# 2027
# FTA SECTION 5310
# APPLICATION
## Mobility of Seniors and Individuals with Disabilities




**Rapid City Area Metropolitan Planning Organization**
**300 Sixth Street Rapid City, SD 57701**

**Kelly Brennan**
**Kelly.Brennan@rcgov.org**
**605-394-4120**

*The Rapid City Area Metropolitan Planning Organization (MPO) provides services without regard to race, color, gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.*

*Any person who has questions concerning this policy or who believes they have been discriminated against should contact Kip Harrington with the Rapid City Area MPO at 605-394-4120.*

# 2027 FTA SECTION 5310
# FUNDING PROCESS OVERVIEW / APPLICATION INFORMATION
# FOR MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

## Submission:

**Applications available**: November 7, 2026

**Applications due**: December 9, 2026 by 4:00 p.m. MST

A paper copy of the application must be submitted. Original signatures are required where appropriate. Mail or deliver the original to:

Kelly Brennan, Long Range Planner III
Rapid City Area Metropolitan Planning Organization
300 Sixth Street
Rapid City, SD 57701

Please read the Funding Process Overview / Application Information before you attempt to complete the application. It will give you a better understanding of the Program and the information that should be included in your application.

After you have answered all of the questions on the application, if needed, you may add a narrative at the end of the application to describe the project in more detail.

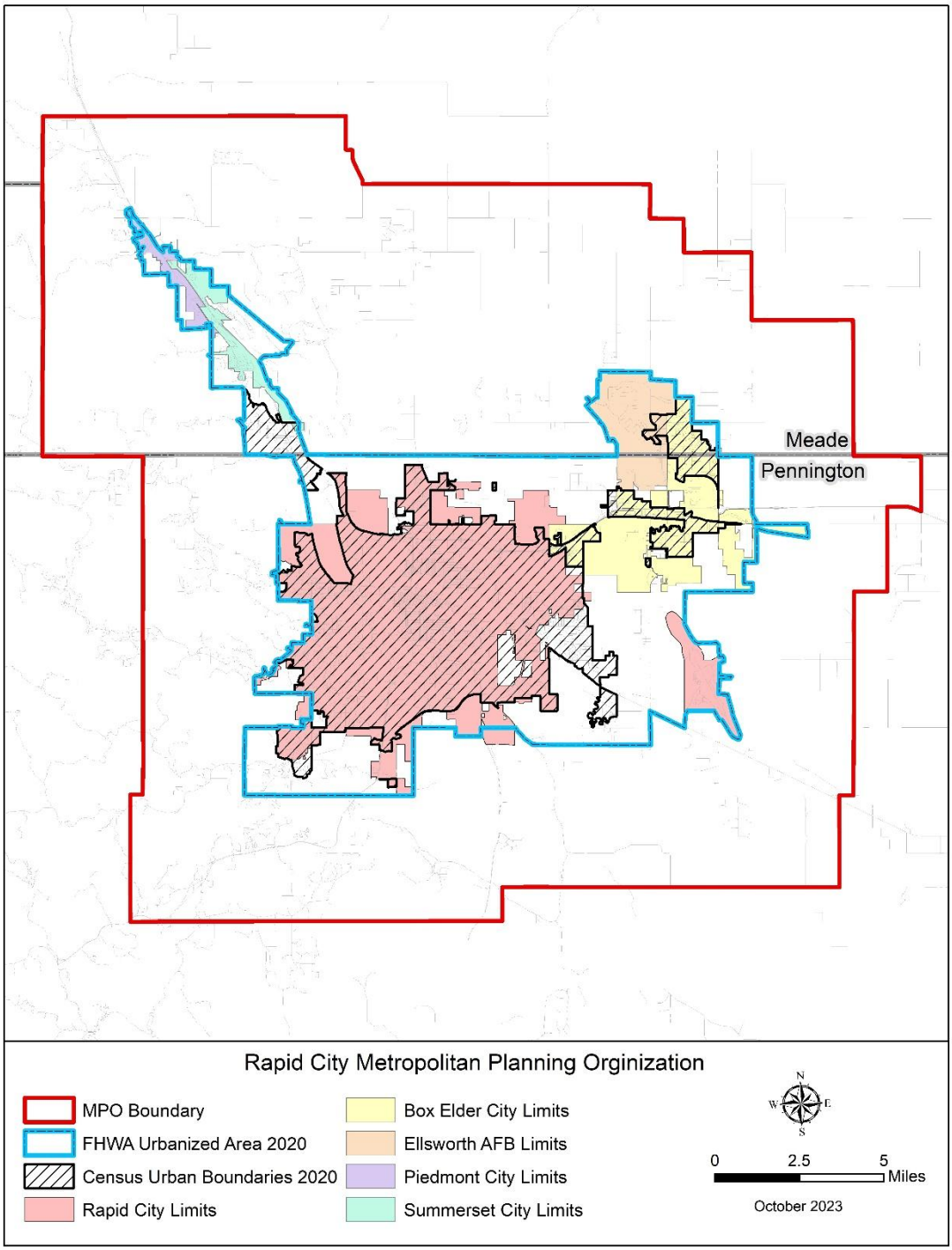
Incomplete or late applications will not be accepted.

