



**Federal Transit Administration (FTA)
Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)
FY2021 & FY2022 Application Frequently Asked Questions (FAQ)**

1. What is the Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)?

Answer:

- This Federal Transit Administration (FTA) program is intended to enhance mobility for seniors and persons with disabilities by providing support beyond traditional public transportation and Americans with Disabilities Act (ADA) complementary paratransit services.

2. What type of projects are funded in this solicitation?

Answer:

- Pursuant to federal law, a minimum of 55 percent of the available program funds in each urbanized and non-urbanized areas must be used to support traditional projects that are designed to meet the special needs of seniors and individuals with disabilities that are planned, designed and carried out by eligible entities. Traditional projects include the purchasing of buses, vans, wheelchair lifts, ramps and transit-related technology systems.
- Up to 45 percent of the remaining program funds may be used to support enhanced transportation projects. Enhanced transportation projects are those that exceed the requirements of the Americans with Disabilities Act (ADA), Improve access to fixed-route service, decrease reliance by individuals with disabilities on complementary paratransit or provide alternatives to public transportation that assist seniors and individuals with disabilities. Examples of enhanced transportation projects include travel training, volunteer driver programs, improving signage and improving access to sidewalks and crosswalks.

3. Who is eligible to apply for funding under the 5310 program?

Answer:

- Private non-profit corporations.
- Public agencies where no private non-profits are readily available to provide the proposed service.
- Public agencies that have been approved by the State to coordinate services.
- All public agencies and operators of public transportation services.
- Indian Tribal Governments (Traditional and Expanded projects).

4. What type of applicant match is required under the Section 5310 Program?

Answer:

- This grant opportunity requires a 20 percent applicant match for capital and mobility management projects and a 50 percent match for operating projects.

5. When is the 5310 Application due?

Answer:

- The application is due on or before July 24, 2023 @ 4:00 PM CST.

6. What amount of funding is available within each program year?

Answer:

- FY2021 has up to \$1,193,364 available.
- FY2022 has up to \$2,773,030 available.

7. Do we have to apply to either FY2021 or FY2022 or both?

Answer:

- Applications should be submitted for each respective program year (even if identical).

8. Are there project minimum and maximum funding limits?

Answer:

- There is no minimum funding limit.
- The maximum funding limit coincides with the FY apportionments.

9. What documents are required to complete the application?

Answer:

- Signed Application (electronic signature is acceptable) (Required)
- Risk assessment (Required)
- Budget Worksheet (Required)
- Audited Financials (Required)
- Letter of Commitment from Stakeholders
- Project Plan
- Maintenance Plan
- Operational Plan

10. Are the following eligible expenses under the 5310 program?

- Meal delivery Services
 - Providers may use Section 5310 funded assets to provide meal delivery services for homebound people so long as it does not conflict with the provision of transit services or result in a reduction of service to transit passengers.
- Software licenses
 - The initial costs for acquiring and implementing software are allowable capital expenses, including software licensing. Recurring expenses thereafter are considered operating expenses.
- Transportation Network Companies (TNC) (e.g., Uber, Lyft, etc.)
 - TNC operational expenses are eligible, typically in the form of a voucher program. Please note that FTA compliance requirements still apply to TNCs. More information can be found on the “Shared Mobility and TNC compliance with FTA requirements” link in question 11.

11. What are additional resources that I can use to find out more?

- [Section 5310 Fact Sheet](#)
- [Section 5310 Circular](#)
- [Uniform System of Accounts](#)
- [Shared Mobility and TNC compliance with FTA requirements](#)
- [Shared Mobility FAQs](#)
- [Third Party Contracting Guidance](#)

12. In the [5310 Grant Program Workshop presentation](#) on slide 7, it says that ADA accessible vehicles require a 15% local match. I wanted to confirm that is correct?

Answer: Page 43 of [FTA Circular C 9070.1G](#) identifies an 85% Federal Share for vehicles that meet the requirements as stated in the circular.

13. In reference to page 8 on the [5310 Grant Application](#), how do I know if my project is included in the Regional Coordinated Transportation Plan?

Answer: All of the [2022-2026 Regional Coordinated Transportation Plan \(RCTP\)](#) focuses on the needs of seniors, students, veterans, persons with disabilities, those with limited English proficiency, and other groups considered disproportionately likely to need help meeting their transportation needs and alignment of an applicant's project may be evident in various sections of the RCTP.

- Table 14 (p.64-69) lists specific recommendations and expected outcomes.
- Table 20 (p.81-83) identifies specific objectives .
- P.84 identifies performance measures to support closing the needs gaps identified in the RCTP.

