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**2024 CALL FOR PROJECTS FUNDING APPLICATION AND INSTRUCTIONS**

FOR FTA’s ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES (SECTION 5310)

CORPUS CHRISTI URBANIZED AREA



# Introduction

This application package is for the 2024 Call-for-Projects for the Federal Transit Administration (FTA) 49 U.S.C §5310 funds. This funding application package includes information on funding availability, project eligibility, the application timeline, the application process, and the project evaluation criteria.

The Corpus Christi Regional Transportation Authority (CCRTA) is a designated recipient for the 49 U.S.C §5310 (Section 5310) funds in the Corpus Christi Urbanized Areas. As a designated recipient, the CCRTA is responsible for developing a Section 5310 Program Management Plan (PMP) and administering a Call-for-Projects for the available funding. Interested and eligible Applicants should review the Plan and the application package before applying.

**Applications are due on Monday, May 20, 2024, by 3:00 p.m. (CST). Any application that does not meet any of the stated criteria will not be accepted. Late applications will not be considered.**

**Eligible Applicants**

Under the federal guidelines, the following entities are eligible to apply for Section 5310 funding:

* Private nonprofit organization
* State or Local governmental authority
* Public and private operators of transportation services
* Tribal governments

To be eligible for funding from the Section 5310 program, proposed projects must be in or have an origin or a destination within the Corpus Christi urbanized area.

Nonprofit organizations must provide proof of nonprofit status and certify that the proposed service does not compete with existing transit service.

Any agency selected for funding must comply with all applicable federal, state, and local laws and regulations. The agency will be required to complete all required documents, such as (but not limited to) the FTA Certification and Assurances, prior to issuance of funds.

**Funding Availability**

This Call-For-Projects is for Federal Fiscal Year (FFY) 2022 and 2023.

Funding available is listed in Table 1 below.

Table 1:

|  |  |
| --- | --- |
| Fiscal Year | Funding Amount |
| 2022 | $329,862.00 |
| 2023 | $420,195.00 |
| **TOTAL =** | **$750,057.00** |

# Period of Service

Applicants can request funds for a maximum of two (2) years for each application. For funds administered by the CCRTA the period of service will be defined in the Agreement and the project shall begin upon full execution of an Agreement. Agencies should assume a period of service beginning October 2024.

# Program Purpose

The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, the FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas—large urbanized, small urbanized, and rural. The program requires coordination with other federally assisted programs and services to make the most efficient use of federal resources. The CCRTA is the public transportation provider in the Corpus Christi Urbanized Area and is the designated recipient for Section 5310 funds allocated within the Corpus Christi Urbanized area.

# Project Eligibility

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of elderly people and persons with disabilities. All projects must originate or have the final destination located within the Corpus Christi Urbanized Area to qualify for Section 5310 funding. See Figure 1 on Page 12for a map of the Corpus Christi Urbanized Area.

At least 55 percent (55%) of any rural, small, or large urbanized area’s annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of elderly persons and persons with disabilities. It is not sufficient that elderly persons and persons with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Eligible projects for the required 55 percent (55%) of capital projects include the capital cost of contracting for the provision of transit services for elderly persons and persons with disabilities and other specialized shared-ride transportation services. The acquisition of Americans with Disabilities Act (ADA) complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of elderly persons and persons with disabilities when public transportation is insufficient, unavailable, or appropriate provided the projects are carried out by eligible subrecipients and these projects are included in the area’s South Texas Planning Region Public Transportation Coordination Plan at the following link: <https://www.ccrta.org/news-opportunities/5310-program/>.

In addition to the above required capital projects, up to 45 percent (45%) of an area’s apportionment may be utilized for additional public transportation projects that:

1. Exceed the ADA minimum requirements.
2. Improve access to fixed-route service and decrease reliance by persons with disabilities on ADA-complementary paratransit service; or
3. Provide alternatives to public transportation that assist elderly persons and persons with disabilities with transportation.

The remaining 45 percent (45%) may be used for public transportation projects that exceed the requirements of ADA, public transportation projects that improve access to fixed-route services and decrease reliance by individuals with disabilities on complementary paratransit and alternatives to public transportation that assist seniors and individuals with disabilities. These types of projects were allowed under the old New Freedom program. It is important to remember that under MAP-21, the Section 5317 New Freedom program was consolidated into the 5310 program. One new element is that the Section 5310 Enhanced Mobility program permits the acquisition of public transportation services as a capital expense.

For more information on FTA Section 5310 Enhanced Mobility regulations and requirements follow the following link: <https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310>

# Traditional Capital Expenses

Funds for the Section 5310 Program are available for capital expenses to support public transportation capital projects planned, designed, and carried out to meet the special needs of elderly persons and persons with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent (55%) requirement, which must be carried out by an eligible recipient or subrecipient, include, but are not limited to:

1. Related activities for Section 5310-funded vehicles.

* + Radios and communication equipment.
  + Vehicle wheelchair lifts, ramps, and securement devices.
  + Preventative maintenance

2. Passenger facilities related to Section 5310-funded vehicles.

* Purchase and installation of benches, shelters, and other passenger amenities.

3. Support facilities and equipment for Section 5310-funded vehicles

* Extended warranties that do not exceed the industry standard.
* Computer hardware and software.
* Transit-related intelligent transportation systems (ITS).
* Dispatch systems.
* Fare collection systems.

1. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined above under the Introduction sub-heading. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program.
2. Capital activities (e.g. acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent (55%) requirement, so long as the service is provided by an eligible recipient/subrecipient and is included in the coordinated plan.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent (55%) shall be available for traditional Section 5310 projects – those public transportation capital projects planned, designed, and carried out to meet the specific needs of elderly persons and persons with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent (55%) is a floor, not a ceiling-recipients may use more than 55 percent (55%) of their apportionment for the types of project listed above. For example, mobility management and ITS projects may be eligible under both categories; the difference to note, in order for the project to qualify toward the 55 percent (55%) requirement, is that the project must meet the definition of a capital project, be specifically geared toward the target population, and carried out by an eligible subrecipient, which is limited for this category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. FTA encourages recipients to develop innovative solutions to meet the needs of elderly persons and persons with disabilities in their communities and discuss proposed projects with FTA’s regional staff to confirm eligibility.

# Mobility Management

Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management is split into 4 sections:

1. Enabling mobility access:

1.2 Travel training

1.3 Facilitation of access to transportation services

* Ride referrals.
* Trip planning activities for customers.
* Centralized information on specialized transportation services in the community.

1.4 Customer-oriented travel navigator systems

1.5 Ridesharing and assistance for volunteer and community-based transportation services

2. Coordination:

2.1 Working with other agencies that serve the same population.

2.2 Sharing services provided to an agency’s own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits.

2.3 Expanding the availability of service among existing public transportation providers and other transportation service providers.

2.4 Support for short-term management activities to plan and implement coordinated services.

2.5 Improving transportation service efficiency and effectiveness.

3. Public outreach & education

3.1 Improving the information that is available about those services.

4. Technology

4.1 The development and operation of a one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.

4.2 Operational planning for the acquisition of intelligent transportation technologies to help plan and/or operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching, and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

Examples of allowable expenses:

* Salary and fringe for mobility management staff
* Prorated expense of phone service for call center
* Marketing and educational materials
* Training for staff
* Travel training equipment
* Technology hardware and software for coordinating travel, unifying fare system (also eligible under capital purchase)

Examples of expenses not allowed:

* Operating expenses: gas, repair work, utilities
* Indirect costs
* Single provider single mode dispatch
* Administrative expenses

Mobility management and ITS projects may be eligible under both categories.

