

**FTA Recipient Award Toolkit
Section 5310 Enhanced Mobility of Seniors and
Individuals with Disabilities Program
Specific Inclusions**



Federal Transit Administration

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Version Log

The following table records the history of modifications and successive editions of this document.

Version	Updates	Version Date
1.0	Developed a Section 5310 program-specific toolkit from existing FTA resources.	05/08/2026

Legal Notice

Notice: This guidance document is not legally binding in its own right, and the Federal Transit Administration will not rely upon it as a separate basis for affirmative enforcement actions or other administrative penalties. Conformity with this document (as distinct from existing statutes and regulations) is voluntary only, and nonconformity will not affect rights and obligations under existing statutes and regulations. This toolkit does not relieve recipients of the need to thoroughly review relevant FTA program circulars and applicable Federal regulations. FTA does not require recipients to adhere to the recommendations in this document, except to the extent to which they cite Federal regulations.

Toolkit Purpose & Orientation

Overview

The **Federal Transit Administration (FTA) Recipient Award Toolkit** may be used as reference material for developing applications for awards in the Transit Award Management System (TrAMS) and is intended to provide helpful information to recipients regarding application development, consistent with FTA Circulars and other information materials. This document, **Section 5310 Program Specific Inclusions**, provides FTA recipients with recommendations for developing grant applications specific to the Section 5310 grant program. This document offers program-specific guidance around program requirements (including eligibility and match requirements), recommended application inclusions, and application sample language.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. FTA recommends that recipients consult the [TrAMS User Guide](#) while navigating TrAMS. Throughout the application development process, continue coordinating with assigned regional representatives to support areas requiring additional clarification beyond the TrAMS User Guide.

By following the recommended language and documentation standards outlined in the **FTA Recipient Award Toolkit**, recipients can:

- **Streamline Application Review:** These suggested approaches to application development, relevant to specific programs, are intended to help ensure that the key information in your application is clearly presented. This can reduce the possibility of later requests for clarification and can accelerate the path to a grant award.
- **Facilitate Grant Management:** Using a standardized format for critical program data within the application often makes managing the grant, from initial review through closeout, more efficient for both the recipient and FTA staff.

Toolkit Structure

This document is part of a larger **FTA Recipient Award Toolkit** which provides a framework for all TrAMS applications. All of the toolkit documents are linked on the FTA website at: <https://www.transit.dot.gov/funding/grants/applying/fta-recipient-award-toolkit>.

- **General Application Development Information:** provides recipients with an understanding of the processes, approaches, and best practices of a TrAMS award application, including preliminary work for application development; considerations for application planning; and key elements of an award, such as the executive summary, application projects, and budget descriptions.
- **Program Specific Inclusions:** expands on the General Application Development document by providing recipients with accessible information for application

development for the grant programs listed below, including program descriptions, program-specific applicability requirements, match percentages for funding, and navigation support for FTA Program Circulars.

- **Section 5307:** Urbanized Area Formula Program
- **Section 5310:** Enhanced Mobility of Seniors and Individuals with Disabilities Program
- **Section 5311:** Formula Grants for Rural Areas Program
- **Section 5311(c)(2):** Public Transportation on Indian Reservations (Tribal Transit) Program
- **Section 5337:** State of Good Repair Grants Program
- **Section 5339:** Grants for Buses and Bus Facilities Program

Acronyms and definitions for terms used in this toolkit are provided in the applicable [FTA Circulars](#).

This toolkit is subject to change without notice. When available, hyperlinks to source documents are included so that users have access to the most up-to-date information.

Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Program

Program Introduction and Application Considerations

Overview: FTA apportions Section 5310 funding to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available.

The following application considerations are unique to Section 5310 funding:

5310 Program Considerations
<ul style="list-style-type: none">• Projects selected for Section 5310 funding must be included in a locally developed, Coordinated Public Transit-Human Services Transportation Plan.¹
<ul style="list-style-type: none">• Traditional Section 5310 projects can be carried out by private nonprofits or by a state or local governmental authority.² Specifically, the project can only be carried out by a state or local governmental authority if:<ul style="list-style-type: none">○ The state or local government authority has certified that there are no private non-profit organizations in the area that can provide the services;○ Or the authority is approved by the state to coordinate services for seniors and individuals with disabilities.³

Executive Summary – Recommended Inclusions

For Section 5310, it is sufficient to follow the **Executive Summary** guidelines provided in the [Recipient Award Toolkit - General Application Development Information](#) document.

