



Committee: Directly to Council

Committee Review: N/A

Staff: Carlos Camacho, Legislative Analyst

Purpose: Final action – vote expected

Keywords: #MCDOT; #MWCOG; #COVID-19 Vax
Transportation Program

AGENDA ITEM #5F

July 13, 2021

Action

SUBJECT

Authorization to file grant application to Metropolitan Washington Council of Governments for the American Rescue Plan Act of 2021 (ARPA) 5310 funds - COVID-19 Vaccination Transportation Program

EXPECTED ATTENDEES

Dan Hibbert, Chief, Division of Transit Services, Montgomery County Department of Transportation (MCDOT)

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

None

DESCRIPTION/ISSUE

The County Council will take action on a resolution authorizing the Chief of the Division of Transit Services for MCDOT to file a grant application to the Metropolitan Washington Council of Governments (MWCOG) requesting \$81,215.50 in American Rescue Plan Act of 2021 5310 funds for the purpose of implementing the COVID-19 Vaccination Transportation Program.

SUMMARY OF KEY DISCUSSION POINTS

- The purpose of the COVID-19 Vaccination Transportation program is to eliminate the transportation barrier to accessing COVID-19 vaccine healthcare services by targeting and providing free, on-demand taxi transportation to vaccine clinics/sites for older adults and adults with disabilities, who are transportation disadvantaged.
- The program will be administered through a consortium of partners including MCDOT, the Jewish Council for Aging, and four local taxi companies.
- The grant has no County match requirement.

This report contains:

County Executive's Transmittal Memo
Draft Resolution
MWCOG Grant Application

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©4-23

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OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich
County Executive

MEMORANDUM

June 22, 2021

TO: Tom Hucker, Council President

FROM: Marc Elrich, County Executive 

SUBJECT: American Rescue Plan Act of 2021 COVID-19 Vaccination Transportation Program 5310 grant application to the Metropolitan Washington Council of Governments (MWCOG)

The purpose of this memorandum is to transmit a resolution requesting the County Council's introduction and approval authorizing filing of the American Rescue Plan Act of 2021 COVID-19 Vaccination Transportation Program 5310 grant application to the MWCOG.

Since the COVID pandemic has disproportionately impacted older adults, adults with disabilities, low-income communities, and communities of color, ensuring equitable access to vaccinations is of paramount importance. Transportation is a well-known barrier to healthcare services, including to vaccination clinics. The purpose of this program is to eliminate this barrier, by targeting and providing free on-demand taxi transportation to vaccine clinics/sites for older adults and adults with disabilities, who are transportation disadvantaged. Montgomery County Department of Transportation has strong, long-standing relationships with Montgomery County Department of Health and Human Services, four local taxi companies, and Jewish Council for the Aging. The COVID-19 Vaccination Transportation Program is a collaboration among these partners—public, private, and non-profit. We are applying for \$81,212.50 in 5310 funds with a zero-county match requirement.

I am requesting introduction and approval by the County Council of the attached Authorizing Resolution. I look forward to working with the County Council in adopting this resolution.

Thank you in advance for your cooperation.

ME/tn
Attachments

Resolution: _____
Introduced _____
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

Lead Sponsor: County Council

SUBJECT: Authorization to file grant application to Metropolitan Washington Council of Governments for the American Rescue Plan Act of 2021 (ARP) 5310 funds.

Background

1. This is a resolution authorizing the Chief of Division of Transit Services of the Montgomery County Department of Transportation to file a grant application to the Metropolitan Washington Council of Governments for American Rescue Plan Act of 2021 (ARPA) 5310 funds.
2. The Metropolitan Washington Council of Governments has been delegated authority to award assistance for the American Rescue Plan Act of 2021 (ARPA) 5310 funds.
3. The grant or cooperative agreement for assistance will impose certain obligations upon the Applicant and requires the Applicant to provide no local share of the project cost.
4. The County Executive or his/her designee is authorized to execute and file with its application(s) the certification and assurances and other documents the Metropolitan Washington Council of Governments requires before awarding an assistance grant or cooperative agreement.
5. The County Executive or his/her designee is authorized to execute grant and cooperative agreements directly with the Metropolitan Washington Council of Governments on behalf of Montgomery County, Maryland.

Resolution No: _____

Action

The County Council for Montgomery County approves the following resolution:

1. The filing of aforesaid application is endorsed.
2. The County Executive is requested to endorse this resolution, thereby indicating his approval of the application.
3. Copies of the resolution will be sent to the Metropolitan Washington Council of Governments.

