

FY2023 Maryland Senior Rides Grant Application

Briefing

Nancy Huggins
MDOT MTA
OLTS



Webinar FAQs “As-needed”

- Select Computer or Phone Audio
- The Chat window can be used for both technical issues and Q & A
- All sessions will be recorded and will be available post-webinar at <https://www.taminc.org/office-of-local-transit-support>

Maryland Senior Rides Program

Today we will cover the following items:

- General Info – including definitions
- Application Schedule
- History and Program Focus
- Eligibility
- Funding and Local Match Requirements
- Evaluation Criteria
- Reporting Requirements
- Application Instructions and Budgeting
- Certifications and Assurances

Maryland Senior Rides Program

Grant application can be found on the Transportation of Maryland Website – <https://www.taminc.org/office-of-local-transit-support>

- Funding for Fiscal Year 2023 anticipate \$187,000
- Due April 8, 2022 by 4 pm
- Upload to MDOT MTA Grant Portal <https://mtaolts.ecopwise.com>
- Operating Grant – 75%/25% match
- Selection Committee
- Recommendations to Secretary of Transportation
- Definitions:
 - Door-to-door transportation
 - Low-income to moderate income
 - Senior – 60 year or older

Maryland Senior Rides Program

Grant application can be found on the Transportation of Maryland Website – <https://www.taminc.org/office-of-local-transit-support>

Application Schedule

January 21, 2022

Start of the application period

February 3, 2022

Webinar on grant application

April 8, 2022

Applications due via MDOT MTA Grant Portal (<https://mtaolts.ecopwise.com>)

June 2022

Notification of Awards

July 1, 2022 – June 30, 2023

Funding Year

Maryland Senior Rides Program



Introduced during the 2004 Maryland General Assembly as the Senior Rides Demonstration Program, FY2006 was the first year of the new program.

During the 2007 Session of the Maryland General Assembly, House Bill 1189 (enacted as Chapter 268, *Acts 2007*), passed the word 'Demonstration' was removed.

Therefore, the name of this annual grant is Maryland Senior Rides Program (SRP).

Maryland Senior Rides Program

Program Focus

The primary focus of this program is to encourage and facilitate the development of volunteer and/or paid transportation services for low-income to moderate-income seniors.

The following organizations are eligible to apply for SRP funding:

- government agencies,
- non-profit entities, and
- faith-based agencies that provide transportation services and are exempt from taxation under § 501 (c)(3) of the internal revenue code.

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Eligibility

In order to be eligible for a SRP grant, the applicant must submit a proposal for a project that:

- Provides door-to-door transportation for low income to moderate income seniors who have difficulty accessing or using other existing transportation services
- uses primarily volunteer drivers who drive their own vehicles;

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Eligibility – continued

- uses a dispatching system to respond quickly to requests from low-income to moderate-income seniors for door-to-door transportation; and
- defines a geographic area for which door-to-door transportation is provided. *Note: service may be provided to eligible seniors who do not reside in the geographic area as it is defined in the application, so long as service is not diminished to seniors who do reside in the target geographic area.*

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Project Funding and Local Match Requirements

- Anticipate funding levels to remain the same as 2022
- This is a grant for operating funds
- A local match of 25% is required
- No in-kind services may be used for local match
- Program participants may charge reasonable fees or fares; revenue generated from user fees, fares or donations may not be used as local match.

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Geographical Distribution of Awards

The grants will be distributed among five geographic areas, to the extent that qualified applications are received and to the extent practicable, grants will be distributed among rural, urban, and suburban areas:

- The Baltimore Metro Area
- The Washington DC Metro Area
- Western Maryland
- Southern Maryland
- The Eastern Shore

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Evaluation Criteria

1. Ability to reach the targeted population of low-income to moderate-income seniors and provide door-to-door transportation **(up to 25 points)**
2. Projected volume of ridership and basis for projection **(up to 20 points)**
3. Marketing and outreach plan to attract riders and drivers **(up to 20 points)**; *provide samples of marketing/outreach materials*

Maryland Senior Rides Program



Evaluation Criteria – continued

4. Ability to sustain door-to-door transportation for low-income to moderate-income seniors should funding be reduced and/or beyond the time when grants may not be available **(up to 10 points)**

