



Greater Hickory MPO

Greater Hickory Metropolitan Planning Organization



5310 PROGRAM OVERVIEW

FEDERAL SECTION 5310 - ENHANCED MOBILITY OF SENIORS
AND INDIVIDUALS WITH DISABILITIES

JULY 2016

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INTRODUCTION

PROGRAM AUTHORITY

The Governor, pursuant to the provisions of 49 USC 5310 has designated the Western Piedmont Regional Transit Authority (WPRTA) as administrator and recipient of the 5310 Program funds allocated by formula to the Greater Hickory Metropolitan Area. WPRTA has the legal authority to enter into contractual agreement with private, nonprofit and public entities for capital, administrative, operations, planning and technical assistance projects on behalf of the state. This authority was established through legislative action as set forth in Articles 25, 26, and 27 of Chapter 160A of the North Carolina General Statutes.

The WPRTA, in partnership with the Greater Hickory Metropolitan Planning Organization (GHMPO), shall have principal responsibility and authority for the administration of this program. WPRTA shall administer the program in accordance with the guidance published by the Federal Register and Federal Transit Administration circulars and in accordance with existing Federal and State regulations pertaining to the administration of Federal grants.

CHANGES UNDER THE FAST ACT

On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains our focus on safety, keeps intact the established structure of the various highway-related programs we manage, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments are now moving forward with critical transportation projects with the confidence that they will have a federal partner over the long term.

What's changed?

- A State or local governmental entity that operates a public transportation service and that is eligible to receive direct grants under 5311 or 5307 is now an eligible direct recipient for Section 5310 funds.
- FTA shall disseminate a collection of *Best Practices* to public transportation stakeholders on innovation, program models, new services delivery options, performance measure findings, and transit cooperative research program reports.
- Section 3006(b): a new discretionary pilot program for innovative coordinated access and mobility - open to 5310 recipients and subrecipients – to assist in financing innovative projects for the transportation disadvantaged that improve the coordination of transportation services and non-emergency medical transportation (NEMT) services; such as: the deployment of coordination technology, projects that create or increase access to community One-Call/One-Click Centers, etc.
- Section 3006(c): Requires the interagency transportation Coordinating Council on Access and Mobility (CCAM) to create an updated strategic plan on transportation coordination across federal agencies, and develop a cost-sharing policy

Funding:

Federal Share:

- Federal share is 80 percent for capital projects.
- Federal share is 50 percent for operating assistance.

Formula Details:

- Based on Census data, the formula funds are apportioned to each State based on the number of older adults and individuals with disabilities and allocated by area:
 - Large UZA's: 60%
 - Small UZA's: 20%
 - Rural: 20%
 - States can transfer large or rural allocations to large UZAs, but not the other way around.
- Match can come from other Federal (non-DOT) funds. This can allow local communities to implement programs with 100 percent federal funding. One example is Older Americans Act (OAA) Title IIIB Supportive Services Funds: http://www.aoa.gov/AOA_programs/OAA/resources/faqs.aspx#Transportation
- 5310 program recipients may partner with meal delivery programs such as the OAA-funded meal programs (to find local programs, visit: www.Eldercare.gov) and the USDA Summer Food Service Program <http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>. Transit service providers receiving 5310 funds may coordinate and assist in providing meal delivery services on a regular basis if they do not conflict with the provision of transit services.
- FTA requires its formula grantees to provide half fare service for fixed route service supported with FTA funds to older adults and individuals with disabilities who present a Medicare card: http://www.fta.dot.gov/documents/14_Half_Fare_TriennialGuidance_FY2011.pdf

For Additional Information on FTA and the FAST Act, please visit: www.fta.dot.gov/fast.html

MPO'S ROLE

In regards to the 5310 application, the GHMPO will be responsible for:

- Announcing the availability of funds;
- Notifying eligible local recipients of the availability of the program;
- Developing project selection criteria;
- Establishing and conducting a regional selection process;
- Soliciting and reviewing project applications;
- Certifying the eligibility of project applicants and project activities; and
- Recommending (STIP) projects for approval by the N.C. Board of Transportation
- Participate in Quarterly project review with WPRTA.

