

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



The following is a list of the application questions that are addressed in these instructions. **Not all questions in the application require additional instructions.**

	Page
General Instructions.....	2
Private Nonprofit Agencies.....	3
Public Agencies	3
Funding Request.....	3
Applicant Performance.....	3
Proposed Budget for Transportation Program	3
Glossary.....	4

Tennessee Department of Transportation Division of Multimodal
Transportation Resources
505 Deaderick Street
Suite 1800, James K. Polk Building Nashville, TN
37243

GENERAL INSTRUCTIONS

Please read all instructions carefully.

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 and one photocopy to TDOT by **4:30 pm on December 16, 2015**.
3. Applications must be complete and final. No amendments or supplements to the application will be accepted after the due date of **4:30 pm on December, 16, 2015**.

Note: Applications with incomplete or missing information will receive a lower score.

4. The application format is provided in an MS Word document. An electronic version of the application form is at our website: www.tdot.state.tn.us/publictrans/passengertrans.htm under useful links for TDOT Grantees.

To prepare on a computer: Insert additional space where needed to complete questions (e.g., application form page 8, continuing pages should be numbered 8a, 8b, 8c).

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 "Appendix." **Your narrative should mention specific documentation and include a reference to where it can be found in your appendix.**

6. Narrative responses should be complete and concise. All questions must be answered. **N/A responses will be considered incomplete.**
7. Review the glossary sheet on page 4 of these instructions for terms used throughout the application.

Public Record

Section 5310 application materials and attachments are not considered confidential. Application contents and attachments received by TDOT 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. You should be aware, however, that too little information may not adequately document your clients' needs that are necessary for an application to be properly scored.

Use of Vehicles

Vehicles acquired under the Section 5310 program must be used primarily for elderly persons and/or persons with disabilities. 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.

Responsibility of 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. TDOT will maintain titles until grantee request disposal.

PART I – APPLICANT ELIGIBILITY

See Application Instructions– Private Nonprofit Agencies and Public Agencies

1. If you are claiming eligibility as a Section 5310 applicant based on your status as a private nonprofit organization, you must attach a copy of the Articles of Incorporation or a current letter of good standing from the Secretary of State.
2. A public agency must certify that there are no non-profit agencies readily available to carry out the proposed service.

PART II - FUNDING REQUEST

See Application Instructions – Vehicle Menu

Unit Cost

The vehicle unit cost includes the cost of a base accessible vehicle that includes standard options. Applicants are to use the unit costs as provided on the application form.

Existing Transportation Services

Complete Attachment 5. List all vehicles your agency currently owns or leases. Include backup vehicles and those to be removed from service if a new vehicle is awarded. **Also, list any vehicles you have on order or for which you have received a grant or commitment from any funding source (e.g. Section 5310, Department of Aging, city or county, etc.) Provide as much information in the table regarding these vehicles on order or have received a grant or commitment for as possible.**

PART III – APPLICANT PERFORMANCE

See Application Instructions

Attach documentation that supports your answers (examples provided below) as an item in your Appendix.

- Citizen on-board passenger surveys
- Current waiting lists and/or records of trips denied
- American with Disabilities Act (ADA) Plan
- Recognized surveys
- Recognized studies or plans that document transit needs (e.g., Area Agency on Aging)
- Needs Assessment and short range transit plan
- Letter from public transit agency
- Newspaper articles
- Agency brochures, agency statistics or demographics
- Letter of inquiries to and/or response from other funding sources

See Application Instructions - Proposed Budget for Transportation Program

1. Annual Transportation Operating Budget: (application Question 7)

Indicate the proposed annual operating budget for your **entire transportation program**, including the costs associated with operating the requested equipment.

2. Operating Fund Sources: (Application Question 8)

You must include, and explain, all sources of operating revenue; including revenue from grants, donations, and local fund-raising projects that will be used to fund your transportation program. List the funding sources and amounts for the prior, current and budget year.

3. Local Match: (Application Question 9)

Successful applicants will enter into a standard contract agreement with TDOT and provide the local match at time of contract execution. If the grantee declines to accept the award after entering into a contract with TDOT, then TDOT will require official notice and justification for declining the award. In addition, TDOT may retain the grantee's local matching funds.

FTA SECTION 5310 GLOSSARY

ADA	Americans with Disabilities Act, this Federal law is a comprehensive civil rights measure prohibiting discrimination against the disabled in employment, housing and transportation. The intent of ADA is to ensure equal access for persons with disabilities to public accommodations, public services, telecommunications and transportation.
Appropriate Funds	All local shares must be provided from sources other than Federal funds except where specific legislative language of a Federal program permits its funds to be used to match other Federal funds.
Backup /Spares	Backup vehicles are defined as vehicles that are used from time-to-time, not on a daily basis to provide service.
Bus	Vehicle with a gross vehicle weight rating of more than 10,000 pounds as identified by the Original Equipment Manufacturer's weight certificate located on the driver's side door.
FTA	An acronym for Federal Transit Administration. Federal level agency, which administers the Federal Transit Act, as amended, and specifically provides funding to the states for the Section 5310 program.
Idle Time	Idle time generally means the time the vehicle is not in direct passenger service.
One-way Passenger Trips	One-way passenger trips are counted as each time a person boards the vehicle, so that a round trip would be counted as two passenger trips
Readily Available	Readily available is defined as willing, interested and capable of providing the proposed service at a comparable cost to the identified clientele in the same service area, with the same hours of frequency, and at the same level of service.
Unqualified Audit Opinion	An acceptable audit, indicating that the agency is in compliance with generally accepted accounting principles. Note: any other type of opinions, e.g., "qualified with exceptions," "reportable conditions," "material weaknesses," "noncompliance with requirement," will be evaluated on a case-by-case basis.
Van	Vehicle with a gross vehicle weight rating of <u>less</u> than 10,000 pounds as identified by the Original Equipment Manufacturer's weight certificate located on driver's side door.