



CALL FOR PROJECTS

INSTRUCTIONAL HANDBOOK

PROGRAM TIMELINE: July 1, 2023 - June 30, 2025

ENHANCED MOBILITY OF SENIORS & INDIVIDUALS WITH DISABILITIES

49 U.S.C 5310

DATES TO REMEMBER

APPLICANT WORKSHOP

December 8, 2022, at 12:00 PM

ZOOM Web-Meeting Link: <http://bit.ly/3Vl3zRy>

PUBLIC NOTIFICATION REQUEST DUE

December 30, 2022

APPLICATION DUE DATE

**Tuesday, February 28th at 5:00
PM**

SELECTION COMMITTEE REVIEW

February/March 2023

AWARDS

Summer 2023

FOR MORE INFORMATION

Emily Thon, Public Outreach Coordinator
Wichita Area Metropolitan Planning Organization
Phone: 316-779-1313
E-Mail: transit@wampo.org

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The Wichita Area Metropolitan Planning Organization (WAMPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities. WAMPO's public participation process also satisfies Wichita Transit's public participation requirements for their Program of Projects.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WAMPO receives federal financial assistance. Requests for special accommodation and/or language assistance should be made to wampo@wampo.org or by calling 316-779-1313.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WAMPO. Any such complaint must be in writing and filed with WAMPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please visit www.wampo.org or call 316-779-1313.

GENERAL INFORMATION

The Wichita Area Metropolitan Planning Organization (WAMPO) is responsible for the development and maintenance of the region's Coordinated Public Transit - Human Services Transportation Plan (Coordinated Plan). The Coordinated Plan outlines the Section 5310 Program Scoring Criteria that reflect the expressed needs and priorities of the paratransit system and those it serves in the urbanized area. A copy of the Coordinated Plan may be found at the following site: <https://www.wampo.org/wampo-5310>

As the designated recipient, Wichita Transit will manage the 5310 grant and has entered into an agreement with WAMPO to handle the following activities:

- » Issue a call for eligible projects within the community
- » Develop and facilitate a competitive selection process for screening projects
- » Convene a project selection committee that will recommend projects for the governing body(s)

All submitted projects will be screened based on the goals and objectives found in the local Coordinated Plan. All incomplete applications or those received after the deadline may not be considered for funding.

Applicants are encouraged to review the following resources and supporting documents. Please “click” on the below hyperlinks or copy the web address into your internet browser:

- » 5310 Project Site: <https://www.wampo.org/wampo-5310>
 - Workshop Information and FAQs
 - Applicant Instruction Packet
 - Application
 - Project Proposal Cost Sheet
 - Vehicle Request Worksheets A, B, and C
 - Vehicle Specifications
 - Regional Project Examples
 - Program Details
 - Public Notice Requirements
 - Coordinated Plan (Scoring Criteria)
 - Federal Transit Administration (FTA) 5310 Fact Sheet
 - FTA 5310 Applicant Guidance (Circular)

For Federal Transit Administration information visit the following website:

<https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310>

Project applications must be completed in full as appropriate and will only be considered for projects implemented from July 1, 2023 - June 30, 2025. Please remember,

- » The application and associated worksheets accommodate project packages with both capital and operating expense proposed in one application as long as it is all part of the same project.
- » There is no limit to the number of project applications submitted.
- » There is no cap to the dollar amount requested.

Applicants should submit five (5) hard copies and one (1) electronic copy of the project COVER LETTER & APPLICATION by the end of business on **February 28th, 2023**. Packets should be mailed or delivered to the WAMPO offices and marked to the attention of Emily Thon at 271 W. Third Street, Suite 208, Wichita, KS 67202-1212.

For technical assistance or any other questions regarding the application process, please contact Emily Thon at 316-779-1313 or e-mail her at transit@wampo.org.

APPLICANT CHECKLIST

Please ensure that all the below-required pieces are included in your application packet unless otherwise indicated. Application packets missing information may not be considered for funding.

COVER LETTER & PUBLIC NOTICE (one page) – The cover letter should be signed by an individual with the authority to execute contracts on the organization's behalf and should (at a minimum) include the following information:

- » Organizational Vision/Mission Statement(s)
- » Brief description of the Population(s) served. Only projects serving seniors and/or people with disabilities will be considered.
- » Brief description of the Geographic Area Served. Projects serving some or all the 12 communities found in the geographic urbanized area (*see page 6 of the Coordinated Plan for details*).
- » Verification of proposed local match amount and source.

PUBLIC NOTICE

Include a copy of your 5310 Grant Application Public Notice. If you have requested that WAMPO complete this notice on your behalf, no further information is necessary.

Requests for inclusion in the “group public notice” must be made to WAMPO no later than the end of business on **December 30, 2022**, using the following link: <https://www.surveymonkey.com/r/PublicNoticeSurvey>



For those interested in releasing their own public notice, please see **Public Notice Requirements** for details on how to do this by visiting <https://www.wampo.org/wampo-5310>.