PERIOD OF PERFORMANCE, MONITORING AND OVERSIGHT

IMPORTANT: This application for 5310 funds covers the period of performance from are July 1, 2017 – June 30, 2019.

WPRTA staff will be providing technical assistance to the selected projects, approving reimbursement claims, monitoring the implementation of the project, making on-site visits to monitor compliance with federal regulations and evaluating project performance.

FUNDING PROGRAMS

INTRODUCTION TO THE ENHANCED MOBILITY - 5310 PROGRAM

On July 6, 2012, Congress passed a new transportation appropriations bill called Moving Ahead for Progress in the 21st Century (MAP-21) that changed the 5310 Program and repealed the Job Access and Reverse Commute and New Freedom Programs. An applicant should begin by reading the following brief description of the enhanced 5310 Program and studying the draft FTA circular for this program. Some examples of costs and activities that are eligible to be funded in this program are provided in Appendix B.

This application was prepared based on the proposed changes announced in the July 11, 2013 Federal Register pgs. 41824-41829 and incorporated in the draft Federal circular for the 5310 Program, FTA C 9070.1G. Applicants will be notified of any adjustments to the content or requirements in this application that may be necessary once there is a final Federal circular.

SECTION 5310 – ELDERLY INDIVIDUALS AND INDIVIDUALS WITH DISABILITIES PROGRAM

The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country, by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas. A Senior is an individual who is 65 years of age or older and the term ‘disability’ is defined in section 3(1) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

The Section 5310 Program provides grant funds for capital and operating expenses to recipients for:

- ▶ Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- ▶ Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);
- ▶ Public transportation projects that improve access to fixed route service and decrease reliance on complementary paratransit; and

- ▶ Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

FEDERAL/STATE/LOCAL COST PARTICIPATION

The Federal share of eligible capital costs may not exceed an amount equal to 80 percent of the net cost of the activity. Applicants should be prepared to provide a 20 percent match from local sources in case State funds are not available and the State cannot participate.

The Federal share for eligible operating costs may not exceed 50 percent of the net operating costs of the activity. The local share for eligible operating costs shall be not less than 50 percent of net operating costs. The State does not participate in operating expenses.

ELIGIBLE SOURCES OF LOCAL MATCH

As with all FTA formula program grants for the Greater Hickory Metro area, the local match must be provided from sources other than federal Department of Transportation funds. Some examples of possible local match sources include:

- local or state appropriations
- dedicated tax revenues
- Federal funds – non-DOT
- private donations
- revenue from human services contracts and net income generated from advertising and concessions

Note: Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for operating assistance. In either case, the cost of providing the contract service must be included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service.

USE OF OTHER NON-USDOT FEDERAL FUNDS FOR LOCAL MATCH

The local match may be derived from other federal funding programs other than DOT programs. These federal programs must include funding for transportation. **To use these funds as local match for FTA funds, the cost of the activities funded by the non-DOT federal funds must be integrated into the total net project costs of the FTA grant.** The transportation activities funded by the non-USDOT federal funds must be inside the scope of the 5310 project to be used as part of your local match. A list of Federal funding programs that can be used as matching funds is available at [FTA - Local Matching Funds](#).

Applicants are responsible for verifying the eligibility of non-USDOT federal funds the applicant proposes to use as their local match.

REPORTING REQUIREMENTS

This program has specific federally mandated reporting requirements. Subrecipients will be required to report on their project each time they make a claim for reimbursement from their funded grant. **Quarterly reports will be required regardless of financial activity.** Section 5310(h) requires FTA to submit a report to Congress to make recommendations on the establishment of performance measures for grants under Section 5310.

