

# Specialized Transportation Grant Program

Cycle 10 Call for Projects  
July 2018

## Funding Sources:

Federal Transit Administration  
Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)  
Federal Fiscal Years 2017 and 2018 Funding

*TransNet* Senior Mini-Grant Program  
Fiscal Years 2019 and 2020 Funding

Release Date	July 27, 2018
Applications Due	October 25, 2018
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## Background

### Funding Sources

Funding through the Specialized Transportation Grant Program (STGP) comes from two funding sources: the Federal Transit Administration (FTA) Section 5310 Program and the SANDAG *TransNet* Senior Mini-Grant Program. More than \$7 million in funding is available for this cycle.

#### Federal Transit Administration Section 5310

Funding for Section 5310 through Cycle 10 is authorized under Fixing America's Surface Transportation (FAST) Act, the current federal surface transportation bill. The Section 5310 Program provides formula funding to assist private nonprofits in serving the transportation needs of seniors and people with disabilities in cases where public transit is unavailable, inadequate, or inappropriate. Projects previously eligible under the former FTA New Freedom Program are eligible under Section 5310. Section 5310 funds are apportioned either to states (for all areas under 200,000 in population) or large urbanized areas (over 200,000 in population) and are based on each geographical area's share of the target populations. Caltrans administers the statewide Section 5310 grant program for the rural and small urban areas in the state. SANDAG is responsible for administering the program for the San Diego Urbanized Area (Figure 1).

#### Section 5310 Available Funding

FFY 2017	\$1.96 million
FFY 2018	\$2.02 million

#### *TransNet* Senior Mini-Grant Program

The Senior Mini-Grant is funded through *TransNet*, the half-cent sales tax for local transportation projects. The *TransNet* Extension Ordinance includes a mini-grant program for specialized transportation services for seniors. The *TransNet* ordinance states:

“Three and one-fourth percent of the funds made available under Section 4(C) [of the ordinance] shall be used to support a competitive grant program for nonprofit organizations and local agencies. The funds shall be used to provide specialized transportation services for seniors focusing on innovative and cost-effective approaches to providing improved senior transportation, including, but not limited to, shared group services, special shuttle services using volunteer forces, and brokerage of multi-jurisdictional transportation services.”

#### Senior Mini-Grant Available Funding

FY 2019	\$1.56 million
FY 2020	\$1.62 million

### Additional Information

If there are any questions about the program or the application process, please contact Audrey Porcella at (619) 699-1961 or [audrey.porcella@sandag.org](mailto:audrey.porcella@sandag.org). Information about the Specialized Transportation Grant Program and the call for projects is outlined in the Program Management Plan and available online at [sandag.org/stgpcycle10](http://sandag.org/stgpcycle10).

## Definitions

**Accessible vehicle** is a vehicle that has the capacity to accommodate a passenger who uses a wheelchair while remaining in their personal mobility device inside the vehicle, and meets the requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B.

**Americans with Disabilities Act (ADA)** prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation (42 U.S.C. § 12101 et seq.).

**Capital Expense** refers to an expense associated with the purchase of real or personal property such as vehicles, computers and software, maintenance equipment, communication systems, etc.

**Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan)** is a federally-mandated document developed by SANDAG that identifies transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation. The Coordinated Plan is available at [sandag.org/CoordinatedPlan](http://sandag.org/CoordinatedPlan).

**Cost per One-Way Passenger Trip (Cost per trip)** is calculated as the total project cost (grant funding and required matching fund amount) divided by one-way passenger trips.

**Demand Responsive System** is any non-fixed route system of transporting individuals that requires advanced scheduling including services provided by public entities, nonprofits, and private providers.

**Designated Recipient** is an entity that has been designated by the state governor to receive funding and redistribute (sub-allocate) the funding. SANDAG is the designated recipient of Section 5310 funds for the urbanized area of San Diego.

**Direct Recipient** is an entity that receives funding directly from the FTA. SANDAG is a direct recipient of the FTA.

**Grantee** is an organization that has been awarded funding through the Specialized Transportation Grant Program and has entered into a grant agreement with SANDAG. It is a collective term used to represent both subrecipients of Section 5310 funds and recipients of Senior Mini-Grant funds.

**Individual with a Disability** is an individual who has a physical or mental impairment that substantially limits one or more of their major life activities.

**In-Kind Contributions** include a contribution of time, or resources by an individual (e.g. volunteer) or entity that can be used as matching funds. Examples may include an accountant donating time, the time of a volunteer driver, or the value of donated office space.

**Matching Funds** is the amount of funding other than the grant award that goes towards the Net Project Cost.

**Match Percentage** is calculated by dividing the total match amount by the sum of the match amount and the grant amount.

**Mobility Management** consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers. Mobility management does not include operating public transportation services.

