



5310 APPLICATION - 2024

PART 1 – FUNDING REQUEST

Applicant Data

Legal Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Website: _____

Project Description

Title: _____

Brief Description: _____

Project Type: _____ Traditional _____ Other

Service days/hours (if applicable): _____

Estimated Cost Per One-Way Trip (if applicable): _____

Estimated Daily Riders Per Weekday/Weekend (if applicable): _____



PART II – PROJECT NARRATIVE

The project narrative should provide a simple, easy-to-follow description of the project and support. The applicant should use the scoring criteria as a guide and should answer the questions below.

Planning and Coordination

1. Describe the project and how the project will be coordinated with public and/or private transportation and social service agencies serving low-income populations and individuals with disabilities.
2. Describe efforts to market the project and ways to promote public awareness of the program. Letters of support should be obtained from key stakeholders and attached to the grant application.

Demonstration of Need

1. Describe the unmet transportation need that the proposed project seeks to address and the relevant planning effort that documents the need. Does it cover an area targeted by the LRGV Regional Public Transportation Coordination Plan? Describe how the project will alleviate the transportation need. Estimate the number of people served and/or the number of service units that will be provided. Describe the specific community this project will serve and provide pertinent demographic data and/or maps.
2. Project application should demonstrate that the proposed project is the most appropriate match of service delivery to the need. Identify performance measures to track the effectiveness of the service in meeting the identified goals. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.

Benefits

1. What are the project's goals and objectives?

Service / Sustainability

1. Describe key personnel assigned to this project and your agency's ability to manage the project.
2. Provide an operational plan for delivering service. Include route or service area map, if applicable, or provide an implementation plan for completing a capital project including key milestones and estimated completion date.
3. Explain how this project relates to other services or facilities provided by your agency or firm and demonstrate how it can be achieved within your technical capacity.
4. Describe a plan for monitoring and evaluating the service and steps to be taken if original goals are not achieved.



Budget

1. Project sponsor should provide a complete budget indicating project revenues and expenditures in the format provided in Part III and describe efforts to ensure its cost effectiveness.

Innovation

1. Describe any proposed use of innovative approaches that will be employed for this project. Discuss what is innovative about the approach and how it could be applied to other services in the region.



PART III – PROPOSED PROJECT BUDGET

Project Funding

Local matching funds will be required for all application submittals. For projects requiring operating funds the required match is 50%+ from non-federal transportation funds. For capital projects the required match is 20%+ from non-federal transportation funds.

Total Annual Project Budget	\$ _____	
Capital Federal Share	\$ _____	_____ %
Capital Local Match	\$ _____	_____ %
Operating Federal Share	\$ _____	_____ %
Operating Local Match	\$ _____	_____ %

Local Matching Fund Source: _____

Note: The applicant is required to demonstrate a commitment to providing local match funds. This can be in the form of a letter and/or a copy of an existing grant agreement or supporting documentation where funds will be drawn from.

Will there be a commitment of funds beyond the grant period? Yes No

Describe: _____

