



*FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities*  
**Application Instructions**

### General Instructions

1. Mark "**ORIGINAL**" on the cover of your application package that contains the master copy of the requested documentation with original signatures.
2. Submit the original application, six photocopies, and one electronic copy (i.e., CDs, flash drives, etc.) to your MTC by **4pm on November 6, 2014**. **Please note: The entire application and all attachments must be included in the electronic copy.** MTC will forward applications electronically to the appropriate Paratransit Coordinating Council (PCC).
3. Applications must be complete and final. No amendments or supplements to the application will be accepted after the due date.

***Note: Application packages with incomplete and/or missing information will not be considered for funding.***

4. The application format is provided in an MS Word document. An electronic version of the application form is at our website: <http://www.mtc.ca.gov/funding/FTA/5310.htm>

To prepare on a computer: Insert additional space where needed to complete questions.

5. To prepare the application using a "hard copy" (without a computer):

Use application forms as provided. If additional pages of narrative are needed, insert them immediately following the page on which the narrative started, indicating their order alphabetically (e.g., application form page 8, continuing pages should be numbered 8a, 8b, 8c).

All documentation should be included in a distinctly labeled second part of your application labeled as the "Attachment". **Your narrative should mention specific documentation and include a reference to where it can be found in your application.**

6. Narrative responses should be complete and concise. All questions must be answered.

### Public Record

Section 5310 application materials and attachments are not considered confidential by MTC, county PCCs or Caltrans. Application contents and attachments received by MTC, county PCCs or Caltrans are considered *public records*. Therefore, applicants should not include confidential information such as client names, addresses, specific medical diagnoses, telephone numbers, and times the clients are scheduled to be transported. This kind of information should be redacted from client lists.

### Use of Vehicles

Vehicles acquired under the Section 5310 program must be used primarily for elderly persons and/or persons with disabilities at a **minimum of 20 service hours per week per vehicle**. Services are to be provided only within the legal jurisdiction of the grantee. Vehicles may be used only in the following ways:

- By the private non-profit organization or the public agency as described in their approved grant application;
- By a private for-profit operator, via contractual agreement with the successful applicant only for the services identified in the approved grant application. The contractual agreement must be pre-approved by Caltrans.

### **Responsibility of Grant Subrecipient**

When an agent other than the subrecipient in the grant application operates vehicles or other equipment, control and responsibility for the operation of the vehicles must remain with the grant subrecipient. The private non-profit organization or public agency remains the registered owner of the vehicle and remains fully responsible for program compliance including, but not limited to, operation oversight, reporting, insurance, maintenance and monitoring. Caltrans DMT shall be listed as the lien holder on all approved project vehicles funded through 5310 funds. Caltrans remains the lien holder until the federal interest in the project equipment is less than \$5,000. **Non-compliance with program requirements may result in relinquishment of vehicles and/or equipment to the State.**

## **PART I – AGENCY and PROJECT ELIGIBILITY**

*See Application - Coordinated Plan Certification*

Both MTC and the Applicant will sign this form.

## **PART 2 – ELIGIBILITY and FEDERAL COMPLIANCE**

*See Application – Agency Certification*

Public agencies must meet the criteria below and submit required documentation if applying for Traditional 5310 Projects (Vehicles, Equipment and Mobility Management):

In order to make a determination that no non-profit agencies are readily available to provide the proposed service, a public agency must provide substantial written proof documenting the exceptional circumstances that no non-profit agencies are readily available to provide the proposed service.

A public agency must hold a public hearing between the release date of the call for projects and the application due date to the RTPA. Notice of the hearing, including the date, place, and specific purpose, must be given at least 30 days in advance through publication in a newspaper of general circulation.

A public agency must contact all non-profit transportation providers (as may be identified by the MTC, the Paratranit Coordinating Council staff, the Coordinated Plan and/or Caltrans) regarding the hearing by a "return receipt requested" letter.

A public agency must adopt by resolution a finding that there are no non-profit agencies readily available to carry out the proposed service. A copy of this resolution must be included as an appendix to the application. If during the hearing a private non-profit agency demonstrates that it is able to provide the proposed service, the public agency is no longer eligible to apply for Traditional 5310 funds.

## **ATTACHMENT A - DETAILED BUDGETS**

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*Attachment A-1, A-2, A-3 or A-4*

### Unit Cost Estimates and Other Equipment

The vehicle unit cost includes the cost of a base accessible vehicle that includes a wheelchair lift, tie downs, an estimate of the procurement fees and applicable sales tax associated with the vehicle purchase. Applicants are to use the unit costs as provided on the application form.

Cellular phones, pagers and service subscriptions, and fixed route equipment are not eligible for funding.

