NATIONAL CAPITAL REGION
TRANSPORTATION PLANNING BOARD

Online Grant Application: Registration Instructions and Resources

2017 Enhanced Mobility Program
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Alternative formats of this publication are available upon request. Please contact Sergio Ritacco at sritacco@mwcog.org or (202) 962-3232 or (202)-962-3213 (TDD). Please allow seven working days for preparation of the material.
OVERVIEW

The National Capital Region Transportation Planning Board application process for Federal Transit Administration (FTA) Enhanced Mobility grants is through an online grants management system, Foundant. These instructions are intended to guide the applicant through the process for registering in the Foundant system and applying for the Enhanced Mobility Program. Access the application and instructions via www.tpbcoordination.org or visit the Foundant page directly at http://www.grantinterface.com/Process/Apply?urlkey=mwcog.

Note that there are two different applications: one application is for project proposals that include vehicle acquisition and the other application is for all other projects (such as travel training, mobility management or coordinated planning).

Applications are to be submitted using the on-line grants management system and are due on November 3, 2017 by 2:00 P.M. Applications sent or delivered in other formats, after the deadline, and without the required and complete required documents will not be considered.

Alternative formats of the application and this document are available upon request. Please contact Sergio Ritacco at (202) 962-3232 or sritacco@mwcog.org. TDD (202) 962-3213. Please allow seven working days for preparation of the material. If accommodations for people with disabilities are needed for the pre-application conferences, please also contact Sergio Ritacco.

For questions about solicitation and eligibility, please contact Lynn Winchell-Mendy at lmendy@mwcog.org or 202.962.3253.

Registration Process

Visit http://www.grantinterface.com/Process/Apply?urlkey=mwcog

IF YOU ALREADY HAVE AN ACCOUNT WITH FOUNDANT
(applicants AND organizations from previously solicitations will likely be registered, contact Sergio Ritacco to confirm: (202) 962-3232)

1. Enter your login, which is your e-mail address, in the Email Address field
2. Enter the Password that you chose when you set up your account.
3. Press the “Log On” button to enter the Grant Lifecycle Manager.
4. Skip to page 4, “Applying for the Enhanced Mobility Program.”

IF YOU HAVE FORGOTTEN YOUR PASSWORD;

1. You can click on the Forgot your Password link, enter your User ID, and the system will email your password to your e-mail account.
2. Complete the login procedure.

IF YOU DO NOT HAVE AN EXISTING ACCOUNT;

1. Click on Create New Account to register.
2. Follow the “To register an account” instructions.

TO REGISTER AN ACCOUNT

1. Click on Create New Account
2. Enter your organization information

Applicants who have previously registered can enter their account by entering their User ID (email address) and password.

New applicant must register themselves and their organizations.

Click here to enter your User ID (email address) and receive your password via email.

Required fields are marked with an asterisk.
3. Click on Next.

4. Enter your contact information. The contact information is for the individual completing the application.

5. Enter the Information for Individual with Authority to Execute Contracts.
   **Note:** This is the individual in your organization who would have the authority to execute a contract with the Metropolitan Washington Council of Governments.

6. Click on the Next Step button

7. Enter your password

8. Click on the Finish button.

9. Confirmation. If you successfully registered you will be sent to the following confirmation page and receive an email confirmation at the address used for registration (please ensure you receive these emails by whitelisting administrator@grantinterface.com). Confirm email receipt or have email sent again. Select Continue to return to the log-in screen. You have successfully registered into the grants management system.

Confirmation page and email confirmation options. Please ensure you are receiving emails from administrator@grantinterface.com.

Click Continue to return to log-in.

Confirmation email confirming registration into the grants management system. (Gmail example)
Troubleshooting and Technical Assistance

Applicants are encouraged to contact staff with any questions about the application, project and agency eligibility, or with difficulties with the Foundant on-line application. Please contact the following staff members for support:

Lynn Winchell-Mendy, Grants Manager
lmendy@mwcog.org or 202-962-3253

Sergio Ritacco, Website and Application Support
sritacco@mwcog.org or 202-962-3232

Applying for an Enhanced Mobility Grant

APPLICANT STATUS PAGE

After you have registered your account and logged-in you will be directed to the Application Page.

