

APPLICATION INSTRUCTIONS

Federal Transit Administration (FTA)
Job Access Reverse Commute Grant Funding (*JARC, Section 5307*)
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

January 2023

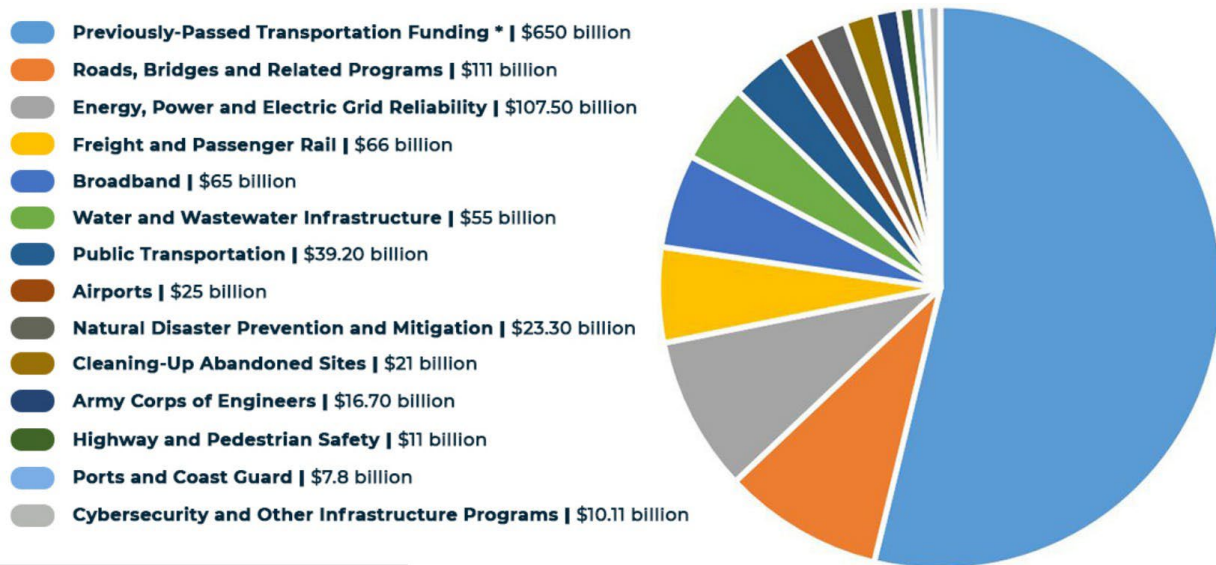
Table of Contents

1. Overview.....	3
2. Funding Availability	5
3. Grant Application Procedures	5
4. Eligibility Overview for Job Access Reverse Commute Grant (JARC, Section 5307)	7
5. Eligibility Overview for Enhanced Mobility of Seniors 65 or older and Individuals with Disabilities Grant (Section 5310)	10
6. Project Selection Process	11
7. Application	12
8. Evaluation Criteria	13
9. Application Deadline.....	15

1. Overview

Congress established funding for Federal Transit Administration (FTA) programs through legislation that amends codified *Title 49 USC Chapter 53*. On November 15, 2021, President Biden signed the **Infrastructure Investment and Jobs Act (IIJA)**, reauthorizing surface transportation programs through from Fiscal Year 2022 to Fiscal Year 2026.¹

The previous authorization, the **Fixing America's Surface Transportation (FAST) Act**, reauthorizing surface transportation programs through fiscal year 2020.²



IIJA Funding Distribution Chart - November 2022

<https://www.gfoa.org/the-infrastructure-investment-and-jobs-act-iija-was>

Under IIJA, Urbanized Area Formula Program Funding - Section 5307 makes federal resources available for transit planning in *urbanized areas*.³ Funding still allows the same eligible activities as the previous legislation. However, it has expanded opportunities with the Small Transit Intensive Cities tier, modified the '100 bus rule' to include non-ADA general population transit services, and allowed for funding use for Workforce Development, etc.

