



Section 5310 Application Guidelines for Non-traditional Projects

(Mobility Management and Operating Assistance projects)

Cycle 43 (Calendar Year 2019)

Deadline to apply is August 31, 2018 at Noon

Section 5310 Enhanced Mobility for Senior and Individuals with Disabilities Grant Program

Administered by the Wisconsin Department of Transportation for Small Urban and Non-urban areas;
Southeastern WI RPC, East Central WI RPC, Green Bay MPO, and Madison Area MPO for the respective Large Urban areas

Wisconsin Department of Transportation (WisDOT)

Specialized.Transit@dot.wi.gov

[WisDOT Section 5310 Website](#)

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IMPORTANT INFORMATION

Applications for the 2019 Section 5310 program will be submitted on WisDOT's online grant management system [BlackCat® Grant Management System](#) for the following areas:

Urbanized area (populations of 200,000 or more) **of Appleton**

Small urban areas (populations of 50,000 – 199,999)

Non-urban/Rural areas (populations under 50,000)

If you do not already have a username and password to access BlackCat, please email Specialized Transit at specialized.transit@dot.wi.gov with the information below to receive access information:

- Name
- Organization/Agency Name
- Organization/Agency Address
- Email
- Phone Number

Applications for the urbanized areas of **Milwaukee, Madison and Green Bay** will **not** be through the BlackCat grants system. If you are applying for a project within these urbanized areas, you can visit the [Milwaukee website](#) or the [Madison website](#) or [the Green Bay website](#) for application materials, information, and submission instructions.

Maps of the four urbanized areas can be found on the [WisDOT website](#).

This application guidance is for Mobility Management, Operating & Non-vehicle Capital.

This portion of the application is specific to non-traditional Section 5310 projects that were previously known as "New Freedom" projects authorized under the Section 5317 New Freedom program. These projects include Mobility Management projects, operating assistance projects, and non-vehicle capital purchases.

Applicants wishing to apply for a vehicle purchase should refer to the separate 5310 vehicle purchase application materials which can be found in the Required Forms section of the BlackCat Application. If you are applying for both vehicles and a non-traditional project, you must complete and upload and submit both set of application materials on the BlackCat system.

PROGRAM BACKGROUND

INTRODUCTION

The Section 5310 Program provides formula funding to states and designated recipients to improve mobility for seniors and individuals with disabilities.

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

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);
- Public transportation projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

ADMINISTRATION

The Wisconsin Department of Transportation (WisDOT) is pleased to administer the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities grant program in cooperation with the Southeastern WI Regional Planning Commission (RPC), the East Central WI RPC, the Green Bay Metropolitan Planning Organization (MPO), and the Madison Area MPO. This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. Section 5310 (CFDA 20.521) and is administered as an annual competitive application process.

Projects eligible for funding include the Traditional Section 5310 Projects for purchasing Vehicle Capital or Non-traditional Section 5310 projects which include Operating cost, Non-vehicle Capital, Mobility Management and Coordination.

FUNDING

FUNDING SOURCES

- This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities (CFDA 20.521).
- Local match is provided by the grantee through cash and/or in-kind services available to support the project.

FUNDING DISTRIBUTION

The Section 5310 program, as established under MAP-21, is a federal formula program distributed nationally through the Federal Transit Administration (FTA). The formula is based on the ratio of the number of individuals with disabilities in each area compared to the number of individuals with disabilities in all such areas. The FTA apportionment is as follows:

- 60% for large urbanized areas with populations of 200,000 or more
- 20% for small urbanized areas with populations of 50,000 – 199,999
- 20% for non-urbanized (rural) areas with populations under 50,000

If you have questions about what category your project falls under, contact the WisDOT Section 5310 program manager. As provided for in the MAP-21 legislation, large urbanized areas (200,000 population and over) are their own designated recipient for Section 5310 funds.

If your project falls in the geographic area of one of these large urbanized areas, please contact the designated recipient directly with any questions. See the WisDOT Section 5310 Program web page for map and contact information.

WisDOT will continue to be the designated recipient for and process applications for projects located in rural and small urbanized areas of the state. Note that funds from federal fiscal year 2018 will be used to fund calendar year 2019 projects.

