

KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FTA – Section 5310
Enhanced Mobility for Seniors & Individuals with Disabilities
Grant Funding Application

*Principal
grantee in
good standing*

Introduction

This is an application to receive Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors & Persons with Disabilities funding. Applications that are incomplete or do not contain adequate supporting documentation will not be considered. This application is for both operating projects and capital projects (vehicles). However, only certain sections must be completed for each type of application. So, please read the application carefully.

Please refer to separate **Instructions** and the additional information linked on the TPO website. This additional information includes the vehicle list and prices, Human Services Transportation Coordination Plan, Program Management Plan, and the deadline for submitting applications. If you are applying for vehicles, please read the **Instructions** very carefully as the required method of procurement as significantly changed. Applicants are encouraged to contact the TPO staff if you have any questions.

AGENCY INFORMATION (ALL APPLICANTS)

Agency Name	Arc Knox County/Sunshine Industries
Contact Person Name	Donna Saunders
Title	Vocational Case Manager
Phone Number	865-546-9431 Ext. 1126
E-mail	dsaunders@sunshinekcarc.com
Address	3000 N. Central St.
City, State, Zip Code	Knoxville, TN 37917
Website	www.sunshinekcarc.com
Is the Agency A	<input type="radio"/> Local Government <input type="radio"/> Public Transit Operator <input checked="" type="radio"/> Private Non-Profit
Agency DUNS Number	07-153-4028
Project Type	<input checked="" type="radio"/> Capital <input type="radio"/> Operating
Total Project Cost	58,000.00
Amount of FTA (Federal) Grant Funding Needed	46,400.00

Application Instructions

The application contains nine sections. Please refer to the table to determine which sections must be completed. Some sections are required by all applicants, while others depend on whether you are applying for capital/vehicle funding or operating funding. If you are submitting both a capital/vehicle project and an operating project you must fill out separate applications. If you are asking for multiple vehicles, you only need to fill out one capital funding application. If you are seeking funding for mobility management activities, you will complete the operating sections of the application (even though FTA considers mobility management activities a capital expense). If you are applying for both operating and mobility management funding you need only to fill out one operating funding application.

SECTION #	WHICH SECTION TO COMPLETE
1 OVERVIEW OF AGENCY	ALL APPLICANTS
2 PROJECT DESCRIPTION	ALL APPLICANTS
3 PROJECT NEED	ALL APPLICANTS
4 SPECIFIC PERFORMANCE & EVALUATION	ALL APPLICANTS
5 IMPLEMENTATION OF CAPITAL PROJECTS	CAPITAL/VEHICLE APPLICANTS ONLY
6 IMPLEMENTATION OF OPERATING PROJECTS	OPERATING & MOBILITY MANAGEMENT APPLICANTS ONLY
7 VEHICLE BUDGET (ATTACH SEPERATELY)	CAPITAL/VEHICLE APPLICANTS ONLY
8 OPERATING BUDGET (ATTACH SEPERATELY)	OPERATING PROJECTS & MOBILITY MANAGEMENT APPLICANTS ONLY
9 ADDITIONAL INFORMATION NEEDED	ALL APPLICANTS

SECTION 1 – OVERVIEW OF AGENCY (ALL APPLICANTS)

Please provide a ***brief*** overview of the proposing agency, a description of services provided, who is eligible for services, and service area. This is to provide a general picture of the overall proposing agency, its mission, and the services it provides. Project specific information will be included in the next section.

Answer:

Arc Knox County/Sunshine Industries has a variety of programs available in the day and evening hours. Most individuals who receive services from Arc Knox County/Sunshine Industries have an intellectual, physical, or mental health disability. The programs include vocational training, community integration training, recreation/leisure skills training, and daily living skills training. Arc Knox County/Sunshine would like to provide transportation for individuals with disability into the community during the time they attend the day and evening program to explore employment and volunteer opportunities, as well as recreation/leisure programming. Community integration programs include the individual served, community members, health care and educational professionals, and governmental agency staff, among others. Community integration helps improve the lives of people with disabilities and help enrich the community by helping others to see the independence that can be achieved by a person with a disability. Knox County area is the service area.

SECTION 2 – PROJECT DESCRIPTION (ALL APPLICANTS)

Please provide a detailed description of the proposed project. Please include:

- A description of the type of project: operation of a service, mobility management activities, acquisition of vehicle(s), or other type of project(s).
- Outline who would be eligible for the proposed project.
- Describe the geographic service area, specific to this project.
- Provide the estimated number of people the project will serve annually.
- Provide the estimated number of one way trips that will be provided annually.

Please Note: if you are asking for funding for multiple vehicles, be sure you state the number of vehicles needed and be sure the estimated number of people/trips served/provided annually is a **per vehicle total**.

- State the term of project (if operating services or mobility management activities). You can use general time periods such as: six months, one year, two years, etc.

Please Note: There is no need to provide cost(s), a budget, or funding information in this section as these items will be addressed later in application.

Answer:

Arc Knox County/Sunshine Industries will assist it's participants with exploring: competitive integrated employment opportunities, volunteering opportunities in the community and community activities such as classes or using community resources.

The type of project would be the acquisition of vehicles for use in our program. Arc Knox County/Sunshine Industries currently has 60 participants in its vocational training program, community integration programs and residential programs. Anyone who is part of the day and residential programs would be eligible. The geographic service area would be Knox County. All 60 participants could potentially be served with the vehicles throughout the year. The vehicle usage would be approximately 1500 persons trips annually for the standard van. These programs will be ongoing throughout the life of the vehicle.

SECTION 3 – PROJECT NEED (ALL APPLICANTS)

Please describe/indicate the following:

- How will this project improve the quality of transportation services for seniors and/or individuals with disabilities? Give examples.
- Reference the stated need or goal this project meets as outlined in the Human Services Transportation Coordination Plan (HSTCP) [Required, see HSTCP on TPO website].
Please Note: If you cannot find an exact need or goal that fits the proposed project in the HSTCP, then discuss how the project is in-keeping with the types of needs and goals identified in the HSTCP.
- How does the proposed project align with the overarching mission of your organization?
- List any innovative approaches that will be employed for this project.
- If you have received Section 5310 funding from the TPO before and this is a continuation or a similar project, discuss the success of the past project and tell why you need additional funding. If you have received Section 5310 funding for a vehicle(s) before and are asking for more, discuss the need for an additional vehicle(s) and how the previously funded vehicle(s) is/are currently being utilized.

Answer:

Arc Knox County's project has improved the quality of transportation services for individuals with disabilities by increasing the number of accessible and non-accessible vehicles to this employment and community based program. With more transportation, the individuals will have more opportunities to find volunteer placements or jobs in their communities. It will also provide the opportunity for them to meet new people, and provide access to programs for exercise/movement. It aligns with the HSTCP's goal to initiate an assisted transportation program because the individuals in the Arc Knox County/Sunshine Industries program need someone with them on all community outings or appointments. Our agency's mission is to support the right of each individual with a disability to achieve the highest possible level of personal growth and independence. The programs supported by our agency are designed and operated to teach the skills necessary to help a person reach his or her potential. Further, we are committed to safeguarding the rights of individuals with disabilities and protecting their welfare. This project provides the ability to transport people to community settings that can enhance their quality of life, whether it is volunteer sites, job sites, community outings or any other destination that helps them increase their independence. Having someone with them to assist with their transportation provides a safer experience. The innovative approaches we will use are: being person centered with the choice of destination, exploring competitive integrative employment, and learning about the individual's community surrounding their home. The destinations will not be the same each week for each participant and will be determined by the participant and we also have multi-generational activities where our senior participants go on outings with younger participants and learn from each other.

Previously funded vehicles are being utilized in the community program and the Leisure Services Program. This proposal/project is a continuation of current services for the community integration program. This program has added more community participation staff and are up to six full time staff and two part time staff. The fleet needs to expand so that all individuals served can participate fully in the community program.

SECTION 4 – SPECIFIC PERFORMANCE & EVALUATION (ALL APPLICANTS)

Please describe/indicate the following:

- Outline any specific goals/outcomes you have for the proposed project. Goals/outcomes should be measurable.
- Describe how you plan on monitoring and evaluating the progress in meeting the stated goals/outcomes, including any performance measures.
- If you have received 5310 funding from the TPO before and this is a continuation or a similar project (including the purchase of vehicles), discuss how you evaluated the past success of the project (vehicles).

Answer:

Objectives of the Arc Knox County/Sunshine Industries Program for the Proposed Project:

Continue to assist participants with exploring competitive integrated employment opportunities by providing staff and transportation for these pursuits.

Continue to assist participants with exploring opportunities for volunteering in the community by providing staff and transportation.

Continue to assist participants with transportation to classes/activities of their choice in the community.

Measurable Outcomes:

Sunshine Industries currently has sixty participants in its programs. The planned project would be available to each participant as an ongoing option. The usage would be documented on each trip. This unit of service would be throughout the entire year for fifty two weeks. Outcomes can be measured by how many individuals have attained employment, found volunteer sites, or found classes/activities to participate in, throughout the course of a year. The outings for each day and number of participants is documented on each trip.

During past project cycles, we have assisted multiple participants to find competitive integrated employment by taking them into the community to explore employment options in the vehicles provided in this project. Our participants have also been able to volunteer at places such as the KARM thrift stores, Second Harvest Food Bank, Remote Area Medical, Mobile Meals, Random Acts of Flowers and many more community organizations that need volunteer help. These opportunities are a way to give back to community and simulate work skills which can help them decide on a job they may wish to pursue.

SECTION 5 – IMPLEMENTATION (CAPITAL/VEHICLE PURCHASE APPLICANTS ONLY)

Please describe/indicate the following:

- What type of vehicle(s) are you seeking to purchase [Select from Vehicle List link on TPO website]?

Please Note: Do not worry about funding or cost(s) in this section, budget information will be addressed in a later section.

Please Note: Vehicle procurement is drastically different this round. Please read the procurement section in the **Instructions** carefully [on TPO website].

- Explain why you need this type of vehicle(s). Describe the type of services the vehicle(s) will be used to provide.
- How many vehicles are you seeking to purchase? If you are seeking multiple vehicles explain why they are needed.
- If you are seeking a non-accessible vehicle please explain how you can accommodate persons requiring accessible vehicles (if-and-when needed). Also, please fill out the Non-Accessible Vehicle Request Form [on TPO website]. Remember cost(s) will be shown in a later section.
- Is the vehicle(s) for replacement or expansion?
Please Note: if this is a replacement you **must** provide information on the vehicle(s) being replaced, including year, model, make, and VIN number. If you have been awarded funding for replacement vehicle(s) before, either through the TPO or the Tennessee Department of Transportation, the replacement vehicle can only be listed once in any FTA grant.
- How will your agency guarantee that the vehicle(s) purchased will continued to be used for this specific project?
- Describe your agency's ability to be sure the vehicle(s) are properly maintained.
- Describe your agency's ability to meet deadlines for submitting required quarterly reports (this includes invoices (if applicable), reports, ridership or usage data reports).
- Who will be managing the purchasing/procurement/grant management part of the project (give **brief** bio)?
- **DO NOT** include mobility management activities type projects in this capital section. Mobility management activity projects should be listed in the operating sections of this application.

Answer:

Vehicle # 1 Standard Minivan* \$58,000 \$46,400 \$11,600

Needed for: Transportation in small groups, exploring competitive integrated employment opportunities, for exploring opportunities for volunteering, and to classes/activities. This vehicle is for expansion of vehicles in our fleet, as we have two accessible 6 plus one vans.

Donna Saunders will manage the project. Donna is a vocational case manager for Arc Knox County/Sunshine Industries and has been employed since July 1999. She is part of the Vocational Training Program, Community Integration Program and Supported Employment Program. She will ensure that the vehicle is used for the stated purpose. The vehicles will be monitored by the maintenance staff at Arc and will be documented as such. Records have always been sent in timely.

Answer Continued:

SECTION 6 – IMPLEMENTATION (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Please describe the following:

- A work plan delineating the tasks (or milestones) to be conducted and a timeline for completing those tasks (use generic months, i.e. Month 1, Month 2).
Please Note: Do not worry about cost(s) or funding at this question, budget information will be addressed later in the application.
- Describe any external outreach efforts to promote awareness of the proposed project. If the project is strictly for your agency's clients, describe how the program will be promoted internally. If the project is open to the public, describe how you will notify potential users.
- If funding is being used for mobility management activities, describe how your management functions will work with regards to outside and/or internal clients (to your organization).
- If any coordination can occur with other social service agencies or public transit agencies, describe how this might happen.
- Is this project new or does it supplement an existing program/service?
- Who will be managing the project (give **brief** bio stating experience)?
- Provide a staffing plan listing who will perform each task, include a **brief** bio for each person. Estimate what **percent** of each staff (listed) time will be charged to project budget.
- If you are apply for both operating and mobility management funding, be sure you show that you have a clear understanding of the types of activities that are eligible for mobility management funding. Also, be sure the two different types of work activities (Operating, Mobility Management) are clearly broken-out (or hours allocated) in the proposed work plan.

Answer:

N/A

SECTION 7 – VEHICLE BUDGET (CAPITAL/VEHICLE APPLICANTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. An example budget is provided [on TPO website]. Be sure to include:

- Please review the vehicle procurement section of the Instructions before proceeding with this application. Vehicle procurement is different than previous rounds.
- From the Vehicle List [on TPO website] select the vehicle you want. On the budget sheet, list the name or type of vehicle and provide a line item titled – Vehicle Cost (show cost).
- If you list more than one vehicle, multiply the Vehicle Cost by the number of vehicles you are proposing to purchase and put that amount in a – Total Cost – line item.
- If you are selecting more than one type of vehicle, repeat the steps above for each vehicle type. Be sure to keep each vehicle type separate from any other vehicle type you have selected. You may want to differentiate the vehicles in the budget sheet by labeling them Vehicle(s) Type #1 and Vehicle(s) Type #2, etc. And, be sure each type of vehicle's Total Cost is listed separately on the budget sheet (so the reviewer can easily identify that there are more than one type of vehicle being selected). Then, sum up the Total Cost(s) associated with each vehicle into one – Total Project Cost – line item.
- Break out the Total Project Cost by federal (80%) and local match (20%) dollars.
- If you are proposing another type of capital project besides the purchase of a vehicle(s), outline project details with line item costs. Break out the Total Project Cost by federal (80%) and local match (20%) dollars. Be sure, at the end, there is this final breakdown that clearly shows federal funding needed and the required local match funding needed.
- Attach a letter that (1) certifies matching funding is available and (2) commits the agency to providing the entire purchase amount up front (grant funds portion will be reimbursed). Please be sure the letter includes the amount of and source(s) for the local the match. If you cannot pay for the entire purchase up front please contact the TPO to explore if there are other funding options. Review the local match section, including the potential for other grant dollars, in the Instructions provided [on TPO website].
- Due to the procurement of vehicles being difficult, the TPO reserves the right not to award any grant funds for vehicles this round (please see the Instructions).
- **DO NOT** include any mobility management costs in this section. Mobility management costs should be included in the operating budget section of the application.

SECTION 8 – OPERATING BUDGET (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. Be sure to include:

- A budget with separate line items for labor cost(s), fringe-benefit cost(s), other direct cost(s), indirect cost(s), and travel cost(s), etc. (if applicable).
- Cost allocation Plan (if applicable).
- If you are applying an Indirect Cost Rate, has it been approved by an official cognizant agency?
- If you are utilizing funding for **operations**, break out the Operations Total Cost line item by federal (50%) and local match (50%) dollars.
- If you are utilizing funding for **mobility management activities**, break out the Mobility Management Total Cost line item by federal (80%) and local match (20%).
- If the project utilizes both operating funding and mobility management activities funding, add the two totals together for a – Project Total Cost line item.
- As operations and mobility management activities are reimbursed at different federal rates, it is extremely important that the budget (charges and invoicing) clearly defines each eligible work item/task and associated cost(s) and reflects those in the correct budget line item (Operations or Mobility Management).
- Be sure, at the end of the budget sheet, there is a final statement that clearly shows federal funding needed and the required local match funding needed. If you have any questions on matching funds eligibility, please see the FTA Section 5310 Circular [on TPO website] or call the TPO staff.
- A letter that (1) certifies matching funding is available and (2) states the agency can provide the services up front, being reimbursed upon submission and processing of quarterly invoices per the contract. Please be sure the letter includes the amount of and source(s) for the local the match. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided [on TPO website].

SECTION 9 – ADDITIONAL INFORMATION TO BE SUBMITTED (ALL APPLICANTS)

The TPO reserves the right to request additional information about each applicant's proposal or to allow a brief presentation on the proposal. Please be sure you submit the following information.

Please Note: If you have received funding from the TPO before these documents may already be on file. Please check with the TPO staff to see which items you may need to update.

- Certification/letter stating agency's status as a private nonprofit organization, a human resource agency, or an eligible local government (public transit agency)
- Most recent agency audit (must be within 3 years)
- Letter (from Cognizant Agency) approving Indirect Cost Rate (only required from those using an Indirect Cost Rate in operating or mobility management activities projects)
- List of members of the governing body (Board) and contact information (if not in the audit)
- Policy and Procedures, Employee Handbook, excerpts of separate documents that demonstrate compliance with the following federal requirements:
 - Title VI - Civil Rights policies/practices, Written Complaint Process
 - Equal Employment Opportunity (EEO) Program or policies/practices
 - Americans with Disabilities Program or policies/practices
 - Drug Free Workplace and Drug and Alcohol Testing Program/policies
- Certification of equivalent services (only required from public transit providers)
- Safety and security plan/practices (only required from public transit providers)

Additional requirements for vehicles:

- Written Vehicle Maintenance Plan (VMP). The FTA requires a separate VMP. The VMP does not have to be overly complicated and long. It may simply reflect the manufacturer suggested maintenance schedule that comes with the vehicle. If this is the first vehicle, you may submit a VMP after you receive the manufacturer suggested maintenance schedule to use as a resource. But, a separate VMP must be submitted.
- Any written transportation policies
- Vehicle inventory of all vehicles (make, model, year, accessible vs. non-accessible)

Contact Information:

Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
865-215-3824
doug.burton@knoxtpo.org
knoxtpo.org

Please review the separate **Instructions** and all the other supporting documents that are linked with this application on the TPO website.

Vehicle Budget -

Arc Knox County/Sunshine Industries
Section 5310 Vehicle Budget

Vehicle Type # 1
Standard Minivan

Total Cost Per Vehicle = \$ 58,000

Number of Vehicles = X 1
Total Cost = \$ 58,000

Funding Required
Funding 80 % FTA = \$ 46,400
Funding 20 % Local Match = \$ 11,600
Total Funding Required = \$ 58,000

Blount County Smiles Program

KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION

FTA – Section 5310

Enhanced Mobility for Seniors & Individuals with Disabilities

Grant Funding Application

*Previous
grantee in
good standing*

Introduction

This is an application to receive Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors & Persons with Disabilities funding. Applications that are incomplete or do not contain adequate supporting documentation will not be considered. This application is for both operating projects and capital projects (vehicles). However, only certain sections must be completed for each type of application. So, please read the application carefully.

Please refer to separate **Instructions** and the additional information linked on the TPO website. This additional information includes the vehicle list and prices, Human Services Transportation Coordination Plan, Program Management Plan, and the deadline for submitting applications. If you are applying for vehicles, please read the **Instructions** very carefully as the required method of procurement as significantly changed. Applicants are encouraged to contact the TPO staff if you have any questions.

AGENCY INFORMATION (ALL APPLICANTS)

Agency Name	Blount County Community Action Agency
Contact Person Name	Tammye Pirie
Title	Executive Director
Phone Number	865-983-8411
E-mail	tpirie@blountcaa.org
Address	3509 Tuckaleechee Pike
City, State, Zip Code	Maryville, TN 37803
Website	www.blountcaa.org
Is the Agency A	<input type="radio"/> Local Government <input type="radio"/> Public Transit Operator <input checked="" type="radio"/> Private Non-Profit
Agency DUNS Number	96672152
Project Type	<input type="radio"/> Capital <input checked="" type="radio"/> Operating
Total Project Cost	\$320,000
Amount of FTA (Federal) Grant Funding Needed	\$160,000

Application Instructions

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8 OPERATING BUDGET (ATTACH SEPERATELY)	OPERATING PROJECTS & MOBILITY MANAGEMENT APPLICANTS ONLY
9 ADDITIONAL INFORMATION NEEDED	ALL APPLICANTS

SECTION 1 – OVERVIEW OF AGENCY (ALL APPLICANTS)

Please provide a ***brief*** overview of the proposing agency, a description of services provided, who is eligible for services, and service area. This is to provide a general picture of the overall proposing agency, its mission, and the services it provides. Project specific information will be included in the next section.

Answer:

Since 1967, serving the 560+ square miles of the county, the Blount County Community Action Agency (BCCAA) is a private, nonprofit that has a mission of providing resources and services that alleviate or eliminate poverty cycles and foster increased abilities of self-reliance for residents who find themselves in temporary or longer-term situations of need. Blount County Community Action Agency operates three departments that house ten programs with 30+ services.

- 1.) Community Services Programs: Energy/Water utilities assistance, Food/Commodities distribution, Dental Care Program, Gardening Program and Employment supports
- 2.) Community Nutrition Programs: Smoky Mtn Meals on Wheels Program, Animeals on Wheels Program and community food pantry supports
- 3.) Office on Aging: SMiles (Senior Miles) door-through-door assisted transportation, Benefits Enrollment Center for the Medicare beneficiaries, SAFER Homes Program that provides mobility supports in building ramps for seniors and disabled residents. Referrals are received for OOA services and information from medical providers, financial institutions, law enforcement, government agencies, as well as seniors and their families.

SECTION 2 – PROJECT DESCRIPTION (ALL APPLICANTS)

Please provide a detailed description of the proposed project. Please include:

- A description of the type of project: operation of a service, mobility management activities, acquisition of vehicle(s), or other type of project(s).
- Outline who would be eligible for the proposed project.
- Describe the geographic service area, specific to this project.
- Provide the estimated number of people the project will serve annually.
- Provide the estimated number of one way trips that will be provided annually.

Please Note: if you are asking for funding for multiple vehicles, be sure you state the number of vehicles needed and be sure the estimated number of people/trips served/provided annually is a **per vehicle total**.

- State the term of project (if operating services or mobility management activities). You can use general time periods such as: six months, one year, two years, etc.

Please Note: There is no need to provide cost(s), a budget, or funding information in this section as these items will be addressed later in application.

Answer:

The SMiles Program is requesting funds for operation of an existing service, a door-through-door assisted transportation program for those 60+ in age serving residents of Blount County, (TN) who lack the ability to transport themselves to their required or requested trips within the County. Our rider members are ambulatory seniors who have significant to moderate mobility capacities, such as only needing a cane, walker or rollators. SMiles is not able to transport members who are wheelchair bound.