COMPLETED APPLICATION

Each project proposal should clearly describe the project and demonstrate the applicant's capacity to manage the project/activity.

The submission should also specify the project details including an explanation of how the project best meets the intent and/or goals of the Coordinated Plan.

The scoring for all projects will be based on the criteria found in the Coordinated Plan. Electronic copies of the Coordinated Plan may be found at <https://www.wampo.org/wampo-5310>.

Information Section Detail

Contact Information	Include the organization/agency name, address, and the project lead person’s name, E-Mail address, and phone number.
SAM Number	The U.S. Small Business Administration’s website provides information about obtaining a SAM number. Visit https://sam.gov/content/duns-uei for more information.
Project Title	List the name of your projection or a very short descriptive statement that will differentiate your project from other submitted projects.
Regional Project Priority Status	Select “ Yes ” if the project should be given priority status due to the presence of coordination or collaboration elements. Select “ No ” if the project proposal does not include any coordination or collaboration elements.

Eligibility Section Detail

Eligible Entity	Eligible applicants of section 5310 program funding include nonprofit organizations, state and/or local governments, and private transportation operators.
Capacity Attestation #1	To be eligible organizations must be able to attest that the administering entity has the ability and resources to carry out the proposed project.
Capacity Attestation #2	To be eligible organizations must be able to attest that the administering entity is aware and able to address all federal requirements needed to carry out this project.

□ Project Proposal Section Detail

<p>Project Type</p>	<p>Select all the project categories that best describe your project (Traditional Capital, Non-Traditional Other). Please consult the FTA Circular online at www.wampo.org/wampo-5310 for project category definitions.</p>
<p>Project Information</p>	<p>Each project proposal should clearly and <u>concisely</u> describe the proposed project/activity. Requested details may include the estimated number of people served (seniors, people with disabilities), a description of the service type, estimated cost of one-way trips, expected impacts, benefits and/or project outcomes for your project, etc. as applicable.</p> <p>Submission should also specify or make connections between the project and how it meets the intent and/or goals of the Coordinated Plan. All categories of proposed projects must be targeted toward meeting the specific transportation needs of seniors and individuals with disabilities. Although projects may be used by the public, outcomes must be established to articulate the target population’s needs.</p> <p>A copy of the Coordinated Plan may be found at www.wampo.org/wampo-5310.</p>
<p>Regional Coordination</p>	<p>Describe how the proposed project/activity contributes to meeting the needs identified for seniors, older adults, and individuals with disabilities in the urbanized area. Project proposals that clearly articulate partnerships and/or coordination among agencies/jurisdictions and/or businesses to provide increased accessibility and quality of life for older adults and/or people with disabilities will be prioritized.</p> <p>For more detailed, examples of regional coordination please check out the applicant guidance by visiting www.wampo.org/wampo-5310 to view it online.</p>
<p><input type="checkbox"/></p> <p><i>Attachment Alert!</i></p> <p>Project Proposal Cost Sheet</p>	<p>A project proposal Cost Sheet shows an itemization of the proposed project funding areas and totals.</p> <p>Include this completed worksheet as part of your request packet showing an itemization of the proposed project funding areas and total(s). Please note, only one cost sheet may be submitted per application. If vehicles are listed in the cost sheet, please also attach completed vehicle worksheets with the selected options identified (see Worksheet A for Paratransit Vans, Worksheet B for Full-Size Vans, and Worksheet C for Minivans).</p> <p>Please note that the "Request Amount" must be less than or equal to the "Calculated Federal Match," which represents the maximum amount of federal funding available based on cost.</p>
<p>Vehicle Information</p>	<p>This section should only be completed by applicants who are requesting a vehicle as part of their project proposal. All other applicants should leave these sections blank.</p>
<p>Vehicle Purchase</p>	<p>Select or describe the type of vehicle being requested. For vehicle specifications please review by visiting www.wampo.org/wampo-5310 for detail on the available vehicle options, which include a Cutaway Paratransit Van, a Full-Sized Van, and a Ramp Accessible Minivan.</p>

