Section 5310 Enhanced Mobility of Seniors & Individuals with Special Needs

FY 2025 Grant Application

Deadline: 4/24/2025



Section I: Background Information

Section 5310 Enhanced Mobility of Seniors and Individuals with Special Needs

The Greensboro Urban Area MPO (MPO) issues this call for projects for Section 5310 Enhanced Mobility of Seniors and Individuals with Special Needs Program funding. All project submittal forms are due at 5PM on April 24, 2025.

- Section 5310 Enhanced Mobility of Seniors and Individuals with Special Needs Program is a Federal Transit Administration grant program for operating and capital expenses of public agencies and non-profit organizations offering public transportation services to seniors and persons with special needs.
- Fiscal year 2025 funding availability for 5310 is estimated at \$411,495. This amount is based on the amount in FY 2024 and will be adjusted when the final amount is confirmed. Of this amount, \$370,345.50 is available for projects and \$41,149.50 will be used for program administration costs by the City of Greensboro. This funding is potentially subject to change at the discretion of the Federal Government.
- To be considered for funding, applicants must demonstrate the ability to implement the project, to provide the required matching funds, and to conform to all Federal Transit Administration requirements.
- Eligibility is restricted to **projects and services operating in whole or in part in the Greensboro Urban Area** as shown on page 6 of the 2024 Coordinated Human Services Transportation Plan.
- Eligible projects are identified on page 24 of the 2024 Coordinated Human Services Public Transportation Plan. Please note that vehicle purchases are not eligible expenses for non-profit organizations or Guilford County.
- All projects must conform to FTA rules. Potential project sponsors are responsible for reviewing federal guidance for these programs before submitting projects. Additional information is included in the eligibility overviews below and at <u>www.fta.dot.gov</u>.
- Match: Federal funds can provide up to 80 percent of the total cost (80/20 match) for capital projects and not more than 50 percent of the total cost (50/50 match) of projects for operating assistance. Fare revenue generated on the service to be supported may not be used as matching funds for operating grants. Eligible sources of local matching funds include non-DOT federal funds, local public funding, and private funds.
- The MPO selects local projects for Section 5310 funding. MPO project selection will be based on prioritization of applications received by the April 24, 2025 deadline. Project prioritization is consistent with the process created by the federally mandated MPO Coordinated Human Services Transportation Plan (Coordinated Plan).
- The MPO oversees the project prioritization process for Section 5310. The selection process is competitive. Staff of the Greensboro Urban Area MPO will receive applications and verify that they meet the minimum eligibility requirements. MPO staff and outside reviewers will coordinate the process of reviewing and scoring the applications.
- The project application consists of the program-specific requirements detailed in this package of forms and instructions. After a project application has been selected for funding, sponsors will be required to submit appropriate certifications, assurances, and other documentation necessary to meet federal and local administrative requirements.

- Funds administration: The City of Greensboro is the *designated federal transit funding recipient* for the area. *Funds awarded to projects in the area will be passed through by the City of Greensboro on a reimbursement basis*. The awarded recipient must spend money in advance before receiving reimbursement from FTA. All potential applicants need to be able to demonstrate their financial capacity to do so. The City will monitor for compliance with FTA requirements, as well as with timelines specified by the MPO in the project selection process.
- The list of approved projects will be published and submitted to FTA for funding. The Transportation Improvement Program will be modified as needed to reflect actual funding amounts per year: specific projects will not be listed in that document. **Project grant agreements** will be established between the City of Greensboro and any subrecipients who are selected for funding through this process. The City will enter needed information into FTA's grants administration system; **successful applicants will be required to provide all needed information in a timely manner.**

Application Deadline & Submittal Instructions

Applications for funding under Section 5310 Enhanced Mobility of Seniors and Individuals with Special Needs are due no later than 5PM April 24, 2025. Applications will be accepted in printed, faxed, or electronic form. Submit applications to: Greensboro Urban Area MPO, P.O. Box 3136, Greensboro, NC 27402-3136 / Fax: (336) 412-6171 / E-mail: tram.truong@greensboro-nc.gov. Please email tram.truong@greensboro-nc.gov or call (336) 373-2903 to verify receipt of your application.

