Enhanced Mobility of Seniors & Individuals with Disabilities   –
Section 5310 Application Process & Reporting Requirements

June 12, 2024

metro transit

GREATER MADISON mpo

Welcome & Housekeeping

1. This webinar is being recorded.

2. Everyone is muted, but you are welcome to un‑mute to ask questions.

3. The webinar supports **automated closed captions**. To start automated captions, select "Show Captions" from the menu bar at the bottom of your screen.

4. The presentation slides and recording will be sent out after the webinar.

5. Please put questions in the **Q&A**.

6. We love to see who's joining us—feel free to introduce yourself in the **chat.**

Poll 1:

What type of agency or organization do you represent or are you affiliated with?

Federal Transit Administration (FTA) Section 5310 Program

For projects that improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options

Around $480,000 annually with annual application process

Project selection process, policies, and scoring criteria can be found at:
https://www.greatermadisonmpo.org/planning/SpecializedTransportation.cfm

DCHS Call Center

MARC Vehicles

Metro Paratransit Eligibility Assessment

Stoughton Public Transit Vehicles

Other Non-profit and Shared-Ride NEMT Vehicles

Poll 2:

Has your organization applied for section 5310 funding before?

Eligible Recipients

- **State or local governments**
- **Private non‑profits**
  - May contract with for‑profit companies for operation, requires competitive process
- **Operators of public transit**
  - Includes shared‑ride taxi

Eligible Activities

Capital Projects: 80% Federal

- Vehicle purchases
- Non-vehicle capital purchases
  - Aftermarket ramps & lifts
  - Radio or communications equipment
- Mobility Management
  - Coordination of rides
  - Travel Training

Operating Projects: 50% Federal

- Public transportation projects that exceed the requirements of the ADA
- Projects that improve access to fixed route transit service and decrease reliance by individuals with disabilities on complementary paratransit
- Alternatives to public transportation that assist seniors and individuals with disabilities

Poll 3:

My organization/agency works with or supports (select all that apply):

- **Seniors (65+).**
- **Older Adults (60+).**
- **People with disabilities.**
- **People with low incomes.**
- **Veterans.**

Seniors are a target population for Section 5310 funding

People with disabilities are a target population for Section 5310 funding

Other populations may be served incidentally, but the focus of 5310 - funding projects <u>must</u> be on serving seniors and/or people with disabilities.

Section 5310 is a Reimbursement Program

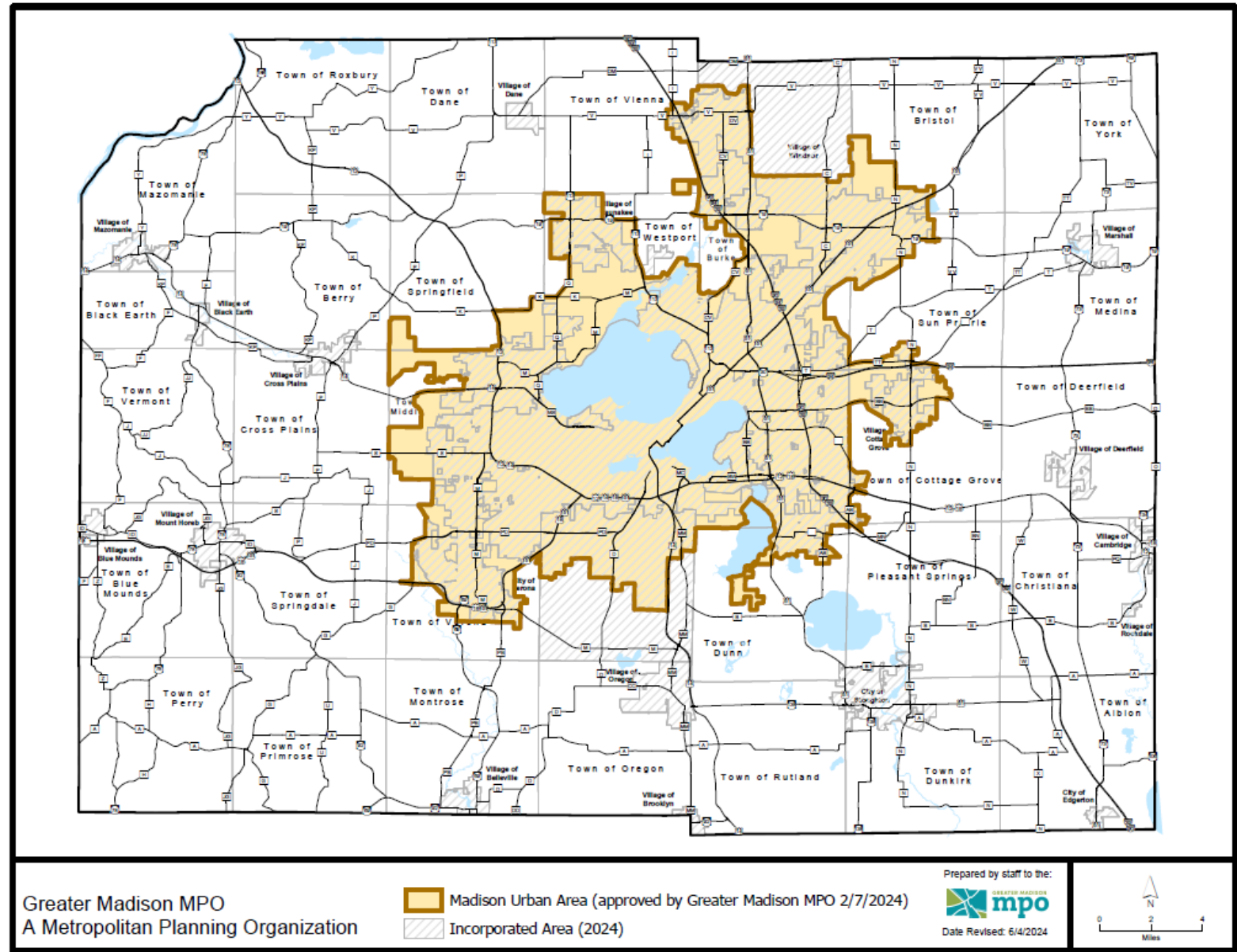**Subrecipients* are responsible for 100% of up -front costs**

