

Legal Applicant Name: County of Craven

Program (check one)

5310 Elderly & Disabled

5316 Job Access Reverse Commute

5317 New Freedom

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION



Applicant Information Project Information and Description

Targeted Transit Assistance Program

(Federal Sections 5310, 5316, and 5317)

North Carolina Department of Transportation
Public Transportation Division
November 2011

GENERAL GUIDANCE

This call for projects will result in grants with a maximum period of performance of 24 months (**no earlier than July 1, 2012 – June 30, 2014**). Funding for subsequent years is not guaranteed. It will be necessary to reapply and go through another competitive process for subsequent funding.

Funded projects are selected through a competitive process that will be coordinated by the NCDOT – Public Transportation Division. Applicants should at least read the Application Announcement, Cover letter and Overview before beginning their application. These documents contain information about the federal and state regulations associated with the funding programs and guidance on how to prepare a grant application.

REMINDER: If you need technical assistance with the programmatic information or requirements, please contact the Mobility Development Specialist assigned to your area. A list is provided in Appendix D of the Application Overview.

All eligible applicants intending to request funds need to ensure their proposed projects are derived from one or more of the transportation needs or gaps in service identified in an approved locally developed, Coordinated Public Transit-Human Service Transportation Plan (LCP) for their service areas. Copies of the approved Coordinated Public Transit-Human Service Transportation Plans can be downloaded from <http://www.ncdot.gov/nctransit> Click on the heading, Locally Coordinated Plans on the right side of the webpage to open the list of plans by county. The LCP covers target populations identified by the Federal Transit Administration in the respective federal circulars. All applicants shall adhere to Federal Transit regulations.

There are five (5) parts to the application consisting of the following:

- Applicant Information, Project Information and Project Description
- Locally Developed, Coordinated Public Transit-Human Service Transportation Plan
- Project Budgets (Web-Enabled Grants System)
- Federal and State Required Documents
- Optional Documentation

SUBMITTAL INSTRUCTIONS

The applicant will submit their application and all required documentation to the NCDOT – Public Transportation Division using the Web-Enabled Grants System by not later than 5:00 p.m. on **January 27, 2012**. After all the required documents are completed and scanned, they will be attached as files to the applicant's final budgets in the Web Enabled Grants System and submitted by the Authorized Official on or before the deadline. Early submittals are encouraged. Do not submit the application without all of the required documents attached. An incomplete application will not be reviewed. No applications will be accepted after the deadline. Do not send any documents to the NCDOT office.

PART 1 – Applicant Information

Legal Name of Applicant: County of Craven/Craven Area Rural Transit System

Applicant's Congressional District: 3
If Applicant's city is included in more than one district, enter primary district only

Applicant's County: Craven
If Applicant has offices in more than one county, list county where main office is located

Address: P. O. Box 13605, 2822 Neuse Blvd.

City: New Bern

State: NC

Zip Code: 28561

Federal Taxpayer ID Number: 56-6000290

Doing Business As (DBA) Name: Craven Area Rural Transit System (CARTS)
If applicable (normally the transit system name, if different than applicant)

Applicant's DUNS Number: 091564294
Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: <http://fedgov.dnb.com/webform>

Parent Agency DUNS Number: 091564294
Required only if different than Applicant

Applicant's Service Area's Congressional District: 3
If Service Area is included in more than one district, enter primary district only

Project's Service Area: Craven
 List the county or counties that will be served by the proposed project.

<i>Project Manager and Title:</i>	Phyllis Toler, CARTS Director
Telephone:	Area Code: 252 Phone Number: (636)- 4917
Fax:	Area Code: 252 Phone Number: (636)- 4919
E-mail Address:	carts@cravencountync.com
Website Address:	http://www.cravencounty.com/departments/trn.cfm

Current Vehicle Inventory: 10 Vans 13 Vans/Lifts 3 Sedans or Minivans
 Enter Number in Fleet
 1 LTVs 5 LTVs/Lifts _____ Buses _____ N/A

Federal Financial Assistance Transparency Act (FFATA) FFATA mandates the disclosure of the names and total compensation of the five most highly compensated officers of an entity if:

- The Applicant received 80% or more of its annual gross revenues in the preceding fiscal year from the federal government (all federal sources, not just FTA); and
- Those revenues were greater than \$25M; and
- The public does not have access to the information through Securities and Exchange Commission or Internal Revenue Service filings as specified in FFATA.

Applicant should select "Yes" if they are subject to the reporting requirements of FFATA and "No" if they are not subject to Executive Compensation Reporting. YES No

Executive Compensation Reporting: If "Yes" is selected above, enter the Names and Compensation amounts for the top five officers of the Applicant.