Timeline 2025:

- March 25: Call for Projects published, including general evaluation criteria.
- April 24: Project submittal deadline.
- April 25 29: Ranking projects by MPO and outside reviewers.
- May 7: Selection of projects by MPO TAC at the Transportation Advisory Committee Meeting at 2PM on May 7, 2025. The meeting will be online. Information about the TAC online meeting is posted on the MPO website <u>www.guampo.org</u>.

Eligibility Overview:

For Section 5310 program eligible applicants include:

- Government agencies
- Non-profit organizations

Eligible Use of Section 5310 Enhanced Mobility of Seniors and Individuals with Special Needs Program Funds

Section 5310 funds are available for capital and operating expenses for transportation services that address the needs of seniors and individuals with special needs.

At least 55% of program funds must be used for capital projects that assist individuals with limited mobility options in areas where public transportation is insufficient, inappropriate, or unavailable. The acquisition of public transportation service operations through a contractor is considered an eligible capital expense. Vehicle purchase is not eligible for non-profit organization under Section 5310 this year according to FTA and NCDOT recommendations due to the high level of administrative oversight needed.

The remaining 45% may be used for: (1) projects that go beyond minimum accessibility standards; (2) projects that enhance connections to fixed-route transit and reduce the need for demand-response services; and (3) projects that offer flexible alternatives to fixed-route public transportation.

Greensboro Transit Authority	
Type of Project or Program	Type of Expense
Paratransit Vehicles*	Capital
Technology	Capital
Facility	Capital
Operating Assistance – ADA Paratransit Service	Operating**
Operating Assistance – Paratransit Extended Hours	Operating**
Operating Assistance – Paratransit Extended Service Area	Operating**
Operating Assistance – Extended Fixed Route	Operating**
Operating Assistance – Cross Town Routes	Operating**
Operating Assistance – Technology Real Time Bus Tracking	Operating
Guilford County Transportation and Mobility Services	
Type of Project or Program	Type of Expense
Technology	Capital
Operating Assistance – Elderly & Special Needs Persons	Operating**
Operating Assistance – Paratransit Service	Operating**
Piedmont Authority for Regional Transportation	
Type of Project or Program	Type of Expense
Technology Equipment – Regional Call Center	Capital

Eligible project types to allocate funding Section 5310

Non-Profit Organizations		
Type of Project or Program	Type of Expense	
Operating Assistance	Operating	

Section 2: 2025 Grant Application Form

For fiscal year 2025 Section 5310 funding in the Greensboro Urban Area

PART I – GENERAL INFORMATION

Applicant Data	
Legal Name:	
Contact Person:	
Address:	
City, State, Zip:	
Telephone:	
Fax:	
E-mail:	

Project Description	<u>on</u>	
Title _		
Brief Description (Max 500 characters)		

Greensboro Urban Area Metropolitan Planning Organization

Check all that apply:			
Funding Program	n:	Section 5310	
Project Type (ch	oose one)*:	Capital	Operating
*Submit separate applications if requesting both capital and operating expenses			
Service Days/Hours			
Estimated Operating Cost per One-Way Trip (for operations projects)			

PART II – PROPOSED PROJECT BUDGET

The budget must include the amount and source(s) of local matching funds. For capital projects, the required match is at least 20% from non-federal transportation funds. For projects requiring operating funds, the required match is at least 50% from non-federal transportation funds. Enter the total of all funds to be used to match the Section 5310 fund next to "Local match" below. Explain at the bottom of this page if needed.

Total Annual Project Budget	\$			
Capital Federal Share	\$		%	
Capital Local Match	\$		%	
Operating Federal Share	\$		%	
Operating Local Match	\$		%Total	
Local Match Funding Source(s)				
Demonstrate a commitment to providing local match funds – provide a letter and/or a copy of an existing grant agreement or supporting documentation indicating the source of these funds.				
Will there be a commitment of	funds beyond the grant period?	Yes	No	
Describe:				

Describe any other pertinent budget information (optional). For example, explain efforts to ensure the project's cost-effectiveness or clarify any information that is not clearly understandable from this form.

