



## PROGRAM MANAGEMENT PLAN

*Federal Transit Administration  
Public Transportation Programs*

49 USC §5310 Elderly Individuals and Individuals with Disabilities Program CFDA 20.513

June 2024



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Elizabeth Tucker  
843-436-6136  
[etucker@wrcog.org](mailto:etucker@wrcog.org)

or write to:

Compliance Coordinator  
1230 Highmarket Street  
Georgetown, SC 29585

For more information visit the Title VI section of our website at [wrcog.org](http://wrcog.org) or [gsats.org](http://gsats.org). A complainant may file a complaint directly with the SC Department of Transportation by contacting the

Title VI Program Coordinator  
P.O. Box 191  
Columbia, SC 29201-0191.

If information is needed in another language, contact (843) 546-8502

~Si se necesita información en otro idioma llame al (843) 546-8502

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## Introduction

The Federal Transit Administration (FTA) provides financial assistance to states and designated recipients for programs to develop new transit systems and improve, maintain, and operate existing systems. The FTA has designated the Grand Strand Area Transportation Study (GSATS) Metropolitan Planning Organization (MPO) as the agency of authority and responsibility for administering federally funded assistance received in the Myrtle Beach–North Myrtle Beach SC/NC Urban Area

FTA requires designated recipients to implement a Program Management Plan (PMP) that describes the policies and procedures of administering FTA funded programs. This plan provides information on managing federally funded programs. GSATS adheres to all FTA requirements that are set out in the respective program guidance circulars and the federal register.

The GSATS MPO is responsible for ensuring that transportation programs utilizing FTA funds in the urban area are based on a continuing, comprehensive, and coordinated planning process. GSATS seeks to build a stronger regional community through cooperation, collaboration, leadership and planning to produce solutions for public transportation problems in the urban area.

The GSATS MPO urban area includes portions of Horry and Georgetown counties in South Carolina and the southern portion of Brunswick County in North Carolina. Municipalities within the boundaries include:

- ❖ Atlantic Beach
- ❖ Briarcliffe Acres
- ❖ Calabash
- ❖ Carolina Shores
- ❖ Conway
- ❖ Myrtle Beach
- ❖ North Myrtle Beach
- ❖ Ocean Isle Beach
- ❖ Shallotte
- ❖ Sunset Beach
- ❖ Surfside Beach

The primary responsibilities of an MPO are to:

- 1) Develop a Metropolitan Transportation Plan (MTP) – Twenty-five (25) year long range transportation forecast for the metropolitan area;
- 2) Develop a Transportation Improvement Program (TIP) – Ten (10) year plan that identifies programmed projects funded with Federal Highway Administration (FHWA) or FTA funds; and
- 3) Develop a Unified Planning Work Program (UPWP) – Two (2) year plan for transportation planning activities that support the goals, objectives, and actions established in the MTP.

## PMP Program Goals and Objectives

The goal of the PMP is to describe GSATS's process for managing the federally program within the Myrtle Beach–North Myrtle Beach SC/NC Urban Area. As the designated recipient, GSATS is responsible for administering grants for the following program:

- **49 USC § 5310 Enhanced Mobility for Seniors and Individuals with Disabilities CDFA 20.513**

FTA defines the goals of the § 5310 program in *Circular 9070.1F* “to improve mobility for elderly individuals and individuals with disabilities throughout the country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of elderly individuals and individuals with disabilities in all areas—urbanized, small urban, and rural. The program requires coordination of federally assisted programs and services in order to make the most efficient use of federal resources.”

As part of this process, GSATS intends to accomplish the following objectives:

- 1) Identify, contact, and inform public agencies, community organizations, and other eligible organizations providing service for seniors and persons with disabilities, as to the availability of 5310 program grant funds;
- 2) Establish, promote, and outline a process for soliciting and evaluating 5310 program funding proposals; and
- 3) Assure that proposals selected for funding are responsive to one or more of the needs identified in the Human Services Transportation Coordination Plan.

## Roles and Responsibilities

GSATS encourages a coordinated effort between all interested parties in the planning, execution, and administration of transit services covered under this plan. Primary stakeholders in this process include the FTA, GSATS, potential grant applicants, and providers of transit and human services.

GSATS supports coordination by:

- 1) Designing a competitive selection process based on a locally developed, coordinated plan that involved stakeholders in formulating goals and objectives for regional transit;
- 2) Announcing a call for projects through GSATS, local government officials, and other identified sources that will increase awareness of the project selection process;
- 3) Involving area transit providers and local government officials in the project selection process through the GSATS Technical, Advisory, and Policy committees;
- 4) Requiring coordination efforts on the part of subrecipients as a component of the grant application, to be guided by objectives outlined in the Coordinated Plan; and
- 5) Remaining in regular contact with the FTA and providing timely reports as determined by FTA guidance.

