

MAPA 5310 Project Selection

Guidance Document for 5310-MAPA Project Selection
FY2017

Approved:

CTC: 10/21/15

TTAC:

Board:

Project applications for FY2017 5310-MAPA funding should be submitted no later than **4:30 pm** on **January 8, 2016**



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1) Introduction

This policy guide was created to provide instructions for completing the 5310 project application. The following pages discuss:

- Definitions
- The 5310 project selection schedule
- Federal eligibility of projects
- The MAPA Coordinated Transit Committee (CTC)
- Project submission guidelines
- Project implementation
- Selection criteria
- Project application and scoring rubrics

As described in this policy guide, there are two project tracts within 5310. However, to simplify the application process, a single combined application was developed. Applicants will check a box regarding the information below on their application. MAPA staff will utilize this information to determine the project tract rubric to use to evaluate the project.

- Type of organization
- Type of funds they are requesting – Capital, Operations, or Capital and Operations.

Application tips:

- Utilize the Microsoft Word application that has fillable boxes to complete the application. This Word document can be downloaded from the MAPA website – <http://mapacog.org/coordinated-transit-committee>.
- Answer every question to the best of your ability. Figure out how your project applies to the question.
- Make sure Section 9 – Certification of Application – is included and signed by an authorized signatory.
- Ensure all applicable attachments are completed and included with the application:
 - Attachment 1: Service Area
 - Attachment 2: FTA Certifications and Assurances
 - Attachment 3: Vehicle Inventory Sheet
(For vehicle requests only)
 - Attachment 4: Maintenance of Vehicles and Vehicle Being Replaced
(For vehicle requests only)
 - Attachment 5: Local Governmental Authority Certification
(For governmental entities only)
- If your agency is completing the Local Government Authority Certification, please include all of the necessary information with your application. The 30-day public comment period can be pending, but all other steps must be completed and included with your application.
- Have additional questions? Attend the 5310 Funding Workshop on December 16 at 10:30 in the MAPA Downstairs Training Room located in the Metro/MAPA building at 2222 Cuming Street, Omaha. To ensure we have a proper number of materials, please register your free attendance – <http://FY175310FundingWorkshop.eventsbot.com>. **Please come to the workshop with specific questions pertaining to your application.**

2) Definitions

5310 Program (FTA Section 5310 Capital for Elderly and Disabled Transportation Funding Program) - The Section 5310 program provides formula funding to States and Designated Recipients for the purpose of assisting private nonprofit groups and certain public bodies in meeting the transportation needs of the elderly and persons with disabilities. Funds may be used only for 1) capital and 2) operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

Access - is the ability to reach desired goods, services, activities and destinations (together called *opportunities*).

Four general factors affect physical accessibility:

1. **Mobility**: that is, physical movement. Mobility can be provided by walking, cycling, public transit, ridesharing, taxi, automobiles, trucks and other modes.
2. **Mobility substitutes**: such as telecommunications and delivery services. These can provide access to some types of goods and activities, particularly those involving information.
3. **Transportation system connectivity**: which refers to the directness of links and the density of connections in path or road network.
4. **Land use**: that is, the geographic distribution of activities and destinations. The dispersion of common destination increases the amount of mobility needed to access goods, services and activities, reducing accessibility.

Alternative Transportation - Refers to modes of travel other than private single-occupancy vehicles such as walking, bicycling, carpooling, or transit.

Americans with Disabilities Act of 1990 (ADA) - The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

Coordinated Transit Committee (CTC) - The Coordinated Transit Committee (CTC) is the stakeholder group and steering committee, which developed the Coordinated Transit Plan. The CTC is composed of various health and human service agencies, private and not-for-profit providers, city officials, Metro Transit, and concerned citizens. The CTC also evaluates grant applications from eligible applicants (including non-profits, city governments, transit providers, and taxi companies) for FTA funding, which MAPA distributes.

Coordinated Transit Plan (CTP) - A Coordinated Transit Plan serves as the guiding document for human service transit providers in the Omaha-Council Bluffs Metro Region. The Plan identifies the transportation needs of individuals with disabilities, the elderly, and people with low-incomes, provides strategies for meeting these needs, and prioritizes transportation services for funding and implementation. This Plan is located on the CTC's webpage on the MAPA website or located at:

http://mapacog.org/images/stories/Trans_General/MAPA_2014CoordinatedTransitPlan_ApprovedMay2014.pdf

Description - A brief description of the project; should include location information, limits of construction, impacts, etc

Eligible Applicants - Project applications may be submitted by eligible sponsors located within the MAPA Transportation Management Area (TMA), including: Douglas County and its cities, Sarpy County and its cities, the City of Council Bluffs, City of Crescent, City of McClelland, and Pottawattamie County (within the TMA Boundary), and other entities identified by MAP-21.

Environmental Justice - The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

The three fundamental principles for Environmental Justice for US DOT programs are shown below:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Local Match - Local match is defined as the portion of total project cost to be covered by the local sponsoring jurisdiction or other non-federal contributor (i.e. the development community). For 5310-MAPA projects, the minimum match percentage for capital projects is 20 percent. The minimum match percentage for operations projects is 50 percent.

MAPA 2040 LRTP - The MAPA 2040 Long Range Transportation Plan (LRTP) was finalized in 2015 and is the applicable long range transportation plan for the MAPA region. Capital Improvement projects must be listed in the MAPA 2040 LRTP in order to be eligible for 5310-MAPA funding. This Plan is located at: <http://mapacog.org/long-range-transportation-planning>. Chapter 3 states the LRTP goals and Table 7.10 on page 7-23 lists 5310 project types.

MAP-21 (Moving Ahead for Progress in the 21st Century Act) - President Obama signed MAP-21 into law in July 2012, providing funds for surface transportation programs for FY2013 and FY14, along with transforming the framework for investments to guide the growth and development of the country's vital transportation infrastructure.

Multi-modal Connectivity - Multi-modal connectivity refers to enhancing the opportunity to connect between various modes of transportation (i.e. automobile, bus, walking, cycling, etc.).

TIP (Transportation Improvement Program) - The TIP provides a comprehensive six-year listing of transportation improvements within the MAPA Transportation Study Area. MAPA prepares the TIP annually based on information submitted by local and state governments. The TIP is located at: <http://mapacog.org/transportation-improvement-program>.

Transit Operation Features or Amenities - Transit operation features or amenities refer to enhancements that directly improve the operation or aesthetics of transit in the MAPA region.

3) Schedule for 5310 - MAPA Project Selection

Call for FY2017 Projects	December 4, 2015
Submittal Deadline for 5310-MAPA Applications	January 8, 2016
Preliminary Eligibility Screening of Applications	January 15, 2016
Individual Project Applications Scored	January 22, 2016
Project Selection Workshop	February 5, 2016
Appeals Hearing	February 17, 2016
Publication of Selected Project List	March 25, 2016
Incorporation into Draft FY2017-2022 MAPA TIP	February & March 2016
TTAC Approval of Draft FY2017-2022 MAPA TIP	April 2016
MAPA Board of Directors Approval of Draft FY2017-2022 MAPA TIP	April 2016
State Review & Public Comment Period	April-May 2016
TTAC Approval of Final FY2017-2022 MAPA TIP	June 2016
MAPA Board of Directors Approval of Final FY2017-2022 MAPA TIP	June 2016
Distribution of Final TIP to State & Federal Partners	July 2016

4) Federal Eligibility of Projects

This project selection methodology applies only to those projects that are seeking to be funded via MAPA's annual 5310 apportionment. This methodology does not apply to other federal funding source or class and should not be utilized by jurisdictions seeking funding from any other source.

Types of Sub-Recipients

The 5310 program regulations dictate there are specific eligible sub-recipients and activities. The program is split into two categories "Traditional – Capital" and "Other/New Freedom – Capital & Operations". Table 1 below illustrates eligible sub-recipients for the two project tracts. Figure 5 displays the eligible sub-recipients and activities (page 12). A minimum of at least 55% must be spend on the Traditional – Capital program (this is a floor, not a ceiling).

Table 1: Eligible Sub-Recipients	
Traditional – Capital	Other/New Freedom – Capital & Operations
1) Private non-profit 2) State/local government authority that: <ul style="list-style-type: none"> a. is approved by a state to coordinate services for seniors and individuals with disabilities; or b. certifies that there are no non-profit organizations readily available in the area to provide the service 	1) Private non-profit 2) Public transportation operators 3) State/local government authority 4) Private taxi companies providing shared ride service

To simplify the application process, one application was created. MAPA staff will utilize the appropriate project tract scoring rubric to evaluate the project. State/Local government authorities who are applying for Traditional-Capital funding must complete Attachment 5 to the project application (Local Governmental Authority Certification).

