

## **APPLICATION INSTRUCTIONS**

**For the  
Federal Transit Administration (FTA)  
Job Access Reverse Commute Grant Funding (*JARC, Section 5307*) *and/or*  
Enhanced Mobility of Seniors and Individuals with Disabilities  
Grant Funding (*Section 5310*)**

**Winston-Salem Urban Area Metropolitan Planning Organization  
Winston Salem Department of Transportation  
City of Winston-Salem, NC**

**FY 2020 Funds**

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# 1. Overview

Congress established funding for Federal Transit Administration (FTA) programs through legislation that amends codified *Title 49 USC Chapter 53*. On December 4, 2015, President Obama signed the **Fixing America's Surface Transportation (FAST) Act**, reauthorizing surface transportation programs through fiscal year 2020.<sup>1</sup>

The previous authorization, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, reauthorized surface transportation programs from fiscal years 2012 through 2015. Each reauthorization amends the Federal Transit Laws codified in *Title 49 USC Chapter 53*.<sup>2</sup>

Under the FAST Act, Urbanized Area Formula Program Funding- Section 5307, makes federal resources available for transit planning in *urbanized areas*.<sup>3</sup> Funding still allows the same eligible activities as the previous legislation, however has expanded opportunities with the Small Transit Intensive Cities tier, modified the '100 bus rule' to include non-ADA general population transit services, allows for funding use for Workforce Development, et al.

Section 5307 funding still allows for eligible Job Access and Reverse Commute activities, which was established to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment.<sup>4</sup>

Under the FAST Act, Enhanced Mobility of Seniors and Individuals with Disabilities- Section 5310 funding still maintains to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. The new legislation requires FTA to develop and disseminate a best practice guide for 5310 service providers, introduced a new Pilot Program for Innovative Coordinated Access & Mobility, and coordination across federal agencies, et al. <sup>5</sup>

The City of Winston-Salem ("Winston-Salem") is the designated recipient for Section 5307 and Section 5310 funds for the urban area. As the designated recipient, Winston-Salem has the principal authority and responsibility for administering FTA grant funding in the urbanized area.

As per Winston-Salem policy, all contracts executed with the city must be reviewed by the City Manager and approved by the Mayor and City Council.

In addition, the Winston Salem Urban Area Metropolitan Planning Organization (WSUAMPO) requires applications to be approved by the Transportation Advisory Committee (TAC). Once applications are approved, both the Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) are amended and approved.

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<sup>1</sup> Refer to FTA: <https://www.transit.dot.gov/FAST>

<sup>2</sup> Refer to FTA: <https://www.transit.dot.gov/legislation>

<sup>3</sup> Refer to FTA: <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FAST%20Act%20Section%205307%20Fact%20Sheet.pdf>

<sup>4</sup> Refer to FTA: <https://www.transit.dot.gov/funding/grants/grant-programs/job-access-and-reverse-commute-program-5316>

<sup>5</sup> Refer to FTA: <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/5310%20Enhanced%20Mobility%20of%20Seniors%20%26%20Disabled%20Fact%20Sheet.pdf>

The application approval process timeline is listed below:

<b>Dates</b>	<b>Step in the Request for Projects Process (2020)</b>
<b>August 21<sup>st</sup></b>	Legal Notices in Newspaper Advertisement on the Website
<b>August 24<sup>th</sup>- September 24<sup>th</sup></b>	30 Day Call for Projects
<b>September 10<sup>th</sup></b>	Community Workshop and Information Session
<b>October 5<sup>th</sup>-9<sup>th</sup></b>	Review by External Sub-Committee
<b>November 19<sup>th</sup></b>	Approval by the Winston-Salem Urban Area's Transportation Advisory Committee (TAC)
<b>November</b>	Application Submission to FTA
<b>Post approval of FTA application</b>	Execution of Sub-Recipient Contracts

## 2. Local Funding Availability

**Table 1. FTA Funding Allocations for the Winston-Salem Urban Area**

	Fiscal Year	Job Access Reverse Commute (Section 5307)	Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)
<b>Allocation</b>	<b>2020 (Full Allocation)</b>	<b>\$55,000.00</b>	<b>\$365,651.00</b>
	<b>Total</b>	<b>\$55,000.00</b>	<b>\$365,651.00</b>

## 3. Grant Application Procedures

### FY 2020 ALLOCATED FUNDING

All eligible JARC- Section 5307 and Section 5310 program applicants must use eligible funds within the Winston-Salem Metropolitan Urban Area Planning Organization (WSUAMPO) boundaries.