GSATS is responsible for submitting the projects application to FTA. These responsibilities include (but not limited to):

- Developing the program of projects (POP) for the project selection process;
- Certifying all projects are identified in the locally developed Coordination Plan;
- Certifying a fair and equitable distribution of funds to subrecipients;
- Managing all aspects of Subrecipient Agreements and grant distribution;
- Project implementation and continued oversight for subrecipients; and
- Submitting reports as required by FTA.

## Eligible Recipients

Eligible sub-recipients include:

- State governmental authority or state agencies;
- Local governmental authority or public agencies;
- Private non-profit organizations either approved by a state to coordinate services for seniors and individuals with disabilities or certifies that there are no nonprofit organizations readily available in the area to provide the service;
- Regional transit and human services providers who also meet other requirements;
- Indian Tribes and or Governments; and
- Operators of public transportation services.

Under the 49 USC §5310 Program, not less than 55 percent shall be available for traditional Section 5310 projects. Public transportation capital projects are those planned, designed, and conducted to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.

These provisions, found at 49 U.S.C. 5310(b)(1) and (b)(2), maintain the status quo 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.

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. GSATS requires private non-profit applicants to:

- Hold a 501 (c) (3) certificate verifying non-profit status.
- Register with the South Carolina State Secretary of State.

## Local Share Requirements

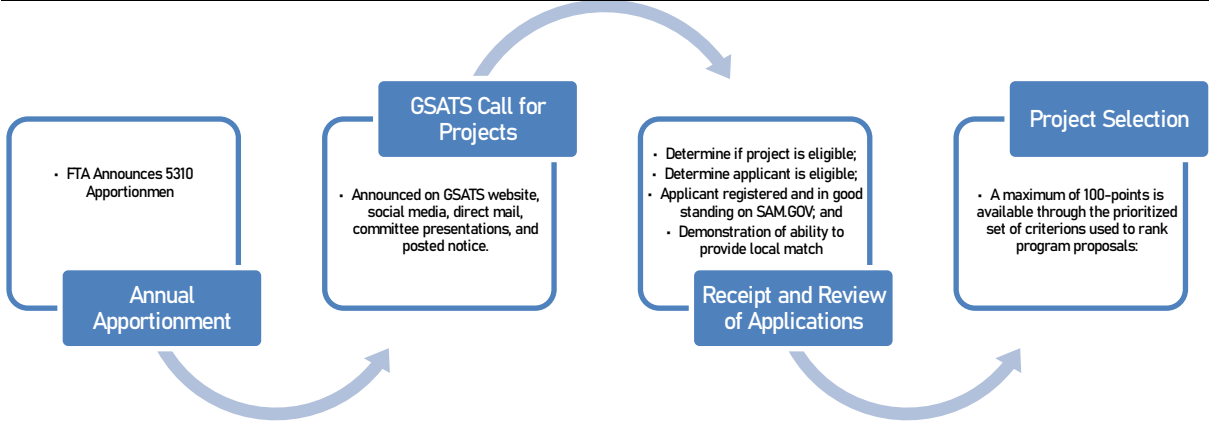
FTA requires a local share from the subrecipient for 5310 projects. See chart below for requirements.

Capital Project	Federal Share	Local Share
Rolling Stock	85%	15%
Mobility Management	80%	20%
Purchase of Service	80%	20%
Operating	50%	50%

USDOT funds are not eligible to fulfill local share requirements. FTA funds from one program are not eligible to fund the local match in another FTA program. Possible local match sources include:

- State or local appropriations;
- Other non-Department Transportation federal funds eligible for transportation;
- Tax revenues;
- Private Donations;
- Revenues from Human Service contracts;
- Toll revenue credits;
- Net income generated from advertising and concessions;
- Documented non-cash donations (volunteered services, or other in-kind contributions); and
- Income from contracts to provide human service transportation.