The Rapid City Area Metropolitan Planning Organization will provide a recommendation to the South Dakota Department of Transportation no later than March 1, 2027.

Please email all questions to Kelly.Brennan@rcgov.org

## Eligible Area

Applications will be accepted only from organizations which serve Persons with Disabilities and/or Seniors in the Rapid City Metropolitan Planning Organization's Urbanized Area, as shown in blue on the map below.



## Coordinated Public Transit - Human Services Transportation Plan

All projects that are approved for funding must be included in the Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan). In this context, project means strategy, activity or action.

The Coordinated Plan examines transportation needs of certain targeted groups, strategies intended to address those needs, and ways to coordinate services among the many providers of transportation services and providers of human services. The Coordinated Plan is located at: https://southdakotacoordinatedplans.com/rapid-city-area/

## New Public Organization/Entity Approval Process

Per the South Dakota Department of Transportation (SDDOT) State Management Plan (SMP) a public organization or private entity that has not received Section 5310 funding from the department must be approved by SDDOT and certify to the SDDOT that no nonprofit organizations are readily available to provide transportation services for seniors and individuals with disabilities.

The public organization/entity must submit the following items as part of the request for SDDOT approval

- Written request for approval must include:
  - Type of transportation provided
  - Number of passengers served
  - Current and projected ridership
  - Coordination efforts with other current transportation providers (past and future)
- Bylaws
- Articles of Incorporation
- Mission Statement
- Tax designation

SDDOT will review the request based on the submitted information. Approval will be based on how the entity and their service complies with the SMP, Federal Transportation Administration (FTA) regulations, state regulations and the goals of public transportation. In addition, consideration will also include coordination efforts the organization\entity has made to coordinate with other transportation services provided in the service area. Before an organization/entity can be awarded funding for Section 5310 funds, a Human Services Coordination Plan must be submitted and approved by SDDOT. Additional information on the process and requirements can be
found in the FTA 5310 circular, with particular attention to Chapter V. The link to the circular: https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf

SDOT will perform a subrecipient risk assessment to determine the organization\entity risk for administering federal funds as required by the FTA.

After consideration of all the items listed above, SDDOT will make a determination and notify the organization/entity whether they have been approved to become a subrecipient.

## Section 5310 Overview

The purpose of the Section 5310 Grant Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

There are two components to the Section 5310 Program.

The **"Traditional"** component of Section 5310 is eligible for
a. A private nonprofit organization; or
b. A state or local governmental authority that:

(1) Is approved by a state to coordinate services for seniors and individuals with disabilities; or
(2) Certifies that there are no nonprofit organizations readily available in the area to provide the service.

These funds help agencies provide transportation services for seniors and disabled individual clients they serve. Traditional projects must comprise at least 55% of available funding.
Examples of the types of projects that may use Traditional program funds include, but are not limited to:

- Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs
- Vehicle rehabilitation or overhaul
- Preventive maintenance
- Purchase and installation of benches, shelters, and other passenger amenities
- Transit related information technology systems
- Acquisition of transportation services under a contract, lease, or other arrangement

The **"Non Traditional/Other Projects"** component of the Section 5310 Program is available for capital and operating expenses that support public transportation services that exceed the minimum Americans with Disabilities Act (ADA) requirements, improve access to fixed-route service, and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or provide alternatives to public transportation that assist with transportation for seniors and individuals with disabilities.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services. Up to 45 percent of Section 5310 funds may be allotted for **"Non Traditional/ Other Projects".**

Eligible subrecipients for **"Non Traditional/Other Projects"** include a state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.

