

FTA Section 5310

Seniors and Individuals with Disabilities Capital Program



Program Guidance State Fiscal Year (SFY) 2025 (FFY24 apportionment + prior year carryover funds)

**BIPARTISAN
INFRASTRUCTURE
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NH Department of Transportation (NHDOT)
Bureau of Rail & Transit
11/13/2024

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I. FTA Section 5310 Capital Application Deadline

February 18, 2025 @3pm

II. Submittal/Contact Information

Submittal Information:

Submit electronic copies of all required plans and documents with application via email to Fred Butler, Public Transportation Administrator, at: Frederick.J.Butler@dot.nh.gov

Contact Information:

Fred Butler
Bureau of Rail & Transit
NH Department of Transportation
7 Hazen Dr.
Concord, NH 03302
Phone: 603-271-2468

NHDOT's FTA Grant Information Website:

<https://www.dot.nh.gov/projects-plans-and-programs/programs/fta-grants-related-information>

III. Introduction

The Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is a formula program is designed to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. The program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas – large urbanized (more than 200,000), small urbanized (50,000-200,000), and rural (less than 50,000). Eligible projects include both traditional capital investment and nontraditional investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services. Please refer to FTA [Circular C9070.1H](#) for additional program guidance. Note: FTA updated this circular effective November 1, 2024.

This grant solicitation is specific to capital projects. Per NHDOT's [State Management Plan](#), a portion of the FTA 5310 formula apportionment is earmarked for this capital program, with the remainder distributed to **Regional Coordination Councils (RCCs)** for ongoing contracted services (operating) and mobility management activities.

NHDOT will provide oversight to ensure all projects resulting from awards are conducted in compliance with all Federal and State requirements. As further discussed in the Requirements section below, it is the subrecipient's (applicant's) responsibility to ensure it has the technical capacity to carry out any project for which it applies to ensure full compliance.

IV. Eligible Subrecipients

NHDOT is the recipient of the FTA funds. We pass through these grant funds, with those agencies to which we award funding becoming subrecipients of FTA. Per Section III of FTA Circular [C9070.1H](#), eligible subrecipients include:

- Private nonprofit organizations OR
- A State or local government authority that
 - Is approved by (NHDOT) to coordinate services for seniors and individuals with disabilities OR
 - Certifies that there are no nonprofit organizations readily available in the area to provide the service.
- Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the State to coordinate human service activities in a particular area. Examples include a county agency on aging or a public transit provider

that the State has identified as the lead agency to coordinated transportation services funded by multiple Federal or State human service programs.

- Private taxi operators and transportation network companies (TNCs)
 - Please refer to Section III of [C9070.1H](#) given restrictions related to the necessity of providing “shared-ride on-demand service.”

In general, governmental authorities here in NH meet the criteria above by virtue of the RCC’s vote as RCCs are officially sanctioned by state statute per [RSA 239-B](#). Additional information is contained herein.

Providers of FTA Section 5307- and/or 5311-funded services MUST apply for the FTA Section 5339 funding, rather than this 5310-capital funding, even for capital items related to FTA Section 5310-eligible projects, i.e., projects designed to enhance mobility for seniors and individuals with disabilities. While providers of public transportation are technically eligible for 5310 funding because 5310 is essentially a subset of 5307 (urban) and 5311 (rural) services, the demand for 5310 funding is higher relative to apportioned amounts available as compared to 5339 funding at time of writing.

Recipients/subrecipients in neighboring states are eligible to apply provided the proposed projects primarily benefit NH. Any interested applicants can also reach out to Fred Butler directly for more information.

All applicants are required to demonstrate technical and financial capacity to meet the federal requirements, including but not limited to grant management, maintenance of the capital items/projects, project management, and financial management. See the Project Selection and Requirements sections for more information.