Invoices or Purchase Orders are submitted to Metro for reimbursement after the purchase/operation has been completed.**

*In the Madison area, Metro Transit is the FTA's "Designated Recipient" of federal funding. Agencies and organizations selected for funding are "subrecipients" to Metro.

**Operational or Mobility Management projects typically invoice for work completed in the prior quarter.

MPO-Administered within Urban Area

Greater Madison MPO
A Metropolitan Planning Organization

Madison Urban Area (approved by Greater Madison MPO 2/7/2024)
Incorporated Area (2024)

Prepared by staff to the:

Date Revised: 6/4/2024

Author: pldms

Path: M:\MPO_GIS\GIS_Users\Dan_S\ArcProPrj\Trans\MPO_Bndry2020\Current\MPOandUAB\MPOandUAB.aprx

Date Printed: 6/4/2024

For projects entirely outside the yellow area, apply for Statewide funding:
https://wisconsindot.gov/Pages/doing - bus/local - gov/astnce - pgms/transit/enhanced - mob.aspx

MPO-Administered within Urban Area

Planning Boundaries of the
Greater Madison MPO
A Metropolitan Planning Organization

Date Revised: 2/15/2024

— Madison Urban Area (approved by Greater Madison MPO 2/7/2024)
— Metropolitan Planning Area Boundary (approved by WisDOT 7/30/13)
Incorporated Area (2024)

Prepared by staff to the:
mpo

Author: User: pldms

Path: M:\MPO_GIS\GIS_Users\Dan_S\ArcProPrj\Trans\MPO_Bndry2020\Current\MPOandUAB\MPOandUAB.aprx

Date Printed: 2/15/2024

For projects entirely outside the blue area, apply for Statewide funding:
https://wisconsindot.gov/Pages/doing - bus/local - gov/astnce - pgms/transit/enhanced - mob.aspx

Roles and Responsibilities

- MPO solicits applications for funding.
- MPO staff make recommendations for funding awards.
- MPO Policy Board provides preliminary approval.
- MPO Policy Board approves Transportation Improvement Program (TIP), which finalizes MPO approval.

- Metro Transit drafts contracts, includes projects in City budget.
- Metro Transit administers grant and reporting.

See [Program Management and Recipient Coordination Plan](#) pages 6 and 7 for full list of responsibilities and Subrecipient responsibilities.

Subrecipient Roles and Responsibilities

- Inform MPO staff of intention to apply for Section 5310 program funds.

- Complete and submit application(s) and provide project description(s) and funding information

- Provide follow‑up information and participate in interviews and/or on‑site visits if conducted.

See [Program Management and Recipient Coordination Plan](#) pages 6 and 7 for full list of responsibilities and Subrecipient responsibilities.

Subrecipient Roles and Responsibilities Cont…

- Work with Metro Transit to procure capital items; assure that procurement regulations are met.

- Develop and maintain a Maintenance Plan to be held on file with Metro Transit.

- Inspect, insure, and maintain all vehicles funded through the program.

- Complete and submit acceptance certifications to Metro Transit upon vehicle delivery.

- Deliver the project as described in the grant project application, including local management and administration.

- Provide financial management of the project, including provision of non - Section 5310 funds and assurance that Section 5310 funds are used for the project identified in the project application.

See Program Management and Recipient Coordination Plan pages 6 and 7 for full list of responsibilities and Subrecipient responsibilities.

