



Enhanced Mobility of Seniors and
Individuals with Disabilities

Section 5310

Coronavirus Response & Relief Supplemental
Appropriations Act (CRRSAA) of 2021 Allocation

Greenville-Pickens Area Transportation Study ([GPATS](#)) MPO
301 University Ridge, Suite 3800
Greenville, SC 29601

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Federal Transit Administration

**Large Urban Section 5310
Enhanced Mobility of Seniors and
Individuals with Disabilities Program
CRRSAA Application Form
Federal Fiscal Year 20__ - __**

Name of Organization: _____

Total Requested: _____

Point of Contact: _____

Title: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

E-mail: _____

Web Site Address (if any): _____

Agency DUNS Number: _____

**Full Application Deadline:
Friday, January __, 20__ at 12:00 noon or until funds are exhausted**

Project Application Procedures

This is the program application for the Enhanced Mobility of Seniors and Individuals with Disabilities¹ (5310) funds to be used in the Greenville Urbanized Area. The initial project application consists of the program-specific requirements detailed in this package of forms and instructions.

Application Instructions

Application will be reviewed, evaluated and scored by the GPATS Transit Coordinating Committee (TCC) to ensure that all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadline **will not** be considered for funding unless funding is still available. If requesting funding for multiple projects, complete separate applications.

The rankings and final selection recommendations from the GPATS TCC will be presented to the GPATS Study Team then Policy Committee. Submit application electronically, including required attachments shown in the [Application Checklist](#).

Applicants seeking funding Federal Assistance must submit a 424 form. This is a standard used form to obtain and review comments on the application from other state and local agencies. Complete Form 424 as directed and send the original to GPATS. [Linked](#) is a copy of the 424 form.

¹ Disabilities also include people who are addicted to drugs.

Application Checklist

The following checklist represents the information and attachments required. Incomplete applications, or those submitted after the deadline, will not be considered for funding.

- Certifications and Assurances (**application WILL be rejected without this on pg 20 of this application**).
- Copy of organization's Section 501(c)(3) certification (if not a public entity), including three (3) most recent 990s and file in attached excel spreadsheet [fiscal health evaluation form](#).
- [Standard Form 424: Application for Federal Assistance](#).
- Title VI Affirmation of Compliance Form under [Title VI](#) (**application WILL be rejected without this on pg 19 of this application**).
- [W-9](#) so that you can be added to the Greenville County vendor system.
- Submit electronically (by email) including attachments with subject "**Attn: 5310 Grant App from [Your Organization Name]**" to aikein@greenvillecounty.org.

General Information

a. Introduction

The Greenville-Pickens Area Transportation Study is pleased to announce [CRRSAA](#) which has made available an extra **\$69,789** for Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities Program) to charitable organizations and mass transit providers within GPATS' boundary. Similar to the [CARES Act](#), the supplemental funding will be provided at 100-percent federal share, with **no local match required**. Funding will support expenses eligible under the relevant program, although the Act directs recipients to prioritize payroll and operational needs. Application for \$69,789 will remain open until funds are exhausted.

The full Application is due no later than Friday, January __, 20__ at 12:00 noon or until funds are exhausted.

Your agency will not be considered for funding if you do not submit the full application. If you would like to be considered for funding for Capital Projects and Operation Projects, the agency must submit separate documents which support the project in that specific area.

This program announcement utilizes the Federal Transit Administration's (FTA) Federal Fiscal Year funding authorized under the *Fixing America's Surface Transportation Act (FAST Act)* and as appropriated by the United States Congress. This announcement reflects the publication in the Federal Register dated released by Federal Transit Administration (FTA), less allowable designated recipient administration. The amount shown below will support Enhanced Mobility of Seniors and Individuals with Disabilities Program, and will be allocated for new and existing transit related projects in the GPATS urbanized area:

Authority for the Program

The Federal Transit Administration has designated the Greenville-Pickens Area Transportation Study (GPATS), as the MPO for the Greenville-urbanized area of all Federal Transit Administration (FTA) funds. As the designated recipient, GPATS has authorization to administer funds in accordance with state and federal laws, statutes, and regulations. This Program is authorized under the provisions set forth in Fixing America's Surface Transportation Act (FAST Act), and MAP-21 (Moving Ahead for Progress in the 21st Century) prior. MAP-21 consolidated the Section 5310 and Section 5317 programs as previously defined by SAFETEA-LU. The program name is now *Enhanced Mobility of Seniors and Individuals with Disabilities (5310)*.

