

1/23/12 (13)

Community Innovation Challenge Grant

APPLICATION

Application deadline: January 17, 2012

Submission Instructions: This application form and all supporting documents must be submitted electronically **by January 17, 2012** to: **CICgrants@state.ma.us**

Please read the Grant Guidelines before completing this application. Applications will not be considered complete unless all requested information is provided. Signoff by participating entities must be included (see form at end of application). Applications received after the deadline will not be considered.

For more information, contact:

Pam Kocher

Director of Local Policy

Executive Office for Administration and Finance

Email: CICgrants@state.ma.us

Phone: 617-727-2040

Tim Dodd

Grant Program Manager

Executive Office for Administration and Finance

Email: CICgrants@state.ma.us

Phone: 617-727-2040

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Project title: Shared Transportation Resources among Five Municipalities and One Business in the Acton Region

Amount requested: \$184,575

Identify the lead applicant entity: Town of Acton, Massachusetts

If applying for internal efficiency grant: the single local government entity

If applying for regionalization grant: a lead municipality chosen from among municipalities participating in initiative; a lead school district among school districts considering forming a regional school district, a lead school district among school districts considering regionalizing services, a regional planning agency or council of governments, or a regional planning agency or council of governments serving as the administrative/fiscal agent on behalf of municipalities.

Lead applicant primary contact:

First Name, Last Name: Steve Ledoux, Town Manager

Name of Municipality, School, RPA or COG: Acton

Phone Number: 978-929-6611

Email Address: sledoux@acton-ma.gov

Lead applicant secondary contact:

First Name, Last Name: Doug Halley, Health Director

Name of Municipality, School, RPA or COG: Acton

Phone Number: 978-929-6632

Email Address: dhalley@acton-ma.gov

Check type of participating entities:

- Two or more municipalities seeking to collaborate
- Regional school(s)

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- School districts considering forming a regional school district or regionalizing services
- Regional planning agency or council of government
- Local government entity and non-profit seeking to collaborate
- Single municipality (for internal efficiency grant proposal)

List all participating entities:

Town of Acton

Town of Boxborough

Town of Littleton

Town of Maynard

Town of Stow

Clock Tower Place Office Park, Maynard, MA

Other potential future partners:

Boys and Girls Club of Assabet Valley

Town of Concord

Case Collaborative

Public Schools

Private Schools

Nagog Office Park

Cisco

IBM

Bose

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Stratus

Emerson Hospital

United Way of Acton and Boxborough

Middlesex West Chamber of Commerce

Human Service Agencies

Purpose of the grant:

The Executive Office for Administration and Finance is soliciting thoughtful plans and proposals for innovative initiatives. Describe proposed initiative in detail, including exact purpose of the grant funds, objectives, problems trying to address, any efforts or steps already taken to address the problem, any obstacles encountered to date and plans to resolve those challenges, the manner in which economies of scale or efficiencies would be achieved, change in service delivery, what entity would be responsible for service delivery, how participating entities would retain oversight/responsibility of service, and how the population would continue to be served, and how any new service costs will continue to be funded once service is established and grant project completed.

In addition to providing a general description of the proposal here, applicants should also complete the sections below:

The intent of this grant application is to provide funding for the implementation of a shared transportation network among the Towns of Acton, Boxborough, Littleton, Maynard, and Stow, and Clock Tower Place Office Park in Maynard, MA.

There are very limited transportation options in each of the five towns. Boxborough, Littleton, Maynard, and Stow each have Council on Aging vans; Acton provides transportation services via a Council on Aging van, Lowell Regional Transit Authority Road Runner van, MinuteVan Rail Shuttle, and MinuteVan Dial-A-Ride; and Maynard's Clock Tower Place provides a commuter shuttle for incoming employees ("reverse commute"). These limited options place a significant burden on transit-dependent populations to access housing, jobs, commercial areas and medical institutions. However, this grant opportunity would enable the communities and Clock Tower Place to share their transportation resources among the five contiguous towns. Sharing the transportation services across the towns would not only provide cost efficiencies, but would result in a superior transportation network.

In the short term, we would install Geodetic Positioning System/Geographic Information System (GPS/GIS) technology in all of the vehicles used for local public transportation in the

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participating five towns, and the commuter shuttle provided by Clock Tower Place Office Park in Maynard. This technology will document trip information of each vehicle which than can be used to correlate redundancies and inefficient scheduling which would lead to improved service efficiency and performance; both long term and real-time. The proposal includes funds to retain a project coordinator, who would assess, choose and implement the installation of the GPS/GIS technology; synthesize the trip data; identify the best location and design of a shared dispatch; implement the new dispatch; do marketing to educate the public about the reconfigured service model; educate all stakeholders in the combined association; evaluate the results of these initiatives; and administer the grant, according to the grantor's specifications. The resulting integrated, regional "Transit Management Association" would include same-day and scheduled "dial-a-ride," after-school, and fixed-route transport.

The longer term purpose of the proposal is to transform the current disparate, uncoordinated and incomplete transportation services in the region into a new cooperative and coordinated transportation system. That resulting system will allow a higher level of economic viability in the region; cost savings for all of the entities providing transportation; and a provision of greater accessibility for the riders. The region has a highly skilled work force that exists from decades of technological innovation. This intellectual asset continues to reside in this region, but productivity suffers from time wasted navigating a gapped transportation structure. The region has been successful in growing pedestrian, bike, and commuter rail, but lacks strength in taxi, livery and connective bus options. Localized "smart bus" or 21st century surray choices make eminent sense. Maximizing the number of riders on vehicles improves the environment as well as community relations. The Worcester Business Journal's online newsletter, "MetroWest495 Biz," reported in December, 2011 on the hurdle for reverse commuters called the "last mile problem": "Even if workers can get from Cambridge to Littleton's MBTA station quickly and at an appropriate time of day, they still need to get from the station to Red Hat or IBM, or to Cisco, another major tech employer, with its New England Customer Briefing Center in Boxborough." This project helps clear that hurdle.

Because service is dispatched separately in each town, vans travel in parallel to the same destinations, each one carrying only a few passengers at a time. By sharing information and vehicles, the municipal and business applicants hope to get more passengers on fewer vehicles, and to reduce the number of dispatch hours. As a prime example of this service impact, various of the fixed route trips that run between Clock Tower Place Office Park and South Acton Rail Station, for employees coming to work in the Town of Maynard each work day, will be expanded to serve local Maynard and Stow residents, going by commuter trains the opposite way to their places of work outside the region. Employees and shoppers could travel to Maynard, Stow, and Acton, and local residents could travel outside the region for the same purposes.

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Obstacles to multi- town and public-business cooperation in the past have included:

-Diverse funding mechanisms (Regional Transit Authorities vs. Town vs. private vs. Friends of the Council on Aging);

-Diverse eligibility requirements;

-Diverse fare structures, e.g. Clock Tower shuttle is free to tenants, other vans' fares vary between suggested \$1 donation through \$4 ;

-Varying answers to the question of who can legally ride what van, including different license plates based on whether a service is designed for students; and

-Lack of communication among dispatchers and drivers.

Studies conducted about transportation needs in the area include:

-2005-2012- United Way of Acton and Boxborough, and Town of Acton, public forums about local transportation

-2007- The Boston Region Metropolitan Planning Organization conducted a needs assessment in Acton and published it in October, 2008 as part of the Regionwide Suburban Transit Opportunities Study, Phase III, available at:

http://www.ctps.org/bostonmpo/4_resources/1_reports/1_studies/3_transit/suburban_phase3.html

-2011-2012 Minuteman Advisory Group for Interlocal Coordination (MAGIC) subregion of the Metropolitan Area Planning Council funded the MAGIC Suburban Mobility Transit Study, April, 2011, Principle Author: Eric Halvorsen, Transit Planner, Metropolitan Area Planning Council. Next steps have been funded by MAGIC and MAPC and will continue in 2012.

-2012 Acton's representative to the Lowell Regional Transit Authority Board of Directors created a set of ridership graphs for all Acton and Maynard vans, "Acton-Maynard Combined Ridership Report" (attached at bottom of grant application).

-Online and paper surveys by Boxborough Council on Aging, Acton Transportation Advisory Committee—general and student—and the Town of Stow.

A concise overview of the work on this project to date:

Town staff and volunteers from the five applicant municipalities plus Concord have met regularly for two years to answer unmet transportation needs reported by local municipalities and human service agencies. The group's first meeting took place as a response to the Massachusetts Institute for Transportation Coordination in October, 2009 (October 2009 Institute), a conference organized by the Community Transportation Association of

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America (CTAA) and the Work Without Limits Disability Employment Initiative at the University of Massachusetts Medical School.