A note regarding new applicants: While it theoretically possible for new applicants to apply directly for 5310 funding, it is required that any agencies interested in applying first reach out to their [Regional Coordinating Council](#) as eligibility is tied to RCC involvement and requires a letter of support as part of the applications. Among the requirements is the need for a cost analysis by the RCC to substantiate the investment in an expansion project/provider versus filling the identified gap via a contracted services model with an existing subrecipient.

V. Eligible Projects

Eligible capital projects include those to replace, rehabilitate, and purchase buses and related equipment. The following is a list of typical projects that are eligible for Section 5310 funding, with a full list available in Section III of Circular [C9070.1H](#). Please contact [Fred Butler](#) prior to applying if a desired capital project is not on the list:

- Accessible vehicles and other capital equipment (e.g., radio systems, bus maintenance equipment, software)
 - Capital grants for vehicles emphasize the replacement of vehicles at the end of their useful life to sustain existing service and prioritize replacement vehicles based on their age, mileage, and condition.
- Projects must be primarily designed to improve mobility for seniors & individuals with disabilities. See [C9070.1G](#) for guidance.

VI. Vehicles

ADA-accessible vehicles represent the most common requests for funding. NHDOT is in the midst of a 5-year statewide contract (effective date 11/29/23) for “cutaway” buses:

- State contracting website: <https://apps.das.nh.gov/bidscontracts/contracts.aspx>
- State contract number: 8003306
 - Options and other information are contained in the contract via the website above
- Vendor: Coach & Equipment Bus Sales, Inc.
- Vehicles are either 8, 12, or 16-passenger, each with 2 wheelchair positions

Those cutaway buses are the most commonly items applied for. To ensure consistency, please use the following *estimates* when applying for cutaways, while noting that final pricing will be affected by yearly contract increases as well as options chosen:

- Class 1 (8-pass): \$125,000
- Class 2 (12-pass): \$135,000
- Class 3 (16-pass): \$145,000

NHDOT procures the cutaways on behalf of each agency. Alternatively, NHDOT will also consider a maximum of one ADA-accessible minivan (or similar vehicle) per agency. Please use the following cost estimates:

- ADA-accessible minivan: \$90,000
- ADA-accessible All-Wheel-Drive Ford Transit
 - 350 (8 pax, 2 w/c, single wheel): \$100,000
 - 350EL (9 pax, 3 w/c, dual wheel): \$110,000

Please note that agencies would be required to procure vehicles not part of a statewide contract. Prior to approval, agencies would need to provide agency procurement policies that allow them to purchase such vehicles in accordance with FTA Small Purchase requirements. Additional information can be found in FTA’s Third Party Contracting Guidance, [C4220.1F](#). NHDOT would then work with agencies to oversee the procurement to ensure compliance.

VII. Funding

	Estimated Available FTA Section 5310 Funding*		
	FFY 2024	Carryover	Total
Rural/Statewide	\$161,013	\$322,000	\$483,013
Small Urban areas	\$186,634	\$409,825	\$596,459
Boston Urban area	\$23,056	\$66,961	\$90,017
Total	\$370,703	\$798,786	\$1,169,489

*Funding availability is approximate and is subject to change.

NOTE: Statewide funds are primarily for rural areas not covered by Small and Large Urban area apportionments and therefore NHDOT reserves the right to prioritize rural projects with these funds and/or exclusively use and reserve these funds for rural projects. NHDOT may use discretion in such matters where rural and urban projects are competing for statewide funding.

Per FTA requirements, Urbanized Area funds must be used in the respective areas. NHDOT may decide to withhold a portion of the funding to ensure projected demand in future years can be accommodated.

State Capital Match:** In general, State Capital Match is provided for revenue vehicles as well as passenger amenities. If the requested project has not previously been put forth to NHDOT for inclusion in the biennium budget for State Capital Budget matching funds consideration, agencies must identify 20% local match (15% for ADA-accessible vehicles). If the project had been included in NHDOT's request, the State will provide up to 10% (7.5% for ADA-accessible vehicles) of the non-federal match, through State Capital Budget matching funds, for each project. NHDOT may, at its discretion, seek to provide state capital matching funds for projects that were not part of NHDOT's biennium request for capital funds if, for instance, unexpended funds remain from previous projects.

