



## 5310 Private Non-Profit Vehicle Grants Applicant Instructions

### Open Application Window

PennDOT Bureau of Public Transportation is accepting applications for Private Non-Profit Vehicle Grants, funded by the Federal Transit Administration's (FTA) Enhanced Mobility of Seniors & Individuals with Disabilities Program (Section 5310) between July 1<sup>st</sup> and July 31<sup>st</sup> annually. To apply for funding, applicants must have a Keystone Login account.

### How to Apply for Section 5310 Grant Funding

Pennsylvania's Section 5310 program requires all applications to be filed electronically using eGrants Public Portal Interface at <https://grants.pa.gov/>. Applications are best applied for by using **Chrome or Edge**.

If users don't have a Keystone Login account, they must register and follow the steps outlined below. Applicants will not be permitted to open an application until a Keystone Login is entered.

**Note: if the applicant has an existing Keystone Login ID, please proceed to step 2.**

### Step 1. New User Registration to the Keystone Login

- Go to: <https://grants.pa.gov/>
- Click "Register" highlighted on the main login page and the system will take user to Keystone Login.

The screenshot shows the Keystone Login website interface. At the top, there is a blue header with the PA logo and navigation links for "Help" and "Contact Us". Below the header, the page is divided into two main sections: "General Facts" and "Login".

**General Facts**

- Create a New Keystone Login Account – [Registration](#)
  - Click Register and enter all of the information into the fields with a red asterisk (\*) next to them.
    - You will be asked to create your profile, login information and security questions.
  - If you have already created an account with another agency whose application uses the Keystone Login Service, you **do not** need to register another account with us.
  - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
    - Some additional information may be required for those agencies.
- Keystone Login Services
  - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)
  - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- For technical assistance with an application, please contact the appropriate resource center listed below
  - **DCED customers:** Please contact the DCED Customer Service Center. Representatives are available Monday through Friday, from 8:30 AM until 5:00 PM, at 800-379-7448. Email inquiries can also be sent to [rdcedcs@pa.gov](mailto:rdcedcs@pa.gov).
  - **Customers of all other agencies:** Please contact the Enterprise eGrants Customer Service Center. Representatives are available Monday through Friday, from 7:00 AM until 6:00 PM, at 833-448-0647. Email inquiries can also be sent to [egrantshelp@pa.gov](mailto:egrantshelp@pa.gov).

**Login**

**How to Apply:**  
For an overview of how to apply for funding using the Enterprise eGrants System, please read [Help](#).

Username:

Password:

Powered by  
**PA KEYSTONE LOGIN**

**NOTE:** If registering for the first time with Keystone Login, please include an email address with your account. It will be needed to successfully complete grant applications and grant processing.

[Forgot Password](#)  
[Forgot Username](#)  
[Learn more about Keystone Login](#)  
[Having Trouble Registering](#)

- Enter all the information in the fields marked in the right margin by a red asterisk and click Register. *These are required fields.* The rest of the fields are optional.

Home Log In Register Help

**PA KEYSTONE LOGIN**

On May 18, 2020, the Commonwealth of Pennsylvania will be opening the Keystone Login Help Desk for Keystone Login users. For all questions, concerns and issues with Keystone Login, contact the new help desk by using the following phone number: 877-328-0995.

### Register

Personal Information:

First Name \*

Last Name \*

Date Of Birth \*

Contact Information:

Email

Mobile Phone Number

Login Information:

Username \*

Password \*

Confirm Password \*

The username should be between 6 and 64 characters and should not contain any spaces.  
The password must pass these rules:  
 Must be between 12 to 128 characters in length.  
 Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:  
 One uppercase letter.  
 One lowercase letter.  
 One numeric number.  
 One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Security Questions:

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

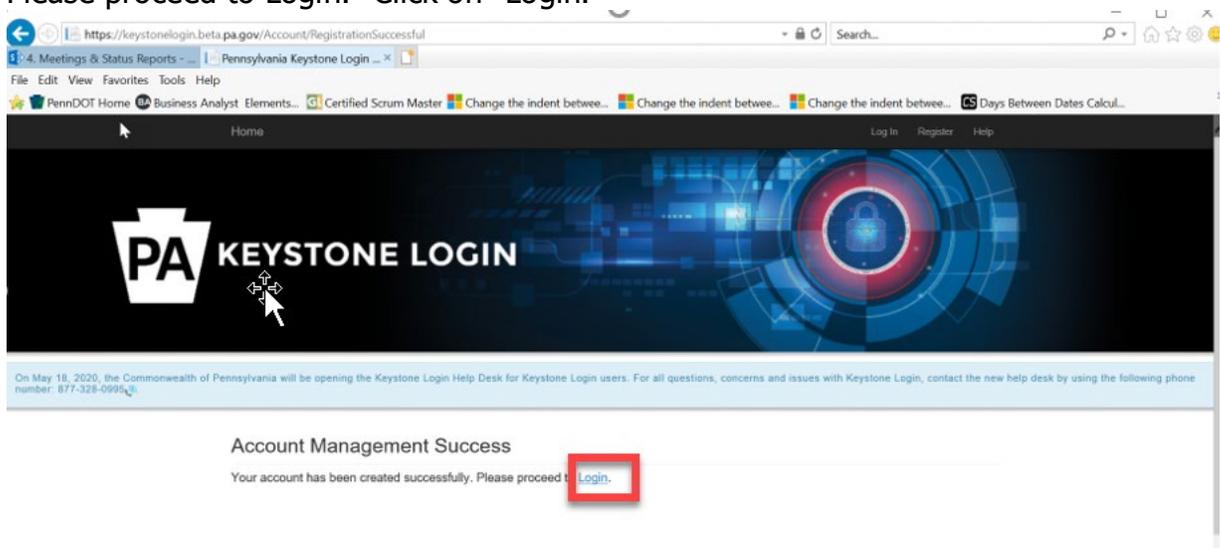
Security Question 3 \*

Security Answer 3 \*

Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces. Consider this when creating your answers to your security questions.

- **First Name:** Enter your first name.
- **Last Name:** Enter your last name.
- **Date of Birth:** Enter your date of birth.

- **Email:** Enter your email address.  
**Note: user must enter a valid email address during the registration process.**
  - **Mobile Phone Number:** Enter your Mobile Phone Number. This field is optional.
  - **Username:** Create a username. The username must be between 6 and 64 characters without any spaces.
  - **Password:** Create your password here. The password must be between 12 and 128 characters and should follow 3 out of 4 rules as listed below:
    - One uppercase letter
    - One lowercase letter
    - One numeric number
    - One non-character (such as! #, %, ^, etc.).
  - **Confirm Password:** Re-enter your password. This field has the same restrictions as the Password field.
  - **Security Questions:** This is a security question in case user loses or forgets their username or password. It helps to confirm user's identity since it will be a unique question.
- The system displays the message "Your account has been created successfully. Please proceed to Login." Click on "Login."



## Step 2. Log in to the 5310 Application Site and Complete the Application

- Once a username and password are created, log in back to the eGrants Public Portal Interface at <https://grants.pa.gov/> with the new username and password.
- Enter the project name, select No in the "Do you need help selecting your program?" dropdown, and click "CREATE A NEW APPLICATION."

Submitted Applications User Settings

### Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

Project Name  
BPT 5310

Do you need help selecting your program?  
No

CREATE A NEW APPLICATION

- Enter "5310" under the program name section and click "Search."

### Select Program

To search for programs based on your organization and/or project, click the Program Finder button below.

Program Name  
5310

Sort By  
Program Name

SEARCH PROGRAM FINDER

- Click on the "Apply" button next to **Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program**. Click the "Program Fact Sheet" and "Guidelines" to review the application instructions and check the eligibility for the program respectively.

### Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program

Apply

Pennsylvania Department of Transportation

Section 5310 of the Federal Transit Act, as amended, authorizes the Federal Transit Administration (FTA) to make capital assistance grants to private non-profit organizations or to governmental authorities approved by the State to coordinate services for seniors and individuals with disabilities; or certifies that there are no nonprofit organizations readily available in the area to provide services to seniors or individuals with disabilities. Section 5310 funds are for the purchase of accessible vehicles to provide transportation to seniors and individuals with disabilities. These funds are available on an 80% Federal, 20% local matching basis. This is a competitive grant program. Applications are scored based on project need and justification, positive mobility improvements, local and regional coordination, technical and maintenance capability to provide transportation, organizational, financial, and grant administration capability and demonstration that matching funds are secured and committed.

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

- Navigate through the eight (8) application sections using the top row of orange tabs or the **Continue** button at the bottom of each section:
  1. Applicant
  2. Project Overview
  3. Project Site
  4. Narrative
  5. Budget

**Note: budget tab could be bypassed and will be auto-populated based on the information provided to the addenda questions.**

  6. Addenda
  7. Signing Authority
  8. Certification

**Note: After application submission, the system generates a Single Application Id # and a Web Application Id # as shown in the below screenshot. Please keep the web application Id # for future reference.**



### Step 3. Application Submission

All applications must be submitted electronically via the eGrants Public Portal Interface by 11:55 PM on July 31. No late submissions will be accepted.

### Questions

All questions regarding the program or application submission process should be directed to:

**JoEllen Clapsadl** - PennDOT  
(717) 772-1788 | [jclapsadl@pa.gov](mailto:jclapsadl@pa.gov)