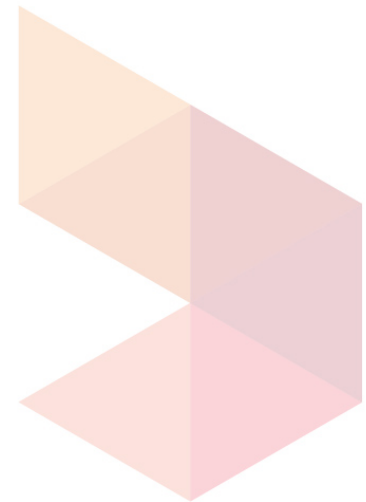


# Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)

Grant Application Workshops  
April 5 and 6, 2016



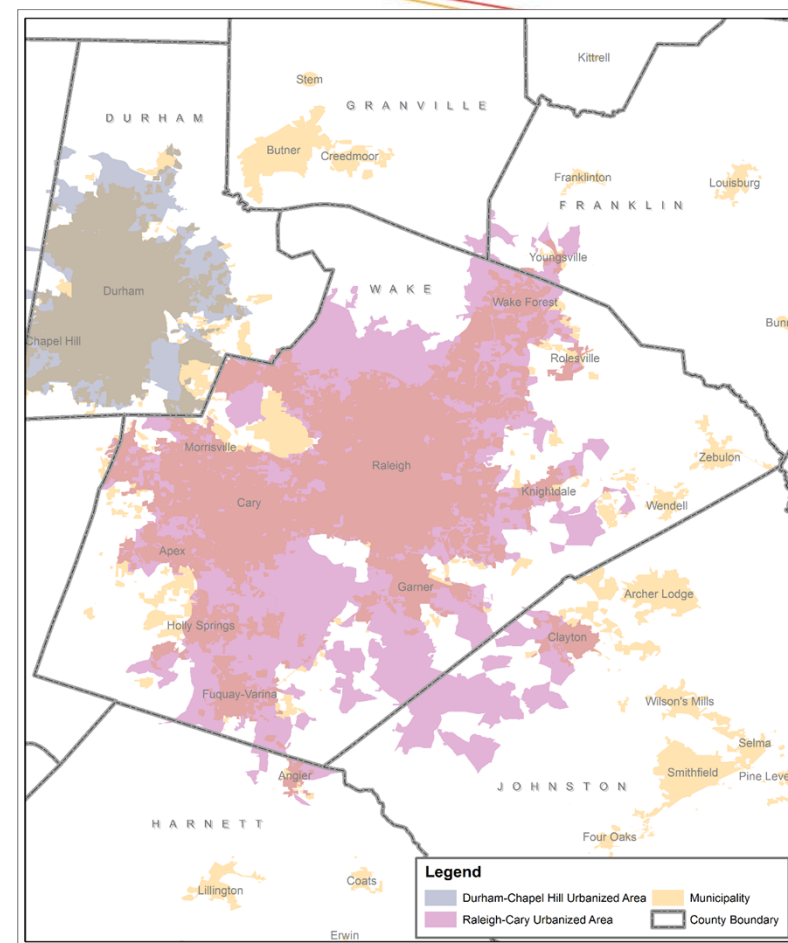
## Workshop Overview

- Section 5310 Program
- 2016 Call for Projects & Grant Application
- Questions & Answers