This is a correct copy of Council action.

Selena Mendy Singleton, Esq.
Clerk of the Council

Date

Marc Elrich
County Executive

Date



American Rescue Plan Act of 2021 (ARP) - 18-Month Budget (Operating or Capital)
18-Month Budget (Operating or Capital)

Project Name: Montgomery County American Rescue Plan Act of 2021 (ARP) COVID-19 Vaccination Transportation Program
 Organization Name: Montgomery County Government

Use Whole Numbers

BUDGET LINE ITEMS	TOTAL BUDGET	FTA FUNDS Requested (100%)	Type of Expense (Operating or Capital)	NUMBER JUSTIFICATION Explain how you calculated the figures-- show the math used.
Salaries	\$ 8,125.00	\$ 8,125.00		Sam Oji: Program Director 2.5%, Robert Okano: Staff Accountant 10%
Fringe Benefits	\$ 3,087.50	\$ 3,087.50		(38% Fringe)
Meeting/Training Expenses				
Vehicle Operating Costs (fuel, etc.)				
		\$ -		
Preventative Maintenance				
Service Operating Costs (vouchers, etc.)	\$ 60,000.00	\$ 60,000.00		Cab Companies : Cab company 3500 trips \$30,000 to Regency/\$10,000 to each of the others: travel to any site client has an appointment
Marketing/Media/Outreach				
Focus Groups/Survey Costs				
		\$ -		
Supplies (PPE, etc.)				
Travel				
Other (be specific)	\$ 10,000.00	\$ 10,000.00		JCA Connect A ride: Staff Additional Work Hours for providing qualifications and a designated unique identification number to participants.
TOTALS	\$ 81,212.50	\$ 81,212.50		

Application

 Collaborate

ARP COVID-19 Vaccination Transportation Program

Process: American Rescue Plan Act of 2021 (ARP)

Contact Info

Request

Applicant:

Ms. Tanya M Nichols

tanya.nichols@montgomerycountymd.gov

240-777-5809

101 Monroe Street 5th Floor

Rockville, Maryland 20850 USA

Organization:

Montgomery County Department of Transportation

52-6000980

240-777-5895

101 Monroe Street 5th Floor

Rockville, Maryland 20850 USA

Contact Email History




 If your organization information does not appear correct, please click the edit (pencil) icon.


 Application

 Document Viewer

 Application Packet

 Question List

 Due by 06/21/2021 03:00 PM EDT.

 Fields with an asterisk (*) are required.

✓ Program Overview

ARP Program Information

- The Federal Transit Administration's (FTA) American Rescue Plan Act of 2021 was signed into law on March 11, 2021. Of \$30.5 billion to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic and support vaccination, \$50 million is distributed to the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program through formula grants.
- The apportionment for the Washington, DC/VA/MD urbanized area is \$591,362 (Federal), less allowable grants management costs, for a net total of \$532,226 available for award.
- Applicants must meet specific criteria to be eligible to apply: Eligibility Criteria
- Only existing or recent subrecipients of Enhanced Mobility (or JARC and New Freedom projects funded under an Enhanced Mobility solicitation) can apply.

- Selection Criteria
- Project timeframe is 18 months
- If awarded, eligible expenses retroactive to January 20, 2020 may be approved for reimbursement.

We are here to help! We encourage you to ask TPB staff any questions about the grant program and application, including eligibility of your agency and project idea.

- For questions about the grant program and eligibility, please contact **Lynn Winchell-Mendy** (lmendy@mwkog.org, 202.962.3253).

✓ Alternative Formats and Accommodations

Alternative formats of the application and document templates are available upon request.

Please contact Lynn Winchell-Mendy at lmendy@mwkog.org or (202) 962-3253.

Please allow seven working days for preparation of the material.

✓ Eligibility Confirmation

ELIGIBILITY

- Applicants must be existing or recent subrecipients of Enhanced Mobility (or JARC and New Freedom projects funded under an Enhanced Mobility solicitation)
- The application must be for the benefit of the same project as the existing or recently closed award, and/or for transportation to COVID vaccination sites. If the project is for vehicles already delivered, request should be to support the purpose of the vehicles, i.e. driver salaries, coordination staff, operating costs, etc.
- Applicants must document impact, specifically the need to end or limit activities or services and lay off or furlough staff.
- Applicants will be required to document that any CARES act dollars received have been fully expended or were not used for the project in the application.
- It is recommended that the request be at least \$75,000 - \$100,000 for ease of management but does not preclude applying for funding for lower amounts.
- If you are not sure if a project is eligible, please contact staff.

