



Section 5310 Grant Workshop September 2025

Agenda

<u>Topic</u>	<u>Time</u>	<u>Presenter</u>
Welcome/Introductions	10:00 a.m.	ALL
Regional Coordination	10:15 a.m.	Serena Anderson, MVRPC
Break	10:30 a.m.	ALL
Section 5310 Program	10:50 a.m.	Kierra Branch, ODOT
Questions	11:15 a.m.	ALL
Networking (Optional)	11:30 a.m.	ALL

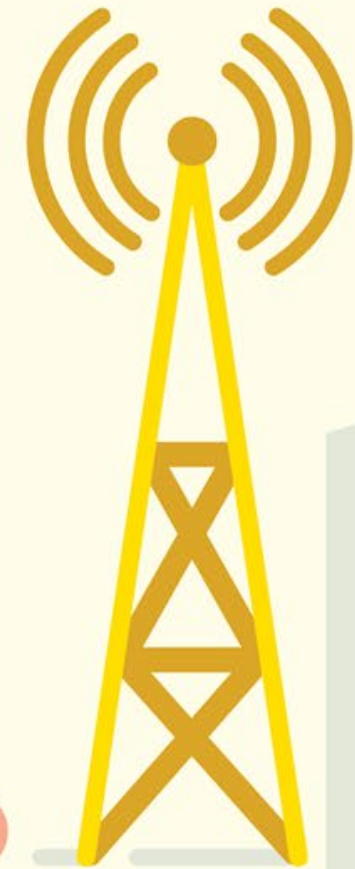
Greater Region Mobility Initiative Vision

Promote regional mobility by identifying and addressing transportation barriers.



Greater Region Mobility Initiative Mission

Aim to improve transportation services for those experiencing transportation barriers in an eight-county region through expanded outreach, shared resources, enhanced services, and improved coordination.



Greater Region Mobility Alliance

Bring together public, private, not-for-profit transportation, human service providers and transportation users to advance the mission and vision of the Greater Region Mobility Initiative.



