



Section 5310 Program: CY 2027 Application Instructions

The Greater Madison MPO has transitioned to an electronic Transportation Improvement Program (e-TIP) to improve accessibility. Beginning in May 2026, all funding applications—including applications for Calendar Year (CY) 2027 funding—must be submitted through the [new platform](#).

Project sponsors will need to request a login account in order to complete an application. Please see the [System Access Instructions](#) for step-by-step instructions on requesting a login account if you have not already done so.

Note: If your agency was awarded Section 5310 funding for CY 2026 and is seeking future funding for the same project, your 2026 application has already been migrated into the e-TIP system. You will only need to review and update the draft CY 2027 application as needed.

The following projects have been migrated:

- City of Madison – Paratransit Eligibility & Mobility Coordinator – Project ID #245
- Dane County – Mobility Management Program – Project ID #246
- NewBridge Madison – Older Adult Transportation Operating Assistance – Project ID #364

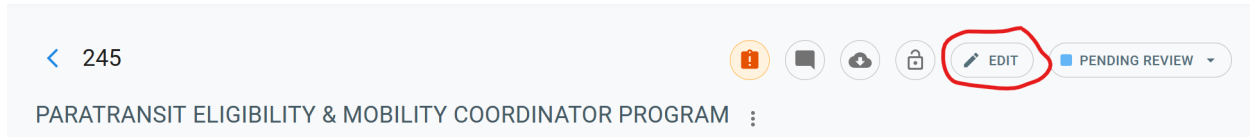
All other applicants will need to create a new application. Instructions for new applications are provided below.

To Update Existing Applications:

1. In the search bar on the right side of the window, search using the Project ID number listed above.
2. Select the project with a Review Status of **"Pending Review."**

ID	AGENCY	REVIEW STATUS	PLAN CYCLE	REVISION	TITLE	TYPE	TOTAL COST
245	City of Madison	Pending Review	CY 2027 Section 5310	2027 Funding s. 5310 Applications	PARATRANSIT ELIGIBILITY & MOBILITY COORDINATOR PROGRAM	Transit Capital	\$732,000
245	City of Madison	Accepted	CY 2025-2029 TIP	Amendment No. 9	PARATRANSIT ELIGIBILITY & MOBILITY COORDINATOR PROGRAM	Transit Capital	\$732,000

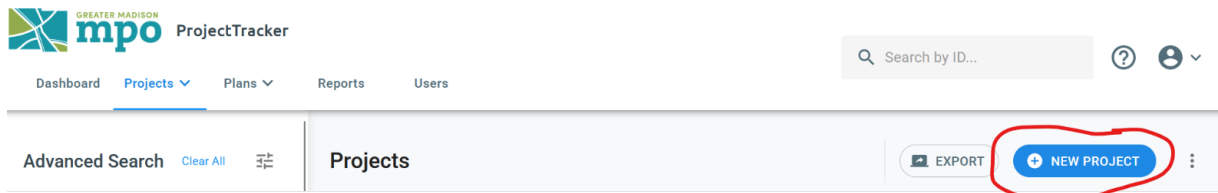
3. Click the **Edit** button near the top right corner of the window.



4. Continue to Step 6 in the **New Application Instructions** below.

To Create a New Application:

1. Under the **Projects** tab, select the **NEW PROJECT** button near the top right corner of the screen.



2. In the **Creating a New Project** pop-up window, select **Section 5310 Application / CY 2027 Section 5310** in the **Plan Cycle** field. The **Plan Revision** field should automatically populate with **2027 Funding s. 5310 Applications – Application...**

1 SELECT PLAN REVISION 2 ENTER PROJECT DETAILS

Creating a New Project

First choose a Plan Cycle and open Plan Revision to track review/approval for your new Project.

Plan Cycle *
Section 5310 Application / CY 2027 Section 5310

Only Plan Cycles with an open Plan Revision are displayed

Plan Revision *
2027 Funding s. 5310 Applications - Application...

* Indicates required fields

Can't find the Plan Revision you are looking for?
[Contact your ProjectTracker administrator](#) to let them know.

CANCEL CONTINUE

3. Click **CONTINUE**.
4. Enter the **Project Title**, select a **Project Type** (**Transit Capital** or **Transit Operating**), and select the **Lead Agency**. If your agency is not listed, contact [Ben Lyman](#). Enter a brief project description.

Creating a New Project

Now enter basic information about your new project. Additional details can be entered after you save.