PROJECT FUNDING/MATCHING REQUIREMENTS			
Project Type	Max Federal %	State Capital Match**	Local (Applicant) Match
ADA-accessible vehicles***	85%	7.5%	7.5%
Vehicle-related equipment or facilities for purposes of complying with Clean Air Act or required by the Americans with Disabilities Act	90%	0%	10%

Other Capital (non-vehicle) equipment	80%	0%	20%
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Table is unofficial and provided for reference only. See Circular 9070.1H for complete breakdown.

****State Capital Match is subject to availability; projects included in biennium requests are prioritized.**

*****At its discretion, NHDOT may fund ADA-accessible vehicles at less than 85% Federal to maximize the number of projects able to be funded. The most likely result would be funding at 80% Fed/20% local (or 10% State/10% local).**

VIII. Project Selection

Based on projected funding required to replace revenue vehicles per NHDOT’s Transit Asset Management (TAM) plan, funding will be sufficient for the foreseeable future to treat requests for replacement revenue vehicles as non-competitive. However, agencies will be required to complete the core application, including but not limited to the following:

- Confirmation that the vehicle will continue to be used for eligible services
- A letter of commitment of matching funds
- A letter of support from the RCC that is primarily affected
- Other documentation related to contract and/or grant requirements, such as resumes of key personnel. The full list will be included in the application’s attachment checklist.
- *Note: The applicant must also have demonstrated substantial compliance with FTA requirements based on NHDOT reviews per NHDOT’s [State Management Plan](#)*

All other projects will be evaluated by no less than three evaluators as selected by NHDOT’s Public Transportation Administrator. State of Good Repair (SGR), as calculated by NHDOT’s TAM plan, or the appropriate TAM plan if not included in NHDOT’s plan, will be factored into final project selection for replacement vehicles and equipment in the TAM. NHDOT’s SGR is based on an asset’s age, mileage (for vehicles), and condition, whereby assets receive an SGR index score of 1-5. In NHDOT’s TAM plan, assets with an SGR score of 2.5 or below are presumed eligible for replacing. Applicants may apply for replacement vehicles that are due for replacement the following year (e.g., shown in the TAM plan as due for replacement in 2026 for the SFY2025 solicitation) given the lead time associated with the grant execution, purchase order processing, and subsequent vehicle delivery time.

Applicants should contact Fred Butler for further information regarding SGRs, as final funding decisions may be impacted by SGRs. Applicants should ensure that their

applications adequately address each criterion to ensure each project is given its due consideration. Criteria are as follows:

*	<i>Scored by the Bureau of Rail & Transit Staff (The total number of points used to score project criteria is 10.)</i>	Weight*
*	The application is for a revenue vehicle identified in NHDOT's Transit Asset Management (TAM) plan as being eligible for replacement based on its State of Good Repair (SGR) index score. (If Yes, the project is considered non-competitive. Only the core application, including an RCC letter of support, is required. If No, projects will be evaluated according to the remaining criteria.)	Y/N
*	The applicant's request has been identified in a locally developed, coordinated public transit - human services transportation plan.	Y/N
*	The project is designed for/primarily benefits seniors and persons with disabilities.	Y/N
*	The applicant has indicated it will utilize the vehicle for a minimum of 10,000 miles per year for program purposes.	Y/N
*	The applicant shows a willingness to utilize vehicle(s) for coordination in the service area and has the support of affected Regional Coordinating Council(s) based on their prior/ongoing involvement in RCC activities.	Y/N
1	The applicant details how the project effectively meets the region's program-related needs and strategies, including those addressed in the locally developed Coordinated Public Transit-Human Services Transportation Plan, and demonstrates involvement in RCC activities. As applicable, a cost analysis/details are provided to substantiate expansion requests as opposed to purchasing service.	40%
2	The applicant demonstrates successful experience in providing transportation services for seniors and individuals with disabilities.	30%
3	The applicant demonstrates the technical capacity to carry out the project in compliance with all Federal Transit Administration (FTA) requirements (e.g., having Title VI plan in place, maintaining vehicles per OEM guidelines, meeting minimum mileage requirements, timely submission of required reports) and has the financial capacity to provide required match for the project and on-going expenses associated with the project.	20%
5	The applicant demonstrates involvement in and support for the project, financial and otherwise, on the part of citizens and government.	10%
	<i>*Note: Weights subject to change</i>	100%

