

# Chapter 1

## Introduction

### NOTES

### Chapter 1 Overview

- ✓ Outlines the **Kansas Transit Programs**.
- ✓ Details **eligible expenses** for transit providers.
- ✓ Describes the **roles and responsibilities** of the Federal Transit Administration (FTA), the Kansas Department of Transportation (KDOT), and local providers.

This handbook is a guide for transit administrators and other individuals involved in providing public or specialized transportation in the state of Kansas. The material in this handbook covers many important issues administrators and transit employees face while managing the everyday affairs of a transit agency, a Coordinated Transit District (CTD), as well as participation in a CTD. This guide is a general reference, resource guide, which includes contact names and phone numbers for technical assistance.

#### A. Kansas Transit Program Summary

The Governor of Kansas designated the Kansas Department of Transportation (KDOT) as the agency to administer the 49 U.S.C. 5310 (Section 5310) and 49 U.S.C. 5311 (Section 5311). In addition, KDOT was designated by the State Legislature to establish CTDs across the state for the purpose of providing financial and administrative assistance to transportation systems. Recipients of federal or state grants are required to become a part of a CTD to receive state and/or federal transit funds. Within KDOT, the Office of Public Transportation, Division of Planning and Development, is responsible for assuring compliance with the program requirements stated in the KDOT State Management Plan.

# Chapter 1

## Introduction

### 49 U.S.C. 5310 Program (Formerly Section 16)

The main components of the Section 5310 program are as follows:

- ◆ To assist private, non-profit organizations in the purchase of vehicles and related equipment.
- ◆ To improve mobility for the elderly persons and persons with disabilities in both rural and urbanized areas.
  
- ◆ ***Eligible Recipients***
  - ✓ Private, Nonprofit Entities
  - ✓ Public Bodies
    - 1.) If they are approved by the state to coordinate services for elderly persons and persons with disabilities.
    - 2.) If they certify to the governor that no nonprofit organizations are readily available to provide the services.
  
- ◆ ***Eligible Assistance Categories***
  - ✓ *Capital Expenses.* Funds for the Section 5310 program may be used for capital assistance programs in urban, small urban, or rural areas. Examples of acceptable expenses are the purchase of buses, vans or other paratransit vehicles, radios and communications equipment, wheelchair lifts and restraints, and computer hardware or software. The Federal share of eligible capital costs is not to exceed 80 percent of the net cost of the program.

### 1) 49 U.S.C. 5311 Program (Formerly Section 18)

The main component of the Section 5311 is:

- ◆ To assist in the development, improvement and use of public transportation systems in rural and small urban areas with less than 50,000 population.
- ◆ ***Eligible Recipients***
  - ✓ Local public bodies
  - ✓ Nonprofit organizations
  - ✓ Indian tribes and groups
  - ✓ Operators of public transportation services

# Chapter 1

## Introduction

- ◆ *Eligible Assistance Categories*

- ✓ *Capital Expenses.* Federal participation in capital project expenses shall not exceed 80 percent of the total capital costs. In Kansas, eligible capital expenses include, but are not limited to, salaries for drivers and dispatchers; fuel and lubrication; maintenance and repair; and licenses and tags.

*Administrative Project Expenses.* Federal participation for administrative expenses shall not exceed 80 percent of the total administrative costs. In Kansas, eligible administrative costs include insurance and marketing or advertising.

*Operating Project Expenses.* Federal participation for operating project expenses shall not exceed 50 percent of the total operating deficit (operating costs less project income). In Kansas, eligible operating expenses include costs directly related to the operation or the transportation system such as driver and dispatcher salaries and benefits; fuel and lubrication costs; maintenance and maintenance related supplies; and other costs such as tags, licenses, driver exams, insurance and advertising.

- ◆ Table 1.1 on the following page provides an overview of the main components of both the Section 5310 and 5311 programs. Table 1.2 covers federal and state roles and responsibilities

# Chapter 1

## Introduction

**Table 1.1: Main Components of the Section 5310 and 5311 Programs**

Program	Main Components
<b>Section 5310</b>	<ul style="list-style-type: none"> <li>◆ Purchase of transit equipment to improve mobility for the elderly persons and persons with disabilities in both rural and urbanized areas.</li> <li>◆ <b>Eligible Assistance</b> includes federal participation in capital expenses.</li> <li>◆ <b>Eligible Recipients</b> <ul style="list-style-type: none"> <li>✓ Private, nonprofit entities</li> <li>✓ Public bodies</li> </ul> </li> </ul>
<b>Section 5311</b>	<ul style="list-style-type: none"> <li>◆ To assist in the development, improvement and use of public transportation systems in rural and small urban areas with populations of less than 50,000.</li> <li>◆ <b>Eligible Assistance Categories</b> include capital expenses, administrative expenses, operating project expenses, planning, and technical assistance.</li> <li>◆ <b>Eligible Recipients</b> <ul style="list-style-type: none"> <li>✓ Local public bodies</li> <li>✓ Nonprofit organizations</li> <li>✓ Indian tribes and groups</li> <li>✓ Operators of public transportation services</li> </ul> </li> </ul>