Types of Eligible Projects

The Moving Ahead for Progress in the 21st Century Act (MAP-21) established the following activities as eligible projects for 5310 funding under the Coordinated Transit Program:

1. Construction, planning, and design of Human Service transit projects and systems that will provide safe routes for non-drivers, including children, Senior Citizens, Veterans, and individuals with disabilities to access daily needs and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.).
2. Transit Asset purchasing, which include but are not limited to:
 - Vehicles and rolling stock (such as Buses, Vans or Minivans);
 - Radios and communication equipment;
 - Computer hardware or software that aid in the implementation of transit services
 - Fleet maintenance equipment
 - Vehicle equipment and parts
 - Wheelchair lifts and restraints (bought individually, not as part of buses above)
 - Vehicle rehabilitation, manufacture, or overhaul
 - Operations and maintenance structures (e.g. vehicle shelters, bus shelters)
 - Mobility Management
 - Introduction of new technology
 - Innovative and improved products

Limitations on Projects

Per the requirements of MAP-21, 5310 funds cannot be used for the following activities:

- Transfer of 5310 funds out of the areas in which they were apportioned (i.e. urban to rural areas).
- 5310 funds cannot be used to support services that compete with other providers.

Conditions for Funding

In addition to the above eligibility standards, projects seeking 5310 funding must meet the following minimum eligibility requirements:

1. Project must meet the MAPA's 2040 Long Range Transportation Plan intent as required by MAP-21 and has a minimum match of 20 percent local (non-federal) funding as required by MAP-21.
2. Projects must be submitted by organizations in the MAPA Transportation Management Area (MAPA TMA). The TMA encompasses Douglas and Sarpy Counties in Nebraska and the urbanized area surrounding Council Bluffs in Pottawattamie County, Iowa. Figure 1 displays the MAPA TMA.
3. Projects must be a project type listed in the MAPA 2014 Coordinated Transit Plan (CTP) and meet one of the Coordinated Transit Plan's goals.

Failure to meet any of the above criteria will result in immediate disqualification of the submitted project for 5310 funding.

Projects located within the Environmental Justice areas will receive additional consideration (Figure 2).

Figure 1: MAP of the MAPA Transportation Management Area

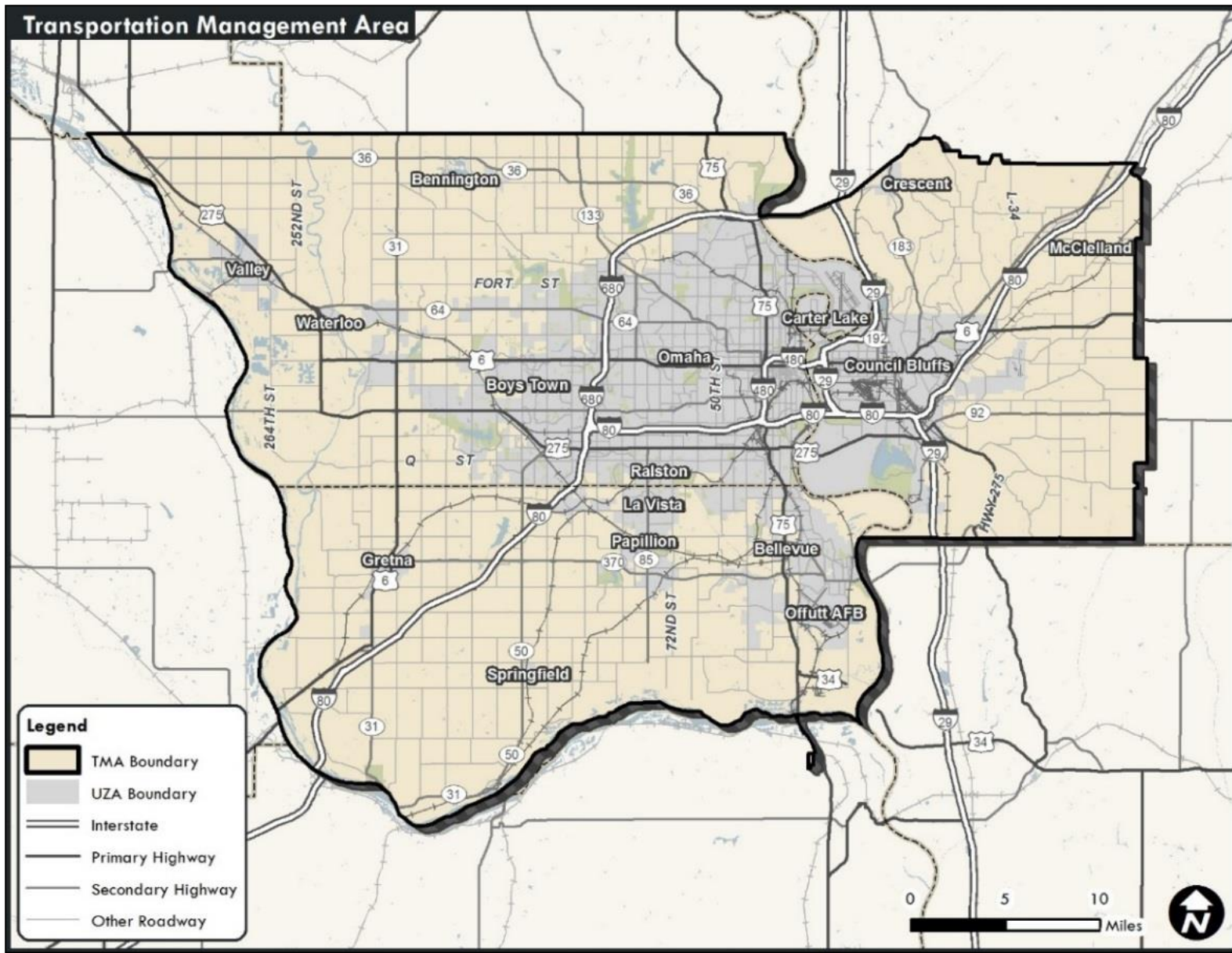
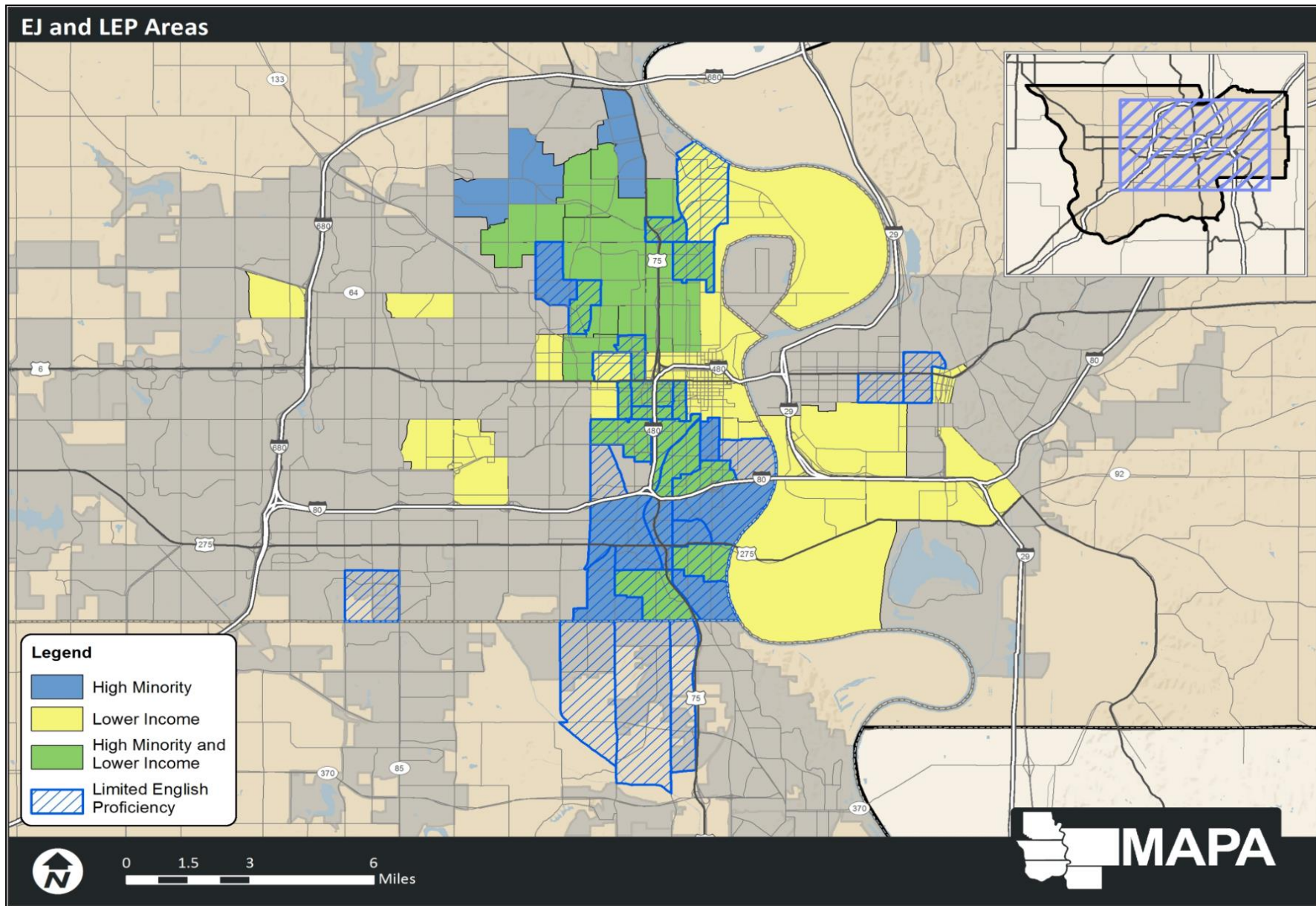


