

FY2017

OLGA Application Help Document and FTA

Section 5310 Guidance Document



## **FTA SECTION 5310 APPLICATION**

This section will ask you to enter information about your human service program to support you application for a paratransit vehicle(s). This section is divided into two different tabs: General Information and Attachments.

Applicants requesting vehicles must **also** complete a Capital Assistance application.

### **GENERAL INFORMATION**

#### **Local Details**

- Areas Served: Enter all cities and counties served by your paratransit operations.
- Congressional District: Using the drop down box, enter the congressional district of the applicant's mailing address.

#### **Vehicle Summary**

Answer questions as noted. See additional notes below

#### **Title VI Demonstration**

Answer questions as noted.

#### **Project Needs, Goals, and Objectives**

Answer questions as noted. See additional notes below.

#### **Implementation Plan**

Answer questions as noted.

#### **Coordination of Efforts**

Answer questions as noted.

#### **Required data includes:**

- Contact information
- Summary of vehicles
- Vehicle description (Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)
- Requested expenses including operating, mobility management, and other eligible capital expenses by expense object class (In the Project Needs, Goals and Objectives section of the application, please include adequate budget line item discussion and justification)
- Capital budget
- Demonstration of compliance
  - o Ethnic composition percentage
  - o Management and arrangements
    - Management of operations, maintenance, and service
    - Coordinated transportation arrangements
- Certifications and assurances



**Which Applications do I Need to Complete in OLGA?**

The table below provides guidance about which types of applications to complete in OLGA, based on requested expenses. DRPT is seeking to keep the application process as simple as possible, while enabling continuation grantees to utilize previously submitted applications etc.

Application Type	Complete	Notes for Continuation Grantees
<p><b><u>5310 Vehicle Only Capital Application</u></b></p> <p><u>Example:</u></p> <p>Typical Traditional Section 5310 application seeking funds for one 14 passenger BOC.</p> <p>(Inc. eligible Northern VA applicants)</p>	<p><b><u>Complete Capital Application</u></b></p> <p>Check box FTA 5310 Eligible; select vehicle and quantity; indicate "see 5310 application."</p> <p><b><u>Complete 5310 Narrative Application</u></b></p> <p>Be sure to answer all narrative questions completely.</p> <p>(Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)</p>	<p>Copy forward and update previous 5310 application in OLGA</p>
<p><b><u>Other Section 5310/5317 Application</u></b></p> <p><u>Example:</u></p> <p>Applicant seeks Continuation funding for:</p> <p>Mobility manager.</p> <p>Operating expenses for former New Freedom project transporting people with disabilities.</p> <p>Other (non-vehicle) Sec. 5310 eligible capital or operating expenses</p>	<p><b><u>Complete OLGA 5317 Application.</u></b></p> <p>In Project Needs, Goals and Objectives section of the application, please <u>include adequate budget line item discussion and justification.</u></p> <p>(Includes <u>operating</u> expenses, <u>mobility management</u> expenses, and <u>other eligible capital</u> expenses).</p> <p>Be sure to answer all narrative questions completely.</p> <p>Except in large urban areas of Richmond and Hampton Roads, funding is extremely limited, and competition is expected to be intense.</p>	<p>Copy forward and update previous 5317 application in OLGA.</p>



## ATTACHMENTS

Upon completing the application, attach the following information in OLGA:

- Articles of Incorporation/Private nonprofit status
- Copy of Letter of Exemption IRS Section 501 C3
- Copies of Public notices printed in area newspapers
- List of local, public, and private human service agencies contacted
- One copy of letter of notice to human service agencies
- Letters of response from human service agencies (one copy only)
- Copy of letter of notice to PDC
- Copy of letter of notice to MPO/urban area applicants
- Copy of Vehicle Insurance Package
- Preventive Maintenance Plan and schedules (New FY16)

### Uploading Files

This page is included to allow grantees to attach any documents that support their request for FTA 5310 funds.

