

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: 2822 Neuse Blvd.		
City: New Bern	State: NC	Zip Code: 28562
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: Craven, Jones, and Pamlico Counties, rural areas <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:    ___ Vans    ___ Vans/Lifts    ___ Sedans or Minivans <i>Enter Number in Fleet</i>		
2 LTVs    27 LTVs/Lifts    ___ 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 type="checkbox"/> Small Urban area
<b>Total Project Cost by Budget Type:</b>	Operating \$ 43,671
<b>Total Federal Request Match(es) not included</b>	Total Federal Request \$ 21,835

### 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?	26,250	15,699
Of the number listed above, how many have the unmet transit need your project addresses?	Assuming 25% 6,563	Assuming 25% 3,925
How many people with the unmet transit need will you serve through this project?	Assuming 15% 984	Assuming 15% 589

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, not in relations to the focus of this project.	No, not in relations to the focus of this project.

(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): 100 **Answer** (additional trips): 1,200

(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:** The number of passengers and trips are not directly related to the cost of this project in that it will be difficult to measure short-term and long-term benefits in terms of improved service resulting in increased ridership solely because of this project since this project will not include marketing of the service. Marketing efforts and other efforts related to improved service will continue apart from this project. To determine the cost of this project, CARTS took the total gross amount of salaries and benefits for the Mobility Manager position and calculated it at 60%. This position will focus on the rural areas of our service area which account for 60% of the service miles consumed by CARTS.

**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:** This proposed project would fund 60% of the salary and benefits for a Mobility Manager position. The Mobility Manager will perform an array of tasks linked to identifying gaps in service including but not limited to meeting needs of the elderly and disabled not currently being met as well as on-time performance as

a direct relationship to meeting those needs. The on-time performance would not be as an operational task, it would be from the perspective of this project to ensure that on-time performance is considered as part of the changes and improvements implemented by the work of this position. Meaning, that there cannot be success in changes and improvements if on-time performance is sacrificed. This project will not “market” CARTS but would be deeply involved with local agencies for the purpose of coordination, identification of transportation needs, and monitoring the impact of this project in relation to those efforts.

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. CARTS serves the three counties of Craven, Jones, and Pamlico. COVID-19 had a major affect on transportation needs of individuals in our service area such as increased awareness of preventive health care, receiving health care before an illness requires hospitalization, etc. This project will focus on identifying and finding solutions to unmet transportation needs, ensuring that service on-time performance is not sacrificed and may include travel training or related tasks to assist with successful navigation of the system. Tasks may also include helping individuals make contact with non-profits and community-based services to assist with obtaining items necessary to successfully navigate they system (i.e. ramp).

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 includes the rural portions of Craven, Jones, and Pamlico counties.

4. Describe the mobility options 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:** Public transportation is available, but not always at times for meeting the need. Sometimes there are barriers for the passenger getting to the vehicle and/or navigating the system. This position will work closely with the community to help make connections as well as find solutions for a currently underserved population in our service area.

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>
2	<b>Applicable Need, Strategy or Activity Included on Page Number(s)</b>	<b>26, 27, 36, 37, 47, and 48</b>
3	<b>Plan Date</b>	<b>June 17, 2013</b>

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 this qualifying criteria.

**Answer:** ADA minimum requirements addresses vehicle accessibility. We are going a step farther than that to address barriers between the building and the vehicle, address the balance of providing public transit services effectively and

efficiently with particular attention to unmet needs of the elderly and disabled population, .

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:** This project will maximize 5310 Operating funding by working in conjunction with our other project funding request of providing transportation service to the elderly and disabled to destinations outside of our service area. The elderly and disabled in our rural service areas sometimes have barriers between the building and vehicle, can't stay away from home for extended periods of time such as being picked up early for a medical appointment, may be more likely to assume that public transit cannot meet their unique situational needs, etc. The Mobility Manager will work with community agencies not only to remove these barriers, but also to monitor whether or not changes implemented are as effective and efficient as they were anticipated to be. Addressing unmet transit needs for the rural population, with a focus on the elderly and disabled, will be a priority for the CARTS Mobility Manager in FY2023. The public will also benefit because CARTS is a shared ride service that is open to the public. Any ways identified to improve service to the elderly and disabled would also improve service to the general public.

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:** Human services agencies will also benefit because CARTS is a shared ride service. Costs are shared through the billing practice of charging a shared revenue mile. Any ways identified to improve service to the elderly and disabled would also improve service to the human services agencies also serving the public served by CARTS.

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:** The Mobility Manager will work closely with passengers, community agencies, and the general public including but not limited to referrals for service, pin pointing the actual unmet needs in the rural communities we serve with a concentration on the elderly and disabled unmet needs. The Mobility Manager may explore options such as deviated fixed route service in the rural areas, zone scheduling, travel training, etc. Milestones would include a quarterly review of identifiable successes. For example, how many contacts (unduplicated situations) were made during the quarter, how many travel training sessions were provided, how many referrals for assistance were given for needs other than transportation, etc. These contacts will also help to identify individuals eligible for EDTAP but not yet receiving that grant assistance. The Mobility Manager will assist in the contacts needed for a completed EDTAP application including the appropriate verification documentation. The Mobility Manager will monitor monthly "no shows" for the EDTAP service in an attempt to identify why for the purpose of reducing "no shows" by the elderly and disabled. The Mobility Manager will work closely with the Assistant Transportation Director in response to reports by drivers of changing status of the elderly or disabled passengers (i.e., obvious signs of decline in cognitive or mobility function). It will not be the responsibility of the Mobility Manager to act as a social worker for passengers and potential passengers; it will be the responsibility of the Mobility Manager to identify and make beneficial connections for services that affect an individual's ability to access transportation services from CARTS. No every unmet need will be met. The Mobility Manager will be responsible for making sure there is documentation for future reference of unmet needs should other opportunities arise such as grant opportunities or opportunities for CARTS to adjust service provided while remaining within the requirements of being a public transit provider.

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

**Answer:** Tracking of new unduplicated EDTAP passengers, tracking of ridership under the EDTAP program, tracking of connections made and the results of those connections, tracking of issues identified by drivers and the results any review as a result of identifying those issues. Measurable indicators of success might be reducing the

percentage of “no shows” for the EDTAP program, increase in trips provided using EDTAP funding, successful removing access barriers to transportation.

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:** ROAP funds and/or contract revenue may be used to cover the local match portion of this grant. Using ROAP funds as a local match leverages those funds for the local portion of this grant. This project will compliment the ROAP transportation services by increasing access to transportation for the elderly and disabled who would use EDTAP funds for those trip costs.

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

**Answer:** After FY2023, these activities would be more of a maintenance level than the efforts needed in FY2023. Beginning FY2024, it is anticipated that these activities would not consume a significant amount of the Mobility Manager’s time.

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 staff has experience managing multiple grants including but not limited to 5311, 5307, RSO, and ROAP.

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:** The Mobility Manager position is a new position to CARTS beginning with FY2022. Rural service accounts for 60% of the service provided by CARTS. Therefore, the request for reimbursement is for 60% of the Mobility Manager salary. Qualifications include graduation from a four-year college or university with major course work in public administration, business administration, accounting, planning, or a related field; four years of experience in transportation planning and/or management or an equivalent combination of experience and training.

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

**Answer:** The Mobility Manager will work close with the Director and Assistant Director. The Assistant Director is responsible for managing risks and ensuring safe delivery of services.

**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:** Reimbursement will be at an hourly rate that covers the cost of the salary and benefits of the Mobility Manager at the 60% level.