

## SECTION 5310 FREQUENTLY ASKED QUESTIONS

The following list of questions have been received by Commission staff in previous years and are provided to assist applicants with their Section 5310 applications. The questions are categorized for convenience. Please note that these FAQs are not a substitute for reviewing the FTA Circular 9070-1G, the Program Management Plan, or the application guidelines provided by the Commission and WisDOT.

### Section 5310 Application

**Q:** If my agency coordinates services in multiple counties, should I reference needs and strategies from all of those counties?

- A. You should fill out the Coordination section by selecting the County with the most service as your first choice. You can then list additional [County coordination plans](#) ordered by the amount of service provided in each county. The needs/strategies box should list the needs/strategies by County in the same order. These plans were updated in 2021 and the current list of needs and strategies should be referenced.

**Q:** If an agency is affiliated with multiple senior housing/care facilities and uses vehicles for these properties, does the agency need to complete more than one application?

- A. In cases where the agency will be owning and managing the vehicles, only one application would be needed. The application would not be based on the number of facilities served.

**Q:** How are a continuing project and a new vehicle project defined? After determining which project I have, how should the Number of One-way Trips table in the Project Deliverables tab be completed?

- A. A continuing project is defined as replacing a vehicle that was purchased with Section 5310 funds with a new vehicle that is also purchased through the Section 5310 program. A new vehicle project is defined as applying for a new vehicle through Section 5310 that would either replace a vehicle that was not purchased with Section 5310 funds or is an additional vehicle being added to the agency's existing fleet.

For a continuing project, two tables are provided based on the year of the vehicle request. For 2025 or Either Year requests, passenger trips for 2022 and 2023, anticipated current year trips (an estimate for 2024), and projected trips for the first full year of operation should be filled in the table. For a 2026 request, passenger trips for 2023, anticipated current year trips (an estimate for 2024), and projections for 2025 and 2026 should be filled in the second table.

For a new vehicle project, only a projected number of trips for the first full year of operation of the vehicle based on year of request needs to be completed.

**Q:** When filling in the Number of One-way Trips table for our vehicle project in the Project Deliverables tab, should the actual number of one-way trips for all of our current vehicles be entered or should I just enter in the actual number of one-way trips for the vehicles that are being requested in this application? Do I need to break out the number of rides per vehicle?

- A. The table should be filled in with the number of one-way trips provided with the vehicles being requested. Combining the number of trips for the requested vehicles is sufficient and does not need to be broken down by vehicle.

**Q:** In the Vehicle Request tab, when selecting two or more of the same vehicle type, how should I enter in the columns for hours, miles, and passengers per year?

- A. For two vehicles of the same type, the overall totals for the projected hours, miles, and passengers are sufficient. There is no need to break down the numbers by vehicle.

**Q:** How can I provide tables that support my written responses for the various project types?

- A. If using tables as part of the written responses, applicants should email the tables as part of a Word document and label them as Table 1, Table 2, etc. In the written response in the application, the tables should be referenced with those table numbers as part of the narrative.

**Q:** Can an organization's Civil Rights Compliance Plan serve as an equivalent plan to the Equal Employment Opportunity (EEO) Plan requirement?

- A. Yes, the Civil Rights Compliance Plan meets the relevant equivalency requirements for an EEO Plan.

**Q:** We'd like to include supporting documents with our application; how would we do this?

- A. Additional documents (such as letters of support, photos, or other background materials) are optional. However, if you do choose to submit them, please email them separately along with your application and reference them where appropriate.

**Q:** Our organization has a DUNS number. Do we need a Unique Entity ID?

- A. Yes, based on information on [SAM.gov](https://sam.gov), the DUNS numbers are no longer used across the federal government as of April 4, 2022. If your organization previously was assigned a DUNS number, a Unique Entity ID should have been assigned.

If your organization requires a new Unique Entity ID, please go to [SAM.gov](https://sam.gov) and complete the entity registration.

## **Agency Coordination**

**Q:** Can two or more non-profit agencies collaborate on and submit a shared Section 5310 vehicle application?

- A. The Wisconsin Department of Transportation (WisDOT) strongly discourages joint 5310 vehicle applications, as stated in their [vehicle application guidelines](#) document. There should only be one single applicant for any vehicle grant application since the applicant is considered the grantee and is recognized as the owner of the vehicle with responsibility for all of the reporting and inspection requirements.

