



Federal Transit Administration  
Section 5310 Program

**Enhanced Mobility of Seniors and People  
with Disabilities**

Management Plan

Approved by the Board of the  
Lower Rio Grande Valley Development Council  
**(INSERT DATE)**

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# 1. Introduction

This Program Management Plan (PMP) outlines how the Lower Rio Grande Valley Development Council (LRGVDC), as the Designated Recipient, administers Federal Transit Administration (FTA) Section 5310 funds for the McAllen Urbanized Area (MUA). It describes the processes for competitive project selection, grant development in TrAMS, execution of subrecipient agreements, and ongoing compliance oversight.

This PMP has been updated to reflect the requirements of FTA Circular C 9070.1H, "Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions," effective November 1, 2024, and the Infrastructure Investment and Jobs Act. It establishes the policies, procedures, and internal controls required of a Designated Recipient, including documentation of the competitive selection process, conflict-of-interest safeguards, financial management practices, and subrecipient monitoring. The PMP applies to LRGVDC, all subrecipients, contractors, and partners involved in the administration or delivery of Section 5310-funded projects.

# 2. Goals and Objectives

The goal of this Program Management Plan (PMP) is to describe the Lower Rio Grande Valley Development Council's (LRGVDC) process for managing the Federal Transit Administration (FTA) 5310 program within the McAllen Urbanized Area (MUA). As part of the process, LRGVDC intends to fulfill the following objectives:

- a. Identify, contact and inform public agencies, community organizations and non-profit and private for-profit organizations providing service for seniors and persons with disabilities, of the availability of 5310 program grant funds;
- b. Establish, promote and outline a process for soliciting and evaluating 5310 program funding proposals **consistent with federal competitive selection requirements**;
- c. Ensure that proposals selected for funding are responsive to one or more of the needs identified in the regional coordinated plan;
- d. Establish the requirements for the selected projects to enter into grant agreements with the LRGVDC; and
- e. Summarize the requirements for managing and reporting the progress for implementing the funded projects. **to ensure accountability, performance tracking, and compliance with FTA reporting standards.**

This PMP is a living document. It will be updated as necessary to incorporate any expansions and enhancements of the 5310 program or any revisions to the program's management, requirements, or guidelines. **Future updates will also incorporate federal guidance under IIJA and any subsequent FTA notices or regulatory changes issued by FTA.**

## 3. Roles and Responsibilities of LRGVDC

LRGVDC is the Designated Recipient for 5310 funds allocated to the MUA. LRGVDC's role includes administering, managing, programming, selection, and overseeing the implementation of the projects. LRGVDC **may use up to ten percent of the MUA's annual apportionment for eligible administrative and program management activities.**

### 3.1. Coordinated Plan

Coordination with stakeholders is heavily emphasized in the regional public transit-human services coordinated plan. This plan lays out various recommended approaches for maximizing the potential benefits that can be derived through the coordination of services.

The LRGVDC also emphasizes the coordination of services among the region's stakeholders and eligible subrecipients of funding from the 5310 programs. Accordingly, applicants must describe their project-level coordination arrangements prior to being considered for grant funding. LRGVDC also encourages the efforts of the region's stakeholders to streamline and expand the eligibility of projects and services that could be funded by the 5310 programs. LRGVDC is responsible for confirming that each selected project is included in a coordinated plan developed in accordance with applicable statutory requirements.

### 3.2. Role of the Hidalgo County MPO

LRGVDC will coordinate with the Hidalgo County Metropolitan Planning Organization (MPO) in implementing this PMP. The MPO is responsible for ensuring that the Section 5310 project selection process remains impartial, objective, competitive, fair, and equitable.

**In accordance with FTA Circular C 9070.1H, guidance on transparency and conflict-of-interest mitigation, the MPO will act as an independent evaluator for all Section 5310 applications. When the Designated Recipient (LRGVDC) submits a project, it will be excluded from all scoring, ranking, and deliberative processes. The MPO and its evaluation committee will implement conflict-of-interest policies, document scoring rationale, retain scoring records, and ensure that all project recommendations are well-supported and publicly defensible.**

## 4. Eligible Subrecipients

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

- Local governmental agencies.
- Public and private transportation providers.
- Social service agencies.
- Tribal governments.

- Non-profit organizations.

To be eligible for funding, proposed projects must be located in or either have an origin or a destination within the MUA.

## 5. Funding Eligibility

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services that meet the specific needs of seniors and individuals with disabilities.

### **Capital**

At least 55 percent of available funds shall be used for capital projects planned, designed, and carried out to meet the needs of seniors and people with disabilities. **Projects funded from this capital set-aside must meet FTA's definition of capital and be implemented by eligible subrecipients.** Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA complementary paratransit service are eligible capital expenses that may also qualify under the 5310 program as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when fixed-route public transportation is insufficient, unavailable or inappropriate, provided the projects are carried out by eligible subrecipients.

