

2024

# 2024 Federal 5310 Program Application

PROJECT PROPOSAL FOR FY 2024 FUNDS

MICHAEL BRAND

## STARK COUNTY MOBILITY COORDINATION COMMITTEE

### 2024 Enhanced Mobility for Seniors and Individuals with Disabilities Program

#### Project Proposal for FY 2024 Funds

(49 U.S.C. Section 5310 / FAST Act Section 3006)

- Federal regulations and information concerning this program can be found by searching for Federal Transit Administration Section 5310 Circular (9070.1G);
- Approximate funds available: 5310 Program FY 2024: \$462,221.
- A minimum of 55% of these funds must be used for capital projects; funds requested must be from one fiscal year only.
- FY 2024 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Proposal Opportunity Notice in Canton Repository, Alliance Review, Massillon Independent: Week/Weekend of April 8<sup>th</sup> to 16<sup>th</sup>, 2024
- Application Questions & Answers Stark County Main Library McKinley Room @2:00pm
  - Submit through email to: [mbrand@sartaonline.com](mailto:mbrand@sartaonline.com) and [kblucas@starkcountyohio.gov](mailto:kblucas@starkcountyohio.gov)
  - Mailed (if email can't be sent) - Submit the original application copies Postmarked by midnight May 31, 2024 or
  - Delivered - Submit the original application via email or other means to the SCRPC office by 3:00 P.M. May 31, 2024
- Awards announced: TBD
- Funding Available: Fall 2024.
- To be considered for funding, applicants must complete the entire application (including the application checklist, "blank" spaces should be marked "N/A" if not applicable.
- Letters of Support must be recent, within the last 60 days of the application deadline.
- The Self-Certification must be complete with the page number showing the target groups rank as priority in the *Stark County Human Services / Public Transit Coordinated Transportation Plan 2019*.
- Complete proposed budget must be submitted – via email to [mbrand@sartaonline.com](mailto:mbrand@sartaonline.com)
- Review Project Compliance Requirements (Attachment D) to ensure all requirements can be met, there will be no exceptions made on meeting any of the compliance requirements.

**Complete one application for each project funding request- Submit email to [mbrand@sartaonline.com](mailto:mbrand@sartaonline.com) and [kblucas@starkcountyohio.gov](mailto:kblucas@starkcountyohio.gov)**

Please contact Karl Lucas at SCATS 330-451-7386 or [kblucas@starkcountyohio.gov](mailto:kblucas@starkcountyohio.gov) ; Michael Brand, SARTA Grants Manager, at 330-477-2782 ext. 539 or [mbrand@sartaonline.com](mailto:mbrand@sartaonline.com) with questions.

**Part I. Federal Section 5310 Program**  
**ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH**  
**DISABILITIES**

**General Program Information**

## ELIGIBLE APPLICANTS

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Non-profit agencies providing services to meet the specific needs of seniors and individuals with disabilities in Stark County, Ohio are eligible to apply. Any applicant that has been disbarred by any Federal agency will become ineligible.

## ELIGIBLE PROJECTS

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Section 5310 Program funds are available for Traditional Capital, and Other Capital and Operating expenses to support the provision of transportation programs and services to meet the specific needs of seniors and individuals with disabilities in Stark County, Ohio. The following sections provide further information on project eligibility for funding under Section 5310.

### **TRADITIONAL CAPITAL PROJECTS**

Traditional Capital projects are those that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.

Examples of eligible Traditional Capital projects shown below are intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to achieve program objectives.

1. Rolling stock and related activities for Section 5310 Program funded vehicles
  - a. Acquisition of expansion or replacement accessible buses or vans, and related procurement, testing, inspection, and acceptance costs
  - b. Vehicle rehabilitation or overhaul
  - c. Preventive maintenance
  - d. Radios and communication equipment
  - e. Vehicle wheelchair lifts, ramps, and securement devices
2. Support facilities and equipment for Section 5310 Program funded vehicles
  - a. Extended warranties that do not exceed the industry standard
  - b. Computer hardware and software to assist in scheduling
  - d. Dispatch systems
3. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative/scheduler costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
  - a. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services

- b. Support for short-term management activities to plan and implement coordinated services
- c. The support of state and local coordination policy bodies and councils
- d. The operation of transportation brokerages to coordinate providers, funding agencies, and passengers
- e. The provision of coordination services, including employer-oriented transportation management organizations and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers
- f. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs

4. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service

### **OTHER CAPITAL AND OPERATING PROJECTS**

Other Capital and Operating projects include those public transportation projects that: i) exceed ADA requirements; ii) provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Administrative expenses necessary to support project activities are eligible expenses up to a maximum five (5) percent of the total project cost. Operating assistance for ADA complementary paratransit service is not an eligible expense. Also, transit passes or vouchers for use on existing or new fixed route or ADA complementary paratransit service are not eligible.

