

# SECTION 5310

## APPLICATION INSTRUCTIONS

### CALENDAR YEAR 2023 PROJECTS

Release: June 1, 2022

**Deadline: 8:00 AM (CST) August 1, 2022**

### **Section 5310 Grant Program**

Administered by the Greater Madison MPO and Metro Transit



## **1. Program Background**

The Greater Madison MPO (MPO), in cooperation with the Wisconsin Department of Transportation (WisDOT), is pleased to announce the availability of Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funds for calendar year 2022. This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. § 5310 (CFDA 20.521).

The Section 5310 Program provides formula funding to states and large MPOs to improve mobility for seniors and individuals with disabilities. Grant recipients in the Madison area will be selected through a competitive process by the Greater Madison MPO as laid out in the *Section 5310 Program Management and Recipient Coordination Plan*. Additional Section 5310 program information and requirements are available in FTA Circular 9070.1G. The Madison Urban Area's funding allocation for the 2023 calendar year (2022 apportionment) is \$459,024, with an additional \$116,418 available in carryover (2021) funding. The minimum local share for projects is 20% for capital projects and mobility management programs and 50% for operating projects. An additional \$42,361 in CRRSAA and ARPA supplemental apportionments is available with no local match requirement, but with restrictions on use for capital projects. MPO and Metro staff will work with applicants to identify the most appropriate funding for selected projects. For projects outside the Madison area, please contact the Wisconsin Department of Transportation to apply for the state-wide Section 5310 grant program.

Successful applicants will enter into an agreement with Metro Transit, which is the direct recipient of Section 5310 funds for the Madison Urban Area. Applicants may be asked to revise their projects. The MPO reserves the right to award funding to certain parts of a project.

### **Section 5310 Program Manager**

The Section 5310 program manager for funds available in the Madison Metropolitan Area is:

**Ben Lyman**

Greater Madison MPO  
100 State Street, Suite 400  
Madison, WI 53703

blyman@cityofmadison.com  
(608) 243-0182

### **Program Schedule**

The calendar year 2023 Section 5310 grant program schedule is:

Application released .....June 1, 2022  
Applications due.....8:00 AM (CST), August 1, 2022  
Preliminary awards announced .....September 8, 2022

Awards finalized.....October 5, 2022  
Grant Cycle Begins.....January 1, 2023  
Grant Cycle Ends .....December 31, 2023

### **Eligible Recipients**

Eligible recipients include:

- Private non-profit organizations
- Local government bodies
- Private public transportation operators (including shared-ride taxi and paratransit)

Projects must carry out the Section 5310 program’s goal of enhancing mobility for seniors and people with disabilities and must be consistent with the locally developed coordinated public transit – human services transportation plan.

### **Eligible Activities**

Eligible activities include:

- Capital expenses for public transportation services planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities
- Mobility management services
- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA)
- Projects that improve access to fixed-route transit service and decrease reliance paratransit service
- Alternatives to public transportation that assist seniors and people with disabilities with transportation

Examples of ineligible expenses include charter service, school bus service, depreciation expenses, private for-profit taxi service that is not shared-ride, planning and application expenses for projects, and projects not targeted to seniors or individuals with disabilities.

### **Local Match**

All applications must include local matching funds of at least 20% for capital projects and 50% of deficit for operating projects. The objective for the local match is to ensure local commitment, promote long-term vision, and support transportation initiatives. Local match must comply with applicable local, state, and federal guidelines. Local match must come from sources other than federal US Department of Transportation (US DOT) funds. Local match may be documented in-kind contributions to the project for mobility management and operating projects.

Examples of eligible local match include:

- State or local government funding that does not include federal US DOT funds
- Private donations
- Agency funding
- In-kind donated facility space or supplies specifically to operate the program
- In-kind labor (including volunteer time) contributed to the project

No local match is required for ARPA- or CRRSAA-funded projects.

