

Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities

Call for Projects

Applications Due: Friday, January 13, 2017

For information contact:

Rachael Pawlak, Transportation Planner
East-West Gateway Council of Governments
1 Memorial Drive, Suite 1600
St. Louis, MO 63102
Phone MO: (314) 421-4220
Phone IL: (618) 274-2750
E-mail: rachael.pawlak@ewgateway.org



EAST-WEST GATEWAY
Council of Governments

Creating Solutions Across Jurisdictional Boundaries

Section 5310: Table of Contents

I. Introduction	3
Application and Submittal Instructions	3
Section 5310 Traditional in Illinois	3
II. Program Information	4
Program Overview	4
Section 5310 Program Circular	4
Program History	4
Eligible Sub-Recipients	5
Eligible Projects	5
Mobility Management	6
Local Match Requirements	6
Funding Availability	6
Geographic Boundaries	7
III. Program Responsibilities	8
Designated Recipient Roles and Responsibilities	8
Title VI Civil Rights/Non-Discrimination Plan	8
Transit Asset Management Plan	8
Section 5310 Program Measures	9
IV. Coordination Requirements	9
Coordinated Human Services Transportation Plan	9
Service Coordination	10
V. Selection Process	10
Evaluation Criteria	11
VI. Schedule and Procedures	12
Section 5310 Informational Workshop	12
Appendix A: Section 5310 Eligible Activities	13
Appendix B: Definitions	17
Appendix C: Application Guidelines	19
Appendix D: Evaluation Criteria	29

Section 5310: Program Workbook

I. INTRODUCTION

The East-West Gateway Council of Governments (the Council) in cooperation with the Missouri Department of Transportation (MoDOT), Illinois Department of Transportation (IDOT), and Bi-State Development (Metro) are pleased to administer the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (referred to as Section 5310 program) in the St. Louis Urbanized Area (UZA). The Section 5310 program is funded by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. § 5310 (CFDA 20.513).

Sub-recipients can apply for Section 5310 Traditional projects and New Freedom Type projects. Please refer to **Page 5** of this workbook and **Appendix A** for a listing of eligible Section 5310 project examples. A key FTA requirement requires at least 55 percent of the Section 5310 program be spent on Section 5310 Traditional projects, such as wheelchair-accessible vehicles, and specifically names non-profit organizations as the recommended sub-recipient of those grants.

Please note – The selection of Section 5310 projects is based on the urban area formula-based apportionment for the St. Louis UZA. The St. Louis UZA covers both Missouri and Illinois (referred to as the St. Louis, MO-IL UZA). Please refer to the map on **Page 7** of this workbook for a depiction of the St. Louis, MO-IL UZA. The Missouri portion of the St. Louis UZA is referred to as “the St. Louis, MO UZA” and the Illinois portion of the St. Louis UZA is referred to as “the St. Louis, IL UZA.” **The Council’s call for projects for Section 5310 funding is for Section 5310 Traditional projects in the St. Louis, MO UZA, and New Freedom Type projects in the St. Louis, MO-IL UZA.**

Application and Submittal Instructions:

Project applications must consist of one (1) original signed hard copy and one (1) copy. Project applications must be submitted by mail or hand delivered by **Friday, January 13, 2017** to:

East-West Gateway Council of Governments
One Memorial Drive, Ste 1600
St. Louis, MO 63102
Attention: Rachael Pawlak

If you are applying for a Section 5310 Traditional project and a New Freedom Type project, separate applications must be submitted. If you are applying for multiple Section 5310 Traditional vehicles that will be used for the same service or program, submit one application. You may attach additional pages to the application if needed to address the questions in the application. Applications with incomplete and/or missing information may not be considered for funding. Applicants may be asked to revise their projects. The Council reserves the right to award funding to certain parts of a project. **Appendix C** provides guidance on completing the Section 5310 Application.

Section 5310 Traditional in Illinois:

For applicants wishing to apply for the Section 5310 Traditional Consolidated Vehicle Program (CVP) in the St. Louis, IL UZA, contact Michael Healy, CVP Program Manager, IDOT, at (312) 793-2184 for information on project solicitation. More information can be found here: <http://bit.ly/2f6iYEP>. Select the “Capital” tab, and then select “Paratransit Vehicles.”

II. PROGRAM INFORMATION

Program Overview:

The Section 5310 program provides funding to help improve mobility for seniors and individuals with disabilities, by removing barriers to transportation services and expanding the transportation mobility options available. The program provides grant funds for capital and operating expenses to sub-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 by individuals with disabilities on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

Section 5310 Program Circular:

For more information on the Section 5310 program, the Program Circular FTA C 9070.1G is available at <http://1.usa.gov/1nNhFp>. Many of the terms used in this application are defined in **Appendix B** or in the Program Circular.

Program History:

The Section 5310 program was established in 1975 as a discretionary capital assistance program, and the program awarded grants to private non-profit organizations to serve the needs of seniors and persons with disabilities. Many of the non-profit agencies used the vehicles primarily for transportation of their own clients. The Section 5310 program changed to a formula program under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). ISTEA encouraged the coordination of human service transportation, and FTA guidance required coordination of the program with other federal human services transportation programs. The Transportation Equity Act for the 21st Century (TEA-21) enacted in 1998, reauthorized the Section 5310 program. TEA-21 increased the authorized funding levels, but made no significant program changes.

In 2005, Congress enacted the Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and authorized the New Freedom program to support new public transportation services and public transportation alternatives beyond those required by the ADA. SAFETEA-LU also introduced the requirement that Section 5310 and New Freedom projects must be derived from a locally developed, coordinated public transit-human services transportation plan.

Congress enacted the MAP-21 Act on July 6, 2012. MAP-21 repealed the New Freedom program and merged the New Freedom program into the Section 5310 program. As a result of this merger, activities under the New Freedom program are now eligible under Section 5310, and consistent with the New Freedom program, funds are apportioned among the large urbanized areas, small urbanized areas, and rural areas, instead of only to states, as the law previously provided. MAP-21 required that a minimum of 55 percent of the Section 5310 funding be expended on Section 5310 Traditional projects. On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act, reauthorizing surface transportation programs, including the Section 5310 program, through Fiscal Year 2020, but made no significant program changes.

Eligible Sub-Recipients:

Section 5310 funds have two categories of projects (i.e., Section 5310 Traditional and New Freedom Type), and not all sub-recipients are eligible for both categories.

Eligible sub-recipients of Section 5310 Traditional funding (i.e., paratransit vehicle acquisition) include:

- Private non-profit organizations; or
- State or local government authorities that are approved by a state to coordinate services for seniors and individuals with disabilities; or certify that there are no non-profit organizations readily available in the area to provide the service.

Eligible sub-recipients for the New Freedom Type activities include:

- Private non-profit organizations;
- State or local government authorities; or
- Operators of public transportation.

Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore are eligible sub-recipients. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of this service must include shared rides. Taxi companies that provide only exclusive-ride service are not eligible sub-recipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with an eligible sub-recipient such as a local government or non-profit organization.

