## MEETING AGENDA

Public Transportation Advisory Committee

Thursday, January 22, 2015 | 8:30 A.M.  
200 E. Riverside Drive, Auditorium  
Austin, TX 78704

| 1. | Call to Order. |
| 2. | Safety Briefing. |
| 3. | Approval of minutes from November 18, 2014 meeting. (Action) |
| 4. | TxDOT’s Public Transportation Division Director’s report to the committee regarding public transportation matters. |
| 5. | Discussion of general guidance and reporting requirements for the 5310 Program (Enhanced Mobility for Seniors and Individuals with Disabilities). |
| 6. | Discussion of dollar amounts needed for fleet replacement and expansion, including capital, equipment, buses, and service. (Action) |
| 7. | Discussion of committee priorities and areas of effort. (Action) |
| 8. | Public Comment – Public comment will only be accepted in person. The public is invited to attend the meeting in person or listen by phone at a listen-in toll-free number: 1-866-637-1408 [US] with conference code: 897 305 0787. An audio recording of the meeting will be placed on the Internet following the meeting. |
| 9. | Propose and discuss agenda items for next meeting; confirm date of next meeting. (Action) |
| 10. | Adjourn. (Action) |

I certify that I have reviewed this document and that it conforms to all applicable Texas Register filing requirements.

CERTIFYING OFFICIAL: Joanne Wright, Deputy General Counsel, (512) 463-8630.
AGENDA ITEM 3
MINUTES FOR ADOPTION
Public Transportation Advisory Committee – Teleconference Meeting
3712 Jackson Avenue, Building 6, Room 323, Austin TX
November 18, 2014

Committee Members Present and Participating:
J.R. Salazar, Vice Chair
Glenn Gadbois

Committee Members Participating via Teleconference:
Michelle Bloomer, Chair
Rob Stephens

TxDOT Present and Participating:
Eric Gleason, Director, Public Transportation Division (PTN)
Bobby Killebrew, Deputy Director, PTN
Steve Wright, Coordination Planner, PTN
Josh Ribakove, Communications Manager, PTN

AGENDA ITEM 1: Call to Order
Michelle Bloomer called the meeting to order at 1:07 P.M.

AGENDA ITEM 2: Safety Briefing
Bobby Killebrew gave a safety briefing at 1:07 P.M.

AGENDA ITEM 3: Approval of Minutes from July 24, 2014 Meeting

MOTION  Glenn Gadbois moved to approve the July 24, 2014 meeting minutes.

SECOND  J.R. Salazar seconded the motion.

The motion passed unanimously at 1:10 P.M.

AGENDA ITEM 4: Division Director’s Report
Eric Gleason spoke about items of concern, including funding for fleet replacement, TxDOT’s transition to ERP, and PTN programs (Coordinated Call for Projects, 5310 Call for Projects, webinars to educate transit providers about new reporting requirements) at 1:10 P.M.

Comments and discussion among Glenn Gadbois, J.R. Salazar and Eric Gleason

AGENDA ITEM 5: Presentation and discussion of Texas Regional Coordination Public Transportation Planning (Action)
Steve Wright spoke briefly about the planning performance metrics his working group has suggested and addressed questions about regional planning coordination at 1:21 P.M.

Comments from Glenn Gadbois and J.R. Salazar.

No action taken.

AGENDA ITEM 6: Public Comment

At 1:42 P.M. Carole Warlick, General Manager of Hill Country Transit District (The HOP) commented on Agenda Item 5. Additionally, she stated that the burden of meeting 5310 reporting requirements was more cumbersome than her organization could comfortably handle.

Comments and discussion among Glenn Gadbois, Carole Warlick and J.R. Salazar.

AGENDA ITEM 7: Propose and Discuss Agenda Items for Next Meeting; Confirm Date of Next Meeting

Discussion began at 2:04 P.M.

Michelle Bloomer proposed the following item: General Guidance and Reporting Requirements for the 5310 program (Enhanced Mobility for Seniors and Individuals with Disabilities).

Glenn Gadbois proposed the following item: Capital/Equipment/Buses – what might the LAR provide toward capital replacement – what does TxDOT have that would help PTAC understand what the dollar amounts are for fleet replacement and expansion – discussion should include both capital and service.

The committee would like to schedule its next meeting for Thursday, January 22 at TxDOT’s Riverside Campus, rather than keeping it at the scheduled date of Tuesday, January 27.

AGENDA ITEM 10: Adjourn

MOTION Rob Stephens moved to adjourn the meeting.

SECOND Michelle Bloomer.

Meeting adjourned at 2:17 P.M.

Prepared by:

Josh Ribakove
Public Transportation Division

Approved by:

Michelle Bloomer, Chair
Public Transportation Advisory Committee
Significant Changes to FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
Final Circular FTA C 9070.1G (effective June 6, 2014)

Eligible Recipients:

“Traditional” 5310 funding recipients are private non-profit organizations. This is a change from the Texas Administrative Code. The TAC was revised when the 5310 circular was still a draft. The final circular, effective June 6, 2014, supersedes the TAC.

A state or local government authority can be a “traditional” recipient if the state has approved that authority to coordinate services for seniors and individuals with disabilities (Centers for Independent Living, Aging Disability Resource Centers); or no non-profit is “readily available to provide the service.” In Texas, every district has a non-profit or state approved government authority who can engage in a partnership.

Per FTA, “Section 5307 and 5311 providers are generally not considered as subrecipients of the Section 5310 program, and do not meet the test as a “Traditional” subrecipients for activities meeting the 55% requirement for capital projects.” Local transit districts without partnerships or anyone applying for operating expenses are only eligible for the “Other/Operating” maximum.

Funding:

The funding categories have been split into Traditional Capital at a 55% minimum of the total allocation and Other/Operating, which is at maximum the remainder after the 55% minimum and TxDOT administrative deduction. Only traditional recipients or local transit districts working in partnership with traditional recipients as referenced above are eligible for the 55% minimum.

Coordinated Plan/Public Outreach:

Projects for this program must come from strategies, activities or projects identified in the coordinated public transit-human services plan. It is not sufficient that seniors and persons with disabilities are merely included (or assumed to be included) among the people who benefit from the public transportation service. Current plans may need to be updated to qualify projects for 5310 funding. Plans may not have actively included the senior and persons with disabilities representatives. If updates are necessary, the process must observe these rules:

“Public involvement processes must be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunity for early and continual involvement throughout the transportation planning and programming process.” FTA C 9070.1G Page VIII-3

Outreach efforts to engage representatives of the seniors and persons with disabilities communities must be made. Outreach efforts must be documented. If none of the representatives take part in the process, please notify PTN.

Document 2: 5310 Presentation July 2013 Semi Annual Operators Meeting – Presentation introduced the new TAC language for the “new” MAP 21 5310 program; information included the draft circular references and comment due information.

Document 3: 5310 Presentation PTAC meeting 9/24/13 --presentation on recap of the FY 13 program and update regarding the transition to the “new” MAP21 5310 program.

Document 4: FINAL FTA 5310 Circular excerpts shared with PTCs/Transit Community 9/23/2014 – FTA 5310 Circular was finalized June 6, 2014. TxDOT reworked the Application Package to reflect the “new” MAP 21 final Circular changes. This excerpt is highlighted reflecting the most major changes for Texas.

Document 5: FY 15 Full Year funding estimates –This reflects final FY 14 appropriations; to be used as estimates for the FY 15 application cycle. There are no final FY 15 apportionments at this time. The allocations are split between the required minimum 55% for traditional capital projects and the remaining maximum funds for operating/other capital projects.

Document 6: FY 15 5310 Application Program Information and Agency Detail – The first section of the 5310 application provides information on the changes as a result of the final FTA circular, reflects guidelines for proposal completion, and collects basic agency information on demographics, current service, and financial/managerial capacity. By splitting the application into two parts, agencies who apply to multiple districts do not have to fill in the same information multiple times.

Document 7: FY 15 5310 Application District Supplement – The section of the 5310 Application that is specific to each district to which an agency wants to apply. The section of the 5310 Application that is specific to each district to which an agency wants to apply. The format of this application given to the applicants includes fixed size text boxes for their responses. Previous applications had multilevel narrative questions that required up to two pages to answer. These questions have been split into smaller short answer style questions that encourage succinct responses and reduce the redundancy of information collected. This promotes scoring equality for applicants who lack the capacity or experience to write a competitive narrative but do have quality projects.

The Application documents are reflective of the FTA 5310 Circular changes according to the Texas Administrative Code Rule §31.42 (c):

“c) Changes to federal rules, regulations, and circulars applicable to the programs will be implemented and incorporated into the rules governing the specific program.”
FY 14 5310 Award Recap

FY 2014 Apportionment Small Urban $2,085,403
FY 2014 Apportionment Rural $5,077,817 (Includes Transfer)
Total request: $7,163,220

TxDOT certifies that the allocation of these funds to sub recipients were awarded on a fair and equitable basis; the projects have been derived from a regionally coordinated public transit-human services transportation plan. To the extent feasible services are coordinated with transportation services provided by other federal agencies.

