Federal Transit Administration
Section 5310 Program
Grant Application Workshop

New York State Department of Transportation
Public Transportation Bureau

May 2015
What is Section 5310?

FTA Section 5310 Program, “Enhanced Mobility of Seniors and Individuals with Disabilities”

Federal Funding Program (traditionally) to provide assistance in meeting the needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient or inappropriate.

Administered by NYSDOT as the Designated Recipient with concurrence of MPO’s, with federal oversight by the Federal Transit Administration (FTA)
What’s New? / Highlights

- MAP-21 5310 Split and 5317 Merger
- More than just buses eligible
- Application via Geography in Share Point
- Grant request for vehicle requests is limited to eight (8) vehicles or $1,000,000
- Grants Gateway (GG) Registration
- Pre-Qualification in GG for private, not-for-profits
- Public Notice
What’s New? / Highlights

- Vehicles requests in priority order.
- Local Coordinated Plans > 4 years old
  - Update before application submission
- Semi-annual reporting required for all vehicles.
  - Previous history factor in application evaluation process
- Ongoing Reporting for Other Projects until funds expended
  - Life of asset for non-vehicle capital
  - Mobility and Operating by Quarter
Moving Ahead for Progress in the 21st Century Act (MAP-21)

Under MAP-21 the Section 5310 Program merged with the New Freedom Program (Section 5317)

- New Freedom provided grants for services for individuals with disabilities above and beyond ADA requirements
- Minimum 55% of available funds for Traditional Section 5310 capital projects
- Capital projects planned, designed and carried out by eligible subrecipients to meet needs of seniors and individuals with disabilities

- Traditionally, program purchased **buses**, primarily for not-for-profit organizations throughout NYS
MAP-21 Projects (Con’t)

The remaining funds (up to 45%-Non-Traditional) may support public transportation projects that:

- Exceed ADA requirements (New Freedom type projects)
- Improve access to fixed-route service
- Decrease individuals with disabilities reliance on complementary paratransit
- Provide alternatives to public transportation that assist seniors and individuals with disabilities

Examples of all project types:

- Traditional capital (vehicles)
- Other capital equipment
- Mobility Management
- Operating Assistance
5310 Apportionment & Eligible Projects

<table>
<thead>
<tr>
<th>MPO</th>
<th>Allocation (Federal Funds FY 2013)</th>
<th>Allocation (Federal Funds FY 2014)</th>
<th>Allocation (Federal Funds FY 2015)</th>
<th>Total Funds Available</th>
<th>Traditional Projects (min. 55%)</th>
<th>Capital (buses)</th>
<th>Other Capital</th>
<th>Capital Cost of Contracting</th>
<th>Operating</th>
<th>MM</th>
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<tbody>
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## 5310 Apportionments

### UZAs 200,000+ Population

<table>
<thead>
<tr>
<th>Location</th>
<th>Allocation</th>
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<tbody>
<tr>
<td>New York--Newark, NY--NJ--CT*</td>
<td>$29,477,964</td>
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<td>Buffalo, NY</td>
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<td>Albany-Schenectady, NY</td>
<td>$1,617,238</td>
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<td>Syracuse, NY</td>
<td>$1,063,443</td>
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<tr>
<td>Poughkeepsie--Newburgh, NY--NJ*</td>
<td>$1,015,542</td>
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### Non-Urbanized (Rural)

<table>
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<tr>
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<th>Allocation</th>
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<tr>
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* NYS allocation numbers based on splits between states.
# 5310 Apportionments (Con’t)

<table>
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<th>UZAs 50,000-199,999 Population</th>
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<td>Utica, NY</td>
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<td>Elmira, NY</td>
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<td>Kingston, NY</td>
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<td>Saratoga Springs, NY</td>
<td>$384,215</td>
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<tr>
<td>Watertown, NY</td>
<td>$369,543</td>
</tr>
<tr>
<td>Glens Falls, NY</td>
<td>$339,677</td>
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<td>Middletown</td>
<td>$330,908</td>
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<tr>
<td>Ithaca, NY</td>
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<td><strong>SUZAs</strong></td>
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<tr>
<td><strong>New York State TOTAL</strong></td>
<td><strong>$47,525,929</strong></td>
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</table>
How much does a grant fund?

- The FTA 5310 program funds up to 80% of vehicle purchase costs, other capital items, or Mobility Management projects with the remaining 20% provided by the applicant organization as the required local match.
  - Rural areas – Vehicles Only - NYSDOT opted out of other project types as there is not enough rural 5310 funds to support vehicle needs.