Trips are provided by well-screened, trained, community volunteers, driving their personal vehicles. The service area includes all urban, rural, city and Smoky Mountain foothills areas of Blount County. Approximately 21% of Blount County is populated by those 65+ of age and older. Of those 21%, 25% live alone, 8% live below the poverty guideline and 5% have no means of transportation (2019 State of Aging, Blount County).

The two-year (requested funded) project is estimated to serve 300 people with a total of 13,000+ trips, utilizing 143 unique volunteers during the grant period.

SECTION 3 – PROJECT NEED (ALL APPLICANTS)

Please describe/indicate the following:

- How will this project improve the quality of transportation services for seniors and/or individuals with disabilities? Give examples.
- Reference the stated need or goal this project meets as outlined in the Human Services Transportation Coordination Plan (HSTCP) [Required, see HSTCP on TPO website].
Please Note: If you cannot find an exact need or goal that fits the proposed project in the HSTCP, then discuss how the project is in-keeping with the types of needs and goals identified in the HSTCP.
- How does the proposed project align with the overarching mission of your organization?
- List any innovative approaches that will be employed for this project.
- If you have received Section 5310 funding from the TPO before and this is a continuation or a similar project, discuss the success of the past project and tell why you need additional funding. If you have received Section 5310 funding for a vehicle(s) before and are asking for more, discuss the need for an additional vehicle(s) and how the previously funded vehicle(s) is/are currently being utilized.

Answer:

SMiles improves the availability and quality of transportation services for seniors and/or individuals with disabilities for the following reasons:

- Available for any essential trip within Blount County to over 700 destinations Monday – Friday between 8 a.m. and 4 p.m. This availability relieves some of the pressure on caregivers who are employed during those hours.
- Acceptable to the riders so the service is preferred over public transportation (taxi/bus) and utilized. Personal vehicles make the rides comfortable, and the screening, training and supervision of the volunteer drivers make the rides safe for SMiles members.
- Accessible to the majority of non-driving seniors in need of assisted transportation to remain independent, SMiles is door-through-door and uses personal vehicles that provide ease of entrance and exit.
- Adaptable to a variety of needs, riders can have extensive assistance during a ride or no assistance. Pets can be transported, along with walkers, rollators and portable oxygen. Most trips can include two destinations.
- Affordable transportation is key to helping older non-driving adults remain independent. The SMiles drivers make the program affordable, not only for the riders but also for the community. Without having the overhead of a fleet of agency vehicles, no ownership, maintained, and/or insurance costs are needed. The significant volunteer engagement of the SMiles program enables the program to operate at a fraction of the cost of most fleet/transportation services.

SMiles meets several of the stated needs or goals as outlined in the HSTC Plan:

- 1.) No duplication of services: Offers a coordinated service that is designed to supplement existing services; provides additional transit services; and increases the variety of services by using different sized vehicles
- 2.) Aging in Place: The proposed project aligns perfectly with the overarching mission of Blount County Community Action Agency and the Office on Aging. Keeping older residents in their homes and independent are key features of the work done at the agency, along with maintaining a decent quality of life for the elderly.
- 3.) Volunteer Engagement: The primary innovation used by SMiles, in addition to using volunteers driving their personal vehicles, is the software which makes it all work. Assisted Rides is web-based and allows drivers to log on, see all of the rides scheduled for 7+ days in advance, and sign themselves up for the trips that they can complete.

SMiles has previously received Section 5310 funding from the TPO and this is respectfully requesting continuing support. The community need is significant with frequent waitlists that are aggressively addressed by increased staff outreach to increase volunteer drivers. The program has grown considerably since the previous TPO funding was received, and expenses for operating costs has increased. Regional funding will aid with both program operations and assure funding sustainability.

Section 3 – Project Need Response

SMiles improves the availability and quality of transportation services for seniors and/or individuals with disabilities for the following reasons:

- Available for any essential trip within Blount County to over 700 destinations Monday – Friday between 8 a.m. and 4 p.m. This availability relieves some of the pressure on caregivers who are employed during those hours.
- Acceptable to the riders so the service is preferred over public transportation (taxi/bus) and utilized. Personal vehicles make the rides comfortable, and the screening, training and supervision of the volunteer drivers make the rides safe for SMiles members.
- Accessible to the majority of non-driving seniors in need of assisted transportation to remain independent, SMiles is door-through-door and uses personal vehicles that provide ease of entrance and exit.
- Adaptable to a variety of needs, riders can have extensive assistance during a ride or no assistance. Pets can be transported, along with walkers, rollators and portable oxygen. Most trips can include two destinations.
- Affordable transportation is key to helping older non-driving adults remain independent. The SMiles drivers make the program affordable, not only for the riders but also for the community. Without having the overhead of a fleet of agency vehicles, no ownership, maintained, and/or insurance costs are needed. The significant volunteer engagement of the SMiles program enables the program to operate at a fraction of the cost of most fleet/transportation services.

SMiles meets several of the stated needs or goals as outlined in the HSTC Plan:

- 1.) No duplication of services: Offers a coordinated service that is designed to supplement existing services; provides additional transit services; and increases the variety of services by using different sized vehicles
- 2.) Aging in Place: The proposed project aligns perfectly with the overarching mission of Blount County Community Action Agency and the Office on Aging. Keeping older residents in their homes and independent are key features of the work done at the agency, along with maintaining a decent quality of life for the elderly.
- 3.) Volunteer Engagement: The primary innovation used by SMiles, in addition to using volunteers driving their personal vehicles, is the software which makes it all work. Assisted Rides is web-based and allows drivers to log on, see all of the rides scheduled for 7+ days in advance, and sign themselves up for the trips that they can complete.

SMiles has previously received Section 5310 funding from the TPO and this is respectfully requesting continuing support. The community need is significant with frequent waitlists that are aggressively addressed by increased staff outreach to increase volunteer drivers. The program has grown considerably since the previous TPO funding was received, and expenses for operating costs has increased. Regional funding will aid with both program operations and assure funding sustainability.

SECTION 4 – SPECIFIC PERFORMANCE & EVALUATION (ALL APPLICANTS)

Please describe/indicate the following:

- Outline any specific goals/outcomes you have for the proposed project. Goals/outcomes should be measurable.
- Describe how you plan on monitoring and evaluating the progress in meeting the stated goals/outcomes, including any performance measures.
- If you have received 5310 funding from the TPO before and this is a continuation or a similar project (including the purchase of vehicles), discuss how you evaluated the past success of the project (vehicles).

Answer:

Goal 1: The number of active SMiles volunteer drivers will grow by a total of 5% during this funding cycle.

Note: A number of volunteers have returned to driving post the pandemic. It is hoped that our current roster of 130 drivers will gradually continue to return to driving as the demand has increased. The pandemic dramatically impacted SMiles' volunteer driver pool, especially the drivers who were in the age group of highest risk. The current active driver pool is 116.

As an innovative step to re-engage drivers, CARES funds, enabled services that were able to be given that did not require a rider and driver to be in close parameters. SMiles2 services provided groceries to extremely low-income homebound seniors, with Assisted Rides software coordinating the deliveries by SMiles drivers. This gradual re-engagement of volunteers worked well and should continue as more vaccinations occur. The SMiles Program was also deemed by the State as a priority one vaccination category, due to the ability for the service to transport seniors to vaccine sites. Approximately 50 drivers received their COVID shot in this priority one timeframe and transported seniors to the drive-through vaccine stations.

SERVICE NUMBERS INCLUDE: 2023-2024: 146 2024-2025: 155

Goal 2: The number of SMiles trips will increase by 7.5% over Year One.

The current 2022-23 actual trips to date are: 2,552 rides which equates to 5,500 trips

SERVICE NUMBERS INCLUDE: 2023-2024: 6,500 trips 2024-2025: 6,705 trips

Monitoring and evaluating progress toward these goals will be facilitated by the reporting capabilities of the Assisted Rides software that is used for all of SMiles activities, along with rider and driver surveys.

Our program goals reflect the fact that it is the number of available volunteer drivers that allows services to expand, so this the resource that dictates the capacity of the program. Due to collaboration with the Knoxville-Knox County CAC, a full-time volunteer recruiter is housed at the SMiles office in Blount County. This has proven to greatly improve the ability to recruit, screen and train new drivers.

Past success of SMiles has been evaluated through the same methods as proposed here, in addition to an online survey for volunteers and a phone survey for riders. Participants have overwhelmingly provided positive feedback during surveys.

Here are some volunteer comments:

* I have heard so many stories that are inspiring and impactful from people (Riders) I would not have otherwise ever met. * I am able to volunteer frequently as the flexibility allows for me to sign up for rides that align with my daily/weekly schedule. * It has impacted me a lot, I have made so many connections to people and have been able to help in new ways. There are about 5 ladies I've met through this program who really need help in life that I've been able to connect with and grow into friendships with them. * It has been an amazing resource for so many people and I love getting to see those impacts firsthand. I don't live in Maryville anymore, but every time I come to visit my mom, I always do a few SMiles drives while I am there because I love it so much.

Comments from the SMiles riders include: * I don't know what I would do without SMiles. * Every community

Section 4 – Specific Performance & Evaluation

Goal 1: The number of active SMiles volunteer drivers will grow by a total of 5% during this funding cycle.

Note: A number of volunteers have returned to driving post the pandemic. It is hoped that our current roster of 130 drivers will gradually continue to return to driving as the demand has increased. The pandemic dramatically impacted SMiles' volunteer driver pool, especially the drivers who were in the age group of highest risk. The current active driver pool is 116.

As an innovative step to re-engage drivers, CARES funds, enabled services that were able to be given that did not require a rider and driver to be in close parameters. SMiles2 services provided groceries to extremely low-income homebound seniors, with Assisted Rides software coordinating the deliveries by SMiles drivers. This gradual re-engagement of volunteers worked well and should continue as more vaccinations occur. The SMiles Program was also deemed by the State as a priority one vaccination category, due to the ability for the service to transport seniors to vaccine sites. Approximately 50 drivers received their COVID shot in this priority one timeframe and transported seniors to the drive-through vaccine stations.

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Comments from the SMiles riders include: *I don't know what I would do without SMiles. *Every community should have a SMiles program. *My driver is my best friend.

SECTION 5 – IMPLEMENTATION (CAPITAL/VEHICLE PURCHASE APPLICANTS ONLY)

Please describe/indicate the following:

- What type of vehicle(s) are you seeking to purchase [Select from Vehicle List link on TPO website]?

Please Note: Do not worry about funding or cost(s) in this section, budget information will be addressed in a later section.

Please Note: Vehicle procurement is drastically different this round. Please read the procurement section in the Instructions carefully [on TPO website].

- Explain why you need this type of vehicle(s). Describe the type of services the vehicle(s) will be used to provide.
- How many vehicles are you seeking to purchase? If you are seeking multiple vehicles explain why they are needed.
- If you are seeking a non-accessible vehicle please explain how you can accommodate persons requiring accessible vehicles (if-and-when needed). Also, please fill out the Non-Accessible Vehicle Request Form [on TPO website]. Remember cost(s) will be shown in a later section.
- Is the vehicle(s) for replacement or expansion?
Please Note: if this is a replacement you **must** provide information on the vehicle(s) being replaced, including year, model, make, and VIN number. If you have been awarded funding for replacement vehicle(s) before, either through the TPO or the Tennessee Department of Transportation, the replacement vehicle can only be listed once in any FTA grant.
- How will your agency guarantee that the vehicle(s) purchased will continued to be used for this specific project?
- Describe your agency's ability to be sure the vehicle(s) are properly maintained.
- Describe your agency's ability to meet deadlines for submitting required quarterly reports (this includes invoices (if applicable), reports, ridership or usage data reports).
- Who will be managing the purchasing/procurement/grant management part of the project (give **brief** bio)?
- **DO NOT** include mobility management activities type projects in this capital section. Mobility management activity projects should be listed in the operating sections of this application.

Answer:

This section is only for applicants who are seeking funding for vehicles.

This is an operating funding Application Only.

Answer Continued:

Capital Only answer
No Response needed in this portion

SECTION 6 – IMPLEMENTATION (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Please describe the following:

- A work plan delineating the tasks (or milestones) to be conducted and a timeline for completing those tasks (use generic months, i.e. Month 1, Month 2).
Please Note: Do not worry about cost(s) or funding at this question, budget information will be addressed later in the application.
- Describe any external outreach efforts to promote awareness of the proposed project. If the project is strictly for your agency's clients, describe how the program will be promoted internally. If the project is open to the public, describe how you will notify potential users.
- If funding is being used for mobility management activities, describe how your management functions will work with regards to outside and/or internal clients (to your organization).
- If any coordination can occur with other social service agencies or public transit agencies, describe how this might happen.
- Is this project new or does it supplement an existing program/service?
- Who will be managing the project (give **brief** bio stating experience)?
- Provide a staffing plan listing who will perform each task, include a **brief** bio for each person. Estimate what **percent** of each staff (listed) time will be charged to project budget.
- If you are apply for both operating and mobility management funding, be sure you show that you have a clear understanding of the types of activities that are eligible for mobility management funding. Also, be sure the two different types of work activities (Operating, Mobility Management) are clearly broken-out (or hours allocated) in the proposed work plan.

Answer:

WORK PLAN

Step 1: Continue building community awareness and support through outreach activities.

Step 2: Continue volunteer recruitment activities throughout Blount County.

Step 3: Continue providing opportunities for the community to financially support the program.

PROJECT MANAGEMENT:

SMiles has staff dedicated to various program functions. The day-to-day operations and outreach are the responsibility of the SMiles Manager (Linda Crawford), who has successfully performed her duties since September, 2015. Hired in 2022, a SMiles Specialist (Lindsay Reneau) supports the Manager in the day-to-day implementation needs of the program working with both the member riders and the volunteer drivers. The volunteer recruitment and outreach efforts are the primary responsibility of the SMiles RSVP Volunteer Coordinator (Mary Mixon) who is paid through a Knoxville-Knox County CAC grant and works in Blount County. A tenured social service professional, the Office on Aging Director, Teresa O'Mary, leads the SMiles team and does much of the program's marketing and fundraising.

Allocation of staff time to project budget:

Linda Crawford, SMiles Manager (30 hrs/wk)	100%
Lindsay Reneau, SMiles Specialist (37.5 hrs/wk)	100%
Teresa O'Mary, Office on Aging Director (7.5 hrs/wk)	20%
Mary Mixon, RSVP Volunteer Recruitment (24 hrs/wk)	75%

SMiles was developed by the Blount County Office on Aging Director, Joani Shaver, and a team of volunteers in 2012-13 to meet the need for senior friendly transportation within Blount County. The program

Section 6 – Implementation (Operating & Mobility Management Projects)

WORK PLAN

Step 1: Continue building community awareness and support through outreach activities.

Step 2: Continue volunteer recruitment activities throughout Blount County.

Step 3: Continue providing opportunities for the community to financially support the program.

PROJECT MANAGEMENT:

SMiles has staff dedicated to various program functions. The day-to-day operations and outreach are the responsibility of the SMiles Manager (Linda Crawford), who has successfully performed her duties since September, 2015. Hired in 2022, a SMiles Specialist (Lindsay Reneau) supports the Manager in the day-to-day implementation needs of the program working with both the member riders and the volunteer drivers. The volunteer recruitment and outreach efforts are the primary responsibility of the SMiles RSVP Volunteer Coordinator (Mary Mixon) who is paid through a Knoxville-Knox County CAC grant and works in Blount County. A tenured social service professional, the Office on Aging Director, Teresa O'Mary, leads the SMiles team and does much of the program's marketing and fundraising.

Allocation of staff time to project budget:

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Mary Mixon, RSVP Volunteer Recruitment (24 hrs/wk)	75%

SMiles was developed by the Blount County Office on Aging Director, Joani Shaver, and a team of volunteers, in 2012-13, to meet the need for senior-friendly transportation within Blount County. The program has operated successfully since it was piloted in mid-August, 2013.

SECTION 7 – VEHICLE BUDGET (CAPITAL/VEHICLE APPLICANTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. An example budget is provided [on TPO website]. Be sure to include:

- Please review the vehicle procurement section of the **Instructions** before proceeding with this application. Vehicle procurement is different than previous rounds.
- From the Vehicle List [on TPO website] select the vehicle you want. On the budget sheet, list the name or type of vehicle and provide a line item titled – Vehicle Cost (show cost).
- If you list more than one vehicle, multiply the Vehicle Cost by the number of vehicles you are proposing to purchase and put that amount in a – Total Cost – line item.
- If you are selecting more than one type of vehicle, repeat the steps above for each vehicle type. Be sure to keep each vehicle type separate from any other vehicle type you have selected. You may want to differentiate the vehicles in the budget sheet by labeling them Vehicle(s) Type #1 and Vehicle(s) Type #2, etc. And, be sure each type of vehicle's Total Cost is listed separately on the budget sheet (so the reviewer can easily identify that there are more than one type of vehicle being selected). Then, sum up the Total Cost(s) associated with each vehicle into one – Total Project Cost – line item.
- Break out the Total Project Cost by federal (80%) and local match (20%) dollars.
- If you are proposing another type of capital project besides the purchase of a vehicle(s), outline project details with line item costs. Break out the Total Project Cost by federal (80%) and local match (20%) dollars. Be sure, at the end, there is this final breakdown that clearly shows federal funding needed and the required local match funding needed.
- Attach a letter that (1) certifies matching funding is available and (2) commits the agency to providing the entire purchase amount up front (grant funds portion will be reimbursed). Please be sure the letter includes the amount of and source(s) for the local the match. If you cannot pay for the entire purchase up front please contact the TPO to explore if there are other funding options. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided [on TPO website].
- Due to the procurement of vehicles being difficult, the TPO reserves the right not to award any grant funds for vehicles this round (please see the **Instructions**).
- **DO NOT** include any mobility management costs in this section. Mobility management costs should be included in the operating budget section of the application.

SECTION 8 – OPERATING BUDGET (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. Be sure to include:

- A budget with separate line items for labor cost(s), fringe-benefit cost(s), other direct cost(s), indirect cost(s), and travel cost(s), etc. (if applicable).
- Cost allocation Plan (if applicable).
- If you are applying an Indirect Cost Rate, has it been approved by an official cognizant agency?
- If you are utilizing funding for **operations**, break out the Operations Total Cost line item by federal (50%) and local match (50%) dollars.
- If you are utilizing funding for **mobility management activities**, break out the Mobility Management Total Cost line item by federal (80%) and local match (20%).
- If the project utilizes both operating funding and mobility management activities funding, add the two totals together for a – Project Total Cost line item.
- As operations and mobility management activities are reimbursed at different federal rates, it is extremely important that the budget (charges and invoicing) clearly defines each eligible work item/task and associated cost(s) and reflects those in the correct budget line item (Operations or Mobility Management).
- Be sure, at the end of the budget sheet, there is a final statement that clearly shows federal funding needed and the required local match funding needed. If you have any questions on matching funds eligibility, please see the FTA Section 5310 Circular **[on TPO website]** or call the TPO staff.
- A letter that (1) certifies matching funding is available and (2) states the agency can provide the services up front, being reimbursed upon submission and processing of quarterly invoices per the contract. Please be sure the letter includes the amount of and source(s) for the local the match. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided **[on TPO website]**.

SECTION 9 – ADDITIONAL INFORMATION TO BE SUBMITTED (ALL APPLICANTS)

The TPO reserves the right to request additional information about each applicant's proposal or to allow a brief presentation on the proposal. Please be sure you submit the following information.

Please Note: If you have received funding from the TPO before these documents may already be on file. Please check with the TPO staff to see which items you may need to update.

- Certification/letter stating agency's status as a private nonprofit organization, a human resource agency, or an eligible local government (public transit agency)
- Most recent agency audit (must be within 3 years)
- Letter (from Cognizant Agency) approving Indirect Cost Rate (only required from those using an Indirect Cost Rate in operating or mobility management activities projects)
- List of members of the governing body (Board) and contact information (if not in the audit)
- Policy and Procedures, Employee Handbook, excerpts of separate documents that demonstrate compliance with the following federal requirements:
 - Title VI - Civil Rights policies/practices, Written Complaint Process
 - Equal Employment Opportunity (EEO) Program or policies/practices
 - Americans with Disabilities Program or policies/practices
 - Drug Free Workplace and Drug and Alcohol Testing Program/policies
- Certification of equivalent services (only required from public transit providers)
- Safety and security plan/practices (only required from public transit providers)

Additional requirements for vehicles:

- Written Vehicle Maintenance Plan (VMP). The FTA requires a separate VMP. The VMP does not have to be overly complicated and long. It may simply reflect the manufacturer suggested maintenance schedule that comes with the vehicle. If this is the first vehicle, you may submit a VMP after you receive the manufacturer suggested maintenance schedule to use as a resource. But, a separate VMP must be submitted.
- Any written transportation policies
- Vehicle inventory of all vehicles (make, model, year, accessible vs. non-accessible)

Contact Information:

Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
865-215-3824
doug.burton@knoxtpo.org
knoxtpo.org

Please review the separate **Instructions** and all the other supporting documents that are linked with this application on the TPO website.

Blount County Community Action
FY 2023 Budget, Smiles Progra

	Smiles
Income	
4000 · Grant Revenue	48,000.00
4100 · Participant Revenue	20,000.00
4200 · Donations/Contributions	15,000.00
4300 · Fund Raising	18,215.62
4500 · Interest Earned	-
4600 · State Appropriations	-
4800 · Shelf Meals	-
Total Income	101,215.62
Expense	
5000 · Salaries and Wages	56,744.08
5010 · Benefits and Taxes	15,622.92
5030 · Professional Fees	300.00
5031 · Contract Services	600.00
5032 · Advertising Expenses	800.00
5033 · Energy Outreach	-
5034 · Energy Education	-
5035 · Agency Audit	600.00
5036 · Enrollments	-
5040 · Food Expense	-
5041 · Program Supplies	200.00
5048 · Shelf Meals	-
5050 · Office Supplies	300.00
5051 · Telephone/Internet	650.00
5052 · Postage/Shipping	300.00
5054 · Property Insurance	200.00
5055 · Utilities	1,800.00
5056 · Bldg & Grounds Maint	1,350.00
5057 · Equipment Exp	3,800.00
5058 · Printing	1,500.00
5060 · Dues, Licenses, Subs	-
5061 · Appreciation/Recognition	500.00
5062 · Fundraising Fees	400.00
5070 · Conf, Conv, Mtgs	150.00
5071 · Travel	(3,000.00)
5080 · Insurance-Liability, W/C	1,800.00
5090 · Client Benefits - Emer	-
5091 · Client Benefits - Reg	-
5093 · Client Benefits - Misc	-
5500 · Indirect Costs	16,598.62
Total Expense	101,215.62
Net Income	-
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Knoxville Regional Transportation Planning Organization
FTA-Section 5310
Enhanced Mobility for Seniors & Individuals with Disabilities
Grant Funding 2023

BLOUNT COUNTY COMMUNITY ACTION AGENCY

OFFICE ON AGING

OPERATIONS

SMiles PROGRAM BUDGET NARRATIVE REQUEST

The request for funding will support salary costs of the staff implementing the SMiles Program:

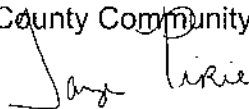
SALARY COSTS	Year One	Year Two
SMiles Manager	\$ 50,000	\$50,000
SMiles Specialist	\$30,000	\$30,000
TOTAL	\$80,000	\$80,000

SMiles PROGRAM BUDGET NARRATIVE MATCH

All matching funds are available, upfront upon submission of processing for quarterly invoices. All match funds are not secured via local funding match processes and requirements.