ELIGIBILITY

ELIGIBLE TRADITIONAL SECTION 5310 PROJECT APPLICANTS

Section 5310(b) provides that of the amounts apportioned to the State, not less than 55 percent shall be available for traditional Section 5310 projects which are those public transportation capital projects planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate. Eligible applicants are limited to:

- Private nonprofit organizations - Must be able to submit a copy of your IRS Tax Identification Number Certificate as proof of 501(c)(3) eligibility and attach a copy of the charter and bylaws as filed with North Carolina Department of Secretary of State.
- State or Local governmental authorities - According to 49USCS 5302 a local governmental authority includes a political subdivision of the state, an Indian tribe, or a public corporation, board, or commission established under the laws of the state. Additionally, the authority:
 1. Is approved by the State to coordinate services for seniors and individuals with disabilities in a particular area, or
 2. Certifies that there are no non-profit organizations readily available in the area to provide the service.

ELIGIBLE OTHER SECTION 5310 PROJECT APPLICANTS

Section 5310(b) provides that of the amounts apportioned to the State, not greater than 45 percent shall be available for other than traditional Section 5310 projects which are those public transportation projects: projects that exceed the ADA minimum requirements; projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA paratransit complementary service and projects that provide alternative to public transportation that assist seniors and individual with disabilities with transportation. Eligible applicants are limited to:

- Private nonprofit organizations - Must be able to submit a copy of your IRS Tax Identification Number Certificate as proof of 501(c)(3) eligibility and attach a copy of the charter and bylaws as filed with North Carolina Department of Secretary of State.
- Local governmental authorities - According to 49USCS 5302 a local governmental authority includes a political subdivision of the state, an Indian tribe, or a public corporation, board, or commission established under the laws of the state.
- Private operators of public transportation that receives a Section 5310 grant indirectly through a recipient. - Must be able to document that they are and have been providing shared-ride service to the public or to special categories of users on a regular basis prior to the posting of this application. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Every trip does not have to be shared-ride in order to be considered a shared-ride operator.

STRATEGIES OR ACTIVITIES TO ADDRESS NEEDS OR GAPS IN SERVICE

To be eligible for funding, MAP-21 and the FAST Act requires that projects and services funded by the program in this application must be included in the Local Coordinated Plan and that the plan be developed and approved through a process that includes the participation of seniors and individuals with disabilities, public and private transportation providers, community agencies and others stakeholders. This plan cannot

be more than four (4) years old in air quality nonattainment and maintenance areas and five (5) years in air quality attainment areas. The Local Coordinated Plan for the Greater Hickory Metro area can be found at [GHMPO - 5310](#)

The Local coordinated Plan includes 1) an assessment of available services that identifies current transportation providers, 2) an assessment of transportation needs for individuals with disabilities and seniors, 3) strategies, activities and or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery, 4) priorities for implementation based on resources, time and feasibility.

The applicant will be asked to provide the page number from the Local Coordinated Plan that mentions or describes the strategy or action included in the application. **The application will not be considered unless references are made to the Local Coordinated Plan.**

ELIGIBLE ACTIVITIES

Traditional 5310 Projects

Not less than 55 percent of the WPRTA's 5310 apportionment must be used to fund capital projects that are planned, designed and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project. Eligible capital projects include cost of contracting for transit services for the targeted populations, vehicles that are needed to provide a service planned, designed and carried out to meet the specific needs of seniors and individuals with disabilities, and support of mobility management and coordination programs. Some expenses are eligible under both categories of eligible activities. Examples of capital expenses that meet the 55 percent requirement are provided in Appendix B.

Other 5310 Projects

In addition to the above required capital projects, up to 45 percent of the apportionments may be utilized for additional public transportation projects:

- That exceed the ADA minimum requirements
- Improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service, or
- Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Such projects must be planned and designed to meet the specific needs of seniors and individuals with disabilities, although the services may also be used by the general public. Some expenses are eligible under both categories of eligible expenses. Examples of capital and operating expenses that meet the 45 percent requirement are provided in Appendix B.

