# Application Instructions

**Expanded Applications for Operating Services & Mobility Management**

**Orange County Enhanced Mobility for Seniors & Disabled Grant Program**

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

[www.octa.net/EMSDgrant/](http://www.octa.net/EMSDgrant/)
Grant Application Guidelines

Please read all instructions carefully. These instructions apply to Enhanced Project applications for operating assistance and mobility management projects under the Orange County Enhanced Mobility for Seniors and Disabled (EMSD) grant program. Requests for funding for accessible vehicles and related equipment must be submitted on the EMSD Traditional Capital Grant Application.

Program Overview

In prior years, the Section 5310 program was jointly administered by the Orange County Transportation Authority (OCTA) and the State of California Department of Transportation (Caltrans), who served as the designated recipient of Section 5310 funds throughout California. However, for Fiscal Year (FY) 2015 funds and onward, Caltrans elected not to participate in this partnership citing significant increases in administration time for coordination with the large urban areas throughout the state. In response, OCTA took on the role of designated recipient for Section 5310 program in Orange County in February 2016, to ensure funds are used effectively and efficiently in enhancing the mobility for those with special needs.

The new Orange County Enhanced Mobility for Seniors and Disabled Grant Program provides grant opportunities for local public agencies and non-profit organizations to help meet the special transportation needs of seniors and individuals with disabilities. This new local grant program replaces the Federal Transit Administration’s Section 5310 Program by providing local funding support, in lieu of federal funding, to relieve applicants of federal requirements and reduce the risk of non-compliance for both the OCTA and its grantees. Due to the long standing success of the Section 5310 grant program, all beneficial elements of that program has been retained.

As the regional transportation planning agency for Orange County, OCTA remains responsible for conducting a call for projects and allocating EMSD funds in keeping with the priority strategies identified in the current Orange County Public Transit-Human Services Transportation Coordinated Plan. In addition, OCTA has taken on the responsibility of developing and administering funding agreements, and providing oversight monitoring of EMSD grantees throughout the useful life of the grant-funded projects.

Expanded Program Goals

One of the goals for the Expanded category of the EMSD Program is to provide public transportation services to overcome existing barriers facing older adults and those with disabilities seeking integration into the workforce and full participation in the community. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The Expanded EMSD Program also seeks to expand the transportation mobility options available to persons with disabilities beyond requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.), as well as alternatives to public transportation that assist persons with disabilities with transportation.
Eligibility

A. Eligible Applicants: Applicants are limited to local non-profit organizations, including social services agencies, and local public agencies serving target communities in Orange County.

B. Eligible Use of Program Funds: All Expanded EMSD projects selected for funding must be supported by the locally developed Coordinated Public Transit-Human Services Transportation Plan for Orange County (Coordinated Plan). The Coordinated Plan identifies existing services, needs, strategies and priorities for individuals with disabilities and older adults in Orange County.

C. Eligible Activities for Expanded Projects: Expanded EMSD funds are available for operating assistance and mobility management activities that are carried out to meet the special mobility needs of seniors and disabled individuals above and beyond what traditional public transportation services can provide, as well as those that exceed the requirements of the Americans with Disabilities Act (ADA).

   Eligible activities include, but are not limited to:

   - Expansion of paratransit service beyond the minimum requirements of ADA
   - Expansion of hours for paratransit service
   - Enhancement of services (same day; door-to-door; escorts)
   - Voucher Programs (excludes transit bus pass)
   - New or expansion of Volunteer Driver Programs
   - Mobility management activities:
     - Planning, development, implementation of coordinated transportation services
     - Integration, coordination and promotion of access to transportation services
     - Development and operation of one-stop call-center
     - Transportation brokerages
     - Driver training
     - Travel training/trip planning

D. Ineligible Expenses of Expanded EMSD Projects:

   Ineligible expenses for EMSD funds include, but are not limited to:

   - Vehicle rehabilitation; manufacture, or overhaul of wheelchair lifts
   - Preventive maintenance, as defined in the National Transit Database (NTD)
   - Lease of equipment
   - Transit shelters or other facility improvements
   - Fixed route equipment such as, but not limited to fareboxes, destination signs, stop request systems, transfer cutters

E. Mobility Management Projects: In keeping with prior calls for projects, the EMSD allows projects considered as “mobility management” to be eligible as a capital expense.

