

**Proposed Process for Allocating GWRC 5307 Funding
Generated through the Vanpool Alliance**

Proposed Policy: GWRC would develop a policy to govern the process for the GWRC Board to allocate FTA Section 5307 funding generated through GWRC’s membership in the Vanpool Alliance. The policy would cover the solicitation, review, and selection of projects for 5307 funding and ensure an objective and transparent funding process.

Proposed Process:

Timeframe	Process
January	GWRC staff develops a Notice of Funding Availability (NOFA), a pre-application form, an application form, and a scoring sheet. The GWRC Board approves these documents.
January	GWRC staff posts the approved NOFA, pre-application form, and scoring sheet to the GWRC website and distributes them to localities and regional partners to solicit pre-applications.
February	Applicants submit pre-applications to GWRC staff.
March	GWRC staff reviews pre-applications with PRTC staff to determine whether or not each project is eligible for 5307 funding. GWRC and PRTC staff work with applicants to revise projects to meet eligibility criteria when possible.
March	GWRC staff sends the full application form to all applicants with eligible projects.
April	Applicants submit full applications to GWRC staff.
April	GWRC staff submits all full applications to the 5307 Application Review Committee for review.
April	The 5307 Application Review Committee reviews and scores each application. The committee then determines, for each application, whether to recommend 1) approval of the application as submitted, 2) approval of the application with conditions and/or at a lower funding level, or 3) rejection of the application.
April	GWRC staff notifies each applicant in writing of the 5307 Application Review Committee’s recommendation, and also shares with the applicant the completed scoring sheet for each project as well as instructions for the appeals process.
April	If applicable, any appeals are handled according to the appeals process (which will be outlined in the policy document).
May	After the appeals process has concluded, if applicable, the 5307 Application Review Committee submits its recommendation to the GWRC Board for final approval.
May	GWRC staff notifies each applicant in writing of the GWRC Board’s final determination.