Eligible Projects:

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. **All requested operating expenses must have a functional relationship to transportation for seniors and/or individuals with disabilities.** Below are examples of eligible Section 5310 projects:

Eligible Section 5310 Traditional project examples (i.e., projects that meet the 55 percent requirement):

- Acquisition of expansion or replacement buses and vans, and related procurement, testing, inspection, and acceptance costs. **All vehicles purchased with Section 5310 funding must be accessible by the ADA.**
- Radios and communication equipment.
- Vehicle wheelchair lifts, ramps, and securement devices.
- Support facilities and equipment for Section 5310-funded vehicles (i.e., computer hardware and software, transit-related intelligent transportation systems (ITS), dispatch systems, fare collection systems).
- Projects that support mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.

Eligible New Freedom Type project examples (i.e., other eligible capital and operating expenses):

- Travel training.
- Volunteer driver programs, including support costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, mileage reimbursement, and insurance.
- Building an accessible path to a bus stop including curb-cuts, sidewalks, or accessible pedestrian signals.
- Improving signage or way-finding technology.
- Incremental cost of providing same day service or door-to-door service.
- Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs.
- Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers.
- Mobility management.

Please note – Mobility management may be eligible under both categories. In order for the project to qualify towards the 55 percent requirement, the project must be carried out by an eligible sub-recipient.

Examples of ineligible expenses include charter service, school bus service, depreciation expenses, private for-profit taxi service that is not shared-ride, and projects not targeted to seniors and individuals with disabilities.

Mobility Management:

Mobility management is an innovative approach for managing and delivering coordinated transportation services to customers. An example of a mobility management type project includes: 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 an eligible capital cost, and may include:

- Operating transportation brokerages to coordinate service providers, funding resources, and customer needs.
- Providing travel training and trip planning activities for customers.
- Developing and operating travel call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel.
- Planning and implementing the acquisition and purchase of ITS to operate a coordinated system.

Local Matching Requirements:

The Section 5310 program is a cost-reimbursement program. Section 5310 program funds can be used to support the net costs of a capital, mobility management, or operating project. The required matching funds for different types of projects are as follows:

- For capital and mobility management projects, Section 5310 program funds can be used to support 80 percent of the net project costs and 20 percent of the net project costs must come from local match sources.
- For operating projects, Section 5310 program funds can be used to support 50 percent of the net project costs and 50 percent of the net project costs must come from local match sources.

All of the local match funds must be provided from sources other than federal Department of Transportation (DOT) funds. Some examples of local match sources include: state or local appropriations, dedicated tax revenues, private donations, revenue from service contracts, transportation development credits, and net income generated from advertising and concessions. **If requesting a vehicle capital project, the local match must be in cash from non-DOT sources.**

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 cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget. Farebox revenue may not be used as local match. Farebox revenue is considered income and is deducted from the total project cost to determine the net project cost.

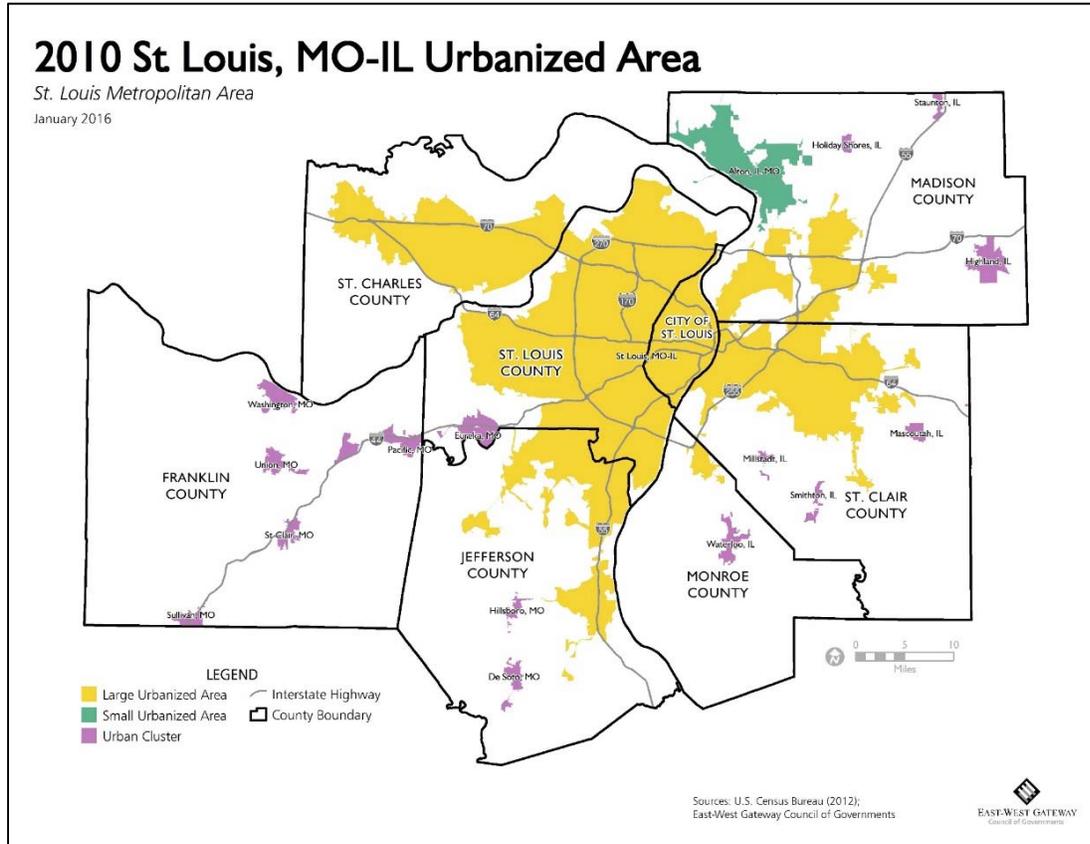
Income from contracts to provide human service transportation may be used either to reduce the net project cost (i.e., treated as revenue) or to provide local match for Section 5310 operating assistance. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service.

Funding Availability:

The federal funding available for the St. Louis, MO-IL UZA is based on leftover federal fiscal year (FFY) 2015 funding, the full FFY 2016 allocation, and an estimated FFY 2017 allocation. The amount available to program is approximately \$3.12 million. **Please note** – the FTA FFY 2017 apportionments and allocations have not been released at this time. Projects cannot be awarded FFY 2017 funding until the apportionments and allocations have been released.

Geographic Boundaries:

The FTA Section 5310 Circular states that funding boundaries for large areas are to be determined by their 2010 Census Urbanized Area (UZA). The map below shows the 2010 Census designated UZA in yellow. The Council’s call for projects for Section 5310 funding is for Section 5310 Traditional projects in the St. Louis, MO UZA, and New Freedom Type projects in the St. Louis, MO-IL UZA. **Please note** – county-level maps are available for reference at <http://bit.ly/2gfUcC7>.



For applicant’s interested in applying for Section 5310 Traditional vehicles in the St. Louis, IL UZA, please contact IDOT for information on their CVP solicitation. For agencies outside of the yellow area, applicants interested in Section 5310 funding on the Missouri side are to consult MoDOT and on the Illinois side are to consult IDOT.

The table below describes to whom the project sponsor should submit their application, based on the service area and the project type. The table also identifies the administering agency. **Please note** – MoDOT and IDOT have separate applications and deadlines.