Subrecipient Roles and Responsibilities Cont…

- Submit quarterly financial and progress reports, operating statistics, and vehicle data to Metro Transit.

- Maintain a Title VI plan and comply with federal Title VI requirements.

- Submit to annual on‑site inspections as requested by Metro Transit and the Wisconsin State Patrol.

- Comply with private sector participation requirements.

- Maintain a Data Universal Numbering System (DUNS) profile and provide the DUNS number to Metro Transit. DUNS numbers can be requested at no charge at   www.dnb.com .

- Register for a System for Award Management (SAM) account and profile and provide the SAM registration to Metro Transit. SAM registration can be performed for no charge but requires an account through   www.login.gov .

- Comply with all additional applicable state and federal requirements.

See Program Management and Recipient Coordination Plan   pages 6 and 7 for full list of responsibilities and Subrecipient responsibilities.

Consistency with Coordinated Plan

Strategies to Address Needs

- Financial Needs

- Coordination, Education, and Outreach

- Service Needs

- Vehicle Needs

- Infrastructure Needs

- Technology Needs

See pages 27-34 of [Dane County Coordinated Public Transit – Human Services Transportation Plan](#)

Application Scoring Criteria

1. Demonstration of Need and Project Benefits

The application describes how the existing project or the proposed project will be effective at meeting the transportation needs of seniors and people with disabilities and what happens if the funding is not awarded.   (10 points max)

Project Type

- Replacement vehicle (10 points max)

- Expansion vehicle (8 points max)

- Mobility Management (10 points max)

- Non-Traditional Projects (8 points max)

See page 10 of Program Management and Recipient Coordination Plan

Application Scoring Criteria

Support the Coordinated Plan

Tier 1- Maintain existing level of service of viable programs or operations. (10 points max)

Tier 1 supports existing transportation services and projects that:

- Have shown to be effective in meeting transportation needs of seniors, people with disabilities, and those with limited income.

- Continue to demonstrate effective transportation operations within the county's coordinated network.

See page 34 of Dane County Coordinated Public Transit – Human Services Transportation Plan

Application Scoring Criteria

Support the Coordinated Plan

Tier 2a- Accommodate increasing demand for services within existing programs and operations. (6 points max)

Tier 2a supports existing and new services and projects that:

- Require capital and operating assistance to meet growing demand for the service(s) within present boundaries.

- Are able to improve efficiency and functionality by building on existing infrastructure.

- Allow for growth, but do not automatically extend new service without a careful evaluation of transportation needs across populations and jurisdictions.

See page 34 of Dane County Coordinated Public Transit – Human Services Transportation Plan

Application Scoring Criteria

Support the Coordinated Plan

Tier 2b- Respond to emerging community needs, opportunities, and create new partnerships. (6 points max)

Tier 2b supports projects that:

- Are under development and bring new resources

- Address identified transportation needs and gaps and/or focus on an underserved group of individuals.

- Improve the efficiency and effectiveness of the overall system

- Provide an added benefit to the transportation services network and riders.

- Are innovative in their approach in reaching out to new riders or geographic areas.

See page 34 of [Dane County Coordinated Public Transit – Human Services Transportation Plan](#)

Application Scoring Criteria

Serve a reasonable number of individuals or trips given the budget

MPO staff calculate the cost per ride or individual served and compare across applications. (10 points max)

Example:

$10,000 budget / 500 trips = $20 / trip ← **This project will score higher**

$100,000 budget / 2,000 trips = $50 / trip

See page 34 of [Dane County Coordinated Public Transit – Human Services Transportation Plan](#)

Application Scoring Criteria

2. Promotes the Development of a Coordinated Network

The application identifies other transportation services available and how the project complements rather than duplicates them. (15 points max)

Could include (but not limited to) increased hours of operation, reduction of coverage gaps, increased access to medical/employment/recreation trips.

See page 10 of [Program Management and Recipient Coordination Plan](#)

Application Scoring Criteria

Coordination with other agencies

The application identifies steps that will be taken to ensure a coordinated effort with other local agencies (including human services agencies, meal and shopping sites, employers etc.), and how the service will be marketed. (10 points max)

See page 10 of [Program Management and Recipient Coordination Plan](#)

Application Scoring Criteria

Coordination with other agencies

The application describes who is eligible to ride/participate in proposed service.