Categories	Year One	Year Two
Staff Benefits for Manager and Specialist	\$45,000	\$45,000
Program Operations/Outreach/Supplies	\$20,000	\$20,000
Volunteer Insurance Costs	\$5,000	\$5,000
Assisted Rides Database Services	\$1,000	\$1,000
Background Check costs	\$5,000	\$5,000
Program Cost Share Audit/Building Maintenance	\$5,000	\$5,000
TOTAL	\$81,000	\$81,000

Respectfully submitted,
Tammye Pirie, MPH
Executive Director, Blount County Community Action Agency



Community Options

**KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FTA – Section 5310
Enhanced Mobility for Seniors & Individuals with Disabilities
Grant Funding Application**

*would be a
new
grantee*

Introduction

This is an application to receive Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors & Persons with Disabilities funding. Applications that are incomplete or do not contain adequate supporting documentation will not be considered. This application is for both operating projects and capital projects (vehicles). However, only certain sections must be completed for each type of application. So, please read the application carefully.

Please refer to separate **Instructions** and the additional information linked on the TPO website. This additional information includes the vehicle list and prices, Human Services Transportation Coordination Plan, Program Management Plan, and the deadline for submitting applications. If you are applying for vehicles, please read the **Instructions** very carefully as the required method of procurement as significantly changed. Applicants are encouraged to contact the TPO staff if you have any questions.

AGENCY INFORMATION (ALL APPLICANTS)

Agency Name	Community Options, Inc.
Contact Person Name	Elyse Giaino
Title	Director of Grants
Phone Number	917-724-6644
E-mail	elyse.giaino@comop.org
Address	523 West Lamar Alexander Parkway Suite 2
City, State, Zip Code	Maryville, TN 37801
Website	https://www.comop.org/
Is the Agency A	<input type="radio"/> Local Government <input type="radio"/> Public Transit Operator <input checked="" type="radio"/> Private Non-Profit
Agency DUNS Number	80-602-8122
Project Type	<input checked="" type="radio"/> Capital <input type="radio"/> Operating
Total Project Cost	\$200,000
Amount of FTA (Federal) Grant Funding Needed	\$160,000

Application Instructions

The application contains nine sections. Please refer to the table to determine which sections must be completed. Some sections are required by all applicants, while others depend on whether you are applying for capital/vehicle funding or operating funding. If you are submitting both a capital/vehicle project and an operating project you must fill out separate applications. If you are asking for multiple vehicles, you only need to fill out one capital funding application. If you are seeking funding for mobility management activities, you will complete the operating sections of the application (even though FTA considers mobility management activities a capital expense). If you are applying for both operating and mobility management funding you need only to fill out one operating funding application.

SECTION #	WHICH SECTION TO COMPLETE
1 OVERVIEW OF AGENCY	ALL APPLICANTS
2 PROJECT DESCRIPTION	ALL APPLICANTS
3 PROJECT NEED	ALL APPLICANTS
4 SPECIFIC PERFORMANCE & EVALUATION	ALL APPLICANTS
5 IMPLEMENTATION OF CAPITAL PROJECTS	CAPITAL/VEHICLE APPLICANTS ONLY
6 IMPLEMENTATION OF OPERATING PROJECTS	OPERATING & MOBILITY MANAGEMENT APPLICANTS ONLY
7 VEHICLE BUDGET (ATTACH SEPERATELY)	CAPITAL/VEHICLE APPLICANTS ONLY
8 OPERATING BUDGET (ATTACH SEPERATELY)	OPERATING PROJECTS & MOBILITY MANAGEMENT APPLICANTS ONLY
9 ADDITIONAL INFORMATION NEEDED	ALL APPLICANTS

SECTION 1 – OVERVIEW OF AGENCY (ALL APPLICANTS)

Please provide a **brief** overview of the proposing agency, a description of services provided, who is eligible for services, and service area. This is to provide a general picture of the overall proposing agency, its mission, and the services it provides. Project specific information will be included in the next section.

Answer:

Community Options, Inc. was incorporated in 1989 with a mission is to develop housing and employment for persons with disabilities. Every year, we grow and develop to support people with intellectual and developmental disabilities including, but not limited to autism, cerebral palsy and downs syndrome. We impact this population by encouraging independence and goal setting through a variety of programs.

In our residential model, individuals are assisted with daily living activities like toileting, eating and bathing. Direct care staff assist individuals to participate in the community and understand their choices, develop interests, and reach goals for independence. Our employment programs support participants to develop career interests and job skills. When ready for employment, participants are placed and supported in integrated workplace opportunities. Our day program provides meaningful opportunities for people with disabilities to socialize, learn and volunteer in the community.

SECTION 2 – PROJECT DESCRIPTION (ALL APPLICANTS)

Please provide a detailed description of the proposed project. Please include:

- A description of the type of project: operation of a service, mobility management activities, acquisition of vehicle(s), or other type of project(s).
- Outline who would be eligible for the proposed project.
- Describe the geographic service area, specific to this project.
- Provide the estimated number of people the project will serve annually.
- Provide the estimated number of one way trips that will be provided annually.

Please Note: if you are asking for funding for multiple vehicles, be sure you state the number of vehicles needed and be sure the estimated number of people/trips served/provided annually is a **per vehicle total**.

- State the term of project (if operating services or mobility management activities). You can use general time periods such as: six months, one year, two years, etc.

Please Note: There is no need to provide cost(s), a budget, or funding information in this section as these items will be addressed later in application.

Answer:

Community Options, Inc. requests three SUVs to primarily support 9 residents with disabilities living in three Community Options' homes, however the vans will be redeployed to other residences as needed to support 17 individuals with disabilities overall. An additional vehicle will support 13 people with supported employment. The vans will transport residents to and from community outings, doctor appointments, work and recreational activities in Maryville and the Greater Knoxville region. Our project will expand on our organization's existing transportation program and alleviate approximately 20 DSPs of providing personal transportation. The grant will fill gaps in existing transportation infrastructure, resulting in improved quality of life and increased opportunity for people with disabilities.

Community Options currently provides transportation every day of the week for people with disabilities living in Greater Knoxville. This equates to 1,456 trips per year, per vehicle or 5,824 one-way trips annually for the four vehicles we seek to acquire.

4 vehicles total

SECTION 3 – PROJECT NEED (ALL APPLICANTS)

Please describe/indicate the following:

- How will this project improve the quality of transportation services for seniors and/or individuals with disabilities? Give examples.
- Reference the stated need or goal this project meets as outlined in the Human Services Transportation Coordination Plan (HSTCP) [Required, see HSTCP on TPO website].
Please Note: If you cannot find an exact need or goal that fits the proposed project in the HSTCP, then discuss how the project is in-keeping with the types of needs and goals identified in the HSTCP.
- How does the proposed project align with the overarching mission of your organization?
- List any innovative approaches that will be employed for this project.
- If you have received Section 5310 funding from the TPO before and this is a continuation or a similar project, discuss the success of the past project and tell why you need additional funding. If you have received Section 5310 funding for a vehicle(s) before and are asking for more, discuss the need for an additional vehicle(s) and how the previously funded vehicle(s) is/are currently being utilized.

Answer:

The proposed project will enhance existing transportation services for people with disabilities. Though the Americans with Disabilities Act of 1990 gave people with disabilities increased access to transportation, accessibility remains a significant barrier nearly 33 years later. While transportation options exist, there are still gaps in service in areas like the Greater Knoxville region, where Community Options maintains a significant presence. According to the most recently developed HSTCP (2020), a lack of transit options and coordination of services remain top barriers to transportation. Respondents from the Knoxville-Knox County Needs Assessment also indicated that limited services, including scheduling, hours and options make transit challenging. Though public transportation options like ETHRA exist, transit services are reported as unreliable by Community Options' staff. Additionally, there is no public transportation system where our residents live in Maryville. Without the ability to drive themselves, finding reliable transportation remains a costly expense otherwise. Individuals living in this region rely heavily on our organization for these reasons.

Thankfully, Community Options has the experience and expertise to provide customized transportation supports at no additional charge to residents. Acquiring four vans will enhance our ability to provide inexpensive and accommodating access to transportation. This initiative will further our mission by making it possible for residents to consistently attend employment, volunteer opportunities and community activities. □

SECTION 4 – SPECIFIC PERFORMANCE & EVALUATION (ALL APPLICANTS)

Please describe/indicate the following:

- Outline any specific goals/outcomes you have for the proposed project. Goals/outcomes should be measurable.
- Describe how you plan on monitoring and evaluating the progress in meeting the stated goals/outcomes, including any performance measures.
- If you have received 5310 funding from the TPO before and this is a continuation or a similar project (including the purchase of vehicles), discuss how you evaluated the past success of the project (vehicles).

Answer:

The overarching goal of our project is to increase retention among DSP staff, improve quality of life for residents with disabilities, improve workplace satisfaction for DSPs and increase cost savings for Community Options. Instead of utilizing personal vehicles, 20 DSPs will have access to use the acquired vans to transport residents to and from required destinations. We anticipate the following outcomes upon implementation of our project:

-80% of individuals with disabilities will report greater ease and reduced stress getting to and from community outings, medical appointments, and recreational activities

-100% of DSPs will report higher levels of workplace satisfaction.□

We utilize pre and post program surveys to evaluate the efficacy of our project.

□

SECTION 5 – IMPLEMENTATION (CAPITAL/VEHICLE PURCHASE APPLICANTS ONLY)

Please describe/indicate the following:

- What type of vehicle(s) are you seeking to purchase [Select from Vehicle List link on TPO website]?

Please Note: Do not worry about funding or cost(s) in this section, budget information will be addressed in a later section.

Please Note: Vehicle procurement is drastically different this round. Please read the procurement section in the *Instructions* carefully [on TPO website].

- Explain why you need this type of vehicle(s). Describe the type of services the vehicle(s) will be used to provide.
- How many vehicles are you seeking to purchase? If you are seeking multiple vehicles explain why they are needed.
- If you are seeking a non-accessible vehicle please explain how you can accommodate persons requiring accessible vehicles (if-and-when needed). Also, please fill out the Non-Accessible Vehicle Request Form [on TPO website]. Remember cost(s) will be shown in a later section.
- Is the vehicle(s) for replacement or expansion?

Please Note: if this is a replacement you must provide information on the vehicle(s) being replaced, including year, model, make, and VIN number. If you have been awarded funding for replacement vehicle(s) before, either through the TPO or the Tennessee Department of Transportation, the replacement vehicle can only be listed once in any FTA grant.

- How will your agency guarantee that the vehicle(s) purchased will continued to be used for this specific project?
- Describe your agency's ability to be sure the vehicle(s) are properly maintained.
- Describe your agency's ability to meet deadlines for submitting required quarterly reports (this includes invoices (if applicable), reports, ridership or usage data reports).
- Who will be managing the purchasing/procurement/grant management part of the project (give brief bio)?
- **DO NOT** include mobility management activities type projects in this capital section. Mobility management activity projects should be listed in the operating sections of this application.

Answer:

Community Options seeks to acquire three SUVs to transport Maryville and Knoxville residents with disabilities to and from community outings, grocery shopping and medical appointments. An additional SUV will support the transit needs of supported employment participants. Though Community Options currently owns one Subaru, the majority of direct care staff must utilize personal vehicles to provide transportation for the people they support. Our proposed project will expand our current transportation program and alleviate staff of providing personal transportation.

Thankfully, Community Options has the experience and expertise to provide customized transportation supports at no additional charge to residents. Individuals living in this region do not have the ability to drive themselves and finding reliable transportation is costly. We reimbursed direct care staff more than \$11,000 for mileage last year. Upon acquiring additional vehicles, we will be able to transport individuals more comfortably and reinvest cost savings back into Community Options' residences to improve quality of life

Answer Continued:

for the residents we support. We have one individual who sometimes utilizes a wheelchair, but can be transferred to non-accessible vehicles. If needed, we would lease an accessible vehicle to meet the needs of any individual who needs it.

We have 33 years of experience providing customized transportation supports and fleet management. We maintain a contract with Enterprise to manage more than 760 vehicles nationwide. We were recently awarded vehicles by the Tennessee Department of Transportation, Nashville MTA, and the Central New York Community Foundation. Community Options has the organizational infrastructure and capacity to comply with reporting requirements. Community Options has a six-person national human resources team that is augmented by local recruitment coordinators in each region.

Our Associate Executive Director based in Maryville will be responsible for purchasing the vehicle. She began employment with Community Options in August 2021 and has 18 years of industry experience. She will also be responsible for maintaining records associated with vehicle checks, maintenance inspections and repairs. When due for service, staff bring vehicles to an Enterprise approved facility with maintenance cards. On a monthly basis, vehicle safety checks/ maintenance reports are completed to inspect the interior and exterior of vehicles. Prior to driving, daily checks are also record by drivers (DSPs). All vehicles are assigned a gas card, which are restricted only to the vehicle it is intended for. Logs are kept to ensure who is using the care, while receipt are held at the local Maryville office. There, all vehicle documents are safely secured.

Non-Accessible Vehicle Request Form

Statement of Equivalent Service

For Grant Application

Knoxville Urban Area FTA – Section 5310 Funding

_____ Community Options, Inc. _____ (name of agency) certifies that transportation services offered can include individuals who use wheelchairs. Transportation offered to persons in wheelchairs will be equivalent with respect to response time, service time, and trip purpose to other transportation services provided. While agencies applying for funds are not required to purchase accessible vehicles, they must be able to provide an equivalent service. While there are several ways to provide equivalent service, the best way is to have an accessible vehicle in the fleet. Agencies seeking non-accessible vehicles, beyond signing this certification, should provide a statement* on how they plan on meeting this equivalent service standard and include a list of any accessible vehicles currently in their fleet.

Robert Stacks
Name of Authorized Official

President/CEO
Title

[Signature]
Signature

4/21/23
Date

*Be sure to attach statement on how equivalent services will be provided.

Non-Accessible Vehicle Statement

We have one individual who sometimes utilizes a wheelchair, but can be transferred to non-accessible vehicles. If needed, we would lease an accessible vehicle to meet the needs of any individual who needs it.

SECTION 6 – IMPLEMENTATION (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Please describe the following:

- A work plan delineating the tasks (or milestones) to be conducted and a timeline for completing those tasks (use generic months, i.e. Month 1, Month 2).
Please Note: Do not worry about cost(s) or funding at this question, budget information will be addressed later in the application.
- Describe any external outreach efforts to promote awareness of the proposed project. If the project is strictly for your agency's clients, describe how the program will be promoted internally. If the project is open to the public, describe how you will notify potential users.
- If funding is being used for mobility management activities, describe how your management functions will work with regards to outside and/or internal clients (to your organization).
- If any coordination can occur with other social service agencies or public transit agencies, describe how this might happen.
- Is this project new or does it supplement an existing program/service?
- Who will be managing the project (give **brief** bio stating experience)?
- Provide a staffing plan listing who will perform each task, include a **brief** bio for each person. Estimate what **percent** of each staff (listed) time will be charged to project budget.
- If you are apply for both operating and mobility management funding, be sure you show that you have a clear understanding of the types of activities that are eligible for mobility management funding. Also, be sure the two different types of work activities (Operating, Mobility Management) are clearly broken-out (or hours allocated) in the proposed work plan.

Answer: _____

Not applicable.

SECTION 7 – VEHICLE BUDGET (CAPITAL/VEHICLE APPLICANTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. An example budget is provided [on TPO website]. Be sure to include:

- Please review the vehicle procurement section of the **Instructions** before proceeding with this application. Vehicle procurement is different than previous rounds.
- From the Vehicle List [on TPO website] select the vehicle you want. On the budget sheet, list the name or type of vehicle and provide a line item titled – Vehicle Cost (show cost).
- If you list more than one vehicle, multiply the Vehicle Cost by the number of vehicles you are proposing to purchase and put that amount in a – Total Cost – line item.
- If you are selecting more than one type of vehicle, repeat the steps above for each vehicle type. Be sure to keep each vehicle type separate from any other vehicle type you have selected. You may want to differentiate the vehicles in the budget sheet by labeling them Vehicle(s) Type #1 and Vehicle(s) Type #2, etc. And, be sure each type of vehicle's Total Cost is listed separately on the budget sheet (so the reviewer can easily identify that there are more than one type of vehicle being selected). Then, sum up the Total Cost(s) associated with each vehicle into one – Total Project Cost – line item.
- Break out the Total Project Cost by federal (80%) and local match (20%) dollars.
- If you are proposing another type of capital project besides the purchase of a vehicle(s), outline project details with line item costs. Break out the Total Project Cost by federal (80%) and local match (20%) dollars. Be sure, at the end, there is this final breakdown that clearly shows federal funding needed and the required local match funding needed.
- Attach a letter that (1) certifies matching funding is available and (2) commits the agency to providing the entire purchase amount up front (grant funds portion will be reimbursed). Please be sure the letter includes the amount of and source(s) for the local the match. If you cannot pay for the entire purchase up front please contact the TPO to explore if there are other funding options. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided [on TPO website].
- Due to the procurement of vehicles being difficult, the TPO reserves the right not to award any grant funds for vehicles this round (please see the **Instructions**).
- **DO NOT** include any mobility management costs in this section. Mobility management costs should be included in the operating budget section of the application.

SECTION 8 – OPERATING BUDGET (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. Be sure to include:

- A budget with separate line items for labor cost(s), fringe-benefit cost(s), other direct cost(s), indirect cost(s), and travel cost(s), etc. (if applicable).
- Cost allocation Plan (if applicable).
- If you are applying an Indirect Cost Rate, has it been approved by an official cognizant agency?
- If you are utilizing funding for **operations**, break out the Operations Total Cost line item by federal (50%) and local match (50%) dollars.
- If you are utilizing funding for **mobility management activities**, break out the Mobility Management Total Cost line item by federal (80%) and local match (20%).
- If the project utilizes both operating funding and mobility management activities funding, add the two totals together for a – Project Total Cost line item.
- As operations and mobility management activities are reimbursed at different federal rates, it is extremely important that the budget (charges and invoicing) clearly defines each eligible work item/task and associated cost(s) and reflects those in the correct budget line item (Operations or Mobility Management).
- Be sure, at the end of the budget sheet, there is a final statement that clearly shows federal funding needed and the required local match funding needed. If you have any questions on matching funds eligibility, please see the FTA Section 5310 Circular [on TPO website] or call the TPO staff.
- A letter that (1) certifies matching funding is available and (2) states the agency can provide the services up front, being reimbursed upon submission and processing of quarterly invoices per the contract. Please be sure the letter includes the amount of and source(s) for the local the match. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided [on TPO website].

SECTION 9 – ADDITIONAL INFORMATION TO BE SUBMITTED (ALL APPLICANTS)

The TPO reserves the right to request additional information about each applicant's proposal or to allow a brief presentation on the proposal. Please be sure you submit the following information.

Please Note: If you have received funding from the TPO before these documents may already be on file. Please check with the TPO staff to see which items you may need to update.

- Certification/letter stating agency's status as a private nonprofit organization, a human resource agency, or an eligible local government (public transit agency)
- Most recent agency audit (must be within 3 years)
- Letter (from Cognizant Agency) approving Indirect Cost Rate (only required from those using an Indirect Cost Rate in operating or mobility management activities projects)
- List of members of the governing body (Board) and contact information (if not in the audit)
- Policy and Procedures, Employee Handbook, excerpts of separate documents that demonstrate compliance with the following federal requirements:
 - Title VI - Civil Rights policies/practices, Written Complaint Process
 - Equal Employment Opportunity (EEO) Program or policies/practices
 - Americans with Disabilities Program or policies/practices
 - Drug Free Workplace and Drug and Alcohol Testing Program/policies
- Certification of equivalent services (only required from public transit providers)
- Safety and security plan/practices (only required from public transit providers)

Additional requirements for vehicles:

- Written Vehicle Maintenance Plan (VMP). The FTA requires a separate VMP. The VMP does not have to be overly complicated and long. It may simply reflect the manufacturer suggested maintenance schedule that comes with the vehicle. If this is the first vehicle, you may submit a VMP after you receive the manufacturer suggested maintenance schedule to use as a resource. But, a separate VMP must be submitted.
- Any written transportation policies
- Vehicle inventory of all vehicles (make, model, year, accessible vs. non-accessible)

Contact Information:

Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
865-215-3824
doug.burton@knoxtpo.org
knoxtpo.org

Please review the separate **Instructions** and all the other supporting documents that are linked with this application on the TPO website.

Community Options, Inc.
Section 5310 Vehicle budget

Vehicles	Vehicle Cost	Quantity	FTA Amount 80%	Agency Match 20%	Total Cost
SUV	\$50,000	4	\$160,000	\$40,000	\$200,000

Federal Share:	\$160,000
Local Match:	\$40,000
Total Project Cost:	\$200,000



Community Options, Inc.

Supporting People with Disabilities since 1989

16 Farber Road, Princeton, NJ 08540
Phone: 609.951.9900 Fax: 609.951.9112

David Sweeney
Chief Financial Officer

April 20, 2023

Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902

To Whom It May Concern:

This letter is a commitment from Community Options to contribute a 20% match of our total funding request from the Knoxville Regional Transportation Planning Organization and provide the entire purchase up front until reimbursed.

Community Options is a national nonprofit organization with an operating budget of over \$330,000,000. Our organization manages over 760 vehicles across eleven states in the United States. Community Options has extensive experience managing transportation projects and has the capacity to successfully carry out the proposed project as detailed in this proposal.

If you require any additional information, I can be reached at 609-951-9900, or David.Sweeney@comop.org.

Sincerely,

David Sweeney, MBA, CPA
Chief Financial Officer

Community Options, Inc.
Vehicle inventory 2023

VIN#	Year	Make	Model	Accessible/ non-accessible	Mileage
JF2SKAUC7LH606416	2020	Subaru	Forester	Non-accessible	54867

KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FTA – Section 5310
Enhanced Mobility for Seniors & Individuals with Disabilities
Grant Funding Application

Previous
grantee
in good
standing

Introduction

This is an application to receive Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors & Persons with Disabilities funding. Applications that are incomplete or do not contain adequate supporting documentation will not be considered. This application is for both operating projects and capital projects (vehicles). However, only certain sections must be completed for each type of application. So, please read the application carefully.