### **Operating**

Up to 45 percent **of available funds** may be used for operating expenses that provide transportation services that exceed the requirements of the ADA or improve access to fixed route services and decrease reliance by individuals with disabilities on ADA complementary paratransit service. **Operating funds must be requested through the competitive selection process and documented in the project application.**

## 6. Local Funding Requirements

5310 funds may support up to 80 percent of the cost of capital projects and up to 50 percent of net operating costs.

**Eligible sources of non-federal local match include** undistributed cash surpluses, replacement or depreciation reserves, service agreements with State or local agencies, private social service organizations, or new capital contributions. Additional examples include State or local appropriations, dedicated tax revenues, private donations, revenue from service contracts, toll revenue credits (**subject to State approval**), and net income from advertising or concessions. Non-cash contributions such as donations, volunteer services, or in-kind contributions may be used as local match when they are documented, **allowable under 2 CFR 200**, represent an eligible capital cost, and are included in the project budget.

The source of local match must be identified in the initial 5310 grant application.

Use of Transportation Development Credits (TDCs) requires State certification and entry into TrAMS. Subrecipients are responsible for obtaining certification; however, LRGVDC will assist selected subrecipients in preparing TDC requests to the State.

## 7. Funding Distribution and Project Selection Criteria

### 7.1. Application Cycle

MAP-21 requires that projects funded under the Section 5310 Program result from a fair and equitable competitive selection process. To that end, LRGVDC implements a two-step process:

- **Local selection** through a public call for projects addressing identified needs in the McAllen Urbanized Area (MUA).
- **Federal submission** of selected projects to FTA through LRGVDC's electronic grant application in TrAMS.

LRGVDC will aim for an annual project selection process with the assistance of the Hidalgo County MPO so as to avoid lapse of any funds.

5310 funds need to be obligated within the next two federal fiscal years following the fiscal year in which the funds were appropriated by Congress. In this regard, the federal fiscal year starts on October 1 and ends on September 30 of the following year. Any 5310 funds remaining from prior fiscal years and which have not lapsed will be combined with funds from the fiscal year in which the selection will take place and those funds expected to be made available within the following fiscal year. Accordingly, 5310 funds from up to three consecutive fiscal years could be made available and LRGVDC will select projects and programs at intervals not to exceed this time frame.

This approach will allow for the development of more viable and longer-term projects, reduce the administrative cost of the programs, and allow for other efficiencies.

LRGVDC intends to authorize project expenses annually, contingent upon the levels of federal appropriations expected to be made available by Congress each fiscal year. The awarding and programming of prior 5310 program grant funds will be prioritized for obligation in the most current process to avoid lapsing. Future selections will be contingent on the availability of funds and approval of new legislation by Congress.

### 7.2. Application Evaluation and Scoring

The Hidalgo County MPO **will conduct the competitive evaluation process** on behalf of LRGVDC, ensuring that all applications are reviewed in an impartial, objective, fair, and equitable manner. Evaluation criteria are established in the application materials included in the PMP Appendix.

### 7.3. Equity of Distribution

Beyond the broad outreach and consultation process undertaken during the development of the Coordinated Plan, the process for selecting projects will be widely publicized and disseminated directly to the agencies providing or needing specialized transportation services in the MUA. The information will also be disseminated through the various agency meetings.

Information relevant to the selection process and application guidelines and forms, will be made available at the MPO's website ([www.hcmopo.org](http://www.hcmopo.org)). As part of the application process, LRGVDC and the MPO will provide technical assistance to agencies that may not be experienced in the preparation of transportation project proposals, including social agencies providing or funding transportation services.

### 7.4. Project Approval and Award

Proposals will be selected based on the greatest benefit to the greatest number of the target population served. Specific criteria are given in the application contained in the Appendix to the PMP. Once projects are selected through the competitive process, the MPO will then submit the list of recommended projects **to its technical and policy committees for approval**.

**Once approved, LRGVDC will prepare and submit the corresponding FTA grant application(s) for federal review and award.**

### 7.5. Timeline

Once projects are selected for award by the MPO, a list will be made publicly available according to the MPO's own public participation policy. A memorandum of understanding (MOU) between the LRGVDC and the subrecipient will be prepared for execution. The LRGVDC will develop the grant application to FTA in consultation with the subrecipient. As soon as both the MOU and the FTA grant agreement are executed, the project may commence.

Many factors come into play when estimating the time from submission of the funding application to initiation of the project, such as the funding availability period and the number of applications received. The time from initial submission of the project to the MPO to the commencement of project activities may take approximately 5 – 12 months. The following is a tentative and estimated schedule using a competitive solicitation:

- a. **Solicitation for Proposals:** posting information on MPO website, delivering letters to list of agencies on file, and conducting additional outreach.
- b. **Proposals Due:** typically, 45 days after release of Solicitation for Proposals
- c. **Evaluation of Applications:** (approximately 2 months after proposals are due): the MPO may contact the applicant to inquire about the contents of the proposal and may request additional information or clarification. The applicant may also be required to

provide an oral presentation of its proposal to the evaluation team.