If awarded, what is your timeline for cashing in the grant? When would you first start withdrawing funds? When would you finish withdrawing funds?

PART III – PROJECT NARRATIVE

Project narratives should answer these questions completely but should be brief in doing so. There is no minimum or maximum length requirement. It is expected that narratives will focus on the Key Objectives area, which is where applicants should explain how their proposed project fits with the priorities of the Coordinated Plan.

Minimum Eligibility Criteria

1. Briefly explain how the project and project sponsor conform to all applicable guidelines for receiving FTA funding under the Section 5310 Program.

2. Briefly explain the project sponsor's history of past performance and its financial, technical, and organizational capacity to complete the project within a reasonable timeframe.

Past Performance Explanation for previous Greensboro Urban Area MPO award recipients: MPO staff aims to ensure that competitive grant recipients expend funds in a timely manner. If you have received the Greensboro Urban Area MPO Section 5310, JARC, or New Freedom funds in the past, please note the Federal Fiscal Year they were awarded and provide an outline of either when the funds were spent and/or will the funds will be spent. 3. Certify that the proposed services or improvements are within the MPO's planning boundary, the Greensboro Urban Area.

4. Provide a complete budget indicating project revenues and expenditures in the format provided in Part II.

5. Please specify that this service is not duplicated with current services provided by GTA SCAT, TAMS, and PART.

Key Objectives

Review the Coordinated Plan for suggested action areas under each key objective. Refer to Section 3 of this 2025 call for projects/grant application for specific point values and focus areas related to each of the six key objectives identified in the Coordinated Plan. Explain which of the key objectives the project will help meet and how it will address them.

1. Please describe project needs, goals and objectives.

2. How much funding that project request?

3. Number of people expected to be served?

4. Describe key personnel assigned to the project and his/her qualifications.

5. Demonstrate the ability to continue the project in the future.

6. Describe how this project demonstrates attempt to coordinate with other agencies or services?

7. Describe how existing resources are being leveraged in support of the project?

Section 3: Project Evaluation Criteria

The competitive selection process for the Section 5310 program is intended to ensure that projects address key gaps and/or continue needed services and take specific actions towards meeting key objectives. This section outlines **criteria for evaluation of projects** submitted under this program. The goal is for this process to be simple to administer and easy to understand.

MPO staff and outside reviewers will coordinate to score the projects based on below criteria. The MPO will send the prioritized list to NCDOT and FTA to select the projects. Before receiving funds, sponsors will need to provide required documentation related to federal rules and details of local match funds expended.

The MPO will consider two main types of evaluation criteria in awarding Section 5310 funding:

- **Minimum eligibility criteria** administrative requirements that must be met in order for any application to be accepted
- **Point-based evaluation criteria** metrics to ensure that the projects that receive funding are those that best meet the community's needs as outlined in the Coordinated Plan

The point-based evaluation criteria are intended to be flexible and designed to support the key objectives of the Coordinated Plan recommends numerous specific actions that workshop participants identified, some of which could serve as projects for funding. Although the Coordinated Plan (*Prioritization and Project Categories* section) lists specific project and service examples, the emphasis in project selecting will be on supporting the key objectives rather than addressing the specific examples identified in the plan.

Minimum eligibility requirements:

For an application to be accepted, the following eligibility criteria must be met:

- 1. The project and project sponsor must conform to all applicable FTA guidelines for the funding program.
- 2. The project sponsor must have a satisfactory history of past performance and must demonstrate that it has the financial, technical, and organizational capacity to complete the project within a reasonable timeframe.
- 3. The applicant must demonstrate the financial ability to provide required match.
- 4. Project budgets must meet FTA guidelines for the Section 5310 programs. Budgets must specify the amount of funding requested and specify whether it is for operations and/or capital.
- 5. The project should not duplicate current public services provided by GTA SCAT, TAMS, and PART.