Local funds and transportation development credits are used to match the federal funds. Project details are included in the attached Program of Projects. All these projects are traditional 5310 program type projects.

Small Urban total award $1,598,083
Rural total award total $4,905,137

The small urban need was met by less than its allocation, so $1,578,666 from the urban allocation was transferred to the rural pot. The rural pot also received $720,878 in funds remaining from previous years (money awarded but not spent in FY 12 and FY 13).

Awards by District:

### FY 14 5310 Awards by District

<table>
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<tr>
<th>TxDOT District</th>
<th>Total Award</th>
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<tr>
<td>Austin</td>
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<td>Corpus Christi</td>
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<td>Other</td>
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<td><strong>Total</strong></td>
<td><strong>$7,224,098</strong></td>
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Enhanced Mobility of Seniors and Individuals with Disabilities

Section 5310 – MAP 21 updates

Proposed NEW Texas Administrative Code Language

**Goal:** … to promote the availability of cost-effective, efficient and coordinated passenger transportation services planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable using the most efficient combination of financial and other resources . . .

**Objectives:**
- promote the development and maintenance of a network of transportation services for seniors and persons with disabilities throughout the state, in partnership with local stakeholders;
- fully integrate the 5310 program with other federal state and local resources and programs that are designed to serve similar populations;
- promote public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- promote public transportation projects that decrease the reliance of individuals with disabilities on ADA complementary paratransit services;
- promote and encourage local participation in decision-making, especially by seniors and individuals with disabilities or their advocates;
- improve the efficiency and effectiveness, and safety of §5310 transit systems through the provision of technical assistance; and
- include private sector operators in the overall plan to provide transportation for seniors and individuals with disabilities.

**Project Selection: Key Selection Criteria**
- projects that leverage existing resources and promote innovation;
- projects that are the only public transportation option for the proposed service area;
- projects that are sustainable over time;
- projects that demonstrate efficient use of resources;
- projects that involve partnerships that include non-profit organizations and for-profit transportation providers ; or
- projects that provide service continuity.

Projects must be included in the coordinated public transit-human service transportation plan.

**Funding:** Funds for small urban and rural areas will be allocated by TxDOT districts. See attached table. New language includes: “In an effort to streamline decision-making processes and maximize coordination opportunities, the department may choose to combine contiguous department district boundaries for stakeholder engagement, project selection and public outreach.”
“Not more than 45 percent of the funds allocated by district boundaries or combination of district boundaries maybe used for operating expenses. This cap applies to both urbanized and rural areas, respectively.” (Language from proposed TAC)

**Program Process:** Public Transportation Coordinators (PTCs) will continue to convene stakeholder groups. The groups should include the following representatives:
- transportation providers;
- passengers and advocates;
- human service and workforce agencies; and
- others, such as emergency management agencies.

Currently PTCs are beginning to work on outreach to the various stakeholders that will be involved in their groups. PTCs are engaging members of the regional planning groups in order to have more consistency between the regional planning groups and the actual project selection stakeholders.

Timeline for **FY14** project selection process:

September 2013 – Applications out to stakeholders
February 2014 – Projects and Program of Projects due to Public Transportation Division Austin

**New developments in the 5310 world – important documents to review:**

Draft 5310 Texas Administrative Code to Texas Transportation Commission – July 25, 2013

Draft FTA 5310 Circular out NOW for review and comment – **comments due September 9, 2013**
- Pay particular attention to Chapter III – specifically:
  - III-5: Eligible Subrecipients for Traditional Section 5310 Projects and
  - III-13: Eligible activities
FY 14 is a transition year to administer the program in accordance with new federal guidelines and changes to the TAC, to include the eligibility of operating expenses as well as the PTAC directed “overarching” criteria for projects that:

- Leverage existing resources and promote innovation;
- Are the only public transportation option for the proposed service area;
- Are sustainable over time;
- Demonstrate efficient use of resources;
- Involve partnerships that include organizations and for-profit transportation providers; or
- Provide service continuity.

**Public outreach** – PTC training on Public Involvement being provided by the TxDOT Office of Public Involvement. PTCs will engage members of the regional coordination steering committee and target populations.

**Application** – Application is being revised to align with program changes and PTAC direction. Application is compilation of last year’s questions with a format similar to that of the coordinated call. It is a streamlined version but includes program information/evaluation criteria and budget. Available first week of October. POPS due from the PTCs by February 1st, 2014. (This schedule is for transition year only – for the FY15 funds the normal May through October schedule will resume.)

Looking forward to applications from across the state; PTN/Austin will review the applications to ensure they meet with the program goals and “overarching” criteria – not make funding decisions

**Funding** – Allocations given on a TxDOT District basis – some regions have limited funds available due to the new federal funding mechanism. If regions want to coordinate for funding purposes must seek approval from the division, with the exception of Houston/Beaumont/Lufkin who have been working collectively since 2010.

TxDOT is encouraging those areas that have both small urban and rural allocations to consider them as one “pot” of available funds to best meet the needs of the area – trip destination will be considered a valid reason to fund out of one allocation or the other – TxDOT is working with the large urban areas to agree that trip destination will be allowable to fund a rural project.

FY13 Rural Allocation: $2,666,157
Projects funded: $5,682,214
Transferred from small urban to rural $2,473,341

**Use of TDC** – Considerations regarding using TDC: funds are drawn down faster; TDCs not used uniformly across the state in FY 13.
Subject: ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM GUIDANCE AND APPLICATION INSTRUCTIONS

1. PURPOSE. This circular is a reissuance of guidance on the administration of the transit assistance program for seniors and individuals with disabilities under 49 U.S.C. 5310, and guidance for the preparation of grant applications. This revision incorporates provisions of the Moving Ahead for Progress in the 21st Century Act (MAP-21).


3. AUTHORITY.
   b. 49 CFR 1.91.

4. WAIVER. FTA reserves the right to waive any requirements of this circular to the extent permitted by law.

5. FEDERAL REGISTER NOTICE. In conjunction with publication of this circular, FTA published a notice in the Federal Register on June 6, 2014, addressing comments received during development of the circular.

6. AMENDMENTS TO THE CIRCULAR. FTA reserves the right to amend this circular to update references to requirements contained in other revised or new guidance and regulations that undergo notice and comment procedures, without further notice and comment on this circular.

7. ACCESSIBLE FORMATS. This document is available in accessible formats upon request. Paper copies of this circular as well as information regarding these accessible formats may be obtained by calling FTA’s Administrative Services Help Desk, at 202-366-4865.

   /S/ Original signed by
   Therese W. McMillan
   Deputy Administrator
1. **DEFINITIONS.** All definitions in 49 U.S.C. 5302(a) apply to this circular, as well as the following definitions:

   a. **Applicant**: In this circular, the term “applicant” is used to identify an entity that is seeking, but has not yet been awarded, specific federal financial assistance directly from FTA. The term “applicant” is used interchangeably with “grant applicant.” For purposes of this circular, the grant applicant is limited to states and designated recipients.

   b. **Capital Asset**: Facilities or equipment with a useful life of at least one year.

   c. **Capital Lease**: Any transaction whereby the recipient acquires the right to use a capital asset without obtaining full ownership regardless of the tax status of the transaction.

   d. **Capital Project**: A category of reimbursable project expenses that includes all activities identified in 49 U.S.C. 5302(3). Eligible activities under this project category are explained in Chapter III of this circular.

   e. **Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan)**: Means a locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors and people with low incomes, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation.

   f. **Cost of Project Property**: This is the net invoice unit price, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the intended purpose. Other charges, such as the cost of inspection, installation, transportation, taxes, duty, or in-transit insurance, should be treated in accordance with the recipient’s regular accounting practices, in the same or as separate line items.

   g. **Designated Recipient**: An entity designated, in accordance with the planning process under sections 5303 and 5304 of title 49, United States Code, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under 49 U.S.C. 5336 to urbanized areas of 200,000 or more in population; or a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

   h. **Direct Recipient**: An entity that receives funding directly from FTA. For purposes of this circular, a direct recipient is a state or a designated recipient.

   i. **Disability**: The term disability has the same meaning as in section 3(1) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). The term “disability” means, with respect to an individual—
(A) a physical or mental impairment that substantially limits one or more major life activities of such individual;

(B) a record of such an impairment; or

(C) being regarded as having such an impairment.

j. **Electronic Clearing House Operation (ECHO) System**: ECHO is an FTA Web-based application system that processes drawdown payment requests from FTA recipients.

k. **Electronic Grant Management System**: A system that recipients and FTA use to manage grant applications, including the review, approval, and management of all grants. This system is used by recipients to submit financial status reports and milestone progress reports and to submit grant modification requests; this term includes FTA’s TEAM-Web and successor systems.

l. **Equipment**: An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or $5,000. Equipment includes rolling stock and all other such property used in the provision of public transit service.

m. **Governor**: The term governor means the governor of a state, the mayor of the District of Columbia, and the governor of a territory of the United States; and includes the designee of the governor.