- d. **Award Notification:** (approximately 1 month after Evaluation of Applications): after the MPO Policy Committee approves the awards, a letter will be sent to successful applicants with information on the amount and source of the federal award. It will also include a request to confirm, in written, the acceptance of the award and the availability and source of the local match.
- e. **FTA Grant Application and Approval:** (about 2 – 6 months after Award Notification): LRGVDC staff will prepare and submit the grant application to the FTA for approval. Due to the certifications needed, including those from the United States Department of Labor, it may take several months for FTA's final approval.
- f. **Memorandum of Understanding:** (about 2 – 6 months after Award Notification): the time required for execution of the MOU between the subrecipient and the LRGVDC will depend on the availability of supporting documentation from the subrecipient (such as clear scope of work, timeline for project implementation, project item line budget and cash flow) and its readiness to accept its terms and conditions.
- g. **Effective Date of Reimbursable Activities:** the MOU specifies the effective date of its terms and conditions, including the period of reimbursable activities.

## 7.6. Subrecipient Monitoring

LRGVDC will coordinate a subrecipient orientation workshop after the funding award to provide technical assistance on the process that would need to be followed and the federal requirements that would have to be met to receive the federal funds. LRGVDC will also schedule regular meetings with the subrecipients to discuss issues or concerns regarding their projects and to provide assistance during implementation to ensure projects are consistent with the funding agreement. Subrecipients will also be required to provide quarterly progress reports and an annual report. In this regard, subrecipients need to keep track of the performance measures identified for their projects in the MOU.

## 8. Administration of 5310 Program

The following summarizes the responsibilities of LRGVDC as the designated recipient.

- Assists subrecipients or potential subrecipients with technical support to: i) establish project eligibility; ii) manage and administer projects; iii) understand grantee (LRGVDC) and federal compliance policies, including procurement guidelines and required matching funds; and iv) understand the conditions on how federal grant funds can be spent.

LRGVDC has also developed a program to host a grantee introduction seminar for all new subrecipients after each selection process. The meeting will allow LRGVDC to meet with all of the new subrecipients to discuss general and specific performance goals to be

achieved, their reporting and the administrative responsibilities, and LRGVDC's standardized invoicing practices.

In order to clarify the goals of each project and assist the subrecipients in the development of good progress reporting and accounting practices, LRGVDC will meet individually with each of the subrecipients before the beginning of grant expenditures.

- Ensures that subrecipients adhere to the FTA Master Agreement, LRGVDC's MOU, and other federal and state requirements, as applicable, to ensure federal funds are used according to the established contractual requirements. This activity will be accomplished with site visits and review of subrecipients' records.
- Seeks from the subrecipients an annual signed certification that affirms subrecipient compliance with the standard terms and conditions governing the administration of projects funded with federal dollars awarded by the FTA through LRGVDC, as described on the MOU or the FTA Master Agreement. This information is part of LRGVDC's compliance monitoring effort.
- Provides the Program of Projects funded with the 5310 program to the MPO for inclusion in the Transportation Improvement Program.
- Prepares a summary of the funds available for distribution upon approval of the federal budget for the federal fiscal year that starts October 1 and corresponding federal transportation appropriations sometime thereafter and their publication in the Federal Register.
- Initiates the development of the grant applications for the FTA, and upon FTA's award, initiates the funding agreements with the subrecipients.
- Coordinates regular workshops or meetings with subrecipients to ensure agencies have the technical capabilities to assist their customers with transportation needs and to manage their projects
- Organizes an annual workshop for the region's stakeholders to review project results, evaluate overall program accomplishments, and discuss opportunities for improvements. Unsuccessful applicants from previous Solicitation for Proposals cycles will also be contacted and invited to the workshop to familiarize themselves with the grant programs, the development of a successful application, and the implementation of projects and programs funded by the 5310 programs.
- Maintains good working relationships and coordination with the federal, state, regional, and local agencies regarding human services transportation projects and programs funded with the 5310 funds.
- Analyzes federal, state, and local legislation and policies relevant to the 5310 program.
- Makes recommendations to the LRGVDC Board of Directors for improvements in managing and administering the 5310 programs.

- Serves as the point of contact for any activities related to the 5310 programs, such as coordinating the reviews and audits performed by the FTA.

## 9. Title VI, Section 504, and ADA Compliance

LRGVDC requires subrecipients to document that they distribute FTA funds without regard to race, color, national origin, and disability or discrimination against disadvantaged business enterprises, among applicable civil rights requirements. Not all applicable civil rights requirements are discussed in the PMP.