Examples of Other Capital and Operating expenses as shown below under each of the three broad project categories is intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to achieve program objectives.

#### **1. Projects that Exceed ADA Requirements**

- a. Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
- b. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
- c. The incremental cost of providing same day service;
- d. The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders;
- e. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
- f. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under ADA regulations (i.e., larger than 30" x 48" and/or weighing more than 600 pounds), such as: the acquisition of lifts with a larger capacity; modifications to lifts with a 600-pound design load; and, the acquisition of heavier duty vehicles for demand-response and/or paratransit service in order to accommodate lifts with a heavier design load.

# FEDERAL SHARE & LOCAL MATCHING REQUIREMENTS

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The federal share of eligible Section 5310 traditional and other capital costs shall be in an amount equal up to 80 percent of the net cost of the activity. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. The net cost of an activity (capital or operating) is the part of the project that cannot reasonably be financed from operating revenues.

The local share of eligible Section 5310 capital costs shall not be less than 20 percent of the net cost of the activity. The local share for eligible operating costs shall not be less than 50 percent of the net operating costs. The local share may be sourced from a variety of sources including:

- an undistributed cash surplus;
- a replacement or depreciation cash fund or reserve, and;
- a service agreement with a State or local service agency or private social service organization, or new capital. Some examples of these potential sources of local match include: State or local appropriations, dedicated tax revenues, private donations, revenue from service contracts, and net income generated from advertising and concessions;
- Income from contracted transportation services may be used either to reduce the net project cost (treated as revenue) or to provide local match for operating expenses. In either case, the cost of providing the contract service is included in the total project cost. No Federal program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources and amounts of local match must be identified in the application.

## GENERAL INFORMATION

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Each agency is allowed to submit one application per project proposed for federal funding as follows:

- Section 5310 Traditional Capital projects; total applicant/subrecipient funding request may not exceed \$125,000;
- Section 5310 Other Capital & Operating projects; total applicant/subrecipient request may not exceed \$125,000.
  - Requests for equipment (e.g., computer systems, dispatching and tracking software, and telecommunication systems) that support the transportation program are limited to no more than \$60,000.

A minimum of 70 points per application score is required to be considered for funding. If the funding request is not fully awarded, applicant/agency may offer a reduced scope of work and associated budget or decline funding award.

1. Mark "ORIGINAL" on the cover of your application package containing the master copy of the required documentation with original signatures recorded in blue ink.

3. Applications as delivered are to be complete and final. Amendments or supplements to the application will not be accepted after the due date. Application packages with incomplete and/or missing information (e.g., certifications, etc. and/or not signed by a duly authorized representative) will not be evaluated.

4. The application is available at:

[https://rpc.starkcountyohio.gov/government/offices/regional\\_planning\\_commission/departments/stark\\_county\\_area\\_transportation\\_study\(scats\)/resources/mobility\\_coordination\\_committee.php](https://rpc.starkcountyohio.gov/government/offices/regional_planning_commission/departments/stark_county_area_transportation_study(scats)/resources/mobility_coordination_committee.php)

5. Review these application instructions, guidelines, and evaluation criteria carefully to ensure a complete and competitive application that sufficiently address each of the required and applicable components.

# PERFORMANCE MEASURES

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FTA requires tracking and reporting of quantitative and qualitative information for Section 5310 funded projects. FTA has set minimum indicators for each eligible project category to capture relevant outputs, service levels and outcomes as described below.

## 1. Traditional Capital Projects

- a. Gaps in Service Filled - The provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured by the annual number of seniors and people with disabilities afforded mobility they would not have without program support as a result of the Traditional Capital Section 5310 project.
- b. Ridership - The actual or estimated number of rides measured by one-way passenger trips provided annually for seniors and individuals with disabilities as a result of the Traditional Section 5310 Capital project.
- c. Mileage - Total miles traveled to provide transportation for seniors and individuals with disabilities.

## 2. Other Capital and Operating Projects

- a) Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
- b) Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
- c) Actual or estimated annual number of rides measured by one-way passenger trips provided for seniors and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.

# SELECTION OF PROPOSALS FOR FUNDING AWARD RECOMMENDATIONS

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Applications will be evaluated and ranked based on the final score provided by the Evaluation Panel. Scores will be based on the application project and its ability to fill unmet needs according to the Updated Human Services-Public Transportation Plan for the Stark County Regional Transit Authority and the Stark County Area Transportation Study. Funds will be allocated according to the ranking of projects to the maximum amount made available for the FY 2024 Solicitation for Proposals. Award recommendations may be limited to proposals that receive a final score of 70 or above (out of a maximum of 130) and subject to funds availability. If funds remain after recommending awards to those proposals scoring 70 points and above. The Stark County Mobility Coordination Committee and SARTA provide funding award recommendations to the Stark County Area Transportation Study for action that places projects on the Transportation Improvement Program before submission to the FTA.