### 2) The Coordinated Transit District Act

In 1992, the Kansas legislature passed the Coordinated Transit District (CTD) Act. The main aspects of this legislation are as follows:

- ◆ The purpose of the act is to enhance coordination and management of state and federal transportation funds.
- ◆ The CTD is to be the designated recipient of operational funds from the Section 5310 and 5311 programs and State designated funds for rural public or specialized transportation services.

*There are fifteen CTDs established in Kansas. A map of the CTD boundaries and a directory of CTD contacts are provided as attachments.*

**Table 1.2: FTA and KDOT Roles and Responsibilities**

Office	Roles and Responsibilities
<b>FTA National Office</b>	<ul style="list-style-type: none"> <li>◆ Provide overall policy and program guidance,</li> <li>◆ Apportion funds annually to the states,</li> <li>◆ Develop and implement financial management procedures,</li> <li>◆ Initiate and manage program support activities, and</li> <li>◆ Conduct national program review and evaluation.</li> </ul>
<b>FTA Regional Offices</b>	<ul style="list-style-type: none"> <li>◆ Administer the Section 5310 and 5311 programs,</li> <li>◆ Review and approve State Management Plans (SMPs),</li> <li>◆ Provide technical assistance and perform state management reviews.</li> </ul>
<b>KDOT</b>	<ul style="list-style-type: none"> <li>◆ Ensure compliance with federal regulations during all phases of the creation of the CTD and the application for funding,</li> <li>◆ Certify to FTA that the local recipient has met all statutory and program requirements and enters into an agreement with the local recipient,</li> <li>◆ Provide appropriate technical assistance,</li> <li>◆ Ensure fair and equitable distribution of program funds within Kansas,</li> <li>◆ Ensure a process whereby private transit providers are given opportunity to participate to the maximum extent possible,</li> <li>◆ Provide for maximum feasible coordination of public transportation services,</li> <li>◆ Notify the local CTD of available funding who in turn notify their members of the program,</li> <li>◆ Place program notices in an official state newspaper and in all local newspapers,</li> <li>◆ Assist the CTDs in determining applicant eligibility, developing project selection criteria, selecting projects for funding and ensuring adherence to federal program guidelines. Each eligible private, non-profit organization or public body must apply to KDOT through the CTD in their area for assistance under this program.</li> </ul>

### **B. Local Level Roles and Responsibilities**

FTA and KDOT outline specific responsibilities for local applicants and the local coordinated transit districts, which are described in Table 1.3 on the following page.

**Table 1.3: Local Applicants and CTD Roles and Responsibilities**

Entity	Roles and Responsibilities
--------	----------------------------

# Chapter 1

## Introduction

<b>Local Applicants</b>	<ul style="list-style-type: none"><li>◆ complying with Section 5310 and 5311 program guidelines as outlined in the State Management Plan application process,</li><li>◆ documenting efforts to achieve local coordination,</li><li>◆ securing sources of funding for use as a local match, and</li><li>◆ meeting subsequent contractual obligations to KDOT and of the CTD's transportation providers.</li></ul>
<b>CTDs</b>	<ul style="list-style-type: none"><li>◆ assisting KDOT in various program administrative functions,</li><li>◆ receiving federal and state funds,</li><li>◆ collecting and prioritizing applications for funds from transportation providers,</li><li>◆ overseeing drug testing programs, collective buying initiatives, and centralized marketing,</li><li>◆ monitoring provider compliance according to federal and state mandates, and</li><li>◆ coordinating transit funding sources.</li></ul>

### Chapter 1 Checklist

- Do you understand the eligible assistance categories for your program?
  - Section 5310 Program--See page 1-2
  - Section 5311 Program--See page 1-3
- Do you know your roles and responsibilities as a provider and as a CTD member in the Section 5310 or 5311 program? 1-6

### Chapter 1 Resources

*Coordinated Transit District Handbook: A Guide for Kansas CTD Administration*, KDOT, 1995.

*Federal Transit Administration Website*,  
<http://www.fta.dot.gov>

*State Management Plan for Kansas Public Transportation Programs*, KDOT Office of Public Transportation, 2000.