Service Area:	Project Type:	Submit to Agency:	Administered by Agency:
Rural Missouri	Section 5310 Traditional	MoDOT	MoDOT
Rural Missouri	New Freedom Type	MoDOT	MoDOT
St. Louis UZA, Missouri	Section 5310 Traditional	The Council	MoDOT
St. Louis UZA, Missouri	New Freedom Type	The Council	Bi-State Development
St. Louis UZA, Illinois	Section 5310 Traditional	IDOT	IDOT
St. Louis UZA, Illinois	New Freedom Type	The Council	Bi-State Development
Rural Illinois	Section 5310 Traditional	IDOT	IDOT
Rural Illinois	New Freedom Type	n/a	n/a

Bold rows indicate which projects are included in the Council’s call for projects.

III. PROGRAM RESPONSIBILITIES

Designated Recipient Roles and Responsibilities:

The Council, MoDOT, IDOT, and Bi-State Development serve as the designated recipients for the St. Louis, MO-IL UZA. The Council is responsible for the development of the CHSTP, and the solicitation and selection process of Section 5310 Traditional projects (i.e., paratransit vehicles) in the St. Louis, MO UZA, and New Freedom Type projects in the St. Louis, MO-IL UZA. MoDOT is responsible for the program administration of the Section 5310 Traditional projects in the St. Louis, MO UZA, and Bi-State Development is responsible for the program administration of the New Freedom Type projects in the St. Louis, MO-IL UZA. IDOT is responsible for the selection process and project administration of the Section 5310 Traditional projects in the St. Louis, IL UZA.

The responsibilities for each type of project are allocated between the co-designees as follows:

Geographic Area	Co-Designees and Responsibilities			
	Section 5310 Traditional Projects		New Freedom Type Projects	
	Selection Process	Project Administration	Selection Process	Project Administration
St. Louis, MO UZA	The Council	MoDOT	The Council	Bi-State Development
St. Louis, IL UZA	IDOT	IDOT	The Council	Bi-State Development

Title VI Civil Rights/Non-Discrimination Plan:

All sub-recipients are required by FTA to develop a Title VI Civil Rights/Non-Discrimination plan that conforms to FTA requirements. In 2013, MoDOT conducted workshops of Title VI plans, as well as Limited English Proficiency (LEP) components of Title VI Civil Rights/Non-Discrimination plans. The workshop presentations and the Title VI Civil Rights/Non-Discrimination plan template is available for download under the heading “Presentations” at <http://bit.ly/2e7FcSW>.

Transit Asset Management Plan:

On July 26, 2016, the FTA published a final rule that requires public transportation providers to develop and implement transit asset management (TAM) plans. A sub-recipient that operates service that is open to the public or a segment of the general public (e.g. elderly persons or persons with disabilities) must comply with the final rule to develop TAM plans. Tier II providers (those transit operators that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue or have 100 or fewer vehicles in general demand responsive service during peak regular service hours) are eligible to participate in a group TAM plan that would be developed by a sponsor (e.g. state DOT). Tier I providers (those operators with 101 or more vehicles in revenue service during peak regular service or operators of fixed-guideway public transportation systems) are required to develop their own, individual TAM plan.

A non-profit sub-recipient under the Section 5310 program that operates a closed-door service (e.g. for members of a specific senior center or for participants in a specific sheltered workshop program only), is not a provider of public transportation and is not subject to the final rule (i.e., are not required to develop a TAM plan).

The Transit Asset Management plans final rule is available for download at <http://bit.ly/2dG0BSe>.

Section 5310 Program Measures:

The Section 5310 Program Circular, page II-2, #3, requires that certain performance measures be gathered. FTA is required by law to “establish performance goals to define the level of performance” and to also “establish performance indicators to be used in measuring relevant outputs, service levels, and outcomes” for each of its program. MoDOT and Bi-State Development will collect and report the following program measures to FTA.

Section 5310 Traditional Project Performance Measures:

- **Gaps in Services Filled:** Providing transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of Section 5310 Traditional projects implemented in the current reporting year.
- **Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors and individuals with disabilities on Section 5310-supported vehicles and services as a result of Section 5310 Traditional projects implemented in the current reporting year.

New Freedom Type Project Performance Measures:

- **Service Improvements:** Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.
- **Physical Improvements:** Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.
- **Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.

IV. COORDINATION REQUIREMENT

Coordinated Human Services Transportation Plan:

Title 49 U.S.C. 5310 requires that projects selected for funding be “included in a locally developed, coordinated public transit-human services transportation plan.” FTA maintains flexibility in how projects appear in the coordinated public transit-human services transportation plan. Projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized within the plan. The Council’s Coordinated Human Services Transportation Plan (CHSTP) was updated and approved by the Board of Directors in June 2016 in accordance with the federal requirements. The key elements of the CHSTP include:

- Demographic profile of persons with disabilities and older adults.
- An inventory of known human service agencies and transportation providers in the St. Louis region.
- Identified gaps and barriers in existing transportation services and regional coordination.
- Goals and strategies that address the noted gaps in service.
- Priorities for implementation of the identified strategies based on resources, time, and feasibility.

The CHSTP is required to be updated every four years. Transportation service providers are strongly encouraged to get involved with this planning process. Contact the Council for more information.

The CHSTP is available for download at <http://bit.ly/2fPTe16>.

Service Coordination:

If a transportation provider or human service agency operates in your project service area or serves the same type of needs, you should contact the provider in order to reduce possibilities for duplication of services. Send each provider or agency an individual letter advising the provider or agency of your Section 5310 application. In the letter, describe the proposed service, number of vehicles requested/used, target population to be served, service area boundaries, etc. The transportation provider or human service agency is encouraged to submit written comments referencing the application and indicating:

- Whether the services they are now providing are designed to meet the special needs of seniors and/or individuals with disabilities in the service area of the Section 5310 project;
- Whether they wish to participate in some way in the provision of the services proposed in the Section 5310 application;
- Any other comments of approval or disapproval about the Section 5310 project they wish the Council to consider.

Include copies of your letters and all responses with your application.

Agency service areas vary a great deal. If you are unsure about whether you can coordinate with an agency, *contact* that agency. If you are unsure who operates in your service area, contact Council staff.

Examples of major transportation providers (provider – service area):

- Bi-State Development (Metro) – St. Louis City, St. Louis County, and St. Clair County
- Madison County Transit – Madison County
- St. Clair County Transit District – St. Clair County
- St. Charles Area Transit – St. Charles City
- JeffCo Express – Jefferson County
- OATS, Inc. – St. Louis County, St. Charles County, Jefferson County, and Franklin County
- Area Agency on Aging – St. Louis AAA – St. Louis City; Mid-East AAA – St. Louis County, St. Charles County, Jefferson County, and Franklin County; AgeSmart Community Resources AAA of Southwestern Illinois – Madison County, Monroe County, and St. Clair County
- Developmental Disabilities Resource Boards – St. Louis Office for Developmental Disability Resources, Developmental Disabilities Board of St. Charles, Jefferson County Developmental Disabilities Resource Board, Developmental Services of Franklin County
- Eastern Missouri Transportation Coordinating Council – St. Charles County and Franklin County
- Illinois Human Service Planning regions – Region 9 – Madison County; Region 11 – Monroe County and St. Clair County
- Volunteer driver programs – St. Louis County Older Residents Program – St. Louis County; ITN St. Charles – St. Charles County
- Local human service agencies – private for-profit and private not-for-profit transportation providers in the St. Louis UZA
- Coordinating agencies – Agencies that work with your organization in providing transportation services to seniors and individuals with disabilities in the St. Louis UZA

V. SELECTION PROCESS

Projects submitted for funding are prioritized and selected using a competitive process. The selection criteria was approved by the CHSTP Stakeholder Committee. The Council reviews and scores the applications according to the criteria listed below. After scoring the proposals, projects recommended for funding will be presented to the Council's Missouri and Illinois Transportation Planning Committee. The TPC will review the projects recommended for funding and make a recommendation to the Council's Board of Directors. The list of approved projects will be amended to the Transportation Improvement Program (TIP).