Welcome & Introductions

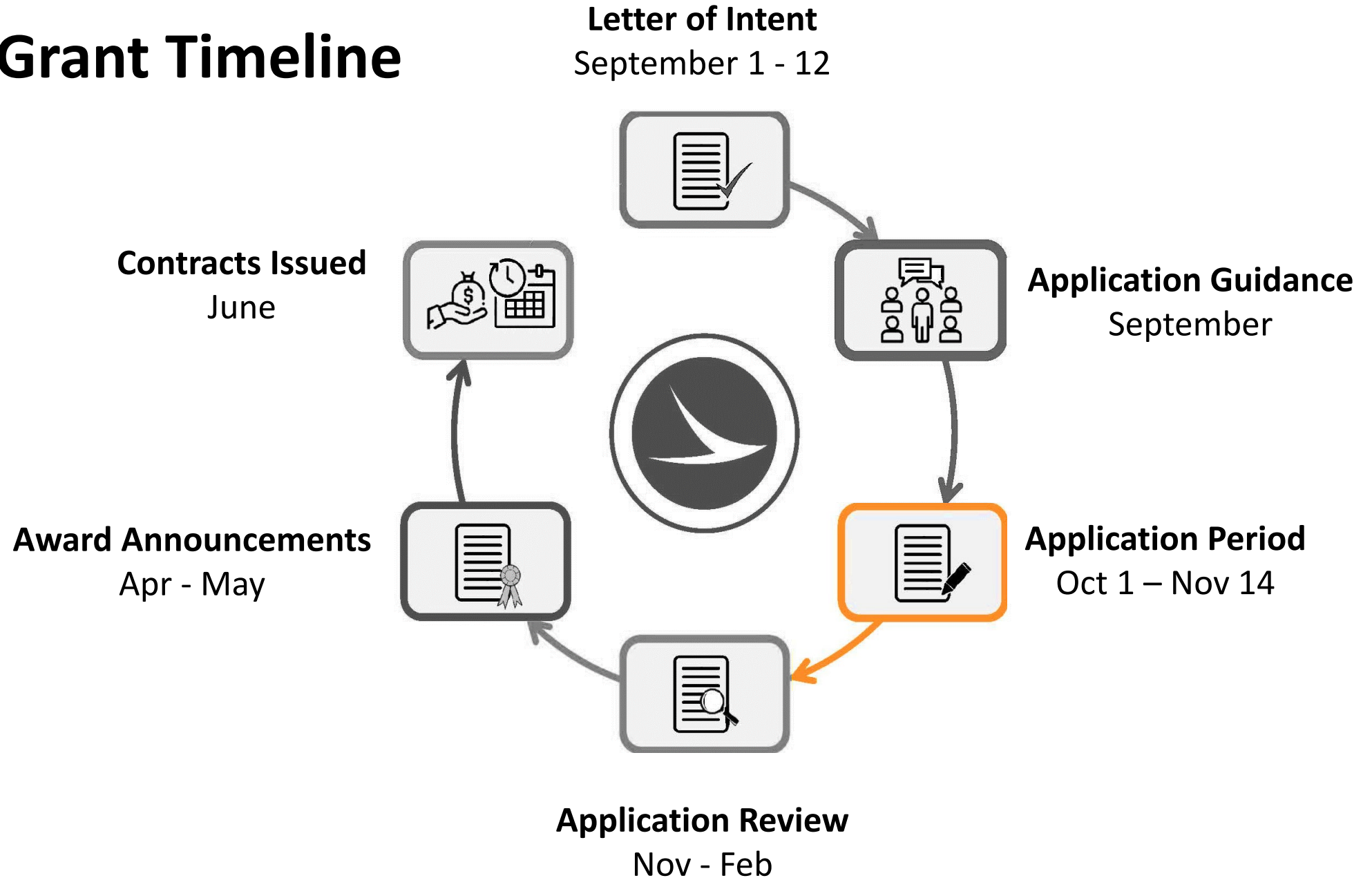
HELLO

AND

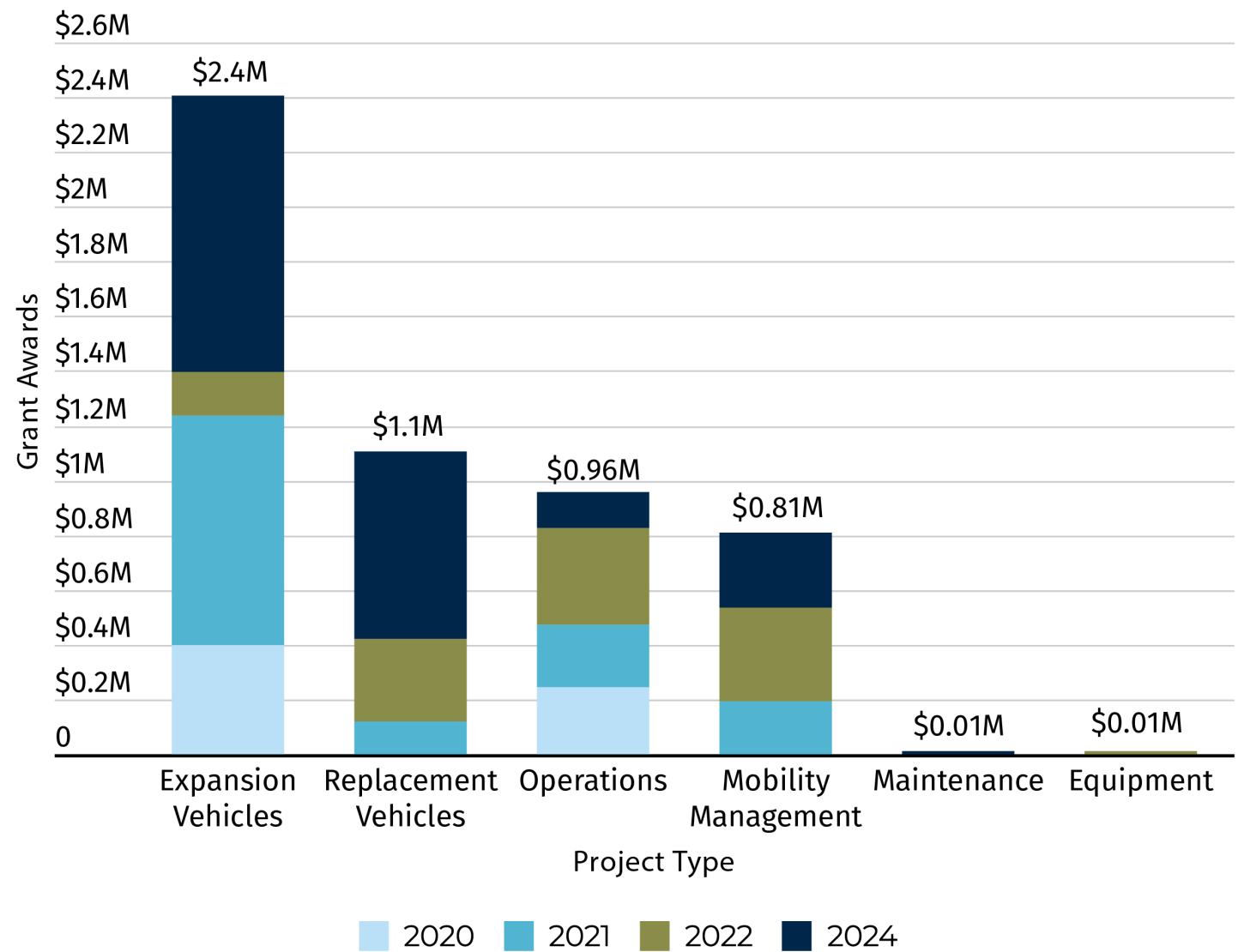
WELCOME



ODOT Grant Timeline

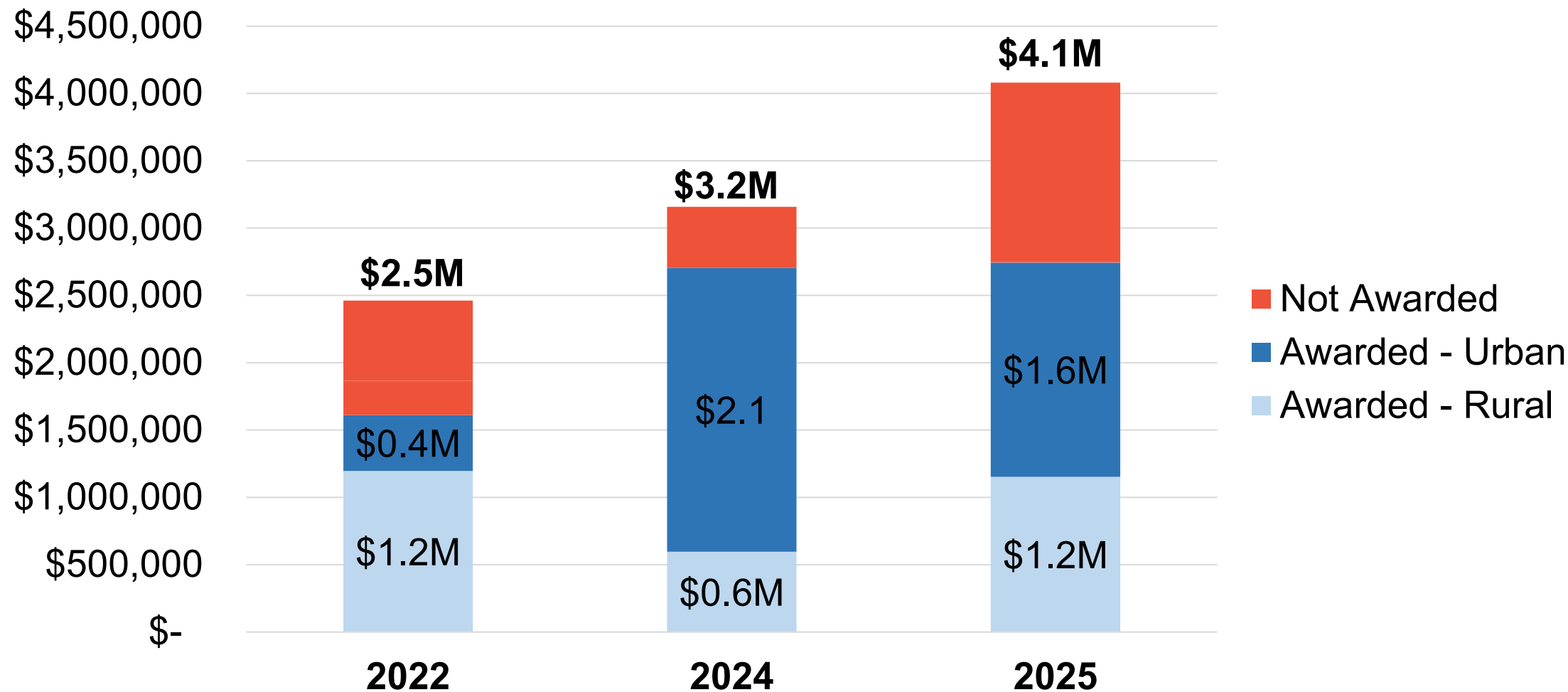


Section 5310 Grants



Section 5310 Applications (approx. 30% increase annually)

Grant Applications By Year



Prerequisite to Access Funding



Coordinated Planning

1. All projects must be included in the plan
(align with Chapter 5: Goals and Strategies)
2. Requires active participation in quarterly meetings (review Chapter 4: Recommendations, Roles, & Responsibilities)



www.mvrpc.org/mobility

Technical Support



Demographics Data



www.mvrpc.org/mobility/demographics

