



## Board Report

File #: 2022-0659, File Type: Program

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### PLANNING AND PROGRAMMING COMMITTEE NOVEMBER 16, 2022

**SUBJECT: FEDERAL TRANSIT ADMINISTRATION SECTION 5310 GRANT PROGRAM  
FUNDING OPPORTUNITY FOR THE FISCAL YEAR 2023**

**ACTION: APPROVE RECOMMENDATIONS**

#### **RECOMMENDATION**

CONSIDER:

- A. APPROVING the Fiscal Year (FY) 2023 Solicitation for Proposals for up to \$13,845,982 in funds under the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program; and
- B. ALLOCATING \$14,748,981 in FTA Section 5310 funds for Access Services as identified by the FY 2023 funding allocation process for traditional capital projects to support complementary paratransit service required by the Americans with Disabilities Act (ADA) of 1990.

#### **ISSUE**

The FTA apportions Section 5310 funding to Urbanized Areas (UZAs) in Los Angeles County. Consistent with Metro's role as the Designated Recipient of these funds, staff is requesting Board approval to issue a competitive funding opportunity and to allocate available FTA Section 5310 program funding for the recommended purposes above.

#### **BACKGROUND**

Metro is the designated recipient of FTA Section 5310 Program funds in the urbanized areas of Los Angeles County (Los Angeles-Long Beach-Anaheim (UZA 60020), Santa Clarita (UZA 61770), and Lancaster-Palmdale (UZA 63570), and is responsible for planning, programming, distribution, management, and sub-recipient oversight. Consistent with Metro's Section 5310 Program Management Plan, Metro periodically allocates FTA Section 5310 funds available to Los Angeles County sub-recipient partners via competitive funding opportunities, Access Services via formula allocation, and for Metro's administrative expenses.

#### **DISCUSSION**

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### Program Description

The FTA Section 5310 Program provides operating and capital assistance for public transportation projects that i) are planned, designed, and carried out to meet the special needs of seniors (65+) and individuals with disabilities (any age) when public transportation is insufficient, inappropriate, or unavailable; ii) exceed the requirements of the Americans with Disabilities Act (ADA) of 1990; iii) improve access to fixed route service and decrease reliance on complementary paratransit; and/or iv) provide alternatives to public transportation projects for seniors (65+) and individuals with disabilities (any age). The goals of the FTA Section 5310 Program are to improve mobility for seniors (65+) and individuals with disabilities (any age) by removing barriers to transportation services and expanding the transportation mobility options available.

Private nonprofit (501(c)(3)) organizations or state and local governmental authorities are eligible applicants for funding. Metro must certify that projects receiving FTA Section 5310 funds are included in a locally developed Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan). Metro adopted the 2021-2024 Coordinated Plan for Los Angeles County in June 2021.

### Funding Availability

The recommended FTA Section 5310 funding allocations are derived from \$30,099,962 in FTA funds apportioned to Los Angeles County UZAs as authorized under the Fixing America's Surface Transportation (FAST) Act and reauthorized under the Bipartisan Infrastructure Law as follows: \$28,450,764 for the Los Angeles County portion of Los Angeles-Long Beach-Anaheim UZA, \$691,112 for the Santa Clarita UZA, and \$958,085 for the Lancaster-Palmdale UZA. These funds include three years of FTA Section 5310 apportionments (FFY 2021, 2022, and projected for FFY 2023). Before staff returns to the Board for approval of funding recommendations (anticipated in Spring 2023), the final FFY 2023 apportionment amount should be available by the FTA, and the allocated amounts per UZA would be adjusted accordingly.

### Allocation Process

As the designated recipient, Metro is responsible for allocating FTA Section 5310 funds and must certify that the distribution of funds to its sub-recipients is fair and equitable. Metro convened a Section 5310 Working Group consisting of representatives from the Bus Operations Subcommittee (BOS), the Local Transit Systems Subcommittee (LTSS), the Accessibility Advisory Committee (AAC), and the Aging and Disability Transportation Network (ADTN) to review and discuss the allocation of funds.

The Working Group's recommended allocation (Attachment A) is a hybrid approach for FTA Section 5310 Program funds that allocates 49% of total funds to Access Services for Traditional Capital Projects, 46% of total funds to the competitive project selection process, and the remaining 5% to Metro to administer grant funds, conduct federally required oversight and provide technical assistance to grant sub-recipients. This allocation is the same as the allocation used for the FY 2019 Solicitation for Proposals. The 49% allocation to Access Services is based on the agency's regional reach, needs, and historical shares of FTA Section 5310 funds previously awarded. The 5%

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allocation to Metro is sufficient to support program administration activities and is half of the maximum allowed by the FTA.

### Application Package

The FY 2023 Solicitation for Proposals Application Package (Attachment B) is based largely on the application used for the FY 2019 Solicitation for Proposals for Section 5310 funds. Metro solicited and received input from the Section 5310 Working Group on the Application Package content and format, including the evaluation criteria and the selection process. Overall, the Working Group recommended that the format generally remain the same as the application used in FY 2019 with a few updates, mainly to increase funding award limits and revise project evaluation criteria incrementally.

### Evaluation Criteria

Metro staff will screen all proposals for completeness and eligibility by the deadline. All accepted applications will be reviewed and scored to ensure the proposed projects are derived from and consistent with the 2021-2024 Coordinated Plan for Los Angeles County and that they are responsive to the eligibility and evaluation criteria for the program. The final score for each proposal, and corresponding ranking, will be calculated based on the average of all scores from the panel members tasked to evaluate and score the application. Applications will be ranked based on the final scores. With the available funding, Metro will recommend awards to proposals that receive a final score of 70 or above (out of a maximum of 100).

## **DETERMINATION OF SAFETY IMPACT**

Approval of the recommended actions will have no adverse safety impacts on Metro's employees or patrons.

## **FINANCIAL IMPACT**

There is no budget impact in FY 2023. Since these are multi-year projects, the cost center manager for 0441 (Planning - Subsidies to Others) and the Chief Planning Officer will be responsible for budgeting in future years.

### Impact to Budget

All of the recommended actions will be fully funded through the Federal Section 5310 Program. No other Metro funds will be required to manage, administer, and oversee the program. These FTA Section 5310 Program funds are not eligible for Metro bus and rail operating and capital expenditures.

## **EQUITY PLATFORM**

The FTA Section 5310 Program focuses on a target population of older adults and persons with disabilities who face unique challenges in accessing mobility options in Los Angeles County. Per Metro's 2019 Aging and Disability Transportation Report, one out of eight Angelenos are over 65

years old, and by 2030, this ratio may reach one out of every five. Coupled with the number of persons with disabilities that have almost doubled in the past five years, the percentage of Los Angeles County's target population in need of mobility services will outpace the growth in work age adults (age 25-64) by 2040. By 2050, the ratio of seniors to working age adults will reach one senior for every two working adults. Based on the large share of these target population groups, services for seniors and persons with disabilities are a significant need throughout Los Angeles County.

Metro engaged these groups and other stakeholders to assess disparities as part of the Coordinated Plan update in 2020. After considering data on disparities related to income, disability, and age, and with input from the public, Metro approved a Coordinated Plan (2021-2024) that focuses on the mobility needs of the target population, seniors and persons with disabilities, as a demographic priority. Metro carries this consideration through the current solicitation. Consistent with the goals of the FTA Section 5310 Grant Program, Metro will evaluate and prioritize project proposals based on demonstrated funding needs related to transportation mobility needs, as well as project feasibility and readiness. Metro will present award recommendations to the Technical Advisory Committee and assess how the awards would benefit Equity Focus Communities (EFCs). Per Metro's competitive grants process, 5% of the total funding amount is set aside for TAC to allocate at their discretion, which should include equity considerations, evaluation results, and appeals. Metro will also use project location information in future Coordinated Plan updates to define more precisely areas or populations of higher need within the target population and future funding opportunities to ensure sufficient coverage of Equity Focus Communities (EFCs).

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommendation supports the following goals of the Vision 2028 Strategic Plan:

Goal 1: Provide high-quality mobility options that enable people to spend less time traveling; and

Goal 3: Enhance communities and lives through mobility and access to opportunity.

## **ALTERNATIVES CONSIDERED**

The Board could not approve all or some of the recommended actions. Staff does not recommend this alternative because without Board approval, Metro cannot fulfill its responsibilities as the Designated Recipient of FTA Section 5310 Program funds. Metro could also risk losing about \$7.75 million in FTA Section 5310 Program funds that will lapse if not obligated through the FTA by September 30, 2023.

## **NEXT STEPS**

With Board approval, staff will administer the activities necessary to allocate funds to Access Services and Metro's FY 2023 FTA Section 5310 Solicitation for Proposals. The application package will be released on December 5, 2022, and project applications will be due on February 27, 2023. Staff expects to return to the Board for approval of funding recommendations in Spring 2023, as shown in the schedule in Attachment B.

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**ATTACHMENTS**

Attachment A - FY 2023 Section 5310 Funding Allocation Process

Attachment B - FY 2023 Section 5310 Solicitation for Proposals Application Package

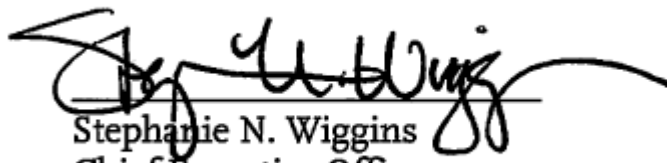
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**FY 2023 SECTION 5310  
FUNDING ALLOCATION PROCESS**

Recommended by the Section 5310 Working Group and adopted by its representative committees and subcommittees: the Accessible Advisory Committee (AAC), the Bus Operations Subcommittee (BOS), the Local Transit Systems Subcommittee (LTSS) and the Aging and Disability Transportation Network, the allocation process as summarized below will apply to Section 5310 program funds.

Metro will allocate funds apportioned to the urbanized areas of Los Angeles-Long Beach-Anaheim, Lancaster-Palmdale, and Santa Clarita that includes three federal fiscal year apportionments (2021, 2022, and projected for 2023). Before staff returns to the Board for approval of funding recommendations in June 2023, the final FY 2023 apportionment amount will be made available by the FTA, and the allocated amounts per UZA will be adjusted accordingly.

- Metro will receive 5% of the total apportionment for administration and program support, estimated to be **\$1,504,998**.
- Access Services will receive 49% of the total apportionment for projects eligible for the Traditional Capital funding category only, estimated to be **\$14,748,981**.
- 46% of the total apportionment will be allocated through the competitive FY 2023 Solicitation for Proposals, eligible for Traditional Capital, and Other Capital & Operating projects, estimated to be **\$13,845,982**.
- Up to 5% of Solicitation funding will be set-aside for appeals at the Metro Technical Advisory Committee (TAC). Unused set-aside balances will be re-allocated to projects underfunded (if any) within that UZA.
- The total maximum award per subrecipient is \$1,200,000.

