

# Grant Program Workshop

## 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

July 29, 2019


# Workshop Agenda

- FTA Section 5310 Program Introduction
- Solicitation Overview
  - Funds Availability
  - Eligible Applicants/Subrecipients
  - Eligible Projects
  - Federal Share/Local Match Requirements
  - Application Guidelines/Evaluation
- Grant Application Overview
- Awardee/Subrecipient Requirements
- Questions

# Program Introduction

- Program Website:

<https://www.ridemetro.org/Pages/GrantPrograms.aspx>



The screenshot shows the 'BUSINESS WITH METRO' website. The main heading is 'Grant Programs'. Under this heading, there are two main sections: '5307 / 5337 / 5339 Formula Grants' and '5310 Grant Program'. The '5307 / 5337 / 5339 Formula Grants' section lists several documents for download, including 'FY18 5307, 5339 and 5337 Formula Funding Program of Projects (PDF)', '2018 - 5307, 5337, 5339 Application Schedule (PDF)', 'Notice of 5307, 5337, 5339 Grant Funds Available for 2018 (PDF)', 'Final FTA C 5100 (PDF)', 'Final FTA C 5300 (PDF)', 'Final FTA C 9030 1E (PDF)', '5307 / 5337 / 5339 Houston UZA Grant Process (PDF)', 'Risk Assessment Form 5307, 5337 and 5339 Grant Programs (Excel)', and '5307 / 5337 / 5339 Formula Grants Workshop Presentation (PDF)'. The '5310 Grant Program' section lists documents such as 'Enhanced Mobility For Seniors and Individuals with Disabilities (PDF)', 'Final Section 5310 Project Management Plan PMP (PDF)', 'C9070 1G Final Circular (PDF)', '2019 Certifications and Assurances (PDF)', 'Notice of 5310 Grant Funds Available 2018 (PDF)', 'Section 5310 Grant Application FY2018 (Word)', 'Risk Assessment Form 5310 Grant Program (Excel)', '2018 Budget Worksheet (Excel)', '2018 Application Schedule (PDF)', and 'Houston-UZA Map (PDF)'. A sidebar on the left contains a navigation menu with options like 'Corporate RideSponsor Program', 'Financial & Audit Information', 'Grant Programs', 'Procurement & Materials', 'Real Estate', 'Small Business', and 'Debt Service & Investments'.

# Schedule of Activities

Notice of Funding Availability	July 19, 2019
Pre-Application Workshop	July 29, 2019
Deadline for Written Questions to be Submitted	August 2, 2019
Deadline for Written Questions to be Published	August 9, 2019
Application Deadline	August 23, 2019
Application Review	August / September 2019
METRO Board Approval	September / October 2019

# FTA Section 5310 Program Goals

To improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available when public transit is insufficient, inappropriate, or unavailable by:

- Exceeding the requirements of the Americans with Disabilities Act (ADA) of 1990
- Improving access to fixed route service
- Providing alternatives to public transportation

# Funds Availability

- Fiscal Year 2018 Solicitation for Proposals
- Project Categories:
  - Traditional Capital
  - Other Capital & Operating
- Funds Available: \$824,381

# Eligible Applicants / Subrecipients

- States and designated recipients are direct recipients
- Eligible subrecipients include private nonprofit organizations, states or local government authorities, or operators of public transportation.

# Eligible Projects

Traditional Capital 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



# Eligible Projects

Other Capital and Operating (Nontraditional) 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

## Federal Share, TDC & Local Match Requirements

- The federal share of eligible capital costs may not exceed 80 percent, and 50 percent for operating assistance.
- The 10 percent that is eligible to fund program administrative costs including administration, planning, and technical assistance may be funded at 100 percent federal share.
- Transportation Development Credits Policy and Procedures:  
<http://www.h-gac.com/2018-call-for-projects/documents/TDC-Policy-and-Procedures.pdf>

# Application Guidelines / Evaluation

- Each agency is allowed to submit one or more applications.
- Applications must be submitted electronically via e-mail at [grantapplications@ridemetro.org](mailto:grantapplications@ridemetro.org)
  - Applications must be received no later than 4:00 PM CST
- Evaluation panel is comprised of representatives from local and regional agencies

# Application Form 2018

## Part I - Applicant Information

- Project Sponsor and Contact Information
- Agency Type
- Agency Profile
- Grantee Status
- Contract Authority
- Project Partners

# Application Form 2018

## Part II – Project Information

- Project Title/Name
- Brief Description
- Project Type
- Matching Funds
- Project Timeline
- Service Area
- Estimated Individuals to be served annually
- Proposed Service
- Service Characteristics for Operating Projects

# Application Form 2018

## Part III - Project Budget Notes

### Budget Worksheet

An Excel File template has been developed to use for the project budget. You should enter your project budget into that file, **save the file with your project name,** and submit it along with the completed application form.