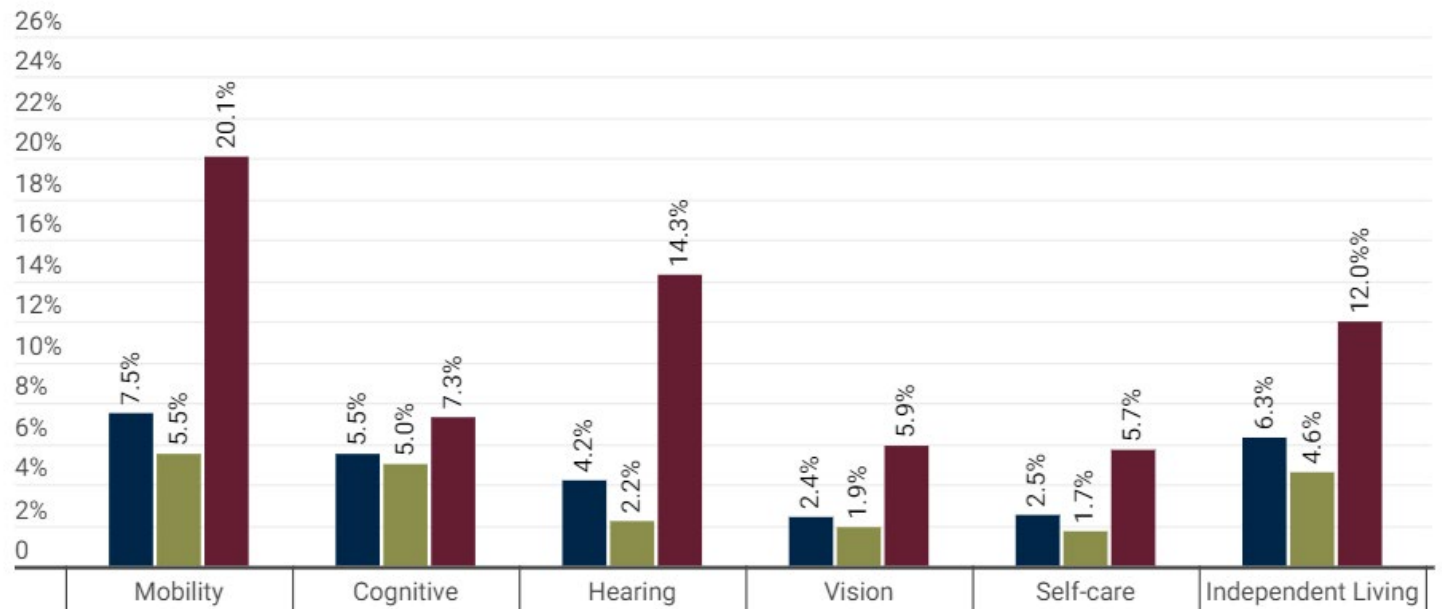
The Greater Region has 162,694
adults 18+ living with a disability,
this equals to 14.3% of total population



The Greater Region has 68,767
adults 65+ living with a disability,
this equals to 32.8% of older adult population



*Older adults living in the Greater
Region are 2.5x more likely to be
living with a disability*



Survey Data



<http://www.mvrpc.org/mobility/survey>



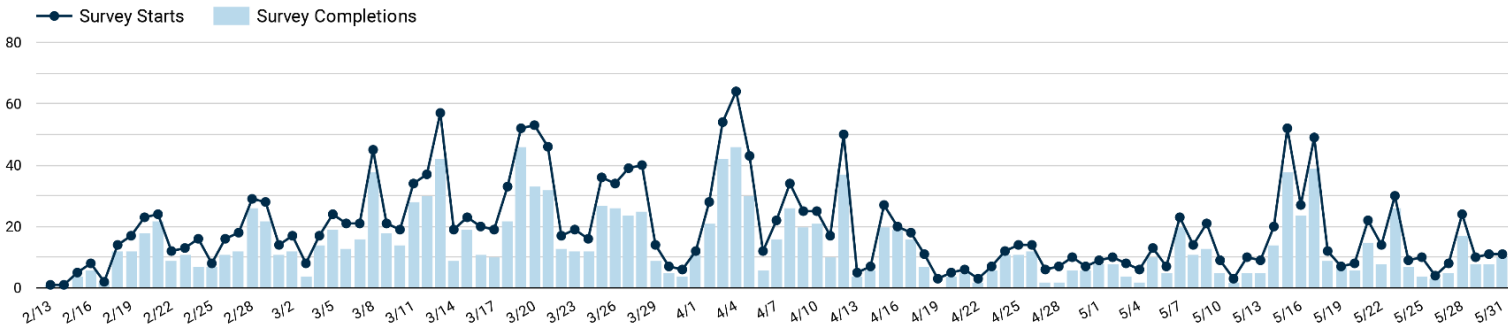
GREATER REGION MOBILITY INITIATIVE

Age ▾	County ▾	Race/Ethnicity ▾	Users of Mobility Devices	Users on Medicaid
			Users of Public Transit	Users of NEMT
			English Second Language	Hispanic or Latino Users

