



FY23 SECTION 5310 (FTA) GRANT *APPLICATION INSTRUCTIONS*

SECTION 5310 (FTA) GRANT PROGRAM FOR PROJECTS LOCATED WITHIN THE
SALEM-KEIZER URBAN GROWTH BOUNDARY :

"ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES"

MARCH 2023

2023 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

Introduction

Title 49 USC 5310 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funds to designated recipients to improve mobility for seniors and individuals with disabilities.

Salem Area Mass District (Cherriots) is the designated recipient for the Salem-Keizer urbanized area and will receive \$376,958 in FY23 Section 5310 funds for projects. These funds may only be used for projects within the Salem-Keizer Urban Growth Boundary (UGB).

This program provides funds to:

- (1) Serve the special needs of populations who do not have access to a personal vehicle beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable;
- (2) Projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- (3) Projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
- (4) Projects that are alternatives to public transportation.

A discretionary selection process will be followed as outlined in the Cherriots *Section 5310 Program Management Plan* for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. Please see this link for the document: [Cherriots.org/grants](https://cherriots.org/grants)

Eligible expenses

Section 5310 funding requires at least 55 percent of the funding apportionment must be:

- Used for capital expenses for public transportation projects that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities (i.e. traditional Section 5310 capital projects).
- Projects must directly serve and have a specific benefit to seniors and individuals with disabilities.
- Mobility management expenses, previously eligible under Section 5317, are eligible and qualify for this traditional Section 5310 project requirement.

2023 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

The remaining 45 percent of the funds may be used for operating or capital expenses associated with:

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

Eligible activities:

A complete list of eligible activities can be found starting on p. 6 of the Coordinated Plan or on p. 2-4 of the 5310 Program Management Plan. These documents are available at Cherriots.org/grants.

Recipients must demonstrate:

1. Services provided are not duplications of existing public transportation and the non-profit organization must demonstrate that the investment of grant funds benefits the community's overall transportation program, including meeting needs otherwise not met.
2. A plan for sharing vehicles must be provided with applications for agencies providing transportation services to clients only (service is not open to the public).

Eligible applicants

Section 5310 funds are limited to the following eligible sub recipients:

- a. A private non-profit organization; or
- b. State, county, tribal, or local government agency that:
 - Is approved by the State of Oregon to coordinate services for seniors and individuals with disabilities; or
 - Certifies that there are no non-profit organizations readily available in the area to provide the service (C_9070.1G, p. II-1 & II-2).

2023 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

Special Note for Non-profit Agencies

If your agency is a private non-profit organization that has not applied for a recent Section 5310 grant, please provide the following agency information (see Appendix for more information):

- Articles of Incorporation
- Adopted Corporate Bylaws
- 501(c)3 non-profit approval letter from the Internal Revenue Service
- A description of transportation services and other grants received by your agency

Private non-profit agencies (for both new and returning applicants) must be registered with the Oregon Secretary of State Corporation Division (<http://www.filinginoregon.com/business/index.htm>) to do business in Oregon.

Coordination Requirements

The Federal Transit Administration's (FTA) 5310 program requires that all projects selected for award address at least one need or strategy identified in the *Cherriots Coordinated Public Transportation – Human Services Transportation Plan* dated September, 2019 ("The Coordinated Plan"). A link to this document can be found on the District's website: Cherriots.org/grants

Local Match Requirements

Capital projects require a 20 percent local match. Operating projects require a 50 percent local match.

Local match must be provided from sources other than Federal Department of Transportation (DOT) funds. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising and concessions

2023 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

Farebox revenue may not be used as local match. Farebox revenue is considered income and is deducted from total operating cost to determine the net cost of the activity.

The use of a non-cash local match is allowable and can include volunteer transportation program services and physical improvements.

Application Submittal Instructions

1. Application forms are available beginning March 16, 2023.
2. Applications are available for download online at [Cherriots.org/grants](https://cherriots.org/grants). The application is provided as a fillable Adobe pdf document.
3. Completed applications must be received by 5 p.m. on April 15, 2023 in order to be considered eligible for funding:
 - email the Adobe PDF to angela.henson@cherriots.org
 - paper copies will not be accepted
4. Incomplete and/or late applications will not be eligible for award.
5. Applicants will be notified of project award after the May 25, 2023 Cherriots Board of Directors Meeting.
6. Alternative formats are available upon request.

Further details such as a full list of eligible projects and contracting matters, please refer to the 5310 Program Management Plan and the Coordinated Plan:

- Eligible Project Activities, Coordinated Plan starting on p. 6
- Project Selection Criteria, 5310 PMP starting on p. 30
- Civil Rights Responsibilities, 5310 PMP starting on p. 37
- Section 504 and ADA Reporting, 5310 PMP starting on p. 41
- Program Measures (Quarterly Reporting Requirements), 5310 PMP starting on p. 43
- Other Provisions, 5310 PMP starting on p. 47

2023 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

Grant Award Process:

Cherriots administers the grant process for these funds, reviews applications and forwards eligible applications to committee, and makes application to FTA. A Technical Advisory Committee (TAC) made up of STIF Advisory Committee (STIFAC) members, and one representative of the Mid-Willamette Valley Council of Governments (MWVCOG) will convene at a meeting after the application deadline. Applicants are required to present their project ideas to the TAC in order for funding recommendations to be made to the STIFAC.

The STIFAC will review the TAC's recommendation and make project recommendations to the Cherriots Board of Directors.

Once the funding recommendation is approved by the Cherriots Board of Directors, Cherriots staff drafts agreements with recipients and sends a copy to FTA.

Timeline:

- March 16, 2023 - Public notice published
- March 16, 2023 - Applications available
- April 15, 2023 – All applications due at Cherriots by 5 p.m.
- April 25, 2023 – TAC and STIFAC meet to recommend a priority ranking of projects to Cherriots Board of Directors
- May 25, 2023 – Cherriots Board of Directors approval of STIFAC recommendations

Questions? Please submit all questions in writing.

Contact:

Angela Henson

Administrative Assistant, Finance, Technology & Program Management

angela.henson@cherriots.org

(503) 588-2877

555 Court St NE, Suite 5230, Salem, OR 97301