**Net Project Cost** is calculated as the project cost less any revenue generated through the project.

**Non-Traditional Section 5310 Projects** are those public transportation projects that: (1) exceed the ADA minimum requirements for the provision of paratransit services; (2) improve access to fixed-route service and decrease reliance by individuals with disabilities on paratransit service; or (3) provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

**Operating expense** is an expense associated with a company or organization's daily operations. Operating expenses may include wages, office supplies, mileage reimbursement, etc.

**Paratransit** is a demand-responsive transportation service provided by transit operators within a three-quarters mile of fixed-route service per the ADA designed for individuals with disabilities who are unable to use fixed-route transportation.

**Personal Care Attendant (PCA)**, also known as a caregiver, is a person that assists seniors or individuals with disabilities with daily tasks. A companion, such as a friend or family member, does not count as a PCA unless the companion is acting in the capacity of PCA. An individual's need for a PCA may be unrelated to transportation (such as needing assistance getting on and off a vehicle), but related to other activities that require the PCA to travel with the individual to their destination.

**Revenue** refers to funds generated through the transportation service. This may include registration fees, fares, or ride-based donations.

**Seat Utilization** refers to the ratio of passengers to available seats. It is used to measure efficiency and is calculated by dividing the number of one-way passenger trips by the number of total available seats, which in turn is calculated as the number of seats in a vehicle multiplied by the number of vehicle trips.

**Senior** is defined by the Section 5310 Program as an individual who is 65 years of age or older. The *TransNet* Extension Ordinance defines senior as an individual who is 60 years of age or older.

**Subrecipient** is an organization that receives a grant under Section 5310 indirectly through a designated recipient, such as SANDAG or Caltrans.

**Target Population** is the population to be served by grant-funded projects. For Section 5310, the target population is both seniors (65 and older) and individuals with disabilities of any age. For Senior Mini-Grant, the target population is seniors (60 and older). Both funding sources require that at least 80 percent of the people served by a project are part of the target population.

**Total Project Cost** is calculated as the grant award amount and the required amount of matching funds. Additional matching funds (over the required amount) is not included in this calculation.

**Traditional Section 5310 Projects** are 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 and carried out by eligible subrecipients.

**Useful Life** is the expected lifetime of project property, such as a vehicle, or the acceptable period of use in service. Useful life of a vehicle varies based on the type of vehicle.

## Program Requirements

Applicants are strongly encouraged to review the program requirements as described below and all related material prior to completion of the application.

### Program Goal

The goal of the STGP is to:

Improve mobility for seniors and individuals with disabilities throughout the region by removing barriers to transportation services, expanding transportation mobility options, and providing transportation services that meet the special needs of seniors and individuals with disabilities.

To this end, the program has the following objectives:

### Program Objectives

- Fund projects that are derived from either the very-high priority or high priority strategies for addressing gaps in transportation service outlined in the [Coordinated Plan](#).
- Fund innovative and flexible programs that provide transportation services specifically designed to meet the special needs of seniors and individuals with disabilities in the San Diego region and that strive for continual improvements as demonstrated by capacity building and increases in seniors and individuals with disabilities served.
- Provide incentives for the coordination among health and human service agencies, public, private, and nonprofit transportation providers to create efficiencies in service delivery, reduce duplication of services, and address any gaps in service for seniors and individuals with disabilities
- Encourage cost-efficient service provision through coordination, innovation, and the leveraging of matching funds.

### Minimum Eligibility

Projects must meet five criteria to be eligible to receive funding through the STGP.

1. *Eligible Applicant:* The applicant is a local governmental agency, (private or public) operator of public transportation, nonprofit agency, or a tribal government. Eligible applicants for each funding source will be discussed further in each program-specific section of this Overview.
2. *Civil Rights Assurances:* The applicant's civil rights assurances include adequate methods for ensuring that the benefits of the project are distributed equitably.
3. *Target Population:* At least 80 percent of the people served through the proposed project are part of the target population for each program (see definition).
4. *Grant Request Amount:* The total grant request per project is between \$30,000 and \$200,000 per year and the total grant amount requested by the applying agency for all project applications is equal to or less than \$500,000 per year.
5. *Coordinated Plan Priority Strategy:* The project is derived from a Very High or High Priority Strategy in the [2018 Coordinated Plan](#). These strategies are summarized on the following page.

