Application Instructions
Capital Applications for Vehicles and Related Equipment

Orange County Enhanced Mobility for Seniors & Disabled Grant Program

Orange County Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584

http://www.octa.net/emsd

Grant Application Instructions

Please read all instructions carefully. These instructions apply to the Enhanced Mobility for Seniors and Disabled (EMSD) **Capital Project applications** for vehicles and supporting equipment. Requests for funding for accessible vehicles and related equipment **must be submitted** using the Capital Grant Application.

1. Use the application checklist provided on page 2 to ensure all sections have been answered as applicable to project type requested. Early coordination with OCTA is encouraged.
2. Submit applications by uploading all documentation and supporting attachments on the EMSD Program Webpage at www.octa.net/emsd by **4:00 PM on September 9, 2021.** Hard copy applications will also be accepted. See guidelines for more information.

3. Applications must be complete and final.

4. The application format is provided in a Microsoft Word document. A template of the application form and attachments are available at http://www.octa.net/emsd

5. If additional space on the application is needed, create more space on the page by entering additional lines as necessary. Please try to stay within the space provided as concise answers are preferred. Applications should be no more than 35 pages, excluding required attachments. Narrative responses should be complete and concise. All questions must be answered. N/A responses will be considered incomplete.

6. All required documentation should be included in the attachment and labeled as appropriate.

For clarity on the terms used throughout the application, a glossary is provided on page 7.

Public Record

EMSD application materials and attachments are not considered confidential. Applicants should not include confidential information such as client names, addresses, medical diagnoses, telephone numbers, and times the clients are scheduled to be transported. Personal information should be redacted.

Part I – Applicant Profile

Please provide an overview of your organization's purpose and program, available transit services in your area, your clients' transportation needs, and the geographic area served. In addition, please provide information about your clients and the need for your project.

Proposed Budget for Transportation Program

1. Annual Operating Budget:
    Indicate the proposed annual operating budget for your **entire transportation program,** including the costs associated with operating the requested equipment.

2. Operating Fund Sources:
    Applicants must include, and explain, all sources of operating revenue; including revenue from grants, donations, and local fund-raising projects that will be used to fund your transportation program. List the funding sources and amounts for the prior, current, and budget year. The total sources of operating funds in Question 10, "Operating Fund Sources," should be equal to the

total operating income shown in Question 11, "Annual Operating Budget."

3. Local Match:
   Identify the funding sources to be used to fulfill the 10 percent local match requirement.

Part II – Funding Request

Vehicles

Please complete the table for the vehicles purchase or lease request as applicable. For leased vehicles, costs should include all applicable fees and a cost benefit analysis must be attached to the application showing that leasing of the vehicle is the same cost or better. All vehicles must be ADA accessible and provide a minimum of 10 hours of service per week per vehicle or more by the awarded applicant or in coordination with other agencies.

The vehicle unit cost includes the cost of a base accessible vehicle that includes a wheelchair lift, tie downs, an estimate of the procurement fees and applicable sales tax associated with the vehicle purchase. Applicants are to use the unit costs as provided on the application form.

Other Equipment

Requests for other equipment in the Grant Application (e.g., computer systems, dispatching and tracking software, telecommunication systems) that support the transportation program are limited to $50,000 for the entire request, with a minimum cost of $1,000. **Cellular phones, pagers and service subscriptions, and fixed route equipment are not eligible for funding**.

For the 2021 Call, this category also includes COVID-19 Response Equipment. COVID-19 Response equipment includes personal protective equipment such as gloves, face masks, and sanitation equipment for drivers and passengers in addition to the installation of plexiglass shields.

When requesting computer hardware or software, or other equipment, list the specific items to be purchased and provide three informal estimates of requested equipment costs with the application.

The applicant **must attach 3 like-kind estimates** of equipment with this application. The average of these 3 estimates will be the requested funding amount. Note: If the project is awarded, the agency will purchase the equipment using 100% of their funds. Once proof of purchase and payment is received, OCTA will reimburse the grantee with the local match amount deducted. Estimates can be copies from Internet sites, advertisements, or product catalog.

Request Limitations

Vehicle unit cost is capped. If an applicant submits a request for a vehicle with a cost greater than the limit due to additional options, the additional funds must be provided by the grantee. The maximum capital application request for an applicant is $600,000 with a minimum match requirement of 10%. If also requesting funding for Expanded projects, the total request for both application types (Capital and Operating) shall not exceed $600,000.

