

Section 5310 Operational Funding Eligible Activities and Funding Requirements

Eligible Recipients

There are three categories of eligible recipients of Section 5310 Operational Funds:

- 1) Private, non-profit corporations (incorporated in Indiana through the Secretary of State).
- 2) Eligible local public bodies (defined as a “municipal corporation” in Indiana Code 36-1-2-10) that either 1) are approved by INDOT to coordinate services for seniors and individuals with disabilities, or 2) certify to INDOT that no non-profit corporations are readily available to provide the proposed service. ***Public bodies interested in submitting a grant application must contact Matt Vondran at (260) 449-7903 immediately to request information and forms to determine eligibility.***
- 3) Operators of public transportation services, including private operators of public transportation services.

Eligible Activities

Section 5310 Operational Funding must be used to cover the operating expenses of projects targeted toward meeting the transportation needs of seniors and individuals with disabilities. All projects must be derived from the Coordinated Public Transit Human Services Transportation Plan for Allen County and must address at least one (1) of the Section 5310 Operational strategies identified in the Plan to be eligible.

Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples and should not be considered an exhaustive list of projects that are eligible in meeting the definition of public transportation service that is beyond the ADA

- (1) Enhancing paratransit beyond minimum requirements of the ADA.
 - (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - (c) The incremental cost of providing same day service;
 - (d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
 - (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
- (2) Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

Public Transportation Projects that Improve Accessibility. The following activity is an example of an eligible project that improves accessibility to the fixed-route system.

- (1) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples and should not be considered an exhaustive list of projects that are eligible public transportation alternatives.

- (1) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
- (2) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

See FTA Circular 9070.1G “ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM GUIDANCE AND APPLICATION INSTRUCTIONS”, beginning on page III-12, for examples of operating projects that are eligible under the Section 5310 Operational Funding Program.

Federal/Local Matching Requirements

Section 5310 Operational Funding may be used to finance operating expenses only. Capital expenditures are not eligible through this program, capital projects are funded through a separate grant program held annually. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. The local share of for eligible operating costs shall be not less than 50 percent of the net

operating costs. The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local service agency or private social service organization, or new capital. Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5310 operating assistance. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources of local match must be identified and described in the grant application at the time of grant award.

In addition, the local share 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. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services.

Title VI and E-Verify Requirements

In addition, as of October 1, 2012, the Federal Transit Administration (FTA) Title VI Circular 4702.1B Requirements and Guidelines for Federal Transit Administration Recipients went into effect. This revised guidance affects all Section 5310 applicants and grantees. Title VI prohibits discrimination on the basis of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. As such, all Section 5310 Grantees must have a completed Title VI Program Plan.

In addition, as required by IC §22-5-1.7, all Section 5310 Grantees entering into contracts with Citilink, must provide documentation that it has enrolled and is participating in the E-Verify program to verify the work eligibility status of all newly hired employees.

All applicants receiving 5310 awards must have a completed Title VI Program Plan and E-Verify documentation on file with Citilink within 90 days of being awarded their Section 5310 request. Applicants whom do not have either a new or updated Title VI Program Plan or E-Verify documentation on file with Citilink within 90 days will have their award rescinded. NIRCC and Citilink will provide all applicants with the appropriate guidance and templates to complete their Title VI Program Plan, as well as an E-Verify Affidavit.