The FFY 2018 Section 5310 annual allocation is:

AREA	FFY 2016
Milwaukee urbanized area	\$1,217,916
Madison urbanized area	\$ 293,255
Green Bay urbanized area	\$ 176,109
Appleton urbanized area	\$ 175,027
Small urbanized areas	\$1,561,497
Non-urbanized (Rural)	\$1,424,935

ADDITIONAL FUNDING CONSIDERATIONS

- Planning for the proposed project and any costs incurred prior to the contract period (calendar year) are not eligible for funding.
- An applicant's continuing projects must have met all grant requirements in previous grant cycles in order to be an eligible applicant for the current grant cycle.
- Funding for the non-traditional Section 5310 "Other" or "New Freedom-type" eligible projects is provided via quarterly reimbursement. Reimbursement checks cannot be issued until federal funds have been secured and a grant agreement has been executed. ***Please be advised that this means that first payments will likely not be concurrent with the beginning of the grant agreement period.*** Grants are awarded for one year with no guarantee of continued funding. An application is required each year to be considered for future funding. See the vehicle-only application instructions for information on funding for vehicle-only requests.
- MAP-21 has further apportioned the funds for the Section 5310 program so that no less than 55% of the funds are to be used for capital projects. Remaining funds may be used for operating projects or additional capital projects. Mobility Management is considered a capital project.

ELIGIBILITY

ELIGIBLE APPLICANTS

- Private non-profit organizations
- Local public bodies
- Operators of public transportation that receive a Section 5310 grant indirectly through another recipient

COORDINATION

FTA requires that awarded projects funded under Section 5310 are included in a "locally developed coordinated public transit-human services transportation plan". This ensures that applicants are coordinating services with other private, public and non-profit transportation providers. Proposed Section 5310 projects must be identified by a strategy and/or action item in a county, multi-county or regional plan. This strategy/action item, along with a page number, must be provided on the general information tab of the application document. For more information and copies of the current plans, visit the [WisDOT transportation coordination page](#).

ELIGIBLE MATCH

Applications must include a minimum 20 percent local match for capital projects and 50 percent of deficit for operating projects. Local match helps ensure local commitment, promote long-term vision, and support transportation initiatives. Local match must comply with local, state, and federal guidelines required for that funding source. Local share must come from sources other than federal US Department of Transportation (US DOT) funds.

Eligible Cash Match

- State or local funding
- Private donations
- Grantee agency funding
- Other non-US DOT federal funds

In-kind Match Eligibility Considerations

- Must be represented as an expense in the applicant's budget
- Must represent a cost that would otherwise be eligible under the project
- Must be reported in the quarterly billing forms
- Must be formally documented in the grantee's records and be available upon WisDOT request
- Must not be included as a contribution for any other federally-assisted project or program
- Must be allowable under the applicable cost principles (see below for more information)
- Must be documented in a letter of support, if outside the applicant's organization
- Examples of In-kind Match
 - Donated facility space or supplies to operate the program
 - Labor contributed to the project (see note on valuing volunteer time below)
 - Other expenses, e.g., website hosting, marketing costs, travel and mileage

Eligibility Test for Local Share

All contributions, including cash and third-party in-kind, shall be accepted as part of the recipient's cost sharing or matching when such contributions meet **all** of the following criteria:

- Are verifiable from the recipient's records
- Are not included as contributions for any other federally-assisted project or program
- Are necessary and reasonable for proper and efficient accomplishment of project or program objectives
- Are allowable under the applicable cost principles
- Are not paid by the federal government under another award, except where authorized by federal statute to be used for cost sharing or matching
- Are provided for in the approved budget when required by the federal awarding agency

Indirect Cost Rate/Allocation Plan

Some organizations have developed an agency indirect cost rate because they receive numerous federal grants. The rate is based on all of the internal goods and services within the organization that relate to grants/programs. From this amount, an in-direct cost percentage is determined and applied to other grants.

For More Information

For more information regarding allowable costs, local match and indirect cost rates, consult the Office of Management and Budget Circulars A-87, "Cost Principles for State, Local, and Indian Tribal Governments," and A-122 "Cost Principles for Non Profit Organizations." Both require grantees who intend to seek payment for indirect costs to prepare a cost allocation plan (CAP) or an indirect cost rate proposal. CAPs and/or indirect cost rate proposals must be approved by FTA or another cognizant federal agency.

PROJECTS

Ineligible Projects

Examples of projects not eligible include expenses for charter service, school bus service, depreciation expenses, voucher programs for rides on transit systems receiving federal funding, and projects not targeted to seniors and/or individuals with disabilities.

Eligible Projects

Eligible projects will enable seniors and individuals with disabilities to fully participate in their communities.