# Application Process



Project Selection Criterion	Maximum Points	Description
Statement of Need and Organizational Capacity	20	<p>Unmet transportation needs the proposed project seeks to address. (Relate this to the Coordination Plan).</p> <p>Population this project will serve. (tables, charts, maps, and data).</p> <p>Estimate the number of people within the target population the project will serve and briefly describe the rationale.</p> <p>Current population served. (If this is expanding an existing service)</p>
Project Budget and Cost Effectiveness	20	<p>Provide a budget for the proposed project. (funding sources for local share and supplemental funds if applicable).</p> <p>Provide evidence of financial capability and the stability of the local share.</p> <p>Identify reasonable sources for on-going funding.</p>
Coordination and Program Outreach	20	<p>Describe project coordination with other social service programs and/or transit providers in the area. This could include:</p> <ul style="list-style-type: none"> <li>• Share vehicles with other agencies;</li> <li>• Share dispatching or scheduling duties;</li> <li>• Share in maintenance costs;</li> <li>• Coordinate client trips; or</li> <li>• Coordinate staff training programs.</li> </ul>
Implementation Plan	20	<p>Operational plan for providing service.</p> <p>Project implement process (include timeline).</p> <p>Explain how the project relates to other services or programs provided by the agency.</p> <p>Demonstrate agency's technical ability.</p> <p>Describe public awareness strategy.</p>
Customer Service and Accessibility	20	<p>Provide information on the number of current staff to support the project. Will the agency hire additional personnel to support the project?</p> <p>Describe the agency's vehicle maintenance program (if applicable), addressing the following:</p> <ul style="list-style-type: none"> <li>• Preventive maintenance;</li> <li>• Routine maintenance; and</li> <li>• Contingency plan for when equipment is out of service.</li> </ul>

## Annual Program of Projects Development and Approval Process

GSATS will work closely with FTA representatives to ensure a comprehensive, fair, and equitable distribution of funds. All proposals should reflect priorities documented in the Coordination Plan.

1. GSATS Staff review and rank applications.
2. Ranking presented to TCC for recommendation to TAC for principal review.
3. Ranking presented to Study Team for recommendation.
4. Recommendations from TAC and Study Team presented to Policy Committee for Approval.
5. Approved projects included in the Program of Projects (POP).
6. Final application submitted to the FTA for funding award.

Public Comment. Staff recommendations posted for Public Comment for twenty-one (21) days as required in the Public Participation Plan. Staff will inform the Policy Committee of all comments received prior to the final decision.

Formal Appeals. GSATS Staff will consider all formal appeals received prior to the closing of the review process.

## Transfer of Funds

GSATS does not transfer funds between grants. There is no authority to transfer funds apportioned to large urban areas to small urban or rural areas.

## Private Sector Participation

GSATS encourages the participation of private enterprises in proposing projects identified for funding through Section 5310. GSATS equally considers all applications that meet eligibility requirements as established in this plan and by the FTA during the competitive selection process. Current FTA guidance states:

"Federal law requires the public to be involved in the transportation planning process, and specifically requires that private providers be provided an opportunity to be consulted in developing transportation plans and programs in both urban and rural areas."  
FTA C 9045.1 and 9050.1, page VIII-5.

Throughout the development of the Coordination Plan, public and private interested parties received invitations through the stakeholder mailing lists and through public announcements in the local newspaper. GSATS will continue to make information available regarding the application process to both public and private transit providers.



## Program Measures

The following indicators capture overarching program information as part of the annual report that each state and designated recipient submits to FTA. GSATS will submit both quantitative and qualitative information as available on each of the following measures according to FTA Circular 9070.1G. GSATS will report all recipient and subrecipient information.

Indicator	Description	Measurement
Gaps in Service Filled	Provision of transportation options for seniors and individuals with disabilities would not be available without Section 5310 funding.	Number of persons utilizing transportation options
Ridership	Actual or estimated number of rides for seniors and individuals with disabilities provided annually through Section 5310 supported vehicles and services.	Number of one-way trips
Enhanced Services	Geographic coverage, service quality, and/or service times impacting availability of transportation services for seniors and individuals with disabilities.	Number of persons impacted
Changes to Existing Infrastructure	Physical infrastructure, technology, and vehicles impacting availability of transportation services for seniors and individuals with disabilities.	Number of additional services

## Designated Recipient Program Management and Oversight

As the Designated Recipient for FTA award funding, GSATS may use up to 10% of the yearly funding apportionment for program oversight, planning, and technical assistance. These funds will support the development and continued administration of the application process, oversight of funded projects, and application assistance provided to grantees through GSATS.

GSATS will require each of its subrecipients to submit a project progress report on a quarterly basis. Each quarterly report will provide information on how their project is meeting the milestones established as part of their original submittal to the program. If the project has changed in terms of its completion date or interim milestones, the subrecipient will provide an explanation for the change and submit a revised schedule. Information should include:

- Financial status report;
- Program performance measures;
- Geographic coverage;
- Trip Numbers (including missed trips and percentage of on-time trips);
- Quality of service measure if the project does not involve direct operation of service; and
- DBE Report, if applicable.