## **2. Section 5310 Program Management and Recipient Coordination Plan**

Applicants should read the *Section 5310 Program Management and Recipient Coordination Plan*, which is available at [https://www.greatermadisonmpo.org/planning/documents/Program\\_Management\\_Plan\\_2020\\_Adopted.pdf](https://www.greatermadisonmpo.org/planning/documents/Program_Management_Plan_2020_Adopted.pdf), before applying. This document provides more specific detail about the Section 5310 program in the Madison metropolitan area. It describes the roles and responsibilities of the Greater Madison MPO, Metro Transit, and the subrecipient (applicant). It includes details about the project selection process beyond what is described in this document.

All Section 5310 program subrecipients will be required to adhere to the requirements in the *Section 5310 Program Management and Recipient Coordination Plan* (see page 7).

## **3. Coordination**

The Federal Transit Administration (FTA) requires that projects funded under Section 5310 are included in a "locally developed coordinated public transit-human services transportation plan". This ensures that applicants are coordinating services with other private, public, and non-profit transportation providers. Proposed Section 5310 projects must be identified by a strategy and/or action item in a county, multi-county, or regional plan.

The locally developed coordinated public transit-human services transportation plan in the Madison metropolitan area is the *2019 Coordinated Public Transit – Human Services Transportation Plan for Dane County*. A copy of the plan is available at [https://www.greatermadisonmpo.org/planning/documents/2019\\_CoordinatedPlan\\_FinalForWeb.pdf](https://www.greatermadisonmpo.org/planning/documents/2019_CoordinatedPlan_FinalForWeb.pdf). Applications must identify which strategy(ies) identified in the plan are consistent with the project. The strategies begin on page 33.

The coordinated public transit – human services transportation plan is updated approximately every five years. Transportation service providers are strongly encouraged to get involved with this planning process.

## **4. Mobility Management Projects**

Mobility management projects are defined in FTA Circular 9070.1:

"Mobility Management: Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than Section 5309). Mobility management does not include operating public transportation services."

Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- (a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
- (b) Support for short-term management activities to plan and implement coordinated services;
- (c) The support of state and local coordination policy bodies and councils;
- (d) The operation of transportation brokerages to coordinate providers, funding agencies, and customers;
- (e) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- (f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System (GPS) technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand-alone capital expense).

Mobility management activities are eligible for Section 5310 funding as a capital expense.

## **5. Vehicle Capital Projects**

Vehicle capital projects fund new and replacement rolling stock, including leased vehicles. In accordance with Section 5310 program requirements, applicants for vehicle capital projects are required to provide public notice of the project and accept public comments. Public bodies and transit operators applying for vehicle capital projects must also contact any non-profit organizations in the service area and solicit comments. Applicants for non-accessible vehicles must complete Appendix D. See Section 9. Other Required Documents and Appendices B, C, and D.

Applicants will need to certify to the FTA that no employees have been furloughed during the pandemic to qualify for capital funding through ARPA or CRRSAA.

## **6. Non-Vehicle Capital Projects**

Examples of non-vehicle capital expenses that may be eligible for Section 5310 program funding include:

- Bus stop accessibility projects
- Transit intelligent transportation projects
- Radio systems
- Software upgrades

Vehicle modifications to protect drivers and riders, such as the installation of sneeze guards or enhanced air filtration systems, are eligible for funding under ARPA and CRRSAA; however, applicants will need to certify to the FTA that no employees have been furloughed during the pandemic to qualify for capital funding. Use the "Vehicle Request" sheet in the application to describe vehicle modifications.

## 7. Operating Projects

Operating projects fund costs to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year. Examples of operating expenses that may be eligible for Section 5310 program funding include:

- Establishment of new or expanded fixed-route, flexible-route, or demand-response service
- Enhancement of expanded fixed-route, flexible-route, or demand-response service
- Operational expenses of volunteer driver programs
- Fare voucher programs

For ARPA and CRRSAA, eligible operating expenses include administrative leave, such as leave for employees due to reductions in service or leave required for a quarantined worker. The employee must be in pay status to be an eligible expense. Operating expenses incurred since January 20, 2020 are eligible for reimbursement.

## 8. Spreadsheet Application Instructions

This is information on completing specific worksheets of the application spreadsheet. **The spreadsheet is designed to be used with Microsoft Excel**, but a .pdf version is also available. Applicants may request a paper version of the application. **Do not attempt to change protected cells, insert rows or columns, or change formatting.** Cells with red triangles (▼) contain comments; hover over the cells for hints and tips.

