



# **2024**

## **Call for Projects Application Manual**

### **FFY 2023 & 2024 Funding Apportionment**

#### **49 U.S.C.**

#### **Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities**

Application Release Date:  
Wednesday, June 5, 2024

Application Due Date:  
Friday, July 19, 2024  
4:00 pm CST

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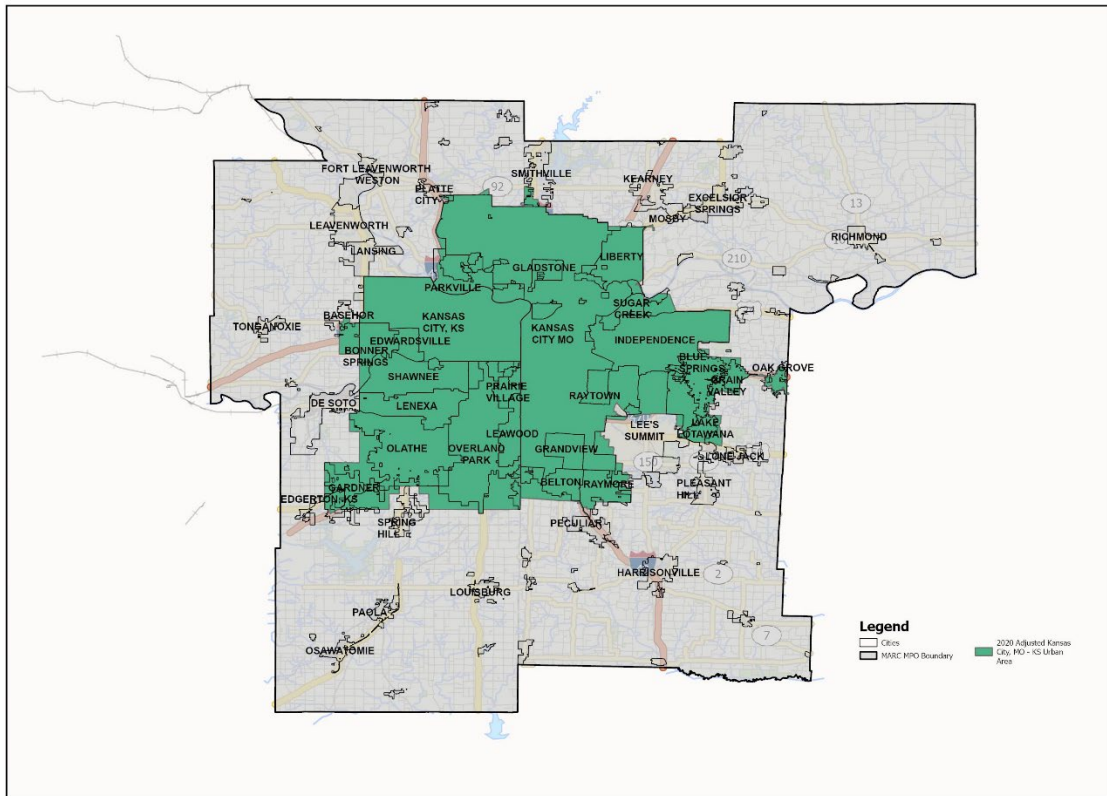
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## I. INTRODUCTION

The Mid-America Regional Council (MARC) is requesting applications for mobility-based transportation projects to be funded through the Federal Transit Administration (FTA) program: Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310).

### A. Background

This competitive selection of Section 5310 projects is based on the FFY 2023-2024 and 2020 urban area formula-based apportionment for the Kansas City urban area. As the Designated Recipient of the Kansas City Urbanized Area, the Kansas City Area Transportation Authority (KCATA) may submit Section 5310 applications for FFY 2023 and 2024 funding equivalent to the amount apportioned to the region by FTA. For this reason, applicants in the Lee's Summit area should coordinate with the city to apply through MoDOT, and rural area applicants of both states should apply directly to their State DOTs. A map of the Kansas City Urban Area is depicted in green.