SURVEY TRAFFIC & SOURCES

SURVEY STARTS	SURVEY COMPLETIONS	COMPLETION RATE	NON-AD STARTS	AD STARTS
2,101	1,552	73.9%	1,102	999

SURVEY STARTS & COMPLETIONS OVER TIME



Bi-annual Reports

4,686,537

Miles Traveled (SUM)

172,995

One-Way Trips: Seniors (SUM)



326,672

One-Way Trips: Individuals
with Disabilities (SUM)

45,717

One-Way Trips: Other (SUM)

541,212

Total Trips (SUM)

1,322,683

Maintenance Costs (SUM)

288

Number of Crashes (SUM)

19

Average Miles Traveled / Trip
(AVG)

4

Average Days Operated /
Week (AVG)

6

Average Trips / Day (AVG)

1,228

Average Trips / Year (AVG)

63

Average Miles Traveled / Day
(AVG)

12,183

Average Miles Traveled / Year
(AVG)

694

Average Maintenance Costs /
Month (AVG)

88

Average Gallons of Gas /
Month (AVG)

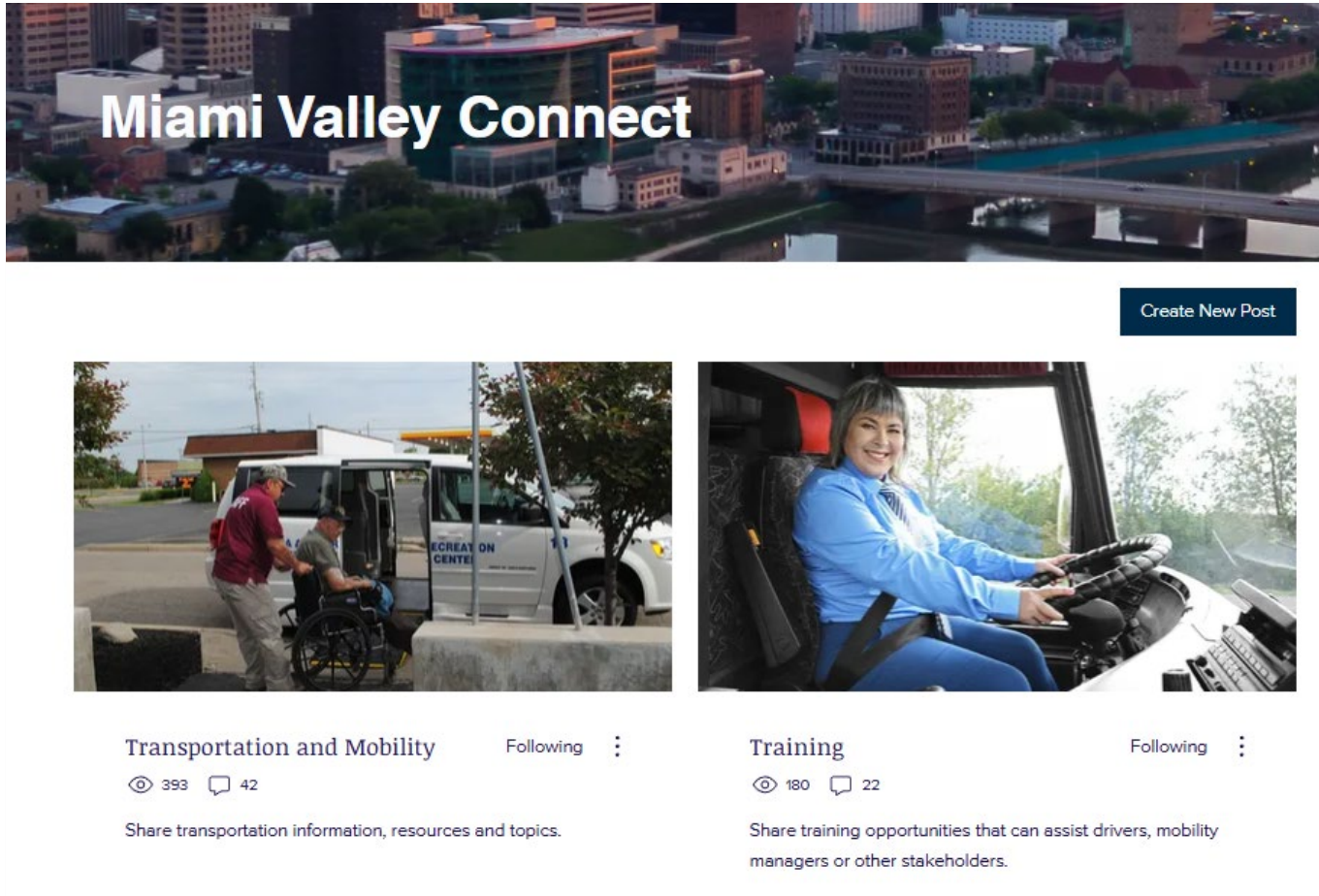
Open Grant Support Office Hours

Mon & Fri 2-3 pm



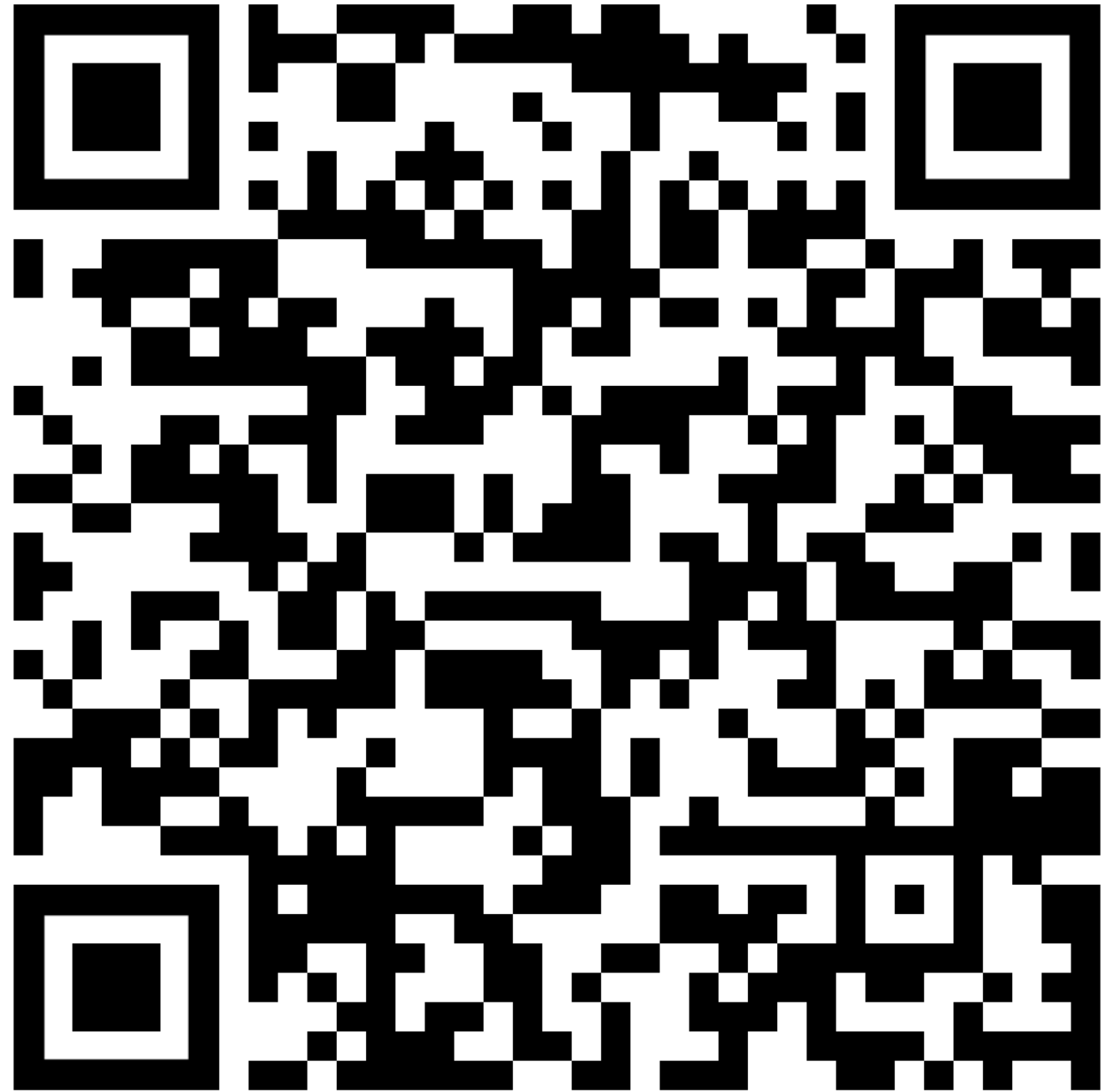
<https://doodle.com/bp/serenaanderson1/section-5310-office-hours>

Are you a member of the Miami Valley Connect discussion forum?
Are you interested in joining?
If you are, do you find the forum valuable?



www.discussion.mvrpc.org

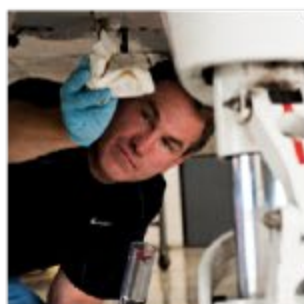
How can we help you?



10 Minute Break



ODOT SECTION 5310 SPECIALIZED TRANSPORTATION



Kierra Branch, 5310 Program



Department of
Transportation

5310 AGENDA ITEMS

- Purpose of grant
- Coordinated Planning
- Section 5310 Eligible projects
- ODOT Applications Cycle
- Questions



PURPOSE OF THE GRANT

- To enhance the mobility of seniors and individuals with disabilities by removing barriers to transportation services and expanded the transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities.
 - Seniors are defined as any person age 65 or above and;
 - The term “disability” means, with respect to an individual-
 - A physical or mental impairment that substantially limits one or more major life activities of an individuals;