Additionally, MAP-21 expanded the eligibility provisions to include operating expenses and the program has required performance measures. These new components will assist with improving mobility for seniors and individuals with disabilities.

Any agency requesting operational funds must provide additional information supporting the need for these funds and must also justify that the project meets the New Freedom criteria of going above and beyond what the American's with Disability Act of 1990 requires.

b. Program Objectives

Under MAP-21 the Enhanced Mobility of Seniors and Individuals with Disabilities Program

provides funds to:

- Serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable.
- Projects that exceed the requirement of the Americans with Disabilities Act (ADA)
- Projects that improve access to fixed route service and decrease reliance on complementary paratransit;
- Projects that are alternatives to public transportation; and
- Program has expanded eligibility provisions to include operating expenses

c. Eligible Expenses

- The [Coronavirus Response and Relief Supplemental Appropriations Act of 2021 \(CRRSAA\)](#) has made available an extra \$69,789 for 5310 Funds Enhanced Mobility of Seniors and Individuals with Disabilities to charitable organizations and mass transit providers within GPATS' boundary. The supplemental funding will be provided at 100-percent federal share, with **no local match required**. Funding will support expenses eligible under the relevant program. Recipients are to prioritize payroll, operational needs, and use of transit vehicles to provide non-public transportation service (non-shared ride or closed door) to COVID-19 vaccination sites, or the use of transit facilities as vaccination sites, is eligible as an incidental use if the services do not conflict with the provision of transit services or result in a reduction of service to transit passengers. Application for \$69,789 will remain open until funds are exhausted.

The expanded eligibility provisions are a result of the consolidation of the Section 5317 New Freedom Program, which was repealed in MAP-21, with the Section 5310 Program.

d. Eligible Applicants

There are three categories of eligible sub-recipients of Section 5310 Program funds:

- 1) A charitable organization is a corporation or association determined by the U. S. Department of Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be charitable organization and for which the designated state agency has received documentation certifying the status of the charitable organization;
- 2) Governmental authorities that certify to the Governor of South Carolina and North Carolina that no charitable organizations or associations are readily available in an area to provide the service; and
- 3) Governmental authorities approved by the state to coordinate services for Enhanced Mobility of Seniors and Individuals with Disabilities Program.

Local governmental authorities eligible to apply for Section 5310 Program funds, as coordinators of services for Enhanced Mobility of Seniors and individuals with disabilities, are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are area agencies for aging or public transit providers, which the state has identified as lead agencies to coordinate transportation services funded by multiple federal or state human service programs.

e. Project Selection Criteria and Process

GPATS' staff shall prioritize the applications based on: a) the standards set forth within the [regional coordination plan](#); b) the percentage of elderly and disabled individuals served; and c) the following Section 5310 Program selection criteria.

Selection Criteria

Applications must comply with the following thresholds to be considered:

- 1) contain all applicable documents and
- 2) obtain a selection criteria score of at least 14/20. If one or both thresholds are not met, an application will be automatically rejected. Applications that meet these thresholds will be considered for funding and forwarded on through the approval process, as deemed appropriate. The TCC reserves the right to reject or accept any application to be forwarded for further review based upon their professional discretion and available funding. We will be prioritizing projects that consist of payroll and/or operational needs that have resulted from losses due to COVID-19 (this would not include new projects).

Evaluation Criteria
Statement of Need and Organizational Capacity (20 Points)
<ol style="list-style-type: none"> 1. ___ (7 points) Did COVID-19 negatively impact your revenues? If so, please explain how these revenues were affected, how much of your projected revenue was lost, and what the decrease in revenue meant for your organization, staffing levels, and services. Please provide official documentation of loss of funds as well as a letter from your organization’s Executive Director certifying this loss and the number and type of positions that were eliminated. Please note that GPATS/TCC is not requesting personal employee information and every effort should be made to maintain appropriate levels of anonymity in reporting. 2. ___ (7 points) What is your long-term commitment to continue efforts beyond the availability of the requested grant resources? If you didn’t receive these funds, what would you do to continue offering your services? Along with your written response, please use your three (3) most recent 990s to complete the attached spreadsheet. If you don’t have 990s, please provide your non-profit’s Certificate of Existence. 3. ___ (6 points) Do you provide services in the GPATS area? Include route maps showing the service coverage. Map NEEDED to substantiate if service area is within GPATS’ boundaries. GPATS offers mapping services. An excel spreadsheet.cvs (comma delimited) with your addresses and the name of the location MUST be provide in this format before it can be geocoded for mapping. In column “F,” please place the name of the location addressed. Please send your request to Asangwua Ikein at aikein@greenvillecounty.org. If utilizing this service, you must allow for three weeks for turnaround of maps. Please plan accordingly. <p style="text-align: center;">___/20</p>