In order for the KCATA to submit an application to FTA for funding as the Designated Recipient, it must identify a program of projects to be included in the application document, and certify that the distribution of those funds was fair and equitable. As outlined in a Memorandum of Understanding (MOU) between the two organizations, MARC will manage the competitive selection process for the portions of the FFY 2023 & 2024 apportionments being released through that process. The Mobility Advisory Committee (MAC) will assist in the review of applications and the development of a program of projects to be recommended to the Total Transportation Policy Committee (TTPC), the MARC Board of Directors, and the KCATA Board of Commissioners.

## B. Funding Availability

The current surface transportation legislation went into effect on November 15, 2021 when President Biden signed into law—the Infrastructure Investment Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL).

The Section 5310 program requires that a minimum of fifty-five percent of the total Section 5310 funds be used to fund vehicle purchases and/or certain capital projects. Once the 55 percent threshold has been met, the other 45 percent of flexible funds can be used for administrative costs, other capital projects, and operations projects. The following chart represents the region’s funding allocation:

<b>5310 Funds for KC Urban Area in 2023 and 2024 (apportionments)</b>	
2023	\$2,013,293
2024	\$2,107,079
<b>TOTAL</b>	<b>\$4,120,372</b>
Admin (MARC)	\$144,213
Admin (KCATA)	\$267,824
<b>TOTAL minus all Admin (10%)</b>	<b>\$3,708,335</b>
<b>5310 Funding Type Apportionment</b>	
Operations (35%)	\$1,442,130
Capital (55%)	\$2,266,205
<b>Retained Funds</b>	
Operations (100%)	\$1,442,130
Capital (27.27%)	\$618,056
<b>TOTAL Retained Funds by the KCATA</b>	<b>\$2,060,186</b>
<b>Funds to the Competitively Programmed</b>	<b>\$1,648,149</b>

As shown above, for the 2024 programming cycle, the competitive selection process will include only capital projects. The KCATA will retain the operations funding and 27.27% of the apportioned capital funds for replacement of qualified vehicles and equipment that are past the useful life. The competitive selection process will therefore award the \$1,648,149 (72.73%) of capital funds available or 40% of total section 5310 funds.

## C. Eligible Applicants

Eligible applicants for Section 5310 capital projects include:

- Operator of public transportation that receives a Section 5310 grant indirectly through a recipient.
- Private nonprofit organizations; or
- State or local governmental authorities that:
  - Are approved by a state to coordinate services for seniors and individuals with disabilities; or
  - Certify that there are no nonprofit organizations readily available in the area to provide the service.
- Private taxi operators that provide shared-ride taxi service to the general public on a regular basis and are operators of public transportation.

## D. Direct Costs (Matches and Fees)

**This is a cost-reimbursement program, as opposed to a standard grant or fixed amount award.**

All projects will require matching funds. Capital projects require:

- Twenty (20) percent of total project cost (i.e. federal funds may not exceed 80-percent of the total award), except in the case where:
  - The acquisition of vehicles is for the purposes of complying with the Americans with Disabilities Act (ADA) or the Clean Air Act (CAA), in which case the federal share may be increased to 85-percent (i.e. a revenue vehicle that complies with 49 CFR part 38 may be funded at 85-percent federal share).
  - The vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) is being purchased for the purposes of complying or maintaining compliance with the CAA or ADA, in which case the incremental cost of the equipment required by ADA or CAA may be funded up to 90-percent with 5310 funds. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle.

There are many eligible sources for local matching funds. The Section 5310 Program is unique in that it is permitted to match federal funds with federal funds, provided that those funds do not originate from the Department of Transportation.

- State or local appropriations
- Dedicated tax revenues
- Private donations
- Revenue from service contracts
- Transportation development credits
- Net income generated from advertising and concessions
- Non-cash share (provided adequate documentation is provided) such as:
  - Donations
  - Volunteered services
  - In-kind contributions
- Non-DOT federal funds eligible for expense in transportation:
  - Employment training
  - Aging
  - Medical
  - Community Services
  - Rehabilitation Services

**MARC collects a fee equivalent to 1.0% of any federal funds awarded to projects through this programming cycle. Sponsors of projects awarded funding will be invoiced for this fee in 2025.**

Learn more about this policy by clicking on the link below:

- [MARC Project Fee Policy](#)