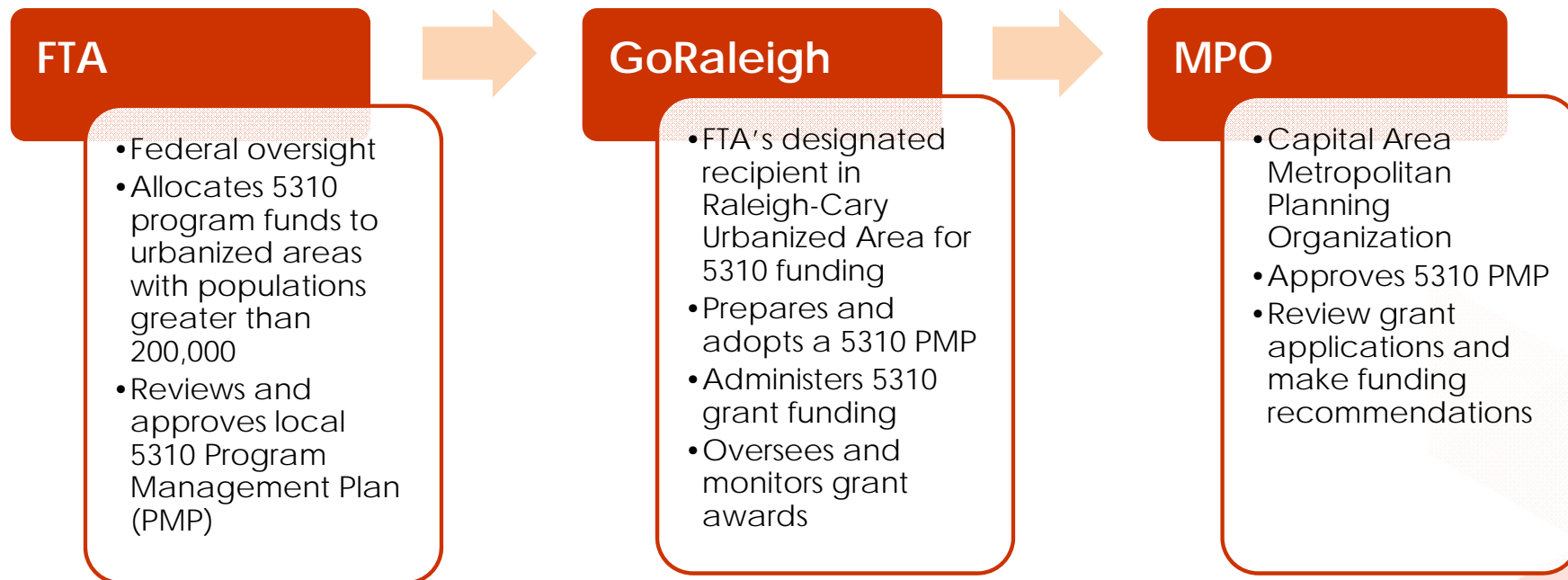


## FTA Section 5310 Program

- Provides capital and operating grants to assist private non-profit corporations and public agencies in providing transportation services that are planned, designed, and carried out to meet the needs of elderly persons and persons with disabilities.
- MAP-21 program changes
- Funding is for the Raleigh-Cary Urbanized Area



## Section 5310 Program Roles



# 5310 Program Management Plan

- Adopted in June 2015
- Describes policies and procedures for administering the Section 5310 Program
- Includes information on
  - grantors/grantees roles
  - eligible applicants
  - eligible projects
  - local project selection criteria



## Section 5310 Eligible Applicants

- Private non-profit organizations
- State or local governmental authorities
- Operators of public transportation services, including private operators of public transportation service



## Section 5310 Project Requirements

- For capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities
- Meet a need or fill a service gap identified in Wake County Coordinated Human Services Transportation Plan
- Project sponsor matching funds
- Must be located in or have a final destination in Raleigh-Cary Urbanized Area



## Section 5310 Eligible Projects

### Traditional “Capital” Projects (at least 55% of grant allocation)

- Rolling stock/vehicle procurement, rehabilitation, or maintenance\*
- Equipment & technology
- Passenger facilities and amenities
- Mobility management and coordination programs

*\*New or replacement buses and vans are a capital expense, however, as GoRaleigh is unable to hold a lien on vehicles (which is recommended by the FTA), vehicle purchase with 5310 funds is unlikely by a non-FTA Grantee.*

### Non-Traditional Projects (up to 45% of grant allocation)

- Projects that seek to reduce barriers to transportation services and expand mobility options
- Exceed ADA requirements (enhanced paratransit services)
- Improve access to fixed route service (sidewalks, curb cuts, wayfinding, technology, travel training etc.)
- Voucher, volunteer driver or taxi programs



## Grant Funding & Match Requirements

- Projects require matching funds from non-DOT source
- Matching funds must be available at start of a project with their use noted in quarterly reports
- Vehicles. The Federal share is 85% for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA, 42 U.S.C. 12101 et seq or the Clean Air Act. A revenue vehicle that complies with 49 CFR part 38 may be funded at 85% Federal share.

### "Capital" Expenses

Federal  
80%

Local match  
20%

### Operating Expenses

Federal  
50%

Local match  
50%

### Vehicles (fulfilling ADA)

Federal  
85%

Local match  
15%



## Section 5310 Area Apportionments

- 2015: \$650,000 in available funds
- 2016: Over \$900,000 in available funds



# Grant Application – PART I

- Basic applicant information
- Brief project description

Appendix B: Section 5310 Application Form

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**5310 Funding Program Application**

Please complete Parts I-III of the 5310 Funding Program Application. Return the completed application to GoRaleigh as noted in the Application Process section.

[Part I – Funding Request](#)

**Applicant Information**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Project Description**

Title: \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Type:  Traditional  Other

Service days/hours (if applicable): \_\_\_\_\_

Estimated Cost per One-Way Trip (if applicable): \_\_\_\_\_

Estimated Daily Riders per Weekday/Weekend (if applicable): \_\_\_\_\_

Program Management Plan Page 41

# Grant Application – PART II

- Project narrative
- Description of project needs, planning and implementation, program effectiveness and evaluation, and organizational preparedness
- Questions are linked to project evaluation criteria

## Part II – Project Narrative

Please complete the Project Narrative questions below for your application. These questions closely align with the Project Selection Criteria included in the 5310 Program Management Plan and 5310 Application Package.

### Expanded Project Description

Please use this space to expand on your project description beyond the brief description provided in Part I of the application if needed.

### Project Needs

How is the proposed project consistent with eligible 5310 program activities and objectives of the 5310 funding program?