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.⁴

Under IIJA, Enhanced Mobility of Seniors and Individuals with Disabilities - Section 5310 funding continues to help improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Under the FAST Act, FTA required designated recipients to develop and disseminate a best practice guide for 5310 service providers, which

¹ Refer to FTA: <https://www.naco.org/blog/congress-passes-historic-bipartisan-infrastructure-investment-and-jobs-act>

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

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

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

introduced a new Pilot Program for Innovative Coordinated Access & Mobility, and coordination across federal agencies.⁵

The City of Winston-Salem (“Winston-Salem”) is the designated recipient for JARC - 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.

The application approval process is below:

Dates	Steps in the Request for Projects Process (2023)
January 9th - 13th	Legal Notices in Newspaper, Advertisement on the Website
January 16th - February 15th	30 Day Call for Projects
January 26th	Community Workshop and Information Session
February 16th to February 28th	Review by External Sub-Committee
March 2023	Approval by the Winston-Salem Urban Area’s Transportation Advisory Committee (TAC)
April 2023 to May 2023	Application Submission and Approval to/from FTA
May to June 2023	Execution of Subrecipient Contracts

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

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)
Allocation	2022 (Full Allocation)	\$55,000.00	\$530,832.00
	ARPA/CRRSAA Set-Aside	\$115,076.00	\$63,446.00
	Total	\$170,076.00	\$594,278.00

3. Grant Application Procedures

FY 2022 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.

Allocation Initial Form

Available Funding Total: \$594,278.00

Select the funding being applied for and notate the amount being requested. Please consider the amounts given the likely increasing number of subrecipients to apply.

Funding	Amount Available	Amount Requested
FY 2022 Allocation Section 5310	\$530,832.00	
FY22 CRRSAA Allocation Section 5310	\$63,446.00	
Total	\$594,278.00	

Allocation Initial Form

Available Funding Total: \$170,076

Select the funding being applied for and notate the amount being requested. Please consider the amounts given the likely increasing number of subrecipients to apply.

Funding	Amount Available	Amount Requested
FY 2022 Allocation Section 5307-JARC	\$55,000	
Section 5307-JARC - ARPA Set-Aside	\$115,076	
Total	\$170,076	

