

# ARPA

# SECTION 5310

## APPLICATION INSTRUCTIONS

Release: June 1, 2021

**Deadline: 8:00 AM (CST) August 2, 2021**

### **Section 5310 Grant Program**

Administered by the Greater Madison MPO and Metro Transit



## **1. Program Background**

The Greater Madison MPO, in cooperation with the Wisconsin Department of Transportation (WisDOT), is pleased to announce the availability of supplemental Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funds. Funding is provided through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) (H.R. 133).

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 [ARPA 5310 project selection document](#) (ARPA funding is not required to follow the *Section 5310 Program Management and Recipient Coordination Plan*). Additional Section 5310 program information and requirements are available in FTA Circular 9070.1G, and the FTA's ARPA [Fact Sheet](#) web page. The Madison Urban Area's available ARPA funding allocation is \$32,925. There is no required local share for 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 Greater Madison 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 ARPA Section 5310 grant program schedule is:

Application released .....June 1, 2021  
Applications due.....8:00 AM (CST), August 2, 2021  
Preliminary awards announced.....September 1, 2021  
Awards finalized.....October 6, 2021  
Grant Cycle Begins.....January 1, 2021  
Grant Cycle Ends .....December 31, 2021

## **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**

ARPA includes important changes to eligible Section 5310 activities, including prioritization of funding payroll and operations expenses incurred since January 20, 2020, and restricting capital purchases to agencies that have not furloughed any employees during the coronavirus pandemic.

Section 5310 Program 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.

For ARPA-funded projects, the MPO has prioritized projects providing transportation to seniors and people with disabilities, and de-prioritized mobility management projects. See the ARPA 5310 project selection document (link above) for details.

## **Local Match**

No local match is required for ARPA-funded projects.

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

Applicants should read the *Section 5310 Program Management and Recipient Coordination Plan* (PMP), which is available at [www.madisonareampo.org/planning/SpecializedTransportation.cfm](http://www.madisonareampo.org/planning/SpecializedTransportation.cfm), 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). Note that the project selection process described in the PMP will not be followed for ARPA project selection; instead, the process described in the ARPA 5310 project selection document (link above) will be followed for awarding these funds.

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](#). 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, but have been de-prioritized for funding through ARPA by the MPO.

## **5. Vehicle Capital Projects**

The MPO will not fund Vehicle Capital (purchase) projects with ARPA.

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

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; 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**

In general, operating expenses are those costs necessary 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, including personal protective equipment and cleaning supplies. 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.

## **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. Applicants may also request a paper or .pdf 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.

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 when you are finished with the application 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.

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 sheet of paper 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 ARPA, 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.

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). For volunteer labor,

use the data available from the Wisconsin Department of Workforce Development's at [www.WisConomy.com](http://www.WisConomy.com) or other reference to determine the approximate value of a volunteer's time. The monetary value of volunteer labor may be used as in-kind match but will not be reimbursed.

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 to install sneeze guards in vehicles. Do not fill out the table for mobility management projects.

Vehicle\_Requests worksheet:

Fill out this worksheet for vehicle capital projects only. Note that the MPO will not fund vehicle purchases with ARPA. Use this sheet to describe modifications to vehicles to protect driver and passenger safety, such as sneeze guards or enhanced air filtration systems.

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.

### **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 [www.greatermadisonmpo.org/planning/documents/5310CertsandAssurances-2022Application.pdf](http://www.greatermadisonmpo.org/planning/documents/5310CertsandAssurances-2022Application.pdf). Download the document, review the certifications and assurances, and sign the signature page (be sure to include initials next to each certification and assurance).

### **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.

**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.

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 funding for (summarize vehicle modifications). 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 modification grant through the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program in the Madison Metropolitan Area. (Description of vehicle modification(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)