The application submission should consist of the program-specific requirements detailed in these instructions (which aligns with City and Federal requirements). The applicable grant application form provided by the Winston-Salem Department of Transportation must be submitted when applying for funding.

Applicants will be required to complete the Allocation Initial Form, which is located on the entry page of the grant application. This form will confirm how much allocated funding the applicant will be requesting for FY2020.

Federal Funding Requested	Local Match Required	Project Total

After an application has been selected for funding, the applicant will be required to submit appropriate background Certifications and Assurances, and other documentation necessary to meet the requirements of FTA and the city.

Additional FTA Certification and Assurance information can be found at the FTA’s webpage for Certification and Assurance.<sup>6</sup>

<sup>6</sup> Refer <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

# Winston Salem Metropolitan Planning Area Boundaries



*NOTE: If your project is entirely or partially outside of the urbanized portion of Winston-Salem, it may be eligible for funding from North Carolina Department of Transportation –Public Transportation Division (NCDOT-PTD). Please contact their office for further information. If your project spans both urban and rural areas, it may be eligible for joint Winston-Salem Urban Area and NCDOT funding. Please contact either office for further information.*

## 4. Eligibility Overview

### **Job Access Reverse Commuter (JARC) - Section 5307<sup>7</sup>**

*For More information, please refer to FTA Circular- C 9030.1E (January 16, 2014)*

#### **Program Overview**

The Job Access and Reverse Commute (JARC) program was established to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. Many new entry-level jobs are located in suburban areas, and low-income individuals have difficulty accessing these jobs from their inner city, urban, or rural neighborhoods. In addition, many entry level-jobs require working late at night or on weekends when conventional transit services are either reduced or non-existent. Finally, many employment related-trips are complex and involve multiple destinations including reaching childcare facilities or other services.

#### **Eligible Recipients**

States and Public Bodies are eligible designated recipients.

Eligible Sub-recipients are

- Private Non-Profit Organizations,
- State or Local Governments, and
- Operators of public transportation services including private operators of public transportation services.

#### **Eligible Activities:**

Activities include capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects.<sup>8</sup>

Such services include, but are not limited to:

- a. Late-night and weekend service;
- b. Guaranteed ride home service;
- c. Shuttle service;
- d. Expanding fixed-route public transit routes;
- e. Demand-responsive van service;
- f. Ridesharing and carpooling activities;
- g. Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);

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<sup>7</sup> Refer to FTA: <https://www.transit.dot.gov/funding/grants/grant-programs/job-access-and-reverse-commute-program-5316>

<sup>8</sup> Refer to FTA Circular: [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA\\_C\\_9050.1\\_JARC.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_C_9050.1_JARC.pdf)

i. Promotion, through marketing efforts, of the:

- (1) use of transit by workers with non-traditional work schedules;
- (2) use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals; FTA C 9050.1 Page III-9 5/1/2007
- (3) development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
- (4) use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;

j. Supporting the administration and expenses related to voucher programs. This activity is intended to 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 to providers of alternative transportation services.

The JARC program can provide vouchers to low-income individuals to purchase rides, including

- (1) mileage reimbursement as part of a volunteer driver program,
- (2) a taxi trip, or
- (3) trips provided by a human service agency.

Providers of transportation can then submit the voucher to the JARC project administering agency for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible.

Vouchers are an operational expense which requires a 50/50 (Federal/local) match;

k. Acquiring Geographic Information System (GIS) tools;

l. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;

m. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;

n. Deploying vehicle position-monitoring systems;

o. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and non-urbanized areas to suburban work places;

q. Otherwise facilitating the provision of public transportation services to suburban employment opportunities;

r. Supporting new 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.