Figure 2: Environmental Justice Map



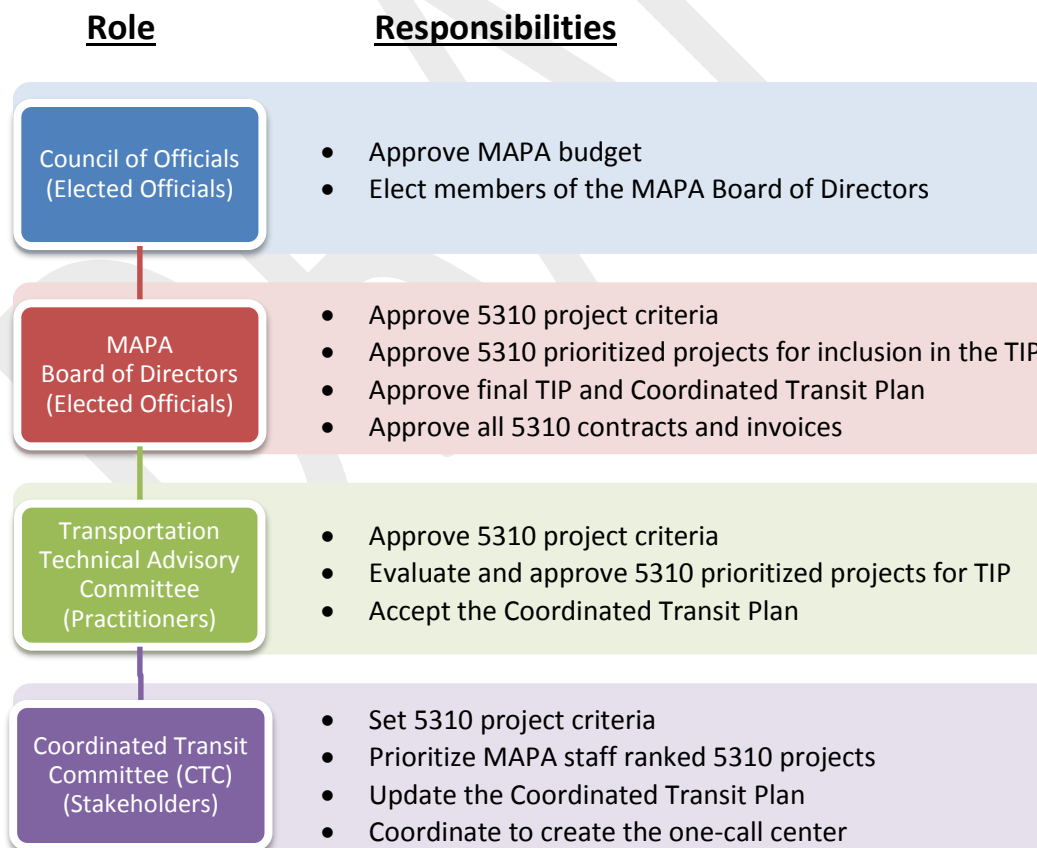
5) MAPA's Coordinated Transit Committee (CTC)

The governing body for MAPA is a 64 member Council of Officials, representing cities, counties, school districts, resource agencies, and numerous other governmental bodies within the MAPA region. The MAPA Board of Directors is a nine-member board that serves as the Council Officials' executive committee. The Board of Directors is comprised of elected officials representing cities and counties from the larger five-county MAPA region.

The Board of Directors maintains responsibility over the Coordinated Transit Committee (CTC), Section 5310 Program Management, Coordinated Transit Plan development and all amendments. Therefore, the CTC is a direct function of the MAPA transportation planning process. The CTC is a stakeholder committee to the Transportation Technical Advisory Committee (TTAC), which was created on behalf of the MAPA Board of Directors and the MAPA Council of Officials.

Figure 3 displays the roles and responsibilities of the MAPA Council of Officials, Board of Directors, Transportation Technical Advisory Committee, and the Coordinated Transit Committee. The MAPA Board of Directors annually confirms the appointment of a Coordinated Transit Committee Chair to facilitate meetings, confer with MAPA staff and work to forward the goals and actions of the Coordinated Transit Plan.

Figure 3:



The overall goal of the coordinated transit planning effort is to meet the expectations as defined by MAP-21 and the FTA for human service transit projects receiving federal funds under the Section 5310 program.

The CTC provides oversight and guidance in the development of the Coordinated Transit Plan, development of the 5310 criteria, the project selection, and the prioritization process of distributing the federal funding. The Coordinated Transit Committee is currently comprised of the following members:

- Black Hills Workshop
- City of Bellevue
- City of Council Bluffs
- City of LaVista/Ralston
- Eastern Nebraska Community Action Partnership
- Eastern Nebraska Human Service Agency
- Empowerment Network
- Florence Home
- Friendship Program
- Goodwill Industries
- Heartland Family Service
- Heartland Workforce Solutions
- Lutheran Family Services
- Mayor's Commission for Citizen's with Disabilities
- Metro Transit
- Omaha Association of the Blind
- Papio-Missouri River Natural Resources District
- Pottawattamie County Veteran Affairs
- Southern Sudan Community Association
- Southwest Iowa Planning Council/Southwest Iowa Transit Agency
- United Way of the Midlands
- AARP
- Catholic Charities
- City of Omaha
- City of Papillion
- Nebraska Veterans of Foreign Wars
- Paralyzed Veterans of America
- Sherwood Foundation

6) Project Submission Guidelines

Timeline

Organizations submitting applications must abide by the timeline listed in this guidance document.

Applications

Applications have been created to evaluate each project. (The application is found later in this policy guide and on the MAPA website). Organizations must prepare the required documentation to the best of their abilities.

Local Governmental Authority Certification

For governmental entities to be eligible for the "Traditional – Capital" 5310 funding, the state or local government authority needs to be approved by the State to coordinate services for seniors and individuals with disabilities OR certify that there are no non-profit organizations readily available in the area to provide the service.

This is accomplished through a self-certification process. Entities must complete the method detailed in Attachment 5 of the application. Please include the Local governmental Authority Certification form and the necessary documentation with the application packet.

Optional One Page Narrative

The final application for a 5310-funded project may include a one-page narrative of the project that may include details outside those requested in the application forms. This one page narrative should be submitted in Times New Roman 12pt font with one (1) inch margins. Additional pages or documentation will not be considered in the final scoring of the application.

Address for Submission

Project applications for FY2017 5310-MAPA funding should be submitted no later than **4:30 pm** on **January 8, 2016** to:

MAPA Project Selection
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102

Project applications and questions concerning this process may also be emailed to mapa@mapacog.org.

