

Legal Applicant Name: Craven County

Service Area of this Application

- Small Urban Service Area
- Rural Service Area

Project Type:

Other Section 5310 Project

Large Urbanized Areas must contact an MPO about applying for 5310 funding.

## NORTH CAROLINA DEPARTMENT OF TRANSPORTATION



### Applicant Information Project Information and Description

Enhanced Mobility of Seniors and Individuals  
with Disabilities Program

(Federal Section 5310)

**Operating**

North Carolina Department of Transportation  
Integrated Mobility Division  
July 12, 2021

## GENERAL GUIDANCE

This call for projects in the small urbanized areas and rural areas will result in grants with a maximum period of performance of 12 months (**July 1, 2022 – June 30, 2023**). Funding for subsequent years is not guaranteed. It will be necessary to reapply and go through another formula-based competitive process for subsequent funding.

Funded projects are selected through a formula-based process that will be coordinated by the NCDOT – Integrated Mobility Division. **Funding for any project submitted is not guaranteed.** Applicants should read the Application Overview before beginning their application. This document contains information about the federal and state regulations associated with the funding programs and guidance on how to prepare the grant application and project scoring criteria.

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**REMINDER:** If you need technical assistance with the programmatic information or requirements, please contact the Regional Grants Specialist assigned to your area.

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All eligible applicants intending to request funds must ensure their proposed projects are included in a locally developed, Coordinated Public Transit-Human Service Transportation Plan (LCP) for their service area(s). 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 (Enterprise Business Services [EBS] Grants System)
- Federal and State Required Documents
- Optional Documentation

## SUBMITTAL INSTRUCTIONS

- A. The applicant will submit their application and all required documentation to the NCDOT – Integrated Mobility Division using the online EBS Grants System by no later than **11:59pm EST, Friday, October 8, 2021. Documents are to be uploaded in the Drop Box and must use the following naming convention: SystemName.FY.DocumentName; i.e., “CarolinaCo.FY23.TitleVIReport”.** 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 or bring any documents to the NCDOT office.

***For convenience, Transit systems may attach one zipped file containing all the supporting documents for all grants applied for in addition to the 5311 and/or 5307 Admin grant.***

## PART 1 – Applicant Information

Legal Name of Applicant: Craven County		
Applicant's Congressional District: 3 <i>If Applicant's city is included in more than one district, enter primary district only</i>	Applicant's County: Craven <i>If Applicant has offices in more than one county, list county where main office is located</i>	
Address: 406 Craven Street		
City: New Bern	State: NC	Zip Code: 28560
Federal Taxpayer ID Number: 56-6000290		
Doing Business As (DBA) Name: Craven Area Rural Transit System (CARTS) <i>If applicable (normally the transit system name, if different than applicant)</i>		
Applicant's DUNS Number: 091564294 <i>Unique 9-Digit number issued by Dun &amp; Bradstreet. May be obtained free of charge at: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></i>		
Parent Agency DUNS Number: <i>Required only if different than Applicant</i>		
Applicant's Service Area's Congressional District: 3 <i>If Service Area is included in more than one district, enter primary district only</i>		
Project's Service Area: Rural and small urban areas of Craven County <i>List the county or counties that will be served by the proposed project.</i>		
<b><i>Project Manager and Title:</i></b>	Kelly Walker, Transportation Director	
Telephone:	Area Code: 252	Phone Number: 636 - 4917
Fax:	Area Code: 252	Phone Number: 636 - 4919
E-mail Address:	kwalker@cravencountync.gov	
Website Address:	https://www.cravencountync.gov/165/Transportation-CARTS	
Current Vehicle Inventory: <u>0</u> Vans <u>0</u> Vans/Lifts <u>0</u> Sedans or Minivans <i>Enter Number in Fleet</i>		
<u>2</u> LTVs <u>27</u> LTVs/Lifts <u>0</u> Buses    _____ N/A		

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Federal Financial Assistance Transparency Act (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	_____	\$ _____

## PART 2 – Project Information

IMPORTANT: Applicants will be allowed to submit an unlimited number of applications for funding for their small urban and/or rural service area. Duplicate projects within service areas will not be funded. Applicants can apply for one year of 5310 funding only. If a project is selected, funding for subsequent years is not guaranteed. It will be necessary to reapply and go through another competitive process for subsequent funding.

