



I've Been Awarded A Grant, Now What?

Responsibilities and Obligations

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Housekeeping Notes

WiFi Information - beachclub

Please Silent Phones

Restrooms

Handouts – please take only one per agency



I've Been Awarded a Grant, Now What?

What will we review today?

1. Responsibilities and Obligations
2. Procurement of goods and services
3. ProjectWise Refresher – although new for some

Agenda for this Morning

We will review the following:

- Terminology
- 5310 description
- Fiscal Year
- 5310 Manual
- Funding types
- Requests for Payment
- Payment Process
- Quarterly Reports
- Title VI
- Compliance

Terminology

FTA: Federal Transit Administration

MDOT: Maryland Department of Transportation

MTA: Maryland Transit Administration

OLTS: Office of Local Transit Support

Section 5310: Enhanced Mobility of Seniors & Individuals with Disabilities

MM: Mobility Management

PM: Preventive Maintenance

Match: Federal and/or Local share required for grant

FY: Fiscal year

RFP: Request for Payment

PW: ProjectWise

Responsibilities and Obligations

What is 5310 again?

MDOT MTA 5310 Program

The program purpose is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding mobility options.

FTA 5310 Circular: **FTA C9070.1G**



U.S. Department
of Transportation

Federal Transit
Administration

CIRCULAR

FTA C 9070.1G

July 7, 2014

Subject: ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM GUIDANCE AND APPLICATION INSTRUCTIONS

1. **PURPOSE.** This circular is a reissuance of guidance on the administration of the transit assistance program for seniors and individuals with disabilities under 49 U.S.C. 5310, and guidance for the preparation of grant applications. This revision incorporates provisions of the Moving Ahead for Progress in the 21st Century Act (MAP-21).
2. **CANCELLATION.** This circular cancels Federal Transit Administration (FTA) Circular 9070.1F, "Elderly Individuals and Individuals with Disabilities Program Guidance and Application Instructions," dated May 1, 2007; and FTA Circular 9045.1, "New Freedom Program Guidance and Application Instructions," dated May 1, 2007.
3. **AUTHORITY.**
 - a. Federal Transit Laws, Title 49, United States Code, Chapter 53.
 - b. 49 CFR 1.91.
4. **WAIVER.** FTA reserves the right to waive any requirements of this circular to the extent permitted by law.
5. **FEDERAL REGISTER NOTICE.** In conjunction with publication of this circular, FTA published a notice in the *Federal Register* on June 6, 2014, addressing comments received during development of the circular.
6. **AMENDMENTS TO THE CIRCULAR.** FTA reserves the right to amend this circular to update references to requirements contained in other revised or new guidance and regulations that undergo notice and comment procedures, without further notice and comment on this circular.
7. **ACCESSIBLE FORMATS.** This document is available in accessible formats upon request. Paper copies of this circular as well as information regarding these accessible formats may be obtained by calling FTA's Administrative Services Help Desk, at 202-366-4865.

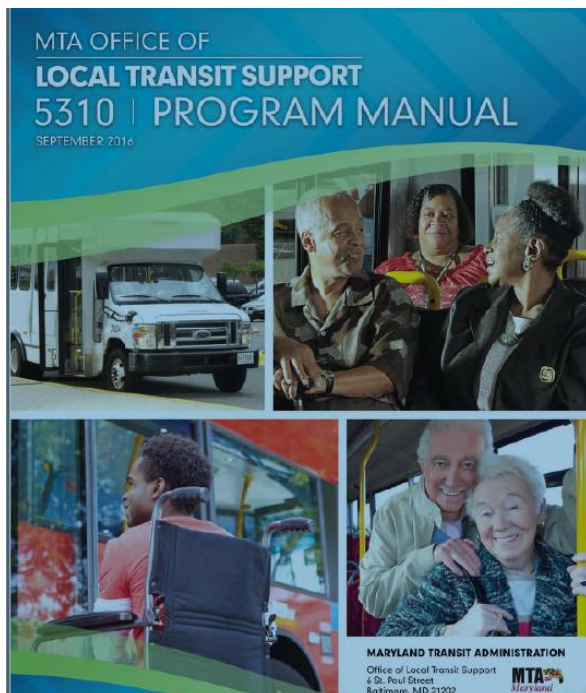
/s/ Original signed by
Therese W. McMillan
Deputy Administrator

Responsibilities and Obligations

What is fiscal year?