n. **Grant**: An award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by the federal government to an eligible recipient or recipient. Used interchangeably with grant agreement.

o. **Grant Application**: A complete application for an award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the federal government to an eligible recipient.

p. **Human Service Transportation**: Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes.

q. **Large Urbanized Area**: An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of the Census.

r. **Master Agreement**: The FTA official document containing FTA and other cross-cutting federal requirements applicable to the FTA recipient and its project(s). The master agreement is generally revised annually in October. The master agreement is incorporated by reference and made part of each FTA grant, cooperative agreement, and amendment thereto.

s. **Metropolitan Planning Organization (MPO)**: The policy board of an organization designated in cooperation with the state and public transportation operators to carry out
the metropolitan planning process, including development of long-range transportation plans and Transportation Improvement Programs (TIP) for metropolitan regions of a State or States.

t. **Mobility Management:** Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. chapter 53 (other than section 5309). Mobility management does not include operating public transportation services.

u. **Net Project Cost:** The part of a project that reasonably cannot be financed from operating revenues (i.e., farebox recovery).

v. **New Bus Model:** A bus model (including a model using alternative fuel) that has not been used in public transportation in the United States before the date of production of the model; or has been used in public transportation in the United States, but is being produced with a major change in configuration or components.

w. **Nonprofit Organization:** A corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be nonprofit and for which the designated state agency has received documentation certifying the status of the nonprofit organization.

x. **Operating Expenses:** Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

y. **Preventive Maintenance:** All maintenance costs related to vehicles and nonvehicles. Specifically, it is defined as all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such an asset.

z. **Pre-award Authority:** Authority given under specific and limited circumstances to incur costs for eligible projects before a grant is made without prejudice to possible federal participation in the cost of the project(s). Applicants must comply with all federal requirements. Failure to do so will render a project ineligible for FTA financial assistance.

aa. **Program of Projects:** A list of projects to be funded in a grant application submitted to FTA by a state or designated recipient. The program of projects (POP) lists the subrecipients and indicates whether they are private nonprofit agencies or local governmental authorities, designates the areas served (including rural areas), and identifies any tribal entities. In addition, the POP includes a brief description of the projects, total project cost, and federal share for each project, and the amount of funds used for program administration from the 10 percent allowed.
bb. Public Transportation: Regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include: intercity passenger rail transportation provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intraterminal or intrafacility shuttle services.

c. Recipient: For purposes of this circular, a designated recipient or a state that receives a grant under Section 5310 directly.

d. Rural Area: An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

e. Seniors: An individual who is 65 years of age or older.

ff. Small Urbanized Areas: A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

g. Subrecipient: A state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a grant under Section 5310 indirectly through a recipient.

hh. Traditional Section 5310 Projects: Those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.

ii. Urbanized Area (UZA): An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

CHAPTER II
PROGRAM OVERVIEW

1. STATUTORY AUTHORITY. Title 49 U.S.C. 5310 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funding to states and designated recipients (recipients) to improve mobility for seniors and individuals with disabilities.

This program provides grant funds for capital and operating expenses to recipients for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;

- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);
Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and

Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

Under MAP-21 this program no longer provides a single apportionment to each state; it now provides apportionments specifically for large urbanized, small urbanized, and rural areas, and will require new designations of designated recipients in large UZAs. Consistent with the type of projects eligible under the former New Freedom program, MAP-21 expanded the eligible activities to include operating expenses. FTA refers to this formula program as “the Section 5310 program.” Funds authorized by 49 U.S.C. 5310 are subject to annual appropriations.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Further, the law provides that, for these projects, a recipient may allocate the funds apportioned to it to:

a. A private nonprofit organization; or

b. A state or local governmental authority that:

(1) is approved by a state to coordinate services for seniors and individuals with disabilities; or

CHAPTER III
GENERAL PROGRAM INFORMATION

I. ELIGIBLE SUBRECIPIENTS FOR TRADITIONAL SECTION 5310 PROJECTS. Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Further, the law provides that, for these projects, a recipient may allocate the funds apportioned to it to:

a. A private nonprofit organization; or

b. A state or local governmental authority that:

(1) is approved by a state to coordinate services for seniors and individuals with disabilities; or
(2) certifies that there are no nonprofit organizations readily available in the area to provide the service.

These provisions, found at 49 U.S.C. 5310(b)(1) and (b)(2), essentially maintain the status quo for traditional Section 5310 projects.

Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.

1. ELIGIBLE SUBRECIPIENTS FOR OTHER SECTION 5310 PROJECTS. Eligible subrecipients for other eligible Section 5310 activities include a state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.

1. PRIVATE TAXI OPERATORS AS SUBRECIPIENTS. Private operators of public transportation are eligible subrecipients. The definition of “public transportation” includes “… shared-ride surface transportation services …” Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible subrecipients. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

Local (municipal/state) statutes or regulations, or company policy, will generally determine whether a taxi company provides shared-ride or exclusive-ride service. For example, if the local regulation permits the driver to determine whether or not a trip may be shared, the service is not shared-ride. Similarly, if the regulation requires consent of the first passenger to hire a taxi be obtained before the taxi may take on additional riders, the service is not shared-ride. In essence, services that can be reserved for the exclusive use of individuals or private groups, either by the operator or the first passenger’s refusal to permit additional passengers, is exclusive-ride taxi service. A recipient should request documentation from the taxi company to ensure the company is providing shared-ride service prior to award in order to determine whether the company qualifies as a subrecipient.

Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with a state, designated recipient, or eligible subrecipient such as a local government or nonprofit organization. The taxi company may hold title to the accessible vehicle(s) as long as the agreement between the state, designated recipient, or subrecipient and the taxi company is sufficient to establish satisfactory continuing control. Acceptable means of establishing satisfactory continuing control could include a state, designated recipient, or subrecipient’s lien on the vehicle, or contract provisions that require the accessible taxi to be used to provide transportation for seniors and people with disabilities, and that the vehicle
may not be removed from service or disposed of prior to the end of its useful life without the express written consent of the FTA recipient or subrecipient.

1. **ELIGIBLE ACTIVITIES.** Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

   Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling—recipients may use more than 55 percent of their apportionment for this type of project.

   This means that at least 55 percent of any rural, small urbanized area, or large urbanized area’s annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

   Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible subrecipients (see section 5, above) and these projects are included in the area’s coordinated plan.

   In addition to the above required capital projects, up to 45 percent of an area’s apportionment may be utilized for additional public transportation projects that:

   a. Exceed the ADA minimum requirements,
   b. Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or
   c. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

   Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

   Recipients must clearly identify the projects that are part of the required 55 percent capital projects as part of the grant activity line item narrative descriptions. Many projects may be eligible under both the required and optional criteria, but a discrete set of projects that meet
the required criteria constituting at least 55 percent of the grant amount, exclusive of administrative expenses, must be identified. Alternatively, the grant application may assign less than the required 55 percent to such projects if other grants in the same fiscal year utilize more than the required 55 percent, so long as at least 55 percent of the total annual apportionment will be used for required projects. In such cases, a list of the other grants and the funding amounts must be included within the new grant application.

I. **ELIGIBLE CAPITAL EXPENSES THAT MEET THE 55 PERCENT REQUIREMENT.**

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or subrecipient as described in section 5 of this chapter above, include, but are not limited to:

a. **Rolling stock and related activities for Section 5310-funded vehicles**

   (1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;

   (2) Vehicle rehabilitation or overhaul;

   (3) Preventive maintenance;

   (4) Radios and communication equipment; and

   (5) Vehicle wheelchair lifts, ramps, and securement devices.

b. **Passenger facilities related to Section 5310-funded vehicles**

   (1) Purchase and installation of benches, shelters, and other passenger amenities.

c. **Support facilities and equipment for Section 5310-funded vehicles**

   (1) Extended warranties that do not exceed the industry standard;

   (2) Computer hardware and software;

   (3) Transit-related intelligent transportation systems (ITS);

   (4) Dispatch systems; and

   (5) Fare collection systems.

d. **Lease of equipment when lease is more cost effective than purchase.** Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, “Capital Leases,” 49 CFR part 639 and OMB Circular A–94, which provides the necessary discount factors and formulas for applying the same;
e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined in section 5 of this chapter, above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;

f. 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 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:

(1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;

(2) Support for short-term management activities to plan and implement coordinated services;

(3) The support of state and local coordination policy bodies and councils;

(4) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;

(5) 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;

(6) 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; and

(7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).
g. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in section 5, above, and is included in the coordinated plan.

I. OTHER ELIGIBLE CAPITAL AND OPERATING EXPENSES.

a. General. Up to 45 percent of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:

(1) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;

(2) Public transportation projects (capital and operating) that exceed the requirements of ADA;

(3) Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or

(4) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

Since the 55 percent requirement is a floor, and not a ceiling, the activities listed in section 14, above, are eligible expenses for all funds available to a recipient under Section 5310. For example, mobility management and ITS projects may be eligible under both categories; the difference to note, in order for the project to qualify toward the 55 percent requirement, is that the project must meet the definition of a capital project, be specifically geared toward the target population, and carried out by an eligible subrecipient, which is limited for this category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. FTA encourages recipients to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with FTA regional staff to confirm eligibility.

b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.