Please follow the directions to upload files, and make sure you select "upload" before moving on to the next file to be uploaded, or before you select "Save" or "Submit".

Applicants must also reasonably meet technical capacity and other requirement for grant administration and program management. Please refer to the Application Guidance document and appendices for additional information.

Submit the application only after you have determined there are no other changes needed and that it is final. Remember to also enter an application for Capital Assistance.

## **FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (Includes Traditional 5310 and Other 5310 (New Freedom) Projects)**

### **Section 5310 and MAP-21**

The FTA Section 5310 Program is authorized under the provisions set forth in the Moving Ahead for Progress in the 21 Century Act (MAP-21) enacted on July 6, 2012, as codified at 49 U.S.C. 5310. Under MAP-21, the grant program formerly called Transportation for Elderly Persons and Persons with Disabilities is renamed Enhanced Mobility of Seniors and Individuals with Disabilities. This change in name reflects substantive statutory changes eliminating the former Section 5317 New Freedom grant program and making New Freedom projects eligible for funding under Section 5310.

### **MAP-21 – Designated Recipients; Applications to DRPT**

Under MAP-21, funds are apportioned based on each state’s share of the targeted populations. MPO’s and other entities are allowed, under MAP-21, to be designated recipients for large urbanized areas (over 200,000).

In accordance with Federal Transit Administration (FTA) guidance related to implementation of MAP-21, and by mutual agreement, DRPT will serve as the designated recipient for the Richmond/Petersburg, Roanoke, and Hampton Roads Urbanized Areas. The Metropolitan Washington Council of Governments (COG) will serve as the recipient of Section 5310 funds for the Washington D.C., MD, and VA Urbanized Area and applicants serving this area should apply to COG.

To be clear, **all eligible applicants, including those in rural areas, small urban areas, and those in large urbanized areas of Richmond, Roanoke, and Hampton Roads, should apply to DRPT for funding to support projects under Section 5310, and for projects formerly eligible under the New Freedom grant programs, in accordance with this guidance document.**

**Additionally, Virginia based entities, primarily serving Northern Virginia** communities in the Washington D.C., MD, and VA Urbanized Area should apply to COG.

### **Apportionment of Section 5310 Funds**

Of the total Section 5310 funds available, FTA apportions 60 percent among designated recipients in large urbanized areas; 20 percent to the States for small urbanized areas; and 20 percent to the States for rural areas under 50,000 in population. Section 5310 funds are apportioned among the recipients by formula. The formula is based on the ratio that the number of seniors and individuals with disabilities in each such area bears to the number of seniors and individuals with disabilities in all such areas. The number of seniors and individuals with disabilities in an area is determined according to the latest available U.S. Census data for adults over the age of 65 and individuals with disabilities over the age of five. The annual apportionment for Section 5310 is published in the Federal Register following the enactment of the annual DOT appropriations act. Note: As of the publication date of this Application Guidance document, Virginia’s Section 5310 apportionment is unknown.

### **Additionally:**

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, **not less than 55 percent shall be available for traditional Section 5310 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.

**Up to 45 percent** of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:

- (1) Public transportation projects (capital and operating) that exceed the requirements of ADA;
- (2) Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- (3) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

### **Funding Priorities**

Competition for scarce funding available to support Section 5310 capital projects and projects eligible under the former New Freedom grant program in **small urban and rural areas** is expected to exceed the amount available.

- **First Priority.** The first funding priority is to continue capital (including mobility management) and operating assistance to current Section 5310/5317 recipients where there exists a continuing demand for public transportation service and/or mobility management initiatives, a need for government subsidy, and a commitment of local financial and administrative support.
- **Second Priority.** The second priority is the funding of new capital and operating projects.

