**Federal Transit Administration Program**

**Application Forms**

**FTA Section 5310 –**

**Enhanced Mobility for Seniors and Individuals with Disabilities Program**

**Federal Fiscal Year 2016 Apportionment**

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March 9th, 2016

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**GENERAL INFORMATION**

# Introduction

The Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) is responsible for administering the Section 5310 Program with the Federal Transit Administration. This program is intended to enhance mobility for seniors and persons with disabilities by providing funding for programs to serve the special needs of these transit-dependent populations.

# Authority for the Program

The Governor of South Carolina has designated the BCDCOG as the direct recipient of these Federal Transit Administration (FTA) funds for the purpose of administering of the 5310 program in accordance with federal laws, statutes, and regulations.

# Program Goals and Objectives

***Section 5310 Program Goals and Objectives***

The BCDCOGs overarching goal in managing the Section 5310 funds in the Census designated urbanized area 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, the BCDCOG will provide assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities. A map of the Census designated urban area, which is considered the boundary for this grant, can be found in Appendix A.

The process that currently exists for establishing long term goals of providing transportation services to senior and people with disabilities in the urban area includes the SCDOT Human Service Coordination Plan for the BCDCOG region, the 2035 Long Range Transportation Plan completed in December of 2011, and ongoing human service coordination efforts through the existing Mobility Management Program. In addition, the BCDCOG utilizes the public process for inclusion of disadvantaged groups as detailed in the BCDCOGs Title VI and Limited English Proficiency Plan.

In addition to the goals and programs listed above, the BCDCOG will utilize 5310 funds to address the gaps in service identified in the local Coordinated Human Services Transportation Plan, minimize duplication of services to similar populations, and maximize available resources to provide transit services at the highest possible level to target populations.

# 5310 Program Information

***Statutory Authority:***

49 U.S.C. Section 5310/ FAST Act Section 3006 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funding to States and designated recipients to improve mobility for seniors and individuals with disabilities.

***Eligible Projects in the FAST Act***

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

1. 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;
2. Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);
3. Public transportation projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
4. Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

***Merging of FTA Programs***

Under the previous authorization, MAP-21, projects that fell under the 5317 New Freedom Program became eligible and will remain eligible under the FAST Act. This includes public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and people with disabilities when public transportation is insufficient, unavailable, or inappropriate; public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990; and alternatives to public transportation that assist people with disabilities with transportation. Notably, the “alternatives to public transportation” language now applies to seniors as well as to people with disabilities, and projects no longer have to be “new” to be eligible for funding.

***Changes with the FAST Act***

* 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.

***Cost Sharing with the FAST Act***

Under the FAST Act, the federal share of costs remains at 80 percent for capital projects and 50 percent for net operating costs. Consistent with previous FTA guidelines, facilities or equipment may be transferred to other recipients under certain conditions.

***Coordinated Planning Requirement in the FAST Act***

The requirement for coordinated planning is retained in the FAST Act and projects must be included in the Human Service Coordination Plan. In addition, seniors and people with disabilities must be included in the development and approval of the coordinated plan.

# Eligible Applicants

BCDCOG recognizes that eligible subrecipients for eligible Section 5310 activities include a State or local governmental authority, a private non-profit organization, or an operator of public transportation. In addition, private operators of public transportation and taxi companies are eligible subrecipients if they provide documented shared-ride surface transportation services.

# Eligible Activities

Funds for the Section 5310 program are available for capital expenses to support 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 Capital Expenses***

A. Rolling Stock and Related Activities

1. Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
2. Vehicle rehabilitation or overhaul;
3. Preventive maintenance, as defined in the National Transit Database (NTD);
4. Radios and communication equipment; and
5. Vehicle wheelchair lifts, ramps, and securement devices.

B. Passenger Facilities

1. Purchase and installation of benches, shelters and other passenger amenities

C. Support Facilities and Equipment

1. Extended warranties that do not exceed the industry standard;
2. Computer hardware and software;
3. Transit related intelligent transportation systems (ITS);
4. Dispatch systems; and
5. Fare collection systems.

D. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, “Capital Leases,” 49 CFR part 639 and OMB Circular A–94.

E. Acquisition of transportation services under a contract, lease, 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. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program.

