



Enhanced Mobility of Seniors and Individuals with Disabilities

Section 5310

**Grand Strand Area Transportation Study MPO
1230 Highmarket Street
Georgetown, SC 29440
843-546-8502**

www.gsats.org

The GSATS Metropolitan Planning Organization (MPO) provides services without regard to race, color, gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994. Any person who has questions concerning this policy or who believes they have been discriminated against should contact GSATS MPO at 843-546-8502.

PROJECT APPLICATION

This project application is for the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) funds to be expended in the GSATS Myrtle Beach-Socastee SC/NC Urbanized Area. The project application consists of the project-specific requirements necessary to meet the requirements under FTA's Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. §5310) grant program.

APPLICATION CHECKLIST

The following checklist represents the information for this application.

- Cover Letter/Letter of Intent – Include organization name, address, and contact person information. The letter should be signed by the individual(s) with authority to execute contracts for the organization.
 - Application and Narrative
 - Project Budget (found on GSATS Website)
 - Certification and Assurances (found on GSATS Website)
 - Copy of the organization's Section 501(c) (3) certification (if it is not a public entity)
 - Standard Form 424: Application for Federal Assistance (found on GSATS Website)
 - Copy of Title VI Program Plan (this document may be sent via email)
 - Letter of commitment - A letter or Board minutes verifying commitment of local fund match. This letter or minutes must be signed by the official of the agency authorized to grant matching funds, and it must state the amount of matching funds available to the applicant.
- OR-**
- Letter of commitment - A letter of commitment is required if matching funds are coming from a source other than the applicant's own budget. This letter must be signed by the official of the agency authorized to grant matching funds, and it must state the amount of matching funds available to the applicant.
 - Submit Original hardcopy to **Waccamaw Regional Council of Governments**

Attn: Elizabeth Tucker
1230 Highmarket Street
Georgetown, SC 29440
Attn: Elizabeth Tucker

Submit one (1) electronic copy to etucker@wcrog.org

APPLICATION PROCESS

Applications will be reviewed, evaluated, and scored by the GSATS's Staff to ensure that all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadline **will not** be considered for funding. If requesting funding for multiple projects, complete separate applications.

Applications will be presented to the North Carolina Technical Coordination Committee and Technical Advisory Committee, and to the GSATS Study Team. The rankings and final selection recommendations from the committees will be presented to the GSATS's Policy Committee for final recommendation to FTA.

Application Due Date: _____ (*Applications received after this date will not be considered.*)

Award: FFY _____ **in the amount of \$** _____

GENERAL INFORMATION AND INSTRUCTIONS

Your agency will not be considered for funding if you do not submit the full application. If you would like to be considered for more than one (1) project, the agency must submit separate documents which support the project in that specific area.

Authority for the Program

The Federal Transit Administration (FTA) has designated GSATS as the MPO for the Myrtle Beach-Socastee SC/NC area of all FTA funds. As the designated recipient, GSATS has authorization to administer funds in accordance with state and federal laws, statutes, and regulations. This Program is authorized under the provisions set forth in the FAST Act, which authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.

Section 3006B of the FAST Act created a discretionary program for innovative coordinated access and mobility to assist in financing projects for the transportation disadvantaged that improve the coordination of transportation services and non-emergency medical transportation (NEMT) services. This funding is open to Section 5310 Recipients.

Any agency requesting operational funds must provide additional information supporting the need for these funds and must also justify that the project meets the New Freedom criteria of going above and beyond what the American's with Disability Act of 1990 requires.

Program Goal

As stated in the FTA Circular 9070.1G, 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 Expenses

Fifty-five (55) percent of the funds available for this program must be used for 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, typically carried out by non-profit agencies. The fifty-five (55) percent is a floor. Applicants may utilize more or all of the Section 5310 Program funds for these types of projects. Remaining funds may be used for:

- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit,
- Alternatives to public transportation that assist and individuals with disabilities;
- The acquisition of public transportation services (Purchase of Service – POS) and vehicles remain eligible capital expenses; or
- Until the Circular is revised all former Section 5310 and 5317 projects are considered eligible.

Eligible Applicants

There are three (3) categories of eligible subrecipients of Section 5310 Program funds:

- Private non-profit organizations. A non-profit organization is a corporation or association determined by the U. S. Department of 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;
- Governmental authorities that certify to the Governor of South Carolina and North Carolina that no non-profit corporations or associations are readily available in an area to provide the service; and
- Governmental authorities approved by the state to coordinate services for Enhanced Mobility of Seniors and Individuals with Disabilities Program.

