

**FY 2019**  
**Mobile, Alabama**  
**Urbanized Area**  
**Grant Application**

**Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities**

Competitive Selection Process Coordinated By:

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Designated Recipient of Federal Funds:  
South Alabama Regional Planning Commission  
Transportation Department  
110 Beauregard Street, Suite 207  
Mobile, AL 36602

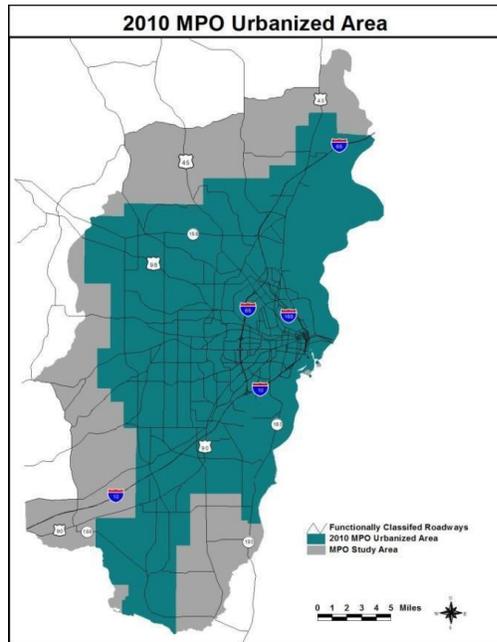
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**INTRODUCTION**

The South Alabama Regional Planning Commission is responsible for the management and administration of the Federal Transit Administration (FTA) Urban Area Section 5310 Enhanced Mobility for Seniors & Individuals with Disabilities Transportation program in the Mobile Urbanized Area. All projects funded under this program must be derived from a locally developed, coordinated public transit-human services transportation planning process. Coordination is a key element which is now required for all FTA programs. In order to be awarded grant assistance, successful projects must be derived from Human Services Coordinated Transportation Plan (HSCTP) updated September 21, 2017. If the project service and benefit areas are primarily outside of the Mobile Urbanized Area, applications may be eligible for the 5310 program through the Alabama Department of Transportation.



**Grant Application Submission:** Completed grant applications must be submitted to the South Alabama Regional Planning Commission by NOON on September 12, 2018. Formal submissions shall include one original application and five copies securely clipped and submitted to the South Alabama Regional Planning Commission. All pages should be on 8.5 x 11-inch paper and typed. Please use the checklist for application completeness included in this package to ensure that all required submissions have been included.

**PROGRAM AUTHORITY**

The SARPC is the designated recipient for FTA 5310 program funds, within the Mobile Urbanized Area. Therefore, SARPC will administer the funds, contract with subrecipients whose projects are selected for funding, and conduct grant management and oversight activities per FTA requirements.

**TENTATIVE SCHEDULE FOR FY 2019 GRANT CYCLE**

Date	Activity
<ul style="list-style-type: none"> <li>• August 1, 2108</li> </ul>	<ul style="list-style-type: none"> <li>• Program announcement and dissemination of grant applications.</li> </ul>
<ul style="list-style-type: none"> <li>• September 12, 2018 by NOON</li> </ul>	<ul style="list-style-type: none"> <li>• Deadline for submission of applications</li> </ul>
<ul style="list-style-type: none"> <li>• Octoboer 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Selection committee convenes to review applications; schedule site visits</li> </ul>
<ul style="list-style-type: none"> <li>• TBA</li> </ul>	<ul style="list-style-type: none"> <li>• Awards Announced</li> </ul>
<ul style="list-style-type: none"> <li>• TBA</li> </ul>	<ul style="list-style-type: none"> <li>• Grant Application to FTA via TRAMS</li> </ul>
<ul style="list-style-type: none"> <li>• TBA</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle Order Submission</li> </ul>
<ul style="list-style-type: none"> <li>• TBA</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle Deliveries</li> </ul>

\* The timeline of application being submitted to FTA and Federal Funds being released for projects is dependent on the Federal Transit Administration timeline.

