

## Clarification of Issues That Arose During BlackCat Grants Training

Each Agency is responsible for completing the MPO/RTPA approval process by April 15, 2016. If the MPO/RTPA approval process has not been completed at time of application, provide an explanation of the MPO/RTPA approval status. Upon successful application submittal, the MPO/RTPA will be able to view Agency applications in the BlackCat Grants application, but will not be able to modify applications.

An Agency needs to have an executed Resolution of Authority from its governing body by April 15, 2016. If the governing body has not yet met to approve the Resolution, please provide an explanation of the Resolution status or a draft version of the Resolution.

For the first application cycle in BlackCat Grants, Agencies are required to provide an inventory of the federally-funded vehicles in their inventory, whether federally-funded in whole or in part. This includes funds from ARRA, CMAQ, 5310, 5311, 5311(f), 5316, 5317 and 5339. Although not required, Agencies are strongly encouraged to provide an inventory of their entire fleet. NTD requires a full vehicle inventory from Agencies. The Division of Rail and Mass Transportation plans that future NTD reporting will be done through BlackCat Grants. Furthermore, it is anticipated that FTA will require full inventory reporting in its upcoming guidance on Asset Management, State of Good Repair and Safety Management Systems.

Project Year must match the Application Year when applying for Federal funds. For the current Call for Projects, please use the following years:

5311	2016
(Please indicate in the application whether Operating Projects are “in future” or “in arrears”)	
5311(f)	2017
(Both New and Continued Funding)	
CMAQ	2017

Agencies can add Contacts to their Profile. To add a User, Agencies should contact Panther International

Agency signatures on the Federal Certifications and Assurances document are to appear in blue ink. When uploading to BlackCat Grants, ONLY the checklist page and the signature page(s) need to be scanned and uploaded. (Agencies do not have to upload the entire 67-page document.)

After downloading documents from the application checklist, please do a “Save As” to your computer before working on the document. In addition to being faster, it will prevent corruption of the file.

Agencies can create a “Link” in their Resource Library, but cannot put a “Link” in an application

As a general rule, Agencies should refer to the NTD Glossary for definitions. The following Service Types are defined as follows.

Service Types	NTD Definition, except as noted
ADA Paratransit Service	<p>Transportation service required by the Americans with Disabilities Act (ADA) for individuals with disabilities who are unable to use fixed route transportation systems. This service must be comparable to the level of service provided to individuals without disabilities who use the fixed route system and meet the requirements specified in Sections 37.123-137.133 of Transportation Services for Individuals with Disabilities (Part 37), Code of Federal Regulations, Title 49, Volume 1. The complementary services must be origin-to-destination service (demand response (DR)) or on-call demand response (DR) service to an accessible fixed route where such service enables the individual to use the fixed route bus (MB) system for his or her trip. Service must be provided in a corridor ¼ of a mile on either side of the bus routes.</p>
Blended Paratransit Service	<p><b>Non-NTD Definition:</b> Blended Paratransit Service is the provision of ADA Complementary Paratransit on a Fixed Route Service vehicle. The Fixed Route Service vehicle deviates only for passengers who are eligible for ADA Paratransit Service. Blended Paratransit Service must be provided according to the same requirements as complementary paratransit as found in 49 CFR 37.123-131(a-f)).</p>
Charter Service	<p>Charter Service consists of a vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the general public.</p>
Commuter Service	<p>Commuter Service is a Fixed-route bus system that is primarily connecting outlying areas with a central city through bus service that operates with at least five miles of continuous closed-door service. This service may operate motorcoaches (aka over-the-road buses), and usually features peak scheduling multiple-trip tickets and limited stops in the central city.</p>

Service Types, continued	NTD Definition, except as noted
Demand Response	<p>A transit mode comprised of automobiles, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. A demand response (DR) operation is characterized by the following:</p> <ul style="list-style-type: none"> <li>•The vehicles do not operate over a fixed route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need; and</li> <li>•Typically, the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations and may even be interrupted en route to these destinations to pick up other passengers.</li> </ul> <p>The following types of operations fall under the above definitions provided they are not on a scheduled fixed route basis:</p> <ul style="list-style-type: none"> <li>•Many origins—many destinations</li> <li>•Many origins—one destination</li> <li>•One origin—many destinations</li> <li>•One origin—one destination</li> </ul>
Deviated Fixed Route	Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation.
Fixed Route Service	Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus (MB); unlike demand responsive (DR) and vanpool (VP) services.
Intercity Service	Regularly scheduled public service using an over-the-road bus that operates with limited stops between two urbanized areas or that connects rural areas to an urbanized area. Intercity bus mode should only be reported by private, intercity bus providers.
University Service	<p><b>Non-NTD Definition:</b> Fixed Route Service that originates or terminates at or near a University and is open to the general public.</p>
Vanpool	Transit service operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.

The following items are classified as “Equipment” and should appear in an Agency’s Inventory.

- Asphalt Paving, Parking Lot
- Bus lift
- Bus shelter/stop benches
- Bus shelters
- Bus Stop Signs
- Communications Equipment (Non-Vehicle)
- Communications Equipment on Vehicles
- Computer Equipment
- Computer Software
- Engine for Bus/Trolley
- Fareboxes and/or Ticket machines
- Office furniture
- Shop Equipment (Alignment machines, bus washing, tire changers, etc.)
- Surveillance equipment
- Wheelchair lift