## Coordinated Plan

The FTA requires that all projects funded through the Section 5310 Program be derived from the Coordinated Plan. Furthermore, SANDAG requires that all STGP projects selected for funding – both Section 5310 and Senior Mini-Grant projects – be derived from one of the Very High or High Priority Strategies included in the [Coordinated Plan](#), which are listed below:

### 2018 Coordinated Plan Very High and High Priority Strategies

- Maintain existing effective and efficient transportation services
- Continue providing existing door-to-door (and door-through-door, when necessary) services for trips such as non-emergency medical transportation and grocery shopping in circumstances where paratransit is insufficient, inappropriate, or unavailable
- Maintain assets in a state of good repair
- Develop or expand transit or transportation solutions in areas with little or no other transportation options based on identified gaps
- Provide new door-to-door (and door-through-door, when necessary) services for trips such as non-emergency medical transportation and grocery shopping in circumstances where paratransit is insufficient, inappropriate, or unavailable
- Improve first-mile/last-mile strategies to better connect to transit
- ~~Increase work-based transit service hours of operation to assist nontraditional work schedules~~
- Increase interagency coordination efforts to maximize existing capacity
- Increase interagency coordination of resources
- Implement interagency partnerships to secure funding
- Increase public awareness of available transit and specialized transportation services
- Improve access to available services through coordination and enhanced customer service that connects riders to transit or specialized transportation services that most appropriately meets their needs

### Eligible Use of Funds / Ineligible Expenses

The STGP provides funding to support transportation services that meet the special transportation needs of the target population. “Incidental users”, persons who are not within the target population, may be transported by grant-funded transportation services. However, trips provided to incidental users should not be more than 20 percent of total passenger trips provided through the grant-funded transportation service. The target population must be given priority on grant-funded services. Personal care attendants are considered neither an incidental user nor a person within the target population and do not contribute towards the number of one-way passenger trips provided by a grantee.

Similarly, grant-funded vehicles may be used for activities other than those eligible through the grant program (such as meal delivery), but only after the needs of the target population are met. SANDAG encourages grantees to make grant-funded vehicles available for other projects and programs so long as it does not interfere with providing services to the target population.

Grant funds cannot be used to reimburse direct operating costs for vehicles such as fuel, tires, oil, vehicle insurance, or vehicle repairs. However, funds can be used to reimburse vehicle expenses on a per-mile basis. In developing a project application, applicants should use the current Internal Revenue Service mileage reimbursement rate, which is subject to change from year to year.

Section 5310 funds, specifically, may not be used to pay for transit fares including monthly passes or multi-trip tickets.

### Minimum-Maximum Grant Amount

As stated in the minimum eligibility criteria, applicants can request between \$30,000 and \$200,000 in grant funding per project per funding year. There is no limit to the number of projects that an applicant can submit; however, applicants are limited to requesting a maximum of \$500,000 per year through each funding source. As there are two funding sources and two years of funding available through each, applicants may apply for up to a maximum of \$2 million through this grant cycle.

### Match Requirement and Eligible Match Source

Both funding sources have minimum match requirements that differ based on the project type (operating, mobility management, and capital).

Matching funds can be from any source other than the grant funding source. For example, matching funds for Section 5310 cannot be other Department of Transportation funds and matching funds for Senior Mini-Grant cannot be other *TransNet* funds. Additionally, revenue (see definition) generated through an agency’s transportation service may not be used as matching funds for operating or mobility management projects. In-kind contributions can be used as match for both operating and mobility management projects, but not for capital projects. Matching funds for capital projects must be cash and be provided to SANDAG upon request. *TransNet* Senior Mini-Grant funds cannot be used as a match source for capital projects.

Project Type	Match Requirement (Percent of Net Project Cost)	
	FTA Section 5310	<i>TransNet</i> Senior Mini-Grant
Operating	50%	20%
Mobility Management	50-20%	20%
Capital	20%	80%

### SANDAG Board Policy No. 035: Competitive Grant Program Procedures

Projects submitted for funding under the STGP program must comply with [SANDAG Board Policy No. 035: Competitive Grant Program Procedures](#). SANDAG encourages grant applicants to read Board Policy No. 035 before submitting a project application.

Board Policy No. 035 requires grantees to submit a resolution with project proposals and sign a grant agreement within 45 days of receiving the grant agreement from SANDAG (Requirements for a resolution are described in more detail below). Board Policy No. 035 also includes a “use it or lose it” policy, which requires that grantees make diligent and timely progress toward the completion of the grant project within the timelines set forth in the project schedule. Failure to meet project milestones and deadlines may result in the early termination of the grant agreement. Per Board Policy No. 035, grantees may request and be granted up to a six-month extension at the SANDAG staff level. For time extensions longer than six months, grantees must request and receive approval by the SANDAG Transportation Committee. A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes.

### Resolution

Per Board Policy No. 035, applications must include a resolution from the applicant’s governing body that: (1) commits to providing the amount of matching funds set forth in the grant application; and (2) authorizes applicant staff to accept the grant funding and execute a grant agreement if an award is made by SANDAG. A resolution template is included in the grant program materials and includes the requirements cited above. Applicants should use the resolution template and make sure the amount of matching funds committed in their resolution is at least the minimum required based on project type and funding source and is consistent with the amount reported in the application. Failure to provide a resolution that meets the above cited requirements will result in rejection of the application and the application will be dropped from funding consideration. Signed resolutions are due at least two weeks prior to the review of the funding recommendations by the Transportation Committee, anticipated as early as March 2019.