If at the conclusion of the programming cycle there is a remaining balance in Section 5310 funds, appropriate steps to further program the funds will be pursued and reported to the Board.

**The following table presents the funding allocations consistent with the allocation process.**

**FY 2023 Section 5310 Funding Allocation Table**

SECTION 5310 APPORTIONMENTS - FEDERAL FY 2021, 2022, and 2023				
Urbanized Area	FFY21 Apportionment Actuals	FFY22 Apportionment Actuals	FFY23 Apportionment Projected <sup>1</sup>	Total Apportionment
Los Angeles UZA	7,317,753	10,513,936	10,619,075	\$28,450,764
Lancaster-Palmdale UZA	247,902	353,325	356,858	\$958,085
Santa Clarita UZA	180,771	253,901	256,440	\$691,112
<b>TOTAL</b>	<b>\$7,746,426</b>	<b>\$11,121,162</b>	<b>\$11,232,374</b>	<b>\$30,099,962</b>

FY 2023 Section 5310 Funding Allocation				
Urbanized Area	Total Apportionments FFY 2021 - FFY 2023	Access Services	Program Administration	Available for FY 2023 Solicitation
Los Angeles UZA	28,450,764	13,940,875	1,422,538	13,087,352
Lancaster-Palmdale UZA	958,085	469,462	47,904	440,719
Santa Clarita UZA	691,112	338,645	34,556	317,912
<b>TOTAL</b>	<b>\$30,099,962</b>	<b>\$14,748,981</b>	<b>1,504,998</b>	<b>\$13,845,982</b>
Percent Share	100%	49%	5%	46%

<sup>1</sup> FY 2023 apportionments are projections based on funding authorized in the Bipartisan Infrastructure Law. Before staff returns to the Board for approval of funding recommendations in June 2023, the final FY 2023 apportionment amount will be made available by the FTA, and the allocated amounts per UZA will be adjusted accordingly.

**The Los Angeles County Metropolitan  
Transportation Authority (Metro)**

**Funding Opportunity:  
Federal Transit Administration (FTA)  
Section 5310 Program**

**ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES**

**FY 2023 Solicitation for Proposals and  
Application Package**

**Application Deadline: 5:00 pm on Monday, February 27, 2023**





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### **PROGRAM INTRODUCTION**

The Los Angeles County Metropolitan Transportation Authority (Metro) is soliciting proposals from eligible applicants for its fiscal year (FY) 2023 FTA Section 5310 Program for eligible projects that best achieve program goals and meet program requirements as described in Part I through Part III of this Solicitation for Proposals. The solicitation is a competitive selection process that will result in the award of available federal funds after an evaluation and ranking of proposals and the approval of funding awards by the Metro Board of Directors.

The FTA Section 5310 funds made available for the FY2023 Solicitation for Proposals include FTA funds apportioned for FFY 2021, 2022 and 2023 as authorized under the Fixing America's Surface Transportation (FAST) Act and reauthorized under the Bipartisan Infrastructure Law.

In the state of California, the Governor designates a public entity to be the Designated Recipient of federal transportation formula funds. Metro is the Designated Recipient of Federal Section 5310 funds apportioned for the areas in Los Angeles County that are within the urbanized areas of Los Angeles-Long Beach-Anaheim (UZA 60020), Santa Clarita (UZA 61770), and Lancaster-Palmdale (UZA 63570). As the Designated Recipient, Metro is responsible for:

1. Conducting this competitive solicitation.
2. Evaluating and ranking project proposals and recommending a program of projects to the Metro Board of Directors for funding.
3. Preparing and submitting grant applications to the FTA on behalf of all subrecipients approved by the Metro Board of Directors to receive a funding award.
4. Executing Funding Agreements with agencies awarded as "pass-through grants."

### **Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)**

The Section 5310 Program provides operating and capital assistance for public transportation projects that i) are planned, designed and carried out to meet the special needs of seniors (65+) and individuals with disabilities (any age) when public transportation is insufficient, inappropriate, or unavailable; ii) exceed the requirements of the Americans with Disabilities Act (ADA) of 1990; iii) improve access to fixed route service and decrease reliance on complementary paratransit, and/or iv) provide alternatives to public transportation projects for seniors (65+) and individuals with disabilities (any age). The goals of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities ("Section 5310") Program are to improve mobility for seniors (65+) and individuals with disabilities (any age) by removing barriers to transportation services and expanding the transportation mobility options available.

### Federal Transit Law Definitions

Senior: As amended under [MAP-21](#), and reestablished by the Infrastructure Investment and Jobs Act ([Bipartisan Infrastructure Law](#)), the term “Senior” means an individual who is 65 years of age or older.

Individual with Disability: The term “disability” with respect to an individual has the same meaning as in section 3(1) of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12102](#)). An individual (any age) with a physical or mental impairment that substantially limits one or more of their major life activities, those who have a record of such an impairment, or are regarded as having such an impairment.

### The Coordinated Plan for Los Angeles County

Federal transit law requires that projects funded under the Section 5310 Program derive from a locally developed, coordinated public transit-human services transportation plan. The 2021-2024 Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County (“Coordinated Plan”) was formally adopted by the Metro Board of Directors in June 2021.

The Coordinated Plan was developed through a comprehensive and inclusive stakeholder engagement process that included participation by seniors, individuals with disabilities, low-income individuals, veterans, representatives of public, private, and nonprofit transportation and human service providers, and other members of the public. The Coordinated Plan does the following:

1. Assesses transportation services provided for target population groups.
2. Considers and evaluates current and future target population transportation needs.
3. Develops goals and strategies to address gaps in existing transportation services.
4. Prioritizes projects and programs that will improve mobility for target population groups.
5. Allows Metro to fulfill its responsibilities as the Designated Recipient for Section 5310 funds in LA County.

Project proposal applications submitted in response to this Solicitation for Proposals must be consistent with goals and strategies included in the Coordinated Plan to address the mobility needs and service gaps for seniors and/or individuals with disabilities, within LA County. Each strategy is clearly illustrated by referencing several eligible projects and activities. These examples are intended to be illustrative, not exhaustive – applicants are encouraged to develop innovative solutions to achieve Coordinated Plan goals.

The Coordinated Plan can be accessed at: <https://www.metro.net/cp>

**SCHEDULE (subject to change)**

After a detailed evaluation and ranking by a panel, Metro staff, in consultation with the Metro's Technical Advisory Committee (TAC), will recommend to the Metro Board a program of projects for funding. The schedule is as follows:

Notice of Funding Availability: Release Solicitation and Application	December 5, 2022
Convene Potential Applicant Webinar	December 15, 2022
5310 Application Due	February 27, 2023
Application Review and Evaluation Period	February 28 - April 3, 2023
Applicant Preliminary Notification of Funding Recommendations & Debriefing	April 6, 2023
TAC Appeals Hearing	May 5, 2023
Board Action: Approve the Funding Award Recommendations	June 22, 2023
Convene Subrecipient Orientation Webinar for Successful Applicants	August 2023
FTA Grant Approval/Distribute Funding Agreements	August/September 2023

### **I. FUNDS AVAILABILITY**

As the Designated Recipient and consistent with FTA guidelines, Metro will allocate FTA Section 5310 funds to eligible applicants as subrecipients for eligible traditional capital, other capital, and operating transportation projects following a competitive process. Up to \$13,845,982 of Section 5310 Program funds apportioned and allocated to Los Angeles County for the Los Angeles-Long Beach-Anaheim Urbanized Area (UZA), as well as the Santa Clarita UZA and the Lancaster-Palmdale UZA are available, for all funding categories, as shown below:

Urbanized Area (UZA)	Available Funds
Los Angeles-Long Beach-Anaheim	\$13,087,352
Lancaster-Palmdale	440,719
Santa Clarita	317,912
Totals	*\$13,845,982

*\* FFY 2023 apportionments are projections based on funding authorized under the Bipartisan Infrastructure Law. Actual funds available for obligation will be adjusted after they are appropriated.*

*\* Up to 5% of competitive solicitation allocation will be set-aside for appeals. Unused set-aside balances will be re-allocated to projects underfunded (if any) within that UZA.*

### **II. ELIGIBLE APPLICANTS/SUBRECIPIENTS**

#### **Traditional Capital Projects**

Eligible applicants of Section 5310 Program funds for Traditional Capital Projects are limited to:

1. Private nonprofit (501(c)(3)) organizations; or
2. State or local governmental authorities that:
  - a. Certify that there are no nonprofit organizations readily available in the area to provide the service; or
  - b. Are approved by the state to coordinate services for seniors and/or individuals with disabilities in a particular area.

Private nonprofit organizations must complete and sign the status inquiry and certification form and provide verification of their incorporation number and current legal, along with a letter from the Internal Revenue Service (IRS) confirming the organization's current 501(c)(3) status. More information on these requirements is in the "Part IV-Certifications" section on page 27 of this solicitation.

## FY 2023 Section 5310 Solicitation for Proposals

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Most state or local governmental authorities eligible to apply for Section 5310 funds are required to certify that there are no nonprofit organizations readily available in the area to provide the service and must complete and sign the “Local Government Authority Certification” form located in the Part IV-Certifications section of the application. **A public hearing is required** as part of the application process and should be completed between the release date of the FY 2023 Solicitation of Proposals and the due date of the application. However, those state or local governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are not required to complete and sign the “Local Government Authority Certification.”

A local governmental authority includes: a political subdivision of a state (such as a city or county); a state authority or an authority of a political subdivision of a state; and, a public corporation, board, or commission established under the laws of a state. Local governmental authorities, including cities or the county, will be required to **attach an authorizing resolution as an appendix** to the application, designating a person to sign the application on its behalf. This does not need to be a new resolution. This can be an already existing resolution showing that the signee is an authorized signatory for grant applications.

A coordinator of services for seniors and individuals with disabilities are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible authorities are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.

### Other Capital and Operating Projects

Eligible applicants of Section 5310 Program funds for Other Capital and Operating projects are limited to:

1. Private nonprofit (501(c)(3)) organizations;
2. State or local governmental authorities; or
3. Operators of public transportation, including private operators of public transportation services, who receive a Section 5310 grant indirectly through a recipient. Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are considered operators of public transportation.

“Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the Section 5310 program as contractors. If the local regulation permits the driver to determine whether or not a trip may be shared, the service is not shared-ride. Similarly, if the regulation requires consent of the first passenger to hire a taxi be obtained before the taxi may take on additional riders, the service is not shared-ride.

### III. ELIGIBLE PROJECTS

Section 5310 Program funds are available for Traditional Capital, and Other Capital and Operating expenses, to support projects that are planned, designed, and carried out to meet the specific needs of seniors (65+) and individuals with disabilities (any age), although they may be used by the general public. It is not sufficient that seniors (65+) and individuals with disabilities (any age) are included (or assumed to be included) among the people who will benefit from the project. Projects that are open to the public are encouraged as a means of avoiding unnecessary segregation of services.

