5310 Call for Projects Application Guidebook

FFY 2021 & 2022 Funding Apportionment

49 U.S.C. Section 5310:
Enhanced Mobility of Seniors and Individuals with Disabilities

Call for Projects Opens:
JUNE 1st, 2022

Applications Due:
JULY 15th, 2022, 4:00pm

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I. INTRODUCTION

The Mid-America Regional Council (MARC) is requesting applications for mobility-based transportation projects to be funded through the Federal Transit Administration (FTA) program: Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310).

A. Background

This competitive selection of Section 5310 projects is based on the FFY 2021 and 2022 urban area formula-based apportionment for the Kansas City urban area. As the Designated Recipient of the Kansas City Urbanized Area, the Kansas City Area Transportation Authority (KCATA) may submit Section 5310 applications for FFY 2021 and 2022 funding equivalent to the amount apportioned to the region by FTA. For this reason, applicants in the Lee's Summit area should coordinate with the city to apply through MoDOT, and rural area applicants of both states should apply directly to their State DOTs. A map of the Kansas City Urban Area (depicted in green) is included below, and an online map can be accessed here.
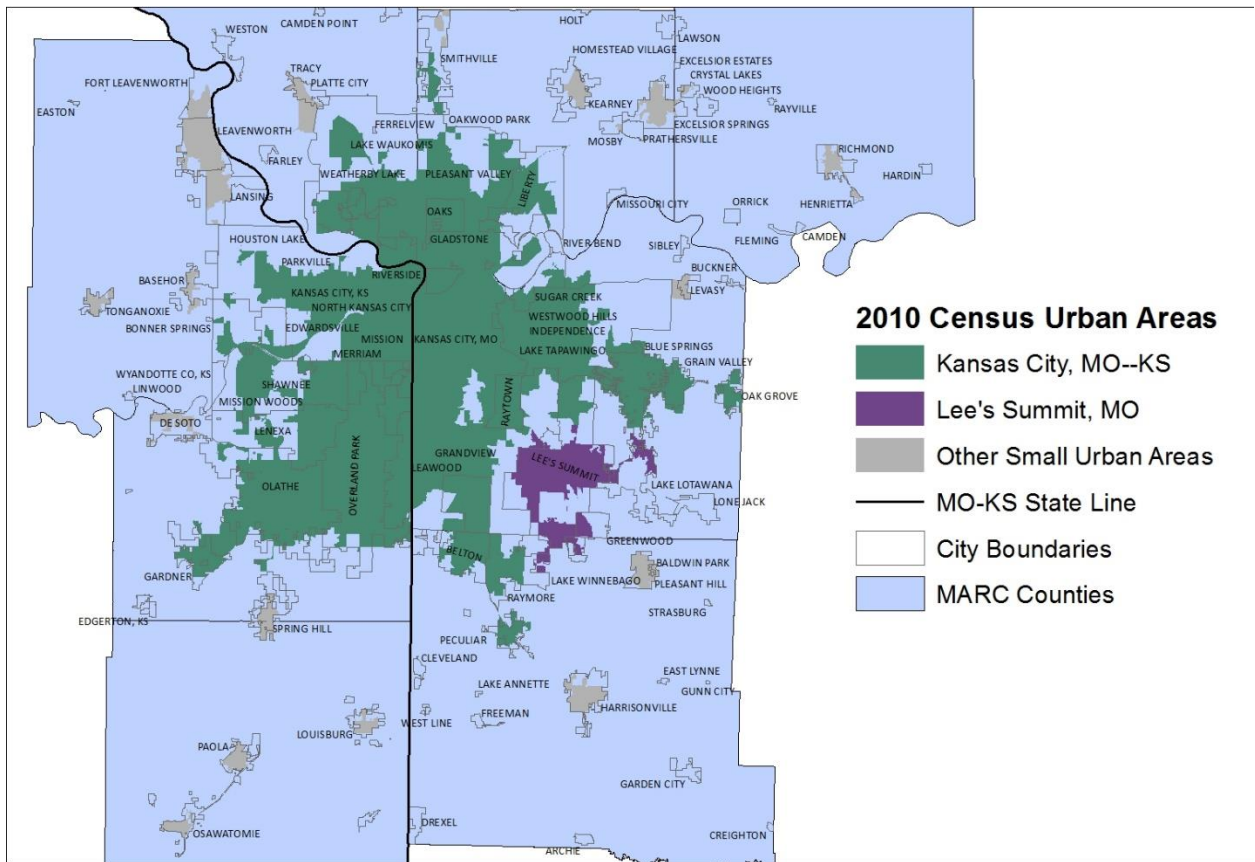
In order for the KCATA to submit an application to FTA for funding as the Designated Recipient, it must identify a program of projects to be included in the application document and certify that the distribution of those funds was fair and equitable. As outlined in a Memorandum of Understanding (MOU) between the two organizations, MARC will manage the competitive selection process for the portions of the FFY 2021 & 2022 apportionments being released through that process. The Mobility Advisory Committee (MAC) will assist in the review of applications and the development of a program of projects to be recommended to the KCATA Board of Commissioners.