5. Ability to coordinate its dispatcher system with a local central dispatch system and the extent to which the program applicant encourages **(up to 25 points):**
 - shared riding
 - coordination between public & private sector transportation providers
 - innovation in risk management for drivers and riders

Maryland Senior Rides Program



Risk Management

Responsibility of the local applicant to develop risk management policies and procedures to cover:

- Criminal background and driving records checks
- Driver and vehicle safety
- Driver training
- Liability coverage

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Quarterly Requests for Payment and Reports

- Program operating costs for reporting period
- Amount/source of matching funds
- Total number one-way trips, service miles, hours of service
- Number of riders and drivers
- Cooperative efforts
- Innovations in Risk Management

Maryland Senior Rides Program



Application Instructions – Part I

- The application will include information for the review committee.
- The application package contains forms and questions that must be completed in its entirety in order to be considered.
- Part I must follow the format as structured.
- Register and upload application to <https://mtaolts.ecopwise.com>

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Application Instructions – Part II

- Contains assurances that must be met in order for your organization's application to be considered by the selection committee.
- The form must be completed and signed exactly as printed
- Attach a copy of the agency's § 501(c) certification, if it is not a public entity.

Maryland Senior Rides Program

Part I: Application Forms and Questions

For your convenience, we have provided a checklist.

1	<input type="checkbox"/>	Application Summary Page
2	<input type="checkbox"/>	Proposed FY2022 Funding Request
3	<input type="checkbox"/>	Relevant organizational experience
4	<input type="checkbox"/>	Planning and implementation efforts for this project to date
5	<input type="checkbox"/>	How funds awarded through this program would be used
6	<input type="checkbox"/>	Operating policies and characteristics of the proposed demonstration project
7	<input type="checkbox"/>	Organizational staffing and management for the proposed project
8	<input type="checkbox"/>	Risk management and safety
9	<input type="checkbox"/>	Projected ridership
10	<input type="checkbox"/>	Marketing and outreach
11	<input type="checkbox"/>	Program sustainability
12	<input type="checkbox"/>	Coordination
13	<input type="checkbox"/>	Implementation plan
14	<input type="checkbox"/>	FY 2022 Project Budget
15	<input type="checkbox"/>	Assurances
16	<input type="checkbox"/>	§ 501 (c) certification, if applicable

Maryland Senior Rides Program

1. Application Summary Page for Fiscal Year 2021

This must be the first page of the application

Legal Name of Applicant Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Federal Identification Number: _____

Executive Director: _____

Telephone Number: _____ Fax Number: _____

Email: _____

Project Director/Contact: _____

Telephone Number: _____ Fax Number: _____

Email: _____

Proposed Project Summary:

Local Project Name: _____

(This is the name that will be used to promote the service.)

Counties Served: _____

Brief Project Description: _____

Please note: using the example from the FY2021 grant application as it has not changed.

2. Proposed FY 2021 Funding Request:

- A. Total Project Expenses \$ _____
- B. Total Operating Revenue \$ _____
(Fares, Fees, User Donations)
- C. Net Project Cost (A minus B) \$ _____
- D. Total Funds Requested \$ _____
- E. State Funds Requested \$ _____
(75% of Total Funds requested)
- F. Local Matching Funds \$ _____
(25% of Total funds requested)
- G. Local Overmatch Funds (C minus D) \$ _____

Source of local funds: _____

Please note: using the example from the FY2021 grant application as it has not changed.

Proposed FY 2021 Funding Request (EXAMPLE):

A. Total Project Expenses	\$ 150,000
A. Operating Revenue (Fares, Fees, User Donations)	\$ 10,000
A. Net Project Cost(A minus B)	\$ 140,000
A. Total Funds Requested	\$ 20,000
A. State Funds Requested (75% of Total Funds requested)	\$ 15,000
A. Local Matching Funds (25% of Total funds requested)	\$ 5,000
A. Local Overmatch Funds (C minus D)	\$ 120,000

Source of local funds: *Other Grants – (Foundation grants, General Funds, etc.)*

Please note: using the example from the FY2021 grant application as it has not changed.



a. **Describe your relevant organizational experience, including:**

- Providing door-to-door transportation
- Working with senior and individuals with a disability
- Working with volunteers

b. **Describe planning and implementation efforts for this project to date. If this project is currently funded by the SRP, describe your accomplishments and/or barriers from previous year's funding that was received:**

c.. **Indicate how funds awarded through this program would be used (for example, to operate new or expanded services, etc.)**

d. **Describe operating policies and characteristics of the proposed project, including:**