# Other Eligible Capital and Operating Expenses – “Non-Traditional”

Up to 45 percent (45%) of 5310 funds may be used for operating expenses that provide transportation services that exceed the requirements of the ADA or improved access to fixed route services and decrease reliance by persons with disabilities on ADA complementary transit service.

1. Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of elderly persons and persons with disabilities when public transportation is insufficient, inappropriate, or unavailable.
2. Public transportation projects (capital and operating) that exceed the requirements of ADA;
3. Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by persons with disabilities on ADA-complementary paratransit service; or
4. Alternative to public transportation (capital and operating) that assist elderly persons and persons with disabilities with transportation.

# Projects that Exceed the Requirements of the ADA (previously 5317 Program)

The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA or former Section 5317 projects.

1. Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
   1. Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA.

1.2 Expansion of current hours of operation of ADA paratransit services that are beyond those provided on the fixed-route services.

1.3 The incremental cost of providing same day service.

1.4 The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system.

1.5 Enhancement of the level of service by providing escorts or assisting riders through the door of their destination.

1.6 Installation of additional securement locations in public buses beyond what is required by the ADA.

**Operating assistance for required ADA complementary paratransit service is not an eligible expense. Administrative expenses are not reimbursable.**

1. Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
2. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

3.1 Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

* Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals, or other required under the ADA.
* Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA.
* Improving signage or wayfinding technology; or
* Implementation of other technological improvements that enhance accessibility for people with disabilities including ITS.

1. Travel Training. Training programs for individual users on awareness. Knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
2. Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation.

# Public Transportation Projects that Assist Elderly persons and Persons with disabilities with Transportation

The following activities are examples of projects that are eligible public transportation alternatives.

1. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operation expense which requires a 50/50 (federal/local) match.
2. Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

# Cost Sharing/Match Requirement:

5310 funds are eligible to support up to 80% of the cost of capital projects and up to 50% of the net operating costs. Some potential capital match exceptions are noted in the FTA guidance (FTA C 9070.1G) and the Corpus Christi Regional Transportation Authority 5310 Program Management Plan.

The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund, reserve, and a service agreement with a state or local service agency, private social service organization or new capital. Some examples of these sources of local match include:

* State or local appropriations
* Dedicated tax revenues
* Private donations
* Revenue from service contracts
* Transportation Development Credits (TDCs)
* Net income generated from advertising and concessions.

Non-cash share:

* Donations
* Volunteered services
* In-kind contributions are accepted with respect to the following:
* Eligible to be counted toward local match as long as the value of each is documented and supported.
* Represents a capital cost which would otherwise be eligible under the program.
* Included in the net project cost in the project budget.

The source(s) of local funding must be identified in the initial 5310 grant application. The use and certification of Transportation Development Credits (TDCs) is the sole responsibility of the subrecipient in most cases. TDC certification documentation must be provided to the CCRTA and CCRTA must include the documentation in the FTA TrAMS grant application. The CCRTA will assist subrecipients in obtaining the TDC Certification documentation from the Texas Department of Transportation (TxDOT) and act on behalf of the subrecipient when TDCs are requested.

# Project Budget

The Applicant is expected to provide detailed, itemized, and specific project cost information.

* The application shall be considered the sole means of presenting project costs.
* Funding obligated for a multi-year project is limited to the funding programmed for each year.
* The required match amount must be included in the project budget. Match sources should be identified, and letters of commitment must be included for funds outside the Applicant’s control.

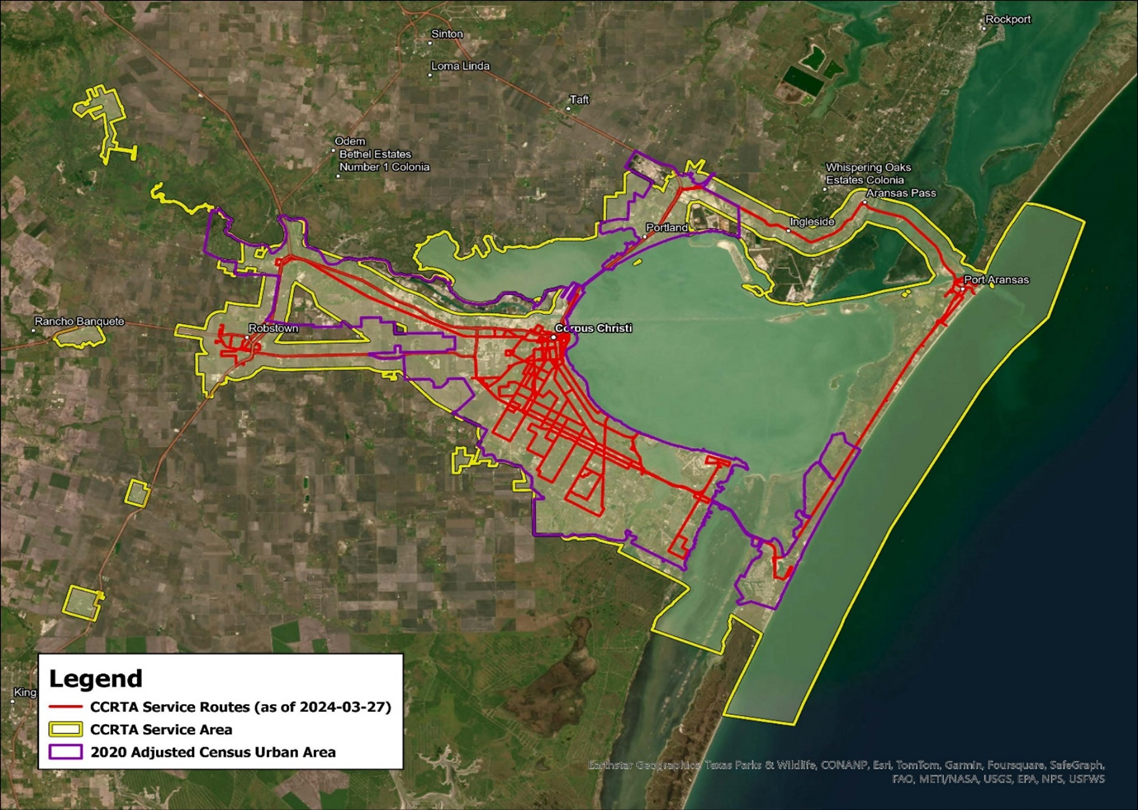
# Eligible Expenses and Reimbursement

Qualifying expenditures are reimbursed to the subrecipient by the FTA through the CCRTA, when submitted with appropriate accompanying documentation. The application for reimbursement must be accompanied by detailed back-up documentation for all eligible expenses. At a minimum, the documentation shall include, but is not limited to, a listing of all invoiced costs with vendors and payment dates, and copies of paid invoices received from vendors for purchases of supplies and services. Once the Request for Reimbursement is received, the CCRTA will process the request and will reimburse the approved entity up to the allotted amount.