- Operating Assistance is an eligible category with a maximum of 50% assistance from FTA funds and the remaining 50% from local sources.
  - Urbanized MPO areas may entertain applications for Operating Assistance.
Eligible Applicants (Traditional)

- Not-for-profit organizations, incorporated within NYS (primary applicant), which serve seniors or individuals with disabilities.
  - Requires current Charities registration number or other documented proof of 501(c)(3) status
  - Registered and Pre-Qualified in Grants Gateway (see http://www.grantsreform.ny.gov for further information)

- A state or local government authority, or Indian Tribal government, which certify that
  - No non-profit organizations are readily available in their general area to provide these services, or
  - The governmental authority is approved by the State to coordinate these services
Eligible Applicants (non-traditional) New Freedom-like projects

- A private not-for-profit organization incorporated within NYS (as documented above)
- A State or local Governmental Authority
- Operators of public transportation services, including private operators of public transportation services or shared-ride taxi providers, who receive the 5310 grant indirectly through a recipient
- An Indian Tribal Nation
How are projects selected?

- Program grants are awarded competitively based upon such factors as
  - Project Type, Description, Objective, Need & Budget
  - Primary Agency Purpose, Programs & Services Provided
  - Proposed project(s) is/are included in a Locally Developed Coordinated Plan & Demonstrated Active Coordination
  - Performance Measures
  - Applicant Financials
  - Civil Rights Compliance

- In Urban areas, MPOs will be evaluating the applications.
- In Rural areas, the NYSDOT/State Agencies will be evaluating the applications.
Grantee Responsibilities

- Comply with State and Federal Grant & Contract Requirements
- Advance Projects as Described in Grant Application that are Awarded and Contracted
- Vehicle: Maintain financial, operating and maintenance records and report semi-annually to NYSDOT on vehicle awards for the useful life (average 6-8 years).
  - Maintain collision and comprehensive insurance on awarded vehicle(s)
  - Commit to coordinate with other transportation providers in area of proposed/existing service with awarded vehicle(s).
- Other: Report on Mobility Management, Other Capital, and Operating Projects as requested by NYSDOT or the MPO Urbanized Area
  - Submit reimbursement requests to NYSDOT as projects advance.
5310 Grant Application Process


- Application access requires registration through NYMTC Sharepoint and Grants Gateway

- Applications DUE *June 8, 2015*

- Awards announced in Summer of 2015

- Project Contracts Advanced Fall of 2015

- Projects Commence after Contract Award!
Accessing 5310 Application

❖ Complete Registration form and email


❑ Receive ID and Password for SharePoint

❑ [https://sharepointnymtc.org/5310/Pages/Home.aspx](https://sharepointnymtc.org/5310/Pages/Home.aspx)
Accessing 5310 Application

Login to Application Website
5310 Application
 Guidance, Tutorial Videos and FAQ’s Available
Starting 5310 Application
5310 Application Home Page

NYS DOT Public Transportation Bureau
FTA 5310 Program - Enhanced Mobility of Seniors & Individuals with Disabilities
2015 Application

Application Checklist Home Page


Project Name:
Name of Applicant: Mobility for All
Check One: NYSDOT PTB Team
First Time Applicant: Yes
Previous Applicant:

Project Type
(Check boxes provide below)
Vehicle
Non-Vehicle
Capital Cost of Contract
Mobility Management
Operating Assistance

To successfully submit the forms, applicants will need to fill out all required sections of the application. The check boxes provided are for the applicant to keep track of the various sections of the application that they have filled out. You will not be able to submit the form if any of the fields that are highlighted in red or have a red asterisk next to it have been left blank. For further information on filling out the application, download a copy of the PDF 5310 Guidance Package at the link provided:

PDF

Cover Sheet Information
Grant Request Information
Primary Purpose/Current System Description

New York State Department of Transportation

[Image of Department of Transportation logo]
Accessing 5310 Application

Application Home Page – TABs Req’d For All
5310 Application
TAB 2-Cover Sheet Information

- Project ID – Assigned Automatically On Submit
- Applicant Name, Contact & Other Info
- Urban, Rural or both?
- Applicant Type
- Summary of Grant Request (Auto-Calculates)
- Help?
  - 5310 Guidance Package pgs. 29-31
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB 3-Primary Purpose/Current System Description

- Applicant Mission
- Applicant Services (Current)
- Brief Description of Geographic Service Area
- Extraneous 5310 Application Support Documents (1A)
- Coordinated Plan & Additional Applicant Details
- Help?
  - 5310 Guidance Package pgs. 31-32
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB 4- Service Description