## E. Eligible Projects

**There is a required funding floor of 55% that must be spent on certain types of capital projects. For the 2024 competitive selection process, only capital projects will be selected. Below is a breakout of allowable projects:**

Eligible capital expenses that meet the 55% requirement:

- Rolling stock and related activities for Section 5310 funded vehicles
  - Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs; vehicle rehabilitation or overhaul; preventative maintenance; radios and communication equipment; and vehicle wheelchair lifts, ramps, and securement devices
    - **Please Note: Section 5310 capital funds cannot be used for replacement of vehicles that were procured using previously awarded Section 5310 funds. Applicants will be required to provide vehicle information including the VIN, if the applicant indicates that the funding will be used towards the replacement of a vehicle.**
- Passenger facilities related to Section 5310 funded vehicles
  - Benches, shelters, other passenger amenities
- Support facilities and equipment for section 5310 funded vehicles
  - Extended warranties; computer hardware and software; transit-related ITS; dispatch systems; fare collection systems
- Lease of equipment when lease is more cost-effective
- Acquisition of transportation services under a contract, lease or other arrangement
- Projects that support mobility management and coordination programs among public transportation providers and other human service agencies providing transportation
  - Promotion, enhancement, and facilitation of access to transportation services
  - Short-term management activities to plan and implement coordinated services
  - Support of state and local coordination policy bodies and councils
  - Operation of transportation brokerages
  - Provision of coordination services such as travel training and trip planning
  - Development and operation of one-stop transportation traveler call centers
  - Operational planning for the acquisition of ITS technologies to help plan and operate coordinated systems inclusive of GIS mapping, GPS tech, coordinated vehicle scheduling, dispatching and monitoring tech, as well as tech to track costs and billing in a coordinated system, and single smart customer payment systems.
- Capital investments that support ADA-complementary paratransit services
  - For example:
    - Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement.

More details on eligible Section 5310 sub-recipients and eligible Section 5310 projects can be found on pages III-9 through III-14 of the [Section 5310 Program Circular \(C 9070.1G\)](#).

## F. Plan Compliance

In 2018, MARC staff developed the *Coordinated Public Transit – Human Services Transportation Plan* (the Coordinated Plan) in partnership with the Mobility Advisory Committee (MAC). The data in the plan was last updated in 2021 using data provided from the Connected KC 2050 Metropolitan Transportation Plan. *The Coordinated Plan* includes a list of goals and strategies to advance enhanced mobility services in the Kansas City region. Applicants are asked to explicitly detail how their proposed projects would help the region achieve these goals:

1. Maintain existing service levels
2. Expand service levels
3. Improve quality and accessibility of information available to the public
4. Bridge infrastructure gaps

A more detailed explanation of these goals, and the strategies which would achieve those goals, can be found in the [Coordinated Plan document](#). Applicants are expected to specifically identify (by the number/letter designated in the *Coordinated Plan*), which goals and strategies their projects are compliant with.

## II. SECTION 5310 PROGRAMMING SCHEDULE

Programming for Section 5310 funds will occur every other year or as determined by the memorandum of understanding between MARC and KCATA, and by the designated recipient’s Program Management Plan (PMP). The schedule for the 2024 programming round for the FFY 2023 and 2024 apportionments is provided below. This schedule may change for subsequent rounds after consultation with the Mobility Advisory Committee.

**The deadline for project applications is 4:00 pm CDT, Friday, July 19, 2024. The online application is to be completed and submitted by that deadline at <https://data.marc.org/5310/>.**

DATE	ACTIVITY
<b>Wednesday, June 5, 2024</b>	Public notice and call for projects opens.
<b>Wednesday, June 12, 2020, 9:30am</b> Hybrid meeting held online and in the MARC Offices Board Room	Pre-Application Workshop.
<b>Friday, July 19, 2024</b>	Project submittal deadline. Staff review begins.
<b>July 22-August 2, 2024</b>	Eligibility Review / Administrative Scoring of Applications
<b>August-September 2024</b>	MAC and RTCC prioritize projects and prepare recommendations (MAC meeting will be on 8/14)
<b>Tuesday, September 17, 2024</b>	TTPC Release for Public Review and comment
<b>October 2024</b>	TTPC and Board Approvals (KCATA and MARC)
<b>December 2024 / January 2025</b>	KCATA submits program of projects/FTA approves applications