1. Home Button – This leads to the Applicant Dashboard where you can check on the status of your grants.

2. Apply – This allows you to review the available Enhanced Mobility Program grant and apply.

3. Organization History – This provides details on your organization including address and contact information, associated active contacts, inactive contacts, and application and grant history.
DETERMINING WHICH APPLICATION TO USE AND TIPS

After clicking on the Apply link you will have the ability to choose an application to use. The Enhanced Mobility Program has two grant applications: “Application for Vehicle Acquisition – 2017 Enhanced Mobility Program” and “Application for Projects Other than Vehicles – 2017 Enhanced Mobility Program.” “Application for Vehicle Acquisition” are for project proposals that include vehicle acquisition. “Application for Projects Other than Vehicles” are for project proposals that DO NOT include vehicle acquisition such as travel training, mobility management or escorted (door-to-door) transportation services.

After you have chosen which application to use, you will find directions on how to fill out each question. Please read each question carefully as it includes guidance on how to appropriately respond. Please use clear and concise language in responses, clearly describe the proposed project, and minimize the amount of jargon that may not be well understood by Selection Committee members.

Should you have any questions on how to answer the questions, please feel free to contact Sergio Ritacco (sritacco@mwcog.org or 202-962-3232) for formatting and uploading issues, and Lynn Winchell-Mendy (lmendy@mwcog.org or 202-962-3253) for all other questions.

It is particularly important to please confirm with Lynn Winchell-Mendy what expenses are eligible for grant funding and which category they fall under (Operating, Capital or Mobility Management) to use the correct budget template.

FILLING OUT THE APPLICATION FORM

After agreeing to the applicant instructions, you will be sent to the application form in the grant program. Enter all the applicable information then “Save as Draft” or “Submit” the form.

1. Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
Applicants will be required to complete questions and file uploads marked “Required” (with an asterisk [*]). Plus, certain types of questions will have limitations. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB’s allowed on the question.

2. After the application is submitted there will be a confirmation page stating that the form has been submitted. If in doubt, you can always refer to your Application Status Page to see what stage the application is in.

APPLICATION REVIEW

Applicants can save as draft and come back to the form after any given time to complete it. Due note, after an extended period of inactivity the system will save your application and automatically sign-out. You will then have to sign back in with your username and password (no need to re-register) to continue. Also, once a form is submitted no changes can be made and TPB staff will only then review for completeness.

If an application is found to be incomplete and it is before the application deadline and time permits, TPB staff will advise the applicant of necessary changes and allow the applicant to revise and re-submit. To stress, incomplete application and applications submitted or re-submitted after the November 3, 2017 deadline will not be accepted considered.

If in doubt, you can always refer to your Application Status Page to see what stage the application is in (See Accessing Forms After Save and Submit). However, an application could show as complete in the Fondant site, but still be incomplete after TPB staff review. For example, if information in the application fields are insufficient or document uploads are not filled in correctly.

ACCESSING FORMS AFTER SAVE AND SUBMIT

The Application Status Page is where you can check on the status of your applications and access for historical record keeping. The Application Status Page is your homepage. You will be automatically directed there when you login.

1. If you’ve submitted the grant then you can only view the grant request and print it.
2. If you saved the form then you can Edit the saved form from the Application Status Page.
APPLICATION RESOURCES
2017 Enhanced Mobility Program
A. Mobility Manager Positions at the Local Government Level  
(Mobility Management at the Systems Level)

A full or part-time staff position within a County or city government, such as a County’s transportation or human service agency, that serves in a number of capacities - policy coordinator, operational broker - to help human service agencies and consumers identify the best services for individual trip needs. The Mobility Manager would help coordinate services in the jurisdiction and across jurisdictional lines and adapt the service to local need. The Mobility Manager could also serve as an information resource, for example, sharing information with agencies about project best practices, research, and connecting agencies with travel trainers.

B. Challenge Grant for Coordinated Planning Efforts

This project-type emphasizes the importance of coordination at the local level by providing grant funds to jump start coordination efforts by funding the planning process. Grant funds could be utilized to make the planning process more inclusive, encourage non-traditional but interested parties to take a seat at the table, develop a local coordinated plan to share vehicles or develop a mobility management plan for a County or region.

C. Personal Mobility Counseling Services  
(Mobility Management at the Individual Level)

One-to-One help to customers in identifying their mobility needs and preferences, understanding the available options in their community that fit and providing assistance with application for programs or planning and reserving a trip from start to finish, as requested.

D. Travel Training

Travel Training teaches people with disabilities or older adults how to use fixed-route services. There are different types of Travel Training services, some include general orientation and others are tailored to the needs of the individual. Training can be provided in groups, one-on-one and peer-to-peer. Many people can benefit from travel training, including older adults, people with physical, intellectual and sensory disabilities, people unable to afford their own vehicle and people with limited English proficiency.
E. Door-through-Door or Escorted Transportation Service

Escorted transportation services, also known as door-through-door or assisted transportation, provides a means of extra safety and assistance to a rider who needs support to travel. The level of assistance a program provides varies, but does not include heavy assistance such as lifting or handling medical needs or equipment. Examples might include preparing a rider for a trip by helping with a coat or gathering documents, accompanying someone into a medical building and staying with them throughout their appointment or helping an individual get into and out of a vehicle.