(1) Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:

(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, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;

(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 the ADA regulations, 49 CFR part 38 (i.e., larger than 30” × 48” and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and

(g) Installation of additional securement locations in public buses beyond what is required by the ADA.

(2) Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

c. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

(1) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

(a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;

(b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;

(c) Improving signage or wayfinding technology; or

(d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.
(2) **Travel training.** Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

d. **Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation.** The following activities are examples of projects that are eligible public transportation alternatives.

(1) **Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs.** Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.

(2) **Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers.** This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

(3) **Supporting volunteer driver and aide programs.** Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

e. **Limits on operating assistance.** Given the 55 percent requirement for traditional Section 5310 capital projects, a recipient may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b)(1)(B-D) and described in this section (b, c, and d), above. Operating assistance for required ADA complementary paratransit service is not an eligible expense.

a. **Exceptions.** The federal share may exceed 80 percent for certain projects related to ADA and Clean Air Act (CAA) compliance as follows:
(1) Vehicles. The federal share is 85 percent for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA (42 U.S.C. 12101 et seq.) or the CAA. A revenue vehicle that complies with 49 CFR part 38 may be funded at 85 percent federal share.

(2) Vehicle-Related Equipment and Facilities. The federal share for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the CAA (42 U.S.C. 7401 et seq.), or required by the ADA, is 90 percent. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle.
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<th>DISTRICT</th>
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<th>Rural Minimum Amt for Capital/Traditional Projects</th>
<th>Rural Maximum Amount for Other Projects</th>
<th>Total Small Urban Allocation</th>
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Project Totals: $3,149,236, $1,924,533, $1,224,703, $3,297,662, $2,015,238, $1,282,424, $6,446,898
**Fiscal Year 2015**  
**Section 5310 Application**  
**Program Information and Agency Detail**  
Federal Transit Administration (FTA) Assistance  
Application For:  
Section 5310 Enhanced Mobility Of Seniors And Individuals With Disabilities  

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<th>Type of Organization (Mark all that are applicable):</th>
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| ☐ Private Non-Profit Organization                     | ☐ Rural Transit District  
| ☐ Small Urban Transit District                         | ☐ Private For-Profit Shared Ride Taxi  

Application for:  
☐ Rural Funds  
☐ Small Urban Funds  

Applicant Legal Name:  
7T  

Organizational Unit (if applicable):  
7T  

Physical Address – No P.O. Box:  
7T  

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Name of person to be contacted on matters involving this application:  
7T  

Name of person to be contacted in an emergency:  
7T  

Applicant’s Payee Identification (PIN) Number (14 digits):  
7T  

Applicant’s D-U-N-S number:  
7T
**Application Checklist and Scoring**

Organizations applying for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funding are required to submit the following:

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<th>Program Information and Applicant Detail</th>
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<td>☐ 1 Target Population Demographics</td>
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<tr>
<td>☐ 2 Current Transit Services</td>
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<tr>
<td>☐ 3 Financial and Managerial Capacity</td>
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<tr>
<td>☐ 4 Certification of Non-Profit status</td>
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<tr>
<td>☐ 5 Signed Obligation Certification</td>
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<td>☐ 1 Project Description</td>
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<td>☐ 2 Inclusion in Coordinated Public Transit—Human Service Plan</td>
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<td>☐ 3 Project Need Requirement</td>
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<tr>
<td>☐ 4 Description of Local Support for the Proposed Project</td>
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<tr>
<td>☐ 5 Letters of Support from representatives of the local senior and persons with disabilities communities.</td>
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<tr>
<td>☐ 6 Optional Letters of Endorsement from local public bodies and local elected officials</td>
<td>Letters of Endorsement could include letters from city councils, county commissioners, etc.</td>
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<tr>
<td>☐ 7 Letters of Commitment from project partners.</td>
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<tr>
<td>☐ 8 Letter of support from the MPO director</td>
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<tr>
<td>☐ 9 Budget Worksheet</td>
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**Total Points**

100 points, plus score from Letters of Commitment from Project Partners.
# Table of Contents

Application Checklist and Scoring ............................................................................................................... 2

APPLICATION INSTRUCTIONS .................................................................................................................... 4

  Available Funding ........................................................................................................................................ 5

  Important Program Dates ............................................................................................................................ 6

TERMS and ACRONYMS ............................................................................................................................... 6

  Determining Need for Vehicles .................................................................................................................. 8

PROGRAM INFORMATION ........................................................................................................................... 9

  Program Purpose ........................................................................................................................................ 9

  Goal and Objectives ................................................................................................................................. 9

  Eligible Recipients for Traditional Section 5310 Projects .................................................................... 9

  Eligible Recipients for Other Section 5310 Projects ............................................................................ 10

  Administrative Expenses .......................................................................................................................... 10

  Eligible Capital Expenses for “Traditional” Capital ............................................................................... 10

  Other Eligible Capital and Operating Expenses. .................................................................................. 11

  Residual funds .......................................................................................................................................... 5

APPLICATION REQUIREMENTS .................................................................................................................. 14

  Project Selection ....................................................................................................................................... 14

AGENCY DETAIL .......................................................................................................................................... 16

  Target Population Demographics ............................................................................................................ 16

  Current Transit Services ........................................................................................................................... 18

AGENCY INFORMATION .............................................................................................................................. 20

  Financial and Managerial Capability ....................................................................................................... 20

  Certification of Non-Profit Status ........................................................................................................... 20

  Obligation Certification ............................................................................................................................ 21
APPLICATION INSTRUCTIONS

Provide clear, complete, and concise answers to each question. The stakeholder review committee will base evaluations on the information included in the application. Insufficient documentation will result in a lower score.

Identify which districts your project proposes to serve.

If the project serves only one district:
1. Complete one Agency Detail Information application.
2. Complete one District Supplement.
3. Create an itemized budget.
4. Submit a copy of the Agency Detail Information, District Supplement, and the budget to that district’s Public Transportation Coordinator.

If the project serves multiple districts and will provide the same kind of service/service improvement across all districts:
1. Complete one Agency Detail Information application. Make a copy for each district to which you are applying.
2. Complete one District Supplement. Make a copy for each district to which you are applying. Fill in that district’s name and the counties served within that district on the first page.
3. Create an itemized budget for each district. Costs may be divided proportionally between district applications.
4. Submit a copy of the Agency Detail Information, District Supplement, and the district specific budget to that district’s Public Transportation Coordinator.

If the project serves multiple districts and will impact them in different ways:
1. Complete one Agency Detail Information application. Make a copy for each district to which you are applying.
2. Complete one District Supplement for each district.
3. Create an itemized budget for each district.
4. Submit a copy of the Agency Detail Information, District Supplement, and the district specific budget to that district’s Public Transportation Coordinator.

Use the “TAB” key to navigate to ensure that no fields will accidentally be missed.

Your response to any question cannot exceed the length of the text box provided. Any additional response will not be evaluated.

Complete the application in Microsoft Word and submit it with all of your supporting documents via TxDOT Dropbox or email to the Public Transportation Coordinator (PTC) for each region in which you apply.

TxDOT awards grants on a competitive basis. Requests for funding typically exceed available funds.

Your projects will be judged on their merits which include:
- consistency with program goals and 5310 key concepts
- meeting public or special transportation needs of seniors and persons with disabilities
- demonstrated and anticipated use of project equipment
- capacity to financially and administratively manage transportation projects
- regional coordination efforts
- ability to meet federal and state program requirements
- funding availability

Please contact your PTC with any questions before January 7, 2015.

Any application that does not meet any or all stated criteria may be rejected. Late applications may be rejected.
We recommend that applicants review their applications for completeness and clarity.

Available Funding
The total amount of available funding for the Enhanced Mobility for Seniors and Individuals with Disabilities (5310) program Rural and Small Urban programs is dependent upon FTA appropriations. The funding represented for each district includes a "Minimum Amount for Traditional Projects". The balance of the funds are a maximum amount for "Other Eligible Capital and Operating" Projects.

Of the total Section 5310 funds available, FTA apportions 60 percent among designated recipients in large UZAs; 20 percent to the states for small UZAs; and 20 percent to the states for rural areas with less than 50,000 in population. Section 5310 funds are apportioned among the recipients by formula. The formula is based on the ratio that the number of seniors and individuals with disabilities in each such area bears to the number of seniors and individuals with disabilities in all such areas.

Section 5310 provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling—recipients may use more than 55 percent of their apportionment for this type of project.