Capital project costs for the purchase of assets under Traditional Capital and/or Other Capital funding categories are fully eligible if the assets meet the specific needs of seniors and individuals with disabilities. Operating project costs for services under the Operating funding category are fully eligible if they meet the specific needs of seniors (65+) and individuals with disabilities (any age). However, if an operating project includes senior riders 64 and under, the project is still eligible, but only the operating expenses for services provided to seniors (65+) and individuals with disabilities (any age) are eligible for funding. Operating costs incurred for seniors 64 and under are not eligible for funding.

The following sections provide further information on project eligibility for funding under each funding category.

#### **Traditional Capital Projects**

Examples of eligible Traditional Capital projects shown below are intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to achieve program objectives and may discuss proposed projects with Metro staff to confirm eligibility. Administrative expenses for Traditional Capital Projects are **not eligible**.

1. Rolling stock and related activities for Section 5310 Program funded vehicles
  - a. Acquisition of expansion or replacement accessible buses or vans, and related procurement, testing, inspection, and acceptance costs
  - b. Vehicle rehabilitation or overhaul
  - c. Preventive maintenance
  - d. Radios and communication equipment
  - e. Vehicle wheelchair lifts, ramps, and securement devices
2. Passenger facilities related to Section 5310 Program funded vehicles
  - a. Purchase and installation of benches, shelters, and other passenger amenities
3. Support facilities and equipment for Section 5310 Program funded vehicles
  - a. Extended warranties that do not exceed the industry standard
  - b. Computer hardware and software



- c. Transit-related Intelligent Transportation Systems (ITS)
  - d. Dispatch systems
  - e. Fare collection systems
  - f. Sneeze guards and safety shields
4. Lease of equipment when lease is more cost effective than purchase.
5. Acquisition of transportation services under a contract, lease, or other arrangement. Capital and operating costs associated with contracted service are eligible capital expenses. Funds may be requested for contracted services for more than one year.
6. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service.

Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- a. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
- b. Support for short-term management activities to plan and implement coordinated services;
- c. The support of state and local coordination policy bodies and councils;
- d. The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
- e. The provision of coordination services, including employer-oriented transportation management organizations and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- f. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and



- g. The planning for and acquisition of intelligent transportation technologies to help plan and operate coordinated systems, including geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. Acquisition of technology is also eligible as a standalone capital expense.
7. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service.

### Other Capital Projects

Examples of eligible Other Capital projects shown below are intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to achieve program objectives and may discuss proposed projects with Metro staff to confirm eligibility. Administrative expenses for Other Capital Projects are **not eligible**.

Eligible Other Capital projects should fall into the following categories:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
  - Public transportation projects that exceed the requirements of ADA;
  - Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service; or
  - Alternatives to public transportation that assist seniors and individuals with disabilities with transportation.
1. Projects that Exceed ADA Requirements:
    - a. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under ADA regulations (i.e., larger than 30" x 48" and/or weighing more than 600 pounds), such as: the acquisition of lifts with a larger capacity; modifications to lifts with a 600-pound design load; and, the acquisition of heavier duty vehicles for demand-response and/or paratransit service in order to accommodate lifts with a heavier design load; and
    - b. Installation of additional securement locations in public buses beyond what is required by the ADA;

### 2. Projects that Improve Accessibility to the Fixed-Route System:

- a. Improvements to transit and intermodal stations not designated as key stations. Limited to accessibility improvements at existing transportation facilities that are not designated as “key stations” under federal law and that are not required by federal law as part of an alteration or renovation to an existing station, so long as the project is clearly intended to remove barriers to individuals with disabilities that would otherwise have remained. These improvements may include:
  - i. Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals, or other accessible features;
  - ii. Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required by the ADA;
  - iii. Improving signage or way finding technology; and
  - iv. Implementation of other technology improvements that enhance accessibility for people with disabilities, including Intelligent Transportation Systems (ITS).

### 3. Alternatives that Assist Seniors and Individuals with Disabilities with Transportation

- a. Purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle, at a minimum: meets the federal requirements for lifts, ramps, and securement systems; and permits a passenger whose wheelchair can be accommodated, pursuant to federal law, to remain in his/her personal mobility device inside the vehicle.

## **Operating Projects**

Examples of eligible Operating projects shown below are intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to achieve program objectives and discuss proposed projects with Metro staff to confirm eligibility. Operating assistance for ADA complementary paratransit service is not an eligible expense.

Administrative expenses necessary to support project activities **are eligible** up to a maximum of five (5) percent of the total project cost. Costs include administration, planning, and technical assistance for projects.

Eligible Operating projects should fall into the following categories:

- Public transportation projects that exceed the requirements of ADA;

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- Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service;
- Alternatives to public transportation that assist seniors and individuals with disabilities with transportation; or
- Public transportation projects that provide safety support services for seniors and individuals with disabilities.

### 1. Projects that Exceed ADA Requirements:

- a. Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA.
- b. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route service.
- c. The incremental cost of providing same day service for critical and non-critical need trips.
- d. The incremental cost (if any) of making door-to-door or door-through-door service available to all eligible ADA paratransit riders.
- e. Enhancement of the level of service by providing escorts or assisting riders to or through the door of their destination.
- f. Accessible “feeder service” providing access to commuter rail, commuter bus, intercity rail, and intercity bus stations for which complementary paratransit service is not required by the ADA.

### 2. Projects that Improve Accessibility to the Fixed-Route System

- a. Travel training programs for individual users on awareness, knowledge, safety, and skills of public and alternative transportation options available in their communities, including travel instruction and travel training services. This includes in-person and/or online instruction, and creation of online videos and/or tutorials.

### 3. Alternatives that Assist Seniors and Individuals with Disabilities with Transportation

- a. Supporting the administration and expenses related to voucher programs for transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services offered by Human Service providers to supplement available public transportation. Vouchers can be used by seniors (65+) and individuals with disabilities (any age) to purchase rides, as

well as for mileage reimbursement as part of a volunteer driver program, a taxi trip, or trips provided by a Human Service agency. Transit passes or vouchers for use on existing fixed-route or required ADA complementary paratransit service are **not eligible**. Vouchers are an operational expense and are reimbursed by Metro based on predetermined rates or contractual arrangements.

- b. Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, training, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase the capacity of volunteer driver programs are also eligible.
  - c. Supporting subsidized vanpool, carshare and rideshare programs for difficult-to-serve trips that cannot be served by available transportation options.
4. Projects that Provide Safety Support Services for Seniors and Individuals with Disabilities
- a. Establishing safety protocols and standards for vehicles, facilities and/or staff interactions.
  - b. Establishing information outreach and communication programs to inform seniors and individuals with disabilities about safety measures and processes.
  - c. The cost of purchasing safety equipment, supplies and services. This includes items that are disposable and generally have a useful life of less than one year, such as:
    - i. Cleaning and/or disinfectant equipment and supplies
    - ii. Masks and other PPE supplies
    - iii. Contracting services for cleaning/disinfecting paratransit vehicles

#### **IV. FEDERAL SHARE, TRANSPORTATION DEVELOPMENT CREDITS & LOCAL MATCHING REQUIREMENTS**

The federal share of eligible Section 5310 **traditional and other capital costs** shall be up to 80 percent of the net cost of the activity. The federal share of the eligible **operating costs** may not exceed 50 percent of the net operating costs of the activity. The net cost of an activity (capital or operating) is the part of the project that cannot reasonably be financed from operating revenues (i.e., operating cost - farebox revenue collected = net cost).

Subrecipients may use up to a maximum of five (5) percent of the total operating project costs to support operating project activities including administration, planning, and technical

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assistance, which may be funded at 100 percent federal share. Program administrative costs for traditional and other capital projects are **not eligible**.

The federal share may exceed 80 percent where the capital project is in compliance with the ADA and/or the Clean Air Act (CAA), as follows:

1. Rolling Stock (vehicles): The federal share is 85 percent for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA or the CAA. A revenue vehicle that complies with federal requirements to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations (i.e., larger than 30" × 48" and/or weighing more than 600 pounds) may also be funded at 85 percent federal share.
2. Vehicle-Related Equipment and Facilities: The federal share is 90 percent for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the CAA or required by the ADA. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle.

**Transportation Development Credits (TDC)** are not money and they do not add funds to the project budget. They are similar to waivers or permission slips allowing federal funds to be used at a higher reimbursement rate. Metro will request TDC valued at up to ten (10) percent of eligible Section 5310 capital project costs and up to twenty-five (25) percent of eligible operating project costs on behalf of eligible applicants. Use of TDC's requires FTA approval. If approved, below is the federal share and local match requirement per funding category.

### Summary: Section 5310 Federal Share w/TDC and Local Matching Requirements

Funding Category	Max Federal Share Eligible with TDC	Local Match Share Required (min)
Capital (Traditional & Other)	90%	10%
Capital: ADA/CAA Rolling Stock	95%	5%
Capital: ADA/CAA Equipment & Facilities	100%	0%
Operating	75%	25%

**The local share** of eligible Section 5310 capital costs shall not be less than 10 percent of the net cost of the activity (not including projects related to ADA/CAA compliance). The local share for eligible operating costs shall not be less than 25 percent of the net operating costs. All sources of local match must be identified and described in the grant application.

The local share may be sourced from a variety of sources including:

- an undistributed cash surplus;
- a replacement or depreciation cash fund or reserve; and
- a service agreement with a State or local service agency or private social service organization, or new capital.

Some examples of these potential sources of local match include:

- Cash
  - State or local appropriations
  - Private donations
  - Dedicated tax revenues
  - Revenue from service contracts
  - Net income generated from advertising and concessions.
  - Other non-USDOT federal funds
- In-Kind
  - Donated facility space or supplies specifically to operate the program
  - Labor (including volunteer time) contributed to the project
  - Other expenses (e.g., website hosting, marketing costs, travel, and mileage)
  - In-Kind must:
    - be included in the net project costs in the budget
    - represent costs that would otherwise be eligible under the project
    - not be included as a contribution for any other federally assisted project
- Income from contracted transportation services may be used either to reduce the net project cost (treated as revenue) or to provide local match for operating expenses. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources and amounts of local match must be identified in the application.
- Federal programs that are eligible to be expended for transportation other than programs funded by the United States Department of Transportation (USDOT), or from USDOT's Federal Lands Highway Program.

Some examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of federal funding is available at the Coordinating Council on Access and Mobility <https://www.transit.dot.gov/ccam/about>.

### **V. PERFORMANCE MEASURES**

FTA requires tracking and reporting of quantitative and qualitative information for Section 5310 funded projects. FTA has set minimum indicators for Traditional Capital Projects and for Other Capital and Operating projects funded by the Section 5310 Program to capture relevant outputs, service levels and outcomes. Performance measures **must** be identified in Part II of the grant application. Include any additional performance measure that you deem necessary to support your project. Metro has adopted these minimum performance measures, as applicable.

