

# Enhancing Mobility of Seniors and Individuals with Disabilities Program

All applications must be submitted by *July 31, 2025*



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

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Springfield, Missouri 65807

Phone (417) 865-3042 | Fax (417) 862-6013

Federal Transit Administration  
49 U.S.C. 5310  
Enhanced Mobility of Seniors and Individuals with Disabilities

**Faxed or emailed application will not be accepted**

Applications will be submitted through [OTO's TIP tool which can be accessed through the OTO website](https://portal.oto.ecointeractive.com/) - <https://portal.oto.ecointeractive.com/>.

Please call or email David Knaut at (417) 865-3042 ex. 107 or [dknaut@ozarkstransportation.org](mailto:dknaut@ozarkstransportation.org), if you need any assistance with the application.

**For more information, contact:**

David Knaut  
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2208 W. Chesterfield Boulevard, Suite 101  
Springfield, Missouri 65807  
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[dknaut@ozarkstransportation.org](mailto:dknaut@ozarkstransportation.org)  
[www.OzarksTransportation.org](http://www.OzarksTransportation.org)

## DEADLINES AND DATES

Pre Application workshop:	June 23, 2025, at 2:00pm
Virtual office hour	July 15 <sup>th</sup> , 2025, at 10:00am
Application due:	July 31, 2025, by 4:00 pm
LCBT Application review:	August 14, 2025 ( <i>Tentative</i> )
OTO Board of Director's approval:	<i>September 25, 2025 (Tentative)</i>

## SUBMIT APPLICATIONS TO:

Applications will be submitted through [OTO's TIP tool which can be accessed through the OTO website](https://portal.oto.ecointeractive.com/) - <https://portal.oto.ecointeractive.com/>.

*As part of this application process, OTO requires that all applicants submit their application(s) online to OTO no later than 4pm on July 31, 2025.*

*Please call or email David Knaut at (417) 865-3042 ex. 107 or [dknaut@ozarkstransportation.org](mailto:dknaut@ozarkstransportation.org), if you need any assistance with the application.*

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## QUESTIONS

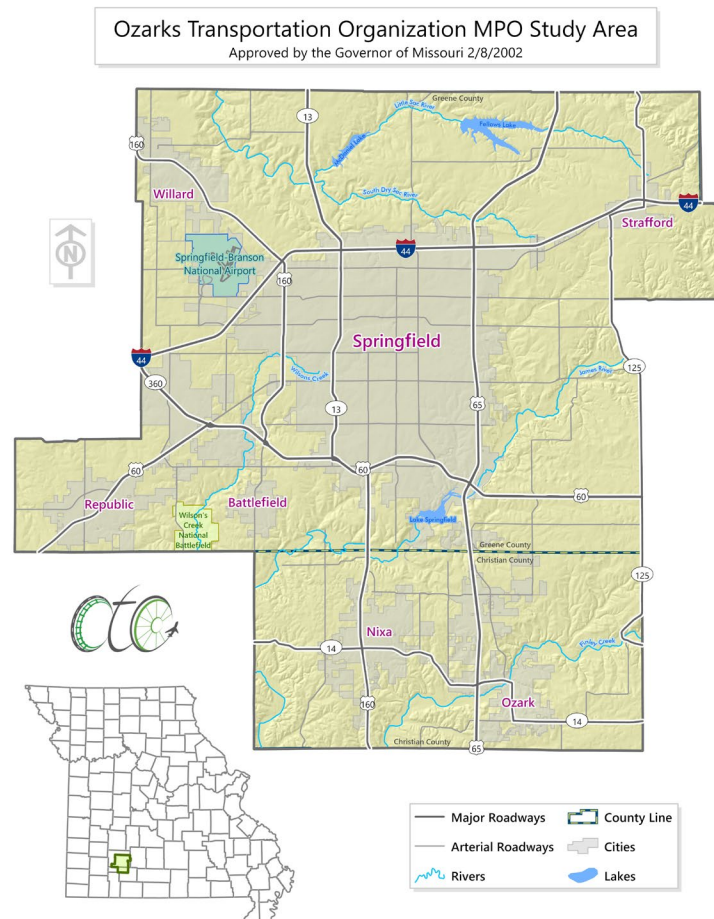
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OTO website: [www.OzarksTransportation.org](http://www.OzarksTransportation.org)

## INTRODUCTION

The purpose of the Section 5310 *Enhancing Mobility of Seniors and Individuals with Disabilities* program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas, including those over 200,000 population, like the Springfield metropolitan region. The map below depicts the region where service must be provided to be eligible for this funding through the Ozarks Transportation Organization.