<u>Full Name</u>	<u>Total Compensation</u>
1 _____	\$ _____
2 _____	\$ _____
3 _____	\$ _____
4 _____	\$ _____
5 _____	\$ _____

IMPORTANT: This section must be completed to have the application reviewed

1. Are you a direct recipient or sub-recipient of any USDOT Federal Transit Administration Program OR a designated direct recipient of federal funding? YES No
If yes indicate which one(s) Section(s) 5311

2. If yes, have you or will you apply for funding to the funding sources listed below to support any of the activities or projects contained in this application?

Please indicate which:

- Section 5311 application----- applied will apply funded
 5316 & 5317 application through MPO----- applied will apply funded
 5307 ----- applied will apply funded

3. If yes describe what services, products, functions, activities etc. are in both applications?

4. List any grants (active or completed) you have received from NCDOT or your local MPO for the following programs (include grant number i.e. 10-ED-000).

- 5310 Elderly & Disabled Project n/a
- 5316 JARC Project n/a
- 5317 New Freedom Project n/a

PART 2 – Project Information

IMPORTANT: A project may not be funded by more than one of the TTAP programs. For example, the success of the project described in a Section 5310 application cannot be dependent upon the funding of either the 5316 or 5317 programs. However, a project may have more than one source of matching funds. An applicant will be allowed to submit only one project per program per service area. Duplicate projects within a service area will not be funded.

A. PROGRAM APPLICATIONS

	<input type="checkbox"/> Federal Section 5310	<input type="checkbox"/> Federal Section 5316	<input type="checkbox"/> Federal Section 5317
Riders or Consumers will live in:	<input checked="" type="checkbox"/> Non-urban area <input type="checkbox"/> Small Urban area <input type="checkbox"/> Urban area	<input type="checkbox"/> Non-urban area <input type="checkbox"/> Small Urban area	<input type="checkbox"/> Non-urban area <input type="checkbox"/> Small Urban area
Amount of Request by Budget Type:	Capital \$ Operating \$ 20,000 Mobility Manager \$	Capital \$ Operating \$ Mobility Manager \$	Capital \$ Operating \$ Mobility Manager \$
Request Match not included	Total \$ 10,000	Total \$	Total \$

B. SCOPE OF PROPOSED SERVICES

Instructions: Complete this table for the targeted population group/groups you plan on serving in the project. Put N/A if the population is not a target in this project. Definitions of each of these populations is included in Appendix A of the TTAP Overview.

	Low Income	Elderly	Disabled
How many of the targeted population live in the area you propose to serve?	N/A	21,700	16,628
Of the number listed above, how many have the unmet transit need from which your project is derived?	N/A	250	166
How many people with the unmet transit need will you serve through this project?	N/A	200 unduplicated or 2333 trips	100 unduplicated or 1000 trips

PART 3 - Project Description

IMPORTANT - *The FTA requires that projects receiving funds under Sections 5310 (Elderly and Persons with Disabilities, Section 5316 (Job Access and Reverse Commute) and Section 5317 (New Freedom) address the unmet transportation needs or gaps in service as described in the locally developed, Coordinated Public Transit-Human Service Transportation Plan.*

INSTRUCTIONS – Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary. NCDOT will use the answers the applicant provides to determine whether the project is worthy of funding. The details are important and applicants should provide detailed answers to these questions.

A. PROJECT INFORMATION/STATEMENT OF NEED

1. Provide a 2-3 sentence description of the proposed project or service.

Answer: The elderly and disabled in Craven County are limited in the transportation provided by CARTS through the Elderly and Disabled Transportation Assistance Program. Transportation is limited to those who are age 60 or older or permanently disabled. Transportation services provided are limited to life necessities (medical, nutrition). The purpose of this project is to expand the availability of transportation service to individuals with a temporary disability as well as to expand the type of trip purpose to include trips not deemed as life necessity and not currently eligible in Craven County for EDTAP funding due to limitations in place as a result of insufficient funding. The quality of life for these individuals will be improved through increased accessibility to transportation services during an economic time that would otherwise be prohibitive for these individuals to pay for such access.

2. Describe the service area of the project and the targeted population to be served by the proposed project. In your answer, include pertinent demographic information about the area and the unmet need or gap in service. What mobility options does the targeted population have besides the project you propose?

