BRILLHART, P.E.
ACTING COMMISSIONER

Approved 5/6/15
Item 29

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

Bureau of Rail & Transit
April 7, 2015

REQUESTED ACTION

Authorize the Department of Transportation to enter into an agreement with the Community Alliance of Human Services, Inc. (Vendor 177312), Claremont, NH, for an amount not to exceed \$460,464 for public transportation services in the Claremont, Newport and Charlestown area, for the period July 1, 2015 through June 30, 2017, effective upon approval by Governor and Council. 100% Federal Funds.

Funding for this agreement is available in the fiscal year 2016 and 2017 budget, contingent upon the availability and continued appropriation of funds, with the authority to adjust encumbrances in each of the state fiscal years through the Budget Office if needed and justified.

Table with 3 columns: Description, FY 2016, FY 2017. Row 1: 04-96-96-964010-2916 Public Transportation. Row 2: 072-500575 Grants to Non-Profits-Federal \$244,268 \$216,196

EXPLANATION

The Department has approved a request for Federal Transit Administration (FTA) funding from Community Alliance of Human Services to assist in the provision of public transit service. Community Alliance of Human Services is a private, non-profit organization that provides rural public transportation, including transportation for seniors and individuals with disabilities, in Claremont, Newport, and Charlestown.

The bus schedules for Community Alliance of Human Services are attached to this Agreement.

The Department's proposed FY 2016 and 2017 operating budget includes funds from the FTA Section 5311 Formula Grants for Rural Areas Program (Section 5311) that provides funds for capital, planning, and operating assistance for public transportation in rural areas with populations of less than 50,000. Community Alliance of Human Services has provided public transportation utilizing these funds since 1993. The Department has allocated federal funding for the SFY 2016-2017 biennium based on prior funding levels, applications received, and available FTA funds. For the SFY 2016-2017 biennium, the FTA Section 5311 allocation for Community Alliance of Human Services is \$432,392.

Community Alliance has also been awarded FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities formula program (Section 5310) funds in the amount of \$28,072 for SFY 2016. These Section 5310 funds will fund a coordinator position for Community Alliance's Volunteer Driver Program, which provides additional transportation opportunities for seniors and individuals with disabilities in the Sullivan County Regional Coordinating Council area. The Section 5310 funds were allocated by region, according to a formula based on regional populations of residents over 65 and those between the ages of 5-64 with disabilities. Each individual Regional Coordinating Council was responsible for conducting its own project solicitation, evaluation,

and prioritization and then submitting one regional application for eligible Section 5310 formula fund projects through an approved lead agency. The Sullivan County Regional Coordinating Council designated Community Alliance of Human Services as the lead agency to apply for the funds on behalf of the region. As required by FTA, this project is identified in a locally developed coordinated public transit–human services transportation plan.

Community Alliance of Human Services, Inc. will provide the required matching funds for both the FTA Section 5311 and FTA Section 5310 programs to include 20% for administration and/or capital and 50% for operations.

The Department released a public notice on December 29, 2014 announcing the availability of FTA Section 5311 funds and applications were due on February 9, 2015. The Department received applications for seven (7) rural public transit systems and awarded funds to each transportation system. The seven (7) public transit systems are as follows:

Transit System	Applicant
Advance Transit (AT)	Advance Transit
Concord Area Transit (CAT)	Community Action Programs Belknap-Merrimack Counties
Winnepesaukee Transit System (WTS)	Community Action Programs Belknap-Merrimack Counties
Community Alliance Transportation Services (CATS)	Community Alliance for Human Services
City Express	VNA @ Home Healthcare, Hospice & Community Services
North Country Transit (NCT)	Tri-County Community Action Program
Carroll County Transit (CCT)	Tri-County Community Action Program

An evaluation committee that consisted of Frederick Butler (NHDOT Rail & Transit, Public Transportation Administrator), Michael Pouliot (NHDOT Rail & Transit, Transportation Specialist) and Carol Spottiswood (NHDOT Rail & Transit, Transportation Project Coordinator) reviewed, evaluated and scored applications based on criteria as indicated in the application materials and the Department’s State Management Plans for FTA programs. Every application met the Department’s criteria for inclusion in its SFY 2016-2017 public transit funding plan and will be awarded separate amounts for the aforementioned transit systems. The evaluation matrix and scores are provided below for reference:

Evaluation Criteria	Weight
1 The proposed service effectively addresses a demonstrated community need, and/or the proposed service is a continuation or expansion of existing services.	15%
2 The applicant has the fiscal and technical capacity and adequate budget to operate its service.	15%
3 The applicant has successful experience in providing transportation services.	15%
4 The application shows coordination with other transportation providers in the service area: public, nonprofit, and for-profit.	10%
5 The applicant demonstrates involvement in and support for the project, financial and otherwise, on the part of citizens and local government.	10%
6 The applicant demonstrates effort to involve the private sector in the delivery of transportation services.	10%

7	The applicant successfully demonstrates service efficiency and effectiveness, measured in ridership, service miles and hours, costs, and fare recovery. New applicants must demonstrate the ability to measure performance and achieve goals.	15%
8	The applicant complies with relevant federal and state regulations, and has a history of compliance with regulations and reporting requirements.	10%
		100%

Transit System	Average Score
Advance Transit	91.7%
Concord Area Transit	89.2%
Winnepesaukee Transit System	86.5%
Community Alliance Transportation Services	85.8%
City Express	86.3%
North Country Transit	82.0%
Carroll County Transit	86.3%

In the event that federal funds become unavailable, general funds will not be requested to support this program.

The Agreement has been approved by the Attorney General as to form and execution and the Department will verify the necessary funds are available pending enactment of the Fiscal Year 2016 and 2017 budget. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Services' Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,



David J. Brillhart, P.E.
Acting Commissioner

Attachments