# Map of Urbanized Area

Potential Applicants must propose services that are either within the Corpus Christi Urbanized Area or provide connecting service to the Corpus Christi Urbanized Area as shown by the gray areas marked in Figure 1 below.

Figure 1



# Scoring Criteria

Scoring is based on the goals and objectives identified in the Regional Coordination Plan for the Coastal Bend for the applicable planning district(s) and input provided by collaborators.

Due to this being a competitive program, projects are scored on their merits, which may include but is not limited to:

* Meeting the specific transportation needs of seniors and persons with disabilities
* Projects align with the locally developed coordinated public transit-human services transportation plan.
* Agency capacity to manage grant projects financially and administratively.
* Agency performance on prior section 5310 program grants.
* Ability to meet federal and state program requirements.
* Consistency with section 5310 program goals.
* Demonstrated need.

The evaluation team will base evaluations on the information included in the application. Insufficient documentation will result in a lower score.

The CCRTA will evaluate the Applicant's past performance with prior grants as part of the scoring process. This includes any open Improvement Action Plans and reasons for funds not expended by the end of previous grant periods.

On receipt of the applications recommended for funding, the CCRTA will review all funding requests for completeness and compliance with all statutory and program administrative requirements.

Following the CCRTA’s Board approval, the agency will negotiate a contract with the selected local entities and organizations to implement the projects selected for funding.

# Selection of Projects

Projects will be selected for funding based on multiple criteria and conditions for each funding program.

* Applications will be reviewed for basic acceptability (meeting program scope, objectives, and funding requirements). A review panel will evaluate, score, and rank acceptable applications.
* Any application that is found to be incomplete, non-responsive, or fails to meet any Call-For-Projects requirement(s), may be rejected by the CCRTA at any point in the selection process.
* In selecting projects from the ranked lists, the available funding among programs, project cost, geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation may be considered as additional criteria.
* Projects which are prioritized, but not selected for funding solely due to the constraint of the amount of funds available, may be retained for consideration if funding becomes available during this funding cycle. Funding may be offered to these Applicants without issuing an additional Call-For-Projects.
* Projects that involve partnering pledges and/or commitments to the project from any other entity, such as providing local match or other assistance, must attach a Letter of Commitment. If not, the application may be considered incomplete and may not be considered for final selection.
* The CCRTA will be the sole judge of applications having the greatest technical merit when setting priorities for project selection. The CCRTA has the right to accept or reject any or any part of an application or negotiate any application to select the projects that best serve the citizens of Corpus Christi. The CCRTA has the right to limit the total amount awarded in any category and to determine the most appropriate source of funds for a project.
* The CCRTA will take into consideration the Applicants’ technical, managerial, and financial capacity as well as the agency’s annual audit history when making award determinations.

# Negotiations

During the evaluation review period, the CCRTA reserves the right to ask for further clarification and conduct negotiations pertaining to an Applicant’s responses including but not limited to activities and cost. Requests for negotiations, additional meetings, and further information will be at the sole discretion of the CCRTA.

# Award of Projects

Selected projects for funds administered by the CCRTA will be awarded in the form of grants made for allowable eligible expenses and defined activities/deliverables. A successful Applicant will become a subrecipient of the CCRTA. The actual award of grant funds will be subject to available federal funds, or transportation development credit (TDC) balances. The final award of grant funds administered by the CCRTA will be made by the CCRTA Board of Directors. An Agreement will be administered by the CCRTA’s Procurement Department.

# Subrecipient Obligations

Once a project is selected for funding, the Applicant has certain obligations to the CCRTA to provide proper and adequate project monitoring and supervision. Failure to fulfill these obligations is grounds for cancellation of the Agreement at the sole discretion of the CCRTA.

Specific tasks to fulfill these obligations are detailed below as follows:

1. Compliance

Compliance with all applicable federal, state, and local laws and regulations, including all FTA requirements. The Applicant must meet all requirements pertaining to the Agreement, project monitoring, safety, environment, accessibility, inclusion in the appropriate planning documents, and the specific requirements for each project type.

If a project includes the purchase of land, all environmental analyses, such as the finding of a Categorical Exclusion, must be completed prior to the purchase.

2. Project Management

Assure work is carried out as defined in the detailed scope of work and calendar of work.

2.1 All activities and/or deliverables will be approved according to the specifications of the scope of work. The calendar of work/timeline shall provide a minimum two-week evaluation period for each activity/deliverable.

2.2 If the project is divided into several activities/deliverables in accordance with the terms of the payment schedule, billable amounts for each activity/deliverable shall be specified.

3. Reporting

Participate in continuous, comprehensive dialogue with the CCRTA throughout the life of the project. The CCRTA’s Procurement Department shall be the Applicant’s primary point of contact.

3.1 The required dialogue shall include reasonable access to data for project monitoring and, if appropriate, to the physical sites of projects.

3.2 A status report reflecting progress and milestones accomplished shall be sent to the CCRTA’s Procurement Department at least quarterly, or more frequently as negotiated, for the duration of the Agreement. Formal progress meetings may be required at the discretion of the CCRTA.

3.3 Each project will be reviewed routinely by the CCRTA’s Procurement Department. No changes to processes or products shall be made without prior knowledge and written approval of the CCRTA.

Additional information regarding Section 5310 funds can be found in FTA circular 9070.1G.

# Application Submission

**Applications are due on Monday, May 20, 2024, by 3:00 p.m. (CST). Any application that does not meet any of the stated criteria will not be accepted. Late applications will not be considered.**

Applications must be received at the offices of the Corpus Christi Regional Transportation Authority (CCRTA) at 602 N. Staples Street, Corpus Christi, Texas 78401 or by email at [procurement@ccrta.org.](mailto:procurement@ccrta.org.%20)

Applicants may be asked to be present at a meeting to answer any questions regarding the submitted application. Applicants will be notified prior to the meeting of the time, date, and location.

If submitting electronically, Applicants must submit a signed application in pdf format and any attachments/documents in two separate files and submitted together in the same email to [procurement@ccrta.org](mailto:procurement@ccrta.org).

# Contact Information

Christina A. Perez, CIPM, CPP

Director of Procurement

CCRTA

602 N. Staples Street, 3rd Fl.

Corpus Christi, TX 78401

(361) 903-3461

[procurement@ccrta.org](mailto:procurement@ccrta.org)

The 2024 Call-for-Projects for FFY 2022-2023 Section 5310 Program will adhere to the following tentative schedule:

|  |  |
| --- | --- |
| **Milestone** | **Tentative Date** |
| **Public Involvement Workshops** | |
| Call-for-Projects Informational Workshop | Monday, May 6, 2024, at 3:00 p.m. (CST) at the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401. If you are unable to attend the workshop but would like to remotely participate, please send a request for login information to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) Monday, May 6, 2024. |
| **Issuance and Application Deadline** | |
| Issuance of Call-for-Projects  Available at: <https://www.ccrta.org/news-opportunities/5310-program/> | Friday, April 19, 2024 |
| Applications are due | Monday, May 20, 2024, by 3:00 p.m. (CST) |
| **Scoring and Negotiations** | |
| Evaluation Team Meeting | Tuesday, May 28, 2024 |
| Interviews or Negotiations if necessary | TBD |
| **Presentations and Award** | |
| RTA Committee on Accessible Transportation (RCAT) Presentation | Thursday, June 20, 2024 |
| Committee Meeting Presentation and Approval | Wednesday, June 26, 2024 |
| Board Meeting Presentation and Approval | Wednesday, July 10, 2024 |
| Award notification sent via letter to Subrecipients/Awardees | Friday, July 12, 2024 |
| Mandatory Subrecipient/Awardee orientation | TBD |
| Subrecipients Agreements signed and executed | Friday, October 4, 2024 |

After a project application has been selected for funding, the CCRTA will coordinate with the Subrecipient to submit the necessary FTA documentation.