Point-based evaluation criteria:

Maximum score is 40 points based on four primary criteria.

1. Maximizing the benefit to cost (Maximum 10 points)

- <u>Measurement</u>: is based on the number of annual passenger trips expected divided by total annual operating cost (in federal dollars). For capital vehicle purchase projects, total capital cost and ridership will be annualized over the expected useful life of the vehicle. Past history ridership will be reviewed to check the realism and feasibility of the project.
- <u>Scoring scale</u>: Maximum score 10 points will be given for the project with highest number benefit to cost.

Other projects will receive the point based on the ratio of their benefit to cost number with the highest benefit to cost project number.

<u>For example</u>: if the highest benefit to cost among submitted projects is 1.0, that project will receive 10 points. The points for another project with benefit to cost 0.5 are: (0.5 / 1) * 10 points = 5 points

2. Number of users served or expected to be served (Maximum 15 points)

- <u>Measurement</u>: number of passenger trips expected to be served. For capital vehicle purchase projects, ridership will be annualized over the expected useful life of the vehicle. Past ridership history will be reviewed to check the reality and feasibility of the project.
- <u>Scoring scale</u>: Maximum score 15 points will be given for the project with highest number ridership. Other projects will receive the point based on the ratio of their ridership with the highest number ridership.

For example: the highest number ridership among submitted projects is 1,000 per year. This project will receive 15 points. The point for another project with 800 ridership annually is: (800/1000) * 15 = 12 points

3. Demonstrated ability to deliver services and meet federal grant requirements (Maximum 10 points)

This criterion includes two parts:

- Demonstrate the staff ability to manage the program (maximum 5 points) <u>Measurement</u>: Staff ability and experience in managing the program in the past. <u>Scoring scale</u>:
 - Staff has strong ability with many years of experience in managing the program: 5 points

- Staff does not have experience in managing the program but can prove the ability to manage the program: 2 points
- Staff does not have experience and cannot prove the ability to manage the program: 0 point
- 2. Demonstrate the ability to continue the project in the future even without the funding

<u>Measurement</u>: The portion of the funding request compared to the total cost of the proposed project or proposed program.

Scoring scale:

- If the amount requested is less than or equal 20% of total amount of the project or proposed program: 5 points.
- If the amount requested is less than or equal 50% but more than 20% of total amount of the project or proposed program: 2 points.
- If the amount requested is more than 50% of total amount of the project or proposed program: 0 point.

4. Enhancing coordination between human service transportation providers (Maximum 5 points)

This criterion includes two parts:

1. Demonstrate attempt to coordinate with other agencies (maximum 2 points)

<u>Measurement</u>: Based on the ability to coordinate with other public transportation, community transportation and/or social service resources.

Scoring scale:

- Yes: 2 points
- No: 0 point

2. Demonstrate how existing resources are being leveraged in support of the project (maximum 3 points)

<u>Measurement</u>: Applicant must indicate that if the project can be implemented immediately using existing institutional structures and resources or if new organizations, major policies, or new infrastructure would be required.

Scoring scale:

- If the project can be implemented immediately without major policy changes or new infrastructure required: 3 points
- If the project cannot be implemented immediately but requires changes in organizations, policies, or new infrastructure (such as hiring a new staff, buying new equipment, etc.): 0 point

Criteria	Measurement	Scores
1. Maximizing the benefit to cost	Number of trips expected to be provided divided by total amount requested in USD. Past history ridership will be reviewed to check the reality and feasibility of the project.	0 – 10 points
2. Number of users served or expected to be served	Number of trips expected to be provided. Past history ridership will be reviewed to check the reality and feasibility of the project.	0 – 15 points
3. Demonstrated ability to deliver services and meet federal grant requirements	Demonstrate the staff ability to manage the program.	0 – 5 points
	Demonstrate the ability to continue the project in the future	0 – 5 points
4. Enhancing coordination between human service transportation providers	Demonstrate attempt to coordinate with other agencies	0 – 2 points
	Demonstrate how existing resources are being leveraged in support of the project	0 – 3 points