

## **Frequently Asked Questions: The Kansas 2005-2006 Section 5310/5311 Application Process**

Several questions about the Kansas 2005-2006 Section 5310/5311 application process have been fielded by the KDOT Office of Public Transportation, both at the workshops held in November and since then. The following is a list of Frequently Asked Questions and the answers from Office of Public Transportation staff.

Click on any of these questions in the left column for an answer from the Office of Public Transportation.

## **Kansas 5310/5311 Application Frequently Asked Questions**

### **Why do some agencies have to submit more than one application?**

Answer: A few agencies operate both a Section 5311 (general public transportation) and a Section 5310 (specialized transportation for the elderly and/or disabled) project. These agencies would need to submit both a 5311 application and a 5310 application (as necessary).

### **What if a provider agency has transit vehicles located in more than one Coordinated Transit District (CTD)?**

Answer: If a provider bases and controls their KDOT transit vehicles from more than one location (such as more than one office), and those locations are in different CTDs, they should now treat those locations as separate projects and send in separate applications for those locations. For example, XYZ provider agency has locations in Garden City and Wichita, with KDOT transit vehicles based in and controlled from each of those separate areas. Formerly, they sent in one application. Now they should send in two applications, one for their Garden City requests and one for their Wichita requests. Each of those applications should each list the needs and expenses for that specific dispatch area, not for the entire agency. If you have questions on this, please call your KDOT Program Coordinator.

### **Can we use an old vehicle to get more than one replacement vehicle?**

Answer: NO. KDOT will replace each vehicle only once.

### **Do all Section 5311 projects need to submit an application?**

Answer: All existing and prospective Section 5311 (general public transportation) projects MUST submit an application, whether they are requesting capital or operating funds.

### **Do all Section 5310 projects need to submit an application?**

Answer: All prospective Section 5310 (specialized transportation for the elderly and/or disabled) New Start applicants must submit the completed application (of course). Existing Section 5310 projects do not need to submit an application unless they are requesting new transit vehicles, first time operating expense reimbursement, or an increase in their operating budget.

### **How do I report the Annual Cost Indicators on the Section 5311 application?**

Answer: The annual cost indicators should be combined totals or averages for your whole KDOT fleet, and should be reported for the prior KDOT grant year, which was July 1, 2003 to June 30, 2004.

### **What do I list on the Vehicle Inventory Sheet?**

Answer: The vehicle inventory sheet should include vehicles purchased by KDOT, vehicles that get KDOT operating funds (including leased vehicles), or agency vehicles with a replacement request on this application.

### **What do I list on the Optional Vehicle Inventory Sheet?**

Answer: You may use attach another (optional) vehicle inventory sheet to list any leased vehicles that do not receive KDOT operating, or any other agency vehicles used in transit.

### **Should I request an Accessible Vehicle?**

Answer: All initial New Start requests should be for accessible vehicles (equipped with a lift or ramp for wheelchair or scooter access). Other existing projects should be careful to maintain the necessary level of accessible vehicles to be able to adequately meet (in a timely manner) any such requests for rides from their service area.

### **Do I have to submit a copy of our Articles of Incorporation with my attached documentation?**

Answer: In the 'attachments' portion of the application, the requirement for the copy of the agency's articles of incorporation or letter of good standing from the Kansas Secretary of State's Office applies only to private non-profit agencies, NOT to agencies that are a part of a local government (city or county).

### **I'm ordering a new transit vehicle--when should my local matching funds be available?**

Answer: Matching funds for capital requests for new vehicle purchases should be available at the time the purchase order is placed, or very soon thereafter.

### **What vehicles are eligible for Section 5310 (State) Operating Assistance?**

Answer: Only the vehicles in your KDOT transit fleet are eligible for this operating assistance (not agency purchased vehicles).

### **Can I submit a request for Radio Equipment?**

Answer: Requests for radio equipment under Communications expenses will be decided on a case-by-case basis, and will be limited due to the pending Intelligent Transportation System (ITS) project implementation.

**On the Section 5311 application, why doesn't the Operating Assistance portion refer to the 20% State reimbursement share?**

Answer: KDOT will handle the 20% state share calculation, and it is expected that this funding will remain available. However, the transit provider agency must still be able to provide a 50% matching share in case the Kansas Legislature should decide to withdraw or reduce our state funding.

**We want to do special Charter Trips and Sightseeing Trips. Can we?**

Answer: The best practice is for provider agencies to use agency-purchased (non-KDOT) vehicles for these trips. If you have any more questions on this, contact your KDOT Program Coordinator.

**Should proceeds from Medicaid transportation contracts be counted as Local Match or Project Income?**

Answer: Proceeds from any Medicaid contracts may be used as local match instead of project income.

**How do we list Donations?**

Answer: Donations that are directly attributable to rides furnished by the project are Project Income. All other donations would be considered Local Match.

**KDOT Office of Public Transportation Contact Numbers:**

If you have any more questions, please contact the KDOT Office of Public Transportation as follows:

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