B. Funding Availability

The current surface transportation legislation went into effect on November 15, 2021, when President Joe Biden signed into law The Infrastructure Investment and Jobs Act of 2021 (IIJA). Under this legislation, a minimum of fifty-five percent of the total Section 5310 funds available for the region must be used to fund vehicle purchases and/or certain capital projects. Once the 55 percent threshold has been met, the other 45 percent of flexible funds can be used for administrative costs, other capital projects, and operations projects. The following chart represents the distribution of funds allocated to the Kansas City region for the current cycle:

5310 Funds for the KC Region in 2021 and 2022	
2021	$1,397,687
2022	$2,003,961
TOTAL	**$3,401,648**
Admin (MARC)	$119,058
Admin (KCATA)	$221,107
TOTAL minus all Admin	**$3,061,483**
Operations (45%)	$1,377,667
Capital (55%)	$1,683,816
TOTAL Funds to be Programmed	**$1,683,816**

As shown above, for the 2022 programming cycle, the competitive selection process will include only capital projects. The KCATA will retain the operations funding to implement regionally significant mobility projects, travel training, and mobility management. The competitive selection process will therefore award the $1,683,816 of capital funds available.

C. Eligible Applicants

Eligible applicants for Section 5310 capital projects include:
- Private nonprofit organizations; or
- State or local governmental authorities that:
  - Are state-approved to coordinate services for seniors and individuals with disabilities; or
  - Certify there are no area nonprofit organizations readily available to provide the service.

D. Direct Costs (Matches and Fees)

This is a cost-reimbursement program, as opposed to a standard grant or fixed amount award. All projects will require matching funds. Capital projects require:
- Twenty (20) percent of total project cost (i.e. federal funds may not exceed 80-percent of the total award), except in the case where:
  - The acquisition of vehicles is for the purposes of complying with the Americans with Disabilities Act (ADA) or the Clean Air Act (CAA), in which case the federal share may be increased to 85-percent (i.e. a revenue vehicle that complies with 49 CFR part 38 may be funded at 85-percent federal share).
  - The vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) is being purchased for the purposes of complying or maintaining compliance with the CAA or ADA, in which case the incremental cost of

the equipment required by ADA or CAA may be funded up to 90-percent with 5310 funds. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle.

There are many eligible sources for local matching funds. The Section 5310 Program is unique in that it is permitted to match federal funds with federal funds, provided that those funds do not originate from the Department of Transportation.

