

Oregon Department of Transportation  
Public Transportation Division

2025-2027 Federal Formula Grant Program Guidance  
FTA Section 5310

August 22, 2024



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## Definitions

**Coordinated Public Transit-Human Services Transportation Plan** – A locally developed, coordinated public transit-human services transportation plan (“Coordinated Plan”) that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. These plans may be developed on a local, regional, or statewide level.

**FTA Section 5310** – The Federal Transit Administration grant program intended to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

**Mobility management** – A capital project consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers.

**Recipient** – An entity that receives a grant of formula program funds directly from FTA. In Oregon ODOT is the recipient of the federal formula 5311 funds.

**Rural area** – An area encompassing a population of less than fifty thousand people that has not been designated in the most recent decennial census as an “urbanized area”

**Small urban area** – As used in the context of FTA formula grant programs, small, urbanized areas are urbanized areas with a population of at least fifty thousand but less than two hundred thousand.

**Subrecipient** – A state or local governmental authority, a nonprofit organization, or operator of public transportation or intercity bus service that receives federal transit program grant funds indirectly through a recipient.

**Public transportation services** – Any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public or special service (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis.

## Introduction

This document provides guidance for the formula portion of the Federal Transit Administration (FTA) [Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program](#). This program funds eligible capital, mobility management, contract services, and preventive maintenance projects for transportation agencies serving seniors and individuals with disabilities

The funding ODOT Public Transportation Division (PTD) is distributing in this solicitation includes the small urban funding designated by the FTA for the seven small urban agencies in Oregon, as well as the Federal Highway Administration(FWHA) Surface Transportation Block Grant(STBG) funds transferred to Section 5310 for all designated subrecipients.

Projects eligible for Section 5310 funding must be derived from a locally developed and adopted Coordinated Plan. Eligible subrecipients that service small urban areas must submit separate applications to PTD: one for the small urban portion of Section 5310 funds and one for the STBG funds.

FTA Section 5310 program requirements and parameters are guided by:

- [FTA Circular C 9070.1.G](#)
- [ODOT State Management Plan for Public Transportation Programs](#)
- [FTA Circular C5010.1E \(grant management\):](#)
- [FTA Circular C 4220.1F \(procurement\):](#)

## Purpose

Federal Transportation Agency's (FTA) Enhanced Mobility of Seniors & Individuals with Disabilities program provides formula funding to improve mobility for seniors and individuals with disabilities when the transportation service provided is unavailable, insufficient or inappropriate to meeting these needs.

## Eligible Subrecipients

Eligible subrecipients are counties, mass transit districts, transportation districts, transportation service districts, Indian Tribal governments, cities, councils of government, and private nonprofit organizations. PTD prefers to contract with public agencies and will contract with private nonprofit agencies only through exception when a willing public agency is not available.

Subrecipients represent the interests of other public and private entities in the regional area, and are the recipients of multiple sources of local, state, and federal funds for public transportation. These agencies, including the nine federally recognized Tribal Governments, are provided a target allocation of funds in the Section 5310 formula fund program. These agencies are responsible for conducting a local public process to solicit, review, and prioritize projects for funding.

## Eligible Projects

Eligible projects include:

- Capital purchases such as vehicles, passenger shelters, and other equipment that supports transportation to meet the special needs of seniors and persons with disabilities

- Mobility management, which includes developing and operating systems for improving coordinated access to transportation (e.g., travel training, marketing programs, or development of centralized call centers)
- Contracted or purchased services, procured through a process which meets federal procurement requirements
- Vehicle and facility preventive maintenance

Transportation services limited to client-only, and not open to the general public, may be eligible for FTA Section 5310 funding. To be eligible, the client-only provider must either allow federally funded vehicles to be used by other public transportation providers when the vehicles are not scheduled for client services, or the client-only provider must provide rides to non-clients itself in a coordinated system when vehicles are not scheduled for client services.

All projects funded with Section 5310 must be derived from a locally developed and adopted Coordinated Plan.

## Match Requirements

The match requirements for projects awarded through this solicitation will vary based on the service area:

### Federal/local match:

- Small urban service area
  - Federal funds – 80%
  - Local match – 20%
- Rural service area
  - Federal funds – 89.73%
  - Local match – 10.27%

Statewide Transportation Improvement Fund (STIF) formula funds granted to agencies through the qualified entity are considered local funds and may be used as match for Section 5310 funds. Other local funds and program income, except fare box revenues, may be used as match. However, if the original source of the funds used to pay the contract is from a USDOT source, then the contract revenue may not be used as match.

