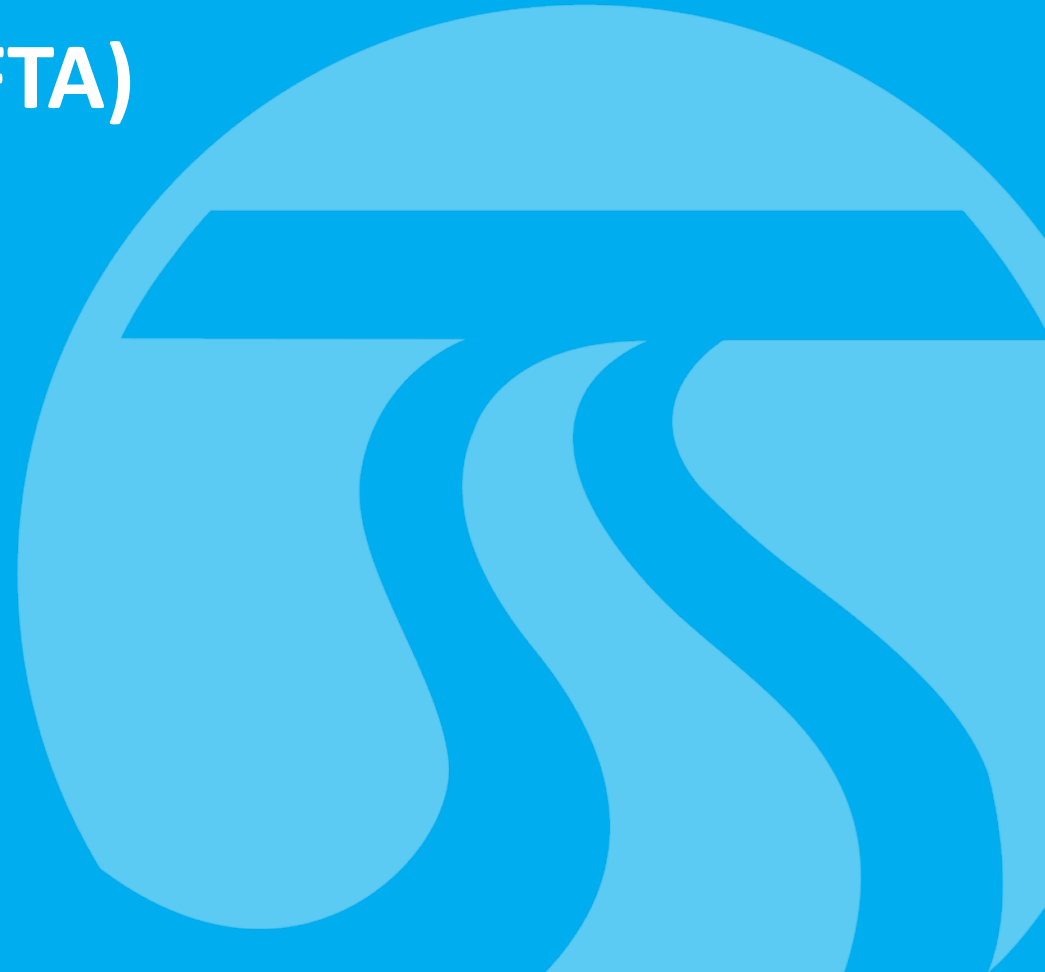




Federal Transit Administration (FTA) Section 5310 2023 Call for Projects Informational Meeting

October 25, 2023



Agenda

- Introductions
- Program Introduction
- Funding Summary
- Timeline
- 5310 Requirements
- Spokane Regional Transportation Council – Human Services Transportation Plan
- Eligible projects (Traditional/ Other)
- Applications Requirements
- Procurement Requirements
- Project Scoring Criteria
- Subrecipient Requirements
- 5310 Project Examples
- Questions

Introductions

- STA Staff
 - Madeline Arredondo, Associate Transit Planner
 - marredondo@spokanetransit.com
 - Tara Limon, Principal Transit Planner
 - tlimon@spokanetransit.com
- Meeting attendees
 - When called upon, please unmute yourself and state your name and your agency

Program Introduction

- What is Section 5310 funding?
 - Federal Transit Administration (FTA) allocates funding to the Spokane region annually
 - STA is a designated recipient of these funds and works with non-profits and other agencies
 - Non-profits and other agencies apply for funding for projects that provide access to or expand transportation options for seniors and individuals with disabilities

Section 5310 Funding Summary

- FY23 Federal Section 5310 Apportionment - \$615,296
- On October 19, 2023, the STA Board approved \$190,000 in STA local match contribution which reduces the monetary responsibility of awarded agencies to just 10% for all projects.

