

SECTION 5310 - ENHANCED MOBILITY FOR SENIORS AND INDIVIDUALS WITH DISABILITIES

Technical Assistance & Outreach Session



SECTION 5310 PROGRAM

Purpose of the Circular: To provide guidance for the administration of transit assistance program for Seniors and Individuals with Disabilities under 49 USC, 5310

Authority: Federal Transit Law. Title 49 USC

Program History: Established in 1975 as a discretionary Capital Assistance Program Section 16 program, Codified in 1994 under (TEA-21) became known as Section 5310 formula program

Designated Recipient (DR): An entity designated by the governor in accordance with Title 49 USC.

Role of a DR : Project selection, develop POP, certification of projects to ensure inclusion in human service transportation plan, Oversee the implementation of the project submittal, and report to FTA.

Program Goal: To improve mobility for Seniors and Individuals with disabilities, by removing barriers to transportation.



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Program Administration: SCDOT/OPT designated by the governor, to administer the Section 5310 program in the rural and small urbanized areas of the state.

Human Service Transportation: Transportation Service provided or designed to benefit human service agencies

Master Agreement: FTA's official document that binds recipients to applicable federal requirements governing the receipt of federal funds.

Applicants: Used to identify an entity seeking federal financial assistance, but not yet awarded funding.

Traditional Section 5310 Projects: Transportation service planned, and/or designed to meet the specific needs of seniors and individuals with disabilities, when public transportation is insufficient inappropriate or unavailable. Eligible capital expenses purchase of vans/buses or purchase of service (POS)



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Program Measures: Both quantitative and qualitative measures are collected such as ridership information for one-way trips and Gap in service filled.

Preventive Maintenance: All costs related to or associated to preserving or extending the functionality and serviceability of assets.

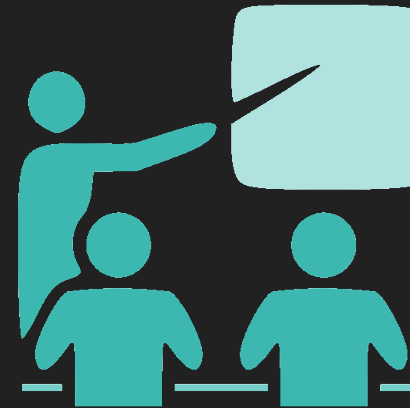
Mobility Management: Short-range planning and management activities, and/or projects for improving coordination among public, and other transportation service providers. Does not include operating public transportation service.

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New Subrecipients Vetting Process

New subrecipients must submit the following to OPT for review to determine eligibility.

- County or a governing body resolution in support of your request to become a grantee of South Carolina Department of Transportation Office of Public Transit
- Organization By-Laws
- Articles of Incorporation
- Proof of registration with sam.gov



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- Agency policy and procedures on how the agency is operated and governed including the Mission and Vision statements. Employee/Staff code of conduct, hiring practices, and election of board members. Also include revenue sources and primary function of the agency.
- Local Business License
- Business operating location
- Business phone number

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- List of Board Members
- Board Handbook
- Organizational Chart
- Bank agreement for a checking account.

On full receipt of the above documents a site review of the agency will be scheduled, and a decision on eligibility is subsequently made.



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Current Eligible Subrecipient: No less than 55% of the annual apportionment will be allocated to traditional Section 5310

Current Eligible Subrecipients include:

- Private nonprofit
- A state or local government authorized to coordinate service
- Public non-profit certify no private non-profit available in the area.

Funds Availability: The year of apportionment plus 2 years to obligate funds.

Recipient Administration: Can use up to 10% of the apportionment for state administration for salaries, planning and technical assistance.

Eligible Capital Assistance: Purchase of vehicle or Purchase of Service



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Fed/Local Share: ADA vehicle 85% federal and 15% local match.
Purchase of Service 80% federal and 20% local match

Categories of Approval: Category A, met all statutory and administrative requirements for approval Category B, have not met all statutory and administrative requirements to move project forward.

Section 5310 Program Measures: The program requires that quantitative measures such as number of seniors/disabled moved calculated based on one-way-trips, and qualitative measures such as gaps within the program and availability of service.

Meal Delivery for Homebound individuals: Section 5310 is a supplemental funding program designed to augment programs that primarily provides care for seniors and individuals with disabilities, not the primary funding source, therefore, meal deliveries shall be incidental, so long as it does not conflict with the provision of transportation service.



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Certification & Assurances: Section 5310 subrecipients are required to sign current certification and Assurances as a condition for receiving federal transit administration (FTA) funds

Capital Reserve Account: Capital reserve funds can be established, however, FTA funds or proceeds from FTA assist property cannot be put in a capital reserve account.

Equipment Disposition: Additional information is also provided in the state management Plan (SMP).

Vehicle Use: Maximum usage is required to meet program related needs for vehicles purchased under Section 5310 program. However, vehicles purchased under Section 5310, may be used incidentally to support other federal programs.



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Satisfactory Continuing Control: Provision must be made to ensure satisfactory continuing control of assets acquired under Section 5310, while subrecipient may delegate this responsibility, the subrecipient is ultimately responsible.

Procurement: Vehicle purchase utilizing State Contract

Purchase of Service—Subrecipient must utilize OPT approved solicitation

Annual Audits/Financial Statements: The threshold for the submission of A-133 audit is \$750,000 federal funds expended, however, OPT requires annual financial statement from subrecipients that receives \$100,000 in funding.

Program Measure: Compliance with Government Performance Result Act (GPRA) This report is due to FTA on or due **October 1**, and reports on Gaps in Service filled and Ridership.