Traditionally, this funding has been used to purchase vans and buses for non-profits who serve the elderly and disabled. Projects seeking this funding must address a gap or strategy found in the Transit Coordination Plan. Specific information about eligible projects and applicants is contained in this guidebook.

As part of the application process for 2025, OTO requires that all applicants submit completed applications to the Ozarks Transportation Organization no later than **4pm on July 31, 2025**.



The Ozarks Transportation Organization (OTO) Metropolitan Planning Organization (MPO) is the federally designated regional transportation planning organization for the Springfield, Missouri region. To administer this funding, OTO has partnered with two designated recipients, the Missouri Department of Transportation and City Utilities Transit. All human service agencies awarded this funding will be contacted by MoDOT to complete the process and take delivery of vehicles.

## WHO CAN APPLY (ELIGIBLE SUB-RECIPIENTS)

Private non-profit organizations are eligible sub-recipients for traditional FTA 5310 funding. Public entities may also apply if they demonstrate there are no other providers capable of providing the proposed service or that they are best able to coordinate moneys and equipment within the proposed service area. Eligible sub-recipients for other eligible Section 5310 activities include a state or local governmental authority, a private non-profit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.

*Please note that only City Utilities (CU) transit is eligible for other eligible capital and operating expense projects for FY 2025 and FY 2026.*

Corporations must include a copy of their Certificate of Good Standing issues by the Missouri Secretary of State and a copy of their federal or state tax exempt letter with their application.

Agencies already having Section 5310 vehicles in service that have not returned Annual Certifications of Use and Vehicle Usage reports to MoDOT from the previous year are not eligible for funding consideration.

## ELIGIBLE PROJECT CATEGORIES

There are two categories of eligible projects under the OTO's program:

### ELIGIBLE CAPITAL PROJECTS TO BENEFIT HUMAN SERVICE TRANSIT ("TRADITIONAL")

The Federal Transit Administration has established a list of activities as eligible capital projects that meet a minimum 55 percent requirement for traditional funding, see circular FTA 9070.1H. The OTO has chosen to fund only the following activity with "55 percent" funds.

- Additional or replacement vehicles and associated equipment (e.g. buses, vans and minivans, extra seats, heavy-duty wheelchair lift)

*Please note that you can only apply for vehicles that are not wheelchair accessible, if you can provide wheelchair accessible service with other vehicles in your existing fleet.*

### OTHER ELIGIBLE CAPITAL AND OPERATING EXPENSE PROJECTS (35 PERCENT)

In addition to the above required projects, 35 percent of OTO's program apportionment may be utilized for additional public transportation projects. Examples include this non-comprehensive list of projects that enhance paratransit activities beyond minimum ADA requirements:

- Expansion of paratransit service beyond the three-fourths mile required by ADA
- Expansion of current hours of ADA paratransit operation
- Incremental cost of providing same day service
- Incremental cost of door-to-door service
- Enhance level of service by transit escort or assisting riders to destination
- Vehicles or labor to accommodate mobility aids exceeding standard ADA wheelchairs
- Additional securement location in public buses beyond ADA requirements
- Accessibility improvements to transit and intermodal stations (non-key stations)
  - Accessible pathways include: curbcuts, sidewalks, accessible pedestrian signals of other

- features, including: elevators, ramps, detectable warnings, improving signage, wayfinding technologies, other technology improvements, and Intelligent Transportation Systems;
- Travel training
- Vehicles to support ADA taxi, rideshare, and/or vanpooling programs
- Administration and expenses related to new voucher programs
- Supporting volunteer driver and aid programs

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## ADMINISTRATIVE EXPENSES FOR MODOT, CITY UTILITIES, AND OTO

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Up to 10 percent of the recipient's total fiscal year apportionment may be used to fund program administration costs, including administration, planning and technical assistance. Program administration costs may be funded at 100 percent federal share for MoDOT, City Utilities, and OTO only.