F. Expanded and On-Going Sensitivity and Customer Service Training for Taxi, Bus & Paratransit Drivers

On-going Training for bus drivers, Metrorail station managers, paratransit drivers, taxicab drivers, customer service representatives and other front-line service providers who have with direct interaction with older adults and people with disabilities.

G. Shuttle or Taxi service to Bus Stops and Rail Stations

A feeder service for transporting people who are unable to access their local bus stop or Metrorail station, for reasons that may include accessibility issues, distance and location, to nearby rail stations and bus stops that will link them into the regional transit system. This type of project would help solve the first mile/last mile problem in which people who could use fixed route for a trip if they could get to their origin and destination which is too far away from the closest bus stop or rail station.

H. Bus Stop and Sidewalk Improvements

This project involves eliminating barriers to the use of public transit by people using mobility devices or with mobility impairments by addressing missing infrastructure such as curb cuts, sidewalks and signage. Bus stops need proper boarding and alighting surfaces, spaces for a wheelchair under a shelter, accessible signage, proper snow removal and removal of newspaper boxes or other items that block pathways.
I. Deviated Bus or Feeder Service for Targeted Area or Population Groups

The premise behind the deviated bus or feeder service is that there are currently customers with disabilities who rely on paratransit but could use a deviated bus program or a feeder service. A deviated bus option can operate on a “fixed-route” with small vans, designed to pick-up clients within geographic clusters traveling to a few locations. A local transit agency and/or non-profit agency could partner on the service. If two or more agencies shared a feeder or the incremental cost of a deviated route bus service; the project would be considered “Mobility Management” and would qualify for the 20% Match.

J. Use of Wheelchair Accessible Taxis

The use of wheelchair-accessible taxis for dialysis, for example, could help curb the cost to public agencies and improve the customer’s transportation experience. MetroAccess is a shared-ride pre-arranged service and the length of time a dialysis patient, who may not be feeling well, is in a vehicle could also be reduced using taxis. The use of taxi companies with wheelchair accessible cabs to provide service to people with disabilities and older adults is a more efficient and less expensive option than MetroAccess.

K. Volunteer Driver Programs

Volunteers drive agency-owned or private vehicles to transport seniors and people with disabilities to wherever they need to go. Volunteer driver programs fill an important niche in outer and rural areas where transportation options are more limited and as a more affordable option for riders requiring an extra hand with groceries or navigation of a medical office building.

L. Tailored Transportation Service for Clients of Human Service Agencies (e.g. Vehicle Acquisition)

This project would assist people with disabilities for whom public transit is not a viable option for them, either because of the unavailability of transit or due to the nature of their disability. Another option is that agencies provide transportation to their clients by contracting with a provider, or with directly owned or leased vans. Human service agencies could also coordinate and potentially share vehicles, maintenance, insurance, operating support, and driver training between agencies to provide agency-specific transportation for clients.
Federal guidance states that all projects funded under the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program must either be included in the Coordinated Plan, or respond to one of the strategies identified in the Plan. Four broadly defined strategies have been developed so that a wide range of project types could be implemented to improve transportation for people with disabilities and older adults:

I. **Coordinate transportation services and programs.**
   - Improved service and agency communication across jurisdictions at the local and state levels on transportation (public, non-profit, private and Medicaid).
   - Coordination should improve services for customers and reduce cost to agencies.
   - Improve local and state interagency coordination with planning efforts and mobility managers.
   - Improve non-profit agency coordination.
   - Involve private transportation providers.
   - Provide customer services that plan for the whole trip, and not simply the ride, i.e., individuals often need information about various transportation options, and assistance in researching those options and planning and preparing for the trip.