Capital vs. Operating

The basic definition of an operating cost is something that does not have a useful life of more than one year. In contrast, a capital item is usually a tangible item that has a useful life of more than one year. Examples of eligible projects include Mobility Management projects, volunteer driver projects, voucher programs, operating assistance programs, and non-vehicle capital purchases. Examples of activities that are eligible for funding include:

Operating Activities	Capital Activities
<ul style="list-style-type: none">• Establishing new or expanded fixed route service or new or expanded demand response service• Enhancement of service• System capacity building• Voucher programs• Volunteer driver programs	<ul style="list-style-type: none">• Mobility Management activities• Travel Training • Non-vehicle capital purchases• Transit IT projects• Bus stop accessibility

Bus stop accessibility items may be eligible only after other federal and state funding opportunities have been exhausted and must be constructed to provide an accessible path to a bus stop that is currently inaccessible.

MOBILITY MANAGEMENT

FTA Circular 9070.1 states that Mobility Management "consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than Section 5309). Mobility Management does not include operating public transportation services."

Mobility Management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- (a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
- (b) Support for short term management activities to plan and implement coordinated services;
- (c) The support of state and local coordination policy bodies and councils;
- (d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- (e) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- (f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand-alone capital expense).

Mobility Management activities are eligible for Section 5310 funding as a capital expense. More detailed information on Mobility Management activities and techniques can be found on the [WisDOT website](#)

VALUING VOLUNTEER TIME

In determining volunteer time, actuals should always be used to value time when available. When actuals are not available, WisDOT requests that you use the data available from the [Wisconsin Department of Workforce Development's WorkNet site](#)

Click on "Wage Comparison" to begin the search.

Example 1 – Actual value of time is available

Your agency's director devotes one hour per week to the oversight of your project for a total of 50 hours per calendar year. The director's salary, including benefits, is \$65 per hour and the funding for the director comes from non-US DOT funding (e.g., charitable donations). In this case, the value of the in-kind contribution is estimated at \$3,250 (\$65 per hour x 50 hours) for the year. Over the course of the year, the director may only end up devoting 45 hours to the project, so the actual value of the in-kind contribution is \$2,925 (\$65 x 45).

Example 2 – Actual value of time not available

Your vanpool project uses two volunteers to drive the van. Use the WorkNet website to find the value of a taxi driver or bus operator in your service area (county). You will get the average wage for an entry level, average and experienced driver in your county as well as the statewide average. You are welcome to use the value that you feel is most appropriate and works best for your project. The most important thing is to select the occupation that best describes the type of work the volunteers are performing for your organization for this project. You don't want to undervalue your volunteers, nor should you overvalue their time.

GRANTEE RESPONSIBILITIES

Below are highlights of the grantee responsibilities if an award is executed. For a complete list of state and federal requirements please request a sample grant agreement.

- Period of performance will begin January 1st, 2018 and conclude December 31st, 2018. All documentation, reporting and reimbursement requests must be completed no later than February 1st, 2019.
- Comply with the federally-mandated Certifications and Assurances. This document must be signed at the time of application and an updated version must be signed when grant agreements are issued.
- Submit quarterly requisition and performance measurement forms within 30 days of the close of each quarter. These reports will be compared to the data provided in the application for purposes of compliance, evaluation, and future funding consideration.
- Each quarter, one grantee will be selected at random by WisDOT and asked to provide supporting documentation for all expenses incurred and billed during the billing period (e.g. receipts, timesheets). The grantee will be notified of their selection by the close of the quarter and must then provide the documentation along with the requisition and service measures reports for that period. If a subrecipient is deemed "high risk", they may be asked to submit this documentation with each quarterly reimbursement submission.
- Complete funding reconciliation within 90 days of the close of the period of performance.
- Follow all federal and state requirements for procurements. WisDOT requires that any requests for purchase of services or capital items be submitted to WisDOT for review and approval prior to the applicant's entry into a service contract or purchase of any capital items. See the [WisDOT procurement web page](#) for further information. Failure to follow this requirement will make any unapproved procurement ineligible for reimbursement.
- All recipients of FTA funding are required to meet all Civil Rights requirements including developing and implementing a [Title VI plan](#) and (if applicable) complying with [Disadvantaged Business Enterprise \(DBE\) reporting](#).
- Adhere to federal and state asset management requirements.
- The recipient must include the following notification language of federal participation in all its requests for proposals, solicitations, contracts, press releases, brochures, web site, or other publications funded under this grant:

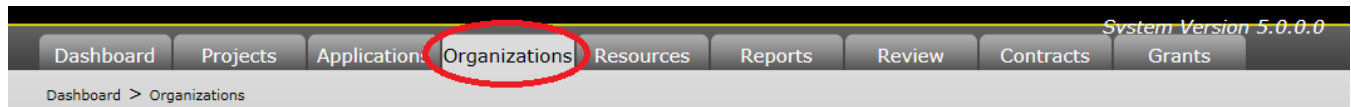
"This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. Section 5310 Mobility Options of Seniors and Individuals with Disabilities Program (CFDA 20.521)."