Unless a given page of or attachment to the application is not applicable to the project or applicant type, complete all application fields. Applications for which no or partial answers are provided will generally not score as well as projects that are completely described and documented.

General worksheet:

Complete all underlined cells and tables. In the Project and Sponsor Type table, choose one box for Project Type and one box for Sponsor Type. If your project or sponsor type does not exactly fit into one category, choose the most appropriate one. If your project or sponsor type does not meet any of the options given, it is likely ineligible. Scroll down and complete all pages in the General worksheet.

Complete the checklist on the last page to indicate which documents are included in your application. Documents that are not applicable based on options you have selected will generally display "N/A" in this table. All required documents must be included with the submitted application.

Responses are generally limited to the space available in the application. Applicants are encouraged to only provide the information that is relevant to the application and the project. If more space is needed, applicants may attach a separate page unless restrictions apply.

Written\_Responses worksheet:

Read the questions on the first page, then scroll down and enter your responses to the three questions in the spreadsheet on pages 2, 3, and 4. These questions, with other information provided, will be used to evaluate and prioritize projects based on their consistency with the Section 5310 program, the *Section 5310 Program Management and Recipient Coordination Plan*, and the *Coordinated Public Transit – Human Services*

*Transportation Plan for Dane County.* Responses are limited to one page, but applicants may complete their responses outside the spreadsheet and include them in the application if that is more convenient.

#### Budget worksheet:

Complete the Budget worksheet for mobility management projects and operating projects only. Vehicle and non-vehicle capital project expenses may not include any expenses other than the vehicle purchase or materials and labor for construction. However, all applicants should include this worksheet in their application.

The Salary/Benefits and Vehicle Purchase line items will be populated automatically from their respective worksheets. Applicants are encouraged to use the standardized budget line items provided in the Budget worksheet, but you may enter other line item categories below the Vehicle Purchase line. Any in-kind match shown at the bottom of the page must be included in the project budget.

Enter the projected revenue from passenger fares, advertising, and other sources. Revenue does not count as local match. Enter the proposed in-kind and cash match with a description of the in-kind contribution and source of cash match. The federal Section 5310 program share of the project will be automatically calculated. Section 5310 program reimbursements will not exceed 50% of operating costs or 80% of capital costs, except for those projects awarded CRRSAA or ARPA funds, which can be reimbursed at up to 100%.

#### Goals worksheet:

Complete the Goals worksheet for all project types. Vehicle capital and operating projects should fill out the TRIP BASED table and mobility management projects should fill out the INFORMATION table. All projects, including non-vehicle capital projects, may complete the OTHER table if applicable. Scroll to the right and fill out the second page.

#### Staffing worksheet:

Complete the Staffing worksheet for mobility management projects and operating projects. List all salaries and benefits, or parts, for which you are seeking Section 5310 program funds. This would include any portion of the mobility manager's salary(ies) as well as supervision, support, and administrative staff. Capital project applications should not include this worksheet. Driver salaries for operating projects should be included if the service is directly operated by the applicant, but purchased transportation services are listed as a separate line item in the Budget worksheet. Volunteer time should also be included in the staffing worksheet.

In determining staffing costs, the actual value of time should be used when available (for example, an hourly or salaried worker's projected time spent on the project multiplied by their projected rate). In determining volunteer time, actuals should always be used to value time when available. When actuals are not available, we request that you use the data available from the [Wisconsin Department of Workforce Development's WorkNet website](#):

Click on **Wage Comparison** to begin the search.

#### Example 1 – Actual value of time is available

Your agency's director devotes one hour per week to the oversight of your project for a total of 50 hours per calendar year. The director's salary, including benefits, is \$65 per hour and the funding for the director comes from non-US DOT funding (e.g., charitable donations). In this case, the value of the in-

kind contribution is estimated at \$3,250 (\$65 per hour x 50 hours) for the year. Over the course of the year, the director may only end up devoting 45 hours to the project, so the actual value of the in-kind contribution is \$2,925 (\$65 x 45).

