



**DRAFT**

# **2021 Enhanced Mobility for Seniors and Disabled Grant Program**

## ***Call for Projects***

### **Orange County Transportation Authority Guidelines and Procedures**

#### **PURPOSE AND AUTHORITY**

The Orange County Enhanced Mobility for Seniors and Disabled (EMSD) Grant Program Call for Projects (Call) is intended to enhance the mobility of seniors and persons with disabilities by providing local transportation funding to meet the special transportation needs of seniors and individuals with disabilities where public transportation service may be insufficient or inappropriate to fully meet those needs. The EMSD grant program offers grant opportunities to non-profit organizations and local public agencies to help meet these needs.

The goals of the EMSD program are to:

- 1) Improve the mobility for seniors and individuals with disabilities in Orange County.
- 2) Support local agencies and non-profits providing specialized service within their communities, thereby reducing the demand on ACCESS service in the County.
- 3) Augment service gaps of the Senior Mobility Program (SMP), ACCESS and fixed-route service.
- 4) Provide seamless service through improved first and last mile connections.
- 5) Incorporate and encourage technology-based solutions to improve mobility options.
- 6) Promote non-profit and public agency outreach to senior and disabled patrons with an emphasis in reaching disadvantaged, underrepresented, and/or diverse communities to ensure that services are meeting their needs.
- 7) Prioritize funding for agencies that collaborate which is demonstrated by:
  - Partnerships to create efficiencies and lower operating costs for service, and/or
  - Increasing vehicle revenue hours beyond the minimum 10 hours.

Applications are due Monday, September 13, 2021 by 5:00 PM. See pages 6-7 for submittal instructions.

## **2021 EMSD GRANTS AND APPLICATION TYPES**

The Call will provide local funding support in lieu of federal funding, in order to relieve applicants of stringent federal requirements and reduce the risk of non-compliance for both OCTA and its grantees. Local funds will be awarded to eligible projects that meet the mobility needs of seniors beyond traditional public transportation services and for those with disabilities beyond that required by the Americans with Disabilities Act (ADA).

Funds will be available for capital and operating projects. Applicants may submit applications for both project categories. The capital and operating project evaluation criteria and point distribution are provided in the Evaluation Criteria section below. As we continue to recover from the COVID-19 pandemic, OCTA intends to provide flexibility to providers to the extent possible to allow them to continue to provide service to those most vulnerable.

### **Funding Priorities** (in order of priority)

- 1) Paratransit vehicle replacement and related equipment for existing vehicles that meet or exceed their useful life.
- 2) New paratransit vehicles and related equipment that support the expansion of existing service.
- 3) Expansion of successful existing transportation services that address the target population's transportation needs, which include expanding existing mobility management, and driver and travel training projects.
- 4) New transportation services that address the target population's unmet transportation needs, including new mobility management, and driver and travel training projects, and first and last mile trips.

### **Fund Availability**

Up to **\$4 million** in local (non-Transportation Development Act) funds will be available in FY2022-2023 with the amounts based on Federal Transit Administration 5310 amounts allocated to Orange County.

### **Eligible Applicants**

- Private non-profit organizations, and
- Public agencies where no private non-profits are readily available to provide the proposed service (a public hearing is required as documentation).

### **Eligible Project Categories**

- Capital Projects - At least 55% (minimum) of the funds awarded will be used for ADA accessible vehicle purchases and related support equipment.
- Operating Projects - The remaining 45% (maximum) may be used for projects which include operating transportation services beyond that required by ADA, as well as mobility management, COVID-19 response equipment<sup>1</sup>, and driver and travel training.

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<sup>1</sup> Eligible example projects include personal protective equipment (PPE), sanitization products, and plexiglass barriers to ensure adequate social distancing.

### **Capital Projects**

- Maximum request of \$600,000 with minimum 20% match.
- Awarded vehicles must provide a minimum of 10 hours of service per week per vehicle or more in coordination with other agencies.
- Vehicles proposed for replacement must meet or exceed its useful life and be in active service during the applicant's normal days and hours of operation.

### **Operating Projects**

- Maximum request of \$250,000 with a minimum 50% match for operating transportation services, and a minimum of 20% for mobility management, and driver and travel training.
- For applicants requesting funds to expand existing and ongoing service, applicants must be able to document that the proposed service will serve additional persons or trips, expand the service area or hours, and/or increase the number or frequency of trips beyond the service that is already being provided.
- Applicants must explain growth and basis for trip projections.
- For agencies requesting funds to support restoring service to pre-pandemic levels, documentation of service reductions must be attached to the application. A potential award will support restoration of service for no longer than 6 months.