Please refer to separate **Instructions** and the additional information linked on the TPO website. This additional information includes the vehicle list and prices, Human Services Transportation Coordination Plan, Program Management Plan, and the deadline for submitting applications. If you are applying for vehicles, please read the **Instructions** very carefully as the required method of procurement as significantly changed. Applicants are encouraged to contact the TPO staff if you have any questions.

AGENCY INFORMATION (ALL APPLICANTS)

Agency Name	Emory Valley Center
Contact Person Name	Kevin Hicks
Title	Facilities Director
Phone Number	865-813-0556
E-mail	kevin.hicks@evcmail.org
Address	723 Emory Valley Rd.
City, State, Zip Code	Oak Ridge TN, 37830
Website	www.emoryvalleycenter.org
Is the Agency A	<input type="radio"/> Local Government <input type="radio"/> Public Transit Operator <input checked="" type="radio"/> Private Non-Profit
Agency DUNS Number	074912999
Project Type	<input checked="" type="radio"/> Capital <input type="radio"/> Operating
Total Project Cost	\$116,000
Amount of FTA (Federal) Grant Funding Needed	\$92,800

Application Instructions

The application contains nine sections. Please refer to the table to determine which sections must be completed. Some sections are required by all applicants, while others depend on whether you are applying for capital/vehicle funding or operating funding. If you are submitting both a capital/vehicle project and an operating project you must fill out separate applications. If you are asking for multiple vehicles, you only need to fill out one capital funding application. If you are seeking funding for mobility management activities, you will complete the operating sections of the application (even though FTA considers mobility management activities a capital expense). If you are applying for both operating and mobility management funding you need only to fill out one operating funding application.

SECTION #	WHICH SECTION TO COMPLETE
1 OVERVIEW OF AGENCY	ALL APPLICANTS
2 PROJECT DESCRIPTION	ALL APPLICANTS
3 PROJECT NEED	ALL APPLICANTS
4 SPECIFIC PERFORMANCE & EVALUATION	ALL APPLICANTS
5 IMPLEMENTATION OF CAPITAL PROJECTS	CAPITAL/VEHICLE APPLICANTS ONLY
6 IMPLEMENTATION OF OPERATING PROJECTS	OPERATING & MOBILITY MANAGEMENT APPLICANTS ONLY
7 VEHICLE BUDGET (ATTACH SEPERATELY)	CAPITAL/VEHICLE APPLICANTS ONLY
8 OPERATING BUDGET (ATTACH SEPERATELY)	OPERATING PROJECTS & MOBILITY MANAGEMENT APPLICANTS ONLY
9 ADDITIONAL INFORMATION NEEDED	ALL APPLICANTS

SECTION 1 – OVERVIEW OF AGENCY (ALL APPLICANTS)

Please provide a ***brief*** overview of the proposing agency, a description of services provided, who is eligible for services, and service area. This is to provide a general picture of the overall proposing agency, its mission, and the services it provides. Project specific information will be included in the next section.

Answer:

Emory Valley Center is a nonprofit agency providing services to children and adults with disabilities since 1955. The mission is to enhance the lives of children, adults and families in an environment that promotes independence, dignity, and respect. Emory Valley Center strives to maximize human abilities and the agency ' s values include an emphasis on compassion, inclusion, quality, value, and forward thinking.

Emory Valley Center provides a wide variety of services including Residential, Workforce Development, Community Participation, Personal Assistance, Transportation, Behavioral Health, Family Support, Early Intervention, Early Learning Center, and Representative and Payee services supporting approximately 1200 people monthly in 16 East Tennessee counties.

SECTION 2 – PROJECT DESCRIPTION (ALL APPLICANTS)

Please provide a detailed description of the proposed project. Please include:

- A description of the type of project: operation of a service, mobility management activities, acquisition of vehicle(s), or other type of project(s).
- Outline who would be eligible for the proposed project.
- Describe the geographic service area, specific to this project.
- Provide the estimated number of people the project will serve annually.
- Provide the estimated number of one way trips that will be provided annually.

Please Note: if you are asking for funding for multiple vehicles, be sure you state the number of vehicles needed and be sure the estimated number of people/trips served/provided annually is a **per vehicle total**.

- State the term of project (if operating services or mobility management activities). You can use general time periods such as: six months, one year, two years, etc.

Please Note: There is no need to provide cost(s), a budget, or funding information in this section as these items will be addressed later in application.

Answer:

Emory Valley Center provides a variety of services to people with disabilities many of whom are low-income, very low-income and seniors which transportation is a vital component of the service. The services provided that require transportation are Residential, Workforce Development, Community Participation, Personal Assistance, Non-Emergency Medical Transportation, and Maintenance.

Emory Valley Center is currently in need of additional dependable vehicles to provide needed services to people supported by the Center. Safe, reliable transportation is an essential element toward fulfilling Emory Valley Center's mission and helping the people supported achieve their everyday life goals. People supported by Emory Valley Center are eligible for the proposed project. The service area is primarily rural or very rural. The project would serve an estimated 100 people per vehicle per year. Project term will be through the useful life of the vehicle.

SECTION 3 – PROJECT NEED (ALL APPLICANTS)

Please describe/indicate the following:

- How will this project improve the quality of transportation services for seniors and/or individuals with disabilities? Give examples.
- Reference the stated need or goal this project meets as outlined in the Human Services Transportation Coordination Plan (HSTCP) [Required, see HSTCP on TPO website].
Please Note: If you cannot find an exact need or goal that fits the proposed project in the HSTCP, then discuss how the project is in-keeping with the types of needs and goals identified in the HSTCP.
- How does the proposed project align with the overarching mission of your organization?
- List any innovative approaches that will be employed for this project.
- If you have received Section 5310 funding from the TPO before and this is a continuation or a similar project, discuss the success of the past project and tell why you need additional funding. If you have received Section 5310 funding for a vehicle(s) before and are asking for more, discuss the need for an additional vehicle(s) and how the previously funded vehicle(s) is/are currently being utilized.

Answer:

Emory Valley Center provides transportation to and from work for approximately 40 people supported. These jobs are in a variety of areas in Anderson and Knox counties. Emory Valley Center is fully committed Employment First Program through the state of Tennessee's Department of Intellectual and Developmental Disabilities (DIDD) and Employment and Community First (ECF). Employment First is a concept to facilitate the full inclusion of individuals with varying degrees of abilities in the workplace and in the community. Because of this commitment, Emory Valley Center is expecting an increase in the number of people placed into community integrated employment. Without proper transportation competitive employment would be difficult if not impossible.

Emory Valley Center provides transportation for up to 100 medical appointments weekly. With our population aging these trips are more important and difficult for the people we support.

Located in Anderson County (part of the Knoxville urban area as determined by the US Census) Emory Valley Center has received TPO funding in previous years. As a nonprofit agency serving disabled people (most of whom are low income and some of whom are also senior citizens), Emory Valley Center provides transportation for a variety and number of services needed for people supported who are transit-dependent beyond traditional public transportation services. Owning, maintaining, and providing vehicles for transportation services through Emory Valley Center fulfills the goal of the Human Services Transportation Coordination Plan (HSTCP) to enhance mobility for seniors and people with disabilities.

Transportation is an integral part of people with disabilities living an inclusive life in their community or "maximizing their abilities". With the continuing expansion of services to meet the needs of those supported, dependable accessible vehicles is a must. Without the continuing support of the TPO and others the people supported by Emory Valley Center would not be able to achieve their goals and dreams.

SECTION 4 – SPECIFIC PERFORMANCE & EVALUATION (ALL APPLICANTS)

Please describe/indicate the following:

- Outline any specific goals/outcomes you have for the proposed project. Goals/outcomes should be measurable.
- Describe how you plan on monitoring and evaluating the progress in meeting the stated goals/outcomes, including any performance measures.
- If you have received 5310 funding from the TPO before and this is a continuation or a similar project (including the purchase of vehicles), discuss how you evaluated the past success of the project (vehicles).

Answer:

The award of this project would allow Emory Valley Center to continue to expand Workforce Development services continuing to help those supported acquire gainful, integrated employment in their communities. Emory Valley Center currently has processes in place to monitor and evaluate goals and outcomes throughout all departments. Past awards have proven successful with doubling the number of people supported being employed in the community. Without transportation this would not have been possible.

SECTION 5 – IMPLEMENTATION (CAPITAL/VEHICLE PURCHASE APPLICANTS ONLY)

Please describe/indicate the following:

- What type of vehicle(s) are you seeking to purchase [Select from Vehicle List link on TPO website]?

Please Note: Do not worry about funding or cost(s) in this section, budget information will be addressed in a later section.

Please Note: Vehicle procurement is drastically different this round. Please read the procurement section in the *Instructions* carefully [on TPO website].

- Explain why you need this type of vehicle(s). Describe the type of services the vehicle(s) will be used to provide.
- How many vehicles are you seeking to purchase? If you are seeking multiple vehicles explain why they are needed.
- If you are seeking a non-accessible vehicle please explain how you can accommodate persons requiring accessible vehicles (if-and-when needed). Also, please fill out the Non-Accessible Vehicle Request Form [on TPO website]. Remember cost(s) will be shown in a later section.
- Is the vehicle(s) for replacement or expansion?
Please Note: if this is a replacement you must provide information on the vehicle(s) being replaced, including year, model, make, and VIN number. If you have been awarded funding for replacement vehicle(s) before, either through the TPO or the Tennessee Department of Transportation, the replacement vehicle can only be listed once in any FTA grant.
- How will your agency guarantee that the vehicle(s) purchased will continued to be used for this specific project?
- Describe your agency's ability to be sure the vehicle(s) are properly maintained.
- Describe your agency's ability to meet deadlines for submitting required quarterly reports (this includes invoices (if applicable), reports, ridership or usage data reports).
- Who will be managing the purchasing/procurement/grant management part of the project (give brief bio)?
- **DO NOT** include mobility management activities type projects in this capital section. Mobility management activity projects should be listed in the operating sections of this application.

Answer:

Emory Valley Center is looking to acquire two standard vans. This type of vehicle is the most universal, it can accommodate non ambulatory and ambulatory alike without the use of a lift. The smaller size allows for easier driver maneuverability and parking. Emory Valley Center provides services to multiple people across multiple sites thus the request for multiple vehicles. These vehicles will be used to expand the current fleet.

Kevin Hicks, Facilities Director, is responsible for the maintenance and repair of all company owned properties, vehicles, and equipment. Responsibilities include meeting all required state, federal and local inspections, life safety inspections which include annual sprinkler system, fire extinguishers, fire alarm systems and an annual inspection from local and state Fire Marshals, maintaining required

Answer Continued:

documentation and submitting to appropriate funding sources, such as TDOT (required monthly and annual), Department of Intellectual and Developmental Disabilities (DIDD) and other auditing agencies (includes use and maintenance reports), completing grant applications as applicable, submitting required documentation to maintain compliance for all funding sources, on call 24/7 for after-hours emergencies, overseeing all in house and contracted facility and transportation services and supervising Facilities staff.

SECTION 6 – IMPLEMENTATION (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Please describe the following:

- A work plan delineating the tasks (or milestones) to be conducted and a timeline for completing those tasks (use generic months, i.e. Month 1, Month 2).
Please Note: Do not worry about cost(s) or funding at this question, budget information will be addressed later in the application.
- Describe any external outreach efforts to promote awareness of the proposed project. If the project is strictly for your agency's clients, describe how the program will be promoted internally. If the project is open to the public, describe how you will notify potential users.
- If funding is being used for mobility management activities, describe how your management functions will work with regards to outside and/or internal clients (to your organization).
- If any coordination can occur with other social service agencies or public transit agencies, describe how this might happen.
- Is this project new or does it supplement an existing program/service?
- Who will be managing the project (give ***brief*** bio stating experience)?
- Provide a staffing plan listing who will perform each task, include a ***brief*** bio for each person. Estimate what ***percent*** of each staff (listed) time will be charged to project budget.
- If you are apply for both operating and mobility management funding, be sure you show that you have a clear understanding of the types of activities that are eligible for mobility management funding. Also, be sure the two different types of work activities (Operating, Mobility Management) are clearly broken-out (or hours allocated) in the proposed work plan.

Answer: _____

N/A

SECTION 7 – VEHICLE BUDGET (CAPITAL/VEHICLE APPLICANTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. An example budget is provided **[on TPO website]**. Be sure to include:

- Please review the vehicle procurement section of the **Instructions** before proceeding with this application. Vehicle procurement is different than previous rounds.
- From the Vehicle List **[on TPO website]** select the vehicle you want. On the budget sheet, list the name or type of vehicle and provide a line item titled – Vehicle Cost (show cost).
- If you list more than one vehicle, multiply the Vehicle Cost by the number of vehicles you are proposing to purchase and put that amount in a – Total Cost – line item.
- If you are selecting more than one type of vehicle, repeat the steps above for each vehicle type. Be sure to keep each vehicle type separate from any other vehicle type you have selected. You may want to differentiate the vehicles in the budget sheet by labeling them Vehicle(s) Type #1 and Vehicle(s) Type #2, etc. And, be sure each type of vehicle's Total Cost is listed separately on the budget sheet (so the reviewer can easily identify that there are more than one type of vehicle being selected). Then, sum up the Total Cost(s) associated with each vehicle into one – Total Project Cost – line item.
- Break out the Total Project Cost by federal (80%) and local match (20%) dollars.
- If you are proposing another type of capital project besides the purchase of a vehicle(s), outline project details with line item costs. Break out the Total Project Cost by federal (80%) and local match (20%) dollars. Be sure, at the end, there is this final breakdown that clearly shows federal funding needed and the required local match funding needed.
- Attach a letter that (1) certifies matching funding is available and (2) commits the agency to providing the entire purchase amount up front (grant funds portion will be reimbursed). Please be sure the letter includes the amount of and source(s) for the local the match. If you cannot pay for the entire purchase up front please contact the TPO to explore if there are other funding options. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided **[on TPO website]**.
- Due to the procurement of vehicles being difficult, the TPO reserves the right not to award any grant funds for vehicles this round (please see the **Instructions**).
- **DO NOT** include any mobility management costs in this section. Mobility management costs should be included in the operating budget section of the application.

SECTION 8 – OPERATING BUDGET (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. Be sure to include:

- A budget with separate line items for labor cost(s), fringe-benefit cost(s), other direct cost(s), indirect cost(s), and travel cost(s), etc. (if applicable).
- Cost allocation Plan (if applicable).
- If you are applying an Indirect Cost Rate, has it been approved by an official cognizant agency?
- If you are utilizing funding for **operations**, break out the Operations Total Cost line item by federal (50%) and local match (50%) dollars.
- If you are utilizing funding for **mobility management activities**, break out the Mobility Management Total Cost line item by federal (80%) and local match (20%).
- If the project utilizes both operating funding and mobility management activities funding, add the two totals together for a – Project Total Cost line item.
- As operations and mobility management activities are reimbursed at different federal rates, it is extremely important that the budget (charges and invoicing) clearly defines each eligible work item/task and associated cost(s) and reflects those in the correct budget line item (Operations or Mobility Management).
- Be sure, at the end of the budget sheet, there is a final statement that clearly shows federal funding needed and the required local match funding needed. If you have any questions on matching funds eligibility, please see the FTA Section 5310 Circular **[on TPO website]** or call the TPO staff.
- A letter that (1) certifies matching funding is available and (2) states the agency can provide the services up front, being reimbursed upon submission and processing of quarterly invoices per the contract. Please be sure the letter includes the amount of and source(s) for the local the match. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided **[on TPO website]**.

SECTION 9 – ADDITIONAL INFORMATION TO BE SUBMITTED (ALL APPLICANTS)

The TPO reserves the right to request additional information about each applicant's proposal or to allow a brief presentation on the proposal. Please be sure you submit the following information.

Please Note: If you have received funding from the TPO before these documents may already be on file. Please check with the TPO staff to see which items you may need to update.

- Certification/letter stating agency's status as a private nonprofit organization, a human resource agency, or an eligible local government (public transit agency)
- Most recent agency audit (must be within 3 years)
- Letter (from Cognizant Agency) approving Indirect Cost Rate (only required from those using an Indirect Cost Rate in operating or mobility management activities projects)
- List of members of the governing body (Board) and contact information (if not in the audit)
- Policy and Procedures, Employee Handbook, excerpts of separate documents that demonstrate compliance with the following federal requirements:
 - Title VI - Civil Rights policies/practices, Written Complaint Process
 - Equal Employment Opportunity (EEO) Program or policies/practices
 - Americans with Disabilities Program or policies/practices
 - Drug Free Workplace and Drug and Alcohol Testing Program/policies
- Certification of equivalent services (only required from public transit providers)
- Safety and security plan/practices (only required from public transit providers)

Additional requirements for vehicles:

- Written Vehicle Maintenance Plan (VMP). The FTA requires a separate VMP. The VMP does not have to be overly complicated and long. It may simply reflect the manufacturer suggested maintenance schedule that comes with the vehicle. If this is the first vehicle, you may submit a VMP after you receive the manufacturer suggested maintenance schedule to use as a resource. But, a separate VMP must be submitted.
- Any written transportation policies
- Vehicle inventory of all vehicles (make, model, year, accessible vs. non-accessible)

Contact Information:

Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
865-215-3824
doug.burton@knoxtpo.org
knoxtpo.org

Please review the separate **Instructions** and all the other supporting documents that are linked with this application on the TPO website.

Emory Valley Center
Section 5310 Vehicle Budget

Vehicle Type #2

Standard Minivan (non-accessible) =	\$58,000	
<u>umber of Vehicles =</u>		X2
Total Cost =	\$116,000	

KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
 FTA – Section 5310
 Enhanced Mobility for Seniors & Individuals with Disabilities
 Grant Funding Application

*Previous
 grantee in
 good standing*

Introduction

This is an application to receive Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors & Persons with Disabilities funding. Applications that are incomplete or do not contain adequate supporting documentation will not be considered. This application is for both operating projects and capital projects (vehicles). However, only certain sections must be completed for each type of application. So, please read the application carefully.

Please refer to separate Instructions and the additional information linked on the TPO website. This additional information includes the vehicle list and prices, Human Services Transportation Coordination Plan, Program Management Plan, and the deadline for submitting applications. If you are applying for vehicles, please read the Instructions very carefully as the required method of procurement has significantly changed. Applicants are encouraged to contact the TPO staff if you have any questions.

AGENCY INFORMATION (ALL APPLICANTS)

Agency Name	East Tennessee Human Resource Agency, Inc.
Contact Person Name	Mike Patterson
Title	Transportation Director
Phone Number	865-691-2551 Extension 4263
E-mail	MPatterson@ethra.org
Address	9111 Cross Park Drive, Suite D100
City, State, Zip Code	Knoxville, Tennessee 37923
Website	www.ethra.org
Is the Agency A	<input type="radio"/> Local Government <input checked="" type="radio"/> Public Transit Operator <input type="radio"/> Private Non-Profit
Agency DUNS Number	146757880
Project Type	<input type="radio"/> Capital <input checked="" type="radio"/> Operating
Total Project Cost	\$181,818
Amount of FTA (Federal) Grant Funding Needed	\$90,909

Application Instructions

The application contains nine sections. Please refer to the table to determine which sections must be completed. Some sections are required by all applicants, while others depend on whether you are applying for capital/vehicle funding or operating funding. If you are submitting both a capital/vehicle project and an operating project you must fill out separate applications. If you are asking for multiple vehicles, you only need to fill out one capital funding application. If you are seeking funding for mobility management activities, you will complete the operating sections of the application (even though FTA considers mobility management activities a capital expense). If you are applying for both operating and mobility management funding you need only to fill out one operating funding application.

SECTION #	WHICH SECTION TO COMPLETE
1 OVERVIEW OF AGENCY	ALL APPLICANTS
2 PROJECT DESCRIPTION	ALL APPLICANTS
3 PROJECT NEED	ALL APPLICANTS
4 SPECIFIC PERFORMANCE & EVALUATION	ALL APPLICANTS
5 IMPLEMENTATION OF CAPITAL PROJECTS	CAPITAL/VEHICLE APPLICANTS ONLY
6 IMPLEMENTATION OF OPERATING PROJECTS	OPERATING & MOBILITY MANAGEMENT APPLICANTS ONLY
7 VEHICLE BUDGET (ATTACH SEPERATELY)	CAPITAL/VEHICLE APPLICANTS ONLY
8 OPERATING BUDGET (ATTACH SEPERATELY)	OPERATING PROJECTS & MOBILITY MANAGEMENT APPLICANTS ONLY
9 ADDITIONAL INFORMATION NEEDED	ALL APPLICANTS

SECTION 1 – OVERVIEW OF AGENCY (ALL APPLICANTS)

Please provide a **brief** overview of the proposing agency, a description of services provided, who is eligible for services, and service area. This is to provide a general picture of the overall proposing agency, its mission, and the services it provides. Project specific information will be included in the next section.

Answer:

The East Tennessee Human Resource Agency was established by legislation in 1973. As prescribed in the Act, there is established a governing board, the membership of which consists of the county executive of each county within the district, the mayor of each municipality within the district, the chief executive officer of any metropolitan government within the district, one (1) representative from a local agency in each county knowledgeable of and dealing with the problems concerning human resource agencies appointed by the county executive or chair, and one (1) state senator and one (1) state representative whose senatorial or representative districts lie wholly or in part within the development district.

Our agency's mission is to help families and individuals remain independent with opportunities to succeed. East Tennessee Human Resource Agency is about real people. People from all corners of our communities and from all walks of life. Please see Attachment 1 of the services provided, specific eligibility and service area of the East Tennessee Human Resource Agency.

SECTION 2 – PROJECT DESCRIPTION (ALL APPLICANTS)

Please provide a detailed description of the proposed project. Please include:

- A description of the type of project: operation of a service, mobility management activities, acquisition of vehicle(s), or other type of project(s).
- Outline who would be eligible for the proposed project.
- Describe the geographic service area, specific to this project.
- Provide the estimated number of people the project will serve annually.
- Provide the estimated number of one way trips that will be provided annually.

Please Note: if you are asking for funding for multiple vehicles, be sure you state the number of vehicles needed and be sure the estimated number of people/trips served/provided annually is a **per vehicle total**.

- State the term of project (if operating services or mobility management activities). You can use general time periods such as: six months, one year, two years, etc.

Please Note: There is no need to provide cost(s), a budget, or funding information in this section as these items will be addressed later in application.

