



## NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

### MEMORANDUM

**TO:** NOACA Board of Directors

**FROM:** Grace Gallucci, Executive Director

**DATE:** January 16, 2015

**RE:** **Resolution No. 2015-013: 5310 Program/Coordinated Public Transit-Human Services Transportation Plan**

#### **ACTION REQUESTED**

The Board of Directors is asked to adopt **Resolution No. 2015-013**, which approves the 2015 update to the Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio and the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program competitive selection process.

#### **BACKGROUND**

Metropolitan Planning Organizations are mandated by the federal government to update the Coordinated Public Transit-Human Services Transportation Plan.

The Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio (Coordinated Plan) includes information on the existing transportation options, unmet needs, and goals and objective to meet those needs for three target population groups: older adults, individuals with disabilities, and people with low income. This 2015 update to the Coordinated Plan builds off the extensive public outreach and subsequent findings of the 2008 Coordinated Plan and the 2012 outreach. The Coordinated Plan focuses on the unique needs of transit-dependent populations, identifying gaps, opportunities, and promotes coordination within and between transportation providers. The following core components are included in the Coordinated Plan:

- An assessment of available transportation services that identifies current providers
- An assessment of transportation needs for target populations
- Strategies and activities to address identified gaps and redundancies in services
- Prioritization for implementation of strategies and activities based on resources, feasibility, and time

The Coordinated Plan also contains additional items such as target population demographic data and detailed information about the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) program to inform future transportation coordination projects.

The results of the outreach activities, and the updated goals and objectives can be found in the attached Executive Summary.

The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) federal transportation reauthorization bill has established the Enhanced Mobility of Seniors and Individuals with Disabilities (5310) Program. The program consolidates the former New Freedom Program (5317) and the Elderly and Disabled Program. The program's intent is to enhance mobility for seniors and disabled persons through the provision of funds for programs and projects that serve the unique needs of transit-dependent populations beyond the scope of traditional public transit services, and Americans with Disabilities Act (ADA) complementary paratransit services. The 5310 program is administered by FTA with funds being allocated to designated recipients of urbanized areas. As a result, the Cleveland UZA is required to identify a designated recipient to receive FTA Section 5310 funding.

The Board of Directors approved **Resolution No. 2014-010**, which requested that the Governor of the State of Ohio designate NOACA as the recipient of Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities Program (5310) funds for the Cleveland Urbanized area (Cleveland UZA), and NOACA was officially designated by Governor Kasich on October 9, 2014.

As the designated recipient, NOACA will assume program administration responsibilities on behalf of FTA. These responsibilities include notifying agencies of available funding, developing project selection process, determining project eligibility, developing a program management plan and program of projects, maintaining control over procured assets (ensuring proper insurance is maintained, vehicle maintenance is performed and performing annual vehicle inspections), and ensuring that all sub-recipients comply with federal requirements. NOACA is required to certify that all projects that receive funding in the Cleveland UZA from the section 5310 program are subject to open and fair competitive selection process, and are consistent with the goals of the Coordinated Plan. To ensure this, draft project selection criteria has been developed in the attached application. The criterion includes the demonstration of need, agency effectiveness, coordination and outreach, and vehicle and equipment utilization.

### **FINANCIAL IMPACT**

As the designated recipient, NOACA is eligible to access federal 5310 program funds apportioned to the Cleveland UZA and distribute them according to the federal guidelines. Up to 10% of these program funds can be used by NOACA to cover its administrative costs.

Program funds are apportioned for urbanized and rural areas based on the number of seniors and individuals with disabilities. Federal share for capital projects (including acquisition of public transportation services) is 80%. Federal share for operating assistance is 50%.

### **CONCLUSION/NEXT STEPS**

Once approved by the Board of Directors, staff will launch a "call for projects" for the Section 5310 Program.

Attachments: The Coordinated Public Transit-Human Services Transportation Plan for  
Northeast Ohio Executive Summary  
Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities  
Application – Fiscal Year 2015

GG/kb/2813b

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

**WHEREAS**, the Northeast Ohio Areawide Coordinating Agency (NOACA) is the Metropolitan Planning Organization (MPO) for the counties of Cuyahoga, Geauga, Lake, Lorain and Medina, and the areawide water quality management agency for the same region; and

**WHEREAS**, Metropolitan Planning Organizations are mandated by the federal government to update the Coordinated Public Transit-Human Services Transportation Plan; and

**WHEREAS**, the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) federal transportation reauthorization bill has established the Enhanced Mobility of Seniors and Individuals with Disabilities (5310) Program; and

**WHEREAS**, the program consolidates the former New Freedom Program (5317) and the Elderly and Disabled Program; and

**WHEREAS**, the 5310 program is administered by FTA with funds being allocated to designated recipients of urbanized areas. As a result, the Cleveland UZA is required to identify a designated recipient to receive FTA Section 5310 funding; and

**WHEREAS**, NOACA was officially designated by Governor Kasich on October 9, 2014; and

**WHEREAS**, as the designated recipient, NOACA will assume program administration responsibilities on behalf of FTA. These responsibilities include notifying agencies of available funding, developing project selection process, determining project eligibility, developing a program management plan and program of projects, maintaining control over procured assets, and ensuring that all sub-recipients comply with federal requirements

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Northeast Ohio Areawide Coordinating Agency, consisting of 45 principal officials serving general purpose local governments throughout and within the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina that:

**Section 1.** The Executive Director is authorized to make the updated Coordinated Public Transit-Human Services Transportation Plan available to the public.

**Section 2.** The Executive Director is authorized to initiate the competitive selection process for Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program.

**Section 2.** The Executive Director is authorized to transmit certified copies of this resolution to the appropriate federal, state, and local agencies.

Certified to be a true copy of a Resolution of the  
Board of Directors of the Northeast Ohio Areawide  
Coordinating Agency adopted this 23rd day of  
January 2015.

