2016
Call for Projects Application Manual
FFY 2015 & 2016 Funding Apportionment

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

Application Release Date:
Friday, April 1, 2016

Application Due Date:
Tuesday, May 17, 2016
4:00 pm CST

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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 2015 & 2016 urban area formula-based apportionment for the Kansas City 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 2015 & 2016 funding equivalent to the amount apportioned to the region by FTA. For this reason, Lees Summit applicants should make arrangements to apply to the Lees Summit designated recipient, and rural area applicants should apply directly to their State DOTs. A map of the Kansas City Urban Area is included below:

In order for the KCATA to submit an application for funding as the Designated Recipient to FTA, it will complete a competitive selection process and must identify a program of subrecipient projects to be included in the application document. As outlined in a Memorandum of Understanding (MOU) between the two organizations, MARC will manage the competitive selection process for the full amount of FFY 2015 & 2016 apportionments. 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 Regional Transit Coordination Council (RTCC), the Total Transportation Policy Committee (TTPC), and the KCATA Board of Commissioners.
B. Funding
The current surface transportation legislation went into effect on December 4, 2015 when President Barack Obama signed into law the Fixing America's Surface Transportation Act (FAST Act).

The FAST Act has a requirement that a minimum of fifty-five percent of the total Section 5310 funds be used to fund vehicle purchases and/or certain capital projects. Once the fifty-five percent threshold has been met, the other forty-five-percent of flexible funds can be used for administrative costs, other capital projects, and operations projects. The current projected funding scenario is as such:

<table>
<thead>
<tr>
<th>FFY 2015 Funding</th>
<th>$ 1,219,512</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFY 2016 Funding</td>
<td>$ 1,233,169</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 2,452,681</td>
</tr>
<tr>
<td>Total Funding for Capital Projects (55%)</td>
<td>$ 1,348,975</td>
</tr>
<tr>
<td>Total Flexible Funding Amount (45%)</td>
<td>$ 1,103,706</td>
</tr>
<tr>
<td>KCATA &amp; MARC Admin Funds</td>
<td>$ 245,268</td>
</tr>
<tr>
<td>Remaining Flexible Funds</td>
<td>$858,438</td>
</tr>
<tr>
<td>Total Amount of Funding to be Programmed</td>
<td>$2,207,413</td>
</tr>
</tbody>
</table>

C. 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 some level of matching funds. The required matching funds for different types of projects are as follows:

- Capital Projects: 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.

- Operations Projects: 50-percent of total project cost (i.e. federal funds may not exceed 50-percent of the total award)

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.

MARC collects a fee equivalent to 0.5% of any federal funds awarded to projects through this programming cycle. Sponsors of projects awarded funding will be invoiced for this fee in 2017. Learn more about this policy by clicking on the links below:
D. Grant Funding Eligibility (Applicants and Projects)
Grant eligibility will depend upon what type of project the funds are to be used for. Eligible applicants for traditional Section 5310 projects (vehicle purchases) include:
- Private nonprofit organizations; or
- State or local governmental authorities that:
  - Are approved by a state to coordinate services for seniors and individuals with disabilities; or
  - Certify that there are no nonprofit organizations readily available in the area to provide the service.

Eligible applicants for other Section 5310 projects (other capital and operations) include:
- Private nonprofit organizations
- State or local government authorities
- Operators of public transportation, including private operators of public transportation that receive a Section 5310 grant indirectly through a recipient.

Projects are classified as being capital or operations projects. There is a required funding floor of 55% that must be spent on certain types of capital projects. 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
- Passenger facilities related to Section 5310 funded vehicles
- Support facilities and equipment for section 5310 funded vehicles
- 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
- 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.

The additional funding (up to 45%) may be utilized for additional public transportation projects that:
- Exceed the ADA minimum requirements,
- Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or
- Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.
- For example:
  - 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, ride
sharing and/or vanpooling programs; and mobility management programs. Voucher programs are covered under this section.