Evaluation of Project Applications

Following an initial eligibility determination, project applications are evaluated and scored by MAPA staff based upon the information supplied. MAPA staff will then present the rankings to the CTC for review and will recommend a prioritization of projects to the CTC for approval at the Final Selection Workshop. Projects selected during this workshop will be incorporated into the Draft FY2017 MAPA Transportation Improvement Program (TIP) as allowed by fiscal constraint. All projects will be prioritized and programmed as funding amounts will allow. Projects not receiving funding will be listed by their priority in the Illustrative Years, in case additional funds become available.

7) Project Implementation

The Draft MAPA TIP is presented to and voted on by the MAPA TTAC and MAPA Board of Directors. After approval of the draft and the duration of the public comment period, the TIP is again presented to TTAC and the Board of Directors as a final document. Once the final TIP is approved it is submitted to MAPA's state and federal partners for approval and inclusion in the State Transportation Improvement Programs (STIPs).

Once a project is incorporated in the approved TIP and the funding is available, MAPA will move forward with project implementation.

Capital-Vehicles Projects

Funding to purchase vehicles and other capital items will be process through the respective Department of Roads/Transportation. MAPA will communicate with the Nebraska Department of Roads and Iowa Department of Transportation the amount of funding to be flexed from MAPA's apportionment of funding to the States. MAPA will specifically state which agencies were selected to receive capital purchases (e.g. vehicles). MAPA will inform the selected agencies once the funding is available and the States will proceed with purchasing the vehicles.

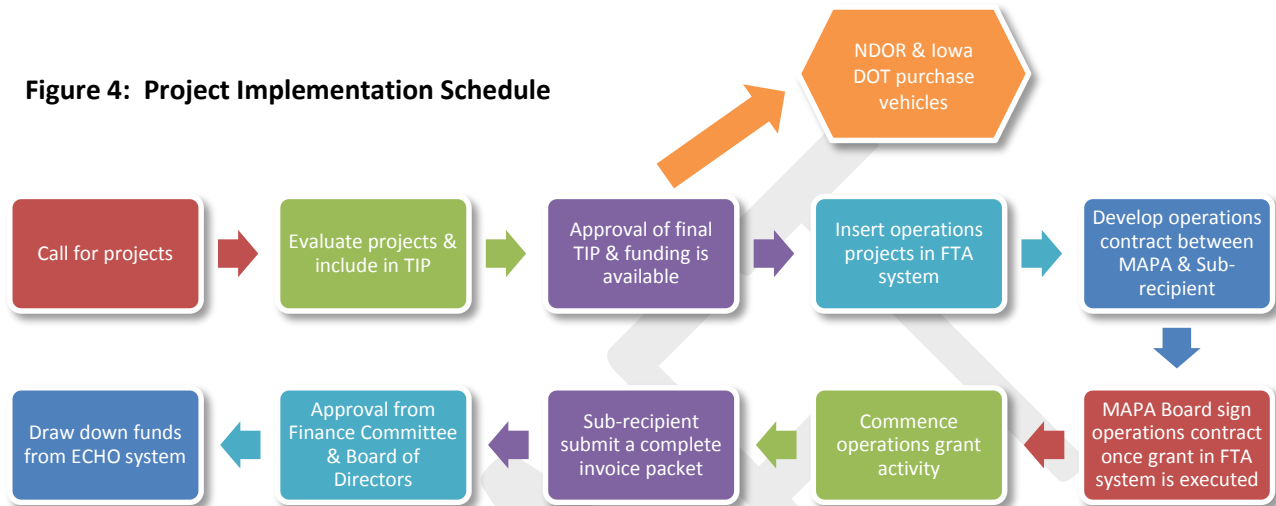
Operations Projects

MAPA will implement operations funding by inserting the project into the Federal Transit Administration's (FTA) grant management system. The project description will include the date of TIP approval and inclusion in the Coordinated Transit Plan, along with other pertinent information, such as name of agency and purpose of the project.

Simultaneously to approval in FTA's grant management system, MAPA will begin developing the contract between MAPA and the sub-recipient. As a part of this development, non-profits and non-governmental agencies must submit an audit report to MAPA. The contract will be signed once the grant is approved in FTA's grant management system and portions of the grant agreement can be attached to the contract.

Finally, the sub-recipient can commence grant activity based on the day State TIP approval was granted. MAPA will work with the agency to ensure a complete invoice packet is submitted including all necessary supporting documentation and progress reports. The MAPA Finance Committee and the MAPA Board of Directors will approve the invoice packet. Following approval, MAPA will use the FTA grant reimbursement system, ECHO, to draw down funds and MAPA will cut a check for the sub-recipient. Figure 4 displays the project implementation schedule.

Figure 4: Project Implementation Schedule

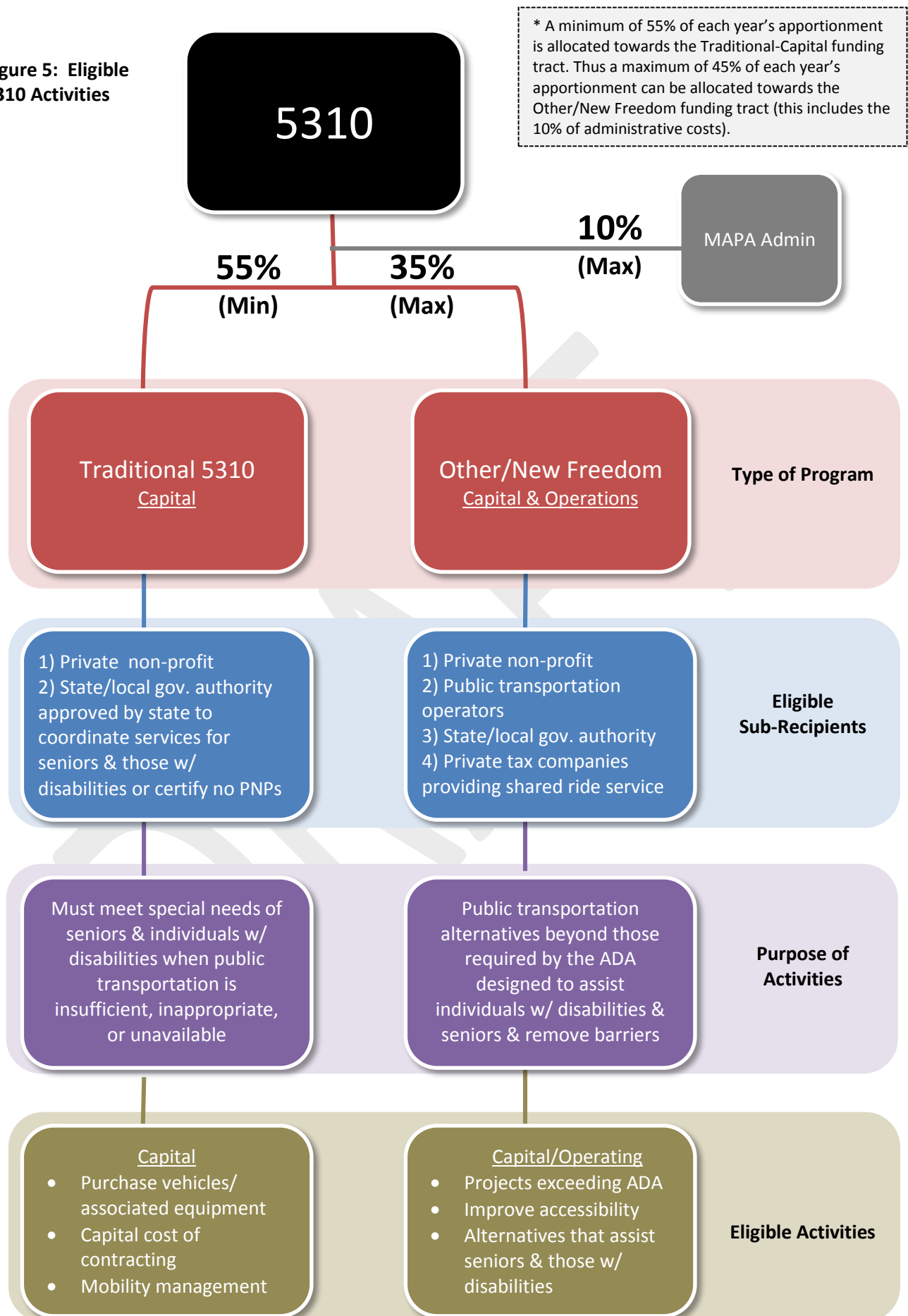


8) Selection Criteria (2 Project Tracts)

As mentioned previously in this policy guide, there are two distinct project tracts within the 5310 program. Figure 5, on the next page, illustrates that each tract has specific eligible sub-recipients and eligible activities.

