

Eligibility Requirements for Client Only Transportation Providers Applying for 5310 ODOT PTD Grants:

As described in the Oregon Department of Transportation (ODOT) State Management Plan, access to Federal Transit Administration (FTA) 5310 funds is limited for client-only transportation providers. This document is to provide additional guidance and information for understanding the limitations for awarding client-based services with FTA funds.

Any client-only transportation provider applying as the grant recipient must provide documentation, with its application, regarding provision of service. The documentation must clearly describe:

- 1) how the agency plans to share vehicles with public transportation agencies providing community based service, when not in use for its clients,
- 2) how the agency provides rides to other older adults and people with disabilities in the community who are not its clients.

If an agency does not provide the required documentation, its project(s) will not be awarded.

As direct recipients, client-only providers may apply for vehicles and preventive maintenance (PM) for vehicles that are funded with ODOT PTD grants in the FTA 5310 program. Other projects might be eligible in the New Freedom program.

All projects considered for funding must derive from the STF Agency's coordinated human service/public transportation plan.

STF Agencies or lead agencies may apply on behalf of client-only transportation providers when the rides provided are an essential service in the community and the service is clearly derived from the coordinated plan for the area. In addition to vehicles and preventive maintenance, STF Agencies or lead agencies may apply for purchased services projects in the 5310 program to purchase service from client-only transportation providers.

Eligibility Regarding Vehicle Replacements

As with all vehicle replacements, a vehicle must be replacing a like-for-like vehicle in size and type. (In other words, a van or sedan may be replaced with a vehicle in the 4 years/100,000 mile category.)

Agencies must consider purchasing ADA-accessible vehicles. If an agency does not agree to purchase ADA-accessible vehicles, and the agency's fleet does not currently have ready access to ADA-accessible vehicles, ODOT PTD may not award a vehicle purchase project. Any replacement of an ADA-accessible vehicle must be for the purchase of an ADA-accessible vehicle.

The number of vehicles awarded in a grant cycle must be commensurate with the amount of service provided by the agency. Typically, no more than one to two vehicles would be reasonable per biennium for a client transportation service provider. More vehicles may be considered by ODOT PTD if the need is well-described and reasons are provided prior to the grant application deadline.

Eligibility Regarding Vehicle Expansions

Vehicle usage for current fleet must meet or exceed the minimum use standards above. Applicant must provide adequate information to show that additional vehicles are required for the provision of service and such service provision must be documented in the coordinated plan for the area.

Agencies must consider purchasing ADA-accessible vehicles. If an agency does not agree to purchase ADA-accessible vehicles, and the agency's fleet does not currently have access to ADA-accessible vehicles, ODOT PTD may not award a vehicle purchase project.

Eligibility Regarding Vehicle Minimum Use

Agencies' service must meet the following minimum use requirements:

- Use each vehicle regularly for passenger transportation – at least three days per week, four or more hours per day (144 in-service hours per quarter, or 576 in-service hours per year); and
- Operate each vehicle a minimum of 1,500 in-service miles per quarter, or 6,000 in-service miles annually; and
- Provide at least 288 passenger rides per quarter, or 1,152 passenger rides per year, which is eight one-way trips (four round trips) per day, three days per week.

These minimum use requirements would also need to be met if the STF Agency or lead agency is the applicant for vehicle purchases on behalf of client transportation services.

Eligibility Regarding Preventive Maintenance (PM) Awards

- PM is provided for vehicles funded by ODOT PTD grants.
- Replacement or rehab of major components may be reimbursed for vehicles that are within the useful life standards for that category of vehicle. Vehicle must be kept for transportation service for a minimum of one full biennium after replacement/ rehab of a major component and add 50 percent mileage (based on Oregon useful life standards) to the use of the vehicle.
- No accident-related or warranty repairs/replacements are allowed for reimbursement in capitalized PM awards.

All vehicle PM requirements as described in the Transit Provider Handbook must be met by the agency. Information is available on the ODOT PTD web site at: <http://www.oregon.gov/ODOT/PT/PROGRAMS/transit-provider-handbook.shtml>

Ongoing Grant Recipient Responsibilities

All ODOT PTD grant-funded vehicles must be used for appropriate services in providing transportation to older adults and people with disabilities. Providing trips to and from community services such as medical appointments, meal sites, work, educational sites, shopping and recreation is an eligible use for funding. Using the van for agency administrative functions or contracted work is not eligible.

All ODOT PTD grant-funded vehicles must be maintained in good operating condition, per manufacturer's recommendations.

All vehicles funded with ODOT PTD grants must include ODOT Public Transit Division as additional insured, as required in the grant agreement.

Reporting:

Agencies with current open grants, or operating vehicles funded by ODOT PTD grants, are required to complete reports as outlined in grant agreements and on the ODOT PTD web site at:

<http://www.oregon.gov/ODOT/PT/reporting/index.shtml>

Agencies must report use of vehicles and on vehicle maintenance to ODOT PTD as long as the vehicle remains in use for the public transportation service provision it was purchased for. ODOT PTD retains original title and must approve any transfer or disposal of vehicles funded in grant programs.

Resources and Reference Materials

ODOT Public Transit Division Web site:

State Management Plan:

http://www.oregon.gov/ODOT/PT/PROGRAMS/SHARED/state_mgmt_plan.shtml

(See page 84: this document will be updated in 2011 to include more information)

FTA 5310 Circular 9070.1F:

http://www.fta.dot.gov/laws/leg_reg_circulars_guidance.html

(Scroll down. As of SAFETEA-LU, 2007)