- Final reimbursement for grantees will be withheld until the final grantee reports are submitted and all performance and outcome criteria specified in the grant have been adequately addressed.
- Once awarded, any modification to the grant project must be approved by the program manager and a grant amendment executed prior to permitting the additional work to proceed.
- Organizations must be willing to share project successes for potential replication by other organizations.
- All awarded projects will be evaluated on the performance and completion of the specific performance measurements as outlined in the grant application.

APPLICATION COMPLETION

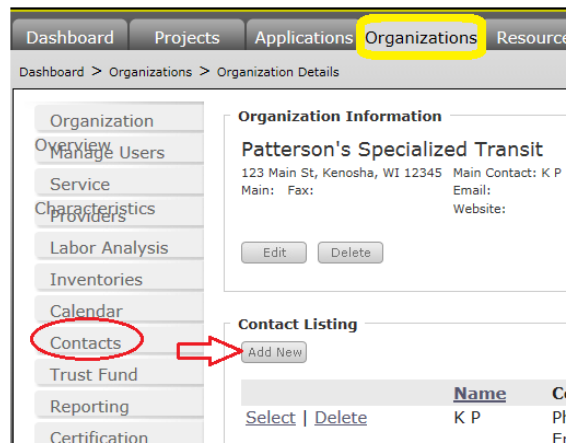
The following areas must be completed for the application to be successfully submitted and eligible to compete for funding.

STEP 1: ORGANIZATION TAB

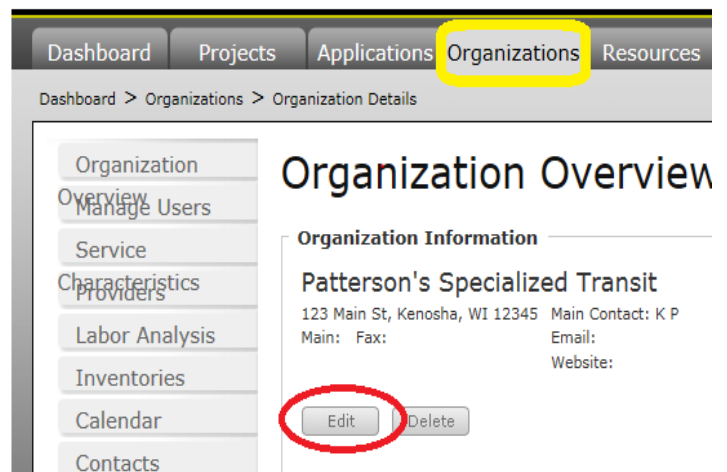


Complete the following under the Organizations tab:

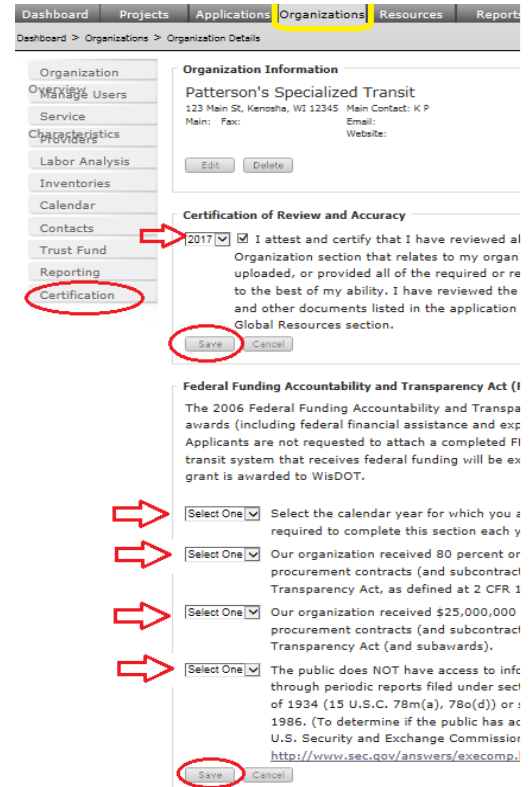
- Contacts** – Select “Contacts” and then “Add New” under the Contact Listing category. **Please enter all possible contacts for your organization and be sure to include their title.**



- Agency Details** – On the left-hand menu, select Organization and then the Edit button under the Organization Information.
 - Fill in/verify all information under the “Organization details” section. (Please note: this information, especially “primary contact” is what WisDOT will use to create contact and distribution lists for program announcements)
 - Complete “Service Characteristics”, “Service hours” and “Fares” as applicable.



