



FUNDING APPLICATION

FY 2022

5310 Program – Enhanced Mobility of Seniors and Individuals with Disabilities

INTRODUCTION

This application is made available under a call for projects to those eligible entities who seek to apply for 5310 program funding. The 5310 program is intended to improve mobility for seniors and individuals with disabilities by providing funds for capital and operating expenses that support the following activities:

1. 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;
2. Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et. seq.);
3. Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
4. Alternatives to public transportation projects that assist seniors and individuals with disabilities transportation.

The application process is derived from and is dependent upon the 5310 Program Management Plan.

To be eligible for funding from the 5310 program, proposed projects must be located in or either have an origin or a destination within the McAllen Urbanized Area. In addition, all projects must be derived from the adopted Lower Rio Grande Valley Regional Human Service-Public Transit Coordination Plan. The plan outlines a vision for improving mobility options for the disabled, aging, and low-income population groups living in the region. To view the entire plan visit www.lrgvdc.org/valleymetro.

The McAllen Urbanized Area has **\$1,100,524.00** in federal funding available for either traditional or other 5310 projects under this program. This funding is of fiscal year 2020 and 2021 and may be used for either capital or operating expenses. The Lower Rio Grande Valley Development, as the designated recipient of 5310 funds, and has set aside 10% of the program funds for program administration. The available amounts above already reflect the subtraction of program administration funds. More information about the 5310 program may be found in FTA Circular 9070.1G.



Eligible Use of Program Funds:

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services that meet the specific needs of seniors and individuals with disabilities. A complete list of eligible projects can be found in Circular 9070.1G.

Traditional Projects: At least 55 percent of funds shall be available for capital projects planned, designed, and carried out to meet the needs of seniors and people with disabilities when public transportation is insufficient, unavailable or inappropriate. 55 percent is a floor, not a ceiling; more than 55 percent of apportionments can be used for these types of projects.

Eligible Recipients:

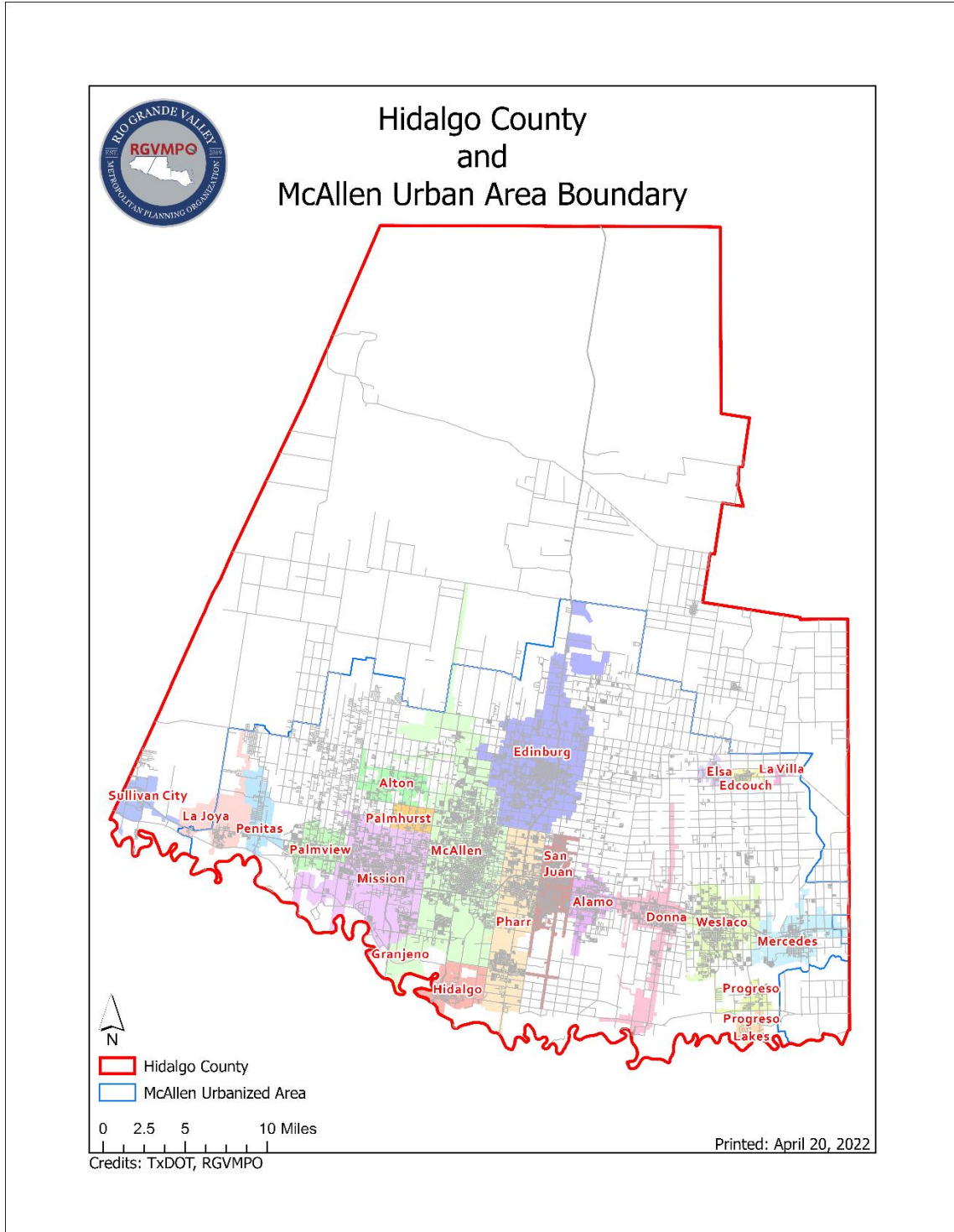
- a. A private nonprofit organization; or
- b. A state or local governmental authority that:
 - i. is approved by a state to coordinate services for seniors and individuals with disabilities; or
 - ii. certifies that there are no nonprofit organizations readily available in the area to provide the service.

