

# SECTION 5310, 5311, AND 5339

## Federal Grant Program Information & Procurement Processes

### 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

This program provide funding to states assist private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.

### 5311 Formula Grants for Rural Areas

This program provides capital, planning, and operating assistance to support public transportation in rural areas with populations of less than 50,000, where many residents often rely on public transit to reach their destinations. The program also provides funding for state and national training and technical assistance through the Rural Transportation Assistance Program (RTAP).

### 5339 Buses and Bus Facilities Grants Program

This program makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities.

Levels	MICRO PURCHASE	SMALL PURCHASE	COMPETITIVE PURCHASE
	Less than or equal to \$10,000	\$10,001- \$35,000	More than \$35,000
Types	<ul style="list-style-type: none"> <li>Professional Services/Architectural Engineering Services</li> <li>Operations/Management/Sub recipients</li> <li>Rolling Stock</li> <li>Construction</li> <li>Materials &amp; Supplies</li> </ul>		
Examples	<p><b>Traditional</b></p> <ul style="list-style-type: none"> <li>Buses and vans</li> <li>Wheelchair lifts, ramps, and securement devices</li> <li>Transit-related information technology systems, including scheduling/routing/one-call systems</li> <li>Mobility management programs</li> <li>Acquisition of transportation services under a contract, lease, or other arrangement</li> </ul> <p><b>Non Traditional</b></p> <ul style="list-style-type: none"> <li>Travel training</li> <li>Volunteer driver programs</li> <li>Building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features</li> <li>Improving signage, or way-finding technology</li> <li>Incremental cost of providing same day service or door-to-door service</li> <li>Purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs</li> <li>Mobility management programs</li> </ul>		

# PROCUREMENT PROCESS & RESOURCES

## Micro Purchase Procurement Process

1. Determine total cost (item/quantity) to be procured
2. Gather price information and determine if fair and reasonable
3. Select vendor/contract and ensure acceptance of appropriate Federal clauses
4. Complete the micro purchase documentation form and ensure submit to FDOT District representative
5. Obtain approval for procurement from FDOT and complete procurement
6. Keep documentation to support price determination

## Small Purchase Procurement Process

1. Complete a price analysis
2. Solicit at least three competitive price or rate quotes to determine that selected bid is fair and reasonable
3. Complete cost analysis of bids (if necessary)
4. Select vendor/contract and ensures acceptance of appropriate Federal clauses
5. Complete the small purchase documentation form and submit to FDOT District representative
6. Obtain approval for procurement from FDOT and complete procurement
7. Keep documentation to support price determination

## Competitive Bid Procurement Process

Prepare solicitation package that:

- Identifies evaluation method
  - Includes appropriate Federal clauses and contract language
  - Specifies evaluation factors and relative importance
2. Publicly advertise the solicitation
  3. Receive and evaluate responses from at least three respondents
  4. Select award recipient
  5. Obtain approval for procurement from FDOT and complete procurement
  6. Keep documentation to support bid evaluation and vendor/contractor selection

## Federal Clauses

It is the responsibility of the sub-recipient to ensure that all Federal clauses are included, whether in a master contract or in a purchase order.

**Micro Purchases** —Federal clauses generally do not apply except for construction contracts \$2,000-10,000.

**Small Purchases and Competitive Bids**—Applicable Federal clauses depend on dollar amount and type of procurement. The Local Agency Procurement Manual

## Resources

- FTA Circular C 4220.1G, *Third Party Contracting Guidance*
- FTA Best Practice Procurement Manual
- FDOT Local Agency 5310, 5311, and 5339 Procurement Manual & FAQs  
<http://www.fdot.gov/transit/Pages/grantsadministration.shtm>
- FDOT Guidance for Transit Agencies (2025)  
[https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/transit/procurement/procurement-guidance-2025-final\\_update\\_10132025.pdf](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/transit/procurement/procurement-guidance-2025-final_update_10132025.pdf)

## Contacts

Gabe Matthews  
Florida Department of Transportation  
(850) 414-4803  
[Gabrielle.Matthews@dot.state.fl.us](mailto:Gabrielle.Matthews@dot.state.fl.us)

Erin Schepers  
Florida Department of Transportation  
(850) 414-4526  
[Erin.Schepers@dot.state.fl.us](mailto:Erin.Schepers@dot.state.fl.us)