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2024 Call-for-Projects for FFY 2022-2023

Funding Application

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities (Federal Transit Administration)

# APPLICANT INFORMATION

Applicant Legal Name: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text.

State: Click here to enter text. Zip Code:Click here to enter text.

County:Click here to enter text. Website address (if any): Click here to enter text.

Agency Contact:Click here to enter text. Type of Agency/Organization: Click here to enter text.

Phone Number: Click here to enter text. Unique Identity Number: Click here to enter text.

E-mail address: Click here to enter text. Fax Number: Click here to enter text.

**Submitted By:** Click here to enter text.

**Name**: Click here to enter text.

**Title**: Click here to enter text.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** Click here to enter a date.

# Certification of Nonprofit Status

If applying as a nonprofit organization, **attach** documentation to certify nonprofit status.  
Accepted documentation:

1. Proof that the Internal Revenue Service currently recognizes the Applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
2. A statement from a State taxing body or State Attorney General certifying that:

a. The organization is a nonprofit organization operating within the State; and

b. No part of its net earnings may lawfully benefit any private shareholder or individual;

1. A certified copy of the Applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the Applicant; or
2. Any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the Applicant is a nonprofit affiliate.

# Letters of Support

Letters of support must be composed by the supporting organization specifically about this project and grant program. No form letters. **Attach** all letters of support to this application.

List the names of **local senior organizations and individuals with disabilities organizations and/or local nonprofit agencies** that have provided letters of support.

Click here to enter text.

List the names of **local public bodies and officials** who provided letters of support.

Click here to enter text.

Part I – Project Description and Narrative   
(1000 words max per section)

Project Type: Click here to enter text.

Project Title: Click here to enter text.

Project Description – Describe, in detail, the proposed project. Be clear and concise.

Click here to enter text.

Is this project a continuation of existing services, on-going, or an expansion project?

If this is an expansion project describe in detail if it increases the service area or increases the service time. Describe these increases:

* Why the service is needed.
* How will it be implemented.
* Who will benefit.
* Where the new service area is.
* What time and days will it operate.

Click here to enter text.

If the service has been/will be modified, describe the changes.

Click here to enter text.

Can you meet current service demands? For example, demands for: hours of service, number of vehicles in service, availability, scheduling lead time. Identify any number of trips declined and explain common reasons. For any new service provide an explanation of the anticipated ridership and how the agency intends to meet the demands for service.

Click here to enter text.

How many one-way Section 5310 funded trips has your agency provided via purchase of service from another transit operator in the past year? This information is required to be reported to the FTA.

Click here to enter text.

How many one-way Section 5310 funded trips did your agency provide in vehicles operated by the agency itself in the past year?

Click here to enter text.

**Project Needs**(1000 words max per section)

How is the proposed project consistent with the key objectives of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funding program?

* Is sustainable over time.
* Provides service continuity.
* Demonstrates efficient use of resources.
* Is the only public transportation option for the proposed service area.
* Leverages existing resources.
* Promotes innovation.

Click here to enter text.

Describe how the project will increase or enhance the availability of transportation for the elderly and disabled populations in the Corpus Christi Urbanized area?

Click here to enter text.

Does the project provide a service or interest that would otherwise not be available? If so, please explain. How is this service different from other services in the area?

Click here to enter text.

*What need(s) does the project address in the Regional Coordination Plan for the Coastal Bend? How will you know you have successfully implemented this element of the plan? Please provide the page number(s) in the Coordinated Human Services Transportation Plan (*[*https://www.ccrta.org/wp-content/uploads/2024/04/Coastal-Bend-Regional-Coordination-Plan-2022-2027.pdf*](https://www.ccrta.org/wp-content/uploads/2024/04/Coastal-Bend-Regional-Coordination-Plan-2022-2027.pdf)*)*

Click here to enter text.

What is your communication strategy for feedback to evaluate services?

Click here to enter text.

Will this project require new procurement of goods or non-transportation services?

Click here to enter text.

Identify and describe methods to procure goods and/or non-transportation services related to the project.

Click here to enter text.

Have vendors already been selected for these goods/non-transportation services? If yes, list the vendors and what goods/services they will provide.

Click here to enter text.

Identify the related third party contracted services currently provided for the agency (agency name, type(s) of service). Ensure that copies of the contracts are **attached**.

Click here to enter text.

Will this project require new procurement of third party contracted services?

Click here to enter text.

Identify and describe methods to procure third party contracted services related to this project.

Click here to enter text.

**Project Planning and Implementation**(1000 words max per section)

Describe how the proposed project might coordinate or link with other transportation providers or transportation stakeholders?

Click here to enter text.

Describe the project timeline and project lifespan?

Click here to enter text.

How do you plan to market the proposed project? If there is an existing service, please describe how your service is currently marketed.

Click here to enter text.

When could your project begin upon receiving funding? Describe the implementation process for the project.

Click here to enter text.

How does the project address the five-year plan? Explain how the project element works toward achieving the goals, objectives, and/or priorities of the five-year plan.

Click here to enter text.

What is the measurement of success? How do you know you met the goal?

*Click here to enter text.*

**Partnerships**(1000 words max per section)

Are there any committed project partners?

If yes, who are the committed project partner(s) and how will they be involved?

Click here to enter text.

\*Partners have the responsibility for performing functions in connection with a project. A partnership involves a contractual arrangement that facilitates participation by the partner in the delivery and operation of a project, facility, or service. You must **include** a letter of commitment from each partner detailing their level of involvement.

What non-financial portion of the project will this partnership provide?

Click here to enter text.

How are you informing your stakeholders and the community of your services?

*Click here to enter text.*

*How will the partner(s) stay involved throughout the proposed project?*

Click here to enter text.

**Roles and Responsibilities of Stakeholders**(1000 words max per section)

Examples of local stakeholders can include, but are not limited to, the following:

* Representatives of public, private and nonprofit transportation providers
* Representatives of human services providers
* Individuals with disabilities
* Individuals 65 and older
* Individuals with low income
* Individuals with limited English proficiency
* Veterans
* Workforce agencies
* Local businesses
* Local government officials
* Other members of the public

Describe what stakeholders were consulted or assisted in the development of this specific project. Describe how they participated in the project development.

**Click here to enter text.**

How will stakeholders stay involved throughout the project?

**Click here to enter text.**

**Program Effectiveness and Evaluation**(1000 words max)

How does your organization plan to collect information to monitor quality control and customer satisfaction related to implementing the proposed project? Include in your description any measurable indicators you propose to use.

Click here to enter text.

**Organizational Preparedness**(1000 words max per section)

Describe how your proposed project aligns with the overarching mission of your organization.

Describe the staffing plan for this project. Who would be the primary staff person responsible for managing the grant? What other staff would be involved? Describe any relevant experience the staff have in working on the type of project proposed.