#### Example 2 – Actual value of time not available

Your vanpool project uses two volunteers to drive the van. Use the WorkNet website to find the value of a taxi driver or bus operator in your service area (county). You are welcome to use the value that you feel is most appropriate and works best for your project. The most important thing is to select the occupation that best describes the type of work the volunteers are performing for your organization for this project. You don't want to undervalue your volunteers, nor should you overvalue their time. To value volunteer driver time, WisDOT recommends using the hourly wage data for occupation code 533041 (Taxi Driver) in the WorkNet website.

#### Current\_Inventory worksheet:

Complete the table for all vehicle capital projects and operating projects. Complete the table for non-vehicle capital projects only if the information is relevant to the project, for instance, if the project is a radio upgrade for vehicles. Do not fill out the table for mobility management projects.

#### Vehicle\_Requests worksheet:

Fill out this worksheet for vehicle capital projects only. Applicants are strongly encouraged to choose vehicles from the WisDOT vehicle procurement contract listed in the table. Applicants may apply vehicles not on the list by including a description and unit cost of the vehicle as well as a rationale for the vehicle chosen. However, vehicle purchases are subject to federal regulations and custom vehicle purchases may result in significant project delays and additional work and responsibility on the part of the applicant.

For vehicle modifications such as installing sneeze guards or enhanced air filtration systems, describe the modifications in the "Other Vehicle Description" text boxes.

Estimated vehicle costs are shown in the table. These costs are based on past or current contract prices and are subject to future bids. Actual cost sharing agreements will be based on bid prices and available Section 5310 program funding.

#### Public\_Body\_Eligibility worksheet:

This worksheet is for public bodies applying for traditional Section 5310 projects. To certify that no private non-profit organizations are available, fill out the table, check the top box, print, and sign. To certify that the applicant is the designated coordinator of transportation services for the area, check the bottom box, print, sign, and attach a copy of the resolution from the county board or other designated body designating your agency as the coordinator of transportation services for seniors and persons with disabilities.

### **9. Other Required Documents**

Besides the forms in the application spreadsheet, applicants may need to submit the following materials with their applications. The applicants or projects that need to complete the materials are shown in parentheses.

**Letter of Application** (all applicants)

Submit a letter of application on company letterhead (if available) addressed to the Greater Madison MPO. See Appendix A for a template letter.

**Local Match Support Documentation** (all applicants, if available)

Include documentation of cash and in-kind commitments for the required local match of project costs, if available. This documentation could be a draft or adopted budget, memorandum of understanding, letter of support, volunteer roster, or other documentation.

**Federal Funding Accountability and Transparency Act (FFATA) Report Certification** (all applicants)

The 2006 Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards be made available to the public. This document can be found at [www.greatermadisonmpo.org/planning/documents/FFATA\\_report\\_2022.docx](http://www.greatermadisonmpo.org/planning/documents/FFATA_report_2022.docx).

**Federal Transit Administration (FTA) Certifications and Assurances** (all applicants)

This document can be found at <https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-02/FY22-certifications.pdf>. Download the document, review the certifications and assurances, and sign the signature page. Please note that the applicant’s attorney must also sign an affirmation of authority.

**Non-profit Documentation** (non-profit organizations)

If your agency is applying as a private non-profit, you must attach proof of non-profit status.

**Public Notice** (vehicle capital projects)

Applicants applying for vehicle capital projects must publish a notice to all organizations and agencies of their intent to apply for vehicles under the Section 5310 program. See Appendix B for more information.

**Certification of Local Public Body Eligibility** (local public bodies applying for vehicle and mobility management projects)

Public bodies applying for traditional Section 5310 projects must certify that either: a) no private non-profit organizations are available to provide the transportation services; or, b) the applicant is approved as the coordinator of transportation services in the proposed service area. To certify that no private non-profit organizations are available, see Appendix C and the Public\_Body\_Eligibility worksheet in the application spreadsheet. To certify that the applicant is the designated coordinator of transportation services for the area, see the Public\_Body\_Eligibility worksheet in the application spreadsheet and attach a copy of the resolution from the county board or other designated body designating your agency as the coordinator of transportation services for seniors and persons with disabilities.

**Certification of Equivalent Service** (vehicle capital projects)

Applicants applying for one or more vehicles which are not accessible to persons with disabilities must read, sign, and return Appendix D.