To simplify the application process, one application was created. MAPA staff will utilize the appropriate project tract scoring rubric to evaluate the project. Please see the Section Eight to view the selection criteria, application, and scoring rubrics.

Figure 5: Eligible 5310 Activities



Eligibility Determination

Projects must meet the eligibility criteria below, if the project does not meet the eligibility requirements, then it shall not move forward with the evaluation process. The eligibility determination is the same for the two project types. However, there is one additional criteria for the Other/New Freedom project tract.

Criteria	Traditional	Other/New Freedom
An eligible organization type	Yes	Yes
Meeting the MAPA 2040 Long Range Transportation Plan (LRTP) intent	Yes	Yes
Achieving at least one goal of the Coordinated Transit Plan	Yes	Yes
Type of project must be listed in the Coordinated Transit Plan (project types are listed on page 66 in Table 6.2)	Yes	Yes
MAPA needs to know if the project is currently listed in any local planning documents, i.e. Transportation Improvement Program (TIP), comprehensive plans, or strategic plans	Yes	Yes
At least one Federal program goal (listed on page 4 of the application)	No	Yes

Access the relevant documents by going to the appropriate webpage:

- MAPA 2040 Long Range Transportation Plan (LRTP)- Chapter 3 states the LRTP goals
 - <http://mapacog.org/long-range-transportation-planning>
- Coordinated Transit Plan
 - <http://mapacog.org/coordinated-transit-committee>
- Transportation Improvement Program (TIP)
 - <http://mapacog.org/transportation-improvement-program>

Ridership

Ridership is the backbone of making a Human Service transit program both economically feasible and functionally effective. Projects that can increase the number of citizens in the region taking advantage of transit services will receive the following points.

Traditional-Capital		
	Criteria	Points
Increase in Ridership	Increased +10%	7
	Increased 5 – 9.99%	6
	Increased 4.99%	5

Other/New Freedom-Capital & Operations		
	Criteria	Points
Increase in Ridership	Increased +10%	7
	Increased 5 – 9.99%	6
	Increased 4.99%	5
Maintain existing transit ridership		5

Interagency Coordination

The submitting agency is asked to describe the project's positive multi-jurisdictional/multi-agency impacts, the total number of partnering jurisdictions/agencies and their role in the project. This will help to acknowledge the desire of the sponsoring agency to coordinate with other agencies and stakeholders and ensure that future transit projects will focus on the region as a whole. In an effort to foster collaboration and regionalism, more credence will be given to projects that impact a greater number of agencies via higher points.

Traditional-Capital and Other/New Freedom-Capital & Operations		
Criteria		Points
Project Partners	6+ Partners	8
	5 Partners	6
	4 Partners	5
	3 Partners	3
	2 Partners	2

Geographic Coverage

A key to providing enhanced mobility services is ensuring that the region's transit system extends service options to geographic areas where they currently don't exist, and especially to areas where service is needed most. Therefore, projects that would extend or increase existing transportation services throughout the area are encouraged. Projects that invest in areas with disproportionately high-minority and low-income populations will receive additional consideration through this process. Areas of high-minority concentration, low-income concentration and those areas that are both high-minority and low-income are shown on the MAPA Environmental Justice Map (Figure 2 on page 7).

Traditional-Capital		
Criteria		Points
Service Area Increase	Increased by +20%	5
	Increased by 10 – 19.99%	4
	Increased by 5 – 9.99%	3
Serve transit dependent population not served by transit		2
Environmental Justice Area (determined from service area map)		2

Other/New Freedom-Capital & Operations		
Criteria		Points
Provide sustained area base coverage over ADA		5
Serve transit dependent population not served by transit		2
Environmental Justice Area (determined from service area map)		2

Accessibility Improvements

MAPA encourages enhanced diversity in transportation modal choices, and will rate projects according to the distribution of transit services to support access to destinations throughout the region. Jurisdictions submitting applications for transit projects will be asked to describe how their project will enhance access and equity through providing multiple modes of transportation in the region. Projects expanding the availability of access will be given points according to the accessibility enhancements they propose.

Traditional-Capital and Other/New Freedom-Capital & Operations	
Criteria	Points
Increase transit access to Veterans	4
Increase transit access for Senior Citizens	4
Increases transit access for individuals with disabilities	4
Increase access to employment help centers	3
Increases access to jobs for under-employed	3

Operation of Service

Human service transportation includes a broad range of transportation service options designed to meet the needs of transportation disadvantaged populations including older adults, individuals with disabilities and/or those with lower income. Individuals that have different needs may require a set of different services depending on their abilities, their environment, and the options available in their community. Projects that propose effective routing will help increase ridership per hour, or ridership per mile, will decrease transit cost per passenger.

Traditional-Capital	
Criteria	Points
Increase Human Service ridership $\geq 10\%$ or more	2
Improve customer service response time	4
Increase number of destinations per trip	4
Provide training for disabilities assistance	4
Increase efficiency of ride dispatching	5
Decrease number of rider denials	5

Other/New Freedom-Capital & Operations		
Criteria		Points
Service/Expand Beyond ADA Requirements	To + 1.5 mile service	9
	To 1 – 1.49 mile service	7
	to .99 mile service	5
Maintain existing level of service over ADA		5

Reliability and Quality of Service

Transportation and transit services must provide reliable and consistent service to citizens in need. Projects that will help improve or increase the efficiency of the region's transit services by improving the mobility options of low-income individuals, the elderly, and individuals with disabilities. Points will be given as needed with regards to measures such as reducing the time that riders spend waiting for rides or improving the response time of transit vehicles.

Traditional-Capital and Other/New Freedom-Capital & Operations	
Criteria	Points
Reduce travel time per vehicle	4
Reduce time spent by rider on vehicle	4
Improve response time	4
Maintain existing reliable and quality service over ADA	5

Availability of Transportation Services

MAPA's 2040 Long Range Transportation Plan places a great deal of importance on expanding the availability of transportation options and multi-modal infrastructure improvement. Submitted projects will be asked to describe how their proposed project would create or increase availability of alternative transportation services in the MAPA region. Projects could expand or support existing transportation services through examples such as increasing the availability of services, via longer hours or greater number of vehicles.

Traditional-Capital and Other/New Freedom-Capital & Operations	
Criteria	Points
Increase hours of operations	2
Increase number of vehicles available	4
Reduce short term/long term coverage gaps	4

Life Cycle of Vehicles

The ability to save transit funds by maintaining available vehicle resources is a great help to any transit program. Projects that keep the available transit vehicles running smoothly are essential. Therefore, projects that allow or encourage the operation of effective vehicle operation will receive points for doing so. Redevelopment of existing transit infrastructure is a key focus of MAPA's 2040 Long Range Transportation Plan. Any project that can extend or enhance the life of transit vehicles will be awarded points accordingly.

Traditional-Capital and Other/New Freedom-Capital & Operations	
Criteria	Points
Extend life of current transit vehicles	4
Introduce newer/more energy efficient transit vehicles	4
Reduce operating costs of transit vehicles	4

Bonus Category

Sustainability

The financial sustainability of programs is important to the longevity of projects. This is especially evident with the current uncertain federal funding levels. Therefore, bonus points will be awarded to transportation projects which have financial support from other sources that do not include MAPA. The application should clearly identify funding which could support the program in case of a decrease in MAPA funding levels. The applicant should include an audit report or letters with financial commitment as justification of other funding sources.

Traditional-Capital and Other/New Freedom-Capital & Operations	
Criteria	Points
Bonus points for alternative sources of funding	10

9) Application and Rubrics

There is one combined application for the two types of 5310 project tracts. A select number of questions will not be applicable for all project types. Please read the descriptive information associated with the questions.

Applicants will check a box regarding the information below on their application. MAPA staff will utilize this information to determine the project tract rubric to use to evaluate the project.

- Type of organization
- Type of funds they are requesting – Capital, Operations, or Capital and Operations.