Click here to enter text.

Please note any experience your organization has with financial reporting such as quarterly reports, annual audits and/or other forms of financial reporting.

Click here to enter text.

Describe any training, maintenance, inspections and/or service monitoring you plan to do focused on managing risk and providing safe services?

Click here to enter text.

Part II – Proposed Project Budget  
(4000 words max per section)

**Local Financial Commitment**

Local matching funds are required for all application submittals. Applicants must identify the source of the local cost share. Applicants should submit evidence of the availability of funds for the project; for example, by including a board resolution, letter of support from the State, a budget document highlighting the line item or section committing funds to the proposed project, or other documentation of the source of local funds.

For projects requesting operating funds the required match is 50% from non-federal transportation funds. For capital projects the required match is 20% or more from non-federal transportation funds*.*

## Local Financial Commitment:

## Matching Funds Amount: Click here to enter amount.

Provide information on the source, availability, and supporting documentation.

Click here to enter text.

## Project Budget:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | QTY | Federal Amount Requested | Local Match Amount | Total Cost |
|  |  |  |  | **$0.00** |

## Project Scalability:

Is this project scalable?

If yes, specify the minimum Federal amount needed for this project:

Click here to enter text.

Provide an explanation of scalability with specific references to the budget line item above.

Click here to enter text.

## Project Timeline

|  |  |
| --- | --- |
| Project Timeline Description | Project Timeline Date |
|  | Insert Date |
|  | Insert Date |
|  | Insert Date |

## Technical, Legal, and Financial Capacity

Applicants must demonstrate that they have the technical, legal, and financial capacity to undertake the project. CCRTA will review relevant oversight assessments and records to determine whether there are any outstanding legal, technical, or financial issues with the applicant that would affect the outcome of the proposed project. Applicants with outstanding legal, technical, or financial compliance issues from a third-party compliance review or grant-related Single Audit finding must explain how corrective actions taken will mitigate negative impacts on the proposed project.

Click here to enter text.

Part III – Selection of Project(s)  
(4000 words max per section)

Respond **ONLY** to the categories for which you are requesting funds.

Mobility Management

Preventive Maintenance

Other Capital

Above and Beyond ADA (Formerly New Freedom)

Operating Expenses

Construction and Rehabilitation Projects

**Mobility Management**

Mobility Management consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than section 5309). Mobility Management does not include operating public transportation services.

What mobility management activities are included in this grant? Service Coordination, travel training, public education/marketing, or other?

Click here to enter text.

Describe the scope of the Mobility Management project in detail. Describe the need for the Mobility Management project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed.

Click here to enter text.

Describe the specific elements of the Mobility Management project in detail. Clearly describe the individual project elements for each mobility management activity: project type, activities involved, connection to other programs or services, timeframe, who outside the agency is committing time or resources to the project.

Click here to enter text.

What percentage of existing staff time will be spent on mobility management? Will new staff be hired? Which staff will work on mobility management activities? Please list their name(s), position, what they will contribute to the project/roles and responsibilities.

Click here to enter text.

**Preventive Maintenance**

Describe provisions made to ensure proper maintenance of vehicles. Identify the person(s) or business responsible for providing vehicle maintenance. Describe your agency’s preventive maintenance program or measure. **Attach** preventive maintenance plan, if available.

Click here to enter text.

What is the total number of fleet vehicles?

Click here to enter an amount.

How many vehicles currently in service provide service to persons over 65 and/or persons with disabilities?

Click here to enter an amount.

What is the average number of vehicles used daily to provide service to seniors or persons with disabilities?

Click here to enter an amount.

What is the number of vehicles for which preventive maintenance is required?

Click here to enter an amount.

Has the value of preventive maintenance been discussed with seniors and persons with disabilities’ communities?

Have seniors and persons with disabilities’ communities provided original letters of support, (in their own words not based on a template provided by the Applicant) that indicate their understanding of preventive maintenance as an expense?   
\*A specific mention of preventive maintenance must be included in letters of support from senior and individuals with disabilities community groups.



**Other Capital**

Other capital includes, but is not limited to shop equipment, communication and computer equipment, preventative maintenance, hardware and/or software, and other miscellaneous equipment. (program limitations may apply)

Describe the scope of the Other Capital project in detail. Provide the following if applicable: identify the type of other capital (shop equipment, communications, etc.) requested, provide quantities and types; include the make and models for hardware, and titles for software, requested dollar amount and any match amount.

Click here to enter text.

Describe the need for the Other Capital project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed. You may attach other significant information that describes your community’s transportation needs and concerns, such as public hearings, surveys, council meetings, news articles, etc.

Click here to enter text.

**Purchase of Service**

Are Purchase of Service expenses part of the proposed project description? If yes, describe the specific elements of the Purchase of Service project in detail. For example, specific information on the acquisition of public transportation service, and how it supports the project. Describe in detail services that will be contracted, like services that will be purchased, specific information to explain the value to the project, project impact on the current transit service.

Click here to enter text.

If services are already procured, describe the services contracted.

Click here to enter text.

**Above and Beyond ADA (Formerly New Freedom)**

The inclusion of Above and Beyond ADA in the 5310 program funds presents the opportunity to provide service above FTA standards. To qualify all items must exceed the ADA requirements. The purpose of this is to provide additional resources to overcome existing barriers facing individuals with disabilities seeking integration into the workforce and full participation in society.

How does the project distinguish itself from current or established projects in the geographic area to provide a service that is “above and beyond” ADA requirements? Provide a clear and concise description of how the project exceeds the “above and beyond” requirements and what services are being provided. Describe benefits to the agency, the community, and the service that will be achieved with this project. Provide a project timeline and tasks.

Click here to enter text.

What funding source(s) will provide the 50% required match? Provide the name of the source of funding, and the amount contributed to the project.  
\*TDC are not eligible to be used as a match for Above and Beyond ADA awards.

Click here to enter text.

**Attach** any documentation(s) that support the project exceeding the ADA requirements, including funding commitments.

**Operating Expenses**

The federal share of the eligible costs may not exceed 50% of the net operating costs of the activity. \*Operating assistance for required ADA complementary paratransit service is not an eligible expense \*TDC are not eligible to be used as match for operating awards.

Describe the scope of the Operating project in detail.

Click here to enter text.

Describe the need for the Operating project. What funds will provide the 50% local match required?

Click here to enter text.

Describe the specific elements of the operating project in detail. Including what elements of operation the project would fund, how the project would impact the current transit service, and how the project’s success will be measured.

Click here to enter text.

**Construction and Rehabilitation Projects**

Construction and Rehabilitation Projects can include the following phases: Planning, Preliminary Engineering (including environmental review), Final Design, Procurement, and Construction /Rehabilitation. Examples of construction and rehabilitation projects include ADA accessible sidewalks and ramps, bus stop enhancements, rehab, or modifications. These activities should increase transit accessibility for seniors and individuals with disabilities. Eligible activities must have a direct relation to transportation access and must be completed within 18 months.