**10. Completing and Submitting Applications**

Once application materials are completed they need to be submitted to the Greater Madison MPO. Applications must be received by the Section 5310 program manager for the Madison Metropolitan Area by the due date in 1. Program Background.

Applicants are strongly encouraged to save application materials as a .pdf with an electronic signature and email them to the program manager. For file sizes larger than 10 megabytes, arrange for an alternative electronic delivery method such as file transfer protocol (FTP). If applicants cannot provide electronic applications, a hard copy may be mailed or delivered.

Applications may be submitted for one calendar year at a time. Continuing projects must submit applications each year.

Agencies that are applying for multiple different projects must submit one application for each project.

## Appendix A – Sample Letter of Application

Submit a letter of application on agency letterhead if available. A letter of application template is provided below for your convenience.

(Agency Letterhead)

(Date)

Ben Lyman  
Greater Madison MPO  
100 State Street, Suite 400  
Madison, WI 53703

(Name of applicant) hereby makes application for financial assistance through the Section 5310 program for the Madison Metropolitan Area in providing transportation services to seniors and individuals with disabilities.

Attached are the documents that are required to be submitted as part of the application process.

We understand that our application, should it meet all state and federal requirements, will be in competition for funds and funding determined by its ranking relative to other applications.

We affirm that the information submitted in this application is true and correct to the best of our knowledge.

Sincerely,

(Name)  
(Agency)

Attachments

## Appendix B – Public Notice Template

Applicants applying for vehicle capital projects must publish a notice to all organizations and agencies of their intent to apply for vehicles under the Section 5310 program. Notices must be published in the most widely circulated newspaper in the proposed service area. Attach a hard copy of your public notice to your application. The example public notice template below is provided for your convenience.

The notice must allow for at least 14 days of public comment, from the publish date, on the proposed vehicle purchase. If 14 days cannot be provided due to publishing schedules or other limitations, the MPO will evaluate projects based on comments received and the applicant must disclose comments that were received after the application is submitted. The MPO may reevaluate the application at that time.

(Agency name) hereby provides notice that it intends to apply for Section 5310 program funds for the Madison Metropolitan Area to serve seniors and individuals with disabilities in (service area). The application is requesting up to 80% funding for (summarize vehicle types). Individuals or agencies wishing to comment or receive additional information about this application should contact (contact information) by (date).

## Appendix C – Availability of Non-Profits Certification

Public bodies applying for traditional Section 5310 program funds (vehicles and mobility management projects) must certify that either no private non-profit organizations are available to provide the transportation services, or that the applicant is the designated coordinator of transportation services for the area. To certify that no private non-profit organizations are available to provide the transportation services, research the transportation providers in the area and contact any that are non-profit organizations. Include a template of the letter or email, list of contacted organizations, and any comments with your application.

The following letter or email template is available for your convenience. A table is provided in the application spreadsheet. Applicants may summarize comments in the table and keep records of complete responses to provide to the MPO upon request.

(Date)

(Name)

(Address)

Dear (Name),

(Name of applicant) , a unit of government, is applying for a vehicle purchase grant through the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program in the Madison Metropolitan Area.

(Description of vehicle(s), service, and service area)

A condition of our eligibility is that private non-profit organizations are not available to provide this transportation service to seniors and people with disabilities in the service area.

This letter is being sent to you to determine your interest in providing this type of transportation in this area. Your written comments, objections, or requests for additional information must be received by (date).

If you have any questions, please free to contact (contact information).

Sincerely,

(Name)

(Title)

## Appendix D – Certification of Equivalent Service

This form is required for any applicant that is applying for one or more vehicles which are not accessible to persons with disabilities.

Sign and date this form if you are applying for one or more non-accessible vehicles.

In accordance with 49 CFR 37.77, I certify on behalf of our agency that its demand-responsive system, when viewed in its entirety, shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the services provided other individuals with respect to the following characteristics:

- Response time
- Fares
- Geographic area of service
- Hours and days of service
- Restrictions or priorities based on trip purpose
- Availability of information and reservation capability
- Any constraints on capacity or service availability

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Name of Agency

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Name of Authorized Individual

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Signature

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Date