This means that at least 55 percent of any rural, small urbanized area, or large urbanized area’s annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Residual Funds
Upon completion of the project selection, if any portion of the allocation is not needed, the commission or the executive director may distribute the balances, as appropriate, to satisfy unmet needs in other areas of the state. This action may require the department to transfer funds, at the state level, between small urbanized and rural areas to fully obligate the state's apportionment.
Important Program Dates

Workshops are meant to help applicants understand the application process and program requirements. Dates and locations are noted below:

<table>
<thead>
<tr>
<th>Workshop Locations</th>
<th>Workshop Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide WebEx Presentation 1</td>
<td>November 18, 2014 at 10:30 AM CST</td>
</tr>
<tr>
<td>Statewide WebEx Presentation 2</td>
<td>December 3, 2014 at 2:30 PM CST</td>
</tr>
<tr>
<td>Deadline for 5310 Application Questions to be submitted to the PTCs</td>
<td>January 7, 2015 at 5:00 PM CST</td>
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<tr>
<td>Deadline for answers to 5310 application questions to be posted to the TxDOT website</td>
<td>January 14, 2015 at 5:00 PM CST</td>
</tr>
<tr>
<td>5310 Applications due to PTCs</td>
<td>February 9, 2015 at 5:00 PM CST</td>
</tr>
</tbody>
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TERMS and ACRONYMS


CFR: Code of Federal Regulations

Committed Project Partner: an entity that is providing some type of support for the proposed project, either cash or in kind services.

Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan): A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors and people with low incomes; provides strategies for meeting those needs; and prioritizes transportation services for funding and implementation.

Deviated Fixed Route: Flexible service or route deviation allows for deviations from the general route path to provide direct transportation access to passengers who live in the vicinity of the basic route path. On request, and perhaps for an additional charge, the vehicle will deviate a few blocks from the route to pick up or deliver a passenger. This service is most often provided with smaller vehicles and provides service in a designated area (typically lower density).

Demand Response: public transportation dial-a-ride, advance registration, and curb to curb specialized service.

Director: The director of the TxDOT Public Transportation Division (PTN)

FTA: Federal Transit Administration

Fixed Route: A transportation service provided on a fixed schedule along a specific route with vehicles stopping to pick up and discharge passengers at designated locations and times.

Individual With a Disability: An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5).
In-kind Match: The intrinsic value of goods and services, such as donated equipment, office space, or labor that is used to provide the required local match for grants and must support the project.

Incomplete Application: An application which fails to adequately describe the project or otherwise fails to furnish required documentation and may be rejected at the sole discretion of the department.

Letter of Commitment: The mechanism for documenting when an entity/project partner actively pledges support (financial or in-kind) and/or actual participation or use in the project.

Letter of Endorsement: The mechanism for documenting coordination or support of the project with the appropriate local public transportation providers, agencies that provide employment or human service transportation, and other appropriate agencies or individuals.

MPO: Metropolitan Planning Organization. The state and federally recognized policy board that makes transportation planning decisions in urbanized areas of 50,000 population or more and carries out an ongoing transportation planning process.

Private Nonprofit Organization: A corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be nonprofit and for which the designated state agency has received documentation certifying the status of the nonprofit organization.

Project Partners: One or more agencies, private nonprofit organizations, and/or local transit providers who have committed to serving a role in the proposed project.

PTC: Public Transportation Coordinator. A Public Transportation Division staff member assigned to oversee public transportation activity in a specific TxDOT district.

PTN: TxDOT Public Transportation Division

Rural Area: An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Senior: An individual who is 65 years of age or older.

Shared-ride: Two or more passengers in the same vehicle who are otherwise not traveling together.

Small Urbanized Area: An urbanized area with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

TAC: Texas Administration Code

TxDOT: The Texas Department of Transportation

TDCs: Transportation Development Credits. Non-cash credits given to subrecipients to assist with local match needs.

USC: United States Code

USDOT: United States Department of Transportation
The following information is included as program guidance to assist applicants as they make program decisions.

**Determining Need for Vehicles**

- *What is the maximum number of individuals this vehicle will transport at the same time on a regular basis?* It is important to determine what your routine needs are, rather than exceptions such as large group trips that occasionally occur. In most cases, alternatives are available to meet occasional large-group needs. Options include: renting or leasing another vehicle; coordinating with or borrowing from another provider; contracting with a private provider; or using multiple smaller vehicles. Buying too large a vehicle can result in higher-than-necessary purchase price and fuel, maintenance and insurance costs.

- *What is the mix of clients this vehicle will transport?* You must determine how many ambulatory and non-ambulatory riders your agency will transport at the same time on a regular basis. Again, it is important to identify your standard needs, rather than occasional demands. Each accessible vehicle offers a variety of floor plans including single or multiple wheelchair tie-downs.

- *Will the vehicle I select constantly be loaded to capacity?* While selecting too large a vehicle can be wasteful and more expensive to operate, the increased wear and tear of vehicles loaded to capacity can diminish the useful life of the vehicle. Vehicles loaded to capacity may also be less safe, as they take longer to stop and tend to handle more sluggishly.

- *What are my future needs?* The period from initial investigation until vehicle delivery can be as long as a year and a half. Once you receive your vehicle, it will be used for a number of years. Therefore, your capacity needs should reflect the anticipated future demand and rider mix.
PROGRAM INFORMATION

Program Purpose
Section 5310, Federal Transit Act (49 U.S.C. §5310), authorizes the Secretary of the US DOT to create grants for the provision of transportation services meeting the special needs of seniors and individuals with disabilities. The Texas Department of Transportation has been designated by the governor to administer the rural and small urban §5310 program funds. The Public Transportation Division, through its local Public Transportation Coordinators (PTCs), carries out an annual, local project selection process. PTCs also oversee the daily administration of §5310 grants.

Goal and Objectives
The department's goal in administering the §5310 program is to promote the availability of cost-effective, efficient, and coordinated passenger transportation services planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable, using the most efficient combination of financial and other resources. To achieve this goal, the objectives of the department are to:

1. Promote the development and maintenance of a network of transportation services for seniors and individuals with disabilities throughout the state, in partnership with local stakeholders;
2. Fully integrate the §5310 program with other federal, state, and local resources and programs that are designed to serve similar populations;
3. Promote public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA);
4. Promote public transportation projects that decrease the reliance of individuals with disabilities on ADA complementary paratransit services;
5. Promote and encourage local participation, especially by seniors and individuals with disabilities or their advocates, in decision-making;
6. Improve the efficiency, effectiveness, and safety of §5310 transit systems through the provision of technical assistance; and
7. Include private-sector operators in the overall plan to provide transportation for seniors and individuals with disabilities.

Eligible Recipients for “Traditional” Section 5310 Projects
Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Further, the law provides that, for these projects, a recipient may allocate the funds apportioned to it to:

a. A private nonprofit organization; or
b. A state or local governmental authority that:

   1. is approved by a state to coordinate services for seniors and individuals with disabilities; or
   2. certifies that there are no nonprofit organizations readily available in the area to provide the service.

Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area.
Eligible Recipients for Other Section 5310 Projects
Eligible subrecipients for other eligible Section 5310 activities include a state or local governmental authority, a private nonprofit organization, or a private operator of public transportation that receives a Section 5310 grant indirectly through a recipient.

Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible subrecipients. "Shared-ride" means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

Administrative Expenses
Administrative expenses are not reimbursable.

Eligible Capital Expenses for “Traditional” Projects
Funds for the Section 5310 program are available for capital expenses to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the “Traditional” requirement, which must be carried out by an eligible recipient or subrecipient as described above include, but are not limited to:

a. Rolling stock and related activities for Section 5310-funded vehicles
   1. Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
   2. Vehicle rehabilitation or overhaul;
   3. Preventive maintenance;
   4. Radios and communication equipment; and
   5. Vehicle wheelchair lifts, ramps, and securement devices.

b. Passenger facilities related to Section 5310-funded vehicles
   1. Purchase and installation of benches, shelters, and other passenger amenities.

c. Support facilities and equipment for Section 5310-funded vehicles
   1. Extended warranties that do not exceed the industry standard;
   2. Computer hardware and software;
   3. Transit-related intelligent transportation systems (ITS);
   4. Dispatch systems; and
   5. Fare collection systems.

d. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, “Capital Leases,” 49 CFR part 639 and OMB Circular A–94, which provides the necessary discount factors and formulas for applying the same;

e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;

f. 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 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:

1. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
2. Support for short-term management activities to plan and implement coordinated services;
3. The support of state and local coordination policy bodies and councils;
4. The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
5. 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;
6. 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; and
7. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

g. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the “Traditional” Allocation, so long as the service is provided by an eligible recipient/subrecipient as defined above, and is included in the coordinated plan.

Other Eligible Capital and Operating Expenses
a. A percentage of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:

   1. Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate;
   2. Public transportation projects (capital and operating) that exceed the requirements of ADA;
   3. Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
   4. Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

Mobility management and ITS projects may be eligible under both categories. In order for the project to qualify toward the “Traditional” requirement, the project must meet the definition of a capital project, be specifically geared toward the target population, and carried out by an eligible subrecipient, which is limited for the “Traditional” category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. TxDOT encourages recipients to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with TxDOT staff to confirm eligibility.

b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.

