

MOBILITY DISADVANTAGED TRANSPORTATION PROGRAM

PROGRAM GUIDELINES

INTRODUCTION

The Province of Manitoba sponsors a program designed to assist communities to provide transportation services for mobility disadvantaged persons in Manitoba. The program makes provision for grants to assist in defraying the cost of acquiring and operating equipment to provide transportation for those who are unable to utilize available transportation facilities without special facility or planning.

To qualify for funding under this program, the sponsoring community concerned must demonstrate a commitment to keep a service in operation once it is established. The transportation provided must also meet minimum standards for service and safety as set out in these guidelines. The service must be available to all mobility disadvantaged individuals in the community. The sponsoring community will be required to cover any deficit after receipt of grants, donations and user fees.

Additional information may be obtained from:

Municipal Finance & Advisory Services
508 – 800 Portage Avenue
Winnipeg MB R3G 0N4
Telephone: (204) 945-4864

GUIDELINES

The guidelines regarding qualification for grants under this program are outlined below. These guidelines may be modified from time to time.

1. Municipal Participation

- a. Grants will only be made to the municipal government which agrees to sponsor a service. Two or more municipalities may work together but one must act as sponsor of a joint service for the purpose of receiving grants.
- b. The sponsoring municipal government may operate the service directly or enter into an agreement or contract with a third party for its operation.

- c. The sponsoring municipal government may choose any form of organization it wishes in order to administer and monitor the operation of the service.
- d. The community will be responsible for raising 62½% of the gross operating expenses. It is suggested that of the gross operating expenses, a minimum of 25% be covered by user fees. The sponsoring municipal government will be responsible for any deficit that may occur after receipt of grants, donations, user fees and other fund raising activities.

2. **Eligibility**

- a. Service will be provided on an equitable basis to all mobility disadvantaged persons, defined as follows:
Any individual who by reason of illness, injury, age, congenital malfunction or other permanent or temporary incapacity or disability is unable without special facility or special planning or design to utilize available transportation facilities.
- b. Service will be provided to all eligible persons without regard to any group membership, affiliation, residency, age, etc.
- c. Service will be provided to mobility disadvantaged persons visiting from any other community on the same basis as is offered to local residents.

3. **Services**

- a. The service provided must be available to the community for a minimum of 40 hours within a seven-day period.
- b. Service will be from the door of pickup to the door of destination. There will be no centralized pickup or drop off locations.
- c. In cases where demand exceeds capacity, priorities will be established by the local board or authority overseeing operation of the service.
- d. Escorts or attendants shall be allowed to ride with those mobility disadvantaged persons requiring escorts or attendants.

4. **Vehicles and Equipment**

- a. The vehicle operating with assistance from the Program shall meet any and all relevant federal, provincial and industry standards, i.e., Canada Motor Vehicle Safety Standard (CMVSS), Canadian Standards Association (CSA), a Society of Automotive Engineers (SAE), which apply to such vehicles.

- b. Vehicles can be inspected at anytime by the Department of Transportation and Government Services, its designate, or any police officer to determine if the vehicle is maintained in an adequate and safe condition, and is being operated in accordance with The Manitoba Highway Traffic Act and Regulations.
- c. If the vehicle is being operated contrary to The Manitoba Highway Traffic Act, or in a careless or negligent manner, service will be discontinued immediately and will not be resumed until all necessary changes are made.
- d. Vehicles will be provided with adequate two-way communication equipment. Consideration should be given to using base station and other facilities previously established for hospitals, school buses or municipal vehicles. Clearance may have to be sought for using a radio frequency as it may interfere with existing communication frequencies.
- e. Vehicles must be kept fully insured at level of coverage that may be specified by the province. Additional insurance coverage is encouraged.
- f. Replacement vehicles must meet all standards and guidelines as stated above.

5. **User Fees**

- a. User fees will be established by the sponsor. It is recommended that user fees cover approximately 25% of gross operating expenses.

6. **Operating Authority**

- a. Each community will establish a committee responsible for the operations of the handi transit vehicle.

The committee must be as broad based as possible, eg., representatives from different areas of the community, seniors' representative, a local service group member, a municipal council member.

One of these committee members must be a representative of the users of the system.

Having a good representative from all sectors of the community on the committee will help the system operate more efficient and effectively.