After MARC staff reviews all of the eligible projects, applicants will have an opportunity to review staff comments before presenting to the Mobility Advisory Committee. Applicants will then be given no more than five minutes to describe their proposal, after which point the committee will allow for up to five minutes of questions for the applicant. The Mobility Advisory Committee, in partnership with MARC and KCATA, will then review applications and prioritize projects. The committee will recommend a program of projects based on the evaluation criteria and goals/strategies identified in the *Coordinated Plan*.

MARC, KCATA and the RTCC require agreements to be signed within 120 days of award notification with the expectation that applicants will begin projects as soon as possible after funding is awarded. Funding for applicants that do not meet this criterion will be returned to the Section 5310 funding pool for redistribution.

After recommended projects are approved for funding, responsibility for implementation and management will transition to KCATA. Applicants will work directly with KCATA to complete funding agreements, submit invoices, comply with reporting requirements, etc.



## III. SECTION 5310 PROGRAM FUNDING REQUIREMENTS

### A. Plan Compliance

The Section 5310 Program is required to be derived from a locally developed, Coordinated Public Transit–Human Services Transportation Plan (Coordinated Plan). To meet the requirement for a Coordinated Plan, MARC, in cooperation with older adults; persons with disabilities; representatives from public, private, nonprofit transportation and human service providers; and other members of the public, developed the Kansas City regional Coordinated Public Transportation – Human Services Transit Plan (Coordinated Plan). With the adoption of Connected KC 2050 Metropolitan Transportation Plan in 2020, the Coordinated Plan transitioned from inclusion in the appendix of the previous Metropolitan Transportation Plan to a stand-alone planning document. While the Coordinated Plan was not updated as part of Connected KC 2050, the data sets in the Coordinated Plan were updated in 2021.

Applicants should identify specific goals and strategies within the Coordinated Plan that their proposed project complies with. Additionally, projects should comply with *Smart Moves 3.0*. Finally, applicants are expected to comply with all federal regulatory requirements applicable to DOT grant recipients, including demonstrating a reduction in greenhouse gas emissions, and service to environmental justice tracts and/or populations.

### B. Performance Measures

Other requirements of applicants are derived directly from the Section 5310 Program Circular. The circular requires that certain performance measures be gathered; as such applicants will be asked to report the existing performance measures and projected performance measures (if the project was to receive funding) within the application. The required performance measures are as follows:

- Traditional Section 5310 Projects (Vehicle Purchases)
  - **Gaps in service 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 they would not have without program support as a result of traditional section 5310 projects implemented in the current reporting year.
  - **Ridership.** Actual or estimated number of rides (as measured by one-way trips) provided annually for older adults and persons with disabilities on Section 5310 supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.
- Other Section 5310 Projects
  - Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
  - Additions or changes to physical infrastructure, technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
  - Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

## IV. CRITERIA FOR EVALUATING PROJECTS

All applications for Section 5310 Program funds will be objectively evaluated by specified criteria. The goal is to direct funding towards services that help meet the following goals:

- Maintain existing service levels
- Expand service levels for mobility service users in the region
- Improve quality and accessibility of information available to the public
- Bridge infrastructure gaps

The criteria for project selection were generated through the Coordinated Planning process, and vetted by MAC and the TTPC. Selected MARC staff will first look at each applicant's profile information that is provided. This is to ensure that each project is eligible for funding and meets all Federal Transit Administration requirements. Second, staff will review submitted information regarding characteristics of the service, such as service coordination, project sustainability and scalability of the project. Below are each of the criterion that projects will be evaluated on.