Non-cash in-kind contributions, such as volunteer labor, may be used for local match. In-kind contributions may be used for local match for capital projects that are not purchases on a case-by-case basis. Pre-approval by PTD is required.

## Coordinated Public Transit-Human Services Transportation Plan

PTD must certify to FTA that projects selected for Section 5310 funding are identified in Coordinated Plans. Therefore, projects selected for funding must be included in a Coordinated Plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

- Interested community partner involvement description and documentation
- An assessment of available services that identifies current transportation providers (public, private, and nonprofit)
- An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified

An accurate and approved Coordinated Public Transit-Human Services Transportation Plan must be submitted to PTD prior to Section 5310 funding being awarded.

A Coordinated Plan is an important tool for community transportation planning. Subrecipients should regularly update their Coordinate Plan. If a project changes, the Coordinated Plan must be promptly updated to reflect those changes.

## Oregon Public Transportation Plan

The [Oregon Public Transportation Plan \(OPTP\)](#), adopted by the OTC in September 2018, provides overarching policy guidance for public transportation in Oregon. The OPTP contains 10 state public transportation goals. **Subrecipients are encouraged to consider these goals in the project selection process as these priorities are considered in the review process.**

### Goal 1: Mobility - Public Transportation User Experience

People of all ages, abilities, and income levels move reliably and conveniently between destinations using an affordable, well-coordinated public transportation system. People in Oregon routinely use public transportation to meet their daily needs.

### Goal 2: Accessibility and Connectivity - Getting from Here to There

Riders experience user-friendly and convenient public transportation connections to and between services and travel modes in urban, suburban, rural, regional, and interstate areas.

### Goal 3: Community Livability and Economic Vitality

Public transportation promotes community livability and economic vitality by efficiently and effectively moving people of all ages to and from homes, jobs, businesses, schools and colleges, and other destinations in urban, suburban, and rural areas.

### Goal 4: Equity

Public transportation provides affordable, safe, efficient, and equitable transportation to jobs, services, and key destinations, improving quality of life for all Oregonians.

### Goal 5: Health

Public transportation fosters improved health of Oregonians by promoting clean air, enhancing connections between people, enabling access to services such as health care and goods such as groceries, and by giving people opportunities to integrate physical activity into everyday life through walking and bicycling to and from public transportation.

#### Goal 6: Safety and Security

Public transportation trips are safe; riders feel safe and secure during their travel. Public transportation contributes to the resilience of Oregon communities.

#### Goal 7: Environmental Sustainability

Public transportation contributes to a healthy environment and climate by moving more people with efficient, low-emission vehicles, reducing greenhouse gases and other pollutants.

#### Goal 8: Land Use

Public transportation is a tool that supports Oregon's state and local land use goals and policies. Agencies collaborate to ensure public transportation helps shape great Oregon communities providing efficient and effective travel options in urban, suburban, and rural areas.

#### Goal 9: Funding and Strategic Investment

Strategic investment in public transportation supports the overall transportation system, the economy, and Oregonians' quality of life. Sustainable and reliable funding enables public transportation services and infrastructure to meet public needs.

#### Goal 10: Communication, Collaboration, and Coordination

Public and private transportation providers and all levels of government within the state and across state boundaries work collaboratively and foster partnerships that make public transportation seamless regardless of jurisdiction.

Additionally, please review the [OPTP Local Practitioner's Guide for Local Jurisdictions and Providers](#) on the PTD [Technical Resource Center website](#). This guide explains the OPTP policies and strategies and includes examples and experiences from providers across the state that are successfully implementing policies reflected in the OPTP.

## **Funding Availability Timeline**

Subrecipients can begin incurring eligible expenses on July 1, 2025 or once ODOT and the subrecipient have signed the grant agreement, whichever is later. While subrecipients will be able to incur eligible expenses after July 1, 2025, the date funds will be available for reimbursement will vary from subrecipient to subrecipient, and most funding will be available once the Federal Transit Association (FTA) grants are executed with ODOT. This is consistent with ODOT policy, and is a change from previous solicitations. Due to processing times, we anticipate that funds will be available for reimbursement between September 2025 and March 2026, once the FTA grants are executed.

### **How does this affect my agency?**



- For the 2025-2027 Federal Formula, if your grant agreement is signed by ODOT and your agency by July 1, 2025, you may begin incurring eligible expenses on July 1 or once your grant agreement is signed, whichever is later.
- For most awards, ODOT will begin reimbursing expenditures between Q4 2025 and Q2 2026.
- Limited funding may be available in the near term for high needs. These funds will be targeted to maintain essential services and address critical needs for agencies that do not have the financial ability to cover their costs until FTA grants are executed.