Only projects that receive an average score of 70% or higher will be deemed eligible for grant award. NHDOT will then award the funds according to average score, from highest to lowest, until funding is exhausted.

NHDOT recognizes that the scoring criteria may not sufficiently enable NHDOT to discern between the merits of every potential project, or to account for mitigating circumstances such as possibly partially funding one higher-scoring project's award to accommodate a critical component of a lower-scoring project. As such, NHDOT reserves

the right to use its discretion when making final funding decisions provided that any deviation from the score-based outcome is documented and disclosed to the affected agencies.

As noted in the Funding section, Statewide funds are primarily for rural areas not covered by Small and Large Urban area apportionments and therefore NHDOT reserves the right to prioritize rural projects with these funds and/or exclusively use and reserve these funds for rural projects. NHDOT may use discretion in such matters where rural and urban projects are competing for statewide funding.

IX. RCC/Coordination Information

As detailed in NHDOT's [FTA State Management Plan](#), the Statewide Coordinating Council (SCC) is the State's mechanism for interagency coordination regarding human services transportation. The SCC has divided the State into Regional Coordination Councils (RCCs), which are the bodies that must provide letters of support for each project.

Consistent with the SCC's charter, NHDOT strongly encourages coordination by subrecipients of public transportation services, including human services transportation, supported by FTA and other federal sources. As such, NHDOT encourages transportation providers, and specifically its subrecipients and contractors, to participate in the RCCs in which they provide services. Coordination has tangible impacts to customers as well as providers and funding agencies, such as:

- Customers benefit from a single phone number or portal for any transportation service
- Providers that report to the National Transit Database (NTD) help NH realize additional formula funds for FTA Section 5307, 5311, and 5339 programs, including increasing chances of 5307 providers qualifying for incentive-based funding such as via the Small Transit Intensive Cities (STIC) program; thus, there is a benefit to having 5310-funded services provided by 5307 and 5311 recipients/subrecipients
- Fewer subrecipients generally results in reduced administrative burdens with regard to FTA compliance oversight and general grant agreement administration, as well as realizes economies of scale.

The term "coordination" is broad and is often used as an umbrella term to include the following:

- **Networking** – the simplest form of partnerships where participants share a common interest but with no significant action other than information exchange.
- **Cooperation** – involves low-level linkages, informal agreements, and some possible resource sharing.

- **Coordination** – more intense linkages that include resource sharing to pursue common goals.
- **Collaboration** – the most sophisticated partnership form with strong, formal linkages among partners and complex goals implemented over longer periods of time.
- **Consolidation** – one organization assumes responsibility for service delivery of other participant organizations

It is with the above in mind that the coordination/RCC involvement noted within the evaluation criteria is highlighted. Any projects and assets are viewed as regional/RCC projects/assets rather than any one agency. Thus, agencies that have no prior involvement at their respective RCCs will have a barrier to clear prior to project awards. RCCs, in turn, are expected to judge project requests on coordination enhancement merits prior to providing letters of support. Funding set aside for this 5310 Capital program is the same funding that is used for the 5310 RCC program, so every dollar spent is in direct competition with RCC allocations.