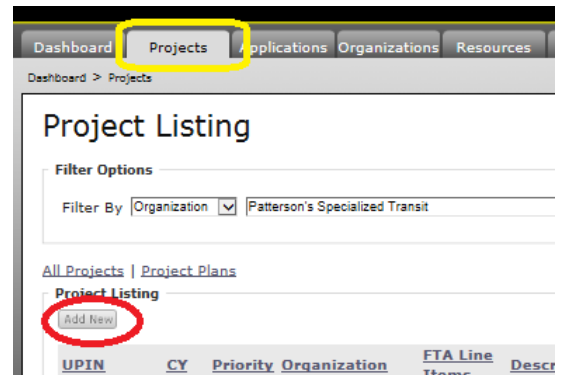
- c. **Certification** – Prior to submitting your application, you must complete all applicable certifications for the 2018 calendar year. (Make sure to select appropriate year and click save)
- i. **Certification of Review and Accuracy**
- ii. **Federal Funding Accountability and Transparency Act (FFATA) Certification**



STEP 2: PROJECT TAB –

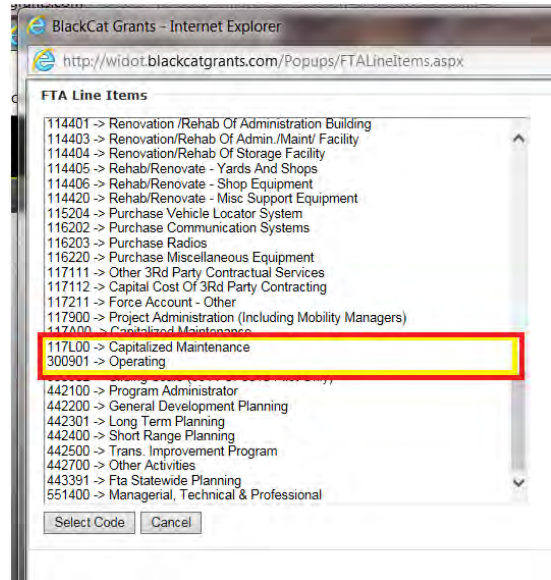
Add a project and funding request for each vehicle requested. If you are requesting more than one vehicle type (i.e. two rear-load minivans) you must add two separate projects.

1. **Add new project**



2. Complete **"Project Details – Add New"**

- a. **CY**: select 2018 from the drop down
- b. **FTA Line Item**: Scroll down and select the appropriate FTA Line Item. (See image for eligible FTA line items).
 - i. Select **30.09.01** for **Operating**
 - ii. Select **11.7L.00** for **Mobility Management**.
 - iii. Once selected, the **Description** will automatically prefill.



- c. **"Total Estimated Expenses"**: Enter Net Expenses
- d. **"Quantity"**: leave blank
- e. **"Priority"**: leave blank
- f. **Notes**: This field is optional
- g. Click **"SAVE"**

3. Complete **"Funding Requests"**

a. Mobility Management and non-vehicle capital

- i. Click on **"Select"**
- ii. Then select the **"Funding"** tab
- iii. Select **"Expenses"** tab.
 1. Enter the **total estimated cost** in line number 700 and then click **"Save"**. **Please note: for these two capital projects, you do not need to enter anything under the Revenue tab.*

b. Operating Projects

- i. Click on **"Select"**
- ii. Then select the **"Funding"** tab
- iii. Select **"Revenue"** tab.
 1. Enter in the appropriate revenues as pertaining to your project.
 2. In most cases, you will enter the amount in line number **401.99**
- iv. Select **"Expenses"** tab.

1. Enter the total expected expenses for your project under line number 509.99.000 *Other Misc. Expenses*.
- v. Click "**Save**".
4. Once the Operating and/or Mobility Management projects are entered, you are ready to move to the Application Tab.