Examples of the types of projects that may use **"Non Traditional/Other Project"** program funds include, but are not limited to:

- Purchasing vehicles and supporting accessible taxi, ride sharing and van pooling

programs
- Enhancing paratransit services beyond the minimum requirements of ADA
- Feeder services
- Making accessibility improvements, such as paths, sidewalks, signage, and other accessibility features, to transit and intermodal stations not designated as key stations
- Supporting the administration and expenses related to a voucher program for transportation services offered by human service providers
- Supporting volunteer driver and aide programs
- Supporting mobility management and coordination programs among public transportation providers and other human service agencies that provide transportation

## Funding Requirements

The Section 5310 Federal share of eligible capital expenses is 80% of the net project costs and the Federal share of eligible operating expenses is 50% of the net operating costs. A local match of 20% is required for all capital projects, and 50% of the net operating costs for the operating project. The local share is 15% for acquisition of vehicles for purposes of complying with or maintain compliance with the Americans with Disabilities Act (ADA; 42 U.S.C. 12101 et seq.) or the Clean Air Act (CAA; 42 U.S.C. 7401 et seq.).

## Application

The application should address these issues as applicable:

- Transportation gaps and barriers should either be identified through the locally developed Coordinated Plan or derived from a documented assessment of needs within the designated communities of concern
- Description of the overall program goals and objectives, showing how the project is consistent with the objectives of the Section 5310 Program
- Description of currently available transportation services
- Description of the specific area the project will service, including pertinent demographic data and/or maps
- How existing resources are being leveraged in support of the project
- How public awareness of the project will be promoted
- Identify clear, measurable, outcome based performance measures to track the effectiveness of the service in meeting the identified goals and the impact the project will have on seniors and/or individuals with disabilities
- Include letters of support from key stakeholders

For projects seeking funds to support program operations, applicants must provide a well-defined service operation plan, including the implementation steps and timelines for carrying out the plan. The service operation plan should include:

- The number of unduplicated persons expected to be served, and the number of trips expected to be provided
- Key personnel assigned to this project and their qualifications
- Organization's ability to carry out the service delivery aspect of the project

For projects seeking funds for capital projects purposes, the applicant must provide a rationale for the use of funds for this purpose, and demonstrate that no other sources of funds are available to meet this need. The application should include:

- An implementation plan and timeline for completing the capital project
- Description of key personnel assigned to this project, and the organization's history with similar types of projects
- Detailed descriptions of vehicles to be acquired and of those being replaced
- Description of the extent and urgency of need for the new vehicle such as age, miles, and condition of current vehicles and how it impacts the services provided
- Provisions to assure the proper maintenance of vehicles
- Provisions to assure the safe operations of vehicles

Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.

## Application Budget

Projects must submit a clearly defined project budget. The budget should:

- Indicate the total amount of funds requested for this project
- Indicate the expenditure type or activity line item, and the amount of funds requested for each as applicable
- Include an explanation of the assumptions used to develop the budget, if applicable, such as estimated cost per trip or other unit of service
- Describe proposed efforts to ensure cost effectiveness; applicant should demonstrate how using this funding leverages resources to the maximum possible extent

## Project Evaluation

Completed applications submitted on time will be part of a competitive selection process coordinated by the Rapid City Area MPO.

Projects will be evaluated on the following:

- Supports local Coordinated Plan and demonstrates willingness to participate in coordinated activities
- Organization's need for funding of project
- Number of persons served, hours of operation, annual miles, and limitations of service
- Organization's ability to continue project in the future; the quality, scope, effectiveness, and sustainability of the project
- Organization's management capability including experience in managing transportation services
- Efficient use of funds

## Project Reporting

If funding is approved for your project, there will be on-going reporting responsibilities. Information such as increases or enhancements that impacted the availability of transportation, individuals served, service miles, coordination efforts, and sustainability may be required. In addition, the funded organization will be required to comply with various federal requirements under 49 U.S.C. 5307 and other Federal certifications and assurances such as civil rights, drug and alcohol testing, procurement and others. These responsibilities and requirements will be outlined through an agreement with the recipient and the SDDOT.

## Section 5310 Program Schedule:

**Applications available**: November 9, 2026

**Applications due**: December 9, 2026, by 4:00 p.m. MST

**Rapid City Area MPO Review, Evaluation and Recommendation Process Ends:**
February, 2027

# 2027 APPLICATION FOR SECTION 5310
# MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

1. Organization/Agency Name:

   Project Name:

   Executive Director or top official:

   Contact person for this project:

   Title:

   Address:

   City: State: Zip Code:

   Phone: E-mail:

1. Is your organization a Public Entity, Private Nonprofit, Public Transit Operator? (Please indicate which)

2. Describe the organization's primary mission. Provide an overview of the agency service area and type of services it offers.