Application for 5310- MAPA Funding for FY2017 Human Service Transit Projects

1. General Information

Legal Name of Applicant Organization:		
Type of Organization: <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Operator of Public Transportation <input type="checkbox"/> Private Taxi Company <i>(providing shared-ride taxi service)</i> <input type="checkbox"/> Government Entity <i>(Is either approved by the State to coordinate services or certifies non-profits readily available to provide the service: Attachment 5)</i>		
Federal ID Number:	<input type="checkbox"/> Registered in SAM - System for Award Management <i>(check the box if registered)</i>	Data Universal Numbering System (DUNS):
Address (include City, State, and ZIP Code):		
Name of Project Director or Supervisor:	Email Address:	Phone Number:
Name of Person Preparing this Application:	Email Address:	Phone Number:
Services Generally Provided by Applicant:		
Is this a new grant or a continuation of an existing grant? <input type="checkbox"/> New Grant <input type="checkbox"/> Continuation of Existing Grant. If continuation, please list name and date of original grant. Name of Original Grant: _____ Date of Original Grant: _____		

2. Transportation Project

Type of Funds Requesting: <input type="checkbox"/> Capital <input type="checkbox"/> Operations <input type="checkbox"/> Capital and Operations
Types of Service to be Provided: <input type="checkbox"/> Demand Response <input type="checkbox"/> Fixed Route <input type="checkbox"/> Other (specify)
Intended Use: <input type="checkbox"/> Replace Existing Service <input type="checkbox"/> Expand Existing Service <input type="checkbox"/> Expand Existing Service <input type="checkbox"/> Start New Service
Fiscal Year Requested (Federal Fiscal Year- Oct 1 – Sept 30):
Project Name:
Hours/Days of Operation for the Project:

Please ensure the following attachments are completed and included with your application packet:

- Attachment 1: Service Area
- Attachment 2: FTA Certifications and Assurances
- Attachment 3: Vehicle Inventory Sheet
(For vehicle requests only)
- Attachment 4: Maintenance of Vehicles and Vehicle Being Replaced
(For vehicle requests only)
- Attachment 5: Local Governmental Authority Certification
(For governmental entities only)

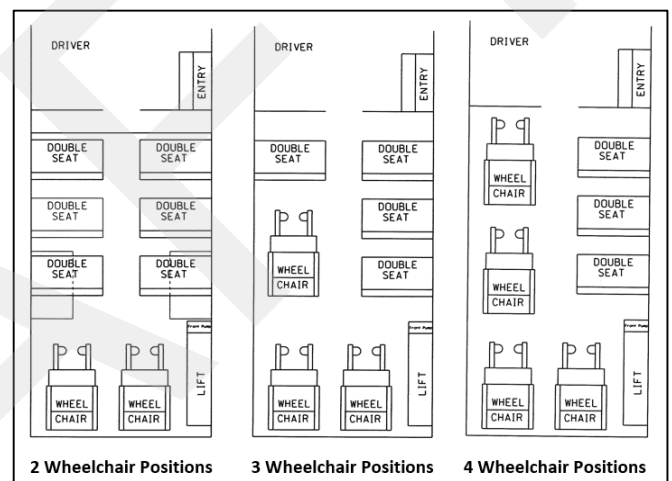
3. Vehicles Requesting

Prioritize Vehicle(s) Requested (1 or 2)	No. of Units	Vehicle	Vehicle Cost <i>*Subject to change</i>	Total Cost	Indicate Type & # of Vehicle <i>(e.g. ☐ replacement buses- 2 & ☐ expansion van- 1)</i>	
					Replacement	Expansion
		Small Transit Bus	\$ 55,000*	\$	<input type="checkbox"/>	<input type="checkbox"/>
		Lowered Floor Minivan	\$ 34,240*	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total Cost:				\$		
Total Federal Funds Requested (80% of total cost)				\$		
Local Share (20% difference between funds requested and total cost)				\$		
Source of Local Match (Indicate percentage/amount if local match from different sources and indicate status of local match, i.e. copies of executed contracts, verbal commitments, etc):						

****Complete the attached Vehicle Inventory Worksheet & Attachment 4 indicating which vehicle will be replaced.**

If requesting a Small Transit Bus, please indicate how many wheelchair positions are desired *(see diagram to right-[Nebraska Applicants Only](#))*:

- ☐ Two
☐ Three
☐ Four



4. Purchase of Service (Capitalized Cost of Contracting)

This type of assistance - Purchase of Service - is called the Capitalized Cost of Contracting. It can be funded with 80% federal funds. The procurement of the entity to provide the transportation must follow applicable FTA procurement guidelines.

Number of individuals to be transported using this funding	
Entity to be contracted with to provide transportation service:	
a. Project number of passenger boardings:	
b. Cost per boarding	\$
c. Total costs for transportation service (a x b)	\$
Total Federal Funds Requested (80% of total cost)	\$
Local Share (20% difference between funds requested and total cost)	\$

5. Technology Requested (For example – mobile data terminals for dispatching and communication)

	Unit Cost	No. of Units	Cost
Type of technology requested:			\$
Type of technology requested:			\$
Type of technology requested:			\$
Total Cost:			\$
Total Federal Funds Requested (80% of total cost)			\$
Local Share (20% difference between funds requested and total cost)			\$

6. Operating Assistance

Note: This section should only be completed if your agency is applying for Federally funded operating assistance. Monthly reimbursement of operating assistance is limited to 50% of your eligible operating expenses¹. If your agency is requesting operating assistance for more than two years, please recreate this table for the additional years and clearly indicate the purpose and years.

Budget Detail	Year 1			Year 2		
	Total Cost	5310 Funds	Local Match ¹	Total Cost	5310 Funds	Local Match ¹
Operating Expenses						
1. Personnel						
2. Administrative						
3. Insurance						
4. Fuel						
5. Maintenance						
6. Contracted Service						
7.						
8.						
Total –						

Source of Local Match (Indicate percentage/amount if local match from different sources and indicate status of local match, i.e. copies of executed contracts, verbal commitments, etc):

If you have requested more than one funding type (*vehicle purchase, technology, purchase of service, or operating service*), please rank in order of importance to your organization (*1-4 with 1 being the most important*).

☐ Vehicle Purchase ☐ Purchase of Service ☐ Technology ☐ Operating Assistance

7. Service Information

	Yes	No
Does this project meet the MAPA 2040 Long Range Transportation Plan (LRTP) intent?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project listed in local planning documents (Transportation Improvement Program (TIP), applying agency documents)?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project listed in the Coordinated Transit Plan? (See Table 6.2 on page 66)	<input type="checkbox"/>	<input type="checkbox"/>
What goals of the Coordinated Transit Plan does this project achieve? (check all that apply & explain below)		
Improve mobility for elderly persons, those with disabilities and those seeking employment and independence.	<input type="checkbox"/>	
Improve access to transportation services getting to employment and to employment-related activities for the under-employed.	<input type="checkbox"/>	
Provide tools to overcome existing barriers facing those with disabilities and seniors seeking integration into the workforce and community activities.	<input type="checkbox"/>	
Include veterans and military service families in the metro region with transportation suited to their needs.	<input type="checkbox"/>	
Provide the basis for drawing multi-jurisdictional, multi-disciplined stakeholders together to collaborate on how best to provide transportation services to include unmet needs.	<input type="checkbox"/>	
Facilitate coordination for providing human service transportation to fill unmet needs and gaps in the transportation system.	<input type="checkbox"/>	
Explain goals achieved:		

Which of the following will this project achieve? <i>Applies to Operations applications only</i> (check all that apply & explain below)	
Public transportation projects to meet the special needs of seniors and individuals with disabilities (including youth) when public transportation is <u>insufficient, inappropriate or unavailable</u> .	<input type="checkbox"/>
Public transportation projects that <u>exceed</u> the requirements of ADA.	<input type="checkbox"/>
Public transportation projects that <u>improve access to fixed route service</u> and <u>decrease reliance</u> by individuals with disabilities on ADA complementary paratransit service.	<input type="checkbox"/>
<u>Alternatives to public transportation that assist seniors and individuals with disabilities</u> (including youth) with transportation.	<input type="checkbox"/>
Explain:	

Please indicate the annual number of clientele for each category below:			
<u>Specific Clientele</u>		<u>Minority Clientele</u>	
Total number		African Americans	
<u>Senior Citizens</u> Elderly		Hispanic Americans	
<u>Individuals</u> with <u>Disabilities</u>		Native Americans	
<u>Veterans</u>		Asian-Pacific Americans	
		Asian-Indian Americans	
RIDERSHIP: Annual Trips (These figures will be used to calculate ridership projections)			
Last Year (indicate year)		Actual number of trips	
Next Year (indicate year)		Projected number of trips	

INTERAGENCY COORDINATION:	
How many local public agencies, jurisdictions, or non-profits will be involved in the project?	
List the involved stakeholders and their roles below (attach additional table as needed)	
Organization	Role

