

2018 CALL FOR PROJECTS & FUNDING APPLICATION

**ENHANCED MOBILITY FOR ELDERLY PERSONS AND PERSONS WITH
DISABILITIES FUNDING PROGRAM (SECTION 5310)**



Introduction

This call for projects is for the 2018 Enhanced Mobility for Elderly Persons and Persons with Disabilities Program (Section 5310). This funding application includes information on funding availability, project eligibility, the application timeline, the application process and the project evaluation criteria. The Transit Authority of Lexington-Fayette Urban County Government (Lextran) is a designated recipient for 5310 funding in the Lexington-Fayette County Urban County area. As a designated recipient, Lextran is responsible for developing a 5310 Program Management Plan and administering a Call for Projects for the available funding. Interested applicants should review the Lextran 5310 Program Management Plan and this Call for Projects to determine if they are eligible.

Funding Availability

The total funding amount available for FFY 2017 is \$102,853 and for FFY 2018 the amount available is \$104,760. The entirety of these funds or any funding less than this amount can be applied for in direct relation to local match requirements and project objectives.

Project Eligibility

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to enhance the specific needs of seniors and persons with disabilities. All projects must be situated in the Lexington-Fayette Urban County area and must fulfill a need in the Coordinated Transportation Plan. Potential project focus should include:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and persons with disabilities when public transportation is insufficient, inappropriate, or unavailable
- Public transportation projects that exceed the requirements of ADA
- Public transportation projects that improve access to fixed route service and decrease reliance by persons with disabilities on ADA-complementary paratransit service
- Alternatives to public transportation that assist seniors and persons with disabilities with transportation

Such projects must be targeted toward meeting the transportation needs of seniors and persons with disabilities, although they may be used by the general public. It is not sufficient that seniors and persons with disabilities are included (or assumed to be included) among the people who will benefit from the project. The Federal Transit Administration (FTA) encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

Section 5310 project examples:

- travel training
- volunteer driver programs

- building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features
- improving signage, or way-finding technology
- incremental cost of providing same day service or door-to-door service
- purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs
- mobility management programs

Federal Share of Costs / Local Match

Section 5310 funds may be used to finance capital and operating expenses. The federal share of eligible capital costs shall be in an amount equal to 80 percent of the net cost of the program. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. Recipients may use up to 10 percent of their apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent federal share.

2018 Application and Project Selection Schedule:

December 14th 2018: Pre-Application Submission Conference, 1:30pm, 200 West Loudon Ave, Lexington KY 40508

December 21st 2018: Deadline for Submission of Questions

January 4th 2019: Response to Questions

January 18th 2019: Last day to submit application for 5310 funds

Mid-January: Third party selection committee reviews submitted applications

February 21st 2019: Applicants notified of committee project selections

After a project application has been selected by the review committee for funding, Lextran will notify and coordinate with the applicant to submit the necessary FTA documentation.

Completed hardcopy applications should be mailed to:

Lextran
Attn: Keith Srutowski, Director of Purchasing
200 West Loudon Avenue
Lexington, KY 40508

Completed applications should also be emailed to the address below as either a Microsoft Word document or a scanned PDF. The attachment can be sent via email to Keith Srutowski at ksrutowski@lextran.com.

Applications must be received by January 18th 2019.

Project Evaluation Criteria

The following criteria will be followed in determination of funding:

Project Needs (20 points)

Project applications should clearly state the need for the project and demonstrate how the project is consistent with the objectives of the grant program. The project application should indicate how the project will enhance transportation for the urbanized area's elderly and disabled populations. The connection between the project and the Coordinated Plan should be clearly described in the application.

Project Planning and Implementation (20 points)

For all projects, applicants must provide a well-defined service operations plan and/or capital procurement plan, and describe the implementation steps and timelines for carrying out the plan. The applicant's plan should include coordination, eligibility determination, marketing and service delivery details.

Project Budget and Grants Management (15 points)

Applicants must submit a complete project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. The application should address long term efforts and identify potential funding sources for sustaining the service beyond the grant period.

Program Effectiveness and Evaluation (20 points)

The project will be scored based on the applicant's identification of clear, measurable outcome-based performance measures, including customer satisfaction, to track the effectiveness of the service. The applicant should monitor and evaluate the service throughout the period of performance.