Agency Type*

Note: If your agency does not fall under one of these categories, you are not eligible for funding:

- ☒ Current Enhanced Mobility subrecipient
- ☐ Current or prior Job Access Reverse Commute
- ☐ Current or prior New Freedom subrecipient funded under an Enhanced Mobility Solicitation
- ☐ Prior Enhanced Mobility subrecipient

CARES Act Funding

FTA requires that any CARES Act funding be used before ARP funding. Did your agency receive CARES Act funding?

- ☒ Yes
- ☐ No

If you responded "Yes" to the question above, please provide details of where the CARES Act funding came from, how much it was, how it was or will be used, and whether or not a balance remains.

Montgomery County was awarded \$30,167,124 million in CARES funding via the MTA and split letter. The funds have been expended in full to cover salary for bus operators during reduction of services due to COVID-19 pandemic. In addition to bus operator salaries, the funds were used for the installation of bus operator barriers. No balance remains.

153 characters left of 500


Authorizing Resolution*

As part of the application process, your agency's governing body, such as a Board of Directors, is required to adopt a resolution authorizing your agency to apply for an FTA grant and agree to comply with Federal requirements. If your organization does not have a governing body, the CEO or another official with the authority to enter into a contract with COG can provide a letter with these authorizations.

If your Board is unable to adopt the resolution until after the application deadline, a draft resolution may be uploaded until your Board approves it. An approved authorizing resolution or letter will be required before a grant can be awarded.

Sample Authorizing Resolution

Upload a file [2 MiB allowed]

CountyResolution.doc [34.5 KiB]   Delete File

Project Assurances*

A Project Assurances document, certifying understanding of the requirements needs to be completed by an authorizing official and uploaded into the application.

Project Assurances

Upload a file [1 MiB allowed]

DUNS Number

Please provide your unique nine digit D-U-N-S identification number. If you do not have a DUNS number at this time you can leave this section blank. If your application is approved for funding you will need to have a DUNS number in order to receive FTA funds.

Example

12-345-6789

How to obtain a DUNS number.

062014378

Eligibility Criteria Confirmation*

☒ I have read and understand the eligibility criteria

✓ I. Agency Information**Agency Purpose and Programs***

Please briefly describe your agency's purpose and programs. Approximately how many individuals does your agency currently provide service to? Include all services, not just transportation.

The Montgomery County Department of Transportation (MCDOT) is committed to delivering the first-rate, multimodal transportation system that Montgomery County needs. Our vision is to provide a seamless transportation system for people of all ages, incomes, and abilities that supports a vibrant and sustainable community. Our mission is to move people and connect places with the best transportation choices and

382 characters left of 1,000

Number of Older Adults served (annually)*

Please use your most recent completed year (fiscal or calendar) and reference period of performance.

1992555

Number of People with Disabilities served (annually)*

Please use your most recent completed year (fiscal or calendar) and reference period of performance.

208287

Demographic Profile:

What percent of people served have the following demographic characteristics?

Estimates are acceptable if data is not collected.

Black/African American (percent)*

20

Asian/Pacific Islander (percent)*

16

Native American (percent)*

1

Hispanic/Latino (percent)*

20

Caucasian (percent)*

60

Other Demographic (percent)*

3

✓ **II. Project Information**

Project Name*

Please keep in mind that if awarded, this is how the project will be referred to in the contract and other informational documents about ARP.

ARP COVID-19 Vaccination Transportation Program

Project Description*

The application must be for the benefit of the same project as the existing or recently closed award, and/or for transportation to COVID vaccination sites. If for vehicles already delivered, it should be to support the purpose of the vehicles, i.e. driver salaries, coordination staff, operating costs, etc.

Please provide a description of the project or program proposed under this grant. The description must accurately convey what the project intends to do and should include the following:

- Objectives/Major Activities;
- How the program or project will accomplish the Objectives/Major Activities;
- Community need and the focus of the grant; and
- Coordination with other agencies included in the grant proposal.

A later part of the application requires applicants to complete and upload a project Work Plan with timeline and milestones. This question and the Work Plan should cross-reference.