F. 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 techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of service. 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. Mobility management activities may include:

1. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low income individuals;
2. Support for short term management activities to plan and implement coordinated services;
3. The support of State and local coordination policy bodies and councils;
4. The operation of transportation brokerages to coordinate providers, funding agencies and customers;
5. The provision of coordination services, including employer-oriented Transportation Management Organizations’ and Human Service Organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
6. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
7. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems. (Acquisition of technology is also eligible as a stand- alone capital expense).

***Other Eligible Capital and Operating Expenses***

1. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA. ADA complementary paratransit services can be eligible under the Section 5310 program in several ways:
2. Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
3. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
4. The incremental cost of providing same day service.
5. The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system.
6. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination.
7. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA (i.e., larger than 30” x 48” and/or weighing more than 600 pounds) and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 pound design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service.
8. Installation of additional securement locations in public buses beyond what is required by the ADA.
9. Feeder services. “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 under the ADA.
10. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed route system:
11. Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:

* 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.
* Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
* Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

1. Public Transportation Alternatives That Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives:
2. Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a wheelchair as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
3. Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.
4. Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

# Funding Sources

***Federal Share***

Section 5310 funds may be used to finance capital and operating expenses. The federal share of eligible capital costs shall be in an amount equal to eighty (80) percent of the net cost of the activity. The federal share of the eligible operating costs may not exceed fifty (50) percent of the net operating costs of the activity. Recipients may use up to ten (10) percent of their apportionment to support program administrative costs including administration, planning, and technical assistance.

***Local Share/Matching Funds***

The local share of eligible capital costs shall be not less than twenty (20) percent of the net cost of the activity, and the local share for eligible operating costs shall be not less than fifty (50) percent of the net operating costs. The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a State or local service agency or private social service organization, or new capital. Some examples of these sources of local match include: State or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; toll revenue credits; and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a capital cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

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 Section 5310 operating assistance. In either case, the cost of providing the contract service is 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. All sources of local match must be identified and described in the grant application at the time of grant award.

In addition, the local share may be derived from Federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT’s Federal Lands Highway Program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of Federal funding is available at [www.unitedweride.gov](http://www.unitedweride.gov/).

Exceptions. The Federal share may exceed eighty (80) percent for certain projects related to ADA and CAA compliance as follows:

1. Vehicles. The Federal share is eighty-five (85) percent 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 percent Federal share.
2. Vehicle-Related Equipment and Facilities. The federal share for project costs for acquiring vehicle-related equipment or facilities (including clean-fuel or alternative-fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the Clean Air Act (CAA), 42 U.S.C. 7401 et seq), or required by the ADA, is ninety (90) percent. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle.

***Funding Available***

FTA 5310 program funds are available for Federal Fiscal Year 2016 and this application process allocates the Federal Fiscal Year 2016 apportionment. Projects will be selected for funding through a competitive selection process. Recipients of these funds should consider long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Indicated below is the Section 5310 program funding available for the Charleston-North Charleston Urbanized Area:

**Urbanized Funding Available for FFY 2016**

Section 5310 Program Apportionment $430,635

# Planning and Coordination Requirements

To be eligible for funding, the FAST Act requires that projects funded through the 5310 Program “must be derived from a locally developed, coordinated public transit-human services transportation plan.” The coordinated public transit human-service transportation plan developed for the BCD region: 1) identified the transportation needs of individuals with disabilities, seniors, and people with low incomes; 2) provided strategies for meeting those local needs; and 3) identified potential projects that correspond to each strategy. The minimum selection criteria are identified in Appendix B.

Applicants are encouraged to familiarize themselves with the Regional Human Services Transportation Coordination Plan to ensure their project is consistent with the plan located at <http://www.scdot.org/multimodal/pdf/SC_MTP_Regional_Transit_Plan_Berkeley-Charleston-Dorchester_FINAL.pdf>. Additionally, applicants are expected to coordinate with other private, public, and non-profit and human services transportation providers. All awarded projects are required to be derived from their region’s coordinated transportation plan.