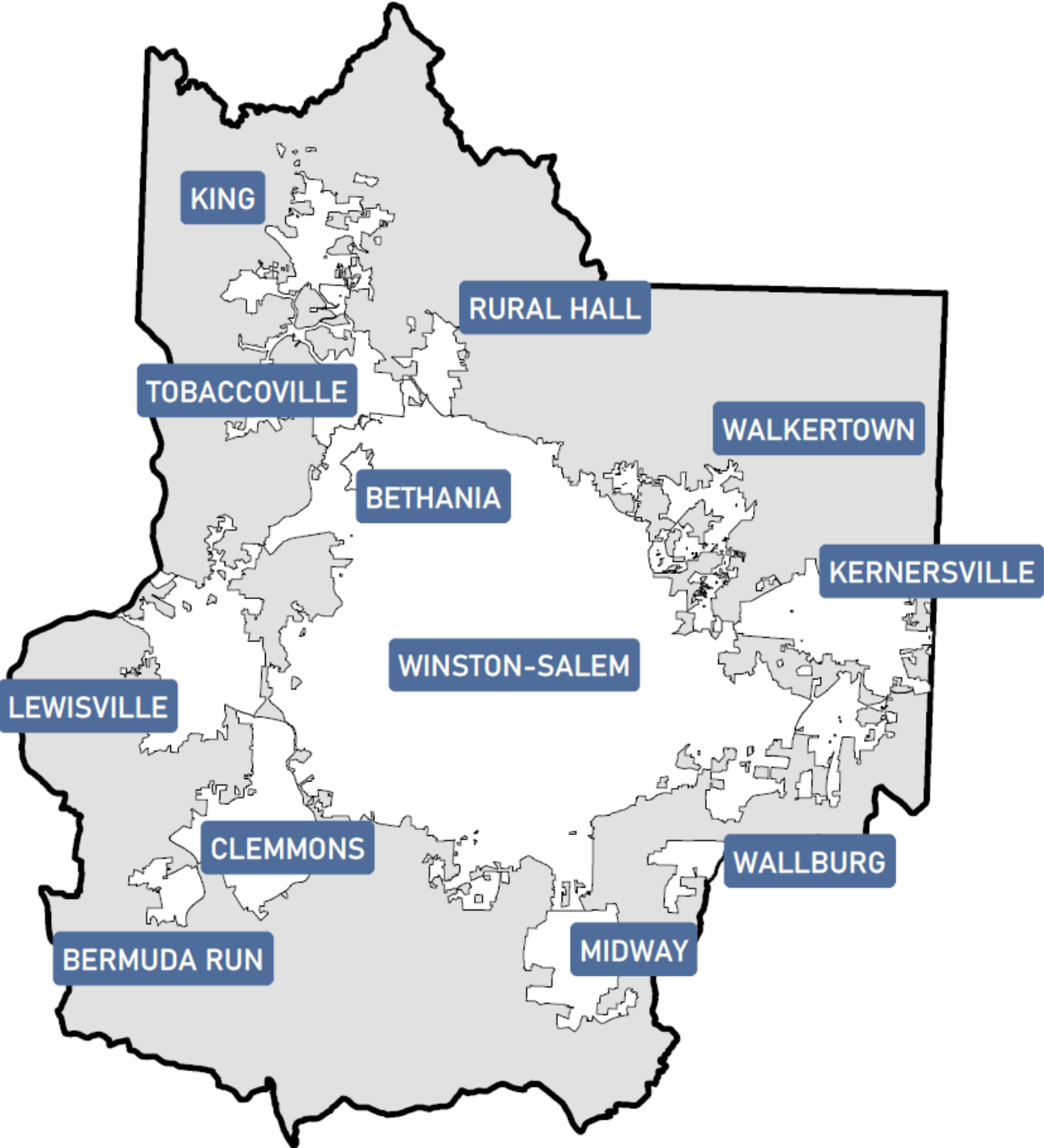
Applicants will be required to complete the Allocation Initial Form, which is located on the entry page of the grant application. This form will confirm how much allocated funding the applicant will be requesting for FY2022 funds.

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 Certifications and Assurances information can be found at the FTA's webpage for Certifications and Assurances.⁶

⁶ 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 Commute (JARC) - Section 5307⁷

*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.

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

Eligible Recipients

States and public bodies are eligible designated recipients.

Eligible subrecipients 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.⁸

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

⁸ Refer to FTA Circular: https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf

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);
- h. Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
- 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.

5. Eligibility Overview

Enhanced Mobility of Seniors and Individuals with Disabilities- (Section 5310)⁹

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.

Funding Availability

Available for 3 years

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

Eligible Applicants

States and public bodies are eligible designated recipients.

Eligible subrecipients 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

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

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 (WSUAMPO) / 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 upon the responsiveness and ability to adhere to the criteria 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 WSUAMPO Transportation Advisory Committee (TAC) and the City Council. The TAC consists of one (1) elected official from each member unit of government within the WSUAMPO, and additionally includes a board member of the North Carolina Department of Transportation (NCDOT) and the Winston Salem Transit Authority (WSTA). The City Council consists of eight (8) elected officials, each of whom presides over a 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 WSUAMPO 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.