Evaluation Criteria:

Projects will be evaluated based on information provided in the application. For a project to be considered for funding, the following minimum requirements must be met:

- The project sponsor must meet the sub-recipient criteria as defined in the Section 5310 Circular.
- The proposed project must be eligible for Section 5310 funding under FTA guidelines.
- The project must serve the target population – seniors and/or persons with disabilities.
- The proposed project must be non-duplicative.
- The proposed project must identify one or more local funding source and provide evidence that the source(s) are committed to supplying the necessary local match for the project.
- The project must address one of the strategies identified in the CHSTP.

The Council will use a competitive process to select and evaluate St. Louis, MO UZA Section 5310 Traditional projects and St. Louis, MO-IL UZA New Freedom Type projects. The following selection criteria include a maximum of 100 total points. The Council scores the Section 5310 projects according to the criteria described below:

1. **Responsiveness to CHSTP Gaps and Strategies (25 points):**
 - Points will be awarded based on the project's responsiveness in addressing the gaps identified in the CHSTP (10).
 - Points will be awarded based on how many strategies the project addresses, and how well the project responds to the strategies in the CHSTP (15).
2. **Sponsor Experience and Management (25 points):**
 - Points will be awarded based on the project sponsor's:
 - i. Experience in managing transportation services for seniors and/or individuals with disabilities (5),
 - ii. Availability of sufficient management, staff, and resources to implement project (5),
 - iii. Stability of local match funding sources (5),
 - iv. History of managing federal transportation projects (5), and
 - v. Ability to sustain project after initial grant funding is expended (5).
3. **Coordination among Agencies (20 points):**
 - Points will be awarded based on the coordination efforts and demonstrated partnerships to address gaps and avoid duplicated services.
4. **Benefits to Target Population (20 points):**
 - Points will be awarded based on the estimated number of seniors and/or individuals with disabilities that the project will benefit (10).
 - Points will be awarded if the sponsor demonstrates improved benefits to target population over time for existing projects, or estimates benefit to target population to be achieved for new projects (5).
 - Points will be awarded to projects that serve more than one jurisdiction (5).
5. **Project Budget (5 points):**
 - Points will be awarded based on how efficiently the project provides benefits to the users (cost per customer served).
6. **Marketing and Promotion (5 points):**
 - Points will be awarded based on how the sponsor markets the transportation service to the target population and promotes awareness.

Please see **Appendix D** for more explanation on the scoring criteria.

VI. SCHEDULE AND PROCEDURES

The schedule for this call for projects is provided below. The schedule is subject to change.

Approximate Date	Activity
November 30, 2016	→ Section 5310 Workbook and Application available online.
December 13, 2016	→ Section 5310 Informational Workshop held by the Council, MoDOT, and Bi-State Development on Tuesday, December 13, 2016 to clarify program requirements, application procedures, and project selection criteria. The Informational Workshop will be held at the MoDOT TMC and it is not mandatory to attend to be eligible for funding.
November 30, 2016 – January 13, 2017	→ Council staff is available to provide assistance to individual applicants as needed. Contact Rachael Pawlak at (314) 421-4220 or rachael.pawlak@ewgateway.com if you have any questions.
January 13, 2017	→ Deadline for receipt of complete application (one original and one copy). <u>Applications must be submitted to the Council.</u> The deadline includes mailed applications.
January 16, 2017 – February 24, 2017	→ Council staff organizes and reviews applications. Applications are evaluated based on a competitive selection process. Council staff develops a draft recommended project list, which is distributed to the Council Transportation Planning Committee (TPC).
March 1, 2017	→ TPC meets to approve recommended project list. Applicants are notified about the recommendations after the TPC approves the recommended project list.
March 21, 2017	→ Recommended project list is presented to the Council Executive Advisory Committee (EAC).
March 29, 2017	→ Recommended project list presented to the Council Board of Directors for final approval, and amended into FY 2017-20 TIP.

Section 5310 Informational Workshop:

A Section 5310 Informational Workshop is scheduled for Tuesday, December 13, 2016 at the MoDOT Transportation Management Center (TMC). Location information is provided below. Staff from the Council will provide information on Section 5310, including program eligibility, projects applications, scoring criteria, and available funding. Attendance at this Workshop is not required for applicants to participate in this funding opportunity, but is strongly encouraged.

When and where:

December 13, 2016 – 10:00 AM-Noon
 MoDOT TMC, Room 209, 14301 South Outer 40 Road, Chesterfield, MO 63017

Appendix A: Section 5310 Eligible Activities

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for Section 5310 Traditional projects – those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling – recipients may use more than 55 percent of their apportionment for this type of project.

Eligible capital expenses that meet the 55 percent requirement:

- a. Rolling stock and related activities for Section 5310-funded vehicles
 - 1) Acquisition of expansion or replacement buses and vans, and related procurement, testing, inspection, and acceptance costs;
 - 2) Vehicle rehabilitation or overhaul;
 - 3) Preventive maintenance;
 - 4) Radios and communication equipment; and
 - 5) Vehicle wheelchair lifts, ramps, and securement devices.
- b. Passenger facilities related to Section 5310-funded vehicles
 - 1) Purchase and installation of benches, shelters, and other passenger amenities.
- c. Support facilities and equipment for Section 5310-funded vehicles
 - 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.
- e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services. Both capital and operating costs associated with contracted services are eligible capital expenses.
- 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 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 passengers;
 - 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 arrangement 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 standalone capital expense).
- g. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/sub-recipient.

Other eligible capital and operating expenses “New Freedom Type projects” (up to 45 percent):

- a. Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.
- b. Public transportation projects (capital and operating) 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.
 - 1) Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
 - i. Expansion of paratransit parameters beyond the three-fourths mile required by the ADA;
 - ii. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - iii. The incremental cost of providing same day service;
 - iv. The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
 - v. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
 - vi. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (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 oversized 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 in order to accommodate lifts with a heavier design load; and
 - vii. Installation of additional securement locations in public buses beyond what is required by the ADA.
 - 2) Feeder services. Accessible “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.
- c. Public transportation projects (capital and operating) that improve accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.
 - 1) 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 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:

- i. Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;
 - ii. Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
 - iii. Improving signage or wayfinding technology; or
 - iv. Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.
- 2) Travel training. 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.
- d. Public transportation alternatives (capital and operating) that assist seniors and individuals with disabilities with transportation. The following activities are examples of projects that are eligible public transportation alternatives.
- 1) Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provides that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.
 - 2) Supporting the administration and expenses related to 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 seniors and 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 submit the voucher reimbursement to the recipient for payment based on predetermined rates and contractual agreements. Transit passes or vouchers 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.
 - 3) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, 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.
- e. Limits on operating assistance. Given the 55 percent requirement for Section 5310 Traditional capital projects, a recipient may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C 5310(b)(1)(B-D) and described in this section (b, c, and d) above. Operating assistance for required ADA complementary paratransit service is not an eligible expense.