Eligible projects for the required 55 percent of traditional projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA complementary paratransit service are eligible capital expenses that may also qualify under the 5310 program as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when fixed-route public transportation is insufficient, unavailable or inappropriate, provided the projects are carried out by eligible subrecipients and the projects are included in the regional plan.

Other Projects: No more than 45 percent of 5310 funds may be used for projects that provide transportation services that exceed the requirements of the ADA or improve access to fixed route services and decrease reliance by individuals with disabilities on ADA complementary paratransit service. In addition, funds may be used to provide alternatives to public transportation that assist seniors and individuals with disabilities transportation.

Eligible Recipients:

- c. A private nonprofit organization; or
- d. A state or local governmental authority; or
- e. An operator of public transportation that receives a 5310 grant indirectly through a recipient.





APPLICATION SUBMISSION

If your organization has a project that it would like considered for funding please complete the following application and submit it to the address below no later than **5:00 pm on Friday, May 27, 2022**. Applications received after this date and time will not be considered. The Hidalgo County MPO will accept printed, faxed or electronic applications. The Hidalgo County MPO will review and score the applications and will select projects for funding. Applications should be submitted to:

Rudy Zamora, Transportation Planner II
Rio Grande Valley Metropolitan Planning Organization
617 W. University Dr. Edinburg, TX 78539
Phone: 956-682-3481 EXT: 317
Email: rzamora@rgvmopo.org

Public Record

The information in this application is a public record. Applicants should not include information that may be regarded as confidential. The applicant must comply with all necessary Certifications and Assurances if funding is awarded.

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

Part A.

Application – 3 parts, 4 pages (at the end of this document)

Part B.

Required Attachments (please include the following documents)

- (1) Map of applicant service area and proposed service
- (2) Documentation of eligibility
- (3) Letters of support for the project
- (4) Any other documentation to support project selection



APPLICATION PROCESS

This 5310 program application is for funds to be used within the McAllen Urbanized Area. The initial project application consists of the program-specific requirements detailed in this package of forms and instructions. After a project application has been selected for funding, the applicant will be required to submit appropriate background Certifications and Assurances, and other documentation necessary to meet FTA requirements. The Lower Rio Grande Valley Development Council oversees the 5310 program and will coordinate with awardees to ensure that all requirements are met.