Compliance Reviews: OPT conducts periodic compliance reviews to ensure program compliance



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PURCHASE OF SERVICE

I. Solicitation

- Scope of Solicitation
- Instructions to Offerors: General and Special Instructions
- Scope of Work / Specifications
- Information for Offerors to Submit
- Qualifications
- Award Criteria
- Terms and Conditions: General and Special
- Cost Proposal
- Attachment to Solicitation
- Federal Clauses



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MOBILITY MANAGEMENT

II. Purpose (Only offered to existing projects)

- The promotion, enhancement, and facilitation of access to transportation services;
- Support for short-term management activities to plan and implement coordinated services;
- The support of state and local coordination policy bodies and council;
- The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
- The provision of coordination services;
- The development and operation of one-stop transportation traveler call centers; and
- Operational planning for the acquisition of intelligent transportation technologies

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I. Applications Process

TO-DO LIST FOR APPLICANTS:

- Log-in to the Grants Management System (GMS) with credentials
- Register or Renew with SAM.gov
- Read and Complete application as instructed. There may be changes;
- Submit online application to SCDOT Office of Public Transit by deadline.

SIDE NOTE: OPT will forward each submitted applications to each respective regional Council of Governments (COG) for prioritizing.



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I. Applications Process con't

SCDOT TO-DO LIST:

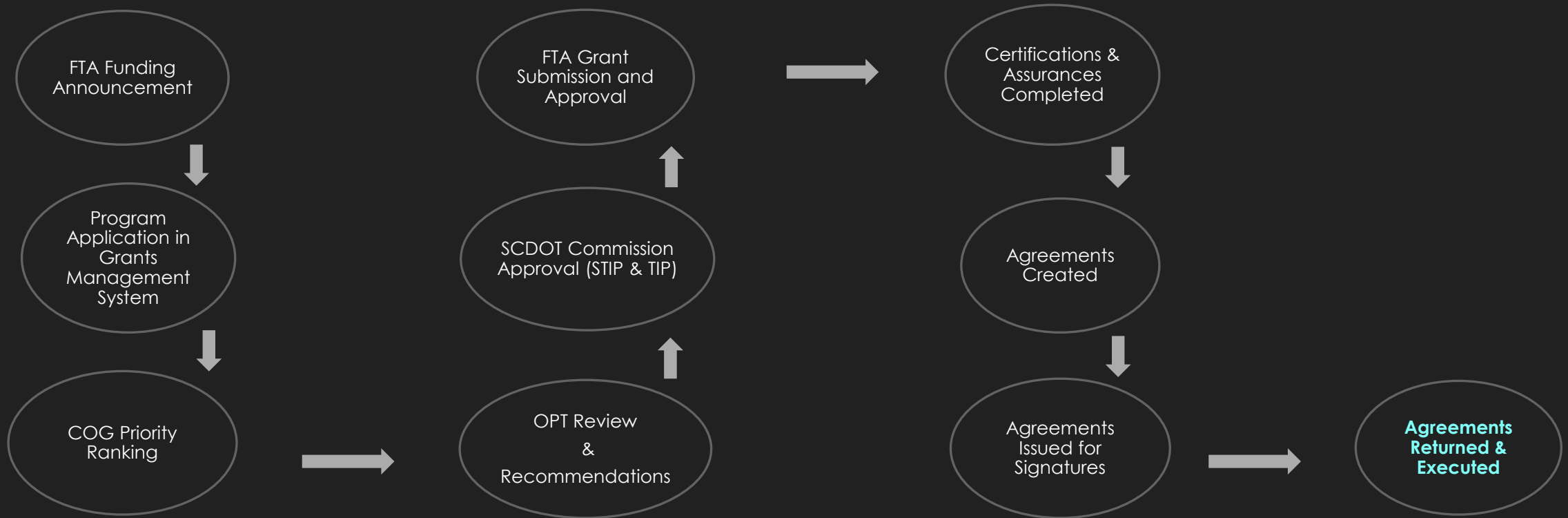
- Review all applications and regional priority lists;
- Rank all individual application submitted by the COGs;
- Prepare final recommendation on award for SCDOT Commission;
- Recommendation is reviewed by SCDOT Commission before going out for public notice; and
- Recommendations is usually approved after public notice is completed and second SCDOT Commission review.



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I. Applications Process con't

OPT AGREEMENT PROCESS FROM START TO FINISH



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I. Applications Process con't

- As the designated recipients, SCDOT applies for a grant on behalf of all state transit agencies and human services agencies that have submitted a program application.
- FTA review and approval process can take up to three to four months.
- Once the grant is pinned by the Director of the Office of Public Transit, the agreement creation process begins.



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II. Certification and Assurances Process & Other Report Forms

- Signature of Authorization
- Board Resolution
- Attorney's Certification (Applicant to Apply for Funding)
- FTA Certification & Assurances Assistance Program List
- FTA C&A Attorney Affirmation of Applicant
- Local Match
- Master Agreement
- Restriction of Lobbying
- Debarment and Suspension (Primary Tier)
- Debarment and Suspension (Lower Tier)
- Title VI Program Report
- Disadvantaged Business Enterprises (DBEs)
- DBE Good Faith Efforts Certification
- Other Provisions



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III. Program Timelines and Due Dates

January

- COG Updates

February

- Applications Due to Office of Public Transit
- OPT Human Service Compliance Review Form
- OPT Human Service Compliance Oversight Questionnaire (Every 3 years)

April

- COG Updates
- Public Comment Period

May

- Compliance Reviews and Technical Assistance Visits (Start Next Round)



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III. Program Timelines and Due Dates con't

June

- COG Updates
- Compliance Reviews and Technical Assistance Visits

July

- Human Service Project Closeouts
- Prepare for OPT Subrecipient Training

August

- Prepare for Program Measures Report
- Compliance Reviews
- Compliance & Technical Assistance Visits

October

- Program Measures Report due to OPT



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