



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

**RTC Sales Tax Fund –
Enhanced Mobility of Seniors & Individuals with Disabilities Program**

The Regional Transportation Commission (RTC) is pleased to announce a *Call for Projects* and is accepting applications through January 17, 2024, for the **sales tax funding (5310 equivalent) grant program** to provide transportation for seniors and people with disabilities, as predicated by the Federal Transit Administration’s Section 5310 Program.

In response to a commonly expressed need from the community for desired funding flexibility, RTC is making the equivalent §5310 funding appropriations available in **sales tax funds** for distribution to support local projects. This change alleviates the more restrictive barriers required by federal funding regulations, and provides increased flexibility and operating dollars for local programs.

This solicitation is for a two (2)-year funding agreement encompassing federal fiscal years 2024-2026. A maximum of \$1,151,752 in sales tax funding is proposed and is based upon Federal Transit Administration (FTA) §5310 appropriations; future years’ funding levels in this program will be contingent upon FTA’s continuation of the 5310 program, and continued 5310 funding appropriations.

Total funding available for this two-year period includes:

YEAR	TOTAL
1 (FFY 2022, §5310 appropriations)	\$569,008
2 (FFY 2023, §5310 appropriations)	\$582,744
TOTAL EQUIVALENT SALES TAX AVAILABLE FUNDING	\$1,151,752

Project Eligibility

Eligible projects must be operated by private nonprofit, public sector agencies or tribal governments. Eligible projects must provide transportation for senior citizens and/or persons with disabilities who are in those areas of Washoe County **outside** the RTC ACCESS/RTC RIDE service boundaries. Transportation services must be available to all eligible senior citizens and/or individuals with disabilities within the applicant’s service area. Recipient programs must coordinate with other service providers to avoid duplication of services. Depending upon the number of project submittals, programs may be funded wholly or in part with the equivalent (§5310) sales tax dollars.

- Proposed projects must be new or expand/enhance an existing program or service.
- Sales Tax (§5310 equivalent) funds cannot be used to supplant existing funding.

- Proposed project expenses must exceed a minimum of \$50,000 (\$25,000 plus local match of \$25,000) each grant year.
- Applicants must have management oversight and control over the operations of contracted service and purchased equipment.
- Active Non-profit status must be provided.
- All proposed projects must be ready to proceed.
- Applicants must be able to provide the required local match of 50% for Operating and 20% for Capital funding.

Project Management and Reporting Requirements

Reporting shall be required throughout the duration of the active project. Recipients are responsible for submitting monthly reports to the RTC, in addition to any other reports as may be required. RTC will provide the reporting forms to all selected recipients. Reports submitted must be accurate, complete, and timely. RTC staff may also conduct on-site compliance reviews once the project has begun.

Grant recipients will be required to submit monthly and/or quarterly Project Status/Milestone Reports as determined by RTC by the 15th of the subsequent month. Reporting shall be done via email. Project Milestone/Status Reports shall include, at a minimum: work accomplished and the current status for each project task; work activities anticipated for the following month by task; existing or anticipated problems that may affect the project schedule and proposed solutions; updated project schedule with milestones and deliverables; and project performance measures. Forms will be provided to successful applicants as part of their contract.

Failure to comply with these requirements may affect future funding and may result in the loss of approved funding.

Successful applicants will be notified in writing of their selection and the amount of grant funds awarded. Entities selected to receive grant funding will be required to enter into a contract with the RTC.

Entities are obligated to fulfill the requirements of the contract, including complying with all required local, state and federal requirements, as applicable.

In addition, all services or work carried out under a contract awarded as a result of this *Call for Projects* must be completed within the scope, time frames, and funding limitations specified by the contract.

VEHICLE ELIGIBILITY

- Awarded vehicles must be used primarily for elderly persons and/or persons with disabilities.
- Vehicles must be procured through the RTC utilizing the State of Nevada contract/list of approved vendors.
- Legal title to all vehicles purchased using Sales Tax (§5310 equivalent) Funds shall be vested with the RTC, and said vehicles shall be turned over to the RTC in sound condition, less reasonable wear and tear, upon termination of the service agreement. The RTC shall be listed on the title as a named owner, and shall retain original title to the vehicle.

- A comprehensive maintenance plan is required, and the recipient shall be responsible for maintaining all such vehicles according to standards established by the RTC.
- A driving training program is required.
- Vehicles proposed for replacement must meet or exceed their useful life and be in active service during the applicant's normal days and hours of operation.

SERVICE ELIGIBILITY

- Applicants must be able to document that the proposed service will serve additional persons or trips, expand the service area or hours, and/or increase the number or frequency of trips.
- Applicants must explain growth and basis for trip projections.