Step 3: Application tab

1. Click on the Application Tab
2. Select 2018 from the Year drop-down menu
3. Select the "New" tab to display current grant opportunities.
4. Select the 2018 Section 5310 Grant
 - a. Attach Projects created in Step 2

Projects

There are no projects attached to this grant opportunity.

[Attach](#)

- b. Click "Download" for each required application form.

Application Forms

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

Form
Download - Vehicle Guidelines

- c. Complete all Application Forms and save to your computer.

**Note: when downloading documents from the internet, your computer may open the document in a protected view. Click "Enable Editing" to view the document as intended.*
- d. Upload each form from your computer using the link to the right of the category.
 - i. *Note: the system will only be able to upload one document per category. You may access any uploaded documents by clicking the "view" link and then clicking on the name of the document. If you upload another document under that category, it will replace the previously uploaded one and does not save a copy.*

- e. In order to submit the application, the following documents must be uploaded:
 - i. Letter of Application - submit a letter of application addressed to either WisDOT or the appropriate designated recipient outlining project funding request.
 - ii. Public Notice - submit a copy of the newspaper clipping of your public notice and receipt of publication.
 - iii. Local Match Certification Complete the certification form and upload any necessary supporting documentation. Include documentation of all cash and in-kind commitments for the required local match of project costs (e.g. MOU, letter of support, commitment letter and/or resolution).
 - iv. Non-profit Documentation (*for private non-profits only*) - if your agency is applying as a private non-profit, you must upload proof of non-profit status. This includes a W-9 and articles of incorporation or a list of board members if applicable.
 - v. Written Responses for Mobility Management and Operating Assistance projects (Appendix C) -download the questions and length limitations. Prepare and upload answers on a separate document. Please ensure that the name of the applying agency is listed on the first page.
 - vi. Application Workbook for Mobility Management and Operating Assistance projects (Appendix B) - download & complete the gray fields in each tab of the work as outlined on the Instructions tab of the workbook. Some tabs have multiple pages. Do not modify or delete any of the tabs in the workbook.

STEP 4: RESOURCE TAB

If applicable to your application, the following documents should be uploaded to a folder under this *tab*.

Leases and Contracts (if listed in the Excel Workbook tab) - upload a copy of each lease and/or contractual agreement in a designated folder under the Resource tab in BlackCat®.

STEP 5: SUBMISSION

Once all items mentioned in steps 1 through 4 have been completed successfully, the "Submit" button will activate and allow you to submit the application. **If the Submit button is grayed out and does not allow you to submit – please review all steps to ensure successful completion.** You will receive an email from the BlackCat system once your application has been successfully submitted.

NEXT STEPS / EVALUATION

Decisions for the recommendation of funding for projects are made as part of the federally mandated open, competitive grant application process. Decisions are based on the scoring of an application's content using the following: 1) evaluation criteria, 2) ranking as compared to other applications, and 3) available funding.

After the deadline, the application will go through a completeness check. The program manager will contact you with any comments or issues with the technical aspects of the application through the comments section in the application. Once the completeness check is completed, an evaluation team will review, score and rate each application project (vehicle requests will be evaluated as one request). Once selections are made and approved, they will be announced to the public and all applicants.

APPEALS PROCESS

WISDOT APPEALS

An applicant may file an appeal with WisDOT on the results of a non-funding recommendation. In order to be considered, an appeal must be based on a perceived issue with the process by which a grant application is scored and awarded. Upon receipt of a request to appeal, WisDOT will investigate and review the process to ensure that all aspects of the evaluation were performed in an appropriate manner and in compliance with state and federal rules. Requests to appeal that are related to the merits, scoring and ranking of an application will not result in final outcome reconsideration.

An appeal must be made in writing via U.S. mail. The letter of appeal from the applicant must include the organization name, contact person, address, telephone number, project description, and the grounds for appeal. The letter of appeal must be postmarked no later than 14 calendar days from the date of WisDOT's notice of the applicant's funding status.

Appeals should be sent via U.S. mail to:

Director
Bureau of Transit, Local Roads, Railroads & Harbors
Wisconsin Department of Transportation
4802 Sheboygan Avenue, Room 951
PO Box 7913
Madison, WI 53707-7913

A written decision will be provided within ten working days of receipt of the appeal. The decision rendered through the appeal process shall be the final decision and is not subject to further appeal or judicial review.

