2020 5310 Grant Funding Guide

Information Source: https://www.dot.ny.gov/divisions/policy-and-strategy/public-transportation/specialized-transportation/5310/section%205310-application-material

$26.1 million total

- $16.1 million for the New York Metropolitan Area
- $ 5.4 million for large urban areas with a population greater than 200,000
- $ 2.3 million for urban areas with a population from 50,000- 200,000
- $ 2.3 million for rural areas with a population less than 50,000

Application Deadline 3/16/2020

To Apply: Applications must be submitted to NYSDOT at **5310Mobility2019@dot.ny.gov**

Application materials are located at: https://www.dot.ny.gov/publictransportation/specialized-transportation/5310/section%205310-application-material

Eligible Applicants:

- Private non-profit corporations (Traditional and Enhanced Projects)
- Public agencies where no private non-profits are readily available to provide the proposed service (Traditional Projects)
- Public agencies that have been approved by the State to coordinate services (Traditional projects)
- All public agencies and operators of public transportation services (Enhanced projects)
- Indian Tribal Governments (Traditional and Enhanced projects)

Comments/questions: 5310MobilityApplications@dot.ny.gov

Eligibility Criteria- Project Requirements/Types

Eligibility

Locally Developed Coordinated Plan / Local Coordinated Plan

Proposed projects must be included in a locally developed, coordinated public transit-human service transportation plan in your area to be considered for award. See Page 8 of the SMP for additional details regarding the development of the plan and required constituent participation.

 Applicants are required to commit to coordinate their transportation services as outlined in their locally developed, coordinated public transit-human service transportation plan covering their area of existing/proposed service.

Updated or amended Local Coordinated Plans must be submitted to NYSDOT no less than every four (4) years. Plans older than four (4) years, or those that have not been updated within the last four (4) years are considered outdated.

Coordinated Plan Contacts located in Appendix F of the Guidance and Application Instructions 2020

https://www.dot.ny.gov/divisions/policy-and-strategy/public-trans-respository/2019%202020%20S%205310%20Program%20Guide%20FINAL%201.29.20.pdf

Program Types

NYSDOT is mandated that 55% of each apportionment must be for "traditional" projects. Up to 45% of the remaining funds may be used to support "enhanced" transportation projects. Enhanced means projects which *exceed* ADA requirements, improve access of fixed route service, decrease reliance of paratransit services for people with disabilities or provide alternatives to public transportation that assist seniors and people with disabilities.

Table 1 on page 6 of the official guidance provides more detail on project eligible activities which can include technology, coordination of services for target population, travel training, volunteer driver voucher programs and feeder services to fixed route transit where ADA service is not available.

Public Notice

Please be aware there is a *required* public notice to apply for this grant. This should be one of the **first things you do** as interested parties have 15 calendar days to respond to the publication. A Sample is provided in Appendix D of the guidance and more detail is on page 9 of the official guidance. You must send the notice to *all private operators who provide service in your area.*

Application Submission:

Complete applications must be submitted by **March 16, 2020.**

Notices for the Application Materials for Federal Funding Assistance under the FTA Section 5310 program are found at: https://www.dot.ny.gov/divisions/policy-and-strategy/public-transportation/specialized-transportation/5310/section%205310-application-material

Application: https://www.dot.ny.gov/divisions/policy-and-strategy/public-trans-respository/2020%20Section%205310%20Application.pdf

The application is an Adobe PDF-fillable form.

- Save a copy of the form to your computer. Applicants need the most current software versions of Adobe Acrobat Standard or Pro, or Adobe Reader Version 11 to maximize the functionality in the form.
- By using the "Tab" function throughout the form, you will ensure questions are answered in the correct order.

Other Requirements to Consider Prior to Applying for Funding

Because these funds are federal funds, delegated to the state, there are other requirements applicants may not be aware of. Details of these requirements are listed on pages 10-18 of the official guidance.

- If you have more 50 or more employees, you will need some version of an EEO Program Plan
- You must have a Title VI plan (official anti-discrimination Plan) on file or submitted to NYSDOT
- If applying for vehicles, your maintenance, passenger, operating and financial records must be kept and available for review by NYSDOT or their designee.
- If applying for vehicles there is a specific procurement process which must be followed. There is also a *required 20% match deposit.*
- Other Capital Requests require an ICE (Independent Cost Estimate)

The Application

Much of the application is straight forward, fill in the blank PDF format. Remember to use the "tab" function between fields so you don't miss anything and items are filled out in the correct order. Remember anything marked with an * is mandatory.

What you should have available before you begin:

- SFS Vendor ID number
- Federal ID Number
- DUNS number
- NYS Grants Gateway ID No.
- NYS Tax Exempt No.
- Charities Registration number
- If you are applying as a non-profit make sure your charities registration is current. If you do not have these numbers enter <Pending>. You will need this information as the award required proof of eligibility.
- Have your agency Mission statement
- The number of transportation staff you employ (This determines need for the EEO statement).

Part A: Applicant Information:

In the designated spaces, enter the legal name of the organization applying for the funds; and the DBA (doing business as) name, if applicable.

Part B: Primary Purpose/System Description:

Enter the information in the designated spaces. Space is limited to the visible area.

Part C: Consumer Demographics:

Part C is all about demographics. This information helps to evaluate Title VI requirements. It is generally available from the census website or American Community Survey website.

Enter numerical data in each Table, using the *Tab key to work across the rows from left to right. Percentages will calculate based on the data entered.*

Part D: Project Funding Request:

Briefly describe the overall project. Include the planned use of funding for which you are applying. Space is limited to the visible area.

