



METROPOLITAN  
TRANSPORTATION  
COMMISSION

## Agenda Item 8a

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### *Memorandum*

TO: Elderly and Disabled Advisory Committee    DATE: Feb. 28, 2008

FR: Christina Atienza

RE: Caltrans Call for Projects for Section 5310

The Division of Mass Transportation at Caltrans is currently soliciting projects for the Federal Transportation Administration's Elderly and Disabled Specialized Transit Program (49 USC Section 5310).

### **Program Purpose**

The Section 5310 Program provides capital grants to assist private non-profit corporations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for elderly individuals and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate.

### **Available Funding and Local Match Requirement**

The call for projects is for the state's FY 2008 apportionment, which amounts to about \$12.1 million in available funding. The minimum local match requirement is 20 percent of the project cost.

### **Eligible Recipients**

The eligible recipients for Section 5310 funds are: a) private non-profit organizations; b) governmental authorities that certify to the chief executive officer of the State that no non-profit corporations or associations are readily available in an area to provide the service; and c) governmental authorities approved by the State to coordinate services for elderly individuals and individuals with disabilities.

## Changes from Prior Funding Cycles

There will be a few changes for the FY 2008 call for projects:

- ***New Application Form, Instructions, and Evaluation Criteria:*** The application, instructions, and evaluation criteria have changed from prior funding cycles;
- ***Eligible Projects:*** Not all capital expenses considered by FTA to be eligible are considered by Caltrans to be eligible for the FY 2008 call for projects. The application instructions will contain the list of eligible and ineligible projects;
- ***Coordinated Planning Requirement and Certification:*** Applicants will be required to specify how their proposed project addresses transportation gap(s) and/or barrier(s) identified in the Bay Area's Coordinated Public Transit-Human Services Transportation Plan ("Coordinated Plan"). In addition, MTC will be required to certify that the submitted project was identified in the Coordinated Plan. The certification is required to be submitted as part of the application.

**Workshop and Application Form:** Caltrans is hosting a workshop in Oakland for prospective applicants:

Date: Friday, March 7, 2008

Time: 9:00 a.m. – 3:30 p.m.

Location: Caltrans District 4 Office

111 Grand Avenue, Oakland

If you are interested in submitting a project, you may attend the workshop. To register, go to: [http://www.calact.org/events/other/caltrans\\_5310.php](http://www.calact.org/events/other/caltrans_5310.php). The workshop is optional, however, attendance is strongly encouraged as there are substantive differences between the FY 2008 and prior funding cycles.

The application form will be provided at the workshops. The form may be obtained in advance upon forwarding proof of workshop registration to the Caltrans staff contact. The form will be posted on-line in April.

### **Application Process and Timeline**

Applicants submit their applications to the appropriate County Paratransit Coordinating Council (PCC) by **May 16, 2008**. The County PCCs evaluate and score the applications, and then forward both the applications and scores to MTC. MTC compiles the County PCC scores and develops draft regional scores and rankings for review by the PCCs, and hears any applicant appeals. MTC then transmits the applications and final regional rankings to Caltrans by the **August 29, 2008** due date. Attachment A provides the detailed process and timeline.

When all applications throughout the state have been submitted to Caltrans, a statewide review committee develops a draft statewide prioritized list based on the scores provided by each region, and determines the minimum score for projects to be recommended for funding. The statewide review committee holds a staff level hearing for all stakeholders to discuss the statewide-prioritized list and hear any appeals on technical issues. The statewide evaluation committee submits a final statewide-prioritized list to the California Transportation Commission (CTC). The CTC holds a public hearing to discuss the prioritized list, overall program policy and adopts the prioritized list.

**For more information:** Please refer to <http://www.dot.ca.gov/hq/MassTrans/5310.html> or Attachment B for Caltrans, MTC, and County PCC staff contacts.

**Attachment A**  
**FTA Section 5310 FY 2007-08 Funding Cycle**  
**Application Process and Timeline**

<b>Item</b>	<b>Tentative Date</b>
Caltrans releases call for projects	January 31
MTC mails program announcements to Bay Area stakeholders	February 26
Caltrans provides application workshops at various locations <p style="text-align: center;">- At 111 Grand Ave. in Oakland on March 7</p>	February 19 – March 27
Caltrans e-mails application forms to workshop registrants	Upon registration
Section 5310 planning meeting with PCCs at MTC	March 21
Caltrans makes application forms available for web download at <a href="http://www.dot.ca.gov/hq/MassTrans/5310.html">http://www.dot.ca.gov/hq/MassTrans/5310.html</a>	Early April
Applicants submit draft applications to MTC and/or to PCCs if requesting pre-review assistance (not mandatory)	April 18
MTC provides applicants with comments on draft applications (pre-review assistance)	May 2
<b>Final applications due to County PCCs</b>	<b>May 16</b>
Applications evaluated by PCC scoring committees	May 19 – 30
<b>PCC's transmit county scores to MTC</b>	<b>June 2</b>
MTC compiles scores and mails regional rankings to PCCs	June 4
Applicants review scores and prepare appeals, as necessary	June 5-12

**Attachment A**  
**FTA Section 5310 FY 2007-08 Funding Cycle**  
**Application Process and Timeline**  
(continued)

<b>Item</b>	<b>Tentative Date</b>
Applicant Appeals due to MTC and County PCCs	June 13
MTC reviews appeals/gathers documentation for review by PCC's	June 16 – 20
<b>MTC Open Forum – Applicant appeals</b>	<b>June 24</b>
MTC Programming & Allocations Committee approval of regional rankings and referral to MTC Commission for adoption	July 9
MTC Commission adoption of regional rankings	July 23
MTC transmits adopted regional priorities to Caltrans	August 29
Caltrans notifies region of Draft Statewide Scores	TBD
MTC notifies PCC's of score changes; discuss with applicants and Caltrans	TBD
Caltrans staff level conference for appeals of statewide scores	TBD
CTC approves final Section 5310 scores and adopts program	TBD

**Attachment B**  
**FTA Section 5310 FY 2007-08 Funding Cycle**  
**Contacts**

	<b>Contact Person/ Telephone</b>	<b>Agency</b>	<b>Address</b>	<b>City, State Zip</b>	<b>E-mail Address</b>
Caltrans	Nicole Matsuura 916-654-9975	Caltrans Division of Mass Transportation, Staff Contact for District 4			<a href="mailto:Nicole_Matsuura@dot.ca.gov">Nicole_Matsuura@dot.ca.gov</a>
MTC	Christina Atenza 510-817-5828	Metropolitan Transportation Commission	101 Eighth Street	Oakland, CA 94607-4700	<a href="mailto:catischenza@mtc.ca.gov">catischenza@mtc.ca.gov</a>
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