- State or local appropriations
- Dedicated tax revenues
- Private donations
- Revenue from service contracts
- Transportation development credits
- Net income generated from advertising and concessions
- Non-cash share (provided adequate documentation is provided) such as:
  - Donations
  - Volunteered services
  - In-kind contributions
- Non-DOT federal funds eligible for expense in transportation:
  - Employment training
  - Aging
  - Medical
  - Community Services
  - Rehabilitation Services

Per MARC's [Transportation Program Local Match Policy and Strategy](#), a fee equivalent to 1.0% of any federal funds awarded to projects through this programming cycle will be collected. Sponsors of projects awarded funding will be invoiced for this fee in after programming is completed.

E. Eligible Projects

There is a required funding floor of 55% that must be spent on certain types of capital projects. For the 2022 competitive selection process, only capital projects will be selected. Below is a breakout of allowable projects:

Eligible capital expenses that meet the 55% requirement:
- Rolling stock and related activities for Section 5310 funded vehicles
  - Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs; vehicle rehabilitation or overhaul; preventative maintenance; radios and communication equipment; and vehicle wheelchair lifts, ramps, and securement devices
- Passenger facilities related to Section 5310 funded vehicles
  - Benches, shelters, other passenger amenities
- Support facilities and equipment for section 5310 funded vehicles
  - Extended warranties; computer hardware and software; transit-related ITS; dispatch systems; fare collection systems
- Lease of equipment when lease is more cost-effective
- Acquisition of transportation services under a contract, lease, or other arrangement

- Projects that support mobility management and coordination programs among public transportation providers and other human service agencies providing transportation
  - Promotion, enhancement, and facilitation of access to transportation services
  - Short-term management activities to plan and implement coordinated services
  - Support of state and local coordination policy bodies and councils
  - Operation of transportation brokerages
  - Provision of coordination services such as travel training and trip planning
  - Development and operation of one-stop transportation traveler call centers
  - Operational planning for the acquisition of ITS technologies to help plan and operate coordinated systems inclusive of GIS mapping, GPS tech, coordinated vehicle scheduling, dispatching, and monitoring tech, as well as tech to track costs and billing in a coordinated system, and single smart customer payment systems.
- Capital investments that support ADA-complementary paratransit services
  - For example:
    - 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.

More details on eligible Section 5310 sub-recipients and eligible Section 5310 projects can be found on pages III-9 through III-15 of the [Section 5310 Program Circular (C 9070.1G).](#)

F. Plan Compliance

In 2018, MARC staff developed the *Coordinated Public Transit – Human Services Transportation Plan* (the Coordinated Plan) in partnership with the Mobility Advisory Committee (MAC). *The Coordinated Plan* includes a list of goals and strategies to advance enhanced mobility services in the Kansas City region. Applicants are asked to explicitly detail how their proposed projects would help the region achieve these goals:

1. Maintain existing service levels
2. Expand service levels
3. Improve quality and accessibility of information available to the public
4. Bridge infrastructure gaps

A more detailed explanation of these goals, and the strategies which would achieve those goals, can be found in the [Coordinated Plan](#). Applicants are expected to specifically identify (by the number/letter designated in the *Coordinated Plan*), which goals and strategies their projects are compliant with.

II. SECTION 5310 PROGRAMMING SCHEDULE

Programming for Section 5310 funds will occur every other year or as determined by the memorandum of understanding between MARC and KCATA, and by the designated recipient's Program Management Plan (PMP). The schedule for the 2022 programming round for the FFY 2021 and 2022 apportionments is provided below. This schedule may change for subsequent rounds after consultation with the Mobility Advisory Committee.

The deadline for project applications is 4:00 pm CDT, Friday, July 15, 2022. The online application is to be completed and submitted by that deadline at https://gis2.marc2.org/5310/.