APPLYING FOR FUNDS

APPLICATION INTRODUCTION

Preparing a competitive Section 5310 Program application is a multi-step process. The application includes multiple forms to be completed and certain actions to be taken before the application deadline. Applicants should not include information that may be regarded as confidential. Applicants are encouraged to read through all of the documents in the package before beginning an application. **IMPORTANT: An applicant will be allowed to submit one application per project for capital or operating funding for the Greater Hickory Metro Area. Duplicate projects within a service area will not be funded.**

APPLICATION DOCUMENTS

The Section 5310 Program Application Package can be found on the Western Piedmont Council of Government's website at [GHMPO - 5310](#)

- Application Overview and Checklist – These documents will provide instructions and helpful hints about how to prepare and submit a complete application.
- 5310 Application and Project Description Forms – Information about the applicant and about the proposed project will be entered on these forms.
- Local Coordinated Plan – proposed projects must comply with goals and strategies of the Plan
- The GHMPO 5310 Plan – A comprehensive plan concerning the 5310 Program and process

PREPARING TO APPLY

Since the proposed project must be included in the Local Coordinated Plan, the applicant should obtain a copy of this plan before they start any work on the application. The applicant will need to list the pages from the plan that include the strategies or activities used in the project. The Local Coordinated Plan may be downloaded from [GHMPO - 5310](#).

If you are a non-profit organization, human service agency or private operator, it is recommended that you meet with WPRTA staff before completing your application. If you have questions about coordinating trips, contracting trips, complying with federal regulations, or information about vehicles, they are a good source of local help.

Applicants are strongly encouraged to review the federal Certifications and Assurances as you are preparing to begin the application. The Certifications and Assurances contain various federal requirements the applicant must comply with before and during the project. There will be additional contractual provisions to comply with if the project is funded.

The Section 5310 Program Application Checklist provided in the application package is a list of the documents you must include when you submit your application. Use the checklist to help you plan your work from the beginning. An incomplete application will not be reviewed.

GOVERNING BODY RESOLUTION

The governing body of the applicant must acknowledge that an application is being submitted, designate someone as the authorized official to sign the application documents, commit to providing the local match and approve a resolution that describes these decisions and actions. The governing body will be the county commissioners in the case of a county operated transit system. The Board of Directors will be the governing body of a non-profit organization and the Authority Board of Directors will be the governing body of a transit authority. A privately owned public transportation provider must prepare a letter on company letterhead that authorizes someone in the company to sign the application documents and states the company's commitment to providing the local match. This letter should be signed by the owner of the company and attached to any budget forms the applicant completes.

FUNDING BEYOND THE PERIOD OF PERFORMANCE

IMPORTANT: This call for projects will result in grants with a maximum period of performance of 24 months (no earlier than are July 1, 2017 – June 30, 2019.). WPRTA will accept two year applications. If this project is selected, funding for subsequent years is not guaranteed. It will be necessary to reapply and go through another competitive process for subsequent funding. The applicant should be taking measures to find a sustainable funding source for the project other than this one.

SUBMITTAL OF THE APPLICATION

The applicant will submit their application by first class mail to: GHMPO, Attn: John Marshall, PO Box 9026, Hickory, NC, 28603. For UPS/FebEx/hand deliver use 1880 Second Ave NW, Hickory, NC 28601. The application, project description, project budget and all supporting documentation are to be included. This documentation might include graphs, maps, charts and/or letters of support. Do not submit the application without all of the required documents included. Use the Section 5310 Program Application Checklist as your guide. Applicants will receive confirmation when GHMPO receives their application.

APPLICATION TIMELINE

Target Dates	Task/Event
July 8, 2016	<ul style="list-style-type: none">Grant Application Package Distributed
July 29, 2016	<ul style="list-style-type: none">Grant Workshop at WPCOG located at 1880 2nd Ave NW, Hickory, NC 28601
August 26, 2016	<ul style="list-style-type: none">Grant Application Due to GHMPO

GENERAL GUIDANCE

FEDERAL AND STATE COMPLIANCE

Applicants are strongly encouraged to review the federal Certifications and Assurances provided in the application package before beginning an application. The Certifications and Assurances contain various requirements and restrictions the applicant must comply with before and during the project. The applicant will want to be sure they can comply with these requirements before they apply. A Lobbying Certification form and an Equivalent Service Certifications will be attached to the Certifications and Assurance. All of these documents will require the signature of the authorized official. At the end of the Certifications and Assurances document there will be space for the applicant's attorney to sign.

