

**MEMORANDUM**

December 2, 2019

TO: Transportation and Environment (T&E) Committee  
FROM: <sup>GO</sup> Glenn Orlin, Deputy Director  
SUBJECT: Accessible transportation for seniors and people with disabilities  
PURPOSE: Worksession

Those expected to participate in the worksession include:

- Dan Hibbert, Chief, Division of Transit Services, Department of Transportation (DOT)
- Tanya Nichols, Division of Transit Services, DOT
- Brady Goldsmith, Senior Budget Analyst, Office of Management and Budget

The Department of Transportation (DOT) wishes to apply for a COG grant of a \$547,438 to expand its Travel Training Program for seniors and persons with disabilities. The funds would be used to acquire a new Ride On bus specially outfitted to be a classroom setting with monitors, display boards, and handouts.

The grant application would be matched with \$176,682 in County funds. The grant requires a 20% match for capital expenditures and a 50% match for operating costs. If COG were to award the grant to DOT, the funds will not be available until late FY21 or early FY22.

COG requires that a grant application be supported by both the Council and Executive. **Council staff recommends authorizing this grant application.**

This report contains:

Transmittal memo from the County Executive	© 1
Draft resolution	© 2-3
Excerpts from grant application	© 4-7
Support letter from Senators Cardin and Van Hollen, and Congressmen Raskin and Trone	© 8
Support letter from City of Gaithersburg	© 9



OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

Marc Elrich  
County Executive

MEMORANDUM

October 28, 2019

TO: Nancy Navarro, President  
Montgomery County Council

FROM: Marc Elrich, County Executive *Marc Elrich*

SUBJECT: Metropolitan Washington Council of Governments Grant Submission Resolution

The purpose of this memorandum is to forward to you a request for the County Council's approval of an authorizing resolution for the submission of assistance grant to Metropolitan Washington Council of Governments for the 2019 Enhanced Mobility grant.

This resolution will enable the County to request assistance from Metropolitan Washington Council of Governments for the Travel Training Program. The project will engage partner organizations with a strong local presence and aims to reach groups of various language and cultural backgrounds in five regional centers of the county (Bethesda-Chevy Chase, Eastern Montgomery, Mid County, Silver Spring and UpCounty) as well as the City of Takoma Park. The program aligns with the County's goals of becoming an age-friendly community that is accessible for all. These efforts will directly benefit senior citizens and people with disabilities in the aforementioned areas and subsequently increase the use of public transportation in the County - reducing congestion and pollution, building a healthier community overall.

The Metropolitan Washington Council of Governments requires for a Montgomery County Government Authorizing Resolution to be executed by the County Executive and the County Council President with their witnesses. The approved resolution can be submitted after the grant submission deadline without affecting eligibility.

I am requesting introduction and approval by the County Council of the attached Authorizing Resolution. Also attached is the scope of work. I look forward to working with the County Council in adopting this resolution. Thank you in advance for your cooperation.

①

Resolution: \_\_\_\_\_  
Introduced \_\_\_\_\_  
Adopted: \_\_\_\_\_

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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Lead Sponsor: County Council

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**SUBJECT:** Authorization to file grant application to Metropolitan Washington Council of Governments for the 2019 Enhanced Mobility Program

**Background**

1. This is a resolution authorizing the Chief of Division of Transit Services of the Montgomery County Department of Transportation to file a grant application to the Metropolitan Washington Council of Governments for 2019 Enhanced Mobility Program.
2. The Metropolitan Washington Council of Governments has been delegated authority to award assistance for the 2019 Enhanced Mobility Program.
3. The grant or cooperative agreement for assistance will impose certain obligations upon the Applicant and requires the Applicant to provide the local share of the project cost.
4. The County Executive or his/her designee is authorized to execute and file with its application(s) the certification and assurances and other documents the Metropolitan Washington Council of Governments requires before awarding an assistance grant or cooperative agreement.
5. The County Executive or his/her designee is authorized to execute grant and cooperative agreements directly with the Metropolitan Washington Council of Governments on behalf of Montgomery County, Maryland.

Resolution No: \_\_\_\_\_

**Action**

The County Council for Montgomery County approves the following resolution:

1. The filing of aforesaid application is endorsed.
2. The County Executive is requested to endorse this resolution, thereby indicating his approval of the application.
3. Copies of the resolution will be sent to the Metropolitan Washington Council of Governments.

This is a correct copy of Council action.

\_\_\_\_\_  
Selena Mendy Singleton, Clerk of the Council

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Marc Elrich, County Executive

\_\_\_\_\_  
Date

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completion of the five-week training program, new operators are assigned to a depot. As an extension to the training program, the agency utilizes Platform Operator's to mentor and train new operators for an additional two to four-week period. During the mentoring process, the operators receive route and revenue service training. Platform operators receive annual training as a requirement to performing this duty. Follow-up accident and injury training occur when an employee has an accident or is injured on the job. This training is conducted by a qualified Safety and Training Instructor or Transportation Operations Supervisor. Employees that have been away from work for more than thirty days for any reason, and return to work, receive follow-up training. Senior bus operators receive annual safety training.