Organizational Preparedness and Technical Capacity (25 points)

Projects should be a good fit in the applicant's organization. The applicant must demonstrate that it has staff with the technical experience to manage or operate a transportation service, such as correct levels of insurance for operations. In addition, the applicant must show that they are prepared to monitor and provide safe services.

Project Evaluation Criteria	Possible Points (100 Maximum)
Project Needs	20
Is the project consistent with the 5310 grant program's objectives?	0 or 5
To what degree will the project increase or enhance the availability of transportation for the Lexington Fayette Urban County area's elderly and disabled populations?	0 – 5
Does the project address a need identified in the Coordinated Plan?	0 or 5
Does the project provide a service that otherwise would not be available?	0 or 5
Project Planning and Implementation	20
Does the project include coordination and/or partnerships with transportation providers or other relevant stakeholders?	0 or 5
Is the project timeline realistic?	0 or 5
To what extent does the applicant include plans to market to the target group and promote public awareness of their project?	0 -5
Is there evidence the applicant has done all the necessary planning and is ready to begin the project upon being funded?	0 -5
Project Budget and Grants Management	15
Were all the necessary budgets completed and submitted?	0 or 5
Are the certified local match sources for the project also listed in the budget as matching funds?	0 or 5
How does the agency propose to continue commitment to the life of the project beyond the availability of the requested grant resources?	0 -5
Program Effectiveness and Evaluation	20
Did the applicant mention collecting data and/or documenting the delivery and utilization of services?	0 or 10
Does the applicant propose monitoring measurable indicators of success?	0 or 10
Organizational Preparedness and Technical Capacity	25

How closely does the proposed project align with the organization's mission and objectives?	0 -5
How experienced is the applicant staff in managing transportation projects and/or operating passenger transportation?	0 -5
How experienced is the agency with financial responsibilities such as quarterly reporting, annual audits, and/or other forms of financial reporting?	0 -10
Does the applicant propose training, vehicle maintenance, inspection, or monitoring to manage risk and to provide safe services?	0 -5
Total Score	0-100

Section 5310 Funding Program Application

Please provide the following information on a separate document:

Applicant Information

Organization Name:

Contact Person:

Address:

City, State, Zip:

Telephone:

Email:

Project Description

Title:

Brief Description:

How is the proposed project consistent with the objectives of the 5310 program?

Describe how the project will increase or enhance the availability of transportation for the senior and disabled populations in the Lexington-Fayette Urban County area.

What need(s) does the project address in the Coordinated Transportation Plan?

Does the project provide a service that otherwise would not be available? If so, please explain.

Project Planning and Implementation

Describe how the proposed project might coordinate with other transportation providers or transportation stakeholders.

Describe the project timeline and/or lifespan.

Please note how you plan to market your proposed project. If it is an existing service, note how your service is currently marketed with possibilities for enhancement.

When could your project begin upon receiving funding? Describe the process your organization would take to implement the project.

Project Budget

In addition to filling out the Proposed Project Budget below, please note any plans for continued investment for the proposed project after the 5310 funds are spent.

Program Effectiveness and Evaluation

How does your organization plan to collect information to monitor quality control and customer satisfaction related to implementing the proposed project?

Organizational Preparedness

Describe how your proposed project aligns with the overarching mission of your organization.

Describe the staffing plan for your project. Who would be the primary staff responsible for managing the grant? What other staff would be involved?

Describe any training, maintenance, inspections and/or monitoring you plan to do focused on managing risk and providing safe service.

Please note any experience your organization has as an existing grantee of 5310 funds, or similar fund administration, as well as experience with financial reporting such as quarterly reports, annual audits and/or other forms of financial reporting.

Proposed Project Budget

Local matching funds are required for all application submittals. For projects requiring operating funds the required match is 50%. For capital projects the required match is 20%.

Total Project Budget \$_____

Capital Federal Share \$_____ %

Capital Local Match \$_____ %

Operating Federal Share \$_____ %

Operating Local Match \$_____ %

Match Funding Source:

Note: The applicant must demonstrate a commitment to provide appropriate documentation. Documentation may be in the form of a letter or other supporting documentation noting where funds will be drawn from.