Subrecipients that receive only Section 5310 assistance are subject to FTA's Drug and Alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for employees who hold Commercial Driver's Licenses (49 CFR part 382). An FTA compliant testing program, as required by the receipt of FTA operating or capital funding (5307, 5309, 5311), can be used for Section 5310 employees; there is no need to have two testing programs. Employees of a subrecipient of Section 5310 funds from a designated recipient of another FTA program (such as 5307 or 5311) should also be included in the designated recipient's testing program.

There will be other contractual provisions the applicant must agree to. A first time subrecipient is subject to pre-award audits. Applicants who become subrecipients will also be required to compile reports for that will be part of progress reports for the Federal Transit Administration. Quarterly reports are required regardless of financial activity.

PUBLIC NOTICE AND PUBLIC HEARING REQUIREMENT

The Governing Body of the applicant must hold a public hearing to provide the opportunity for local input regarding the project and submittal of the application for funding. A public hearing notice in English must be published in a newspaper having general circulation in the service area. The notices **MUST** be published in English not more than fourteen (14) days, but not less than seven (7) days before the public hearing. The day the notice is published is the first day and the day of the hearing does not count.

The public hearing must be accessible to individuals with disabilities in accordance with provisions of the Americans with Disabilities Act of 1990. These provisions include having written material available in alternative, accessible formats upon request, and providing special accommodations at your public hearing, such as a sign language interpreter, as may be requested. The public hearing shall be held at a time of day that affords a majority of the public an opportunity to attend and make comments.

A Public Hearing Record form must be completed after the public hearing has been held, scanned and attached with the other application documents. This document must be signed by the clerk to the board or the secretary of the governing body or by the authorized official of the private provider. If there were comments during the public hearing, the applicant will be required to include a copy of the minutes of the meeting of the governing body after they are approved. These approved minutes must include the public hearing and comments. Minutes of the public hearing are not required if there were no comments.

LOCAL SHARE CERTIFICATION

Applicants **MUST** be able to list the actual source(s) of their local match. The local match may come from several sources which have previously been described. The Local Match must come from non-USDOT sources.

TITLE VI CERTIFICATION

Recipients of FTA and state funds must comply with Title VI of the 1964 Civil Rights Act, Section 601. Title VI states that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Additional federal information may be found at: <http://www.fta.dot.gov> and view the Civil Rights and Accessibility section to access Title VI Circular 4702.1A. The Title VI Certification form requires the applicant to list any Title VI complaints they have received or to certify that there have been no complaints against them.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION

Applicants to one of the three federal programs must commit to actively seeking out DBE Program/Minority Business Enterprises (MBE) Program vendors and must certify to (at least) the minimum efforts of that commitment if they become a grantee. DBE Program information may be found at <https://apps.dot.state.nc.us/vendor/directory/>

DBE/MBE/WBE/HUB ANTICIPATED VENDOR AWARDS

Applicants must identify any awards to certified DBE vendors they anticipate making with funds under any of the three federal programs. A list of certified vendors can be found at the NCDOT website at <https://apps.dot.state.nc.us/vendor/directory/>

SURFACE TRANSPORTATION PROVIDERS

Applicants must provide a list of transportation providers operating in their service area. This list should include taxi services, charter service operators and/or private and public transportation providers.

TAX EXEMPT STATUS DOCUMENTATION

Applicants that are incorporated as a 501(c)3 organization must provide documentation that proves their status as a non-profit organization. These applicants are required to attach their IRS Letter of Exemption, a copy of their Articles of Incorporation (Charter) and Bylaws, and a list of their Board of Directors to their application budgets.

OTHER SUPPORTING DOCUMENTATION

If an applicant requests funding for a new position, a job description should be attached with the other application documents. Although they are not required documents, the applicant may want to attach maps, pictures, charts or graphs and/or route schedules that support the request for funding, demonstrate the need or illustrate the applicant's preparation. If the applicant is working in partnership with or coordinating with other agencies or organizations, letters of support from these agencies or organizations may be attached with the application.