Award Description – Recommended Inclusions

In the application **Award Description**, provide a brief description outlining the Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, and Subrecipient Activities pertaining to the application.⁴ A sample Award Description with recommended

¹ Required per 49 U.S.C. 5310(e); for more information see [FTA Circular 9070.1H Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance](#) (Chapter 5, Section 1, Pg. V-6)

² [FTA Circular 9070.1H Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance](#) (Chapter 3, Section 6, Pg. III-5)

³ Per 49 U.S.C. 5310(b)(1), see [FTA Circular 9070.1H Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance](#) (Chapter 2, Pg. II-2)

⁴ [FTA Circular C5010.1F Award Management Requirements](#) (Appendix B, Section 3, Pg. B-3)

language for a Section 5310 application is provided below; alter the details for your specific application:

- **Purpose:** The purpose of this award is to provide the ABC State Department of Transportation (DOT) and its subrecipients with operating assistance and capital funding to provide transportation services for people with disabilities and older adults.
- **Activities to be Performed:** Funds will be used to cover eligible operating expenses, including driver salaries, fuel, items having a useful life of less than one year, and preventive maintenance to continue service for people with disabilities and older adults. Funds will also be used for eligible capital investment, including the purchase of two 8-passenger vans.
- **Expected Outcomes:** Funding will permit ABC State DOT and its subrecipients to continue to provide service for people with disabilities and older adults.
- **Intended Beneficiaries:** People with disabilities and older adults in the state’s rural and small urban areas.
- **Subrecipient Activities:** The following subrecipients will receive operating assistance to maintain services: [Subrecipient 1, Subrecipient 2, Subrecipient 3...]. The following subrecipients will receive vehicles or funding under this grant: [Subrecipient 4, Subrecipient 5, Subrecipient 6...] [If there are 10 or more subrecipients, identify the approximate number and type of recipients.]

Budget Information – Eligible Program Activities, Scope Codes, and Match Requirements⁵

Refer to the following table for activities eligible for Section 5310 funding. List applicable local non-Federal funding match percentages in the **Project Budget**.

Because Section 5310 uses specific scope codes that are separate from the scope codes commonly used in most FTA grant programs, please use the scope codes listed in the “Eligible Activity and Scope Code” column of the table below.⁶

⁵ [FTA Circular 9070.1H Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance](#) (Chapter 4, Pg. IV-1)

⁶ Scope Codes are five-digit numbers with associated general category descriptions that express what will be funded within an Application/Award’s Project. Applicants must add Scope Codes and ALIs to each Project within an Application/Award within TrAMS. Scope Codes/ALIs are added to Projects through clicking “Related Actions” within a Project and then clicking “Manage Budget Activity Line Item and Milestone.” For more information on Scope Codes, see <https://www.transit.dot.gov/funding/grantee-resources/teamtrams/federal-transit-administration-scope-codes-activity-line-items>

Eligible Activity and Scope Code	Description
<p>Capital Projects⁷ Scope Code 641-00</p>	<p>Eligibility</p> <ul style="list-style-type: none"> • Includes public transportation projects that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable (e.g., capital activities, mobility management, and acquisition of service). • Per 49 USC 5310 (2)(A), at least 55% of the recipient’s apportionment must be used for traditional Section 5310 projects. The remainder of the recipient’s funding (up to 45%) may be used for other capital and operating expenses eligible under Section 5310. <ul style="list-style-type: none"> ○ Traditional Section 5310 Projects are defined as “...public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.” • Chapter IV, Section 2 (Pg. IV-2) of Circular 9070.1H provides examples of capital activities that can be funded towards the 55% minimum requirement. Chapter IV, Section 3 (Pg. IV-5) of Circular 9070.1H provides examples of other capital activities eligible to be funded by Section 5310 funding that do <i>not</i> count towards the 55% minimum requirement. • Section 5310 funds may be used for capital projects that count toward the 55% minimum requirement, including the purchase of vehicles or the capitalized acquisition of Americans with Disabilities Act (ADA)-compliant paratransit service, when the project is designed to meet the specialized needs of seniors and individuals with disabilities and is included in the Coordinated Public Transit-Human Services Transportation Plan. Up to 45% of funds may be used for projects that exceed ADA requirements or reduce reliance on

⁷ [FTA Circular 9070.1H Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance](#) (Chapter 4, Pg. IV-1)

Eligible Activity and Scope Code	Description
	<p>ADA-complementary paratransit, but Section 5310 may not be used to fund the ongoing operation of baseline ADA complementary paratransit service.⁸</p> <p>Match Requirement</p> <ul style="list-style-type: none"> Funded at up to 80% Federal share and a 20% local match (80%/20%).⁹ Some capital activities may be subject to differing match requirements (e.g., up to 85% Federal share for the acquisition of Vehicles that are ADA-compliant). Refer to Chapter III (Pg. III-9) of Circular 9070.1H for additional information.
<p>Operating Expenses¹⁰ Scope Code 647-00</p>	<p>Eligibility</p> <ul style="list-style-type: none"> Chapter IV, Section 3 (Pg. IV-5) of Circular 9070.1H provides examples of Operating Expenses eligible to be funded by Section 5310 funding. No more than 45% of a recipient’s Section 5310 apportionment may be used for Operating Expenses. <p>Match Requirement</p> <ul style="list-style-type: none"> Funded at up to 50% Federal share and a 50% local match (50%/50%).¹¹
<p>Program Administration¹² Scope Code 610-00</p>	<p>Eligibility</p> <ul style="list-style-type: none"> Up to 10% of the recipient’s total fiscal year apportionment may be used to fund program administration costs, including administration, planning, and technical assistance for projects funded under this program.