ID Title*
Project Title

If left blank, an ID will be auto-generated.

Project Type* Lead Agency*

Description*

BACK CREATE PROJECT

5. Click **CREATE PROJECT**.
6. Complete the **Project Information** and **Applicant Contact Information** sections.
7. MPO staff will complete the **Location Information** section after the application is submitted.
8. In the **Programming Information** section, add at least two rows using the button in the lower left corner and select one column using the button in the upper right corner.

Programming Information | Min Match 0% Effective Match 0%

Show Match Calculator

Choose columns (8) ▾

FY *	FUND TYPE *	TOTAL	LAST UPDATED BY	LAST UPDATED DATE
No Programming Information Defined				

+ ADD ROW

9. Select the appropriate project type column:
 - i. **Transit Capital** for vehicle purchases, non-vehicle capital purchases, and Mobility Management projects.
 - ii. **Programming/Operations** for operating projects.

A separate application is required for each project. Select only one project type.

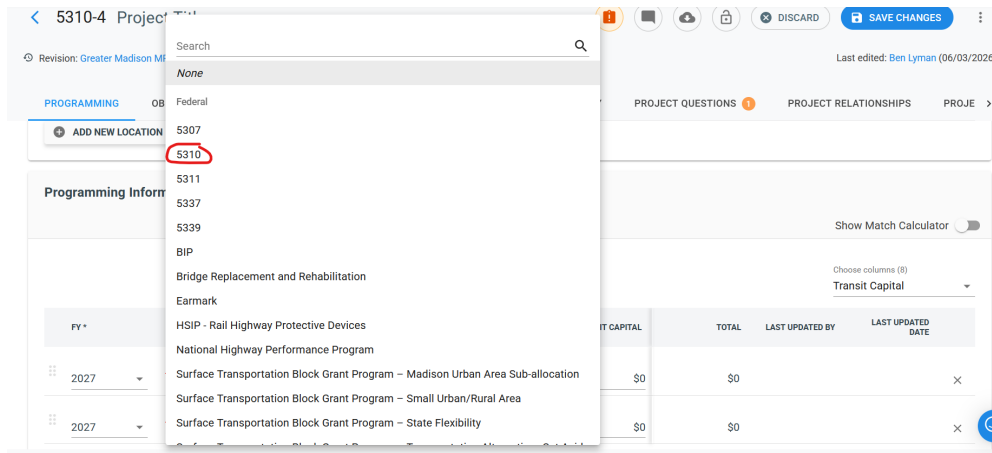
Programming Information | Min Match 0% Effective Match 0%

FY *	FUND TYPE *	TRANSIT CAPITAL	TOTAL	LAST UPDATED BY
⋮ Required field	⋮ Required Field	\$0	\$0	
⋮ Required field	⋮ Required Field	\$0	\$0	

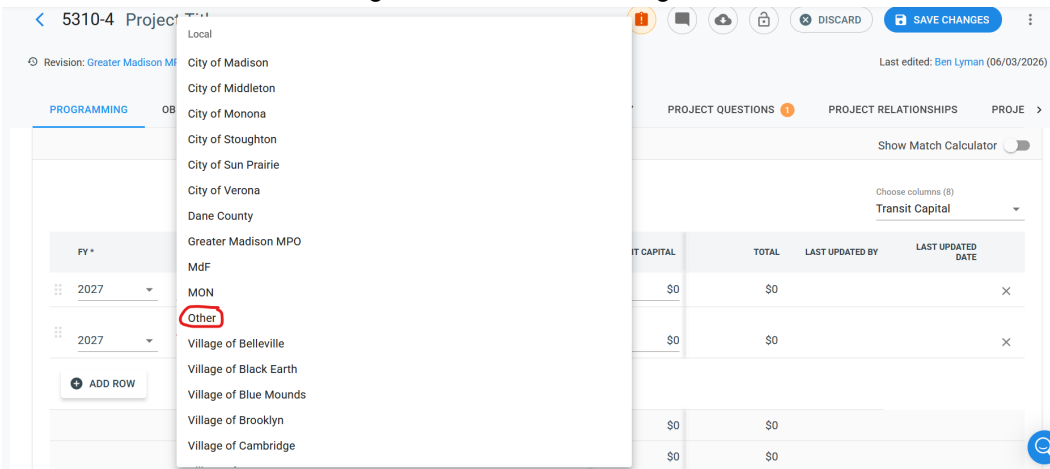
- Const.
- UTL
- Transit Capital
- ROW
- Planning
- New/Replacement
- Programming/Operat

10. Configure the funding rows:

- i. Select the funding year (the calendar year for which funding is being requested; for example, select **2027** when applying in 2026).
- ii. In one row, select **5310** as the **Fund Type**.