Local governmental authorities eligible to apply for Section 5310 Program funds, as coordinators of services for Enhanced Mobility of Seniors and Individuals 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 area agencies for aging or public transit providers, which the state has identified as lead agencies to coordinate transportation services funded by multiple federal or state human service programs.

Federal/Local Match Requirements

The matching requirements remain the same; capital assistance is provided on an eighty (80) percent federal share and twenty (20) percent local share. The federal share is eighty five (85) percent for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA (42 U.S.C. 12101 et seq.) or the CAA and a local share of fifteen (15) percent. Operating assistance is provided on a fifty (50) percent federal share, fifty (50) percent local share. MAP-21 eliminated the provision for the sliding scale match under FHWA programs to be used in this program. Funds provided under other federal programs (other than those of the Department of Transportation, with the exception of the Federal Lands Transportation Program and Tribal Transportation Program established by Sections 202 and 203 of title 23 U.S.C.) may be used for

local match for funds provided under Section 5310, and revenue from service contracts may be used as local match. Please list the name of the matching source.

Project Selection Criteria and Process

GSATS’s staff shall prioritize the applications based on: a) the standards set forth within the regional coordination plans; b) the percentage of elderly and disabled individuals served; and c) the following Section 5310 Program criteria approved in the 2015 Program Management Plan. The selection criteria is as follows:

Description of Project	Evaluation Criteria
1. Statement of Need and Organizational Capacity (20 Points)	
<p>Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan.</p> <p>Describe the specific population this project will serve. As appropriate, add tables, charts, maps, and data to support this project. Will the project also help meet transportation needs outside this population? (Explain how)</p> <p>Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served.</p>	<p>Does the project address a recognized need in the community?</p> <p>What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan?</p> <p>Which strategy or strategies does the project focus on from the Plan?</p> <p>Does the project increase or enhance availability of transportation of the targeted population?</p> <p>Does the project help meet transportation needs outside this population?</p>
2. Project Budget and Cost Effectiveness (20 Points)	
<p>Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project.</p> <p>Provide evidence of financial capability and the stability of the local share.</p> <p>Identify reasonable sources for on-going funding – clearly indicate all funding sources if there is more than one.</p>	<p>Was a clearly defined budget submitted for each of the proposed projects?</p> <p>Does the project budget list the source(s) of local share?</p> <p>Is the local share stable?</p> <p>Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?</p>
3. Coordination and Program Outreach (20 Points)	
<p>Coordination among agencies is very important, describe how the project will be coordinated with other social service programs and/or transit providers in the area. This could include:</p> <ul style="list-style-type: none"> Share vehicles with other agencies; Share dispatching or scheduling duties; Share in maintenance costs; Coordinate client trips; Coordinate staff training programs; Other strategies. <p>Were private sector providers included in developing the project? If so, how?</p> <p>In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis.</p>	<p>What coordination efforts did the project employ? (More points should be awarded for multiple shared activities including program planning, operations, communications, and/or planning)</p> <p>Does the project involve multiple partners? (More points awarded for greater partnership)</p> <p>Was private sector involvement explored?</p> <p>Does the project indicate how stakeholders will be involved throughout the project?</p>
4. Implementation Plan (20 Points)	

Description of Project	Evaluation Criteria
<p>Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project. Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation.</p> <p>Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency’s technical ability. Description on how the agency will market the project to the target population and promote public awareness of the program.</p>	<p>Does the operational plan correspond with the project goals/objectives?</p> <p>Does the implementation plan seem feasible?</p> <p>Does the timeline seem feasible?</p>
<p>5. Customer Service and Accessibility (20 Points)</p>	
<p>Provide the number of years the applicant has provided services for its targeted clientele (elderly, low-income populations, and/or individuals with disabilities). Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project?</p> <p>List the training courses and the drivers who have completed these courses.</p> <p>Describe the agency’s vehicle maintenance program (if applicable), addressing the following:</p> <ul style="list-style-type: none"> Pre-trip inspections Preventive maintenance Routine maintenance Contingency plan for when equipment is out of service 	<p>Does the applicant display sufficient experience in providing services for the targeted clientele?</p> <p>Does the agency have adequate staff resources to handle the project?</p> <p>If applicable, are drivers properly trained?</p> <p>If applicable, does the agency display the ability to maintain vehicles?</p>

Award Requirements

Applicants selected for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program shall enter into an agreement with GSATS. **No funds may be drawn down by successful applicants until a signed and executed contract is in place. Purchase of Service or Vehicle procurement information must be approved by GSATS prior to starting the service or ordering the vehicle:**

Certifications and Assurances/Authorizing Resolution

Subrecipients of Section 5310 Program funds are required to comply with all FTA requirements. Specifically, the applicant is required to sign FTA’s “Certifications and Assurances” for the specific funding programs for which its organization is applying after receiving notification of award. An authorizing resolution between the governing body and GSATS is also required following notification of award.