Expansion requests, i.e., requests by new agencies for new projects/vehicles that are not currently FTA/NHDOT assets, will be scrutinized according to the level of coordination demonstrated in the application. It is unlikely that expansion requests that would benefit only a single agency would be approved without a path provided for broader coordination during the life span of the project/vehicle. As such, applicants should ensure that a plan for coordination is discussed with RCC partners as part of the application process. The onus will be on the applicant, in concert with the RCC, to provide justification that expanding the region's FTA-subsidized vehicles is a cost-effective solution as compared to the requesting agency's purchasing service from another provider within the RCC region.

A cost analysis that compares the estimated expenses associated with operating the new vehicle (e.g., initial cost, insurance, maintenance, driver wages) to the cost of purchasing service (generally a per mile/per hour/per trip cost) will be required. If a contracted/purchase-of-service arrangement is less expensive, but is not deemed feasible, details will be needed regarding what hurdles exist for such an arrangement.

X. Appeal/Protest Process

As this solicitation represents a Request for Grant Application rather than a procurement, the State's formal protest procedures do not apply. However, applicants may still appeal any decision regarding the project award(s) by sending a request to NHDOT that it reviews its selection process. Requests shall be sent to:

Commissioner

NH Department of Transportation
Attn: FTA 5310 Capital Application Appeal
7 Hazen Drive
Concord, NH 03302

The request shall specify all points on which the applicant believes the agency erred in its process and shall contain such argument in support of its position as the applicant seeks to present. In response, the NHDOT shall review the process it followed for evaluating responses and, within five (5) business days of receiving the request for review, issue a written response affirming its initial selection, amending the selection to accommodate based on the merits of the request, or cancelling the solicitation should the situation warrant it. In its request for review, an applicant shall not submit, and the NHDOT shall not accept nor consider, any substantive information that was not included by the applicant in its original submission. No hearing shall be held in conjunction with a review. The outcome of the NHDOT's review shall not be subject to appeal.

Note: Should any protest procedures detailed above conflict with State or Federal requirements, the State/Federal requirements shall prevail.

XI. Requirements

Successful applicants will be required to enter into a grant agreement with NHDOT. The agreement remains in effect until the project's useful life has been met and/or the equipment/vehicle has been disposed of. Applicants are responsible for the proper use, operating costs, and maintenance of all project equipment (notwithstanding other sources of grant funding). Applicants must demonstrate to NHDOT that they meet all federal, state, and local requirements prior to grant agreement approval.

Given the extensive nature of the Federal requirements, new applicants are strongly recommended to contact the Department prior to applying to ensure that they have the technical capacity to manage FTA-funded projects. For a project to be successful, it is important to adequately budget for time and resources necessary to maintain Federal compliance. Compliance issues include, but are not limited to, the following:

1. Required Reporting/Documents Submission (as applicable)

- a. Quarterly milestone progress reports
- b. Disadvantaged Business Enterprise (DBE) reports twice per year
- c. Davis-Bacon wage rate documentation as applicable to construction activities
- d. Prompt Payment reports as applicable to construction activities
- e. EEO plan (if applicable)
- f. Title VI plan

- g. FTA Annual Certifications and Assurances
- h. FTA-compliant maintenance plan
- i. Force account plan (if applicable)
- j. Quarterly vehicle monitoring/performance reports
- k. Annual National Transit Database (NTD) reports (if applicable)

2. Procurement

While NHDOT procures most vehicles directly, **procurement review and approval by NHDOT must occur prior to all capital purchases.** All procurements utilizing Federal funds, including local procurement of supplies, equipment, construction, and services, must be conducted in accordance with [2 CFR 200](#) “Uniform Guidance” and FTA Circular [4220.1F](#), “Third-Party Contracting Guidance” and Best Practices Procurement Manual, or as amended. Agencies procuring vehicles directly must have a NHDOT approved Procurement Policy that complies with the aforementioned requirements.

Construction activities in particular trigger many procurement-related issues such as DBE Commercially Useful Function (CUF) reviews, Davis-Bacon wage rate requirements, etc. Applicants are responsible for ensuring it has the technical capacity – whether in-house or via the hiring of a consultant/contractor – to administer all projects in compliance with all such Federal requirements.