*It is important that any applicant applying for **both** urban and rural funds clearly explain how they are serving both communities, the allocation method used to distinguish between rural and urban areas and explain how their performance measures on the project will meet the appropriate levels.*

Part E: General overview

Part E is structured so that Applicants need only complete those portions that apply to the funding being requested. The Funding Summary Table in Part D indicates the required Parts of the Application for each type of request. Complete only those Part E sections of the Application that apply to your request. Space in the description boxes is limited to the visible area.

Part E1: Project Information – Capital: You may skip this part if you do not intend to apply for Capital Assistance.

For all Capital Project requests complete questions in order.

Part E1a: Smart Growth Threshold questions (for Capital Assistance Funding Requests Only)

Your selection in Part D determines what you see in this section. If Capital Assistance was selected, Question 1 will appear in Part E1. If the response to this question is "yes", Questions 2-4 will appear. All of these questions must be answered. *If the answer is "yes" to any of these questions, the Smart Growth Screening Tool must be completed.* To access this Screen Tool, *click on the hyperlink.* The Smart Growth Screening Tool must be submitted with the application.

Part E1: Supporting Documents: Vehicle and other Capital Request(s)

Complete the table for up to six (6) vehicle requests. **Prices will be automatically generated, and totaled, based on Lot(s) section.**

Attach current Fleet Inventory including Year, Make, Model, passenger capacity, mileage and condition. Please indicate *which vehicles are funded through the Section 5310 Program.*

<u>Other Capital Requests</u>

Select the Other Capital Project requests from the dropdown box in the priority order. These requests are reimbursable expenses.

Attach an Independent Cost Estimate (ICE) for each capital item requested on this form.

<u>Part E2: Project Information – Operating Assistance</u>: You may skip this part if you do not intend to apply for Operating Assistance.

Complete this section for Operating Assistance selecting from the dropdown box for Q1 and Q2.

<u>Part E2: Supporting Documents: Operating Assistance</u>

Complete the Operating Assistance Cost Table by selecting the appropriate response from the drop-down boxes and entering.

Please note that in addition to the <u>Local Share Requirements</u> found on page 9 of the SMP,

- Applicants applying for multiple projects must ensure that monies used for matching funds are accounted for only once. The same dollars cannot be counted twice.
- Matching shares of non-federal funds must be accounted for under each project type.

The Federal amount and the local match have to be taken off the top of the calculation to get to the eligible cost.

<u>Eligible 5310 Federal Share Amount:</u> Automatically calculated; recommended federal amount is based on the local share entered.

<u>Part E3: Project Information – Mobility Management:</u> You may skip this Part if you're not applying for Mobility Management Assistance.

1. Select the anticipated uses(s) for this grant from the dropdown box and proceed through question 6.
   - You need a thorough and brief description which explains specifics on outreach, objectives, coordination, etc.
   - How you are addressing unmet needs
   - Why what's currently in place by other organizations is not meeting the needs.

<u>Part E3: Supporting Documents: Mobility Management/Related Program Costs</u>

You must support your project costs and the Mobility Management Project Cost Tables detail types of personnel expenses associated with the project budget.

Non-personnel service (support) expenses necessary to complete the total expenses associated with the project should be for the full project period identified in Part D of the application not the annual amount/expense.

Part F: Performance Measures

If awarded funding, these performance measures will be included in the Schedule B of the contract.

For all Requests:

Enter a brief description of the efforts made to coordinate services with Human Services or other agencies in your geographic area.

For Vehicle and/or Operating Assistance Requests:

Complete the chart by entering current and estimated information for each of the Ridership Performance Measures.

Ridership Performance Measures: Fill in actual or estimated number of riders, as measured by One-way trips.

Other Capital or Physical Improvements: Describe any changes or additions to transportation facilities, sidewalks, technology and/or vehicles that impact the availability of transportation service as a result of a project implemented in the current reporting year.

Mobility Management – Select the type of activity being performed under this project.   Enter the Performance Objective, the measure and quarterly target.

Part G: Civil Rights, Equal Employment Opportunity, and Title VI Requirements

Please refer to the FTA guidelines regarding Civil Rights and the NYSDOT information and technical guidance for service providers.

All applications much attach a copy of the organizations' Title VI policy and plan.

Part H: Public Participation and Coordination Requirements

Select the appropriate response regarding receipt of public comments. Enter a description of those comments and the resolution in the designated space.

Part I: Locally Developed, Coordinated Public Transit Human Services Transportation Plan

Complete as required.

See Pages 44 and 45 of the Guidance and Application Instructions for MPO or County Contacts regarding the Coordinated Plan named above.

Part J: Applicant Affirmations, Certifications, and Assurances

Select the appropriate status from the dropdown box. This status selection will determine what is required in the part.

Certifications and Assurances

Applicants MUST check the box on the application indicating intent to comply with the certifications and assurances listed.

Determine if additional provisions apply based upon the projects applied for or engaged in during this period.

Digitally sign the application.

Part K: FTA Certifications and Assurances, Attorney Affirmation

Park K will be blank if you have indicated in Part J that you have the Affirmation on file or are a 5307 Direct Recipient.

Part L: Submitting the Application:

Once the Application is signed by all parties, the Applicant should save and print a copy of this form.

Save the Application using the requested naming convention specified in the Application.

To submit: Click on the "Submit by Email" button. An Email will open with the Application as an attachment. You can attach additional documents now as supplemental information. Keep in mind the size of the file, over 20MG will not be deliverable. Multiple email may be required, or zip your files for submission.

Please use the tools provided by NYSDOT at: https://www.dot.ny.gov/divisions/policy-and-strategy/public-transportation/specialized-transportation/5310/section%205310-application-material