Applicants are also strongly encouraged to review the “Certifications and Assurances” before beginning any work on their application. The “Certifications and Assurances” contain various requirements that must be met in order for an organization’s application to be approved. Therefore, by submitting an application, organizations are agreeing to abide by these requirements and are assuring that they are able to sign the “Certifications and Assurances” if their application is awarded funding.

# Project Selection

Projects will be rated and ranked by a selection committee appointed by the BCDCOG Board of Directors. This process is consistent with the FTA-approved Program Management Plan (PMP) that outlines the policies and procedures for program administration.

Potential grant applicants should thoroughly familiarize themselves with the criteria listed below. The selection process will be based on a scoring system that weighs each application against how well it adheres to the selection criteria. Questions regarding the selection process or selection criteria should be directed to BCDCOG well before any posted application deadline. **Please note, an application from a potential sub-recipient who does not meet the eligibility requirements, or an application for a project that does not meet the eligible activities requirement will not be scored.**

The project selection process will commence with a call for applications. Applications that are received will be reviewed to assess their responsiveness. Responsiveness refers to an application’s completeness, timeliness, and assemblage of all required elements.

BCDCOG staff will review the applications for project eligibility and compliance with the Human Service Transportation Coordination Plan. A staff report that summarizes the application review will be prepared for the Project Selection Committee.

The Project Selection Committee will convene to deliberate, score, and recommend funding allocations to the BCDCOG Board of Directors. The BCDCOG Board of Directors will consider the recommendation of the Project Selection Committee and ratify a program of projects. Both the Project Selection Committee and the BCDCOG Board of Directors shall employ the following criteria and associated weightings when scoring project proposals.

***Section 5310 Funding Selection Criteria:***

1. *Statement of Need and Organizational Capacity* (20%) - In this measure, applicants will be judged on the nexus between the proposed project and the needs identified in the HSCP. Additionally, assets within their organization that allow them to fully plan, execute, administer, and measure a project funded through the Section 5310 program. Questions relevant to this measure might include:
2. Does the project address a recognized need in the community?
3. What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan?
4. Which strategies does the project focus on from the Plan?
5. Does the project increase or enhance availability of transportation of the targeted population?
6. Does the project help meet transportation needs outside this population?
7. *Project Budget and Cost Effectiveness* (20%) - Grant applicants will be judged on the budget for the proposed project. Clear indication all funding sources, especially the local share for the project. Evidence of financial capability and the stability of the local share and if there is an identified source for on-going funding. Questions relevant to this measure might include:
   1. Was a clearly defined budget submitted for both the proposed project?
   2. Does the project budget list the source(s) of local share? Is the local share stable?
   3. Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?
8. *Coordination and Program Outreach*(20%) - This measure judges how well the proposed project is coordinated among agencies. How the project will be coordinated with other social service programs and/or transit providers in the area. Coordination could include shared vehicles with other agencies, shared dispatching or scheduling duties, shared maintenance costs, coordinated client trips, coordination of staff training programs, or other strategies. Questions relevant to this measure might include:
   * 1. What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning)
     2. Does the project involve multiple partners? (More points awarded for greater partnership)
     3. Does the project indicate how stakeholders will be involved throughout the project?
9. *Implementation Plan*(20%) - The fourth measurement includes information on operational plan for providing service. This could include timetables and route maps (if applicable) showing the service coverage from the project. Offer a description on how the agency intends to implement the project and a timeline for project implementation. Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency’s technical ability. Provide a description on how the agency will market the project to the target population and promote public awareness of the program.
10. *Customer Service and Accessibility*(20%) Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project? List the training courses and the drivers who have completed these courses. Describe the agency’s vehicle maintenance program (if applicable), addressing the following:
    * + Pre-trip inspections
      + Preventive maintenance
      + Routine maintenance
      + Contingency plan for when equipment is out of service.

The criteria are more completely detailed in Appendix B. Committee results will be compiled by BCDCOG and taken into consideration prior to the final selection decision. A program of projects (POP) will be published for public comment and review by FTA.

Each Section 5310 Program application will be scored up to a maximum of 100 points. For more details, see Appendix B – “Selection Criteria.”

Although each applicant may apply for funding for more than one project, it is possible awards could be made for one proposed activity and not another. Furthermore, because of limited funds, project(s) may not be fully funded up to the dollar amount requested by the applicant.