### **Provisions of Use Criteria (consistent with past cycles)**

- All projects proposed and considered for funding must be included in the Orange County Public Transit-Human Services Coordinated Transportation Plan.
- Awarded projects will have a performance period of 24 months, beginning in FY2022-23 and ending in FY2023-24.
- Upon approval by OCTA's Board of Directors, awarded applicants will be notified and will be required to enter into an agreement with OCTA in order to start the project and receive funding. The agreement will remain in effect throughout the project's service period or the equipment's useful life.
- For Capital purchases, grantees are responsible for the proper use, operating costs, and maintenance of all project equipment, and must be prepared to comply with all applicable regulations and requirements.
- Applicants must have management oversight and control over the operations of contracted service and purchased equipment and back up documentation must be maintained and provided upon request during the project term and the extended audit period.
- Non-profit status must be documented as "active."
- Public agencies should schedule and complete a public hearing prior to the application deadline of September 13, 2021.
- All projects must be ready to proceed within 12 months of award notification.
- The maximum grant request is \$600,000 per applicant under both the capital and operating capital operating project categories combined.

## Evaluation Criteria

Capital and operating projects will be scored using the evaluation criteria and point distributions shown in the tables on the following pages.

<b>Capital Projects</b>	<b>Points</b>
<b>Goals and Objectives</b> - Project is consistent with overall EMSD program goals and objectives and meets all consideration factors.	10
<b>Ability of Applicant</b> - Evidence of the applicant's experience providing existing specialized transportation service or social services for elderly or disabled individuals. Scored questions will also include points for agency programs/plans including driver training, dispatching, California Highway Patrol (CHP) Inspections, annual budget/fund sources, emergency operations planning, and proposed budget.	25
<b>Coordination Planning</b> - Assessment of available services that meet the needs of seniors and disabled individuals and that identifies gaps in service or equipment needs. Scored questions will ask how the applicant provides strategies, activities and projects to identify these gaps, and achieve efficiencies in service. Specific questions on coordination planning with other agencies.	10
<b>Outreach and Feedback</b> - Assessment of how the applicant has conducted outreach with their senior and disabled clients to ensure that their needs are being met and adjustments to service are made accordingly.	10
<b>Transportation Service</b> - Evaluated based on project type - replacement, expansion vehicles or equipment. Vehicles will receive ratings based on mileage, service hours per week, number of people served. Equipment will be scored on how many vehicles within the fleet are coordinated and how service efficiencies are created with the new equipment. <b>5 additional bonus points (scaled) given to applicants that increase vehicle revenue hours beyond the minimum 10 hours. 5 additional points for partnerships that create efficiencies in lowering operating costs.</b>	25
<b>Service Effectiveness</b> - Determination that the existing fleet is fully utilized based on how many service hours are provided per week, the number of one-way passenger trips, and total miles per day.  <b>Up to 20 bonus points (scaled) will be given based on the current wheelchair/lift users as a percentage of current total users, not to exceed for a total application maximum of 100 points.</b>	20
<b>Total Points</b>	<b>100</b>

<b>Operating Projects</b>	<b>Points</b>
<b>Goals and Objectives</b> - Project is consistent with overall EMSD program goals and objectives and meets all consideration factors.	20
<b>Project Implementation</b> - Applicant provides a well-defined and detailed operations plan with defined routes, schedules, current/project ridership, key personnel and marketing strategies with supporting documentation for carrying out the project.	30
<b>Program Performance Indicators</b> - Clear, measurable, and outcome-based performance measures and indicators are provided which show a logical, reasonable, and quantifiable methodology to track the effectiveness of the project.	20
<b>Communications and Outreach</b> - Identifies communications and outreach plans and goals to target populations that benefit from EMSD program. Applicant's efforts and accomplishments in coordination with other transportation and/or social services in the project area are provided.	20
<b>Emergency Planning and Preparedness</b> - Identifies standards for emergency planning and preparedness. Emergency plans and drill activities are provided and applicant is included in County Office of Emergency Services (OES) response plan.	10
<b>Total Points</b>	<b>100</b>

**Invoicing and Reimbursement**

Invoicing and reimbursement are dependent upon on the awarded project type. The examples provided below are for informational purposes.

- Operating - applicants submit monthly invoices in order to be reimbursed on a monthly basis. An invoice for cost, less the required match, should be submitted monthly with all appropriate backup documentation.
- Vehicles – The applicant must purchase the vehicle or equipment. For a vehicle or equipment purchase that is greater than \$100,000, OCTA will provide up to sixty-five percent of the vehicle or equipment cost up front, based on a verifiable contract or purchase order, and the remaining 15% of the cost will be provided once the applicant demonstrates that the vehicle or equipment has been delivered and accepted at the agency.
- Equipment – For equipment or vehicle purchases that cost less than \$100,000, the applicant pays for the vehicle or equipment up front and OCTA will reimburse the applicant once evidence has been presented that the purchase has been made.

- Mobility management - applicants submit invoices requesting 80% of the cost on a monthly basis. All appropriate backup documentation must be provided to verify the total cost of service and corresponding match requirement.

If awarded, successful applicants will enter into an agreement with OCTA specifying all of the rules and requirements of the grant. More specific guidance will be part of the cooperative agreement.

### **Quarterly Reporting**

Awarded applicants will be required to submit a quarterly report documenting how many people have been served, how many events have been hosted, or how many trips have been provided, etc., as applicable to the project award, to allow OCTA to monitor progress on the project and ensure that the project will be completed within the period of performance of the grant. See Appendix 1 for the capital and operating sample reporting forms.

