

INSTRUCTIONS – CALL FOR PROJECTS

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES SECTION 5310

Introduction

The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program (hereby referred to as “the Program”), administered by the Federal Transit Administration (FTA), supports transportation services planned, designed, and carried out to address the specific needs of older adults and people with disabilities. The Capital Area Transportation Authority (CATA) is the designated recipient of Section 5310 funds apportioned by FTA to the Lansing urbanized area (UZA). As the designated recipient, CATA is responsible for administering Section 5310 funds within our geographic area.

There is \$900,000 in funding available for this call for FY 2025 projects, which includes funding from previous fiscal years. Additional funds may be provided pending responses to the call.

CATA will administer the Program in the greater Lansing region in pursuit of the following goals:

- Align available resources with the highest regional priorities to improve mobility for the target populations (older adults and people with disabilities throughout the tri-county area)
- Continue and expand regional collaboration
- Streamline the project solicitation and selection process
- Distribute Section 5310 funds fairly and equitably
- Reduce duplicative administrative efforts
- Maintain beneficial working relationships between direct recipients and local transportation providers
- Encourage coordination among local transportation providers and services

A project selection committee will review applications from potential sub-recipients and recommend projects for funding. A complete description of the project selection process is provided further below.

For complete details regarding the policies and procedures CATA follows in administering this program, please refer to the [Section 5310 Program Management Plan \(PMP\)](#) document.

Applications for funding are due via email to PlanningTeam@cata.org by **5:00 p.m. Friday, May 30, 2025**. It is anticipated that funding will be awarded after July 16, 2025.

5310 Federal Guidance

The CATA process is guided by FTA Circular C 9070.1H (<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities>).

CATA encourages each applicant to review this federal guidance to investigate projects which may be eligible for funds.

Eligible Applicants

Organizations that are eligible to apply for Section 5310 funding include:

- State or local governmental authorities
- Private nonprofit organizations
- Operators of public transportation

Applicants that operate eligible services in communities or in parts of communities within the Lansing urbanized areas are eligible to apply. Applicants that currently receive Section 5310 funding through the Michigan Department of Transportation (MDOT) for services provided outside of this urbanized area should continue to apply by responding to solicitations issued by MDOT.

CATA will limit applications to one per agency but will allow agencies to submit both a capital project and an operating project in one application. For example, an application may include a capital project for small buses, and a project for operating expenses. However, the application cannot include more than one capital project such as a capital project for small buses and a capital project for mobility management services.

The applicant must comply with relevant Federal and State regulations and quarterly/annual reporting requirements; and have a history of compliance with regulations, reporting requirements, and other contract requirements (e.g., maintaining vehicles per OEM guidelines, meeting minimum mileage requirements, timely submission of required reports).

Eligible Projects

Services and programs that utilize Section 5310 funding must be designed to meet the specific needs of older adults and people with disabilities, including:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);
- Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

Other types of individuals may use Section 5310 services, but those services must be designed, planned, and implemented to address the specific needs of older adults and people with disabilities, not merely to serve along with others.

Projects should fall within the following categories:

- Vehicles (such as small buses and vans)
- Mobility Management (such as travel training)
- Other capital (software/hardware/facilities/shop equipment/pedestrian improvements)
- Operating
 - Operating expenses are those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.



If applicants are applying for vehicle funding, those vehicles may only be utilized for approved project goals. Mileage and hours of vehicle usage will be tracked as part of the Program and should directly relate to the 5310 service offered. CATA will purchase and maintain the title of vehicles utilized for the Program. Selected Program sub-recipients will lease the vehicles from CATA and must provide their own insurance. As the vehicles will be owned by CATA, the applicant will need to inform CATA of any maintenance or repairs needed throughout the duration of the Program for CATA to assist the sub-recipient with any necessary maintenance or repairs.

Ineligible expenses will not be considered for this Program. Examples of ineligible expenses include charter service, school bus service, depreciation expenses, private for-profit taxi service that is not a shared-ride, planning, and application expenses for projects, and projects not targeted for seniors or individuals with disabilities.

Funding Available

For this round of call for projects, estimates of the amount of available funding are shown in the table below. Please note that funding amounts may be adjusted based on availability and responses to the call.