# Grievance or Protest Procedures

The aggrieved agency shall submit a notice of complaint to the BCDCOG in writing, within ten business days of notification of a funding decision.

The BCDCOG shall review the complaint and make a decision, in writing, within ten (10) business days. Copies of all documents relating to material facts of the complaint shall be forwarded to SCDOT within ten (10) business days of the resolution for filing.

If the aggrieved agency is not satisfied with the BCDCOGs decision at the local level, the agency shall file a direct appeal to the FTA Regional Office, in writing, within ten business days of receiving the BCDCOGs decision. An appeal to FTA must be received by the cognizant FTA Regional Office within ten (10) working days of the date the protester knew or should have known of the violation. Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of State or local law or regulations will be under the jurisdiction of State or local authorities.

# Award Requirements

Applicants selected for funding under the 5310 Program will enter into a contract agreement with the BCD Council of Governments.

***Certifications and Assurances***

Applicants whose projects are selected for the JARC Program or New Freedom Programs funds are required to comply with all FTA requirements. Specifically, the applicant will need to sign FTA’s “Certifications and Assurances” for the specific funding programs for which its organization is applying **within twenty-one (21) business days of receiving notification of award**. An authorizing resolution between the governing body and BCDCOG is also required.

The “Certifications and Assurances” are based on federal and state requirements, and may not be altered in any way. Therefore, these documents shall be submitted by the applicant as originally signed in hardcopy only. In addition and where noted, the “Certifications and Assurances” must be signed and dated by the local attorney and the applicant’s agency’s authorized official. Organizations unable to complete these certifications and assurances will not receive funding and should not apply for funding.

Applicants will be required to provide detailed information quarterly to the BCDCOG on fund usage and performance of the project. These quarterly reports will include financial and program activity updates.

# Application and Grant Award Notification Timeline

| ***Date*** | ***Activity*** |
| --- | --- |
| * March 9, 2016 | * Program announcement and application on website |
| * April 6, 2016 | * Deadline for submission of applications to the BCDCOG |
| * April 26, 2016 | * Notification of awards |
| * June 7, 2016 | * Deadline for signed Certifications and Assurances |
| * TBD | * FTA Grant agreements executed |

Contact Information

If you need clarification on information in this application, please contact the following staff members at BCDCOG:

Planner II: Ryan D McClure

[ryanm@bcdcog.com](mailto:ryanm@bcdcog.com)

843-529-0400 ext. 224

Finance Manager: Robin Mitchum

[robinm@bcdcog.com](mailto:robinm@bcdcog.com)

843-529-0400 ext. 213

# APPLICATION INSTRUCTIONS

Applications will be reviewed, evaluated, and scored to ensure that all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadline will not be considered for funding. If requesting funding for multiple projects, complete separate Part I – Applicant Overview and Part III - Project Budget Forms for each project.

The rankings will be circulated to the BCDOCG Review Committee for a final evaluation and then selection recommendations will be presented to the BCDCOG Executive Committee. **Part I - Applicant Overview, Part II - Project Narrative,** and **Part III - Project Budget** must follow the format as structured in this package so that the Review Committee can fairly evaluate your application.

Submit one original and one digital copy of the complete application sent via e-mail to [ryanm@bcdcog.com](mailto:ryanm@bcdcog.com)

**Part IV** of the application is reserved for the certifications and assurances. These documents must be received in order to complete the application requirements. These forms must be printed, completed, signed, and returned no later than twenty-one (21) days after the notification of intent to award. Any alterations to the text of the certifications and assurances documents will invalidate your application. Also, attach a copy of the organization’s Section 501(c)(3) certification, if it is not a public entity.

The deadline for submitting applications to the BCDCOG is **April 6, 2016 at 5:00 p.m**.

Submit your application and copies to:

|  |  |
| --- | --- |
|  |  |
| ***Berkeley-Charleston-Dorchester COG***  [www.bcdcog.com](http://www.bcdcog.com) | Ryan McClure, Planner II  1362 McMillan Avenue, Suite 100  Charleston, SC 29405  843-529-0400 |

**APPLICATION CHECKLIST**

The following checklist represents the information and attachments required. Incomplete applications, or those submitted after the deadline, will not be considered for funding.