Award Requirements

Applicants selected for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program shall enter into an agreement with GPATS. **No funds may be drawn down by successful applicants until a signed and executed contract is in place. Purchase of Service or Vehicle procurement information must be approved by GPATS prior to starting the service or ordering the vehicle:**

a. Assurances & Certifications/Authorizing Resolution

Sub-recipients of Section 5310 Program funds are required to comply with all FTA requirements.

The “Assurances & Certifications” are based on federal and state requirements, and may not be altered in any way. Therefore, these documents shall be submitted by the applicant as originally signed in hardcopy only. In addition and where noted, the “Assurances & Certifications” must be signed and dated by the local attorney and the agency’s authorized official.

Organizations unable to complete these Assurances & Certifications will not receive funding and should not apply for funding.

b. Pre-Award and Post-Delivery Reviews

Successful applicants, who are eligible to acquire vehicles, are encouraged to purchase vehicles through the applicable state contract following receipt of an executed sub-agreement and notice to proceed from GPATS. GPATS shall conduct a pre-award review of all vehicles purchased using federal funds, as well as an on-site, post-delivery review of all vehicles received. The review will include inspection of complete certifications, compliance with bid specifications, Buy America, and the Federal Motor Vehicle Safety Standards (FMVSS) requirements

c. Vehicle Maintenance and Disposal

Successful applicants are required to certify that equipment purchased under the Section 5310 Program shall be used for transportation services-related activities only. In addition, sub-recipients are required by GPATS to have a comprehensive maintenance plan detailing the agency’s maintenance procedures. All vehicles used for services beyond ADA must meet requirements set forth in the former Section 5317 circular. At the end of a vehicle’s useful life, Section 5310 Program sub-recipients may dispose of the equipment, after notifying and receiving disposition instructions from GPATS and Federal Transit Administration.

Local Match Requirement

An applicant is required to provide a local match for the Project and agrees as follows:

a. Restrictions on the Source of the Local Share.

The applicant agrees to provide sufficient funds or approved in-kind resources, together with the Federal assistance awarded and/or other State funds that may be awarded, that will assure payment of the actual cost of each Project activity covered by the Project Scope. The applicant agrees that no local share funds provided will be derived from receipts from the use of Project facilities or equipment, revenues of the public transportation system in which such facilities or equipment are used, or other Federal funds, except as permitted by Federal law or regulation.

b. Duty to Obtain the Local Match.

The applicant agrees to complete all proceedings necessary to provide the local match of the Project costs at or before the time the local match is needed for Project costs, except to the extent that GPATS determines otherwise in writing.

c. Prompt Payment of the Local Match.

The applicant agrees to provide the proportionate amount of the local match promptly as Project costs are incurred or become due, except to the extent that GPATS determines in writing that the local match may be deferred.

d. Reduction of the Local Match.

The applicant agrees that no reduction of the local match may be made unless, at the same time, a reduction of the proportional amount of the Federal and/or State assistance provided is made.

Policy Statement

The Greenville-Pickens Area Transportation Study (GPATS) is committed to ensuring the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants and to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to mistreatment under any GPATS program or activity on the grounds of race, color, or national origin. GPATS assures all its programs and activities will be free from mistreatment, whether those programs and activities are federally funded or not.

GPATS conducts its Title VI/Environmental Justice Program in a team approach involving all GPATS personnel. The Director of GPATS is responsible to ensure GPATS' compliance with the Title VI/EJ implementing regulations.

Inquiries concerning GPATS' policies, investigations, reports and compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice may be directed to the Director at Greenville-Pickens Area Transportation Study, 301 University Ridge, Ste 3800, Greenville, South Carolina 29601, telephone 864-467-7143.

This policy statement must be circulated throughout GPATS and be included by reference in all contracts, agreements, programs, and services administered by GPATS.

Notice to the Public under Title VI for GPATS

Section 601 of Title VI of the Civil Rights Act of 1964 states the following:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to mistreatment under any program or activity receiving Federal financial assistance.