GEOGRAPHIC COVERAGE:		
The project will increase the service area coverage: (check one of the "increase of service area" boxes and all of the others that apply, clearly indicate new service area on the service area map or route map, and explain below)		
Increase in service area	20% or More	<input type="checkbox"/>
	10 – 19.99%	<input type="checkbox"/>
	5 – 9.99 %	<input type="checkbox"/>
Provide sustained base coverage over current ¾ mile ADA requirements		<input type="checkbox"/>
Serve transit dependent population not served by transit		<input type="checkbox"/>
Explain:		

ACCESSIBILITY IMPROVEMENTS:

The project will increase transit access for the following groups: *(check all that apply & explain below)*

Veterans	<input type="checkbox"/>
Senior Citizens	<input type="checkbox"/>
Disabled Citizens (including disabled youth)	<input type="checkbox"/>
Job Access for the Underemployed	<input type="checkbox"/>
Employment Help Centers	<input type="checkbox"/>
Explain:	

OPERATION OF SERVICES:

The project will develop one or more of service improvements below: *(check one of the "Service/Expansion" boxes and all of the others that apply & explain below)*

Increase human service ridership (per hour or per mile) by 10% or more		<input type="checkbox"/>
Improve customer service response time		<input type="checkbox"/>
Increase number of destinations per trip		<input type="checkbox"/>
Provide training for disabilities assistance		<input type="checkbox"/>
Increase efficiency of ride dispatching		<input type="checkbox"/>
Decrease number of ride denials		<input type="checkbox"/>
Service / Expansion	Service and/or expansion beyond ADA requirements to 1.5 mile or more service area	<input type="checkbox"/>
	Service and/or expansion beyond ADA requirements to 1 – 1.49 mile service area	<input type="checkbox"/>
	Service and/or expansion beyond ADA requirements to .99 mile service area	<input type="checkbox"/>
Maintain existing level of service over current ¾ mile ADA requirements		<input type="checkbox"/>
Explain:		

RELIABILITY AND QUALITY OF SERVICE:

The project will improve the reliability and quality of transit services and will coordinate with existing transit services: *(check all that apply & explain below)*

Reduce travel time per vehicle	<input type="checkbox"/>
Reduce time spent by rider on transit vehicle	<input type="checkbox"/>
Improve response time to rider requests	<input type="checkbox"/>
Maintain existing reliable and quality service over current ¾ mile ADA requirements	<input type="checkbox"/>
Explain:	

AVAILABILITY OF TRANSPORTATION SERVICES:

The project will improve the availability of transit services: *(check all that apply & explain below)*

Increase hours of operations, if yes, please explain below

☐

Increase number of vehicles available

☐

Reduce short term or longer term coverage gaps

☐

Explain:

LIFE CYCLE OF VEHICLES:

The project will improve the life cycle of transit vehicle assets: *(check all that apply & explain below)*

Project extends the life of current transit vehicles

☐

Project introduces newer or more energy efficient transit vehicles

☐

Project is able to reduce operating costs of transit vehicles

☐

Explain:

SUSTAINABILITY:

If MAPA funding were decreased how would this transit system maintain its current level of operating? What services would be eliminated? Are there alternative sources of funding besides MAPA funds which would be used to support this project? Be specific. Include an audit report or letters with financial commitment as justification of other funding sources.

8. Project Justification

Describe benefits to be derived from the project to the elderly or user with a disability:

Identify shortcomings of existing services and how your project will overcome them:

Describe transportation now being provided by applicant:

If this is an operations request, please explain what services the operations funding will support:

If the proposed project requires further explanation to create a clear picture of what is to be accomplished, please describe the project below.

9. Certification of Application

I certify, as the legal signatory for the agency, the above information is accurate to the best of my knowledge, and that our agency has, or has made arrangements for, the required non-Federal match and is prepared to proceed with implementation of the project upon grant approval.

(Authorized signatory)

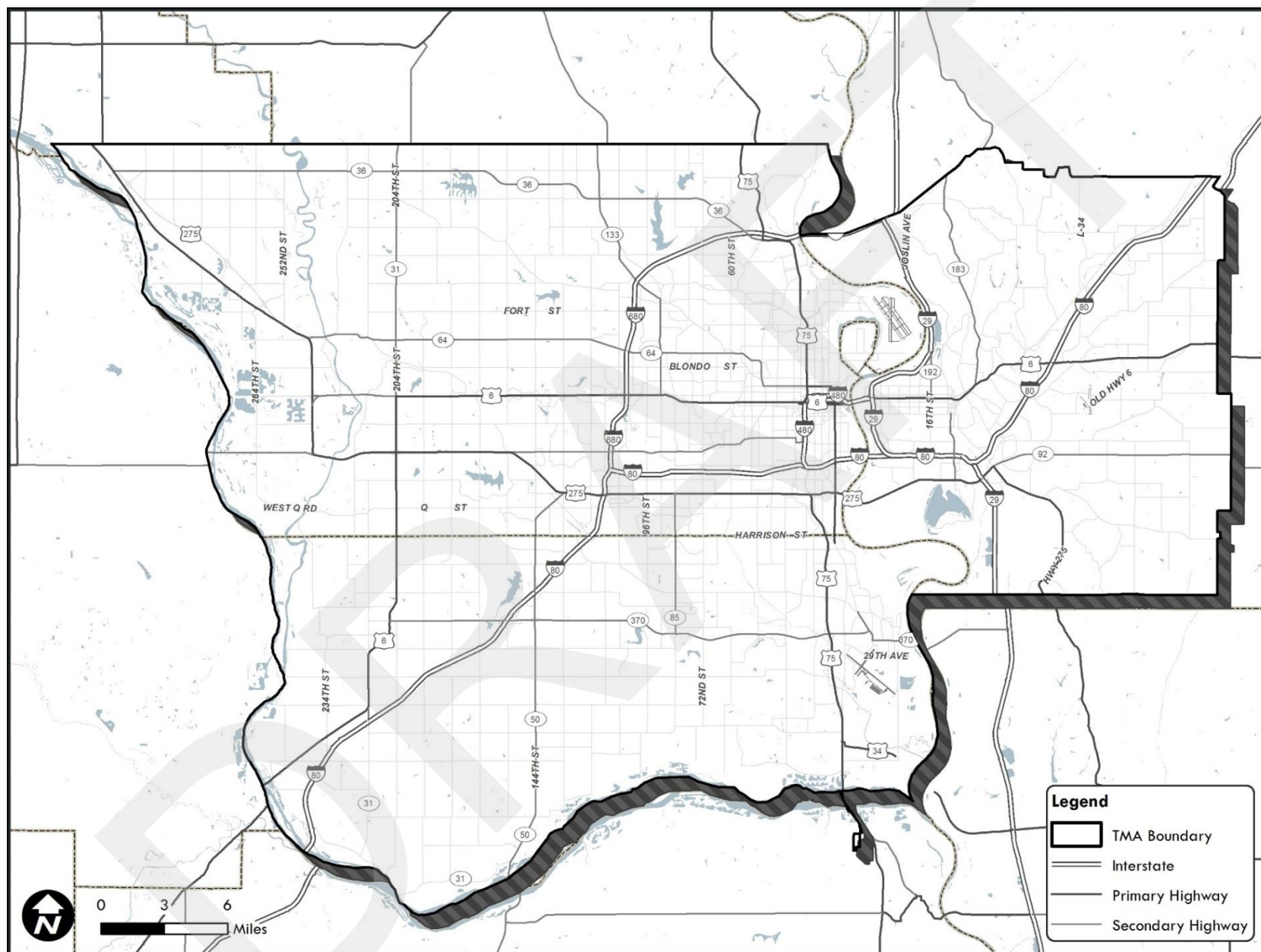
(Printed name)

(Title)

(Email)

(Date)

Attachment 1: Service Area



Please draw/circle your service area on attachment 2 or attach a service area map or route map to this application.

DRAFT

Attachment 3: Vehicle Inventory

To be completed if 5310 funding will be used to fund capital purchase of a new or used vehicle.

Current Vehicle Inventory

Type	Current Mileage	Year of purchase	Fuel Type ¹	Passenger Capacity	ADA Equipped	Condition of Vehicle ²	On-Board Communication ³	Annual Trips	Funding Type ⁴
1.									
2.									
3.									
4.									
5.									