Secretary: 

Date Signed: 1-22-16

## Executive Summary

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This Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio (Coordinated Plan) includes information on the existing transportation options, unmet needs, and goals and objective to meet those needs for three target population groups: older adults, individuals with disabilities, and people with low income. This 2015 update to the Coordinated Plan builds off the extensive public outreach and subsequent findings of the 2008 Coordinated Plan and the 2012 update. The Coordinated Plan focuses on the unique needs of transit-dependent populations, identifying gaps, opportunities, and promotes coordination within and between transportation providers. The following core components are included in the Coordinated Plan:

- An assessment of available transportation services that identifies current providers
- An assessment of transportation needs for target populations (Chapter 4)
- Strategies and activities to address identified gaps and redundancies in services
- Prioritization for implementation of strategies and activities based on resources, feasibility, and time

This document contains additional items such as target population demographic data and detailed information about the Enhanced Mobility for Seniors and Individuals with Disabilities Section 5310 (Section 5310) program to inform future transportation coordination projects. FY2013 was the final “call for projects” for the Job Access and Reverse Commute (JARC) and New Freedom programs which are now represented in the new Section 5310 program.

### ***Developing the Coordinated Plan***

#### **History of Coordinated Planning**

As required by the *Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU), all urbanized areas with populations greater than 200,000 must have a designated recipient named by the chief executive officer of the state (the governor of Ohio) to handle the competitive selection process and administrative functions for the JARC and New Freedom programs. Additionally, any area seeking funding from the JARC, New Freedom, and Section 5310 programs from FY 2007 forward must have a Coordinated Plan in place from which projects are derived. As a result, NOACA published its Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio in 2008. A detailed description of how NOACA came to be the designated recipient for the Cleveland Urbanized Area and the lead agency for development of the Coordinated Plan for Northeast Ohio can be found in the Appendix.

Previous public involvement efforts: communication, data collection, and identification of common goals and objectives, acted as the basis for the 2012 update and continued for this current update. The majority of stakeholders who participated in the update were also involved in the prior Coordinated Plan. The update process was also used as means to reiterate the importance of coordinated planning and inform transit providers of the changes to the JARC and New Freedom programs under *Moving Ahead for Progress in the 21<sup>st</sup> Century* (MAP 21) Act.

Combining both current and previous public and stakeholder input and comments, the strategies from the 2008 plan were reorganized into new goals and objectives in the 2012 update and reinforced in this update. To support the goals, objectives were reassessed and given identified strategies to achieve each objective. The goals and objectives are intended to support and monitor human services transportation in the region and allow projects to be adjusted accordingly to meet the overall goals of the Coordinated Plan. Chapter 4 of this document gives an overview of public involvement activities.

## **The Study Area**

Northeast Ohio is a mixture of urbanized and non-urbanized areas. Cuyahoga, Lake, Lorain, and Medina counties are by definition urban because the county seat is within an urbanized area. Additionally, all three have a relatively large percentage of land devoted to urban uses such as residential, commercial, industrial, and transportation. In Cuyahoga County, the urban area accounts for most of county's land area. The Lake County urbanized area is just under 1/3, and in Lorain County, just over 1/4 of all land is urbanized. Medina County was recently changed to urban and about 14% is considered urbanized. Geauga is classified as rural, but contain some portions of urbanized area. Urbanized land use is just under 11% for Geauga County. (See maps 1 & 2).

## **Assessment of Transportation Needs**

The goals of NOACA's Coordinated Plan are reflective of the engagement of transportation providers, clients, and the public. The goals act as a foundation from which the objectives were developed. The goals of the Coordinated Plan are meant to encompass the principles and spirit of improving transportation services and coordination. These goals also provide context for the objectives and strategies ranked below:

### **Goals**

- Improve accessibility and service efficiency for low income, elderly, and/or disabled riders
- Improve cost effectiveness
- Improve Safety
- Improve coordination of services and resources

## **Strategies & Priorities**

Strategies for improving transportation for the target populations were developed for the most frequently occurring themes for unmet needs and transportation issues listed above and are detailed in Chapter 5. The strategies listed are examples of ways to achieve more efficient transportation delivery and service in addition to methods for developing a more coordinated system.

A priority system was developed that assigned each of the eleven identified recurring themes to a tiered structure. This structure, which includes a top tier and a second tier, provides guidance for allocating resources to projects that address the most pressing needs and which will provide the most benefit to improving the regional transportation system. Results of this prioritization follow:

### Tier One Objectives

1. Reduce transit/specialized transportation costs for riders and providers
2. Improve frequency of service
3. Improve weekend service
4. Improve operational efficiencies at all levels
5. Improve access to underserved areas with transit dependent populations
6. Improve evening service
7. Advance awareness to growing unmet transportation needs

### Tier Two Objectives

8. Improve access to information and travel training for riders and human service agencies
9. Improve last minute transportation options
10. Mitigate environmental barriers
11. Improve inter-county transportation options

This tier system will be used in conjunction with the competitive selection process for projects seeking specialized transportation funding. Projects may address one or more of the themes and may utilize one of the strategies listed in Chapter 5, a combination of multiple strategies, or may employ strategies not listed in this document so long as the project supports to overall goals of the Coordinated Plan.

### **The Federal Grant Programs –Section 5310 Program**

The following table provides a summary of the Section 5310 grant program that is available to the region for FY 2013-2015 and will be administered by NOACA for the urbanized service area. Under MAP 21, previous JARC program activities will now be an eligible expense under the Section 5307 Urbanized Area Formula program. A 50% local match for operating assistance for job access and reverse commute programs will continue to be included. Activities formerly part of the New Freedom program will be included under the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program. This program provides funding for projects that increase the mobility of seniors and persons with disabilities.