METROPOLITAN TRANSPORTATION IMPROVEMENT PLANS

The FTA requires that projects receiving funds under Sections 5310 (Elderly and Persons with Disabilities address the unmet transportation needs or gaps in service as described in the Local Coordinated Plan. If the proposed service is within an urbanized area, the project must be listed in the MTIP if it is funded. This will allow the GHMPO staff and committee to begin the process of amending the MTIP and requesting an amendment of the STIP before the project is presented to FTA.

SECTION 5310 PROGRAM APPLICATION

The Section 5310 Program application includes the following three parts ([GHMPO - 5310](#))

- Part I – **Applicant Information**. This part includes business and location information about the applicant. The applicant will need to provide a DUNS number in this part of the application. The DUNS number is a unique nine-digit number issued by Duns & Bradstreet and required for all applicants according to a U.S. Office of Management and Budget announcement in the June 27, 2003 issue of the Federal Register. A DUNS number may be obtained free of charge at <http://fedgov.dnb.com/webform>

- Part II – Project Information. In this part, the applicant identifies which of the funding programs they are applying for, how much support the applicant is applying for, and information about the scope of the proposed project.
- Part III – Project Description. This part includes questions that ask the applicant to defend the need for the project, to describe planning and implementation details, and to demonstrate organizational preparedness and fit. NCDOT will be deciding whether the applicant’s project is worthy of funding based on the answers to the questions. The details are important and applicants should provide much more than brief answers to these questions.

MISSED DEADLINE AND INCOMPLETE APPLICATIONS

An incomplete application will result in the application not being reviewed. Only complete applications will be reviewed. Applicants are strongly encouraged to refer to the Application Checklist to assure the completeness of the application. If you have questions contact staff at the WPRTA. Applications are due on or before August 26, 2016.

<h2>PROJECT EVALUATION AND SELECTION</h2>

PROJECT EVALUATION

Completed applications received by August 26, 2016 will be considered through a selection process.

SCORING CRITERIA

The following information will be used to evaluate and rate project applications.

A. Statement of Needs (10 points)

Project applications should clearly describe the need for the project and demonstrate how the project is consistent with the objectives and requirements of the 5310 grant program and included in the Local Coordinated Plan. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The connection between the project and the LCP should be clear.

B. Project Planning and Implementation (35 points)

For all projects, applicants must provide a well-defined service operations plan and/or capital procurement plan, and describe the implementation steps and timelines for carrying out the plan. The applicant’s plan should include such details as coordination, eligibility determination processes, marketing, service delivery and data collection. Supporting documentation will be reviewed if provided.

C. Project Budget and Grants Management (20 points)

Applicants must submit a complete project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. The application should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.

D. Program Effectiveness and Evaluation (10 points)

The project will be scored based on the applicant's identification of clear, measurable outcome-based performance measures to track the effectiveness of the service. The applicant should be monitoring and evaluating the service throughout the period of performance.

D. Organizational Preparedness and Technical Capacity (25 points)

Projects should be a good fit in the applicant's organization. The applicant must demonstrate that it has staff with the technical experience to manage or operate a transportation service. In addition, the applicant must show that they are prepared to monitor and provide safe services.

PROJECT EVALUATION SCORE SHEET

IMPORTANT : Is the project included in the LCP? Are matching funds from allowable sources and are they included in the scope of the project? If the answer is NO, do not continue the review and scoring process.

Project Evaluation Criteria	Possible Points
Statement of Needs	10
Is the project consistent with the objectives of the grant program?	5
Will the project increase or enhance the availability of transportation for the population targeted by the 5310 Program?	5
Project Planning and Implementation	35
Are coordination efforts and/or partnerships involved in the project?	10
Is the timeline realistic?	5
Did the applicant mention a process for determining the eligibility of individuals using the service?	5
Did the applicant mention collecting data and/or documenting the delivery of services?	5
Did the applicant include plans to market to the target group and promote public awareness of their project?	5
Is there evidence the applicant has done all the necessary planning and is ready to begin the project upon being funded?	5
Project Budget	20
Were all the necessary budgets completed and submitted?	10
Are the certified local match sources for the project also listed in the budget as matching funds?	5
Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?	5
Program Effectiveness and Evaluation	10
Did the applicant provide measurable indicators of success?	5
Will the applicant measure customer satisfaction as one of their success measures?	5
Organizational Preparedness	25
Is the project a good fit in the applicant's organization?	5