### A. Evaluation Criteria

- Uses data to demonstrate need
  - Applicants are expected to utilize data in their application to demonstrate a need for their proposed project, and to estimate its impact. Projects that make a clear, data-driven case for their project, estimate potential impacts, and designate anticipated performance measures will be rated higher than projects.
  - Data could include: Census or American Community Survey (ACS) demographic data or data generated by the applicant, for example, data showing the number of rides not provided because of a lack of resources, number or riders of a service picked up at a transit stop lacking adequate infrastructure, etc.
- Engages with service populations
  - Applicants should illustrate how the community was involved in the design, implementation, and management of the proposed service. A project with strong levels of public involvement in the design, implementation and management of the service requesting funding will be rated higher than projects that only identify a service population, service area and hours of service.
  - This could include: Data from a survey your organization (or another) performed, feedback received from your organization's clients through engagement activities, etc. If your organization has formalized engagement strategies that were used to solicit feedback from clients that helped inform this application, please describe them.
- Demonstrates cost effectiveness
  - (Project Sustainability) Applicants should illustrate receiving funding support from other service organizations or sponsorships from local governments. Projects that have funding agreements with other organizations/local governments will be rated higher than projects that have no other funding support in place.
  - Describe the expected outcomes of your project (*e.g. # of people and/or rides annually, % increase in clients attending enrichment activities, % increase in non-emergency medical trips, etc.*).
- Establishes partnerships
  - Applicants should illustrate how the organization applying for funding coordinates service delivery with other service providers and/or local governments. A project with documented service agreements and/or contracts that form service partnerships will be rated higher

than projects that only identify government sponsorships and/or informal service agreements.

- Communicates services effectively
  - Applicants should explain how you will communicate with the population you serve (both existing and potential clients) about the proposed project (e.g. if a new or expanded service will be provided, how will it be marketed or announced, or if the project will result in a change to an existing service, what that will look like from the perspective of the clients).
- Service is regional in nature
  - Applicants should illustrate how the project improves an individual's ability to access the region. Projects that are multi-jurisdictional or contract with other service providers/local governments to be multi-jurisdictional will be rated higher than projects that are single-jurisdictional in nature.

## **B. Other application requirements**

These factors are required for each project application, but will not be factored into each project's final score.

- Scalability
  - Applicants should demonstrate how the project could be scaled down while achieving similar goals as the current proposal. Applicants that provide a detailed and feasible response of how the project could be applied in funding scenarios (e.g. 75%, 50%, 25%) will be rated higher than projects that only state that the project is scalable.
- Accessibility
  - Applicants should illustrate how the project improves access to communities within Environmental Justice tracts, improves geographical coverage or offers expanded service times, and improves access for older adults and persons with disabilities.
- Cost and Feasibility for Competitive Ranking
  - Applicants should describe the project budget, resources, institutional administrative support, including, the cost per one-way segment of the trip, and any factors that explain the cost estimates, such as servicing larger than standard wheelchairs, longer trips, etc.

## V. STEP-BY-STEP APPLICATION PROCESS

As in previous years, the application process for these programs will be completed using an internet-based submittal form. The application instructions, resources, maps, and online form are available online at the following address: <https://data.marc.org/5310/>

**A single project application may be used to apply for multiple “projects” serving the same program, if eligible. For example, if you are applying for two vehicles that will be used for the same service or program, submit one application indicating the type of vehicles you need, as opposed to two separate applications.**

### A. Registration

#### New Users

1. The first step in the application process is applicant registration. Registration provides access to the form and allows the applicant to edit and update previously submitted projects before the application deadline. An individual applicant need only register once. To register, please take the following steps:
  - a. Navigate your internet browser to <https://data.marc.org/5310/> .
  - b. At the center of the page, click on **Register**.
  - c. Complete the information on the following page. All information is required.
  - d. Once all fields have been completed, click on **Register**.
  - e. Please be sure to note the user name and password you choose as they will act as your login information. Once registered, applicants may begin the application submission process by clicking **Add Project** on the next screen.

#### Returning Users

1. Navigate your internet browser to <https://data.marc.org/5310/>
2. At the bottom center of the page, click on **Login**.
3. Enter the previously established user name and password.
4. Users have the option to enter a new project or edit a previously entered project. Projects may be edited at any time before the application deadline at **4:00 PM on July 19<sup>th</sup>**.

### B. Application Structure

The application consists of the following sections:

#### 1. Contact Information

#### 2. Organization information

- a. Applicants are asked to provide their organization’s name, a description of their organization (e.g. for-profit, 501(c)3, and its mission related to older adults and individuals with disabilities.
  - The title of your project should be a brief, easy way to identify your project and distinguish it among other projects.
- b. The applicant will be required to provide their Unique Entity Identifier (UEI) and the expiration date for their Sam.gov registration.