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## ADDITIONAL ELIGIBILITY REQUIREMENTS FOR 5310 FUNDING

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In addition to the above eligibility standards, projects seeking 5310 funding must address one of the following strategies in the Transit Coordination Plan.

1. Education
2. Improve Mobility Services and Infrastructure
3. Expand Mobility Services and Infrastructure
4. Regionalize Available Services

**View the OTO Transit Coordination Plan at:**

<https://www.ozarkstransportation.org/uploads/documents/TCP-2022-Approved.pdf>

## AVAILABLE FUNDING

The OTO is making FY 2024, and a balance of FY 2023 funding, available for “traditional” capital projects and FY 2024, FY 2025 and FY 2026 funding for “non-traditional” projects. Fifty-five percent of program funds must be used on capital or “traditional” 5310 projects. At least 35 percent is for other “non-traditional” projects, as defined in FTA Circular 9070.1H. Finally, up to ten percent of available funding can be put towards administrative costs. Administrative funding is allocated proportionately between traditional and non-traditional project categories. Administrative funding can be put towards actual project costs. The table below shows this breakdown based on project type.

Project Type	Funding Available
<b>Traditional</b>	<b>\$233,058*</b>
Administration	\$25,240*
<b>Non-Traditional</b>	<b>\$435,061*</b>
Administration	\$41,377*

*\* Estimate*

## PROJECT RATING GUIDELINES

**ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES** (FTA Section 5310) program provides grant funds to urbanized areas for public transportation and allows investments in vehicles, capital projects and operating assistance that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities.

**GOAL:** To create and maintain a safe, accessible, and energy efficient metropolitan area transit system that will enhance the region's livability and assure its economic vitality.

**POLICY:** It is the policy of the Ozarks Transportation Organization to comply with the Federal Transit Administration's guidance for the Enhanced Mobility of Seniors and Individuals with Disabilities (5310) program, this guidance requires a minimum of 55 percent of the apportionment to be allocated capital purchases for Human Service agencies, therefore until such time as found to be no longer in the organization's best interest, the OTO shall allocate 55 percent to human service organizations for the purchase of capital projects as outlined in the FTA C 9070.1H and 35 percent for capital and operation expense and beyond the ADA requirements as defined in the CFR, and 10 percent shall be designated for administration of the program. Eligible recipients of FTA Section 5310 funding shall apply for eligible project funding that includes vehicles, capital projects and operating assistance under FTA Section 5310 program.

**PROCEDURE:** An application furnished by the OTO must be submitted per solicitation guidelines. FTA Section 5310 project requests shall be analyzed based on the considerations and ranked. Each application will be scored by the Project Evaluation Criteria listed below. This score will be used as a recommendation to the OTO Board of Directors. The OTO Board of Directors will be the final decision-making body for the project selection and decision.

## PROJECT EVALUATION CRITERIA

The OTO's Local Coordinating Board for Transit (LCBT) is responsible for developing and scoring applications for Section 5310 funding. The LCBT is made up of local public transportation providers and human service agencies.

### EVALUATION CRITERIA

Each project will be evaluated based on twelve different scoring criteria. These criteria are drawn from the needs identified and the goals set in the OTO's Transit Coordination Plan. The points allocated to each criterion is a reflection of each criterion's importance, as judged by the LCBT.

Max Points Possible	Evaluation Criteria
15	This project replaces an existing vehicle to maintain current services
10	This project supports services of established agencies
10	This project will lead to an increase in the agency's ADA amenities offered

Max Points Possible	Evaluation Criteria
10	This project will provide service to an area not previously served
5	This project provides for an increased number of passengers served per week
5	This project will create new intercity connections
5	This project will expand transit access at night and on weekends
5	This project expands ADA accessibility to public transportation
5	Agency has not been awarded a vehicle in the past two years
5	This project is in alignment with the themes and strategies identified in the Transit Coordination Plan
3	This project will offer same day transit service
2	This project will offer flexible scheduling options
80	Total

*Note: It is the responsibility of the transit provider to include all information needed for the board to assess how each project applies to these criteria.*

## PARTIAL AWARDS

Based on the final scores and available funding amounts, partial awards may be possible. Applicants may receive fewer vehicles than requested or for only certain programs. These decisions are made at the recommendation of LCBT and the discretion of the OTO Board of Directors.