   1. Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
      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, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;

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 the ADA regulations, 49 CFR part 38 (i.e., larger than 30” × 48” and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and

g) Installation of additional securement locations in public buses beyond what is required by the ADA.

2. Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

3. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

a) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:
   1) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;
   2) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
   3) Improving signage or wayfinding technology; or
   4) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

b) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

c. Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.

1. Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.

2. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
3. **Supporting volunteer driver and aide programs.** Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible.

d. **Limits on operating assistance.** Given the requirement for “Traditional” Section 5310 capital projects, a recipient may allocate a percentage of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b)(1)(B-D) and described in this section (b and c), above. **Operating assistance for required ADA complementary paratransit service is not an eligible expense.**

**Local Share Requirements**

a. Eligible sources to satisfy local share requirements may be derived from the following:

1. An undistributed cash surplus, or a replacement or depreciation cash fund or reserve;
2. A service agreement with a state or local social service agency, or a private social service organization;
3. Amounts appropriated or otherwise made available to a U.S. department or agency that are eligible to be expended for transportation;
4. Funds to carry out the federal lands highway program established by 23 U.S.C. Section 204;
5. Funds available under Section 403(a)(5)(C)(vii) of the Social Security Act (4 U.S.C. 603(a)(5)(C)(vii);
6. In-kind contributions, volunteer services and donations attributable to the project if the value is documented and previously approved by the department;
7. Transportation development credits, with prior department approval.

**Funds from any other U.S. DOT program are not eligible for use as local matching funds.**
APPLICATION REQUIREMENTS

A prospective applicant must submit an application for §5310 grant funds at the time specified by the department. The application must document the need and demand for passenger transportation services for seniors and individuals with disabilities, and also must document inclusion of the project in the coordinated public transit-human service transportation plan.

Project Selection

For the §5310 process, stakeholder input and project evaluation are the primary methodology for project selection.

1. Public Transportation Coordinators will establish, after consultation with local stakeholders, processes for local planning and project development, and public outreach. In an effort to streamline decision-making processes and maximize coordination opportunities, the department may choose to combine contiguous department district boundaries for stakeholder engagement, project selection, and public outreach. The stakeholder groups should include representatives of the following groups, further defined in FTA Circular 9070.1G, (“Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions”) or its latest version:
   a. Transportation partners;
   b. Passengers and advocates;
   c. Human service and work force agencies; and
   d. Others, such as emergency management agencies.

2. In recommending projects, stakeholder groups should consider the program goals and objectives and consider projects that:
   a. Leverage existing resources and promote innovation;
   b. Are the only public transportation option for the proposed service area;
   c. Are sustainable over time;
   d. Demonstrate efficient use of resources;
   e. Involve partnerships that include other organizations and for-transportation providers; or
   f. Provide service continuity.

3. The following requirements apply to all projects recommended for funding.
   a. There must be a demonstrated need for any capital purchases. Examples of items that may be used to demonstrate need include a needs assessment that documents the demand for new services, a vehicle inventory that establishes the need for replacement of older equipment, dispatcher logs that document requests for service that cannot be met with existing equipment, and purchase of service contracts that substantiate the need for additional vehicles.
   b. Non-profit organizations must certify that proposed service does not compete with existing transit service.
   c. The proposed applicant must be able to demonstrate its financial and managerial capability to carry out the project. Examples of items that may be used to demonstrate the capability include audited financial statements and review letters from grantor agencies.
   d. Consideration should be given to the applicant's past efforts to coordinate services and related activities with other local entities. Examples showing those efforts include contracts that outline purchase of service agreements, shared maintenance or dispatching functions, and joint training initiatives.
   e. There should be evidence of local support for the proposal. Examples of that evidence include resolutions by local governing bodies and endorsement letters from other organizations or individuals.
   f. The project must be included in the coordinated public transit-human service transportation plan. According to the FTA §5310 Circular 9070.1G, Projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized within the plan.

4. Based on stakeholder input, the PTC will rank projects in priority order. The PTC will submit the ranked and scored applications to PTN.

5. On receipt of the applications recommended for funding, the director, or the director's designee, will review all
funding requests for completeness and compliance with all statutory and program administrative requirements. This review will also take into consideration statewide equitable distribution of Section 5310 funds.

6. Following commission approval, the department will negotiate a contract with the selected local entities and organizations to implement the projects selected for funding.

Projects selected in small urban areas must have a letter of support from the MPO director stating that the project is consistent with the long range transportation plan and will be amended into the Transportation Improvement Program (TIP) when so directed by TxDOT.
AGENCY DETAIL

Target Population Demographics

Per FTA Circular 9070.1G, “Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions”, demographic information targets a specific population that is to be served by addressing gaps in service that would not otherwise be available.

**An applicant who cannot provide demographic information is not eligible for Section 5310 funding.**

The Federal Transit Administration defines the following:

Senior: an individual who is 65 years of age or older.

Individual With a Disability: an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5).

Provide your current demographic information. Exact counts are preferred, but estimates are acceptable.

*Note 1: A passenger is counted only once.*

*Note 2: National origin information is not evaluated; it is collected and reported to the FTA.*
Provide the **total number** of persons in your service area in the following categories and the number of passengers **currently** served by your agency’s transportation program.

<table>
<thead>
<tr>
<th>Passenger Type</th>
<th>Total Population</th>
<th>Total Currently Served</th>
<th>Percent of Population Served</th>
<th>Number of Persons Not Served</th>
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<td>7T</td>
<td>7T</td>
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<tr>
<td>Persons with disabilities</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>7T</strong></td>
<td><strong>7T</strong></td>
<td><strong>7T</strong></td>
<td><strong>7T</strong></td>
</tr>
</tbody>
</table>

Per FTA Circular, provide the **number** of persons of the following national origins **currently** served by your transportation program.

<table>
<thead>
<tr>
<th>National Origin</th>
<th>Number Currently Served</th>
<th>Percent Currently Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian &amp; Alaska Native</td>
<td>7T</td>
<td>7T</td>
</tr>
<tr>
<td>Asian</td>
<td>7T</td>
<td>7T</td>
</tr>
<tr>
<td>Caucasian</td>
<td>7T</td>
<td>7T</td>
</tr>
<tr>
<td>Black or African American</td>
<td>7T</td>
<td>7T</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>7T</td>
<td>7T</td>
</tr>
<tr>
<td>Native Hawaiian &amp; Other</td>
<td>7T</td>
<td>7T</td>
</tr>
<tr>
<td>All Other</td>
<td>7T</td>
<td>7T</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>7T</strong></td>
<td><strong>7T</strong></td>
</tr>
</tbody>
</table>

**Identify the source of this information:** 7T
Current Transit Services

1. Does this organization currently provide transportation service?
   ☐ Yes ☐ No
   If there are different services in different counties, indicate which service applies to each county. 7T

2. Is transportation the only business of this organization?
   ☐ Yes ☐ No

3. If not, what are the other services of this organization?

4. Demographics of service area:
   a) What portion(s) of the target population (as shown in Target Population Demographics Table on page 17) do you currently serve? Explain any gaps in service.
   7T

   b) Describe the existing transportation service area. Is it rural or urban? Does the transportation service provide access to community services, jobs, etc? Cite source data.
   7T

   c) Describe transportation service eligibility requirements. What are the age limits or disabling conditions? Does transportation service depend on program affiliation, etc.?
   7T

   d) Is there a waiting list of persons to begin receiving transportation service?
      ☐ Yes ☐ No

   e) If yes, how long is the waiting list?

5. Describe your organization’s current service:
   a) Describe current and proposed geographic area.
      7T
      Provide a map showing current and, if applicable, proposed routes or service areas and the major activity centers served such as nursing homes, clinics, senior centers or nutrition sites, sheltered work facilities, daycare or day services centers, shopping areas, etc.

   b) What is the frequency and schedule of your currently available services?

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tr>
<td>Service Hours per day</td>
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<td>7T</td>
<td>7T</td>
<td>7T</td>
</tr>
</tbody>
</table>

Additional notes on service times: 7T

6. Show the approximate percentages of time allotted to each type of service.

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Percentage of Service Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to Door</td>
<td>7T</td>
</tr>
</tbody>
</table>
7. Are there any limits on type of trip or service priorities?
   ☐

8. How soon in advance does a passenger need to schedule a trip? Check one.
   ☐ 72 hours or greater in advance ☐ Same day as needed
   ☐ 24 – 48 hours in advance ☐ Other: ☐

9. How does your agency advertise availability of transportation service? Check all that apply.
   ☐ Newspaper ☐ TV/Cable ☐ Flyer
   ☐ Radio ☐ Social Media ☐ Other (Specify): ☐
   ☐ Public Hearing ☐ Website

| Curb to Curb | ☐ |
| Fixed Route | ☐ |
| Deviated Route | ☐ |
| Combination | ☐ |
| Other | ☐ |
| Total | ☐ |
AGENCY INFORMATION

Financial and Managerial Capability

Provide documentation that the applicant has the financial and managerial capability to provide efficient and effective public transportation services. **Include as attachments:** the applicant’s annual budget and/or documentation of other funding sources. Additional information demonstrating financial capability may also be included. **Do not attach an audit.**

1. Briefly describe the applicant’s history and experience with similar projects providing existing specialized transportation services for seniors and persons with disabilities including annual trips provided or total clients served or briefly describe the experience the applicant has providing social services (non-transportation) for seniors or individuals with disabilities.