## Section 5310

Applicants requesting Section 5310 funding are strongly encouraged to review the federal requirements as described below and all related material prior to completion of the application. For more detailed information on the Section 5310 Program, please refer to [FTA Circular 9070.1 G](#). FTA Circular 9070.1 G is the governing document for the administration of the Section 5310 Program.

### Eligible Projects and Applicants

This Section 5310 competition is a formula grant program for urbanized areas in San Diego County. Please review the map in Figure 1 to ensure that your project is within the urbanized portion of the County. (Projects outside of this boundary may apply for funds through Caltrans.) Section 5310 funds are available for operating, mobility management, and capital expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. The Section 5310 Program categorizes eligible projects into two types: Traditional and Non-traditional Section 5310 projects (included in the definitions section). Each project type has specific requirements in terms of funding availability and applicant eligibility.

### Traditional Section 5310 Projects

Section 5310 mandates that at least 55 percent of available funds are used towards Traditional Section 5310 projects. Examples of capital expenses that meet the 55 percent requirement include, but are not limited to:

- Vehicle procurement as an expansion of service or replacement of an existing bus or van
- Support equipment related to Section 5310 funded vehicles, including computer hardware and software, transit-related intelligent transportation systems, and dispatch systems
- Acquisition of transportation under a contract lease or other arrangement
- Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation

#### Eligible Applicants for Traditional Section 5310 Projects

- Private nonprofit organizations
- 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

SANDAG encourages agencies intending to request funding for a Traditional Section 5310 project to work with SANDAG to ensure they are eligible as a Traditional Section 5310 applicant.

### Non-Traditional Section 5310 Projects

Up to 45 percent of available funds may be used to fund Non-Traditional Section 5310 projects. Eligible Non-Traditional Section 5310 projects include transportation services that: (1) exceed the requirements of ADA; (2) improve access to fixed-route transportation and decrease reliance by individuals with disabilities on paratransit; or (3) provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation. Examples of eligible projects include, but are not limited to:

- Volunteer driver programs
- Shuttle, ridesharing, and vanpooling programs
- Non-emergency medical transportation
- Transit travel training

#### Eligible Applicants for Non-Traditional Section 5310 Projects

- Private nonprofit organizations
- State or local governmental authorities
- Operators of public transportation

### Federal Requirements and Forms

Applicants are required to have a Data Universal Numbering System (DUNS) number to be eligible to receive Section 5310 funds. With application submissions, applicants are required to submit the following forms: Eligibility Certificate for Federally Funded Contracts, Noncollusion Affidavit, Public Contract Code Section 10162 Questionnaire, Public Contract Code Section 10232 Statement, Debarment and Suspension Certificate, Certifications of Restriction on Lobbying, and Third-Party Contractor Statement of Eligibility. Requirements related to these forms are described in detail in the [Program Management Plan \(PMP\)](#).