## **Funding Availability**

Available for 3 years

## **Cost Sharing/Match Requirement:**

*For Operating Expenses (Net Costs)*

- 50% Federal Contribution
- 50% Local Contribution

*NOTE: 10% of Federal Shares can be used for Program Administrative Costs*

- Administration Assistance
- Planning Assistance
- Technical Assistance

## **5. Eligibility Overview**

### **Enhanced Mobility of Seniors and Individuals with Disabilities- (Section 5310)<sup>9</sup>**

#### **Program Overview**

This program provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. The program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas, to include large urban areas, such as Winston-Salem.

#### **Eligible Applicants**

States and Public Bodies are eligible designated recipients.

Eligible Sub-recipients are

- Private Non-Profit Organizations,
- State or Local Governments, and
- Operators of public transportation services including private operators of public transportation services.

#### **Eligible Activities**

*Traditional Section 5310 project examples include:*

- acquisition of transportation services under a contract, lease, or other arrangement

*Nontraditional Section 5310 project examples include:*

- travel training
- volunteer driver programs
- incremental cost of providing same day service or door-to-door service

#### **Funding Availability**

Available for 3 years

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<sup>9</sup> Refer to FTA <https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310>

## **Cost Sharing/Match Requirement:**

*For Operating Expenses that are eligible as Capital Expenses (Net Costs)*

- 80% Federal Contribution
- 20% Local Contribution

*NOTE: 10% of Federal Shares can be used for Program Administrative Costs*

- Administration Assistance
- Planning Assistance
- Technical Assistance

## 6. Project Selection Process

As outlined in the Program Management Plan (PMP), Public Transit Human Service Coordination Plan (PT-HSC) as well as Winston-Salem’s Community Agency Allocation guide, funding will be awarded through a competitive selection process. This process will be initiated annually with a Request for Projects (RFP) and applicant workshop prior to the receipt of applications by the Winston-Salem Urban Area Metropolitan Planning Organization (WSMPO) / Winston Salem Department of Transportation (WSDOT) staff. Applications received after the posted deadline will not be considered.

All applications will be reviewed and scored by the external designated agency (transit subcommittee) of a neighboring transportation agency. The subcommittee will make recommendations based on the responsiveness of each individual application. Representatives of this subcommittee are familiar with local human service agencies, the target population, and the transportation issues affecting the population in Winston-Salem.

After scoring applications, the Transit Subcommittee will provide recommendations to the WSMPO Transportation Advisory Committee (TAC) and the City Council. The TAC consist of one (1) elected official from each member units of government, to include a board member of the North Carolina Department of Transportation (NCDOT) and the Winston Salem Transit Authority (WSTA). The City Council consist of 8 elected officials from each community ward and the Mayor. Both the TAC and City Council will have the final vote on the selection and funding of the recommended projects. The list of approved projects will then be submitted to the FTA for funding. In addition, the WSMPO will complete the necessary steps to amend the Statewide Transportation Improvement Plan (STIP)/ Transportation Improvement Plan (TIP).

Any revisions to the allocation by FTA will constitute as a revision to the sub-recipient grant award and will require a Transportation Improvement Program (TIP) modification. d

The transportation priority needs currently identified by the MPO in the PT-HSC Plan are listed below:

<b>Needs</b>	<b>High Priority</b>	<b>Medium Priority</b>	<b>Low Priority</b>
Established More Accessible Vehicles	×		
Expanded Public Transportation Services	×		
Improve Access to Jobs	×		
Provide Volunteer Assistance	×		
Enhance Communication and Advocacy		×	
Marketing			×

## 7. Application

The grant application includes the following sections:

### **Part 1- Applicant Information**

- General Information
- Organizational Capacity
- Organization/Program Accomplishments
- Project Description

### **Part 2- Project Narrative**

- Project Needs/Goals and Objectives (25pts)
- Implementation Plan (25pts)
- Program Effectiveness and Performances (20pts)
- Project Budget (15pts)
- Coordination and Program Outreach (10pts)
- Innovation (5pts)

### **Part 3- Performance Measures from the Federal Transit Administration**

*JARC, Section 5307 Programs Measures include (if applicable):*

- **Jobs:** number of jobs that can be accessed as a result of the coverage of the JARC project
- **Ridership:** number of rides (one-way trips) provided as a result of the JARC project
- **Ridership:** percent change in public transportation

*Section 5310 Programs Measures include (if applicable):*

#### **Traditional Section 5310 Projects**

- **Gaps in Services Filled:** Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility as a result of the project.
- **Ridership:** number of rides (as measured by one way trips) provided annually for individuals as a result of the project.