Part II. Federal Section 5310 Program  
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH  
DISABILITIES

APPLICATION/INSTRUCTIONS

**SEPARATE DOCUMENT FOR INSTRUCTION AND APPLICATION?**



STARK COUNTY MOBILITY COORDINATION COMMITTEE

**2012 Enhanced Mobility for Seniors and Individuals with Disabilities Program**

**Project Proposal for FY 2024 Funds**

**(49 U.S.C. Section 5310 / FAST Act Section 3006)**

Name of Project:	Total Funding Requested (excluding match): _____
Legal Name of Applicant:	Street Address:
Website:	City:            Zip+4 digit:
Ohio Charter#:	County:
Federal Tax ID:	Phone Number:
Type of Agency: <input type="checkbox"/> Government, <input type="checkbox"/> Non-profit, <input type="checkbox"/> For-profit	Fax:
Name and Title of Designated Official with Signature Authority:	UEI#:
	Phone:
	Fax:
	Email:
Name and Title of Project Contact Person:	Phone:
	Fax:
	Email:
<p><b><u>Complete one application for each project funding request</u></b></p> <p>Check the project type that applies (please complete a separate application for each type of funding requested (capital/operating) and/or fiscal year:</p> <p style="padding-left: 40px;">Fiscal year funds requested: <input type="checkbox"/> FY2024 5310 Program:</p> <p style="padding-left: 40px;">Type of Project: <input type="checkbox"/> Capital project (80/20)*; <input type="checkbox"/> Operating project (50/50)*</p> <p style="padding-left: 40px;">Total Project Cost _____; Grant Request _____;</p> <p style="padding-left: 80px;">Cash Match _____;</p> <p style="padding-left: 80px;">Source of Match _____;</p> <p><b>*Minimum required match percentage (Grant Request/Match Percentage)</b></p>	

## AUTHORIZATION

I, \_\_\_\_\_, am the person duly authorized to sign this this application and associated certifications on behalf of my agency/organization. I also acknowledge that the information in this application package is a public record.

To the best of my knowledge and belief, all data in this application is true and correct. My agency/organization will comply with applicable Certifications and Assurances, SARTA Funding Agreements, and SARTA and FTA requirements if federal financial assistance is awarded.

\_\_\_\_\_ Signature of Authorized Representative \_\_\_\_\_ Date

\_\_\_\_\_ Title of Authorized Representative Organization/Agency

## PROJECT NARRATIVE

Project Narrative consists of four sections (A-D) totaling 130 points possible. To receive the maximum allowable points per section, each section will be reviewed and scored for responsiveness,

**NOTE: Ensure all questions are answered are completely. Any questions left blank will result in no points being awarded. If using separate sheets for questions ensure all answers are clearly marked as to what question they are answering.**

### A. Scope of Work, Project Need, Objectives, Coordination and Outreach (Up to 40 points)

Provide a detailed and clear description of the project proposed, including beginning and ending dates, its need, objectives, consistency with program fund goals, key stakeholders' roles and responsibilities, coordination efforts, and planned outreach or marketing activities to promote the service. Describe Service area. If destinations are located outside of Stark County, estimate the percentage of trips to these destinations) **Follow and address all Section guidelines and evaluation criteria as applicable and include all attachments as applicable.**

### B. Project (Up to 30 points)

Describe your project operating and management plans as applicable to new, continuing, and/or enhanced/expanded project proposal. Complete and attach a proposed project schedule and provide key project milestones, potential risks along with associated mitigation strategies. **Follow and address all Section guidelines and evaluation criteria as applicable**

### C. Performance Indicators and Project Effectiveness (Up to 20 points)

Identify the performance measures applicable to the proposed project to ensure that stated objectives are being met. **Follow and address all Section guidelines and evaluation criteria as applicable**

### D. Budget Justification (Up to 40 points)

Describe the assumptions used for developing the budget for the proposed project included in Part III of the application **Follow and address all Section guidelines and evaluation criteria as applicable.**

Notes: Administrative expenses cannot exceed 5 percent of the total project's cost. Only direct costs will be eligible for reimbursement. For direct labor, include job title, description of tasks to be performed,

hours to be dedicated to the project, and hourly rates. Include unit costs for all budget items, as applicable. Applicants may be required to provide additional budget details.