⁸ [FTA Circular 9070.1H Enhanced Mobility of Seniors And Individuals With Disabilities Program Guidance](#) (Chapter 3, Section 10, Pg. IV-1)

⁹ [FTA Circular 9070.1H Enhanced Mobility of Seniors And Individuals With Disabilities Program Guidance](#) (Chapter 3, Section 10, Pg. III-8)

¹⁰ [FTA Circular 9070.1H Enhanced Mobility of Seniors And Individuals With Disabilities Program Guidance](#) (Chapter 4, Section 3, Pg. IV-5)

¹¹ [FTA Circular 9070.1H Enhanced Mobility of Seniors And Individuals With Disabilities Program Guidance](#) (Chapter 3, Section 10, Pg. III-8)

¹² [FTA Circular 9070.1H Enhanced Mobility of Seniors And Individuals With Disabilities Program Guidance](#) (Chapter 3, Section 10, Pg. III-7)

Eligible Activity and Scope Code	Description
	<ul style="list-style-type: none"> Recipients may pass any portion of funds available for administrative expenses, up to the allowable 10%, on to subrecipients for the same purpose. <p><u>Match Requirement</u></p> <ul style="list-style-type: none"> Funded at up to 100% Federal share and does not require a local match.

Application Finalization – Relevant Attachments and Documentation

The following table outlines TrAMS attachments for grant applications utilizing Section 5310 funding. Upload attachments to the “**Recipient Documents**” or “**Application Documents**” modules in TrAMS as designated below.

Attachment	Description	Document Upload Location
<p>Program Management Plan (PMP) or State Management Plan (SMP)</p>	<ul style="list-style-type: none"> Include a Federally approved Program Management Plan (PMP) for Transit Agencies or for an MPO; or a State Management Plan (SMP) for a State DOT. <ul style="list-style-type: none"> The PMP or SMP describes the recipient’s method for collecting and reporting data for program measurements. Include an FTA approval letter for the PMP or SMP. 	<ul style="list-style-type: none"> PMP/SMP plan itself: Recipient Documents Approval Letter: Application Documents
<p>Governor’s Designation Letter</p>	<ul style="list-style-type: none"> Include a designation letter from the applicable state governor confirming the recipient as a Designated Recipient eligible to receive Section 5310 funding. 	<ul style="list-style-type: none"> Recipient Documents
<p>Suballocation Letter/Split Letter</p>	<ul style="list-style-type: none"> When an urbanized area (UZA), large or small, consists of multiple transportation providers that receive funds, a Suballocation Letter is used. This letter, sometimes referred to as a Split Letter (for large UZAs) or Apportionment letter (for 	<ul style="list-style-type: none"> Application Documents

Attachment	Description	Document Upload Location
	small UZAs), reflects the amount allocated to each transit operator in a UZA.	
Program of Projects (POP)	<ul style="list-style-type: none"> • Include a POP for applicable UZAs. • Please refer to Appendix A in Circular 9070.1H for a Sample POP with required information.¹³ • The POP provides the opportunity for the recipient to specify whether they are applying for Section 5310 funding within “Category A” or “Category B”.¹⁴ <ul style="list-style-type: none"> ○ “Category A: projects are those that the recipient has certified as having met all the Federal statutory and administrative requirements for approval, for both project activities and subrecipient activities. ○ “Category B” projects are those that recipients anticipate approving during the current year, but which have not met all Federal statutory or administrative requirements. • The POP must reflect a minimum of 55% of Section 5310 funding being used towards traditional 5310 projects (defined as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate).¹⁵ 	<ul style="list-style-type: none"> • Application Documents
Coordinated Public Transit-Human	<ul style="list-style-type: none"> • Per 49 USC 5310, projects selected for funding under the Section 5310 program 	<ul style="list-style-type: none"> • Application Documents

¹³ See Appendix A of [FTA Circular C9040.1H Rural Areas Formula Grant Programs Guidance](#) (Appendix A, Page A)

¹⁴ [FTA Circular C9040.1H Rural Areas Formula Grant Programs Guidance](#) (Chapter 5, Page V-3)

¹⁵ Per [49 USC 5310](#) (B)(2)(A)

Attachment	Description	Document Upload Location
Services Transportation Plan	must be included in a locally developed, Coordinated Public Transit-Human Services Transportation Plan. For more information about this requirement, see Chapter 5 (Page V-6) of FTA Circular 9070.1H .	