

# Section 5310 Funding Program Application

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Please complete Parts I – III of the 5310 Funding Program Application. Return the completed application to CK Rider Transit as noted in the Application Process Section.

## Part I – Funding Request

### Applicant Information

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### Project Information

Title: \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Type: Traditional \_\_\_\_\_ Other \_\_\_\_\_

Service days/hours (if applicable): \_\_\_\_\_

Estimated Cost per One-Way Trip (if applicable): \_\_\_\_\_

Estimated Daily Riders per Weekday/Weekend (if applicable): \_\_\_\_\_

## **Part II – Project Narrative**

Please complete the Project Narrative questions below for your application. These questions closely align with the Project Selection Criteria included in the 5310 Program Management Plan and 5310 Application Package.

### **Expanded Project Description**

*Please use this space to expand on your project description beyond the brief description provided in Part I of the application.*

### **Project Needs**

*How is the proposed project consistent with eligible 5310 program activities and objectives of the 5310 funding program?*

*Describe how the project will increase or enhance the availability of transportation for the elderly and disabled populations in the Cabarrus-Rowan Urbanized Area?*

*What need(s) does the project address in the Local Coordinated Plan? Please provide the page number(s) in the Local Coordinated Plan your project corresponds with.*

*Does the project provide a service or investment that otherwise would not be available? If so, please explain.*

### **Project Planning and Implementation**

*Describe how the proposed project might coordinate or link with other transportation providers or transportation stakeholders?*

*Describe the project timeline and project lifespan?*

*Please note how you plan to market your proposed project? If an existing service, note how your service is currently marketed?*

*When could your project begin upon receiving funding? Describe the process your organization would take to implement the project.*

### **Project Budget**

Draft Program Management Plan

*In addition to filling out the Proposed Project Budget, note any plans for continued investment and/or maintenance for the proposed project after the 5310 funds are spent.*

### **Program Effectiveness and Evaluation**

*How does your organization plan to collect information to monitor quality control and customer satisfaction related to implementing the proposed project? Include in your description any measurable indicators you propose to use.*

### **Organizational Preparedness**

*Describe the staffing plan for this project. Who would be the primary staff person responsible for managing the grant? What other staff would be involved? Describe any relevant past experience these staff have in working on the type of project proposed.*

*Please note any experience your organization has with financial reporting such as quarterly reports, annual audits and/or other forms of financial reporting.*

*Describe any training, maintenance, inspections and/or service monitoring you plan to do focused on managing risk and providing safe services?*

### Part III – Proposed Project Budget

#### Project Funding

Local matching funds are required for all application submittals. For projects requiring operating funds the required match is 50% from non-federal transportation funds. For capital projects the required match is 20% + from non-federal transportation funds. Some potential capital match exceptions are noted in the FTA guidance and the CK Rider Area Transit 5310 Program Management Plan.

Total Project Budget	\$ _____	
Capital Federal Share	\$ _____	_____ %
Capital Local Match	\$ _____	_____ %
Operating Federal Share	\$ _____	_____ %
Operating Local Match	\$ _____	_____ %

Local Match Fund Source: \_\_\_\_\_

Note: The applicant must demonstrate a commitment to provide local funds and provide appropriate documentation. Documentation may be in the form of a letter or other supporting documentation noting where funds will be drawn from.