# Competitive Grant Application for

## Enhanced Mobility for Seniors and Individuals with Disabilities

## Federal Transit Administration (FTA) Section 5310

INCOG

INCOG Transportation Planning for the Tulsa Transportation Management Area

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# OVERVIEW AND INSTRUCTIONS

Enclosed is the application packet for the Enhanced Mobility for Seniors and Individuals with Disabilities – Federal Transit Administration Section 5310. Application materials will be made available to organizations participating on the Regional Council on Coordinated Transportation (RCCT) and the Coordinated Public Transit-Human Service Plan development efforts and an electronic version will be posted at INCOG – Indian Nations Council of Governments website.

Under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), to receive funding under the Enhanced Mobility for Seniors and Individuals with Disabilities – Federal Transit Administration Section 5310 program, beginning in FFY 2006, applicants must certify that approved projects are derived from the Coordinated Public Transit-Human Service Transportation Plan (CPT) for the Tulsa Transportation Management Area (TMA). As designated by the Governor of Oklahoma, the Indian Nations Council of Governments (INCOG) is the applicant and recipient for the Section 5310 program, and responsible for implementing the selection process to select and determine the projects that will be awarded funds.

Available funding is as follows:

| | ***FY 2015*** |
|---|---|
| ***Section 5310*** | $528,778 |

## Enhanced Mobility for Seniors and Individuals with Disabilities – Federal Transit Administration Section 5310 Program

The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas—large urbanized, small urbanized, and rural. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of federal resources.

## Eligible Activities for Section 5310 Grants

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[1].

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as 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

[1] An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility.

inappropriate, provided the projects are carried out by eligible subrecipients and these projects are included in the area's coordinated plan.

Examples of capital expenses include, but are not limited to:

a. Rolling stock and related activities for Section 5310-funded vehicles

(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;

(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. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient. Both capital and operating costs associated with contracted service are eligible capital expenses.

In addition to the above required capital projects, up to 45 percent of an area's apportionment may be utilized for additional public transportation projects that: a. Exceed the ADA minimum requirements, b. Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or c. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA:

(a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;

(b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;

(c) The incremental cost of providing same day service;

(d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders;

(e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

(f) 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″ × 48″ and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs.

The following activities are examples of eligible projects that improve accessibility to the fixed-route system:

(a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;

(b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;

(c) Improving signage or wayfinding technology; or

(d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

Limits on operating assistance: Given the 55 percent requirement for traditional Section 5310 capital projects, a recipient may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects and, therefore, operating assistance for required ADA complementary paratransit service is not an eligible expense.

For a complete and extensive list of eligible Section 5310 program activities see 5310 Federal Transit Administration Guidance Circular effective July 7, 2014 at:

http://www.fta.dot.gov/documents/C9070_1G_FINAL_circular_4-20-15(1).pdf

The Indian Nations Council of Governments - INCOG is soliciting projects that have been derived from the adopted Public Transit-Human Services Coordinated Plan. Federal funds from Section 5310 will be used to meet the Plan goals. This plan specifically focuses on the transportation needs of elderly and disabled residents and addresses the service needs and gaps of the Tulsa Transportation Management Area (View the entire Coordinated Plan document at:

http://www.incog.org/Transportation/coordinatedplan/2015%20Plan%20Update.pdf

## Eligible Applicants for Section 5310 Funds

**Eligible applicants for traditional Section 5310 funds:**

a. Private non-profit organizations defined as 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.

b. State or local governmental authority that: (1) is approved by a state to coordinate services for seniors and individuals with disabilities; or (2) certifies that there are no nonprofit organizations readily available in the area to provide the service;

**Eligible Applicants for other Section 5310 Funds projects:**

Eligible subrecipients for other eligible Section 5310 activities include a state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.

In addition to being classified as one of the listed types of agencies, in accordance with the Federal Transit Administration (FTA) Title 49 U.S.C. 5316(c) and 49 U.S.C. 5317(c), only organizations whose projects serve the Tulsa Transportation Management Area (TMA) are eligible to apply. This means that there is either an origin or destination located within the Tulsa Transportation Management Area (TMA) boundary.
See http://www.incog.org for a map of the TMA.