### **Part 4- Proposed Project Budget**

Applicants will provide the total amount of the project, including a breakdown of the different, applicable expenditures (i.e. capital, operational, planning expenses). Applicants will also demonstrate the local share.

### **Part 5- Current Year's Budget**

Applicants will document the current budget and projected budget for the current fiscal year, in order to demonstrate the financial stability of the program/organization.

## 8. Evaluation Criteria

Projects funded under the JARC, Section 5307 and Section 5310 grant programs must be selected competitively. An evaluation criterion with an award of a maximum of 100 points is developed to score and rate applications, as outlined in the PT-HSC and PMP.

- 1. Project Needs/Goals and Objectives (25 points):** The project should directly address priority transportation needs identified through the Winston-Salem MPO's locally developed PT\_HSC<sup>10</sup>. Project application should clearly state the overall program goals and objectives and demonstrate how the project is consistent with the objectives of the JARC and 5310 grant programs. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided.
- 2. Implementation Plan (25 points):** For all projects, applicants must provide a well-defined service operations plan and/or capital procurement plan and describe implementation steps and timelines for carrying out the plan. The implementation plan should identify key personnel assigned to this project and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project as described.
- 3. Program Effectiveness and Performance Indicators (20 points):** The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need and is a cost-effective approach. Project sponsors must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Sponsor should describe their steps to measure the effectiveness and magnitude of the impact that the project will have on target markets (i.e., persons with low-income for the JARC, Section 5307 funding, or persons with disabilities or the elderly for the Section 5310 funding).
- 4. Project Budget (15 points):** Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.
- 5. Coordination and Program Outreach (10 points):** Proposed projects will be evaluated based on their ability to coordinate with other public transportation, community transportation and/or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they would promote public awareness of the project. Letters of support from key stakeholders and/or customers should be attached to the grant application.
- 6. Innovation (5 points):** The project will be examined to see if it contains new or innovative service concepts or facilities that have the potential for improving access and mobility for the target populations and may have future application elsewhere in the region.

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<sup>10</sup> Refer to the Winston Salem- Public Transportation Human Services Coordination Plan-

<http://www.cityofws.org/departments/transportation/planning/plans-and-studies/public-transportation-human-services-plan>

## 9. Application Deadline

If your organization has an eligible project for funding under the available FTA grant funding programs, complete the application and submit no later than 5:00pm, **Thursday, August 13, 2020.** Applications received after this date and time will not be considered.

Each proposal received will be reviewed and scored for its ability to accomplish the goals of the JARC, Section 5307 or Section 5310 federal grant program as well as the PT-HSC, PMP and City Allocation guidelines. Recommended proposals will be sent to the FTA for funding consideration.

Proposals may be hand-delivered – Union station, mailed, or e-mailed to:

### **Chloe Beatty**

Temporary Transportation Project Planner  
Winston-Salem Metropolitan Planning Organization  
Department of Transportation,  
Union Station  
300 S. Martin Luther King Jr. Drive  
Winston-Salem, NC 27107  
Telephone: 336-747-6878  
[chloeb@cityofws.org](mailto:chloeb@cityofws.org)

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

### **APPLICATION AND TENTATIVE PROJECT SELECTION SCHEDULE:**

<b>Dates</b>	<b>Step in the Request for Projects Process (2020)</b>
<b>August 21<sup>st</sup></b>	Legal Notices in Newspaper Advertisement on the Website
<b>August 24<sup>th</sup>- September 24<sup>th</sup></b>	30 Day Call for Projects
<b>September 10<sup>th</sup></b>	Community Workshop and Information Session
<b>October 5<sup>th</sup>-9<sup>th</sup></b>	Review by External Sub-Committee
<b>November 19<sup>th</sup></b>	Approval by the Winston-Salem Urban Area's Transportation Advisory Committee (TAC)
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