- Fiscal year is the year used for taxing or accounting purposes
- MDOT MTA follows the fiscal year of **July 1 to June 30**
- Your agency's fiscal year may follow the calendar year of January 1 to December 30
- The FTA follows the Federal fiscal year of October 1 to September 30

Responsibilities and Obligations



5310 Manual

- Let's take a look at the 5310 Manual which is your 'bible' for this grant.
- It can be found on the TAM website under Resources/Office of Local Transit Support
- Recommend downloading PDF to your desktop

ProjectWise

ProjectWise is a Microsoft based tool for Non-Profit (5310) and Senior Ride recipients who work with the MDOT MTA's Office of Local Transit Support. By using this **ProjectWise** document management system sub-recipients are able to upload requests for payments and accompanying documents.

Implemented in 2011, ProjectWise enables MDOT MTA to collaborate with stakeholders and sub-recipients to improve efficiency, enhance the security and meet regulatory compliance regulations.

If your agency does not have ProjectWise installed on the appropriate manager's computer OR if your agency has changed hardware recently, contact the 5310 Program Manager for the most up-to-date installation package.

Insurance Requirements

Per your successful application and subsequent grant agreement, your agency must send to your 5310 Program Manager a **Certificate of Insurance (COI)** via either hard copy OR electronic copy at least once a year or when your insurance changes for whatever reason.

COIs can be obtained from your insurance company and MDOT MTA **MUST** be named as an additional insured.

- **Comprehensive Business Automobile Liability:** The policy or policies shall cover all automobiles defined as motor vehicles, whether owned, non-owned leased, or hired, to a minimum combined single limit for Bodily Injury and Property Damage of \$1,000,000.
- Each organization must have **collision insurance** for protection of FTA's 80% financial interest in each vehicle. This would include Comprehensive and Collision or Upset Coverage on the vehicle.
- There must be **Uninsured Motorist coverage** for limits of liability of \$30,000 per person, and \$60,000 per accident.
- *Reference: FY25/FY26 5310 Grant Application, Page 100*

Difference between Capital and Operating Expenses

Capital Grant

80% Federal/20% Local Match

Expenses mostly associated with tangible items (except MM):

- Equipment (Vehicles)
- Equipment (non-vehicles e.g. computers)
- Preventive Maintenance
- Other items such as PPE
- Mobility Management

Operating Grant

50% Federal/50% Local Match

Expenses used for operating the vehicle including

- Driver Salaries
- Dispatch Salaries
- Fuel & Oil
- Vehicle Insurance
- Etc. (look at your budget from grant application)



Important Information Regarding Federal Grants

ONLY expenditures incurred during the period of performance on a given grant will be reimbursed. If an agency attempts to bill for expenditures incurred outside of the period of performance, the invoice will be rejected.

For example:

FY2024/FY2025 Operating Period of Performance is July 1, 2023 to June 30, 2025. All expenditures for Operating should be accounted for by June 30, 2025 (the final FY2025Q4 will be accrued and an invoice would follow at the end of the fiscal year) then no additional expenditures will be incurred.

Request for Payment

- There are two types of Request for Payment Forms – one for Capital and one for Operating
- Depending on the type of grant(s) you have, the request for payment form was attached to the grant agreement
- Important information that should be on your request for payment form:
 - Grantee Name
 - Federal ID Number
 - (Grant) Project Number
 - Address

How to Complete the Request for Payment Form

1. **To begin** – you need to have added and copied each expense you have spent in the quarter that you are requesting payment for.
2. You will use the **allowable paid expenses** to show the amount you are requesting.
3. You need to use the correct request for payment form.
4. You will need to use the correct project number for the grant your agency received.
 - a) FY2024/FY2025 Operating = FY24/25-O5310
 - b) FY2024/2025 Capital = FY24/25-C5310
5. After completing the Request for Payment, sign it and upload it to ProjectWise with copy of back-up documentation (budget, receipts, etc. for each invoice for operating or capital)

Request for Payment - Capital

- Important information that should be on your Capital Request for Payment form:
 - Capital Program Outlays
 - Financing of Net Project Cost
 - Federal Share
 - Local Share
 - Local Overmatch
 - Requested Payment
 - Name, Signature, Title, Date

Capital Request for Payment Form

MARYLAND DEPARTMENT OF TRANSPORTATION MARYLAND TRANSIT ADMINISTRATION CAPITAL ASSISTANCE REQUEST FOR PAYMENT

GRANTEE: (Your Agency Name)
 FEDERAL ID NO. Your Agency Federal Identification Number
 PROJECT NUMBER: FY 22/23 - 5310 (Matches Grant for the current FY year you are requesting)

PCA: _____ AOBJ: _____

PAYMENT PERIOD: 7/01/22- 9/30/22 (The Quarter you are requesting)

