

# Rate Model Worksheet Guide for ISD Grant Applicants

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## How to Use This Guide

This guide provides step-by-step instructions and definitions to help you complete the Rate Model Worksheet for the Innovative Service Development (ISD) Grant. Each section explains the required information and how to accurately enter it.

Use this guide as a reference before inputting data into the Rate Model Worksheet. The completed worksheet will generate the rates to be included in the grant application. A Glossary of Terms is included for additional support.

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## 1. Preliminary Information Tab

### Instructions:

- Enter agency name and county(ies) served.
- Provide contact person name and phone.
- Select **Organization Type\***: Governmental / Private Non-Profit / Private For-Profit.
- Select **Network Type\***: Fully Brokered / Partially Brokered / Sole Source.

## 2. Comprehensive Budget Tab

### Instructions:

- Applicant only needs to complete *Column 4 – Upcoming Year’s Proposed Budget*
- Select applicant’s fiscal year (Oct 1, Jan 1, or July 1).
- Enter revenues and expenditures relating to the proposed project
- Provide comments/explanations, especially for “Other” or “Miscellaneous” categories under **column 7**
- Budget must be balanced. Revenues must equal Expenditures and support the funding amount being applied for.
- Bus Pass Program revenues/expenses are not applicable.

### Tips:

- Not every line item needs an entry.
- Use Column 7 to add comments explaining any revenues or expenses that are unclear or unusual.
- Recommend completing Expenditures section first to assist in determining total project cost. Revenues, must at a minimum, include Other TD funds (90% of proposed total project) and either Local Government or Local Non-Government funding to cover match (10% of proposed total cost).
- Round numbers to nearest dollar.

### 3. Budgeted Rate Base Tab

#### Instructions:

- Amounts from Comprehensive Budget Tab will auto-populate to this tab.
- Any revenues that appear in column 4 will need to be re-entered into Column 3, to avoid being considered subsidy.
- Column is not applicable for the ISD Grant Program.

### 4. Program-wide Rates Tab

#### Instructions:

- Enter total projected passenger trips and miles. Escorts and no-shows cannot be billed and should not be included in total projected trips/miles.
- Review calculated program-wide rates.

#### Tip:

- Revenue *Avg. Passenger Trip Length* for reasonableness for projected services.

### 5. Multiple Service Rates Tab

#### Instructions:

**Section I – Services Provided:** Indicate “Yes/No” for each service type. “Yes” → proceed to Section II; “No” → skip remaining sections for that service.

**Section II – Contracted Services:** Not applicable, skip to next section.

**Section III – Escort Service:** - Not applicable, skip to next section.

**Section IV – Group Service Loading:** If proposing Group Service\*, enter projected group passenger miles and vehicle revenue miles. Model calculates loading rate.

**Section V – Rate Calculations for Multiple Services:** Enter estimated projected trips/miles for service type (ambulatory, wheelchair, etc.); Model computes rates.

#### Tips:

- Review Section V totals carefully to ensure there are no error messages that totals do not match Program-wide totals.

# Glossary of Terms

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**Ambulatory Service:** A trip provided to a rider who can walk independently or with minimal assistance.

**Fully Brokered:** Applicant who contracts all on-street services to operators.

**Governmental:** County/city government, MPO, public transit authority, or other governmental entity.

**Group Service:** 3+ passengers sharing a common pick-up and/or drop-off points.

**Group Service Passenger Mile:** One mile per one passenger sharing group services.

**Group Vehicle Revenue Miles:** Vehicle revenue miles for group services.

**Partially Brokered:** Applicant that provides some services; contracts remainder.

**Passenger Mile:** One mile traveled by one passenger.

**Passenger Miles:** Sum of all passenger miles.

**Passenger Trip:** Ride from point A to point B; return counts as separate trip.

**Private For Profit:** For-profit registered business.

**Private Non-Profit:** Not-for-profit registered business.

**Rate Base:** Expenditures funded by approved per trip/mile rates.

**Rate-generated Revenue:** Revenue from approved per trip/mile rates.

**Sole Source:** Applicant that provides all transportation services.

**Stretcher Service:** Transport by stretcher or gurney.

**Vehicle Revenue Miles:** Miles traveled in revenue service (excludes deadhead, training, maintenance, school bus/charter).

**Wheelchair Service:** A trip provided to a rider that utilizes a wheelchair or scooter.