DATE	ACTIVITY
Wednesday, June 1, 2022	Call for Projects opens
Friday, June 17, 2022, 9:30am	Pre-Application Workshop
Friday, July 15, 2022, 4:00pm	Project submittal deadline / staff review begins
July 16-31, 2022	Eligibility review / administrative scoring of applications
August-September 2022	Projects prioritized / recommendations prepared **MAC meeting on August 10th, 2022, at 9:30am
September 2022	TTPC Release for Public Review and comment
October 2022	TTPC and Board Approvals (KCATA and MARC)
December 2022 / January 2023	KCATA submits program of projects / FTA approves applications

After MARC staff reviews all eligible projects, applicants will have an opportunity to review staff comments before presenting to the Mobility Advisory Committee. Applicants will then be given no more than five minutes to describe their proposal, after which point the committee will allow for up to five minutes of questions for the applicant. The Mobility Advisory Committee, in partnership with MARC and KCATA, will then review applications and prioritize projects. The committee will recommend a program of projects based on the evaluation criteria and goals/strategies identified in the *Coordinated Plan*.

MARC, KCATA and the RTCC require agreements to be signed within 120 days of award notification with the expectation that applicants will begin projects as soon as possible after funding is awarded. Funding for applicants that do not meet this criterion will be returned to the Section 5310 funding pool for redistribution.

After recommended projects are approved for funding, responsibility for implementation and management will transition to KCATA. Applicants will work directly with KCATA to complete funding agreements, submit invoices, comply with reporting requirements, etc.

III. SECTION 5310 PROGRAM FUNDING REQUIREMENTS

A. Plan Compliance
The IIJA Act requires that the Section 5310 Program be derived from a locally developed Coordinated Plan. To meet this requirement, MARC, in cooperation with older adults; persons with disabilities; representatives from public, private, nonprofit transportation and human service providers; and other members of the public, developed the Kansas City regional Coordinated Public Transportation – Human Services Transit Plan.

Applicants should identify specific goals and strategies within the Coordinated Plan that their proposed project complies with. Additionally, projects should comply with Smart Moves 3.0, the long-term transit and mobility plan for the Kansas City Region. Finally, applicants are expected to comply with all federal regulatory requirements applicable to DOT grant recipients, including demonstrating a reduction in greenhouse gas emissions and providing service to environmental justice tracts and/or populations.

B. Performance Measures

Other requirements of applicants are derived directly from the Section 5310 Program Circular. The circular requires that certain performance measures be gathered. As such, applicants will be asked to report the existing and projected performance measures, which are as follows:

- Traditional Section 5310 Projects (Vehicle Purchases)
  - Gaps in service filled. Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of traditional section 5310 projects implemented in the current reporting year.
  - Ridership. Actual or estimated number of rides (as measured by one-way trips) provided annually for older adults and persons with disabilities on Section 5310 supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.
- Other Section 5310 Projects
  - Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
  - Additions or changes to physical infrastructure, technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
  - Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

A. Evaluation Criteria

All applications for Section 5310 Program funds will be objectively evaluated by specified criteria. The goal is to direct funding towards services that help meet the following goals:

- Maintain existing service levels
- Expand service levels for mobility service users in the region
- Improve quality and accessibility of information available to the public
- Bridge infrastructure gaps

The criteria for project selection were generated through the Coordinated Planning process and vetted by the MAC. Selected MARC staff will first look at each applicant's profile information that is provided. This is to ensure that each project is eligible for funding and meets all Federal Transit Administration requirements. Second, staff will review submitted information regarding characteristics of the service, such as service coordination, project sustainability and scalability of the project. Below are each of the criterion that projects will be evaluated on.