Vehicle(S) requested:  Yes  No (if no, skip to IV)

Standard paratransit vehicles should be selected from those available on State Contract only and can be found by using the search terms: *Ohio ODOT Specialized Transit Program*. A PDF of the vehicle selection and price guide can be downloaded from there.

You can also use this link, which was valid at the time of this documents posting to see the 2021 vehicle selection guide:

To see vehicle pricing click on the "Award Tab" tab for the appropriate vehicle. Submit copy of ODOT Vendor and vehicle pricing sheet.

- a. Vehicle 1 Quantity: \_\_\_\_\_ Type: \_\_\_\_\_  
State Contract Number: \_\_\_\_\_ State Job Number: \_\_\_\_\_
- b. Vehicle 2 Quantity: \_\_\_\_\_ Type: \_\_\_\_\_  
State Contract Number: \_\_\_\_\_ State Job Number: \_\_\_\_\_
- c. Vehicle 3 Quantity: \_\_\_\_\_ Type: \_\_\_\_\_  
State Contract Number: \_\_\_\_\_ State Job Number: \_\_\_\_\_

## II. VEHICLE USAGE

If you are purchasing multiple vehicles provide a separate worksheet for each vehicle showing the calculations for the following:

- a. Average estimated number of operating days per vehicle per year: \_\_\_\_\_
- b. Average estimated number of operating hours per vehicle per year: \_\_\_\_\_
- c. Average estimated mileage per vehicle per year: \_\_\_\_\_
- d. Average estimated passenger trips per vehicle per year\*: \_\_\_\_\_

\* A passenger trip is each time a passenger boards a vehicle. For example, 5 passengers are taken to, and from, a destination. That would be five trips there and five trips back, a total of 10 passenger trips.

## III. EXISTING FLEET

- a. Attach a fleet inventory for existing vehicles that you use, indicating for each vehicle: vehicle type, capacity, ADA capacity, model year, funding source (i.e. ODOT, etc.).
- b. Attach a replacement schedule for indicated vehicle(s).

IV. OTHER CAPITAL PURCHASE:  Yes  No (if no, skip to V) Provide a list of capital equipment you will purchase with funds from this program (other than vehicles) and describe how the equipment will be utilized. Capital purchases must be used for the scope of enhancing mobility for seniors and those with disabilities.

## V. PROJECT SUMMARY

Please provide a detailed project description no more than two pages in length. This summary is **NOT** to be a description of your agency, but is intended to provide a description of the purpose and specifications of the project to be funded. While capital purchases are eligible under the program, their necessity should

be identified and described as to how they support the goal or purpose of the project. A separate project summary should be included for each project type as listed on page 1 of this proposal.

**VI. PROJECT OUTCOMES**

Please provide both quantitative and qualitative information on each of the following measures based on your proposed project, as applicable:

1. services provided that impact availability of transportation services for seniors and/or individuals with disabilities;
2. additions/changes to infrastructure, technology, and/or vehicles that affect the availability of transportation services;
3. the estimated number of rides (measured by one-way trips) per year provided for seniors, individuals with disabilities, individuals at 150% or less of the poverty level, and/or other types of individuals as proposed in your project;
4. estimated number of jobs that can/will be accessed;
5. estimated number of rides (as measured by one-way trips) for work or work-related purposes provided;
6. list all other measurable project outcomes that will be used to demonstrate the success of this proposal (points may be added in the scoring for additional measures of success);
7. Anticipated number of unduplicated individuals who will be served during the calendar year.
8. Note: a milestone report will be submitted to SARTA describing project progress and showing the number of clients served, trips per day, and funds expended is required quarterly. SARTA will provide this methodology as part of the program management Grantees failing to utilize resources to the extent proposed will be at risk of having assets reassigned.

**VII. COORDINATION**

1. How does this project expand mobility and/or the availability/expansion of transportation services?
2. Will this project reduce duplication of services and/or increase efficiency? If so, please explain.
3. What services, if any, will be coordinated by this project? (Check all that apply and list agencies that participate in the coordination)

Client trips	_____	Purchasing of fuel	_____
Schedules	_____	Purchasing of supplies	_____
Training	_____	Vehicle sharing	_____
Marketing	_____	Grant writing	_____
Maintenance	_____	Vehicle storage	_____
Dispatching	_____	Trip Referrals	_____

1. Other

Agency: \_\_\_\_\_; Agency: \_\_\_\_\_;

Agency: \_\_\_\_\_; Agency: \_\_\_\_\_;

4. Will this project charge clients fares or fees as part of the service? Describe what the fare and/or fee structure will be and how it will be collected.
5. Describe how clients are acquired and/or referred to your agency, what guidelines they must meet to qualify for the proposed service, and any application procedure (if applicable). Provide copies of forms used/to be used.
6. Will your agency seek funds from other sources for this project and/or to continue this project once this funding has expired? Will these funds be from another federally funded agency? If so, include contract, agreement, and/or authorization. Describe how you plan to continue this project and how it will be funded and/or other agencies approached to assist with the proposed project.
7. Provide a list of all agencies participating in the project, describe their role(s) in the project, and provide letters of support from agencies for this project.