Since the COVID pandemic has disproportionately impacted older adults, adults with disabilities, low-income communities, and communities of color, ensuring equitable access to vaccination is of paramount importance. Transportation is a well-known barrier to healthcare services, including vaccination clinics. The purpose of this program is to eliminate this barrier, by targeting and providing free on-demand taxi transportation to vaccine clinics/sites for older adults and adults with disabilities, who are transportation disadvantaged.

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Specific Area to be Served*

Project must end or begin in the Washington DC-VA-MD Urbanized Area.

Please be very clear on which areas you project will serve as this information is used for regional reporting purposes. Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Arlington County, VA | <input type="checkbox"/> District of Columbia |
| <input type="checkbox"/> City of Alexandria, VA | <input type="checkbox"/> Fairfax County, VA |
| <input type="checkbox"/> City of Bowie, MD | <input type="checkbox"/> Fauquier County, VA |
| <input type="checkbox"/> City of College Park, MD | <input type="checkbox"/> Frederick County, MD |
| <input type="checkbox"/> City of Fairfax, VA | <input type="checkbox"/> Loudoun County, VA |
| <input type="checkbox"/> City of Falls Church, VA | <input checked="" type="checkbox"/> Montgomery County, MD |
| <input type="checkbox"/> City of Gaithersburg, MD | <input type="checkbox"/> Prince George's County, MD |
| <input type="checkbox"/> City of Greenbelt, MD | <input type="checkbox"/> Prince William County, VA |
| <input type="checkbox"/> City of Hyattsville, MD | <input type="checkbox"/> Stafford County, VA |
| <input type="checkbox"/> City of Manassas Park, VA | <input type="checkbox"/> Town of Bladensburg, MD |
| <input type="checkbox"/> City of Manassas, VA | <input type="checkbox"/> Other |
| <input type="checkbox"/> City of Rockville, MD | |
| <input type="checkbox"/> City of Takoma Park, MD | |

If "Other" area, please describe:

Targeted Population*

Who is your targeted population for the project? Check all that apply:

- ☒ Older Adults
- ☒ People with Disabilities

Targeted Population Detail*

Please provide more specific detail about the targeted population selected above. Include specific type(s) of disabilities, and/or mobility impairments and other demographics.

The program will target older adults and individuals with disabilities. In Maryland, 46.9% of COVID deaths have been among people over the age of 80; 25.5% between ages 70-79; and 15.8% between ages 60-69. 34.6% of COVID deaths in Maryland have been among African American residents, who are disproportionately represented in the County's low-income population.

388 characters left of 750

Impact*

Describe how the proposed grant will help improve the mobility of people with disabilities and older adults, such as transportation options which would not otherwise be available, increases in geographic coverage or service hours.

If the project is for transportation to COVID vaccination sites, explain how the proposed project will fill a gap/need.

If the project is for operating expenses, explain how the funding will impact the agency's transportation program, specifically if there was a need to end or limit activities or services and lay off or furlough staff.

While some individuals will never be comfortable receiving a ride from a stranger, either a taxi driver or a volunteer driver, those who require wheelchair-accessible transportation and those who cannot afford transportation will benefit from this program. Encouraging residents to use other programs when possible helps stretch resources and connects residents to resources, they can use beyond the pandemic.

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✓ III. Project Partners

Applicants are highly encouraged to include partners on the proposed projects to improve coordination between human services, health, etc. and transportation agencies.

Project partners must have a specific, active role in the proposed project. For example, operational support, staffing support, and/or sharing of services to clients.

Please upload signed letters from each project partner and complete the requisite form fields. A letter is required for each partner.

Definition of Roles*

Please describe the roles and responsibilities between partner agencies on the project. If no project partners are included, please describe why no partners are involved in the project.

DHHS: Sets up vaccination clinics and leads communication efforts related to vaccines.

MCDOT: Administers grant; contracts with taxi companies and enforces performance and quality standards.

JCA: Has a long-standing contract with Montgomery County Department of Transportation to operate the Connect-A-Ride program (CAR), which provides transportation information, resources, options, referral and individualized assistance to residents over age 50 and adults with disabilities seeking help

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Partner #1 - Contact

Please provide agency and name of contact person:

Montgomery County Department of Health and Human Services

Partner #1 - Support

This partner will be providing the following support to the project:

- ☐ Staff Support
- ☒ Planning or Operational Support
- ☐ Sharing of Vehicles
- ☒ Sharing of Services to Clients
- ☐ Other (please describe below)

If "Other" partner role, please describe

Sets up vaccination clinics and leads communication efforts related to vaccines.