11. In the second row, select the source of the local match. This may be the project sponsor or another non-USDOT funding source. If the funding source is not listed, select **Other**.



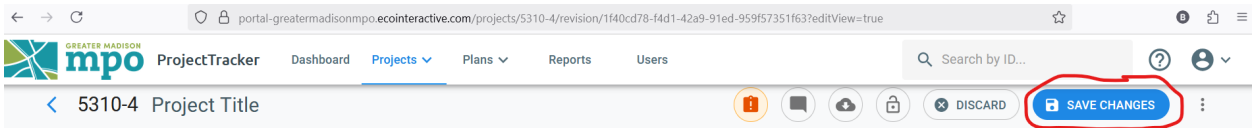
12. Enter the requested federal funding amount on the **5310** row and the local match amount on the local funding row. Generally:

- i. **Capital and Mobility Management projects** are eligible for **80% federal / 20% local** funding.
- ii. **Operating projects** are eligible for **50% federal / 50% local** funding.

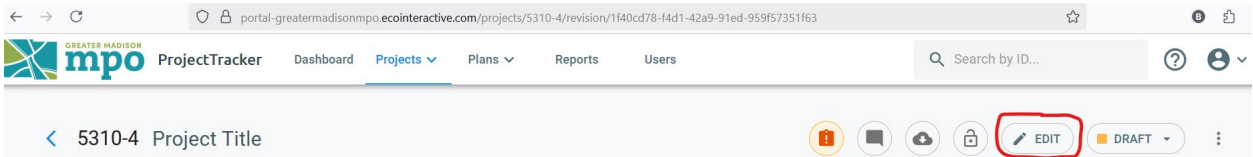
13. In the **Change Reason Details** section, the **Change Reason** should default to **New Project**. Enter:

- i. **"new project"** for new projects.
- ii. **"new project year"** for continuing projects.

14. Select **SAVE CHANGES** in the upper right corner of the screen. Progress may be lost if you leave the page without saving.



15. To continue editing after saving, select the **EDIT** button in the upper right corner.



16. No action is required on the **OBLIGATION** tab.

17. No action is required on the **MAP** tab unless the project involves a construction project or facility that can be mapped. If so, contact Ben Lyman.

18. No action is required on the **IDS / CONTACTS** tab.

19. Upload the following required documents under the **ATTACHMENTS** tab:

- i. Greater Madison MPO [Section 5310 Supplemental Application Workbook](#)
- ii. [Federal Funding Accountability and Transparency Act \(FFATA\) Report Certification](#)
- iii. [Federal Transit Administration \(FTA\) Certifications and Assurances document](#) (note: this form is updated annually; please complete and submit the most current version available).

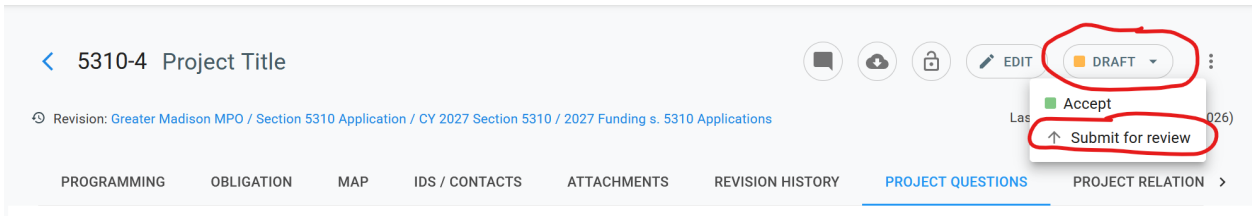
20. No action is required on the **REVISION HISTORY** tab.

21. Complete all required fields in the **PROJECT QUESTIONS** tab.

22. No action is required on the **PROJECT RELATIONSHIPS** or **PROJECT DELIVERY** tabs.

23. Select **SAVE CHANGES** again.

24. Once the application is complete—including all required attachments—select the **Draft** button in the upper right corner and choose **Submit for Review** from the dropdown menu. (The **Accept** option shown in some examples is available only to administrators.)



Congratulations! Your application has been submitted. MPO staff will be notified and will contact you if additional information or clarification is needed.