II. **Provide customer-focused services, improve marketing and training.**
   - Train transportation managers, agency staff and others who have direct contact with customers to improve communication, interactions and understanding of user’s needs and concerns.
   - Train customers on the use of available options, including but not limited to fixed-route services.
   - Provide tailored transportation services for low-income individuals with physical and developmental disabilities and older adults.
   - Market and advertise existing services; target and customize information to people who need them most, such as people who utilize public housing, senior centers, and adult day care and dialysis facilities.
   - Improve information on existing services and provide in appropriate formats (including electronic media) to customers, caregivers, social service and nonprofit agencies -- both public and specialized – that are available to people with disabilities and that can most effectively meet their transportation needs.
III. Improve the accessibility and reliability of existing services
- Provide alternatives to traditional fixed-route transit and paratransit with an emphasis on shared rides and privately-provided services.
- Improved connections to existing services, including first mile/last mile connections, such as improved infrastructure, deviated route services, shuttles, or taxis to transit stations. These connections are critical in areas where services have been cut.
- Improve pathways and physical infrastructure at bus and rail stations.
- Provide better methods for reporting needed bus stop and sidewalk improvements.

IV. Develop and implement additional transportation options
- Improve the frequency, availability and accessibility of specialized services (both capital and operating improvements).
- Provide services or programs that cross jurisdictional boundaries travel, as well as services that can effectively accommodate individual trip requirements.
- Additional funding should be identified and secured to support and sustain these programs.
Procurement Procedures:

The Metropolitan Washington Council of Governments (COG) conducts centralized procurement for vehicles funded by the 5310 Enhanced Mobility Program. Procurement activities using Federal funds for items other than vehicles are the responsibility of the subrecipient and are subject to federal procurement requirements.

To comply with federal procurement requirements, subrecipients must do the following for ALL procurement categories:

- Ensure that prices are fair and reasonable by conducting an independent cost estimate (ICE) for any equipment (other than vehicles to be procured by COG), preventive maintenance and contracted service in excess of $3,500. The ICE is completed as part of research into cost of a budgeted line item at time of application. Examples of applicable line items include software, dispatch, or GPS systems, evaluation or marketing contractors and printing services. An ICE is not required for services provided in-house by agency staff. The vendor that is ultimately awarded cannot be the same as the vendor that provides the ICE, therefore hired contractors and in-house staff (i.e. Engineer for a construction project) can develop the ICE if they have the applicable skills.

- When preparing for purchase, obtain 2-3 written quotes using a price analysis. Analyze the quotes and if they vary significantly, refer to the ICE completed at application as guidance in determining if quotes are fair and reasonable. The vendor that provided the ICE as part of research into cost at application cannot be awarded the Federal funds, so quotes must be from other entities.

- Obtain written concurrence from COG prior to the purchase of goods and services, for each procurement using Federal 5310 Enhanced Mobility funds in excess of $3,500, by submitting a request letter on agency letterhead to:

  Lynn Winchell-Mendy  
  Grants Manager  
  Metropolitan Washington Council of Governments  
  777 North Capitol Street, N.E.  
  Ste. 300  
  Washington, DC 20002

Request letter can be attached to an email and sent to lmendy@mwcog.org
✓ Encourage the distribution of purchases equitably among local vendors, ensuring that no geographic preferences are shown in any procurement.

✓ Keep an annually updated record of all quotes received and a description of why each vendor was selected.

✓ Convey to vendors that the purchase is made with federal funds and, by fulfilling the purchase request, the vendor is agreeing to abide by all federal terms and conditions
  • Federal Contract Clauses must be attached to any contract or purchase order issued. See pgs. 8-9.

✓ Maintain file copies of all procurements using 5310 Enhanced Mobility funds by Fiscal Year

✓ Ensure that procurements do not discriminate against businesses as prohibited by federal and state law

✓ Check the status of a proposed vendor or contractor to ensure they are in good standing; not fraudulent, debarred or technically unqualified by verifying their status with the System for Award Management (SAM) https://www.sam.gov/portal/SAM/#1

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Categories of purchases and applicable requirements

**Category I - Micro purchases up to $3,500**

For purchases up to $3,500, 2-3 quotes are NOT required and awards are made on the judgment of the recipient. Micro-purchases should be distributed equitably among qualified vendors. Document the procurement file with a determination of fair and reasonable price (recent purchase of similar item, current price list, current catalog, advertisements, personal knowledge, etc.). No concurrence from COG is required.

**Category II - Small Procurements between $3,501 and $149,999**

For purchases between $3,501 and $149,999 at least 2-3 fair and reasonable, written quotes should be received, recorded, and reviewed prior to award. Awards are made on “best value” as determined by the subrecipient. Obtain written concurrence from COG prior to the purchase of goods and services by submitting a request letter to COG. Document the procurement file with items listed above.
Category III – Procurements at $150,000 or more

Any subrecipient conducting a procurement at $150,000 or more must contact COG before initiating any procurement activity. Purchases exceeding the small purchase threshold of $149,999 must be competitively bid using a Request for Proposal (RFP) or Invitation for Bid (IFB). An ICE is required for this type of procurement before requesting bids and should have been completed as part of research into cost of a budgeted line item at time of application. Responses must be fairly reviewed and considered and bids and selection justification provided to COG for written concurrence before any offer is accepted or a contract is executed.