14. What is the current estimated timeline for Funding approval once submitted?

Answer: It is estimated that the funding will be available through an interlocal agreement towards the end of calendar year 2023.

15. When is the estimated project start?

Answer: Awarded projects can commence once the interlocal agreement is fully executed by METRO and the subrecipient.

16. Once the project starts, when would the first expenditure reports or program reports be due?

Answer: Reports are due 30 days after the end of each quarter (i.e. January, April, July, October).

17. How long would the funds be available, what is the process for continuation or renewal (ie 1 year, 2 years, 3 years)?

Answer: Generally, funds are available until exhausted unless there are extenuating circumstances in which METRO and the subrecipient will need to discuss on a case-by-case basis.

18. How many years of budget should we build into the budget?

Answer: It is preferred that a one (1) year budget be requested for FY21 funds and, if needed, a one (1) year budget be requested for FY22 funds. METRO will be revamping the 5310 call for projects process so that multi-year funding is not necessary and each subrecipient can apply for funding one (1) year at a time.

19. We are assuming this is a reimbursement grant? How often are reimbursements processed?

Answer: Correct, expenses are reimbursed after incurred. METRO's Program Management Plan METRO will process as quickly as administratively possible upon receipt. Generally, this occurs within thirty (30) days and is dependent upon METRO receiving sufficient information for reimbursement. METRO will provide training to subrecipients on these matters upon a successful award.

20. Is it allowable to pay staff as well as service costs to operate the transportation program as part of the Traditional 5310?

Answer: It is possible although METRO's objective is to provide funds for the direct operations of service and eligible projects under the 5310 program.

21. Are there restrictions on the number of miles the transportation service can take the person who is disabled or elderly?

Answer: No, there is no limit to the number of miles although METRO's objective is to ensure the funds available are used within the Houston Urbanized Area.

22. What is allowable as matching? Is staff time allowable? Is volunteer time allowable? Is cost of space allowable as matching? Is administrative cost allowable as matching?

Answer: Noncash local match is eligible as long as value is documented and supported. Please refer to p. III-16 of [FTA Circular 9070.1.G](#). Section 16. FEDERAL/LOCAL MATCHING REQUIREMENTS for eligible matching requirements.

23. Are other non-DOT federal funds? Are AAA Area Agency on Agency funds or HHS ACL funds allowable as matching?

Answer: Local match may be derived from federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway program. Please refer to p. III-16 of [FTA Circular 9070.1.G](#). Section 16. FEDERAL/LOCAL MATCHING REQUIREMENTS for eligible matching requirements. Additionally, the [Coordinating Council on Access and Mobility \(CCAM\) Federal Fund Braiding Guide](#) documents the rules for "Braiding" Federal Funds.

24. What is the documentation requirement for eligibility for the program? Do we must we enroll individuals based on their age or disability? Is it allowable to self-report or what is acceptable documentation? Are there existing eligibility forms?

Answer: Each applicant and their project is unique and we are available to walk through the project to assist your agency in making determinations. Please refer to [METRO's Subrecipients Monitoring Procedures](#) as necessary.

25. What demographic information will be required in the reporting?

Answer: See above (#13) [METRO's Subrecipients Monitoring Procedures](#) permit METRO to request information surrounding the report. The specifics of the oversight will be part of the discussions during the negotiations of the interlocal agreement.

26. Alternative to public transportation – to assist seniors and individuals with disabilities with transportation – operating v capital – can you provide examples of the difference?

Answer: [METRO's Section 5310 Grant Program Workshop Presentation](#) (slides 8-9) and the [FTA's Section 5310 website](#) provides examples of projects and respective categorization.

27. If a project is an operating grant, how much matching would be required?

Answer: 50%

28. How is indirect cost or administrative cost calculated? Would you accept a federally approved indirect cost rate?

Answer: METRO's objective is to fund direct costs of the operations of service and eligible projects. However, please refer to p. VI-15 of [FTA Circular 9070.1.G](#) regarding allowable costs.

29. Are we allowed to schedule a call to review our plan to be sure it is allowable under this program?

Answer: Yes, although it is highly recommended to do so as soon as possible as the deadline is fast approaching.

30. Should we use 2016-2020 ACS or 2017-2021 ACS data?

Answer: You may use the latest available data set (2017-2021 American Community Survey).

31. A pdf version of the application has been posted on the website and does not support the use of tables, photos, and maps. Can we still use the word version of the application previously posted on the website?

Answer: Yes. We will accept the word version of the application. A pdf version was posted to make it easier to fill out the application.