Eligible Capital Expenses

Eligible capital expenses (excluding mobility management) include:
- ADA accessible vehicles
- Procurement testing, inspection, and acceptance costs
- Wheelchair restraints, radios, and communications equipment
- Computer hardware and software for scheduling and dispatching
- Extended warranties that do not exceed the industry standard
- Transit related intelligent transportation systems (ITS)

Part III – Scored Questions

Before answering the questions in this section, please review the Capital Projects Scoring Sheet. This helps in understanding the focus of the items to be scored. The table below provides an overview of how each section will be evaluated and scored.

Capital Projects	**Points**	**Bonus Points[1]**
A. *Goals and Objectives* – Project is consistent with overall EMSD Program goals and objectives and meets all consideration factors.	16	-
B. *Ability of Applicant* - Evidence of the applicant's experience providing existing transportation service or social services for senior or disabled individuals. Scored questions will also include points for agency programs/plans including driver/travel training[2], dispatching, California Highway Patrol Inspections, annual budget/fund sources, and proposed budget.	20	-
C. *Coordination Planning* - Assessment of available services that (1) meet the needs of seniors and disabled individuals and (2) identify 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. There are also specific questions on coordination planning with other agencies. *Five bonus points are available for partnerships that create efficiencies in lowering operating costs.*	12	Up to 5

---

[1] Bonus points are in addition to the maximum total in each category. If bonus points are awarded, the application score will not exceed a maximum of 100 points.

[2] Travel training is one-on-one individualized training that gives people with seniors and individuals with disabilities the skills required to travel safely on fixed-route public transportation.

D.	***Outreach and Feedback*** - Assessment of how the applicant has conducted outreach with senior and disabled clients to ensure their needs are being met and adjustments to service are made accordingly.	10	-
E.	***Transportation Service*** - Evaluation will be based on project type - replacement, expansion vehicles, and/or equipment. Replacement and expansion vehicles will receive ratings based on mileage, service hours per week, and number of people served. Equipment will be scored based on number of vehicles within the fleet which are coordinated and service efficiency enhancement with the new equipment. ***Five bonus points available (scaled) for applicants that increase vehicle revenue hours beyond the minimum ten hours.***	32	Up to 5
F.	***Emergency Planning and Preparedness*** – Evaluation is based on standards for emergency planning and preparedness, extent to which emergency plans and drill activities are provided, and whether applicant is included in County Office of Emergency Services (OES) response plan.	10	-
	Total Points	**100**	**10**

Attach documentation that supports your answers (examples provided below) as an item in your Appendix.

Note: Applicants who address questions **completely** and discuss the **relevance** of the attached documentation that supports the stated transportation needs will earn full points.

- Comments provided during the Coordinated Plan update
- Citizen on-board passenger surveys
- Current waiting lists and/or records of trips denied
- American with Disabilities Act (ADA) Plan
- Recognized surveys
- Recognized studies or plans that document transit needs (e.g., Area Agency on Aging Needs Assessment, short range transit plan)
- Letter from public transit agency
- Newspaper articles
- Agency brochures, agency statistics or demographics
- Letter of inquiries to and/or response from other funding sources.

Transportation Services

Existing Transportation Services
Under the Transportation Service (Section E), please complete all required information in the chart. The gray band on the chart under the Existing Transportation Services provides a sample entry.

1. List the Vehicle VIN # for each vehicle in your Existing Transportation Services.
2. **Proposed Replacement requests only**: Indicate the type of vehicle, *__Van__ __or__ __Bus__,* for vehicles proposed for replacement in the application.
   - Van – is defined as a vehicle with a gross vehicle weight rating (GVWR) of less than 10,000 pounds; and a bus as Also indicate the **disposition** of the vehicle proposed for replacement as follows: "**BK**" for backup and "**S**" for sell. To be eligible for replacement, vehicles must meet the following criteria at the time the application is filed:
      - Vehicle to be replaced must be currently registered to the applicant and in **active** service (providing service throughout the agency's normal days and hours of operation).
      - Vehicle to be replaced is for a like-kind vehicle with similar service life. Sedans and SUVs are not eligible for replacement.
   - Bus is defined as a vehicle with a GVWR of more than 10,000 pounds, as identified by the Original Equipment Manufacturer's weight certificate located on the driver's side door.

3. List all active vehicle years and makes in your fleet inventory.

4. List the most current mileage in your fleet available prior to filing the application.

5. List ambulatory (A) seating capacity and wheelchair (W) capacity (e.g., 6A/2W) for each vehicle. Indicate the number of fold-down seats in the wheelchair positions for each vehicle. Identify, by indicating "Y" for yes and "N" for no, if a vehicle is **currently** used as a backup vehicle. *Note* that vehicles currently in backup service are **not eligible** for replacement.