**Q:** Can two or more non-profit agencies collaborate on and submit a shared Section 5310 mobility management application?

- A. For mobility management applications, a shared application could be submitted with one applicant identified as the primary recipient. The applicants must demonstrate how the collaboration enhances transportation access and how the agencies' mobility managers will coordinate.

## **Federal Certifications and Assurances**

**Q:** Does A-18 – Alcohol and Controlled Substances Testing only apply to applicants who own commercial motor vehicles and who employ drivers with CDLs?

- A. Yes, Section 5310 subrecipients with vehicles that do not meet the definition of a commercial motor vehicle (by weight or capacity) and do not have drivers with CDLs are exempt from drug and alcohol testing.

**Q:** Where can I find information about the Title VI Plan requirements?

- A. You can find a template for the Title VI/ADA/Nondiscrimination Plan on WisDOT's Federal Compliance page [here](#).

**Q:** What is the timing for providing the local match for vehicle applications?

- A. Most vehicles awarded through the FTA 5310 funding program are purchased through the WisDOT Human Service vehicle procurement. As a result, WisDOT's requirements will likely apply for the timing of the local match. Specifically, [WisDOT's Vehicle Application Guide](#) page 5, states: "Selecting a vehicle from this "DOT List" requires grantees to provide their twenty percent local match payment up to six months prior to receiving the vehicle."

**Q:** When do FTA Required documents need to be completed? Can I send them after the application?

- A. As stated in the Application Guidelines, all applicable compliance plans will need to be prepared between the time of award notification and execution of agreement with Milwaukee County.

## **Project Eligibility**

**Q:** What are the boundaries of the Milwaukee Urbanized Area and how do I know if my project is eligible for consideration by the Commission?

- A. Private, non-profit organizations and state and local government agencies that provide transportation services to seniors and people with disabilities within the [Milwaukee Urbanized Area \(MUA\)](#) can submit an application for Section 5310 funding.

Starting with the 2025-2026 funding cycle, applicants for **vehicle, operating, or non-vehicle capital projects** will be required to demonstrate that their project primarily serves seniors and

people with disabilities residing within the Milwaukee urbanized area by providing information such as customers' home zip codes and/or municipality.

The evaluation criteria requires that at least 55 percent of project customers reside within the Milwaukee urbanized area. If fewer than 55 percent of the project's customers reside in the Milwaukee urbanized area, the applicant should apply through [the WisDOT application process](#). The threshold of 55 percent was determined by calculating the average percentage of seniors and people with disabilities within each of the four counties that are within the Milwaukee urbanized area. Applicants who submit projects to the Commission that are determined to be primarily outside the Milwaukee urbanized area boundary will be informed about needing to apply to WisDOT.

**Mobility management projects** will be required to demonstrate how the project will enhance transportation access in the Milwaukee urbanized area for populations beyond those served by one agency or organization within a community, and how your agency will coordinate with other mobility managers within the Milwaukee urbanized area.

**Q:** Can I apply for a vehicle that is not part of the WisDOT vehicle list? If I am eligible to apply, what is the process for procuring another type of vehicle?

- A. Yes, but the vehicle or your agency's vehicle fleet must meet one of the following conditions:
- o If the vehicle you are applying for is capable of meeting ADA requirements, including being accessible for wheelchairs, you may apply for it.
  - o If the vehicle is not accessible, the Section 5310 program requires that your agency must have an accessible vehicle in its fleet. If there are no accessible vehicles in your agency's fleet, you would not be eligible to apply for a non-accessible vehicle. If you do have an accessible vehicle, you need to complete the Certification of Equivalent Service form (see Appendix D of the Application Guidelines) to indicate you have a means of providing equivalent service. This certification would need to be submitted with your application materials.

If you meet one of the conditions above, you have the option to apply for a vehicle that is not included in the WisDOT vehicle procurement list. An applicant would be required to go through their own Federal procurement for the vehicle. They would also need to follow the process and requirements as described in the WisDOT toolkit for small purchases available here:

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure.aspx>

Applying for another type of vehicle would require several steps on the part of the applicant, including but not limited to an independent cost estimate, requesting quotes from vendors, and filling out the applicable documents in the appendices as described in the online toolkit.