When requesting computer hardware or software, or other equipment, list the specific items to be purchased and provide three informal estimates of requested equipment costs with the application. Estimates can be copies from Internet sites, advertisements, or product catalog. The average of the three (3) like-kind estimates will become the grant amount placed in the "Unit Cost" space provided.

### Request Limitations

Vehicle unit cost is capped. If an applicant submits a request for a vehicle with a cost greater than the limit due to additional options, the additional funds must be provided by the grant subrecipient.

<b>ELIGIBLE CAPITAL EXPENSES</b> (excludes mobility management)	<b>Funded</b>	<b>Not Funded</b>	<b>Comments or Reason if Not Funded</b>
Buses and vans (including baseline vehicle equipment)	x		Must be ADA accessible/No Sedan or SUVs
Vehicle procurement testing, inspection, and acceptance costs	x		
Wheelchair restraints	x		
Radios and communication equipment (excludes cell phones and service agreements)	x		
Initial component installation costs	x		
Computer hardware and software (scheduling and dispatch software)	x		In support of 5310 program purposes only. Public transit services not eligible.
Extended warranties which do not exceed the industry standard	x		At the time of purchase only.
Transit related intelligent transportation systems (ITS); and the introduction of new technology, through innovative and improved products, into public transportation	x		Must be included in the Bay Area Intelligent Transportation Systems (ITS) Architecture ( <a href="http://www.mtc.ca.gov/planning/ITS/">http://www.mtc.ca.gov/planning/ITS/</a> )
Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. The State, as recipient, has the option to decide whether to provide funding for such acquired services. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(a)(3) is limited to the Section 5310 program		x	We fund the equipment/capital costs and allow contracted services as long as there is a State approved MOU. <u>Excludes operating costs.</u>
Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the State must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same		x	
Preventive maintenance, as defined in the National Transit Database (NTD)		x	
Vehicle rehabilitation; manufacture, or overhaul Wheelchair lifts		x	New vehicles only
Transit Shelters or other facility improvements		x	
Fixed route equipment such as, but not limited to: fareboxes, destination signs, stop request system (yellow pull cords), transfer cutters.		x	This program does not fund fixed route equipment. The purpose is to meet the <u>special needs</u> of elderly persons and persons with disabilities.

## **ATTACHMENT B – EXISTING TRANSPORTATION SERVICES**

*Attachment B-1*

1. Percentage of current wheelchair/lift users should match your entry under Agency Profile in Part 2: Eligibility and Federal Compliance
2. List the Vehicle Vin # for each vehicle in your Existing Transportation Services.
3. **Proposed Replacement requests only:** Indicate the type of vehicle, **Van or Bus** for vehicles proposed for replacement in the application. A van is defined as a vehicle with a gross vehicle weight rating (GVWR) of less than 10,000 pounds; and a bus as a vehicle with a GVWR of more than 10,000 pounds, as identified by the Original Equipment Manufacturer's weight certificate located on the driver's side door. Also indicate the **disposition** of the vehicle proposed for replacement as follows: "**BK**" for backup and "**S**" for sell. To be eligible for replacement, vehicles must meet the following criteria at the time the application is filed:
  - Vehicle to be replaced must be currently registered to the applicant and in **active service** (providing service throughout the agency's normal days and hours of operation)
  - Vehicle to be replaced is for a like-kind vehicle with similar service life. See page 13 of application. Sedans and SUVs are not eligible for replacement.
4. List all active vehicles years and makes in your fleet inventory.
5. List the most current mileage in your fleet available prior to filing the application.
6. List ambulatory (A) seating capacity and wheelchair (W) capacity (e.g. 6A/2W) for each vehicle. Indicate the number of fold down seats in the wheel chair positions for each vehicle. Identify, by indicating "Y" for yes and "N" for no, if a vehicle is **currently** used as a backup vehicle. **Note:** vehicles currently in backup service are **not eligible** for replacement.
7. Date the vehicle was purchased or leased by your agency.
8. List the registered owner(s) of the vehicle. Do not list the legal owner (lien holder). You may abbreviate or use the words "applicant," "county," etc., where the meaning is clear in the context of the application
9. List number of hours per day, excluding **idle time** (see glossary), that each vehicle provides service. Then, total the service hours per day for all active vehicles (exclude backups) in the fleet and enter the total in the last cell in column 10. Use whole numbers of hours, not ranges of hours, or portions of hours.
10. List average number of one-way passenger trips (see glossary for definition) per day. Provide total number of one-way passenger trips per day for all active vehicles (exclude backups) in the fleet by totaling all entries and enter the total in the last cell in column 11. Do not use ranges.
11. Annual maintenance and repair costs. List total maintenance and repair costs for the last 12-month period for which figures are available.