3. Disadvantage Business Enterprise

Subrecipients must comply with [49 CFR Part 26](#) to ensure nondiscrimination in the award and administration of DOT-assisted contracts on the basis of race, color, and national origin. In addition, subrecipients must create a level playing field on which disadvantage business enterprise (DBEs) can compete fairly for DOT-assisted contracts.

Note that, for the purposes of FTA’s DBE program, the term “contract” means every third-party transaction for which an agency has discretion in terms of the vendor. For instance, a purchase of a pen or a gas fill-up would be subject to DBE requirements, whereas expenditures related to utility bills *may* not be. That is, if the FTA-funded program within the agency has no discretion with regard to the procurement of said utility, it would not be considered a contracting opportunity. If, however, the FTA-funded program directly procures the utility, the resultant contract would be counted as a contracting opportunity for DBE purposes.

4. Title VI/Civil Rights

This project will be administered according to Title VI requirements as related to civil rights per FTA Circular [4702.1B](#).

As a recipient of federal (FTA) funding, NHDOT is required to ensure its funding is distributed in an equitable manner. Equitable distribution, as further described in Chapter V of [C4702.1B](#), involves ensuring minority populations are not being denied the benefits of or excluded from participation in the proposed project.

Equitable distribution on behalf of the State of NH can be/is achieved by engaging in outreach to diverse stakeholders regarding the availability of funds and ensuring the process itself is not a barrier to selection of minority applicants. Subrecipient applicants, in turn, will be required to work with RCCs to ensure that minority populations are engaged and/or considered. Further, subrecipients will be required to ensure its projects/services cannot be construed as excluding minorities from participating for the duration of the project, e.g., the lifespan of an awarded vehicle.

5. National Environmental Policy Act ([NEPA](#)) (if applicable)

Capital projects affecting real property generally require a comprehensive environmental review process – all of which is the applicant’s responsibility – prior to any grant/contract approval.

6. Historic Preservation ([Section 106](#)) (if applicable, i.e., if project affects historical district)

This is related to the NEPA process outlined above. Capital projects located within historical districts require applicants to complete a Section 106 process to determine whether the project may adversely affect any historical aspects of the property. This will involve undergoing a Request for Project Review (RPR) process by NHDOT.

7. Buy America

Procurements of over \$150,000 must comply with Buy America provisions set forth in [49 CFR 661](#) and [49 CFR 663](#).

8. Lobbying

Subrecipients must certify compliance with the Federal Restrictions on Lobbying when signing their Agreement with NHDOT. This generally applies to grants in excess of \$100,000.

9. Debarment and Suspension

Subrecipients must certify compliance with the federal debarment and suspension provisions by signing a separate certification when executing their Agreement with NHDOT. In addition, language contained within the Agreement requires compliance with the debarment and suspension provisions. (While the Federal threshold is \$25,000, NHDOT may require this for all projects at its discretion.)

10. Vehicle Certification

Subrecipients are the registered owner of vehicles purchased with Section 5310 funds. However, NHDOT shall be listed as the lien holder and retains the Certificate of Title until the property is disposed. With very limited exceptions permitted under Federal guidelines, disposition cannot occur until the property meets the useful life standard and the federal interest requirement.

11. Useful Life Standards

Subrecipients are required to maintain all Section 5310-funded equipment per manufacturers' suggested requirements until the useful life standard has been met. NHDOT's current useful life for equipment, as defined in its [State Management Plan](#), is as follows:

Vehicle or Equipment	Useful Life
Minivan, Van, Sedan, Ford Transit 150	4 years / 100,000 miles
Small bus, minibus, small body on chassis (cutaways), Ford Transit 350	6 years / 150,000 miles
Transit bus less than 30 feet, medium bus, trolley, Sprinter, FrontRunner	7 years / 200,000 miles
Transit bus 30-34 feet	10 years / 350,000 miles
Transit bus 35 feet and over	12 years / 500,000 miles
Over-the-road coach	12 years / 600,000 miles
Bus shelter	15 years
Transit Facility	40 years
Other	NHDOT will review per FTA Circular 5010.1F and advise

12. ITS Architecture

Subrecipients who are applying for ITS projects must receive formal approval by NHDOT to ensure compliance with the State's long-range ITS architecture plan. Subrecipients should notify NHDOT in advance of project submission to ensure this is satisfactorily addressed.