❑ Cover Letter – include name, address and phone number of applicant as well as contact person. The letter should be signed by the individual(s) with authority to execute contracts on your organization’s behalf.

❑ Applicant Overview (Part I)

* + Standard Form 424: Application for Federal Assistance

❑ Application (Parts II and III) – one original and one digital copy of the complete application sent via e-mail to [ryanm@bcdcog.com](mailto:ryanm@bcdcog.com)

❑ Copy of the organization’s Section 501(c) (3) certification (if it is not a public entity)

❑ Letter of commitment (if applicable) – a letter of commitment is required if matching funds are coming from a source other than the applicant’s own budget. This letter must be signed by the official of the agency authorized to grant matching funds, and it must state the amount of matching funds available to the applicant.

**Section 5310 Program Project Application**

# Part I – Applicant Overview

|  |  |
| --- | --- |
| **Applicant Information** | |
| Legal Name: | |
| Contact Person: | |
| Address: | |
| City/State/Zip Code: | |
| Federal Tax ID Number: | |
| Telephone: | Fax: |
| Email: | Website: |
| List the name(s) and titles of persons authorized to enter into contract(s) and amendments with the BCDCOG:  Name: Title:  Name: Title: | |
| Applicant Status:  ❑ Private Non-Profit Organization ❑ Local Government ❑ Public Transportation Provider | |
| List of Project Partners:  Organization Contact Address Phone/Email  1.  2.  3. | |
| **Program (Check all that apply)** | |
| ❑ Section 5310 – Capital Expenses (80/20)  ❑ Section 5310 – Operating Expenses (50/50) | |
| **Project Information** | |
| Project Name: | |
| Specific Service Area: | |
| Estimated Number of People to be Served (monthly):  ❑ Elderly ❑ Disabled | |
| Budget: 5310 Program  Total Cost of Project $  Federal Funds $  Local Funds $ | |

### Form 424 – Application for Federal Assistance Instructions

Send the original of your completed form to the BCDCOG. This is a standard form used to obtain and review comments on the application from other state and local agencies.

* 1. Select type of submission.
  2. Date application submitted to BCDCOG.
  3. State use only.
  4. Federal use only.
  5. Enter legal name of applicant, name of primary organizational unit which will undertake the assistance activity; complete address of the applicant; and name and telephone number of the person to contact on matters related to this application.
  6. Enter the employer identification number (EIN) assigned by the Internal Revenue Service.
  7. Select the appropriate letter in the space provided.
  8. Check type of application -- “New” means a new assistance award; “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date; “Revision” means any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision applies, enter the appropriate letter.
  9. Insert “Federal Transit Administration.”
  10. Insert the “Catalog of Federal Domestic Assistance” number and title of the program that applies: 20.513 – Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310)
  11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate, attach a map showing project location.
  12. List only the largest political entities affected (e.g., state, counties, cities).
  13. Insert the start and end dates of the project.
  14. List the applicant’s congressional district and any district(s) affected by the program or project budget.
  15. Provide the estimated amount of funding from each contributor.
  16. Check “Yes” and list the date the application was submitted to the BCDCOG.
  17. This question applies to the applicant’s organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. Check the appropriate box. If “Yes,” attach an explanation.
  18. The application must be signed by the authorized representative of the organization.

**Section 5310 Program Project Application**

# Part II – Project Narrative

**Project Description:**

Provide a summary description of the project.

**Goals & Objectives:**

1. Describe the targeted population to be served.
2. Describe the unmet transportation need that the proposed project seeks to address.
3. Identify which strategy or strategies within the *Coordination Transportation Plan* this project responds to addresses.
4. Indicate how the project addresses the need.
5. Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month.
6. Explain how the project increases or enhances availability of transportation of the targeted population and detail if the project will also help meet transportation needs outside this population.

**Coordination:**

1. Describe how the project will be coordinated with other social service agencies and/or public transportation providers. (e.g., sharing vehicles, dispatching, scheduling, maintenance, coordinating client trips, training, etc.)
2. Identify partners/stakeholders and indicate any private sector involvement. (Attach letters of support for each partner/stakeholder.)
3. Indicate how stakeholders will be involved throughout the project.