## MATCHING REQUIREMENTS

**Federal Match:** Eligible capital costs shall be funded up to 80 percent of the net cost of the activity. The eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

**Local Match:** The eligible capital costs shall not be less than 20 percent of the net cost of the activity. The local share may be from a cash fund or reserve, a service agreement with a State or local service agency or private social service organization, or new capital. More detailed information can be found in FTA Circular 9070.1H, page III-8.

**Please submit a letter of confirmation of local match and operating expenses for each project as indicated by Appendix A.**

## TENTATIVE DELIVERY TIMELINES

Agencies should be aware that vehicle delivery can take up to 36 months (or more with current situation) from the application deadline. Once OTO and the Local Coordinating Board for Transit review and select projects, the awards must be programmed in the Transportation Improvement Program and be submitted to FTA. Then agreements will be put into place between the local agency and the Missouri Department of Transportation before a purchase order is made. Vehicle production, inspection, and delivery is currently unknown at this time.



## COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964** is a Federal law that protects individuals and groups from discrimination on the basis of race, color, and national origin in programs and activities that receive Federal financial assistance. Reference to Title VI includes other civil right provisions of Federal statutes and related authorities to the extent they prohibit discrimination in programs and activities receiving Federal financial assistance.

**APPLICANTS** All applicants are required to execute the standard Civil Rights Assurances and will have a MoDOT approved Title VI plan. Recipients of Section 5310 assistance are monitored for civil rights compliance during onsite reviews.

**OZARKS TRANSPORTATION ORGANIZATION** Instruction on how to file a complaint with OTO can be found at <https://www.ozarkstransportation.org/our-resources/civil-rights>. All complaints must be submitted in writing to the OTO Title VI/ADA coordinator. For more information about how to file a Title VI complaint please contact the OTO Title VI Coordinator at (417) 865-3047 x107. Complaints must be signed by the complainant and shall state all facts and circumstances surrounding the alleged discrimination.

## APPLICATION INSTRUCTIONS

In completing the responses to each Section, please refer to how the project addresses the relevant Evaluation Criteria listed on the Funding Score Sheet found on page 19 of the Guidebook.

The application is to be [submitted online](#). Please review all required information before completing the application. The following items will need to be uploaded as part of the application process, and these are identified throughout these instructions as well as each relevant point in the application itself. Uploads may not exceed 250 MB per file. More information on how to upload files is included later in the guidebook. These items will also be **highlighted** throughout these application instructions.

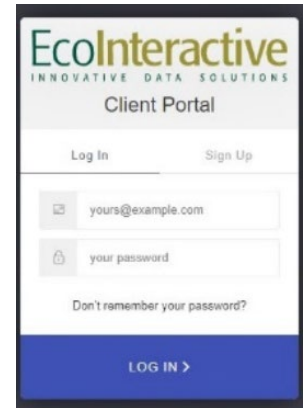
- Resolution of Support – The applicant needs to provide a resolution of support from their governing body, including letter of confirmation of local match
- Federal or State Exempt letter
- Insurance Information – Applicants for vehicle purchases need to provide insurance carrier, amount of coverage and premium rate
- Proof of audits or financial statements for your three most recent fiscal years or on file with MoDOT
- Letter of support from transportation providers and agencies in your service area that serve the same type of needs
- Current Certificate of Good Standing from the Missouri Secretary of State
- Signed Acknowledgement of FTA 5310 Standard Assurances (appendix C). Please note that applicants will have to sign a program agreement with MoDOT including federal clauses and FTA certification and assurances prior to ordering a vehicle. Appendix D is given as an example of what these required clauses and assurances look like.

## Getting Started

Applications will be submitted through [OTO's TIP tool which can be accessed through the OTO website](https://portal.oto.ecointeractive.com/) - <https://portal.oto.ecointeractive.com/>. You will need to login to the Client Portal to submit an application. If you don't already have a login, click sign-up to request access. You can also reset your password from this page.

## Signing up

The system will ask you to set up email and login credentials.