Sole source justifications are allowed under certain circumstances and require documentation on the lack of other vendors to do the work, how the preferred vendor is uniquely qualified, and a Cost Analysis (because price competition is inadequate). Please contact staff for consideration.
Independent Cost Estimate (ICE) Form
(Submitted at time of application as proof of cost research for applicable budgeted line items exceeding $3,500. Used later to determine if bids are fair and reasonable).

Per FTA 4220.1F, it is required that before receiving bids or proposals for a procurement using Federal funds that an Independent Cost Estimate (ICE) be performed. COG requires this at time of application. An ICE can be completed using past purchase prices, quantities, physical inspection of the product, drawings, or analysis of similar work. For more complex projects, an ICE can be completed by independent architect or engineer that will provide estimated hours, direct and indirect labor costs, and estimated profit or fee for a particular project.

[INSERT NAME OF AGENCY]
Agency LOGO/Letterhead

Project Name:

Project Description:

Vendor:

Phone:

Email:

Item:

Date of Estimate:

Method of Obtaining Estimate (check appropriate section and attach supporting documentation)

___ Published List Price:

___ Past Pricing (date):

___ Comparable Purchase by Other Agencies

___ Engineering or Technical Estimate

___ Independent Third Party Estimate

___ Other (specify):

Through the method(s) statement above, it has been determined that the estimate total cost of the goods/services is $______________________________:

Prepared by:

Phone:

Email:

Date Prepared:

Price Analysis Form (submitted when preparing for purchase):
Note: The vendor who provided the ICE cannot be awarded the Federal funds, so quotes must be from other entities.

[INSERT NAME OF AGENCY]
Agency LOGO/Letterhead

Project Name:
Contract #:
Item:
Vendor:
Phone:
Email:

Date of Estimate:

Estimate Amount (Supporting documentation needs to be attached for Category II items ($3,501-$149,999):

Additional Comments:

Prepared by:
Phone:
Email:

Date Prepared:
Price Analysis Form (submitted when preparing for purchase):
Note: The vendor who provided the ICE cannot be awarded the Federal funds, so quotes must be from other entities.

[INSERT NAME OF AGENCY]
Agency LOGO/Letterhead

Project Name:
Contract #:
Item:
Vendor:
Phone:
Email:
Date of Estimate:

Estimate Amount (Supporting documentation needs to be attached for Category II items ($3,501-$149,999):

Additional Comments:

Prepared by:
Phone:
Email:
Date Prepared:

Price Analysis Form (submitted when preparing for purchase):
Note: The vendor who provided the ICE cannot be awarded the Federal funds, so quotes must be from other entities.

[INSERT NAME OF AGENCY]
Agency LOGO/Letterhead

Project Name:
Contract #:
Item:
Vendor:
Phone:
Email:

Date of Estimate:

Estimate Amount (Supporting documentation needs to be attached for Category II items ($3,501-$149,999):

Additional Comments:

Prepared by:
Phone:
Email:
Date Prepared:
Federal Contract Clauses:
**APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS**
(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding $2,000)

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<th>Professional Services/A&amp;E</th>
<th>Operations/Management</th>
<th>Rolling Stock Purchase</th>
<th>Construction</th>
<th>Materials &amp; Supplies</th>
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<td>&gt;$10,000 if 49 CFR Part 18 applies.</td>
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<td>&gt;$10,000 if 49 CFR Part 18 applies.</td>
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</tr>
<tr>
<td>Davis-Bacon Act</td>
<td></td>
<td></td>
<td></td>
<td>&gt;$2,000 (also ferries).</td>
<td></td>
</tr>
<tr>
<td>Contract Work Hours and Safety Standards Act</td>
<td></td>
<td>&gt;$100,000 (transportation services excepted).</td>
<td>&gt;$100,000</td>
<td>&gt;$100,000 (also ferries).</td>
<td></td>
</tr>
<tr>
<td>Copeland Anti-Kickback Act Section 1 Section 2</td>
<td></td>
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<td></td>
<td>All</td>
<td>$100,000 (also ferries).</td>
</tr>
<tr>
<td>Bonding</td>
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<td></td>
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<td>$100,000</td>
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<tr>
<td>Transit Employee Protective Arrangements</td>
<td></td>
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<td>Transit operations.</td>
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<tr>
<td>Charter Service Operations</td>
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<td></td>
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<td>All</td>
<td></td>
</tr>
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<td>School Bus Operations</td>
<td></td>
<td></td>
<td></td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Drug Use and Testing</td>
<td></td>
<td></td>
<td>Transit operations.</td>
<td>Transit operations.</td>
<td></td>
</tr>
<tr>
<td>Alcohol Misuse and Testing</td>
<td></td>
<td></td>
<td></td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Patent Rights</td>
<td>R &amp; D</td>
<td></td>
<td></td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Rights in Data and Copyrights</td>
<td>R &amp; D</td>
<td></td>
<td></td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Energy Conservation</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Recycled Products</td>
<td>All</td>
<td>EPA-selected items $10,000 or more annually.</td>
<td>EPA-selected items $10,000 or more annually.</td>
<td>EPA-selected items $10,000 or more annually.</td>
<td></td>
</tr>
<tr>
<td>Conformance with ITS National Architecture</td>
<td>ITS projects.</td>
<td>ITS projects.</td>
<td>ITS projects.</td>
<td>ITS projects.</td>
<td>ITS projects.</td>
</tr>
<tr>
<td>ADA Access</td>
<td>A&amp;E</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>
Procurement Resources:

- FTA CIRCULAR 4220.1F- Third Party Contracting Guidance
- 2 CFR 200
- FTA's Best Practices Procurement Manual
## TPB Enhanced Mobility Program Application: TWO-YEAR CAPITAL or MOBILITY MGT BUDGET

### Project Name:

### Organization Name:

<table>
<thead>
<tr>
<th>BUDGET LINE ITEMS</th>
<th>TOTAL BUDGET</th>
<th>FTA FUNDS Requested (80%)</th>
<th>RECIPIENT FUNDS (Match-20%)</th>
<th>NUMBER JUSTIFICATION</th>
<th>SOURCE OF MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition of Equipment other than vehicles (add line items below)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Explain how you calculated the figures— show the math used.</td>
<td>Cash on Hand, general revenue, outside resources, other</td>
</tr>
<tr>
<td>Computer Hardware and Software (describe)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mobility Management Activities (describe in line items below)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th></th>
<th>Round down</th>
<th>Round up</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTALS</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Budget Narrative Instructions:

Applications must specify dollar amounts in the broad categories provided in the budget document as applicable:

- **Acquisition of equipment** may include improvements, design, construction, etc.
- **Other Equipment** include costs such as modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the intended purpose. For example, GPS on vehicles.
- **Computer Hardware & Software**
- **Mobility Management Activities** include individual or systems level services such as planning, implementing and providing coordination services, travel training and other activities that facilitate access to transportation services.

Line item descriptions may be added or changed to be more specific. When adding items, please use Borders, Wrap Text and Merge & Center formatting features.

Indirect costs, food, rent, furniture are not allowable expenses.

Use whole numbers. Round Federal share down and match share up to the nearest dollar.

**Match** is required. Capital or Mobility Management project match is 20%. Round match up to the nearest dollar.

**Total Budget** is the sum of the amount of FTA funds requested plus Match funds. Round the Federal share down and the match up to the nearest dollar.

The **Number Justification** portion of the budget must include detail (calculations) of how you determined the cost. For example, pay rate x number of hours x 2-year grant period.

Applicants must conduct an **independent cost estimate (ICE)** for any equipment (other than vehicles to be procured by COG), preventive maintenance and contracted service in excess of $3,500 that is included in the budget. For example, software dispatch, or GPS systems, evaluation or marketing contractors, printing services. There is a space in the application for upload of ICE forms. See COG’s Procurement Procedures for details.

The **Source of Match** portion of the budget must include detail regarding where the match funds are coming from. The application requires upload of match documentation.
## TPB Enhanced Mobility Program Application: TWO-YEAR CAPITAL BUDGET

### Project Name: 
### Organization Name: 

<table>
<thead>
<tr>
<th>BUDGET LINE ITEMS</th>
<th>TOTAL BUDGET</th>
<th>FTA FUNDS Requested (80%)</th>
<th>Recipient FUNDS (Match- 20%)</th>
<th>NUMBER JUSTIFICATION</th>
<th>SOURCE OF MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% Contingency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Preventive Maintenance or Rehab</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Explain how you calculated the figures -- show the math used.</td>
<td>Cash on Hand, general revenue, outside resources, other</td>
</tr>
<tr>
<td>Equipment Other than Vehicles (GPS, radios, software etc.)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TOTALS

- - -
Budget Narrative Instructions:

Applications must specify dollar amounts in the broad categories provided in the budget document as applicable:


- **10% contingency** - to accommodate fluctuations in vehicle pricing and/or other considerations

- **Vehicle Maintenance or Rehab** may include costs such as repairs, oil changes, etc.