- Uses data to demonstrate need
    - Applicants are expected to utilize data in their application to demonstrate a need for their proposed project, and to estimate its impact. Projects that make a clear, data-driven case for their project, estimate potential impacts, and designate anticipated performance measures will be rated higher than projects
- Engages with service populations
    - Applicants should illustrate how the community was involved in the design, implementation, and management of the proposed service. A project with strong levels of public involvement in the design, implementation and management of the service requesting funding will be rated higher than projects that only identify a service population, service area and hours of service.
- Demonstrates cost effectiveness
    - (Project Sustainability) Applicants should illustrate receiving funding support from other service organizations or sponsorships from local governments. Projects that have funding agreements with other organizations/local governments will be rated higher than projects that have no other funding support in place.
- Establishes partnerships
    - Applicants should illustrate how the organization applying for funding coordinates service delivery with other service providers and/or local governments. A project with documented service agreements and/or contracts that form service partnerships will be rated higher than projects that only identify government sponsorships and/or informal service agreements.
- Communicates services effectively
    - Applicants should explain how they publicize their services, and/or how they intend on informing the public and/or their clientele about their proposed project.
- Service is regional in nature
    - Applicants should illustrate how the project improves an individual's ability to access the region. Projects that are multi-jurisdictional or contract with other service providers/local governments to be multi-jurisdictional will be rated higher than projects that are single-jurisdictional in nature.

B. Other application requirements

These factors are required for each project application but will not be factored into each project's final score.

- Scalability
    - Applicants should demonstrate how the project could be scaled down while achieving similar goals as the current proposal. Applicants that provide a detailed and feasible response of how the project could be applied in funding scenarios (e.g. 75%, 50%, 25%) will be rated higher than projects that only state that the project is scalable.
- Accessibility
    - Applicants should illustrate how the project improves access to communities within Environmental Justice tracts, improves geographical coverage or offers expanded service times, and improves access for older adults and persons with disabilities.
- Cost and Feasibility for Competitive Ranking
    - Applicants should describe the project budget, resources, institutional administrative support, including, the cost per one-way segment of the trip, and

any factors that explain the cost estimates, such as servicing larger than standard wheelchairs, longer trips, etc.

IV. STEP-BY-STEP APPLICATION PROCESS

As in previous years, the application process for these programs will be completed using an internet-based submittal form. The application instructions, resources, maps, and online form are available online at the following address: https://gis2.marc2.org/5310/.

A single project application may be used to apply for multiple "projects" serving the same program, if eligible. For example, if you are applying for two vehicles that will be used for the same service or program, submit one application indicating the type of vehicles you need, as opposed to two separate applications.

A. Registration

New Users

1. The first step in the application process is applicant registration. Registration provides access to the form and allows the applicant to edit and update previously submitted projects before the application deadline. An individual applicant need only register once. To register, please take the following steps:
   a. Navigate your internet browser to https://gis2.marc2.org/5310/.
   b. Near the top right of the page, click on *Register.*
   c. Complete the information on the following page. All information followed by an asterisk is required.
   d. Once all fields have been completed, click *Register* at the bottom right of the page.
   e. Please be sure to note the username and password you choose as they will act as your login information. Once registered, applicants may begin the application submission process by clicking *Start New Application* at the bottom right.

Returning Users

1. Navigate your internet browser to https://gis2.marc2.org/5310/.
2. Enter the previously established username and password, then click *Login*.
3. Click *Start New Project* to begin a new application. To make changes to an existing application, click the *Edit* button under the application's name. Projects may be edited at any time before the application deadline at **4:00 PM on July 15th**.

B. Application Structure

The application consists of the following seven sections:

2. **Organization information**
   a. Project Applicant Description
      o Applicants are asked to describe their organization, it's status (e.g. for-profit, 501(c)3, municipality, etc.), and its mission relating to older adults and individuals with disabilities.
   b. Organizational Capacity/Feasibility
      o Given that 5310 is a cost-reimbursement program, the local match can be up to 20% of project costs, and that the MARC project fee constitutes a 1% assessment on all granted funds, applicants are asked to ensure that they are capable of carrying the financial burden of their proposed project.
   c. Unique Entity Identifier
      o Your organization's 9-digit Unique Entity Identifier (UEI) can be found at Sam.gov.

d. Sam.gov Registration
   o The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. All applicants will need to provide the listed expiration date on their sam.gov profile.

