

Spokane Transit Authority
Federal Transit Administration Section 5310 Enhanced Mobility for Seniors
and Individuals with Disabilities Funding
Final Project Application

Project Title:

Important: *FTA funds require a large degree of dedication to detail and reporting, along with very specific requirements. Please review the documents associated with this call for projects to determine if your agency is able and willing to accept the terms and conditions provided.*

*Preliminary proposals are due by **5:00 p.m. on August 26, 2024.***

*Final project applications are due by **5:00 p.m. on September 23, 2024.***

Late applications will not be accepted. Please send applications and copies of required documents to:

Spokane Transit Authority
Attn: Emilio Bustos
701 W Riverside Ave.
Spokane, WA 99201

Or electronically to:
Section5310@spokanetransit.com

2024 Call for Project Details

Spokane Transit Authority (STA) is issuing a call for projects that will be funded with Federal Transit Administration (FTA) Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities) Program funding and STA local contributions. There is approximately \$673,340 in Section 5310 federal funds and STA local funds available for this call for projects (see table below for specific grant sources and amounts).

Projects that are selected to receive funding must primarily benefit seniors and individuals with disabilities as well as support strategies currently identified in the Spokane County Coordinated Public Transit-Human Services Transportation Plan (<https://www.srtc.org/human-services-transportation-plan/>). See Attachment A for a complete list of eligible capital projects.

Of the total 2024 apportionment funds available under Section 5310, a minimum of 55% must be spent on “Traditional” capital projects and maximum of 45% of funds can be spent on “Other” operating projects. If there are no eligible applicants available to provide services, STA may certify this scenario to FTA. STA would then allocate available 5310 apportionments to fund complementary STA Paratransit capital projects.

2024 Call for Projects Funding Table

Funding Source	Amount Available
FY2024 Apportionment (Federal Match)	\$673,340
STA Local Match Contribution	\$236,000
Total Funding Available	\$909,340

Preliminary proposals are required and are generated for the purpose of gaining interest in the project with potential for being awarded Section 5310 funding and to determine initial project eligibility and perform an initial risk assessment. Preliminary proposals are due. STA will provide an **informational meeting August, 12 2024 at 10:00-11:00 AM via Teams** to provide applicants the opportunity to ask questions about program and project eligibility requirements. STA will also provide **office hours every Wednesday beginning August, 14 2024 at 9:00-10:30 AM** until the application due date for interested applicants to ask questions or receive technical assistance. Applicants may also request a one-on-one meeting with STA to ask questions and receive technical assistance with application materials. Meeting information will be posted on the Spokane Transit Authority website at <https://www.spokanetransit.com/about-sta/section-5310-program>. If you need additional information about the Teams informational meeting, please contact Emilio Bustos, Assistant Transit Planner at (509) 344-2609 or by email at ebustos@spokanetransit.com. Individuals requesting accommodation are encouraged to contact Delana, Combs, Ombudsman at (509) 325-6094 at least 48 hours in advance of the meeting.

Final project applications are due by **9/23/2024 at 5:00 PM. Applications received after this date and time will not be considered. Incomplete project applications will also not be considered.** Applications may be sent via USPS, UPS, or FedEx to: Emilio Bustos, Spokane Transit, 701 W Riverside Ave, Spokane, WA 99201 or submitted electronically to Section5310@spokanetransit.com. Mailed applications must be postmarked on or before 9/23/2024. Applications sent by fax will not be accepted; however, applications dropped off in person will be accepted.

Eligible project applicants can be either private, non-profit organizations, local governments, or other providers of public transportation that provide transportation services for seniors and individuals with disabilities. To be considered a provider of public transportation, an agency must provide “shared-ride” transportation, which means that it may transport two or more passengers in the same vehicle who are otherwise not travelling together (as opposed to exclusive-ride taxi services). Providers of public transportation can be either public or private agencies.

The final project evaluation committee, comprised of STA, WSDOT, and SRTC staff, will evaluate all eligible, and complete final project applications. The final list of recommended projects will be forwarded to the STA Board of Directors for approval. More information on project scoring and evaluation criteria can be found in STA’s [Program Management Plan \(PMP\)](#) for Section 5310.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, visit www.spokanetransit.com. Upon request, alternative formats of this information will be produced for individuals who are disabled. For accommodation, please call 325-6094 at least forty-eight (48) hours in advance.

Non-Discrimination Notice

If information is needed in another language, contact (509) 325-6094.

Si necesita informacin en otro idioma, comunquese al (509) 325-6094.

Для получения информации на другом языке звоните по тел. (509) 325-6094.

Nếu quý vị cần thông tin bằng một ngôn ngữ khác, xin vui lòng gọi số (509) 325-6094.

تواصل مع الرقم (509) 325-6094.

如果需要其他語言版本的資訊，請聯絡 (509) 325-6094。

Kung kailangan ang impormasyon sa ibang wika, makipag-ugnayan sa (509) 325-6094.

Section I: Project Background

1. Please provide a description of your project, the services you provide and your organization.

2. Please fill out the table to identify the total project cost.

Funding Breakdown	
Federal Funding Request	
Applicant Agencies Local Match	
Total Project Cost	

a. If revised from preliminary proposal, explain why:

3. If your agency intends on using an indirect cost rate, please indicate the type below:

Federally approved indirect cost plan (approval from cognizant agency)

10% de minimis rate (your agency does not have a federally approved rate)

No indirect costs will apply to this project

If your agency will use an indirect cost rate, please identify the rate and total expenditure in the budget narrative. *(Please note that STA will not accept indirect cost allocation plans that are not approved in writing by a federal agency).*

If revised from preliminary proposal, explain why:

4. What is this project's intended source(s) of local match? Use the table below to reflect all funding sources that will contribute to local match.