## Procurement

GSATS will compile reports from individual projects into an annual report that will be submitted to FTA. Subrecipients may purchase rolling stock with Section 5310 award funding by either State Contract or by participating in bidding process. Subrecipients must follow FTA Procurement Procedures if participating in a bidding process.

## On-Site Reviews

GSATS will conduct annual on-site project review visits of subrecipients receiving grant assistance through the duration of the project period or useful life of rolling stock. The visit will consist of a Self-assessment, Desktop Review and On-site Inspection.

## Close-out

Once all funds are expended and all subrecipient requirements have been fulfilled, GSATS will request a closeout of the grant. The process includes one of the following procedures:

- Verbal verification by GSATS with the subrecipient's contact person that all project expenditures have been occurred and reimbursed, or
- All funding available reimbursed to the subrecipients, or
- The project has come to the end of the Period of Performance.

## Audits

The State Auditor is legally responsible for conducting audits of state agencies and local governments, including public transit agencies. Any subrecipient of a Section 5310 grant will be subject to this process. Subrecipients are required to obtain audits of their expenditures and operations annually by an independent audit firm if their agency has expended more than \$200,000 in the Federal fiscal year. The audit firm is instructed by the subrecipient to send a copy of the report to GSATS the year after they incur grant-related expenditures. Any questions raised by the audit office must be resolved by the subrecipient and the audit firm preparing the report. GSATS policy allows for project audits to be included in larger agency-wide audits if desired by the subrecipient.

## Other Provisions

Civil Rights & Equal Employment Opportunity. GSATS complies with all provisions prohibiting discrimination on the basis of race, color or national origin in Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000d et seq., and with U.S. D.O.T. regulation, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act", 40 C.F.R. Part 21. Except to the extent FTA determines otherwise in writing. GSATS ensures that applicants and employees are treated fairly without regard to their race, color, or national origin. GSATS Title VI plan can be viewed in its entirety on the GSATS's website ([www.gsats.org](http://www.gsats.org)).

Section 504 of the Rehabilitation Act of 1973, (Section 504), as amended (29 U.S.C. 794), prohibits discrimination on the basis of handicap by recipients of federal financial assistance. The Americans with Disabilities Act of 1990 (ADA), as amended (42 U.S.C. 12101 et seq.), affords equal opportunity for employment, transportation, telecommunications, and places of public accommodation for people with disabilities. Subrecipients must comply with 49 CFR Parts 27, 37, and 38 implementing the ADA and Section 504 as required. These provisions:

- 1) Prohibit discrimination against individuals with disabilities;
- 2) Specify accessibility requirements for the design and construction of new transportation facilities;

- 3) Require that vehicles acquired be accessible to and usable by individuals with disabilities, including individuals using wheelchairs (with limited exceptions for demand responsive systems providing equivalent service to individuals with disabilities} or a demonstration of inability to obtain an accessible vehicle despite good faith efforts to do so;
- 4) Require governmental authorities, including a private non-profit entity “standing in the shoes” of the State as a subrecipient operating fixed route transit must have complementary paratransit plans on file (effective January 26, 1992); and
- 5) Subrecipients of federal funds should ensure compliance in the areas of employment, public services, public accommodations, telecommunications, and other provisions.

All GSATS subrecipients must comply with all applicable equal employment opportunity (EEO) provisions of 49 U.S.C. §§2000e and implementing federal regulations and any subsequent amendments thereto.

Subrecipients are required to certify compliance for the following assurances with the Subrecipient Agreements:

- Equal Employment Opportunity;
- Nondiscrimination on the basis of disability;
- Disadvantaged Business Enterprise Program; and
- Compliance with Title VI of the Civil Rights Act of 1964.

Debarment and Suspension.

To prevent fraud, waste, and abuse in Federal transactions, GSATS is responsible for ensuring that federal funds are not provided to anyone who has been debarred, suspended, ineligible, or voluntarily excluded from participation in federally assisted transactions. The U.S. General Services Administration (GSA) maintains a website, which is updated with real time data as it occurs. GSATS will review during site visits a subrecipient’s transactions, particularly for vehicles and equipment, to verify that checks have been made.

Environmental Protection. GSATS agrees that Environmental Impact Statements will be provided as required for any projects with significant environmental impact, or for which categorical exclusions do not apply. GSATS anticipates that most, if not all, projects will qualify as Categorical Exclusions.

Buy America. Under the Buy America provision applicable to FTA grants, FTA funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States. Rolling stock must be assembled in the United States and have a sixty percent (60%) domestic content to be considered a United States product. GSATS assures that the purchase of construction equipment or rolling stock for use in federal grant programs will comply with all specifications and Buy America requirements.