3. **General Project Information**
   a. Project Title
      o The title of your project should be a brief, easy way to identify your project and distinguish it among other projects.
   b. Project Location
      o Applicants should use the in-app map drawing/selection features to display project geography.
   c. Project Classification
      o This question requires the applicant to categorize their project and identify the funding programs(s) they would like to apply for. Applicants will need to classify their project as a vehicle purchase, other capital project or operations project.
   d. Vehicle Information
      o If applicants are requesting funds for a vehicle purchase, they should identify which vehicle they intend to purchase. Please consult with your State DOT for a comprehensive list of vehicle typologies and pricing options. Applicants should be as specific as possible about their needs in this category.
   e. Project Description
      o This is the brief overview of your project that tells the reviewers how you intend to spend the grant funds should they be awarded to your project. Applicants should elaborate on the purpose of the project (e.g. new vehicle, vehicle replacement, taxi coupon program, mobility management, pedestrian infrastructure, wayfinding, subsidizing passenger costs, travel training, etc.). Refrain from describing overarching programs or the organization in general and focus exclusively on the proposed project.
   f. Project Need and Expected Outcomes
      o Applicants are expected here to anticipate expected outcomes and milestones. The description should include information about who would benefit from this investment and how.
   g. Project Readiness
      o Applicants will be expected to sign agreements with KCATA within 120 days of notification that grant funds have been awarded. Applicants are asked here to describe their readiness to implement their project, and what barriers may exist to implementation.
   h. Communication
      o Please describe how your services are marketed or otherwise communicated to your service populations and/or the general public. Additionally, describe any additional actions which might be undertaken specifically for the proposed project.
   i. Scalability
      o Applicants are asked to describe how their projects could be feasibly scaled while meeting goals. If a project's goals could be accomplished with fewer resources, that information should be supplied here.

4. **Data**
   a. Service Characteristics

- o Applicants should detail existing service characteristics, and any anticipated changes should their proposed project receive funding. Service characteristics could include one-way fares, number of one-way trips, service hours, service area, populations reached, gaps in services provided, etc.
  - b. Performance Measures
    - o Grantees will be required to track and report their progress throughout the grant cycle and determine the overall impact of their project when all funds have been expended. This item asks applicants to identify the specific measures that will be monitored and how they will be reported. More information can be found in Section III. B. of this guidebook.
5. **Proposed project partnerships**
   - a. Describe existing partnerships which support the deployment of services specific to the proposed project, including funding, referral, service (e.g. contracted drivers or service providers), or other partnerships. MOUs, IGAs, Letters of Support, or other documentation of partnerships may be uploaded at the end of the application.
6. **Planning and Regulatory Compliance**
   - a. Coordinated Plan Compliance
     - o Applicants are asked to cite the specific goals and strategies their project addresses, according to their listing in the Coordinated Plan.
   - b. Greenhouse Gas Emissions
     - o Applicants will need to illustrate how the project reduces greenhouse gases and/or reduces the amount of carbon-based fuel used by the organization.
7. *Financial Information*
   - a. Federal Amount Requested (80% of Total Cost)
   - b. Local Match Amount (20% of Total Cost)
   - c. Project Fee (1% of Federal funds awarded)
     - o The MARC project fee is a one-time cost assessed on the total grant amount at the time of programming. Please calculate the fee and enter the amount for reference.
   - d. Sources of Match Funding
8. **Supporting Documentation**
   - a. The final section of the application provides applicants an opportunity to upload supporting documentation for their application. This documentation might include items such as:
     - o Detailed cost estimate
     - o Detailed timeline
     - o Project photograph(s), or drawings
     - o Any other supporting documentation, such as resolutions or letters of support, maintenance agreements, etc.
     - o If you want to include multiple files, please zip them and upload one zipped file.
     - o Documentation must be of the following file types: PDF, JPG, Microsoft Word, and Microsoft Excel. To submit other file types, please contact Martin Rivarola at mrivarola@marc.org or 816-701-8257, or Rachel Cannon at rcannon@marc.org or 816-701-8244.