 - A record of such an impairment; or
 - Being regarded as having such an impairment



COORDINATED PLANS

- To identify community resources for transportation and mobility, understand the gaps and unmet needs within those resources, and to determine the approach to addressing those gaps and unmet needs.
- Projects required to be included for 5310 funding
- Coordinated Plans must be ODOT-approved following ODOT's Coordinated Plan Template and Guidance:
<http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/LocallyDevelopedCoordinatedPlans.aspx>
- Lead Agency



ELIGIBLE PROJECTS

- Vehicles
- Computer hardware and/or software and equipment to support vehicles that serve the program purpose
- Preventative maintenance for 5310 funded vehicles
- Operating Assistance





**Department of
Transportation**

transportation.ohio.gov

VEHICLES

VEHICLES

- Vehicles are to be used for program-related needs for which the Section 5310 grant is made.
- It is crucial that sub-recipients comply with all contractual requirements for the use of the vehicle until disposition of the vehicle is approved by ODOT.
- If the vehicle is no longer needed for the original project purpose, then please contact ODOT immediately.



VEHICLE ORDERING PROCESS

- Each sub-recipient will fill out a vehicle confirmation worksheet (VCW) for each vehicle.
- Once the sub-recipient has returned the VCW with agency and vendor signature, then an ODOT staff member will prepare a contract and local share invoice.
- The sub-recipient has **30 days** to submit the signed contract and local share payment. If we do not receive the signed contract and payment within 30 days, the vehicle funding will no longer be available.
- 180 days

AVAILABLE VEHICLES

VEHICLE SELECTION GUIDE: [2023-2026 Vehicle Catalog and Selection Guide](#) | [Ohio Department of Transportation](#)

TABLE OF CONTENTS

LEGISLATION AND REGULATIONS

DO YOU NEED AN ACCESSIBLE VEHICLE?