- **Other Equipment** include costs such as modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the intended purpose. For example, GPS on vehicles. ICE is required for items over $300.

Budgets are for a 2-year period. Requests for preventive maintenance and/or operating expenses for vehicles that are part of the same application will be for 3-years to accommodate timing of vehicle delivery.

Line item descriptions may be added or changed to be more specific. When adding items, please use Borders, Wrap Text and Merge & Center formatting features.

Indirect costs, food, rent, furniture are **not** allowable expenses.

Use whole numbers. Round Federal share down and match share up to the nearest dollar.

**Match** is required. Capital project match is 20%. Round match up to the nearest dollar.

**Total Budget** is the sum of the amount of FTA funds requested plus Match funds. Round the Federal share down and the match up to the nearest dollar.

The **Number Justification** portion of the budget must include detail (calculations) of how you determined the cost. For example, pay rate x number of hours x 2-year grant period.

Applicants must conduct an independent cost estimate (ICE) for any equipment (other than vehicles to be procured by COG), preventive maintenance and contracted service in excess of $3,500 that is included in the budget. For example, software dispatch, or GPS systems, evaluation or marketing contractors, printing services. There is a space in the application for upload of ICE forms. See COG’s Procurement Procedures for details.

The **Source of Match** portion of the budget must include detail regarding where the match funds are coming from. The application requires upload of match documentation.
<table>
<thead>
<tr>
<th>BUDGET LINE ITEMS</th>
<th>TOTAL BUDGET</th>
<th>FTA FUNDS Requested (50%)</th>
<th>RECIPIENT FUNDS (Match- 50%)</th>
<th>NUMBER JUSTIFICATION</th>
<th>SOURCE OF MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Explain how you calculated the figures-- show the math used.</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
<td>#VALUE!</td>
<td>#VALUE!</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td>#VALUE!</td>
<td>#VALUE!</td>
<td></td>
</tr>
<tr>
<td>Meeting/Training Expenses</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Vehicle Operating Costs</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Service Operating Costs</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Marketing/Media/Outreach</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Focus Groups/Survey Costs</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>-</strong></td>
<td><strong>#VALUE!</strong></td>
<td><strong>#VALUE!</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Budget Narrative Instructions:**

Applications must specify dollar amounts in the broad categories provided in the budget document as applicable:

- **Salaries** should specify salary costs, number of staff, percent of staff time percent of Full Time Equivalent [FTE] staff, etc. For example, .60 FTE x hourly rate x number of hours x 2-year grant period.

- **Fringe benefits** to carry out project activities. Specify how fringe is calculated (e.g., 20% of salary costs).

- **Meeting/training expenses** may include the cost of holding focus groups, community forums, community education sessions, etc. Costs may include space rental, copying materials, AV equipment rental, speaker fees/travel costs. The budget should specify number and types of meetings planned.

- **Vehicle Operating Costs** may include expenses such as driver salary, insurance, gas, etc.

- **Service Operating Costs** may include expenses such as postage, printing, vouchers, purchased transportation, supplies & materials.

- **Marketing/Media/Outreach** may include costs such as development of brochures, advertisements, table rental at an event, etc.

- **Focus Groups/Survey Costs** may include expenses such as printing of materials, rental of space, facilitator costs, etc.

- **Travel costs** are for staff travel directly related to and of benefit to the project.

- **Other** costs are those not listed in the broad budget categories and must be specified by changing the line item name.

Budgets are for a 2-year period. Requests for preventive maintenance and/or operating expenses for vehicles that are part of the same application will be for 3-years to accommodate timing of vehicle delivery.

Line item descriptions may be added or changed to be more specific. When adding items, please use Borders, Wrap Text and Merge & Center formatting features.

Indirect costs, food, rent, furniture are **not** allowable expenses.

Use whole numbers. Round Federal share down and match share up to the nearest dollar.
**Match** is required. Operating project match is 50%. Round match up to the nearest dollar.

**Total Budget** is the sum of the amount of FTA funds requested plus Match funds. Round the Federal share down and the match up to the nearest dollar.

The **Number Justification** portion of the budget must include detail (calculations) of how you determined the cost. For example, pay rate x number of hours x 2-year grant period.