This page intentionally left blank.

Appendix B: Definitions

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.

Capital Project: A category of reimbursable project expenses that include all activities identified in 49 U.S.C. 5302(3). Eligible activities under this project category are explained in Chapter III of the Section 5310 Program Circular (FTA C 9070.1G).

Closed-Door Service: A sub-recipient that operates service that is closed to the general public and only available to a particular clientele. For example, for members of a specific senior center or for participants in a specific sheltered workshop program.

Coordinated Public Transit-Human Service Transportation Plan: A locally developed, coordinated transportation plan that identifies the transportation needs of seniors and individuals with disabilities, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation.

Demand Responsive System: Any non-fixed route system of transporting individuals that requires advanced scheduling including services provided by public entities, non-profits, and private providers. An advance request for service is a key characteristic of demand responsive service.

Designated Recipient: An entity designated, in accordance with the planning process under sections 5303 and 5304 of title 49, United States Code, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under 49 U.S.C. 5336 to urbanized areas of 200,000 or more in population; or a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

Disability: The term disability has the same meaning as in Section 3(1) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). The term “disability” means, with respect to an individual –

- a) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- b) a record of such an impairment; or
- c) being regarded as having such an impairment.

Human Service Transportation: 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, seniors, and people with low incomes.

Large Urbanized Area: An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of the Census.

Mobility Management: Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. chapter 53 (other than section 5309). Mobility management does not include operating public transportation services.

Net Project Cost: The part of a project that reasonably cannot be financed from operating revenues (i.e., farebox recovery).

Non-Profit Organization: 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.

Open-Door Service: A sub-recipient that operates service that is open to the general public or a segment of the general public, for example, elderly persons or persons with disabilities.

Operating Expenses: Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

Paratransit: A comparable transportation service required by the ADA for individuals with disabilities who are unable to use fixed-route transportation systems.

Public Transportation: 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 provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intraterminal or intrafacility shuttle services.

Revenue: Funds generated through the transportation service. This may include registration fees, fares, or ride-based donations.

Seniors: An individual who is 65 years of age or older.

Sub-Recipient: A state or local governmental authority, a private non-profit organization, or an operator of public transportation that received a grant under Section 5310 indirectly through a recipient.

Urbanized Area (UZA): 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.

Useful Life: The expected lifetime of project property, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.

Appendix C: Application Guidance

1. Applicant Agency Information:

Project Title: The title of the applicant agency's project should be a brief, easy way to identify the project and distinguish it among other projects (e.g., Transportation to Work Program, Evening and Weekend Transportation Program, Vehicle Acquisition for Senior Transportation).

Legal Name of Organization: List legal name as shown on articles of incorporation or charter.

List of all DBA Names: List all doing business as (DBA) names used by the applicant agency.

Executive Director: Name of applicant agency's executive director.

Street Address: Physical location of main office of organization.

City: Place/location of main office.

State: State of main office.

County: County location of main office.

ZIP+4: Nine digit postal code for main office.

Mailing Address: Address where mail is to be sent **including city, state, and ZIP+4.**

Phone Number: Phone number of main office.

Fax Number: Fax number of main office.

Congressional District(s): Applicant agency's district.

Non-Profit Number: Non-Profit Corporation Number as issued by the Missouri or Illinois Secretary of State.

Federal Employer ID Number (FEIN): Can be found on applicant agency's federal tax filings.

DUNS Number: Any agency applying for a grant or cooperative agreement with funds from the federal government must have a DUNS number. This is a nine-digit identification number that provides a unique identification for single business entities. Applicant agencies that currently do not have a DUNS number can obtain one for free from Dun and Bradstreet (www.dnb.com). It takes approximately five weeks to receive a DUNS number after the information requested is imputed in the "Instructions on How to Obtain a DUNS Number."

2. Person to Contact with Regard to this Application:

Name: Applicant agency's contact person name for project.

Title: Contact person's title.

Phone Number: Phone number of contact person.

Fax Number: Fax number of contact person.

Email: Email address of contact person.

3. Organization Type:

Applicant agency must identify the organization type. Section 5310 funding is limited to private non-profit organizations, state or local government authorities, and operators of public transportation.

4. Project Type:

Applicant agency must classify the project type. Section 5310 funds are available for capital, mobility management, and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. **Only non-profit organizations and certified state or local government authorities in the Missouri portion of the St. Louis Urbanized Area are eligible to receive a Section 5310 Traditional project.**

5. Project Status:

Applicant agency must identify whether the project is a continuation of an existing project, an expansion of an existing project, or a new project.

6. Project Service Area:

Identify the areas that will be served by the project. Applicants must attach a map showing the service area boundaries. To be an eligible sub-recipient, the applicant agency must serve the St. Louis Urbanized Area. This means that trips must originate or terminate in the St. Louis Urbanized Area (the yellow area on the map on **Page 7**).

7. Vehicle Fleet:

Applicant agency must identify the type of all vehicles operated by the agency, the number of each type, whether or not the vehicles are ADA equipped, and the funding source (e.g., Section 5310, JARC, New Freedom, Section 5311, etc.). Attach a vehicle fleet list if there is not enough space provided.

8. Title VI/Non-Discrimination Plan:

Identify whether or not the applicant agency has a Title VI/Non-Discrimination Plan.

9. Transit Asset Management Plan:

A sub-recipient that operates service that is *open* to the public or a segment of the general public (e.g. elderly persons or persons with disabilities) must comply with the FTA final rule to develop and implement a Transit Asset Management (TAM) plan.

Tier I providers (those operators with 101 or more vehicles in revenue service during peak regular service or operators of fixed-guideway public transportation systems) are required to develop their own, individual TAM plan. Identify whether or not the applicant agency has a TAM Plan.

Tier II providers (those transit operators that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue or have 100 or fewer vehicles in general demand responsive service during peak regular service hours) are eligible to participate in a group TAM plan that would be developed by a sponsor (i.e., State DOT). Identify whether or not the applicant agency is included in a group TAM plan.

A non-profit sub-recipient under the Section 5310 program that operates a *closed-door service* (e.g. for members of a specific senior center or for participants in a specific sheltered workshop program only), is not a provider of public transportation and is not subject to the final rule.

10. Project Description:

This is a brief overview of the project that tells the reviewers how the applicant agency intends to spend the grant funds. **Be as clear and concise as possible. The application reviewers should be able to determine exactly what it is you are proposing in the first three sentences.** The description should include the goals and objectives of the project, and the outcomes and benefits. Describe who will be served and how they will be served. Include information on the type of service provided (i.e., closed-door, open-door, demand response, etc.) and any rider fees.

11. Prior Grants:

If applicable, identify the status of the applicant agency's most recent JARC, New Freedom, or Section 5310 grants and how the proposed project complements or expands the existing JARC, New Freedom, or Section 5310 project.

12. Expansion of Existing Project:

If applicable, answer this question if the applicant agency is proposing to expand an existing project. Describe how the proposed project will expand existing service.

13. Vehicle Request Form:

- A. If applicable, fill this form out if the applicant agency is applying for funding for a Section 5310 Traditional vehicle purchase. **This should only be filled out by eligible sub-recipients of Section 5310 Traditional funding who are located and serve the Missouri portion of the St. Louis Urbanized Area. All vehicles purchased with Section 5310 funding must be accessible by the ADA.**

Eligible sub-recipients of Section 5310 Traditional funding in Missouri include:

- Private non-profit organizations; or
- State or local government authorities that are approved by a state to coordinate services for seniors and individuals with disabilities; or certify that there are no non-profit organizations readily available in the area to provide the service.