Funding Source	Amount Available	Description
FY23 Apportionment	\$615,296	Annual apportionment
STA Local Match Contribution	\$190,000	Requested STA local funding
Total Funding Available	\$805,296	Total Funding for 2023 Section 5310 Call for Projects

2023 Section 5310 Call for Projects Timeline

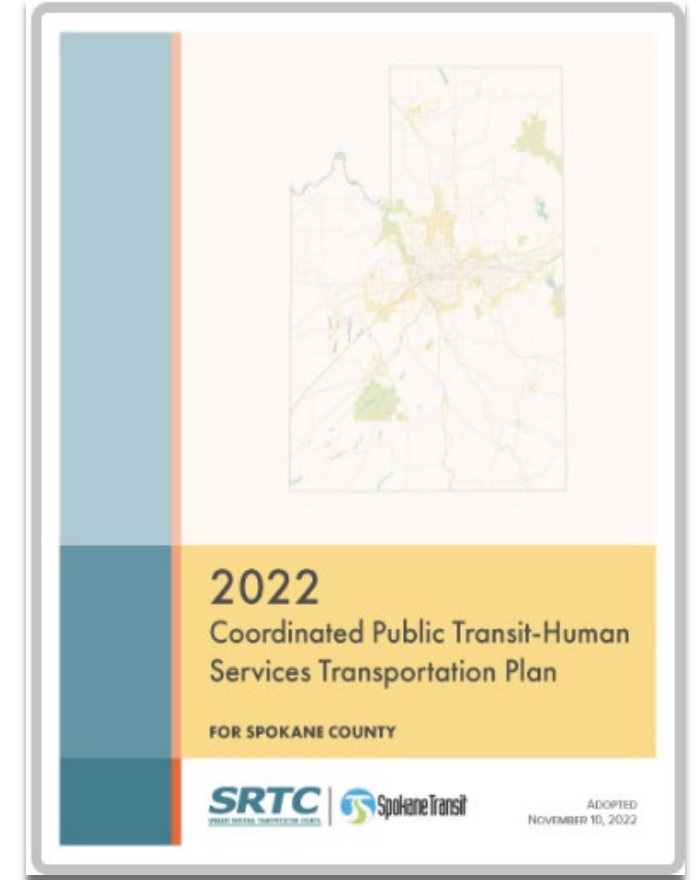
Date	Action
October 20, 2023	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
October 25, 2023	Informational meeting for interested applicants
November 10, 2023	Preliminary proposals due
December 8, 2023	Final project application due
February 7, 2023	Planning and Development Committee recommends project awards
February 15, 2024	STA Board acts on recommended project applications
2024	Finalize and execute subrecipient agreements

FTA Section 5310 Requirements

- Projects must be identified in the Spokane Regional Transportation Council Human Services Coordinated Transportation Plan (HSTP)
- Projects must be targeted for seniors and people with disabilities
- Projects must begin or end in the Spokane urbanized area
- Must have measurable benefit
- Local governments/municipal corporations must be approved by the State of Washington to provide human services transportation

Coordinated Public Transit – Human Services Transportation Plan (HSTP)

- Current strategies to address regional needs
 - Maintaining existing transportation services
 - Special needs transportation investment
 - Technology
 - Capital facilities and vehicles
 - Mobility management
- <https://www.srtc.org/human-services-transportation-plan/>



Eligible Traditional/Capital Projects

- FTA requires that a minimum of 55% of the federal apportionment must be spent on Traditional projects
 - Purchase New ADA Accessible Vehicle
 - ADA Improvements such as, sidewalks, curb ramps, signage, etc.
 - Typically done by a city or county approved to do so by the State
 - Support for Mobility Management and Coordination Programs
 - Mobility Management programs consist of short-range planning, management activities, and projects for improving coordination among public transportation service providers

Eligible Other/Operating Projects

- FTA requires up to 45% of the federal apportionment may be spent on Other projects
 - Paid or Volunteer driver programs that provide transportation to seniors and/or people with disabilities
 - Travel Training programs for riding fixed-route public transit, aimed at seniors or disabled individuals who currently rely on Paratransit or similar transportation services
 - Pay operating expenses for transportation for seniors and individuals with disabilities

Application Requirements

Preliminary Proposal

- Preliminary proposal form
 - Agency information
 - Project information
- Risk Assessment
 - Policies

Final Project Application

- Final project application form
- Non-profit status
- Letter certifying local match
- Most recent audit (applicants with \$750k in federal grants)
- Signed certifications
- Title VI Plan
- Budget Narrative
- Capacity and Capability information (if applicable)

Procurement Requirements

- All procurements (vehicles, equipment, goods, etc.) will be required to meet federal requirements
- STA will procure vehicles on behalf of subrecipients
- Subrecipients will be required to submit a procurement policy
- It is the responsibility of the subrecipient to read these requirements thoroughly prior to executing your agreement

7. VEHICLES

- A. Procurement. To assist the Subrecipient in complying with all procurement regulations required under the Grant, STA will procure the vehicle on behalf of the Subrecipient. STA shall work with the Subrecipient to select the appropriate vehicle, including necessary options and/or equipment, to meet the needs of the Subrecipient. Prior to placing any vehicle order, the Subrecipient shall provide STA with written approval of the configuration and options selected for the Vehicle.