- a. Gaps in Service Filled - The actual or estimated number of seniors (65+) and individuals with disabilities afforded mobility annually as a result of the project (how many people will the project provide service to).
- b. Ridership - The actual or estimated number of rides measured by one-way passenger trips provided annually for seniors (65+) and individuals with disabilities as a result of the project.
- c. Service Improvements - Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors (65+) and individuals with disabilities as a result of the project.
- d. Physical Improvements - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors (65+) and individuals with disabilities as a result of the project

### **VI. APPLICATION INSTRUCTIONS**

Review these application instructions, guidelines, and evaluation criteria carefully to ensure a complete and competitive application that sufficiently address each of the required and applicable components. Your attendance at the webinar for potential applicants, to be organized by Metro, is highly encouraged.

Each agency/organization is allowed to submit one or more application(s), under any funding category. Separate applications **must** be submitted for each proposed project, and/or funding category. Categories cannot be combined in one application, even if the request is for one project (i.e., if proposed project is for the purchase of a vehicle and operating costs for that vehicle, one application must be submitted requesting capital funds to purchase the vehicle, and a separate application must be submitted requesting operating funds to operate the vehicle). All applications and subject projects will be evaluated and scored separately. Total applicant funding request may not exceed **\$1,200,000**.



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Application packages with incomplete and/or missing information (e.g., status inquiry, certifications, not signed by a duly authorized representative) may render the proposal nonresponsive and may not be evaluated. Use the application checklist to ensure completeness.

Applications will be evaluated and scored and must receive a minimum score of 70 out of 100 to be considered for funding. Funding requests may be partially funded, and we may request a reduction in a scope of work and associated budget.

The complete signed application with all required attachments must be **combined into one single PDF**. The PDF or a link to view/download the PDF must be emailed to [Section5310@metro.net](mailto:Section5310@metro.net) by **5:00 pm on Monday, February 27, 2023**.

Applications as submitted are to be complete and final. Modifications, amendments, or supplements to the application will not be accepted after the deadline.

The application is provided in fillable PDF form. All questions must be concisely answered in the space provided. **No additional pages** can be included to answer the questions. Only required attachments can be included as appendices to the application. An electronic version of the application consisting of four parts can be accessed at <https://www.metro.net/about/fta5310>.

### **Selection of Proposals for Funding Award Recommendations:**

Applications will be evaluated and ranked based on the final score provided by the evaluation team. Funds will be allocated according to the ranking of projects to the maximum amount made available for the FY 2023 Solicitation for Proposals. Award recommendations will be limited to proposals that receive a final score of 70 or above (out of a maximum of 100) and subject to funds availability. Ultimately, the Metro Board of Directors will approve the funding award recommendations that will be included in grant applications submitted to the FTA.

### **Public Record Disclaimer:**

Application materials and attachments submitted to Metro in response to its FY 2023 Solicitation for Proposals for the Section 5310 Funding Program are not considered confidential. Application contents and attachments received by Metro are considered public records. Applicants should not include confidential information such as client names, addresses, specific medical diagnoses, and other personal information.

### **System for Award Management (SAM):**

The FTA requires Metro to ensure that none of its subrecipients are suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurements. In the spirit of this requirement, Metro has established procedures to perform Federal suspension and debarment checks associated with each subrecipient award via the



online System for Award Management (SAM) at <https://sam.gov>. Applicants that are currently not registered in the SAM may register at no charge. Note that it can take up to 15 business days after you register before your registration is active in Sam.gov. All applicants must be registered in the SAM system and must have an “Active” status. No entity may receive a Section 5310 sub-award absent of a SAM check and clearance. It is important that you make your entity profile “public” to allow SAM verifications to be completed.

### [New SAM Registration Quick Start Guide](#)

**NOTE:** If you’re already in the SAM system, verify that your status is active and has not expired. It is important that your entity profile remains “public” to allow SAM verifications to be completed. If you need assistance on renewing or updating your existing SAM entity registration, review the instructions on fsd.gov: [How to renew or update an entity](#)

### **Responsibility of Grant Subrecipient:**

When an agency other than the applicant identified in the application is proposed to operate vehicles or other equipment for which Section 5310 Program funds are requested, control and responsibility for the operation of the vehicles or other equipment must remain with the grant subrecipient throughout the life of the asset (until asset is disposed of or sold according to FTA guidelines).

In this case, the subrecipient remains the registered owner of the vehicle or equipment and remains fully responsible for program compliance, including, but not limited to, operation oversight, reporting, insurance, maintenance, and monitoring. Metro shall be listed as an additional insured and the lien holder on all approved vehicles funded by the Section 5310 Program. Metro shall remain the lien holder until the per unit fair market value of the capital asset is less than \$5,000. Non-compliance with program requirements may result in the relinquishment of vehicles and/or equipment to Metro.

### **APPLICATION GUIDELINES & EVALUATION CRITERIA**

Metro staff will screen all proposals received by the deadline for completeness and eligibility for evaluation consideration. Application packages with incomplete and/or missing information (e.g., status inquiry, certifications, not signed by a duly authorized representative) may render the proposal non-responsive and may not be evaluated. Utilize the application checklist to ensure completeness. Applications as emailed are to be complete and final. Applications, amendments, or supplements to the application will not be accepted after the deadline. Review these application instructions, guidelines, and evaluation criteria carefully to ensure a complete and competitive application that sufficiently address each of the required and applicable components as detailed in the FY 2023 Section 5310 Solicitation for Proposals.

All accepted proposal applications will be reviewed and scored to ensure the proposed projects are derived from and consistent with the 2021-2024 Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County and that they are responsive to the eligibility criteria for the program, as well as to the evaluation criteria. The final score for each proposal, and corresponding ranking, will be calculated based on the average of all scores from the panel members tasked to evaluate and score the application.

Applications will be ranked based on the final scores. Award recommendations will be limited to proposals that receive a final score of 70 or above (out of a maximum of 100). From the list of projects with a final score of 70, funds will be allocated from the highest-ranking project down to the lowest, to the maximum amount made available for the FY 2023 Solicitation for Proposals. Note that some projects that score a 70 or above may be partially funded or not recommended for funding. In some cases, a reduction in a scope of work and associated budget may be requested by Metro.

Project sponsors of projects with a final score of 70 or above that are partially funded or not recommended for funding will have an opportunity to appeal the decision at Metro's Technical Advisory Committee (TAC). Only information contained in the submitted application may be presented to TAC during the appeal. Detailed instructions on the appeal process will be transmitted when project award recommendations are made. Ultimately, the Metro Board of Directors will approve the funding award recommendations that will be included in grant applications to be submitted to the FTA.

The following sections Part I-Part IV of the FY 2023 Solicitation for Proposals outlines in detail the application content required and the maximum score possible for each scoring segment of the application.

## **PART I - GENERAL INFORMATION**

### **Project Goal**

In this section of the application, indicate how the proposed project addresses gaps and barriers identified in the 2021-2024 Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County found at: <https://www.metro.net/cp>

### **Description of Applicant Agency/Organization**

Briefly describe your agency or organization using the space provided including:

1. Transportation related programs and services currently managed and provided including target populations served, areas served, days/hours of service, and where applicable total fleet size (identifying the number of vehicles that are federally funded).
2. The number of individuals who currently receive transportation assistance provided by your agency or organization, including a specific breakdown by age (65 years of age or older and those under 65 years old) by disability (those who use a wheelchair or other mobility device and those who do not need a mobility device), and by income.
3. **Attach a map or brochure** as an appendix to your application, showing the existing service area of your agency or organization, as well as any proposed expansion requested to be funded (if applicable). The map needs to identify service area boundaries and include an applicable list of zip codes.

## **PART II - PROJECT NARRATIVE & EVALUATION CRITERIA**

Part II consists of six sections (A-F). Metro will evaluate each application solely on the information provided in these sections. The weight of each section is indicated, and cumulatively total **100 possible points**.

### **Section A: Scope of Work, Need, Objectives, Coordination and Outreach (Up to 35 points)**

To receive the maximum number of points, provide a detailed and clear description of the project proposed, including need and objectives. Also, discuss coordination and outreach efforts. Address the following evaluation criteria as applicable to the proposed project:

1. Describe the transportation services currently provided (if any), the existing transportation service fleet (if any), and the target populations currently served including elderly persons, individuals with disabilities, welfare recipients, and/or eligible low-income individuals. Specify if your agency or organization operates the service or contracts for the services. If the service is contracted, specify whether the current contract is federally compliant. Explain how the award will allow your agency/organization to implement, continue, and/or enhance or expand existing services. Include the project beginning and ending dates. Describe how the proposed

project meets and is consistent with the goals and objectives of the Section 5310 Program. Where new and/or enhanced or expanded services are proposed, be specific regarding the change and/or improvements to existing services including capacity, service hours, service areas, target populations, etc. Further include specific and detailed responses to the items below (a-e) where applicable to the proposed projects **(Up to 30 points)**.

- a) **For all vehicle funding requests (Replacement and/or Expansion)**, complete and attach the “Vehicle Purchasing Schedule Form,” included as **Attachment A**.
  - i) **For vehicle replacement projects**, explain why the replacement vehicle(s) are needed. Complete and attach the “Vehicle Replacement Request Form” included as **Attachment B**. If requesting CNG fuel vehicle(s), justify the need and indicate whether your agency has the required fuel infrastructure, including the proximity of the fuel station in relation to your agency. If requesting Electric vehicle(s), justify the need and indicate whether your agency has an electrification draft plan, and if your agency is coordinating with another agency for the electrification. Indicate the plan for the disposition of the vehicles being replaced (e.g. backup or sell). Provide a cost/benefit analysis, if proposing to lease instead of procure vehicle(s).
  - ii) **For vehicle(s) needed for “new” and/or enhanced or expanded service**, complete the “New Service or Service Expansion Vehicle Request Form” included as **Attachment C**. In the scope of work, also include the information requested below in section 1(b).
- b) **For “new” and/or enhanced or expanded service, including operating, vehicles, and/or equipment expenses**, describe the new service and/or the growth in demand for transportation services by the target populations that your agency or organization is experiencing. Describe and include the service routes and schedules including trip coordination strategies conducted in support of the project and/or to be pursued; also, specify if your agency or organization will operate the service or will contract for the services. Discuss any projected increase in the number of clients to be served, target population(s), area(s) served, type of service to be provided, and how the enhanced and/or expanded service will increase the capacity of the services currently being provided. Indicate the new or additional days/hours of service to be provided per year, as well as the projected number of annual one-way passenger trips and miles each vehicle will travel during its useful life. If requesting expansion CNG fuel vehicle(s), justify the need and indicate whether your agency has the required fuel infrastructure, including the proximity of the fuel station in relation to your agency/organization. If requesting expansion Electric vehicle(s), justify the need and indicate whether your agency has an electrification draft plan, and if your agency is coordinating with another agency for the electrification.