6. Date the vehicle was purchased or leased by your agency.

7. List the registered owner(s) of the vehicle. Do not list the legal owner (lien holder).

8. You may abbreviate or use the words "applicant," "county," etc., where the meaning is clear in the context of the application.

9. List number of hours per day, excluding *idle time* (see glossary), that each vehicle provides service. Then, provide the total the service hours per day for all active vehicles (exclude backups) in the fleet and enter the total in the last cell in column 10. Use whole numbers of hours, not ranges of hours, or portions of hours.

10. List average number of one-way passenger trips (see glossary for definition) per day. Provide total number of one-way passenger trips per day for all active vehicles (exclude backups) in the fleet by totaling all entries and enter the total in the last cell in column 11. Do not use ranges.

11. Annual maintenance and repair costs. List total maintenance and repair costs for the last 12-month period for which figures are available.

Proposed Transportation Services

To complete the chart in the application, please provide the following:
1. In column 1, indicate if vehicle request is for a New (N) transportation agency or Service Expansion (SE) for an existing transportation agency.

2. In column 2, indicate type of requested vehicle, such as Modified Van, Small Bus, etc. as shown on the Funding Request – Part II.

<u>Note</u>: *If the requested vehicle(s) will be used in coordination to transport another agency's clients on a regular basis, include those trips in the calculations of the proposed service for columns 3 - 7.*

3. In column 3, indicate the number of days of vehicle service (e.g., Monday – Friday = 5, Monday – Sunday = 7)
4. In column 4, indicate the average number of vehicle service hours per day (**exclude idle time** - the time the vehicle is not in direct passenger service.) Use whole hours; do not use ranges of hours or portions of hours.
5. In column 5, calculate vehicle service hours by multiplying column 3 with column 4 (**exclude idle time**.) (e.g. 5 days per week X 8 hours per day = 40 hours per week).
6. In column 6, indicate the projected number of one-way passenger trips per day (each time a passenger boards the vehicle, a round trip would be counted as 2 passenger trips) and of this total how many are wheelchair/lift users.
7. In column 7, indicate the projected average number of miles that the vehicle will travel per day.

Other Equipment

For equipment requests, please answer the questions listed. For replacement requests, please provide information for the equipment to be replaced.

Part IV – Certifications

Please fill out the sections for private non-profit or public agency as applicable. For private non-profit organizations, a corporation status inquiry is required. Details on how to obtain a status inquiry are provided within the application. For public agencies, a public hearing is required to certify that no non-profits are readily available to provide the proposed service.

Applicants must also provide the agency's current audited financial statement showing no instance of non-compliance as an attachment.

Title VI and ADA Requirements & Complaints information must also be provided. Not applicable is not an acceptable response.

Please review the general certifications and assurances and provide certification of the project(s) inclusion within the Coordinated Plan.

GLOSSARY

ADA   Americans with Disabilities Act, this Federal law is a comprehensive civil rights measure prohibiting discrimination against the disabled in employment, housing, and transportation. The intent of ADA is to ensure equal access for persons with disabilities to public accommodations, public services, telecommunications, and transportation.

Backup Vehicles   Backup vehicles are defined as vehicles that are used from time-to-time, not on a daily basis to provide service.

Bus   Vehicle with a gross vehicle weight rating of more than 10,000 pounds as identified by the Original Equipment Manufacturer's weight certificate located on the driver's side door.

Idle Time   Idle time generally means the time the vehicle is not in direct passenger service.

One-way Passenger Trips   One-way passenger trips are counted as each time a person boards the vehicle, so that a round trip would be counted as two passenger trips.

Readily Available   Readily available is defined as willing, interested, and capable of providing the proposed service at a comparable cost to the identified clientele in the same service area, with the same hours of frequency, and at the same level of service.

RTPA   An acronym for Regional Transportation Planning Agency. Local agency responsible for transportation planning activities and allocating of transit funds in a specified region. RTPAs can be Local Transportation Commissions, Councils of Governments, Metropolitan Planning Organizations or statutorily created agencies.

Unqualified Audit Opinion   An acceptable audit, indicating that the agency is in compliance with generally accepted accounting principles. Note: any other type of opinions, e.g., "qualified with exceptions," "reportable conditions," "material weaknesses," "noncompliance with requirement," will be evaluated on a case-by-case basis.

Van   Vehicle with a gross vehicle weight rating of <u>less</u> than 10,000 pounds as identified by the Original Equipment Manufacturer's weight certificate located on driver's side door.