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

E. Plan Compliance

In the 2015 update to its metropolitan transportation plan (Transportation Outlook 2040), MARC identified five core strategies for expanding and improving the region’s public transit and enhanced mobility services. Applicants should identify how they tie into and support those 5 strategies:

- Support and sustain existing service
- Create a regional mobility management system
- Expand public transit and mobility services
- Integrate public transit and enhanced mobility services into the built and natural environment
- Provide accurate and up-to-date information about existing and planned services
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. The schedule for the 2016 programming round for the FFY 2015 & 2016 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, Tuesday, May 17, 2016. The application is to be completed and submitted online at http://marc2.org/tr_5310.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 01, 2016</td>
<td>Public notice and call for projects.</td>
</tr>
<tr>
<td>Wednesday, April 13, 2016</td>
<td>Pre-Application Workshop.</td>
</tr>
<tr>
<td>9:30am</td>
<td>KCATA offices</td>
</tr>
<tr>
<td>1200 E 18th St, Kansas City, MO 64108</td>
<td></td>
</tr>
<tr>
<td>Tuesday, May 17, 2016</td>
<td>Project submittal deadline. Staff review begins.</td>
</tr>
<tr>
<td>Late May, 2016</td>
<td>Eligibility Review / Administrative Scoring of Applications</td>
</tr>
<tr>
<td>June-August 2016</td>
<td>MAC and RTCC prioritize projects and prepare recommendations</td>
</tr>
<tr>
<td>August 2016</td>
<td>TTPC Release for Public Review and comment</td>
</tr>
<tr>
<td>September 2016</td>
<td>TTPC and Board Approvals (KCATA and MARC)</td>
</tr>
<tr>
<td>November 2016</td>
<td>FTA Approves Application</td>
</tr>
</tbody>
</table>

After MARC staff reviews all of the 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 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 make the determination of funding for subrecipients based on the evaluation criteria at subsequent meetings.

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 pools for redistribution.

After the Competitive Selection process identifies recommended projects 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 FAST Act requires that Section 5310 Program be derived from a locally developed, Coordinated Public Transit–Human Services Transportation Plan (Coordinated Plan). To meet the FAST Act requirement for a Coordinated Plan, 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 (Coordinated Plan). The Coordinated Plan was incorporated into the Public Transportation chapter of Transportation Outlook 2040, the Kansas City region’s metropolitan transportation plan. The Coordinated Plan is consistent with the Smart Moves regional transit service concept.

Specifically, applicants should explain how their project(s) are tied to the sections regarding Human-Services Transportation, Smart Moves Regional Transit Vision and Regional Public Transit and Human-Services Transportation Priorities. Each applicant will be expected to cite the Coordinated Plan and/or the Smart Moves Regional Transit Vision within the application.

B. Circular Requirements
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 performance measures and projected performance measures (if the project was to receive funding) within the application. The required performance measures 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.
C. Project Framing
The goal of any applicant should be to set his/her project apart from existing services. This should be done by framing one’s project in respect to other projects and existing services as being unavailable, inappropriate and/or insufficient to the clientele the project is to serve. In other words, explain how the project seeking funding may solve an existing problem.
IV. CRITERIA FOR EVALUATING PROJECTS

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:

- Creating a regional mobility management system;
- Maintaining and expanding existing levels of service;
- Enhancing the usability of the existing operations; and
  - E.g. service coordination, improvements to accessibility
- Providing the public with the best and most up to date information.
  - E.g. Link for Care, call centers

All criteria used to evaluate projects will be derived from submitted applications. 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 all of the points in which projects will be evaluated.

A. Evaluation Criteria

- Community Involvement
  - 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.

- Service Coordination
  - 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.

- 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 any funding support in place.

- 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.

- Regional Service
  - 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.

V. STEP-BY-STEP APPLICATION PROCESS
As in previous years, the application process for these programs will be completed using an internet-based database and submittal form. The application instructions, resources, maps, and online form are available online at the following address: http://marc2.org/tr_5310.

A single project application may be used to apply for all three funding programs (Vehicle purchasing, Operations, and Other Capital) if eligible. i.e. 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:
   b. At the bottom left of the page, click on Create New User.
   c. Complete the information on the following page. All information is required.
   d. Once all fields have been completed, click on Create Account.
   e. Please be sure to note the user name and password used selected as they will act as your login information. Once registered, applicants may begin the application submission process by clicking Add Project on the next screen.