- c) **For communication and computer equipment, hardware and/or software, or any other eligible miscellaneous equipment in support of eligible projects**, complete and attach the “Communication/Computer Equipment Request Form” included as **Attachment D**. List the specific items to be purchased and attach three (3) like-kind estimates with this application. Estimates can be quotes received from manufacturers or Internet sites, advertisements, or product catalogs. Use the average cost of the three estimates to calculate the estimated unit cost in the proposal.
    - i) **For replacement equipment**, provide a detailed description of the make, model, and year of the equipment to be replaced. Explain how it is currently being used to support your service and how its replacement is needed to improve service efficiency.
    - ii) **For “new” equipment**, provide a detailed description of how it is going to be used to support your service and why it is needed to improve service efficiency.
  - d) **For safety equipment, supplies and services in support of eligible projects**, provide a detailed description of the specific equipment and supplies to be purchased, and services to be obtained due to the COVID-19 impact on operating services. Explain how it will be used to support your service.
  - e) **For improved passenger facilities**, attach two photos that show existing conditions and describe the proposed facility improvements. For transit stop improvements, provide the project’s location and service area (including street names), as well as the total annual boardings and alightings at each location.
- 2) Explain how the proposed project (new, continuing, and/or enhanced/expanded) was developed or is being implemented in consultation with interested parties to ensure adequate coordination of existing and proposed transportation services, including seeking and considering comments and views of affected private and public transportation providers. Specify the agencies, groups, or stakeholders involved in the development of the proposed project and/or its implementation phase and their roles (such as health and human services agencies, agencies from the private sector, non-profit agencies, transportation providers, and members of the general public) to successfully implement the project, support coordination of services, and avoid duplication **(Up to 3 points)**.
- 3) Discuss how the project is or will be marketed to promote public awareness and expand coordination efforts with other parties **(Up to 2 points)**.

### **Section B: Coordinated Plan Consistency and Prioritization (Up to 15 points)**

Projects selected for FTA Section 5310 funding must be included in a locally developed, coordinated, public transit, human services transportation plan (Coordinated Plan) to comply with Federal requirements. The 2021-2024 Coordinated Plan for Los Angeles County (<https://www.metro.net/cp>) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private and nonprofit transportation, human services providers, and other members of the public such as veterans and persons of low-income. The outreach and public input obtained through focus groups, surveys, and project concept forms created the foundation of understanding the critical needs of target populations over the next four years.

One of the key outcomes of the 2021-2024 Coordinated Plan is a prioritized list of projects and programs to address the mobility needs and service gaps identified for the target populations. To ensure consistency with the plan, you will need to review the 2021-2024 Coordinated Plan ([direct link](#)) and complete Section B of the application and address the following evaluation criteria:

1. Indicate the priority ranking of the proposed project based on the overall prioritization ranking table on page 5 of the 2021-2024 Coordinated Plan. If the proposed project addresses more than one priority, select all that apply and indicate the percentage of the project in each priority level. The following points will be awarded based on the priority ranking of your proposed project: Priority 1 **(up to 10 points)**; Priority 2 **(up to 7 points)**; Priority 3 **(up to 4 points)**.
2. Explain how the proposed project addresses specific gap(s), barriers, goals and/or strategies identified in the 2021-2024 Coordinated Plan. If the proposed project addresses more than one priority, include details on the percentage of the project in each priority level. Include references to any other studies, surveys, or other information that were used to develop the project and substantiate its need using qualitative and/or quantitative analyses **(Up to 5 points)**.

### **Section C: Project Implementation, Operating and Management Plans (Up to 15 points)**

To receive the maximum number of points, describe your agency/organization's project operating and management plans as applicable to new, continuing, and/or enhanced/expanded project proposal. Include a proposed project schedule and provide key project milestones, potential risks along with associated mitigation strategies. Assume the start of eligible activities to be approximately eight (8) months after the application deadline. Include and address each of the following as applicable to the proposed project:

1. Describe the project's management plan, key milestones, and schedule, including a brief description of: 1) your agency/organizations experience and history in providing



transportation services and/or non-transportation services for seniors (65+), individuals with disabilities, welfare recipients, and/or eligible low-income individuals; 2) the role of key personnel and their relevant experience with implementing and managing similar transportation projects; and 3) any third-party contracts to be procured by the applicant after grant award and the proposed procurement method to be used **(Up to 10 points)**.

2. Describe your agency or organization's contingency plan to avoid service disruption due to staffing, mechanical, or technical problems. Further include response to the item (a) below if applicable to the proposed project **(Up to 5 points)**.
  - a) For new, continuing, expanded and/or enhanced vehicular transportation service projects, describe your agency or organization's driver training program, maintenance program (i.e., daily pre-trip and post-trip inspection, and description of preventive and routine maintenance policies and procedures). Include a summary of your agency or organization's fleet. Responses shall apply to directly operated and/or contracted services.

### **Section D: Performance Indicators and Project Effectiveness (Up to 15 points)**

To receive the maximum number of points, identify the performance measures applicable to the proposed project to monitor that stated objectives are being met. Address the following evaluation criteria:

1. Provide quantitative and qualitative project performance measure(s) as required for each project type for each calendar year during the life of the proposed project. Include the methodology used to develop the performance measure estimates. Discuss any other performance indicators applied to the proposed project, such as projections for annual vehicle hours in service or number of persons receiving travel training. When projecting future performance, consider the current trends due to the COVID-19 pandemic and the proposed response activities expected to continue to regain ridership lost during COVID-19. **(Up to 10 points)**.

All performance measure data listed below under your proposed project type, **must** be identified in Part II of the grant application.

#### **a. For Section 5310 Traditional Capital**

- i. Gaps in Service Filled - The actual or estimated number of seniors (65+) and people with disabilities afforded mobility annually as a result of the Traditional Capital Section 5310 project.
- ii. Ridership - The actual or estimated number of rides measured by one-way passenger trips provided annually for seniors (65+) and individuals with disabilities as a result of the Traditional Section 5310 Capital project.

### b. For Section 5310 Other Capital and Operating

- i. Service Improvements - Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors (65+) and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
  - ii. Physical Improvements - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors (65+) and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
  - iii. Ridership - Actual or estimated annual number of rides measured by one-way passenger trips provided for seniors (65+) and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
2. Explain how each applicable Program performance measure (ref Section D.1) will be used by the agency/organization to evaluate the effectiveness of the project in meeting the transportation needs of the targeted population(s). Identify potential strategies to mitigate performance measures that are not achieving the stated objectives **(Up to 2 points)**.
  3. Describe the management tools and/or procedures to be used for collecting, tracking, and reporting the project's performance, including the on-going management and evaluation of performance indicators **(Up to 3 points)**.

### **Section E: Project Financial Plan / Project Readiness (Up to 10 points)**

Project Readiness is essential in determining whether a project is ready for funding or in immediate need of funding. It is important that subrecipients provide accurate and complete information for evaluating project readiness. Complete the Project Financial Plan table located in Section E of the application. Provide the projected expenditure amounts by year and quarter. Include a brief description of how the schedule is realistic to enable project completion based on the years of requested funding. If the proposed project is currently funded with other grants (through Metro or outside Metro), provide those details. The oldest funding will be used first, so if new funding is sought to continue a project, push the start date to the actual anticipated usage date **(Up to 10 points)**.

### **Section F: Budget Justification (Up to 10 points)**

Describe the assumptions for developing the budget for the proposed project included in Part III of the application. All costs must be broken down, and a detailed description for how you determined each cost must be provided. The total project net cost calculated should be the net of operating revenues (i.e., operating cost - farebox revenue collected = net cost).



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Address the following (1-4) evaluation criteria (**up to 10 points**):

1. Assumptions used to prepare the budget, such as quantity and level of service, basis for costs, inflation rate and prior experience. Include maintenance and repair costs, cost of fuel, casualty and liability insurance, and other administrative and direct costs; in-direct costs are **not eligible**. Note: Subrecipients may use up to a maximum of five (5) percent of the total operating project costs to support operating project activities including administration, planning, and technical assistance, which may be funded at 100 percent federal share. Program administrative costs for traditional and other capital projects are **not eligible**.
2. Identify all sources and amounts of operating revenue, including farebox revenue where applicable and revenue from local, state, and/or federal discretionary and/or formula grants that are proposed to be used to fund the proposed project.
3. Identify the total amount of federal funds requested from the specific Section 5310 Program and discuss the eligibility of the proposed expenditures.
4. Specify the amount and source of non-USDOT Local Match funds committed for the proposed project to meet statutory local match requirements. In addition:
  - a. If providing cash match, attach a **Local Match Commitment Letter** to your application. The letter must:
    - i. include the local match amount committed to the project
    - ii. include the specific source of funding (i.e., Prop A., Donations)
    - iii. be placed on your agency letterhead
    - iv. be signed by a duly authorized representative
  - b. If providing in-kind match, attach an **In-Kind Commitment Letter** to your application (in place of local match commitment letter). The letter must:
    - i. include a detailed description of each in-kind item or service
    - ii. include the real or approximate value of each item or service
    - iii. describe how each value was determined (e.g., actual, appraisal, fair market value, independent cost estimate)
    - iv. provide formulas/methodologies or assumptions used for determining the costs
    - v. state if any of the contributions were obtained with or supported by federal funds
    - vi. be placed on your agency letterhead
    - vii. be signed by a duly authorized representative

### **PART III - PROJECT BUDGET**

Complete the budget sheet for the proposed project, based on the funding category (traditional capital, other capital, or operating). Include all sources of revenue, including user fees and fares. Review all notes embedded in some of the worksheet's cells.

**Important!** Total project expenses must equal the total project funding requested.

1. Project Expenses: Identify and record project expenses over the proposed period of performance. All expenses must be eligible, reasonable, and justified.
2. Project Funding: Identify the Federal Section 5310 funding requested, and user fees and/or fare revenue expected to be collected (if applicable).
3. Each project must be fully funded; proposed local matches over the required minimum are acceptable.
4. Include all revenue from grants, donations, and local fund-raising projects that will be used to fund your proposed project.
5. Identify the source of local or in-kind match

### **PART IV - CERTIFICATIONS**

#### **Private Nonprofit (501(c)(3)) Organizations – Status Inquiry and Certification**

Applicants claiming eligibility based on its status as a private nonprofit (501(c)(3)) organization must complete the status inquiry and certification. In addition, they must attach an online California “Business Search” record verifying their business status, along with their Internal Revenue Service (IRS) 501(c)(3) determination letter verifying their exemption status.