Federal/Local Matching Requirements

Applicants are required to provide a reasonable cost estimate for the project and demonstrate the ability to fund the project at the time of applying. An operating project, must provide a 50% local funding match. Capital projects require a 20% local match. All of the local match must be provided from sources other than Federal DOT funds. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising and concessions

Farebox revenue may not be used as local match. Farebox revenue is considered income and is deducted from total operating cost to determine the net cost of the activity.

Application Instructions

Complete the PDF fillable application in its entirety. Incomplete applications will not be accepted. Prior to completing the application, be sure to save the application to your Desktop or Documents with your organization's name in the title. If you need to submit additional budget figures complete the Excel spreadsheet entitled "OTHER budget, template." Name the worksheet with your Organization's name.

Transfer the OTHER budget Total figure from the spreadsheet into the OTHER column total in the application. Attach the Excel spreadsheet to your application packet properly naming the spreadsheet for inclusion with your packet.

The PDF is designed to calculate the numeric figures. If you need to edit a calculation you will need to reset the budget to ensure that the TOTALS are summed accordingly.

The application must be signed by the individual with authority to represent the organization.

Should you have questions regarding the application, please contact Jennifer Meyers at jmeyers@rtcwashoe.com.

Project Selection Process

All projects will be competitively selected through this open call for projects. Applications submitted will be reviewed by RTC staff for eligibility and then referred to a Project Selection Team (PST) for evaluation based on the criteria included in the following section. **Proposals that are deemed incomplete or arrive after the deadline will not be reviewed.**

Projects may be recommended for approval at a lesser funding amount and reduced scope than originally requested, in order to achieve a fair and equitable distribution of funding to support as many eligible projects as possible for the duration of the programming period (2 years). If the RTC deems it necessary to reduce the project scale/scope in order to align the project with budgetary constraints, the RTC will consult with the applicant. RTC staff may also contact the applicant to obtain clarification on the application as it deems necessary.

Project Selection Criteria

Projects that meet the basic eligibility requirements will be evaluated based on the following scoring criteria:

NEEDS & BENEFITS (maximum of 50 points)

- To what extent the project meets a regional transportation need.
- The number of seniors, persons with disabilities and/or those with limited incomes the project proposes to serve or benefit.
- The number of trips this project will provide.
- The unmet transportation need the project seeks to address.
- Project milestones and/or goals identified

COORDINATION, IMPLEMENTATION & OUTREACH (maximum of 20 points)

- To what extent the project demonstrates coordination among various entities.
- The project's relationship to other services or programs provided by the agency
- To what extent the target population will be given priority on project activities
- Marketing the project to the target population and promoting public awareness

PROJECT READINESS (maximum of 30 points)

- The project's overall cost-effectiveness.
- Number of years applicant has provided the service to targeted clientele
- Managerial capability of the project team
- To what extent the application identifies reasonable strategies for on-going funding.
- Continuation of the project and/or services after project expiration.
- Plan for monitoring and evaluating the project
- Feasibility of the project to meet its goals

Total maximum points available equals **100**. Eligible projects must exceed the minimum threshold amount of \$50,000 per year to qualify for funding.

Projects recommended for funding will be brought to the RTC's Board of Commissioners for final approval. All recipients shall be required to execute an agreement with the RTC which will specify the nature, quantity and

quality of the services to be provided, record keeping and reporting procedures and other conditions as are necessary to allow effective monitoring of the program by the RTC. If such an agreement is not executed, the RTC is entitled to withhold funding.

Application Process

Call for Projects Key Dates	
December 18, 2023	Call for Projects Released
January 17, 2024	Applications Due at Noon
January 18-26, 2024	Project Application Review
February 2, 2024	Recommended Award Notification
February 16, 2024	RTC Board Approval of Recommended Project Awards
February 12-15, 2024	Final Execution of Project Agreements with recipients
Projects begin	Dates to be determined for each project submission, and funding need requirements.

The Enhanced Mobility of Seniors & Individuals with Disabilities – Section 5310 (49 U.S.C. 5310) provides formula funding to states and designated recipients (i.e. RTC) to meet the transportation needs of older adults and people with disabilities. These funds are apportioned by a formula which is based on the number of older adults and people with disabilities in each state according to the latest available U.S. Census data. Should the federal government eliminate future §5310 apportionments, the RTC *sales tax equivalent* funding will cease to continue. As such, programs selected for funding need to be scalable.

Should you have any questions regarding this application and/or the instructions contained herein, please contact Jennifer Meyers at jmeyers@rtcwashoe.com, or by calling 775.332.9513.