PTD will work to make funding available as soon as possible.

### **What do I need to do?**

Please see **Risk Assessment Section** of the grant application to describe your agency’s funding circumstances. Because ODOT has limited funds to pay reimbursement requests prior to FTA grants being executed between Q4 2025 – Q2 2026 the **Risk Assessment Section** will ask applicants to:

1. Provide the expected reimbursement request amounts that are necessary to sustain existing service and/or avoid other significant hardships for Q3 2025, Q4 2025, Q1 2026 and Q2 2026. Please include all expected expenditures for which you may seek reimbursement.
2. Provide details about potential sources of funding other than Section 5311 that may be used to cover the expenses detailed in the previous question.
3. If you would like PTD to consider reimbursing eligible 5311 expenditures for your agency prior to Q2 2026, please explain why the funding is necessary to sustain existing service and/or avoid other significant hardships.

### **Background**

ODOT submits its grant application to the Federal Transit Administration (FTA) once the solicitation process is complete and award amounts are determined. Consistent with the “No Subrecipient Payments Before FTA Grant Execution” policy effective Dec. 6, 2017, "Moneys are not available for drawdown until the Federal grant has been fully executed by ODOT RPTD and FTA. Drawdowns are done on a reimbursement basis; therefore, federal grants have to be fully executed before a drawdown can occur."

### **Funding**

PTD estimated funding availability for the Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program is displayed in the following table:

<b>Provider Name</b>	<b>FTA 5310 Small Urban Allocation Estimate</b>	<b>5310 STBG Allocation Estimate</b>	<b>Total 2025-2027 Allocation Estimate</b>
Baker County	-	160,567	160,567
Basin Transit Service Transportation District	-	566,930	566,930
Benton County	360,484	307,763	668,248
Burns Paiute Tribe	-	90,275	90,275
Columbia County	10,244	374,976	385,220
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	-	90,263	90,263
Confederated Tribes of Grand Ronde Community of Oregon	-	92,492	92,492
Confederated Tribes of Siletz Indians	-	91,586	91,586
Confederated Tribes of the Umatilla Indian Reservation	-	99,419	99,419
Confederated Tribes of Warm Springs	-	98,628	98,628
Coos County Area Transportation District	-	558,758	558,758
Coquille Indian Tribe	-	92,702	92,702
Cow Creek Tribe of Umpqua Indians	-	90,524	90,524
Crook County	-	186,387	186,387
Curry County	-	204,135	204,135
Deschutes County	577,436	875,337	1,452,772
Gilliam County	-	98,152	98,152
Grant County Transportation District	-	123,503	123,503
Harney County	-	120,288	120,288
Hood River County Transportation District	-	150,810	150,810
Jefferson County	-	177,917	177,917
Josephine County	300,754	435,704	736,458
Klamath Tribes	-	90,277	90,277
Lake County	-	121,526	121,526
Lane Transit District	-	1,944,714	1,944,714
Lincoln County	-	446,573	446,573
Linn County	335,026	629,713	964,739
Malheur County	-	228,927	228,927
Morrow County	-	125,754	125,754
Rogue Valley Transportation District	926,375	750,230	1,676,605
Salem Area Mass Transit District	-	2,311,301	2,311,301
Sherman County	-	97,843	97,843
Sunset Empire Transportation District	-	329,945	329,945
Tillamook County Transportation District	-	204,602	204,602
Tri County Metropolitan Transportation District of Oregon	-	7,348,074	7,348,074

Umatilla County	43,885	514,082	557,967
Umpqua Public Transportation District	-	923,347	923,347
Union County	-	174,449	174,449
Wallowa County	-	118,678	118,678
Wasco County	-	180,862	180,862
Wheeler County	-	97,693	97,693
Yamhill County	-	774,293	774,293
<b>Grand Total</b>	<b>2,554,203</b>	<b>22,500,000</b>	<b>25,054,203</b>

## Application Submission

Applications for the 2025-2027 Section 5310 grant solicitation are due to PTD **no later than 5:00 p.m. on November 20, 2024**. After reviewing the applications, PTD may ask applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application.