Application and Project Selection Schedule

April 20, 2022	5310 Program Workshop (virtual) is held at 10 a.m. for all interested applicants
April 25, 2022	Application Period Closes
May 27, 2022	MPO scores and ranks applications
May 31- June 1, 2022	Recommended projects presented to the TAC
June 9, 2022	Recommended projects presented to the Policy Committee
June 29, 2022	Applicants are notified of results
June 30, 2022	Subrecipient orientation meeting
July 6, 2022	LRGVDC works with project sponsors to sign interlocals & develop FTA grant applications. Note: Projects are listed in FY 2022 TIP.
After July 6, 2022	Application period is officially announced



PROJECT EVALUATION

Project Requirements

The Scoring Committee must find that the answer to each of the five following questions is affirmative for a project to be considered eligible for grant funding.

- Is the applicant an eligible entity? _____
- Is the project supported by the regional coordination plan? On what page? _____
- Are eligible matching funds identified and available? _____
- Is the primary focus of the proposed service or program serving target populations? _____
- Does the project provide benefits to the urbanized area? _____

Each proposal will receive a score according to the following criteria:

- Project Planning & Coordination – 25 points
- Demonstration of Need – 15 points
- Benefits – 25 points
- Service/Sustainability – 25 points
- Budget – 10 points
- BONUS – Added Information/Innovation – 5 points maximum Total
Points = 100

Based on the project scoring criteria, the projects will be ranked, with the top scoring application receiving all funding requested, followed by the second-ranked project, and so on until all funding is exhausted.

SCORING CRITERIA

The following information and scoring criteria will be used to score and rate project applications for funding.

- a. Planning and Coordination (25 points):** Proposed projects will be evaluated based on their ability to coordinate with other public transportation, community transportation and / or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they will promote public awareness of the project. Letters of support from key stakeholders and / or customers should be attached to the grant application.
- b. Demonstration of Need (15 points):** The project should directly address priority transportation needs identified through the locally developed LRGV Regional Public Transportation Coordination Plan. The project will be scored based on the project sponsor’s ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost



effective approach. Project sponsors must also identify clear, measurable outcome-based performance measures to track effectiveness of the service in meeting the identified goals.

- c. **Benefits (25 points):** Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the 5310 program. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. A plan should be provided for on-going monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Sponsor should describe their steps to measure the effectiveness and magnitude of the impact that the project will have on target markets.
- d. **Service / Sustainability (25 points):** For all projects, applicants must provide a well-defined service operations plan and / or capital procurement plan, and describe implementation steps and timelines for carrying out the plan. The implementation plan should identify key personnel assigned to this project and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service deliver aspect of the project as described. Be able to meet FTA Certification and Assurances as required. See attachment # 1 for details.
- e. **Budget (10 points):** Applicants must submit a clearly defined project budget indicating anticipated project expenditures and revenues, including a letter of commitment for matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.
- f. **Innovation (5 points):** The project will be examined to see if it contains new or innovative service concepts or facilities that have the potential for improving access and mobility for the target populations and may have future application elsewhere in the region.

Planning and Coordination (25 pts)

Point Value	Criterion	Yes	No
3 pts	Does the project implement the Regional Plan? (reference page numbers and section)		
2 pts	Is the project prepared and ready for implementation if funded?		
3 pts	Does the project coordinate? If yes,		
1 pt	- with Human Services and Workforce?		
1 pt	- with existing transportation service providers?		
1 pt	- with other stake holders?		
2 pts	Did the project allow opportunities for public participation in the planning process?		