Identify the vehicle priority, requested vehicle type, and the purpose for the request (i.e., replacement, expansion vehicle, new start). If the applicant agency is proposing to replace a vehicle, identify the vehicle type, year, mileage at the time of submittal, vehicle condition (i.e., out of service, poor, fair, good, excellent), and the VIN for each replacement vehicle. The vehicle condition definitions are:

- Out of Service: Vehicle is not suitable for safe and/or reliable daily operations.
- Poor: Vehicle is marginally suitable for safe and/or reliable daily operations, though is frequently at risk for being removed from service. Vehicle can be expected to last <1 year at current level of use before requiring permanent removal from service.
- Fair: Vehicle is suitable for safe and/or reliable daily operations, though is beginning to exhibit significant wear and tear. Vehicle can be expected to last 1-2 years at current level of use before requiring permanent removal from service.
- Good: Vehicle is suitable for safe and/or reliable daily operations. Vehicle can be expected to last 3-4 years at current level of use before requiring permanent removal from service.
- Excellent: Vehicle is suitable for safe and/or reliable daily operations. Vehicle can be expected to last 4+ years at current level of use before requiring permanent removal from service.

Vehicles will be eligible to be considered for replacement when the following minimum mileage standards or time frames (whichever occurs first) are met at the time of submittal:

- Medium-size, medium-duty transit buses (approximately 25' - 35'): 200,000 miles or at least 7 years in revenue service.
- Medium-size, light-duty transit buses (approximately 25' -35') cutaways: 150,000 miles or at least 5 years in revenue service.
- Regular and specialized vans, sedans, and light-duty buses: 100,000 miles or at least 4 years in revenue service.

MoDOT's Bid Award Memorandums include a comprehensive list of vehicle types and pricing options. View the lowered floor minivans and wide/narrow body cutaways Bid Award Memorandum at: <http://bit.ly/2fvxd6p>. View the lowered floor mobility vehicle (MV-1) and medium/high roof conversion vans Bid Award Memorandum at: <http://bit.ly/2fNscE0>.

Applicants can be awarded partial vehicle requests. This is why it is important to identify the priority of each requested vehicle.

- B. If applicable, explain the need for each vehicle replacement. Examples: the vehicle is in poor condition and requires more maintenance; the agency is replacing a certain vehicle type with a different vehicle type (e.g., need different accessibility features, need more or less space, etc.); the agency is replacing a vehicle that meets the useful life criteria to sustain existing services; the agency is requesting an expansion vehicle to increase customers, etc. **The applicant agency must identify the need for each replacement.**

14. Equipment Request Form: (excludes vehicles)

- A. If applicable, describe the equipment requested. Examples of equipment include: computer hardware and software, transit-related intelligent systems (ITS), dispatch systems, fare collection systems.
- B. If applicable, explain the purpose of the equipment and explain how it supports transportation service to meet the specific needs of seniors and individuals with disabilities. Identify if the equipment is for a Section 5310-funded vehicle or a non-Section 5310-funded vehicle.
- C. If applicable, identify the life expectancy, or useful life, of the equipment requested. If available, use the manufacturer's estimated useful life.

15. Coordinated Human Service Transportation Plan (CHSTP) Requirement:

The applicant agency must identify the transportation gaps that the project is designed to meet. The identified gaps start on page 29 in the CHSTP. More than one gap can be selected. If the transportation gap experienced does not fall under one of the six categories, select 'other.'

The applicant agency must also identify the overarching CHSTP goal that the project fits under to address the gaps in transportation. The goals and strategies start on page 33 in the CHSTP. More than one goal can be selected.

16. Need Justification:

- A. Clearly identify the unmet transportation needs that the applicant agency and/or agency customers experience. If 'other' was selected in Question 15 under 'CHSTP Identified Gaps in Transportation,' explain the gap here. Then, identify how the project is responsive to at least one of the five overarching goals and corresponding strategies in the CHSTP. Below are examples to show how the CHSTP ties into the Section 5310 projects. **The project must meet the needs of seniors and persons with disabilities, and each strategy must relate to the proposed Section 5310 project.**

Example 1 (Traditional vehicle capital request):

- Transportation Gap: *Cost* – Applicant agency's existing vehicle has met its useful life, but the vehicle is experiencing frequent/costly maintenance issues that impact the applicant agency's ability to maintain existing levels of service.
- Goal: *Sustain Existing Services*
- Strategy: Replace existing vehicle to sustain existing services.

Example 2 (New Freedom Type operating request):

- Transportation Gap: *Spatial* – The applicant agency cannot provide service to customers in a specific location where transportation currently does not exist.
- Goal: *Enhanced Services*
- Strategy: Provide new service to individuals with disabilities in an underserved geographic area.

Example 3 (Traditional vehicle capital request):

- Transportation Gap: *Capital/Infrastructure* – Applicant agency’s existing vehicle has met its useful life, but the vehicle type does not fit the transportation service anymore (e.g., the vehicle is too small, too large, there are not enough wheelchair secured locations, etc.).
- Goal 1: *Sustain Existing Services*
- Strategy 1: The requested vehicle supports the demand and type of transportation service offered.
- Goal 2: *Independence*
- Strategy 2: The updated vehicle improves accessibility and safety.

Example 4 (New Freedom Type operating request):

- Transportation Gap: *Temporal* – The applicant agency currently cannot provide weekend service to customers, but weekend service has been identified as a need in the service area for the agency’s customer base.
- Goal: *Enhanced Services*
- Strategy: Provide expanded service to seniors and persons with disabilities through increased off-peak service hours.

Please note – the above examples are brief. Provide as much information as needed to explain the unmet transportation need, and how the project strategy will address the unmet transportation need.

- B. Identify if the applicant agency’s customers can use public transportation (i.e., Metro, Madison County Transit, and St. Clair County Transit).
- C. If the applicant agency’s customers cannot use public transportation, explain why not. For example, public transportation is not available at the location needed or the time needed, the type of disability prevents the customers from riding public transportation, inaccessible infrastructure prevents customers from accessing public transportation, etc.

17. Project Service Levels:

- A. The applicant agency must provide the service levels provided per month by the Section 5310 project for each target population. The target population includes:
 - Senior, disabled clients: persons age 65+ who are also disabled.
 - Senior, not disabled clients: persons age 65+ who are not disabled.
 - Disabled, not senior clients: persons younger than 65 who are disabled.
 - Other: general public, youth, etc.

Include both current and proposed one-way trips per month and current and proposed unduplicated persons per month. Be certain that the data is provided in a ‘per month’ format.

- B. Provide the current and proposed start time and end time of the transportation service. If transportation is not provided on the weekends, leave those fields blank. If your agency does not currently provide transportation service, leave the current start/end time fields blank. **Do not provide the hours that the agency is open, only provide the transportation service days and hours.**
- C. If applicable, provide details here if the transportation service is split between morning and evening hours (e.g., your agency transports passengers from 7:00 – 9:00 A.M. and then again from 3:00 – 5:00 P.M., Monday through Friday) OR the transportation service is provided on certain weekdays (e.g., service is provided Tuesday and Thursday, from 10:00 A.M. – 3:00 P.M.). Be certain to provide the current and proposed days and hours of service.