Answer: The service area for this project is Craven County. The targeted population is the elderly and disabled (including temporarily disabled not currently receiving EDTAP) needing transportation services for trips deemed non life necessity. This population, without this project, must choose between paying for non life necessity transportation (either through CARTS or a private provider) and not making non life necessity trips. Either choice reduces this population's quality of life by having less money (because money was spent on transportation) or missing non life necessity opportunities. Persons who use a mobility device, particularly a wheelchair, have even fewer transportation options for non life necessity trips without the benefit of this project. Craven County has a population in excess of 103,505 people (of which 21,700 are age 60 or older) according to the U.S. Census 2010 and an area in excess of 711 square miles. Craven County has a higher percentage of age 65 and older than the state average. Transportation options for persons living in rural areas are even more limited and more expensive than for those living within or near municipalities.

3. Provide information about the locally developed, Coordinated Public Transit - Human Services Transportation Plan (LCP) from which your project is derived.

Answer:

1	Name of Plan/Title	Craven County, NC Coordinated Public Transportation And Human Services Transportation Plan Adopted February 27, 2009.
2	Page Number(s) (This application is derived from the service gap(s) or unmet need(s) listed here.)	23, 24, 28, 40-43.
3	Plan Approval Date	February 27, 2009
4	Plan is NCDOT approved?	Yes

4. Describe how the proposed project will address the unmet transportation needs or gaps in services listed in the locally developed, Coordinated Public Transit-Human Services Transportation Plan. Explain whether the need or gap exists because the necessary transportation service is unavailable, or whether current transportation services are insufficient or inappropriate?

Answer: Page 23 of Craven’s LCP identifies a need for the availability of more public transportation service and a need to increase service to fill in the gaps in underserved areas. Page 24 identifies a need to increase/improve door-to-door service for the elderly and disabled. Page 28 D. identifies a need to continue the demand/response service for those needing it. Page 40 identifies that in order for transit to be a competitive choice as a mode of travel, investments in public transportation service should be increased and currently public transportation providers are facing potential shortfall in operating funds. Page 41 identifies a need to institute more flexible service delivery, a need for increased funding from state and federal sources. Page 41 also indentifies a need to provide services to the greatest possible number of households within the service area with emphasis on providing service to those not possessing automobiles, blind, and other partially impaired people, the elderly, and others who are transit dependent. Page 42 identifies a need for access to a variety of home and community environments as to support self-efficiency for older adults and caregivers. Page 43 includes the goals and recommendations in the Aging Plan include transportation needs and priorities for older adults in Craven County. Page 43 also includes Craven County has requested those needs to be included in the plan in order to identify and increase awareness about older adult transportations needs, as well as leverage funding for transportation providers, agencies, and other entities to begin addressing these needs in the future.

5. Explain how the project increases or enhances the availability of transportation of the targeted population and provide details if the project will also help meet transportation needs outside of this population.

Answer: This project will increase and enhance the availability of transportation of the targeted population only. This will be assured through the use of an application and documented verification specific to this project. Transportation will be increased and enhanced for this population by making transportation services available at no cost to the elderly and disabled for trip purposes not currently funded through EDTAP. This targeted population is already experiencing adverse affects due to the economic downturns in recent years. They are vulnerable and not able to shoulder the burden of transportation expenses for life quality trip purposes. Therefore, they are less likely to make trips for life quality purposes; potentially missing life quality opportunities afforded to persons not in this target group.

6. If the applicant is proposing to change or expand an existing service, explain what is currently being done and how the applicant plans to expand or change the service to include more unduplicated passengers or provide more one way trips? (i.e. new days, expanded hours, larger service area, more frequency, change of eligibility criteria)

Answer: This project would not change existing service. It would expand services by making current services available to the targeted population who might not otherwise be able to access the services due to insufficient funding.

7. Estimate the annual number of unduplicated passengers who will be served or the number of one-way trips that will be provided from the proposed project.

Answer (unduplicated passengers): **300**

Answer (additional trips): **3,333**

8. Describe how the project will be coordinated with human service agencies, nearby jurisdictions and/or public and private transportation providers. Identify any partnerships that will be involved in the implementation of the project. (i.e. vehicle sharing, scheduling & dispatching center, training, shared rides, shared costs)

Answer: This project would utilize CARTS existing operational assets (such as vehicles, drivers scheduling & dispatching personnel and software), resulting in these assets being more efficient through increased ridership. CARTS utilizes shared rides and shared costs as much as possible; vehicles and personnel are not dedicated to a specific funding source. Instead, all funding sources and contract services are provided using the same resources. CARTS will partner with local agencies including but not limited to the Craven County Department of Social Services, Monarch, Port Human Services, and local senior centers to identify persons who are qualified for funding under this project.