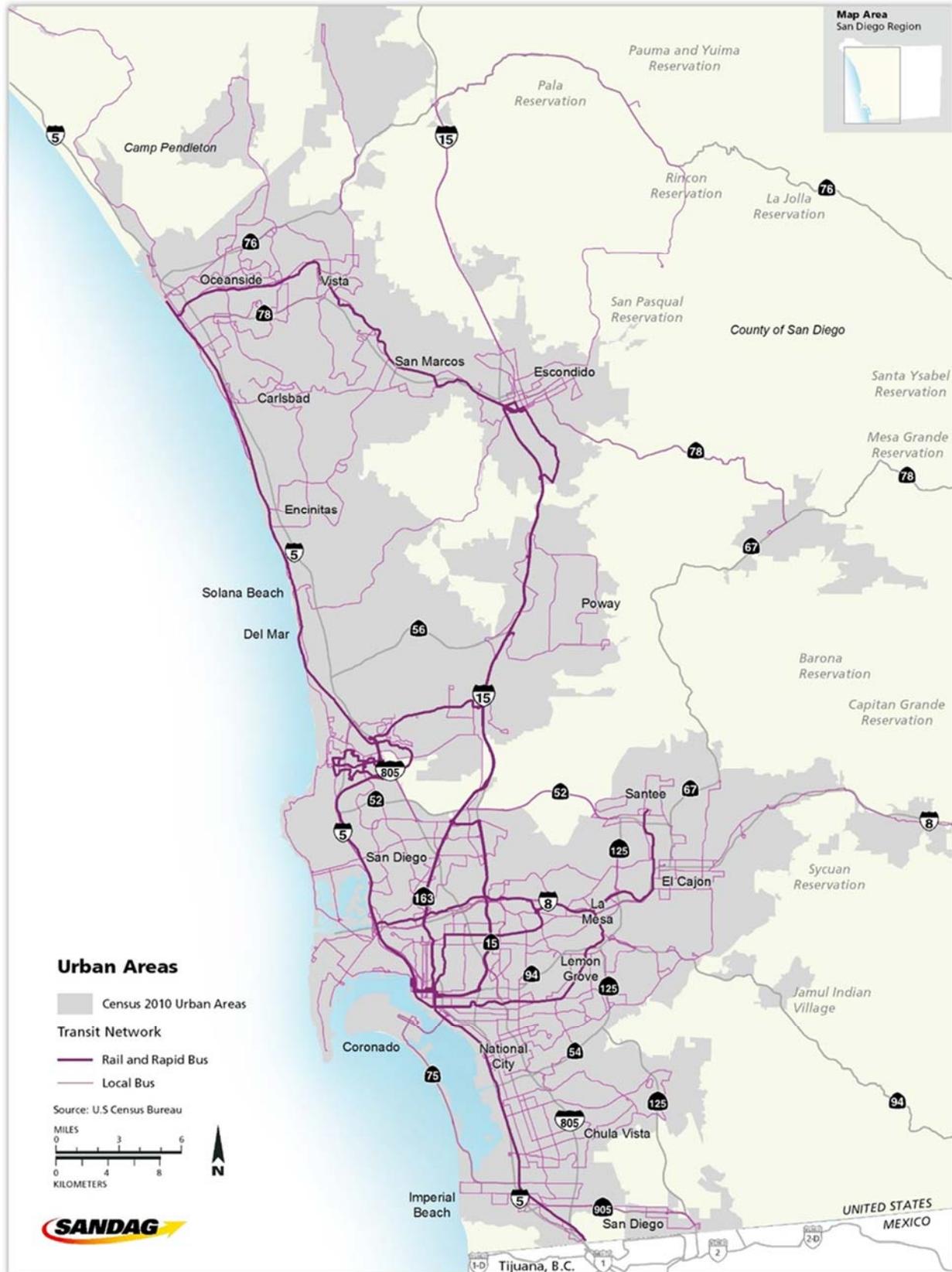
### Vehicle Procurement

SANDAG uses the California Association for Coordinated Transportation (CalACT)/Morongo Basin Transit Authority (MBTA) Vehicle Purchasing Cooperative (Cooperative) to procure vehicles. Applicants may request funds for vehicles available through the Cooperative and are encouraged to research these vehicles online at [CalACT's website](#).

SANDAG has developed a Vehicle Selection and Budgeting Tool (the Tool) to assist applicants in determining the appropriate vehicle and vehicle specifications for their transportation program. Applicants will select a vehicle based on best-value and indicate the various options desired. Using the Tool, applicants will build a budget using the Capital Budget Form. Should funding for vehicles be awarded, the Tool will be used to obtain a quote from vendors under the Cooperative.

Vehicle pricing is subject to change. If the cost of the vehicle is less than budgeted, Section 5310 funds will pay for 80 percent of the actual cost and the subrecipient will be responsible to provide matching funds for the remaining 20 percent of the cost. If the cost of the vehicle is higher than budgeted, the subrecipient will be responsible for paying the difference between the total cost and the grant award.

Figure 1: Urbanized Areas in San Diego County



## Senior Mini-Grant

Applicants requesting Senior Mini-Grant funds are strongly encouraged to review the program requirements as described below and all related material prior to completion of the application.

### Eligible Projects and Applicants

Senior Mini-Grant Program funds may be used for operating, mobility management, or capital costs of services that improve mobility for seniors. Examples of eligible projects include:

- Senior shuttles
- Travel training programs
- Volunteer driver programs
- Non-emergency medical transportation
- Mobility management
- The brokerage of multi-jurisdictional transportation services

#### Eligible Applicants for Senior Mini-Grant

- Local government agencies
- Private and public operators of public transportation
- Nonprofit organizations
- Tribal governments
- Social service agencies

## Grant Application Procedures

SANDAG will hold a Grant Applicant Workshop in mid-August. At the workshop staff will review the call for projects material, program requirements, and grant application procedures and answer any questions that potential applicants may have. More information regarding the workshop will be made available on the SANDAG website at [sandag.org/stgpcycle10](http://sandag.org/stgpcycle10).

Questions may be emailed to [grantquestions@sandag.org](mailto:grantquestions@sandag.org) up until 5 p.m. on October 19, 2018. Answers to all questions will be posted on the SANDAG website at [sandag.org/stgpcycle10](http://sandag.org/stgpcycle10) by 5 p.m. on October 22, 2018.

### Reference Documents

This Overview refers to several documents that will assist applicants in preparing an application. Those documents can be found on the SANDAG website at [sandag.org/stgpcycle10](http://sandag.org/stgpcycle10).