Answer:

The East Tennessee Human Resource Agency provides transit services for all residents within our service area. Transit service is available for doctor appointments, for dialysis, to employment, to the pharmacist and for personal/social trips. The senior citizen population continues to grow throughout the state. Nearly 1 in 7 Tennesseans are above the age of 65, making Tennessee's population slightly "grayer" than the national population overall (15.2%). Proportion of seniors is especially pronounced in rural Tennessee. As the population increases so does the demand for transportation. Through the Enhanced Mobility of Seniors and People with Disabilities Program resources are available to improve mobility by removing barriers to transportation services and expanding mobility options.

Older adults, persons with disabilities and individuals with low incomes are among the population with limited access to transportation options and are transit dependent. Their concern includes how to locate alternative transportation, is it safe and dependable, how much will it cost and can they afford that price.

For older adults who have had to curtail or discontinue driving due to cognitive disabilities, transportation is a fundamental need. The lack of reliable and safe transportation creates a significant barrier to accessing services. Transportation problems may mean an inability to obtain preventative medical visits to obtain diagnostic tests or to receive necessary treatment. The ever increasing need for non-emergency medical transportation is significant and increasing with the aging of America.

The East Tennessee Human Resource Agency will continue to utilize operating assistance to improve the mobility for seniors and individuals with disabilities by removing the barriers to transportation service and by expanding the transportation options. The agency will harness our years of experience, our profession trained staff and drivers to go-all-out to meet the special transportation needs of the elderly and the individuals with disabilities to include but not limited to expanded service hours and limited Saturday service.

SECTION 3 – PROJECT NEED (ALL APPLICANTS)

Please describe/indicate the following:

- How will this project improve the quality of transportation services for seniors and/or individuals with disabilities? Give examples.
- Reference the stated need or goal this project meets as outlined in the Human Services Transportation Coordination Plan (HSTCP) [Required, see HSTCP on TPO website].
Please Note: If you cannot find an exact need or goal that fits the proposed project in the HSTCP, then discuss how the project is in-keeping with the types of needs and goals identified in the HSTCP.
- How does the proposed project align with the overarching mission of your organization?
- List any innovative approaches that will be employed for this project.
- If you have received Section 5310 funding from the TPO before and this is a continuation or a similar project, discuss the success of the past project and tell why you need additional funding. If you have received Section 5310 funding for a vehicle(s) before and are asking for more, discuss the need for an additional vehicle(s) and how the previously funded vehicle(s) is/are currently being utilized.

Answer:

The submission of this application for operating funding is to continue public transportation services to approximately forty-eight (48) seniors and/or individuals with disabilities who meet the guidelines of the 5310 program. This project will serve individuals within the Knoxville urbanized area of Anderson, Blount, Knox, Loudon and Sevier counties. Based on our agency's experience in providing services for these areas, the agency projects that seven thousand five hundred and sixty (7,560) trips will be provided during a 12-month period effective with the final executed contract. The Federal Assistance of 50% is projected at \$90,909. East Tennessee Human Resource Agency will provide local matching funds, projected to be in the amount of \$90,909. The agency (ETHRA) will utilize third party contract revenue as the source of local funds.

According to a recent needs assessment conducted by the Tennessee Commission on Aging and Disability, in 2011 the first baby boomer achieved the age of sixty-five (65) and it is estimated that ten thousand (10,000) individuals will turn sixty-five (65) each day. Currently, and estimated seventy-five (75) million individuals are identified as baby boomers. In the next fifteen (15) years, an additional one million two hundred forty-five thousand sixty four (1,245,064 Tennesseans or twenty (20) percent of the current population will reach the age of sixty-five (65), representing a sixty-five (65) percent increase in the number of Tennesseans who will require specialized services, including transportation.

Within the expanded Knoxville urbanized service area, there exist a significant numbers of transportation disadvantaged individuals. Public transportation plays a critical role in providing access to employment, healthcare, education, shopping and other essential activities. In the expanded Knoxville urbanized area, low-income and disadvantaged individuals have limited options for securing safe and dependable transportation. Public transportation reduces the social and economic barriers by enhancing mobility for residents.

The proposed project meets the following goal as outlined in the Human Service Transportation Coordination Plan (HSTCP): Provide additional, affordable, and accessible service.

SECTION 4 – SPECIFIC PERFORMANCE & EVALUATION (ALL APPLICANTS)

Please describe/indicate the following:

- Outline any specific goals/outcomes you have for the proposed project. Goals/outcomes should be measurable.
- Describe how you plan on monitoring and evaluating the progress in meeting the stated goals/outcomes, including any performance measures.
- If you have received 5310 funding from the TPO before and this is a continuation or a similar project (including the purchase of vehicles), discuss how you evaluated the past success of the project (vehicles).

Answer:

The East Tennessee Human Resource Agency (ETHRA) goal is to provide high quality transit service within the expanded Knoxville urbanized area. ETHRA uses a variety of measures to review service performance of our public transportation services. Operational measures/outcomes are categorized by service, employees, customer satisfaction, safety data, and on-time performance.

ETHRA primarily uses our RouteMatch software to calculate measures used in monitoring and evaluating our overall operational and financial performance. In particular, ETHRA emphasizes the performance measures stated above in assessing the operational and management cost of running a public transit system. In-house documents, including financial data, scheduling/dispatch data, customer service surveys and fleet data information is reviewed on a regular basis to determine how efficiently services are provided.

It has been our experience the most effective measure for customer service is the availability of seats on our vehicles reducing a delay or denial for customer transportation request. The most effective measure of service effectiveness is on-time performance and driver relationship with those we transport on a daily basis.

The overall analysis of our operations is to build and maintain a premier public transit system and culture to meet or exceed our customer expectations by consistently delivering quality services. This analysis assist our organization in determining where opportunities exist for improvement and ensuring financial stability in the future.

All factors mentioned above were utilized to evaluate our existing service Section 5310 service for enhanced mobility for seniors and individuals with disabilities. As a result of our evaluation we have submitted this application for continuation and possible expansion should grant funds be available.

SECTION 5 – IMPLEMENTATION (CAPITAL/VEHICLE PURCHASES APPLICANTS ONLY)

Please describe/indicate the following:

- What type of vehicle(s) are you seeking to purchase [Select from Vehicle List link on TPO website]?

Please Note: Do not worry about funding or cost(s) in this section, budget information will be addressed in a later section.

Please Note: Vehicle procurement is drastically different this round. Please read the procurement section in the Instructions carefully [on TPO website].

- Explain why you need this type of vehicle(s). Describe the type of services the vehicle(s) will be used to provide.
- How many vehicles are you seeking to purchase? If you are seeking multiple vehicles explain why they are needed.
- If you are seeking a non-accessible vehicle please explain how you can accommodate persons requiring accessible vehicles (if-and-when needed). Also, please fill out the Non-Accessible Vehicle Request Form [on TPO website]. Remember cost(s) will be shown in a later section.
- Is the vehicle(s) for replacement or expansion?
Please Note: if this is a replacement you must provide information on the vehicle(s) being replaced, including year, model, make, and VIN number. If you have been awarded funding for replacement vehicle(s) before, either through the TPO or the Tennessee Department of Transportation, the replacement vehicle can only be listed once in any FTA grant.
- How will your agency guarantee that the vehicle(s) purchased will continued to be used for this specific project?
- Describe your agency's ability to be sure the vehicle(s) are properly maintained.
- Describe your agency's ability to meet deadlines for submitting required quarterly reports (this includes invoices (if applicable), reports, ridership or usage data reports).
- Who will be managing the purchasing/procurement/grant management part of the project (give brief bio)?
- **DO NOT** include mobility management activities type projects in this capital section. Mobility management activity projects should be listed in the operating sections of this application.

Answer:

This application is being submitted for operating expenses only.

This section is only for applicants seeking funding for vehicle purchases

Answer Continued:

This application is being submitted for operating expenses only.

This section is only for applicants seeking funding for vehicle purchases.

SECTION 6 – IMPLEMENTATION (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Please describe the following:

- A work plan delineating the tasks (or milestones) to be conducted and a timeline for completing those tasks (use generic months, i.e. Month 1, Month 2).
Please Note: Do not worry about cost(s) or funding at this question, budget information will be addressed later in the application.
- Describe any external outreach efforts to promote awareness of the proposed project. If the project is strictly for your agency's clients, describe how the program will be promoted internally. If the project is open to the public, describe how you will notify potential users.
- If funding is being used for mobility management activities, describe how your management functions will work with regards to outside and/or internal clients (to your organization).
- If any coordination can occur with other social service agencies or public transit agencies, describe how this might happen.
- Is this project new or does it supplement an existing program/service?
- Who will be managing the project (give **brief** bio stating experience)?
- Provide a staffing plan listing who will perform each task, include a **brief** bio for each person. Estimate what **percent** of each staff (listed) time will be charged to project budget.
- If you are apply for both operating and mobility management funding, be sure you show that you have a clear understanding of the types of activities that are eligible for mobility management funding. Also, be sure the two different types of work activities (Operating, Mobility Management) are clearly broken-out (or hours allocated) in the proposed work plan.

Answer:

The submission of this application for operating funding is to continue public transportation services to approximately forty-eight (48) seniors and/or individuals with disabilities who meet the guidelines of the 5310 program. Based on our agency's experience of providing services in these areas, the agency projects that seven thousand five hundred and sixty (7,560) trips will be provided during a 12-month period effective with the final executed contract. The Federal Assistance of 50% is projected at \$90,909. East Tennessee Human Resource Agency will provide local matching funds, projected to be in the amount of \$90,909. The agency (ETHRA) will utilize third party contract revenue as the source of local funds.

Since this is a continuation of our current service for seniors and/or individuals with disabilities for those meeting the guidelines of the 5310 program, total individuals and trips will be monitored on a monthly basis to utilize the financial resources for the contract period. Quarterly reconciliations are also completed at the time invoices are submitted to the Knoxville Regional Transportation Planning Organization.

Although ETHRA has an approved indirect cost plan no indirect cost will be charged against this grant application since the grant application is based on a trip unit cost rate of \$24.05.

Due to the limitation of this section please see attachment 2 of staff persons that will be managing the project.

Staffing plan indicating who will perform each task and include a brief bio for each person:

Mike Patterson - Transportation Director – Length of experience (48) years

The Transportation Director is responsible for oversight and administration of a multi-county demand response public transportation system. Responsibilities include the planning and implementation of the annual budget, oversight of financial and accounting operations, ensuring compliance with all established federal, state and local policy, regulations, and laws regarding public transportation, identifying additional funding opportunities and the individual responsible for working directly with grantors, Federal, State and local.

Brent Gagley - Assistant Transportation Director -- Length of experience (14) years

The Assistant Transportation Director is responsible for administrative, supervisory and technical work assisting with the daily administrative planning, supervision, and evaluation of a large multi-county transportation system for the agency. Activities associated with the job include assisting with the planning and coordination of regional transportation issues and concerns and the development of long-range comprehensive and responsive public transportation systems.

SECTION 7 – VEHICLE BUDGET (CAPITAL/VEHICLE APPLICANTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. An example budget is provided [on TPO website]. Be sure to include:

- Please review the vehicle procurement section of the Instructions before proceeding with this application. Vehicle procurement is different than previous rounds.
- From the Vehicle List [on TPO website] select the vehicle you want. On the budget sheet, list the name or type of vehicle and provide a line item titled – Vehicle Cost (show cost).
- If you list more than one vehicle, multiply the Vehicle Cost by the number of vehicles you are proposing to purchase and put that amount in a – Total Cost – line item.
- If you are selecting more than one type of vehicle, repeat the steps above for each vehicle type. Be sure to keep each vehicle type separate from any other vehicle type you have selected. You may want to differentiate the vehicles in the budget sheet by labeling them Vehicle(s) Type #1 and Vehicle(s) Type #2, etc. And, be sure each type of vehicle's Total Cost is listed separately on the budget sheet (so the reviewer can easily identify that there are more than one type of vehicle being selected). Then, sum up the Total Cost(s) associated with each vehicle into one – Total Project Cost – line item.
- Break out the Total Project Cost by federal (80%) and local match (20%) dollars.
- If you are proposing another type of capital project besides the purchase of a vehicle(s), outline project details with line item costs. Break out the Total Project Cost by federal (80%) and local match (20%) dollars. Be sure, at the end, there is this final breakdown that clearly shows federal funding needed and the required local match funding needed.
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- Due to the procurement of vehicles being difficult, the TPO reserves the right not to award any grant funds for vehicles this round (please see the Instructions).
- **DO NOT** include any mobility management costs in this section. Mobility management costs should be included in the operating budget section of the application.

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- Cost allocation Plan (if applicable).
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- As operations and mobility management activities are reimbursed at different federal rates, it is extremely important that the budget (charges and invoicing) clearly defines each eligible work item/task and associated cost(s) and reflects those in the correct budget line item (Operations or Mobility Management).
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- List of members of the governing body (Board) and contact information (if not in the audit)
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 - Title VI - Civil Rights policies/practices, Written Complaint Process
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 - Americans with Disabilities Program or policies/practices
 - Drug Free Workplace and Drug and Alcohol Testing Program/policies
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- Any written transportation policies
- Vehicle inventory of all vehicles (make, model, year, accessible vs. non-accessible)

Contact Information:

Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
865-215-3824
doug.burton@knoxtpo.org
knoxtpo.org

Please review the separate **Instructions** and all the other supporting documents that are linked with this application on the TPO website.



April 10, 2023

Mr. Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, Tennessee 37902

Dear Mr. Burton,

Enclosed is the East Tennessee Human Resource Agency's application for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for operational grant funds. The application was submitted electronically via email with all required attachments. The total grant application proposed budget is \$181,818.00, federal share \$90,909.00 and local matching share \$90,909.00.

The East Tennessee Human Resource Agency will provide \$90,909.00 in local matching funds to satisfy the FTA match requirement for Section 5310 operations funds. We understand a request will be made to the Tennessee Department of Transportation (TDOT) for a portion of the required Section 5310 matching funds for our operations request. However, should matching funds not be available from TDOT, ETHRA will provide the total matching requirement from our third party unrestricted contract revenues.

The ETHRA contact for this application is:

Mike Patterson
Transportation Director
9111 Cross Park Drive, Suite D-100
Knoxville, Tennessee 37923

Telephone: (865).691.2551 ext. 4263
Email Address: MPatterson@ethra.org

Thank you for the consideration of our application and if you have questions or need additional information please contact Mike Patterson or me.

Sincerely,

Gary W. Holiway
Executive Director

cc: Mike Patterson

Attachment 1
Operational Budget

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities East Tennessee Human Resource Agency - Request for Section 5310 Operating Assistance						
Line Item Description	Unit Cost	Quantity	Total Cost	Federal Share (50%)	Local Share (50%)	Source of Local Share
Approximately 6,560 unlinked trips will be provided for eligible Section 5310 senior and individuals with disabilities	\$ -	7,560	\$181,818	\$90,909	\$90,909	ETHRA Third Party Contract Revenues
	\$ -	-	\$0	\$0	\$0	
	\$ -	-	\$0	\$0	\$0	
	\$ -	-	\$0	\$0	\$0	
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	\$ -	-	\$0	\$0	\$0	
	\$ -	-	\$0	\$0	\$0	
	\$ -	-	\$0	\$0	\$0	
Total Expense	\$24.05	7,560	\$181,818	\$90,909	\$90,909	

The submission of this application is to continue public transportation services for seniors and individual with disabilities that meet the Section 5310 guidelines. Approximately 6,560 unlinked passenger trips are projected to be provided on an annual basis.

It is our understanding should the Tennessee Department of Transportation (TDOT) authorize a portion of the 50% local matching share the TPO will amend the contract accordingly.

Knox County CAC VAT Program

KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FTA – Section 5310
Enhanced Mobility for Seniors & Individuals with Disabilities
Grant Funding Application

*Previous
grantee in
good
standing*

Introduction

This is an application to receive Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors & Persons with Disabilities funding. Applications that are incomplete or do not contain adequate supporting documentation will not be considered. This application is for both operating projects and capital projects (vehicles). However, only certain sections must be completed for each type of application. So, please read the application carefully.

Please refer to separate Instructions and the additional information linked on the TPO website. This additional information includes the vehicle list and prices, Human Services Transportation Coordination Plan, Program Management Plan, and the deadline for submitting applications. If you are applying for vehicles, please read the Instructions very carefully as the required method of procurement as significantly changed. Applicants are encouraged to contact the TPO staff if you have any questions.

AGENCY INFORMATION (ALL APPLICANTS)

Agency Name	Community Action Committee
Contact Person Name	Karen Estes
Title	Transportation Director
Phone Number	865-524-0319
E-mail	karen.estes@cactrans.org
Address	2247 Western Avenue
City, State, Zip Code	Knoxville, TN 37921
Website	www.knoxcac.org
Is the Agency A	<input type="radio"/> Local Government <input checked="" type="radio"/> Public Transit Operator <input type="radio"/> Private Non-Profit
Agency DUNS Number	139727627
Project Type	<input type="radio"/> Capital <input checked="" type="radio"/> Operating
Total Project Cost	\$562,500
Amount of FTA (Federal) Grant Funding Needed	\$348,750

Application Instructions

The application contains nine sections. Please refer to the table to determine which sections must be completed. Some sections are required by all applicants, while others depend on whether you are applying for capital/vehicle funding or operating funding. If you are submitting both a capital/vehicle project and an operating project you must fill out separate applications. If you are asking for multiple vehicles, you only need to fill out one capital funding application. If you are seeking funding for mobility management activities, you will complete the operating sections of the application (even though FTA considers mobility management activities a capital expense). If you are applying for both operating and mobility management funding you need only to fill out one operating funding application.

SECTION #	WHICH SECTION TO COMPLETE
1 OVERVIEW OF AGENCY	ALL APPLICANTS
2 PROJECT DESCRIPTION	ALL APPLICANTS
3 PROJECT NEED	ALL APPLICANTS
4 SPECIFIC PERFORMANCE & EVALUATION	ALL APPLICANTS
5 IMPLEMENTATION OF CAPITAL PROJECTS	CAPITAL/VEHICLE APPLICANTS ONLY
6 IMPLEMENTATION OF OPERATING PROJECTS	OPERATING & MOBILITY MANAGEMENT APPLICANTS ONLY
7 VEHICLE BUDGET (ATTACH SEPERATELY)	CAPITAL/VEHICLE APPLICANTS ONLY
8 OPERATING BUDGET (ATTACH SEPERATELY)	OPERATING PROJECTS & MOBILITY MANAGEMENT APPLICANTS ONLY
9 ADDITIONAL INFORMATION NEEDED	ALL APPLICANTS

SECTION 1 – OVERVIEW OF AGENCY (ALL APPLICANTS)

Please provide a **brief** overview of the proposing agency, a description of services provided, who is eligible for services, and service area. This is to provide a general picture of the overall proposing agency, its mission, and the services it provides. Project specific information will be included in the next section.

Answer:

The Knoxville-Knox County Community Action Committee is a public, non-profit agency that was established in 1965. CAC receives funding from both the City of Knoxville and Knox County. In addition, Knox County provides accounting, payroll and purchasing services at no cost to the agency. CAC has been determined to be a low-risk auditee and has an excellent record for fiscal and programmatic accountability. CAC is an umbrella agency with many diverse programs that serve low-income and vulnerable individuals. Programs include Head Start, Low Income Home Energy Assistance Program (LIHEAP), weatherization and home repair, employment assistance, commodity distribution, home and community gardening, help for the homeless, and three neighborhood centers. The Office on Aging manages multiple programs, including Mobile Meals. Knox County CAC Transit provides demand response trips to Knox County residents. The mission of Volunteer Assisted Transportation is to provide affordable, accessible transportation to Knox County residents who have barriers to independent travel and require some sort of assistance in order to travel safely. Additionally, area transportation resources are made available to all who inquire. Seniors and people with disabilities will be offered group outings to social and recreational events.

SECTION 2 – PROJECT DESCRIPTION (ALL APPLICANTS)

Please provide a detailed description of the proposed project. Please include:

- A description of the type of project: operation of a service, mobility management activities, acquisition of vehicle(s), or other type of project(s).
- Outline who would be eligible for the proposed project.
- Describe the geographic service area, specific to this project.
- Provide the estimated number of people the project will serve annually.
- Provide the estimated number of one way trips that will be provided annually.

Please Note: if you are asking for funding for multiple vehicles, be sure you state the number of vehicles needed and be sure the estimated number of people/trips served/provided annually is a **per vehicle total**.

- State the term of project (if operating services or mobility management activities). You can use general time periods such as: six months, one year, two years, etc.

Please Note: There is no need to provide cost(s), a budget, or funding information in this section as these items will be addressed later in application.

Answer:

Volunteers will be recruited to drive agency-owned hybrid-sedans and wheelchair accessible minivans to provide assisted transportation for those Knox County residents who have barriers to independent travel and require an escort to medical appointments, essential errands, and non-essential trips for social and recreational purposes. Volunteers will be screened and trained similar to the FTA requirements of professional drivers, including drug screens, fingerprinting/criminal background checks, driving record checks, as well as sexual abuse and elder abuse registries. Training will include the AAA or AARP Driver Improvement Program, Passenger Assistance Training, Wheelchair Securement Training, First Aid and CPR, Disability Sensitivity Training, customer service skills, vehicle safety check, and a behind-the-wheel assessment. VAT's current fleet includes thirteen hybrid-sedans and eight wheelchair accessible vehicles. All vehicles are monitored and maintained by program staff and the Knox County Fleet Service Center.

All program staff are trained to assess any Knox County resident's situation to determine what transportation resource is appropriate and then assist that individual in gaining access to that service. Assistance in collecting necessary documentation and completing applications for service will be provided. Travel training will be provided by an existing service when available, or by trained volunteers. Services to be accessed will include KAT fixed route, KAT LIFT, Knox County CAC Transit, ETHRA, Commuter Pool Services, Smart Trips, as well as private sector ground transportation (i.e. taxicab, limousine, Uber, Lyft), and private service that is provided by personal care agencies. Staff will coordinate with all existing transportation services to avoid duplication and assure that the most cost effective service is provided and will coordinate with supportive social service organizations and the targeted populations they serve.

Based on fourteen years of prior service, it is projected that 4,500 trips will be provided to 225 unique riders for each year of this two-year project. 560 callers will receive counseling on the best available transportation options based on their need and circumstances. At least 2,100 Knox County seniors and/or people with disabilities will utilize purchased transportation services for group trips to social and recreational venues.

SECTION 3 – PROJECT NEED (ALL APPLICANTS)

Please describe/indicate the following:

- How will this project improve the quality of transportation services for seniors and/or individuals with disabilities? Give examples.
- Reference the stated need or goal this project meets as outlined in the Human Services Transportation Coordination Plan (HSTCP) [**Required, see HSTCP on TPO website**].