Does the applicant have experience in managing transportation projects or operating passenger transportation?	10
Does the agency have qualified staff to run the project?	5
Is the applicant going to do any training, vehicle maintenance, inspection or monitoring to manage risk and to provide safe services?	5

APPENDIX A – DEFINITIONS

DEFINITIONS

Accessible Taxi – An accessible taxi is a vehicle that is used by a private provider of on-demand transportation service to the public that is regulated and licensed for such use by the municipality, county or other government entity. An accessible taxi is one which has the capacity to accommodate a passenger who uses a wheelchair as defined in DOT Final Rule.

Americans with Disabilities Act (ADA) – Public Law 336 of the 101st Congress, enacted July 26, 1990 (42 U.S.C. 12101 et seq.) The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

Applicant- An eligible entity that has submitted an application for funding, but which has not yet been awarded a grant for the funding cycle.

Competitive Selection Process - A process to rank and choose which projects will be funded. The projects selected must be derived from a Locally Developed, Coordinated Public Transit-Human Services Transportation Plan.

Disability – The term ‘disability’ has the same meaning as in section 3(l) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)

Federal Transit Administration – The agency under the U.S. Department of Transportation that provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems.

Grantee – Also referred to as a sub-recipient, a grantee is an eligible entity that has applied for funds, has been awarded funds, and has executed a contract with the designated recipient of FTA funds.

Human Service Transportation – means transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

Lead Planning Agency - The agency selected at the local level to lead the planning process for development of the coordinated public transit-human services transportation plan.

Local Coordinated Plan – the WPRTA plan that identifies the transportation needs of individuals with disabilities, older adults and people with low incomes. Provides strategies for meeting those local needs and prioritizes transportation services for funding and implementation.

Mass Transportation or Mass Transit – Synonymous with public transportation.

Non-profit Organization - Means a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization.

Paratransit – Type of passenger transportation which are more flexible than conventional fixed-route transit but more structured than the use of private automobiles. Most often refers to wheelchair-accessible, demand response service.

Preventive Maintenance – All maintenance costs related to vehicles and non-vehicles. Specifically, it is defined as all the activities, supplies, materials, labor, services and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such an asset.

Public Transportation – The term ‘public transportation’ means regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include intercity passenger rail transportation; intercity bus service; charter bus service; school bus service; sightseeing service; courtesy shuttle service for patrons of one or more specific establishments; or intra-terminal or intra-facility shuttle services.

Purchase of Services or Purchased Transportation- Transportation services provided to an entity from a public or private transportation provider based on a written contract. The provider is obligated in advance to provide a transportation service for the entity using its own employees in vehicles operated by the provider. Purchased transportation does not include franchising, licensing operations, management services, cooperate agreements, or private conventional bus service.

Recipient - Means a state agency designated by the governor to receive funds apportioned by formula to the States under Federal Section 5310, 5316, or 5317. NCDOT is the designated agency in North Carolina for the Section 5310 Program in rural areas and small urban areas.

Rural Area – The term ‘rural area’ means an area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an “urbanized area” by the Secretary of Commerce.

Senior – The term ‘senior’ means an individual who is 65 years old or older.

Subrecipient - Refers to a state or local governmental agency, non-profit organization or operator of public

transportation services, including private operators of public transportation services, that receives a grant under Federal Section 5310, 5316, or 5317 indirectly through a recipient.

Traditional Section 5310 Projects – Traditional Section 5310 projects are those public transportation capital projects planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, in appropriate, or unavailable and carried out by eligible subrecipients as described in the Federal circular.

Urbanized Area - Means an area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an “urbanized area” by the Secretary of Commerce. **Small urbanized areas** as used in the context of FTA formula grant programs are urbanized areas with a population of at least 50,000 but less than 200,000.