### Application Submittal

Applications must be received electronically by SANDAG no later than 4 p.m. on **October 25, 2018**. The electronic submittal period will be from October 10 to October 25, 2018. Specific submittal instructions regarding the electronic submittal process will be posted on the SANDAG website two weeks before the electronic submittal process opens. Late submittals will not be accepted.

All proposals submitted in response to this call for projects and all communications and information provided to SANDAG become the property of SANDAG and public records and, as such, may be subject to public review or disclosure per [SANDAG Board Policy No. 015: Records Management](#).

### Eligibility Determination

SANDAG staff will perform a preliminary eligibility review of all submitted projects. During this process, SANDAG reserves the right to request additional information and/or clarification from any or all applicants, but is not required to do so. Projects that pass the preliminary eligibility review will be scored (see Project Evaluation below). Any projects determined to be ineligible during the preliminary review will be reported with the funding recommendations. Funding recommendations for scored Senior Mini-Grant projects will be presented to the Independent Taxpayer Oversight Committee (ITOC), and funding recommendations for all scored projects (Senior Mini-Grant and Section 5310 projects) will be presented to the Transportation Committee and Board of Directors. Applicants may protest eligibility determinations pursuant to the protest procedures (see Protest Procedures below). At their respective meetings, the ITOC, Transportation Committee, and Board of Directors will review the eligibility of projects with the Board of Directors having ultimate authority in determining project eligibility. If a project recommended for funding is determined to be ineligible by the Board of Directors, the project will be dropped from the list of recommended projects and funding will be awarded to the next highest ranked project.

### Project Evaluation

SANDAG staff will calculate the score of quantitative criteria for eligible operating and capital projects. The qualitative criteria of all eligible projects will be evaluated and scored by an external evaluation committee made up of experts in the field of specialized transportation who are not affiliated with any of the applicants. A project will receive a total project score from each evaluator, which is calculated as the sum of the Organization Application score (up to 30 points) and Project Application score (up to 70 points), incorporating points for the quantitative criteria calculated by SANDAG staff as applicable.

### Past Performance Adjustment

SANDAG staff will determine a past performance adjustment to projects submitted by applicants that have been awarded/held a grant through the STGP in the past three years. (This means that if an applicant has implemented an STGP grant-funded project within the last three years, regardless of when the grant was awarded, the applicant will receive a past performance adjustment.) The applicant's performance in managing the most recent 12-month period of the grant(s) will be used to determine whether an adjustment (up or down) to the total scores of their project proposal(s) is appropriate. SANDAG staff calculates the Past Performance Adjustment using the [Monitoring Checklist](#). The adjustment can range between -10 percent to +2 percent and is applied to the total score given by each evaluator for all projects submitted by the applicant. Applicants who have not had a grant in the past three years will not receive an adjustment.

### Project Rankings and Funding Recommendations

Project rankings will be calculated using a "Sum of Ranks" approach. As described above, projects will receive a total project score from each evaluator. For each evaluator, the total project scores of all projects are ranked. For example, the project an evaluator scores the highest will rank number one; the second-highest scoring project will rank number two; and so on. The rankings for each project from each individual evaluator will then be summed to produce an overall project ranking (sum of ranks). Projects with the lowest overall sum of ranks will have performed the best.

The list of overall project rankings will be used to recommend funding allocations in order of rank. The top-ranking projects (the projects with the lowest sum of ranks) will be recommended for funding in descending order until funding is exhausted.

SANDAG staff will present the evaluation committee's project rankings to the SANDAG Transportation Committee for recommendation to the SANDAG Board of Directors for final approval and award in early 2019. SANDAG reserves the right not to award the total amount of funding available under the Section 5310 Program.

### Protests

A protest by any adversely affected applicant must be made in writing to SANDAG. A protest that does not strictly comply with the [SANDAG Competitive Grant Program Protest Procedures](#) will be rejected.

## Grant Implementation

Applicants with projects awarded funding will enter into a grant agreement with SANDAG (becoming grantees) and will be required to comply with all federal requirements (if applicable) and SANDAG policies included in the grant agreement. This section outlines these requirements as well as the procedures grantees are expected to follow throughout the implementation of the grant. Grant implementation requirements and procedures are also included in the [PMP](#). SANDAG will hold a Successful Applicant Workshop to discuss these policies and procedures following the award of funding.

### Federal Requirements (Section 5310)

Successful Section 5310 applicants receive federal funding and are considered “subrecipients” of federal funds. Subrecipients are required to comply with the Standard Federal Provisions and FTA Section 5310 Provisions, which are included in the Section 5310 grant agreement. Subrecipients must have a Title VI Plan accepted by SANDAG and a Title VI Resolution from their governing body accepting the plan prior to execution of a grant agreement with SANDAG. The subrecipient’s approved Title VI Resolution will be included as an attachment to the grant agreement. SANDAG has a step-by-step [Guide to Developing a Title VI Plan for FTA Subrecipients](#), which includes a Title VI Program Resolution template. Subrecipients also are required to submit the following forms prior to or concurrently with grant execution: Certificate of Civil Rights Assurances, Equal Employment Opportunity Certificate, Client Demographic Information, and Buy America Certificate. These forms also are included as attachments to the grant agreement. Requirements related to Title VI plans and federally required forms are described in detail in the [PMP](#).

