

## Section 5310 Workshop Question and Answer Sessions – January and June 2018



### SFY2019 Section 5310 Workshop FAQ's (June 2018)

*What's the impact on this year's program award eligibility if we received funds from previous programs?*

-There is no eligibility impact if you were previously awarded funds through this program.

*Is there any problem with printing the signature page and uploading it to the application?*

-No. This is recommended if you are having issues saving the signature in the Formstack Program. You can also email signature pages to Jim Thompson ([jthompson@mpo.noaca.org](mailto:jthompson@mpo.noaca.org)).

*If we're not a public entity do we have to do a public notice?*

-You do have to do some form of a public notice in order to meet the 30 day public comment requirement. You can provide a notice in local media or you can directly mail/email peer transportation agencies, which provide transportation service in the same service area as you, indicating your intention to apply for federal funds and allowing them to comment directly to you or NOACA within a 30 day window.

*How do you handle a multi-year lease, i.e. a 3 year leasing contract for software?*

-For administrative purposes, NOACA intends to keep Section 5310 Program contracts to a two year or less time frame. NOACA recommends that the applicant seek out a two year option, or an option to pay for three years within a two year time frame.

*Is there an example of a municipality resolution?*

-Yes, this can be found in the application, as Appendix F.

*What is the Useful Life Benchmark, which is to be used for vehicle evaluation?*

-FTA has set a default ULB as the expected service years for each vehicle class. More information can be found here: <https://www.transit.dot.gov/TAM/ULBcheatsheet>

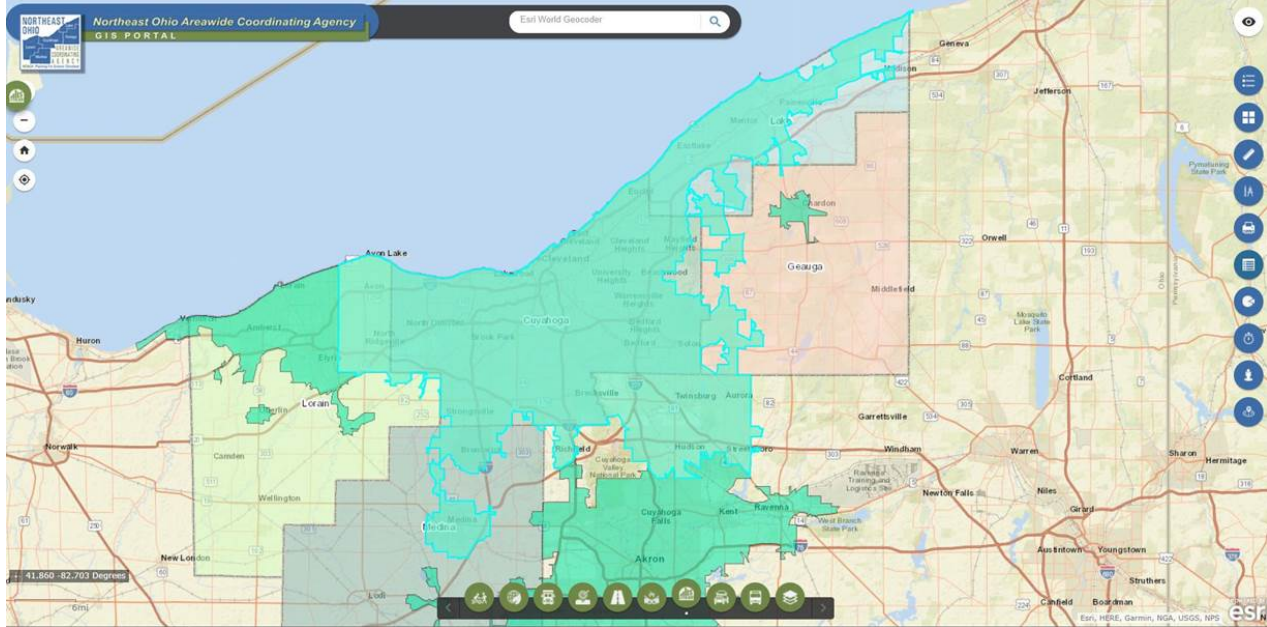
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#### Agency Eligibility

*How can I tell if my service is within the Cleveland Urbanized Area?*

The Cleveland Urbanized area is located within the green area within the light blue outline below. Communities in Summit and Portage Counties will seek funding from the Akron Metropolitan Area Transportation Study (<http://amatsplanning.org/>). Those in Lorain County west and south of the Cleveland Urbanized area (including the cities of Lorain and Elyria) as well as those in rural Geauga and Medina Counties (including Chardon and Lodi) will apply to ODOT's Section 5310 Program (<http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/Specialized.aspx>).