Please Note: If you cannot find an exact need or goal that fits the proposed project in the HSTCP, then discuss how the project is in-keeping with the types of needs and goals identified in the HSTCP.

- How does the proposed project align with the overarching mission of your organization?
- List any innovative approaches that will be employed for this project.
- If you have received Section 5310 funding from the TPO before and this is a continuation or a similar project, discuss the success of the past project and tell why you need additional funding. If you have received Section 5310 funding for a vehicle(s) before and are asking for more, discuss the need for an additional vehicle(s) and how the previously funded vehicle(s) is/are currently being utilized.

Answer:

Volunteer Assisted Transportation is a unique volunteer driver program that offers assisted, affordable, and acceptable door-through-door service, serving the needs of those who, traditionally, have limited options to participate in the daily activities of life: attending medical appointments, grocery shopping and other essential errands, as well as social outings, thereby mitigating a life of social isolation and possible ill health. Even though there are other volunteer programs, VAT is unique as we are the only program that provides wheelchair accessible transportation. Group trips will provide the opportunity to enjoy recreational outings to those with limited ability to explore the exciting activities the area has to offer. VAT staff can provide transportation queries with knowledgeable answers.

HSTCP GOALS ADDRESSED BY THE PROJECT: Fares will be affordable; a variety of vehicles will be utilized - hybrid sedans, wheelchair accessible minivans, and mini-buses; information will be provided to citizens about the availability of existing transit services as well as the specialized assisted service; information will be provided to medical staff and human service providers about the availability of existing transit services as well as the specialized assisted service; access to travel training will be facilitated for first time users of transportation services, as needed; escorted transportation for the most frail and disabled will be provided using volunteer drivers.

The Community Action Committee has been on the cutting edge of developing transportation programs that serve vulnerable individuals in the county. For example, Mobile Meals and Knox County CAC Transit. VAT developed a innovated model of service that has been studied and replicated, utilizing agency-owned vehicles, paired with a volunteer driver cadre. The success of this fourteen year effort is demonstrated by the continued increase in the number of trips provided and the number of people served. The number of assisted trips has increased regularly throughout the years.

VAT was impacted by the COVID-19 pandemic and has experienced a decrease in trips these last few years due to limited availability of volunteer drivers. From program inception through the end of 2022, over 3,000 unique Knox County seniors and people with disabilities have been served. New enrollees number 150-200 annually. Program fares and community contributions alone are not sufficient to sustain this effort, hence the need for additional grant funding to continue the sustainability of the program.

SECTION 4 – SPECIFIC PERFORMANCE & EVALUATION (ALL APPLICANTS)

Please describe/indicate the following:

- Outline any specific goals/outcomes you have for the proposed project. Goals/outcomes should be measurable.
- Describe how you plan on monitoring and evaluating the progress in meeting the stated goals/outcomes, including any performance measures.
- If you have received 5310 funding from the TPO before and this is a continuation or a similar project (including the purchase of vehicles), discuss how you evaluated the past success of the project (vehicles).

Answer:

At least 225 of the most frail and disabled residents of Knox county will be provided assisted transportation, annually. An estimated ninety percent (90%) of randomly selected riders will report on periodic follow-up surveys that the service has increased their access to community resources and helped them maintain their independence. The demographic makeup of ridership includes: 62% are 75 years of age or older, 23% are 85 years or older; 81% are women; 16% utilize a wheelchair during their trip.

It is projected that 4,500 one-way assisted trips will be provided annually. Volunteer drivers complete a daily trip manifest and provide information, as pertinent, about the health and welfare of riders.

It is projected that group trips of a social/recreational nature will be provided to 2,100 seniors and people with disabilities.

At least 560 Knox County residents will receive assistance with mobility management services annually in accessing available transportation services through an assessment of their situation, and when appropriate, assistance in applying for services, and providing or arranging for travel training.

Statistics are gathered daily and tracked on a monthly basis. Quarterly reports will be made to the TPO that include the number of one way trips provided, the number of unique riders served, the number of participating volunteers, the number of people requesting mobility management assistance, and the number of seniors and people with disabilities enjoying social/recreational outings.

Our past successes are demonstrated by the countless thank you notes we receive from riders and caregivers, rider surveys that exceed the 90% program satisfaction rate, national awards bestowed upon the program, and the number of phone queries and site visits we receive from agencies developing their own volunteer driver programs. VAT was a legacy partner of the Senior Volunteer Transportation Network, an effort administered by the Tennessee Commission on Aging and Disability whose goal was to establish at least 30 additional volunteer driver programs across the state between April 2018 and December 2022. As a result, approximately 25 volunteer driver programs were created across the state.

And finally, the project is consistent with the goals of FTA's 5310 program, "to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options."

SECTION 5 – IMPLEMENTATION (CAPITAL/VEHICLE PURCHASE APPLICANTS ONLY)

Please describe/indicate the following:

- What type of vehicle(s) are you seeking to purchase **[Select from Vehicle List link on TPO website]**?

Please Note: Do not worry about funding or cost(s) in this section, budget information will be addressed in a later section.

Please Note: Vehicle procurement is drastically different this round. Please read the procurement section in the ***Instructions*** carefully **[on TPO website]**.

- Explain why you need this type of vehicle(s). Describe the type of services the vehicle(s) will be used to provide.
- How many vehicles are you seeking to purchase? If you are seeking multiple vehicles explain why they are needed.
- If you are seeking a non-accessible vehicle please explain how you can accommodate persons requiring accessible vehicles (if-and-when needed). Also, please fill out the Non-Accessible Vehicle Request Form **[on TPO website]**. Remember cost(s) will be shown in a later section.
- Is the vehicle(s) for replacement or expansion?
Please Note: if this is a replacement you ***must*** provide information on the vehicle(s) being replaced, including year, model, make, and VIN number. If you have been awarded funding for replacement vehicle(s) before, either through the TPO or the Tennessee Department of Transportation, the replacement vehicle can only be listed once in any FTA grant.
- How will your agency guarantee that the vehicle(s) purchased will continued to be used for this specific project?
- Describe your agency's ability to be sure the vehicle(s) are properly maintained.
- Describe your agency's ability to meet deadlines for submitting required quarterly reports (this includes invoices (if applicable), reports, ridership or usage data reports).
- Who will be managing the purchasing/procurement/grant management part of the project (give ***brief*** bio)?
- ***DO NOT*** include mobility management activities type projects in this capital section. Mobility management activity projects should be listed in the operating sections of this application.

Answer:

- ✓ VAT is not requesting capital assistance for vehicle purchase at this time.

Answer Continued:

left blank on purpose
This section is for vehicle purchases only

SECTION 6 – IMPLEMENTATION (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Please describe the following:

- A work plan delineating the tasks (or milestones) to be conducted and a timeline for completing those tasks (use generic months, i.e. Month 1, Month 2).
Please Note: Do not worry about cost(s) or funding at this question, budget information will be addressed later in the application.
- Describe any external outreach efforts to promote awareness of the proposed project. If the project is strictly for your agency's clients, describe how the program will be promoted internally. If the project is open to the public, describe how you will notify potential users.
- If funding is being used for mobility management activities, describe how your management functions will work with regards to outside and/or internal clients (to your organization).
- If any coordination can occur with other social service agencies or public transit agencies, describe how this might happen.
- Is this project new or does it supplement an existing program/service?
- Who will be managing the project (give **brief** bio stating experience)?
- Provide a staffing plan listing who will perform each task, include a **brief** bio for each person. Estimate what **percent** of each staff (listed) time will be charged to project budget.
- If you are apply for both operating and mobility management funding, be sure you show that you have a clear understanding of the types of activities that are eligible for mobility management funding. Also, be sure the two different types of work activities (Operating, Mobility Management) are clearly broken-out (or hours allocated) in the proposed work plan.

Answer:

TIME LINE: First and ongoing months: Ongoing professional training of staff; Continue public presentations and circulation of area transportation options; Continue recruitment, screening, and training of volunteer drivers; Ongoing provision of Assisted Transportation service; Ongoing provision of Mobility Management service - all staff have been trained to perform an in-depth assessment of individual situations to determine most appropriate transportation service, assists individuals in accessing service as needed, and either arranges or provides travel training as needed; Ongoing administration of group outings.

WORK PLAN

Transit Director: Karen Estes, will be responsible for general oversight of the project, including purchasing and grant management. She has more than 34 years of experience in the transportation field. She is responsible for all aspects of the program management, including record keeping and reporting, regular review of expenditures to assure fiscal controls are in place, grant writing, hiring and training drivers, coordination of services with other transportation providers, and identifying and developing transportation resources.

Program Manager - Nancy Welch - Responsible for all aspects of the program management, including planning, public promotion of programs, recruitment of volunteers, screening and training procedures, and oversight of mobility management services, coordination with other transportation providers, scheduling of assisted transportation services. She has assisted with the management of the program since 2014. In 2020, she was appointed to Program Manager. Prior to her employment in 2010 as a Program Specialist, Ms. Welch was a program volunteer driver for one year. She is a member of the Mayor's Council on Disability Issues Transportation Committee. (see continuation on additional pages included)

SECTION 6: (continuation)

Mr. Van Dyke has been employed in the program since August 2010 and is assigned fleet maintenance duties as well as providing direct assisted transportation on a backfill basis. Mr. Dickerson started service with VAT in December 2016. He is a retired Army veteran and brings seventeen years of area teaching and social service experience to the program. His primary focus is providing direct customer interface with callers, riders, and volunteer drivers.

BUDGET PERCENTAGE BREAKOUT

Nancy Welch 50% Operations / 50% Mobility Management

Mack Van Dyke 90% Operations / 10% Mobility Management

Byron Dickerson10% Operations / 90% Mobility Management

The Knoxville-Knox County Community Action Committee has an excellent reputation for effective and efficient program operations. CAC manages funds of more than \$49,000,000 per year from multiple federal, state, and local governments. Additionally, approximately 26% of total revenue comes from the private sector. CAC, with consistently good audits, has been determined to be a “low risk” auditee.

The Volunteer Assisted Transportation program was developed and implemented in-house and has operated for fourteen years. The TPO audits the program annually with no findings. The Senior Volunteer Transportation Network has also performed annual audits from April 2018 through December 2022, resulting in no findings. There has been very little staff turnover, and the support of upper agency management has been unwavering.

CAC carries the appropriate and required insurance coverage through Public Entity Partners (PEP) and notes the TPO as a certificate holder. Additionally, CAC undergoes an annual program review by its professional risk management team at PEP. Volunteer Assisted Transportation safety policies and procedures are reviewed on an ongoing basis.

Program vehicles are maintained by the Knox County Fleet Service Center and follow the Fleet Maintenance Manual guidelines, a document developed by the Service Center Director and program staff using the manufacturer's recommended procedures.

The program will be sustained through ongoing Federal Transit Administration and Tennessee Department of Transportation funds, transportation fares, community contributions, and in-kind contributions. The time of the CAC Transportation Director will be provided as an in-kind contribution. The services of the Knox County Finance and Purchasing Departments will be provided as an in-kind contribution. Volunteer driver service hours will be used as in-kind contributions.

Quarterly performance reports and invoicing are submitted in a timely fashion.

This award-winning program has been providing service for fourteen years and has become part of the area transportation fabric. VAT routinely consults with ETHRA, KAT, and CAC Transit about policies or individual circumstances. VAT has partnered with them and others (City of Knoxville, Covenant Health,

the Disability Resource Center, University of Tennessee, et. al.) on two major FTA grant initiatives: In 2011, the Knoxville Project Action Coalition was established through assistance by Easter Seals. The goal of the Coalition was to foster cooperation between the transportation industry and the disability community to increase mobility for people with disabilities. In 2013, The Inclusive Planning Project (Project Eric) gathered information on the barriers to transportation in Knox County for residents who are older and/or have disabilities that inhibit their mobility. In addition, VAT worked with Plan East Tennessee (PlanET), a regional partnership of community building. This broad view has been the foundation of our mobility management work over the years. From 2018 to 2022, VAT was a 'legacy partner' of the statewide Senior Volunteer Transportation Network, whose mission was to develop and implement at least thirty new volunteer driver programs across Tennessee in a three-year period.

VAT's external outreach is conducted for three reasons: to recruit new volunteer drivers, to educate the public about this transportation option (VAT), as well as discussing area transportation options in general. It consists of media interviews (radio/TV) and/or human-interest stories, and public service announcements. All major TV networks have featured the program, as well as appearances on CTV's Aging Advantage, and a dozen radio interviews conducted. A presence on the Internet - links to the program can be found on websites managed by the Office on Aging, the TPO, and some state/national sites devoted to transportation options for seniors and people with disabilities. VAT has an active Facebook page. A monthly newsletter has a circulation of over 450 readers, locally, statewide, and nationally. Over 5,000 brochures and flyers are distributed annually at libraries, senior centers, KCDC high-rise apartments for seniors and people with disabilities, recreation centers, medical offices, and at program presentations. Program presentations are conducted regularly at social clubs (Kiwanis, Optimists, Rotary, etc.), agency functions (Senior Networking, 211 Interagency, Senior Safety Task Force, etc.), business associations, health fairs, and faith-based activities. Staff will attend local events with a table of area transportation information at, for example, the Saturday Farmer's Market, or a UTK and Pellissippi student activity, and Knox County Schools transition fairs. Not insignificantly, vehicles are decaled with logo and phone number, and drivers wear branded polo shirts.

During the COVID-19 pandemic, many sources of outreach were limited or went virtual. VAT continues to network and reach out to the community to promote the program through various avenues, such as Aging Resource Fairs, senior job fairs, coordinating informational tables at the area Senior Centers and many various community events.

SECTION 7 – VEHICLE BUDGET (CAPITAL/VEHICLE APPLICANTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. An example budget is provided **[on TPO website]**. Be sure to include:

- Please review the vehicle procurement section of the **Instructions** before proceeding with this application. Vehicle procurement is different than previous rounds.
- From the Vehicle List **[on TPO website]** select the vehicle you want. On the budget sheet, list the name or type of vehicle and provide a line item titled – Vehicle Cost (show cost).
- If you list more than one vehicle, multiply the Vehicle Cost by the number of vehicles you are proposing to purchase and put that amount in a – Total Cost – line item.
- If you are selecting more than one type of vehicle, repeat the steps above for each vehicle type. Be sure to keep each vehicle type separate from any other vehicle type you have selected. You may want to differentiate the vehicles in the budget sheet by labeling them Vehicle(s) Type #1 and Vehicle(s) Type #2, etc. And, be sure each type of vehicle's Total Cost is listed separately on the budget sheet (so the reviewer can easily identify that there are more than one type of vehicle being selected). Then, sum up the Total Cost(s) associated with each vehicle into one – Total Project Cost – line item.
- Break out the Total Project Cost by federal (80%) and local match (20%) dollars.
- If you are proposing another type of capital project besides the purchase of a vehicle(s), outline project details with line item costs. Break out the Total Project Cost by federal (80%) and local match (20%) dollars. Be sure, at the end, there is this final breakdown that clearly shows federal funding needed and the required local match funding needed.
- Attach a letter that (1) certifies matching funding is available and (2) commits the agency to providing the entire purchase amount up front (grant funds portion will be reimbursed). Please be sure the letter includes the amount of and source(s) for the local the match. If you cannot pay for the entire purchase up front please contact the TPO to explore if there are other funding options. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided **[on TPO website]**.
- Due to the procurement of vehicles being difficult, the TPO reserves the right not to award any grant funds for vehicles this round (please see the **Instructions**).
- **DO NOT** include any mobility management costs in this section. Mobility management costs should be included in the operating budget section of the application.

SECTION 8 – OPERATING BUDGET (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. Be sure to include:

- A budget with separate line items for labor cost(s), fringe-benefit cost(s), other direct cost(s), indirect cost(s), and travel cost(s), etc. (if applicable).
- Cost allocation Plan (if applicable).
- If you are applying an Indirect Cost Rate, has it been approved by an official cognizant agency?
- If you are utilizing funding for **operations**, break out the Operations Total Cost line item by federal (50%) and local match (50%) dollars.
- If you are utilizing funding for **mobility management activities**, break out the Mobility Management Total Cost line item by federal (80%) and local match (20%).
- If the project utilizes both operating funding and mobility management activities funding, add the two totals together for a – Project Total Cost line item.
- As operations and mobility management activities are reimbursed at different federal rates, it is extremely important that the budget (charges and invoicing) clearly defines each eligible work item/task and associated cost(s) and reflects those in the correct budget line item (Operations or Mobility Management).
- Be sure, at the end of the budget sheet, there is a final statement that clearly shows federal funding needed and the required local match funding needed. If you have any questions on matching funds eligibility, please see the FTA Section 5310 Circular **[on TPO website]** or call the TPO staff.
- A letter that (1) certifies matching funding is available and (2) states the agency can provide the services up front, being reimbursed upon submission and processing of quarterly invoices per the contract. Please be sure the letter includes the amount of and source(s) for the local the match. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided **[on TPO website]**.

SECTION 9 – ADDITIONAL INFORMATION TO BE SUBMITTED (ALL APPLICANTS)

The TPO reserves the right to request additional information about each applicant's proposal or to allow a brief presentation on the proposal. Please be sure you submit the following information.

Please Note: If you have received funding from the TPO before these documents may already be on file. Please check with the TPO staff to see which items you may need to update.

- Certification/letter stating agency's status as a private nonprofit organization, a human resource agency, or an eligible local government (public transit agency)
- Most recent agency audit (must be within 3 years)
- Letter (from Cognizant Agency) approving Indirect Cost Rate (only required from those using an Indirect Cost Rate in operating or mobility management activities projects)
- List of members of the governing body (Board) and contact information (if not in the audit)
- Policy and Procedures, Employee Handbook, excerpts of separate documents that demonstrate compliance with the following federal requirements:
 - Title VI - Civil Rights policies/practices, Written Complaint Process
 - Equal Employment Opportunity (EEO) Program or policies/practices
 - Americans with Disabilities Program or policies/practices
 - Drug Free Workplace and Drug and Alcohol Testing Program/policies
- Certification of equivalent services (only required from public transit providers)
- Safety and security plan/practices (only required from public transit providers)

Additional requirements for vehicles:

- Written Vehicle Maintenance Plan (VMP). The FTA requires a separate VMP. The VMP does not have to be overly complicated and long. It may simply reflect the manufacturer suggested maintenance schedule that comes with the vehicle. If this is the first vehicle, you may submit a VMP after you receive the manufacturer suggested maintenance schedule to use as a resource. But, a separate VMP must be submitted.
- Any written transportation policies
- Vehicle inventory of all vehicles (make, model, year, accessible vs. non-accessible)

Contact Information:

Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
865-215-3824
doug.burton@knoxtpo.org
knoxtpo.org

Please review the separate **Instructions** and all the other supporting documents that are linked with this application on the TPO website.

**KNOXVILLE-KNOX COUNTY CAC
VOLUNTEER ASSISTED TRANSPORTATION**

updated

OPERATING BUDGET for TWO YEARS

REVENUE	AMOUNT
FTA SECTION 5310	\$168,750
TDOT	\$ 84,375
IN-KIND REVENUE	\$ 84,375
TOTAL REVENUE	\$337,500

EXPENSES	AMOUNT	(FEDERAL SHARE)
SALARIES	\$125,000	(\$86,250)
FRINGE BENEFITS	\$ 50,000	(\$34,500)
OTHER DIRECT COSTS	\$ 62,125	(\$36,000)
INDIRECT COSTS	\$ 16,000	(\$12,000)
INKIND EXPENDITURES	\$ 84,375	
TOTAL EXPENSES	\$337,500	(\$168,750)

CAPITAL BUDGET for TWO YEARS

REVENUE	AMOUNT
FTA SECTION 5310	\$180,000
TDOT	\$ 22,500
IN-KIND REVENUE	\$ 22,500
TOTAL REVENUE	\$225,000

EXPENSES	AMOUNT	(FEDERAL SHARE)
SALARIES	\$ 100,000	(\$88,980)
FRINGE BENEFITS	\$ 40,000	(\$35,520)
OTHER DIRECT COSTS	\$ 48,500	(\$43,068)
INDIRECT COSTS	\$ 14,000	(\$12,432)
INKIND EXPENDITURES	\$ 22,500	
TOTAL EXPENSES	\$225,000	(\$180,000)

TOTAL BUDGET FOR OPERATING AND CAPITAL for TWO YEARS

REVENUE	AMOUNT
FTA SECTION 5310	\$348,750
TDOT	\$106,875
IN-KIND REVENUE	\$106,875
TOTAL REVENUE	\$562,500

EXPENSES	AMOUNT
SALARIES	\$225,000
FRINGE BENEFITS	\$ 90,000
OTHER DIRECT COSTS	\$110,625
INDIRECT COSTS	\$ 30,000
INKIND EXPENDITURES	\$106,875
TOTAL EXPENSES	\$562,500

Sertoma Center

**KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FTA – Section 5310
Enhanced Mobility for Seniors & Individuals with Disabilities
Grant Funding Application**

*Previous
grantee
in good
standing*

Introduction

This is an application to receive Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors & Persons with Disabilities funding. Applications that are incomplete or do not contain adequate supporting documentation will not be considered. This application is for both operating projects and capital projects (vehicles). However, only certain sections must be completed for each type of application. So, please read the application carefully.

Please refer to separate **Instructions** and the additional information linked on the TPO website. This additional information includes the vehicle list and prices, Human Services Transportation Coordination Plan, Program Management Plan, and the deadline for submitting applications. If you are applying for vehicles, please read the **Instructions** very carefully as the required method of procurement has significantly changed. Applicants are encouraged to contact the TPO staff if you have any questions.

AGENCY INFORMATION (ALL APPLICANTS)

Agency Name	Sertoma Center Inc.
Contact Person Name	Mike Smith
Title	Director of Development & Outreach
Phone Number	865-524-5555
E-mail	mike@sertoma.com
Address	1400 East 5th Ave
City, State, Zip Code	Knoxville TN 37917
Website	www.sertoma.com
Is the Agency A	<input type="radio"/> Local Government <input type="radio"/> Public Transit Operator <input checked="" type="radio"/> Private Non-Profit
Agency DUNS Number	079030334
Project Type	<input checked="" type="radio"/> Capital <input type="radio"/> Operating
Total Project Cost	\$260,000
Amount of FTA (Federal) Grant Funding Needed	\$208,000

Application Instructions

The application contains nine sections. Please refer to the table to determine which sections must be completed. Some sections are required by all applicants, while others depend on whether you are applying for capital/vehicle funding or operating funding. If you are submitting both a capital/vehicle project and an operating project you must fill out separate applications. If you are asking for multiple vehicles, you only need to fill out one capital funding application. If you are seeking funding for mobility management activities, you will complete the operating sections of the application (even though FTA considers mobility management activities a capital expense). If you are applying for both operating and mobility management funding you need only to fill out one operating funding application.