**VIII. ADMINISTRATIVE AND FISCAL CAPACITY**

1. Describe your agency's ability to provide for the financial and program management needs of this project.
2. Please provide a copy of your most recent audit or financial statement.
3. Provide documentation if local financial match will be from another federally funded program. Note: Matches from another federal source may not be eligible.
4. Provide proof of available local financial match source.

**IX. MARKETING AND OUTREACH**

Describe how the project will be marketed to serve the target population. Include marketing materials your project has developed or proposes to use in this effort. Attach a copy of your current marketing plan for your project.

**X. CAPITAL ASSET UTILIZATION**

Capital purchases must be justified and be in support of an existing or planned operating project benefiting seniors and individuals with disabilities. Capital purchase procurement will be arranged by the Awardee with SARTA's assistance, as part of the project management plan to ensure that projects meet Federal requirements. SARTA will be the Lien holder for any vehicles purchased until the vehicle reaches its "Useful life" by FTA guidelines. Grantees vehicle(s) purchased under this program will be monitored and inspected according to the Awardees Maintenance Plan to ensure that the proposed utilization of resources occurs. Grantees failing to utilize resources to the extent proposed will be at risk of having assets reassigned.

# ATTACHMENT A

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## SELF CERTIFICATION FOR THE

### LOCALLY DEVELOPED COORDINATED PUBLIC TRANSIT- HUMAN SERVICES TRANSPORTATION PLAN "COORDINATED PLAN"

This project is derived from the "locally developed coordinated public transit-human services transportation plan", the *Stark County Human Services / Public Transit Coordinated Transportation Plan 2018 Update* completed and adopted by the Stark Area Regional Transit Authority in January of 2019.

Table 7:2018-2019 Unmet Transportation Needs

- A. Transportation options other than driving to and parking at medical facility campuses are needed.
- B. Personalized transportation for employment is needed.
- C. Transportation options on Sunday are needed for all trip purposes.
- D. Passenger aides or escorts onboard vehicles to assist passengers with disabilities.
- E. Transportation to day programs must be sustained

This application agency is identified as \_\_\_\_\_ (letter type) and the unmet needs presented in this application fall into the target groups ranked as a priority of the plan. The plan can be found at:

<https://www.sartaonline.com/5310-grant-application>

or

[https://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Lists/PurchaseCurrentContracts/CoOp.aspx?FilterField1=Supt\\_x0020\\_Office&FilterValue1=Transit](https://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Lists/PurchaseCurrentContracts/CoOp.aspx?FilterField1=Supt_x0020_Office&FilterValue1=Transit)

Funding restrictions, all applicants' projects must be for the benefit for the citizens of Stark County.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature of Authorized Authority, Title

\_\_\_\_\_  
Date

# ATTACHMENT B

## Sample Authorizing Resolution\*

### \* *attach a list of Board Members and their affiliation(s)*

Resolution No. \_\_\_\_\_

A resolution authorizing the filing of a project proposal with the Stark County Mobility Coordination Committee (SCMCC) and The Stark Area Regional Transit Authority (SARTA) for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Laws, as codified, 49 USC Chapter 53, and executing a contract with SARTA upon project approval.

WHEREAS, SARTA is authorized to make grants for public bodies, private nonprofit organizations and other eligible entities;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 53 the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that disadvantaged business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED BY \_\_\_\_\_

(Governing Body of Applicant)

1. That (Title of Designated Official) is authorized to execute and file (an) application(s) on behalf of (Legal Name of Proposer) with SARTA to aid in the financing of capital, and operating assistance projects.
2. The (Title of Designated Official) is authorized to execute and file with such applications and assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That (Title of Authorized Representative) is authorized to furnish such additional information as SARTA may require in connection with the proposal for the program of projects submitted to FTA.
4. That (Title of Designated Official) is authorized to set forth and execute affirmative disadvantaged business policies in connection to any procurement made as part of the project.
5. That (Title of Designated Official) is authorized to execute grant agreements on behalf of (Legal Name of Proposer) with SARTA for aid in the financing of operating, planning and capital assistance projects.

The undersigned duly qualified and acting (Title of Designated Official) of the (Legal name of Proposer) certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the (Governing Body of Proposer) held on \_\_\_\_\_, \_\_\_\_\_.

