# FY25 Community Transit Grant Program Vehicle Cycle: Replacement and New Capital Narrative Form

## Instructions

Thank you for your interest in the FY25 MassDOT Community Transit Grant Program vehicle cycle. Please answer the following questions about your request for one or more accessible vehicles. When you are done, upload this form and submit it as part of your application. If you have any questions, please reach out to us at [Rachel.L.Fichtenbaum@dot.state.ma.us](mailto:Rachel.L.Fichtenbaum@dot.state.ma.us) or (857) 368-8584.

## Questions for All Applicants

1. Will any and all vehicles awarded be used for services that are designed to meet the specific needs of seniors and individuals with disabilities?

Click or tap here to enter answer for question 1.

1. Describe the need your requested vehicle or vehicles will help address.

Click or tap here to enter answer for question 2.

1. Describe any additional ways you know there is a need for the transportation this vehicle will provide, such as other studies, requests from riders, trip requests you are unable to fill, etc.

Click or tap here to enter answer for question 3.

1. Describe how this vehicle will be used and how it will help meet the need.

Click or tap here to enter answer for question 4.

1. Who will be eligible to ride?

Click or tap here to enter answer for question 5.

1. Describe the target number of individuals to be served. If your request includes vehicles for different services, please describe the target numbers for each service.

Click or tap here to enter answer for question 6.

1. Who will operate the vehicles you are requesting?

Click or tap here to enter answer for question 7.

1. Who will insure the vehicles?

Click or tap here to enter answer for question 8.

1. Who will provide maintenance on the vehicles?

Click or tap here to enter answer for question 9.

1. Where will vehicle maintenance records be kept?

Click or tap here to enter answer for question 10.

1. Where will the vehicle(s) be garaged?

Click or tap here to enter answer for question 11.

1. Who will be responsible for ensuring completion of required driver training?

Click or tap here to enter answer for question 12.

1. What are typical operating hours for your vehicles? If your request includes vehicles for different services, please describe the hours for each service.

Click or tap here to enter answer for question 13.

1. Do you allow incidental use when you have space or when the vehicle is not in service? For example, this might mean allowing riders who need a ride but are not seniors and do not have disabilities to ride when you have empty seats, allowing another organization to use the vehicle outside of your operating hours, or using the vehicle for occasional meal delivery outside of your operating hours. As long as older adults and people with disabilities are always prioritized, MassDOT and FTA encourage incidental use to maximize use of these vehicles.

Click or tap here to enter answer for question 14.

1. What types of transportation coordination and collaboration does your agency engage in? Check all that apply:

|  |  |
| --- | --- |
| **Type of Coordination** | **Mark an X if this applies to your agency or project** |
| We attend transportation collaboration meetings when they occur in our region |  |
| We convene transportation collaboration meetings in our region |  |
| We participate in centralized dispatch |  |
| We share drivers with another organization |  |
| We share vehicles with another organization |  |
| We offer our in-house driver training to other organizations |  |
| We have an agreement in place with another organization to provide or obtain services if needed (e.g. if there is a vehicle breakdown or a staff shortage) |  |
| Describe any other type of coordination | Click or tap here to enter other types of coordination. |

## Additional Questions for New Vehicle Requests

1. Explain why the current fleet is inadequate and why additional vehicles are needed.

Click or tap here to enter answer for question 16.

1. Have you reached out to partner organizations in your region about sharing a vehicle or using existing resources? If so, describe the steps you took and why you determined you should apply for a new vehicle. If not, explain why not.

Click or tap here to enter answer for question 17.

1. How was the vehicle type(s) determined to be the right vehicle size and capacity for the new service?

Click or tap here to enter answer for question 18.

1. How has the organization’s operating budget been modified to account for new service? Has a formal plan been developed to accommodate new vehicle(s) in the fleet?

Click or tap here to enter answer for question 19.

1. If the vehicle(s) request is not funded, will the new service plan still be implemented?

Click or tap here to enter answer for question 20.