Identify the Construction and Rehabilitation project phases that will be included as part of the proposed project: \*real estate acquisition is not an eligible activity.

|  |  |
| --- | --- |
| 1. Planning |  |
| 2. Preliminary Engineering (including environmental review) |  |
| 3. Final Design |  |
| 4. Procurement |  |
| 5. Construction |  |
| 6. Rehabilitation |  |

\*If 3 through 6 are selected above, please **complete**, and submit a copy of the FTA Region 6 Categorical Exclusion Worksheet (attached as Appendix A)

Describe the scope of the Construction and Rehabilitation project in detail.

Click here to enter text.

Provide a project schedule which identifies each phase of the project, general activities in each phase, and the cost per phase.

* Phase: Fill out a row for each Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title(s).
* Activities: Provide the general activities in each phase that are to be accomplished.
* Cost: Provide a dollar amount in terms of cost for each phase. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
* Date(s) or Time frame: Include an attachment (Upload other attachments, per Instructions) that illustrates all the project phases and cost per phase.

Click here to enter text.

Describe the need for the Construction and Rehabilitation project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed.

Click here to enter text.

Provide the facility location, if available provide a map showing the area of the facility.

Click here to enter text.

Describe the facility including the facility function.

Click here to enter text.

Do you own or rent the property? If renting, **attach** a copy of the lease. Depending on the lease terms, a new agreement may need to be negotiated prior to project approval.

Click here to enter text.

Are there any liens on this property? If so, please describe these liens and **attach** a copy of the following:

* Provide the county clerk’s recoding number for each lien.
* Include the name of the grantee.
* If a lien will need to be removed prior to approval of your request for funding, include a plan of action along with a timeline for removing that lien.
* Depending on the type of lien, the CCRTA may require those judgments to be satisfied prior to project approval.
* The CCRTA may request a Deed of Trust in favor of the CCRTA for some construction projects.

Click here to enter text.

Do you have an existing Categorical Exclusion (CE) that was approved by FTA for this project? If so, please **attach** a copy of CE and FTA CE Approval.

Click here to enter text.

Identify completed phases and describe the activities that have taken place for those phases. Identify actual costs per phase and funding sources.

* **Phase**: Fill out a row for each completed Transit Facility/Infrastructure Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title(s).
* **Activities which have taken place**: List the activities accomplished in each phase. If the application includes construction of a new facility, indicate whether a feasibility study or needs assessment has been completed.
* **Cost**: Provide a dollar amount for actual costs incurred for each phase to date and identify each funding source used to cover those expenses. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
* **Funding source**: Include an attachment that outlines all funding sources for the project.

Click here to enter text.

Describe any current activities in progress, by project phase. Identify the cost per phase, funding sources, and amounts committed.

* **Phase**: Fill out a row for each in-progress Transit Facility/Infrastructure Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title(s).
* **Activities in progress**: Provide the activities in each phase that are in progress.
* **Cost**: Provide a dollar amount for each phase in progress and funding sources.
* **Funding source**: Include an attachment that outlines all funding sources thus far for the project.
* **Amount committed**: Include an attachment that outlines the amount of funds committed to date for the project.

Click here to enter text.

Describe future activities, by project phase. For each phase provide the estimated cost, secured funding sources and amounts, and funds being requested.

Phase: Fill out a row for each future Transit Facility/Infrastructure Pipeline phase and

accompanying fields to the right of Phase. Reference Attachment A for phase title(s).

* **Activities to be accomplished**: Provide the activities in each phase that are planned.
* **Cost**: Provide a dollar amount for each phase planned. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
* **Funding source(s):** List all sources of funding that have been secured for this project. Include any local, state, and federal funds.
* **Amount committed**: Provide amount of funds committed for this call for projects.
* **Amount requested**: Provide amount of funds requested for this call for projects.

Click here to enter text.

Describe how amounts were determined.

* Describe how the allocation of costs to the project was determined.
* Provide the basis for the allocation (ie square footage, itemized equipment, etc)
* If there will be incidental use, please specify the percentage breakdown anticipated for transit vs. non-transit use.

**Attach** funding source material. Provide support documentation or letter(s) of support that outline the source(s) of committed funds for the proposed project, as appl

Click here to enter text.