If proposer has an official seal, impress here.

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Signature of Recording Officer

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Title

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Date



# ATTACHMENT C

PROPOSED BUDGET: 5310, Enhanced Mobility of Seniors and Individuals with Disabilities				
	Grant Request	Cash Match	TOTAL EXPENSES	
<b>Labor</b>				
<b>Management and Supervision</b>				
<b>Labor- Operations</b>				
<b>Labor- Other:</b>				
<b>Fringe Benefits</b>				
<b>Purchased Services</b>				
<b>Vehicle and Office Supplies</b>				
<b>Fuel</b>				
<b>Other Supplies:</b>				
<b>Utilities</b>				
<b>Insurance - Vehicle Liability</b>				
<b>Other:</b>				
<b>Taxes</b>				
<b>Purchased Transportation Services</b>				
<b>Miscellaneous Expenses:</b>				
<b>Dues and Subscriptions</b>				
<b>Travel and Meetings</b>				
<b>Marketing</b>				
<b>Other Misc. Expenses:</b>				
<b>Interest Expense</b>				
<b>Capital Purchases:</b>				
<b>Other Costs:</b>				
	<b>Grant Request</b>		<b>Cash Match</b>	<b>TOTAL EXPENSES</b>
<b>Column Totals</b>				
<b>Percent</b>				100%

1) Note, not all rows need to show a requested amount and/or match; 2) Also, the cumulative total of the match must meet the minimum match requirement, not individual rows; 3) Provide a calculation and/or explanation of each line item on this page on attached pages. For example: Labor- manager wages @ \$25.00/hr. X 200 hrs. = \$5,000; driver wages @ \$15.00/hr. X 1,080 hrs. = \$16,200; 4) **Also provide on attached pages, per Federal Transit Administration requirements, a detailed description of the matching funds, including identifying the source of the funds, refer to VIII ADMINISTRATIVE AND FISCAL CAPACITY, #3 & #4.**

# ATTACHMENT D

## CERTIFICATIONS

### Private Nonprofit Agency – Corporation Status Inquiry and Certification

If your agency or organization is claiming applicant eligibility applicant based on its status as a private nonprofit organization, you must provide verification of its incorporation number and current legal standing with the Ohio Secretary of State. The document must be attached as an appendix to the application.

### General Certifications and Assurances Summary

The “Certifying Representative” must complete the form, including his/her signature in **blue ink**. Use the legal name of your agency or organization. If the agency or organization is a public entity, attach an authorizing resolution, designating the person to sign on its behalf, to the application.

Legal Name of Applicant:		
Address:		
Contact Person:	Work Phone	Work Fax

- A. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that no person, or the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receive: Federal assistance funded by the Federal Transit Administration (FTA).
- B. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, age, or disability.
- C. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance” and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27, 37, & 38.
- D. The applicant assures that it will comply with the federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that are provided as references in FTA Circular 9070.1G (“Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions”).
- E. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1F, “Third Party Contracting Guidelines.”
- F. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.
- G. The applicant certifies that it will comply with Government Code 41 USC. 701 et seq, and 49 CFR, Part 32 in matters relating to providing a drug-free workplace.

To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these certifications and assurances and to file this application on behalf of the applicant.

**Certifying Representative**

Name (print):	
Title	
Signature:	Date

# ATTACHMENT E

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

No, our agency has not paid Federal funds to any individual for agency for lobbying purposes as stated in (1).

*APPLICANT'S ORGANIZATION:		
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE		
Prefix:	* First Name:	Middle Name:
* Last Name:	Suffix:	
* Title:	<input type="text"/>	