CHECK PAYABLE TO: Your agency name
 PAYMENT TO BE FORWARDED TO: Your agency Name and County
Agency/County

Your agency address
Street

Your agency address
City State Zip Code

I. CAPITAL PROGRAM OUTLAYS

<u>Project Budget Line Item Code</u>	<u>Project Expenditures</u>	<u>Cumulative</u>
00.00.00 - Description <u>Sample 11.7A.00 Mobility Management</u>	\$ <u>Current Quarter expenses</u>	<u>Previous Amount Plus</u> \$ <u>Current expenses</u>

II. FINANCING OF PROJECT COST

A. <u>Total Federal Share</u> <u>.80000</u> x Project Expenditure	\$ <u>80% of Current expenses</u>	<u>Previous Amount Plus</u> \$ <u>80% of current expenses</u>
B. <u>Total State Share</u> .0000 x Project Expenditure	\$ _____	\$ _____ <u>Previous Amount Plus</u>
C. <u>Total Local Share</u> <u>.20000</u> x Project Expenditure	\$ <u>20% of Current expenses</u>	\$ <u>20% of current expenses</u>

III. REQUEST FOR PAYMENT

Total Federal, State & Local Shares
(Section II, Line A + Line B + Line C) \$ Total shares amount

Total Payment Now Requested \$ Amount you are requesting for reimbursement

Submitted by: Print Your Name Title: Print your Title
 Signature: Sign Your Name Date: Today's date

Request for Payment - Operating

- Important information that should be on your Operating Request for Payment form:
 - Revenue and Expense Summary
 - Financing of Net Project Cost
 - Federal Share
 - Local Share
 - Local Overmatch
 - Requested Payment
 - Name, Signature, Title, Date

Operating Request for Payment Form

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSIT ADMINISTRATION
OPERATING ASSISTANCE REQUEST FOR PAYMENT**

GRANTEE: (Your Agency Name)
FEDERAL I.D. NUMBER: Your Agencies Federal Identification Number
PROJECT NUMBER(S): FY23/23-05310 (Matches Grant for the Operating Grant you are requesting payment)
ADDRESS: Your Agency Address

PCA: _____ AOBJ: _____

	<u>Current Period</u>	<u>Cumulative This FY</u>
I. OPERATING REVENUE AND EXPENSE SUMMARY		
A. <u>Eligible Operating Expenses</u>		
Actual from: <u>Start Date</u> to <u>End Date of Quarter</u>	\$ <u>Current expenses</u>	Previous amount plus current expenses
Total Expenses	\$ <u>Current expenses</u>	Previous amount plus current expenses
B. <u>Operating & Other Revenue Not Includable as Local Share</u>		
Actual from: <u>Start Date</u> to <u>End Date of Quarter</u>	Amount not allowed	Previous amount plus current expenses
Total Revenue	Amount not allowed	Previous amount plus Amount not allowed
C. <u>Total Net Project Cost (Section I, Line A - Line B)</u>	Line A minus Line B	Previous amount plus Amount not allowed
II. FINANCING OF NET PROJECT COST		
A. <u>Total Federal Share</u>		
50.0000% x Net Project Cost	50% of Current expenses	Previous amount plus 50% of current expenses
B. <u>Total State Share</u>		
0.0000% x Net Project Cost	\$ _____	\$ _____
C. <u>Total Local Share</u>		
50.0000% x Net Project Cost	50% of Current expenses	Previous amount plus 50% of current expenses
D. <u>Local Overmatch</u>		
Itemize Local Share by Source	\$ _____ -	\$ _____ -
<u>Your Agency Name</u>	\$ 50% of Current expenses	
_____	\$ _____ -	
_____	\$ _____ -	
III. REQUESTED PAYMENT		
Total Federal, State & Local Shares	Total all expenses	
(Section II, Line A + Line B + Line C + Line D)		
Total Payment Now Requested	\$ 50% of Total Expenses	

Submitted by: Print your name
 Signature: Sign your name
 Title: Print your title
 Date: Today's Date

Form Revised 8/19/16

Required Back Up Documentation with Requests for Payment

Capital

- Receipts for items purchased (e.g. computers, PPE, etc.)
- Receipts for preventive maintenance, supplies
- *Note: PM is for 5310 vehicles only*
- If appropriate, the compliance letter from MDOT MTA

Operating

- Salary information or each person being requested reimbursement for (payroll record sufficient)
- Fuel/Oil receipts
- Etc. follow your application budget

