



Federal Transit Administration Section 5303

Call for Projects and Grant Application Package for FY 2023

DATE OF ISSUANCE: NOVEMBER 10, 2021

DEADLINE FOR SUBMISSION TO CRTPO: DECEMBER 9, 2021

The Charlotte Regional Transportation Planning Organization (CRTPO) provides services without regard to race, color, gender, religion, national origin, age or disability, according to the provisions contained in Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994. Any person who has questions concerning this policy or who believes they have been discriminated against should contact the CRTPO at 704-336-4979.

1 Grant Overview

1.1 Public Notice

The Charlotte Regional Transportation Planning Organization (“CRTPO”) is the federally-designated Metropolitan Planning Organization (“MPO”) for the Charlotte area and is a division of the City of Charlotte’s Planning, Development & Design Department (“City”).

The CRTPO is opening a call for projects that are eligible for Federal Transit Administration Section 5303 formula funds. The CRTPO allocates these funds to support transit and transit related planning activities.

1.2 Funding Overview

The Metropolitan Planning Program (MPP) provides Federal financial assistance to help urbanized areas (UZAs) plan for the development, improvement, and effective management of their multimodal transportation systems in accordance with the transportation planning requirements of the joint Federal Transit Administration (FTA)/Federal Highway Administration (FHWA) planning regulations (23 CFR Part 450).

The CRTPO is the MPO for the Charlotte-Mecklenburg urbanized area (UZA) and is responsible for developing the long-range transportation plan and the Transportation Improvement Program in accordance with 49 U.S.C. § 5303.

The North Carolina Department of Transportation (NCDOT) has allocated FY 2022 Section 5303 MPP grant funds for the planning projects is projected to be **\$980,000**. This amount is subject to change, and the final amount will be released in January 2022 by North Carolina Department of Transportation’s Integrated Mobility Division (NCDOT, IMD).

2 Call for Projects Information and Instructions

2.1 Call for Projects Overview

CRTPO allocates federal funding for multimodal transportation planning to its member jurisdictions and transit agencies within its planning area. Planning needs to be cooperative, continuous, and comprehensive, resulting in long-range plans and short-range programs reflecting transportation investment priorities

The Section 5303 program requires a local match to ensure projects are 100% funded. On actual costs occurred, the FTA’s contribution will be 80%, 10%, state funds from NCDOT, and 10% from the awardee up to the awarded amount. The awardee will be responsible for excess costs and shall initiate and prosecute the project to the completion.

All questions and completed grant application documents shall be submitted to:

Mr. Jerrel Leonard, AICP, Transit Planner
Charlotte Regional Transportation Planning Organization
City of Charlotte
600 East Fourth Street, Eighth Floor
Charlotte, NC 28202

jerrel.leonard@charlottenc.gov
704-336-4979

2.2 Section 5303 Call for Projects Schedule:

- Application Issuance and Announcement: November 10, 2021
- **APPLICATION DEADLINE:** **DECEMBER 9, 2021 5:00 P.M.**
- CRTPO Technical Coordinating Committee (TCC) will make its recommendation to the Board: March 3, 2022
- CRTPO's Board to Approve Projects: March 16, 2022
- CRTPO Award Notification to Applicants: March 18, 2022

2.1 Application Package:

This package contains the following items:

- PDF Fillable Application Form - Required (you may substitute the application into a Word document, for example, but please keep the order)
- Project Funding Worksheet - Required (Excel, but please submit a PDF or the worksheet)
- Application Checklist
- Example of the Agreement
- Example of a Project Funding Worksheet

3 Application Evaluation

Applications must be submitted to CRTPO staff and thoroughly evaluated for eligibility based upon federal eligibility requirements. After evaluating the proposals, projects meeting federal eligibility requirements will be presented to the CRTPO TCC. The TCC will review the projects recommended for funding and make a recommendation to the CRTPO Board. The Board will vote on funding of the recommended projects. The list of approved projects will be published and submitted to the FTA for funding.

4 Section 5303 Metropolitan Transportation Planning - Statutory Reference

Section 5303 formula program provides funding and procedural requirements for multimodal transportation planning in metropolitan areas and states. The eligible planning tasks need to be cooperative, continuous, and comprehensive, resulting in long-range plans and short-range programs reflecting transportation investment priorities. The federal statutory regulations associated with the Section 5303 formula program is as follows:

<https://www.govinfo.gov/content/pkg/USCODE-2007-title49/pdf/USCODE-2007-title49-subtitleIII-chap53-sec5303.pdf>

5 Project Reporting

There will be on-going reporting responsibilities. The funded organization will be required to comply with various federal requirements and federal certifications and assurance such as civil rights, drug and alcohol testing, procurement and others. These responsibilities and requirements will be outlined through an agreement between the recipient and the City of Charlotte/CRTPO. An example of the agreement is attached.

Application

PART I: Funding Request	
Name of Applicant Organization:	
Mailing Address:	
Name and Title of Person Authorized to Submit the Grant Application:	
Address, Phone Number and E-Mail Address for Authorized Person:	
Project Name:	
Project Description:	

Application

PART II: Project Narrative <i>(use supplemental pages as needed)</i>	
Project Needs:	
Goals and Objective:	
Implementation Plans:	

Application

PART III: Proposed Project Budget	
Project Funding Local Match Commitment:	
Project Funding Worksheet:	<i>Please attached your worksheet</i>

Application Checklist

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

PART I: Funding Request – Grants Title Page

- Applicant Information
- Project Description

PART II: Project Narrative

- Project Needs
- Goals & Objectives
- Implementation Plan

PART III: Proposed Project Budget

- Project Funding Worksheet
- Project Funding & Local Match