- Greenville-Pickens Area Transportation Study (GPATS) operates its programs and services without regard to race, color, and national origin in accordance with the Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a report with GPATS.
- For more information contact the GPATS Executive Director Keith Brockington at kbrockington@greenvillecounty.org or (864) 467-7143 or the Title VI Coordinator Asangwua Ikein at aikein@greenvillecounty.org or (864) 467-7287.
- If information is needed in another language, contact (864) 467-7270.
- A reportee may file a report directly with the Federal Transit Administration by filing a report with the Office of Civil Rights,
 - Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave, SE
Washington, DC 20590

~Si se necesita información en otro idioma llame al (864) 467-7270.

As outlined in the [Public Participation Plan \(PPP\)](#), GPATS' public notices in public areas of the agency's offices, posted to <http://gpats.org/AboutGPATS/Calendar.aspx>, meeting notices and calendar events are listed by Greenville County, at <https://www.greenvillecounty.org/apps/CalendarGC/CountyCouncil.aspx>, as meeting rooms are reserved, and any public notices of official changes to plans (e.g., TIP Amendments) are published with the Greenville News.

Reporting Procedures

a. Investigation Plan

The investigator (only an individual who is trained in civil rights) shall prepare a written plan which includes, but is not limited to, the following:

- Names of the reportee(s) and respondent(s);
- Basis for the report;
- Issues, events, or circumstances that caused the person to believe that they has been mistreated;
- Information needed to address the issue;
- Criteria, sources necessary to obtain the information;
- Identification of key people;
- Estimated investigation time line; and
- Remedy sought by the reportee(s).

b. Conducting the Investigation

- The investigation will address only those issues relevant to the allegations in the report.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the report. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- Only individuals trained in civil rights should conduct mistreatment investigations.

c. Investigation Reporting Process

- Within 40 days of receiving the report, the investigator prepares an investigative report and submits the report and supporting documentation to the Human Resources Director or their designee for review.
- The Director or designee reviews the file and investigative report. Subsequent to the review, the Director makes a final determination of “probable cause” or “no probable cause” and prepares the final decision letter.

Reporting Requirements to an External Agency

A copy of the report, together with a copy of the investigation report and the Director’s final decision letter, is forwarded to the Federal Highway Administration South Carolina Division Office within 60 days of the date the report was received.

d. Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

Filing a Report

a. Introduction

The Title VI/Environmental Justice and Related Statutes report procedures are intended to provide aggrieved persons an avenue to raise reports of mistreatment regarding GPATS' programs, activities and services as required by statute.

b. Purpose

The purpose of the mistreatment report procedures is to describe the process used by the Office of Human Resources (OHR) for processing reports of mistreatment under Title VI of the Civil Rights Act of 1964 and related statutes.

c. Roles and Responsibilities

The GPATS Executive Director has overall responsibility for the mistreatment report process and procedures. The Director may, at their discretion, assign a capable person within GPATS to investigate the report.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation.

In cases where the reportee is unable or incapable of providing a written statement, the reportee will be assisted in converting the verbal report into a written report. All reports, however, must be signed by the reportee and/or by the reportee's representative.

The reportee shall make themselves reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Filing Reports

Applicability: The report procedures apply to the beneficiaries of the GPATS programs, activities and services including, but not limited to, the public, contractors, subcontractors, consultants and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that they or any specific class of persons has been subjected to mistreatment or retaliation prohibited by Civil Rights authorities may file a report. The report:

- Must be based upon race, color, and national origin;
- Must be reduced to writing; and
- Must be filed within 180 calendar days of the alleged occurrence or when the alleged mistreatment became known to the reportee.

This plan requires that SCDOT be immediately notified of any report or allegation of mistreatment. Every effort will be made to obtain early resolution of reports at the lowest possible level. The option of informal mediation meeting(s) between the affected parties and the investigator may be utilized for resolution, at any stage of the process.

Time Limitation and Filing Options Title VI/EJ reports of mistreatment may be filed with:

- a. GPATS
- b. South Carolina Department of Transportation
- c. Federal Highway Administration
- d. U.S. Department of Transportation

In all situations, the GPATS and County employees must contact the GPATS Executive Director immediately upon receipt of a Title VI/EJ report.