Applications for 5310 funding are due by **noon, September 12, 2018.**

Mail or deliver to: Kevin Harrison  
 Director of Transportation  
 South Alabama Regional Planning Commission  
 110 Beaugard Street  
 Mobile, AL 36602

The 5310 application form is provided on the Mobile MPO Public Notices webpage. Please fill out a separate application for each project. If you are unsure, please contact Kevin Harrison for guidance. Your submittal must include the following to be considered complete:

1. Completed application
2. Support letters, maps and other attachments called for in the application
3. Completed signature page at the end of this information packet.

Technical assistance is available upon request.

## PROJECT APPLICATION PROCEDURES

This funding application addresses the Federal Transit Administration (FTA) Program 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funded under the FAST Act which was signed into law December 4, 2015. This application is for the Mobile, Alabama Urban Area. All applicant agencies must use this application when applying for the Enhanced Mobility for Seniors and Individuals with Disabilities. Projects will be awarded through a competitive selection process. The South Alabama Regional Planning Commission (SARPC), as designated recipient, is responsible for the development and implementation of the competitive selection process.

All agencies must use this application when applying for the Section 5310 Program funding. Projects will be awarded through a competitive selection process. SARPC, as the designated recipient, is responsible for the development and implementation of the competitive selection process. Federal transit law, as amended by the FAST Act, requires that projects funded under the Section 5310 program be derived from a locally developed, coordinated transit-human service transportation plan (“coordinated plan”).

The initial project application consists of the program-specific requirements detailed in the package of forms and instructions. After a project application has been selected for funding, a formal agreement between the South Alabama Regional Planning Commission and recipient agency must be executed prior to the obligation of funds.

Applicants are encouraged to become familiar with the FTA Circular 9070.1G Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. The document can be found by clicking [Final Circular FTA C9070.1G](#).

## Program Highlights

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The Fixing America's Surface Transportation (FAST) Act was signed into law December 4, 2015. The previous circular will be used until a new one is adopted.

On June 6, 2014, the [Final Circular FTA C9070.1G](#) was published, incorporating project types, from the repealed New Freedom program into the new Section 5310 Program. The vehicle projects and related equipment under the previous 5310 program are now called Traditional 5310 Projects and comprise at least 55% of the available funding; operating assistance and mobility management projects from the former New Freedom projects are called Expanded 5310 Projects and comprise up to 45% of available funding.

The new Circular allows Urbanized Areas over 200,000 (Large UZAs) to be designated recipients of Section 5310 funds. The large UZAs that choose to be the designated recipient for their areas will be responsible for project selection, procurement of capital projects, and overall program administration. The large UZAs can also choose to have Caltrans be the direct recipient, with the total program administration responsibilities described above.

All projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan and the plan must be developed through a process that includes representatives of public, private, and non-profit transportation and human service providers and members of the public.

## Program Goal

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The goal of the new 5310 Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The FTA 5310 Program provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities.

This 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.

## Eligible Subrecipients

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For Traditional 5310 Projects:

- Private non-profit agencies providing transportation services that meet the special needs of seniors and individuals with disabilities.
- Local governmental agencies approved by the state to coordinate service for the seniors and individuals with disabilities.
- Governmental authorities certifying that no non-profit organizations are readily available in an area to provide the service.

For Expanded 5310 Projects

- Private non-profit agencies for the specific purpose of providing transportation services that meet the special needs of seniors and individuals with disabilities.
- Local governmental agencies approved by the state to coordinate service for the seniors and individuals with disabilities.
- Governmental authorities certifying that no non-profit organizations are readily available in an area to provide the service.
- An operator of public transportation that receives 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 operators of public transportation, and therefore eligible subrecipients

## Eligible Activities

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At least 55 percent of the Mobile Urban Area annual apportionment shall be available for traditional Section 5310 projects—those public transportation **capital** projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.

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
- acquisition of transportation services under a contract, lease, or other arrangement

Up to 35 percent of the Mobile Urban Area annual apportionment may be utilized for other eligible capital and operating expenses. These projects are defined as:

(1) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;

(2) Public transportation projects (capital and operating) that exceed the requirements of ADA;

(3) Public transportation projects (capital and operating) that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service; or

(4) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

Expanded 5310 Projects examples include:

- travel training
- volunteer driver programs
- building an accessible path to a bus stop,
- 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

Note: Under MAP-21, the program was modified to include projects eligible under the former Section 5317 New Freedom program, described as capital and operating expenses for new public transportation services and alternatives beyond those required by the ADA, designed to assist individuals with disabilities and seniors.

