
5310 Grant Workshop Q & A

Transportation Association of Maryland 2022 Conference
Chesapeake Bay Beach Club
September 22, 2022

Questions from the Audience

1. If my agency partners with another agency, does it have to be another non-profit?

The program requires coordination with other Federally assisted programs and services in order to make the most efficient use of Federal resources. In addition, the program seeks to enhance coordination of State and Federally-assisted programs and services in order to encourage the most efficient use of resources and achieve the programs' goal of improved mobility. Coordinating with another non-profit, government agency (such as a department of social services, aging, etc.)

2. Questions on Lien Releases:

- a. If my buses qualify for a lien release in terms of years and mileage, should I move forward with the lien release process even though they will remain in the fleet?
- b. Do vehicles qualify for lien release with miles, age, or both?
- c. After an agency secures a lien release and decides to keep the vehicle in the fleet, do we have to notify MTA?
- d. Disposal of vehicles. How do we dispose of an old vehicle?

Yes, it is a good idea to request a lien release on vehicles that have reached either 5 year OR 150,000 miles regardless if the vehicle will remain in the fleet or it is disposed of following the agency's disposal policy.

Refer to the 5310 Manual (<https://www.taminc.org/5310-manual>) for the procedure for releasing a lien and a template letter and disposal of a vehicle. When MDOT MTA releases the lien, the agency will need to fill out and send to MDOT MTA a non-fare revenue form if the vehicle is sold.

In the letter requesting a lien release, the agency will indicate if the vehicle will continue to be used in the fleet, will be used as a backup vehicle or will be disposed of by the agency following the agency's disposal policy.

Once the agency receives the signed lien from MDOT MTA, the agency will take the title with the lien and the lien release to the MVA to receive a clean title.

3. Match for 5310 – Can the match be individual donations? If the match comes from a reserve account, do we have to have access to those funds?

Yes, you will need to have access to those funds, especially if you purchased a vehicle. You will be invoiced for the local match.

4. Coordination – Does a partnership with a Chamber of Commerce qualify as coordination?

Partnering with a Chamber of Commerce specifically regarding your program (e.g. engagement opportunities, promotion of your program, education of your services, etc.) would be an appropriate form of coordination for your agency's transportation program.

5. Procurement? What is the breakdown in dollar amounts for procurement?

It is best to review Chapter 4 on Procurement in the 5310 Manual, but here is the breakdown:

- ***Category I Micro purchases up to \$3,000***
- ***Category II Small Procurements between \$3,001 up to \$15,000***
- ***Category III Small Procurements between \$15,001 up to \$25,000***
- ***Over \$25,000 is a Major Procurement – contact MDOT MTA***

6. Public entities – How many agencies do we need to notify that we are applying for 5310 grant funding?

Agencies should reach out to all of the locally operated transit systems in their area as well as other transportation companies (e.g. coach bus companies) as well as all of the non-profits in the agency's county/region. The importance of this is to ensure that there is no duplication of services.

7. Vehicle Order Sheet – Is the capital purchase still 50/50? If we add features to the bus order after the grant is submitted and awarded, are we responsible for the costs of those additional features solely?

Capital purchases require a 80/20 match: 80% will be the federal amount and 20% will be the local match.

(Answer continues on next page)

If an agency is awarded a vehicle and chooses to add features to the vehicle and the cost of the vehicle is more than the award, then yes the agency will be liable for the cost of the additional features.

8. If we have offices in separate locations (different cities and/or counties) and decide to apply for 5310 in those other offices, is this a separate grant proposal or can we just submit one application covering multiple jurisdictions?

If your agency has facilities in more than one county, then your agency should apply separately for each location.

For example: if your agency wishes to apply for vehicles for the office in Kent County as well as applying for vehicles in Garrett County, then two separate applications should be made. Make sure to distinguish between each agency – for example: Agency A in Kent County and Agency B in Garrett County.

9. When should we expect to receive vehicles ordered during this funding cycle?

It is wise to plan for vehicles to arrive within the second year of the funding cycle. However, depending on the manufacturing cycle you could receive the vehicle early. That is why you should keep the match on hand.

10. When requesting a new vehicle and using an old 5310 vehicle as a backup, is the new vehicle considered an expansion or replacement vehicle?

If a lien was removed on the title of an old 5310 vehicle and the agency decided to use said vehicle as a backup, then the new vehicle being requested in the grant would be considered an expansion vehicle.