7. PROCUREMENT

The Subrecipient shall make purchases of any incidental goods or supplies essential to this Agreement through procurement procedures approved in advance by STA and consistent with the following provisions:

- A. General Procurement Requirements. The Subrecipient shall comply with third-party procurement requirements of 49 USC chapter 53 and other applicable Federal laws in effect now or as subsequently enacted; with the DOT third-party procurement regulations of 2 CFR Part 200 and 2 CFR part 1201; and other applicable Federal regulations pertaining to third-party procurements and subsequent amendments thereto. The Subrecipient shall also comply with the provisions of FTA Circular 4220.1F, *Third Party Contracting Guidance*, March 18, 2013 and any later revision thereto, except to the extent FTA determines otherwise in writing, which by this reference are incorporated herein; and any reference therein to "Grantee" shall mean Subrecipient.
- B. Full and Open Competition. In accordance with 49 USC § 5325(a), the Subrecipient agrees to conduct all procurement transactions in a manner that provides full and open competition as determined by FTA.
- C. Preference for United States Products and Services. To the extent applicable, the Subrecipient agrees to comply with the following U.S. preference requirements:
- 1) Buy America. The Subrecipient agrees to comply with 49 USC § 5323(j), with FTA regulations, *Buy America Requirements*, 49 CFR Part 661, and any later amendments thereto.
 - 2) Cargo Preference - Use of United States-Flag Vessels. The Subrecipient agrees to comply with 46 USC § 55305 and U.S. Maritime Administration regulations, *Cargo Preference - U.S.-Flag Vessels*, 46 CFR Part 381, to the extent those regulations apply to the Project.
 - 3) Fly America. The Subrecipient understands and agrees that the Federal Government will not participate in the costs of international air transportation of any persons involved in or property acquired for the Project unless that air transportation is provided by U.S.-flag air carriers to the extent service by U.S.-flag air carriers is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, as amended, 49 USC § 40118, and with GSA regulations, *Use of United States Flag Air Carriers*, 41 CFR §§ 301-10.131 through 301-10.143.
- D. Preference for Recycled Products. To the extent applicable, the Subrecipient agrees to comply with EPA *Comprehensive Procurement Guideline for Products Containing Recovered Materials*, 40 CFR Part 247, which implements section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 USC § 6962. Accordingly, the Subrecipient agrees to provide a competitive preference for products and services that conserve natural resources, protect the environment, and are energy efficient, except to the extent that the Federal Government determines otherwise in writing.
- E. Geographic Restrictions. The Subrecipient agrees to not use any state or local geographic preference, except those expressly mandated or encouraged by federal statute or as permitted by FTA.
- F. Government Orders. In case any lawful government authority shall make any order with respect to the Project or Project Equipment, or any part thereof, or the Parties hereto or either Party, the Subrecipient shall cooperate with STA in carrying out such order and will arrange its operation and business so as to enable STA to comply with the terms of the order.

Project Scoring Criteria

Section 5310 Grant Application Scoring Criteria

Category	Points Possible	Points Awarded
Risk Assessment (Scored by staff)	10	
Applications Completeness (Scored by staff)	10	
Proposed Service Improvements	25	
Regional Transportation Needs	10	
Performance Measures	20	
Management	10	
Financials	15	
Total	100	

Subrecipient Requirements

- Quarterly Progress Reports
- Monthly Beneficiary Data Reports
- Accounting Records
- Title VI Plan (Updated every 3 years)
- Cost allocation plans must be submitted annually
- Current Audit must be submitted annually
- Backup detail for all invoices including methodology (Billing SOP)
- Project Closeout

Here to help!

- Please do not be afraid to ask questions or ask for help!
 - Eligibility questions, service area, data gathering, local match requirements, federal requirements, etc.
- New Office Hours!
 - Every Wednesday from 9:00 a.m. to 10:30 a.m. via WebEx
- One-on-One Appointments
 - Request one-on-one appointments if unable to attend office hours

5310 Operating/Mobility Management Project Examples



Photo description: SNAP volunteer driver Jennifer with project recipient Mary at Mary's residence before being transported to a vital medical appointment.



Photo description: Mobility Managers Holly and Janine give out information for travel training and bus fare assistance.



Photo description: Arc of Spokane staff member Alisha assists a project participant to exit a vehicle.

5310 Capital (Vehicle Purchases) Project Examples



For more information on Section 5310 projects accomplishments, activities, service improvements, and ridership please take a look at the [FTA Section 5310 FY21 Annual Report](#) found on STA's Section 5310 webpage.

Questions?

Presentation materials can be found on STA's Section 5310 webpage at:

<https://www.spokanetransit.com/about-sta/section-5310-program>

Thank you!

Contact information:

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Madeline Arredondo, Associate Transit Planner

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