At that time, we discovered a shared frustration at the inefficiency with which public transportation is delivered to seniors and people with disability now—almost-empty vans dispatched separately by each community, and following each other to common destinations such as train stations, supermarkets and medical facilities—and we decided, immediately, that all of us wanted to provide transportation to a wider population, at reasonable cost and with shorter required advance notice than the present one or two day lead time.

Time has been in our favor. Even in the two years since we started meeting, on-vehicle GPS and GIS technology has evolved. Some of our transportation colleagues have worked at the forefront of this evolution, e.g. Montachusett Area Regional Transit (MART) and Lowell Regional Transit Authority (LRTA) are using new on-board technology; MART's M-ITS (Intelligent Transportation System) is in development; and the Town of Hudson and the Route 128 Business Council were awarded funds through the Mass. Department of Transportation Clean Air and Mobility Program to develop smart bus technology.

Our discussions have included/still include representatives from our regional transit authorities and the MBTA; from human service agencies such as Mass. Rehabilitation Commission, MinuteMan Senior Services, and United Way; from both the Metropolitan Area Planning Council and Montachusett Regional Planning Council; from local businesses and business organizations such as Route 495/Metrowest Business Partnership and the Middlesex West Chamber of Commerce; local Councils on Aging; and local legislators. We meet and meet and repeat, like a mantra, "If only we could..." "If we could just share..." "It is crazy that we all do the same trips in parallel." "The technology now exists that would allow us to work together."

The irony of this effort is that increasing efficiency and sharing resources may coincidentally threaten the very personal nature of the present dispatch system. Seniors in particular like a system that is predictable and unchanging. They become attached to one particular driver or dispatcher. In turn, these devoted staff and volunteers act as social service providers, letting other caregivers and agencies know when a rider is at special risk. The staff's role as empathetic listener is invaluable. Acton has learned from its addition of the new MinuteVan Dial-a-Ride service that this concern is not insurmountable. The successful incorporation of the new service into the senior transportation scene indicates that with commitment to reliable service, and timely dispatch, sensitive staff can help ease the pain of change.

At the October 2009 Institute, the newly formed "MinuteVan Regional" team agreed on two goals: a short-term goal of supporting Acton in launching its new MinuteVan Service and a long range goal of creating a "one-call one-click" dispatch system for the five-town area, which has evolved to include fixed route elements.

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MinuteVan is a new public transit system in Acton that serves the entire population, both paratransit and the general public, including youth after school and commuters, who needed additional train station parking. MinuteVan represents new service for the general public as well as expanded hours and communication lines for the present Council on Aging and Road Runner paratransit vans. When the paratransit vans couldn't provide a ride because they were full, or the requested ride was outside the service hours, MinuteVan has often been able to fill in. MinuteVan is used more and more by families who want their kids to participate in after-school activities but are unable to be home in the afternoons to transport the kids.

The Chair of Acton's Commission on disabilities reported that after MinuteVan's launch, complaint calls from residents worried about transportation all but vanished. The Council on Aging dispatcher welcomed the ability to use MinuteVan as backup, and noted that riders are very pleased with the kindness and professionalism of the dispatch and drivers. Boston students and other employees have been newly able to reach jobs in Acton by taking the train followed by the Dial-a-Ride.

The second, longer range goal of sharing resources and enjoying a one-call-one-click system has evolved more slowly. This is not to say that the regular meetings and joint attendance at CTAA and Work Without Limits trainings and meetings have not helped lay the groundwork. As a practical lesson, the experience of MinuteVan and Council on Aging working together to fill in for each other at overbooked times has demonstrated the advantages of combined dispatch. By working together over the last two years, we have formed a community of transit-friendly volunteers and staff who are poised to move into action on this second goal. The CIC grant is the perfect tool to lead us in this next step.

Benefits:

Identify cost savings and benefits for each participating entity.

Identify cost savings and how such savings will be achieved, including any removal of redundancies, reductions in personnel or unfilled positions eliminated.

Identify other benefits. Other benefits may include enhanced level of service, improvements to organization or management structure, improved public access to local government services, a more efficient level of service that still meets the population's needs, improvements in qualifications or efficiency of staff, increased hours of operation, new online availability, or reduction in capital facilities to maintain.

Identify need for funding such that the initiative would not happen or would not achieve the identified benefits without the funds provided by this grant program.

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Implementation of this grant will result in more effective use of all of the vehicles in the system, requiring fewer vans and fewer dispatch hours to provide the same number of trips. The depth of the combined system will support more riders and entice other stakeholders to join, increasing the size and visibility of the resulting association. This association will be an improvement over the present, inefficient system of unconnected, mostly-paratransit vans; it will also serve all residents and employees and allow same-day dispatch. The dispatcher will know each stakeholder's particular needs and rules and will know not to call certain vehicles into service for trips that they are not able to or legally allowed to provide. An advantage of this sharing will be less "silo" protection; each partner will enjoy more service and more assurance for its clientele, which will free staff from worry and allow them to better serve the public.

The resulting "smart" bus system will improve communication and provide a view of all vehicles in the system so that the closest, most appropriate vehicle can be used for a particular trip or identify a driver who can deviate up to a pre-determined distance from a fixed route. The coordinator's job will be to gather the data from the GPS/GIS input for the first few months after the technology is installed, identify some fixed route to cover some of the needs, and set up that fixed route as well as a shared dispatch and "smart bus" system (relaying requests to nearby vehicles) that covers all services for the total hours that any of the vehicles was on the road previous to this project. Longer trips will be coordinated among all five towns' needs. The coordinator will physically set up a shared dispatch office in one of the present dispatch locations and will market the combined service, under a new name, to the public, and educate present and potential stakeholders on its benefits.

Individual entities will save and benefit as follows:

Acton Cost Savings: Acton will pay one dispatcher, shared with the other towns, instead of the present three dispatchers with three sets of overhead costs. Instead of the short and staggered hours of dispatch of the four vehicles in the present system (including the MinuteVan Rail Shuttle), the town will benefit from 13 hours of shared dispatch, daily. More riders per vehicle will mean lower cost per ride.

Acton Benefits: Present riders will enjoy a larger service area, including regular planned trips to distant medical and commercial destinations that were previously made only weekly or monthly. Regular fixed route between the South Acton Rail Station, Maynard, and Stow will be open to Acton residents. GPS data may indicate additional fixed route that will benefit residents and employees. Residents will have more options for travel to the train station, and longer hours of service daily.

Boxborough Cost Savings: Instead of paying for individual dispatch, Boxborough will pay its share of the 13-hour-a-day dispatcher. More riders per vehicle will mean lower cost per ride.

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Boxborough Benefits: Present riders will enjoy a larger service area, including regular planned trips to distant medical and commercial destinations that were previously made only weekly or monthly or were unavailable. Regular fixed route between the South Acton Rail Station, Maynard, and Stow will be open to Boxborough residents. GPS data may indicate additional fixed route that will benefit residents and employees. Residents will have more options for travel to the train station, and longer hours of service daily.

Littleton Cost Savings: Instead of paying for individual dispatch, Littleton will pay its share of the 13-hour-a-day dispatcher. More riders per vehicle will mean lower cost per ride.

Littleton Benefits: Present riders will enjoy longer hours and a larger service area, including regular planned trips to distant medical and commercial destinations that were previously made only weekly or monthly or were unavailable. GPS data may indicate additional fixed route that will benefit residents and employees. Residents will have more options for travel to the Littleton—or South Acton train station, if a commuter wanted to reach one of the trains that stops in Acton but not Littleton.

Maynard Cost Savings: Instead of paying for individual dispatch, Maynard will pay its share of the 13-hour-a-day dispatcher. More riders per vehicle will mean lower cost per ride. The Town can use another of the system vans for the two shopping trips each month instead of the second, high-mileage van presently maintained for this purpose. Residents will save money on parking for the train if they participate in the Clock Tower or MinuteVan lots and the shuttle to the train.

Maynard Benefits: Present riders will enjoy a larger service area, including regular planned trips to distant medical and commercial destinations that were previously made only weekly or monthly or were unavailable. Regular fixed route between the South Acton Rail Station, Maynard, and Stow will be open to Maynard residents. GPS data may indicate additional fixed route that will benefit residents and employees. Residents will have more options for travel to the train station, and longer hours of service daily. As Clock Tower Place adds new residential and long-term stay hotel space, transit services will be integral.

Stow Cost Savings: Instead of coordinating among several volunteer dispatchers, Stow will pay its share of the 13-hour-a-day dispatcher. More riders in fewer vehicles will mean lower costs. Residents will save money on parking for the train if they participate in the parking at Clock Tower or MinuteVan lots and the shuttle to the train.