9. Describe the project plan in detail and provide a timeline and milestones for the completion of the project.

Answer: This project, if approved, will be implemented July 1, 2012. In order to begin the expanded eligibility immediately, July 1, 2012, CARTS will begin accepting applications and verification of eligibility beginning June 1, 2012. Transportation requests may be made up to 30 days in advance. Existing scheduling software will be utilized, with a funding source designated specifically for this project. No purchases will be required to implement this project. Applications and verifications will be filed in an area designated for this funding source. Advertisement for this expanded eligibility will begin June 1, 2012 as well. EDTAP passengers will be advised of the new funding source and given the opportunity to apply as they have contact with CARTS. Current EDTAP passengers will be allowed, beginning July 1, 2012, to ride CARTS using funding from this project for transportation services other than life necessity, excluding work or educational purposes. Work and educational purposes are excluded from this project (passengers would be required to utilize RGP funds) to encourage the availability of funds for a higher number of unduplicated passengers. If response to this project is higher than expected, and funds are accessed at a rate higher than 50% by mid-year, CARTS may limit the number of rides awarded to any passenger during a calendar month to assure continued access to the funds through the end of the fiscal year for all eligible passengers. If by mid-year the funds are at less than 40% expenditure, CARTS will initiate a more aggressive advertising campaign for the project. Expansion of eligibility is dependent upon the receipt of funds for this project. The expanded eligibility is not guaranteed should the project not be awarded at any time.

10. Describe the method that will be used to monitor and evaluate the success of this project. List the measurable indicators of success.

Answer: This project will be measured by the number of unduplicated passenger counts, the number of new passengers served as a result of the temporary disability allowance, the number of trips provided through this project. A success indicator will be a trip count in excess of the number of trips taken during the current fiscal year for none life necessity trips. A success indicator will also be an increase in the usage of the funds as the year progresses. This increase would be expected in to compound as the number of unduplicated passengers counts rises and return patronage is realized. Expenditure of 40% or more of the funds by mid-year would be a strong indicator of the success of the project. Expenditure of 50% or more of the funds would be a strong indicator of the success of the project as well as an indicator of an under projection of the need for non life necessity transportation assistance. CARTS will request this project for the 2012 fiscal year for the purposes of monitoring and evaluating the success of the project, as this is a new project to CARTS.

11. Describe how the project relates to any federal or other programs that the applicant operates and, if applicable, how the applicant plans to use these resources to leverage this project.

Answer: 50% match will come from advertising income.

12. How will the applicant sustain the proposed service and maintain any vehicles after the grant period?

Answer: The proposed service is not sustainable without the continuation of the funds at the current reduced ROAP funding allocations unless changes to the project are made. Sustainability, without ongoing project funds or increased ROAP funding, would require passengers served by this project to begin paying for a portion of the trip, preferably at a reduced rate versus the general public rate.

13. What is the applicant's organizational mission? Explain how this project fits in with the other services the applicant already provides.

Answer: The mission of CARTS is to provide transportation services, within its capabilities, to the general public with special emphasis on the provision of such services to the elderly and/or handicapped residents of Craven, Jones, and Pamlico Counties.

The capabilities of CARTS to provide transportation services to the elderly and/or handicapped residents of Craven County is becoming more strained due to limitations on funding allocations such as the reduction in ROAP funds, and a freeze on the dollar of funds allowed to be allotted for reimbursement from NCDOT in the CARTS budget. CARTS is experiencing a need to provide more transportation while experiencing a reduction in grants available to assist with the cost of providing the increased transportation. This project targets the elderly and disabled which is directly in-line with the mission of CARTS to have a special emphasis on the provision of services to the elderly and/or handicapped.

14. Describe the applicant's preparedness to manage the project and/or the applicant's technical capacity to provide the proposed transportation service.

Answer: CARTS is prepared to manage the project with existing resources. This project will allow CARTS to utilize vacant seats on existing routes resulting in greater efficiency in CARTS operations.

15. Describe the qualifications of the key personnel assigned to the project and the percentage of time each person will be involved in the project. Will the applicant need to hire additional personnel to support the project?

Answer: Additional personnel will not be needed to support this project. Existing personnel and equipment will be used at a higher efficiency capacity to support this project. Monitoring will be provided by the CARTS Director and/or Transportation Coordinator, as with other funding projects. The Dispatcher and Office Assistant I will be responsible for the application process, obtaining required verifications, maintaining the files, and the scheduling and dispatching related to this project as they do with other funding projects.

16. Describe how the applicant will manage risk and provide for the safe delivery of services.

Answer: CARTS already manages risks and provides for safe delivery of transportation services. CARTS follows all policies and guidelines set by the NCDOT/PTD including vehicle insurance requirements, safety training, drug/alcohol testing, and reporting.