- Access to Applicant Services
- Projected Annual Service Demographics
- Help?
  - 5310 Guidance Package pgs. 32-33
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB 5- Local Coordinated Plan

- Plan Certification
- Provide page reference(s) that identify the project(s).
- Plan Update Needed? July 10, 2015
- Help?
  - 5310 Guidance Package pg. 33
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB 5B- Coordinated Services

- Coordination Documentation
- “Insert Item”
- Help?
  - 5310 Guidance Package pg. 34
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB 5C- Vehicle Use

- Only Shows when Vehicle Capital, Operating or CCoC is selected
- Certification of Vehicle Use for Common Carrier, Contract Carrier and School Transportation
- Help?
  - 5310 Guidance Package pg. 34
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB 6- Performance Measures

- Questions 1 & 2 – Vehicle, Operating, Capital Cost of Contracting
- By Project Type
- “Insert Item”
- Help?
  - 5310 Guidance Package pgs. 35-36
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB 7- Civil Rights & Title VI

- Title VI Compliance
- No Discrimination
- ADA - service plan – if not vehicle -- aligns with transition plan
- DBE (Disadvantaged Business Enterprises) based on threshold
- Help?
  - 5310 Guidance Package pgs. 36-39
- How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB 8- Financial Information

- Financial Status of Applicant
  - Transportation Expenses & Revenues
  - All Other Expenses & Revenues
  - Federal & State Funding Sources

- Help?
  - 5310 Guidance Package pg. 39
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TABs 9 & 9A-FTA Certs & Assurances

- Certifying Compliance with FTA Requirements
  - Applicant Signature
  - Attorney Signature
- Help?
  - 5310 Guidance Package pg. 40
5310 Application
TAB 10 – Public Notice

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- Public Notice Required
- Published Notice or Direct Mailing
  - 15 Day period for request for additional info
  - Additional 15 days from any requests to respond to comments
- Help?
  - 5310 Guidance Package pgs. 40-42
5310 Application
TABs - Veh 1, Veh 2, Inv 1

- Veh 1 Tab: Describe need for vehicle(s)
- Veh 2 Tab: Catalog of vehicles available through NYS OGS Contract
  - Request in Priority Order – Up to 8/$1M Max
- Inv 1 Tab: Inventory of All Vehicles & Equipment
- Help?
  - 5310 Guidance Package pgs. 42-46
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
NYSDOT Vehicle Procurement

- Section 5310 Program purchases traditional vehicles through OGS (New York State Office of General Services) Adult Bus Contract
- OGS Contract designed to meet FTA-Bus procurement requirements.
- Applicant is responsible for committing 20% local match
- NYSDOT purchases all vehicles (Vehicles are titled to grantee and DOT records a lien against the vehicle)
- All vehicles must be equipped with a wheelchair lift or ramp and minimum number of wheelchair spaces
5310 School Bus Transport Exclusion

- Grant Program cannot provide funding for school bus purchases; and further

- 5310 applicants are prohibited from using grant vehicles to transport children to and from school grounds, or for school purposes (i.e. day camp, child care)

Title 49 USC 5323(f)
5310 Application
TAB Cap 1- Non Vehicle Project Cost

- Other Capital Equipment or Vehicles Not on OGS Contract
- Help?
  - 5310 Guidance Package pgs. 46-48
  - How To Video Tutorials on [NYSDOT’s 5310 Solicitation Homepage](#)
5310 Application
TAB CCoC1- Capital Cost of Contracting

- Used for contracting operating and capital expenses of transportation program.
- Federal formula of 80% of 40 to 50% of Net Operating Deficit (NOD); depending on % of capital provided by applicant
- Help?
  - 5310 Guidance Package pgs. 48-50
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB MM1- Mobility Management

- Provide the project period
- Describe the project, need, objective and budget.
- Local Match & Federal Share Reimbursement
- Help?
  - 5310 Guidance Package pgs. 50-51
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
5310 Application
TAB OA1- Operating Assistance

- Provide the project period
- Describe the project, need, objective and budget.
- Local Match & Federal Share Reimbursement
- Help?
  - 5310 Guidance Package pgs. 52-53
  - How To Video Tutorials on NYSDOT’s 5310 Solicitation Homepage
Section 5310 Program
NYSDOT Main Office

Address: 50 Wolf Road, POD 54
Albany, NY 12232
Phone: (518) 457-8335

5310 website:

Email: ptb.5310@dot.ny.gov