Describe how the project will increase or enhance the availability of transportation for the elderly and disabled populations in the Raleigh-Cary Urbanized Area?

What need(s) does the project address in the [Coordinated Human Services Transportation Plan](#)? Please provide the page number(s) in the [Coordinated Human Services Transportation Plan](#).

Does the project provide a service or investment that otherwise would not be available? If so, please explain.

### Project Planning and Implementation

Describe how the proposed project might coordinate or link with other transportation providers or transportation stakeholders?

Describe the project timeline and project lifespan?

Please note how you plan to market your proposed project? If an existing service, note how your service is currently marketed?

When could your project begin upon receiving funding? Describe the process your organization would take to implement the project.

### Project Budget

# Grant Application – PART III

- Project funding
- Project budget
- Local match
- Breakdown of funding sources

## Part III – Proposed Project Budget

### Project Funding

Local matching funds are required for all application submittals. For projects requiring operating funds the required match is 50% from non-federal transportation funds. For capital projects the required match is 20%+ from non-federal transportation funds. Some potential capital match exceptions are noted in the FTA guidance and the GoRaleigh 5310 Program Management Plan.

Total Project Budget	\$ _____	
Capital Federal Share	\$ _____	_____ %
Capital Local Match	\$ _____	_____ %
Operating Federal Share	\$ _____	_____ %
Operating Local Match	\$ _____	_____ %

Local Match Fund Source: \_\_\_\_\_

Note: The applicant must demonstrate a commitment to provide local funds and provide appropriate documentation. Documentation may be in the form of a letter or other supporting documentation noting where funds will be drawn from.

# Project Evaluation Criteria

- Statement of Needs (20 pts)
- Project Planning & Implementation (20 pts)
- Project Budget & Grant Management (15 pts)
- Program Effectiveness & Evaluation (20 pts)
- Organizational Preparedness & Technical Capacity (25 pts)

Project Evaluation Criteria	Possible Points
<b>Project Needs</b>	<b>20</b>
Is the project consistent with the 5310 grant program's objectives?	0 or 5
To what degree will the project increase or enhance the availability of transportation for the Raleigh-Cary Urbanized Area's elderly and disabled populations?	0 - 5
Does the project address a need identified in the Coordinated Plan?	0 or 5
Does the project provide a service that otherwise would not be available?	0 or 5
<b>Project Planning and Implementation</b>	<b>20</b>
Does the project include coordination and/or partnerships with transportation providers or other relevant stakeholders?	0 or 5
Is the project timeline realistic?	0 or 5
To what extent does the applicant include plans to market to the target group and promote public awareness of their project?	0 - 5
Is there evidence the applicant has done all the necessary planning and is ready to begin the project upon being funded?	0 - 5
<b>Project Budget</b>	<b>15</b>
Were all the necessary budgets completed and submitted?	0 or 5
Are the certified local match sources for the project also listed in the budget as matching funds?	0 or 5
How does the agency propose to continue commitment to the life of the project beyond the availability of the requested grant resources?	0 - 5
<b>Program Effectiveness and Evaluation</b>	<b>20</b>
Did the applicant mention collecting data and/or documenting the delivery and utilization of services?	0 or 10
Does the applicant propose monitoring measurable indicators of success?	0 or 10
<b>Organizational Preparedness</b>	<b>25</b>
How closely does the proposed project align with the organization's mission and objectives?	0 - 5
How experienced is the applicant staff in managing transportation projects and/or operating passenger transportation?	0 - 5
How experienced is the agency with financial responsibilities such as, quarterly reporting, annual audits, and/or other forms of financial reporting?	0 - 10
Does the applicant propose training, vehicle maintenance, inspection or monitoring to manage risk and to provide safe services?	0 - 5
<b>Total Score</b>	<b>0-100</b>

## Grant Recipient Requirements

- Recipients must adhere to federal acts (EEO, ADA, Title VI Non-discrimination Policy, DBE, Buy America)
- Proof of an acceptable audit in accordance with latest Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) if >\$500,000 of federal funds are received on annual basis (includes all federal sources)
- Construction projects/environmental requirements (e.g., Categorical Exclusions, State Historic Preservation Office, etc.)
- List of any revenue vehicles and/or changes to existing fleet plan
- Sub-Recipient Grant Agreement with GoRaleigh



## Quarterly Reporting Requirements

- Quarterly report
  - Reimbursement invoice
  - Project status report
  - Documentation of use of matching funds
  - Supporting documents





## Grant Process and Timeline

- Call for Projects: March 23 to April 20, 2016
- Application available online at:  
[www.raleighnc.gov/transit](http://www.raleighnc.gov/transit)
- Electronic submission
- Awards: May 2016





## For more information:

- Call for Projects/Online application: [www.raleighnc.gov/transit](http://www.raleighnc.gov/transit)
- Questions? [GoRaleigh@raleighnc.gov](mailto:GoRaleigh@raleighnc.gov)