3. Describe your current transportation services.

   **Include information on each of these points:**

   - Describe when (the days and hours that service is available) your current transportation service is operated

   - Describe your ridership eligibility

   - Describe your service area

   - Describe the type of service

- Provide the number of people served

- Provide the number of one way trips

- Describe fare structure

- Provide the number of vehicles your organization currently has in service

4. Describe the service or project you propose using Section 5310 funds for, why the service or project is needed, why public transportation services are not utilized, and how public awareness of the project will be promoted. For vehicle acquisition, include information on vehicle(s) to be acquired and on those being replaced. This should include but not be limited to vehicle cost, vehicle type, seating capacity, etc.

5. For vehicle acquisition, describe the extent and urgency of need for the new vehicle(s) (age, miles, condition, etc.) and how it impacts the services you provide.

6. This application request is for:

**Capital Costs:**

| Federal Amount (80%) | Local Matching Amount (20%)* | Total: |
|---|---|---|
| $ | $ | $ |

* The local match is 15% for acquisition of vehicles for purposes of complying with or maintaining compliance with the Americans with Disabilities Act (ADA; 42 U.S.C. 12101 et seq.) or the Clean Air Act (CAA; 42 U.S.C. 7401 et seq.

**Operating Costs:**

| Federal Amount (50%) | Local Matching Amount (50%) | Total: |
|---|---|---|
| $ | $ | $ |

7. If funded, what is the project beginning and end date?

8. Is this a new service? For vehicle acquisition, state if this is a replacement or expansion of your fleet.

9. Describe how the project will increase transportation options and enhance the quality of transportation services for seniors and individuals with disabilities. **Also, include annual projected information on each of these points where applicable:**

   - The geographic service area

   - The number of unduplicated persons served

   - The number of one-way trips

   - User fees

   - The days and hours the service will be available

   - Percent of total customer base and/or one-way trips located within the MPO urbanized area

10. For vehicle acquisition, discuss provisions made to assure the proper maintenance of vehicles.

11. For vehicle acquisition, discuss provisions made to assure the safe operations of vehicles.

13. Describe how the project will support the strategies identified in the Coordinated Plan located at: https://southdakotacoordinatedplans.com/rapid-city-area/ (can be emailed upon request).

**Include information on each of these points:**

- How does your project support the strategies identified in the Coordinated Plan?

- How will your project fill current gaps in transportation services?

- Using sources other than the Coordinated Plan, document the need for this project. Include demographic, geographic, survey and/or other data which shows a need for this project

- Describe how this project may be coordinated with other organizations in the community

14. Can all requests and needs for transportation services be accommodated with the existing transportation services in the community? If not, how many individuals do not participate (provide number of trip denials) due to lack of transportation services on average per month? Describe the extent and urgency of the need. Describe why the existing public transportation services (such as public bus or paratransit) are unavailable, insufficient, or inappropriate to meet the work related transportation needs proposed to be served by this project.

15. Describe the experience, knowledge, technical and administrative ability, and financial capacity the organization possesses to successfully and efficiently manage this transportation project and serve the target population. Does the organization have experience in receiving federal grants?

16. For vehicle acquisition, describe the experience, knowledge, technical and administrative ability, and financial capacity the organization possesses to successfully and efficiently select, acquire, and maintain the vehicle(s).

17. How does your organization raise local funds? Does the organization make use of locally available financial resources and leverage these resources to the largest extent possible? Does the organization have a reasonable expectation that these local funds will continue to be available in the future?

18. How will your organization coordinate this project's services with other local organizations and how will the proposed project complement, rather than duplicate those services?

19. Attach original resolution approved by board, along with a copy of minutes that confirms organization's ability and desire to commit matching funds for project if approved (Sample resolution attached).

**You may attach additional pages and add any additional material which may be helpful in assessing your application. This could include a more detailed project and organization description, needs assessment, ability to service target populations, project effectiveness, program sustainability, fiscal and managerial capability, etc.**

## Project Budget

Federal funds may be used as match source with the exception of Department of Transportation funds. For capital projects, a 20% local match is required. For operating expenses projects, a 50% match is required. The local share is 15% for acquisition of vehicles for purposes of complying with or maintaining compliance with the Americans with Disabilities Act (ADA; 42 U.S.C. 12101 et seq.) or the Clean Air Act (CAA; 42 U.S.C. 7401 et seq.