Stow Benefits: Present riders will enjoy a larger service area, including regular planned trips to distant medical and commercial destinations that were previously made only weekly or monthly or were unavailable. Regular fixed route between the South Acton Rail Station, Maynard, and Stow will be open to Stow residents. GPS data may indicate additional fixed

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route that will benefit residents and employees. Residents will have more options for travel to the train station and longer hours of service daily.

Clock Tower Place Office Park Savings: Clock Tower Place has agreed to contribute to the public transportation system when it adds residential units. The company saves that money by, instead, contributing parking, van, and driver to the system. It fulfills the obligation to the Town without spending more money than currently spent to provide free shuttle from the train.

Clock Tower Place Benefits: Expanded fixed route between South Acton Rail Station and Clock Tower Place –and available transportation to other locations in the system—will add to the appeal of Clock Tower for both business tenants and potential apartment dwellers. Clock Tower will benefit from good publicity as it is the first business partner in what will surely grow to be a larger organization. With improved transportation between Maynard and the other nearby towns, Clock Tower will attract commercial and residential tenants.

Cost impact:

For each participating entity, identify any new costs that will be incurred and how the costs will be paid for or offset. Describe how new initiative will be made financially viable for the long-term once established.

The entities have a current commitment to spending money for public transportation. By spending money on the staff and technology to improve coordination and cooperation among these entities, the group as a whole will provide more efficient and complete service while continuing their current programs. We are applying a technology to an existing service to make it more effective both in cost and in service.

The five towns' total dispatch has been 387 hours per month. With the combined system, the total will be 13 hours per day times 20 days = 260 hours per month, saving 127 hours per month.

Costs: (see budget for details)

-Project Coordinator - to assess, choose and implement the installation of the GPS/GIS technology; synthesize the trip data; identify the best location and design of a shared dispatch; implement the new dispatch; do to educate the public about the reconfigured service model; educate all stakeholders in the combined association; and evaluate the results of these initiatives.

-GPS/GIS Technology for vehicles

-Marketing supplies -

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\$550 banner for information table
\$2000 outdoor banner advertising
\$500 promotional materials
\$1400 printing of fliers
\$5000 website design and implementation
\$800 mileage for project coordinator
\$2000 web advertising

-Administration and Oversight – Town staff will administer the grant, according to the grantor’s specifications.

Measures of success:

Propose approach to evaluating and measuring the success of the initiative, both the success of implementing the proposed project and the success of the initiative or reform going forward once implemented. Include expected measurable improvements in service delivery or efficiency.

Success will be judged by a pre- and post-project survey or measurement of the following outcomes:

-Less of a commitment of dispatch hours by all the entities combined, measured by: total number of dispatch hours

-More effective dispatch, measured by: ratio of riders to trips; number of unfilled trip requests; description of unfilled trip requests

-Greater access to transportation by all segments of the population and for expanded variety of destinations, measured by: public’s and human service agencies’ awareness and satisfaction with public transportation options; breakdown of riders’ demographics and destinations; and number of total riders and trips in the combined service area.

-More vibrant interface between business and transportation, measured by: businesses’ awareness and satisfaction with public transportation options; number and proportion of employees and clientele that arrived by public transportation.

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Project budget for requested amount:

Provide a detailed and realistic project budget estimate. Include breakdown of amount requested by activity/task and type of cost. If other sources of funds are have been sought for this project, please identify other sources and whether those funds have been applied for (provide copy of application) or secured (provide evidence).

Note if project budget is attached as separate document.

Attached separately

Project timeline:

Projects must be completed before or by December 31, 2012. However, special consideration may be given to extended timelines for extraordinary projects. Note if project timeline is attached as separate document.

2012

February 1- Advertise rfp's for Project Coordinator

February 28- Select Project Coordinator

March 28- Choose GPS/GIS Technology

April through June- Collect baseline data for program evaluation

April 15- Begin installation of GPS Technology on vehicles

May 1- Complete installation of GPS on vehicles, begin collecting data from vehicles, including ridership data from fixed routes

June 1- Analyze first month of data

June 15- First draft of intermunicipal agreement forming the Association

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June 30- First status report to partners, to include: recommended location of shared dispatch; initial data analysis; evaluation of the legal aspects of the Association

July through November- Monthly collection and analysis of data, monthly status reports

November 30 Draft final report including: Routing and schedule of fixed route elements, Location of shared dispatch, Branding of the Association

November, 2012 through February, 2013- Education and outreach to six partners (five towns plus Clock Tower Place), outreach to public, businesses, and human service agencies vetting of potential additional partners

2013

March 1- Implementation of recommended changes, including interagency and intermunicipal agreements among all partners

March 15- Launch of Association

March through December- Marketing of program to riders and businesses

March through December- Collect data for post-program evaluation

Identify innovative aspects of proposal:

...including changes in way local government does business

The basic innovation here is the cooperation and collaboration among transportation providers that have not previously shared resources. The second innovative aspect is using GPS to assist scheduling and routing. This technology is new and is overdue in our region. The beauty of the project is that it harnesses the region's intellectual bounty and economic potency. It overcomes the hurdle of the "last mile" problem for reverse commuters to area businesses.

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We six entities currently have 13 vans on the road and utilize 8 dispatch centers. This is the situation all over the state. This program will become a model for other regions to copy in order to provide better service to their communities. Already, the regional discussions over the last two years have been held up as examples to other communities. Minuteman Senior Services invited Acton's MinuteVan program to present to their month meeting of Council on Aging directors about how we developed this new general public service. The Work Without Limits Disability Employment Initiative at the University of Massachusetts Medical School invited our team, another multi-town coordination project, and the Massachusetts Human Services Transportation Office, to present in an October, 2011 webinar they hosted to highlight successful coordination initiatives underway in Massachusetts (Team Building for Action: Spotlight on Transportation Coordination in Massachusetts). It has been an honor for our region to act as a role model, as we, in turn, studied the creation of the Southborough "The Local Connection" service and its incorporation into the Metrowest Regional Transit Authority. Each project in the state builds upon another's experience.

This project uses cooperation and communication among disparate agencies to achieve the goal (transportation) despite the agencies' unique funders, population, dispatch, fare structures, hours of operation, and cultures.

Examples of innovative aspects include:

- Public-Private partnership.
- More open eligibility as to who can ride vans.
- Youth on vans that previously only accepted seniors and adults with disabilities
- Residents and employees in one regional transit authority riding on a van owned by another regional transit authority
- Fixed route that crosses regional transit authority lines
- Dispatcher from one town knowing the location and schedule of all the vans in the adjacent towns
- Ability to share backup service/decreased need for backup service; when a vehicle breaks down, the dispatcher moves the rides to another nearby van in the system
- Ability to provide service for same-day requests
- Less need to worry about eligibility; all people who need rides are eligible.

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Potential applicability to other local governments:

Projects will be evaluated in part on potential for applicability to other local governments and/or potential for expansion. Describe how proposed project meets this requirement of serving as a viable prototype for other local government entities. Describe how this project can be expanded.

Not just other governments but other agencies and businesses within our region may choose to add vehicles to the system merely by letting the dispatcher know the times the new van is available and any limitations—and by placing a GPS vehicle locator on the new van.

As stated above, in the “Innovative Aspects” section, this project is applicable and reproducible in other communities or regions.

Complete the form provided on the next page of this application.

**Town of Acton, Massachusetts
Community Innovation Challenge
Grant Application
17-Jan-12**

Budget Cost Summary

<u>Description</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Project Coordinator	1	\$93,600.00	\$93,600.00
Install GPS units in all vehicles	13	\$2,000.00	\$26,000.00
Software platform - monthly fee for 2 years	13	\$960.00	\$12,480.00
Internet access - monthly fee for 2 years	13	\$1,440.00	\$18,720.00
Double-screen monitor	1	\$700.00	\$700.00
Computer Aided Dispatch System	1	\$1,000.00	\$1,000.00
Marketing	1	\$12,250.00	\$12,250.00
Project Administration/Oversight	1	\$19,825.00	\$19,825.00
Grant Request			\$184,575.00

Vehicles in Six CIC Grant Partners

<u>Town/Service</u>	<u># of vehicles</u>
Maynard Council on Aging	2
Clock Tower Place Office Park	1
Acton Council on Aging	1
Acton LRTA Road Runner	1
Littleton Council on Aging	1
Boxborough Council on Aging	1
Stow Council on Aging	4
Acton MinuteVan Dial-A-Ride	1
Acton MinuteVan Rail Shuttle	1
Vehicle Subtotal	13

ROUGH DRAFT 1-9-12 Community Innovation Challenge Grant **APPLICATION**

LOCAL SUPPORT DOCUMENTATION FORM

Project Title:

Lead applicant primary contact:

First Name, Last Name:

Name of Municipality, School, RPA or COG:

Phone Number:

Email Address:

List all participating entities:

Sign on behalf of the Applicants: As evidence of commitment to the proposed project, applicants must submit documentation of signoff from each participating entity: if a city by the mayor or city manager, if a town by the board of selectmen, if a town with a town council by the town manager or administrator, if a school district by the school committee, if a district by the prudential committee. Original signatures are required. Attach additional signature pages, if necessary. Applicants may duplicate this form, if desired, in order to gather required signatures on multiple copies of the form.)