## Project Compliance Requirements

### 5310 Program rules, regulations, policies, and procedures

1. Internal Policies and Procedures that include all guidance in the Federal Transit Administration (FTA) Circular 9070.1G 4.20.15
2. Financial Management Requirements – Copy Awardees Company Policies and Procedures:
  - a. Accounting Records
  - b. Internal financial control
  - c. Budget control
  - d. Copies of annual financial reports are required
  - e. Copy of current A-133 Audit Report and Findings. Copies of Findings resolution also required.
3. UEI Registration is required
4. Drug and Alcohol program – may adopt Stark Area Regional Transit Authority’s (SARTA’s) – copy to be provided upon grant award (if requested)
  - a. Drug and Alcohol testing program (Subrecipients are exempt from FTA requirement unless they are CDL drivers)
  - b. Drug Free Workplace and All other FTA Requirements are passed on to the Sub recipient and must be documented in the PMP.
5. Disadvantage Business Enterprise Statement (DBE) – Subrecipients that receives \$250,000 or more of FTA grant money and use portions of that funding for planning, capital, and/or operating activities
6. CIVIL RIGHTS. The recipient agrees to comply with all applicable civil rights statutes and implementing regulations including, but not limited to, the following:
  - a. Nondiscrimination in Federal Transit Programs. The recipient agrees to comply and assures the compliance of each third-party contractor at any tier and each subrecipient at any tier under the project, with the provisions of 49 U.S.C. 5332. These provisions prohibit discrimination based on race, color, religion, national origin, sex, age, and disability, and prohibit discrimination in employment or business opportunity.
  - b. Nondiscrimination based on Disability. The recipient agrees to comply and assures the compliance of each third-party contractor and each subrecipient at any tier of the project, with the applicable laws and regulations, discussed below, for nondiscrimination based on disability.
7. Equal Employment Opportunity Statement (EEO) – Subrecipients must have an EEO program if you are an agency and meet the following threshold requirements:
  - a. 50 or more transit-related employees, and
  - b. Receive capital or operating assistance more than \$1 million, or
  - c. Receive planning assistance more than \$250,000
8. Title VI – Subrecipients must develop a Title VI program and adhere to its policies and regulations. Programs will be updated every three years. Photo of Title VI statement in FTA award vehicle.
9. All vehicles must be procured from ODOT’s State Contract.
10. Vehicle Use and Utilization guidelines must also be followed.
  - a. SARTA will monitor and enforce “under-utilization” requirements, including reposition and redistribution of the assets. Evaluation will be done every 6 months based on milestone reports.
  - b. Liens on Assets
  - c. Asset inventory and condition assessment required annually
10. Vehicle Maintenance Plan - Maintenance Records - for federally funded asset vehicles purchased under Section 5310 are to be inspected quarterly at SARTA garage, 1600 Gateway Blvd SE, Canton, OH. Copies of any maintenance/warranty performed of said vehicle(s) will be provided at time of each inspection and will remain with SARTA until the vehicle(s) are disposed. SARTA will not provide maintenance on any awarded vehicles.

11. ADA Accessibility Inspection and Maintenance Reports - Written procedure for the ADA Maintenance of their vehicles will be submitted to SARTA on a quarterly basis at the time as quarterly maintenance inspections.
12. ADA Accessibility Equipment Failure Procedure – An in place written procedure to be submit to SARTA.
13. Warranty Claims Procedures - A written procedure will be submitted to SARTA.
14. FTA will require a Disposition policy about when dispositions will be allowed and what exceptions to the rule will be approved and under what circumstances.
15. Ambulette Licensing for Subrecipients (In the past subrecipients were exempt because of language that included “ODOT as a lien holder” on the asset. SARTA will be the lien holder; all vehicles funded through 5310 must be licensed as an Ambulette if they are being used for medical transportation. SARTA is responsible for monitoring and enforcing.
16. CERTIFICATIONS AND ASSURANCES. FTA’s annual certifications and assurances include basic requirements for Section 5310. States and designated recipients should maintain adequate files documenting the basis for all assurances made to FTA.
17. SATISFACTORY CONTINUING CONTROL AND RESPONSIBILITY. When vehicles, capital equipment, or facilities are acquired, built, or improved for use by any entity utilizing FTA funding, provisions must be made to ensure satisfactory continuing control of the vehicles, capital equipment, and facilities funded. While the recipient may delegate these responsibilities to another entity, the recipient is ultimately responsible for compliance with this requirement. SARTA must be notified of any vehicle modifications.
18. PROCUREMENT
  - a. General. When procuring property, supplies, equipment, or services with funds from an FTA grant, designated recipients that are not states and their subrecipients must comply with FTA procurement requirements at 49 CFR part 18 and guidance contained in the current FTA Circular 4220.1.
  - b. Each recipient of FTA assistance to acquire property or services in support of its proposed project shall certify to FTA, in accordance with 49 CFR 18.36, that its procurements and procurement system will comply with all applicable third-party procurement provisions of federal laws, regulations, and directives, except to the extent FTA has expressly approved otherwise in writing.
19. ENVIRONMENTAL REVIEWS. All projects seeking FTA financial assistance require compliance with the National Environmental Policy Act (NEPA) implementing regulations prior to start of project.
20. ENVIRONMENTAL JUSTICE. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, requires the U.S. DOT and the FTA to make environmental justice (EJ) part of our mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects on our programs, policies, and activities on minority populations and/or low-income populations.
21. COMMERCIAL DRIVER’S LICENSE (CDL). All drivers of motor vehicles designed to transport sixteen or more passengers (including the driver) or of vehicles which have a gross combination weight rating of 26,001 pounds or more must have a CDL. Mechanics that drive the vehicles must also have a CDL.
22. Reimbursement - Reimbursement for capital awards for will be available within fifteen (15) working days after receipt of invoice and required payment copies to vendor from subrecipients if Awardee has no outstanding maintenance or quarterly reporting non-compliance issues. Verification for capital reimbursement requests must have verification from vendor that account has been paid and checks have cleared. This may also be a bank statement showing the check has cleared. No reimbursement will be made until all required FTA proof of purchase documents have been submitted.

