



July 19, 2017

TO: All Potential 5310 Applicants

FROM: Christina Bune, Manager of Capital Budgets and Grants

SUBJECT: Section 5310 San Antonio Urbanized Area Program
FY2018 Call for Projects

Please be advised that the **application deadline has been extended to September 15th, 2017.**

Technical Application

The technical application has been enhanced to include clarifications to address questions received— <http://www.viainfo.net/grant-5310/>. Please find that the application *Checklist* has been revised to include the following additional documents:

- Project Summary (see Tabs 8, 10 and 11 for content and length guidelines)
- Financials and Single Audit (if applicable)
- Documentation of Local Match
- Maintenance Plan (if applicable)

Please see the “Summary of Application Edits” provided on the first tab of the application describing further enhancements.

Evaluation Criteria

The Section 5310 San Antonio Urbanized Area (UZA) Program Evaluation Committee shall evaluate the applicants based on both the technical application and the in-person presentation. The evaluation shall be based on the below weighted criteria.

Criteria		Weight
1.	Project Goals, Objectives and Purpose - as relates to Section 5310 aim and requirements	30
2.	Project Coordination Plan – included in coordination plan and active in coordination efforts	25
3.	Applicant Experience and Performance	30
4.	Project Financial Status, Monitoring and Sustainability	15
Total		100

Evaluation Committee Composition

VIA will chair the committee as a non-voting member. Members of the evaluation committee include:

- One VIA representative serves as chair (non-voting member)
- One representative from Alamo Area Metropolitan Planning Organization. The representative from AAMPO will facilitate proper coordination with the coordinated planning process
- Four representatives from community agencies knowledgeable of transportation needs for seniors and individuals with disabilities

In-Person Presentation

In addition to the technical application, applicants shall prepare and conduct a 15 minute in-person presentation that will be followed by a 10 minute question and answer time. Presentation shall include five components as follows:

1. Project goals and objectives as related to the Section 5310 Program's aim to improve mobility by removing transportation barriers and expanding mobility options.
2. Project description
3. Explanation of how the proposed project provides public transportation for one or more of the following purposes:
 - a. Meet the special needs of seniors and individuals with disabilities when public transportation is unavailable, insufficient, or inappropriate (fulfills a gap)
 - b. Exceeds the requirements of the Americans with Disabilities Act (ADA)
 - c. Improves access to fixed-route service and decrease reliance on complementary paratransit
 - d. Provides alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation
4. Past experience and performance in executing the project, or ability to perform
5. Explanation of how the project is included in the locally developed, coordinated public transit-human services transportation plan

Timeline and Contacts

The application schedule below is dependent upon the annual allocation determined by the U.S. Congress. The annual allocation may be delayed beyond January or other conditions may require a revision to the schedule such as VIA Board of Trustee board meeting times.

June 1st to September 15th, 2017

Call for Projects Period

VIA staff advertises VIA's post notice of the Call for Projects on the website and in local publications. VIA distributed Notices of Grant Availability to email distribution lists.

VIA staff are available to meet with applicants to answer technical questions regarding the application requirements and selection process.

Contacts:

Lina Smith Grants Coordinator Lina.Smith@viainfo.net 210-362-2176	Christina Bune Manager of Capital Budgets and Grants Christina.Bune@viainfo.net 210-362-2178
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September 15th, 2017 5:00 p.m. Application Deadline

Applicants must submit **one hardcopy** and **one electronic copy** (PDF format submitted via e-mail) of the completed application with all supporting documentation no later than 5:00 p.m. to:

VIA Metropolitan Transit Authority
800 W. Myrtle Street
San Antonio, Texas 78212
Attn: Lina Smith, Grants Coordinator
lina.smith@viainfo.net

October 9th - 13th, 2017

Applicant Presentations

Applicants shall prepare and conduct a 15 minute in-person presentation that will be followed by a 10 minute question and answer time.

October 16th - 20th, 2017

Project Evaluation Committee

The evaluation committee finalizes project funding recommendations

November – January
Congressional Appropriation

Project Recommendations to
Board of Trustees

Project recommendations presented to VIA Board of Trustees for approval. AAMPO approves projects for inclusion in the regional Transportation Improvement Program, State Transportation Improvement Program, and Regional Coordination Plan