Keith R. Brockington, AICP
County Transportation Planning Manager/GPATS Executive Director
Greenville County Department of Planning and Code Compliance
GPATS | Greenville-Pickens Area Transportation Study
(864)-467-7143
kbrockington@greenvillecounty.org

Reports must be filed no later than 180 calendar days after:

- The date of the alleged act of mistreatment; or
- The date the person became aware of the alleged mistreatment; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Receipt and Acceptance When any element of the Greenville-Pickens Area Transit Study (GPATS) receives an inquiry, comment or report which alleges or implies mistreatment as addressed by Title VI of the Civil Rights Act of 1964 and its progeny, it will be logged in and immediately forwarded to the SCDOT's Office of Business Development and Special Programs.

The GPATS Executive Director will respond within ten (10) calendar days from date of receipt, advising receipt of the report and that the matter was forwarded to SCDOT for further processing. The Director's letter will also contain the appropriate SCDOT contact information.

GPATS will fully cooperate with the appropriate agency throughout the entire investigative process.

Reports must be in writing and must be signed by the reportee and/or the reportee's representative. The report must set forth as fully as possible the facts and circumstances surrounding the claimed mistreatment. In the event a person makes a verbal report of

mistreatment to a GPATS employee, or other person authorized to receive reports on behalf of GPATS, shall interview the person. If necessary, the authorized person will assist the person in writing the report for the person or the person's representative to sign.

Designated GPATS special emphasis area operating elements will require the sub-recipients they serve to forward to the Director any report of mistreatment made to them about their own actions or actions of sub-grantees or contractors.

Internal Report Processing

a. Initial Contact

Special emphasis program area representatives serve as GPATS's resources for members of the public who wish to file a mistreatment report under Title VI/EJ and related statutes. As resources, they will provide reportees with:

1. An explanation of their filing options;
2. The mistreatment report process; and
3. A Title VI/EJ and Related Statutes Mistreatment report Form.

Use of the Report Form is not necessary for the reportee. Rather, it is intended to help the reportee provide enough information to begin processing the report.

b. The Report Review Process

1. The Director or their designee, reviews the report upon receipt to ensure that relevant information is provided, the report is timely, and meets jurisdiction.
2. The report shall be investigated, unless:
 - The report is withdrawn.
 - The reportee fails to provide required information.
 - The report is filed beyond the 180 calendar day timeframe.
 - The reportee is not part of a protected group.
 - The report is determined to be more appropriately under a jurisdiction other than GPATS. If this is the case, the reportee will be directed to the appropriate agency.
3. Upon determination that the report warrants a GPATS investigation, the reportee is sent a letter, acknowledging receipt of the report, and giving the name of the investigator.
4. The respondent – the person alleged to have committed the mistreatment -- is notified by mail that they have been named in a report. The letter also includes the investigator's name and informs the respondent that they will be contacted for an interview.

Title VI Affirmation of Compliance Form

_____ shall not mistreat any person on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to mistreatment under any program or activity receiving Federal financial assistance in accordance with [Title VI, 42 U.S.C. § 2000d et seq.](#)

Name of Organization: _____

Point of Contact: _____

Signature: _____

Assurances & Certifications

As the authorized representative for _____,
I hereby makes the following assurances:

1. Have the legal authority to sign this document and enter into contracts on behalf of this organization.
2. Give the awarding agency the right to examine all recordings including all records, books, papers, or documents related to this project.
3. Prohibits and has active safeguards against conflicts of interest real or perceived.
4. Have primary funding sources and isn't wholly dependent on 5310 funding, no matter if applying for 5310 funding from multiple sources.
5. Will comply with all local, state, and federal rules, regulations, and requirements.
6. Will adhere to local, state, and federal procurement procedures for bidding of services associated with this project.
7. **Will use CRRSAA funding to provide back pay and rehire furloughed workers before paying any other expenses.**

Name of Organization: _____

Point of Contact: _____

Signature: _____

Questions

A. Agency Type:

- Charitable organization 501(c)(3)
- Tribal Government or Community
- Other Agency (Specify): _____

B. Application Status:

- New Applicant
- Continuing Applicant

C. This application contains funding request for:

- Purchase of Service (PoS)/Mobility Manager
- Replacement Capital Equipment (must complete this information)
 - ADA Accessible Cut-A-Way
 - Please provide information regarding the vehicle(s) that's being replaced

	Vehicle			
	1	2	3	4
Make				
Model				
VIN				
Current Mileage				
Useful Life Mileage				
Useful Life Years				
Title Holder (SCDOT or Provide Name of Agency)				