### Grant Agreement and Contract Execution

Section 5310 subrecipients and Senior Mini-Grant recipients (collectively known as “grantees”) will enter into a grant agreement with SANDAG for the approved project scope of services. The agreement will be in substantially the same form as the Grant Agreement Template included in the [PMP](#). Please share the terms with all necessary parties within your organization to ensure compliance. Aside from any potential errors or omissions, the terms of the agreement are non-negotiable.

Grantees will be required to submit Certificate(s) of Insurance in conformance with the terms and conditions of the grant agreement. Grantees are encouraged to submit their Certificate(s) of Insurance upon notification of grant approval by the SANDAG Board of Directors to ensure there is no delay in executing the grant agreement. Grant agreements will not be executed until all Certificates of Insurance are received and deemed in compliance with the requirements of the grant agreement.

SANDAG provides a window for the execution of grant agreements. This window varies depending on the funding source and year of funding awarded. Senior Mini-Grant projects follow the SANDAG fiscal year calendar which begins on July 1 and ends on June 30. Section 5310 projects follow the federal fiscal year calendar which begins October 1 and ends September 30. The window for each funding source is included in the chart below.

Funding Source	Available Funds	Grant Agreement Execution Window	
		Year 1 (Y1) Funding Only or Year 1-2 Funding	Year 2 (Y2) Funding Only
Section 5310	FFY 2017 (Y1) FFY 2018 (Y2)	October 1, 2019 – September 1, 2020	October 1, 2020 – September 1, 2021
Senior Mini-Grant	FY 2020 (Y1) FY 2021 (Y2)	July 1, 2019 – June 1, 2020	July 1, 2020 – June 1, 2021

The grant agreement must be signed by both the grantee and SANDAG and a Notice to Proceed must be issued by SANDAG before grantees may commence work on the project.

## Invoicing

Project funding is by reimbursement only. To be reimbursed for project expenses, grantees must submit an invoice packet consisting of an invoice, documentation of all project expenses, and a progress report. Grantees may choose to submit invoices either monthly or quarterly. Grantees must provide a match amount per invoice such that the cumulative match percentage is equal to or greater than the match percentage required under the grant agreement. Grantees will not receive reimbursement if the cumulative match percentage falls below the required percentage specific to the project. More detailed information on invoicing procedures as well as invoice and progress report form templates are included in the [PMP](#).

## Vehicle Procurement

A lease agreement will be attached to the grant agreement for projects that involve vehicle procurements. Grantees will be subject to the terms and conditions of the lease agreement in addition to the terms and conditions of the grant agreement. The Vehicle Lease Agreement is included in the [PMP](#).

SANDAG will procure the vehicle(s) on behalf of the grantee. The grantee will be the registered owner of the vehicle(s) and SANDAG will be the lienholder of record as provided in the Vehicle Lease Agreement. Grantees will provide SANDAG with the match fund contribution to the total cost of the vehicle(s) upon request by SANDAG during the vehicle procurement process. Vehicle procurement will likely take at least six months to complete. The vehicle(s) will be delivered directly to the grantee, who will be responsible for having the vehicle(s) insured and inspected prior to operation. Vehicles may not enter service until SANDAG has completed the required federal certifications for rolling stock procurements. Grantees are required to track vehicle mileage, keep maintenance logs, and provide quarterly progress reports on vehicle use.

## Program Monitoring

SANDAG has developed a standardized monitoring program for the STGP. The purpose is to collect information on individual projects and the grant program as a whole for reporting to the FTA and SANDAG committees. SANDAG monitors grantees through the progress reports submitted with each invoice. SANDAG also performs regular site visits to monitor grantees and evaluate performance using the [Monitoring Checklist](#). At site visits, SANDAG staff also inspects grant-funded vehicles and associated mileage and maintenance logs using the Vehicle Audit Form. More information on program monitoring and associated forms are included in the [PMP](#).

## Reporting

SANDAG reports regularly to the Social Services Transportation Advisory Council and provides quarterly updates on the STGP to the ITOC (Senior Mini-Grant projects only) and Transportation Committee.