### **Scope Changes and Cost Savings**

*Scope Changes.* Scope changes will be considered on a case-by-case basis and requests must be submitted via email to Jennifer Farinas at [jfarinas@octa.net](mailto:jfarinas@octa.net) and Joanne Jacobsen at [jjacobsen@octa.net](mailto:jjacobsen@octa.net). Applicants must provide an explanation and justification for the change. Please note that project extensions are not guaranteed, and OCTA encourages awarded applicants to complete projects within the original period of performance of the grant.

OCTA will complete a thorough evaluation of the scope change and impact to the project score prior to making a recommendation. Major scope changes which significantly impact the application score will require approval by the OCTA Board of Directors.

*Cost Savings.* If the applicant reduces the scope of an approved project or if the project experiences cost savings, a reduction in EMSD funds must be applied proportionally to maintain the approved local match percentage.

### **Save the Date – EMSD Program Workshop**

To assist eligible applicants, OCTA will host an EMSD application preparation workshop on Monday, July 26, 2021 from 1:00 pm – 4:00 pm, through a virtual platform. To participate, please contact Jennifer Farinas at [jfarinas@octa.net](mailto:jfarinas@octa.net) for details on how to virtually participate in the workshop.

### **Application Deadline**

Online applications for the EMSD program will be due on **Monday, September 13, 2021, no later than 5 PM** via the program webpage at [www.octa.net/emsd](http://www.octa.net/emsd). Late applications will not be accepted or considered, so please ensure that you have uploaded all required documentation ahead of the application deadline. ***It is suggested to upload documents at least 48 hours ahead of the submittal deadline to allow for time for troubleshooting if needed.***

A completed application will contain the following documents:

- 1) Completed capital and/or operating application;
- 2) Completed certification form (upload as attachment);
- 3) Private Nonprofit Status Inquiry (if applicable)
- 4) Documentation of public hearing (if applicable)
- 5) Any other required documents, such as documentation of reduced service (if applicable), most recent financial statement/single audit, vehicle photos, etc.

Incomplete applications will not be considered for funding, so please ensure that all submittals contain all of the required documentation.

EMSD Grant Document Downloads (The application materials will be posted to the webpage once the guidelines are finalized)

Fact Sheet & Timeline EMSD Grant 2021  
Capital Project Application  
Instructions for Capital Applications  
Operating Project Applications  
Instructions for Operating Applications  
Scoring Sheet for Capital Projects  
Scoring Sheet for Operating Projects

#### **KEY PROGRAM MILESTONES\***

Call for Applications Opens: July 13, 2021  
Grant Applicant Workshop: July 26, 2021  
EMSD Application Deadline: September 13, 2021  
Proposal Review and Scoring: September-October 2021  
OCTA Board Approval of the Projects: November 22, 2021  
Awarded Applicant Workshop: December 7, 2021

*\*Please note the schedule above is subject to change.*

#### **OCTA CONTACTS**

For questions regarding the EMSD grant program, please contact Jennifer Farinas at (714) 560-5392 or [jfarinas@octa.net](mailto:jfarinas@octa.net) or Louis Zhao at (714) 560-5494 or [lzhao@octa.net](mailto:lzhao@octa.net).

For questions related to project implementation, please contact Joanne Jacobsen at (714) 560-5660 or [jjacobsen@octa.net](mailto:jjacobsen@octa.net).

For outreach questions, please contact Nora Yeretian at (714) 560-5356 or [nyeretian@octa.net](mailto:nyeretian@octa.net).

**Appendix 1: Quarterly Reporting Forms**

<b>EMSD Capital Quarterly Report</b>		
<b>Reporting Period:</b>	<b>Agency:</b>	<b>Quarter: (YYQ)</b>
<b>Project Manager:</b>		<b>Phone number:</b>
<b>Scope:</b>		
<b>Miles Traveled</b>		
<b>This quarter:</b>		
<b>Annual Goal:</b>		
<b>Percentage Completed:</b>		
<b>Inception-date:</b>		
<b>Preventative Maintenance</b>		
<b>How many trips has the agency provided?</b>		
<b>This quarter:</b>		
<b>Annual Goal:</b>		
<b>Percentage Completed:</b>		
<b>Inception-date:</b>		



## EMSD Operating Quarterly Report

<b>Reporting Period:</b>	<b>Agency:</b>	<b>Quarter: (YYQ)</b>
<b>Project Manager:</b>		<b>Phone number:</b>
<b>Scope:</b>		
<b>How many people has program/service served with this grant?</b>		
<b>This Quarter:</b>		
<b>Annual Goal:</b>		
<b>Percentage Completed:</b>		
<b>Inception-date:</b>		
<b>How many events has program/service hosted this quarter?</b>		
<b>Workshops:</b>		
<b>How many trips has the program/service provided?</b>		
<b>This quarter:</b>		
<b>Annual Goal:</b>		
<b>Percentage Completed:</b>		
<b>Inception-date:</b>		