## Available Funds and Matching Requirements

SARPC will receive approximately \$314,000 for Fiscal Year 2019. At least, \$272,800 will be available for Traditional 5310 projects with approximately \$109,900 available for Nontraditional 5310 projects. Administration is \$31,400.

Capital projects are an federally funded at 80% with a local match of 20%. Operating projects are funded at 50% with a local match of 50%. Local match cannot be from Department of Transportation Funds.

## Program Requirements

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All successful applicants enter into a project agreement with the South Alabama Regional Planning Commission that stipulates the terms and conditions for the equipment use, or the progress of the operating and mobility management projects. The agreement remains in effect until:

- Vehicle/equipment: the project is terminated and formal disposition of the equipment has been made with the approval of SARPC in accordance with Federal grant standards;
- Operating/Mobility Management: The project has been invoiced, satisfactorily completed and reimbursed.

Section 5310 subrecipients are required to furnish Quarterly Reports on the use of their Section 5310 vehicles/equipment or the progress of their operating/mobility management projects. The South Alabama Regional Planning Commission also performs triennial inspections of 5310-funded projects to verify the condition and appropriate use of the vehicles/equipment.

## Funding Selection Process

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The South Alabama Regional Planning Commission is the designated recipient for the Mobile urban area and projects are awarded through a competitive application process.

## Planning and Coordination Requirements

The South Alabama Regional Planning Commission Transportation Department has a developed a human services coordinated transportation plan that 1) identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; 2) provides strategies for meeting those local needs; and 3) identifies potential projects that will accomplish each strategy.

Applicants are encouraged to familiarize themselves with the plan to ensure their projects are consistent with the same. Additionally, applicants are expected to coordinate with other private, public non-profit and human services transportation providers. All projects awarded are required to be derived from regionally human services coordinated transportation plans.

## Record and Reporting Requirements

Section 5310 subrecipients must have the staffing capabilities to maintain records and reporting requirements for the Section 5310 Program. **Reporting shall be required throughout the duration of the active vehicle service.** The annual reporting period begins October 1<sup>st</sup> and ends on September 30<sup>th</sup> each year. Subrecipients are responsible for submitting quarterly and annual reports to SARPC and in addition to any other reports as may be required. SARPC will provide the reporting forms to the Section 5310 subrecipients. **Failure to comply with reporting requirements may affect future funding consideration and result in the loss of approved funding and/or reassignment of project equipment.**

Section 5310 subrecipients must maintain records in accordance with federal and state audit

requirements during the period of contractual obligation to SARPC and for three years following the date of completion of the project. Projects may be audited without notice at any time during this period. SARPC will conduct on-site management performance reviews at least once every three years. The reviews are carried out to ensure that subrecipients manage and administer the programs in accordance with Federal requirements.

## Drug and Alcohol Testing

Subrecipients of Section 5310 assistance are not subject to FTA's Drug and Alcohol testing rules, but must comply with requirements the Federal Motor Carrier Safety Administration (FMCA). FMCA requirements may be accessed via the following link: [http://www.fmcsa.dot.gov/rules\\_regulations/administration/fmcsr/382.htm](http://www.fmcsa.dot.gov/rules_regulations/administration/fmcsr/382.htm).

In accordance with the Drug-Free Workplace Act of 1988 and 49 CFR Part 32, SARPC requires each subrecipient to maintain a drug-free workplace for all employees and to have an anti-drug policy and awareness program.

## Vehicle Replacement

Only those vehicles meeting or exceeding useful life expectancy will be considered for replacement. Vehicle replacement eligibility must be apparent at the time of application submission.

## Invoicing Procedures

Applicant agencies approved for purchased transportation or other capital funds for purposes other than vehicle procurement will be required to invoice SARPC on a cost reimbursement basis. Subrecipients may submit one invoice monthly. Only eighty percent of the total cost or 50% of total cost if the project is for operating expenses for the awarded project will be reimbursed to the subrecipients each month. Subrecipients will be required to comply with the standard SARPC invoicing process using standard forms. Subrecipients will be required to submit receipts and other required documentation to SARPC with invoices.

