

5310 Private Non Profit Vehicle Grants

Applicant Instructions

Open Application Window

PennDOT Bureau of Public Transportation is accepting Section 5310 applications between July 17, 2017 and August 7, 2017. To apply for funding, applicants must create a user account on PennDOT's online SharePoint system.

How to Apply for Section 5310 Grant Funding

Pennsylvania's Section 5310 program requires all applications to be filed electronically using PennDOT's online SharePoint system at <https://sportal.dot.pa.gov/Planning/AppReg/BPT-5310/Pages/default.aspx>. The SharePoint application must be completed through **Internet Explorer**.

New users and organizations will need to register and should follow the three instruction outlined below:

Step 1. Obtain Access to the PennDOT SharePoint System

Applicants can access the 5310 funding site without a username and password, but will not be permitted to open an application until a user login is entered. Register for a user account by following the instructions.

1. Click on the link at the top of the 5310 Funding Program Page "Not a registered PennDOT SharePoint user click here", or go to: <https://www.login.state.pa.us/login/>
2. Click on "Register" in the yellow column in the upper left-hand corner of the screen.
3. Fill out the required fields
4. Click the "Register" button at the bottom of the screen.

Step 2. Login to the SharePoint Site

Once a username and password have been created, applicants can login to the SharePoint system to complete the application.

1. Click "Sign In" in the top right corner of the 5310 funding page at <https://sportal.dot.pa.gov/Planning/AppReg/BPT-5310/Pages/default.aspx>.
2. Select "Login to USER & MUSER click here" and log-in using the login credentials you created in Step1.



Applicants should
log-in using the
"Login to User &
MUSER

3. Enter “**user\yourloginname**” and password you created when registering. You **MUST** enter **user** before your username (e.g., user\johnsmith).

Step 3. Completing the Application

Upon logging-in to SharePoint, select the “*Click to create a new 5310 application*” option, located under the Application header in the middle of the screen. By clicking on the link, the Section 5310 Funding Application will display as a pop-up screen. Use the top row of tabs, in blue, to navigate between the six (6) application sections:

1. Overview
2. Description
3. Justification
4. Budget
5. Attachments
6. Terms

If an error is received when opening the application window, please use the “**Troubleshooting Tips**” link on the left side of the page.

Applicants may save the application at any time and return at a later time to finish and complete the application prior to the submission deadline. When returning to the application, please log-in, select your application under the application tab, and then click “*Edit Item*” to edit the application.

Please note that applicants are required to upload attachments. A list of these attachments and instructions are provided under the Attachments tab. **Note:** Internet Explorer is the recommended browser for completing the application.

Step 4. Application Submission

All applications must be submitted electronically via SharePoint by August 7, 2017 by 11:55 PM. No late submissions will be accepted. Upon submission, applicants will receive a confirmation of submission via e-mail, sent to the e-mail address on file for the username that submitted the application.

Questions

All questions regarding the program or application submission process should be directed to **John Levitsky** at PennDOT, at (717) 787-1206 or jlevitsky@pa.gov