## Grant Program Schedule

August 2, 2024	Advance Notice
August 22, 2024	Solicitation opens guidance, application instructions, and application materials available. Subrecipients conduct their solicitation process for project determination August 2024/November 2024
September 18, 2024	Grant training on Zoom
November 20, 2024, 5:00 PM	Deadline to submit applications including their selected projects
March 1, 2025	Eligibility check and red flag review complete. PTAC presented with Section 5310 projects for recommendation to OTC.
May 2025	The OTC reviews and approves the recommendations for subrecipient projects which will be funded by Section 5310
Summer 2025	Award announcement posted on PTD's website

## Project Selection

For Section 5310 formula funding, designated subrecipients are responsible for conducting a local public process to solicit, review, and prioritize projects for funding.

The subrecipient review includes evaluation of applicant eligibility; project type and justification; merit; coordination efforts; public involvement; environmental justice; and assurance that projects are derived from the local Coordinated Plan. Subrecipients may establish other review criteria as well, such as local priorities, project planning, efficiency, and effectiveness. A subrecipient may require additional eligibility qualifications of subrecipients, contractors, or vendors. A subrecipient is required to confirm the eligibility of a subrecipient prior to entering into a contract with them and distributing Section 5310

funds to them. Subrecipients are also required to ensure that contractors maintain eligibility throughout the project period of activities funded with Section 5310 funds.

PTD uses public meetings and posts the grant program information on the PTD website to ensure that all potentially eligible applicants, including community-based organizations are informed of the opportunity to apply for Section 5310 funds through subrecipients. PTD staff provides technical assistance to contractors, as needed, to help them develop grant applications.

PTD will perform a technical review of all applications to ensure applicants and projects are eligible. A list of all projects is presented to the Public Transportation Advisory Committee (PTAC) and the Oregon Transportation Commission (OTC) for final approval before subrecipient grants are awarded.

## Appeals Process

PTD will follow the appeals process identified on page 34 of the State Management Plan for Public Transportation Programs, available at:

<https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/State-Management-Plan.pdf>.

## Reporting Requirements

Subrecipients and their contractors are required to report on federally funded activities. There are several required reports, including fiscal, performance, vehicle procurement, and capital asset management. The majority of these reports are submitted using the Oregon Public Transit Information System ([OPTIS](#)), and are due no later than 45 days following the end of each quarter.

### Performance Reporting and Agency Periodic Report (APR)

PTD requires performance and fiscal reports (and vehicle reports as applicable) from contractors for each of its funding programs. Grant payment is based on receipt and approval of these reports along with reimbursement requests and supporting documentation. Performance reports document the number of rides, hours, and miles. Fiscal reports authenticate quarterly revenues and expenditures, local contributions, sources of contribution, and other data as required by the specific funding source. Capital reimbursements are made based on vendor receipts or maintenance descriptions which are used to verify eligible expenses. Depending upon the type of grant, PTD may require other types of to process reimbursement requests.

In addition to general periodic reporting requirements, PTD may require additional documentation and deliverables, as appropriate to the project and per specific grant agreement statements of work. Examples of performance reporting may include metrics focused on capital, administration, or other deliverables.

Subrecipients may include requirements in their agency contracts to obtain reporting and/or additional information from contractors, but recipients are ultimately responsible to provide all required reporting information to PTD.

**PTD requests subrecipients submit copies of contract agreements to PTD within 30 days of fully executing the contract agreement.**

Fiscal and APR reports are to be submitted utilizing OPTIS within 45 days of the quarter ending.

## Vehicle Procurement Reporting

Subrecipients that have acquired, purchased, or leased capital assets must enter asset information, or work with PTD to ensure it is entered into OPTIS. OPTIS is PTD's inventory system of record. The inventory must include the following information:

- Purchase date,
- Purchase price,
- Date installed or put into revenue service,
- Matching fund amount and source used for the purchase,
- Owner and operator, and
- Asset description as follows,
  - Vehicles: make, model, quantity, length, number of securement stations, number of seats with and without securement stations deployed, fuel system, mileage, number of bike racks, Gross Vehicle Weight Rating (GVWR), and condition.
  - Improvements to real property (facilities, buildings, shelters): location, current disposition, condition, and status.
  - Equipment: description, make, model (for non-revenue vehicles which are classified as equipment), quantity, and condition.
  - Signs and shelters: address and location(s).
  - Facilities: description, address, square footage, lot size (feet or acres), and percentage of use for public transportation.

The capital asset inventory must be updated at regular intervals as specified by PTD. Reporting is required if the capital asset is in use for public transportation, regardless of the expected useful life of the asset. More information about asset reporting can be found on the PTD [website](#).