- Target population of low-income to moderate-income seniors (*explain how you reached this number; what is the percentage of the population you will serve*)
- Geographic area of service (*map of service area is encouraged as well*)
- User eligibility screening guidelines
- Scheduling and dispatching methodology
- Service delivery methodology
- User fee structure (if any)
- Data collection/recordkeeping



e. **Describe the organizational staffing and management for the proposed project, including:**

- Lead agency
- How this project fits into larger agency
- Partnering agencies
- Contractors
- Project Manager
- Administrative and other staff
- Volunteer and/or paid driver
- Driver qualifications
- Driver reimbursement

f. **What is the current (if any) and projected ridership to be provided to the target population by the project?**

- Current (per month)
- Projected for 2021 (per month goal by the end of FY 2021)
- What is the basis for the projection?

g. **What marketing and outreach methods and strategies will be used to build and promote the proposed project?** *(Provide samples of marketing/outreach materials.)*

- Recruiting drivers/volunteers
- Marketing/outreach for riders





h. Provide a brief implementation plan for the project, including major tasks and milestones with target dates for achievement.

i. How will the project be sustained should funding be reduced and/or beyond the time when grants may not be available?

Provide a plan should funding be reduced and/or withdrawn.
Indicate possible future funding sources.
How will you monitor and evaluate the program?

j . How will the project be coordinated with other organizations and services in your community? Among passengers?

How will dispatching be coordinated?
How will the service be coordinated between public and private sector transportation providers?
Will passenger trips be shared with others? How will this be arranged?

h. Describe how your organization will manage risk and provide for safe delivery of services, including:

Driver training and safety
Vehicles used (including organizational fleet, if any)
Vehicle safety
Liability coverage



Budget Components

OPERATING EXPENSES

Dispatcher Salaries
Fringe Benefits
Fuel and Oil
Mileage Reimbursement
Vehicle Insurance
Vehicle Depreciation
Vehicle Lease
Vehicle Storage
Operation Training
Other

Operations Subtotal

MAINTENANCE EXPENSES

Mechanic Salaries
Fringe Benefits
Maintenance Contracts
Materials and Supplies (parts)
Maintenance Facility Rental
Equipment Rental
Utilities
Vehicle Storage
Maintenance Training
Other

Maintenance Subtotal



Budget Components

ADMINISTRATIVE EXPENSES

Administrator Salary
Manager Salary
Support Staff Salary
Fringe Benefits
Materials and Supplies
Telephone
Office Rental
Utilities
Advertising
Printing
Administration Training
Other
Administration Subtotal

TOTAL PROJECT EXPENSES

OPERATING REVENUE

Passenger Fares
Passenger Donations
Other
Operating Revenue Subtotal

TOTAL Project Revenue

NET PROJECT COST*

*(Total Project Expenses minus Operating Revenue)

Budget Components

TOTAL Funds Requested

STATE Funds Requested**

** (75% of Total Funds Requested)

LOCAL/LOCAL OVERMATCH FUNDING

Donations

Agency General Funds

Other (specify)

TOTAL Local Funds**

TOTAL Local Overmatch Funds

** (Must be 25% of Total Funds Requested)

Example

Proposed FY 2021 Funding Request (EXAMPLE):

A. Total Project Expenses	\$ 150,000
A. Operating Revenue (Fares, Fees, User Donations)	\$ 10,000
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Source of local funds: Other Grants – (Foundation grants, General Funds, etc.)

Please note: using the example from the FY2021 grant application as it has not changed.

Part II

Certifications and Assurances

I. Program Assurances

II. Equal Rights Assurances

Operations Reporting Form

For agencies awarded a Maryland Senior Rides Program grant must complete a Report Form for each quarter and a Final Report at the conclusion of the program year.

We will use the data collected to make a report to the Governor each September.

All reports and requests for payment are to be uploaded to ProjectWise

Questions?

Grant application can be found on the
Transportation of Maryland Website:

<https://www.taminc.org/office-of-local-transit-support>

Nancy Huggins

nhuggins@mdot.maryland.gov

410-767-8356

Applications Due

April 8, 2022 at 4pm

<https://mtaolts.ecopwise.com>