**\*\*\* All Community Transportation (CT) capital projects must be applied for on the Combined Capital application.**

### A. PROGRAM APPLICATION

<b>Funding Source</b>	Federal Section <b>5310</b>
<b>Project Type</b>	<b>Other 5310 Project</b>
<b>Riders or Consumers will live in:</b>	<input checked="" type="checkbox"/> Rural area <input checked="" type="checkbox"/> Small Urban area
<b>Total Project Cost by Budget Type:</b>	Operating \$ 20,000
<b>Total Federal Request Match(es) not included</b>	Total Federal Request \$ 10,000

### 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 5310 Overview.

	<b>Elderly</b>	<b>Disabled</b>
How many of the targeted population live in the area you propose to serve?	20,121	1,235
Of the number listed above, how many have the unmet transit need your project addresses?	Assuming 10% 2,012	Assuming 10% 123
How many people with the unmet transit need will you serve through this project?	Assuming 15% 302	Assuming 15% 18

What is the source(s) of the information provided in the questions above?	United States Census Bureau Quick Facts	United States Census Bureau Quick Facts
Is another agency or provider arranging transportation services for the populations identified above?	No	Sometimes the local Disabled American Veterans (DAV) is able to transport veterans out of the county. But the individual must meet the vehicle at a specified location. Transportation from the home to that location is not provided by DAV.

(1) 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):25 **Answer** (additional trips): 875

(2) How do the numbers of passengers and trips relate to the amount of grant funding requested? How is the cost of the trip determined? What factors were used?

**Answer:** A trip cost is shared revenue miles less the fare to be paid by the passenger. For this grant, we used general knowledge of the shared revenue mile cost to Craven County Department of Social Services for Medicaid trips to the proposed destination areas. Nine hundred one-way trips at \$20,000 net project cost equates to an average of \$17.31 per trip. This amount will vary based on the number of other passengers on board for any given trip since it is a shared revenue mile cost.

**PART 3 - Project Description**

**IMPORTANT -** *The FTA requires that projects receiving funds from the Section 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities) be included in the locally developed, Coordinated Public Transit-Human Service Transportation Plan.*

INSTRUCTIONS – This application is for a “Section 5310 Other” project, line item **G-313, Transportation of Client/Others and G-621 Volunteer Reimbursement**. The project must fit into one of the three (3) criteria from the Section 5310 circular below to be a Section 5310 Other project:

**Other Section 5310 Projects**

Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities;

- ▶ Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);
  - ▶ Public transportation projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
  - ▶ Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.
- (1) Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
  - (2) Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
  - (3) Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

The application questions below must be answered based on one or more of the project scenarios listed above. 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.

## **SECTION 5310 PROJECTS (OTHER THAN THE TRADITIONAL 5310 PROJECTS) – BASED ON THREE ELIGIBILITY CRITERIA**

1. Provide a detailed description of your proposed project or service.

**Answer:** CARTS currently provides transportation for destinations outside of our service area for Medicaid funded trips only. We have routes that travel to Greenville, Kinston, and Morehead City at regular intervals for trips paid for by Medicaid. Elderly and disabled individuals who do not receive Medicaid do not have the opportunity to ride CARTS for medical appointments in Greenville, Kinston, and Morehead City. This project will open that opportunity for the elderly and disabled to travel to Greenville, Kinston, and Morehead City in coordination with those existing routes. There is not enough Elderly and Disabled Transportation Assistance Program (EDTAP) funding available to ensure that CARTS could sustain this project solely using EDTAP funds. However, with a combination of 5310 funds and using EDTAP as local match funding, CARTS believes there to be sufficient funding to support the cost of this project. In addition, CARTS proposes a \$5 fare for each one-way trip provided using 5310 funding. This will also allow the funding to last longer. The Americans with Disabilities regulations do not require that CARTS provide this service; therefore, this exceeds the requirements of the ADA. We believe this project will allow increased transportation access to much needed medical services in Greenville, Kinston, and Morehead City.

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

**Answer:** To provide safe public transportation as an alternate option for reaching destinations served by CARTS. There are specific destinations areas (Greenville, Kinston, Morehead City) that are served by CARTS but only for passengers where Medicaid is paying for the transportation costs. The elderly and disabled of Craven County also have a need for access for medical related transportation in those same areas. This grant would help provide funding for CARTS to provide safe public transportation for those destinations for the elderly and disabled.