LRGVDC complies with FTA's Title VI requirements in the following manner: i) provision of an annual Title VI certification and assurance; ii) development of Title VI complaint procedures; iii) record keeping of all Title VI investigations, complaints, and lawsuits; iv) provision of meaning access to persons with Limited English Proficiency; v) notification to beneficiaries of protection under Title VI; and vi) a requirement that each subrecipient develops a Title VI program or becomes part of LRGVDC's submittal of its Title VI program to the FTA's regional civil rights officer once every three years.

Within each of these broad categories are specific requirements for survey and other data collection, analysis, and information distribution that cover transportation programs, construction programs, and transit service planning, operations, and service/fare changes.

LRGVDC's promotion, administration, and distribution of information and funding relevant to the 5310 programs is consistent with LRGVDC's Title VI Policy, which is made part of this document by reference. This policy is available upon request.

LRGVDC will evaluate all projects receiving grant funds for compliance with all relevant ADA laws, regulations and policies and will work with subrecipients to provide technical assistance.

## 10. Management of 5310 Program

The following describes the activities to be performed by LRGVDC to ensure federal funds are not lost (lapsed) to the region. The activities described below are part of the oversight and project management activities necessary to ensure that projects funded with 5310 funds are implemented in accordance with the FTA program guidelines and funding agreements.

- a) Monitor expenses and reimbursements to subrecipients to ensure compliance with the federal grant award and the MOU.
- b) Work with LRGVDC's Finance Department to include project-related information in LRGVDC's financial system, such as project identification number, grant number, amount, and funding sources. This information is needed for accounting and monitoring of project funding and expenses.
- c) Review for accuracy and eligibility subrecipient invoices, ensure that the required

documentation is on file and payments are made as approved.

- d) Compile and distribute FTA procurement guidelines to all subrecipients.
- e) Work with all grantees to analyze, evaluate, and answer any particular procurement questions they may have relevant to their project(s).
- f) Prepare quarterly status progress reports and financial reports and report to FTA's Transit Award Management System (TrAMS) prior to the deadlines.
- g) Monitor, through yearly site visits, project implementation activities and ensure compliance with federal and contractual requirements.
- h) Analyze project activities and determine if any changes to the budget, scope, or schedule are required. Accordingly, initiate and prepare any needed grant and MOU amendments prior to requesting FTA's approval to grant revisions.
- i) Analyze monthly or quarterly project expenses and reimbursements from the FTA and reconcile with FTA's TrAMS system for accuracy.
- j) Prepare and file grant budget revisions.
- k) Evaluate, prepare and file grant and MOU closeout documents.
- l) Work with subrecipients to set performance measures through the life of the project to track its effectiveness and progress, as described in Section 11. and in the MOU.

As part of the oversight and project management activities, each project will be assigned a project number that will be linked to the FTA grant funding the project.

## 11. Performance Measures

Consistent with federal guidelines and as incorporated in the MOU, subrecipients will be asked to show (as applicable) all increased activity due to the grant funded project, such as:

- Actual or estimated annual number of rides (as measured by one-way trips) as a result of the implementation of program 5310.
- Annual increases or enhancements related to geographic coverage, service quality and/or service times that impact the availability of transportation services for individuals with disabilities.

The subrecipients will be required to establish baseline conditions and performance targets for each indicator, as applicable, to support evaluation of project effectiveness in accordance with FTA Circular C 9070.1H. Performance data must be supported by documented methodologies and reliable data sources identified in the MOU. Subrecipients will be required to report these performance measures on a quarterly or annual basis, depending on the nature of the project

and federal reporting requirements, including any additional reporting identified by LRGVDC or FTA. LRGVDC will use this information to monitor project progress, assess compliance, inform risk assessments, and support TrAMS reporting, grant amendments, and project closeout.

## 12. Program Management Plan Updates

As stated earlier, the PMP is a living document. It will be updated regularly to incorporate any expansions and enhancements of the 5310 programs, as well as any revisions to the programs' management, requirements, or guidelines. It will also be updated per the request of the FTA or based on significant input submitted from subrecipients, eligible applicants, and the general public. At minimum, the PMP will be updated every three to four years.

## 13. APPENDIX – Funding Application



# FUNDING APPLICATION

## FY 2022

### 5310 Program – Enhanced Mobility of Seniors and Individuals with Disabilities

#### INTRODUCTION

This application is made available under a call for projects to those eligible entities who seek to apply for 5310 program funding. The 5310 program is intended to improve mobility for seniors and individuals with disabilities by providing funds for capital and operating expenses that support the following activities:

1. Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
2. Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et. seq.);
3. Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
4. Alternatives to public transportation projects that assist seniors and individuals with disabilities transportation.

The application process is derived from and is dependent upon the 5310 Program Management Plan.