Signature

MIKE GOWING

Print Name

CHAIRMAN, ACTON

Entity

BOARD OF SELECTMEN

Title

Signature

Entity

LOCAL SUPPORT DOCUMENTATION FORM (continued)

Joseph W. Mullin

Signature

Joseph W. Mullin

Print Name

Clock Tower Place

Entity

Pub. Affairs Director

Title

Raid Suleiman

Signature

RAID SULEIMAN

Print Name

Chair, Boxborough

Entity

Board of Selectmen

Title

David D. Guvin

Signature

David D. Guvin

Print Name

Chairman, Maynard

Entity

Board of Selectmen

Title

James H. Squire

Signature

James H. Squire

Print Name

Chairman, Row

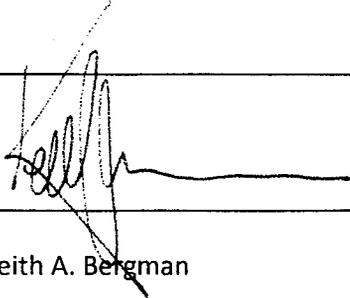
Entity

Board of Selectmen

Title

LOCAL SUPPORT DOCUMENTATION FORM (continued)

Signature



Entity - Town of Littleton

Print Name - Keith A. Bergman

Title - Town Administrator

Littleton Board of Selectmen's vote scheduled for January 23, 2012

Signature

Entity

Print Name

Title

Signature

Entity

Print Name

Title

Signature

Entity

Print Name

Title



Transit Services Ridership Report

Acton – Maynard

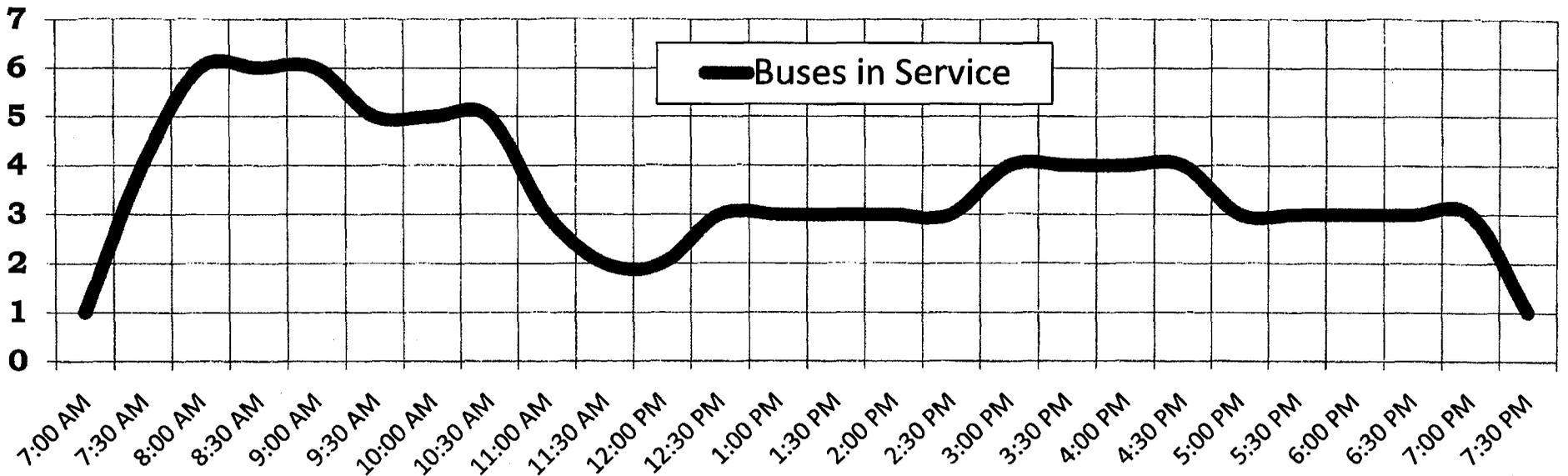
-  Acton Council on Aging (COA)
-  Acton LRTA RoadRunner
-  ClockTower Commuter Shuttle
-  Maynard Council on Aging (COA)
-  MinuteVan Commuter Shuttle
-  MinuteVan Dial-a-Ride

January 2012

Vehicle Availability by Time of Day

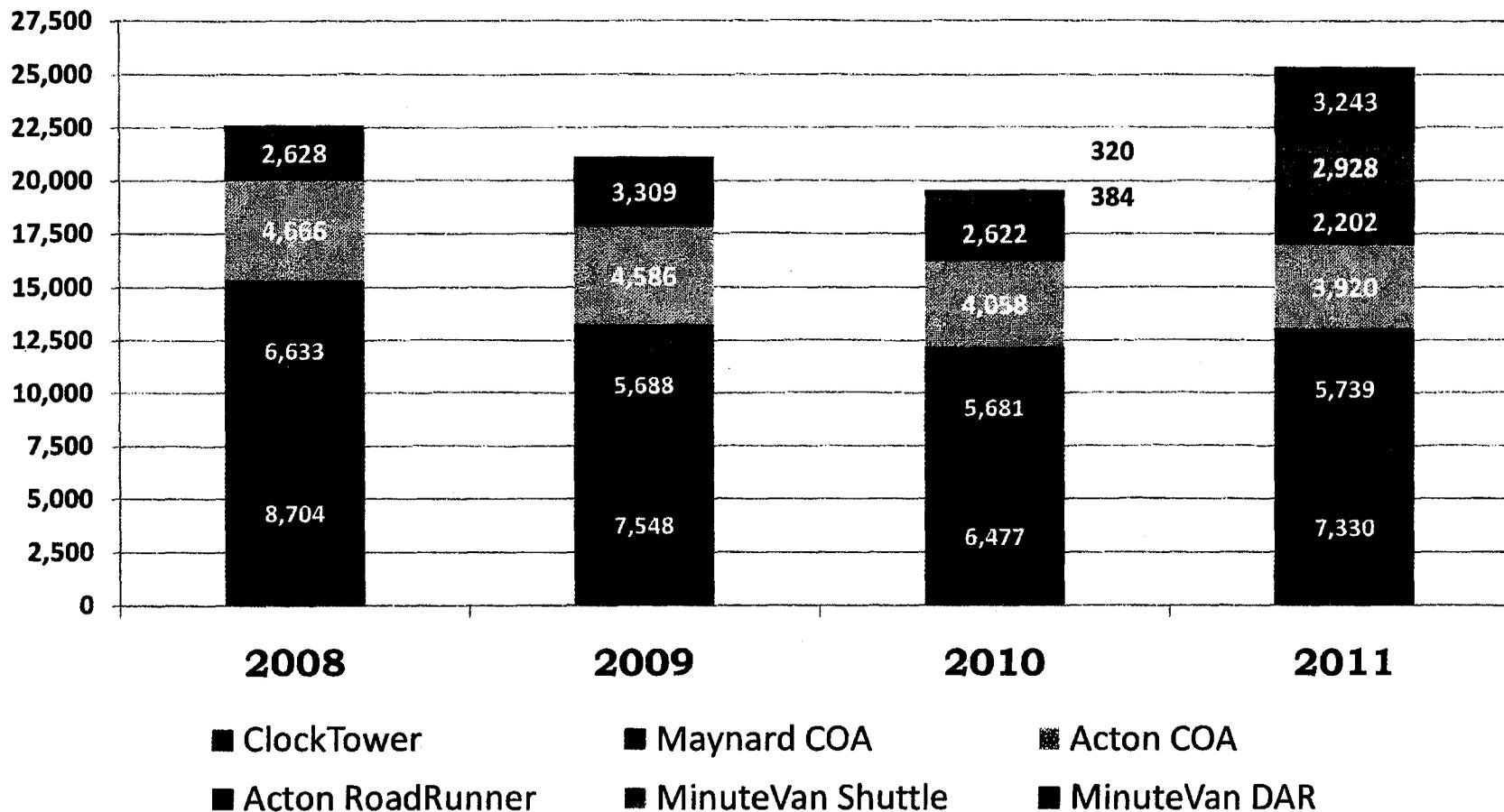


Provider	Operating Hours	6:45 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	
Acton RoadRunner	7:30 AM - 3:30 PM			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■							
Acton COA	8:00 AM - 11:50 AM 12:50 PM - 4:50 PM				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■							
Minute Van Commuter	6:45 AM - 9:25 AM 5:10 PM - 7:50 PM	■	■	■	■	■	■	■															■	■	■	■	■	■	
MinuteVan DAR	8:00 AM - 11:00 AM 5:00 PM - 8:00 PM				■	■	■	■	■	■	■	■										■	■	■	■	■	■	■	
ClockTower Commuter	7:50 AM - 11:00 AM 4:50 PM - 7:50 PM			■	■	■	■	■	■	■	■	■										■	■	■	■	■	■	■	
Maynard COA	7:50 AM - 3:50 PM			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■							
Total Buses In Service		1	1	4	6	6	6	5	5	5	3	2	2	3	3	3	3	3	4	4	4	4	3	3	3	3	3	1	