## Federal/Local Matching Requirements

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 80 percent of the net cost of the activity. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. The local share of eligible capital costs shall be not less than 20 percent of the net cost of the activity, and the local share for eligible operating costs shall be not less than 50 percent of the net operating costs.

| **Section 5310 Program Funds Matching Requirements** | |
|---|---|
| **TYPE OF FUNDING** | **FEDERAL GRANT / LOCAL MATCH** |
| Capital | 80 / 20 |
| Operating | 50 / 50 |

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 sources of local match that may be used for any or the entire local share include:

- State or local appropriations
- Non-DOT Federal funds that are eligible to be expended for transportation
- Dedicated Tax revenues
- Private donations
- Revenue from human service contracts
- Transportation Development Credits
- Net income generated from advertising and concessions
- Non-cash share such as donations, volunteered services, or in-kind contributions as long as the value 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
- Income from contracts to provide human service transportation

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.

**Use of Other Federal Funds:** 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.

## Application Timeline

| Activity | Date |
|---|---|
| Application available on INCOG's website, notice of application availability disseminated, and distribution of application packet and support material to potential applicants or upon request | October 17, 2016 |
| **Application deadline** | **Monday, November 14, 2016 by 5:00 p.m.** |
| INCOG application review and ratings | November 15 - 18, 2016 |
| INCOG Board of Directors final recommendation | December 13, 2016 |
| INCOG notification of selected applicants | December 14, 2016 |
| Grant contracts executed | October 1, 2017 |

## Project Selection Process

Applications will be reviewed to ensure the compliance with the minimum requirements to be considered for funding, including the submission of all mandatory forms.

- The project or program must be an action identified in the Coordinated Transportation Plan for the Tulsa Transportation Management Area.
- The project must be eligible for Section 5310 program funding under Federal Transit Administration guidelines.
- The proposed project must not duplicate an existing service or program.
- Eligible matching funds must be identified and secured for the project. The match, including sources and amounts, should be listed in the application for funds and, at a minimum, must be 20% of the total cost of capital projects and 50% of operational projects. A resolution or certification from the governing board or authorized representative guaranteeing the timely availability of the local matching funds is required.
- The project must serve the targeted population groups (persons with disabilities and elderly and persons with disabilities) in the Tulsa Transportation Management Area (TMA).

A paper copy of the application must be submitted. **Applications found to be incomplete or submitted after 5:00 p.m. on Monday, November 14, 2016 will not be considered for funding.** INCOG's staff will mark the application with a date marker, certifying the date/time it was received. Original signatures are required where appropriate. All applicants need to submit three (2) copies of their application along with the original application. Applications must be hand delivered or mailed to INCOG's office at 2 W. 2nd St. Suite 800, Tulsa, OK 74103 to be in office no later than 5:00 p.m. November 14th, 2016. Please mark all materials to the attention of the Patricia Dinoa - Transportation Division.

As the designated recipient, INCOG will coordinate the selection process. Projects will be ranked

based on criteria described in *Appendix A*. If there are insufficient funds for all eligible projects, contracts will be awarded based on the ranking of the projects. Projects may not be fully funded up to the dollar amount requested on the application.

## Grant Contract Award Requirements

All approved Section 5310 applicants will enter in a contract with INCOG and will abide by all applicable federal requirements including background certifications, assurances, and other documentation necessary to meet the requirements of Enhanced Mobility for Seniors and Individuals with Disabilities – Federal Transit Administration Section 5310. Additional FTA Certifications and Assurances information can be found at Chapter Eight of Section 5310 circular.

http://www.fta.dot.gov/documents/C9070_1G_FINAL_circular_4-20-15(1).pdf

## Additional Requirements

INCOG, as the designated recipient, is required to submit status reports to the Federal Transit Administration. This data collection process will consist of regular reports required from grant recipients. Subrecipients are required to prepare a variety of reports on a quarterly basis. These include a project narrative, local matching sources used, number of passenger trips provided, vehicle miles traveled, and revenue service hours provided. They are also required to report on an annual basis their efforts in purchasing from Disadvantage Business Enterprise (DBE) vendors and a vehicle condition report. This is in addition to service statistics such as maps of geographic boundaries, ridership counts, number of sites served, etc.