Under this new consolidated program, 55% of available funding must be set aside for “traditional” 5310 capital projects. Eligible traditional 5310 capital projects include vehicles, other equipment (communications equipment, computer hardware, and wheelchair restraints), and mobility management projects. In addition to the required capital projects, up to 45 percent of funds may be utilized for projects that were formerly eligible under New Freedom: additional public transportation projects that exceed the ADA minimum requirements, improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

**Table 1**

| Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities |  |
|--|--|
| Program Purpose  | The Section 5310 Program provides capital and operating grants to assist private non-profit corporations and public agencies to provide coordinated transportation services that are planned, designed, and carried out to meet the needs of seniors and individuals with disabilities   |
| Eligible Applicants  | There are three categories of eligible sub-recipients of Section 5310 funds: a) private non-profit organizations; b) state or local governmental authorities; and c) operators of public transportation services. If applying for vehicle, equipment or mobility management projects, state or local government authorities must certify that there are no nonprofit organizations readily available in the area to provide that service |
| Eligible Project Examples  | Purchase of buses or vans, computer equipment and software, and communications equipment, mobility management and coordination programs  |
| Federal/Local Share  | Capital and Operating costs<br>80% federal 20% local<br>55% to be used for capital<br>45% to be used for projects that would fall under the former New Freedom program   |

### Outreach Activities and Findings

Building on the extensive outreach to stakeholders and target populations conducted in the development of the 2008 and 2012 Coordinated Plans, NOACA approached the 2015 Plan update process in a more streamlined manor. The purpose is to reinforce the findings and reiterate the goals and objectives agreed upon in the 2012 update. In 2012 NOACA employed a variety of outreach activities to reassess and update transportation needs in the region. The integration of public input was essential to identifying and prioritizing the needs of the elderly, disabled, and low-income populations. These efforts were intended to build on outreach conducted for the 2008 Coordinated Plan as well as asses and re-evaluate goals and priorities. Outreach methods worked to leverage existing groups and relationships in addition to bringing in new perspectives.

Public involvement activities included public meetings, public comment sheets and surveys, a provider survey, and a stakeholder workshop. Multiple outreach strategies were used to gain input into the needs of target populations from a variety of different views. Community outreach included:

- Public meetings within the NOACA region
- Web page comment section
- Public comment sheets and surveys provided at meetings
- Online survey to stakeholders in the region
- A stakeholder workshop
- Transit Council input
- Social media ways advertise meetings including Facebook, Twitter, and the NOACA website

Even though some of the specialized transportation programs have shifted under MAP-21, the Coordinated Plan will continue to focus on the needs of transit dependent populations and look to improve service and coordination between transit providers. Looking forward, outreach and community involvement will remain crucial to the general planning process of NOACA and the development of the Coordinated Plan. NOACA's Coordinated Plan will continue to incorporate a broad range of outreach activities to engage the public and stakeholders to provide input and address transportation gaps and needs.

The section below summarizes the updated public comments and input from 2014. These comments served as the bases in re-affirming the goals and priorities set fourth in the 2012 update.

### **Public Meetings and Comments**

NOACA held 2 stakeholder meetings in October and November of 2014 and a public open house at the Cleveland Public Library in November 2014.

Public comments were also invited through comment sheets and a survey made available at public meetings, and through inclusion of contact information on promotional materials. Comments varied from very specific issues affecting an individual to general regional issues and needs. A full list of these public comments can be found in the Appendix.

The public meetings focused around prioritizing and discussing the unmet needs that were determined in the 2012 update. The meeting was conducted as an Open House forum and had a display of various boards beginning with an overview of NOACA, the prior Coordinated Plan, the 2012 Goals and Objectives, and the current unmet needs. Participants were then asked to view the boards prioritize the goals and objectives, rank the unmet needs and encouraged to fill out the public survey via computer or paper form.

Below is the overall tally of the unmet needs and prioritized goals and objectives comprised from the public meetings. Detailed responses can be found in Appendix.

The top 10 ranked specific Unmet Needs were:

| Rank | Unmet Need   |
|------|--|
| 1    | Not Enough Funding   |
| 2    | Hard to Arrange a Trip on Short Notice   |
| 3    | Not Enough Advocacy for Transportation Needs at the Local, State, and/or Federal Level |
| 4    | Health/Human Service Agency Does Not Have Money for Transportation Services            |
| 5    | Limited Transit Service During Evenings  |
| 6    | Buses Do Not Run Frequently Enough   |
| 7    | Limited Transit Service During Weekends  |
| 8    | High Cost of Public Transit-Bus or Para-Transit Fare                                   |
| 9    | Hard to Get to Bus Stops/Rapid Stations-No Sidewalks, Crosswalks, or Mobility Issues   |
| 10   | No "One-Stop" Resource or Call Center for Transportation Information                   |

The top 4 ranked specific Goals and Objectives were:

| Rank | Goal   |
|------|--|
| 1    | Improve Accessibility and Service Efficiency for Low Income, Elderly, and/or Disabled Riders |
| 2    | Improve Cost Effectiveness   |
| 3    | Improve Coordination of Services and Resources   |
| 4    | Improve Safety   |

### Stakeholder Input and Provider Survey

A part of the 2008 and 2012 Coordinated Plan was the collection of an inventory of agencies that provide transportation service. A detailed provider survey was mailed out to more than 500 agencies, which resulted in 100 responses. While input received through the stakeholder survey may not be statistically significant, it does offer input from a broad spectrum of stakeholders and transit providers.

During the 2012 update and this current 2015 update to the Coordinated Plan a survey was again sent out to providers to update the inventory of agencies. However, this time the survey was adapted into an online survey, through the use of Survey Monkey and was emailed to providers. The survey was sent to private transit providers, health/human service agencies, and medical facilities that provide transportation. More than 200 agencies and organizations were sent a link to the survey, from which 53 responded. In July 2014 about 65 agencies were sent a survey to update service information. 39 organizations responded to this survey. The information collected is intended to serve as a tool to identify existing transportation resources in the region.

A listing of survey respondents, a copy of the survey, and additional response detail may be found in the Appendix.

### **Stakeholder Workshops**

The update to the Coordinated Plan is focused on re-assessing unmet transportation needs and validating the goals and priorities set fourth in the 2012 Plan. To conclude the update process, NOACA held 2 regional stakeholder workshops one in October and one in November of 2014. Invitations were sent to the same group that attended the October workshop, approximately 30 people participated.. A list of attendees and notes taken from the workshop can be found in the Appendix. Participants discussed the goals and objectives, and unmet needs before being asked to rank each.

Workshop participants also worked to develop possible strategies, projects, or activities to counteract the unmet needs. The plan is for this group to continually meet on a quarterly basis. All comments and recommendations from the stakeholder workshop can be found in the Appendix.