## Environmental Compliance and Capital Asset Requirements

Grant recipients should understand the unique reporting, environmental review, and documentation processes associated with the purchase of capital assets. The requirements vary based on the project type, and applicable local, state, and federal regulations. It is the grant recipient's responsibility to understand and comply with all applicable requirements.

### Environmental Compliance

Environmental compliance program requirements are guided by

- eCFR :: 23 CFR Part 771 [Environmental Impact and Related Procedures](#)
- [FTA C 5010.1E Circular](#)
- eCFR :: 49 CFR Part 622 [Environmental Impact and Related Procedures](#)

**All** Federal grants go through an environmental review process before award (the approval of federal funding is one of the main triggers for National Environmental Policy Act (NEPA) review). The difference

is that some grants (operational assistance, planning activities, preventive maintenance on vehicles, etc.) may qualify for a much simpler environmental review during the grant approval process as they are unlikely to cause an environmental impact (ODOT can screen for programmatic environmental concurrences/NEPA). Projects that cannot be explicitly determined to qualify for this simpler review may need to complete an environmental review process prior to final authorization of funding.

Subrecipients must seek an environmental review and retain FTA's concurrence (Determination of Categorical Exclusion/Categorical Exclusion/Environmental Assessment/Environmental Impact Statement) for **any** construction related projects **before construction activities and the purchase of any construction related equipment** (examples: signs, posts, charging stations, shelters, luminaires, solar panels, etc.).

**Examples:** of activities requiring environmental review and FTA concurrence include (but are not limited to) the following types/categories of work:

- Building/facility/hub construction
- Building/facility/hub renovation, reconstruction, and/or any physical change (including painting even if the same color)
- Shelters/bus stops and/or any structures
- Signage, posts, luminaire lighting, solar panels, benches, etc. – any equipment related to the installation/construction
- Charging stations (including utility work, digging/trenching, and concrete/asphalt work)
- Acquisition of property for any of the projects described above.

## Capital Asset Requirements

A subrecipient or contractor who acquires a capital asset(s) commits to continually use the asset for the approved purpose for the useful life of the asset(s). A capital asset inventory report is required for as long as the capital asset is in use for public transportation.

**Before breaking ground on a construction project, purchasing any real property, or purchasing construction related equipment (including EV chargers) NEPA concurrence must be obtained.** Failure to comply with NEPA will result in loss of Federal funding. There are some allowable actions that a subrecipient can take prior to a NEPA review

Examples of allowable preliminary acquisition activities prior to NEPA concurrence:

- Title Searches;
- Right-of-way (ROW) Acquisition Cost Estimates;
- ROW Relocation Cost Estimates or Relocation Plans;
- ROW Plans, Exhibits, or Legal Descriptions;
- Public Meetings or Hearings;
- Environmental Site Assessments (ESAs); and,
- Appraisals

Prohibited acquisition activities prior to NEPA concurrence include:

- Any offer to purchase;
- Any negotiation to purchase;
- Any discussion on price;
- Any commitment to purchase or establishing any conditions of purchase; and,
- Any commitment to proceed to settlement

### **National Transit Data Base (NTD) yearly**

Section 5310 Subrecipients must submit a NTD report through PTD if they provide any public transportation. If an agency has 30 or fewer vehicles across all modes in an urbanized area, the agency may request a [Reduced Reporting Form](#). Regional Transit Coordinator's (RTC) are available to assist with preparation of their report. Each year, RTCs reach out to subrecipients to provide reporting information and links to current resources.

Subrecipients, funded through PTD, must submit reports to PTD by mid-October so PTD can submit its report by October 31. The report covers the most recent fiscal year.

**Example:** The 2021 NTD report includes data from July 1, 2020, to June 30, 2021.

### **The Americans with Disabilities Act**

All vehicle requests must meet the requirements of the ADA. Agencies wishing to purchase non-accessible vehicles must sign a Certification of Equivalency assuring PTD they can meet ADA requirements. PTD held a training on ADA compliance in winter on 2024, which you can find [here](#).

### **Contact**

Additional information and an electronic version of this notice can be found on the Public Transportation Division's website here: [Public Transportation Division](#).

Regional Transit Coordinators are a valuable resource for questions about this notice. Contact information here: [Link to Regional Transit Coordinators](#)

For information about Public Transit Division resources and services contact us at 503-986-3300 or Jori Messner at [jorilynn.messner@odot.oregon.gov](mailto:jorilynn.messner@odot.oregon.gov).