

# KDOT SFY 2025 5311 and 5310 Application

## INTRODUCTION

**Section 5311 of Title 49**, United States Code herein referred to as 5311, provides operating assistance to public transportation systems in nonurbanized areas. A nonurbanized area is an area outside a city of 50,000 plus inhabitants and its densely settled fringe areas.

Section 5311 of Title 49, United States Code provides operating and capital assistance to those systems providing general public transportation services. Operating is funded at 50% federal/ 20% state and 30% local. Capital projects and Administration are funded at 80% federal and 20% local.

Eligible applicants of Section 5311 assistance must be either public bodies or private nonprofit corporations.

**Title 49 U.S.C. 5310** authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funding to states and designated recipients to improve mobility for seniors and individuals with disabilities. In Kansas Federal funding under this program is available for capital expenditures only. State funding is available for operating expenses with the maximum award set by KDOT. Operating reimbursements will be made at 70% state and 30% local. Capital awards are supported 80% federal and 20% local.

### Eligible Recipients:

- A private non-profit organization, or
- 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.

The application packet contains the forms, certifications, and assurances necessary to apply for capital and operating assistance. The State Management Plan and KDOT Public Transit Policy Manual should also be reviewed for additional information. A copy of this document is available at [Public Transportation Policy Manual \(2023\)](#)

KDOT does not discriminate on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or provision of services. If you have any questions concerning this program, please contact KDOT at [KDOTtransit@ks.gov](mailto:KDOTtransit@ks.gov).

## Completing 5311 and 5310 Applications

All applications are accepted through KDOT's BlackCat grant application system. No applications will be accepted through email or mail. If you do not have access to BlackCat please contact [KDOTtransit@ks.gov](mailto:KDOTtransit@ks.gov) and request login credentials.

- Separate applications are required for both 5311 and 5310 programs.

Applications are designated as either:

New Start- New to the KDOT program or the start of a new type of transit service or system i.e., new regional route, micro-transit service, etc.

Replacement- Applicant is requesting capital funds to replace a current KDOT vehicle that has reached its useful life or no longer meets the needs of the agency.

Expansion- Applicant is requesting operating and/or capital funds to expand current service into a new area not previously served.

Requests can be for:

Operating- (5311 and 5310) Funding related to the operation of public transportation i.e., driver and dispatch salaries, mechanics, fuel, maintenance costs etc.

- Note for current providers: An agency that requests more than 10% in operating funds over their previous year's expenditures will be requested to submit a detailed justification for the requested increase.

Capital- (5311 and 5310) Vehicles to be procured through the Kansas Council of Coordinated Transit Districts (KCCTD)

Administrative- (5311 only) Available for expenses related to the administration of the public transportation system i.e. the Transit Manager's time spent on the transit program, office supplies, copies, etc.

**Remember** to allow sufficient time for Board approvals, local government consultation, collection of letters of support, and public notices, which must be published at least 2 weeks prior to submitting your application. You will also want to be sure that you have an active account with [SAM.gov](https://sam.gov).

**Application Package-** In BlackCat the application package is broken up into three portions:

- Application Forms- The top section, Forms, contains the bulk of the application materials. It includes a Checklist and requires information on: Service Provisions, Vehicle Requests, completion of Certifications and Assurances and the upload of Required Documents.
- Projects- The Projects section is where the applicant will assign a funding request to the application.
- Documents- This section provides a place to upload any documents believed to be pertinent to the application but are not required in the Form section.

## Application Forms

**Checklist-** Download to access the Microsoft Form to be completed as part of your application forms and a checklist of required documents. All required documents in the application Form section must be uploaded under the appropriate section before you will be able to submit your application.

- Before starting your application, please review the checklist list and begin collecting the required documents as well as print the Word version of the Microsoft Form to view the information you will be requested to provide.
- ❖ **Microsoft Form- New for the 2025 SFY** The application form includes general information about the agency, CTD information, drivers, anti-discrimination, and basic service and vehicle information. This is also where you will make your funding request for operating and administration.
  - Click on the BlackCat link under Checklist to access the Microsoft application form. **Unfortunately, you will not be able to save your progress when completing the form so you will want to plan accordingly.** Click [here](#) for a Word document of the form to familiarize yourself with the information required before starting the application. Note that the Word document is only recommended for your use and will not be accepted in lieu of the Microsoft online Form.
  - Once the application form is started it must be completed in one sitting and you will not be able to move to the next section until the current section is complete.

**Service Provisions-** This section of the application includes documentation of Need, Description of the Existing/Proposed Service, Coordination Efforts and Local support. Any supporting documentation requested in this section should be uploaded in BlackCat under Documents.

**Vehicles-** The applicant will provide current KDOT fleet information, identify vehicles proposed for replacement and select the vehicle type(s) and quantity to be requested.

**Certifications and Assurances-** Includes federal and state certifications and assurances that must be signed by an Authorized Signatory. If your agency currently has KDOT vehicles these annual Certifications and Assurances are required regardless of whether you are requesting funding this year or not.

- Things to check for before submitting:
  - Is the person signing the certification or assurance the Authorized Signatory?
  - Does the signature Block contain the Printed/Typed Name and Position of the signatory?

**Required Documents-** The remaining items under Form in BlackCat must be completed and uploaded into BlackCat under the appropriate section before you will be able to submit your application.

## Attaching your Project in BlackCat

Before your application is complete you must attach your project under the Projects section. Without completing this step there will not be any funding associated with your application request.

## Documents-

Upload any other pertinent documentation that you would want considered. This is also where you will upload any service maps and documentation of need and local consultation requested under Service Provisions.

## Important Notes:

- More than a 10% increase in your request compared to last year's BlackCat expenditures will require detailed justification. Please be as complete and detailed as possible.
- In line with our TAM plan, preference will be given to replacement vehicles over expansion vehicles.
- According to the TAM Plan, vehicles are considered past their useful life after 100,000 miles or 5 years. However, this does not guarantee replacement and KDOT may establish a higher threshold for mileage as well as consider other factors such as overall condition and age.
- Award of capital funds for a vehicle does not guarantee that you will be awarded funds to operate the vehicle.