1. Nonprofit organizations must obtain verification of its current legal standing from the Secretary of State's California Business Search database and attach it as an appendix to the application. To assist your organization in obtaining this information, use one of these two methods:
  - a) To obtain the records online, go to <https://bizfileonline.sos.ca.gov/search/business>. Enter the name of your organization or file number. If its status is active, screen print the page and submit it as an appendix to the application. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to Metro.
  - b) If your organization is unable to locate the information on-line, it may obtain a “Status Inquiry” document by completing a Business Entities Records Request -

Order form. Instructions can be found here: <https://bpd.cdn.sos.ca.gov/pdf/be-records-requests.pdf>

2. Nonprofit organizations must be recognized under section 501(c)(3) of the Internal Revenue Code and must obtain a letter from the IRS confirming the organization's 501(c)(3) status. The **IRS 501(c)(3) determination letter must be attached** as an appendix to the application. If your determination letter is unavailable, an IRS exempt organizations affirmation letter is acceptable. Instructions on requesting that letter can be found here: <https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters>

### Local Government Authority Certification

A local governmental authority includes: a political subdivision of a state, such as a city or county; a state authority or an authority of a political subdivision of a state; and a public corporation, board, or commission established under the laws of a state.

Metro may award funds to a local governmental authority to implement Traditional Section 5310 Capital projects under two conditions. First, if the governmental authority certifies that there are no non-profit organizations readily available in the area to provide the service. Second, if the governmental authority is approved by the state to coordinate services for seniors and individuals with disabilities.

For governmental authorities certifying that there are no non-profit organizations readily available in the area to provide the service, a **public hearing is required** and must be completed between the release date of the FY 2023 Solicitation of Proposals and the due date of the application. A copy of the public hearing notice and a letter summarizing the outcome of the hearing signed by an authorized representative **must be attached** as part of the application. The public hearing should be scheduled accordingly taking into consideration the minimum required 30-day public comment period prior to the date of the public hearing.

### General Certifications and Assurances Summary

All applicants must sign the General Certifications and Assurances Summary form, in which the applicant assures that it will comply with federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that are provided as references in FTA Circular 9070.1G ("Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions") and incorporated by reference in the Funding Agreement to be executed by/between Metro and successful applicants.

### **Civil Rights Certification**

A **Civil Rights Certification Letter must be attached** as an appendix to the application describing any lawsuits or complaints against your agency or organization within the last 12 months alleging discrimination on the basis of race, color, creed, national origin, sex, age or disability. The summary of lawsuits should include the date of complaint, lawsuit received and/or acted on, description status or outcome, corrective action taken, and date of final resolution. If no lawsuits or complaints were received or acted on, the letter should state that, "There were no lawsuits or complaints received or acted on in the last 12 months relating to Title VI or other relevant Civil Rights requirements." This letter should also discuss if your agency or organization has a Title VI Plan. If not, explain why and provide a date your agency or organization anticipates completing the plan. Discuss policies and procedures to make written and oral information available to clients and potential clients in languages other than English. This letter is to be printed on letterhead, signed by an authorized representative, and attached as an appendix to the application.

### **Current Grant Subrecipient Compliance**

All applicants must indicate whether they currently have an active capital and/or operating project funded through a Metro grant subrecipient program or are reporting to Metro on a past capital project. If yes, applicants must answer whether or not they are currently in compliance with their grant program funding agreement, scope of work, and/or Metro annual self-certification reporting.

### **Debarment/Suspension Certification**

Federal law (2 CFR part 1200) requires that all agencies receiving federal funds must certify that neither they nor their subcontractors have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government.

All applicants must sign the Debarment/Suspension Certification form certifying that neither their agency/organization nor any subcontractor affiliated with their agency has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.

A **SAM.gov Registration Status must be downloaded and attached** as an appendix to the application, showing an "Active" status of your agency/organization. This can be obtained by logging in and searching with your agency/organization name or Unique Entity ID (UEI) at <https://sam.gov/search>. Details on registering in the SAM or renewing or updating your existing SAM entity can be found on page 17 "System for Award Management (SAM)" of this solicitation.

# FTA Section 5310 Program

Enhanced Mobility of Seniors and Individuals with Disabilities

## FY 2023 Competitive Grant Application



**Application Deadline: 5:00 pm on Monday, February 27, 2023**



**Metro**



# Competitive Grant Application

## FTA Section 5310 Program

FY 2023 Solicitation for Proposals

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**Application Deadline: 5:00 PM on Monday, February 27, 2023**

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### Application Package Contents

**Part I. General Information**

**Part II. Project Narrative**

**Part III. Project Budget**

**Part IV. Certifications**

**Attachments:**

**Attachment A:** Vehicle Purchasing Schedule

**Attachment B:** Vehicle Replacement Request Form

**Attachment C:** New Service/Service Expansion Vehicle Request Form

**Attachment D:** Communications/computer Equipment Request Form

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### Application Instructions

Each agency/organization is allowed to submit one or more application(s), under any funding category. Separate applications must be submitted for each proposed project, and/or funding category. Categories cannot be combined in one application, even if the request is for one project. Total applicant funding request may not exceed **\$1,200,000**.

The complete signed application with all required attachments must be combined into one single PDF. The PDF or a link to view/download the PDF must be emailed to [Section5310@metro.net](mailto:Section5310@metro.net) by the application deadline, 5:00 PM on Monday February 27, 2023.

**Application packages with incomplete and/or missing information (e.g., status inquiry, certifications, not signed by a duly authorized representative) may render the proposal non-responsive and may not be evaluated. Use the application checklist to ensure completeness.**

Applications will be evaluated and scored and must receive a minimum score of 70 out of 100 to be considered for funding. Funding requests may be partially funded, and we may request a reduction in a scope of work and associated budget.

Applications as submitted are to be complete and final. Modifications, amendments, or supplements to the application will not be accepted after the application deadline.

The application is provided in fillable PDF form. All questions must be concisely answered in the space provided. **No additional pages** can be included to answer the questions. Only required attachments can be included as appendices to the application.

---

### Technical Assistance

If you have any questions, contact Ruben Cervantes at [cervantesr@metro.net](mailto:cervantesr@metro.net) or  
Flores at [flores@metro.net](mailto:flores@metro.net). For additional information, visit <https://www.metro.net/about/fta5310>.

# Grant Application Checklist

## FTA Section 5310 Program

FY 2023 Solicitation for Proposals

<b>PART I- GENERAL INFORMATION</b>	<b>Completed Y_N_N/A</b>
All questions are addressed as directed in the Section 5310 Solicitation for Proposals	
Map or Brochure is attached to the application showing existing service area, any proposed expansion, applicable list of zip codes	
The application is signed by a duly authorized representative; If a public entity, authorizing resolution is attached as an appendix to the application	
<b>PART II- PROJECT NARRATIVE</b>	
<b>&gt; Section A: Scope of Work, Need, Objectives, Coordinated and Outreach</b>	
All questions are addressed as directed in the Section 5310 Solicitation for Proposals	
All Vehicle Purchases: Completed Attachment A "Vehicle Purchasing Schedule" is included with the application	
Vehicle Replacement Projects: Completed Attachment B "Vehicle Replacement Request Form" is included with the application	
Vehicle Expansion Projects: Completed Attachment C "New Service/Service Expansion Vehicle Request Form" is included with the application	
Communication/Computer Equipment Purchases: Completed Attachment D "Communication/Computer Equipment Request Form" is included with application	
Communication/Computer Equipment Purchases: Three (3) quotes are included with the application	
Facility Improvement Projects: Two (2) photos showing existing conditions are included with the application	
<b>&gt; Section B: Coordinated Plan Consistency and Prioritization</b>	
All questions are addressed as directed in the Section 5310 Solicitation for Proposals	
Priority ranking table is completed, and specific gap(s), barriers, goals and/or strategies identified	
<b>&gt; Section C: Project Implementation, Operating and Management Plans</b>	
All questions are addressed as directed in the Section 5310 Solicitation for Proposals	
Proposed project schedule with key milestones included in the narrative	
<b>&gt; Section D: Performance Indicators and Project Effectiveness</b>	
All questions are addressed as directed in the Section 5310 Solicitation for Proposals	
All required performance measure data listed in the solicitation have been included with the application	
<b>&gt; Section E: Project Financial Plan / Project Readiness</b>	
All questions are addressed as directed in the Section 5310 Solicitation for Proposals	
All current grants/funding for proposed project (if any) are included in the Project Financial Plan description	
<b>&gt; Section F: Budget Justification</b>	
All questions are addressed as directed in the Section 5310 Solicitation for Proposals	
All costs are broken down, and a detailed description of how each cost was determined is included	
Providing Cash Match: Local Match Commitment Letter is attached to the application	
Providing In-Kind Match: In-Kind Commitment Letter is attached to the application	
<b>PART III- PROJECT BUDGET</b>	
All questions are addressed as directed in the Section 5310 Solicitation for Proposals	
Corresponding budget sheet is completed, and Total Project Expenses equals Total Project Funding	
<b>PART IV- CERTIFICATIONS</b>	
Private Nonprofit Agencies: Completed/Signed "Private Nonprofit Organizations – Status Inquiry and Certification"	
Private Nonprofit Agencies: "business search" record and 501(c)(3) status letter attached as appendices to the application	
Local Government Authorities: Completed/Signed "Local Government Authority Certification"	
Local Government Authorities Applying for Traditional Capital: A copy of the public hearing notice and a letter summarizing the outcome of the hearing attached to the application	
All Applicants: Completed/Signed "General Certifications and Assurances Summary"	
All Applicants: Completed/Signed "Civil Rights Certification" letter attached to the application	
All Applicants: Completed/Signed "Debarment/Suspension Certification"	
All Applicants: SAM.gov registration status attached to the application	

# Part I

## General Information

Name of 5 [YbWm'cf' Organization:

Project Title:

Project Description (Brief):

Total Federal Funding Request: \$

### Application Information

SAM Unique Entity ID (UEI)K \_\_\_\_\_

Address: \_\_\_\_\_

CityStateZi]K \_\_\_\_\_

Ô[ntæ&t Úel•[n (Bæ { e ænâ Vit[e)K \_\_\_\_\_

E-mail of Contact Person: \_\_\_\_\_

Phone (Area code Number): \_\_\_\_\_

### Project Budget Summary (indicate amounts, percentages, and source of local match)

A. Total Federal Funding Request \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_

B. Total Local Match | Source: \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_

C. Total Project Expenses \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_

If the federal funding request is not fully awarded, would your agency/organization be amenable to implementing a reduced Scope of Work?

