

State of Hawaii  
Department of Transportation  
Statewide Transportation Planning Office

Federal Transit Administration (FTA) Section 5310 Program  
Capital Assistance for the Transportation of the Elderly and Disabled

Annual Performance Measure Report  
For Gaps in Service and Ridership  
For the Federal Fiscal Year \_\_\_\_\_

I. General Information

The Federal Fiscal Year begins on October 1 and ends on September 30. Chapter VI part 17(a) of Circular 9070.1F (Elderly Individuals and Individuals with Disabilities Program) requires the State HDOT to submit to the Federal Transit Administration (FTA) by October 31 of each year, a FTA 5310 “Annual Performance Measure Report” for each active grant covering the 12-month period ending the federal fiscal year on September 30.

The Annual Performance Measure Report shall be submitted in addition to the subrecipient’s requirement of submitting its FTA 5310 Quarterly Vehicle Progress Reports and its FTA 5310 Annual Subrecipient Organization Report.

**Deadline: All reports must be received by October 15 and submitted to:**

**Hawaii State Department of Transportation  
Statewide Transportation Planning Office  
Attn: 5310 Program Manager  
200 Rodgers Boulevard  
Honolulu, Hawaii 96819**

**Annual Performance Measure Reports may be emailed to:**

[DOTSTP@hawaii.gov](mailto:DOTSTP@hawaii.gov) or directly to the current 5310 Program Manager

Templates of these reports may be downloaded from the HDOT website, Statewide Transportation Planning Office, Section 5310 Program.

The Performance Measure data obtained from HDOT’s subrecipients are used by HDOT to compile its report which contain program measures addressing 1) Gaps in Service – which are provisions of transportation options that would not otherwise be available for older adults and individuals with disabilities measured in the numbers of older adults and individuals with disabilities afforded mobility they would not have without the program support, and 2) Ridership data – the actual number of rides as measured by one-way trips provided annually for individuals with disabilities and older adults on FTA 5310 supported vehicles.

## 2. Instructions

**A. Gaps In Service Filled** is based on the number of individuals who had access to transportation services provided by the subrecipient in the fiscal year. It can be calculated using one of two methods:

Method 1: If transportation service was provided for a specific list of individuals (eligible clients), provide the number of clients transported in the fiscal year.

Method 2: Using 2020 (or latest) Census population data, provide the number of persons with disabilities and elderly individuals amongst the public at large that reside within the county and served by the subrecipient's Section 5310 funded vehicles. Provide detail as to the specific source of census data used.

The subrecipient shall provide the name of the county or counties that are served by the Section 5310-funded services even if only a portion of the county is served. This is to provide a better understanding of the geographic reach of the Section 5310 program effort.

**B. Ridership** is based on the estimated number of rides provided only by those vehicles that were funded by Section 5310 funds in the fiscal year. It can be calculated using one of two methods:

Method 1: If the subrecipient uses a cost-allocation method, it should apply this method to estimate the number of rides provided by Section 5310-funded vehicles. Provide details in using this method.

Method 2: The subrecipient may estimate the number of rides attributed to Section 5310 funded vehicles by calculating the Total number of one-way trips provided by the subrecipient in the fiscal year, and dividing this number by the proportion of the subrecipient's fleet that was funded by Section 5310 funds.

*For example:* If a subrecipient provided 2,000 one-way trips in the fiscal year with a fleet of 10 vehicles, of which 8 were funded by the Section 5310 program and two were funded by a local-grant program, the number of rides that can be attributed to Section 5310 fund vehicles is calculated as: 2,000 rides X .80 or 1,600 one-way trips.