To be eligible for funding from the 5310 program, proposed projects must be located in or either have an origin or a destination within the McAllen Urbanized Area. In addition, all projects must be derived from the adopted Lower Rio Grande Valley Regional Human Service-Public Transit Coordination Plan. The plan outlines a vision for improving mobility options for the disabled, aging, and low-income population groups living in the region. To view the entire plan visit [www.lrgvdc.org/valleymetro](http://www.lrgvdc.org/valleymetro).

The McAllen Urbanized Area has **\$1,100,524.00** in federal funding available for either traditional or other 5310 projects under this program. This funding is of fiscal year 2020 and 2021 and may be used for either capital or operating expenses. The Lower Rio Grande Valley Development, as the designated recipient of 5310 funds, and has set aside 10% of the program funds for program administration. The available amounts above already reflect the subtraction of program administration funds. More information about the 5310 program may be found in FTA Circular 9070.1G.



Eligible Use of Program Funds:

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services that meet the specific needs of seniors and individuals with disabilities. A complete list of eligible projects can be found in Circular 9070.1G.

**Traditional Projects:** At least 55 percent of funds shall be available for capital projects planned, designed, and carried out to meet the needs of seniors and people with disabilities when public transportation is insufficient, unavailable or inappropriate. 55 percent is a floor, not a ceiling; more than 55 percent of apportionments can be used for these types of projects.

Eligible Recipients:

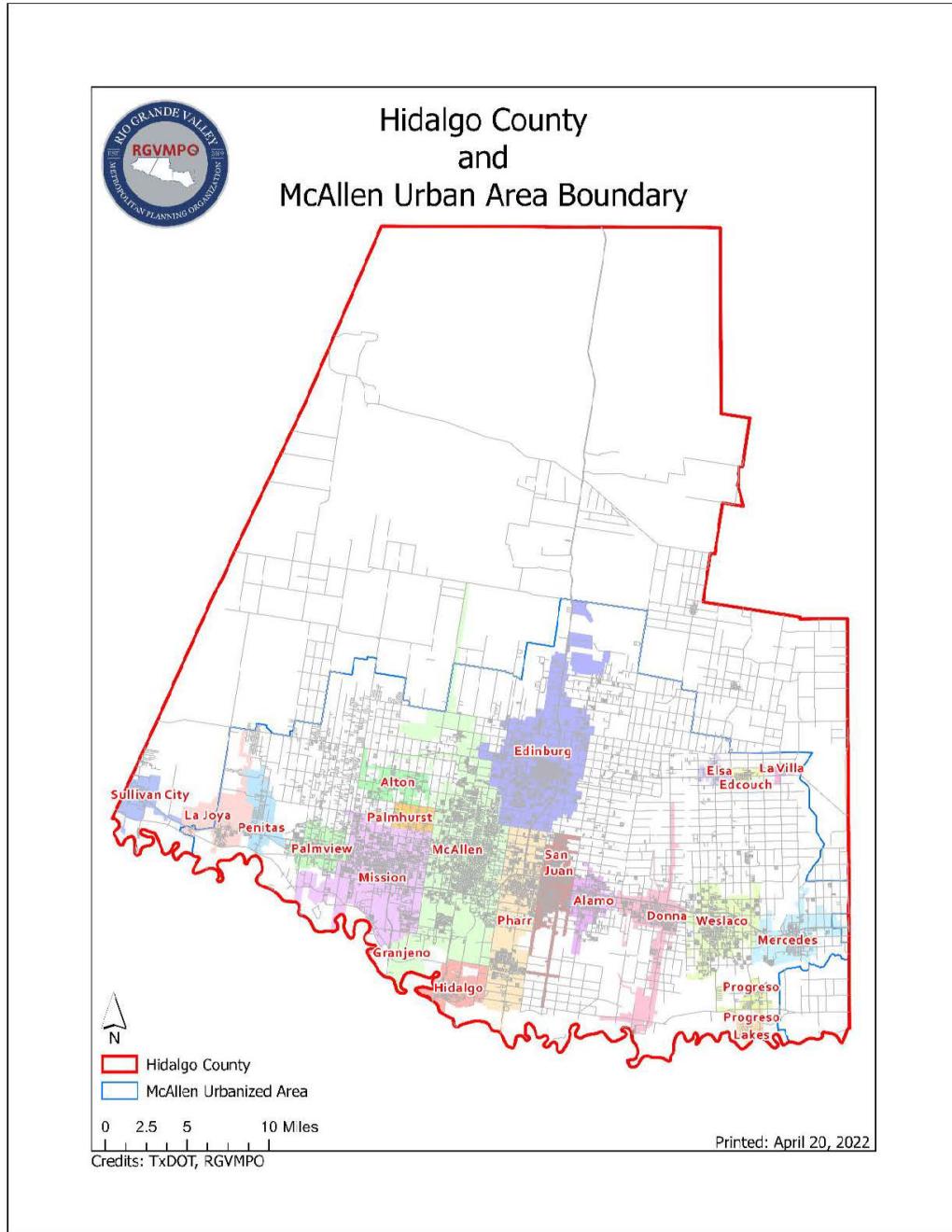
- a. A private nonprofit organization; or
- b. A state or local governmental authority that:
  - i. is approved by a state to coordinate services for seniors and individuals with disabilities; or
  - ii. certifies that there are no nonprofit organizations readily available in the area to provide the service.