**Q:** Are customer service and driver training eligible for Section 5310 funding?

- A. While it is understood that the training for drivers and improving customer service is important to clients, these types of training are not eligible under the Section 5310 program as mobility management, operating, or non-vehicle capital projects. Mobility management is intended to build coordination among providers as well as for getting travel information out to seniors and people

with disabilities. Operating projects focus on funding driver expenses and implementing volunteer driver programs. Non-vehicle capital projects include purchasing equipment for accessible vehicles and constructing accessibility improvements at bus stops.

**Q:** Do I need to have an accessible vehicle in my fleet to be eligible to receive Section 5310 funding for an Operating or Mobility Management project?

- A. It is not a requirement to have an accessible vehicle in your fleet to apply for Section 5310 funding for an Operating or Mobility Management Project (the response above for Vehicle projects). However, the Public Transit – Human Services Transportation Plans include a strategy to acquire new accessible vehicles to address cross-County transportation for seniors and people with disabilities. Therefore, for an application to be competitive, it is recommended that applicants consider acquiring an accessible vehicle to address a strategy within the locally developed coordinated public transit – human services transportation plans.

### **Sample Grant Agreements**

**Q:** Where can I obtain a copy of the sample grant agreements which outline all the reporting and Federal requirements, as noted under Section IV Grantee Responsibilities in the Section 5310 Application Guidelines?

- A. The agreements for vehicle projects and for mobility management and operating projects are available by contacting one of the Southeastern Wisconsin Regional Planning Commission Section 5310 program managers (Xylia Rueda – [xrueda@sewrpc.org](mailto:xrueda@sewrpc.org) or Jennifer Sarnecki – [jsarnecki@sewrpc.org](mailto:jsarnecki@sewrpc.org)).

### **Vehicle Floor Plans**

**Q:** Is there a place where I can view the floor plans (i.e. interior layouts), vehicle specifications, and pictures of the vehicles included in the Section 5310 vehicle list?

- A. You can view vehicle floor plans, specifications, and pictures on the Human Service Vehicle procurement page on the WisDOT website by downloading the “Required Certifications for Bid” .zip files at:

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure-hsv.aspx>

Under the Required Certifications for Bid section, there are .zip files for each vehicle type. Upon opening the .zip files, the .pdf documents with Line Item in the title will show the floorplans. WisDOT has indicated that there is an opportunity for successful recipients to work with the vendor to develop a specific floorplan for a vehicle, although the recipient would need to pay the vendor for any additional upgrades or changes to the vehicle.

## **Project Awards and Changes**

**Q:** If awarded a vehicle, what is the estimated timeline for receiving the vehicle?

- A. Vehicles that are awarded to successful applicants are expected to be received in the summer of 2025 or 2026, depending on the requested year for the vehicle. However, given current supply chain issues, there may be delays in vehicle procurement. Milwaukee County is responsible for working with successful applicants on the procurement of the vehicle. If you are a successful applicant, you would be contacted by the County on the steps needed for procuring the vehicle.

**Q:** We need to update our awarded project. How do we proceed?

- A. If the subrecipient requires a change to the project, please contact Commission staff to determine how to address the change. Since most changes are unique to each situation, subrecipients should be prepared to submit a formal letter to Commission staff that describes the reason for the change request, the potential budget impact, and how the change could impact the provision of service as awarded.

## **Application Requests**

**Q:** Can we request a list of organizations that submit an Intent to Apply form or previously submitted application materials from other applicants?

- A. Application materials, including evaluation summaries, may be requested by the public or others. Commission staff, in consultation with Milwaukee County, will make materials available upon request. A list of organizations that submit an Intent to Apply will be made available. The Intent to Apply forms are optional and will be superseded by full application packages.

## **Public Notices**

**Q:** How many days does my public notice need to be published in a local paper and how long is the public comment period?

- A. All applicants applying for any type of project under the Section 5310 program must publish a public notice in the most widely circulated newspaper in the proposed service area. It is advisable that the notice be published for five days but at a minimum it should be published in the local paper once. The notice must allow for at least 14 calendar days of public comment from the publishing date on the proposed project (see Appendix B of the application guidelines for more information).

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