   1. The purpose of mobility management is to integrate and coordinate existing public transportation services with other transportation providers in order to increase the availability of transportation services. Such projects may include, but are not limited to: the planning,
development, and implementation of coordinated transportation services; integration, coordination and promotion of access to transportation services; operation of transportation brokerages; the provision of travel training and trip planning services; operational planning to acquire IT technologies for coordinated systems; and the development and operation of one-stop transportation call centers.

2. Applicants must provide the following:

- A well-defined operations plan with identified routes, schedules, current/projected ridership, key personnel (attach resumes), and marketing strategies with supporting documentation to accomplish the project.

- An implementation plan that describes project tasks, timeframes, benchmarks, critical milestones, key personnel (attach resumes), deliverables, and estimated completion dates with supporting documentation including:

  1. Project Start and Completion Date
  2. Primary Contact Person Name, Phone Number and Email Address
  3. List the Project Schedule by Months/Year Per Each Task
  4. Project Task Number
  5. List Project Tasks, Activities, Deliverables, and Equipment
  6. Project Team Member Name
  7. Project Team Member Classification or Title
  8. Indicate if Project Team Member is Contractor* and/or Existing Staff
  9. List Number of Project Working Hours (Per Project Task & Per Team Member)
  10. Identify Full Hourly Rate for Project Team Member (Contractor and/or Existing Staff)
  11. Equipment Costs for Each Project Task (If Applicable)
  12. Project Costs for Project Team Members
  13. Cumulative Costs for Project Team and Equipment Costs

*Consultant Services: Identify the consultant services that will be provided and describe the bidding process. Contractors must be selected through a competitive selection process.

3. Both the operations and implementation plans must identify assigned personnel and their qualifications. In addition, applicants must demonstrate their institutional capability to perform the service delivery aspect of the project.

Performance Measures

The following indicators will be used to measure project effectiveness:

- Increase or enhancements related to geographic coverage, service quality and or service times that impact availability of transportation services for individuals with disabilities as a result of the Expanded EMSD Projects implemented in the current reporting year.
Application Instructions for EMSD Expanded Applications

- Actual or estimated number of rides (measured by one-way trips per day) provided for individuals with disabilities as a result of the Expanded EMSD Projects implemented in the current reporting year.

Award and Service Period Limitations

The maximum award amount is **$250,000 per applicant** with a service period of **two years of service/operations**. OCTA will enter into two-year funding agreements with potential options to extend the term of the agreement for an additional year contingent upon the satisfactory progress of the awarded project.

Local Match

Consistent with prior calls for projects, Expanded EMSD Program funds can be used to support up to 80 percent (80/20 match) of the total cost of capital projects, which includes mobility management projects, and driver and travel training.

For operating assistance, EMSD Program funds can support no more than 50 percent (50/50 match) of the total project cost of the service.

Example match calculations:

<table>
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<tr>
<th>20 Percent Capital</th>
<th>50 Percent Operating</th>
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<tr>
<td>$80,000 (80% OCTA EMSD)</td>
<td>$50,000 (50% OCTA EMSD)</td>
</tr>
<tr>
<td>$20,000 (20% Match)</td>
<td>$50,000 (50% Match)</td>
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<tr>
<td>$100,000 (Total Project Cost)</td>
<td>$100,000 (Total Project Cost)</td>
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Responsibility of the Grantee

When any agent other than the direct grantee operates vehicles, equipment or provides mobility management services, the control and responsibility for the service or operation of the vehicles must remain with the grantee. The grantee will remain as the registered owner of the vehicle and will be responsible for program compliance of all 3rd party vendors including but not limited to operation oversight, reporting, insurance, maintenance and continued monitoring until useful life standards are met. The grantee responsibility continues until the OCTA’s interest in the project is terminated, and the value of vehicles and equipment is less than $5,000. Non-compliance to program requirements may result in relinquishment of vehicles and/or equipment to the State.