3. Describe the intended service area that will benefit from your proposed project. Include pertinent demographic information about the service area in your answer. It should be clear from your description whether your project's targeted population lives in a small urban or rural area of North Carolina.

**Answer:** The intended service area for this project will be both the rural and urban areas of Craven County, with neither area having priority over the other.

4. Describe the mobility options for the seniors and/or individuals with disabilities in this service area have now and discuss how these are insufficient and/or inappropriate. **It is not enough to simply say the current transportation available does not meet the need, provide examples of how the need is not met.** If public transportation is unavailable to the targeted populations, how are they getting to life-sustaining, social and recreational activities without it?

**Answer:** CARTS currently provides transportation for destinations outside of our service area for Medicaid covered services only. CARTS has routes that travel to Greenville, Kinston, and Morehead City at regular intervals for Medicaid funded services. Elderly and disabled individuals who do not receive Medicaid do not have the opportunity to ride CARTS for medical appointments in Greenville, Kinston, and Morehead City. This project will open that opportunity for the elderly and disabled to travel to Greenville, Kinston, and Morehead City in coordination with those existing routes. There is not enough Elderly and Disabled Transportation Assistance Program (EDTAP) funding available to ensure that CARTS could sustain this project solely using EDTAP funds. However, with a combination of 5310 funds and using EDTAP as local match funding, CARTS believes there to be sufficient funding to support the cost of this project. In addition, CARTS proposes a \$5 fare for each one-way trip provided using 5310 funding. This will also allow the funding to last longer. We believe this project will allow increased transportation access to medical services in Greenville, Kinston, and Morehead City. It is unknown how seniors and individuals with disabilities who are of limited resources are getting to medical services outside the CARTS service area if all are able to do so. Based on unmet need requests we have received; we believe there are many that are not getting to those needed medical services.

5. Provide information about the locally developed, Coordinated Public Transit - Human Services Transportation Plan (LCP) used to prepare this project application.

**Answer:**

1	<b>Name of Plan/Title</b>	<b>Coordinated Public Transportation and Human Services Transportation Plan</b>
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2	<b>Applicable Need, Strategy or Activity Included on Page Number(s)</b>	26 and 27
3	<b>Plan Date</b>	June 2013

6. To be funded as an Other 5310 Project, the project must meet at least one of three qualifying criteria including:
- a. Does your project exceed ADA minimum requirements? **Answer:** Yes
  - b. Does your project improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service? **Answer:** No
  - c. Does your project provide alternatives to public transportation that assist seniors and/or individuals with disabilities with transportation? **Answer:** No

7. If you answered 'yes' to any of the questions in 6(a), 6(b) or 6(c) above, describe how your project meets these qualifying criteria.

**Answer:** The Americans with Disabilities regulations do not require that CARTS provide demand response service outside of the ¾ mile radius around the fixed route service. This area is called the ADA Complementary Paratransit zone. Therefore, this project exceeds the requirements of the ADA. Being able to provide transportation for seniors and the disabled to medical appointments outside our three-county service area is very dependent upon sustained funding throughout the fiscal year. Use of this grant would allow CARTS to provide this service to the elderly and disabled with confidence that the service could be sustained throughout the year with existing grant funding.

8. Other 5310 Projects must be planned, designed, and carried out to meet the transportation needs of seniors and/or individuals with disabilities, although the service may also be used by the general public. Describe fully how seniors and/or individuals with disabilities will be targeted and how the general public will be part of the project.

**Answer:** The general public will not be a part of this project. This project is limited to seniors and/or individuals with disabilities.

9. 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:** Trips provided using this grant funding would be coordinated with the existing schedules for Greenville, Kinston, and Morehead City. This will help to keep costs to those programs to a minimum as the cost will be shared among all passengers on board.

10. Describe the project plan in detail and provide a timeline and milestones for the completion of the project. This description should completely describe what you want to do and how you are going to do it **if** you receive the requested funding. Although they are not required documents in some cases, the applicant may want to attach with the application maps, pictures, marketing plans, draft brochures, charts, or graphs and/or route schedules that support the request for funding, demonstrate the need or illustrate the applicant's preparation. If the applicant is working in partnership with or coordinating with other agencies or organizations, letters of support from these agencies or organizations may be attached with the application. Your detailed answer should be one half to a whole page long.