**Implementation:**

1. Provide an operational plan for providing service. (Include time table, route map, and/or service map, if applicable.)
2. Describe how the agency intends to implement the project.
3. Explain how the project relates to other services or programs provided by your agency and demonstrate how it can be achieved within the agency’s technical ability.
4. Describe how the agency will market the project to the target population and promote public awareness of the program.
5. Provide a timeline for project implementation.

**Managerial Capability:**

1. Describe the agency’s ability to manage the project and the number of years the agency has worked with this targeted population.
2. Describe key personnel assigned to the project, and the percentage of time each person will be involved in the project. Will the agency need to hire additional personnel to support the project? If so, what percentage of time will the new person(s) dedicate to this project?
3. Describe how the agency will manage risk and provide for safe delivery of services – driver training and safety, vehicles used, vehicle safety, maintenance, and insurance.

**Fiscal Capability:**

1. Provide a complete budget indicating project revenues and expenditures in the format provided in Part III.
2. Provide evidence of financial capability and the stability of the local share.
3. Describe how the project relates to any federal or other programs that the agency operates and, if applicable, how these resources can be leveraged for the project.
4. Describe any potential long-term efforts or funding sources that will sustain the project if the 5310 program funding is no longer available in future years.

**Program Effectiveness:**

1. Identify performance measures to track the effectiveness of the service in meeting the identified goals.
2. Describe the agency’s plan for monitoring and evaluating the project.
3. Indicate what steps will be taken if original goals are not achieved.
4. Briefly describe any new or innovative solutions demonstrated by the project and whether it could be replicated elsewhere in the region or state.

**Section 5310 Program Project Application**

# Part III – Project Budget

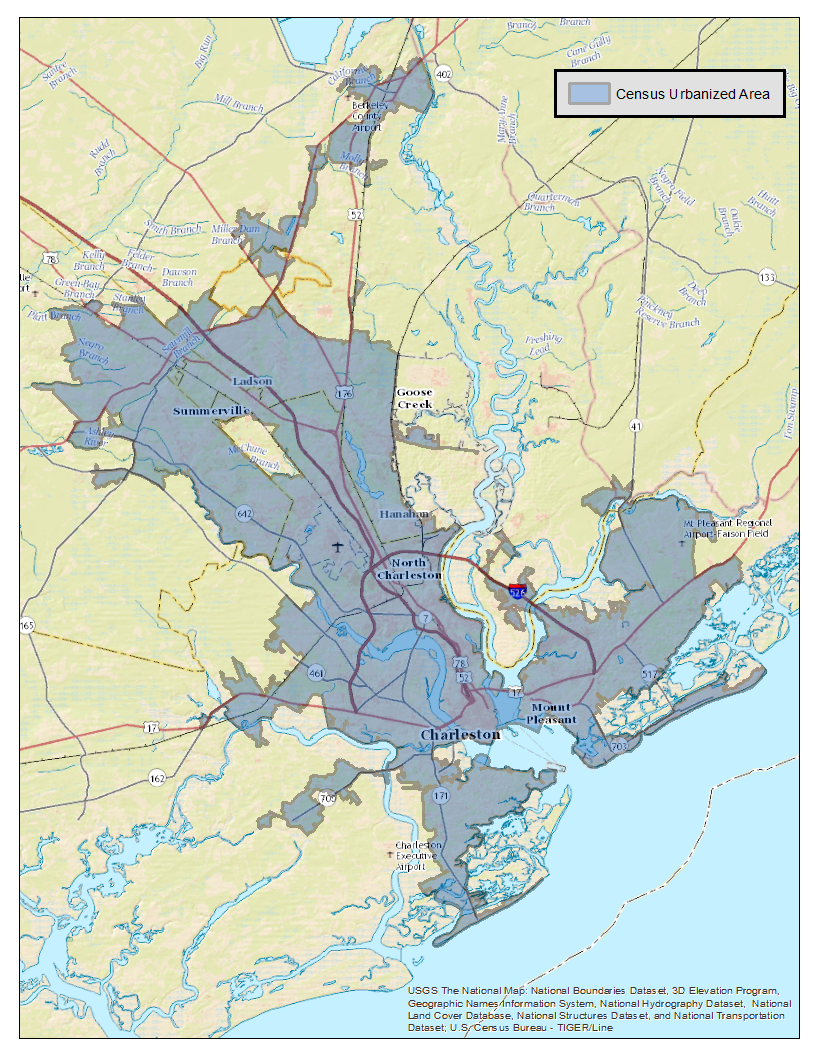
**Operating Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  | Project Budget |  |  |
| Vehicle Operations | |  |  |  |  |
| Personnel | |  |  |  |  |
| Administration | |  |  |  |  |
| Maintenance | |  |  |  |  |
| Vehicle Insurance | |  |  |  |  |
| Other Expenses | |  |  |  |  |
| **Total Operating Expenses** | |  |  |  |  |
|  |  |  |  |  |  |
| Fares | |  |  |  |  |
| Other | |  |  |  |  |
| **Total Operating Revenue** | |  |  |  |  |
|  |  |  |  |  |  |
| **Net Project Cost** | |  |  |  |  |
|  |  |  |  |  |  |
| Local Funding | |  |  |  |  |
| Local Funding | |  |  |  |  |
| Local Funding | |  |  |  |  |
| **Total Local Funds (50%)** | |  |  |  |  |
|  |  |  |  |  |  |
| **Federal Funds (50%)** | |  |  |  |  |
|  |  |  |  |  |  |