Quarterly grant status updates track grant draw-down rates, service delivery, and cost efficiency on an individual project basis, and identify projects that are on either of two watch lists: the "cost-efficiency watch list" or the "schedule watch list." The "cost-efficiency watch list" compares a project's actual cost per unit of service delivery to that of the original proposal. Projects with a cost per unit of service above 130 percent of their proposed cost per unit are put on the "cost-efficiency watch list." If by the end of the sixth month of the project the cost per unit of service exceeds the 130 percent threshold, grantees are required to complete a recovery plan. If by the end of the first year, the grantee is still unable to achieve the 130 percent threshold, the project may be terminated. The "schedule watch list" denotes projects with a grant draw-down rate such that all grant funds may not be expended by the end of the grant term and may require approval of a time-extension request of greater than six months by the Transportation Committee.

To track the types of persons served by grantees for Title VI purposes, as well as provide information to grantees to help better serve their clients, grantees are required to administer surveys to gather client demographic information and other data. A sample survey with required demographic questions is included in the [PMP](#).

## Application Instructions

To apply for grant funding, applicants will need to complete the following: (1) Organization Application; (2) Project Proposal Application, with required attachments; and (3) Application Checklist and Signature Form.

Both applications (Organization and Project Proposal) are designed to be universal such that the applications can be used and submitted for either grant funding source: Section 5310 or Senior Mini-Grant. Please keep in mind, however, that the project and applicant eligibility criteria differ slightly between funding sources. Therefore, an applicant who is interested in requesting both Section 5310 and Senior Mini-Grant funds to support a project, and is eligible to receive funds through both funding sources, can fill out the application package once and submit the same application package for each funding source.

Details concerning the electronic submittal process will be provided on the Cycle 10 Call for Project website two weeks prior to the submittal period (October 10 to October 25, 2018).

### Organization Application

Applicants will submit only one Organization Application. Applicants may choose to propose one or more projects and therefore, complete one or more Project Proposal Applications. There is no limit to the number of projects an applicant may propose; however, an applicant is limited by the following maximum grant request amounts per funding source:

Maximum Grant Request Amount for a Single Project: \$200,000 per year

Maximum Grant Request Amount as an Organization: \$500,000 per year

Instructions and tips for completing the Organization Application are below.

#### Part 1: Application Summary

- Enter appropriate information into the fields in the fillable pdf
- *(for Section 5310 applicants)* Look up your organization's DUNS Number online at [dnb.com](http://dnb.com) using your company name or phone number. If your organization does not have a DUNS Number and is requesting, you will need to obtain one.
- Provide the contact information of the transportation program or project manager
- Provide a description of your organization's purpose, services, and transportation program. This will not be scored, but assists evaluators in scoring the remainder of the application.
- Provide a map of your organization's service area as Attachment 1 (Section II).
- Check the appropriate boxes to indicate the type(s) of project(s) being proposed and indicate how many projects of each type are included in the application. The total number of projects will auto-calculate (Section III).
- Provide information on each project proposal. Select the type of project and the funding requested. Applicants may check both boxes for FTA Section 5310 and *TransNet* Senior Mini-Grant funding. If applying for both funding sources, make sure to indicate the appropriate grant request amount and match amount for each funding source. The total cost and match percentage will auto-calculate (Section IV).
- Provide your organization's Civil Rights Policy as Attachment 2. This is required.
- Use the Resolution template provided [online](#) to draft a resolution. Applicants must submit a resolution approved by the governing body at least two weeks prior to the review of the funding recommendations by the Transportation Committee, anticipated as early as March 2019.

## **Part 2: Organization Application**

- Provide concise responses to all questions.
- If your organization coordinates with other public and/or private transportation and social service agencies for the full or partial provision of transportation services, provide a letter(s) of support from the partner agency(ies) as Attachment 6.

## **Project Proposal Applications**

Applicants may apply for funding to support operating, mobility management, and/or capital projects. There are separate applications for each of these three project types.

- Download and complete the appropriate Project Proposal Application
- Include the project name at the top of the application form

### **Operating**

- Provide concise responses to all questions in Sections C – G
- Download and complete the Operating Project Scope, Schedule, Budget, and Performance Indicators form

### **Mobility Management**

- Provide concise responses to all questions in Sections C – H
- Download and complete the Mobility Management Project Scope, Schedule, and Budget form

### **Capital**

- Complete one Capital Project Proposal Application regardless of the number of vehicles for which your organization is requesting funding
- Provide concise responses to all questions in Sections C – G and question 18 in Section H
- Download and complete the Capital Project Performance Indicators form. Specific instructions for completing the form are included on the form.
- Download and complete the Vehicle Selection and Budgeting Tool for each type of vehicle for which your organization is requesting funds. You may request funds for any of the following vehicle types: Class A, B, C, D, and V. You will submit this form or forms with your Capital Budget. Submit one form per class type and configuration.
- Download and complete the Capital Budget form. Use the information from the Vehicle Selection and Budgeting Tool to complete your budget.

## **Application Checklist and Signature Form**

Use the Application Checklist as reference to submit complete applications. Provide the signature of a representative from your organization authorized to submit the application on your organization's behalf. Only complete and submit one form