Source of Funding	Amount	Secured Funds	Certify Non-Federal Source
Total Matched Funds:			

5. Applicants applying for ADA improvements must report what additions or changes will be made to the physical infrastructure (transportation facilities, sidewalks, etc.) because of this project. Different measures may be applied depending on the project. How does your agency plan to gather the federally required data listed below? Provide a description of project related work
- a) Geographic area served
 - b) Individuals served
 - c) Rides provided
 - d) Hours driven
 - e) Miles driven
 - f) Volunteer drivers utilized (if applicable)
 - g) Volunteer miles reimbursed (if applicable)
 - h) Seniors served
 - i) Individuals with disabilities served

*New applicants who propose a new project or service may be asked to provide

additional information to demonstrate capacity to operate under federal guidelines. Additional information may include a logic model, business plan, needs assessment, or equivalent documentation. If after preliminary review STA determines this requirement is applicable, STA may ask the applicant to submit one or more supplemental documents with the Final Project Application. If you are a new 5310 applicant, please email Emilio Bustos at ebustos@spokanetransit.com.

Section II: Regional Transportation Needs

6. Referencing the Spokane County Coordinated Transit-Human Services Transportation

Plan (HSTP) please check all the strategies your project would support.

Strategies to Meet Regional Needs
Strategy 1: Maintain Existing Transportation Services
Strategy 2: Special Needs Transportation Investment
Strategy 3: Technology
Strategy 4: Capital Facilities and Vehicles
Strategy 5: Mobility Management

Please provide a brief explanation of how your project would support each strategy and corresponding needs selected.

Strategy	Explanation of Strategic Impact
Strategy 1	
Strategy 2	
Strategy 3	
Strategy 4	
Strategy 5	

Section III: Proposed Service Improvements

7. What barriers will this project work to overcome in providing transportation options to seniors and/or individuals with disabilities?

Section IV: Project Performance Measures

8. Please provide a detailed description of how this project will reduce transportation gaps and enhance transportation service for seniors and individuals with disabilities. For example, do you provide a unique service or serve a population that is not currently served?

9. By the project's conclusion, how many unduplicated seniors and/or individuals with disabilities would be served because of this project? Describe the methodology used to track and calculate individuals served.

Total Served:

Methodology:

10. If applying for funds to continue a current 5310 project, please provide the total number of individuals served in the last four quarters.

	Seniors and Individuals with Disabilities Served
1	
2	
3	
4	
Total Served	

Section V: Management

11. Are all positions in your requested project currently filled?

Yes

No

If yes, please describe the experience and qualifications of your project team.

Position	Experience and Qualification

12. Briefly describe your agency's experience with Federal funds and grant compliance.

13. What is your agency's plan to sustain this project after the Section 5310 funding expires?

Section VI: Financials

14. Is this project scalable?

Yes

No

If yes, use the table below to reflect the extent of your project's scalability. Due to the increasing number of qualified candidates applying for funds, all applicant projects may not be awarded full funding. In this scenario the applicant will be required to submit a new budget to reflect their adjusted award if their project is not fully funded. As an attachment to your final application please attach a copy of your total project budget. ***If the project is not an operating project, please consult with STA on how to document scalability.***

Scaled Budget	Scaled Term in Months	Unduplicated Served

Section VII: Notice of Changes

15. Please share any additional project details or changes that were not mentioned in the preliminary application.

Section VIII: Finishing Up

Attachments Checklist: Please include the following items with your Final Project Application.
(Applications received by the due date without required attachments will not be accepted)

Complete Final Project Application

Non-profit status documentation (IRS determination letter or articles of incorporation)

Local match certification for the source of non-federal funds and amount of local share required

Most recent financial audit report (for applicants with \$750k in federal grants)

All submitted certifications signed by authorizing official

Current Title VI Plan or timeline to develop a Title VI Plan and Title VI certification

Budget narrative worksheet and supporting documentation (budget spreadsheet, or vehicle quote)

If applicable, current federally approved indirect cost rate

Application Authority

I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capability to implement and manage the projects associated with this application.

My agency agrees to follow STA and federal procurement and grant management requirements of 49 USC 5310 and will submit my agency's procurement policy prior to purchasing any project equipment.

I understand that a signed 5310 Subrecipient Agreement with STA will be required as a condition of receiving funds.

My agency agrees to develop and submit a Title VI Plan that meets the general requirements as described in FTA Circular 47.021B. The Title VI Plan must be submitted to STA within 90 days of an executed agreement. Funds cannot be reimbursed until Title VI Plan is deemed in compliance.

I certify that my agency will submit monthly, quarterly, and annual reports as required by the 5310 Subrecipient Agreement. The quarterly reports are due 20 days following the end of each quarter, as follows, Quarter 1 report is due January 20th, Quarter 2 is due April 20th, Quarter 3 is due July 20th, and Quarter 4 and the annual report are due on the second Friday of October.

Your project will follow all applicable STA and federal procurement requirements, a copy of the requirements will be available at the informational meeting.

All six boxes above must be checked, or your application may not be considered for funding.

Application Certification

The applicant affirms the individual executing this application has been granted the authority to do so, and by their signature, affirms the applicant will comply with the terms and conditions of this application.

Authorized Signature

Date

Printed Name

Title

The application must be signed by an individual authorized to legally bind the applicant.