**Capital Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Capital Equipment | Type of Service | Cost | Local Share (20%) | Federal Share (80%) | Source of Local Share |
|  |  |  |  |  |  |
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| **Total Cost** |  |  |  |  |  |

# Appendix A – Census Urbanized Area



# Appendix B – Minimum Selection Criteria

| **Description of Project** | **Evaluation Criteria** |
| --- | --- |
| ***1. Statement of Need and Organizational Capacity (20 Points)*** | |
| * Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan. * Describe the specific population this project will serve. As appropriate, add tables, charts, maps, and data to support this project. Will the project also help meet transportation needs outside this population? (Explain how) * Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served. | * Does the project address a recognized need in the community?   + What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan? * Which strategy or strategies does the project focus on from the Plan? * Does the project increase or enhance availability of transportation of the targeted population? * Does the project help meet transportation needs outside this population? |
| ***2. Project Budget and Cost Effectiveness (20 Points)*** | |
| * Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project. * Provide evidence of financial capability and the stability of the local share. * Identify reasonable sources for on-going funding – clearly indicate all funding sources if there are more than one. | * Was a clearly defined budget submitted for both the proposed project? * Does the project budget list the source(s) of local share? Is the local share stable? * Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources? |

|  |  |
| --- | --- |
| ***3. Coordination and Program Outreach (20 Points)*** | |
| * Coordination among agencies is very important, describe how the project will be coordinated with other social service programs, and/or transit providers in the area. This could include:   + Share vehicles with other agencies?   + Share dispatching or scheduling duties?   + Share in maintenance costs?   + Coordinate client trips?   + Coordinate staff training programs?   + Other strategies. * Were private sector providers included in developing the project? If so, how? * In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis. | * What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning) * Does the project involve multiple partners? (More points awarded for greater partnership) * Was private sector involvement explored? * Does the project indicate how stakeholders will be involved throughout the project? |

|  |  |
| --- | --- |
| ***4. Implementation Plan (20 Points)*** | |
| * Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project. * Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation. * Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency’s technical ability. * Description on how the agency will market the project to the target population and promote public awareness of the program. | * Does the operational plan correspond with the project goals/objectives? * Does the implementation plan seem feasible? * Does the timeline seem feasible? |
| ***5. Customer Service and Accessibility (20 Points)*** | |
| * Provide the number of years the applicant has provided services for their targeted clientele (elderly, low-income populations, and/or individuals with disabilities). * Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project? * List the training courses and the drivers who have completed these courses. * Describe the agency’s vehicle maintenance program (if applicable), addressing the following:   + Pre-trip inspections   + Preventive maintenance   + Routine maintenance   + Contingency plan for when equipment is out of service | * Does the applicant display sufficient experience in providing services for the targeted clientele? * Does the agency have adequate staff resources to handle the project? * If applicable, are drivers properly trained? * If applicable, does the agency display the ability to maintain vehicles? |