Eligible projects for the required 55 percent of traditional projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA complementary paratransit service are eligible capital expenses that may also qualify under the 5310 program as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when fixed-route public transportation is insufficient, unavailable or inappropriate, provided the projects are carried out by eligible subrecipients and the projects are included in the regional plan.

**Other Projects:** No more than 45 percent of 5310 funds may be used for projects that provide transportation services that exceed the requirements of the ADA or improve access to fixed route services and decrease reliance by individuals with disabilities on ADA complementary paratransit service. In addition, funds may be used to provide alternatives to public transportation that assist seniors and individuals with disabilities transportation.

Eligible Recipients:

- c. A private nonprofit organization; or
- d. A state or local governmental authority; or
- e. An operator of public transportation that receives a 5310 grant indirectly through a recipient.





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**APPLICATION SUBMISSION**

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If your organization has a project that it would like considered for funding please complete the following application and submit it to the address below no later than **5:00 pm on Friday, May 27, 2022**. Applications received after this date and time will not be considered. The Hidalgo County MPO will accept printed, faxed or electronic applications. The Hidalgo County MPO will review and score the applications and will select projects for funding. Applications should be submitted to:

Rudy Zamora, Transportation Planner II  
Rio Grande Valley Metropolitan Planning Organization  
617 W. University Dr. Edinburg, TX 78539  
Phone: 956-682-3481 EXT: 317  
Email: [rzamora@rgvmpo.org](mailto:rzamora@rgvmpo.org)

**Public Record**

The information in this application is a public record. Applicants should not include information that may be regarded as confidential. The applicant must comply with all necessary Certifications and Assurances if funding is awarded.

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

**Part A.**

Application – 3 parts, 4 pages (at the end of this document)

**Part B.**

Required Attachments (please include the following documents)

- (1) Map of applicant service area and proposed service
- (2) Documentation of eligibility
- (3) Letters of support for the project
- (4) Any other documentation to support project selection



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**APPLICATION PROCESS**

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This 5310 program application is for funds to be used within the McAllen Urbanized Area. The initial project application consists of the program-specific requirements detailed in this package of forms and instructions. After a project application has been selected for funding, the applicant will be required to submit appropriate background Certifications and Assurances, and other documentation necessary to meet FTA requirements. The Lower Rio Grande Valley Development Council oversees the 5310 program and will coordinate with awardees to ensure that all requirements are met.

**Application and Project Selection Schedule**

April 20, 2022	5310 Program Workshop (virtual) is held at 10 a.m. for all interested applicants
April 25, 2022	Application Period Closes
May 27, 2022	MPO scores and ranks applications
May 31- June 1,2022	Recommended projects presented to the TAC
June 9, 2022	Recommended projects presented to the Policy Committee
June 29, 2022	Applicants are notified of results
June 30, 2022	Subrecipient orientation meeting
July 6, 2022	LRGVDC works with project sponsors to sign interlocals & develop FTA grant applications. Note: Projects are listed in FY 2022 TIP.
After July 6, 2022	Application period is officially announced

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## PROJECT EVALUATION

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### **Project Requirements**

The Scoring Committee must find that the answer to each of the five following questions is affirmative for a project to be considered eligible for grant funding.

Is the applicant an eligible entity?

Is the project supported by the regional coordination plan? On what page?

Are eligible matching funds identified and available?

Is the primary focus of the proposed service or program serving target populations?

Does the project provide benefits to the urbanized area?

Each proposal will receive a score according to the following criteria:

Project Planning & Coordination – 25 points

Demonstration of Need – 15 points

Benefits – 25 points

Service/Sustainability – 25 points

Budget – 10 points

BONUS – Added Information/Innovation – 5 points maximum

Total Points = 100

Based on the project scoring criteria, the projects will be ranked, with the top scoring application receiving all funding requested, followed by the second-ranked project, and so on until all funding is exhausted.

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## SCORING CRITERIA

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The following information and scoring criteria will be used to score and rate project applications for funding.

- a. **Planning and Coordination (25 points):** Proposed projects will be evaluated based on their ability to coordinate with other public transportation, community transportation and / or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they will promote public awareness of the project. Letters of support from key stakeholders and / or customers should be attached to the grant application.
- b. **Demonstration of Need (15 points):** The project should directly address priority transportation needs identified through the locally developed LRGV Regional Public Transportation Coordination Plan. The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost

effective approach. Project sponsors must also identify clear, measurable outcome-based performance measures to track effectiveness of the service in meeting the identified goals.