Dates	Steps in the Request for Projects Process (2023)
January 9th - 13th	Legal Notices in Newspaper, Advertisement on the Website
January 16th – February 15th	30 Day Call for Projects
January 26th	Community Workshop and Information Session
February 16th to February 28th	Review by External Sub-Committee
March 2023	Approval by the Winston-Salem Urban Area's Transportation Advisory Committee (TAC)
April 2023 to May 2023	Application Submission and Approval to/from FTA
May to June 2023	Execution of Subrecipient Contracts

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 (15 pts)
- Implementation Plan (10 points)
- Program Effectiveness and Performance Indicators (35 points)
- Project Budget (25 points)
- Coordination and Program Outreach (10 points)
- Innovation (5 points)

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 Section 5307-JARC 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 (15 points):** The project should directly address priority transportation needs identified through the Winston-Salem Urban Area MPO's locally developed Human Services Transportation Plan. The project application should clearly state the overall program goals and objectives and demonstrate how the project is consistent with the objectives of the Section 5310 or 5307-JARC program. 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.¹⁰ Project application should clearly state the overall program goals and objectives and demonstrate how the project is consistent with the objectives of the JARC 5307 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 (10 points):** For all projects, applicants must provide a well-defined service operation 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 (35 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 (25 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.

¹⁰ Refer to the Winston-Salem - Public Transportation Human Services Coordination and Program Management Plans, Updated 2022
<https://www.cityofws.org/2442/Projects-Plans-Studies#OT>

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.

Project Evaluation Criteria	Possible Points (100 Max)
1. Project Needs/Goals and Objectives	15
Is the project consistent with the Section 5310 grant program's objectives?	0 or 3
To what degree will the project increase or enhance the availability of transportation for the Winston-Salem Urban Area's elderly and disabled populations?	0 - 3
How closely does the proposed project align with the organization's mission and objectives?	0 - 3
Does the project address a need identified in the Human Service Transportation Plan?	0 or 3
Does the project provide a service that otherwise would not be available?	0 or 3
2. Project Implementation	10
Is the project timeline realistic?	0 or 2
Is there evidence the applicant has done all the necessary planning and is ready to begin the project upon being funded?	0 or 2
How experienced is the applicant staff in managing transportation projects in operating passenger transportation?	0 - 2
How experienced is the agency with financial responsibilities such as, quarterly reporting, annual audits, and/or other forms of financial reporting?	0 - 2
Does the applicant propose training, vehicle maintenance, inspection or monitoring to managerisk and to provide safe services?	0 - 2
3. Program Effectiveness and Performance Indicators	35
Did the applicant mention collecting data and/or documenting the delivery and utilization of services including number of trips, length of trip in miles, and demographic data of individuals served?	0, 5, 10, or 15
Does the applicant propose monitoring measurable indicators of success?	0, 5, 10, 15, or 20
4. Project Budget	25
Were all the necessary budgets completed and submitted?	0 or 10
Are the certified local match sources for the project also listed in the budget as matching funds?	0 or 10
How does the agency propose to continue commitment to the life of the project beyond the availability of the requested grant resources?	0 - 5
5. Coordination and Outreach	10
Does the project include coordination and/or partnerships with transportation providers or other relevant stakeholders?	0 - 5
To what extent does the applicant include plans to market to the target group and promote public awareness of their project?	0 - 5
6. Innovation	5
To what extent does the applicant promote new ideas or ways of improving service, access and mobility for the elderly and disabled population	0-5
Total Score	0-100

9. Application Deadline

If your organization has an eligible project for funding under the available FTA grant funding programs, complete the application and submit it **no later than 5:00pm, Wednesday, February 15, 2023.** 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 Section 5307 Job Access Reverse Commute (JARC) 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, mailed, or e-mailed to:

Matt Duchan

Transportation Project Planner
Winston-Salem Metropolitan Planning Organization
Department of Transportation
Union Station
P.O. Box 2511
Winston-Salem, NC 27102
Telephone: 336-747-6983
matthewfd@cityofws.org

The information provided 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:

Dates	Steps in the Request for Projects Process (2023)
January 9th - 13th	Legal Notices in Newspaper, Advertisement on the Website
January 16th - February 15th	30 Day Call for Projects
January 26th	Community Workshop and Information Session
February 16th to February 28th	Review by External Sub-Committee
March 2023	Approval by the Winston-Salem Urban Area's Transportation Advisory Committee (TAC)
April 2023 to May 2023	Application Submission and Approval to/from FTA
May to June 2023	Execution of Subrecipient Contracts