Yes No

### AUTHORIZATION

I, \_\_\_\_\_, am the person duly authorized to sign this this application and associated certifications on behalf of my agency/organization. I also acknowledge that the information in this application package is a public record. To the best of my knowledge and belief, all data in this application is true and correct. My agency/organization will comply with applicable Certifications and Assurances. I acknowledge that there is an authorizing resolution attached to the application designating myself as the duly authorized person to sign on its behalf.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Agency/Organization



# Part I

## General Information (continued)

Name of 5 [YbWm'cf' Organization:

Project Title:

Project Description (Brief):

Total Federal Funding Request: \$

### Funding Category (Select only one)

Traditional Capital

Other Capital

Operating

### Applicant Eligibility (Select only one)

☐ (501(c)(3)) Organization

☐

Operator of Public Transportation

### Project Service Area (Select all applicable)

Los Angeles, Long Beach, Anaheim Urbanized Area

Lancaster, Palmdale Urbanized Area

Santa Clarita Urbanized Area

Other cities and unincorporated areas within LA County not listed above

Areas outside of LA County

### Project Goal (Select all applicable)

Refer to 20&—20& ( Coordinated Public Transit – Human Services Transportation Plan for LA County

Fund Mobility Options

(<https://www.metro.net/cp>)

Address Mobility Service Gaps

Provide Support Services

Promote and Improve Information Portals

Enhance Accountable Performance Monitoring Systems

Provide COVID-19 Support Services

# Part I

## *General Information (continued)*

---

### **Description of Applicant Agency/Organization**

(Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2023 Section 5310 Solicitation for Proposals).

# Part I

## *General Information (continued)*

---

### **Description of Applicant Agency/Organization (continued)**

# Part II - Project Narrative

## *Section A*

---

Part II consists of six sections (A-F) totaling 100 possible points. To receive the maximum number of points for each section, ensure that the narrative responses are clear, concise, complete, and accurate. Follow the application instructions in the Solicitation for Proposals carefully for expanded section descriptions, project applicability and evaluation criteria as guidance to complete each section. All questions must be concisely answered in the space provided. No additional pages can be included to answer the questions.

---

### **A. Scope of Work, Need, Objectives, Coordination And Outreach (Up To 35 Points)**

(Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2023 Section 5310 Solicitation for Proposals).

# Part II - Project Narrative

## *Section A (continued)*

---

### A. Scope of Work, Project Need, Objectives, Coordination And Outreach

# DUfh'==!'Dfc^YWh'BUffUh]jY'

*Section A (continued)*

---

## A. Scope of Work, Project Need, Objectives, Coordination And Outreach

# Part II - Project Narrative

## *Section A (continued)*

---

### **A. Scope of Work, Project Need, Objectives, Coordination And Outreach**

# Part II - Project Narrative

## Section B

---

### B. Coordinated Plan Consistency and Prioritization (Up To 15 Points)

(Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2023 Section 5310 Solicitation for Proposals).

---

#### Project Priority Ranking (Select all applicable)

20&%–20&( Coordinated Public Transit – Human Services Transportation Plan for LA County

(<https://www.metro.net/cp>)

Refer to the "Overall Prioritization Ranking" table on page 5 of the Coordinated Plan ([direct link to Plan](#)). If the proposed project addresses more than one priority, select all that apply and indicate the percentage of the project in each priority level.

Priority 1 % \_\_\_\_\_

Priority 2 % \_\_\_\_\_

Priority 3 % \_\_\_\_\_

None % \_\_\_\_\_

% \_\_\_\_\_



# Part II - Project Narrative

## *Section B (continued)*

---

### **B. Coordinated Plan Consistency and Prioritization**

# Part II - Project Narrative

## *Section B (continued)*

---

### **B. Coordinated Plan Consistency and Prioritization**

# Part II - Project Narrative

## *Section C*

---

### **. Project Implementation, Operating and Management Plans (Up To 15 Points)**

(Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2023 Section 5310 Solicitation for Proposals).

# Part II - Project Narrative

## *Section C (continued)*

---

### C. Project Implementation, Operating and Management Plans

# Part II - Project Narrative

## *Section C (continued)*

---

### C. Project Implementation, Operating and Management Plans

# Part II - Project Narrative

## *Section D*

---

### **D. Performance Indicators and Project Effectiveness (Up To 15 Points)**

(Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2023 Section 5310 Solicitation for Proposals).

# Part II - Project Narrative

## *Section D (continued)*

---

### **D. Performance Indicators and Project Effectiveness**



# Part II - Project Narrative

## *Section D (continued)*

---

### **D. Performance Indicators and Project Effectiveness**

# Part II - Project Narrative

## Section E

### E. Project Financial Plan / Project Readiness (Up To 10 Points)

(Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2023 Section 5310 Solicitation for Proposals).

Year	Q1 (Jul - Sep)	Q2 (Oct - Dec)	Q3 (Jan - Mar)	Q4 (Apr - Jun)	Totals

Description:

# Part II - Project Narrative

## *Section E (continued)*

---

### **E. Project Financial Plan / Project Readiness**

# Part II - Project Narrative

## *Section F*

---

### **F. Budget Justification (Up To 10 Points)**

(Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2023 Section 5310 Solicitation for Proposals).

# Part II - Project Narrative

## *Section F (continued)*

---

### **F. Budget Justification**

# Part II - Project Narrative

## *Section F (continued)*

---

### **F. Budget Justification**

# Part III

## Project Budget

### 1. Traditional Capital (Section 5310)

Project Expenses	
a. Contracted Services with Human Services Agencies	
b. Vehicle (purchase)	
c. Vehicle (lease)	
d. Equipment (purchase)	
e. Equipment (lease)	
f. Mobility Management	
g. Other (explain in Part II)	
Administration Expenses are <b>Not Eligible</b>	
<b>Total Project Expenses* (Sum a-g) must equal total project funding</b>	<b>\$</b>

\*Direct costs only; net of farebox revenue

Project Funding	
<b>a. Total Federal Funding Request</b>	
<b>b. Total Local Match (source and amount)</b>	
State Fund   Source:	
Local Fund   Source:	
Revenues from Contracts with Human Services Agencies	
Donations   Source:	
Applicant In-kind (e.g., property, land, office space, etc.)	
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides)	
Non USDOT Federal Funding   Source:	
Other (explain in Part II)	
<b>Total Local Match</b>	
<b>Total Project Funding* (Sum a+b) must equal total project expense</b>	<b>\$</b>

\*Net of farebox revenue



# Part III

## *Project Budget (continued)*

### 2. Other Capital (Section 5310)

Project Expenses	
a. Contracted Services with Human Services Agencies	
b. Vehicle (purchase)	
c. Vehicle (lease)	
d. Equipment (purchase)	
e. Equipment (lease)	
f. Other (explain in Part II)	
Administration Expenses are <b>Not Eligible</b>	
<b>Total Project Expenses* (Sum a-f) must equal total project funding</b>	<b>\$</b>

\*Direct costs only; net of farebox revenue

Project Funding	
<b>a. Total Federal Funding Request</b>	
<b>b. Total Local Match (source and amount)</b>	
State Fund   Source:	
Local Fund   Source:	
Revenues from Contracts with Human Services Agencies	
Donations   Source:	
Applicant In-kind (e.g., property, land, office space, etc.)	
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides)	
Non USDOT Federal Funding   Source:	
Other (explain in Part II)	
<b>Total Local Match</b>	
<b>Total Project Funding* (Sum a+b) must equal total project expense</b>	<b>\$</b>

\*Net of farebox revenue

### *Project Budget (continued)*

Project Expenses	
a. Contracted Uelçie•	
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&É Xe@î& e Ø˘e	
dÉ Ôæ•˘æ c^ B Šîæàî c^ Q}•˘!æ}&e	
eÉ Ú! [be&c Tæí\ecã}*	
-É Ö!äçe! Šæà[!]	
*É Ò•&[!c•É V!æçe  Œide• Šæà[!]	
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âÉ Œed { â}â!c!æcã[ } Ç&æ} } [c eç&eed í Ã [- V[cæ  Ú! [be&c Òç}e}•e•D	
<b>Total Project Expenses* (Sum a-i) must equal total project funding</b>	<b>\$</b>

Project Funding	
a. Total Federal Funding Request	
b. Total Local Match (source and amount)	
State Fund   Source:	
Local Fund   Source:	
Revenues from Contracts with Human Services Agencies	
Donations   Source:	
Applicant In-kind (e.g., property, land, office space, etc.)	
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides)	
Non USDOT Federal Funding   Source:	
Other (explain in Part II)	
<b>Total Local Match</b>	
<b>Total Project Funding* (Sum a+b) must equal total project expense</b>	<b>\$</b>

27

# Part IV

## Certifications

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### Private Nonprofit (501(c)(3)) Organizations – Status Inquiry And Certification

Applicants claiming eligibility based on its status as a private nonprofit (501(c)(3)) organization must complete the status inquiry and certification. In addition, they must attach an online California “Business Search” record verifying their business status, along with their Internal Revenue Service (IRS) 501(c)(3) determination letter verifying their exemption status.

1. Nonprofit organizations must obtain verification of its current legal standing from the Secretary of State's California Business Search database and attach it as an appendix to the application. To assist your organization in obtaining this information, use one of these two methods:

a) To obtain the records online, go to <https://bizfileonline.sos.ca.gov/search/business>. Enter the name of your organization or file number. If its status is active, screen print the page and submit it as an appendix to the application. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to Metro.

b) If your organization is unable to locate the information on-line, it may obtain a “Status Inquiry” document by completing a Business Entities Records Request - Order form. Instructions can be found here: <https://bpd.cdn.sos.ca.gov/pdf/be-records-requests.pdf>

2. Nonprofit organizations must be recognized under section 501(c)(3) of the Internal Revenue Code and must obtain a letter from the IRS confirming the organization's 501(c)(3) status. The **IRS 501(c)(3) determination letter must be attached** as an appendix to the application. If your determination letter is unavailable, an IRS exempt organizations affirmation letter is acceptable. Instructions on requesting that letter can be found here: <https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters>

---

#### Private Non-Profits (501(c)(3)) Organizations

Legal Name of Non-profit Applicant: \_\_\_\_\_

State of California Articles of Incorporation Number: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

# Part IV

## *Certifications (continued)*

### Local Government Authority Certification

A local governmental authority includes: a political subdivision of a state, such as a city or county; a state authority or an authority of a political subdivision of a state; and a public corporation, board, or commission established under the laws of a state.

Metro may award funds to a local governmental authority to implement **Traditional Section 5310 Capital** projects under two conditions.

1. Certifies that there are no non-profit organizations readily available in the area to provide the service or
2. Is approved by the state to coordinate services for seniors and individuals with disabilities.

Local governmental authorities must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the Certification below.

For governmental authorities certifying that there are no non-profit organizations readily available in the area to provide the service, a **public hearing is required** and must be completed between the release date of the FY 2023 Solicitation of Proposals and the due date of the application. A copy of the public hearing notice and a letter summarizing the outcome of the hearing signed by an authorized representative must be attached as part of the application. The public hearing should be scheduled accordingly taking into consideration the minimum required 30-day public comment period prior to the date of the public hearing.

Please check the option that most applies to your agency or organization to determine its eligibility as a local governmental authority to receive Section 5310 Program funds to implement traditional capital projects.