**Section 5310: Enhanced Mobility of Seniors and  
Individuals with Disabilities Application--Fiscal Year 2015  
DUE: XXXX-XX, 2015 at 4pm**



**Instructions:** This application is for transit agencies, governments, and non-profits that are seeking capital or operational funding for transportation projects which will continue or increase access to transportation options for seniors or individuals with disabilities within NOACA's urbanized areas (Cuyahoga, Lake, Lorain, and Medina) of Northeast Ohio and NOACA's service area.

Please fill out this application and return it, along with all required attachments, to NOACA by **XXXXXX XX, 2015**. Only **completed** applications will be considered for funding. If a section is not applicable please fill in with N/A.

**Application Deadline**

The following formats are acceptable for each application submittal:

- Paper or hard copy: One (1) original plus one (1) copy must be **received at NOACA by 4:00 p.m. on XXXXXX XX, 2015**. Address to the attention of Kelley Britt, NOACA, 1299 Superior Ave., Cleveland, OH 44114
- Electronic media: Acceptable media are one (1) CD, DVD, or USB jump drive with the application loaded as a single Portable Document Format (PDF) file. Electronic media must be **received at NOACA by 4:00pm on XXXXX-XX-2015**. Address to the attention of Kelley Britt, NOACA, 1299 Superior Ave., Cleveland, OH 44114
- E-mail: A single Portable Document Format (PDF) file e-mailed to [section5310@mpo.noaca.org](mailto:section5310@mpo.noaca.org) by **4:00 p.m. on XXXXX-XX-2015**. Maximum file size is 60MB; if the application exceeds this size, consider using the above mentioned formats. Applicants will receive an e-mail confirmation receipt; please call Kelley Britt at 216-241-2414, ext. 211, if receipt confirmation is not received within one hour of submittal. If you have more than one application please submit each application in an individual email. Please be aware of your agency's own transmittal size limit as it may be less than 60MB.

**Applications will not be accepted by FAX or means other than those listed above**

If you have any questions contact Kelley Britt at 216.241.2414 ext. 211 or [kbritt@mpo.noaca.org](mailto:kbritt@mpo.noaca.org)

**Scoring:** This application will be scored by NOACA. Project applications with the highest scores, based upon availability of funds, will be awarded funding. Some of the application sections do not contain point values. The information in these sections may be required for the application, but not involved in the scoring process.

| Section 5310 SCORE SHEET  | Eligible Points        |                        |
|---|------------------------|------------------------|
|   | Returning Applicants   | New Applicants         |
| <b>Demonstration of Need – Section 2</b>  | <b>Up to 30 Points</b> | <b>Up to 30 Points</b> |
| Area Currently Served by <i>Inadequate</i> Public Transit or NOT Served by Public Transit<br>(Please include supporting letter from local transit authority)  | 10                     | 10                     |
| Project Alignment with Goals from the Coordinated Plan  | 20                     | 20                     |
| <b>Agency Effectiveness – Section 2</b>   | <b>Up to 15 Points</b> | <b>Up to 20 Points</b> |
| Agency’s Management Capacity  | 10                     | 15                     |
| Prior Project Effectiveness   | 5                      | N/A                    |
| New Agency Credit   | N/A                    | 5                      |
| <b>Coordination + Outreach – Sections 3 + 4</b>   | <b>Up to 30 Points</b> | <b>Up to 30 Points</b> |
| Detailed Coordination Efforts   | 15                     | 15                     |
| Letters of Support from Coordinating Agencies   | 10                     | 10                     |
| Public Outreach Efforts   | 5                      | 5                      |
| <b>Vehicles + Equipment – Section 5</b>   | <b>Up to 25 Points</b> | <b>Up to 20 Points</b> |
| Previous Vehicle Utilization  | 5                      | N/A                    |
| Vehicle Utilization Estimate  | 15                     | 15                     |
| Communication Equipment, Computer Hardware/Software, or Mobility Management (up to 25 points available if applicant is only applying for any of these items). | 5                      | 5                      |
| <b>Total</b>  | <b>100</b>             | <b>100</b>             |

**Section 1: Applicant Information**

Please Check ONE of the options below:

New Applicant

Returning Applicant

Please Provide the Following Information About Your Agency:

|   |   |   |  |
|---|---|---|--|
| <b>Project Title</b>                            |   |   |  |
| <b>Organization Name</b>                        |   |   |  |
| <b>Street Address</b>                           |   | <b>State</b>                                |  |
| <b>City</b>                                     |   | <b>Zip Code</b>                             |  |
| <b>Organization Type<br/>(Please Check One)</b> | <input type="checkbox"/> Local Government   | <input type="checkbox"/> Private Non-Profit |  |
|   | <input type="checkbox"/> Private For-Profit | <input type="checkbox"/> Public Non-Profit  |  |
| <b>Contact Person</b>                           |   |   |  |
| <b>Contact's Title</b>                          |   |   |  |
| <b>Contact's Email Address</b>                  |   |   |  |
| <b>Contact's Phone #</b>                        |   | <b>Federal Tax ID</b>                       |  |
| <b>DUNS #</b>                                   |   | <b>OH Charter #</b>                         |  |
| <b>Service Area</b>                             |   |   |  |
| <b>Service Area Population</b>                  |   |   |  |
| <b>Trip Destinations Outside Service Area</b>   |   |   |  |

**Audit**

Please provide a copy of your organization's most recent audit as an attachment to your application

**New applicants ONLY:** Please fill out the table below with references from up to three of your current funders. By filling out this table you are allowing NOACA to contact these references.

| <b>Organization</b> | <b>Contact</b> | <b>Phone Number</b> | <b>Email</b> |
|---------------------|----------------|---------------------|--------------|
|                     |                |                     |              |
|                     |                |                     |              |
|                     |                |                     |              |

## **Section 2: Project Description and Agency's Management Capacity**

### **Inadequate Public Transit in Service Area (10 Points)**

In an effort to decrease gaps in service, it is encouraged to increase service in areas that do not have adequate public transit. **Please Check ONE of the options below:**

- There is a public transit system in my area.\***
- There is not a public transit system in my area.**

*\*If you indicated above that there is a public transit system in your area, you must include a letter from the transit system either verifying the transit system's inability to meet your clients' needs or explaining how your two agencies will work together. If you indicated that there is not a public transit system in your area, you **do not** need to provide a letter.*

### **Project Description**

Use the space provided to give a brief description of your project, and be sure to include information on the following:

- a. Current Funding
- b. Project Location
- c. Project Need
- d. Project Goals + Objectives
- e. Use of Requested Vehicles/Equipment

*A one page separate attachment is allowed if more space is needed*

**Returning Applicants:** Use the space provided to give a short update on your program and note any changes since your last application. Be sure to include a summary of prior vehicle use.