Returning Users
1. Navigate your internet browser to http://marc2.org/tr_5310
2. At the bottom left of the page, click on Log in to Account.
3. Enter the previously established user name and password.
4. Users have the option to enter a new project or edit a previously entered project. Projects may be edited at any time before the application deadline at 4:00 PM on May 17, 2016.

B. Application Structure
The application consists of the following eight sections:
1. 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 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. The description should include information about who would benefit from this investment and how.
   c. Annualized Service Characteristics
      o Applicants should list the service characteristics of the organization receiving the funding. Service characteristics include one-way fares, number of one-way trips, service
hours, service area, populations reached, gaps in services provided, etc. Please provide all data in ‘per year’ format.

d. 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 what particular measures will be monitored and how they will be reported.

e. Project Purpose
  o Applicants should elaborate on the purpose of the project (e.g. new vehicle, vehicle replacement, taxi coupon program, mobility management, pedestrian infrastructure, way-finding, subsidizing passenger costs, travel training, etc.). Applicants are expected here to anticipate expected outcomes and milestones.

f. 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.

g. Geographical Information
  o Identify where your proposed project is to take place.

2. Project Classification
a. 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.

b. Vehicle Information
  o If applicants are requesting funds for a 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.

3. Organization Information
a. DUNS Number
  o The Data Universal Numbering System (DUNS) is a standardized methodology for uniquely identifying businesses, including non-profits, 501(c)3’s, and government agencies.

b. Sam.gov Listing
  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.

c. 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 .5% assessment on all granted funds, applicants are asked to ensure that they are capable of carrying the financial burden of their proposed project.

d. Link for Care Listing
  o Applicants should ensure that the organization applying for funding is listed on the online resource database, Link for Care.

e. Geographic Boundaries
  o Maps may be attached on the third and final application page, but applicants are here asked to provide a narrative description of the service they provide.
4. **Proposed project partnerships**  
   a. **Project Partners**  
      o Provide any MOUs, IGAs, Letters of Support, or other documentation indicating cooperation or support for your proposed project. Describe how that partnership(s) will manifest in the project, and who will be responsible for what specific duties.  
   b. **Local Government Partners**  
      o Please indicate which local governments are supporting the project and in which ways.  
   c. **Funding Opportunities**  
      o While 5310 funds are meant to support new programs, applicants are asked to demonstrate how this grant funding would support the sustainability of their project. Please identify how this grant funding is helping to leverage other funding and partnerships.  

5. **Environmental impacts**  
   a. **Greenhouse Gas & Carbon Based Fuel Reductions**  
      o Applicants will need to illustrate how the project reduces greenhouse gases and/or reduces the amount of carbon based fuels used by the organization.  
   b. **Environmental Justice**  
      o Please identify which environmental justice tracts are affected (or potentially affected) by your proposed project where applicable. The online application includes a link to an online map of existing environmental justice tracts.  

6. **Project compliance with existing planning efforts**  
   a. **Regional Plan Citations**  
      o Applicants will need to cite in MARC’s regional transportation plans how the project ties to regional initiatives. Plans to cite include *Transportation Outlook 2040* (includes the Coordinated Plan), *Smart Moves Regional Transit Vision*, Complete Streets Policy, Creating Quality Places and/or Transit Accessibility Guide.  
   b. **TIP**  
      o Applicants will need to identify their TIP number if their project is currently listed in the Transportation Improvement Program  

7. **Financial Information**  
   a. **Amount Requested**  
      o Applicants will need to state how much federal funding, local funding, funding from other sources and total funding is to be attributed to the project. 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 it into the Year One box only.  

8. **Scalability**  
   a. Applicants are asked to describe how their projects could be feasibly scaled while meeting goals. Projects that adequately meet this requirement are ranked higher than those that do not provide an explanation.  

9. **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 Project map  
      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.
A maximum of four files per application can be uploaded through this process. Each file is limited to a maximum size of 3 MB and must be of the following file types: PDF, JPG, Microsoft Word, and Microsoft Excel. To submit other file types, including available GIS files for the project, please contact Drew Stiehl at 816-701-8247 or dstiehl@marc.org

Any questions regarding the application can be directed to:
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Mid-America Regional Council
dstiehl@marc.org
816-701-8247