2 pts	Does the project eliminate gaps or overlaps in public transportation service? If yes,		
1 pt	- Does the project maximize the use of existing transportation services?		
1 pt	- Does the project complement or expand the currently available services?		
2 pts	Does the project increase geographic coverage of the current transportation system?		
2 pts	Does the project facilitate connections among different modes of transportation?		
2 pts	Is there a planned schedule for the project?		
2 pts	Is the project divided in phases that are logical, consistent, and follow industry standard process for that type of project?		
(25 pts)	Total Points awarded for Planning and Coordination:		

Demonstration of Need (15 pts)

Point Value	Criterion	Yes	No
3 pts	Is there a need for transportation to areas of interest to seniors and persons with disabilities?		
2 pts	Does the project show destinations and services not currently accessible by transit?		
2 pts	Does the project reduce the need?		
2 pts	Does the project identify regional growth?		
2 pts	Does the project remove a barrier in the transit service?		
2 pts	Does the project provide an essential link in the transit service?		
2 pts	Does the project fill the gaps to seniors/persons with disabilities-related destinations?		
(15 pts)	Total Points awarded for Demonstration of Need:		

Benefits (25 pts)

Point Value	Criterion	Yes	No
3 pts	Does the project improve transit efficiency?		
1 pt	Does the project increase ridership?		
3 pts	Does the project improve mobility for seniors and persons with disabilities?		
3 pts	Does the project improve access to locations that seniors and persons with disabilities want to access?		



2 pts	Will the project promote the development of senior/disabled transportation services?		
1 pt	Will the project support local economic development?		
3 pts	Will the project expand mobility and access for seniors and persons with disabilities?		
2 pts	Can the project integrate the 5310 program with other federal and state programs?		
2 pts	Will the project improve efficiency and effectiveness of transportation opportunities?		
3 pts	Does the project provide access to new growth areas or low-income areas currently not served by transit?		
1 pt	Does the project improve the ability of pedestrians and bicyclists to access transit service?		
1 pt	Does the project provide improvement in travel time and/or reliability for transit users?		
(25 pts)	Total Points awarded for Benefits:		

Service/Sustainability (25 pts)

Point Value	Criterion	Yes	No
10 pts	Program Measures: how does the project address the following targets? Traditional projects: fill gaps in service; or add ridership Other projects: increase/enhance geographic coverage, service quality, and/or service times; add or change physical infrastructure, technology, and vehicles; or add ridership. FTA Certification and Assurances		

Metropolitan Planning Organization

1 pts	In the future will the applicant be able to expand services of the project to meet market needs?		
2 pts	In the future will the applicant maintain and improve financial performance?		
4 pts	Does the project engage the local community in service design and delivery?		
4 pts	Does the project help achieve a “seamless” system in the Lower Rio Grande Valley?		
2 pts	If awarded will these funds complete a phase of a project?		
2 pts	If awarded will these funds complete the entire project?		
(25 pts)	Total Points awarded for Service/ Sustainability:		



Budget (10 pts)

Point Value	Criterion	Yes	No
1 pt	Does the applicant provide detailed, itemized specific and correct project information?		
1 pt	Is the project information broken down by year and phase?		
1 pt	Is the required match included in the project budget by year and phase?		
2 pts	Is the project fiscally feasible?		
1 pts	Does the project have the ability to leverage dollars over the local match?		
2 pts	Does the project have a long term commitment to funding beyond the requested grant resource?		
1 pt	Does the project have a letter of commitment for matching funds		
1pt	Is there a use of innovative financing to support project?		
(10 pts)	Total Points awarded for Budget:		

APPLICATION REVIEW FORM

Organization Information

Name: _____ Date: _____

Applicant Manager: _____

Type of Project: _____

Review Period: _____ to _____

Rating

	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT
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	SCORE:	1-5	6-10	11-15	16-20	21-25
Project Planning and Coordination		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
	SCORE:	1-3	4-6	7-9	10-12	13-15
Demonstration of Need		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
	SCORE:	1-5	6-10	11-15	16-20	21-25
Benefits		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
	SCORE:	1-5	6-10	11-15	16-20	21-25
Service / Sustainability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
	SCORE:	1-2	3-4	5-6	7-8	9-10
Budget		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
	SCORE:	1	2	3	4	5
Added Information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
OVERALL RATING (average the rating numbers above)						

Additional Comments

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with MPO management. Signing this form does not necessarily indicate that you agree with this evaluation.

Rio Grande Valley MPO Signature _____ Date _____

Applicant Signature _____ Date _____



5310 APPLICATION - 2022

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: _____