Are all of your vehicles covered by insurance? ☐ YES ☐ NO

Do any of your vehicles require a CDL? ☐ YES ☐ NO If yes, how many vehicles require a CDL? _____

Proposed Capital Vehicle Purchase

Type	New or Used ⁵	Year of purchase	Fuel Type ¹	Passenger Capacity	ADA Equipped	Condition of Vehicle ²	On-Board Communication ³	Insurance Coverage ⁶	CDL Required
1.									
2.									
3.									
4.									
5.									

1 - Gasoline, Diesel, Electric, Hybrid, Etc.

2 - New, good, fair, poor condition of vehicle

3 - Radio, AVL, Other (please specify)

4 - Source of funds (State, Local, Federal) used to purchase vehicle.

5 - If vehicle is used, note the mileage at the time of purchase.

6 - Minimum amount of insurance required to operate the vehicle.

Attachment 4: Maintenance of Vehicles and Vehicle Being Replaced

(For vehicle requests only)

To assure that vehicles acquired with Federal Transit Assistance funds are maintained in optimal operating condition, it is required that they be maintained in accordance with the vehicle manufacture's recommended maintenance schedule. Applicants must verify by certifying below:

Maintenance Certification

_____ certifies that vehicles purchased under Section 5310 will be maintained in accordance with the detailed maintenance and inspection schedule provided by the manufacturer.

(Printed Name of Person Signing)

(Signature of Authorized Representative)

(Title)

(Date)

Vehicle Being Replaced

This vehicle will be taken out of regular service (*can be used as backup*).

Applicant: _____

Year of Vehicle Being Replaced: _____

(Vehicle must have been in service for at least four years or has a minimum of 100,000 miles.)

Make: _____

Model: _____

Vehicle Identification Number: _____

Mileage (indicate date of mileage): _____ (date)

Vehicle Condition: _____

Identify which vehicle requested will replace the vehicle listed above

- ☐ Small transit bus
- ☐ Lowered floor minivan

Attachment 5: Local Governmental Authority Certification

(For Government Entities Only)

For governmental entities to be eligible for the “Traditional – Capital” 5310 funding, the state or local government authority needs to be approved by the State to coordinate services for seniors and individuals with disabilities or certify that there are no non-profit organizations readily available in the area to provide the service.

The Nebraska Department of Roads (NDOR) requires the following method to be completed for the certification of local government authorities to coordinate services for seniors and individuals with disabilities.

Actions to be “Certified”:

Send a certified letter to local nonprofit agencies asking if the nonprofit agency can provide the transportation service in the service area, currently offered by the local government authority. Place a legal public notice in a local newspaper stating the same. The notice and letter must allow for a 30-day public comment period.

Include the following copies with your application:

1. Letters sent (one letter with an address list is acceptable)
2. Certified mail receipts
3. Responses received from the nonprofit agencies
4. Affidavit of publication from newspaper public notice. The public notice should at a minimum say, “*(agency)* is pursuing federal grant funding to conduct transportation service for the elderly and those with disabilities within the *(service area)*. Are there other agencies that could offer the transportation service in the same service area? Please provide written comment to *(agency contact)* by *(date 30 days from publication)*.”

Complete Local Governmental Authority Certification below and include it with your application.

Local Governmental Authority Certification *(For governmental entities only)*

As the authorized representative of _____, I certify that there are no nonprofit organizations readily available in the area to provide the service as described in the 5310 application.

(Printed Name of Person Signing)

(Signature of Authorized Representative)

(Title)

(Date)

Scoring Rubric for 5310-MAPA Funding FY2017				
Human Service Transit Projects				
Traditional - Capital Only Applications				
Name/Organization of Reviewer:				
Agency:				
Project Name:				
Does the project meet the MAPA 2040 LRTP intent?			Yes	No
Is this project listed in Local Planning Documents (TIP, Etc)?			Yes	No
Is this project listed in the Coordinated Transit Plan?			Yes	No
Does the project meet at least 1 Coordinated Transit Plan goal?			Yes	No
			Available Points	Assigned Points
Ridership <i>(one criteria point available)</i>	Increase in Ridership	Increased +10%	7	
		Increased 5 – 9.99%	6	
		Increased 4.99%	5	
Interagency Coordination <i>(one criteria point available)</i>	Project Partners	6+ Partners	8	
		5 Partners	6	
		4 Partners	5	
		3 Partners	3	
		2 Partners	2	
Geographic Coverage <i>(multiple criteria points available, only one Service Area)</i>	Service Area Increase	Increased by +20%	5	
		Increased by 10 – 19.99%	4	
		Increased by 5 – 9.99%	3	
	Serve transit dependent population not served by transit		2	
	Environmental Justice Area (determined from service area map)		2	
Accessibility Improvements <i>(multiple criteria points available)</i>	Increase transit access to Veterans		4	
	Increase transit access for Senior Citizens		4	
	Increases transit access for individuals with disabilities		4	
	Increase access to employment help centers		3	
	Increases access to jobs for under-employed		3	
Operation of Services <i>(multiple criteria points available, only one Service/ Expansion)</i>	Increase Human Service ridership ≥10% or more		2	
	Improve customer service response time		4	
	Increase number of destinations per trip		4	
	Provide training for disabilities assistance		4	
	Increase efficiency of ride dispatching		5	
	Decrease number of rider denials		5	
Reliability and Quality of Service <i>(multiple criteria points available)</i>	Reduce travel time per vehicle		4	
	Reduce time spent by rider on vehicle		4	
	Improve response time		4	
Availability of Transportation Services <i>(multiple criteria points available)</i>	Increase hours of operations		2	
	Increase number of vehicles available		4	
	Reduce short term/long term coverage gaps		4	
Life Cycle of Vehicles <i>(multiple criteria points available)</i>	Extend life of current transit vehicles		4	
	Introduce newer/more energy efficient transit vehicles		4	
	Reduce operating costs of transit vehicles		4	
Subtotal Score			100	
Sustainability	Bonus points for alternative sources of funding		10	
Total Possible Score Including the Bonus			110	

Scoring Rubric for 5310-MAPA Funding FY2017					
Human Service Transit Projects					
Other/New Freedom Applications					
Type of Funds Requesting: <input type="checkbox"/> Operations <input type="checkbox"/> Capital and Operations					
Name/Organization of Reviewer:					
Agency:					
Project Name:					
Does the project meet the MAPA 2040 LRTP intent?				Yes	No
Is this project listed in Local Planning Documents (TIP, Etc)?				Yes	No
Is this project listed in the Coordinated Transit Plan?				Yes	No
Does the project meet at least 1 Coordinated Transit Plan goal?				Yes	No
Does the project meet at least 1 Federal program goal (Applies to operations applications only)				Yes	No
				Available Points	Assigned Points
Ridership <i>(multiple criteria points available)</i>	Increase in Ridership	Increased +10%	7		
		Increased 5 – 9.99%	6		
		Increased 4.99%	5		
	Maintain existing transit ridership		5		
Interagency Coordination <i>(one criteria point available)</i>	Project Partners	6+ Partners	8		
		5 Partners	6		
		4 Partners	5		
		3 Partners	3		
		2 Partners	2		
Geographic Coverage <i>(multiple criteria points available)</i>	Provide sustained area base coverage over ADA		5		
	Serve transit dependent population not served by transit		2		
	Environmental Justice Area (determined from service area map)		2		
Accessibility Improvements <i>(multiple criteria points available)</i>	Increase transit access to Veterans		4		
	Increase transit access for Senior Citizens		4		
	Increases transit access for individuals with disabilities		4		
	Increase access to employment help centers		3		
	Increases access to jobs for under-employed		3		
Operation of Services <i>(multiple criteria points available, only one Service/ Expansion)</i>	Service/Expand Beyond ADA Requirements	To + 1.5 mile service	9		
		To 1 – 1.49 mile service	7		
		to .99 mile service	5		
	Maintain existing level of service over ADA		5		
Reliability and Quality of Service <i>(multiple criteria points available)</i>	Reduce travel time per vehicle		4		
	Reduce time spent by rider on vehicle		4		
	Improve response time		4		
	Maintain existing reliable and quality service over ADA		5		
Availability of Transportation Services <i>(multiple criteria points available)</i>	Increase hours of operations		2		
	Increase number of vehicles available		4		
	Reduce short term/long term coverage gaps		4		
Life Cycle of Vehicles <i>(multiple criteria points available)</i>	Extend life of current transit vehicles		4		
	Introduce newer/more energy efficient transit vehicles		4		
	Reduce operating costs of transit vehicles		4		
Subtotal Score			100		
Sustainability	Bonus points for alternative sources of funding		10		
Total Possible Score Including the Bonus			110		