## Organization

You will then be requested to select the organization you represent. If you do not see your organization listed, please email David Knaut at [dknaut@ozarkstransportation.org](mailto:dknaut@ozarkstransportation.org).

## Requested Plans

You will need to select an organization to see the options for Requested Plans. You will have the choices of TIP and CFP. To submit an application, you must select **CFP**.

## Requested Access Level

If you will be submitting or collaborating on an application, select Sponsor as an access level. Sponsors will be able to see all applications associated with a single Organization, as selected earlier during registration.

## Requested Project Access

Select My Organization's Projects. Be sure to complete the Captcha and click Create Account. OTO staff will be notified of the request for account access and will review/approve the new account. You will then receive an email to confirm your information and then you should be able to login.

Once you have successfully logged in, you will see your organization's dashboard. From there, you can submit an application by clicking the new project button in the top right corner. For Plan Cycle, please select "CFP/CFP 2025 - Transit" and for Plan Revision please select "June 2025 Transit."

A screenshot of the ProjectTracker sign-up form. The header says 'ProjectTracker' and 'Sign up by filling in your personal details.' The form has several sections: 'Email \*' with a text input 'Enter your email address' and a red error message 'Please provide a valid email'; 'First Name \*' and 'Last Name \*' with text inputs 'Enter first name' and 'Enter last name'; 'Password \*' with a text input 'Enter password' and a red error message 'Please create a valid password - Use 8 to 30 characters with a mix of letters, numbers & symbols'; 'Confirm Password \*' with a text input 'Confirm password' and a red error message; 'Phone Number \*' with a text input 'Enter phone number'; 'Organization \*' with a dropdown menu 'Select Organization'; 'Requested Plans \*' with a dropdown menu 'Select plans'; 'Requested Access Level \*' with a dropdown menu 'Select access level'; and 'Requested Project Access \*' with a dropdown menu 'Select project access'. The form is styled with a light gray background and red error messages.

In the next step, please provide a unique title/name for the project, select project type “Transit Capital” applicant’s agency, and provide a brief description of the project. Please note that the project title and description can be edited before submittal, but it is important that applicant select the correct agency because projects are only visible to the submitting agency.

Once an applicant has created a project, they will be brought to a webpage where additional information can be provided. This information is organized by tabs across the top, described in more detail below.

## PROGRAMMING

The first tab is the Programming tab. In the Programming tab, the title and the description of the project can be edited under “Project Information” and applicant should select the county(s) of the Project (multiple selections are possible) and the “transit project subcategory traditional (e.g. Vehicle)” if you apply for a vehicle or “non” traditional for all other projects. You do not need to complete the “all other project types subcategory (non-transit)” field.

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS 1

### Project Information

Project Title \*

Project Description \*

Briefly describe type of project

Project Type \*  
Transit Capital

Lead Agency \*  
Ozarks Transportation Organization

County  
Select County

Municipality  
Select Municipality

Search

Select Transit Project Subcategory

None

Traditional (e.g., Vehicle)

Non-Traditional (e.g., Beyond ADA)

Not Applicable

All Other Project Types Subcategory (Non-Transit)  
Select All Other Project Types Subcategory (Non-Transit)

No Location added.

In the location information section, applicant should enter the system “transit” and then enter “N/A” for location type. The other fields can be left blank, if the application is for a vehicle.

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS 1

### Location Information

System \*  
Transit

Location Type \*  
N/A

Route/Road Name

Bridge Number

From

To

Length  
0

ADD NEW LOCATION

Applicants will also enter the funding amounts under Programming Information. In the upper right corner of the Programming Information section, select “CAP” for capital and then click “add row” and select the fiscal year (FY) “2026” under “CFP Years - CFP 2025 - Transit” and the funding type (Federal or local) and enter the amounts. Please ensure that you provide at least 20% of the total funding as local match. Estimated pricing information will be available on OTO’s website: <http://www.OzarksTransportation.org/what-we-do/transit>

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS 1

### Programming Information

Min Match 0% Effective Match 0%

Show Match Calculator

Columns (7)  
ENG, ROW, CON, PLN, O, ...