2. Describe organizational resources for each aspect of the project (staff, fleet, volunteer support, and managerial experience with similar projects).

Certification of Non-Profit Status

If applying as a non-profit organization, attach documentation to certify non-profit status.

An applicant may show that it is a nonprofit organization by any of the following means:

1. Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;

2. A statement from a State taxing body or the State attorney general certifying that:
   a. The organization is a nonprofit organization operating within the State; and
   b. No part of its net earnings may lawfully benefit any private shareholder or individual;

3. A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or

4. Any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.
Obligation Certification

As an authorized official of the (Organization Name)

I certify to the following:

1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization has the resources and technical capacity to support the project.
4. The organization has the resources to provide the required match.
5. The organization uses generally accepted accounting standards for its financial recordkeeping functions.
6. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project including but not limited to:
   ♦ On-site monitoring by TxDOT personnel
   ♦ Timely submission of required reports
   ♦ Timely written notification of events that will affect the outcome of the project.
7. The organization will comply with all applicable federal, state and local laws and regulations. This includes but is not limited to:
   ♦ Master grant agreements
   ♦ Project grant agreements
   ♦ Annual Federal Certifications and Assurances.
   ♦ Applicable federal program circulars and similar federal guidance
8. Applicant Affirmation: Compensation has not been received for participation in the preparation of the specifications for this call for projects.

Signed: ________________________________

Printed/Typed Name: 7T______________________________

Title: 7T______________________________

Date: ________________________________
Fiscal Year 2015
Section 5310 Application
District Supplement

Federal Transit Administration (FTA) Assistance
Application For:
Section 5310 Enhanced Mobility Of Seniors And Individuals With Disabilities

<table>
<thead>
<tr>
<th>Applicant Legal Name:</th>
<th>3T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person to be contacted on matters involving this application:</td>
<td>3T</td>
</tr>
<tr>
<td>Phone:</td>
<td>3T</td>
</tr>
<tr>
<td>Name of District Applied For:</td>
<td>3T</td>
</tr>
<tr>
<td>Counties Served in District:</td>
<td>3T</td>
</tr>
</tbody>
</table>
For each district in which you apply, you must submit a copy of the District Supplement including a district specific budget sheet to each Public Transportation Coordinator for the districts that you will be applying to for funding.

Check All Districts Where You Are Applying For Funds:

☐ Abilene  ☐ Laredo
☐ Amarillo  ☐ Lubbock
☐ Atlanta  ☐ Lufkin
☐ Austin  ☐ Odessa
☐ Beaumont  ☐ Paris
☐ Brownwood  ☐ Pharr
☐ Bryan  ☐ San Angelo
☐ Childress  ☐ San Antonio
☐ Corpus Christi  ☐ Tyler
☐ Dallas  ☐ Waco
☐ El Paso  ☐ Wichita Falls
☐ Fort Worth  ☐ Yoakum
☐ Houston
Table of Contents

PROJECT EVALUATION ........................................................................................................................................................ 4
Section I: Project Description .................................................................................................................................................. 4
Section II: Inclusion in the Coordinated Public Transit-Human Service Transportation Plan ................................................. 5
Section III: Project Need Requirement.................................................................................................................................... 6
   Need for "Traditional" Capital .............................................................................................................................................. 6
   Vehicles ............................................................................................................................................................................... 7
   Radios, Computers and Computer Hardware/Software, etc. .............................................................................................. 7
   Need for Other Capital and/or Operating ............................................................................................................................ 8
   Above and Beyond ADA (Formerly New Freedom) ............................................................................................................. 9
   Preventive Maintenance ...................................................................................................................................................... 9
   Operating Expenses .......................................................................................................................................................... 10
Section IV: Description of Local Support for the Proposed Project ...................................................................................... 10
PROJECT EVALUATION

Section I: Project Description
All applicants should take the §5310 goals and objectives and the key §5310 concepts into consideration as they develop projects.

1. Provide a descriptive title for the project: in one sentence, indicate what the project will do. For example, “Expanded Hours of Service in Entire Service Area”, “Coordination with Local HHSC Agencies to Improve Service” or “Replacing Aging Fleet to Run More Efficiently”.

2. Briefly describe the proposed project. The description should be clear and concise. Mention any unique features.

3. Does this project expand service into new counties? If so, list them.

4. How will this project support the 5310 program goals of serving the special needs of seniors and persons with disabilities?

5. What population does the project target? Seniors, persons with disabilities, or a specific group?

6. What are the project’s proposed origins/destinations?

7. Who are the committed project partners?
   You must include a letter of commitment from each partner that confirms their level of involvement.

8. Are Transportation Development Credits (TDCs) requested for any aspect(s) of this project?
   ☐ Yes ☐ No
   Do not request TDCs for operating expenses. Operating Expenses require 50% local match.

9. Do you currently receive funding from the Section 5307 Urban Transit or 5311 Rural Transit programs?
   ☐ Yes ☐ No
   If yes, the agency must engage in a partnership with a private non-profit organization to be eligible for “Traditional” capital funds.
Section II: Inclusion in the Coordinated Public Transit-Human Service Transportation Plan

The projects selected for funding under the Section 5310 program must be “included in a locally developed, coordinated public transit-human services transportation plan” that was “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers and participation by other members of the public.” The requirement to develop a local public transit-human services transportation plan is intended to improve services for people with disabilities and seniors.

Individuals, groups, and organizations representing these target populations should be invited to participate in the planning process. Applicants should coordinate services with other programs for the elderly and disabled. Coordination between transportation services is a vital federal program requirement for client service and the most effective use of vehicles. Agencies receiving federal and state grants must contact and coordinate with all other services provided in their geographic service area to the extent possible to assure the most beneficial services to the targeted population.

1. Is the proposed project consistent with the coordinated public transit-human service transportation plan?

☐ Yes ☐ No

If No, this project is not eligible. Do not complete this application. Contact your local PTC for assistance.

2. Enter the page number where the strategy, activity, or project is identified in your local Coordinated Plan. If service area extends into more than one planning area, include references for each coordinated plan.

3. Enter the date the plan was adopted by the lead agency.

4. Explain how the proposed project addresses gaps/barriers identified in the coordinated public transit-human service transportation plan(s).

5. Explain how the project will coordinate with other organizations. Clearly define the roles of coordinating partners.

6. If the project does not coordinate with another entity, identify attempts that have been made to coordinate with another agency and explain why coordination isn’t possible. TxDOT reserves the right to confirm the extent of the coordination efforts.
Section III: Project Need Requirement
Need for “Traditional” Capital

Refer to Program Information and Applicant Detail page 11

The department's goal in administering the §5310 program is to promote the availability of cost-effective, efficient, and coordinated passenger transportation services planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

1. Provide a description of evidence of the applicant’s need
   a. How was the need for the project determined? For example: was the need based on customer input; a request from a local agency that serves the targeted population(s); a gap in service that the project would fill; a project that maintains existing service; or a project that is the only public transportation option for the service area? (The need for a project is not limited to these examples).
   b. Include the extent and urgency of need for this request.

You may also include any other significant information that describes your community’s transportation needs and concerns, such as public hearings, surveys, council meetings, news articles, etc.

2. Describe the passengers you will serve and their unique travel needs. What changes in service, if any, will be made as a result of this grant? If the project includes new service, indicate why this project is needed in addition to existing services.

3. Explain how this project relates to the 5310 key concepts:
   a. is sustainable over time;
   b. provides service continuity;
   c. demonstrates efficient use of resources;
   d. is the only public transportation option for the proposed service area;
   e. leverages existing resources; and
   f. promotes innovation.

4. Will this project change the current service schedule entered on Page 18, Question 5b of the Program Information and Applicant Detail section?
   ☐ Yes ☐ No.

5. If Yes, please indicate the new service schedule in the table below:

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>Start</td>
<td>3T</td>
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<td>End</td>
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<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
</tr>
<tr>
<td>Service Hours per day</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
</tr>
</tbody>
</table>

Additional notes on service times: 3T

7. Explain how the project is coordinated with other transportation service in the local area?
8. What are the projected number of one way trips?  
   *A trip is counted each time a passenger boards a vehicle. There may be multiple boardings between the origin and ultimate destination.

8. What staff will be involved in this project?

9. Will this be existing staff or new hire(s)?
   ☐ Existing ☐ New

10. What percentage of time will each person spend on project activities?

**Vehicles**

*If your application includes the need for vehicles, complete the rest of this section.*

1. Are Vehicle expenses parts of the proposed project description?
   ☐ Yes ☐ No

2. Provide documentation of how need was identified. If applicable, provide the number of trip denials during the past year, or persons on waiting list. How many of these trip denials are seniors or persons with disabilities? This explanation should be based on the volume of rides, service hours and miles operated the cost of service, and accessibility needs.

