

## 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 City of Concord as noted in the Application Process Section.

### Part I – Funding Request

#### Applicant Information

Organization Name: Rowan County

Contact Person: Valerie Steele

Address: 2726 Old Concord Rd

City, State, Zip: Salisbury, NC 28146

Telephone: 704-239-1434 (cell) Fax: 704-216-7978

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Website: [www.rowantransit.com](http://www.rowantransit.com)

#### Project Information

Title: Rowan Transit System (RTS) Traditional Capital Project

Brief Description: The project funding will be utilized for preventative maintenance, vehicle rehabilitation or overhaul, and maintenance on the vehicle wheelchair lifts on the RTS rolling stock activities for Section 5310.

Project Type: Traditional ☒ Other ☐

Service days/hours (if applicable): Monday-Friday 5:30am-5:30pm

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**

This project will allow RTS funding to service, repair and maintain the vehicles and wheelchair lifts utilized for transportation of seniors and individuals with disabilities. This funding will allow us to continue to provide uninterrupted service to seniors or other individuals with disabilities. Completing timely preventative maintenance action will ensure that the entire fleet remains available for use and maximize the number of individuals we can serve.

### **Project Needs**

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

The Section 5310 funding under this project will be utilized for preventative maintenance, vehicle rehabilitation or overhaul, and maintenance on the vehicle wheelchair lifts on the RTS rolling stock activities.

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

Vehicles and wheelchair lifts are a necessary component of transportation for the seniors and other individuals with disabilities within Rowan County. Completing timely preventative maintenance services will assist with increasing the number of vehicles available for use and maximize the number of individuals we can serve. The funding from this project will go directly towards vehicle maintenance costs.

***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.***

N/A The project is for vehicle maintenance.

### **Project Planning and Implementation**

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

N/A The project is for vehicle maintenance.

***Describe the project timeline and project lifespan?***

The project will be for the County Fiscal Year 2022.

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

N/A The project is for vehicle maintenance.

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

Project activities begin immediately after the project budget amount is awarded. Vehicle services A, B, C and D are in place as are wheelchair inspections and maintenance intervals.

**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.***

After 5310 funds are expended the remaining preventative maintenance will come from the County General Fund as budgeted for FY22 in the Vehicle R&M account.

**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.*

N/A The project is for vehicle maintenance.

**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.***

Valerie Steele, Director of both the Rowan Transit System (RTS) and the Mid Carolina Regional Airport, has over 18 years of experience in the transportation industry. Valerie is responsible for administrative, budgetary, and regulatory compliance and provides the overall representation for RTS. She is the direct liaison between RTS and the County Manager and Board of Commissioners. Kristy Cowden, RTS Accounting Specialist II, has over 27 years of experience in accounting and has 13 years' experience with multiple government grants. Kristy is responsible for all accounts payable, accounts billable, budget amendments and grants administration and reimbursement requests for Rowan Transit System. Valerie and Kristy have access to the NCDOT on-line grants system Enterprise Business System (Partner Connect). Kristy

will be the primary contact. Avis Heggins, RTS Operations Manager, has over 8 years of experience in transportation and safety management including firsthand experience as a driver. Avis is responsible for managing the daily operation of all aspects of the transit program for Rowan County. She is the direct scheduler and supervisor for all of the RTS and the drivers and is well versed in all FTA and NCDOT rules and regulations. Raynah Phillips, Safety and Training Officer has over 5 years' experience working directly with safety operations and has developed a holistic approach to safety training by attending many training opportunities offered across the US and implementing the best practices learned. Raynah is in charge of building a safety culture, developing and providing regular safety meetings, training and activities. Her main responsibility is to establish and promote a safe, accident free, and healthy work environment. Additionally, she ensures compliance with County, local, state and federal regulations regarding transit operations such as vehicle safety and driver certifications.

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

Rowan Transit is a department of Rowan County Government. RTS Staff has many years of combined experience in Transportation, Financial and Grant Management. RTS staff is on site daily to monitor operations and ensure all grant requirements are met.

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

Rowan Transit has a System Safety Program Plan that is approved by NCDOT Public Transportation Division's Safety Office and also completed a PTASP. RTS staff is held to the standards set forth in the plan. As program managers for Rowan County, RTS Staff ensures that all training and vehicle maintenance requirements are met. RTS is dedicated to managing risk and providing a safe service. Everyone is viewed as a Safety Officer.

### **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	<u>\$ 120,000.00</u>	
Capital Federal Share	<u>\$100,000.00</u>	80 %
Capital Local Match	<u>\$20,000.00</u>	20 %

Local Match Fund Source: County General Fund

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.