**Total Federal funding requested.**

**$**

**Match amount and funding source(s) (Source cannot be Department of Transportation)**

**$**

## For Capital Project Requests Only:

| Item | Quantity | Unit Cost | Subtotal |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total Capital Cost | |
| | | | |
| | | Annual Operating Revenue derived from this project | |

## For Operating Project Requests Only:

| Expense | Federal Funds | Match Funds | Total |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Operating Cost | | | |
| | | | |
| | | Annual Operating Revenue derived from this project | |

## Resolution

## AUTHORIZING RESOLUTION FOR A NON-PROFIT ORGANIZATION

A resolution of **(Name of Organization)** recommending approval of an application to the Rapid City Area Metropolitan Planning Organization for assistance in providing transportation services to **(Target Population to be Served)** in the **(Service Area).**

**WHEREAS, (Name of Organization)** is submitting an application to the Rapid City Area Metropolitan Planning Organization for **(Operating)** or **(Capital)** assistance for **(Project Name and Brief Description of Project).**

**WHEREAS,** the contract for financial assistance for **(Operating)** or **(Capital)** projects require that **(Name of Organization)** obligate local funding equal to **(Twenty Percent 20%)** or **(Fifty Percent 50%)** of the total project cost, being **$(20% or 50%)** of **$ (Total Project Cost)**.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of **(Name of Organization)** that **(Organization Officer)** is authorized to commit organization resources, to execute and file an application for and to contract on behalf of **(Name of Organization)** with the Rapid City Area Metropolitan Planning Organization to aid in the financing of **(Project Name)**.

_____
(Printed Name and Title)

_____
(Signature)

_____
(Date)

## Certification

The information in this application is public record. To the best of my knowledge and belief, all data in this application is true and correct. If funding is awarded, the applicant will comply with the necessary Certifications and Assurances and will agree to sign an operating agency agreement which will detail those Certifications and Assurances as well as other applicable rights and responsibilities.

The undersigned is an authorized representative of the Applicant and possess adequate authority under applicable state and local laws and the Applicant's by-laws or internal rules to sign below.

| | |
|---|---|
| _____ | _____ |
| Applicant | Date |
| _____ | _____ |
| Title | Organization |

South Dakota Department of Transportation
Office of Air, Rail and Transit
700 E. Broadway Ave.
Pierre, SD 57501

# FTA Section 5310 — Vehicle Grant Program

## What You Are Agreeing to If You Receive a Vehicle

Before you apply for a federally funded vehicle under the Section 5310 program, we want you to have a clear picture of what comes with it. Obtaining a federally funded asset comes with responsibilities that will last for the life of the asset. Receiving a vehicle is not just receiving a vehicle—it comes with ongoing federal and state obligations that remain your responsibility for its entire operational lifespan.

This handout is intended to make you aware of these obligations. Please keep in mind that these obligations could change during the period you operate the asset, requiring ongoing compliance with updated federal and state guidelines.

**Important:** This handout is not meant to discourage you from applying. It is meant to help you make an informed decision and prepare your organization before you commit.

**Who Does This Program Serve?**

- Section 5310 funds are designated specifically for organizations that provide transportation to seniors and individuals with disabilities.
- Your organization must demonstrate that the vehicle will be used primarily for this population.
- Faith-based organizations, nonprofits, and public agencies may all be eligible — but the service purpose must be clear.

If awarded:

1. **The Vehicle Must Be Procured according to Federal and State Law**

- All procurement actions must strictly adhere to the specific federal and state regulations outlined in your award agreement.
- You are required to maintain a complete and accurate audit trail of the entire procurement process, including solicitations, bids, and final selection justifications.
- Should any complications arise during the procurement process or if you encounter delays in meeting established timelines, you must notify the South Dakota Department of Transportation (SDDOT) immediately.
- All acquisitions must ensure fair and open competition to maintain transparency and eligibility for federal funding.

**2. The Vehicle Must Be Used for the Approved Purpose — Always**

The vehicle is a federal asset. What does that mean?

That means the vehicle must be used to transport seniors and/or individuals with disabilities as described in your application.

- It cannot be used for personal errands, fundraising events, or any non-program purposes.
- If your program changes and the vehicle is no longer needed for the original purpose, you must contact the South Dakota Department of Transportation (SDDOT) immediately and then we will guide you in the proper method of transferring or disposing of the vehicle.
- Sharing the vehicle with another agency is possible but requires written preapproval from SDDOT.