- ☐ Certifying that my agency or organization is a local government and that there are no non-profit organizations readily available in the service area to provide the proposed service.
- ☐ Certifying that my agency or organization is approved by the state to coordinate services for seniors and individuals with disabilities.

### Certifying Representative

Name (print): \_\_\_\_\_

Title (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

# Part IV

## Certifications (continued)

### General Certifications and Assurances Summary

The "Certifying Representative" must complete the form. Use the legal name of your agency or organization. If the agency or organization is a public entity, attach an authorizing resolution as an appendix to the application, designating the person to sign on its behalf.

Legal Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

A. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that no person, on the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receives federal assistance funded by the Federal Transit Administration (FTA).

B. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, age, or disability.

C. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance" and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27, 37, & 38.

D. The applicant assures that it will comply with the federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that are provided as references in FTA Circular 9070.1G ("Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions").

E. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1F, "Third Party Contracting Guidance."

F. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.

G. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock, facilities and equipment will remain in safe, operating order, and the applicant will have written policies and/or procedures in place to maintain them. The applicant will maintain in operative condition those features of rolling stock and facilities that are required to make the rolling stock and facilities readily accessible. The applicant will repair the ADA accessibility features promptly if they are damaged or out of order. The applicant will establish a system of regular and frequent maintenance checks of lifts sufficient to determine if they are operative.

H. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock, facilities and equipment will not be disposed of, the use modified, or the ownership terms changed, without permission and instructions from Metro, and in accordance with the disposition procedures referenced in FTA Circular 9070.1G and established in part 18 of the common rule at 49 CFR 18.32(e).

I. The applicant certifies that it will comply with 49 U.S.C 5323(d), 49 U.S.C. 5323(f), 5323(r), and 49 C.F.R. part 604, and not engage in charter and school bus operations using federally funded equipment or facilities in competition with private operators of charter and school buses, except as permitted.

J. The applicant certifies that it will comply with Government Code 41 USC. 701 et seq, and 49 CFR, Part 32 in matters relating to providing a drug-free workplace.

To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these certifications and assurances and to file this application on behalf of the applicant.

### Certifying Representative

Name (print): \_\_\_\_\_

Title (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Part IV

## *Certifications (continued)*

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### Civil Rights Certification

A **Civil Rights Certification Letter must be attached** as an appendix to the application describing any lawsuits or complaints against your agency or organization within the last 12 months alleging discrimination on the basis of race, color, creed, national origin, sex, age or disability. The summary of lawsuits should include the date of complaint, lawsuit received and/or acted on, description status or outcome, corrective action taken, and date of final resolution.

If **NO** lawsuits or complaints were received or acted on in the last 12 months relating to Title VI or other relevant Civil Rights requirements, please include the following statement in the letter:

**“THERE WERE NO LAWSUITS OR COMPLAINTS RECEIVED OR ACTED ON IN THE LAST 12 MONTHS RELATING TO TITLE VI OR OTHER RELEVANT CIVIL RIGHTS REQUIREMENTS.”**

This letter should also discuss if your agency or organization has a Title VI Plan. If not, please explain why and provide a date your agency or organization anticipates completing the plan. Discuss policies and procedures to make written and oral information available to clients and potential clients in languages other than English. This letter is to be printed on letterhead, signed by a duly authorized representative, and attached as an appendix to the application.

# Part IV

## Certifications (continued)

### Current Grant Subrecipient Compliance

If you are a current grant subrecipient with Metro and are not compliant with all subrecipient grant program requirements, you may not be eligible to apply for grant funds.

	YES	NO
Does your agency/organization currently have an active capital and/or operating project funded through a Metro grant subrecipient program, or is currently reporting to Metro on a past capital project?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is your agency/organization currently in compliance with its grant program funding agreement, scope of work, and/or Metro annual self-certification reporting?	<input type="checkbox"/>	<input type="checkbox"/>

### Debarment/Suspension Certification

Federal law (2 CFR part 1200) requires that all agencies receiving federal funds must certify that neither they nor their subcontractors have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government.

A **SAM.gov Registration Status must be printed and attached** as an appendix to the application, showing an “Active” status of your agency/organization. This can be obtained by logging in and searching with your agency/organization name or Unique Entity ID (UEI) at <https://sam.gov/search>. Details on registering in the SAM or renewing or updating your existing SAM entity can be found on page 17 “System for Award Management (SAM)” of the solicitation.

By signing this Debarment/Suspension Certification form, you're certifying that neither your agency/organization nor any subcontractor affiliated with your agency/organization has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.

### Certifying Representative

Name (print): \_\_\_\_\_

Title (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Attachment A

## Vehicle Purchasing Schedule

Applicants are encouraged to purchase vehicles through the federally compliant CalACT/MBTA Purchasing Cooperative as per the vehicle schedule below. Should applicants choose to purchase their own vehicles, the agency must follow all federal procurement requirements and vehicle approval will be limited to the similar type of vehicles shown below. The Estimated Unit Cost per vehicle represents the maximum eligible award available and includes the estimated cost of a standard accessible vehicle with wheelchair lift/ramp and securements, DMV fees, procurement fees, and applicable sales tax, and are subject to change at the time of purchase. If the actual cost per vehicle exceeds the estimated unit cost, the subrecipient will be required to fully fund the remaining cost.

VEHICLE TYPE	QUANTITY	ESTIMATED UNIT COST	TOTAL	DELIVERY LEAD TIMES
Class A Small Bus- Gas (Ford T350); 8 Ambulatory Passengers (AMB); 2 Wheelchairs (WC)				9 MONTHS
Class B Medium Bus- Gas (Ford E450); 12 AMB, 2 WC				9 MONTHS
Class B Medium Bus- CNG (Ford E450); 12 AMB, 2 WC				10 MONTHS
Class C Large Bus (Cutaway)- Gas (Ford E450); 16 AMB, 2 WC				9 MONTHS
Class C Large Bus (Cutaway)- CNG (Ford E450); 16 AMB, 2 WC				10 MONTHS
Class D Low Floor Minivan- Gas; 5 AMB, 2 WC				1 MONTH
Class G Low Floor Cutaway- Gas (Ford E450, GM 4500); 22 AMB, 2 WC				12-18 MONTHS
Class G Low Floor Cutaway- CNG (Ford E450, GM 4500); 22 AMB, 2 WC				12-18 MONTHS
Class V Raised Top Van- Gas; 9 AMB, 3 WC				6 MONTHS
Class Z-1 Electrified Class V Van; 9 AMB, 3 WC				TBD
Class Z-2 Electrified Class C Cutaway; 12 AMB, 2 WC				TBD
<b>TOTALS</b>				

View CalACT Vehicle Types [HERE](#)

Bus Vendor Websites: [Creative Bus Sales](#), [A-Z Bus Sales](#), [RO Bus Sales](#)

# Attachment B

## Vehicle Replacement Request Form

This form is to be completed by agencies requesting replacement vehicles. Complete the following items and the chart below:

- > Total number of miles traveled per day for all active vehicles in revenue service \_\_\_\_\_ (Do not include miles traveled using backup vehicles).
- > Agency's normal days and hours of operation (e.g., Monday thru Sunday 7:00 am to 7:00 pm).  
\_\_\_\_\_
- > Average service hours per day. \_\_\_\_\_
- > Current wheelchair/lift users \_\_\_\_\_ % (To compute, divide total number of wheelchair/lift clients by total number of riders).
- > Total fleet count after replacement \_\_\_\_\_
- > Total peak service fleet count \_\_\_\_\_ (number of vehicles in service during peak service hours)

	Vehicle Discription (Year, Make and Type)	Last 5 Digits of (VIN)	Current Backup Vehicle? Y/N	Current Mileage	# of Fold Down Seats	Passenger Capacity Ambulatory / Wheelchair	Date Purchased or Leased (indicate if leased)	Vehicle Disposition (Backup or Sell)	Registered Owner (not lienholder)	Procured with Federal Funds? Y/N	If YES, name of Federal Fund Source	Vehicle Service Hours Per Day	Total One-Way Passenger Trips Per Day
Ex	2017 Ford Starcraft	09354	No	195,000	4	18A/4W	Jun-17	Sell	City of Los Angeles	Yes	FY17 Section 5310	8	30
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

# Attachment C

## New Service/Service Expansion Vehicle Request Form

This form is to be completed by agencies requesting vehicles to:

- > Start a new transportation service, or
- > Add new or additional service to their current program

To complete the chart below:

- > Indicate if vehicle request is for a New (N) transportation service or Service Expansion (SE) for an existing transportation service.
- > Indicate type of requested vehicle, such as Van, Small Bus, Medium Bus, etc.
- > Indicate the number of days of vehicle service (e.g., Monday – Friday = 5, Monday – Sunday = 7).
- > Indicate the average number of vehicle service hours per day, exclude idle time (the time the vehicle is not in direct passenger service). Use whole hours; do not use ranges of hours or portions of hours.
- > Calculate vehicle service hours by multiplying number of days of vehicle service with total service hours per day (exclude idle time)(e.g., 5 days per week x 8 hours per day = 40 hours per week).
- > Indicate the number or estimated number of one-way passenger trips per day (each time a passenger boards the vehicle, a round trip would be counted as two passenger trips), and of this total how many are wheelchair/lift users.
- > Indicate the projected average number of miles that the vehicle will travel per day.
- > Total fleet count with new vehicles \_\_\_\_\_
- > Total peak service fleet count \_\_\_\_\_ (number of vehicles in service during peak service hours)

	Type of Request N – New Service or SE – Service Expansion	Vehicle Type	No. of Days of Vehicle Service	Average Service Hours Per Day	Total Vehicle Service Hours Per Week	Total One-Way Passenger Trips Per Year	From the One-Way Passenger Trips Per Year, How Many are Wheelchair Trips	Projected Miles Per Day
Ex	N or SE	Small Bus	5	8	40	5,000	1,200	400
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

# Attachment D

## Communication/Computer Equipment Request Form

This form is to be completed by agencies requesting:

- > Computer equipment (software or hardware)
- > Communications equipment (radios, base station, etc.) or
- > Other equipment such as wheelchair restraints or improved passenger facilities (benches, shelters, etc.)

Applicant must attach **three estimates** of like-kind equipment with this application. The average of the three estimates will become the requested grant amount. After grant approval, the subrecipient must receive prior approval from Metro before purchasing. The subrecipient will be responsible for purchasing the equipment and submitting invoice to Metro to be reimbursed for the federal share.

Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with Metro's Countywide ITS Policy and Procedures adopted by the Metro Board of Directors, including the submittal of a completed, signed self-certification form.

Equipment	Quantity Request	Estimated Unit Cost	Total Cost
Computer Hardware			+
Computer Software			+
Maintenance Equipment			+
Other Eligible Equipment (describe below)			+

Complete for Requesting Communication Equipment			
Base Station			+
Mobile Radio			+
Total Equipment Request			