ENG

ROW

CON

PLN

OPER

CAP

ADMIN

No Programming Information Defined

ADD ROW

Applicants will also need to provide a short narrative under Change Reason Details. This feature will allow applicants to reuse their application for future funding rounds if needed.

## Obligation

Applicant may skip this tab.

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## MAP

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Under the Map tab, applicants can draw the location of their project. Applicants will zoom in to the project location(s) and select to draw a point, line, or polygon showing the extent of the project. Click once to start drawing and double-click to finish a line or polygon. Applicants will be able to draw multiple points, lines, or polygons on the same map. If there is a need to redraw a project, click on the cursor symbol, and then select the project location and delete it or adjust the vertices. Applicants for projects under the “traditional” section should use the polygon function to draw their service area and a second or third polygon if the project increases their service area. Applicants can also choose lines if a vehicle is used for a certain route or points if new areas are limited to certain locations such as clients or specific cities.

Applicants for project under the “non-traditional” section that are addressing accessibility improvements to transit should provide locations of stops where improvements are planned.

## IDs/Contacts

Applicant may skip this tab.

## Attachments

Under the attachments tab, applicants can upload required documents, including copy of federal or state tax exempt letter, required federal standard assurances documents, insurance information, proof of audits or financial statements, letters of support, resolutions, certificate of good standing, Title VI plans and supplemental backup information, including pictures and additional maps. Please select the document type after file has been uploaded.

Please include a **resolution of support** from the project sponsor and any co-sponsors, including the amount of financial contribution from co-sponsors (if applicable).

Applicant must provide **funding commitment documentation** such as resolutions, letters, or ordinances including funding amounts if project is awarded.

DOC DATE :	DESCRIPTION :	TYPE :	FILE NAME :	FILE SIZE :	UPLOADED BY :	UPLOADED DATE :
05/01/2025	Certificate of Good Standing.pdf	Select a Document Type Agreement Application Correspondence Informational Map Other Picture Resolution	Certificate of Good Standing.pdf	1.42 MB		

## Revision History

Informational, applicant may skip this tab.

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## PROJECT QUESTIONS

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The Project Questions Tab will show applicant if required questions are not completed. Click on the tab to enter the information for each question. Please complete all the questions and enter N/A if a question is not applicable to your project.

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### SECTION A APPLICANT INFORMATION (10 POINTS)

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It is important to accurately list the project sponsor's contact information so that they may be contacted with questions relating to the project proposal.

See Page 4 of guidebook for eligible applicants.

Ten points are available for applications which support the service of an established agency. The Local Coordinating Board for Transit will score this section based on the project description and the answer to question 6 of Section A.

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### SECTION B FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARACENY INFORMATION (FFATA) (0 POINTS)

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Applicants are asked to provide required federal information such as the unique entity identifier, federal employer identification number (FEIN) and the US congressional district for the area of the project.

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### SECTION C TITLE VI/ NONDISCRIMINATION PLAN (0 POINTS)

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Applicants are asked to provide information regarding their Title VI/ nondiscrimination plan. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., is a federal regulation providing that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance.

Applicants are not required to have a Title VI plan when applying for funds but will have to create a plan before completing an agreement with the Missouri Department of Transportation (MoDOT) for the purchase of a vehicle.

If applicable, Applicants are asked to provide a link to their website where the current plan is posted **or can upload the Title VI plan** in the attachment tab.

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### SECTION D PROJECT TYPE (20) POINTS

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Applicants are asked to provide information on their project type. For projects under the "traditional" section applicants are asked to provide information on the vehicle(s) they are applying

for. Required information includes vehicle type, quantity and price based on MoDOT's available vehicles, and whether the vehicle is replacing a current vehicle in the fleet or if the purchase is for an additional service vehicle. If applicant is applying for vehicle replacements, they should provide information like mileage and age of the vehicle that will be replaced.

Possible floor plan(s) and estimated pricing information is available on OTO's website:

<http://www.OzarksTransportation.org/what-we-do/transit>

For projects under the "non-traditional" section that do not include the purchase of a vehicle, applicants can enter N/A for all questions related to vehicles.

Fifteen points are available for applicants who replace a vehicle to maintain current service and an additional five points are available for applicants that have not been awarded a vehicle in the past two years.