AVAILABLE VEHICLES AND THEIR CAPACITIES

SELECTING THE PROPER VEHICLE

MODIFIED MINI VAN (MNV)

ACCESSIBLE VAN (AV)

LIGHT TRANSIT VEHICLE (LTN)

LIGHT TRANSIT VEHICLE (LTV)

LIGHT TRANSIT VEHICLE (LTL)

OPTIONAL EQUIPMENT

IMAGES OF OPTIONAL EQUIPMENT

ACCESSIBLE VAN (AV)

This vehicle is larger than the modified minivan and is flexible enough to accommodate any combination of seven ambulatory passengers and two wheelchair passengers. The exterior of this vehicle has not been modified to make the vehicle accessible. Ambulatory passengers load from the side of the vehicle while passengers with mobility devices using the lift (wheelchairs, scooters, etc.) load from the rear of the vehicle. This vehicle is smaller, more maneuverable, and more fuel efficient than the Light Transit Vehicles (LTN, LTV, LTL). This vehicle does not require a CDL or special licensing.

Vehicle Summary:

- Capacity Options (ambulatory/non ambulatory): 7/2
- Wheelchair Accessible: Yes
- Length: 19'
- Width: 81.3"
- Height: 99.2"
- Road Conditions: Rear lift option may be difficult to use on curbsides
- Suggested Service Type: Demand Response
- Maintenance: Normal preventative maintenance with added care to accessibility components

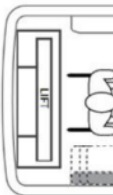
Standard Equipment:

- 3.7 Liter, V6 Engine
- OEM Single Battery Capacity
- 150-amp Alternator (OEM Standard)
- 25 Gallon Fuel Tank
- Sliding Side Door
- Adjustable Drivers Seat
- AM/FM Radio/Aux 4 speakers, 2 front and 2 back
- Back-up Camera in Rear-View Mirror
- Rear Entry 800lb. Capacity Lift w/Securements

Optional Equipment:

- Rear Entry 1000lb. Capacity Lift w/Securements
- Oxygen Tank Securement system
- Storage area (medical walker)
- Color Paint

Floor Plan



LIGHT TRANSIT VEHICLE (LTN)

This vehicle uses a cutaway design, designed full body passenger side with large windows and one exterior appearance. The LTN 8-2 can fit eight passengers and can fit six ambulatory passengers.

All LTNs are equipped with a passenger side of the vehicle.

In comparison to the Light Transit Vehicle, the LTN is more maneuverable, has free bodies; good ground clearance; required for these vehicles. Patrol annual bus inspection.

Technological improvements in the LTN provide for a smoother chassis of the vehicle in the effects of rust and corrosion.

IMAGES OF OPTIONAL EQUIPMENT



Single Passenger Seat w/Grab Rails



Three Step Fold Away, stowed position



Double Passenger Seats w/Grab Rails



Three Step Fold Away, seated position



Passenger Jump Seat

VEHICLE REPORTING

- ODOT sub-recipients are required to report on their 5310 funded vehicles semi-annually
 - Report Period 1-January 1- June 30
 - **Due July 30**
 - Report Period 2- July 1- December 31
 - **Due January 31**
- ODOT will attempt to send reminders as a courtesy however we advise all sub-recipients to mark their calendars and bookmark the link.
- Failure to report will result in a penalty on future 5310 funding opportunities
- <https://odot.formstack.com/forms/vehiclemonitoringreport>
- Sub-recipients are required to report on their vehicle until it has met its useful life as defined by ODOT.



VEHICLE DISPOSITION

- Once a 5310 vehicle has met its useful life, the sub-recipient will fill out a disposition request and submit the form to ODOT.
- Formstack: https://odot.formstack.com/forms/disposition_request_form
- ODOT will review the request and determine if it is eligible for disposition.
 - If approved, then ODOT will send a release of lien letter and the title to the sub-recipient.
 - If denied, then the agency can resubmit, once it is eligible for disposition. Remember if the vehicle disposition is denied, then the sub-recipients has to continue to report on the vehicle.



DISPOSITION GUIDELINES

ODOT Vehicle Disposition Guidelines

As of October 1, 2022

Vehicles Purchased Prior to 2006					
Vehicle	4 years & 100,000 miles	5 years & 120,000 miles	10 Years (5310 ONLY) *	120,000 miles	150,000 miles
Sedans	X		X	X	
Minivans (SMV & MMV)	X		X	X	
Converted Van (CV)		X	X		X
LTL/LTN		X	X		X
LTV		X	X		X

Vehicles Purchased After 2006							
Vehicle	5 years & 130,000 miles	6 years & 150,000 miles	7 years & 180,000 miles	10 Years (5310 ONLY) *	165,000 miles	200,000 miles	230,000 miles
Vans (SMV, CV, MMV, & MV-1)	X			X	X		
AV/LTN		X		X		X	
LTL/LTV			X	X			X

* For any 5310 vehicles not disposed of at the 5/6/7 year or 150k/200k/230k benchmarks, automatic disposition will be granted and the agency will be sent the title.

CAPITALIZED MAINTENANCE



ELIGIBILITY

- All maintenance cost related to active 5310 funded vehicles are eligible.
- Capitalized Maintenance is defined as all activities, supplies, materials, labor, services, and associated cost required to preserve and extend the functionality and serviceability of the vehicle.
- The Uniformed System of Accounts (USOA) can be referenced when trying to determine eligible activities under capitalized maintenance.
 - [uniform-system-accounts-usoa-effective-fy18 0.pdf \(dot.gov\)](#)

REIMBURSEMENT PROCESS

- Sub-recipients submit invoices to ODOT quarterly.
- Invoices due dates are as follows:
 - Quarter 1: July- September 30
 - **Due October 31**
 - Quarter 2: October 1-Decmeber
 - **Due January 31**
 - Quarter 3: January 1-March 31
 - **Due April 30**
 - Quarter 4: April 1- June 30
 - **August 31**