Applicants should attach audited financial statements for the two (2) most recent fiscal years including the audit firm's certification. Please note that **this is an application requirement.**

### Letters of Commitment from Stakeholders

Please attach all letters of commitment for match and project support.

# Application Form 2018

## Part IV – Consistency with Selection Criteria

In addition to the project description required in the previous section, answers to the following questions will be used to evaluate proposals. All questions must be answered or noted as “Not Applicable.” You may attach pages if necessary, not to exceed three (3) additional pages.

- Project Benefits
- Goals and Objectives
- Project Plan/Coordination Plan/Implementation Plan
- Project Financial Status/Monitoring/Sustainability

# Risk Assessment Form

Please note that this is an application requirement

## 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Grant Program

Agency: Date:	If yes, please give details including awarding agency.
1. Have you had a grant closed due to material noncompliance in the last 5 years?	
2. Have you failed to make substantial progress on past grants?	
3. Do you have experience with a similar Grant Program?	
4. Do you have qualified auditor's opinion on a financial statement in the past five years? If so provide details.	
5. Do you have questioned costs on single audits in the last five years? If so, provide details.	
6. Have you had an audit finding relating to cash management in the last five years? If so provide details.	



# Awardee / Subrecipient Requirements

- Funding Agreement
- Procurement Guidelines
- Reporting Requirements
  - Quarterly Reporting
- Other Requirements
  - Title VI
  - EEO
  - DBE
  - ADA Compliance
  - Drug & Alcohol
  - Oversight of Activities

# Funding Agreement

- Interlocal Agreement (ILA)
- Defines METRO / Subrecipient roles & responsibilities
- A subrecipient executing the funding agreement is committing to:
  - Comply with all applicable terms and conditions
  - Perform adequately and make sufficient progress toward completion
  - No changes to the scope of work or financial parameters without prior written approval by METRO and/or FTA
  - Comply with all METRO, Federal, and FTA requirements and/or regulations as applicable
    - (i.e. 2 CFR 200, FTA circulars, etc.)

# Procurement Guidelines

- Review and Approval of Solicitation
  - Agencies must send draft solicitation documents to METRO Grant Programs prior to release
  - The METRO Procurement Department will review and approve as needed
  - Non-FTA compliance procurements will not be reimbursable

# Reporting Requirements

- Quarterly Milestone Progress Reports (MPRs)
  - Subrecipients must provide updates on activities, milestones, and performance measures
- Quarterly Federal Financial Reports (FFRs)
  - Subrecipients must provide updates on financial activities
- Annual FTA Certifications & Assurances
  - Subrecipients must complete the FTA Certifications & Assurances annually

# Other Requirements

- Title VI
- Equal Employment Opportunity
- Procurement – Competitive Purchases, Buy America, Disbarment and Suspensions, Davis Bacon
- Americans with Disabilities Act
- Disadvantage Business Enterprise
- Drug and Alcohol

METRO's Subrecipient Monitoring Procedures

<https://www.ridemetro.org/MetroPDFs/GrantProgram/Houston-METRO-Subrecipient-Monitoring-Procedures-Final.pdf>

# Oversight of Activities

- METRO will conduct a site visit at least annually
- METRO will conduct vehicle inspections, if required, at least annually
- METRO will reach out to you prior to a site visit to schedule a convenient date and time

METRO's Subrecipient Monitoring Procedures

<https://www.ridemetro.org/MetroPDFs/GrantProgram/Houston-METRO-Subrecipient-Monitoring-Procedures-Final.pdf>

# Questions?

- Application Deadline: no later than 4:00 PM CST on August 23, 2019
  - Application Submissions at [grantapplications@ridemetro.org](mailto:grantapplications@ridemetro.org)
- METRO Grant Programs Website
  - <https://www.ridemetro.org/Pages/GrantPrograms.aspx>
- Updated Regionally Coordinated Transportation Plan
  - [www.ridethegulfcoast.com](http://www.ridethegulfcoast.com)

## Contact Information

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