Applicant approved for vehicle capital funds will facilitate vehicle purchases through a competitive bidding process administered by the South Alabama Regional Planning Commission (SARPC). Successful applicants will be required to submit local matching funds to SARPC prior to the placement of vehicle orders. The local match checks should be payable to the South Alabama Regional Planning Commission.

SARPC will facilitate a thorough inspection of vehicles in advance of delivery to the Section 5310 subrecipients. Any problems noted during delivery should be reported to SARPC immediately.

## Insurance and Title

Section 5310 Program subrecipients are required to maintain adequate insurance coverage in accordance with federal, state, and local requirements to provide assurance of coverage sufficient to protect the federal interest in the funded equipment. Appropriate measures must be taken to safeguard against loss, damage, or theft of equipment. **Subrecipients are required to show proof of insurance for vehicle(s) before the vehicles are released.**

Section 5310 Program subrecipients are responsible for vehicle licensing and title requirements.

**Titles will be issued in the name of the subrecipient with the South Alabama Regional Planning Commission listed as first lienholder throughout the active service life of all program equipment. SARPC will hold the title throughout the active service of the vehicle.**

## American with Disabilities Act (ADA)

Subrecipients must comply with the provisions of the Americans with Disabilities Act (ADA) in the delivery of transportation services including but not limited to maintenance of accessibility features; procedures to ensure lift availability; lift and securement use; vehicle identification; use of accessibility features; lift deployment at any designated stop, adequate time for vehicle boarding/disembarking; use of service animals; services for persons using respirators or portable oxygen; accessible formats for public information and communication; and training. Compliance with these requirements will be monitored during on-site review visits by ALDOT staff.

## Title VI Program

As a condition of receiving Federal Transit Administration Section 5310 program funds through ALDOT, subrecipients must comply with the requirements of the U.S. Department of Transportation's Title VI regulations. The purpose of Title VI is to ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Agencies that are awarded Section 5310 program funds will become subrecipients of SARPC. All subrecipients must develop a Title VI Program and submit to SARPC consistent with reporting timelines established by SARPC. The following contents will be required for submission.

1. A copy of the subrecipients notice to the public that it complies with Title VI and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted.
2. A copy of the subrecipients' instructions to the public on how to file a discrimination complaint, including a copy of the complaint form.
3. A list of any Title VI investigations, complaints, or lawsuits filed with the subrecipient. This list should include only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs and that pertain to the subrecipient submitting the report, not necessarily the larger agency or department of which the entity is a part.
4. A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission.
5. A copy of the subrecipients plan for providing language assistance for persons with limited English proficiency that was based on the DOT LEP Guidance.
6. A table depicting the racial breakdown of the membership of those transit-related non-elected planning boards, advisory councils or committees, or similar bodies, in which the membership is selected by the subrecipient, and a description of efforts made to encourage the participation of minorities on such committees or councils.

7. If the subrecipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.
8. The Title VI Program must be approved by the agency's board of director or appropriate governing entity or official(s) responsible for policy decisions prior to submission to ALDOT. Recipients shall submit a copy of the Board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the board of directors or appropriate governing entity or official(s) has approved the Title VI Program.
9. Additional information will be requested if a subrecipient is a fixed route transit provider.

## Definitions

This section identifies some common terms and definitions as they pertain to the Section 5310 program.

**Nonprofit Corporation:** An organization which is incorporated under the laws of the State of Alabama as a nonprofit corporation.

**Individual with Disability:** Any individual, who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, including any person who uses a wheelchair or has semi-ambulatory capabilities, is unable without special facilities to utilize public transportation facilities and services effectively.

**Senior:** An individual who has reached or surpassed 60 years of age.

**Urbanized Area (UZA):** An area in the state designated as an urbanized area by the U.S. Bureau of Census within boundaries fixed by responsible state and local officials in cooperation with each other, and subject to approval by the U.S. Secretary of Transportation.

**Minority:** Socially and economically disadvantaged groups including: African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans. **Nonurbanized Area (Non-UZA):** All areas not contained within an urbanized area.

**Preventive Maintenance:** All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such asset.