<p>□</p> <p><i>Attachment Alert!</i></p> <p>Vehicle Worksheets A, B, and/or C</p>	<p>If project proposals include vehicles, please also attach a completed vehicle worksheet(s) based on the type of vehicle(s) that is being requested:</p> <ul style="list-style-type: none"> » Worksheet A: Paratransit Vans » Worksheet B: Full-Size Vans » Worksheet C: Minivans <p>Due to the chassis securement issues, supply chain concerns, and cost increases, vehicle prices increase from the time of award allocations and order date. You will be responsible for any increases in addition to the local match. To assist with better preparation for the increase, the cost sheet reflects an option to add 35% to your request.</p> <p>Please note that the "Request Amount" must be less than or equal to the "Calculated Federal Match," which represents the maximum amount of federal funding available based on cost.</p> <p>Include the completed worksheet as part of your request packet. One sheet may be used for multiple vehicles of the same type if ALL options are the same. If options differ between van requests, please complete separate forms as needed.</p>
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<p>Vehicle Replacement</p>	<p>Describe the vehicle(s) that will be replaced (skip this section if not replacing a vehicle(s)). This information should include the make, model, VIN, odometer reading, condition (poor, fair, good), and the funding source of the vehicle being replaced. Funding sources may include KDOT, 5310, Local, etc. Identifying these sources will help us verify that the vehicle has met the useful life of specific funding sources as applicable.</p>
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SCORING CRITERIA

The below 5310 Scoring Rubric will be used as the primary decision-making tool for all proposed urbanized area 5310 project proposals. Each project applicant will have a maximum of **100 points** available among the below-listed criteria.

Each of the below-listed criteria has an associated “max points possible” listed in parentheses. Scoring for each area will reflect between zero and the max available points, with zero being the criteria that were not addressed or satisfactory.

CRITERIA

1. Demonstration of Need (up to 10 pts)
2. Addresses Accessibility and/or Collaboration Goals (up to 50 pts)
3. Meets Specific Needs (older adults/disabilities) (up to 30 pts)
4. Coordinated Transit District #9 Member Status (up to 10 pts)

The following tables define each of the scoring criteria:

Criteria	Criteria Summary
Demonstration of Need	Project proposals should include a clear and concise description of the need. This should include a description of the estimated number of people to be served distributed by the target population (older adults, people with disabilities, the general population, etc.). The identification of need should summarize the gaps between current conditions and desired conditions or "wants," explain how the project meets the intent/goals of the Coordinated Plan as well as describes the expected impacts, benefits, and/or project outcomes.
Accessibility	<p>Projects that minimize barriers to transportation for older adults and people with disabilities. This could include:</p> <ul style="list-style-type: none"> » Projects or services designed and carried out to meet the specific transportation needs of older adults and/or people with disabilities. » Projects that meet the needs of older adults and/or people with disabilities when other services are unavailable, insufficient, or inappropriate. » The exploration or the provision of transportation service(s) where service gaps are present. » Solutions that address transportation needs outside of "normal" operational hours, days, times, and/or locations.

Criteria	Criteria Summary
<p>Collaboration</p>	<p>Projects that involve collaboration/coordination with agencies, jurisdictions, and/or businesses to support the transportation needs of older adults and people with disabilities. This could include:</p> <ul style="list-style-type: none"> » Exploring or implementing cost-effective methods for collaboration to ensure the needed transportation options are provided. » Transportation providers coordinating rides to popular destinations (and stops along the way) to maximize efficiency and rider options. » Partnerships with nursing homes, assisted living centers, and/or other senior/disability care agencies. » Collaboration designed to overcome the potential disconnects for individuals needing transportation to suburban jobs and services. » Projects that study the feasibility of urbanized area transfer points and/or locations and cost-effective options for riders and agencies involved. » Projects that explore the feasibility of regional express bus/commuter service to employment centers. » Mobility Management Projects <ul style="list-style-type: none"> ○ Service Development (vehicles, movement of people) to understand the Family of Services, coordinate resources, Link systems to people, and develop new creative options. ○ System Management to plan and manage demand. Considerations could include land use, transit-oriented development, livable communities, green, HOV, regulatory barriers, telecommuting, etc. ○ Transportation educational programs that educate the public-on-public transportation and associated benefits.
<p>Meeting Specific Needs</p>	<p>The project/service meets the specific transportation needs of older adults/people with disabilities. Projects could increase the ability of older adults and/or people with disabilities to meet the following needs:</p> <ul style="list-style-type: none"> » Banking and Shopping/Retail » Church attendance » Employment » Entertainment & Civic Activities » Medical & Therapy Appointments » Visiting Family » Other Routine or Specialized Needs

CTD #9 Participation

Scoring is based on the organization's status as a Coordinated Transit District #9 (CTD) member and participation at regular meetings.

For more information about the CTD contact:

Kurtis Jacobs, SCT Director of Finance / Coordinated Transit District 9 Administrator
p: (316) 660-5154 | kurtis.jacobs@sedgwick.gov | 271 W. 3rd Street N., Suite 500 |
Wichita, KS 67202 | www.cpaaa.org

CONFIDENTIALITY NOTICE

All application materials will become public property as soon as they are submitted to the WAMPO for formal review. Applicants should use caution when including confidential information in their application materials.

DOCUMENT ACCESS

Electronic copies of this document are available online at www.wampo.org/wampo-5310. Hard copy versions will be provided upon request by E-Mailing transit@wampo.org.