Pre-Award & Post-Delivery Reviews. GSATS will ensure that pre-award and post-delivery reviews are completed as specified in FTA regulations at 49 CFR part 663. The cost of the pre-award and post-delivery reviews will be the subrecipient’s responsibility.

Vehicle Use/Maintenance/Disposition. GSATS is the 1<sup>st</sup> Lien Holder of all vehicles purchased with Section 5310 Program funding through the useful life of the vehicle. Vehicles must be maintained and used for the intended purpose under which they are purchased. GSATS is responsible for ensuring that the subrecipient is maintaining continuing control over vehicles and that the vehicles are used for eligible public transit purposes. GSATS follows FTA guidelines for determining when a vehicle has reached the end of its useful life. A subrecipient may dispose of or utilize a vehicle for another purpose when the vehicle has attained its useful life. Appropriate useful life for vehicles purchased is defined in the Subrecipient Agreement

If any vehicles are to be removed from service prior to the end of their useful life, the subrecipient must notify GSATS prior to doing so. The subrecipient will remit the federal share of the current market value of the vehicles to GSATS.

If vehicles are to be removed from service at the end of, or after useful life, subrecipient will notify GSATS. Any vehicle purchased with 5310 funds must be reported to GSATS at the time of disposition. The subrecipient must use the disposition calculator to determine if the proceeds from the disposition exceed \$5000. Fifty percent (50%) of any proceeds exceeding \$5000 are submitted to FTA by the MPO via pay.gov.

GSATS will maintain an inventory list of all vehicles to ensure that vehicles are used in accordance with program requirements. The inventory includes:

- Award Number
- Acquisition Year
- Vehicle year
- Vehicle Make and Model
- Location;
- Useful Life Requirements
- Disposition Status

GSATS is responsible for ensuring that all vehicles purchased with federal funds are maintained in good operating order. GSATS will require subrecipients to follow manufacturer's suggested maintenance schedules to maintain good working order. Preventive maintenance scheduled services will be scheduled through the subrecipients maintenance department or their designated maintenance service provider. All documentation regarding maintenance records must be sent to GSATS. GSATS will audit maintenance records of vehicles and may inspect vehicles during site visits.

Charter Bus. Title 49 CFR 5323(d) limits charter service provided by federally assisted public transportation operators. FTA regulations specify these limitations in 49 CFR part 604—Charter Service, amended effective April 30, 2008 (73 FR 2326, Jan.14, 2008). Each recipient must enter into an agreement with FTA that the recipient will not engage in charter service unless permitted by FTA charter service regulations. FTA includes that agreement in its annual publication of Certifications and Assurances. Charter service is defined based on whether a third party requests the service or whether the transit agency initiates the service. If a third party requests service, FTA will utilize four characteristics of charter service to determine whether the proposed service meets the definition of charter. If a transit agency initiates the service, FTA will look at whether the transit agency also charges a premium fare or accepts a subsidy from a third party.

Please contact your GSATS Program Manager if you have questions on what constitutes charter service before registering or taking further action.

School Transportation. Subrecipient agreements will include provisions related to compliance with 49 CFR 5323(f) and FTA regulations, "School Bus Operations," at 49 CFR 605.14. Sub-recipients must agree that they will:

- 1) Not engage in school transportation operations in competition with private school transportation operators only to the extent permitted by 49 U.S.C. 5323(f), and federal regulations; and
- 2) Comply with the requirements of 49 CFR part 605 before providing any school transportation using equipment or facilities acquired with federal assistance authorized by 49 U.S.C. chapter 53 or Title 23 U.S.C. for transportation projects.

Drug and Alcohol Testing. GSATS must ensure that Safety Sensitive Employees operating transit vehicles funded through 5310 comply with Drug and Alcohol Testing Program. This compliance includes the employees of its sub-recipients. Therefore, all safety sensitive employees who participate with GSATS's sub-recipients are required to undergo the drug-testing portion of the certification process.

Lobbying Restrictions. As required by 31 U.S.C. 1352 and U.S. DOT regulations, 'New Restrictions on Lobbying', at 49 CFR 20.110, GSATS must certify that for any recipient of Federal assistance exceeding \$100,000:

- 1) No Federal appropriated funds have been or will be paid by or on behalf of any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement;
- 2) If any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for Federal assistance, the contractor and/or recipient ensures that it will complete and submit Standard Form LLL, 'Disclosure Form to Report Lobbying', including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 31 U.S.C. 1352.
- 3) Certification language included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, sub-agreements, and contracts under grants, loans, and cooperative agreements).

## Appendices

Designated Recipient Letter

GSATS Policy Committee Resolution