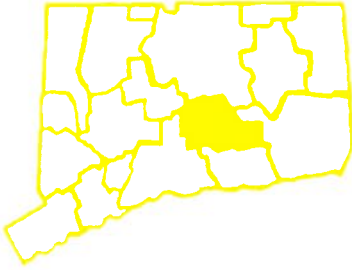


# MIDSTATE REGIONAL PLANNING AGENCY

CROMWELL DURHAM EAST HADDAM EAST HAMPTON HADDAM MIDDLEFIELD MIDDLETOWN PORTLAND



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## MEMORANDUM

**TO:** Antoinette Astle, Middlefield Senior Center  
Dianne Cummings, St. Luke's  
Paul DeStefano, Town of Haddam  
Mary Flood, Portland Senior Center  
Heidi Geores, Middletown Senior Center  
Janet Muraca, Durham Senior Center  
Brenda Simmons, American Red Cross  
Susan Sokol, Lutheran Ridge  
Theresa Strong, Cromwell Senior Center  
Mark Walter, Town of East Haddam  
Elizabeth Warner, MARC Community Resources  
John Weichsel, Town of East Hampton

**FROM:** Robert Haramut, Jr. *RH*  
Transportation Planner

**DATE:** November 18, 2011

**SUBJECT:** Federal Transit Administration 5310 Program

Midstate Regional Planning Agency is soliciting applications from nonprofit organizations and eligible public entities in anticipation that federal funds will become available during fiscal year 2012. The Federal Transit Administration has awarded Section 5310 funding annually since 1975 as a cash grant for the purchase of wheelchair accessible vehicles for the provision of elderly and disabled transportation services.

An application form is enclosed. The application form can also be downloaded from MRPA's website at [www.midstaterpa.org](http://www.midstaterpa.org) or ConnDOT's website at [www.ct.gov/dot](http://www.ct.gov/dot). Please note that there have been changes made to the applications and review process. It is imperative that public notice on two occasions, one week apart, be completed by Thursday March 8, 2012, and *two copies* of the application are filled out in their entirety. The FY12 application has been revised to incorporate the Certification for Private Non-Profit Organizations and Eligible Public Bodies on page four of the application and automobile liability insurance requirements. Also please read thoroughly the general program information at the beginning of the application, as well as the important information found in appendices A through H.

All organizations submitting applications must submit one completed application to Midstate Regional Planning Agency, P O Box 139, Middletown CT 06457. A second application must be submitted to Ellen Lawrence, Connecticut Department of Transportation, Office of Transit and Ridesharing, 2800 Berlin Turnpike, P O Box 317546, Newington CT 06131-7546. The deadline for applications is Friday March 23, 2012, and those received after that date will not be considered.

The applications will be evaluated and prioritized by MRPA before submission to ConnDOT. Final approval is by the Federal Transit Administration. Applications will be prioritized based on the following criteria, using the point based evaluation system enclosed.

1. **Legal Notice, Complete Application, and Submission Deadline** - Applications must be completed entirely with both legal notices published within the required timeframe.
2. **Eligibility for Replacement** - Vehicles proposed for replacement must be four years old or have greater than 100,000 miles for vans, or five years old and greater than 125,000 miles for a bus, or have documentation of excessive maintenance costs.
3. **Planning Process** - Priority will be given to nonprofit organizations and legal entities that have participated in the Locally Coordinated Public Transit Human Service Agency Transportation Plan (LOCHSTP) process.
4. **Experience of Applicant Organization** - Priority will be given to applicants with experience providing elderly and disabled transportation services.
5. **Excessive Maintenance** - Priority will be given to applicants who have vehicles with excessive maintenance and show documentation of maintenance repairs in the application.
6. **Replacement of Equipment** - Priority will be given to providing replacement vehicles funded by Section 5310 that exceed the minimum FTA useful life standards.
7. **Assurances that Elderly and Disabled Persons will Receive Transportation Services** - Programs which are available to all elderly and disabled persons without eligibility restrictions will be given priority.
8. **Assurances that Efforts Include Serving Minority Applicants** - No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
9. **Utilization of Equipment** - Effective utilization of equipment should be demonstrated with reliable estimates of the number of individuals that will receive service, and the total number of passenger trips to be provided. Priority will be given to vehicles that will be utilized during evenings and weekends, out of region trips, more than six hours per day, and are available for a coordinating entity.
10. **Degree of Need in the Applicant's Proposed Service Area for Transportation Services** - The lack of accessible transportation through existing public and private transportation providers must be clearly demonstrated.

11. **Coordination** - Priority will be given to regional coordinated applications for use in transportation programs that ensure maximum vehicle utilization, especially in light of the consolidation of many federal and state programs, United We Ride, and LOCHSTP.
12. **Availability of Sufficient Operating Funds** - Assurances must be made that funds will be available to cover all operating costs, i.e., salaries, overhead, insurance, fuel, maintenance, etc. Applicants are encouraged to coordinate their needs with other service providers in an effort to reduce costs to individual agencies.
13. **Availability of Sufficient Capital Funds** - Assurances must be made that funds will be available to cover the non-federal share of the vehicle. FTA will pay 80% of the cost of the vehicle not to exceed \$40,000.

These criteria reflect the amended ConnDOT Section 5310 Management Plan describing the program policies. The criteria have also been revised to reflect goals for coordinated transportation services required by federal mandates. The enclosed material also includes a list that corresponds to the evaluation criteria and shows the point-based system that will be used to evaluate projects on a statewide basis.

Additional information regarding the FTA Section 5310 Program can be found on pages two and three of the enclosed application. All applicants are expected to receive notice of grant approval/denial by June 8, 2012. Please contact MRPA with any questions or concerns you may have before submitting your application.

enc.

cc: Susan Bransfield, Town of Portland  
Joanne Ewing, East Hampton Senior Center  
Laura Francis, Town of Durham  
Joanne Rocznik, East Haddam Senior Center

2012 Federal Transit Administration (FTA)  
Section 5310 Vehicle Grant Program  
to Provide Transportation Services  
for Elderly Persons and Persons with Disabilities

- The application for the 2012 Section 5310 program is now available on the Connecticut Department of Transportation (CTDOT) website. To download the application, go to [www.ct.gov/dot](http://www.ct.gov/dot), click on Public Transportation Resources, Human Services Transportation Programs, Vehicle Grant Program to Serve Older Adults and People With Disabilities (Federal Section 5310), FY2012 Section 5310 Application.
- This competitive program is open to private nonprofit organizations and eligible local public bodies. Applicants must certify that there are no non-profit organizations readily available in the area to provide the special services by submitting a signed Certification for Private Non-Profit Organizations and Eligible Public Bodies (Page 4 of the 2012 Section 5310 application).
- An average of 35 vehicles are awarded annually under this program in the State of Connecticut.
- The Federal Transit Administration (FTA) will pay 80% of the cost of a wheelchair accessible vehicle, not to exceed \$40,000. The remaining vehicle cost must be funded by the awarded recipient.
- Applicants must adhere to the updated Automobile Liability Insurance Requirements on Page 11.
- Applicants must publish a public notice in a major newspaper on two occasions, one week apart. For the 2012 grant programs, this must be completed (published) by Thursday, March 8, 2012 to allow fifteen (15) days response time.
- Applications must be submitted to both the Department of Transportation and the regional planning organizations no later than 4:00PM on Friday, March 23, 2012. CTDOT and the regional planning organizations will not review late applications. Applicants will be notified of grant approval/denial in writing by Friday, June 8, 2012.
- For questions on the Section 5310 program, please contact the CTDOT program manager, Ellen Lawrence, at (860)594-2912.