**Project Alignment with Goals from the Regional Coordinated Plan (Up to 20 Points)**

Your project should align with the goals of the regional Coordinated Public Transit-Human Services Plan for Northeast Ohio. Check the applicable boxes for the corresponding priorities from the 2015 Update to the Coordinated Plan that the proposed project seeks to advance or address. Be sure to complete certification in Appendix D.

- Improve coordination of services
- Reduce transit/specialized transportation cost for riders and providers
- Improve frequency of service
- Improve weekend service
- Improve operation efficiencies at all levels
- Improve access to underserved areas with transit-dependent populations
- Improve evening service
- Advance awareness of growing unmet transportation funding needs
- Improve access to information and travel training for riders and health and human service agencies
- Improve last-minute transportation options
- Mitigate environmental barriers
- Improve inter-county transportation options

**Describe How Your Project will address the Priorities Checked on the Previous Page:**

*A one page separate attachment is allowed if more space is needed*

**Agency's Management Capacity**

**(New Applicants: Up to 15 Points, Previous Applicants: Up to 10 Points)**

**New Applicants:** Use the space provided to give a brief description of your structure, making sure to address the following points:

- a. Governing Structure
- b. Organizational Structure

**Returning Applicants:** Please use the space provided to give a short update on your structure, noting any changes since your last application.

*A one page separate attachment is allowed if more space is needed*

## Prior Project Effectiveness (5 Points)

**Returning Applicants:** Please use the space provided to describe how previously funded projects have been effective.

|  |
|--|
|  |
|--|

**New Applicants** do not need to fill this section out and will receive 5 points in the scoring noted as “New Agency Credit”.

## Section 3: Coordination Efforts (up to 10 Points)

Please provide a list of coordinating agencies below and include a brief description of your current coordination efforts with each agency. A letter of support from each coordinating agency is required. A list containing additional coordinating agencies may be included with attachments at the end of your application. Each listed agency with detailed coordination efforts will count towards 5 points (up to 10 points).

|   |                      |  |
|---|----------------------|--|
| 1 | Agency Name          |  |
|   | Coordination Efforts |  |
| 2 | Agency Name          |  |
|   | Coordination Efforts |  |
| 3 | Agency Name          |  |
|   | Coordination Efforts |  |
| 4 | Agency Name          |  |
|   | Coordination Efforts |  |
| 5 | Agency Name          |  |
|   | Coordination Efforts |  |
| 6 | Agency Name          |  |
|   | Coordination Efforts |  |
| 7 | Agency Name          |  |
|   | Coordination Efforts |  |

## **Section 4: Public/Private Participation and Involvement**

### **Public Notice (Up to 5 Points)**

All applicants must ensure public participation and private sector involvement to the maximum extent feasible as well as exhibit their willingness to coordinate with other agencies. Documentation of these efforts must be provided to NOACA with your application, or as soon as it is available (documentation is worth 5 points).

See this section's attachments for required documentation. Your agency must respond to any public participation private sector involvements or inquiries received. Use **Appendix B** for information to assist in your response.

Required actions for your agency type are:

#### **Section 501(c)(3) Nonprofit Applicants must:**

- Publish a public notice the local newspaper with the widest circulation no later than two weeks prior to the application due date. See Appendix B for the required content of the public notice.

**OR**

- Send a letter to other human service, non-profit agencies, and private providers operating or located within the area to be served by the project no later than two weeks prior to the application due date.

#### **Public Body Applicants must:**

- Publish a public notice the local newspaper with the widest circulation by **XXXX- XX, 2015**. See Appendix B for the required content of the public notice.
- Conduct a public hearing to consider the economic, social, and environmental effects of the applicant's project. The public notice of the hearing should be published two weeks prior to the public hearing. The public hearing must be held in an accessible location.
- A copy of the published notice, an affidavit of publication, and a copy of the minutes/transcripts or summary from the public hearing must be submitted to NOACA.

A sample Public Notice can be found in Appendix A. Response instructions to Public Notice can be found in Appendix B.

**Section 5: Vehicle Requests**

**Current Vehicle Inventory**

Complete the information on the table below for each vehicle used to transport passengers, listing replacement vehicles first. An example is provided in the first row.

Number of Accessible Vehicles: \_\_\_\_ Total Number of Vehicles: \_\_\_\_ % of Accessible Vehicles: \_\_\_\_

| Make      | Model    | Year | VIN<br>(Last 6<br>Digits,<br>Current<br>5310<br>Vehicles) | Replacement<br>Vehicle<br>Yes/No | Passenger<br>Capacity<br>Ambulatory<br>Or<br>Wheelchair<br>Positions | Mileage | Date<br>Purchased<br>/<br>Leased | Total One-<br>Way<br>Passenger<br>Trips Per<br>Year | 12 Month<br>Maintenance/<br>Repair Costs |
|-----------|----------|------|---|----------------------------------|--|---------|----------------------------------|---|--|
| El Dorado | Ford 350 | 2003 | 654321  | Yes                              | 5-2  | 150,000 | 6/01/01                          | 2,222   | \$4,000                                  |
|           |          |      |   |                                  |  |         |                                  |   |  |
|           |          |      |   |                                  |  |         |                                  |   |  |
|           |          |      |   |                                  |  |         |                                  |   |  |
|           |          |      |   |                                  |  |         |                                  |   |  |
|           |          |      |   |                                  |  |         |                                  |   |  |
|           |          |      |   |                                  |  |         |                                  |   |  |
|           |          |      |   |                                  |  |         |                                  |   |  |
|           |          |      |   |                                  |  |         |                                  |   |  |
|           |          |      |   |                                  |  |         |                                  |   |  |

**Previous Vehicle Utilization (Up to 5 Points):** The minimum useful life for vehicles is 4 year or 100,000 miles for vans and sedans or 5 years or 150,000 miles for buses. Vans and sedans should have at least 90,000 miles and buses should have at least 135,000 miles at the time of application submission.