SECTION #	WHICH SECTION TO COMPLETE
1 OVERVIEW OF AGENCY	ALL APPLICANTS
2 PROJECT DESCRIPTION	ALL APPLICANTS
3 PROJECT NEED	ALL APPLICANTS
4 SPECIFIC PERFORMANCE & EVALUATION	ALL APPLICANTS
5 IMPLEMENTATION OF CAPITAL PROJECTS	CAPITAL/VEHICLE APPLICANTS ONLY
6 IMPLEMENTATION OF OPERATING PROJECTS	OPERATING & MOBILITY MANAGEMENT APPLICANTS ONLY
7 VEHICLE BUDGET (ATTACH SEPERATELY)	CAPITAL/VEHICLE APPLICANTS ONLY
8 OPERATING BUDGET (ATTACH SEPERATELY)	OPERATING PROJECTS & MOBILITY MANAGEMENT APPLICANTS ONLY
9 ADDITIONAL INFORMATION NEEDED	ALL APPLICANTS

SECTION 1 – OVERVIEW OF AGENCY (ALL APPLICANTS)

Please provide a ***brief*** overview of the proposing agency, a description of services provided, who is eligible for services, and service area. This is to provide a general picture of the overall proposing agency, its mission, and the services it provides. Project specific information will be included in the next section.

Answer:

Sertoma is a nonprofit agency that serves Knox County adults from diverse backgrounds with intellectual and developmental disabilities ranging from mild to profound; half of our people also are diagnosed with mental illness. One-third have physical disabilities ranging from limited use of an arm to dependence upon a wheelchair. Our mission is to serve these individuals through the highest quality of residential, vocational, and community services that empower the persons served to reach their fullest potential. Eighty-eight percent of Sertoma's 134 people supported live in poverty, with their entire income from Supplemental Security Income, Food Stamps, and the Medicaid waiver. The Tennessee Department of Intellectual and Developmental Disabilities contracts with Sertoma for services to each person, but the state only allows for a minimal level of care. We offer the following programs: (1) 34 supervised residences that provide homes for 92 individuals; (2) employment opportunities in a variety of work settings; (3) a recreational and cultural program designed to provide enriching experiences while teaching positive use of free time; and (4) a medical services program, and in-house clinic at our center, that manages the health problems of our people supported, which include emergency, acute, and chronic conditions.

SECTION 2 – PROJECT DESCRIPTION (ALL APPLICANTS)

Please provide a detailed description of the proposed project. Please include:

- A description of the type of project: operation of a service, mobility management activities, acquisition of vehicle(s), or other type of project(s).
- Outline who would be eligible for the proposed project.
- Describe the geographic service area, specific to this project.
- Provide the estimated number of people the project will serve annually.
- Provide the estimated number of one way trips that will be provided annually.

Please Note: if you are asking for funding for multiple vehicles, be sure you state the number of vehicles needed and be sure the estimated number of people/trips served/provided annually is a **per vehicle total**.

- State the term of project (if operating services or mobility management activities). You can use general time periods such as: six months, one year, two years, etc.

Please Note: There is no need to provide cost(s), a budget, or funding information in this section as these items will be addressed later in application.

Answer:

This project of need is for acquisition of vehicles, and the geographic service area is Knox County. Sertoma will purchase four accessible vans of two different sizes for flexibility and efficiency. The purpose is to provide transportation for our people supported—adults in Knox County with intellectual and developmental disabilities—for medical, employment, residential, retirement, cultural outings, and fitness and recreational purposes. All services will be compliant with the Americans with Disabilities Act. These vans will meet the priorities of the Knoxville Regional Transportation Planning Organization to improve access to services and employment, meeting the goal of the Human Services Transportation Coordination Plan to provide additional transit services that are accessible to disabled citizens.

The vans to be purchased include the following:

- Two Standard Length, Raised Roof, Rear Lift Conversion Vans (4+2) and Two Standard Sedan or SUV useful for small residences and individual trips of people supported and for day and recreation programs
- Each vehicle will provide an estimated 4,500 per-person trips annually. Times of service will include the following:
- Day Program, Medical, and Recreational/Cultural Purposes—Monday-Friday, 8am-4:30pm
 - Employment—Monday-Saturday, 8am-4:30pm
 - Residential—Seven days per week, 24 hrs/day
 - ECF Services—Five days per week, 8am-6pm

SECTION 3 – PROJECT NEED (ALL APPLICANTS)

Please describe/indicate the following:

- How will this project improve the quality of transportation services for seniors and/or individuals with disabilities? Give examples.
- Reference the stated need or goal this project meets as outlined in the Human Services Transportation Coordination Plan (HSTCP) [Required, see HSTCP on TPO website].
Please Note: If you cannot find an exact need or goal that fits the proposed project in the HSTCP, then discuss how the project is in-keeping with the types of needs and goals identified in the HSTCP.
- How does the proposed project align with the overarching mission of your organization?
- List any innovative approaches that will be employed for this project.
- If you have received Section 5310 funding from the TPO before and this is a continuation or a similar project, discuss the success of the past project and tell why you need additional funding. If you have received Section 5310 funding for a vehicle(s) before and are asking for more, discuss the need for an additional vehicle(s) and how the previously funded vehicle(s) is/are currently being utilized.

Answer:

Sertoma provides transportation to individuals with disabilities for a variety of purposes: medical appointments, employment, cultural and community outings, and recreational and fitness activities. Our programs are designed to provide each person we support with the opportunity for a full and enriching life experience, with individual services based on an evaluation of needs, desires, and potential. Many of our people supported have no families to care for them, so Sertoma is charged with providing not only physical care, but also quality of life and the loving relationships that make life fulfilling.

This project addresses the following needs and strategies of the Human Services Transportation Coordination Plan:

- Project additional, affordable, and accessible services for individuals who are disabled.
- Offer transportation services using different-sized vehicles to provide efficient service.

Reliable accessible vehicles are required transport our people supported to the various programs and services that empower the persons served to reach their full potential—in terms of health, employment, community involvement, leisure activities, and recreation.

Sertoma has received Section 5310 funding in the past that has allowed us to transport our people supported safely and efficiently. We request additional funding to accommodate increasing needs. We are expanding the number of vehicles by requesting 2 standard sedan or SUV and 2 rear lift conversion vans (4+2). The demands of time we must have people supported in community settings, combined with the average 120k miles we have per vehicle, and the average 12 year age of a vehicle, is creating an urgency for newer vehicles. In addition, we have an increasing number of older people who are beginning to use wheelchairs as they develop health issues. This increase means that we must expand the number of vans that can transport our people supported in wheelchairs.

SECTION 4 – SPECIFIC PERFORMANCE & EVALUATION (ALL APPLICANTS)

Please describe/indicate the following:

- Outline any specific goals/outcomes you have for the proposed project. Goals/outcomes should be measurable.
- Describe how you plan on monitoring and evaluating the progress in meeting the stated goals/outcomes, including any performance measures.
- If you have received 5310 funding from the TPO before and this is a continuation or a similar project (including the purchase of vehicles), discuss how you evaluated the past success of the project (vehicles).

Answer:

The expected goals/outcomes for the project are 4,404 per-person trips annually, or 20,000 for the four vehicles. Sertoma's director of maintenance and transportation will ensure that all trips are documented and reported quarterly to KRTPO and the Tennessee Department of Transportation. This proven evaluation method has been employed successfully for Sertoma's previous Section 5310 funding.

SECTION 5 – IMPLEMENTATION (CAPITAL/VEHICLE PURCHASE APPLICANTS ONLY)

Please describe/indicate the following:

- What type of vehicle(s) are you seeking to purchase [Select from Vehicle List link on TPO website]?

Please Note: Do not worry about funding or cost(s) in this section, budget information will be addressed in a later section.

Please Note: Vehicle procurement is drastically different this round. Please read the procurement section in the **Instructions** carefully [on TPO website].

- Explain why you need this type of vehicle(s). Describe the type of services the vehicle(s) will be used to provide.
- How many vehicles are you seeking to purchase? If you are seeking multiple vehicles explain why they are needed.
- If you are seeking a non-accessible vehicle please explain how you can accommodate persons requiring accessible vehicles (if-and-when needed). Also, please fill out the Non-Accessible Vehicle Request Form [on TPO website]. Remember cost(s) will be shown in a later section.
- Is the vehicle(s) for replacement or expansion?
Please Note: if this is a replacement you **must** provide information on the vehicle(s) being replaced, including year, model, make, and VIN number. If you have been awarded funding for replacement vehicle(s) before, either through the TPO or the Tennessee Department of Transportation, the replacement vehicle can only be listed once in any FTA grant.
- How will your agency guarantee that the vehicle(s) purchased will continued to be used for this specific project?
- Describe your agency's ability to be sure the vehicle(s) are properly maintained.
- Describe your agency's ability to meet deadlines for submitting required quarterly reports (this includes invoices (if applicable), reports, ridership or usage data reports).
- Who will be managing the purchasing/procurement/grant management part of the project (give **brief** bio)?
- **DO NOT** include mobility management activities type projects in this capital section. Mobility management activity projects should be listed in the operating sections of this application.

Answer:

We are expanding the number of vehicles by adding four such vehicles.

We seek to purchase the following:

- Two Standard Length, Raised Roof, Rear Lift Conversion Vans (4+2) and Two Standard Sedan or SUV useful for small residences and individual trips—no options.

This number of vehicles is needed to help each of our 134 people supported meet their individual goals and needs. There are multiple reasons for this need; the amount of time we must have people supported in community puts more demand on our vehicles, an increasing number of older people supported who are beginning to use wheelchairs, the number of people supported we serve is increasing, and finally combined with the high mileage and age of current vehicles means that we must expand the number of vans that can transport our people supported.

Answer Continued:

Lyle Gervin, Director of Maintenance and Transportation, is responsible for purchase and overseeing operation and maintenance of the vehicles. He has done this work for Sertoma since 2012 and is very knowledgeable of all areas of our transportation needs and requirements. He has training and experience in vehicle upkeep and driver training.

Kim Belew, Chief Operating Officer, will supervise the project team. With 8 years of experience at Sertoma, her duties will include scheduling meetings, getting notices out to pertinent people, providing administrative oversight, and giving approval to various aspects of the project. Ms. Belew is a devoted, patient-focused registered nurse with demonstrated proficiency in acute patient care, intellectual and developmental disabilities, staff development, and family advocacy. She has served as a charge nurse/shift leader, office manager, and director. Ms. Belew holds a bachelor of science degree in nursing.

Nicole Lemon, Senior Director of Day Services, handles dispatching vehicles for day program—a responsibility she has held since 2012. Delia Briceno, Senior Director of Residential Services, provides oversight to the residences regarding the vehicles assigned to them; Briceno has held this role since 2016. Day-to-day decisions about dispatch of each residence's vehicle are made by the coordinator of the individual residence, based on the daily schedules and needs of our people supported. Training on the dispatching function is provided by Gervin and Briceno, based on Sertoma's scheduling and programming.

SECTION 6 – IMPLEMENTATION (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Please describe the following:

- A work plan delineating the tasks (or milestones) to be conducted and a timeline for completing those tasks (use generic months, i.e. Month 1, Month 2).
Please Note: Do not worry about cost(s) or funding at this question, budget information will be addressed later in the application.
- Describe any external outreach efforts to promote awareness of the proposed project. If the project is strictly for your agency's clients, describe how the program will be promoted internally. If the project is open to the public, describe how you will notify potential users.
- If funding is being used for mobility management activities, describe how your management functions will work with regards to outside and/or internal clients (to your organization).
- If any coordination can occur with other social service agencies or public transit agencies, describe how this might happen.
- Is this project new or does it supplement an existing program/service?
- Who will be managing the project (give ***brief*** bio stating experience)?
- Provide a staffing plan listing who will perform each task, include a ***brief*** bio for each person. Estimate what ***percent*** of each staff (listed) time will be charged to project budget.
- If you are apply for both operating and mobility management funding, be sure you show that you have a clear understanding of the types of activities that are eligible for mobility management funding. Also, be sure the two different types of work activities (Operating, Mobility Management) are clearly broken-out (or hours allocated) in the proposed work plan.

Answer: _____

Not applicable

SECTION 7 – VEHICLE BUDGET (CAPITAL/VEHICLE APPLICANTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. An example budget is provided [on TPO website]. Be sure to include:

- Please review the vehicle procurement section of the **Instructions** before proceeding with this application. Vehicle procurement is different than previous rounds.
- From the Vehicle List [on TPO website] select the vehicle you want. On the budget sheet, list the name or type of vehicle and provide a line item titled – Vehicle Cost (show cost).
- If you list more than one vehicle, multiply the Vehicle Cost by the number of vehicles you are proposing to purchase and put that amount in a – Total Cost – line item.
- If you are selecting more than one type of vehicle, repeat the steps above for each vehicle type. Be sure to keep each vehicle type separate from any other vehicle type you have selected. You may want to differentiate the vehicles in the budget sheet by labeling them Vehicle(s) Type #1 and Vehicle(s) Type #2, etc. And, be sure each type of vehicle's Total Cost is listed separately on the budget sheet (so the reviewer can easily identify that there are more than one type of vehicle being selected). Then, sum up the Total Cost(s) associated with each vehicle into one – Total Project Cost – line item.
- Break out the Total Project Cost by federal (80%) and local match (20%) dollars.
- If you are proposing another type of capital project besides the purchase of a vehicle(s), outline project details with line item costs. Break out the Total Project Cost by federal (80%) and local match (20%) dollars. Be sure, at the end, there is this final breakdown that clearly shows federal funding needed and the required local match funding needed.
- Attach a letter that (1) certifies matching funding is available and (2) commits the agency to providing the entire purchase amount up front (grant funds portion will be reimbursed). Please be sure the letter includes the amount of and source(s) for the local the match. If you cannot pay for the entire purchase up front please contact the TPO to explore if there are other funding options. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided [on TPO website].
- Due to the procurement of vehicles being difficult, the TPO reserves the right not to award any grant funds for vehicles this round (please see the **Instructions**).
- **DO NOT** include any mobility management costs in this section. Mobility management costs should be included in the operating budget section of the application.

SECTION 8 – OPERATING BUDGET (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. Be sure to include:

- A budget with separate line items for labor cost(s), fringe-benefit cost(s), other direct cost(s), indirect cost(s), and travel cost(s), etc. (if applicable).
- Cost allocation Plan (if applicable).
- If you are applying an Indirect Cost Rate, has it been approved by an official cognizant agency?
- If you are utilizing funding for **operations**, break out the Operations Total Cost line item by federal (50%) and local match (50%) dollars.
- If you are utilizing funding for **mobility management activities**, break out the Mobility Management Total Cost line item by federal (80%) and local match (20%).
- If the project utilizes both operating funding and mobility management activities funding, add the two totals together for a – Project Total Cost line item.
- As operations and mobility management activities are reimbursed at different federal rates, it is extremely important that the budget (charges and invoicing) clearly defines each eligible work item/task and associated cost(s) and reflects those in the correct budget line item (Operations or Mobility Management).
- Be sure, at the end of the budget sheet, there is a final statement that clearly shows federal funding needed and the required local match funding needed. If you have any questions on matching funds eligibility, please see the FTA Section 5310 Circular [**on TPO website**] or call the TPO staff.
- A letter that (1) certifies matching funding is available and (2) states the agency can provide the services up front, being reimbursed upon submission and processing of quarterly invoices per the contract. Please be sure the letter includes the amount of and source(s) for the local the match. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided [**on TPO website**].

SECTION 9 – ADDITIONAL INFORMATION TO BE SUBMITTED (ALL APPLICANTS)

The TPO reserves the right to request additional information about each applicant's proposal or to allow a brief presentation on the proposal. Please be sure you submit the following information.

Please Note: If you have received funding from the TPO before these documents may already be on file. Please check with the TPO staff to see which items you may need to update.

- Certification/letter stating agency's status as a private nonprofit organization, a human resource agency, or an eligible local government (public transit agency)
- Most recent agency audit (must be within 3 years)
- Letter (from Cognizant Agency) approving Indirect Cost Rate (only required from those using an Indirect Cost Rate in operating or mobility management activities projects)
- List of members of the governing body (Board) and contact information (if not in the audit)
- Policy and Procedures, Employee Handbook, excerpts of separate documents that demonstrate compliance with the following federal requirements:
 - Title VI - Civil Rights policies/practices, Written Complaint Process
 - Equal Employment Opportunity (EEO) Program or policies/practices
 - Americans with Disabilities Program or policies/practices
 - Drug Free Workplace and Drug and Alcohol Testing Program/policies
- Certification of equivalent services (only required from public transit providers)
- Safety and security plan/practices (only required from public transit providers)

Additional requirements for vehicles:

- Written Vehicle Maintenance Plan (VMP). The FTA requires a separate VMP. The VMP does not have to be overly complicated and long. It may simply reflect the manufacturer suggested maintenance schedule that comes with the vehicle. If this is the first vehicle, you may submit a VMP after you receive the manufacturer suggested maintenance schedule to use as a resource. But, a separate VMP must be submitted.
- Any written transportation policies
- Vehicle inventory of all vehicles (make, model, year, accessible vs. non-accessible)

Contact Information:

Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
865-215-3824
doug.burton@knoxtpo.org
knoxtpo.org

Please review the separate **Instructions** and all the other supporting documents that are linked with this application on the TPO website.

Sertoma TPO Capital Budget						
Vehicle Type	Federal Match	Local Match	Per vehicle Cost	Quantity	Total Cost	
Standard Length, Raised Roof, Rear Lift Conversion Vans (4+2)	\$ 64,000.00	\$ 16,000.00	\$ 80,000.00	2	\$	160,000.00
Standard Sedan or SUV	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	2	\$	100,000.00
Total Procurement	\$ 104,000.00	\$ 26,000.00	\$ 130,000.00	4	\$	260,000.00

Review by 1/10/14

*Previous
grantee
in good
standing*

**KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FTA – Section 5310
Enhanced Mobility for Seniors & Individuals with Disabilities
Grant Funding Application**

Introduction

This is an application to receive Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors & Persons with Disabilities funding. Applications that are incomplete or do not contain adequate supporting documentation will not be considered. This application is for both operating projects and capital projects (vehicles). However, only certain sections must be completed for each type of application. So, please read the application carefully.

Please refer to separate **Instructions** and the additional information linked on the TPO website. This additional information includes the vehicle list and prices, Human Services Transportation Coordination Plan, Program Management Plan, and the deadline for submitting applications. If you are applying for vehicles, please read the **Instructions** very carefully as the required method of procurement has significantly changed. Applicants are encouraged to contact the TPO staff if you have any questions.

AGENCY INFORMATION (ALL APPLICANTS)

Agency Name	LIVE-IT Ministries Inc.
Contact Person Name	Paul Danis
Title	President
Phone Number	865-604-4087
E-mail	pdanis@liveitministry.org
Address	P.O. Box 416
City, State, Zip Code	Seymour, TN 37865
Website	www.liveit.care
Is the Agency A	<input type="radio"/> Local Government <input type="radio"/> Public Transit Operator <input checked="" type="radio"/> Private Non-Profit
Agency DUNS Number	025014736
Project Type	<input type="radio"/> Capital <input checked="" type="radio"/> Operating
Total Project Cost	66,181.26
Amount of FTA (Federal) Grant Funding Needed	33,690.63

Application Instructions

The application contains nine sections. Please refer to the table to determine which sections must be completed. Some sections are required by all applicants, while others depend on whether you are applying for capital/vehicle funding or operating funding. If you are submitting both a capital/vehicle project and an operating project you must fill out separate applications. If you are asking for multiple vehicles, you only need to fill out one capital funding application. If you are seeking funding for mobility management activities, you will complete the operating sections of the application (even though FTA considers mobility management activities a capital expense). If you are applying for both operating and mobility management funding you need only to fill out one operating funding application.

SECTION #	WHICH SECTION TO COMPLETE
1 OVERVIEW OF AGENCY	ALL APPLICANTS
2 PROJECT DESCRIPTION	ALL APPLICANTS
3 PROJECT NEED	ALL APPLICANTS
4 SPECIFIC PERFORMANCE & EVALUATION	ALL APPLICANTS
5 IMPLEMENTATION OF CAPITAL PROJECTS	CAPITAL/VEHICLE APPLICANTS ONLY
6 IMPLEMENTATION OF OPERATING PROJECTS	OPERATING & MOBILITY MANAGEMENT APPLICANTS ONLY
7 VEHICLE BUDGET (ATTACH SEPERATELY)	CAPITAL/VEHICLE APPLICANTS ONLY
8 OPERATING BUDGET (ATTACH SEPERATELY)	OPERATING PROJECTS & MOBILITY MANAGEMENT APPLICANTS ONLY
9 ADDITIONAL INFORMATION NEEDED	ALL APPLICANTS

SECTION 1 – OVERVIEW OF AGENCY (ALL APPLICANTS)

Please provide a ***brief*** overview of the proposing agency, a description of services provided, who is eligible for services, and service area. This is to provide a general picture of the overall proposing agency, its mission, and the services it provides. Project specific information will be included in the next section.

Answer:

LIVE-IT Ministries Inc. (LIVE-IT) has been serving the seniors and others in Sevier County for over 13 years. LIVE-IT is headquartered in Seymour, TN. LIVE-IT has three main programs: Army of One, MyRide Sevier County and The Bridge Coffee and Community. The purpose of this grant submission is for the MyRide Sevier County Program. The MyRide program operates as a state-wide initiative to provide door-through-door volunteer transportation services to individuals 60 and older who have no or limited access to transportation. MyRide Sevier County enlists volunteer drivers who use their own vehicles to take seniors to essential medical appointments as well as pharmacies and grocery stores and return them home. We believe MyRide Sevier County strengthens our community by empowering volunteers to value, support and improve the quality of life for senior adults in Sevier County.

SECTION 2 – PROJECT DESCRIPTION (ALL APPLICANTS)

Please provide a detailed description of the proposed project. Please include:

- A description of the type of project: operation of a service, mobility management activities, acquisition of vehicle(s), or other type of project(s).
- Outline who would be eligible for the proposed project.
- Describe the geographic service area, specific to this project.
- Provide the estimated number of people the project will serve annually.
- Provide the estimated number of one way trips that will be provided annually.

Please Note: If you are asking for funding for multiple vehicles, be sure you state the number of vehicles needed and be sure the estimated number of people/trips served/provided annually is a **per vehicle total**.

- State the term of project (if operating services or mobility management activities). You can use general time periods such as: six months, one year, two years, etc.

Please Note: There is no need to provide cost(s), a budget, or funding information in this section as these items will be addressed later in application.