420 characters left of 500

Partner #1 - Letter

Letter must be on partner agency letterhead or identify partner name and contact information.

Upload a file. [1 MiB allowed]

Partner #2 - Contact

Please provide agency and name of contact person:

Montgomery County Department of Transportation

Partner #2 - Support

This partner will be providing the following support to the project:

- ☒ Staff Support
- ☒ Planning or Operational Support

- ☐ Sharing of Vehicles
- ☐ Sharing of Services to Clients
- ☐ Other (please describe below)

If "Other" partner role, please describe

Administers grant; contracts with taxi companies and enforces performance and quality standards.

404 characters left of 500

Partner #2 - Letter

Letter must be on partner agency letterhead or identify partner name and contact information.

Upload a file [1 MiB allowed]

Partner #3 - Contact

Please provide agency and name of contact person:

JCA

Partner #3 - Support

The partner will be providing the following support to the project:

- ☒ Staff Support
- ☒ Planning or Operational Support
- ☐ Sharing of Vehicles
- ☒ Sharing of Services to Clients
- ☐ Other (please describe below)

If "Other" partner role, please describe

Has a long-standing contract with Montgomery County Department of Transportation to operate the Connect-A-Ride program (CAR), which provides transportation information, resources, options, referral and individualized assistance to residents over age 50 and adults with disabilities seeking help planning transportation

182 characters left of 500

Partner #3 - Letter

Letter must be on partner agency letterhead or identify partner name and contact information.

Upload a file [1 MiB allowed]

Additional Partners

If more than 3 partners are involved in the project, please upload a Word document with a description of what support will be provided and the required partner letter.

Upload a file [1 MiB allowed]

✓ IV. Project Responsiveness to Selection Criteria

Selection Criteria for ARP can be found [here](#).

Project Focus (45 points)*

This criterion looks at how the project meets the intent of the funding and addresses a demonstrated need, in consultation with the target population. Per FTA guidance, projects that request payroll and operational funding will take priority and may score higher. Transportation to vaccination sites is an eligible expense under ARP. Applications that address this important need and serve equity emphasis areas in the process may score higher.

The purpose of this program is to eliminate the transportation barrier, by targeting and providing free on-demand taxi transportation to vaccine clinics/sites for older adults and adults with disabilities, who are transportation disadvantaged. To ensure that residents can secure the transportation they need to get to vaccine clinics/sites, Montgomery County Department of Transportation will leverage its interagency partnerships and contracts with taxi companies and the non-profit sector.

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Project Feasibility (25 points)

This criterion looks at how well the application addresses how the project will be implemented. This includes defined roles and responsibilities and an action plan that is achievable within an 18-month timeframe.

Studies, research, surveys, and analysis conducted over the years have indicated that thousands of residents, in the target population, are transportation disadvantaged. Montgomery County Department of Transportation will leverage its interagency partnerships, contracts with taxi companies and the non-profit sector, to identify these residents through various established processes, and provide the much-needed transportation to vaccine clinics/sites.

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Institutional Capacity to Manage and Administer an FTA grant (20 points)*

This criterion considers the availability of sufficient management, staff and resources to implement the FTA grant, and past grant performance.

The County maintains segregated revenue and expenses by the fund and by each grant and cooperative agreement under administration. Each grant is defined by a fund code, cost center, project code, task code and award code enabling the tracking of associated personnel and operating expenses. An expenditure report is submitted for each grant monthly and quarterly ensuring timely monitoring of all grants and allowing us to request reprogramming of funds as needed. The Department is fully dedicated improve the transportation climate for older adults and persons with disabilities.

122 characters left of 1,000

Partnerships/Coordination (10 points)*

This criterion considers projects that coordinate efforts or develop partnerships that aid older adults and people with disabilities in accessing mobility services during the pandemic. Additional points will be awarded to partnerships across department or jurisdictions.

DHHS: Sets up vaccination clinics and leads communication efforts related to vaccines.

MCDOT: Administers grant; contracts with taxi companies and enforces performance and quality standards.