### **Match Ratio**

Capital assistance is provided on an 80 percent Federal share, 20 percent local share. If awarded, operating assistance requires a 50 percent match. Capital applications are consistently funded at the maximum federal participation ratio of 80 percent of the eligible expenses. Non-U.S. Department of Transportation (DOT) federal funds and local and private funds can be used for the remaining 20 percent. Sources for Non-U.S. DOT federal funds include: Temporary Assistance for Needy Families, Medicaid, Employment Training Programs, Rehabilitation Services, and Administration on Aging. Examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; other non-U.S. DOT federal funds; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions.

### **Eligible Subrecipients**

**Traditional Section 5310 – Eligible Subrecipients.** Section 5310(b) provides that of the amounts apportioned to States and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects – those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate. In order to meet the 55 percent requirement for traditional Section 5310 projects, eligible subrecipients in this category, are limited

to:

A private non-profit organization;

A state or local governmental authority that:

is approved by a State to coordinate services for seniors and individuals with disabilities; or certifies that there are no non-profit organizations readily available in the area to provide the service.

These provisions, found at 49 U.S.C. 5310(b)(1) and (b)(2), essentially maintain the status quo for traditional Section 5310 projects and the eligible subrecipients for traditional Section 5310 projects.

Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are an Area Agency on Aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.

**Other Section 5310 Eligible Subrecipients.** Eligible subrecipients for other eligible Section 5310 activities include a State or local governmental authority, a private non-profit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.

**Private Taxi Operators as Subrecipients.** Private operators of public transportation are eligible subrecipients. The definition of “public transportation” includes “... shared-ride surface transportation services ...” Private taxi companies that provide shared-ride taxi service to the public or to special categories of users (such as seniors or individuals with disabilities) on a regular basis are operators of public transportation, and therefore eligible subrecipients.

“Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. 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 the service must include shared rides.

Local (municipal/State) statutes or regulations, or company policy, will generally determine whether a taxi company provides shared-ride or exclusive-ride service. For example, if the local regulation permits the driver to determine whether or not a trip may be shared, the service is not shared-ride. Similarly, if the regulation requires consent of the first passenger to hire a taxi be obtained before the taxi may take on additional riders, the service is not shared-ride. In essence, services which can be reserved for the exclusive use of individuals or private groups, either by the operator or the first passenger’s refusal to permit additional passengers, is not shared-ride but it is exclusive-ride taxi service.

Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funded vehicles under contract with a State, designated recipient or eligible subrecipient such as a local government or non-profit organization. The taxi company may hold title to the accessible vehicle(s) as long as the agreement between the State, designated recipient or subrecipient and the taxi company is sufficient to establish satisfactory continuing control.

All taxi company applicants must provide in their applications documentation to assure and demonstrate that their companies are providing shared-ride or exclusive-ride service.

In all cases DRPT will be designated as first lien holder. Additionally taxi companies must certify and assure that the accessible taxi will be used to provide transportation for seniors and people with disabilities, and that the vehicle may not be removed from service or disposed of prior to the end of its useful life without the express written consent of DRPT.

**Discussion of Traditional 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 traditional Section 5310 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.

This means that at least 55 percent of any rural, small urbanized area, or large urbanized area’s annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

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

**Eligible Capital Expenses that Meet the 55% Requirement**

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or subrecipient include, but are not limited to:

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

- (1) Acquisition of replacement or expansion buses or vans, and related procurement, testing, inspection, and acceptance costs and radios and communication equipment;

Vehicles Available

Note: Transportation equipment to be requested under this program includes lift-equipped small buses and vans. Due to the demand for funds, grants currently funded through the FTA Section 5310

program are primarily awarded to purchase vehicles that are: (1) required to replace unsafe equipment currently in operation; and (2) augment fleets that do not have sufficient carrying capacity to transport clients to existing services. Unsafe vehicles are defined as vehicles that have surpassed their useful life, (i.e. minimum of 100,000 miles or four years old) and have frequent breakdowns, increasing the potential for hazardous operations. **The applicant must include in the application the vehicle that is being replaced this includes: VIN#, Make, Year and Total Miles**

DRPT has developed specifications for standard vans, small buses, and lift equipment that it uses for competitive bidding purposes. Further, fleet discount prices can be obtained when ordering several vehicles from one vendor. Therefore, applicants should select the equipment that they wish to apply for from the categories listed below. DRPT is responsible for the invitations to bid, bid awards, etc., necessary for vehicle purchase.