- Public- Project/service is open to all eligible seniors or individuals with disabilities. (5 Points)

- Private - Project/service is limited to a select client base. (2 points)

See page 10 of [Program Management and Recipient Coordination Plan](#)

Application Scoring Criteria

3. Financial and Management Capacity

- The project has a reasonable level of administrative costs – note that costs of administering the grant are *not* eligible expenses. (10 points max)

- Local match source backed up by budgets, support letters, or other documentation. (10 points max)

- Project sponsor has the capacity to meet project management, reporting, and delivery functions. (10 points max)

See page 10 of [Program Management and Recipient Coordination Plan](#)

Application Overview

https://www.greatermadisonmpo.org/planning/documents/5310Application-Madison2025.xlsx

Subrecipient Risk Assessment

MPO Staff will Contact Awardees to Complete

Subrecipient Monitoring Requirements for ALL Risk Levels:
- ☐ Monthly/Quarterly/Annual programmatic reports

- ☐ Monthly/Quarterly/Annual invoices
- ☐ Annual audit report

Additional Subrecipient Monitoring Options for Medium/High Risk Levels:
- ☐ Site visit at least once per two year period
- ☐ Identification of deficiencies and resolution plan
- ☐ Increased interaction/communication via phone or in-person meetings

Category		Low Risk		Medium Risk		High Risk
Maturity of Organization	0	Mature (10+ years)	1	Emergent (5-10 years)	2	Start-up (0-5 years)
Subrecipient Organization Type	0	University or Non-Profit subject to federal audit requirements	1	Non-Profit not subject to federal audit requirements	2	Industry or for-profit organization not subject to federal or other audit regulations
Subaward Amount	1	$100,000 or less per year	2	$100,000-$250,000 per year	3	$250,000 or more per year
Subaward Percentage	1	25% or less of total award	3	25%-50% of total award	4	50% or more of total award
Audit Results	1	A-133 audit with no findings or issues that are related to subaward	2	Annual 3rd party audit and/or minor findings	4	No annual audit or current audit has material weaknesses relevant to subaward and/or systemic issues
Cost-Sharing	1	No cost share committed	1	Minimal cost share committed to cover costs not covered by the subaward	2	Significant amount committed to fund project costs not covered by subaward or award
Subaward Scope of Work	1	Easily met objectives and progress is based on clear milestones or observable outcomes	2	History of not meeting deadlines or poorly defined milestones	3	Deliverables are necessary to complete project and no reporting is required until the end and/or no observable milestones
Payment Terms	0	Cost reimbursable basis	1	Payment tied to deliverable	3	Advance payment required for subrecipient to begin work
Prior experience with this grant or similar grants this size/scope	1	Subrecipient has prior experience with similar awards and has worked directly with the awarding agency	1	Subrecipient does not have specific experience with this type of award and is unfamiliar with the awarding agency	2	Subrecipient does not have any prior experience with this type of award or programmatic deliverable required by subaward or has had a previous negative experience
Turnover of key personnel or systems	0	No changes since award issued	1	Minimal changes that do not impact the subaward	2	Major changes or loss of key personnel
Compliance with grant requirements	1	Compliance policies are based on federal guidelines and no reported issues	1	Has compliance policies in place but not all meet federal guidelines	2	Lacks compliance policies and/or they do not meet any federal guidelines
Total of Score:						
Level of Risk		Low Risk Range (0-10)		Medium Risk (11-19)		High Risk (20 or higher)

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- ☐ Site visit at least once per two year period
- ☐ Identification of deficiencies and resolution plan
- ☐ Increased interaction/communication via phone or in-person meetings

Metro manages reporting and site visits

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Cost-Sharing	1	No cost share committed	1	Minimal cost share committed to cover costs not covered by the subaward	2	Significant amount committed to fund project costs not covered by subaward or award
Subaward Scope of Work	1	Easily met objectives and progress is based on clear milestones or observable outcomes	2	History of not meeting deadlines or poorly defined milestones	3	Deliverables are necessary to complete project and no reporting is required until the end and/or no observable milestones
Payment						Advance payment required for subrecipient work
Prior experience with this grant / grants						recipient does not have any prior experience with this type of award or programmatic deliverable required by award or has had a previous negative experience
						changes or loss of key personnel
Compliance requirements	1	guidelines and no reported issues	1	meet federal guidelines	2	compliance policies and/or they do not meet any federal guidelines
Total of Score:						
Level of Risk		Low Risk Range (0-10)		Medium Risk (11-19)		High Risk (20 or higher)

Calendar year 2025 Section 5310 grant program schedule:

Application released...June 3, 2024

Applications due...8:00 AM (CST), August 12, 2024

Preliminary awards announced....................September 4, 2024

Awards finalized...October 2, 2024

Grant cycle begins...January 1, 2025

Grant cycle ends..December 31, 2025

Important Links

Greater Madison MPO Specialized Transportation web page

Application for calendar year 2025 funding   .xlxs (recommended) or .pdf

Application instructions

Program Management and Recipient Coordination Plan

Dane County Coordinated Public Transit – Human Services Transportation Plan

Statewide Program – Applies outside Madison Urban Area (WisDOT)

Thank you for joining us today!

Q & A

Contact:

Ben Lyman

(608) 243-0182

blyman@cityofmadison.com