13. Request for Reimbursement

All grant awards made under Section 5310 are to be paid on a reimbursement basis only for expenditures against a grant award for a specific project. Reimbursements are paid only after execution of the Agreement and completion of purchase and/service or delivery of equipment and consumption of materials as specified in the project. **Expenditures prior to grant agreement/contract execution are prohibited**, though such expenditures directly related to a project may be considered as matching funds for FTA grant purposes. Prior NHDOT approval would be required in such cases.

Reimbursement for allowable expenses in accordance with [2 CFR Part 200](#) is submitted by the subrecipient and reviewed by NHDOT to ensure compliance with project scope and the terms and conditions of the Standard Agreement. NHDOT reimburses expenditures directly to subrecipients per the Standard Agreement.

Note: If the State is procuring the vehicle or other equipment, agencies must have the required local match available and will be required to submit their local match check to the DOT prior to delivery.

14. Matching funds

Vehicles or equipment that NHDOT will procure through State Purchasing will require that match be provided to the State upon request subsequent to issuance of a purchase order. NHDOT will generally provide an invoice to the receiving agency and require payment prior to the project's implementation (e.g., a vehicle's being put into revenue service).

In-kind match will be considered on a case-by-case basis and is subject to FTA approval as part of the grant process. See funding section above for additional information regarding matching funds.

15. Other

In addition to all statutory requirements, recipients of vehicles intended for use at a State-owned park & ride or bus terminal will be required to adhere to provisions set forth by the Department of Transportation and/or the contracted

terminal facility operator with regards to access to the premises and established traffic patterns within the premises.

Refer to FTA [Circular C9070.1H](#) as well as the [FY2024 FTA Contractors Manual](#) for additional program guidance.

XII. Next Steps

There are several steps that need to be taken subsequent to applying before the project can get underway. Patience is needed and is appreciated. Here is a general example, though exact steps may vary based upon project scope, statewide contract status, etc.:

- NHDOT reviews projects and issues award letter
- Grant is prepared for request to FTA (this may take two months based on review process, including that of the US Dept of Labor)
- State grant agreement is put forth for Governor & Council (G&C) approval
- Notice to proceed issued, primarily based on NHDOT review of all compliance requirements having been met

The process generally takes approximately six months and has taken years in cases where vehicle specifications require updating prior to the already-lengthy state procurement process. NHDOT is committed to streamlining the process so project implementation is not held up due to state inefficiencies.

XIII. Additional Information

- Based on current apportionments, subsequent solicitations will be approximately \$700,000 per year. Additional competitive grants may be made available as authorized by the BIL (or subsequent authorization bill) as well.
- The next planned solicitation for projects will be fall 2025. Depending on carryover amounts and fund transfers, the next solicitation could be substantially reduced.
- All USDOT-funded transportation projects must be listed in NH's Statewide Transportation Improvement Program ([STIP](#)). For State-administered programs/projects, the DOT includes a single statewide "programmatic" listing for each program, which fulfills this requirement. Therefore, for such projects, it is not necessary to request separate regional inclusion of proposed projects in the STIP.
- If balances remain after solicitation, NHDOT may choose to request an FTA transfer of apportioned Small Urbanized Area funds to the Rural (Nonurbanized) areas.

- All successful applicants will be required to sign Federal Transit Administration (FTA) Certifications and Assurances prior to contract/vehicle award as well as annually to verify compliance with all Federal requirements.
- This project will be administered according to the requirements of Title VI of the Civil Rights Act of 1964 and related statutes to ensure nondiscrimination.