- Modified minivan - a minivan with wheelchair ramp
- 9-passenger raised roof van with lift
- 14-passenger body on chassis vehicle with wheelchair lift
- 15-passenger body on chassis vehicle with wheelchair lift
- 19-passenger body on chassis vehicle with wheelchair lift

Please also note that the number and location of wheelchair placements will influence seating capacity for wheelchair accessible vehicles.

### **Vehicle Use**

Vehicles provided to organizations through this program are granted for the purpose of providing necessary transportation services to the specific client group of seniors and/or persons with disabilities, which are identified in your application, including transportation services for individuals with disabilities above and beyond the requirements of the Americans with Disabilities Act (ADA). The Section 5310 Program must provide for maximum feasible coordination with transportation services assisted by other Federal sources. Recipients are encouraged to also provide service to seniors and persons with disabilities not affiliated with their agency, as well as to the general public on an incidental basis if such service does not interfere with transportation services for seniors and persons with disabilities. In some situations it may be appropriate for a recipient to provide transportation exclusively to its own clients. But even in situations in which it is not feasible for the recipient to provide services to those in the community beyond its own clients, that recipient must, when feasible, make the vehicle available to provide transportation service to other seniors and persons with disabilities at times the agency is not using the vehicle for grant-related purposes. The recipient shall use the vehicle in the project or program for which it was acquired as long as needed.

Vehicles acquired under the Section 5310 Program may be used only in the following ways:

- By the eligible applicant in a coordinated human service transportation program as described in its application.
- Section 5310 funded vehicles or other equipment that are operated by an agent other than the agency in the grant application, must be approved by DRPT.
- Vehicles acquired under the Section 5310 may be leased to a private for-profit operator only for the services identified in the grant application, when such companies could not otherwise provide required services and where such arrangements result in more efficient and

effectiveservice for seniors with disabilities.

During those periods when a vehicle is not needed for specific grant related purposes, equipment may be used for services to seniors and people with disabilities. After the needs of these groups have been addressed, the vehicle may be used for transportation of other members of the general public, on a space available basis, if such use is incidental to the primary purpose of transporting seniors and people with disabilities. Vehicles may also be used for non-mass transportation human service activities such as "meals on wheels" delivery if such use is incidental to the primary purpose of the vehicle and does not interfere with the intended use of the vehicle. The number of vehicles applied for must be determined by the number of passengers, not meal delivery capacity.

### **Discussion of Other Section 5310 Eligible Capital and Operating Expenses.**

Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:

- Public transportation projects (capital and operating) that exceed the requirements of ADA;
- Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they 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. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

Eligible activities in this category include the following:

Public Transportation Projects that Exceed the Requirements of the ADA The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.

Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:

- Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
- Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
- The incremental cost of providing same day service;

- The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
- Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
- 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. 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
- Installation of additional securement locations in public buses beyond what is required by the ADA.
- 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

Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

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:

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

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

Improving signage or wayfinding technology; or

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

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.

Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.

- 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 provided 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.
- 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 then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. 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.
- Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, 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.
- 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 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.

## **Application Evaluation Process**

DRPT is responsible for evaluating and selecting projects on a competitive basis.

