

Spokane Transit Authority

Federal Transit Administration Section 5310 Enhanced Mobility for
Seniors and Individuals with Disabilities Funding

Preliminary Proposal

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 \$673,000 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. In the event that 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 contracted services.

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, to determine initial project eligibility and perform an initial risk assessment. Preliminary proposals are due no later than **5:00 p.m. on 8/26/2024**. STA will provide an **informational meeting on 8/12/2024 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 from 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 applications 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 by 5:00 p.m. Applications received after this date and time will not be considered. Incomplete project applications will 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 evaluations committee, comprised of STA, WSDOT, and SRTC staff, will evaluate submitted projects and a 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 accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

Non-Discrimination Notice

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

Si necesita información en otro idioma, comuníquese 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.

إذا احتجت المعلومات لغة أخرى، فتواصل 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: Agency Contact Information and Project Type

Legal Name of Agency:	
Address:	
Federal Tax ID Number:	
UEI Number (Unique Entity Identifier):	
WA UBI Number (Unified Business Identifier):	
Contact Person (for questions related to the application):	
Legal Contact Person (for agreement related questions):	
Phone Number:	
E-mail Address:	

1. Please identify your agency:

Local Government/Municipal Corporation (approved by the State of Washington to provide human services transportation)

Operator of public transportation services (private or publicly owned)

Private, non-profit organization

2. Check the appropriate project and type of application

Traditional Project.

Purchase New ADA Accessible Vehicle (please complete sections below)

Acquisition of transportation services under a contract, including operating projects (must be competitively procured)

ADA Improvements such as, sidewalks, curb ramps, signage, etc.

Support for Mobility Management and Coordination Programs

Other eligible capital project, please list:

Other Project (Projects must not duplicate existing service provided by Spokane Transit.)

Support for paid or Volunteer driver programs that provide transportation to seniors and/or people with disabilities.

Travel Training programs for riding fixed-route public transit, aimed at seniors or disabled individuals who currently rely on Paratransit or similar transportation services.

Other eligible operating project, please list:

Section II: Project Costs

As a preliminary proposal, applicants may make reasonable adjustments to costs and requested amounts in the Final Project Application.

3. What is the estimated Total Project Cost (TPC) of this project? (TPC is calculated by adding your federal funding request + agency local match)

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

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

Source	Description	Funding Term

5. 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).*

Section III: Project Information

6. Please provide a detailed description of how your project, will provide a service that directly benefits seniors and/or persons with disabilities and what transportation gaps this would fill.

7. If you are currently a recipient of Section 5310 funds and entered into an agreement with STA please provide the following information listed below.

Agreement #	
Agreement Term	
Amendment Term (If applicable)	
Federal %	
Local Match %	
STA Local Match (If applicable) %	
Balance Remaining on Agreement	

Section IV: Risk Assessment

Please complete and submit the 2024 Section 5310 Risk Assessment Questionnaire along with your preliminary proposal. Spokane Transit will assess the level of risk for each subrecipient to identify if additional monitoring (or contract) to ensure compliance. The questionnaire does request the applicant to submit written procedures, if available, including:

Accounting Policy/Cash Management (2 CFR 200.302)

Internal Controls (2 CFR 200.303)

Travel Policy (2 CFR 200.474)

Procurement Policy (2 CFR 200.318)

Compensation (2 CFR 200.430)

Conflict of Interest Policy (2 CFR 200.112)

Equipment and Inventory Records (2 CFR 200.313)

Section V: Project Administration

New applicants who propose a new project or services and 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 section 5310 applicant, please email Emilio Bustos at ebustos@spokanetransit.com.

Section VI: 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 Preliminary Proposal

Risk assessment questionnaire and policies

Applicant 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.

This Preliminary Proposal submission is **due by August 26 2024**

All final project applications and required attachments must be submitted by September 23 2024