- D. Estimate the types of trips provided with your Section 5310 project. The total of all trip types should equal 100 percent. Identify 'other' trip types (e.g., library, errands, beauty salon).

18. Project Implementation:

- A. Describe how the transportation project is carried out to meet the special needs of seniors and persons with disabilities. Provide a well-defined operational plan for delivering services or for completing a capital project. **Describe project tasks and timelines for carrying out the project, including key milestones.** If applicable, include information on existing contracts for transportation service.
- B. Identify when the project is projected to start and estimated completion date (if applicable). There may not be a completion date if the service is ongoing.
- C. Section 5310 projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although the projects may be used by the general public. **It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project.**

Explain how the target population will be given priority and how transportation service for seniors and individuals with disabilities will not be compromised.

19. Project Marketing and Promotion:

Explain how the applicant agency will target seniors and persons with disabilities to utilize the transportation service.

20. Project Evaluation:

Section 5310 sub-recipients are required to track and report their progress throughout the grant cycle and determine the overall impact of the project when all funds have been expended. Applicants should identify what particular measures will be monitored and evaluated. How will the applicant determine the success of the project?

MoDOT and Bi-State Development will collect and report the following program measures to FTA:

Section 5310 Traditional Project Performance Measures:

- Providing transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of Section 5310 Traditional projects implemented in the current reporting year.
- Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors and individuals with disabilities on Section 5310-supported vehicles and services as a result of Section 5310 Traditional projects implemented in the current reporting year.

New Freedom Type Project Performance Measures:

- Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.
- Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.
- Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of New Freedom Type projects implemented in the current reporting year.

21. Innovation:

FTA encourages sub-recipients to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities. If applicable, describe any project innovations.

22. Service Coordination:

- A. Provide any MOUs, letters of support, or other documentation indicating cooperation or support for the proposed project. Indicate which local governments are supporting the project and in which ways. Describe how the partnership(s) will manifest in the project, and who is responsible for what specific duties.

Examples of coordination include: shared use of vehicles, dispatching or scheduling, shared maintenance, back-up transportation, staff training programs, joint procurement of services and supplies, coordination of client trips with other transportation agencies. If there is no coordination or partnerships, explain why.

Coordination is not a requirement to be eligible for Section 5310 funding, however, coordination among agencies is one of the criterion used to evaluate and competitively score Section 5310 projects (worth 20 out of 100 points).

- B. Coordination can help reduce duplications in transportation service. Identify transportation services that exist in the applicant agency's service area and explain how the proposed Section 5310 project will complement the existing transportation service rather than duplicate those services.
- C. Identify any barriers the applicant agency has experienced in coordinating with other agencies.

23. Agency's Technical and Financial Capacity:

- A. Given that Section 5310 is a cost-reimbursement program and there is a required local match, the applicant agency must describe the agency's experience, technical and administrative ability, and financial capacity to ensure that the agency is capable of carrying the financial burden of the project, and to successfully manage the project. Has the agency implemented similar projects? How long has the agency managed transportation services for seniors and/or persons with disabilities? Describe the agency's management, staff, and resources to implement the project.
- B. Section 5310 funding cannot be guaranteed in the future. The applicant agency must demonstrate how this grant funding would support the sustainability of the project. Identify how this Section 5310 funding is helping to leverage other funding and partnerships.

24. Proposed Budget and Funding Request:

- A. The application contains three separate funding request tables: capital, mobility management, and operating. For capital and mobility management projects, Section 5310 program funds can be used to support 80 percent of the net project costs and 20 percent of the net project costs must come from local match sources. For operating projects, Section 5310 program funds can be used to support 50 percent of the net project costs and 50 percent of the net project costs must come from local match sources. The net project cost is the part of a project that reasonably cannot be financed from operating revenues (i.e., farebox revenue).

Please note – projects will be awarded in whole dollars. **All vehicles purchased with Section 5310 funding must be accessible by the ADA.** All requested items to be federally reimbursed must have a direct relationship to the Section 5310 project.

For vehicle purchases, identify the vehicle type, and if applicable, the floor plan and options requested in the expense item column (e.g., WBC-CC-Options 1,2,6). Enter the total cost for the vehicle(s). For pricing options for the *lowered floor minivans* and *wide/narrow body cutaways*, view MoDOTs Bid Award Memorandum at: <http://bit.ly/2fvxd6p>. For pricing options for the *lowered floor mobility vehicle (MV-1)* and *medium/high roof conversion vans*, view MoDOTs Bid Award Memorandum at: <http://bit.ly/2fNscE0>.

The table will generate the federal share, the local match, and the total project cost. Vehicles with the exact same specifications can be listed as one expense item (e.g., 3 WBC-CC-Options 1,2,6). Enter in the total cost of the 3 vehicles (i.e., unit cost * 3). Vehicles with different specifications must be listed separately.

For non-vehicle capital purchases, identify the equipment or other capital requested and the total cost. Be as descriptive as possible. For example, if your project is to install benches, shelters, signage, etc., identify the number to be installed, the cost for installation, and any other items related to the installation. The table will generate the federal share, the local match, and the total project cost.

For mobility management projects, identify the activities to be included in the mobility management program and the total cost. Examples include: mobility manager salary, software, marketing, etc. Mobility management does not include operating public transportation services. Applicants can request one to three years of Section 5310 funding. Remember that revenue generated from the project should be used to offset the cost of the project (i.e., the net project cost). Enter in the estimated project fare revenues, if applicable. The table will generate the total project cost, the federal share, and the local match.

For operating projects, provide the expense items and the total cost. Operating projects fund costs to operate, maintain, and manage the transportation service. Examples include: salaries/fringe benefits, materials/supplies, fuel, oil, tires/parts/maintenance, vehicle insurance, marketing, software, staff training, volunteer driver reimbursements, transportation vouchers, etc. Applicants can request one to three years of Section 5310 funding. Remember that revenue generated from the project should be used to offset the cost of the project (i.e., the net project cost). Enter in the estimated project fare revenues, if applicable. The table will generate the total project cost, the federal share, and the local match.

- B. Identify the specific sources and amounts of funds that will match the Section 5310 funds requested. The local match must come from sources other than United States Department of Transportation (US DOT) funds. Examples include: state or local government funding that does not include federal US DOT funds, private donations, agency funding, in-kind contributions, and in-kind labor (including volunteer time) contributed to the project. Non-cash share must be documented and included in the net project costs in the project budget. Farebox revenue may not be used as local match. Farebox revenue is considered income and is deducted from the total project cost to determine the net project cost.

If requesting a vehicle capital project, the 20 percent local match must be in cash from non-DOT sources.

Income from contracts to provide human service transportation may be used either to reduce the net project costs (i.e., treated as revenue) or to provide local match for operating assistance. In either case, the cost of providing the contact 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.

- C. The applicant agency must state whether or not they will accept partial funding for the project. Examples include: 1) an agency requested Section 5310 Traditional funding for six vehicles, but would accept one vehicle, or 2) an agency requested New Freedom Type funding to operate a transportation service for three years, but would accept the funding to operate the transportation service for one year. **The applicant agency must still be able to meet the project goals with any reductions in the project funding.** The applicant agency must provide an explanation of how the project goals are met with the decreased funding.