[MPO/RPCs APPEALS](#)

Appeals information for each MPO/RPC can be found through links on the WisDOT website.
([WisDOT Section 5310 Website](#))

APPENDIX A: APPLICATION EVALUATION FORM

Applicant Name:					
Grant Request Type:	<input type="checkbox"/> Mobility Management		<input type="checkbox"/> Operating Assistance		
Requested Funding:					
Criteria	Low	Medium	High	Excellent	Total
Demonstration of Need and Service Benefits <i>(40 points possible)</i>					
<ul style="list-style-type: none"> ▪ Clearly describes the project and how it meets the eligibility requirements. (10 pts) ▪ Describes the services and activities the project will provide. (10 pts) ▪ Describes how project will help meet transportation needs of seniors and individuals with disabilities. Identifies specific services and activities the project will provide. Response supported with data and discusses how data determined. (10 pts) ▪ Outlines what will happen if the project is not awarded. (10 pts) 	0-27	28-31	32-35	36-40	___/40
	<i>Evaluator Comments:</i>				
Promotes Service Coordination with Others <i>(30 points possible)</i>					
<ul style="list-style-type: none"> ▪ Identifies partners and stakeholders; describes each party's role in providing service. (10 pts) ▪ Identifies existing available transportation services; describes how the grant request will complement, rather than duplicate, those services. (10 pts) ▪ Describes how the applicant will ensure service coordination. (10 pts) 	0-20	21-23	24-26	27-30	___/30
	<i>Evaluator Comments:</i>				
Financial and Technical Capabilities <i>(30 points possible)</i>					
<ul style="list-style-type: none"> ▪ Describes all transportation-related services provided by the organization to seniors and individuals with disabilities. (10 pts) ▪ Describes the organization's ability to manage the project and comply with all federal and state requirements during the life of the grant. (10 pts) ▪ Describes source of local match funding. If from outside sources, certifies it is secure with support letters. (10 pts) 	0-20	21-23	24-26	27-30	___/30
	<i>Evaluator Comments:</i>				
Total points per project	0-69	70-79	80-89	90-100	___/100
<i>Evaluator award recommendation if other than full request:</i>					

APPENDIX B: WORKBOOK INSTRUCTIONS (EXCEL FILE)

Application Workbook for non-traditional projects - download & complete the gray fields in each tab of the work as outlined on the Instructions tab of the workbook. Some tabs have multiple pages. Do not modify or delete any of the tabs in the workbook. When complete, **upload as an Excel file**.

This is information on completing specific tabs of the Excel spreadsheets in the application section.

1. Application Checklist:
 - a. Use this checklist as a reference when you are preparing your application and application submission.
2. General Information:
 - a. Complete all gray-shaded boxes.
3. Mobility Management Budget
 - a. Prepare a budget in the projects portion of the application.
 - b. If your mobility manager will also be using their time for an operating project, you must allocate the appropriate number of hours to that project as well.
 - c. Use the "Mobility Mgmt Staffing" tab (see below) to determine the information for the Salary/Fringe expense line item. The Salary/Fringe expense line item is an aggregate of all salaries that you are allocating to this project whether they are for the mobility manager, support staff, or administration.
 - d. Any in-kind match that you are receiving and want to apply to an expense line item must be included in the total program budget column for that expense line item. This means that the dollar value in the total program budget column for a line item MUST be greater than the dollar value in the in-kind match column for that same expense line item.
 - e. Complete all gray-shaded boxes including the in-kind match source boxes, the cash match source boxes, and provide an explanation of any expenses included in the "Other" expense line item.
4. Mobility Management Staffing:
 - a. Prepare a staffing information sheet listing all of the salaries that you are going to be using project funds for. This would include any portion of your mobility manager salary, any portion of any support staff or administrative staff that you will be paying from these project funds, and any executive or management salary that you will be paying from these project funds.
 - b. Complete one line for each individual staff that you intend to use project funds for.
 - c. Once you have listed all staff salaries, transfer the information from the two yellow boxes at the bottom of the page to the Mobility Management Budget tab on the Salary/Fringe expense line.
5. Mobility Management Goals:
 - a. The items listed under "Goals" will be used to evaluate your project and, if awarded, used to determine the progress of your project. These goals are will be used to report and track project progress when you submit quarterly reimbursement requests.
 - b. Under "Performance Measures Outcomes", provide an estimated number of services to be provided. The application asks for outcomes resulting in trips provided as well as outcomes related to providing information and training.