Payment Process

- Upload **quarterly request for payment** and back up documentation in **one PDF document** no later than 30 days after the close of the quarter in ProjectWise to the [02-5310 - SR Invoice Repository](#)
- Quarters for Fiscal Year are:
 - Q1 is July 1 to September 30
 - Q2 is October 1 to December 31
 - Q3 is January 1 to March 31
 - Q4 is April 1 to June 30
- Program Manager will review and get back with questions and/or issues – do not hear anything assume all is well

Payment Process - Continued

- After program manager reviews and approves, request goes through two more checks within OLTS
- The approved Request for Payment is submitted to MDOT MTA Capital Programming for final review/approval
- Then it is submitted to Finance for Payment
- Typically the payment is done electronically from MDOT MTA to your agency

The entire process takes approximately 30 days after program invoice is approval by MDOT MTA OLTS. If you do not see payment within 45 days from when it was submitted, please reach out to the 5310 Program Manager to track it for you.

Please remember that during the month of July there may be a delay due to the end of the year processes.

Quarterly Reports

1. Section **5310 Quarterly Reports** are due no later than 30 days after the end of the quarter.
 - a) These reports provide the 5310 Program Manager with information regarding the use of your 5310 vehicles for each quarter.
 - b) The Program Manager tracks the ridership for each quarter/year.

2. **Title VI Reports** are due no later than 30 days after the end of the quarter.
 - a) The 5310 Program Manager tracks the report information and stores the reports in ProjectWise should the FTA wish to review.
 - b) Should a report come in with a violation, then it is reported to the MDOT MTA Office of Compliance and agency should follow up with Program Manager

Quarterly Reports are due no later than 30 days after the Quarter

Quarterly Reports

Page One

MARYLAND SECTION 5310 QUARTERLY REPORT

Due to the MTA's Office of Planning by the 15th of the month following each quarter per grant agreement

Organization: _____

Fiscal Year: _____
 Quarter: Jan-Mar Apr-June
 July-Sept Oct-Dec

Please note any change of name or address: _____

A. CLIENT TRANSPORTATION SERVICE DESCRIPTION

1. We provide transportation for people who have the following characteristics (please check all that apply on a regular basis):
 are elderly have disabilities use wheelchairs Other (please describe:) _____
2. We provide transportation for the following activities (please check all that apply on a regular basis):
 Adult Day Care Senior Center Rehab Center Medical Employment Education
 Social/Recreation Shopping Other (please describe:) _____
3. Total number of vehicles used in client transportation: _____ Number of backup vehicles: _____
 Of your total fleet, how many vehicles are equipped with wheelchair lifts/ramps? _____
4. Did your agency participate in any transportation coordination activities this quarter?
 No Yes—Please describe: _____
5. How many individuals have access to your agencies 5310 vehicles (could be entire clientele) _____

B. OPERATING DATA: Provide the following information for each Section 5310 vehicle. If your agency has more than three S. 5310 vehicles, attach additional forms as necessary.

	TOTAL	Section 5310 Vehicle ID #:	Section 5310 Vehicle ID #:	Section 5310 Vehicle ID #:
		Model year: _____	Model year: _____	Model year: _____
VEHICLE MAINTENANCE EXPENSES (include preventive maintenance, & repairs)				
VEHICLE HOURS IN SERVICE				
VEHICLE MILES IN SERVICE				
TOTAL ONE-WAY PASSENGER TRIPS (one round trip = two one-way trips)				
BRIEFLY INDICATE HOW EACH 5310 VEHICLE IS BEING USED (include trip purpose and county served)				
ODOMETER READING (end of quarter; 5310 vehicles only)				
# OF DAYS OPERATED DURING QUARTER (5310 vehicles only)				

OPERATING EXPENSES: If you are charging any operating expenses for the quarter, enter the total amount for the quarter. Also provide a copy of the Operating Request for Payment Backup sheet to document your operating expenses				
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C. INSURANCE CERTIFICATION: Section 5310 Vehicles that continue to be titled to the MTA must be insured with the following minimum insurance limits: \$100,000 personal injury per person, \$300,000 personal injury per accident, \$50,000 property damage, uninsured motorist coverage for \$20,000 per person and \$40,000 per accident, comprehensive and collision coverage with a maximum deductible of \$500. The authorized signature below indicates that this requirement continues to be met.

D. MAJOR SAFETY/SECURITY INCIDENTS: Provide the following information in total for all transportation services that are provided using Section 5310 vehicles. Note that fatalities and other major incidents, as defined below, must be reported to MTA as soon as possible after the occurrence as well as on this form.