3. Address the condition of your current fleet and discuss why your agency wishes to acquire vehicles.

Will requested vehicles:

4. Replace existing service? ☐ Yes ☐ No
5. Expand existing service? ☐ Yes ☐ No
6. Start new Service? ☐ Yes ☐ No
7. How many annual one-way trips will the additional vehicle(s) provide?

8. How will your agency pay for the cost (driver wages, fuel, maintenance) of operating the additional vehicle(s)?

**Radios, Computers and Computer Hardware/Software, etc.**

*If your application includes the need for radios, computers, software or other eligible equipment, complete the rest of this section.*

1. How will this equipment will provide critical support to the applicant’s transportation program and/or increase or maintain service to seniors and individuals with disabilities?
Need for Other Capital and/or Operating

If your application includes the need for other capital and operating, complete the rest of this section as appropriate.

See Page 11 in the Program Information and Applicant Detail Section for eligible expenses in this category.

The department's goal in administering the §5310 program is to promote the availability of cost-effective, efficient, and coordinated passenger transportation services planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

1. Provide a description of evidence of the applicant's need
   a. How was the need for the project determined? For example: was the need based on customer input; a request from a local agency that serves the targeted population(s); a gap in service that the project would fill; a project that maintains existing service; or a project that is the only public transportation option for the service area? (The need for a project is not limited to these examples).
   b. Include the extent and urgency of need for this request.

You may also include any other significant information that describes your community's transportation needs and concerns, such as public hearings, surveys, council meetings, news articles, etc.

2. Describe the passengers you will serve and their unique travel needs. What changes in service, if any, will be made as a result of this grant? If the project includes new service, indicate why this project is needed in addition to existing services.

3. Explain how this project relates to the 5310 key concepts:
   a. is sustainable over time;
   b. provides service continuity;
   c. demonstrates efficient use of resources;
   d. is the only public transportation option for the proposed service area;
   e. leverages existing resources; and
   f. promotes innovation.

4. Will this project change the current service schedule entered on Page 18, Question 5b of the Program Information and Applicant Detail section?
   ☐ Yes ☐ No

5. If Yes, please indicate the new service schedule in the table below:

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<td>3T</td>
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<td>3T</td>
<td>3T</td>
<td>3T</td>
</tr>
<tr>
<td>Service Hours per day</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
<td>3T</td>
</tr>
</tbody>
</table>

Additional notes on service times:
9. Explain how the project is coordinated with other transportation service in the local area?

10. What are the projected number of one way trips?
   *A trip is counted each time a passenger boards a vehicle. There may be multiple boardings between the origin and ultimate destination.

11. What staff will be involved in this project?

12. Will this be existing staff or new hire(s)?
   - [ ] Existing
   - [ ] New

13. What percentage of time will each person spend on project activities?

**Above and Beyond ADA (Formerly New Freedom)**

The inclusion of New Freedom in the 5310 program funds presents the opportunity to provide service above FTA standards.

1. How does the project distinguish itself from current or established projects in the geographic area to provide a service that is “above and beyond” ADA requirements?

**Preventive Maintenance**

As referenced on page 11 in the Program Information and Applicant Detail Section, there are many eligible expenses for this category.

If the request for Preventive Maintenance is from a 5307 or 5311 funded agency, answer the following questions.

1. Describe provisions made to assure proper maintenance of vehicles. Identify the person(s) or business responsible for providing vehicle maintenance. Describe your agency's preventive maintenance program or measures. Attach preventive maintenance plan if available.

2. What is the total number of fleet vehicles?

3. How many vehicles currently in service provide service to persons over 65 and/or persons with disabilities?

4. What is the average number of vehicles used on a daily basis to provide service to seniors or persons with disabilities?

5. Number of vehicles for which Preventive Maintenance is requested.

6. Percentage of total ridership that is persons over 65 and/or persons with disabilities. If these riders are served as part of regular fixed route service open to the general population, estimate.

7. Has the value of preventive maintenance been discussed with the senior and persons with disabilities communities?
   - [ ] Yes
   - [ ] No

8. Have the senior and persons with disabilities communities provided original letters of support, *in their own words not based on a template provided by the applicant*, that indicate their understanding of Preventive Maintenance as an expense?
   - [ ] Yes
   - [ ] No
Operating Expenses

Operating assistance for required ADA complementary paratransit service is not an eligible expense. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

1. Are Operating Expenses part of the proposed project description?
   ☐ Yes ☐ No

How is the project coordinated with other transportation service in the local area?

2. What is the projected number of one-way trips per day? (A trip is counted each time a passenger boards a vehicle. There may be multiple boardings between the origin and final destination).

Section IV: Description of Local Support for the Proposed Project

1. List the sources of funds to be used to match the federal grant. When funds are to be provided by a third party, attach evidence of their willingness to supply these funds (i.e., letter from the third party decision maker).

2. List entities providing non-financial project partnership such as vehicle-sharing, cross-marketing of services, etc., and describe the nature of each partnership.

3. Clearly identify how partners and stakeholders will stay involved throughout the project.

4. Describe how the community provided input on the proposed project. If selected, describe how the community will provide continuing input on the proposed project.

5. List which local senior and persons with disabilities communities, local public bodies or local elected officials have provided letters of support below. Include any other supporting documents.

Letters of support for the proposed project should be provided from representatives of the local senior and persons with disabilities communities, local public bodies or local elected officials. Consider the entire geographic service area when asking for letters.

The letters should address why the project specifically benefits the senior and persons with disabilities communities. All letters of support should be original, not based on a template provided by the applicant.

Projects selected in urbanized areas must have a letter of support from the MPO director stating that the project is consistent with the long range transportation plan and will be amended into the Transportation Improvement Program (TIP) when so directed by TxDOT.
Public Transportation Advisory Committee Meeting

Thursday, January 22, 2015

Agenda Item # 6:
Fleet Replacement Needs

<table>
<thead>
<tr>
<th>Depreciation Rate</th>
<th>Urban Fleet</th>
<th>Rural Fleet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles depreciated &gt; 75%</td>
<td>350 / $31,222,000</td>
<td>907 / $58,537,000</td>
</tr>
<tr>
<td>Vehicles depreciated &gt; 100%</td>
<td>247 / $20,876,000</td>
<td>681 / $43,024,000</td>
</tr>
<tr>
<td>Vehicles depreciated &gt; 150%</td>
<td>79 / $5,732,000</td>
<td>295 / $17,890,000</td>
</tr>
</tbody>
</table>

Depreciation is based on the mileage of each vehicle compared to FTA standard mileage targets.

Subsequent tallies may exclude vehicles exhibiting low use rates (expressed as miles per day) and vehicles that do not reflect a current inventory status (last update is over a year old).

Urban fleet consists of small urban agencies listed in the Governor’s Apportionment.

The count includes transit service vehicles only, excluding sedans, pick-up trucks, SUV’s etc..

Source: TxDOT’s Public Transportation Management System (PTMS)
<table>
<thead>
<tr>
<th></th>
<th>Millions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preservation</td>
<td>$3,110</td>
<td>Capital rehabilitation &amp; replacement of existing fleet &amp; facilities</td>
</tr>
<tr>
<td>Service Expansion</td>
<td>$482</td>
<td>Scaling-up existing systems to match forecasted population growth</td>
</tr>
<tr>
<td>Major New Projects</td>
<td>$72</td>
<td>Items identified by transit agencies &amp; MPOs</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,664</strong></td>
<td></td>
</tr>
</tbody>
</table>

Long-Range Transit Capital Needs, 2015-2040

- **Preservation**
- **Service Expansion**
- **Major New Projects**

**Total Capital Needs = $3.664 Billion**
Public Transportation Division (PTN)

**Fleet Replacement Funding Program**
**2016–2017**

<table>
<thead>
<tr>
<th>Category</th>
<th>TxDOT</th>
<th>Transit District</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td>$15 M</td>
<td>$30 M</td>
<td>$45 M</td>
</tr>
<tr>
<td>FTA Small Urban</td>
<td>$4 M</td>
<td>$16 M</td>
<td>$20 M</td>
</tr>
<tr>
<td>Facility Modifications</td>
<td>$1 M</td>
<td>$4 M</td>
<td>$5 M</td>
</tr>
</tbody>
</table>

Rural: $10 M + $10 M = $20 M
FTA Small Urban: $4 M + $16 M = $20 M
Facility Modifications: $1 M + $4 M = $5 M
Public Transportation Division (PTN)

Fleet Replacement Funding Program
2016–2017

- Approach: High-mileage fleet replaced first
- Eligibility: All rural and FTA small urban transit districts

Potential Selection Criteria
- Compliance
- Utilization
- Best Practices
- Matching Funds

5 - 7 member industry task force to develop specific recommendations

- Schedule: September 2015 – Commission award
  November 2015 – all PGAs executed
Projected Investment Impacts

2013 Transit Mileage Statistics