General Instructions

1. Early coordination with OCTA is highly encouraged.

2. **Applications must be received at OCTA by 5:00 PM, May 14, 2018**

   Orange County Transportation Authority
   Attn: Ric Teano
   550 South Main Street
   P.O. Box 14184
Application Instructions for EMSD Expanded Applications

Orange, CA 92863-1584

3. Applicant must submit to OCTA six (6) bound copies and one original of the application and two (2) electronic copies (i.e., CDs or flash drives). Please note: The entire application and all appendices must be included in the electronic copies.

4. Mark “ORIGINAL” on the cover of your application package, which contains the master copy of the requested documentation with original signatures.

All applications submitted to OCTA must be complete and final. No amendments or supplements to the application will be accepted after the application submittal deadline.

Note: Application packages with incomplete and/or missing information cannot be considered for funding.

5. The application format must be provided in a MS Word or pdf format. An electronic version of the application form and instructions are available via OCTA’s website at www.octa.net/EMSDgrant.

6. EMSD application materials and attachments are not considered confidential by OCTA. Applicants should not include confidential information, such as client names, addresses, specific medical diagnosis, telephone numbers, and times the clients are scheduled to be transported. Such personal information should be redacted from any materials submitted to OCTA.

Project Scoring Criteria

To receive the maximum points, response to each question must be completed with clear and concise information and contain the required supporting documentation. Incomplete responses and/or a lack of supporting documentation will result in reduced scores.

A. Program Goals and Objectives - (20 total points):

- Applicant demonstrates that the project is consistent with the overall EMSD program goals and objectives, as listed in the program goals on Page 2 of these instructions.
- Applicant demonstrates how project activities directly address transportation gaps and/or barriers identified through the locally developed human services transportation planning process within their communities. (Applicant indicates the section/page number in the Coordinated Plan addressing the gaps and/or barriers).

B. Project Implementation Plan - (25 points):

- Applicant provides a well-defined operations plan with defined routes, schedules, current/projected ridership, key personnel, and marketing strategies with supporting documentation for carrying out the project. For Capital projects, applicant provides an implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date with supporting documentation. Describe type of equipment you are interested in purchasing and identify the components. Discuss how the requested ancillary equipment will be used to support the transportation
program. Discuss any expected improvements in service delivery or coordination and any reduction in the cost to provide service. If computer equipment is being requested, also describe current method of collecting and tracking information. Both the operations and implementation plans must identify key personnel assigned to this project and their qualifications, including resumes and certifications as supporting documentation. Applicants must demonstrate their institutional capability to carry out the service delivery aspect of the project.

C. Program Performance Indicators - (25 points):

- Applicant identifies clear measurable outcome-based performance measures and indicators to track the effectiveness of the project. Applicant states the number of persons to be served, trip purpose(s), and the number of trips. Additional measurable units of service can also be used. Applicant must describe the outcome (impact) that the project will have on seniors and individuals with disabilities.
- Applicant describes a process that details the ongoing monitoring and evaluation of the project or service, including methodologies and desired outcomes based upon the performance objectives identified.

D. Coordination, Outreach and Sustainability - (20 total points):

- Stakeholder list should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing seniors and individuals with disabilities. Applicants will be evaluated based on their ability to coordinate with other community transportation and/or social service resources.
- Applicants must keep stakeholders involved and informed of project activities throughout the project timeline. Applicant must also describe how they would promote public awareness of the project. Letters of support from stakeholders must be attached to the grant application.
- Describe the strategies undertaken to gain the funding needed to continue and sustain the proposed project beyond the two-year service period. Identify potential sources of funding and the likelihood of achieving a fiscally sustainable project. Provide documentation as needed.

PART IV Proposed Budgets - (10 total points):

- The Project Budget form in the application is designed to accommodate both operating assistance projects and mobility management projects. Applicants should complete a separate project budget for each stand-alone project by copying and pasting the form as needed. For example, if you are applying for operating assistance, as well as a mobility management project, two separate budgets are required.
- Note that separate tables are provided for proposed funding sources for operating assistance versus mobility management due to the different local match requirements.