JCA: Has a long-standing contract with Montgomery County Department of Transportation to operate the Connect-A-Ride program (CAR), which provides transportation information, resources, options, referral and individualized assistance to residents over age 50 and adults with disabilities seeking help

984 characters left of 1,500

✓ V. Budget

Budget Parameters

- ARP funds are 100% Federal. No match is required.
- Projects timeframe is 18-months.
- The recommended **application minimum is \$75,000 - \$100,000**, though applications for smaller amounts will still be considered.
- **Use whole numbers**

To ensure that prices are fair and reasonable, applicants must obtain an **independent cost estimate (ICE)** for any item in their budget at \$250,000 or more (other than vehicles procured by COG):

- Examples of applicable line items include software, dispatch or GPS systems, construction, evaluation or marketing contractors, website development, etc. An ICE is not required for services provided in-house by agency staff but a note should be added to the budget justification section to explain why an ICE is not included for that line item.
- **NOTE:** If awarded, the vendor chosen by the grantee to do the service **CANNOT** be the same as the vendor that provides the ICE.

See COG's [Procurement Procedures](#) for more information.

Sole source justifications may be considered when supplies or services are available from only one responsible source, and no other supplies or services will satisfy its requirements. Sole source requests require documentation on the lack of other vendors to do the work, and an explanation how the preferred vendor is uniquely qualified.

Per Federal Transit Administration (FTA) requirements, a Cost Analysis must be completed when price competition is inadequate and/or when a sole source is available.

If awarded and seeking sole source for a procurement outlined in your application budget, you will be required to complete and submit a Sole Source Justification Form to COG for approval before proceeding. This form is NOT required at time of application.

Budget Acknowledgement*

I have reviewed the budget parameters and requirements and acknowledge understanding:

- ☒ Yes
☐ No

Budget Upload*

Please provide a completed version of the attached Budget Template. **Use whole numbers.**

Upload a file [1 MiB allowed]

ARP_Budget.pdf [121.7 KiB]   Delete File

ICE Form

Please upload 1 ICE form for each applicable line item in the budget at \$250,000 or more. See page 4 of the Procurement Procedures attachment.

If awarded, the vendor chosen by the grantee to do the service **CANNOT** be the same as the vendor that provides the ICE. Hired contractors and in-house staff (i.e. Engineer for a construction project) can develop the ICE if they have the applicable skills.

Upload a file [1 MiB allowed]

Total Budget request (100% Federal)*

\$ 81,212.50

✓ VI. Financial Statements

Financial Statement - prior subrecipients only

If you are not currently, actively managing a project, please upload your agency's latest A-133 Single Audit report or, if excluded from A-133 audit requirements, other consolidated and comprehensive financial statements must be uploaded with your application. Financial statements should adhere to generally accepted accounting principles. Subrecipients not subject to A-133 audit requirements may require additional monitoring to ensure compliance.

Upload a file [1 MiB allowed]



✓ VII. Project Work Plan: Timeline and Milestones

Work Plan Parameters & Upload*

Please use the Work Plan template to describe the goals of the proposed project, and the objectives (key tasks) and benchmarks (outcomes) that will measure progress in the 18-month project timeframe. The Work Plan must outline the major steps that your agency and project partners will take to implement the project from start to finish. Benchmarks should include targets which can be included in quarterly progress reports; e.g., X number of trips/rides/vouchers provided, X number of individuals trained, etc.

The Work Plan should cross-reference with your Project Description under Section II of the application.

Sample Work Plans can be found in the Appendices.

Work Plan template

Upload a file [1 MiB allowed]

Work_Plan.doc [226.0 KiB]



[X Delete File](#)

✓ VIII. Project Scalability

Scaling Down*

With limited funding available, it is likely the Selection Committee may need to consider scaling grant requests down. Can your project be scaled down and still be successful?

If yes, please answer the remaining questions in this section.

☐ Yes

☒ No

Total Scaled Down Project Funding

\$

Describe change in grant proposal

Please clearly describe how the change in funds will impact how the program is delivered or service is provided. Refer to the Objectives and Benchmarks in your Work Plan. For example, how many less people can be served or how much less staff support will there be, etc.

n/a

497 characters left of 500

Further Scaling Down

It is possible that the Selection Committee will recommend only funding a portion of a project or even less than a scaled request.

Please indicate if you are willing to consider any reasonable amount of funding towards the project, knowing that you would have the opportunity to provide an updated budget and Work Plan or even decline the recommendation.

☐ Yes

☒ No

✓ IX. Prior Grant Performance

Prior Grant Performance*

If your agency received a JARC, New Freedom, Enhanced Mobility or 5310 grant in the past and are not a current subrecipient, please address any challenges with implementation or significant grant balance remaining at project end.