Once it has been established by DRPT that an applicant meets eligibility requirements, the application is evaluated for conformance with program criteria. DRPT's evaluation criteria are concentrated within 1) Project Needs/Goals and Objectives, 2) Technical Capacity, and 3) Coordination Efforts which are further described below:

- a. A request for a replacement vehicle will be evaluated based on the vehicle's age, condition and mileage. DRPT bases this evaluation on the information contained in the completed application and any attachments. DRPT is reluctant to replace vehicles before the end of their useful life (minimum of 100,000 miles or four years old).
- b. The service area has a documented need for transportation for seniors and persons with disabilities.
- c. The proposed service plan includes a maximum utilization of vehicles for transporting transit dependent seniors and/or passengers with disabilities in the area, ridership projections, and trip purposes.
- d. Creation of service coordination partnerships among transportation providers and/or organizations. Coordination agreements should be documented and signed by all participating agencies. Examples of written coordination agreements include memoranda of understanding (MOU) and lease agreements.
- e. Implementation of a sound comprehensive service management plan.
- f. Financial and management capabilities, particularly in assuring capital match and operating funds.

DRPT also reviews and evaluates applications based on the following information that is requested in the application: vehicle purpose (replacement, expansion, and new service), service plan, management plan, relationship with other private/public transportation providers, and local support. DRPT will also evaluate applications, as appropriate, by validating the expenses and revenue sources submitted on the application, determining the eligibility of listed expenses, requesting additional data or clarification from applicants if necessary, and reviewing data submitted by the applicant for the previous year and any audited financial statements.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all programs are made online on DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Help with OLGA is available from the OLGA Main Menu. Expand the Grant Management menu; then click instructions. See help documents under the topic: Grant Applications - Public Transportation/TDM.

### **Which Applications do I Need to Complete in OLGA?**

The table below provides guidance about which types of applications to complete in OLGA, based on requested expenses. DRPT is seeking to keep the application process as simple as possible, while enabling continuation grantees to utilize previously submitted applications etc.

<b>Application Type</b>	<b>Complete</b>	<b>Notes for Continuation Grantees</b>
<p><b><u>5310 Vehicle Only Capital Application</u></b></p> <p><u>Example:</u></p> <p>Typical Traditional Section 5310 application seeking funds for one 14 passenger BOC.</p>	<p><b><u>Complete Capital Application</u></b></p> <p>Check box FTA 5310 Eligible; select vehicle and quantity; indicate “see 5310 application.”</p> <p><b><u>Complete 5310 Narrative Application</u></b> Be sure to answer all narrative questions completely.</p> <p>(Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)</p>	<p>Copy forward and update previous 5310 application in OLGA</p>
<p><b><u>Other Section 5310/5317 Application</u></b></p> <p><u>Example:</u></p> <p>Applicant seeks Continuation funding for:</p> <p>Mobility manager.</p> <p>Operating expenses for former New Freedom project transporting people with disabilities.</p> <p>Other (non-vehicle) Sec. 5310 eligible capital or operating expenses</p>	<p><b><u>Complete OLGA 5317 Application.</u></b></p> <p>In Project Needs, Goals and Objectives section of the application, please <u>include adequate budget line item discussion and justification.</u> (Includes <u>operating</u> expenses, <u>mobility management</u> expenses, and <u>other eligible capital</u> expenses).</p> <p>Be sure to answer all narrative questions completely.</p> <p>Except in large urban areas of Richmond and Hampton Roads, funding is extremely limited, and competition is expected to be intense.</p>	<p>Copy forward and update previous 5317 application in OLGA.</p>

**Required data includes:**

- Contact information
- Summary of vehicles
- Vehicle description (Include complete description of any vehicles being replaced, e.g. VIN, mileage, year, make, model)
- Requested expenses including operating, mobility management, and other eligible capital expenses by expense object class (In the Project Needs, Goals and Objectives section of the application, please include adequate budget line item discussion and justification)
- Capital budget
- Demonstration of compliance
  - Ethnic composition by percentage
  - Management and arrangements

- Management of operations, maintenance, and service
- Coordinated transportation arrangements
- Certifications and assurances

Upon completing the application, attach the following information in OLGA:

- Articles of Incorporation/Private nonprofit status
- Copy of Letter of Exemption IRS Section 501 C3
- Copies of Public notices printed in area newspapers
- List of local, public, and private human service agencies contacted
- One copy of letter of notice to human service agencies
- Letters of response from human service agencies (one copy only)
- Copy of letter of notice to PDC
- Copy of letter of notice to MPO/urban area applicants
- Copy of Vehicle Insurance Package
- Preventive Maintenance Plan and schedules (New FY16)

Applicants must also reasonably meet technical capacity requirements for grant administration and program management. Please refer to **Appendix A** for this guidance.