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

Pre-Award and Post-Delivery Reviews

Successful applicants, who are eligible to acquire vehicles, are encouraged to purchase vehicles through the applicable state contract following receipt of an executed subrecipient agreement and notice to proceed from GSATS. GSATS shall conduct a pre-award review of all vehicles purchased using federal funds, as well as an on-site, post-delivery review of all vehicles received. The review will include inspection of complete certifications, compliance with bid specifications, Buy America, and the Federal Motor Vehicle Safety Standards (FMVSS) requirements.

Vehicle Maintenance and Disposal

Successful applicants are required to certify that equipment purchased under the Section 5310 Program shall be used for transportation services-related activities only. In addition, subrecipients are required by GSATS to have a comprehensive maintenance plan detailing the agency's maintenance procedures. All vehicles used for services beyond ADA must meet requirements set forth in the former Section 5317 circular. At the end of a vehicle's useful life, Section 5310 Program subrecipients may dispose of the equipment, after notifying and receiving disposition instructions from GSATS and Federal Transit Administration.

Additional Federal Requirements

- An applicant can only apply for a project within the large urbanized area. If an applicant is applying for a project outside of the large urbanized area, they should contact the applicable department of transportation for application guidance.
- If the project is located in urbanized area the project must be included in the local Transportation Improvement Plan (TIP).
- Public Notice-This document is a federal requirement. If the notice has not been published at the time of submittal, please include proof of advertisement. A receipt or copy of submittal will suffice. Please send copy of original document with your Certification and Assurances. All agencies are required to fulfill this requirement.

Public Notice/Public Hearing

Agencies applying for Section 5310 Program funds must provide an adequate opportunity for public review and comment on a proposed Section 5310 Purchase of Service or Vehicle Purchase project. Notice shall include a concise description of the proposed project and shall be published in a newspaper of general circulation in the geographic area the project will serve. A public hearing must be held only if requested of the applicant during the ten (ten) day public comment period. A sample Public Notice can be found below. If a public hearing is requested, minutes from that hearing must be included with the application for funding.

Public Notice (Sample)

This notice is to inform the public of the opportunity to attend a public hearing on the proposed FY20_____ Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program Application to be submitted to the Grand Strand Area Transportation Study no later than _____.

Those interested in attending a public hearing on this application should contact (*name, title*) in writing on or before. The public hearing will be held on (*date*) before the (*body hosting public hearing*). The contact address is:_____.

The Enhanced Mobility of Seniors and Individuals with Disabilities Program provides capital assistance for transportation options and services for the communities operating in (*name of large urban area*). These services are currently provided using (*types of vehicles*). Services are rendered by (*agency name*).

The total estimated amount requested for the period _____through _____

Project Category	Total Amount	Minimum Local Match
Operating	\$ _____	\$ _____ (50%)
Mobility Management Or Purchase of Service	\$ _____	\$ _____ (20%)
Vehicle Purchase	\$ _____	\$ _____ (15%)
TOTAL	\$ _____	\$ _____

Total Federal Funding Request Total Local Share

This application may be inspected at (*location*) from (*dates/times*) to (*dates/times*). Written comments should be directed to (*name and address*) before (*date*).

Please provide proof of publication.

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Large Urban Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program

Section I: Application and Narrative

Name of Applicant: _____

Address: _____
Street Mailing Address (if different)

City: _____ State: _____ Zip: _____

Website: _____

Contact Information: Name: _____

Phone: _____ Email: _____

Agency DUNS Number: _____

Primary Service Area: Large Urban

***This funding source is specifically for services in the Large Urban area.*

County or Counties Served: _____

Agency Type:

Private Non-Profit (501(c)(3)) Public Tribal Government or Community

Other Agency (Specify): _____

Amount Requested: \$ _____

Project Type Requested Amount: Operations \$ _____

Capital \$ _____

OPERATIONS ONLY *Provide justification regarding type of service:* _____

CAPITAL ONLY *Select type of project:*

Purchase of Service (POS)

Mobility Management (MM)