If your agency operates multiple vehicles, your fleet must be at least 50% accessible before a non-accessible vehicle will be approved. Current available vehicles can be found at this link: <http://www.dot.state.oh.us/divisions/planning/transit/pages/vehicletermcontracts.aspx>

| Available Vehicle Types |                                   |         |                           |
|-------------------------|-----------------------------------|---------|---------------------------|
| SMV                     | Standard Minivan                  | LTN     | Light Transit Narrow Body |
| MMV                     | Modified Minivan                  | LTV 22' | Light Transit Wide Body   |
| DMV                     | Dedicated Mobility Vehicle (MV-1) | LTV 25' | Light Transit Wide Body   |

**Vehicle Utilization Estimate (Up to 15 Points):** Fill out the table below. You may only apply for up to three vehicles. Please see **Vehicle Usage Calculations** in Appendix C for further information on calculating this information. Points will be based upon estimated usage.

| Complete One Column for Each Requested Vehicle     | Vehicle 1 | Vehicle 2 | Vehicle 3 |
|--|-----------|-----------|-----------|
| Type of vehicle requested                          |           |           |           |
| Number of days per week vehicle will be operated   |           |           |           |
| Estimated passenger trips to be provided per year* |           |           |           |
| Estimated mileage per year                         |           |           |           |
| Estimated hours per year                           |           |           |           |
| Replacement or new vehicle?                        |           |           |           |

\*A trip is counted every time a passenger boards a vehicle. For example: 10 people in one vehicle going to and from one location adds up to 20 passenger trips.

**Please Check if the Following is True for Your Project:**

- At least one new vehicle will be replacing a vehicle that is ready for disposition
- At least one new vehicle will be used to expand service

## **Section 6: Funding Requests**

### **Operational Funding Requests**

Section 5310 funding can cover operating costs, as long as there is a 50% local match. Please describe any operating funding requests here:

Total Operational Cost: \$\_\_\_\_\_ Federal Share (50%): \$\_\_\_\_\_ Local Share (50%): \$\_\_\_\_\_

**Communication Equipment, Computer Hardware/Software, or Mobility Management Funding Requests (5 Points)**

This section is to include all Communication Equipment, Computer Hardware/Software, and Mobility Management requests. *Up to 25 points may be available if applicant is ONLY applying for communication equipment, computer hardware/software, or mobility management.*

| Capital Funding Request (Be Specific) | Type<br>(Communication Equipment, Computer Hardware/Software, or Mobility Management) | Unit Cost | QTY | Total Cost |
|---------------------------------------|---|-----------|-----|------------|
|                                       |   |           |     |            |
|                                       |   |           |     |            |
|                                       |   |           |     |            |
|                                       |   |           |     |            |
|                                       |   |           |     |            |
|                                       |   |           |     |            |
|                                       |   |           |     |            |
|                                       |   |           |     |            |
|                                       |   |           |     |            |
|                                       |   |           |     |            |

Total Project Capital Cost: \$\_\_\_\_\_ Federal Share (80%): \$\_\_\_\_\_ Local Share (20%): \$\_\_\_\_\_

In the space below, please indicate how the capittally funded Materials/Services will be used to benefit the agency including improvements in service, coordination, reduction in cost, etc.

**Local Match Certification**

I, the undersigned, representing \_\_\_\_\_ (*Legal Name of Agency*), do hereby certify to the Northeast Ohio Areawide Coordinating Agency (NOACA) that the required local match for the proposed project will be available in the following amount(s), from the following source(s) by the start date of the proposed project.

| Requested Items             | QTY | Total Cost (Estimate) | Federal Share (80%) | Local Share (20%) | Funding Source(s) (Be Specific) |
|-----------------------------|-----|-----------------------|---------------------|-------------------|---------------------------------|
| Operating                   |     |                       |                     |                   |                                 |
| Vehicles                    |     |                       |                     |                   |                                 |
| Computer Hardware/ Software |     |                       |                     |                   |                                 |
| Communications Equipment    |     |                       |                     |                   |                                 |
| Mobility Management         |     |                       |                     |                   |                                 |

Authorizing Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## **Section 7: Title VI Data Collection**

**Purpose:** The FTA requires that transit systems provide certain types of demographic information in order to determine the number of minority persons served in its transit service area. NOACA has determined it is necessary to collect this data in the form of Transit Clients served.

Please complete the form using the number of transportation clients served. An individual client may be reported as both a low-income and minority client. Only report the transit system's clients served. DO NOT report US Census percentages or passenger trips. Use your client database to determine the number of low income and/or minority clients. Use agency contract data if available. If you don't have that information, provide your best estimate and footnote how you arrived at that estimate at the bottom of the page. Please use the most up to date data.

For more information concerning Title VI requirements go to Title VI Circular 4702.1B, "Title VI Requirements and Guidelines for FTA Recipients": <http://www.fta.dot.gov/civilrights/12328.html>

| <b>Transportation Clients Served</b> | <b>Category</b>  |
|--------------------------------------|--|
|                                      | <u>Low-Income</u> means a person whose median household income is at or below the Department of Health and Human Services' poverty guidelines.   |
|                                      | <u>Minority Persons</u> include the following:   |
|                                      | American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. |
|                                      | Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.   |
|                                      | Black or African American Populations, which refers to peoples having origins in any of the Black racial groups of Africa.   |
|                                      | Hispanic or Latino Populations, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.   |
|                                      | Native Hawaiian and Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.   |

## Title VI General Reporting Requirements

*A one page separate attachment is allowed if more space is needed*

Please provide responses to each of the questions listed below. If you have supporting documentation, please simply state see documentation.