### **If available, please upload a copy of the Driver Training Program.**

#### **Vehicle Maintenance Plan\***

Please describe how you address vehicle maintenance (pre-trip and preventive maintenance). A Vehicle Maintenance Plan is required if your organization is applying for vehicles and should include a preventative maintenance schedule/mileage intervals for maintenance, responsible parties and their role, life cycling and maintenance, warranty repairs and tracking, and how repairs/work is documented. A template is available here.

Montgomery County Division of Fleet Management Services (DFMS) provides a comprehensive fleet management program that responsibly meets the needs of our county customers. Leading through best practices, environmental stewardship and sustainability, we strategically plan, maintain, acquire, and dispose of County fleet vehicles and equipment providing the highest level of cost effective and efficient fleet operations, ensuring transparency and accountability through a dedicated highly trained and certified fleet staff.

#### **Goals**

The Division's goals related to transit bus maintenance are as follows:

To continue to provide comprehensive maintenance to transit buses in support of Division of Transit Services.

To minimize service interruptions related to vehicle condition.

To continue to maintain vehicles in compliance with state and federal inspection regulations.

To minimize lifecycle cost for transit buses.

**Please upload a vehicle maintenance plan.**

## **III. Project Information**

### **Project Name\***

Please keep in mind that if awarded, this is how the project will be referred to in the contract and other informational documents about the Enhanced Mobility Program.

Montgomery County Travel Training Program Expansion

### **Project Description\***

Please provide a description of the project or program proposed under this grant. The description must accurately convey what the project intends to do and should include the following:

- Objectives/Major Activities;
- How the program or project will accomplish the Objectives/Major Activities;
- Community need and the focus of the grant; and

- Coordination with other agencies included in the grant proposal.

A later part of the application requires applicants to complete and upload a project Work Plan with timeline and milestones. This question and the Work Plan should cross-reference.

Montgomery County currently provides a Travel Training program for the senior and disabled communities within the county. The goal is to host up to 50 training programs annually by engaging senior and disability facilities offering the groups with an opportunity to learn more about using public transportation. The Travel Training Workshops are held throughout the County with sites centrally located within the county for ease of access. A typical day of a travel training class would include an overall introduction of transportation terminology. The class will familiarize themselves with bus boarding, learning about the safety and accessibility features of the vehicle. The bus will transport the class to the closest Metro Rail station for a tour of the facility – including guidance on finding information, requesting assistance, and paying fares. The tour will also take attendees through the platform and on the train, where the trainer would point out features of the transit service that are relevant to attendees' needs.

The addition of a dedicated mobile training bus enhances the County's existing program as it expands the geographical area, increases the number of training workshops annually as well as the content of information and further engage partnerships by connecting with agencies amongst the various ethnic groups in the county. The bus will be retrofitted inside to a classroom setting with monitors, displays boards and handouts of the various transportation services offered in the county and the region. Monitors will be used to display video clippings to increase the travel experience. As Montgomery County continues to expand its bikeway program countywide, nearly 100 miles of bike lanes, bike-friendly shoulders and separated bike lanes (cycle tracks); it has become increasingly important to educate the public (seniors and persons with disabilities) on the new road markings and traffic patterns as it relates to pedestrian safety and awareness.

### **What type of project is your agency proposing?\***

Check all that apply:

- Personal Mobility Counseling or Travel Navigation Systems
- Improve Access to Public Transportation

### **If "Other" type of project, please describe**

#### **Type of Funding Requested\***

You can choose more than one.

- Capital (80/20)
- Operating (50/50)

#### **Specific Area to be Served\***

Project must end or begin in the Washington DC-VA-MD Urbanized Area.

Please be very clear on which areas you project will serve as this information is used for regional reporting purposes. Check all that apply:

- Montgomery County, MD

**TPB Enhanced Mobility Program Application: TWO-YEAR CAPITAL BUDGET**

Project Name: Montgomery County Travel Training Program Expansion  
 Organization Name: Montgomery County Government



BUDGET LINE ITEMS	TOTAL BUDGET	Round down	Round up	NUMBER JUSTIFICATION Explain how you calculated the figures -- show the math used.
		FTA FUNDS Requested (80%)	RECIPIENT FUNDS (Match- 20%)	
Vehicles	462,342.00	369,873.60	92,468.40	30' CNG Eldorado EZ Rider II Low Floor From VDOT contract
Contingency (10% for buses, 20% for minivans)	46,234.20	36,987.36	9,246.84	10% Contingency
Vehicle Preventive Maintenance or Rehab	19,350.00	15,480.00	3,870.00	Cost per Fleet Services for estimated hours
Equipment Other than Vehicles (GPS, radios, software etc.)	90,000.00	72,000.00	18,000.00	\$20,000 - Monitors for inside bus for training - estimated;\$60,000 - Marketing Video - based on estimated prior costs for videography for travel training;\$10,000.00 Marketing Brochures - estimated
<b>TOTALS</b>	<b>617,926.20</b>	<b>494,340.96</b>	<b>123,585.24</b>	

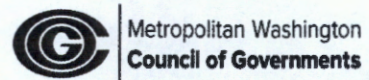
TSIF funds (Uber taxes) will be used for the match. They are not budgeted at this time but are also not obligated (are available and not committed to other use at this time). Their use is restricted to services like those proposed in the application.