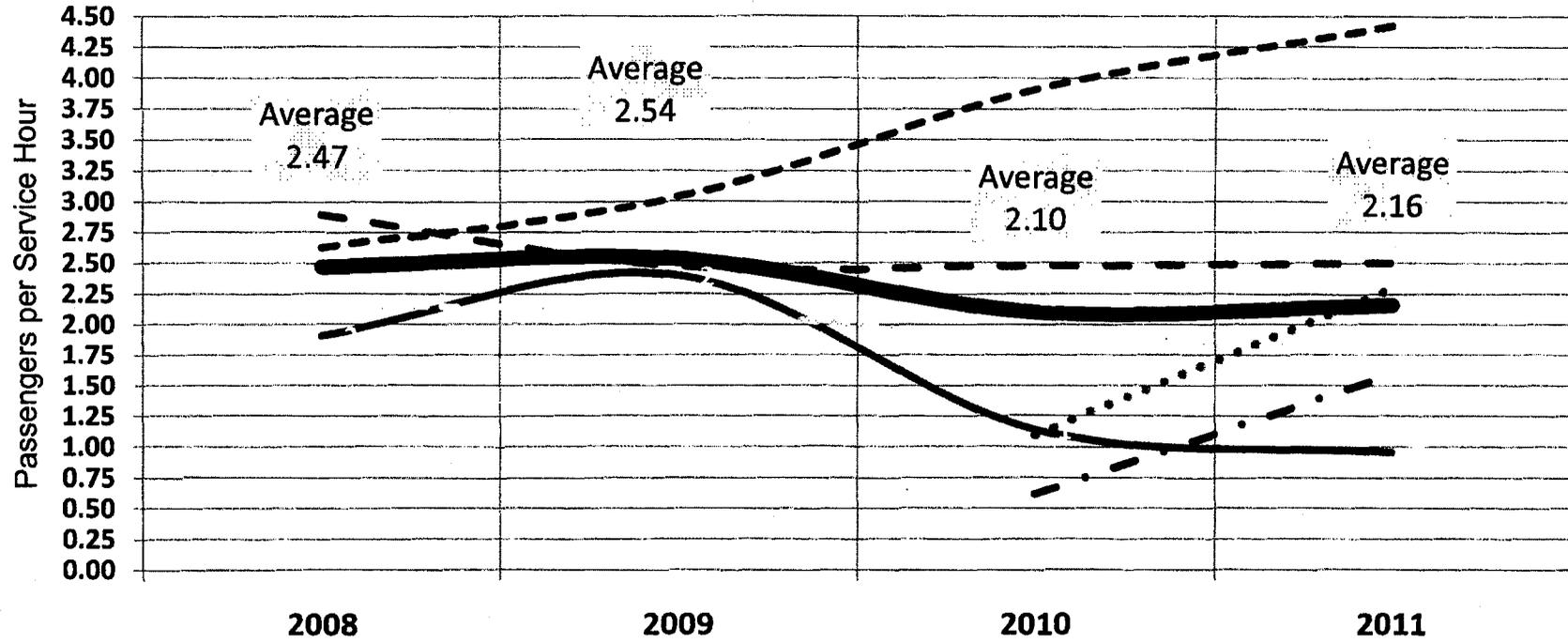




Composite Annual Ridership 2008 - 2011



Average Hourly Service Productivity 2008 - 2011

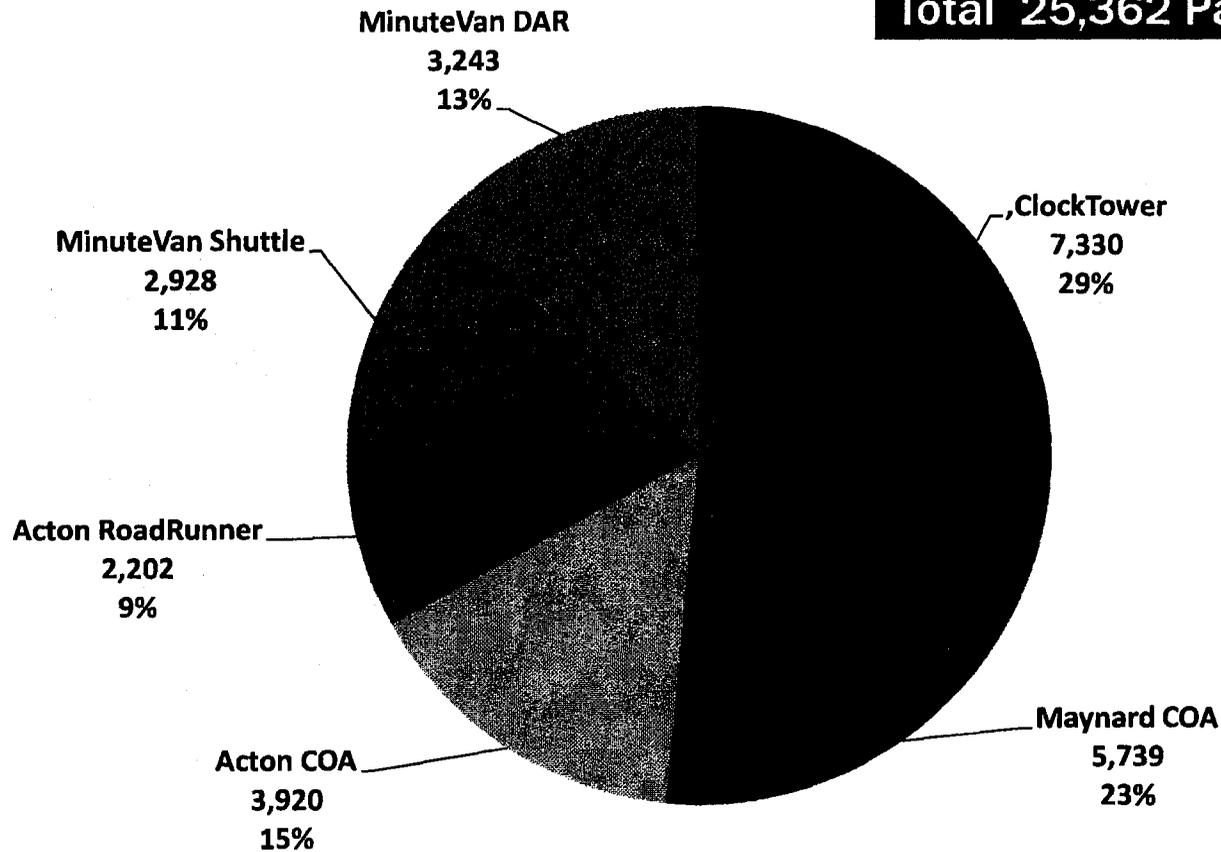


- ClockTower
- Acton COA
- Maynard COA
- MinuteVan Shuttle
- Acton RoadRunner
- · MinuteVan DAR
- Average