Describe the procedure for investigating and tracking Title VI complaints filed against the agency. Is this procedure available to members of the public upon request?

Describe the mechanism for disseminating this information to the public. Provide a summary of public outreach and involvement activities undertaken and a description of the steps taken to ensure minority, low-income, and Limited English Proficiency populations have meaningful access to these activities.

Provide a list of all active lawsuits or complaints against your organization alleging discrimination based on race, color, or national origin with respect to service or other transit benefits. Each lawsuit or complaint must include the date of the investigation, lawsuit, or complaint was filed, a summary of the allegations, the status of the investigation, lawsuit, or complaint and actions taken in response to the investigation, lawsuit, or complaint and actions taken in response to the investigation, lawsuit or complaint.

Do you have a mechanism in place to ensure meaningful access to the benefits, services, information, and other important portions of your programs and activities for individuals who are Limited English Proficient?

Summarize all civil rights compliance reviews conducted by other local, state, or federal agencies during the past three years. (This question is for the applicant, which includes the entire agency, or if a government entity, the county or city.)

DRAFT

## **Section 8: Application Certification**

The certification must be filled out and signed by the president or director of the agency requesting funds. If this page is not signed, the application will not be considered. For each item below, please indicate either that it is complete/ attached or that it is not applicable.

|   | Complete/Attached         | Not Applicable |
|---|---------------------------|----------------|
| <b>Section 1</b>  |                           |                |
| Agency Information  |                           |                |
| Copy of Most Recent Audit   |                           |                |
| New Applicant References  |                           |                |
| <b>Section 2</b>  |                           |                |
| Transit Agency Letter(s)  | QTY: <input type="text"/> |                |
| Project Description   |                           |                |
| Agency's Management Capacity  |                           |                |
| <b>Section 3</b>  |                           |                |
| Description of Coordination Efforts   |                           |                |
| Coordinating Agency Letter(s) of Support  | QTY: <input type="text"/> |                |
| <b>Section 4</b>  |                           |                |
| Public Notice Documentation   |                           |                |
| Letter(s) to Other Agencies Describing Project  | QTY: <input type="text"/> |                |
| Public Hearing Notice   |                           |                |
| <b>Section 5</b>  |                           |                |
| Current Vehicle Inventory   |                           |                |
| Vehicle Use Calculations  |                           |                |
| <b>Section 6</b>  |                           |                |
| Operational Funding Request   |                           |                |
| Communication Equipment, Computer Hardware/<br>Software, or Mobility Management Funding Request |                           |                |
| Local Match Certification   |                           |                |
| <b>Section 7</b>  |                           |                |
| Title VI Documentation  |                           |                |
| <b>Appendix D</b>   |                           |                |
| Self-Certification of Coordinated Plan  |                           |                |
| <b>Appendix E</b>   |                           |                |
| Resolution of Certification of a Public Body  |                           |                |
| <b>Appendix F</b>   |                           |                |
| Resolution of Authorizing Board   |                           |                |

Authorizing Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX A**

### **Sample Public Notice**

The *(name of agency exactly as it appears in the Articles of Incorporation)* which is a *(private nonprofit corporation or public body)* intends to submit a Proposal for a capital grant under the provision of 49 USC Section 5310 of the Federal Transit Act to provide transportation service for the elderly and disabled within *(describe agency service area and specific routes.)* The grant Proposal will request *(describe the eligible item(s) requested).*

It is projected that *(number and type of persons to be transported)* will use the service *(number of days/weeks)* for various activities, including transportation to *(types of activities).*

The *(name of agency)* invites comments and proposals from all interested public, private and paratransit operators including taxi operators, for the provision of transportation service to the elderly and disabled within our service area.

Operators who are interested in offering proposals to provide service should contact *(name of person, title)* at *(agency name and address)* to obtain full details of the type of transportation service that is needed prior to preparing a proposal.

*Written comments or proposals must be submitted within 30 days to the agency at the above address with a copy to the Northeast Ohio Areawide Coordinating Agency, 1299 Superior Street E, Cleveland, OH 44114; Attention: Kelley Britt re: Section 5310-Public notice*

## **APPENDIX B**

### **Response to Public Notice Instructions**

Public bodies must include the date, time, and location of the scheduled public meeting. The public meeting notice must be held at an accessible location and the notice must state that other accommodations will be made as requested.

Should another agency submit a proposal to provide the transportation service proposed in the application, the applicant is required to:

1. Provide the interested party with all pertinent information such as:
  - Number and characteristics of clientele to be served
  - Number of non-ambulatory clients
  - Origins and destinations of clients and routes to be served
  - Schedules of desired service (e.g. time, days, and special handling of clients required)
  - Number of wheelchair positions on vehicle
  - Radio base station power output/watts
  - Frequencies at which you operate
  - Insurance requirements
  - Other information as appropriate
2. Review any resulting proposals and consider:
  - Full cost of service (including vehicle depreciation)
  - Quality of service
  - Passenger satisfaction
  - Comfort and safety (including driver competence and training)
  - Degree of protection to the public (including liability insurance)
  - Reliability of service, including vehicle maintenance
  - Amount of applicant's agency staff time (excluding drivers' time) that must be devoted to transportation activities
  - Any other time that the Applicant feels are pertinent
3. Analyze the proposal, considering the above criteria, and make a recommendation.
4. Provide NOACA a copy of the proposal, the proposed recommendation, and adequate documentation supporting the applicant's decision.
5. Include a copy of the proposal and any resulting contracts or correspondence in the application.

NOACA will review the proposal and the applicant's recommendation. While the applicant's comments and recommendations are taken into consideration, NOACA reserves the right to make final decisions on the acceptance or rejection of any proposal.

## APPENDIX C

### Vehicle Usage Calculations

Using an online mapping program (Google, MapQuest, etc.) enter your agency's address or vehicle starting point. Using addresses of clients or expected clients, map out a proposed vehicle route. If there are several clients to be picked up, add the mileage from the vehicle starting point to the first client's address. Map the route from the first address to the second client's address, and keep repeating until the vehicle reaches its final destination. See the table below for an example.