25. Additional Information:

Provide any additional information that you think would be beneficial for the reviewers to know about the proposed project.

Local Match Certification:

This is a required certification for all project applicants. The applicant agency must certify that there are sufficient funds to pay the non-federal share of the project expenditures. The amount of local match funds required is automatically computed from the funding request tables. The certification must be signed and dated by the applicant agency's President/Executive Director/Chairperson, the agency's Board of Directors, or the Chief Elected Official and the agency's Chief Financial Officer.

Title VI & Nondiscrimination Certification:

This is a required certification for all project applicants. The applicant agency must certify that it has reviewed the federal requirement regarding nondiscrimination in federally assisted programs, believes that it complies with the required policies and procedures, it acknowledges its understanding that if the applicant does not have the required policies and procedures in place prior to federal funding being obligated, then the applicant's project may become ineligible for federal funding. The certification must be signed and dated by the applicant agency's President/Executive Director/Chairperson, the agency's Board of Directors, or the Chief Elected Official.

Transit and Paratransit Operators Contacted Certification:

This is a required certification for all project applicants. The applicant agency must certify that the agency has made a good faith effort to notify public and private transit and paratransit provider in the applicant agency's service area concerning the transportation service proposed. The certification must be signed and dated by the applicant agency's President/Executive Director/Chairperson, the agency's Board of Directors, or the Chief Elected Official.

Section 5310 Traditional Project Certifications:

This is a required certification for only Section 5310 Traditional projects. The certification must be signed and dated by the applicant agency's President/Executive Director/Chairperson or the agency's Board of Directors, or the Chief Elected Official.

New Freedom Type Project Certifications:

This is a required certification for only New Freedom Type projects. The certification must be signed and dated by the applicant agency's President/Executive Director/Chairperson, the agency's Board of Directors, or the Chief Elected Official.

Local Government Authority Certification:

This is a required certification for government entities that are requesting Section 5310 Traditional projects.

State or local governmental authorities must be approved by a state to coordinate services for seniors and individuals with disabilities, or certify that there are no non-profit organizations readily available in the area to provide the service. Check the appropriate box. The certification must be signed and dated by the applicant agency's President/Executive Director/Chairperson, the agency's Board of Directors, or the Chief Elected Official.

This page intentionally left blank.

Appendix D: Evaluation Criteria

Responsiveness to CHSTP Gaps and Strategies (25 points):	
Criteria	Scoring Explanation
Points will be awarded based on the project's responsiveness in addressing the gaps identified in the CHSTP (10).	<ul style="list-style-type: none"> • Does the applicant clearly identify and address unmet needs of seniors and/or individuals with disabilities? • Does the project address a recognized need in the community?
Points will be awarded based on how many strategies the project addresses, and how well the project responds to the strategies in the CHSTP (15).	<ul style="list-style-type: none"> • Does the applicant clearly identify which strategy in the CHSTP the project responds to address? • Does the project address a high priority strategy? <ol style="list-style-type: none"> a) Maintain or replace vehicles/equipment needed to sustain existing services. b) Ensure that procured vehicles support the demand and type of transportation service offered (i.e., rightsizing). c) Provide new or expanded service to the underserved geographic areas or populations. d) Improve information on existing services and provide in appropriate formats (i.e., digital media, traditional media) to customers and human service transportation providers. e) Create/maintain existing partnerships that regularly address the identified gaps in the CHSTP. f) Update vehicles as needed to address the special needs of seniors/individuals with disabilities. g) Promote walkable communities with improved pedestrian accessibility to public transportation options and enhanced amenities at transit facilities. • Does the project address multiple strategies? • Does the applicant clearly identify how the strategy addresses the unmet needs of seniors and/or individuals with disabilities?

Sponsor Experience and Management (25 points):	
Criteria	Scoring Explanation
Experience in managing transportation services for seniors and/or individuals with disabilities (5).	<ul style="list-style-type: none"> • Does the project relate to other services or facilities provided by the agency? • Is the scope of work within the capacity of the applicant agency to accomplish? • Does the applicant agency have experience in maintaining vehicle fleet?
Availability of sufficient management, staff, and resources to implement project (5).	<ul style="list-style-type: none"> • How thorough is the implementation plan? • Does the proposal include project tasks, timelines, benchmarks, key milestones, key personnel, deliverables, and routes/schedules as applicable? • Does the operational plan correspond with the project goals/objectives?
Stability of local match funding sources (5).	<ul style="list-style-type: none"> • Is the source of the local share stable?
History of managing federal transportation projects (5).	<ul style="list-style-type: none"> • Has the applicant agency received FTA funding in the past? • Did the applicant agency successfully implement previous transportation projects?
Ability to sustain project after initial grant funding is expended (5).	<ul style="list-style-type: none"> • Does the applicant agency demonstrate a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources? • Is the applicant agency financially capable of sustaining operations after the initial grant funding is expended?
Coordination among Agencies (20 points):	
Criteria	Scoring Explanation
Points will be awarded based on the coordination efforts and demonstrated partnerships to address gaps and avoid duplicated services.	<ul style="list-style-type: none"> • To what extent does the project demonstrate coordination among various entities? • Does the proposal describe how key stakeholders will remain involved and informed throughout the process? • Did the applicant agency attach one or more letters from other agencies describing how they will be coordinating with the applicant in the provision of transportation services?

Benefits to Target Population (20 points):	
Criteria	Scoring Explanation
Points will be awarded based on the estimated number of seniors and/or individuals with disabilities that the project will benefit (10).	<ul style="list-style-type: none"> • <i>What is the estimated number of seniors and/or individuals with disabilities served by the project? Higher service levels will result in greater points.</i> • <i>Will the project serve the appropriate population?</i>
Points will be awarded if the sponsor demonstrates improved benefits to target population over time for existing projects, or estimates benefit to target population to be achieved for new projects (5).	<ul style="list-style-type: none"> • <i>Will the project increase service quantity? (number of trips, service hours, geographic coverage, specialized service types, trip purpose)</i> • <i>Will the project increase reliability and service quality? (increase frequency, improve response time, reduce travel time per vehicle, reduce time spent by rider on vehicle)</i> • <i>Will the project improve operation of services? (increase number of destinations per trip, increase efficiency of ride dispatching, decrease number of ride denials, provide training for disabilities assistance)</i> • <i>Will the project provide cost savings? (cost per trip/rider, cost per hour, cost per mile)</i> • <i>Will the project improve accessibility or awareness? (travel training, increased transit access, improved information)</i> • <i>Does the project only maintain existing service?</i>
Points will be awarded to projects that serve more than one jurisdiction (5).	<ul style="list-style-type: none"> • <i>Does the project serve more than one jurisdiction?</i> • <i>Is the program limited to only agency clients?</i>
Project Budget (5 points):	
Criteria	Scoring Explanation
Points will be awarded based on how efficiently the project provides benefits to the users.	<ul style="list-style-type: none"> • <i>Is the cost of the project reasonable given the service provided?</i>
Marketing and Promotion (5 points):	
Criteria	Scoring Explanation
Points will be awarded based on how the sponsor markets the transportation service to the target population and promotes awareness.	<ul style="list-style-type: none"> • <i>How comprehensive are the applicant agency's proposed strategies for marketing the program and promoting public awareness (including both low-income seniors/disabled individuals, LEP)?</i>