



2020 CALL-FOR-PROJECTS GUIDELINES

FTA Section 5310 Seniors and Individuals with Disabilities Funds

FTA Section 5307 Jobs Access/Reverse Commute (JARC) Funds

Program Purpose: The Federal Transit Administration's (FTA) Section 5310 Grant program is intended to enhance mobility for seniors and persons with disabilities by providing funds that support the special needs of seniors beyond traditional public transportation services and for those with disabilities beyond that required by the Americans with Disabilities Act (ADA).

The goal of the JARC program is to improve access to employment and employment related activities for eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Additional funds are available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act for projects that respond to COVID-19.

Purpose of this Call-for-Projects: This is the primary funding source to support projects and strategies identified in VCTC'S COORDINATED PUBLIC TRANSIT-HUMAN SERVICES PLAN, which can be found at:

https://www.goventura.org/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final_032917_0.pdf

The FTA 5310 program provides grant funds for capital, mobility management, and operating expenses for:

- 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 the Americans with Disabilities Act (ADA);
- Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

JARC funds provide financial assistance for transportation service planned, designed, and carried out to meet the transportation needs of eligible low-income individuals. JARC projects funded under the CARES Act must be used for projects that respond to COVID-19.

SCREENING CRITERIA

The screening criteria are divided into three categories. Proposed projects must meet **all** these screening criteria in order to move to the next phase of the process.

1. **Project Eligibility:** The proposed project and applicant must be eligible to receive either Section 5310 funds or JARC funds and JARC CARES Act funds.
2. **Planning Consistency:** The project must fall within the recommendations of VCTC'S Coordinated Public Transit-Human Services Plan.
3. **Financial Feasibility:**
 - A. Recipient of funds must have the financial capacity to complete, operate and maintain the project.
 - B. Funds required from other sources (for local match) must be reasonably expected to be available.
 - C. Projects must be implemented within Federal delivery requirements.

Eligible Recipients: States and designated recipients are direct recipients; eligible sub-recipients include private nonprofit organizations, states or local government authorities, or (for Expanded projects only) operators of public transportation. Public agency sub-recipients for Traditional 5310 (except for Area Agency on Aging) must certify that they do not know of any nonprofit organizations that are readily available in their area to provide the proposed service.

Eligible Activities:

Traditional Section 5310 project examples include:

- buses and vans
- wheelchair lifts, ramps, and securement devices
- transit-related information technology systems, including scheduling/routing/one-call systems
- mobility management programs which can include travel training and volunteer driver programs
- acquisition of transportation services under a contract, lease, or other arrangement

Expanded Section 5310 project examples include:

- travel training
- volunteer driver programs
- building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features
- improving signage, or way-finding technology
- incremental cost of providing same day service or door-to-door service
- purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs
- mobility management programs

FTA's Section 5310 program allows grantees to coordinate and assist in regularly providing meal delivery service for homebound individuals if the delivery service does not conflict

with providing public transportation service or reduce service to public transportation passengers.

At least 55% of the area's 5310 funds must be used on capital projects as described in the Traditional category of Section 5310 projects above.

JARC project examples include:

- projects designed to transport low-income persons or welfare recipients to jobs and employment-related activities.
- projects designed to transport workers to suburban employment opportunities.
- Projects applying for CARES Act funding must demonstrate how the project is responding to the effects of COVID-19.

Match Requirements: A local match is not required, however five (5) points will be awarded to projects which provide a minimum of twenty percent (20%) matching funds. Private nonprofit organizations will automatically be awarded the five (5) points.

Inclusion in Plan: Projects must fall within the recommendations of the VCTC Human Service Transportation Coordination Plan: https://www.goventura.org/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final_032917_0.pdf

Federal Grant Requirements: The recipient agency must be able to meet the Federal Transit Administration's conditions for use of its funds. These conditions include but are not limited to: annual outside audit; triennial FTA audit; five-year grant records retention development of a written maintenance plan for FTA-funded vehicles, facilities, and equipment; competitive procurement; buy America; ADA; and civil rights. (Drug and alcohol testing is not a requirement for these programs.) Agencies receiving funds will need to have in place a signed agreement committing to meeting FTA requirements.