- b. All services will file with the Department of Intergovernmental Affairs and Trade, Municipal Finance & Advisory Services, a certificate from a qualified mechanic and proof of insurance for each vehicle covering public liability and property damage, in the minimum of \$1,000,000 for a passenger vehicle with a seating capacity of 10 or fewer persons, including the driver, and in the amount of \$2,000,000 for each passenger vehicle with a seating capacity of 11 or more persons as specified in The Highway Traffic Act Regulation 78/89, Sections 4(a)(i) and (ii) as amended from time to time.

7. **Grants**

- a. There are three types of grants available under this program. They are:
 - 1) **Start-Up Grants** for approved services and:
 - i) will be made on a one-time basis to assist sponsors in the establishment of a new service and in defraying costs during the initial operating period;
 - ii) will be for \$6,000;
 - iii) will be in addition to any initial capital grant authorized.
 - 2) **Capital Grants** for the acquisition of capital assets.
 - i) Will be made on a 'one-time' basis to assist in the purchase of a specific capital asset;
 - ii) May be made on subsequent occasions for the purchase of additional (not replacement) capital assets;
 - iii) Will not be granted for the acquisition of replacement assets, which must be provided for in normal operations;
 - iv) Must be approved in advance; and
 - v) Will be 50% of the actual cost of the capital asset with a maximum grant of \$10,000.
 - 3) **Operating Grants** to assist in defraying the operating costs of providing a transportation service for the mobility disadvantaged. They are made annually and:

- i) Will be based on 37½% of the gross operating expenses to a maximum of \$20,000 per year to a maximum of \$30,000 for communities who operate two vehicles. The formula used to calculate operating grants will be:

$$\text{Gross Operating Expenses} \times 37\frac{1}{2}\% = \$\underline{\hspace{2cm}}$$

- ii) Will be based upon expenses incurred during the calendar year. Annual operating reports must be supported by an audited financial statement, proof of insurance, certificate from a qualified mechanic and applicable operating data must be received by Municipal Finance and Advisory Services by March 1.
- iii) In order to minimize cash flow problems, an interim grant of 50% of the previous year's operating grant may be made.
- iv) In determining the final grant payment, a grant reconciliation will be made between the interim and annual operating grants.

- 8. To remove any uncertainty and ensure the continuity of the service, sponsoring communities will continue to receive operating grants providing their operation complies with these guidelines and funds are available within the program.

9. **Application for Grants**

- a. All applications for grants shall be made on the appropriate form.
- b. Applications for start-up, capital grants and replacement vehicle authorization may be submitted with the Initial Application or the Capital Grant and Vehicle Replacement application at any time.
- c. In the case of capital grants, which must be approved in advance, no financial commitment should be made in anticipation or approval.
- d. Upon approval of an application for a capital grant, the capital asset specified in the application may be purchased and invoices submitted that bear a certificate stating that

“The funds have been expended for the asset named therein which is to be used to provide transportation services to the mobility disadvantaged in rural Manitoba.”

Cheques will be requisitioned upon receipt of the certified invoices, proof of insurance and certificate from a qualified mechanic and a letter of

compliance from the manufacturer stating that the vehicle complies with all relevant federal, provincial and industry standards.

- e. Annual operating reports, based upon the calendar year and supported by an audited financial statement, must be received by March 1.
- f. Requests for grants will be screened to ensure conformity with these guidelines and sponsoring communities will be advised whether grant or authorization has been approved, amended or denied.
- g. All requests for grants will only be accepted from, and cheques made payable to, the sponsoring municipal government.
- h. Operators who wish to replace their capital asset must file the appropriate application before any financial commitment is made.

10. **Accounting and Reports**

- a. Audited financial reports, proof of insurance, certificate from a qualified mechanic and annual operating reports will be required from the sponsoring community. These reports will include financial statements regarding capital expenditures and operating costs, as well as such information which, from time to time, will be specified by the province to monitor the quality and success of the transportation program for the mobility disadvantaged. Data which may be required would include information such as number of trips, fares charged, purpose of trips, mileage and travel per day.

11. **General Declaration of Operators**

- 1. Service will be provided on an equitable basis to all mobility disadvantaged persons in the area defined in the application.
- 2. The service will meet minimum standards and comply with all requirements as set out in the program guidelines.
- 3. Public liability and property damage insurance required in amounts no less than the minimum specified in these guidelines will be maintained at all times the service is operating.
- 4. Certificate from a qualified mechanic.
- 5. Any deficit that may occur after receipt of grants, donations and user fees will be the responsibility of the _____ of _____
(City, Town, Village, RM, LGD)
- 6. To ensure the continuity of the Program and service, all sponsored Operators will continue to receive funding providing their operation complies with these guidelines and funds are available within the program.