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The **Source of Match** portion of the budget must include detail regarding where the match funds are coming from. The application requires upload of match documentation.
<table>
<thead>
<tr>
<th>Goal #1: Objective/Major Activity:</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Completion Date (month end)</td>
<td>Q4</td>
<td></td>
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<td>Q3</td>
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<td>Q1</td>
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<td>Q4</td>
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<td>Q3</td>
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<td>Q2</td>
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<td></td>
<td>Q1</td>
<td></td>
<td></td>
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<tr>
<td>Estimated Completion Date (month end)</td>
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<td>Q4</td>
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<tr>
<td>Q3</td>
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**Goal #2:**

**Objective/Major Activity:**

<table>
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<tr>
<th>1</th>
<th>2</th>
<th>3</th>
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</table>

**Benchmarks (outputs):**

**Timeline:**

Q1  Q2  Q3  Q4
<table>
<thead>
<tr>
<th>Estimated Completion Date (month end)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q4</td>
</tr>
<tr>
<td>Q3</td>
</tr>
<tr>
<td>Q2</td>
</tr>
<tr>
<td>Q1</td>
</tr>
<tr>
<td>Q4</td>
</tr>
<tr>
<td>Q3</td>
</tr>
<tr>
<td>Q2</td>
</tr>
<tr>
<td>Q1</td>
</tr>
</tbody>
</table>

Timeline

Goal #3: Objective/Major Activity:

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
</tr>
</thead>
</table>
NOTES:

- See Appendices in application for an example of a completed Work Plan.
- Put a check mark in the boxes for the quarters in which the activity will occur.
- The activities will translate into milestones shared with FTA via a Quarterly Work Plan/Milestones Report. Because each grant starts at a different time (when contract is fully executed) the above quarters will become month end dates for quarterly reporting.
- Goals are broad and represent what will happen as a result of your work (see Outcomes in chart below). A starting point might be the goals of United We Ride tailored to your region: [https://www.transit.dot.gov/ccam/resources/united-we-ride-brochure](https://www.transit.dot.gov/ccam/resources/united-we-ride-brochure).
- The form can be expanded to track more goals but selected goals should be the major activities of the project not every single action. Unused tables or lines can be deleted.
- Objectives are narrower goals (see Activities below). What actions will you take to reach the goal?
- Benchmarks are ways you will meet the Objective (outputs). What are the direct products of your actions? These are often numeric - # of rides, number of events, number of people, etc.
Program Outcome Model

Resources dedicated to or consumed by the program:
- Money
- # of staff
- Staff time
- # of volunteers
- Volunteer time
- Facilities
- Equipment
- Supplies
- Other

What the program does with the inputs to fulfill its mission:
- More staff & volunteers
- New dispatch systems
- Driver training
- New vehicles

The direct products of program activities:
- More rides
- More riders
- Additional volunteers
- Greater service plans
- Shorter I & R
- Shorter wait time

Benefits for participants during and after program activities:
- Improved access
- Greater sense of independence
- Increased customer satisfaction
- Increased flexibility
- Improved communication among providers

Courtesy of Westat
## Enhanced Mobility of Seniors and Individuals with Disabilities Program – SELECTION CRITERIA

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coordination Among Agencies</strong></td>
<td>25</td>
</tr>
<tr>
<td>Applications that include coordination of services with other organizations will score up to 25 points.</td>
<td></td>
</tr>
<tr>
<td><strong>Responsiveness to TPB’s Coordinated Human Service Transportation Plan</strong></td>
<td>20</td>
</tr>
<tr>
<td>This criterion has two parts: 1) “Priority projects” will receive up to 12 points; and 2) Applications that address multiple-strategies will score up to 8 points.</td>
<td></td>
</tr>
<tr>
<td><strong>Institutional Capacity to Manage &amp; Administer an FTA grant</strong></td>
<td>20</td>
</tr>
<tr>
<td>This criterion considers agency capacity, financial stability and if applicable, past grant performance.</td>
<td></td>
</tr>
<tr>
<td><strong>Project Feasibility</strong></td>
<td>15</td>
</tr>
<tr>
<td>Are the proposed activities practical and achievable within the 2-year timeframe? Is the work plan clear and concise?</td>
<td></td>
</tr>
<tr>
<td><strong>Regional Need</strong></td>
<td>10</td>
</tr>
<tr>
<td>Applications that include service or programs in more than one County or City will score higher than projects that serve a single jurisdiction.</td>
<td></td>
</tr>
<tr>
<td><strong>Customer Focus</strong></td>
<td>10</td>
</tr>
<tr>
<td>To what extent does the applicant’s proposal demonstrate a strong awareness of the needs of the individuals for whom the project is intended?</td>
<td></td>
</tr>
<tr>
<td><strong>Maximum Total Points</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

Selection Criteria | 43