Answer:

Description of operation of service:

The MyRide Sevier County program is volunteer based and utilizes advanced computer software (Assisted Rides) to schedule, track, maintain, and manage common destinations and riders. Riders call the MyRide program coordinator to schedule a ride to their appointment which is then placed on the software system calendar for the volunteer drivers to self-assign. Volunteers are provided access to the scheduling software and may choose a convenient time to fulfill a ride request according to their schedule. Each volunteer is trained by the MyRide program coordinator who also does a series of background checks and affirms the volunteer is equipped to comply with the program's policies:

Who is eligible: Adults 60 and older who are ambulatory and have no other transportation available to them are eligible for services.

Geographic area: Sevier County

Number of people served: 35

Estimate number of one-way trips annually: 790. The total trips given since its inception is: 1,996

Term of project: The program has been in operation since April 2019 and MyRide Sevier County would like this program to continue to serve the seniors of our county.

SECTION 3 – PROJECT NEED (ALL APPLICANTS)

Please describe/indicate the following:

- How will this project improve the quality of transportation services for seniors and/or individuals with disabilities? Give examples.
- Reference the stated need or goal this project meets as outlined in the Human Services Transportation Coordination Plan (HSTCP) [Required, see HSTCP on TPO website].
Please Note: If you cannot find an exact need or goal that fits the proposed project in the HSTCP, then discuss how the project is in-keeping with the types of needs and goals identified in the HSTCP.
- How does the proposed project align with the overarching mission of your organization?
- List any innovative approaches that will be employed for this project.
- If you have received Section 5310 funding from the TPO before and this is a continuation or a similar project, discuss the success of the past project and tell why you need additional funding. If you have received Section 5310 funding for a vehicle(s) before and are asking for more, discuss the need for an additional vehicle(s) and how the previously funded vehicle(s) is/are currently being utilized.

Answer:

Currently in Sevier County, ETHRA is the only other transportation service provider for senior transportation. ETHRA is only able to pick up the person and drop them off on a route determined by ETHRA.

Regarding HSTCP guidelines, MyRide Sevier County provides one-on-one, door-through-door services and can schedule a time that coordinates with the seniors medical appointments so the senior does not have to wait long periods to be returned home. Volunteers drive their own vehicles and must maintain current auto insurance. MyRide Sevier County provides additional liability insurance to protect the volunteer. Volunteer's accompany the senior into the doctor's office to ensure safety and security if they request the volunteers to do so. Volunteers can also provide shopping assistance, carrying purchases to and from the vehicle and into their home if requested. MyRide Sevier County is the only agency that provides these specific transportation services in Sevier County.

Many of our clients have said they are very appreciative of the additional services we provide simply because they cannot endure long waiting periods to complete their transportation needs.

MyRide Sevier County provides opportunities to volunteers and seniors and the community in general to improve the quality of life for our seniors and the community we serve. This is an innovative transportation program because it utilizes volunteers instead of paid employees, benefiting both the rider and driver, building community by social connection. Volunteering allows you to connect to your community.

SECTION 4 – SPECIFIC PERFORMANCE & EVALUATION (ALL APPLICANTS)

Please describe/indicate the following:

- Outline any specific goals/outcomes you have for the proposed project. Goals/outcomes should be measurable.
- Describe how you plan on monitoring and evaluating the progress in meeting the stated goals/outcomes, including any performance measures.
- If you have received 5310 funding from the TPO before and this is a continuation or a similar project (including the purchase of vehicles), discuss how you evaluated the past success of the project (vehicles).

Answer:

Goals:

Increase our base of active volunteers through Sevier County from 43 to 45 by 2024.

Increase the number of rides from 790 2022 to 850 by 2024.

We will take on 6 new riders this year increasing from 4 last year.

We track all volunteers, riders, and rides given monthly to evaluate opportunities to continuously improve the MyRide Sevier County program.

SECTION 5 – IMPLEMENTATION (CAPITAL/VEHICLE PURCHASES APPLICANTS ONLY)

Please describe/indicate the following:

- What type of vehicle(s) are you seeking to purchase [Select from Vehicle List link on TPO website]?
Please Note: Do not worry about funding or cost(s) in this section, budget information will be addressed in a later section.
Please Note: Vehicle procurement is drastically different this round. Please read the procurement section in the Instructions carefully [on TPO website].
- Explain why you need this type of vehicle(s). Describe the type of services the vehicle(s) will be used to provide.
- How many vehicles are you seeking to purchase? If you are seeking multiple vehicles explain why they are needed.
- If you are seeking a non-accessible vehicle please explain how you can accommodate persons requiring accessible vehicles (if-and-when needed). Also, please fill out the Non-Accessible Vehicle Request Form [on TPO website]. Remember cost(s) will be shown in a later section.
- Is the vehicle(s) for replacement or expansion?
Please Note: if this is a replacement you must provide information on the vehicle(s) being replaced, including year, model, make, and VIN number. If you have been awarded funding for replacement vehicle(s) before, either through the TPO or the Tennessee Department of Transportation, the replacement vehicle can only be listed once in any FTA grant.
- How will your agency guarantee that the vehicle(s) purchased will continued to be used for this specific project?
- Describe your agency's ability to be sure the vehicle(s) are properly maintained.
- Describe your agency's ability to meet deadlines for submitting required quarterly reports (this includes invoices (if applicable), reports, ridership or usage data reports).
- Who will be managing the purchasing/procurement/grant management part of the project (give brief bio)?
- **DO NOT** include mobility management activities type projects in this capital section. Mobility management activity projects should be listed in the operating sections of this application.

Answer:

N/A

Left blank - only for vehicle purchase

No page # 7. Page # 7 is for overflow for this answer and only to be filled out for vehicle purchases. This application is for operating & mobility management.

SECTION 6 – IMPLEMENTATION (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Please describe the following:

- A work plan delineating the tasks (or milestones) to be conducted and a timeline for completing those tasks (use generic months, i.e. Month 1, Month 2).
Please Note: Do not worry about cost(s) or funding at this question, budget information will be addressed later in the application.
- Describe any external outreach efforts to promote awareness of the proposed project. If the project is strictly for your agency's clients, describe how the program will be promoted internally. If the project is open to the public, describe how you will notify potential users.
- If funding is being used for mobility management activities, describe how your management functions will work with regards to outside and/or internal clients (to your organization).
- If any coordination can occur with other social service agencies or public transit agencies, describe how this might happen.
- Is this project new or does it supplement an existing program/service?
- Who will be managing the project (give **brief** bio stating experience)?
- Provide a staffing plan listing who will perform each task, include a **brief** bio for each person. Estimate what **percent** of each staff (listed) time will be charged to project budget.
- If you are apply for both operating and mobility management funding, be sure you show that you have a clear understanding of the types of activities that are eligible for mobility management funding. Also, be sure the two different types of work activities (Operating, Mobility Management) are clearly broken-out (or hours allocated) in the proposed work plan.

Answer:

Attached is our Marketing Plan for the MyRide program. (Attachment 1)

There are 3 staff members that work directly with the MyRide program: Terri Danis, Exective Director, Kimber North, Program Coordinator and Scott Hughes, Bookkeeper

Terri Danis, Executive Director, co-founded the LIVE-IT ministry in Seymour, Tennessee, with her husband Paul in 2010. Prior to her involvement with the LIVE-IT ministry, Terri studied at Northeast Alabama State college earning her degree in nursing. After 20 years' experience in nursing, Terri moved to Sevier County in 2000 working as a real estate broker with her husband, Paul. Terri joined the staff of a local church for three years before founding LIVE-IT in 2010.

Kimber North, Program Coordinator

Kimber has a heart for nonprofits and the clients they serve. She came to LIVE-IT in October of 2021 after working with Focus Ministries in Knoxville for 8 years. She has worked in the non-profit sector for 25 years.

Scott Hughes, Bookkeeper, whose work experience is broken down into two categories: Non-Profit Management and Accounting/Finance. Scott has a degree from World Harvest Bible College (currently titled Valor Christian College) in Columbus, Ohio. Scott is passionnate about helping people. In the past Scott has served as Executive Director of Hope Resource Center. During his time of service there he began to develop a heart for the hurting people of East Tennessee. Scott has been on the board of LIVE-IT for the past four years.

SECTION 7 – VEHICLE BUDGET (CAPITAL/VEHICLE APPLICANTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. An example budget is provided [on TPO website]. Be sure to include:

- Please review the vehicle procurement section of the **Instructions** before proceeding with this application. Vehicle procurement is different than previous rounds.
- From the Vehicle List [on TPO website] select the vehicle you want. On the budget sheet, list the name or type of vehicle and provide a line item titled – Vehicle Cost (show cost).
- If you list more than one vehicle, multiply the Vehicle Cost by the number of vehicles you are proposing to purchase and put that amount in a – Total Cost – line item.
- If you are selecting more than one type of vehicle, repeat the steps above for each vehicle type. Be sure to keep each vehicle type separate from any other vehicle type you have selected. You may want to differentiate the vehicles in the budget sheet by labeling them Vehicle(s) Type #1 and Vehicle(s) Type #2, etc. And, be sure each type of vehicle's Total Cost is listed separately on the budget sheet (so the reviewer can easily identify that there are more than one type of vehicle being selected). Then, sum up the Total Cost(s) associated with each vehicle into one – Total Project Cost – line item.
- Break out the Total Project Cost by federal (80%) and local match (20%) dollars.
- If you are proposing another type of capital project besides the purchase of a vehicle(s), outline project details with line item costs. Break out the Total Project Cost by federal (80%) and local match (20%) dollars. Be sure, at the end, there is this final breakdown that clearly shows federal funding needed and the required local match funding needed.
- Attach a letter that (1) certifies matching funding is available and (2) commits the agency to providing the entire purchase amount up front (grant funds portion will be reimbursed). Please be sure the letter includes the amount of and source(s) for the local the match. If you cannot pay for the entire purchase up front please contact the TPO to explore if there are other funding options. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided [on TPO website].
- Due to the procurement of vehicles being difficult, the TPO reserves the right not to award any grant funds for vehicles this round (please see the **Instructions**).
- **DO NOT** include any mobility management costs in this section. Mobility management costs should be included in the operating budget section of the application.

SECTION 8 – OPERATING BUDGET (OPERATING & MOBILITY MANAGEMENT PROJECTS ONLY)

Develop separately and attach with application submission a detailed budget outlining costs and funding. The budget can be constructed in Word or Excel, but be sure it is formatted so it can be easily printed. Be sure to include:

- A budget with separate line items for labor cost(s), fringe-benefit cost(s), other direct cost(s), indirect cost(s), and travel cost(s), etc. (if applicable).
- Cost allocation Plan (if applicable).
- If you are applying an Indirect Cost Rate, has it been approved by an official cognizant agency?
- If you are utilizing funding for **operations**, break out the Operations Total Cost line item by federal (50%) and local match (50%) dollars.
- If you are utilizing funding for **mobility management activities**, break out the Mobility Management Total Cost line item by federal (80%) and local match (20%).
- If the project utilizes both operating funding and mobility management activities funding, add the two totals together for a – Project Total Cost line item.
- As operations and mobility management activities are reimbursed at different federal rates, it is extremely important that the budget (charges and invoicing) clearly defines each eligible work item/task and associated cost(s) and reflects those in the correct budget line item (Operations or Mobility Management).
- Be sure, at the end of the budget sheet, there is a final statement that clearly shows federal funding needed and the required local match funding needed. If you have any questions on matching funds eligibility, please see the FTA Section 5310 Circular **[on TPO website]** or call the TPO staff.
- A letter that (1) certifies matching funding is available and (2) states the agency can provide the services up front, being reimbursed upon submission and processing of quarterly invoices per the contract. Please be sure the letter includes the amount of and source(s) for the local the match. Review the local match section, including the potential for other grant dollars, in the **Instructions** provided **[on TPO website]**.

SECTION 9 – ADDITIONAL INFORMATION TO BE SUBMITTED (ALL APPLICANTS)

The TPO reserves the right to request additional information about each applicant's proposal or to allow a brief presentation on the proposal. Please be sure you submit the following information.

Please Note: If you have received funding from the TPO before these documents may already be on file. Please check with the TPO staff to see which items you may need to update.

- Certification/letter stating agency's status as a private nonprofit organization, a human resource agency, or an eligible local government (public transit agency)
- Most recent agency audit (must be within 3 years)
- Letter (from Cognizant Agency) approving Indirect Cost Rate (only required from those using an Indirect Cost Rate in operating or mobility management activities projects)
- List of members of the governing body (Board) and contact information (if not in the audit)
- Policy and Procedures, Employee Handbook, excerpts of separate documents that demonstrate compliance with the following federal requirements:
 - Title VI - Civil Rights policies/practices, Written Complaint Process
 - Equal Employment Opportunity (EEO) Program or policies/practices
 - Americans with Disabilities Program or policies/practices
 - Drug Free Workplace and Drug and Alcohol Testing Program/policies
- Certification of equivalent services (only required from public transit providers)
- Safety and security plan/practices (only required from public transit providers)

Additional requirements for vehicles:

- Written Vehicle Maintenance Plan (VMP). The FTA requires a separate VMP. The VMP does not have to be overly complicated and long. It may simply reflect the manufacturer suggested maintenance schedule that comes with the vehicle. If this is the first vehicle, you may submit a VMP after you receive the manufacturer suggested maintenance schedule to use as a resource. But, a separate VMP must be submitted.
- Any written transportation policies
- Vehicle inventory of all vehicles (make, model, year, accessible vs. non-accessible)

Contact Information:

Doug Burton
Knoxville-Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street, Suite 403
Knoxville, TN 37902
865-215-3824
doug.burton@knoxtpo.org
knoxtpo.org

Please review the separate **Instructions** and all the other supporting documents that are linked with this application on the TPO website.



Target Audience	Audience Need	Strategic Initiative	Responsible Party	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12
Potential Volunteers	<ul style="list-style-type: none"> - Health Benefits - Service Hours - Fulfillment of Gospel Directive (for churches) - Remain Relevant 	<ul style="list-style-type: none"> ● Contact churches, Rotaries and other civic orgs. ● Contact local colleges and high school senior groups ○ Update social media 	MyRide Sevier County Staff			●	●	●	●		●	●	●		
Elected Officials	<ul style="list-style-type: none"> - Promote and highlight community - Care for our seniors 	<ul style="list-style-type: none"> ○ Distribute fact cards and brochures on program ● Meet with city mayors and county mayor 	MyRide Sevier County Staff			○	●								
Healthcare	<ul style="list-style-type: none"> - Convey relevance to their setting - Fulfill Social Determinants to Health 	<ul style="list-style-type: none"> ● Distribute fact cards and brochures on program to Dr offices ● Develop a lunch & learn seminar for healthcare associates 	MyRide Sevier County Staff							●					

Target Audience	Audience Need	Strategic Initiative	Responsible Party	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12
Potential Sponsors	<ul style="list-style-type: none"> - Visibility/Promotion - Carrying out Gospel Initiative (for churches) - Overall well-being of riders 	<ul style="list-style-type: none"> ● Present locations sponsor will appear (i.e. website, brochures, track cards, newsletter, all outreach events) 	MyRide Sevier County Staff					●	●	●	●	●	●	●	●
Older Adults	<ul style="list-style-type: none"> - Safe trans. - Reliable - Affordable - Less burden on friends/family 	<ul style="list-style-type: none"> ● Senior Outreach Events ● Social Media ○ Local magazine 	MyRide Sevier County Staff					●				●			

MYRIDE SEVIER COUNTY SUSTAINABILITY PLAN

MyRide Sevier County

Prepared by: Paul Danis, President, LIVE-IT Ministries Inc.

April 4, 2023



MYRIDE SEVIER COUNTY SUSTAINABILITY PLAN

Objective

To create a budget and future funding map for the Sevier County MyRide Program that will sustain the program once the current Senior Volunteer Transportation Program Grant is concluded.

Goals

- To identify the future growth of the MyRide Sevier County Program
- Complete a budget that accurately reflects the expenses and income

Sustainability Planning for 2023 and beyond.

Program staff requirements:

Currently, Kimber North is the MyRide Sevier County program manager and devotes 75% (60 hours per pay period) to the management of the program and gives rides when a client is not picked up by a volunteer driver. Since the disruption from COVID-19 in 2020/21, we anticipate slow growth in the number of trips completed, mainly due to driver uncertainty and limited ability to recruit new volunteer drivers. Therefore, Kimber will continue to be the sole human resource managing this program, devoting 70 to 75 hrs per pay period. Next year's staffing requirements will be evaluated in the 4th quarter of 2023.

Steps to sustainability:

1. Create Budget to show funders. (Completed)
2. Look for additional grants for volunteer transportation. (Ongoing)
3. Work with Sevier County government to secure funding. (Completed)
4. Increase number of church partners for both volunteers and funding. (Ongoing)
5. Cultivate business partners for volunteers and funding. (Ongoing)

MYRIDE SEVIER COUNTY SUSTAINABILITY PLAN**BUDGET**

MyRide 2023 Budget

MyRide Income

MyRide Membership:	\$600.00
Income from Rides:	\$2,400.00
Grant Income:	\$33,690.33
2023 County Funding	\$25,000.00
Total Income:	\$61,690.33

MyRide Expenses

Salaries:	\$40,000.00
Payroll Taxes	\$9,990.00
Volunteer Insurance:	\$1,100.72
Background Checks:	\$325.00
Printer:	\$1,200.00
Office Space:	\$3,228.00
Utilities:	\$1,584.60
Marketing:	\$1000.00
Office Supplies:	\$1,250.00
Phone:	\$638.04
Facilities Maint.	\$1050.80
Postage	\$600
Taxes and Liability Ins.	\$2,214.10
Software	2,000.00
Total Expenses:	\$64,181.26
NET:	-\$2,490.93

MyRide Program Budget and Cost Allocation

Attachment B

	Budget	Cost Allocation	Requested Amount
Salaries:	\$40,000.00	Cost allocation rate: 50%	\$20,000.00
Payroll Taxes:	\$9,990.00	Cost allocation rate: 50%	\$4,995.00
Volunteer Ins.	\$1,100.72	Cost allocation rate: 50%	\$550.36
Background Checks.	\$325.00	Cost allocation rate: 50%	\$162.50
Printer	\$1,200.00	Cost allocation rate: 50%	\$600.00
Office Space	\$3,228.00	Cost allocation rate: 50%	\$1,614.00
Phone	\$638.04	Cost allocation rate: 50%	\$319.02
Utilities	\$1,584.60	Cost allocation rate: 50%	\$792.30
Marketing	\$1,000.00	Cost allocation rate: 50%	\$500.00
Office Supplies	\$1,250.00	Cost allocation rate: 50%	\$625.00
Facilities Maint.	\$1,050.80	Cost allocation rate: 50%	\$525.40
Postage	\$600.00	Cost allocation rate: 50%	\$300.00
Taxes and Liability	\$2,214.10	Cost allocation rate: 50%	\$1,107.05
	<u>\$64,181.26</u>	Total Allocation @ 50% =	<u>\$32,090.63</u>
Software	\$2,000.00	Cost allocation rate: 80%	✓ \$1,600.00
Total Expenses:	\$66,181.26	Federal Funding Needed @ 50%	\$33,690.63
		Local Match Needed @ 25%	\$16,545.31

Wal Mart operating = \$16045.31
 Wal Mart Mobility Management = \$200
16245.31



To glorify God by loving people, LIVE-IT brings people together through community to meet the needs of those who are socially, physically, spiritually or emotionally isolated and alone.

Attachment C

Knoxville - Knox County Planning

Knoxville Regional Transportation Planning Organization
400 Main Street
Suite 403
Knoxville, TN 37902

To whom it may concern,

This letter is to certify that matching funds are available from LIVE-IT Ministries and the agency can provide the services from the operating account in advance of quarterly reimbursements from the TPO. The amount of our local match is \$16,545.31 (See attachment B MyRide Program Budget and Cost Allocations and Attachment E LIVE-IT Ministries Balance Sheet.)

Please feel free to contact me if you have any questions.

Sincerely,

Paul Danis
President

865-604-4087 / pdanis@liveit.care



ATTACHMENT E

04/04/23

Live It Ministries
Balance Sheet Standard
As of March 31, 2023

	<u>Mar 31, '23</u>
<u>ASSETS</u>	
Current Assets	
Checking/Savings	
MyRide	3,868.89
Smartbank	150.00
TSB Escrow	0.45
TSB Exchange	2,054.06
TSB Main	1,745.30
TSB Projects	438,083.41
Total Checking/Savings	<u>445,902.11</u>
Total Current Assets	<u>445,902.11</u>
TOTAL ASSETS	<u><u>445,902.11</u></u>
<u>LIABILITIES & EQUITY</u>	
Liabilities	
Long Term Liabilities	
Mortgage- USDA	404,838.67
Other Liabilities	492,739.00
Total Long Term Liabili...	<u>897,577.67</u>
Total Liabilities	897,577.67
Equity	
Opening Balance Equity	-247,720.17
Retained Earnings	-200,749.60
Net Income	-3,205.79
Total Equity	<u>-451,675.56</u>
TOTAL LIABILITIES & EQUI...	<u><u>445,902.11</u></u>

LIVE-IT

Taking The BIBLE out of the box

To glorify God by loving people, LIVE-IT brings people together through community to meet the needs of those who are socially, physically, spiritually or emotionally isolated and alone.

Attachment F

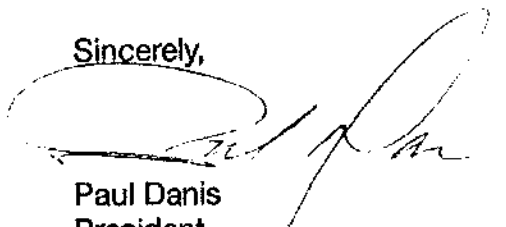
Knoxville - Knox County Planning
Knoxville Regional Transportation Planning Organization
400 Main Street
Suite 403
Knoxville, TN 37902

To whom it may concern,

This letter is to acknowledge and approve MyRide Sevier County's indirect cost rate sheet identified in this grant application as attachment B.

Please feel free to contact me if you have any further questions.

Sincerely,



Paul Danis
President

865.604.4087
paul@liveit.care





Taking The BIBLE out of the box

To glorify God by loving people, LIVE-IT brings people together through community to meet the needs of those who are socially, physically, spiritually or emotionally isolated and alone.

Attachment G

LIVE-IT Ministries Inc. 2023 Board of Directors

Paul Danis	pdanis@liveitministry.org
Scott Hughes	scohughes@gmail.com
Kay Enfinger	kay.combs60@gmail.com
Linda Anderson	lgennaro617@gmail.com
Dustin Brackins	dibrackins1@gmail.com
Chad Stowers	chad@seymourheights.org
Mason Dickerson	masonhdickerson@gmail.com
Paul Morgan	prmorganj@gmail.com

Terri Danis (Executive Director) tdanis@liveitministry.org