Please note that grant performance for prior and current subrecipients will be considered in scoring. Applicants with significant balances on existing grants or a poor record of meeting compliance requirements will score lower than others who have implemented projects within their stated timeline and were in compliance.

We currently have 2 active Enhanced Mobility Grants (Call n Ride and Travel Training). We are in compliance with activities in both grants. Recently our Call n Ride grant has been issued a no cost extension due to reduction in services as a result of COVID 19.

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✓ X. Letters of Support

Letters of Support

Please upload letters communicating support (different from Partner Letters addressed in Section III) for the project here, as one document:

Upload a file [1 MiB allowed]

✓ XI. Federal Requirements

Federal Requirements

The same Federal requirements that apply to Enhanced Mobility apply to ARP. In order to receive ARP funding, your agency must meet and document compliance with these federal requirements.

All current subrecipients have met these requirements, but updated documents may be needed. Please make sure the documents are ready for the submission of applications recommended for funding to FTA for approval.

If you are a prior subrecipient who's document may have expired, you will need to meet these requirements quickly. Templates are available. Please plan accordingly.

Enhanced Mobility Federal & Reporting Requirements Summary

Americans with Disabilities Act

Subrecipients must sign an assurance that they will meet ADA requirements. These include a written ADA policy that explains what the agency does to meet ADA requirements, how participants and staff as well as the general public are notified of their rights under ADA and how to file an ADA complaint, and a list of transportation-related ADA investigations, complaints, or lawsuits filed with the subrecipient.

Note: It is acceptable to have a combined Title VI/ADA/EEO complaint form and complaint status report.

More information on ADA requirements can be found [here](#).

ADA Assurances

Cell Phone Use Policy

Federal rules require that your agency has a policy in place for employees on the use of cell phones while driving. The Cell Phone Use Policy must include the items in this template. This policy is not required at the time of application, but must be provided before an applicant is awarded a grant.

If you are a prior subrecipient, please upload your agency's current Cell Phone Use Policy if available.

Upload a file [1 MiB allowed]

Cell Phone use policy.pdf [106.4 KiB]



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Certifications and Assurances*

The Federal Fiscal Year 2021 Certifications and Assurances for Federal Transit Administration Assistance Programs must be signed at award, and annually thereafter. The document requires affirmation by legal counsel.

If awarded, would your organization or legal counsel have any difficulty agreeing to the certifications and assurances required by FTA?

☐ Yes

☒ No

Disadvantaged Business Enterprise (DBE) Program

All subrecipients must confirm to COG/TPB that they will comply with DBE requirements applicable to all DOT-assisted contract and their administration by executing DBE Assurances.

In addition, any subrecipient who receives FTA funds in excess of \$250,000 for planning, capital, or operating assistance (excluding transit vehicle purchases) within a Federal fiscal year (10/1 - 9/30), and will use those funds for awarding prime contracts, is required to have a Disadvantaged Business Enterprise (DBE) Program Plan in place to ensure nondiscrimination in the award and administration of purchase orders and contracts funded with FTA dollars.

The DBE Program Statement will help determine applicability to your organization. If applicable, you must either adopt COG/TPB's DBE Program Policy or submit your organization's approved DBE Program Policy to meet the requirement.

Drug Free Workplace Statement

Federal rules require that your agency document policies and procedures in place for employees regarding unlawful controlled substances at the workplace. The Drug Free Work Place Statement must include the items in this template. The statement is not required at the time of application, but must be provided before an applicant is awarded a grant.

If you are a prior subrecipient, please upload your agency's current Drug Free Workplace Statement if available.

Upload a file [1 MiB allowed]

Drug Alcohol policy.pdf [298.9 KiB]   Delete File

Equal Employment Opportunity

Subrecipients must sign an assurance that they will meet EEO requirements. These include a written EEO policy that explains what the agency does to meet EEO requirements, how participants and staff as well as the general public are notified of their rights under EEO and how to file an EEO complaint, and a list of EEO investigations, complaints, or lawsuits filed with the subrecipient. If certain thresholds are met, subrecipients must have a full EEO Program.

Note: It is acceptable to have a combined Title VI/ADA/EEO complaint form and complaint status report.

More information about EEO requirements can be found here.

EEO Assurances

EEO Statement

Federal Funding Accountability and Transparency Act (FFATA) Requirements

COG is required to collect information and report subaward and executive compensation data on Federal contracts and grants that meet certain thresholds.

