

2018 SECTION 5310 (FTA) GRANT APPLICATION INSTRUCTIONS

***Section 5310(FTA) Grant Program for Projects Located Within
the Salem-Keizer Urban Growth Boundary: “Enhanced Mobility
of Seniors and Individuals with Disabilities”***



2017 Section 5310(FTA) Grant Application Instructions for Projects Located Within the Salem-Keizer Urban Growth Boundary

Introduction

Title 49 USC 5310 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funds to designated recipients to improve mobility for seniors and individuals with disabilities.

Salem Area Mass Transit District (SAMTD), the legal name for Cherriots, is the designated recipient for the Salem-Keizer urbanized area and will receive \$232,898 (estimated) in Section FFY2019 5310 funds for projects to be funded beginning July 1, 2018. These funds may only be used for projects within the Salem-Keizer Urban Growth Boundary (UGB).

This program provides funds to:

- (1) Serve the special needs of populations who do not have access to a personal vehicle beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable;
- (2) Projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- (3) Projects that improve access to fixed route service and decrease reliance on complementary paratransit (Cherriots LIFT); and
- (4) Projects that are alternatives to public transportation.

A discretionary selection process will be followed as outlined in the SAMTD *Program Management Plan for the Salem-Keizer Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program*. Please see this link for the document: Cherriots.org/sites/default/files/5310_PMPapproved_1.pdf

Eligible Expenses

Section 5310 funding requires at least 55 percent of the funding apportionment must be:

- Used for capital expenses for public transportation projects that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities (i.e. traditional Section 5310 capital projects).
- Projects must directly serve and have a specific benefit to seniors and individuals with disabilities.
- Mobility management expenses, previously eligible under Section 5317, are eligible and qualify for this traditional Section 5310 project requirement.

The remaining 45 percent of the funds may be used for operating or capital expenses associated with:

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

Eligible Activities (*refer to the Program Management Plan for a complete list of eligible projects*):

- Projects that will improve mobility for seniors and people with disabilities, including:
 - Rides for wellness and access to travel information
 - Capital purchases, such as vehicles, passenger shelters and equipment
 - Operational and administrative costs
 - Vehicle and facility preventative maintenance
 - Mobility management
 - Travel information
 - Planning
 - New systems for improving access to transportation (for example, travel training, marketing, centralized call centers)

Eligible Applicants

Section 5310 funds are limited to the following eligible subrecipients:

- a. A private nonprofit organization; or
- b. State, county, tribal, or local government agency that:
 - Is approved by the State of Oregon 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 (C_9070.1G, p. II-1 & II-2).

The eligible subrecipients within the Salem-Keizer UGB for traditional Section 5310 projects are:

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- State, County, tribal, or local government authorities who are approved by Cherriots to coordinate services for seniors and individuals with disabilities;
- Private nonprofit organizations that provide transportation services targeted to seniors and people with disabilities and:
 - Services provided are not duplications of existing public transportation and the nonprofit organization must demonstrate that the investment of grant funds benefits the community's overall transportation program, including meeting needs otherwise not met.
 - Nonprofit agency applicants must submit documentation of nonprofit status when submitting an application for funding. The Oregon Secretary of State maintains a website listing all nonprofit agencies with current business registrations. Cherriots checks the status of nonprofit applicants before completing agreements and amendments, at a minimum.
 - A plan for sharing vehicles must be provided with applications for agencies providing transportation services to clients only (service is not open to the public or non-client seniors or individuals with disabilities).

Special Note for Nonprofit Agencies

If your agency is a private nonprofit organization that has not applied for a recent Section 5310 grant, please provide the following agency information (see Appendix for more information):

- Articles of Incorporation
- Adopted Corporate Bylaws
- 501(c)(3) nonprofit approval letter from the Internal Revenue Service
- A description of transportation services and other grants received by your agency

Private nonprofit agencies (for both new and returning applicants) must be registered with the Oregon Secretary of State Corporation Division (<http://www.filinginoregon.com/business/index.htm>) to do business in Oregon.

Coordination Requirements

The Federal Transit Administration's (FTA) 5310 program requires that all projects selected for award address at least one need or strategy identified in the *Cherriots Coordinated Public Transportation – Human Services Transportation Plan* dated August, 2016 ("The Coordinated Plan"). A link to this document can be found on the District's website: Cherriots.org/grants.

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Local Match Requirements

Capital projects require a 20% local match. Operating projects require a 50% local match.

Local match must be provided from sources other than Federal Department of Transportation (DOT) funds. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising and concessions

Farebox revenue may not be used as local match. Farebox revenue is considered income and is deducted from total operating cost to determine the net cost of the activity.

The use of a non-cash local match is allowable and can include volunteer transportation program services, physical improvements, and computer work station hardware and software.

Application Submittal Instructions

1. Application forms are available beginning January 23, 2018.
2. Applications are available for download online at Cherriots.org/grants. The application is provided as a fillable Adobe PDF document as well as a Microsoft Word document.
3. Completed applications must be received by 12:00 pm on March 19, 2018 in order to be considered eligible for funding:
 - email the Word document or Adobe PDF to ted.stonecliffe@cherriots.org
 - paper copies will not be accepted
4. Incomplete and/or late applications will not be eligible for award.
5. Applicants will be notified of project award after the April 26, 2018 Cherriots Board of Directors Meeting. Alternative formats are available upon request.

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Further details regarding other contracting matters are contained in the Program Management Plan:

- Eligible Project Activities, p. 2
- Project Selection Criteria, p. 18
- Civil Rights Responsibilities, p. 23
- Section 504 and ADA Reporting, p. 26
- Program Measures (Quarterly Reporting Requirements), p. 27
- Other Provisions, p. 31

Grant Award Process:

Cherriots administers the grant process for these funds, selects the projects, and sends copies of the agreements to FTA for their records. A Technical Advisory Committee (TAC) made up of STF Advisory Committee (STFAC) members, two members of the public, and one representative of the Mid-Willamette Valley Council of Governments (MWVCOG) will convene at a meeting two weeks after the application deadline (Apr. 3, 2018). Applicants are required to present their project ideas to the TAC in order for funding recommendations to be made to the STFAC. The STFAC will review the TAC's recommendation and make project recommendations to the Cherriots Board.

Once the funding recommendation is approved by the Cherriots Board of Directors, Cherriots staff drafts agreements with recipients and sends a copy to FTA. Grant awards are eligible for reimbursement through June 30, 2019.

Timeline:

- March 19, 2018 – All applications due at Cherriots by 12:00 pm
- March 19, 2018 – Applications mailed and emailed to Technical Advisory Committee (TAC) members
- April 3, 2018 (2:00 – 3:00 p.m.) – TAC meets to hear applicant presentations and determines priorities to recommend to STF Advisory Committee (STFAC)
- April 3, 2018 (3:00 – 4:30 p.m.) – STFAC meets to recommend a prioritization ranking of projects to Cherriots Board
- April 26, 2018 – Cherriots Board approval of STFAC recommendations
- July 1, 2018 – 5310 grant agreements executed

Questions? Contact:

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