Applications must meet a number of other requirements which are detailed below:

#### **Coordinated Plan Requirements**

MAP-21 continues to require that projects selected for funding under the FTA Section 5310 Program be derived from a locally developed, coordinated public transit-human services transportation plan, and that the plan be developed through a process that includes representatives of public, private, non-profit and human services transportation providers and participation by the public.

DRPT led the development of regional Coordinated Human Service Mobility (CHSM) Plans for rural and small urban areas of Virginia to meet these requirements, with plans first finalized in mid-2008. Revised and updated plans, in all regions, were completed in the Fall of 2013 and Spring of 2014. All projects selected for funding through the FTA Section 5310 Program must be consistent with the most recent strategies identified as the priorities in the plan for the applicant's region. All applications should be reviewed by the CHSM regional committees.

CHSM Plans are available here:

<http://www.drpt.virginia.gov/planning-and-commuter-programs/transit-reference-material/>

Guidance related to coordinated planning from the proposed FTA circular is also presented in **Appendix B**.

More information on the types of coordination and coordinated services is available in **Appendix C**.

#### **Public Notice**

In order to allow public comment on your grant application, applicants are required to notify all parties in your service area that might have an interest in your grant application.

First, applicants are to develop and publish a public notice of intent to apply for a FTA Section 5310 grant. This notice must be advertised in the local newspaper and should appear **AT LEAST 14 DAYS** before the application submittal deadline. In other words, the public notice should be advertised by January 11, 2016. A copy of your public notice printed in your local paper must be

attached to the application. A sample public notice is provided in **Appendix D**.

### **Notification to Local Human Service Transportation Providers**

All applicants are required to contact private nonprofit human service, private and public transit providers in your service area to advise them of your intent to apply for a grant. Applicants are expected to look for opportunities to work with these other agencies to share resources and offer mutual support. It is a highest priority of the FTA Section 5310 program to ensure that the greatest amount of productivity possible will be realized for seniors and people with disabilities through these awards. It is often possible for agencies to share equipment and resources or to coordinate transportation services to eliminate duplication.

Applicants should submit (1) sample letter of notification forwarded to human service agencies in their service area. Applicants should also include a list of all human service agencies informed of your intent to apply for FTA Section 5310 funds.

### **Intergovernmental Review Planning Requirements**

#### **Non-Urbanized Areas**

A regional intergovernmental clearinghouse must review Section 5310 projects in non-urbanized areas. This review is obtained by submitting the project to the regional Planning District Commission (PDC). Projects must be submitted to the PDC by January 31, 2016.

The applicant is required to send a letter to its regional Planning District Commission (PDC) describing its proposal for FTA Section 5310 funding.

The letter must explain the type and amount of funding requested and the transportation service the applicant intends to provide. Any comments by the PDC regarding the proposal must be sent to DRPT's Human Service transportation Program Manager.

#### **Urbanized Areas**

Applicants in the urbanized areas must notify their Metropolitan Planning Organization (MPO) of their intent to apply for Section 5310 funds.

FTA Section 5310 applicants must request that the proposed project be included in the annual element of the region's Transportation Improvement Program (TIP). A TIP is a transportation plan, which must be developed for each urbanized area as a condition of funding. The comprehensive planning process results in plans and programs that are consistent with the development of the urbanized areas. The Annual Element is a list of transportation improvement projects proposed for implementation during each transportation program year. Each urbanized area has its own annual elements.