Think of it this way: the federal government is a silent co-owner of this vehicle for as long as it has a federal interest in it, which is generally the life of the vehicle.

**2. The Vehicle Must Stay in Service for Its Full Useful Life**

You cannot retire or dispose of the vehicle early just because it has high miles or your program changes. FTA sets minimum useful life standards:

| Vehicle Type | Minimum Years | OR Minimum Miles |
|---|---|---|
| Van/SUV/Sedan (under 30 ft) | 4 years | 100,000 miles |
| Medium vehicle (30–35 ft) | 5 years | 150,000 miles |
| Large vehicle (over 35 ft) | 12 years | 500,000 miles |

Early disposal without SDDOT and FTA approval is a serious compliance violation and may require you to repay federal funds. Always contact the SDDOT with any questions before disposing of the vehicle.

**3. You Are Responsible for Maintenance**

Your organization — not the SDDOT nor the FTA — will be responsible for keeping the vehicle properly maintained, safe, and roadworthy.

- You must have a written asset maintenance plan that is approved by your board and the SDDOT. It will include a preventive maintenance (PM) schedule that your organization will follow, and it will be subject to review during the scheduled SDDOT inspections.
- All performed maintenance must be logged within the state grant management platform, and physical records must be kept on file for the life of the vehicle and available for SDDOT review.
- Any accident or major damage must be reported to SDDOT within 5 business days.

**4. You Must Carry Insurance — Every Year**

- You must maintain liability insurance in accordance with South Dakota state law.
- SDDOT must be listed as an additional insured or certificate holder on the policy.
- You must send updated proof of insurance to SDDOT every year.

- If coverage lapses for any reason, you must notify SDDOT within 10 business days.

**5. You Cannot Sell, Transfer, or Dispose of the Vehicle on Your Own**

- You may not sell, donate, trade in, transfer, or scrap the vehicle without written approval from the SDDOT.
- If the vehicle is sold and has remaining federal value (fair market value over $10,000), a portion of the proceeds must go back to the federal program or be used for approved transit purposes.
- Even at the end of the vehicle's useful life, you must follow SDDOT's disposition process before doing anything with the vehicle.

**6. Reporting Requirements**

As long as the vehicle remains in service, you will have periodic reporting obligations to SDDOT:

- Submission of monthly ridership reports to the state's grant management.
- Annual certification form submission to the state's grant management platform.
- Annual proof of insurance submission to the state's grant management platform.
- Confirm the vehicle is still in active service for the approved program.

*Missing an annual certification is a compliance issue. SDDOT is required by FTA to track these.

**7. You Must Comply with Civil Rights Requirements**

Federal funding comes with civil rights obligations that apply to your entire organization, not just this vehicle.

- Title VI of the Civil Rights Act: You may not discriminate based on race, color, or national origin in any part of your program.
- Americans with Disabilities Act (ADA): You must provide accessible service and may not discriminate based on disability.
- You must have a Title VI complaint procedure in place and make it available to riders.

**8. SDDOT Will Monitor Your Organization**

Accepting federal funds means accepting oversight. SDDOT is required by FTA to monitor all subrecipients.

- SDDOT will schedule and conduct biennial asset inspections of the vehicle(s). During the asset inspection visit, we will review your records, inspect the vehicle, interview staff, and observe operations.
- If we find issues, you will be required to correct them within a specified timeframe.
- Repeated or unresolved findings can affect your eligibility for future funding.

**9. You Must Keep Records for Years**

- All financial and operational records related to this vehicle must be retained for at least 3 years after you submit your final expenditure report.
- Records may be kept electronically but must be organized and accessible.
- Federal auditors — not just SDDOT — have the right to review your records.

**Before You Apply — Ask Yourself These Questions**

- Does our organization have the staff capacity to manage ongoing reporting and recordkeeping?
- Do we have a maintenance plan — or can we create one before the vehicle arrives?
- Do we understand our insurance obligations, and can we afford continuous coverage?
- Are you prepared for SDDOT monitoring visits and federal oversight?
- Is your leadership aware that this vehicle comes with multi-year federal obligations?
- Do you know whether drug and alcohol testing rules apply to your drivers?

If you can answer yes to all of these — or are willing to get there before the vehicle is delivered — then you are ready to apply.

If you have questions about any of these requirements before submitting your application, please contact your SDDOT transit 5310 grant manager at 605-773-3014.

SDDOT Office of Air, Rail and Transit — 700 E. Broadway Ave., Pierre, SD 57501