- c. Under "Performance Measures Objectives", list up to four objectives you expect to achieve with this project. You will report quarterly on the progress for each of these outcomes.
6. Operating Project Budget:
 - a. Prepare a budget in the projects portion of the application.
 - b. If your staff will also be using their time for a Mobility Management project, you must allocate the appropriate number of hours to that project as well.
 - c. Use the "Operating Project Staffing" tab (see below) to determine the information for the Salary/Fringe expense line item. The Salary/Fringe expense line item is an aggregate of all salaries that you are allocating to this project whether they are for the mobility manager, support staff, or administration.
 - d. Any in-kind match that you are receiving and want to apply to an expense line item must be included in the total program budget column for that expense line item. This means that the dollar value in the total program budget column for a line item MUST be greater than the dollar value in the in-kind match column for that same expense line item.
 - e. Complete all gray-shaded boxes including the in-kind match source boxes, the cash match source boxes, and provide an explanation of any expenses included in the "Other" expense line item.
 7. Operating Project Staffing:
 - a. Prepare a staffing information sheet listing all of the salaries that you are going to be using project funds for. This would include any portion of your mobility manager salary, any portion of any support staff or administrative staff that you will be paying from these project funds, and any executive or management salary that you will be paying from these project funds.
 - b. Complete one line for each individual staff that you intend to use project funds for.
 - c. Once you have listed all staff salaries, transfer the information from the two yellow boxes at the bottom of the page to the Operating Project Budget tab on the Salary/Fringe expense line item.
 8. Operating Project Goals:
 - a. The items listed under "Goals" will be used to evaluate your project and, if awarded, used to determine the progress of your project. These goals are will be used to report and track project progress when you submit quarterly reimbursement requests.
 - b. Under "Performance Measures Outcomes", provide an estimated number of services to be provided. The application asks for outcomes resulting in trips provided as well as outcomes related to providing information and training.
 - c. Under "Performance Measures Objectives", list up to four objectives you expect to achieve with this project. You will report quarterly on the progress for each of these outcomes.

APPENDIX C: LOCAL PUBLIC BODY ELIGIBILITY REQUIREMENTS – MOBILITY MANAGEMENT PROJECTS

To be completed by any local public bodies applying for 5310 Mobility Management projects.

Instructions: To be eligible for a Mobility Management project under the Section 5310 program, the local public body must fulfill the requirements of A **or** B:

- A.** Certify that there are no private non-profit organizations available and willing to provide Mobility Management services to seniors and persons with disabilities in the proposed area by submitting the following two documents:
- i. The "Availability of Private Non-Profits" letter or email to all known private nonprofit organizations available and willing to provide transportation services to seniors and persons with disabilities in the area. (See page 24)
 - Letters/emails to private non-profit organizations available and willing to provide Mobility Management services to seniors and individuals with disabilities must be sent by to allow an appropriate amount of time for responses.
 - A list of many of the private nonprofit organizations transportation providers that may be available and willing to provide Mobility Management services to seniors and individuals with disabilities in your area can be found in each county's coordinated plan. ([WisDOT Transit Coordination](#)).
 - ii. The "List of Private Non-Profit Specialized Transportation Providers" form to record each private non-profit organization you have contacted, along with copies of any comments, objections or requests for information you have received. (See page 25)
- B.** Submit a certified copy of the :
- i. County board resolution designating your local public body as the coordinator of transportation services for seniors and persons with disabilities with your application.
- Or**
- ii. Documentation showing that a Transportation Coordinating Committee (TCC) designated the local public body as the coordinator of transportation services for seniors and persons with disabilities in the proposed service area.

If a local public body is in the process of seeking a county board resolution or TCC designation to be certified as the coordinator of transportation services and the process will not be complete by the application deadline, complete and submit the application. If your application scores well enough to be awarded vehicles, the vehicles will be awarded on a conditional basis pending the completion of the resolution/designation process.

APPENDIX C - TEMPLATE 1.

AVAILABILITY OF PRIVATE NON-PROFITS LETTER

Instructions: Upload one copy of this letter/email as a representation of what to send to private nonprofits. It is not necessary to attach a copy of each customized letter/email. Upload to Resource tab in the BlackCat® online grant management system.

(Date)

(Name)

(Address)

Dear (Name),

The (insert name here), a unit of government, is applying for a Mobility Management grant through the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program.

A condition of our eligibility is that no private nonprofit organizations are available to provide Mobility Management services to seniors and persons with disabilities in our service area.

This letter is being sent to you to determine your interest in providing this type of service in this area. Written comments, objections regarding certification, and/or requests for additional information must be emailed or postmarked by (insert date).

If you have any questions, please free to contact (insert name) at (insert phone number, email or address).

Sincerely,

(Signature)

(Title)