Expansion Capital Equipment
ADA Accessible Vehicle

Replacement Capital Equipment (must complete this information)
ADA Accessible Vehicle

Please provide information regarding the vehicle that's being replaced

Make of Vehicle: _____

Model of Vehicle: _____

VIN: _____

Current Mileage: _____

Title Holder: _____

(SCDOT or Provide Name of Agency)

VEHICLE PURCHASE

I hereby agree that the vehicle(s) purchased with funds from this award will not be used for

Charter Services. _____ *(Please initial)*

NARRATIVE (Application must include the Narrative)

Provide a detailed narrative not exceeding three (3) pages identifying specific information related to the agency, its mission and how this request will impact the region to include service area. Add any information related to how this project(s) will meet the needs of the applicants clients. Information should be directly related to the Section 5310 project and the proposed clients served. The Narrative must include the following information:

- **Statement of need**
- **Type of service**
- **Service area**
- **Individuals the agency serves (description and number of clients)**
- **Project information**
- **Implementation plan**
- **Outreach/Customer Service Plan**

Section II: Project Budget

Please insert the *Budget Spreadsheet* (available on the GSATS website) and complete the *Local Match Identification Form* (located on the following page). If you are requesting multiple projects, please show a break out of the overall project amount.

If you are requesting funds to manage services only, please provide outcome measurements that will be tracked and on which will be reported over the course of the grant period. The outcome measurements must demonstrate the results made in the service area and indicate direct correlation between the output (actual activity) and the outcome (difference made). These measurements are not required for studies or equipment purchases.

If you are requesting any type of equipment other than a vehicle please provide product information and pictures if necessary of the item(s). Please be advised that any item exceeding \$2,500.00 requires procurement documentation and prior approval from GSATS.

LOCAL MATCH REQUIREMENT

An applicant is required to provide a local match for the Project and agrees as follows:

- a. **Restrictions on the Source of the Local Share.** The applicant agrees to provide sufficient funds or approved in-kind resources, together with the Federal assistance awarded and/or other State funds that may be awarded, that will assure payment of the actual cost of each Project activity covered by the Project Scope. The applicant agrees that no local share funds provided will be derived from receipts from the use of Project facilities or equipment, revenues of the public transportation system in which such facilities or equipment are used, or other Federal funds, except as permitted by Federal law or regulation;
- b. **Duty to Obtain the Local Match.** The applicant agrees to complete all proceedings necessary to provide the local match of the Project costs at or before the time the local match is needed for Project costs, except to the extent that GSATS determines otherwise in writing;
- c. **Prompt Payment of the Local Match.** The applicant agrees to provide the proportionate amount of the local match promptly as Project costs are incurred or become due, except to the extent that GSATS determines in writing that the local match may be deferred; and
- d. **Reduction of the Local Match.** The applicant agrees that no reduction of the local match may be made unless, at the same time, a reduction of the proportional amount of the Federal and/or State assistance provided is made.

LOCAL MATCH IDENTIFICATION FORM

(Legal Name of Applicant)

Period of performance of October 1, 20__ through September 30, 20__.

Project	Total Amount	Local Share						
Operating	\$ _____	\$ _____ (50%)						
Capital- MM or POS	\$ _____	\$ _____ (20%)						
Capital- Purchase of ADA Vehicle	\$ _____	\$ _____ (15%)						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">TOTAL</td> <td style="width: 35%; text-align: center;">\$ _____</td> <td style="width: 35%; text-align: center;">\$ _____</td> </tr> <tr> <td></td> <td style="text-align: center;">Total Funding Requests</td> <td style="text-align: center;">Total Local Match Required</td> </tr> </table>			TOTAL	\$ _____	\$ _____		Total Funding Requests	Total Local Match Required
TOTAL	\$ _____	\$ _____						
	Total Funding Requests	Total Local Match Required						

The Local Match for the Section 5310 Program funds will be available from the following sources:

Source of Funds

Name	Amount		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">TOTAL</td> <td style="text-align: center;">\$ _____</td> </tr> </table>		TOTAL	\$ _____
TOTAL	\$ _____		

I, the undersigned representing (*legal name of agency*) _____ do hereby certify to the Grand Strand Area Transportation Study that the required local match for the FY20__ Section 5310 Program, which has a period of performance of **October 1, 20__ through September 30, 20__**.

Name/Title of Authorized Official

Signature of Authorized Official

Date

**Attach all available copies of local match source commitments (e.g., county resolution, independent local agency letter, budget ledger, etc.)*

END OF APPLICATION