Ridership Distribution by Service Provider 2011



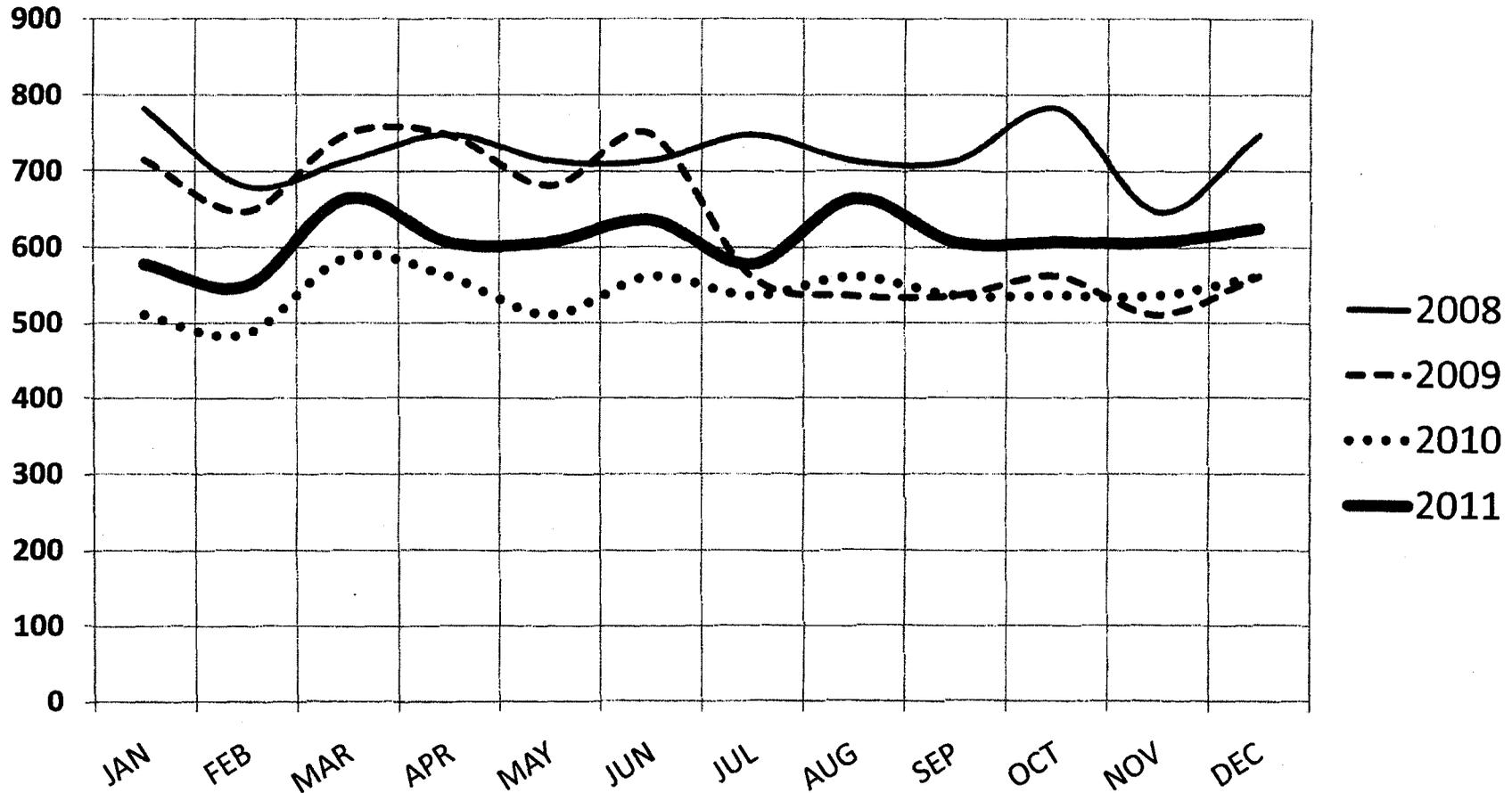
Total 25,362 Passengers



ClockTower Place Shuttle

Total Monthly Passengers

2008 - 2011

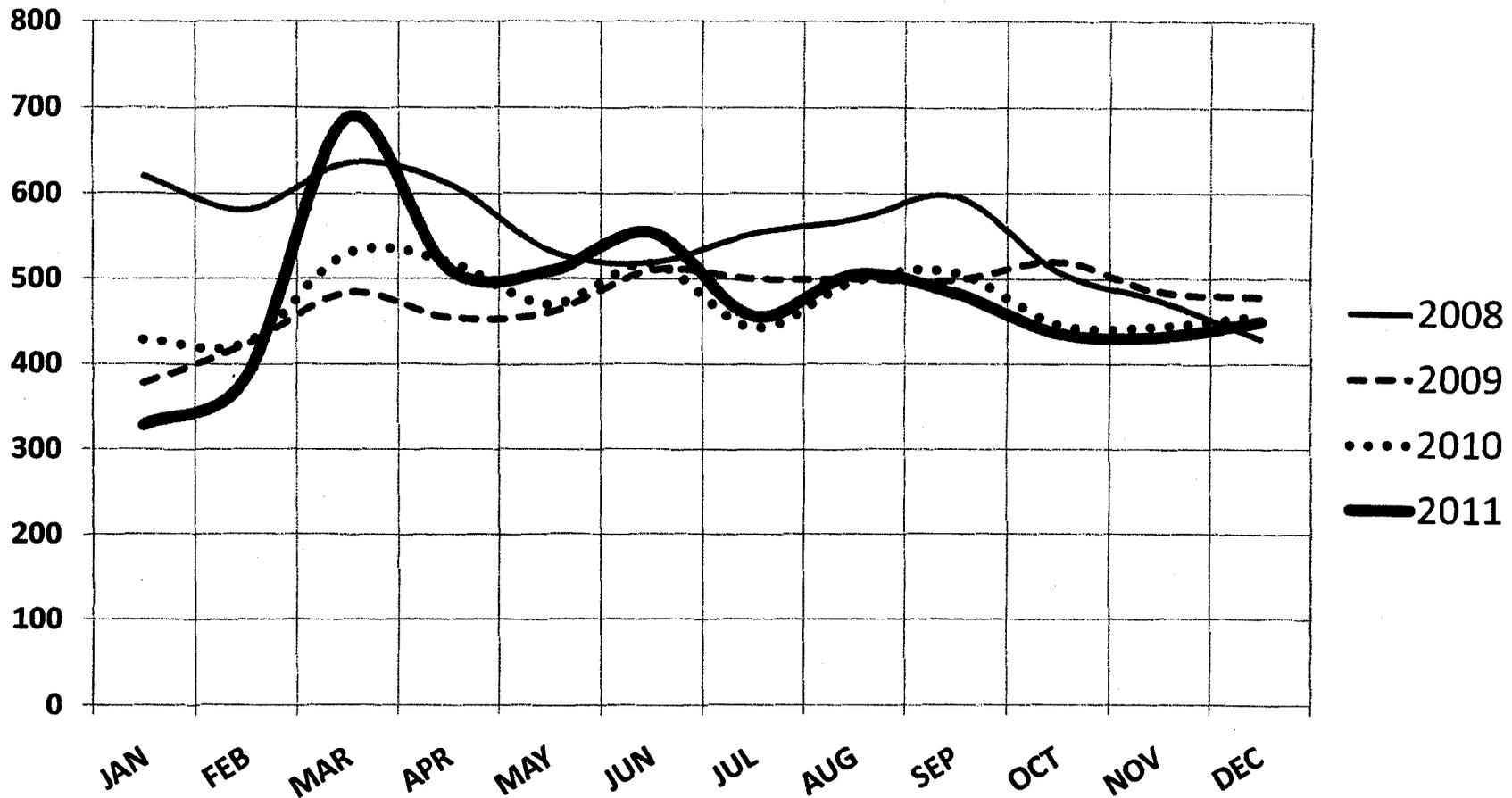


Source: Average daily ridership estimates per J. Mullin e-mail 29 Dec 2011.; factored by 0.85 for employee time off.