Please note: if applicant is applying to replace a vehicle that was purchased with prior federal funds, such vehicle needs to meet the federal and/ or state targets for useful life of a vehicle.

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## **SECTION E      PROJECT DESCRIPTION (50 POINTS)**

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American with Disabilities Act (ADA) amenities: Applicants should answer and describe how the proposed project would increase ADA amenities offered by their agency.

An example for ADA amenities would be the number of vehicles which are wheelchair accessible or the number of wheelchair spots on a vehicle compared to the vehicle that would be replaced. Other ADA amenities could include enhanced securement systems for wheelchairs or other features that enhance the accessibility of services to people with disabilities.

Up to Ten points are available for projects that increase ADA amenities offered by their agency.

Increased service: Applicants should answer and describe if and how the proposed project provides services to an area not previously served and if and how the project will lead to an increased number of passengers served per week. Please note that projects funded through OTO's call for project need to start or end within the OTO area.

Ten points are available for projects that provide service to an area not previously served and five points are available for projects that increase the weekly passengers that being served.

Alignment with Transit Coordination Plan: Applicants should answer and describe how the proposed project aligns with the themes and strategies identified in OTO's current Transit Coordination Plan. Applicants are first asked to identify which actions from the plan the project meets with a follow-up question to explain how the project meets the selected action items. Applicants are encouraged to describe any other ways the project would align with the Transit Coordination Plan.

Five points are available for projects that expand transit access at night and/or weekends, three points are available for projects that will offer same day transit services, and two points are available with projects offering flexible scheduling options. These three action items align with the

plan's strategy to improve mobility services and infrastructure. A project provides same day transit services if a customer or client can book and ride a trip on the same day. Flexible scheduling options should include scheduling options that allow spontaneous trip taking, such as will-call return options for a scheduled trip or offering alternative times or days for travels.

Five points are also available for projects that expand ADA accessibility to public transportation. This action item aligns with the plans to expand mobility services and infrastructure. An example of expanded ADA accessibility to public transportation could be that a vehicle is used to transport individuals with disabilities from public transportation facilities to an employer or other facility that is not serviced by public transportation.

Up to five points are also available for projects that create new intercity connections. Creating new intercity services aligns with the plan's strategy for regionalizing available services and would include regular services between different communities that currently do not have a regular service on that day or where there is a need for intercity services that are currently not met.

Up to five points are also available for projects that can provide additional information on how the project would meet themes and strategies identified in the Transit Coordination Plan. The LCBT will award points for this based on the descriptions given under question 8 of section E (Project description).

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## **SECTION F      SIGNATURE/ APPLICATION AGREEMENT**

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All applications must be signed to be considered. Applications are considered signed by electronically acknowledging the below application agreement at the end of the list of Application Questions. Applicants must also complete the document checklist prior to the application agreement. Please make sure you upload **signed acknowledgement of FTA standard assurances (appendix C)**.



**1. Please acknowledge the following \***

We, the Submitter:

- Hereby submit this project application to the Ozarks Transportation Organization (OTO) for approval of the project concept.
- Understand that the Funding for FTA 5310 grant program, is administered by the Missouri Department of Transportation (MoDOT) and the agency has to sign a program agreement with MoDOT including required federal clauses prior to ordering the vehicle.
- Understand that by accepting funds through the MoDOT's 5310 program that the agency has to submit information and reports to MoDOT as outlined in the state management plan:  
[https://www.modot.org/sites/default/files/documents/MoDOT%20SMP\\_FINAL\\_1.pdf](https://www.modot.org/sites/default/files/documents/MoDOT%20SMP_FINAL_1.pdf)
- Hereby assure OTO and MoDOT that the required match will be available for this project at a time and through a process mutually agreed to by both MoDOT and the local agency(s).
- Understand that the project costs in this proposal are estimates only, and that actual final costs may be more or less than those reflected herein. We understand that any variance in 5310 funded projects will also affect the amount of the required local match and we are prepared to accommodate any additional local matching requirements.
- Hereby assure to follow applicable federal, state and local law for using and maintaining the vehicle.

No Answer

## Submittal Instructions

Please submit applications through the online portal by 4pm (CST), July 31, 2025.

Please use the **Application Checklist** on page 18 to help ensure your application is complete.