In addition to completion at award if successful, an updated form is required annually throughout the life of the project and is combined with the Subrecipient Financial Profile Questionnaire below.

FFATA Form

Procurement Requirements

The Metropolitan Council of Governments (COG) conducts centralized procurement for vehicles funded by ARP. Procurement activities for items other than vehicles to be procured by COG are the responsibility of the subrecipient and are subject to Federal procurement requirements.

Any applicable item to be purchased at \$250,000 or more must have an Independent Cost Estimate (ICE) at the time of application; the ICE forms are provided in Section VII: Budget.

Sole source justifications may be considered in certain cases. Sole source requests require specific documentation and a Cost Analysis. If awarded and seeking sole source for a procurement outlined in your application budget, you will be required to complete and submit a Sole Source Justification Form to COG for approval before proceeding.

See COG's Procurement Procedures for more information.

Subrecipient Financial Profile Questionnaire

This form is required annually in order to ensure Federal funds are recorded properly in COG's financial statements and included in the schedule of expenditures of federal awards for COG's audit report. It also address whether or not an agency will have a single audit in accordance with 2 CFR Part 200.501

Subrecipient Financial Profile Questionnaire

Title VI (Nondiscrimination) Program

All subrecipients of FTA funds are required to have a Title VI Program to ensure nondiscrimination in all programs and services. It is to be updated every 3 years. In order to meet the FTA requirements if awarded, your organization must provide the following components:

- Title VI Policy Statement & Authorities
- Nondiscrimination Assurance to COG/TPB
- Title VI Complaint Form & Procedures (how your organization notifies the public of Title VI rights, instructions on how to file a complaint, and procedures for how a complaint is handled and reported).
- Title VI Complaint Status Report (see below)
- Public Participation Plan
- Language Assistance Plan (how your organization addresses the needs of limited English speakers, including but not limited to translation of pertinent information for accessing services).
- Representation on Planning/Advisory Boards

COG has a Title VI template or you may provide your organization's existing Title VI Plan with all components

Title VI Complaint Status Report and Annual Log of Outreach & Involvement Activities

A list of transportation-related Title VI investigations, complaints, or lawsuits filed with the subrecipient and a List of Outreach & Involvement Activities are additional required components of Title VI and have been incorporated into the Quarterly Milestone Progress Report. However, if awarded, these must also be maintained on site.

Note: It is acceptable to have a combined Title VI/ADA/EEO complaint form and complaint status report.

Sample Combined Title VI/ADA/EEO Complaint Status Report

Other Required Reports and Plans:

Existing reporting templates will be adapted for use with ARP projects:

- Annual Performance Measurement Reporting - Traditional 5310 (Vehicles)
- Annual Performance Measures Reporting - Other 5310
- Quarterly Milestone Progress Report
- Quarterly Taxi Data Report
- Vehicle Maintenance Plan
- Annual Rolling Stock Inventory
- Final Report - Traditional 5310 (Vehicles)
- Final Report - Other 5310

Federal Requirements Acknowledgement*

I have reviewed these Federal requirements and my agency is capable of complying and can provide the required documentation, plans and reports.

- ☒ Yes
☐ No

✓ XII. Appendices

Appendix 1: Maps of the Washington, DC-VA-MD Urbanized Area

Appendix 2: Work Plan Samples

Sample of Vehicle Work Plan

Sample of Mobility Management Work Plan

✓ XIII. Application Checklist

Application Checklist*

Please use the checklist to ensure a complete application is being submitted.


The following items represent all of the information and attachments you will need to submit an application:

- ☒ Authorizing Resolution (final or draft)
- ☒ Cell Phone Policy (prior subrecipients only)
- ☐ Completed application via this Foundant site (all applicable fields)
- ☒ Drug Free Workplace (prior subrecipients only)
- ☒ Financial statements
- ☒ ICE forms for each budgeted item to be procured over \$250,000 (other than vehicles)
- ☒ Letter(s) from project partner(s) (if applicable)
- ☐ Project Assurances
- ☒ Properly completed budget
- ☒ Work Plan (timeline objectives and milestones)

✓ Technical Assistance

If you have questions or need assistance contact:

Lynn Winchell-Mendy, COG Grants Manager: lmendy@mwkog.org, 202.962.3253

 Due by 06/21/2021 03:00 PM EDT.

Abandon Request

Save Application

Submit Application