23. For operating cost reimbursements payment will be available within fifteen (15) working days after receipt of invoice and all supporting documentation and payment copies to vendors. Oversight reviews will be conducted every quarter as required by Federal regulations. Areas noted as "insufficient" must comply by the next oversight review.

**NOTE: Noncompliance or any other breach in FTA 5310 regulations must be reported to Federal agencies and could mean ineligibility to any future 5310 Federal funding.**

#### **Periodic reporting requirements**

1. Quarterly Financial Reporting for projects - accrual basis, cost incurred, and available balances must be reported quarterly to SARTA.
2. Quarterly Milestone Progress Reports required, including explanations for changes to estimate milestone progress dates
3. Quarterly Federal Financial Reports required, including cash transactions, expenditures, unliquidated obligations, and remaining share for both FTA and recipient.
4. Quarterly reporting of Program Measures (gaps in serviced filled, ridership, service improvements, and physical improvements)
5. Vehicle inspections (Pre-Delivery and Post-Delivery) Regular Vehicle Maintenance, according to recipient or subrecipients organizational maintenance plan.
6. Performance Measures – documenting that the coordinated plan and 5310 program are resulting in more people receiving access to jobs and medical care because of the programs.
7. EEO, DBE, Title 6, LEP programs – must be monitored and reported on by SARTA. This includes SARTA's involvement in all claims and complaints, whether made to the sub recipient directly, to the direct recipient/designated recipient, FTA, State of Ohio, or Dept. of Justice. It is SAARTA's responsibility to ensure that all sub recipients are following all FTA and State guidelines, including posting contact information for above agencies to file complaints.
8. Environmental Justice – LEP Plan – evaluation of Significant Populations and plans for such will be required for award for both Direct Recipient and Sub Recipients.
9. End of year EEO, Title VI, 133-A, DBE Certifications.

#### Quarterly reporting deadlines

January – March due by the April 18<sup>th</sup>

April – June due by July 18<sup>th</sup>

July – September due by Oct 17<sup>th</sup>

October – December due by Jan 30<sup>th</sup>

**APPLICATION CHECKLIST**

**Initials**

- \_\_\_\_\_ Application Completed: contact information, grant type, funds requested;
- \_\_\_\_\_ Match requirement;
- \_\_\_\_\_ Project time period;
- \_\_\_\_\_ Vehicles/Capital Requested, Proposed Usage, Existing Fleet Info, Calculations;
- \_\_\_\_\_ Service area;
- \_\_\_\_\_ Population to be served identified;
- \_\_\_\_\_ Hours of operation;
- \_\_\_\_\_ Vehicle and/or equipment selected State Contract or  if not applicable;
- \_\_\_\_\_ Project Summary;
- \_\_\_\_\_ Project Outcomes;
- \_\_\_\_\_ Coordination;
- \_\_\_\_\_ Letters of Support;
- \_\_\_\_\_ Administration and Fiscal Capacity;
- \_\_\_\_\_ Marketing and Outreach;
- \_\_\_\_\_ Capital;
- \_\_\_\_\_ Attachment A, Self-Certification:  mark if not applicable;
- \_\_\_\_\_ Attachment B, Authorizing Resolution:  mark if not applicable;
- \_\_\_\_\_ Attachment B, Board Member List and Affiliations:  mark if not applicable;
- \_\_\_\_\_ Attachment C, Proposed Budget:
  - Calculation and explanation for each line item;
  - Detailed description of documentation for matching funds and source.
- \_\_\_\_\_ Attachment D, Lobbying Certificate;
- \_\_\_\_\_ Attachment E, Certificate and Assurances;
- \_\_\_\_\_ Attachment F, Checklist, signature below acknowledges I have reviewed the list of project compliance requirements and periodic reporting requirements;
  
- Checklist completed by: \_\_\_\_\_ Date: \_\_\_\_\_



**RETURN APPLICATION By April 5, 2024 by 3:00 pm**

**MAIL TO:**

**Stark County Regional Planning Commission**

**Attn: Karl Lucas**

**201 3<sup>rd</sup> St NE, Suite 201**

**Canton OH 44702-1211**

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This section to be completed by **STARK COUNTY AREA TRANSPORTATION STUDY**

**Application Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Notes by:** \_\_\_\_\_ **Date:** \_\_\_\_\_