Maynard Council on Aging

Total Monthly Passengers

2008 - 2011

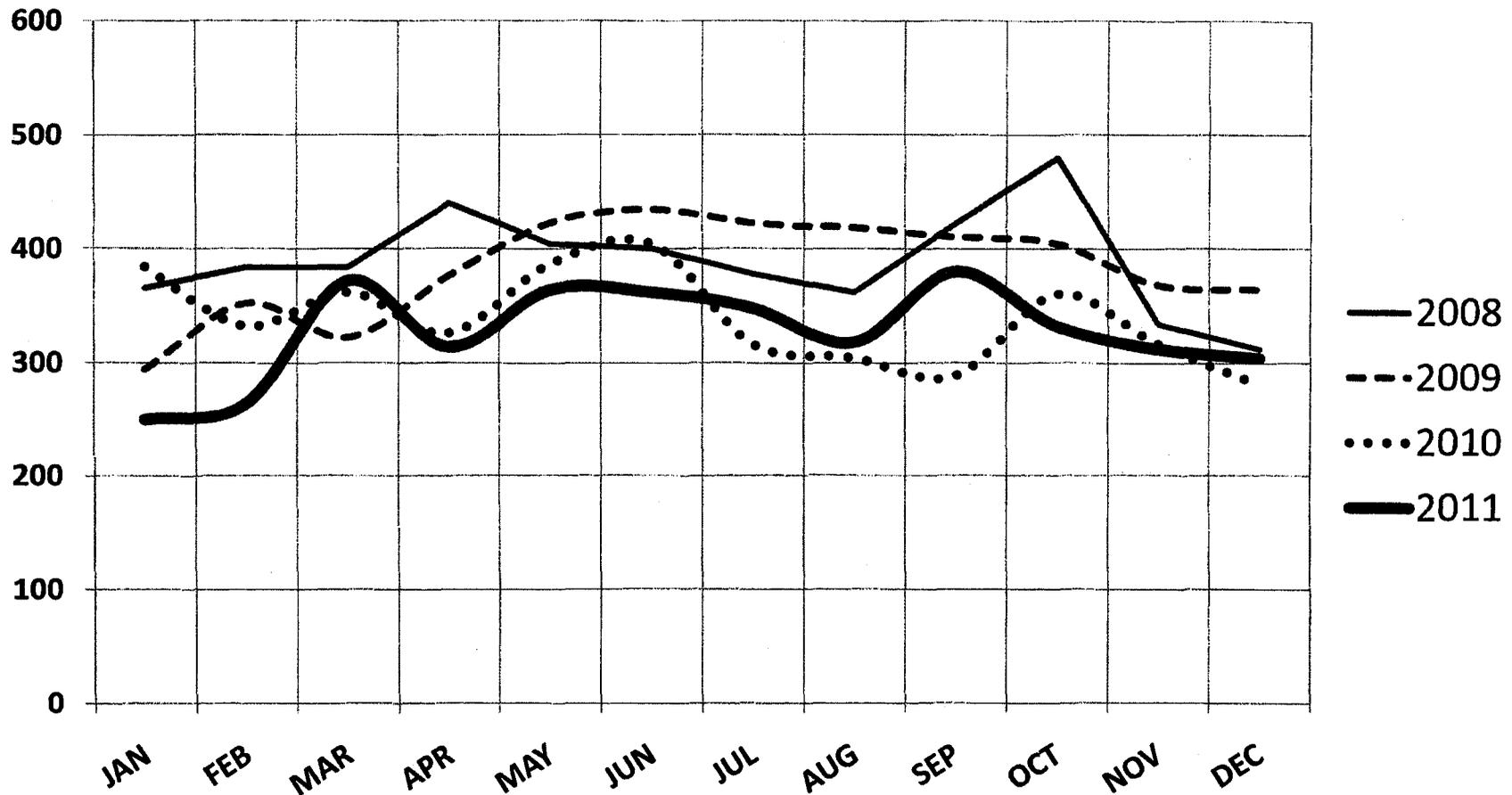


Source: M. Curren, Maynard COA. Month of December 2011 estimated.

Acton Council on Aging

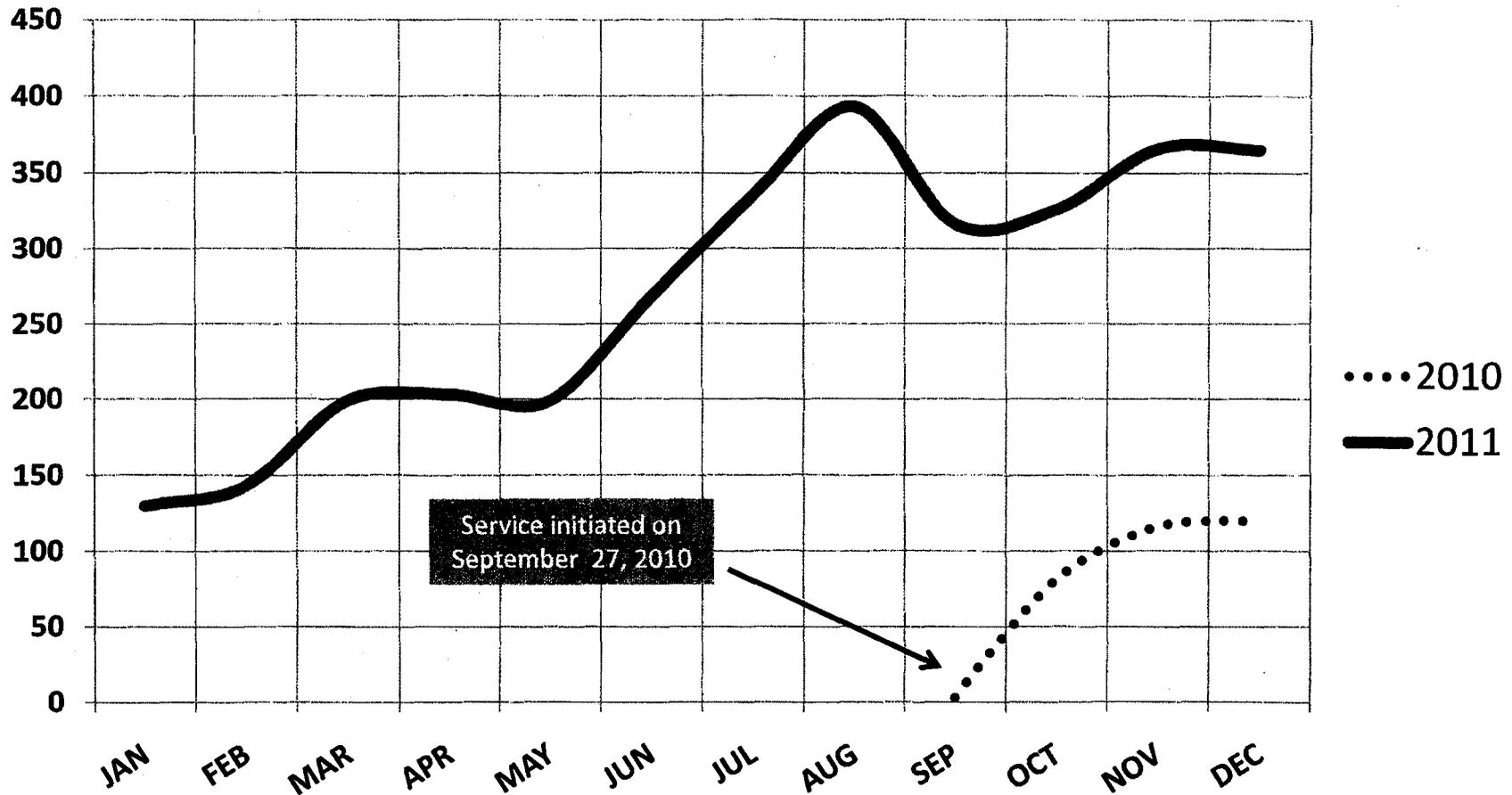
Total Monthly Passengers

2008 - 2011



Source: J. Peters, Acton COA.