- c. **Benefits (25 points):** Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the 5310 program. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Sponsor should describe their steps to measure the effectiveness and magnitude of the impact that the project will have on target markets.
- d. **Service / Sustainability (25 points):** For all projects, applicants must provide a well-defined service operations plan and / or capital procurement plan, and describe implementation steps and timelines for carrying out the plan. The implementation plan should identify key personnel assigned to this project and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service deliver aspect of the project as described. Be able to meet FTA Certification and Assurances as required. See attachment # 1 for details.
- e. **Budget (10 points):** Applicants must submit a clearly defined project budget indicating anticipated project expenditures and revenues, including a letter of commitment for matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.
- f. **Innovation (5 points):** The project will be examined to see if it contains new or innovative service concepts or facilities that have the potential for improving access and mobility for the target populations and may have future application elsewhere in the region.

#### Planning and Coordination (25 pts)

Point Value	Criterion	Yes	No
3 pts	Does the project implement the Regional Plan? (reference page numbers and section)		
2 pts	Is the project prepared and ready for implementation if funded?		
3 pts	Does the project coordinate? If yes,		
1 pt	- with Human Services and Workforce?		
1 pt	- with existing transportation service providers?		
1 pt	- with other stake holders?		
2 pts	Did the project allow opportunities for public participation in the planning process?		

2 pts	Does the project eliminate gaps or overlaps in public transportation service? If yes,		
1 pt	- Does the project maximize the use of existing transportation services?		
1 pt	- Does the project complement or expand the currently available services?		
2 pts	Does the project increase geographic coverage of the current transportation system?		
2 pts	Does the project facilitate connections among different modes of transportation?		
2 pts	Is there a planned schedule for the project?		
2 pts	Is the project divided in phases that are logical, consistent, and follow industry standard process for that type of project?		
(25 pts)	<b>Total Points awarded for Planning and Coordination:</b>		

**Demonstration of Need (15 pts)**

Point Value	Criterion	Yes	No
3 pts	Is there a need for transportation to areas of interest to seniors and persons with disabilities?		
2 pts	Does the project show destinations and services not currently accessible by transit?		
2 pts	Does the project reduce the need?		
2 pts	Does the project identify regional growth?		
2 pts	Does the project remove a barrier in the transit service?		
2 pts	Does the project provide an essential link in the transit service?		
2 pts	Does the project fill the gaps to seniors/persons with disabilities-related destinations?		
(15 pts)	<b>Total Points awarded for Demonstration of Need:</b>		

**Benefits (25 pts)**

Point Value	Criterion	Yes	No
3 pts	Does the project improve transit efficiency?		
1 pt	Does the project increase ridership?		
3 pts	Does the project improve mobility for seniors and persons with disabilities?		
3 pts	Does the project improve access to locations that seniors and persons with disabilities want to access?		

2 pts	Will the project promote the development of senior/disabled transportation services?		
1 pt	Will the project support local economic development?		
3 pts	Will the project expand mobility and access for seniors and persons with disabilities?		
2 pts	Can the project integrate the 5310 program with other federal and state programs?		
2 pts	Will the project improve efficiency and effectiveness of transportation opportunities?		
3 pts	Does the project provide access to new growth areas or low-income areas currently not served by transit?		
1 pt	Does the project improve the ability of pedestrians and bicyclists to access transit service?		
1 pt	Does the project provide improvement in travel time and/or reliability for transit users?		
(25 pts)	<b>Total Points awarded for Benefits:</b>		

**Service/Sustainability (25 pts)**

Point Value	Criterion	Yes	No
10 pts	Program Measures: how does the project address the following targets?  Traditional projects: fill gaps in service; or add ridership  Other projects: increase/enhance geographic coverage, service quality, and/or service times; add or change physical infrastructure, technology, and vehicles; or add ridership.  FTA Certification and Assurances		

**Metropolitan Planning Organization**

1 pts	In the future will the applicant be able to expand services of the project to meet market needs?		
2 pts	In the future will the applicant maintain and improve financial performance?		
4 pts	Does the project engage the local community in service design and delivery?		
4 pts	Does the project help achieve a "seamless" system in the Lower Rio Grande Valley?		
2 pts	If awarded will these funds complete a phase of a project?		
2 pts	If awarded will these funds complete the entire project?		
(25 pts)	<b>Total Points awarded for Service/ Sustainability:</b>		