**Letter(s) of Support from applicant's RPO/MPO are required documents for the application.**

**Answer:** CARTS has regular routes from within our service area to Greenville, Kinston, and Morehead City which are not in our service area. CARTS restricts that transportation to Medicaid funded because there has been insufficient funding to ensure that CARTS could cover the cost of such transportation for non-Medicaid recipients.

Consistently over the past several years, CARTS has received requests to transport an elderly or disabled person who does not receive Medicaid to a medical provider in the Greenville, Kinston, Morehead City, Durham, and Chapel Hill areas. The Down East Express, operated by Carteret County Area Transit System (CCATS) provides transportation assistance to the Durham and Chapel Hill area. There are Veteran Administration clinics in Greenville and Morehead City as well as medical services in those areas that might not be available within the CARTS service area.

CARTS has identified that by having this grant and the local match coming from the Rural Operating Assistance Program (ROAP) Elderly and Disabled Transportation Program (EDTAP) there is sufficient funding for a pilot project to provide service for the elderly and disabled to Greenville, Kinston, and Morehead City. This project would be dependent upon having ROAP EDTAP funds to cover the local match portion of this grant.

CARTS would begin accepting requests for transportation to Greenville, Kinston, and Morehead City destinations for the elderly and disabled approximately October 2022. October 2022 is selected as the tentative start date to ensure that there is ROAP funding

available fiscal year 2023. Transportation would be coordinated with the existing routes for Greenville, Kinston, and Morehead City. A fare of \$5 would be charged to help this funding and the ROAP EDTAP funding stretch further.

Passengers would be coordinated into ride share routes, with everyone arriving in time for the earliest appointment and leaving after the last passenger has completed his/her appointment(s). Passengers are picked up at their residence in Craven County and taken to their medical provider. When all passengers are done, passengers will be picked up at their medical providers and transported back to their residence in Craven County. Accessible vehicles would be utilized when needed. Passengers would be allowed one attendant, if needed.

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

**Answer:** We will use scheduling software tools, such as detailed invoicing, to provide data regarding the number of unduplicated passengers, number of total trips, average cost of trips, and mobility type. Measurable indicators of success would simply be usage of the funding source to access medical destinations outside of the CARTS three-county service area by the elderly and disabled.

12. 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:** This project is an extension of the Elderly and Disabled Transportation (EDTAP) funding used to provide transportation services within our three-county service area for the elderly and disabled. EDTAP funding would be leveraged to meet the local match requirement for this grant, allowing greater use of the EDTAP funds and increasing the service provided to the elderly and disabled.

13. How will the applicant sustain the proposed service after the grant period or if funds are not available in subsequent years?

**Answer:** This project will allow us to identify the extent of the unmet need for medical transportation outside of our service area and thus identify what funds might be able to sustain this service in subsequent years (i.e., EDTAP funds).

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 already provides this service for trips funded by Medicaid. This project is an extension of that service. Technical capacity to provide the proposed transportation service is already utilized for Medicaid trips.

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:** No additional positions will be needed. However, CARTS will need to be near full staffing levels. Qualifications of the key personnel assigned to the project include several years' experience managing the Rural Operating Assistance Program funds, educational degrees, knowledge, and skills used to provide other transportation within our service area. Administrative time will be minimal. Driver time will be dependent upon how many passengers participate in this project.

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

**Answer:** Risk management and safe delivery of service will be done in the same manner we currently do them as a North Carolina public transit system.

**For Transit Systems Only:**

17. Describe how the transit system intends to seek reimbursement for the services. If it is a trip-based reimbursement, service solely inside the urbanized area cannot be funded with 5310 funding through IMD. Monthly/quarterly document of trip origins and destination XY coordinates (truncated to 2 decimal points to protect privacy) will be required.

If it is a route-based reimbursement, the majority of miles and hours of the route must be outside the urbanized area. The typical route and deviation area must be submitted before service begins. Any changes in the route and deviation area need to receive pre-approval.

**Answer:** CARTS will seek reimbursement on a per trip cost calculated using a shared revenue mile. Fares would be subtracted to determine a net per trip cost.