APPENDIX B – EXAMPLES OF ELIGIBLE COSTS/ACTIVITIES

Note: Examples are illustrative not exhaustive. More details are provided in the Federal Circular.

Traditional 5310 Projects – Examples of capital expenses that meet the 55 percent requirement include, but are not limited to:

- A. Rolling Stock and Related Activities
 - Acquisition of expansion or replacement buses or vans, and related procurement, testing inspection and acceptance costs;
 - Vehicle rehabilitation or overhaul;
 - Preventative maintenance as defined in the National Transit Database
 - Radios and communication equipment; and
 - Vehicle wheelchair lifts, ramps and securement devices.
- B. Passenger Facilities
 - Purchase and installation of benches, shelters and other passenger amenities;
- C. Support Facilities and Equipment
 - Computer hardware and software
 - Transit related intelligent transportation systems (ITS)
 - Dispatch systems; and
 - Fare collection systems.
- D. Acquisition of transportation services under a contract or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement.
- E. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management enhances transportation access beyond those served by one agency or organization in the community. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. A list of mobility management activities are included in the Federal circular.

Other 5310 Program Projects – Examples of Eligible Capital and Operating Expenses that may be funded with up to 45 percent of the state's apportionments based on the qualifying criteria of the 5310 Program.

- A. Public transportation projects that exceed the requirements of the ADA.
 - Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed route;
 - The incremental cost of providing same day service;
 - The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not as reasonable modification for individual riders in an otherwise curb-to-curb system;
 - Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA and labor costs of

- aides to help drivers assist passengers with oversized wheelchairs.
- ‘Feeder service’ (transit service that provides access) to commuter rail commuter bus, intercity rail and intercity bus stations for which complementary paratransit service is not required to provide under ADA.
- B. Public transportation projects that improve accessibility to the fixed route system.
- Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals or other accessible features.
 - Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA.
 - Improving signage or wayfinding technology, or
 - Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.
- C. Public Transportation Alternatives that assist seniors and individuals with disabilities with transportation.
- Purchasing vehicles to support new accessible taxi, ride sharing and/or vanpooling programs.
 - New voucher programs for transportation services offered by human service providers. Transit passes for use on existing fixed route or ADA complementary service are not eligible. Vouchers are an operating expense.
 - Supporting volunteer and aide programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible.

APPENDIX C – PUBLIC HEARING NOTICE IN SPANISH REQUIRED

County population includes at least 1000 persons
who speak Spanish at home and English "less than well."

Alamance County, North Carolina	Johnston County, North Carolina
Alleghany County, North Carolina	Lee County, North Carolina
Bladen County, North Carolina	Lenoir County, North Carolina
Brunswick County, North Carolina	Lincoln County, North Carolina
Buncombe County, North Carolina	Mecklenburg County, North Carolina
Burke County, North Carolina	Montgomery County, North Carolina
Cabarrus County, North Carolina	Moore County, North Carolina
Catawba County, North Carolina	Nash County, North Carolina
Chatham County, North Carolina	New Hanover County, North Carolina
Cleveland County, North Carolina	Onslow County, North Carolina
Columbus County, North Carolina	Orange County, North Carolina
Craven County, North Carolina	Pender County, North Carolina
Cumberland County, North Carolina	Pitt County, North Carolina
Davidson County, North Carolina	Randolph County, North Carolina
Davie County, North Carolina	Robeson County, North Carolina
Duplin County, North Carolina	Rockingham County, North Carolina
Durham County, North Carolina	Rowan County, North Carolina
Forsyth County, North Carolina	Sampson County, North Carolina
Franklin County, North Carolina	Stanly County, North Carolina
Gaston County, North Carolina	Surry County, North Carolina
Granville County, North Carolina	Union County, North Carolina
Greene County, North Carolina	Vance County, North Carolina
Guilford County, North Carolina	Wake County, North Carolina
Harnett County, North Carolina	Wayne County, North Carolina
Henderson County, North Carolina	Wilkes County, North Carolina
Hoke County, North Carolina	Wilson County, North Carolina
Iredell County, North Carolina	Yadkin County, North Carolina