## Application Instructions

**Traditional Applications for Vehicles and Related Equipment**

Orange County Enhanced Mobility for Seniors & Disabled Grant Program

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[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.

Program Goals

The primary goal of the EMSD Program is to provide transportation services that can overcome existing barriers facing older adults and those with disabilities seeking integration and full participation in the community. Lack of adequate transportation is a primary barrier for those with special mobility needs. The EMSD Program seeks to expand the transportation mobility options available to seniors and persons with disabilities beyond what is required by the Americans with Disabilities Act and what traditional public transportation services can provide.
General Instructions

1. Early coordination with OCTA is encouraged.
2. Mark "ORIGINAL" on the cover of your application package that contains the master copy of the requested documentation with original signatures.
3. Submit six (6) bound copies and one original of the application and two (2) electronic copies (i.e., CDs, flash drives, etc.) to OCTA by 5:00 PM on May 14, 2018. Please note: The entire application and all appendices must be included in the electronic copies.
4. Applications must be complete and final. No amendments or supplements to the application will be accepted after the application deadline.
   
   Note: Application packages with incomplete or missing information cannot be considered for funding.
5. The application format is provided in an MS Word document. An electronic version of the application form is available at www.octa.net/EMSDgrant
6. If additional space on the application is needed, insert an additional page and name it with the same page number followed by a corresponding letter. For example, for additional space on application form page 8, added pages should be numbered 8a, 8b, 8c.
7. All documentation should be included in a distinctly labeled second part of your application labeled as the “Appendix.” Your narrative should mention specific documentation and include a reference to where it can be found in your appendix.
8. Narrative responses should be complete and concise. All questions must be answered. N/A responses will be considered incomplete.
9. For clarity on the terms used throughout the application, a glossary is provided on page 8.

Public Record

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

Use of Vehicles

Vehicles funded under the EMSD program must be used primarily for elderly persons and/or persons with disabilities at a minimum of 20 service hours per week per vehicle. Services are to be provided only within the legal jurisdiction of the grantee. Vehicles may be used only in the following ways:

- By the private non-profit organization or the public agency as described in the awarded grant application
• By a qualified operator through a contractual agreement with the successful applicant only for the services identified in the approved grant application. The contractual agreement must be pre-approved by OCTA.

**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.**

**Part II – Funding Request** (Application Page 6-11)

**Unit Cost Estimates and Other Equipment**

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.

Requests for “other equipment” in the Grant Application page 7 (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.**

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. Estimates can be copies from Internet sites, advertisements, or product catalog. The average of the three (3) like-kind estimates will become the grant amount placed in the “Unit Cost” space provided.

**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 reimbursement is 80% of the total project cost. The maximum request amount for an applicant is to a $600,000. If also requesting funding for Expanded projects, the total for both applications (Traditional and Expanded) shall not exceed $600,000.

**Eligible Capital Expenses**

Eligible capital expenses (excluding mobility management) includes

• ADA accessible vehicles
• Procurement testing, inspection and acceptance costs
- wheelchair restraints, raidos 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 – Scoring Criteria** (Application Page 12-23)

Before answering the questions in this section, review the related criteria on the “Quantitative Scoring and Project Rating Worksheet.” This helps in understanding the focus of the items to be scored. 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.

- Testimony at, or findings from, a TDA Article 8 hearing (Unmet Transit Needs)
- 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 inquires to and/or response from other funding sources.

**Proposed Budget for Transportation Program**

1. Annual Operating Budget: (Application Question 10, page 16)
   Indicate the proposed annual operating budget for your entire transportation program, including the costs associated with operating the requested equipment.

2. Operating Fund Sources: (Application Question 11, page 16)
   You 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: (Application Question 12, page 16)
   Identify the funding sources to be used to fulfill the 20 percent local match requirement.

**Existing Transportation Services** (Application page 21)

Note: The gray band on the chart 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. A van is defined as a vehicle with a gross vehicle weight rating (GVWR) of less than 10,000 pounds; and a bus 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. 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.

3. List all active vehicles 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 wheel chair 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). You may abbreviate or use the words “applicant,” “county,” etc., where the meaning is clear in the context of the application.

8. List number of hours per day, excluding idle time (see glossary), that each vehicle provides service. Then, 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.

9. 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.

10. Annual maintenance and repair costs. List total maintenance and repair costs for the last 12-month period for which figures are available.
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 less than 10,000 pounds as identified by the Original Equipment Manufacturer’s weight certificate located on driver’s side door.