Adding the mileage and time between each stop will give an approximate estimate of the daily mileage and the time required to complete the trip. Calculate this information for each vehicle trip. Include at least five minutes for boarding ambulatory and 10 minutes for non-ambulatory passengers. If the vehicle will return using same route but in reverse double the time and mileage. If it will be using a different route, repeat the procedure above. Only include hours that your agency will be using the vehicle for this application.

| Stops   | Miles            | Drive Time (minutes) | Boarding Time (minutes) | Total Time (minutes) | Clients picked up (LTV-16-2) |
|---|------------------|----------------------|-------------------------|----------------------|------------------------------|
| Agency to Stop 1  | 45               | 60                   |                         | 60                   |                              |
| Stop 1 to Stop 2  | 6                | 9                    | 5                       | 14                   | 2                            |
| Stop 2 to Stop 3  | 5                | 8                    | 5                       | 13                   | 1                            |
| Stop 3 to Stop 4  | 6                | 9                    | 10                      | 19                   | 3                            |
| Stop 4 to Final Destination                             | 9                | 13                   | 5                       | 18                   | 7                            |
| <b>Subtotal</b>   | <b>71</b>        | <b>99</b>            | <b>25</b>               | <b>124</b>           | <b>13</b>                    |
| <b>Return trip (the same as above for this example)</b> | <b>71</b>        | <b>99</b>            | <b>25</b>               | <b>124</b>           | <b>13</b>                    |
| <b>Total Daily Usage</b>                                | <b>142 Miles</b> | <b>198 Minutes</b>   | <b>50 Minutes</b>       | <b>248 Minutes</b>   | <b>26 Trips</b>              |

In order to estimate trips for year, you must first calculate the number of vehicle operating days.

For an agency that operates 5 days per week and picks up the same people each day:

$$(5 \text{ days} \times 52 \text{ weeks}) - 6 \text{ holidays} = 254 \text{ operating days}$$

You can then calculate the following for each vehicle:

|              | Per Day | # of Days | Yearly Total |
|--------------|---------|-----------|--------------|
| <b>Trips</b> | 32      | 254       | 8,128        |
| <b>Miles</b> | 170     | 254       | 43,180       |
| <b>Hours</b> | 5       | 254       | 1,270        |

**APPENDIX D**

**Self-Certification that Project is Included in Locally Developed, Coordinated Public Transit-Human Services Transportation Plan**

This project is included in, or is consistent with, the overall goals and objectives of the:

- 2015 Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio Update

**The project addresses the following prioritized objective(s) (check all that apply):**

Updated Coordinated Plan Objectives:

- Improve coordination of services
- Reduce transit/specialized transportation cost for riders and providers
- Improve frequency of service
- Improve weekend service
- Improve operation efficiencies at all levels
- Improve access to underserved areas with transit-dependent populations
- Improve evening service
- Advance awareness of growing unmet transportation funding needs
- Improve access to information and travel training for riders and health and human service agencies
- Improve last-minute transportation options
- Mitigate environmental barriers
- Improve inter-county transportation options

\_\_\_\_\_

**Agency/Organization Name**

\_\_\_\_\_

**Signature of Authorized Official**

\_\_\_\_\_

**Printed Name of Authorized Official**

\_\_\_\_\_

\_\_\_\_\_

**Date**

**APPENDIX E**

**Resolution for Certification of a Public Body**

*(A public body is a city, county, township, transit board or DD Board.) Section 501(c)(3) non-profit agencies are not public bodies.*

The \_\_\_\_\_ (Agency Name) certifies that we are a governmental authority and that no nonprofit corporation or associations are readily available in the proposed service area to adequately provide the service.

---

Signature of Authorized Official

Date

---

Title

---

Attest

Date

**APPENDIX F — SAMPLE Resolution of Authorizing Board**

WHEREAS, \_\_\_\_\_(agency/organization) is submitting an application to the Northeast Ohio Areawide Coordinating Agency (“NOACA”) for Cleveland Urbanized Area Federal Transit Administration (FTA) funding from the Enhanced Mobility for Seniors and Individuals with Disabilities program (Section 5310); and

WHEREAS, NOACA is designated recipient of the Enhanced Mobility for Seniors and Individuals with Disabilities(Section 5310) program for the Cleveland Urbanized Area authorized to make grants to public bodies, private nonprofit organizations, and other eligible entities; and

WHEREAS, the Enhanced Mobility for Seniors and Individuals with Disabilities program provides eighty percent (80%) federal funds for capital projects and fifty percent (50%) federal funds for operating projects to support alternatives to public transportation projects that assist seniors and individuals with Disabilities ,new or expanded transportation services and alternatives that go beyond the requirements of the Americans with Disabilities Act (ADA) of 1990 for individuals with disabilities; and

WHEREAS, the Enhanced Mobility for Seniors and Individuals with Disabilities program is paid on a reimbursement basis, requiring the applicant to first expend funds then request reimbursement from NOACA, which will, in turn, request the funds from FTA; and

WHEREAS, the applicant certifies it will provide at least twenty percent (20%) local matching funds for capital or planning projects and fifty percent (50%) local matching funds for operating projects from sources other than federal Department of Transportation funds; and

WHEREAS, this project is included in the Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio; and

WHEREAS, \_\_\_\_\_(agency/organization) agrees to abide by federal requirements as a sub-recipient of FTA funds, including federal fiscal year 2013 Certifications and Assurances inclusive of provisions of Title VI of the Civil Rights Act of 1964, and all subsequent annual Certifications and Assurances during the length of the agreement, including federal procurement, maintenance, useful life, disposition standards, and ongoing reporting; and

WHEREAS, \_\_\_\_\_(agency/organization) is authorized to execute a contract with NOACA if selected for the Enhanced Mobility for Seniors and Individuals with Disabilities program.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of \_\_\_\_\_ (agency/organization) that:

Authorization is given to \_\_\_\_\_ (Authorized Official/Executive Director) to submit this application to NOACA, acting as designated recipient of FTA funds, for the Enhanced Mobility for Seniors and Individuals with Disabilities Program and to execute a contract with NOACA if selected for funding.