Appendix A

|  |  |  |  |
| --- | --- | --- | --- |
| **Federal Transit Administration-Region 6** | | Application# (Agency Use Only) | |
| **Categorical Exclusion Worksheet**  This Worksheet will assist grantees in complying with the National Environmental Policy Act (NEPA). This worksheet will also help identify C or D list Categorical Exclusions and provide grantees with a template for documenting a D list Categorical Exclusion. Please contact Region 6 at 817-978-0550 or your FTA Planner if you need any assistance with filling out this form. Refer to the FTA Planning and Environment website for NEPA information and guidance; <https://www.transit.dot.gov/regulations-and-programs/environmental-programs/legislation-regulation-and-guidance> | | | |
| **Section I:** | | | |
| Project Title: | | | |
| Project Description (Include the following information in the description):   * Reason for the proposed project * Project size or scale * Scope of Work | | | |
| Attach an image of the project site. If the project involves construction include:   * Project location or map      * Basic construction site plan showing access points and construction site boundaries | | | |
| **Section II:** Answer the following questions: | | | |
| Will the project **significantly** impact the natural, physical, social, and/or economic environment?  ☐Yes, contact Region 6, this project may not qualify for categorical exclusion  ☐No, continue  Is the significance of the project’s natural, physical, social, and/or economic impact unknown?  ☐Yes, contact Region 6, this project may not qualify for categorical exclusion  ☐No, continue  Is the project likely to generate intense public discussion, concern, or controversy, even though it may be limited to a relatively small subset of the community?  ☐Yes, contact Region 6, this project may not qualify for categorical exclusion  ☐No, continue  Will the project have disproportionately high and adverse impacts on minority/low-income populations?  ☐Yes, contact Region 6, this project may not qualify for categorical exclusion  ☐No, continue to Section III  Will the project be located on historic property or within the vicinity of a historic district?  ☐Yes, contact Region 6, this project may require consultation with the SHPO.  ☐No, continue to Section III  Will the project be located within a 100-year floodplain?  ☐Yes, contact Region 6, this project may require further evaluation under Executive Order 11988. (Flood Plain Management)  ☐No, continue to Section III | | | |
| **Section III:** Select the most appropriate C or D list Categorical Exclusion  Note: More information on Categorical Exclusions can be found [here](http://www.gpo.gov/fdsys/pkg/FR-2013-02-07/pdf/2013-02345.pdf) (Adobe Page 20) and [here](http://www.gpo.gov/fdsys/pkg/FR-2014-01-13/pdf/2014-00370.pdf) (Adobe Page 13). These numbers are from the regulations, so some numbers are omitted (reserved). | | | |
| **C-List Categorical Exclusion(s)**  ☐(1) Acquisition, installation, operation, evaluation, replacement, and improvement of discrete utilities and similar appurtenances (existing and new) within or adjacent to existing transportation right-of-way, such as: utility poles, underground wiring, cables, and information systems; and power substations and utility transfer stations.    ☐(2) Acquisition, construction, maintenance, rehabilitation, and improvement or limited expansion of stand-alone recreation, pedestrian, or bicycle facilities, such as: a multiuse pathway, lane, trail, or pedestrian bridge; and transit plaza amenities.  ☐(3) Activities designed to mitigate environmental harm that cause no harm themselves or to maintain and enhance environmental quality and site aesthetics, AND  ☐ Employs construction best management practices, such as: noise mitigation activities; rehabilitation of public transportation buildings, structures, or facilities; retrofitting for energy or other resource conservation; and landscaping or re-vegetation.  ☐(4) Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.  ☐(5) Activities, including repairs, replacements, and rehabilitations, designed to promote transportation safety, security, accessibility and effective communication within or adjacent to existing right-of-way, such as: the deployment of Intelligent Transportation Systems and components; installation and improvement of safety and communications equipment, including hazard elimination and mitigation; installation of passenger amenities and traffic signals; and retrofitting existing transportation vehicles, facilities or structures, or upgrading to current standards.  ☐(6) Acquisition or transfer of an interest in real property that is not within or adjacent to recognized environmentally sensitive areas (e.g., wetlands, non-urban parks, wildlife management areas) AND   ☐ Does not result in a substantial change in the functional use of the property or in substantial displacements, such as: acquisition for scenic easements or historic sites for the purpose of preserving the site. This CE extends only to acquisitions and transfers that will not limit the evaluation of alternatives for future FTA-assisted projects that make use of the acquired or transferred property.  ☐(7) Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.  ☐(8) Maintenance, rehabilitation, and reconstruction of facilities that occupy substantially the same geographic footprint AND  ☐ Do not result in a change in functional use, such as: improvements to bridges,  tunnels, storage yards, buildings, stations, and terminals; construction of platform extensions, passing track, and retaining walls; and improvements to tracks and railbeds.  ☐(9) Assembly or construction of facilities that is consistent with existing land use and zoning requirements (including floodplain regulations) AND  ☐ Uses primarily land disturbed for transportation use, such as: buildings and associated structures; bus transfer stations or intermodal centers; busways and streetcar lines or other transit investments within areas of the right-of-way occupied by the physical footprint of the existing facility or otherwise maintained or used for transportation operations; and parking facilities.  ☐(10) Development of facilities for transit and non-transit purposes, located on,  above, or adjacent to existing transit facilities, that are not part of a larger  transportation project AND ☐ Do not substantially enlarge such facilities, such as: police facilities, daycare facilities, public service facilities, amenities, and commercial, retail, and residential development.  ☐(11) The following actions are for transportation facilities damaged by an incident  resulting in an emergency declared by the Governor of the State and concurred in by  the Secretary, or a disaster or emergency declared by the President pursuant to the  Robert T. Stafford Act (42 U.S.C. 5121):  (i) Emergency repairs under 49 U.S.C. 5324; and  (ii) The repair, reconstruction, restoration, retrofitting, or replacement of any road, highway, bridge, tunnel, or transit facility (such as a ferry dock or bus transfer station), including ancillary transportation facilities (such as pedestrian/bicycle paths and bike lanes), that is in operation or under construction when damaged and the action:  (A) Occurs within the existing right-of-way and in a manner that substantially conforms to the preexisting design, function, and location as the original (which may include upgrades to meet existing codes and standards as well as upgrades warranted to address conditions that have changed since the original construction); and  (B) Is commenced within a 2-year period beginning on the date of the declaration.  **Note: (c)(11) should be used for Emergency Actions only.**  ☐(12) Projects, as defined in 23 U.S.C. 101, that would take place entirely  within the existing operational right-of-way. Existing operational right-of-way refers to right-of-way that has been disturbed for an existing transportation facility or is maintained for a transportation purpose. This area includes the features associated with the physical footprint of the transportation facility (including the roadway, bridges, interchanges, culverts, drainage, fixed guideways, mitigation areas, etc.) and other areas maintained for transportation purposes such as clear zone, traffic control signage, landscaping, any rest areas with direct access to a controlled access highway, areas maintained for safety and security of a transportation facility, parking facilities with direct access to an existing transportation facility, transit power substations, transit venting structures, and transit maintenance facilities. Portions of the right-of-way that have not been disturbed or that are not maintained for transportation purposes are not in the existing operational right-of-way.  ☐(13) Federally-funded projects:  (i) That receive less than $5,000,000 of Federal funds; or   (ii) With a total estimated cost of not more than $30,000,000 and Federal funds comprising less than 15 percent of the total estimated project cost.  ☐(14) Bridge removal and bridge removal related activities, such as in-channel work, disposal of materials and debris in accordance with applicable regulations, and transportation facility realignment.  ☐(15) Preventative maintenance, including safety treatments, to culverts and channels within and adjacent to transportation right-of-way to prevent damage to the transportation facility and adjoining property, plus any necessary channel work, such as restoring, replacing, reconstructing, and rehabilitating culverts and drainage pipes; and, expanding existing culverts and drainage pipes.  ☐(16) Localized geotechnical and other investigations to provide information for preliminary design and for environmental analyses and permitting purposes, such as drilling test bores for soil sampling; archeological investigations for archeology resources assessment or similar survey; and wetland surveys.  **If your project falls within one of the above categories,**  **you may stop and proceed to the signature block.** | | | |