If you have questions or difficulty submitting your project, please contact David Knaut at 417-865-3042 x107 or via email: [dknaut@ozarkstransportation.org](mailto:dknaut@ozarkstransportation.org).

Applicants need to save changes before exiting the website or before submitting the application. Applicants can “unsubmit” and edit their application prior to the application deadline. However, the application needs to be submitted for review prior to the deadline below:

**Application Deadline: 4pm (CST), July 31, 2025**

CFP24-126 Project Title

DRAFT Project not ready to submit. See missing requirements. Revision: Ozarks Transportation Organization / CFP / CFP 2025 - Transit / June 2025 Transit Last edited: David Knaut (05/01/2025)

EDIT SUBMIT FOR REVIEW

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS

Project Administration

Plan Revision\* Ozarks Transportation Organization / CFP / CFP 2025 - Transit / June 2025 Transit ID\* CFP24-126 Award Status - None - Award Notes

A quick way to access previously drafted or submitted projects is through the dashboard. Select “CFP 2025 - Transit” under the Programming section of the dashboard to filter and access your project application(s).

Ozarks Transportation Organization

Project Delivery

Not Started 13 Draft 0 Pending Review 0 Denied 0 Accepted 13

Projects without Updates Updates in Progress Schedules Awaiting Review Schedules Updates Rejected Schedules Updates Approved

Programming

Draft 262 Pending Review 0 Denied 0 Accepted 278 Total Projects 280

CFP 2025 TIP 2025 TIP 2026

### Application feedback survey

Since this is a new application process for FTA 5310 section funding, OTO would like to get feedback on your experience of this process, whether you submit an application or not. Please click on the following link to complete a short three question survey: <https://oto-mpo.questionpro.com/t/AMoeDZ6NUO>

## APPLICATION CHECK LIST

- \_\_\_\_\_ Reviewed and completed applicable Appendices A through D.
- \_\_\_\_\_ Copy of Federal or State tax exempt letter.
- \_\_\_\_\_ For Vehicles request please include Insurance carrier, amounts of coverage and premium rate.
- \_\_\_\_\_ Proof of audits or financial statements for your three most recent fiscal years or on file with MoDOT.
- \_\_\_\_\_ Letter of support from transportation providers and agencies in your service area that serve the same type of needs.
- \_\_\_\_\_ New Unique Entity ID provided by SAM.gov.  
*As of April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Entities doing business with the federal government use the Unique Entity ID created in SAM.gov.*
- \_\_\_\_\_ Current Certificate of Good Standing from the Missouri Secretary of State.  
*Obtained from the Corporate Division (573) 751-4153 or print a copy from the website:  
<https://www.sos.mo.gov/business/corporations/generalInfo#goodStanding>.*

## STANDARD ASSURANCES

The following appendices must be included with this application and labeled in the following order:

- \_\_\_\_\_ **Appendix A** Letter of Confirmation of Local Match and Operating Expenses
- \_\_\_\_\_ **Appendix B** Authorizing Resolution for Nonprofit Corporations
- \_\_\_\_\_ **Appendix C** Acknowledgement of Section 5310 Standard Assurances and federal clauses  
(see Appendix D for example of FTA certification and assurances and required federal clauses)

## 5310 Scoring Criteria

Agency Submitting Project: \_\_\_\_\_

Vehicle Requested: \_\_\_\_\_

Federal Funds Requested: \_\_\_\_\_

Relevant Section	Max Points Possible	Evaluation Criteria	Points Awarded
D	15	This project replaces an existing vehicle to maintain current services	
A	10	This project supports services of established agencies	
E	10	This project will lead to an increase in the agency's ADA amenities offered	
E	10	This project will provide service to an area not previously served	
E	5	This project provides for an increased number of passengers served per week	
E	5	This project will create new intercity connections	
E	5	This project will expand transit access at night and on weekends	
E	5	This project expands ADA accessibility to public transportation	
D	5	Agency has not been awarded a vehicle in the past two years	
E	5	This project is in alignment with the themes and strategies identified in the Transit Coordination Plan	
E	3	This project will offer same day transit service	
E	2	This project will offer flexible scheduling options	
	<b>80</b>	<b>Total</b>	