PRIORITIZATION CRITERIA:

VCTC will use the following criteria to prioritize projects. Note: for projects receiving Large Urbanized Area funds, the projects selected by VCTC will be funded. For small urban and rural projects receiving funds in the State's share, sponsors of projects prioritized by VCTC, upon receiving notification from VCTC, will need to prepare a Caltrans application which VCTC will forward to Caltrans for the final selection.

1. **Goals and Objectives (up to 20 points or up to 25 points for Projects Applying for JARC Cares Act Funding):** Degree to which project supports new, enhancement, or expansion of service or system capacity for the targeted populations. The application should clearly state the program goals and objectives and describe how the project addresses the needs and service gaps identified in the Coordinated Plan. Five (5) additional points will be awarded to projects applying for CARES Act funding based on how well the project meets the goals and objectives of the CARES Act.

2. **Project Implementation Plan (30 points or up to 35 points for Projects Applying for JARC Cares Act Funding):** Degree to which the project implementation has been well designed. Proposals must state who will be responsible for the implementation,

and implementation steps and timeline. Sponsors should describe how the project will improve service delivery, coordination, and cost-effectiveness. Five (5) additional points will be awarded to projects applying for CARES Act funding based on how well the project implements the goals and objectives of the CARES Act.

3. **Program Performance Indicators (20 points):** Project sponsors should explain how the project will be monitored and evaluated. The application should identify clear, quantitative performance measures including a cost/benefit calculation to track the effectiveness of the service in meeting the identified goals.
4. **Communication and Outreach (20 points):** Degree to which applicants coordinate with other community transportation and/or social service resources. Application should describe efforts to keep stakeholders involved in and informed of project activities. There should be demonstrated public support for the project (including letters of support), as well as a plan to promote awareness of the project to the target population.
5. **Emergency Planning and Preparedness (5 points):** Degree to which project addresses emergency planning and preparedness and for participation in emergency drills. Projects applying for JARC CARES Act funding are not eligible for points in this category.
6. **Matching Funds (5 points):** A maximum of 5 points will be awarded to projects providing 20% or more funding match. Private nonprofit organizations will automatically be awarded five (5) points for match under these scoring criteria. Projects applying for JARC CARES Act funding are not eligible for points in this category.
7. **Bonus Points for Non-Transit Operator Applicants:** Eligible projects submitted by private non-transit operators will receive an additional five (5) points in the scoring criteria. For the purposes of this criterion “transit operators” are defined as agencies that receive, from VCTC as a matter of course, a share of 5307 funds for on-going transit services.

SCHEDULE:

The following schedule lists the milestones for the application and selection process.

Call-for-Projects Schedule	
July 23, 2020	Call-for-Projects Announced
August 28, 2020	Applications Due to VCTC
October 8, 2020	Review by Transit Operators Committee
November 6, 2020	Approval by VCTC
February 15, 2021	FTA Grant Approval



Application Submittal Instructions

Submission Deadline:

Completed applications along with all the required materials must be received at the VCTC office or by e-mail to pdehaan@goventura.org by **August 28, 2020, at 5:00 pm.**

To Submit by Mail please send to:

Ventura County Transportation Commission
950 County Square Drive, Ste. 207
Ventura, CA 93003
Attn: Peter DeHaan

Application Form:

The application is formatted for applicants to write and work directly in the document; however the applicant may make minor formatting adjustments to the document as necessary for the purpose of including tables, photos, or other materials that aid in completing each section. Alternatively, labeled photos or other information may also be attached to the back of the application. Be sure to reference the Application Question Number on the Attachment.

To submit by standard mail:

- Paper Applications are to be stapled together.
- Extra pages may only be written on 8.5" x 11" paper.
- Submit one (1) original signed application and 2 copies.
- Submit one (1) electronic version of the application, including support materials to pdehaan@goventura.org.

For Electronic Submission:

- Please combine all pages of the application into one pdf.
- Submit the pdf of the application to pdehaan@goventura.org.
- The pdf must be able to be printed on 8.5" x 11" paper.
- The application must be signed.
- Please label the e-file beginning with the name of your organization and the project title. Example: ABCOrganization_Wheelchair_Accessible_Van_Purchase_Project
- If you are submitting more than one application, please submit one pdf for each application.