Fiscal Year	Amount
2025	\$900,000

Local Funding Requirements

To access these 5310 funds being administered by CATA, the FTA requires a local match. Eligible 5310 projects typically fall into two types: capital projects and operating projects, each governed by specific guidelines. The table below provides more information on the expectations and differences between these two project types:

	Capital Projects	Operating Projects
Project Examples	Vehicle purchases, mobility management programs, hardware/ software purchases	Salary, benefits, fuel, supplies
Federal Funding Percentage	FTA provides 80% funding	FTA provides 50% funding
Local Funding Percentage	MDOT has typically provided (and will currently provide for FY 2025) the 20% match requirement*	Applicant responsible for providing 50% funding
Funding Administered By	CATA will administer both the 80% FTA, and 20% MDOT funds	CATA will administer the 50% FTA funds, and the applicant will administer the other 50% funds
Maximum Funding Available to Applicants	Up to 100% funding available for applicant's capital project(s)	50% funding available for applicant's operating project(s)

* This is subject to change at any time by MDOT, in which case the subrecipient would be responsible for providing the local match.



Application Deadline

The deadline to submit a completed application is **5:00 p.m. Friday, May 30, 2025**. Applications received after this deadline will not be considered in the current funding round. Applications must be submitted by email with all required attachments (as separate files, do not merge) to PlanningTeam@cata.org. **No mailed applications will be accepted.**

CATA supports working with applicants to ensure that submittals are complete and as compelling as possible. Prior to the submittal deadline, CATA encourages applicants to request a one-on-one technical assistance virtual session where CATA staff may answer application questions and provide guidance on the purpose of the Project goals and objectives. The virtual session can be requested by emailing PlanningTeam@cata.org.

It is the desire of CATA to provide the same information to all interested parties to ensure fairness and impartiality in the selection process. To that end, CATA will not respond to telephone inquiries or personal visits. All questions or requests for technical assistance are to be submitted in writing via e-mail to PlanningTeam@cata.org no later than **5:00 p.m. Friday, May 9, 2025**.

Any changes made to this funding opportunity (in response to the questions or concerns raised in any technical assistance meeting or through correspondence received by CATA) will be posted as an addendum on CATA’s website. No changes will be made in the funding opportunity after such changes/answers are distributed.

Schedule

The selection of Projects that will receive funding in this cycle is anticipated to be identified after July 16, 2025. Federal funding for the region will be announced in spring or early summer and public comment on the proposed program of projects will take place over the summer. Award of funds and execution of agreements with sub-recipients are expected to take place in 2025. The current application process and deadlines schedule is noted below.

Call for Projects Released	Thursday, May 1, 2025
Questions/ Technical Assistance Request Deadline	Friday, May 9, 2025
Project Applications Due	Friday, May 30, 2025

Project Selection Committee

A project selection committee will be responsible for scoring applications and making funding recommendations to CATA. Committee members could include individuals within organizations with a detailed knowledge of current transportation providers, services, and the transportation needs of the target populations in each urbanized area.

Project Selection Criteria

The project selection committee will evaluate applications from potential sub-recipients using the following criteria and scoring system:

Need and Benefits (*maximum 45 points*)

- Consistency with and support for needs, strategies, and solutions identified in the regional [Coordinated Public Transit-Human Services Transportation Plan \(CPTHSTP\)](#).
- Extent to which the project eliminates transportation barriers or improves mobility for older adults and people with disabilities
- Extent to which the project provides additional benefits or addresses the needs of target groups

Coordination and Partnerships (*maximum 20 points*)

- Extent to which the project utilizes or coordinates with existing public transportation providers or non-profit organizations, or other partner agencies
- Extent to which the applicant's current vehicles or services are used to provide coordinated services and/or shared with another agency's clients
- Extent to which the project contributes to the development of coordinated transportation services in the region
- Extent of local support (for example, the role of local organizations in the proposed project, letters of support, results of public outreach)

Project Readiness (*maximum 35 points*)

- Reasonableness and completeness of the applicant's financial plan
- Project sustainability beyond the grant period
- Reasonableness and completeness of the project implementation plan and schedule
- Experience to execute the type of transportation project listed in the application
- Demonstration of the applicant's technical capacity
- Number of years the agency has provided transportation services
- Number of years the agency has carried out projects that are similar to their application

More Information

For more information about the federal Section 5310 program, see FTA Circular C 9070.1H (<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities>).

For more information regarding the policies and procedures CATA follows in administering the Federal 5310 program, please refer to the [Section 5310 Program Management Plan \(PMP\)](#) document.

For more information about the application process, contact the Capital Area Transportation Authority at PlanningTeam@cata.org.

More information about the CPTHSTP for the greater Lansing region can be found at <https://michigancoordinationplans.com/region-6>.