EQUIPMENT



ELIGIBILITY AND LOCAL SHARE

- Computer Hardware, computer software, and equipment that support 5310 funded vehicles and/or operations that seek to remove transportation for seniors and individuals with disabilities.
 - Example: Radios for buses, scheduling and dispatching software, office equipment
- ODOT will reimburse 80% of the total project cost **up to** the contract amount.
 - Example 1: ABC Transit was awarded \$2,500 in federal 5310 funds to purchase radios for their vehicle fleet based on an estimated total project cost of \$3,125.00. The final total project cost of the radios was \$5,000. 80% of \$5,000 is \$4,000, however ABC Transit can only be reimbursed \$2,500 per their federal award and contract.
 - Example 2: ABC Transit was awarded \$2,500 in federal 5310 funds to purchase radios for their vehicle fleet based on an estimated total project cost of \$3,125.00. The final total project cost of the radios was \$3,000. They can only be reimbursed 80% of the total project cost or \$2,400 even though their award was for \$2,500.
- In both examples, the radios must be procured and purchased by ABC transit **before** ODOT will issue the funds. Projects will only be reimbursed if all steps of the procurement process were completed successfully.



PROCUREMENT

- Micro Purchases
 - Up to \$10,000
- Small Purchases
 - \$10,000.01 - \$49,999
- Large Purchases
 - \$50,000 +

PROCUREMENT CHECKLIST MICRO PURCHASES: Up to \$10,000	
Procurement procedures at the Micro level apply to purchases greater than \$10,000.01 and less than \$250,000. For compliance with Ohio Revised Code (ORC), the Small Purchase threshold is greater than \$10,000 to less than \$50,000. All required documentation along with the procurement checklist must be completed and submitted to ODOT with request for concurrence. In addition to following FTA regulations, subrecipients are responsible for following procurement policies of their governing entity and all applicable state and local regulations.	
Date	
	Consult with ODOT Representative
	Fair & Reasonable Price Documentation
	Davis-Bacon (Construction)
	Invoice
	Delivery Receipt (Capital Items Only)
	P.O.
I certify that copies of all required documents for this procurement have been completed and submitted with the originals retained on-site and readily accessible for review by ODOT representatives.	
Signature:	

PROCUREMENT CHECKLIST FOR ODOT OFFICE OF TRANSIT SUBRECIPIENTS SMALL PURCHASES: \$10,000.01 to \$49,999	
FTA procurement procedures at the Small level apply to purchases greater than \$10,000.01 and less than \$250,000. For compliance with Ohio Revised Code (ORC), the Small Purchase threshold is greater than \$10,000 to less than \$50,000. All required documentation along with the procurement checklist must be completed and submitted to ODOT with request for concurrence. In addition to following FTA regulations, subrecipients are responsible for following procurement policies of their governing entity and all applicable state and local regulations.	
Date	Task
	ODOT Pre-Approval Prior to Purchase
	Independent Cost Estimate (ICE)
	Complete Specifications w/ Required FTA Clauses
	Price Quotations
	Cost/Price Analysis
	SAM Search
	Responsible Vendor Determination
	Awarded Vendor's Proposal
	P.O. with Applicable FTA Clauses
	Invoice from vendor
	Delivery Receipt (Capital Items Only)
	Procurement Overview & Summary Form
	DBE Form
	Notice of Contract Claims & Resolutions (If applicable)
	Notice of Protests & Resolutions (If applicable)
	Davis Bacon (Construction Only)
I certify that copies of all required documents for this procurement have been completed and submitted with the originals retained on-site and readily accessible for review by ODOT representatives.	
Signature:	Date:

PROCUREMENT CHECKLIST FOR ODOT OFFICE OF TRANSIT LARGE PROCUREMENT (IFB/RFP): \$50,000 and above	
Procurement procedures at the Large level apply to purchases greater than or equal to \$50,000 per ORC regulations. Large purchases are procured through either Invitations For Bid (IFB) or Requests For Proposals (RFP). Purchases at this level must be discussed with an ODOT Representative prior to engaging in procurement. Concurrence by ODOT is required at 3 steps in the procurement process: 1) Approval of bid/proposal package; 2) Approval of vendor recommendation; 3) Approval of contract documents. ODOT's oversight of large procurements provides guidance throughout the process and ensures that FTA requirements are followed. In addition to following FTA regulations, subrecipients are responsible for following the procurement process:	
Date	Task
	Discuss procurement with ODOT Rep
	Independent Cost Estimate
	Complete Specifications
	Written Selection Procedures (included in solicitation)
	Complete Solicitation Package with Applicable FTA Clauses Included
	Advertisement & Public Notice
ODOT Concurrence on Bid/Proposal Package and Process	
	Emails to Potential Vendors & Proof of Advertisement Publication
	Bid Opening Form/Record of Proposals Submitted
	Responsiveness Determination
	Price/Cost Analysis
	Bid/Proposal Rejection Explanation (if any)
	SAM Search
	Responsible Vendor Determination
	Bid Tabulation/Selection of Lowest Price (IFB)
	Evaluation Rating Sheets & Summary (RFP)
	Recommended Vendor's Proposal
ODOT Concurrence on Recommended Vendor	
	Sound and Complete Agreement
	Applicable FTA Clauses in Contract
	Contract Modifications (In Scope)
	Attorney Approval of Contract
	Documentation of Board (or Authorized Governing Entity) Approval
	Delivery Receipt (Capital Items Only)
Procurement Overview & Summary Form	
	DBE Form
	Notice of Protests & Resolutions (If Applicable)
	Notice of Contract Claims & Resolutions (If Applicable)
	Davis-Bacon (Construction)
	Copies of Bonds (Construction)
	Buy America (Bus & Rolling Stock)
	Evidence of Negotiations w/ Highest Ranked Suppliers & Ranking Based on Technical Capability Only (A&E)
ODOT Concurrence on Contract	
I certify that copies of all required documents for this procurement have been completed and submitted with the originals retained on-site and readily accessible for review by ODOT / FTA representatives.	
Signature:	Date:

OPERATING



ELIGIBILITY AND LOCAL SHARE

- ODOT will reimburse 50% of the operating cost and the local provides 50% of the operating cost
- **Limited to no public transportation in service area**
- Operating expenses are those cost necessary to operate, maintain, and manage the transportation service
 - Drivers' salaries
 - Fuel
 - Items having a useful life of less than one year
- Operating Recipients must provide “open-door” service to receive operating assistance
 1. Does your agency provide transportation to and from your facility?
 2. Do you ONLY provide transportation to a particular clientele?
 3. Can anyone in your service area, whether it be based on age, disability or other, request transportation through your agency?