**Budget (10 pts)**

Point Value	Criterion	Yes	No
1 pt	Does the applicant provide detailed, itemized specific and correct project information?		
1 pt	Is the project information broken down by year and phase?		
1 pt	Is the required match included in the project budget by year and phase?		
2 pts	Is the project fiscally feasible?		
1 pts	Does the project have the ability to leverage dollars over the local match?		
2 pts	Does the project have a long term commitment to funding beyond the requested grant resource?		
1 pt	Does the project have a letter of commitment for matching funds		
1pt	Is there a use of innovative financing to support project?		
(10 pts)	<b>Total Points awarded for Budget:</b>		

**APPLICATION REVIEW FORM**

**Organization Information**

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

Applicant Manager: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Review Period: \_\_\_\_\_ to \_\_\_\_\_

**Rating**

	POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT
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## 5310 APPLICATION - 2022

### PART 1 – FUNDING REQUEST

#### Applicant Data

*Legal Name:* \_\_\_\_\_

*Contact Person:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City, State, Zip:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_ *Website:* \_\_\_\_\_

#### Project Description

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

*Brief Description:* \_\_\_\_\_  
\_\_\_\_\_

*Project Type:* \_\_\_\_\_ Traditional \_\_\_\_\_ Other

Service days/hours (if applicable): \_\_\_\_\_

Estimated Cost Per One-Way Trip (if applicable): \_\_\_\_\_

Estimated Daily Riders Per Weekday/Weekend (if applicable): \_\_\_\_\_

<b>Demonstration of Need</b>		<input type="checkbox"/>	15				
Comments:							
		SCORE:	1-5	6-10	11-15	16-20	21-25
<b>Benefits</b>		<input type="checkbox"/>					
Comments:							
		SCORE:	1-5	6-10	11-15	16-20	21-25
<b>Service / Sustainability</b>		<input type="checkbox"/>					
Comments:							
		SCORE:	1-2	3-4	5-6	7-8	9-10
<b>Budget</b>		<input type="checkbox"/>					
Comments:							
		SCORE:	1	2	3	4	5
<b>Added Information</b>		<input type="checkbox"/>					
Comments:							
<b>OVERALL RATING</b> (average the rating numbers above)							

### Additional Comments

### Verification of Review

By signing this form, you confirm that you have discussed this review in detail with MPO management. Signing this form does not necessarily indicate that you agree with this evaluation.

Rio Grande Valley MPO Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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**PART II – PROJECT NARRATIVE**

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The project narrative should provide a simple, easy-to-follow description of the project and support. The applicant should use the scoring criteria as a guide and should answer the questions below.

**Planning and Coordination**

1. Describe the project and how the project will be coordinated with public and/or private transportation and social service agencies serving low-income populations and individuals with disabilities.
2. Describe efforts to market the project and ways to promote public awareness of the program. Letters of support should be obtained from key stakeholders and attached to the grant application.

**Demonstration of Need**

1. Describe the unmet transportation need that the proposed project seeks to address and the relevant planning effort that documents the need. Does it cover an area targeted by the LRGV Regional Public Transportation Coordination Plan? Describe how the project will alleviate the transportation need. Estimate the number of people served and/or the number of service units that will be provided. Describe the specific community this project will serve and provide pertinent demographic data and/or maps.
2. Project application should demonstrate that the proposed project is the most appropriate match of service delivery to the need. Identify performance measures to track the effectiveness of the service in meeting the identified goals. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.

**Benefits**

1. What are the project's goals and objectives?

**Service / Sustainability**

1. Describe key personnel assigned to this project and your agency's ability to manage the project.
2. Provide an operational plan for delivering service. Include route or service area map, if applicable, or provide an implementation plan for completing a capital project including key milestones and estimated completion date.
3. Explain how this project relates to other services or facilities provided by your agency or firm and demonstrate how it can be achieved within your technical capacity.
4. Describe a plan for monitoring and evaluating the service and steps to be taken if original goals are not achieved.



**Budget**

1. Project sponsor should provide a complete budget indicating project revenues and expenditures in the format provided in Part III and describe efforts to ensure its cost effectiveness.

**Innovation**

1. Describe any proposed use of innovative approaches that will be employed for this project. Discuss what is innovative about the approach and how it could be applied to other services in the region.



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**PART III – PROPOSED PROJECT BUDGET**

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**Project Funding**

Local matching funds will be required for all application submittals. For projects requiring operating funds the required match is 50%+ from non-federal transportation funds. For capital projects the required match is 20%+ from non-federal transportation funds.

Total Annual Project Budget	\$ _____	
Capital Federal Share	\$ _____	_____ %
Capital Local Match	\$ _____	_____ %
Operating Federal Share	\$ _____	_____ %
Operating Local Match	\$ _____	_____ %

Local Matching Fund Source: \_\_\_\_\_

*Note: The applicant is required to demonstrate a commitment to providing local match funds. This can be in the form of a letter and/or a copy of an existing grant agreement or supporting documentation where funds will be drawn from.*

Will there be a commitment of funds beyond the grant period?  Yes  No

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_