1. REPORTABLE INCIDENTS: _____

Report the total number of safety or security incidents occurring on Section 5310 vehicles (either on board, or as a part of maintenance or repairs to the vehicle) during the quarter that results in one or more of the following conditions:

- a. A fatality confirmed within 30 days of incident
- b. An injury requiring immediate medical attention away from the scene for one or more persons
- c. Property damage equal to or exceeding \$25,000
- d. An evacuation for life safety reasons

2. FATALITIES: _____

Report the total number of deaths, including suicides but excluding deaths that are a result of illness or other natural causes, confirmed within 30 days of a reported incident.

3. INJURIES: _____

Report any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.

Prepared by _____
 Authorized Signature _____

Phone (____) _____
 Date _____

Quarterly Reports are due no later than 30 days after the Quarter

Title VI

1. Title VI Plans

- a) Please note that a new Title VI process will be underway later this year.
- b) Agencies new to 5310 or those agencies that did not submit one yet will need to complete a Title VI Plan - the 5310 Manager will be in touch with you.
- c) Title VI Reports are due when you submit your quarterly report

Agency: _____

TITLE VI/LEP, EEO, ADA COMPLAINT LOG

Date of Complaint	Nature/Type of Complaint, Summary of Allegation	Status, Findings, Action Taken	Title VI/LEP	EEO	ADA	Date Closed

Name: _____

Date: _____

Sample Title VI Report

Performance/Compliance Reviews



For those who missed the in-depth session on Performance/Compliance Reviews:

- Per the FTA 5310 grant process, every three to five years MDOT MTA is required to conduct Performance Reviews for sub-recipients
- OLTS Staff will start process again in September 2023
- The 5310 Manager will contact you when it is time for your agency's review

Performance/Compliance Review

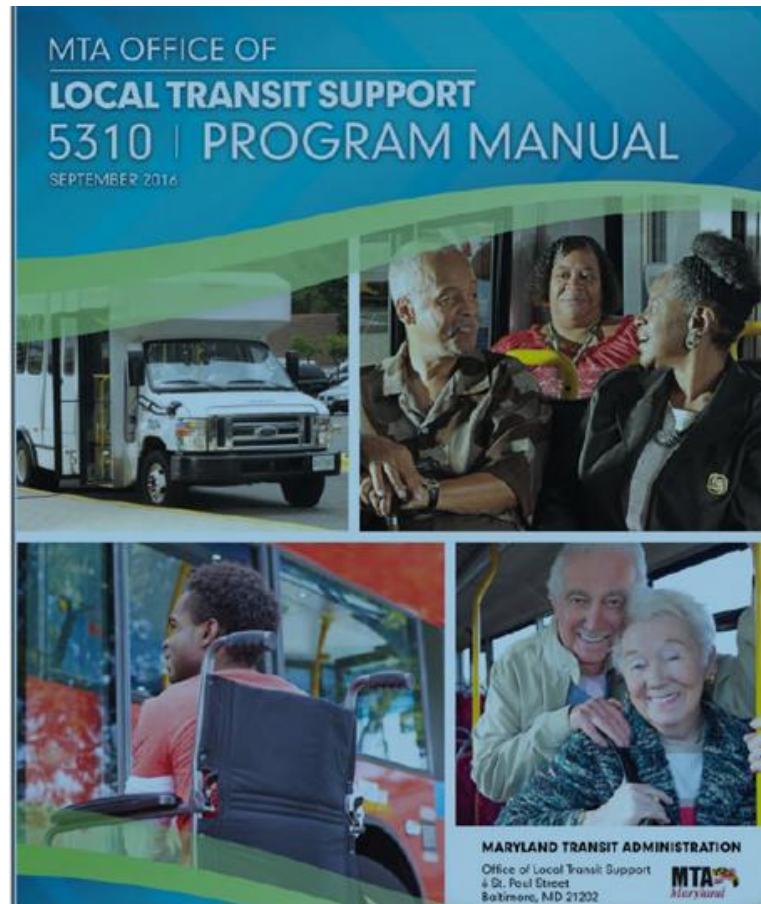


The process involves

1. A desk-top review (mostly of items contained in the 5310 grant application process)
2. On-site visit
3. Review of Procedures and Processes
4. Inspection of vehicles
5. Follow up request should more information be needed
6. Close-out letter once process is completed

When it is your agency's turn for a performance/compliance review you will receive more information BUT it would be in your best interest to make sure that you have all your policies and procedures up-to-date.

This concludes this Brief Overview of the 5310 Program



General Questions???



Need additional assistance?

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MDOT MTA OLTS

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