

**VCTC 2022 CALL-FOR-PROJECTS GUIDELINES**  
**Section 5310 Seniors and Individuals with Disabilities Funds**  
**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.

**This Call for Projects**

This is the primary funding source to support projects and strategies identified in Ventura County Coordinated Public Transit-Human Services Transportation Plan, which can be found at: [https://www.goventura.org/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final\\_032917\\_0.pdf](https://www.goventura.org/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final_032917_0.pdf)

The FTA Section 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 and with transportation.

The FTA 5307 JARC funds provide financial assistance for transportation service planned, designed, and carried out to meet the transportation needs of eligible low-income individuals.

**INITIAL SCREENING CRITERIA**

The screening criteria are divided into three categories. Proposed projects must meet ALL of 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.

**2. Planning Consistency:** The project must fall within the recommendations of Ventura County's Coordinated Public Transit-Human Services Transportation 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. This year, project will be required to either meet the full match requirement or no match (TDCs will be utilized for match in the event an agency does not provide the full match).
- 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.

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.

*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.*

### **Match Requirements**

A local match is not required; however, five (5) points will be awarded to projects which provide the entire amount of matching federal funds. No points will be awarded for partial matches of federal funds. Private, nonprofit organizations will automatically be awarded the five (5) points.

### **Inclusion in Plan**

Project must fall within the recommendations of the Ventura County Public Transit and Human Service Transportation Coordination Plan: [https://www.goventura.org/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final\\_032917\\_0.pdf](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 (20 points):** 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.
2. **Project Implementation Plan (30 points):** 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.

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):** Applicant should describe emergency planning and any participation in emergency drills.
6. **Matching Funds (5 points):** A maximum of 5 points will be awarded to projects providing the full funding match. Private, nonprofit organizations will automatically be awarded five (5) points for match under these scoring criteria.
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:

Section 5310 and JARC Call for Projects Schedule	
June 3, 2022	Call for Projects Announced
July 22, 2022	Project Applications Deadline
September 14, 2022	Review/Recommendation by TRANSCOM
October 7, 2022	VCTC Approval
February 15, 2023	FTA Grant Approval