| **D-List Categorical Exclusion(s)**  **If your project falls within any of the categories listed below, please mark the appropriate category and proceed to Section IV.**  ☐(1) Modernization of a highway by resurfacing, restoring, rehabilitating, or  reconstructing shoulders or auxiliary lanes (e.g., lanes for parking, weaving, turning, climbing).  ☐(2) Bridge replacement or the construction of grade separation to replace existing at-grade railroad crossings.  ☐(3) Acquisition of land for hardship or protective purposes. Hardship and protective buying will be permitted only for a particular parcel or a limited number of parcels. These types of land acquisition qualify for a CE only where the acquisition will not limit the evaluation of alternatives, including shifts in alignment for planned construction projects, which may be required in the NEPA process. No project development on such land may proceed until the NEPA process has been completed.  ☐(4) Acquisition of right-of-way. No project development on the acquired right-of-way may proceed until the NEPA process for such project development, including the consideration of alternatives, has been completed.  ☐(5) *Reserved for future use.*  ☐(6) Facility modernization through construction or replacement of existing components.  ☐(7) Minor transportation facility realignment for rail safety reasons, such as improving vertical and horizontal alignment of railroad crossings, and improving sight distance at railroad crossings.  ☐(8) Modernization or minor expansions of transit structures and facilities outside existing right-of-way, such as bridges, stations, or rail yards.  ☐Other: General exclusion (no specific activity category applies, but the project is still exempt per the conditions of 23 CFR 771.118(a) and (b)  **If your project does not meet the C- or D-list criteria listed above,**  **it may not qualify for a Categorical Exclusion.**  **Contact Region 6 for more information.** | | | |
| **Section IV:** The purpose of this section is to check to make sure criteria for D-List Categorical Exclusions are satisfied and that **significant** environmental effects will not result. | | | |
| **Land Use/Zoning:**   * Attach a land use map showing the project location and its surrounding parcel’s land use classification. * Attach a zoning map showing/describing the project’s zoning classification. | | | |
| **Traffic:**   * Describe potential parking/traffic impacts, if any? * Indicate whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. * Describe connectivity to other transportation facilities and modes, and coordination with relevant agencies. * If the project will modify an existing roadway configuration include a map/diagram. | | | |
| **Noise:**  Note: Refer to [FTA’s Noise and Vibration Manual](http://www.fta.dot.gov/documents/FTA_Noise_and_Vibration_Manual.pdf)  Does the project have the potential to increase noise?  ☐No, there are no receptors within the screening distance for this project. Screening distance criteria can be found in Table 4-1 of FTA’s Noise and Vibration Manual.  ☐Yes, please attach a general noise assessment.  Follow the procedures in Chapter 5 of FTA’s Noise and Vibration Manual. Describe impacts, if any, proposed mitigation measures, and remaining impacts after mitigation. | | | |
| **Vibration:**  Note: Refer to [FTA’s Noise and Vibration Manual](http://www.fta.dot.gov/documents/FTA_Noise_and_Vibration_Manual.pdf)  Does the project cross or have the potential for vibration impacts?  ☐No, there are no receptors within the screening distance for this project. Screening distance criteria can be found in Table 9-2 of FTA’s Noise and Vibration Manual.  ☐Yes, please include a general vibration assessment.  Follow the procedures in Chapter 5 of FTA’s Noise and Vibration Manual. Describe impacts, if any, proposed mitigation measures, and remaining impacts after mitigation.  **Environmental Justice:**  Note: Refer to [FTA’s Circular on Environmental Justice](http://www.fta.dot.gov/documents/FTA_EJ_Circular_7.14-12_FINAL.pdf)   * Determine the presence of minority/low-income populations within the project area. * Indicate whether the project will have disproportionately high and adverse impacts on minority/low-income populations.   .   * Describe any outreach efforts targeted specifically at minority/low-income populations. | | | |
| **Historic/Cultural Resources:**  Note: [Refer to Section 106 process](http://www.achp.gov/regsflow.html) and [Section 4(f) Handbook](http://environment.transportation.org/pdf/programs/pg11-1%20lowres.pdf)   * Describe any cultural, historic, or archaeological resource that is located in or around the immediate vicinity of the proposed project.   - Describe the potential for the project to affect that resource. (Attach any relevant documentation and correspondence). If the project has the potential to affect historic resources the Section 106 process must be followed. Contact your FTA planner for further guidance. | | | | |
| **Section 4(f) Resources (Public Parks/Recreation Areas, Historic Sites):**  Note: Refer to [Section 4(f) Handbook](http://environment.transportation.org/pdf/programs/pg11-1%20lowres.pdf)  Is the project located in or adjacent to a publicly owned park, recreation area or wildlife or waterfowl refuge, or a publicly or privately owned historic district/property?  ☐No  ☐Yes, describe the potential impacts to the park/recreation area | | | | |
| **Biological Resources:**  Note: Refer to [U.S. Fish & Wildlife Service](http://www.fws.gov/endangered) and the [National Marine Fisheries Service](http://www.nmfs.noaa.gov/pr/species/esa/index.htm)  Are there any species located within the project vicinity that are listed as threatened or endangered under the Endangered Species Act?  ☐No  ☐Yes, describe any critical habitat, essential fish habitat or other ecologically sensitive areas within or near the project area. | | | | |
| **Property Acquisition/Relocations:**  Will property be acquired for this project?  ☐No  ☐Yes, indicate whether acquisition will result in relocation of individuals/businesses. Attach maps or graphs of affected parcels including relocations. | | | | |
| **Wetlands:**  Note: Refer to [Wetlands Info Packet](http://www.usace.army.mil/Portals/2/docs/civilworks/regulatory/techbio/rw_bro.pdf)  Will the project affect potential/on site/adjacent wetlands?  ☐No  ☐Yes, describe the impact and attach correspondence with the US Army Corps of Engineers | | | | |
| **Water Quality:**  Does the project have the potential to impact water quality, including during construction?  ☐No  ☐Yes, describe potential impacts and best management practices which will be in place  Will there be an increase in new impervious surface or restored pervious surface?  ☐No  ☐Yes, describe potential impacts and proposed treatment for storm water runoff  Is the project located in the vicinity of an EPA-designated sole source aquifer?  ☐No  ☐Yes, provide the name of the aquifer which the project is located in and describe any potential impacts to the aquifer. Also, include the approximate amount of new impervious surface created by the project. | | | | |
| **Air Quality:**  Note: Refer to [Air Quality guidance](http://www.fta.dot.gov/12347_2240.html)  Is the project located in an Environmental Protection Agency designated as a non-attainment or maintenance area?  ☐No  ☐Yes, indicate the criteria pollutant below and contact FTA to determine if a hot spot analysis is necessary.  ☐Carbon Monoxide (CO)  ☐Ozone (O3)  ☐Particulate Matter (PM2.5)  ☐Particulate Matter (PM10)  ☐Oxides of Nitrogen (NOx)  ☐Oxides of Sulfur (SOx)  Describe any impacts to air quality resulting from the project.  Does the project require conformity analysis?  ☐No, it is exempt from conformity analysis under 40 CFR Part 51 §93.126  ☐Yes, it is not exempt under §93.126 or §93.127  If the non-attainment area is also in a metropolitan area, was the project included in the MPO’s Transportation Improvement Program (TIP) air quality conformity analysis?  ☐No  ☐Yes, Date of USDOT conformity finding: | | | | |
| **Hazardous Materials:**  Is there any known/potential contamination at the project site?  Contamination may include lead/asbestos, above/underground storage tanks, or a history of industrial sites.  ☐No, describe the analysis used to determine whether hazardous materials were present  ☐Yes, describe mitigation and clean-up measures that will be taken to remove hazardous materials. If the project includes property acquisition, a Phase I Environmental Site Assessment may be required for the land to be acquired. Contact the FTA planner to discuss the Phase I Environment Site Assessment requirements. | | | | |
| **Prime and Unique Farmlands:**  Note: Refer to [Farmland Protection Policy Act](http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1049284.pdf)  Does the proposal involve the use of any prime or unique farmlands?  ☐No  ☐Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture. | | | | |
| **Safety/Security:**  Describe all measures that would need to be taken and that have been included for the safe and secure operation of the project after its construction. | | | | |
| **Construction Impacts:**  Describe temporary impacts associated with construction activities such as noise, air quality, sidewalk and road closures, traffic detour/access change, construction schedules (e.g., local ordinance may restrict late night work activity in residential neighborhoods). Describe mitigation measures to address the impacts, if applicable. | | | | |
| **Mitigation Measures:**  Describe all measures, if any, to be taken to mitigate project impacts. | | | | |
| **Submitted by:** | **Tit**l**e:** | | **Date:** | |

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| **Region 6 Contacts:**  Federal Transit Administration  819 Taylor St. #8A36  Fort Worth, Texas 76102  Phone: 817-978-0550  Fax :817-978-0575  Don Koski  Director of Planning and Program Development  <mailto:donald.koski@dot.gov>  817-978-0571  Melissa Foreman  Community Planner  <mailto:melissa.foreman@dot.gov>  817-978-0554  Lynn Hayes  Community Planner  <mailto:lynn.hayes@dot.gov>  817-978-0565  Ronisha Hodge  Community Planner  <mailto:ronisha.hodge@dot.gov>  817-978-0576  Tony Ogboli  Community Planner  <mailto:tony.ogboli@dot.gov>  817-978-0566  Pearlie Tiggs  Community Planner  <mailto:pearlie.tiggs@dot.gov>  817-978-0567  Robb Ramos  Sr. Environmental Protection Specialist  Resource Management Concepts, Inc.  <mailto:roberto.ramos.ctr@dot.gov>  817-978-0552 |