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**TPB Enhanced Mobility Program Application: TWO-YEAR OPERATING BUDGET**

Project Name: Montgomery County Travel Training Program Expansion  
 Organization Name: Montgomery County Government



BUDGET LINE ITEMS	TOTAL BUDGET	round down      round up		NUMBER JUSTIFICATION Explain how you calculated the figures-- show the math used.	SOURCE OF MATCH Cash on Hand, general revenue, outside resources, other
		FTA FUNDS Requested (50%)	RECIPIENT FUNDS (Match- 50%)		
Salaries	23,218.00	11,609.00	11,609.00	Bus Operator 300 hours [50+ training and community events (e.g. Greenfest, etc.) per year]	General Revenue
Fringe Benefits	7,376.00	3,688.00	3,688.00		
Meeting/Training Expenses		-	-		
Vehicle Operating Costs		-	-		
Service Operating Costs		-	-		
Marketing/Media/Outreach		-	-		
Focus Groups/Survey Costs		-	-		
Travel		-	-		
Other	75,600.00	37,800.00	37,800.00	Travel Training Consultants: Two mobility specialist at \$70/per hour for up to 54 events per year	General Revenue
		-	-		
<b>TOTALS</b>	<b>106,194.00</b>	<b>53,097.00</b>	<b>53,097.00</b>		

TSIF funds (Uber taxes) will be used for the match. They are not budgeted at this time but are also not obligated (are available and not committed to other use at this time). Their use is restricted to services like those proposed in the application.



# Congress of the United States

Washington, DC 20510

October 23, 2019

Ms. Lynn Winchell-Mendy  
Transportation Planner IV, Department of Transportation Planning  
Metropolitan Washington Council of Governments  
777 North Capitol Street NE, Suite 300  
Washington, DC 20002-4290


Dear Ms. Winchell-Mendy:

We are pleased to support Montgomery County, Maryland's application to the Metropolitan Washington Council of Governments (MWCOC) for funding through the Federal Transit Administration's (FTA) *Enhanced Mobility of Seniors and Individuals with Disabilities Program*.


Montgomery County is committed to a vision where seniors, persons with disabilities, and their families are fully participating members of the community. To advance this goal, the County seeks to enhance the public transportation experience for these residents that will affirm their dignity and value and lead them toward pursuing greater levels of choice, independence and inclusion. The project would engage trusted partners that have a strong local presence and include multicultural organizations active in the City of Takoma Park and involved with the County's five regional centers (Bethesda-Chevy Chase, Eastern Montgomery, Mid-County, Silver Spring, and Upcounty). Montgomery County's proposal would update information about accessible transit programs, expand enrollment efforts, and purchase a travel training bus that would be used in a supportive environment to teach seniors, people with disabilities and their caregivers about public transportation safety.

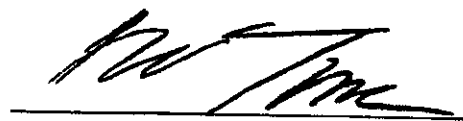
Montgomery County's transit proposal will empower seniors and individuals with disabilities to confidently and independently access public transportation. We strongly support the County's efforts and urge you to give its application full consideration.

Sincerely,

  
Benjamin L. Cardin  
United States Senator

  
Chris Van Hollen  
United States Senator

  
Jamie Raskin  
Member of Congress

  
David Trone  
Member of Congress



Lynn Winchell-Mendy  
Transportation Planner IV  
Department of Transportation Planning  
Metropolitan Washington Council of Governments  
777 North Capital Street, NE Suite 300  
Washington, DC 20002

October 29, 2019

Dear Ms. Winchell-Mendy:

The City of Gaithersburg is pleased to provide this letter of support for the Montgomery County Division of Transit Services' application to the Metropolitan Washington Council of Government's Transportation Planning Board for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program.

We have a long history of collaboration and partnership with the Montgomery County Department of Transportation (MCDOT) and Montgomery County Aging and Disability Services to provide rides to and from the City's Benjamin Gaither Center, which serves our senior population, some of whom have disabilities.

We are aware of the continued and growing need for transportation services and programs for seniors. We currently have nearly 700 members and many of them utilize transportation services provided by the City and the County. On average, the City provides over 4,600 rides per year to and from our member's home to our Center while the County provides over 3,300 rides a year. Transportation is a vital service that allows our members to participate in the many beneficial programs we offer at the Center. One of these is a Federally funded nutrition program whereby any senior can partake for free or a modest donation.

We look forward to continuing our partnership with MCDOT and strongly support your goals of "Enhancing Montgomery's Mobility."

Sincerely,

Jud Ashman  
Mayor

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