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-For a more detailed look, visit the NOACA GIS Portal link to view a regional map with a Cleveland Urbanized Area overlay. <http://gis.noaca.org/Portal/>

- 1) Click on the Socioeconomic layer circular link at the bottom of the page (4<sup>th</sup> from the right).
- 2) Scroll to the bottom of the list of layers and click on “Urban Area 2010.” If you click on the arrow to the left of “Urban Area 2010” a dropdown list including “Urban Area 2010” and “Adjusted Area 2010” should appear below that, both of which should be clicked on. These two layers constitute the eligible geographical area for NOACA’s Section 5310 Program (as seen above).
- 3) You can change the transparency of those layers (to better view your location on the map) by clicking on the drop down and choosing Transparency. Sliding the transparency to 50% will give you a clear view of the underlying map.
- 4) If your service area is mostly within one, or both the “Urban Area 2010” and/or the “Adjusted Area 2010,” it meets NOACA’s Section 5310 location requirements.

*If my agency has already received 5310 funding in the past, are we eligible?*

-Your agency is permitted to apply again. If you have been awarded funding in the past, please include an update on your previously funded project in the application.

*My agency serves a range of clientele from different sites/locations. Can we apply for multiple vehicles and should we apply for each vehicle separately?*

-You are permitted to apply for as many vehicles as your project requires. If the request is coming from one entity (agency, municipality, non-profit) you need only submit one application.

*Is there a preference for a type of applicant versus another?*

-No preference is given based on type of applicant. Each competitive application is scored by demonstration of project need, coordination, and the applicant’s ability to carry out the project, not by the type of organization that submits the application.

### **Projects and Funding**

*What are some examples of mobility management?*

*Updated 6/28/18*

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-Connecting people with rides and helping clients get to where they need to go. Mobility management can include travel training projects.

*Can a subscription be funded (ex. subscription with software, etc.)?*

-Subscriptions can be approved for funding, however, the time frame for project contracts is generally one year.

*What can be used for a local share (20%)?*

-Any funding that is NOT from the United States Department of Transportation (DOT). Local taxes, fares, other grants, donations, and income from transportation contracts are just some examples.

### **Public Outreach/Notice**

*Can I advertise in local or community paper?*

-Yes. The intent is to get information out to the most people in your community as possible. You can advertise in as many locations as you like, with a high-circulation newspaper at minimum.

*Do you provide an example of a public notice?*

-An example is provided in the 5310 application, Appendix B.

*Are there different public notification requirements for public entity vs. for profit, non-profit?*

-Yes, public entities and municipalities must publish a public notice and then hold a public meeting for feedback. Non-profits and for-profits can publish a public notice OR send notification letters to similar agencies in the area. **All agencies must allow 30 days for comment after initial notification.**

*If we use more than one method of notification, when should we begin the 30 day period?*

-Start the 30 day comment period after publication of your notice in the source with the greatest reach (mass media-newspaper, television).

*If my non-profit sends out notification letters, can NOACA review the letter we intend to send?*

-NOACA can review the letter you intend to send to peer agencies. We can also suggest like-agencies for your organization to send your letter.

*Is a social media notification permissible?*

-Social media posts and notifications which reach a large audience are certainly encouraged. However, it should not be your only or main source of outreach. It is suggested to use mass media (newspaper, television) as the main source for reaching as many people as possible.

*How do we let NOACA know we have fulfilled the public notice requirement?*

-Applicants can submit proof of public notice in any number of ways: a copy of the newspaper ad and/or receipt of payment for ad, screenshot of online advertising, social media post, payment for ad for television or radio, etc.

*What if my agency is unable to publish notification or host a meeting by the deadlines?*

-Please contact Jim Thompson ([jthompson@mpo.noaca.org](mailto:jthompson@mpo.noaca.org)) as soon as possible if you anticipate issues meeting public notice deadlines.

### **Application Submission**

*Updated 6/28/18*

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*If I have extra information or attachments that I am unable to add at the end of the application, can I send those via email to NOACA?*

-Yes, but please make every effort to upload all documentation at the end of the application.

### **Project Scoring**

*What is NOACA looking for in high-scoring applications?*

-NOACA is looking for projects which align with the goals of the Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio (found [here](#)). We are also looking for projects that emphasize coordination with other agencies and creatively utilize the funds.

### **Other Questions**

*Does our agency need to sign the FTA Certifications and Assurances and include in the application?*

-Entities will only need to review and sign Certs and Assurances if they are granted funds for their project. This is done after awards are announced and agencies have started working with NOACA on funding agreements.

*If NOACA is now able to hold the application process every year, will the timelines be similar each year?*

-It is NOACA's goal to hold yearly application and funding cycles with similar scheduled timelines.