MinuteVan Dial-a-Ride Total Monthly Passengers 2010 - 2011

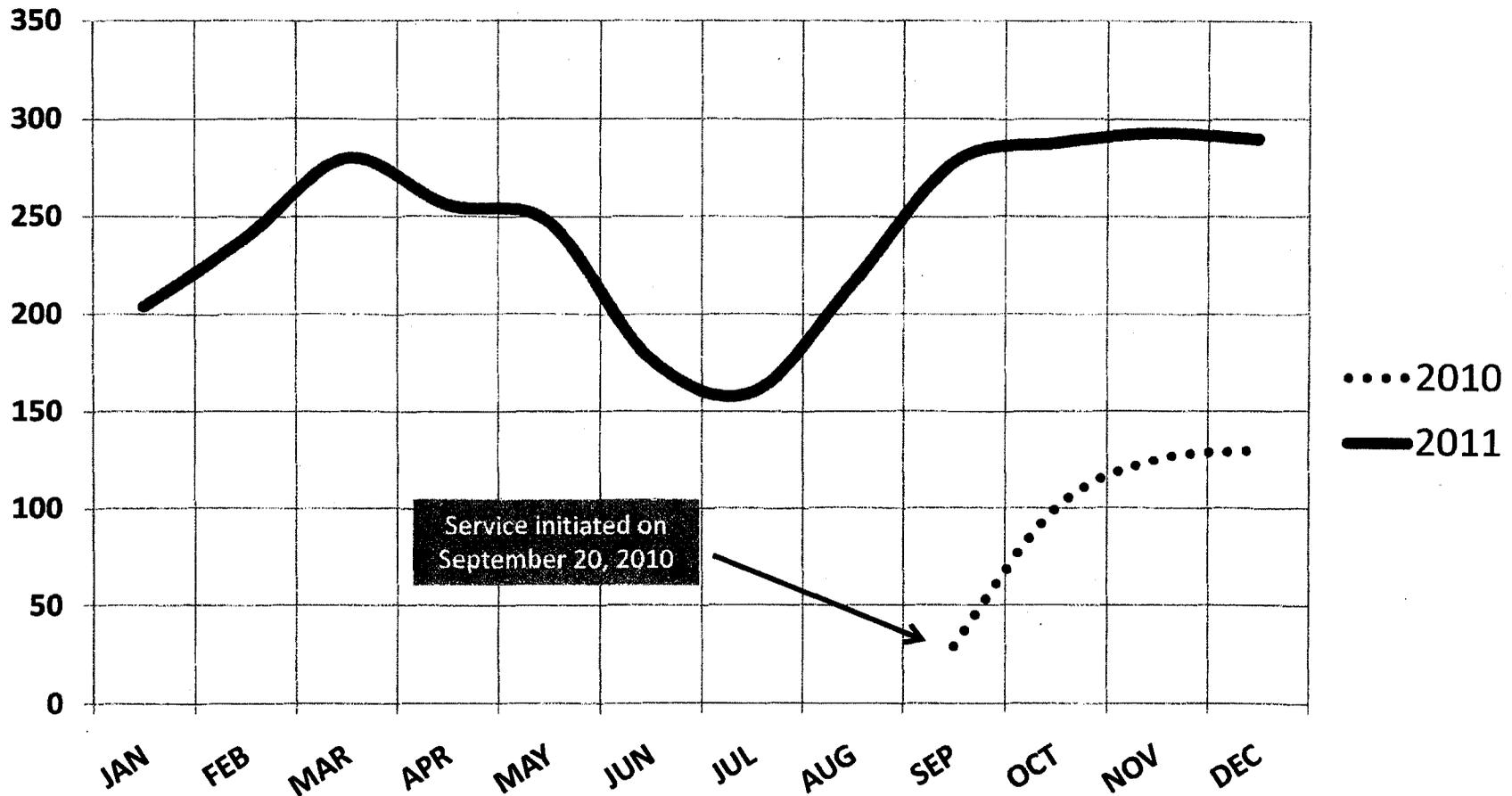


Source: Transactions Inc. Month of December 2011 estimated.

MinuteVan Commuter Rail Shuttle

Total Monthly Passengers

2010 - 2011

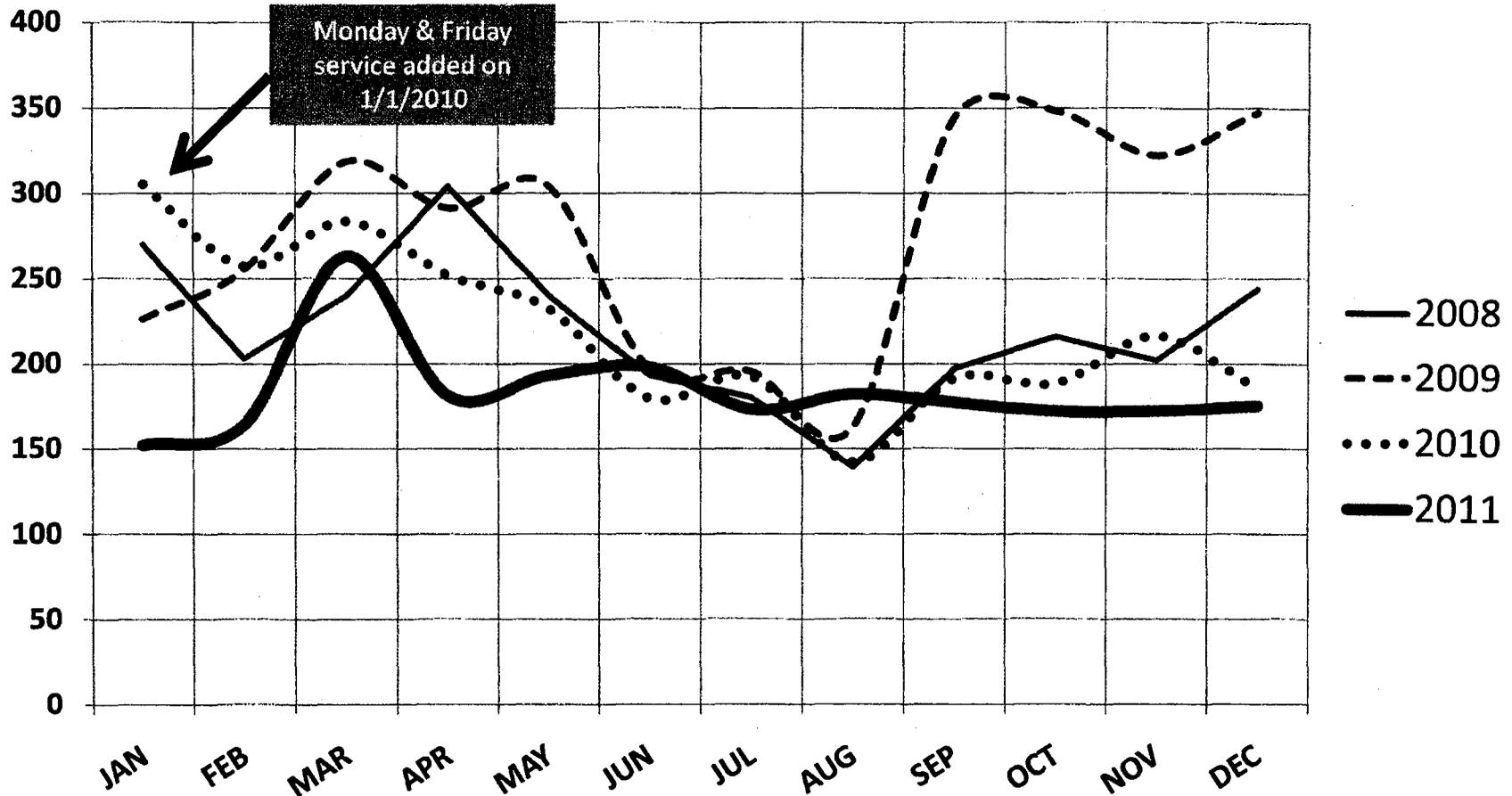


Source: Transactions Inc. Month of December 2011 estimated.

Acton Road Runner

Total Monthly Passengers

2008 - 2011



Source: D. Bradley, LRTA. Month of December 2011 estimated

Community Innovation Challenge Grant

APPLICATION

Letters of Support

It is my understanding that you are submitting an application for a Community Innovation Challenge Grant on behalf of five municipalities namely, Acton, Boxborough, Littleton, Maynard and Stow. This grant is for the installation of GPS/GIS technology in vehicles used for local public transportation in the five towns. Three of the five communities are MART member municipalities, Boxborough, Littleton and Stow. We support your application and will accommodate any new technological innovation for the MART municipalities in coordination and agreement with the towns Council on Aging and Board of Selectman. Hope you receive the funding and please communicate to MART and we will assist you in the implementation.

Mo

Mohammed H. Khan
MART
Administrator

* * * *

It is my understanding that you are submitting an application for a Community Innovation Challenge Grant on behalf of five municipalities namely Acton, Boxborough, Littleton, Maynard and Stow. The grant is for the installation of GPS/GIS technology in vehicles used for public transportation in the five towns. Two of the five communities are LRTA member municipalities, Acton and Maynard. We support your application and will accommodate any new technological innovation for the LRTA communities in coordination and agreement with the towns Council on Aging and Board of Selectman. Hope you receive the funding and please communicate to the LRTA, if you need any assistance in the implementation.

Jim

James H. Scanlan
LRTA
Administrator

* * * *

Dear Mr. Ledoux:

It is my understanding that you are submitting an application for a Community Innovation Challenge Grant on behalf of five municipalities namely, Acton, Boxborough, Littleton, Maynard and Stow. As provider of a regional EMS service to these towns we have been asked to provide some technical advice in developing this proposal. Having provided assistance to several Massachusetts communities in looking to gain efficiencies in their EMS systems, I can say that you are on the right track for sure.

This grant is for the installation of GPS/GIS technology in vehicles used for local public transportation and the use of a computer aided dispatch system to better coordinate services in the five towns. Moreover, your plan to combine the dispatch services to better coordinate these existing resources in one regional entity is a much needed step to increasing services while decreasing the cost per ride. By leveraging this technology you will be able to gather data to continuously improve your level of service while dramatically

FY12 Application Deadline: January 17, 2012

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Community Innovation Challenge Grant

APPLICATION

reducing costs inherent in having five (5) disparate entities providing these services. By leveraging these technologies and capturing these economies of scale by regionalizing these programs you can improve service and reduce the cost per ride.

We wish you success in seeing this worthwhile initiative result in a great regional program serving all of these towns and their citizens.

Please let me know if we can help in any way.

Sincerely,

Bill Mergendahl, JD, EMT-P
Chief Executive Officer
Professional Ambulance Service
PO Box 410326
Cambridge, MA 02141
617.682.1829 - Office
617.492.0344 -Fax
617.686.4748 - Cell