

# 5310 Submission Guidelines for Alameda County

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## 1. 5310 Application and Coordination Workshop

On April 30<sup>th</sup>, we will hold an optional Application and Coordination Workshop. You are welcome to bring your draft applications. We will go over any “tips” gleaned from materials or the Caltrans Workshop. We will also discuss options for Coordination and provide an opportunity for prospective applicants to find Coordination partners.

### 5310 Application and Coordination Workshop – Thursday, April 30, 1:00-3:00pm

- ACTIA Offices, 1333 Broadway, 3<sup>rd</sup> Floor, corner of Broadway and 14<sup>th</sup> in downtown Oakland
- RSVP to Naomi Armenta at (510) 267-6118 or [narmenta@actia2022.com](mailto:narmenta@actia2022.com)

## 2. Application Pre-Review

We are pleased to offer applicants the opportunity to submit their draft applications for pre-review and commentary. Since Coordination Letters will not be done yet, submit a draft letter or what you anticipate the content to be. For guidance regarding Coordinated Plan Requirements, see “Coordinated Plan Requirements Supplemental Instructions”.

### Applications for Pre-Review due – Monday, May 4, by 3:00pm

- For Pre-review we are only accepting electronic submissions. Submit electronic applications to Naomi Armenta at [narmenta@actia2022.com](mailto:narmenta@actia2022.com) or on cd/memory stick to 1333 Broadway, Suite 300, Oakland, CA 94612
- Comments returned from Pre-Review – Wednesday, May 13

## 2. Coordination Letters

As part of your application, you are required to include a coordination verification letter which is provided by ACTIA. In order to generate the letter, we need documentation that supports your planned or current coordination activities from all coordination partners. Documentation includes a letter from your agency stating explicitly what type of coordination activities you plan to engage in with each of your coordination partners, and a general statement about the mission and clients of your coordination partners. In addition, we require a letter from your coordination partner(s), explicitly stating their commitment to continue or begin coordination with your organization. Their letter should also specify the types of coordinated activities they will engage in with your organization. See below for a list and definition of qualified coordination activities.

### **A. What is service coordination?**

Service coordination takes place when an applicant works with other agencies to provide transportation services, or shares some aspect of services. Coordination does not only involve sharing *vehicles*, but can involve regular participation in county Paratransit Coordinating Council (PCC) meetings, or an agreement to coordinate services (i.e. driver/maintenance training) with another agency. Each

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type of coordination is worth two points, to a maximum of ten points per project request. The following types of coordination are eligible to receive points:

- Shared use of vehicles
- Dispatching or scheduling
- Maintenance
- Staff training programs
- Joint procurement of services and supplies from funding sources other than Section 5310
- Active participation in local social service transportation planning process (i.e., PCC involvement)
- Back-up transportation
- Coordination of client trip(s) with other transportation agencies

### **B. How do I receive service coordination points?**

In order to receive points for service coordination, a county PCC must confirm the applicant's activities in writing. The applicant must include current letter(s) confirming coordination as an attachment to the application. If a letter is not included, is from a previous year, or does not specifically confirm each activity, the applicant cannot be awarded full points for coordination. Applicants are encouraged to obtain these confirming letters as soon as possible from their county PCC's.

### **C. Can I receive points if there are no opportunities to coordinate with other agencies?**

If no opportunities exist for an applicant to coordinate services with another agency, the applicant may still receive service coordination points using the following steps:

- a) The applicant must clearly state the reasons that coordination is not possible at this time, and identify specific constraints, AND*
- b) The applicant's Paratransit Coordinating Council (PCC) should confirm in writing that no opportunities currently exist to coordinate services with other agencies.*

Applicants must work with their PCC's to explore coordination options before requesting such a letter, to confirm that no opportunities exist to coordinate services with other social services agencies. Note that it is also important for the applicant to document attempts to coordinate services prior to assuming that such opportunities are unavailable.

### **Requests for Coordination letters due – Monday, May 4**

- Submit requests to Naomi Armenta at [narmenta@actia2022.com](mailto:narmenta@actia2022.com) or ACTIA, 1333 Broadway, Suite 300, Oakland, CA 94612.
- Letters will be returned May 11

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## 3. Final 5310 Applications

For guidance regarding Coordinated Plan Requirements, see “Coordinated Plan Requirements Supplemental Instructions”.

### Final Applications due – Wednesday, May 20, by 5:00pm

- Submit ten (10) copies (unbound and printed double-sided) and an electronic file on CD of the application, including attachments to:  
Naomi Armenta  
ACTIA  
1333 Broadway, Suite 300  
Oakland, CA 94612
- Submit one (1) original, six (6) copies, and an electronic file on CD of the application, including attachments to:  
Kristen Mazur  
5310 Program Coordinator  
Metropolitan Transportation Commission  
Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland CA 94607-4700
- *Both paper and electronic copies must be submitted by 5:00pm to be considered on-time.*
- **Note: It is not necessary to submit an application directly to Caltrans. The MTC will forward the appropriate copies to Caltrans for you.**

## 4. Later Dates

- Scoring by PAPCO Subcommittee (applicants will be invited to attend scoring meetings) – First week of June
- Compiled scores and regional rankings available from MTC – June 12
- Applicant appeals due – June 19
- Appeal Open Forum at MTC – June 26
- Regional rankings forwarded by MTC to Caltrans – September 4
- Be aware that funding and procurement most likely won't occur until 2010.

For questions, please feel free to contact Naomi Armenta, ACTIA Paratransit Coordinator, at (510) 267-6118 or [narmenta@actia2022.com](mailto:narmenta@actia2022.com).