#### 3. Project Location

- a. The portal provides an interactive map to draw the area of service. Instructions are posted on how to draw on the map.
- b. Applicants will need to select what type of project they are seeking funding for within the guidelines of the 5310 program. Vehicle classification is also needed.
  - Applicants should be as specific as possible about their needs in this category.

- If the applicant selects vehicle replacement, they will need to provide the VIN, year, make/model, current odometer reading, and vehicle condition. Vehicles that received funding from a previous Section 5310 cycle that are seeking replacement funding will not be considered.
  - If an applicant selects a vehicle for new or expanded service, applicants will need to provide a description of the vehicle they are seeking.
- 4. Project Description**
- a. Applicant is to provide a brief description of the proposed project which includes the title, the population served, what the project will do, and the goals associated with the project.
    - Refrain from describing overarching programs or the organization in general and focus exclusively on the proposed project.
  - b. The applicant is to provide a description of the scalability if they were to not get all the funding asked for in the application.
  - c. Given that 5310 is a cost-reimbursement program, the local match can be up to 20% of project costs, and that the MARC project fee constitutes a 1% assessment on all granted funds, applicants are asked to ensure that they are capable of carrying the financial burden of their proposed project.
- 5. Project Need**
- a. Data is needed from the applicant to support the project need. This can include Census data, demographic data, or data generated by the applicant. This data should support the project and connect with the goals and needs outlined in the Coordinated Public Transit Human Services Transportation Plan.
  - b. Outline the project need using feedback from engagement activities. This can include survey information from clients or feedback from an independent organization.
  - c. Applicants will need to provide descriptions about project readiness, outcomes, and communication with clients.
    - Applicants are expected here to anticipate expected outcomes and milestones. The description should include information about who would benefit from this investment and how.
    - Applicants will be expected to sign agreements with KCATA within 120 days of notification that grant funds have been awarded. Applicants are asked here to describe their readiness to implement their project, and what barriers may exist to implementation.
- 6. Data**
- a. Applicant will need to provide service and operational characteristics such as hours, fare, and type of service.
- 7. Performance Measures**
- a. Applicants will need to provide details into various performance measures outlined in the Section 5310 Circular.
  - b. Performance Measures include passenger affordability, ridership, increases or enhancements in service, and physical infrastructure.
- 8. Proposed Project Partnerships**
- a. Applicant is to identify partners if any and provide the name of the agency or jurisdiction.
    - Describe existing partnerships which support the deployment of services specific to the proposed project, including funding, referral, service (e.g. contracted drivers or service providers), or other partnerships. MOUs, IGAs, Letters of Support, or other documentation of partnerships may be uploaded at the end of the application.
    - Please indicate which local governments are supporting the project and in which ways.
- 9. Compliance goals and strategies**

- a. The applicant will select as many goals that apply by clicking on the goals from the Coordinated Public Transit Human Services Transportation Plan. With each goal selected, the strategies for each goal will appear as selectable. Select the relevant strategies.
- b. The applicant will need to select the ways in which their project will lower greenhouse gas emissions. A description question will populate if the applicant answers as “other”.

**10. Project Financial Information**

- a. The applicant will provide the federal funding request, the match amount based on the match requirements in the Section 5310 Circular, and the amount of the required one percent project fee. The applicant will then add those numbers together for the total project cost.
- b. For the match, the applicant must provide the source. Match at the minimum percentage outlined in the Circular is required for applicants to receive funds.

**11. Document Uploads**

- a. The applicant will have the opportunity to upload PDF, DOC, or ZIP documents such as letters of support, partnership agreements, and other information. ZIP files may help condense these documents so they upload under the file limits.
- b. Other documents include:
  - Project map
  - Detailed cost estimate
  - Detailed timeline
  - Project photograph(s), or drawings
  - To submit other file types, including available GIS files for the project, please contact Martin Rivarola at 816-701-8257 or [mrivarola@marc.org](mailto:mrivarola@marc.org).