REIMBURSEMENT PROCESS

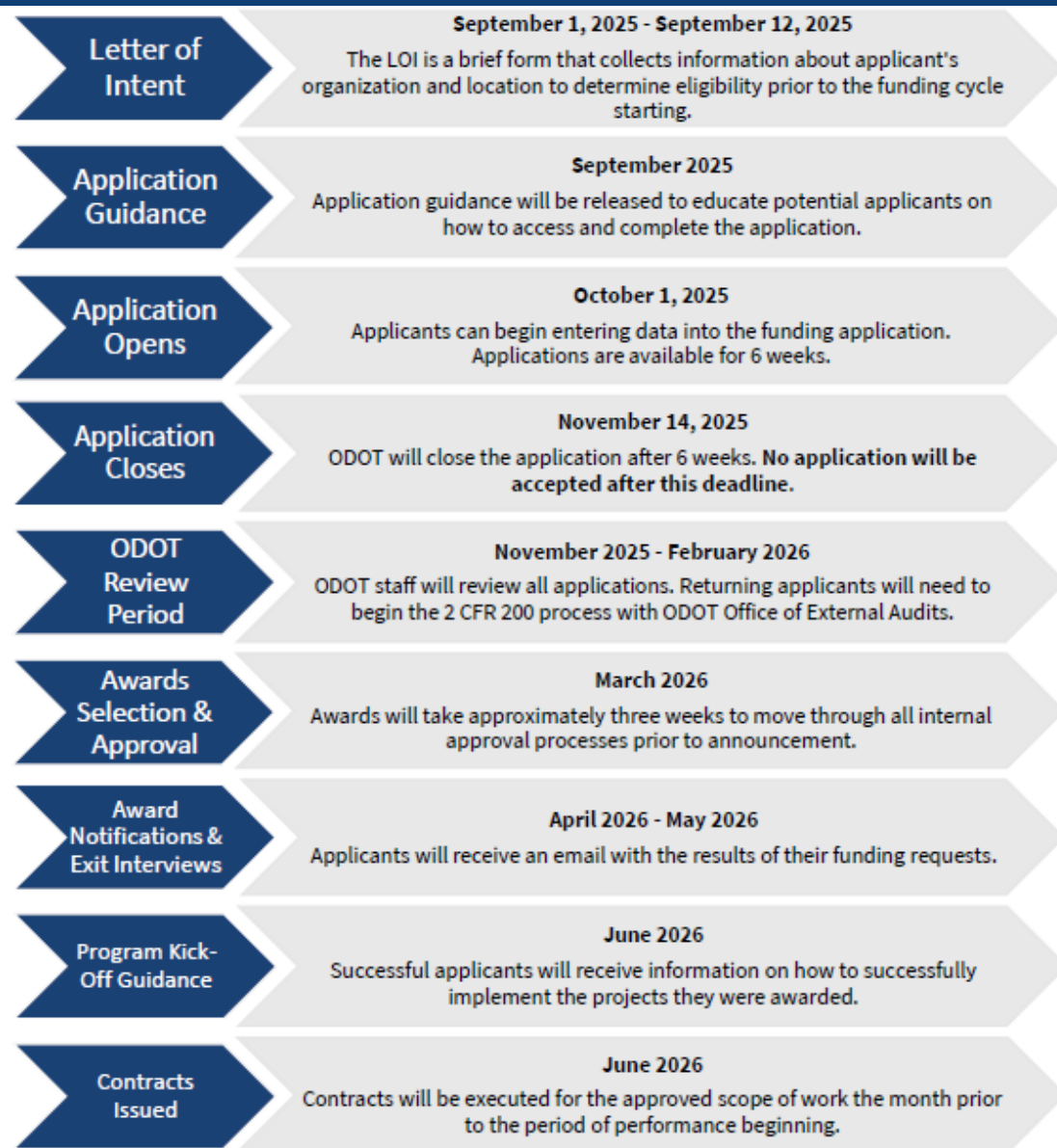
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APPLICATION



ODOT FUNDING CYCLE



DAYTON UZA APPORTIONMENT HISTORY

**Dayton UZA Funding Available to Miami, Montgomery, & Greene Counties*

- Approx 1.5 million
- Approx 3.4 million for rural areas (i.e., Darke, Preble, Shelby, Champaign, Clark)

PROJECT SELECTION

- Competitive Process
- Scoring in place
- Point system

PROJECT SCORING & APPLICATION SUCCESS

- **Demonstration of Need**
 - Public Transit System
- **Project Readiness**
 - Managerial Capacity to implement the project
 - Detailed Project Goals
- **Funding Capacity**
 - Local match sources available
- **Coordination**
 - Project address unmet needs and goals within Regional Plan
- **Individual score**
 - Capital, Operating, Vehicles, Equipment





What is ODOT?
ABOUT US

All About
TRAVELING

ODOT
PROJECTS

Know Our
PROGRAMS

Doing
BUSINESS



Please Enter Your
Location



Transit

WELCOME

TRANSIT GENERAL
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Specialized Transportation Program (5310)

October 16, 2019 | [ODOT](#)



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Contact

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Transportation

TECHNICAL ASSISTANCE REVIEW (TAR)



TAR

- Agencies are chosen based on a variety of risk factors, including number of grants, funded projects, reporting, and new administrative staff.
- Conducted on a tri-annual basis
- The TAR covers all 5310 awarded projects to ensure compliance with program guidelines.
- Federal, State, OSHA, and Title VI training and documentation requirements are also reviewed.
- A questionnaire to be completed by the agency will be sent approximately three weeks to be returned to ODOT one week before the site visit.
- After the review, the agency will be sent an official report with an Action Plan. Any deficiencies identified within the report will need to be completed within the stated timeframe.



QUESTIONS



Contact Information

Kierra Branch

5310 Program Coordinator

Kierra.branch@dot.ohio.gov

614-387-5190

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