

OTO Section 5310 Enhancing Mobility of Seniors and Individuals with Disabilities Program — Guidebook

All applications must be submitted by *July 31, 2026*



OZARKS TRANSPORTATION ORGANIZATION
A METROPOLITAN PLANNING ORGANIZATION

2208 W. Chesterfield Boulevard, Suite 101

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, if you need any assistance with the application.

Si usted necesita la ayuda de un traductor, por favor comuníquese con David Knaut al (417) 865-3042.

For more information, contact:

David Knaut
Ozarks Transportation Organization
2208 W. Chesterfield Boulevard, Suite 101
Springfield, Missouri 65807
Phone (417) 865-3042 x107
Fax (417) 862-6013
dknaut@ozarkstransportation.org
www.OzarksTransportation.org

OTO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, see www.ozarkstransportation.org/our-resources/civil-rights or call (417) 865-3042.

DEADLINES AND DATES

Pre Application workshop:	July 17, 2026, at 2:00pm (<i>Tentative</i>)
Application due:	July 31, 2026, by 4:00 pm
LCBT Application review:	August 13, 2026 (<i>Tentative</i>)
OTO Board of Director's approval:	<i>September 17, 2026 (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, 2026.

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

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QUESTIONS

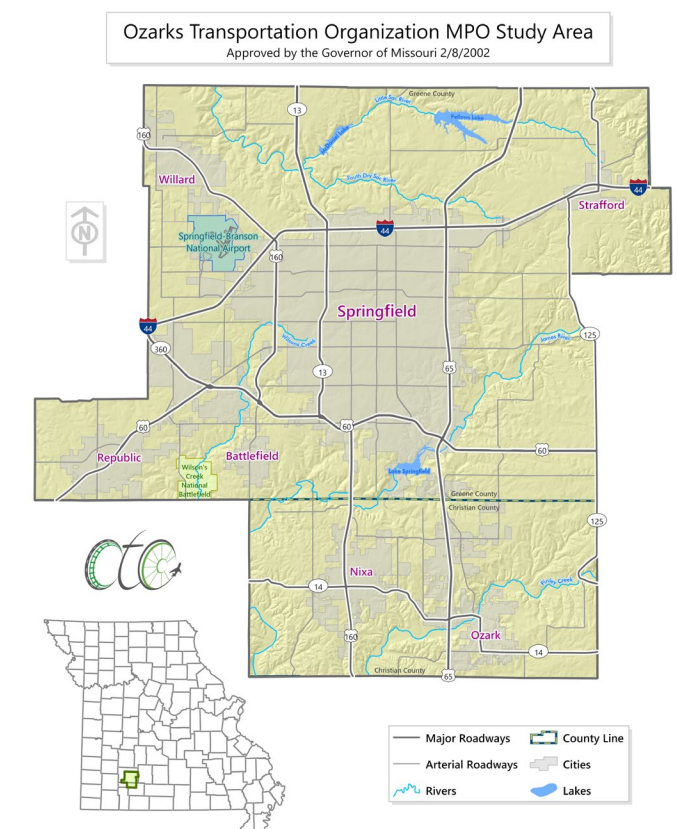
David Knaut
Phone: (417) 865-3042 x107
Fax: (417) 862-6013
Email: dknaut@ozarkstransportation.org
OTO website: www.OzarksTransportation.org

INTRODUCTION

The Ozarks Transportation Organization (OTO) Metropolitan Planning Organization (MPO) is the federally designated regional transportation planning organization for the Springfield, Missouri region and as such administers Section 5310 funding through the Federal Transit Administration (FTA). 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 shows the region where service must be provided to be eligible for this funding through the OTO. 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.

This guidebook is intended to assist applicants through the project application and selection process. Additional requirements related to project administration, vehicle management, reporting, compliance, and other post-award responsibilities are contained in the [OTO Section 5310 Program Management Plan \(PMP\)](#).

As part of the application process for 2026, OTO requires that all applicants submit completed applications to the OTO no later than **4 p.m. on July 31, 2026**.



WHO CAN APPLY (ELIGIBLE APPLICANTS)

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 funds and equipment within the proposed service area.

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

ELIGIBLE PROJECTS

OTO has chosen to fund one category of eligible projects under the OTO's program:

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

- 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.

AVAILABLE FUNDING

The OTO is making \$470,665 of FTA Section 5310 section from FFY 2025 and FFY 2026 available for "traditional" capital projects as outlined in the eligible project category section.

Project Type	Funding Available
Additional or Replacement Vehicles	\$470,665

PROJECT EVALUATION CRITERIA

The Local Coordinating Board for Transit (LCBT) adopted the following project evaluation criteria for the 2026 Section 5310 Call for Projects. These criteria were developed based on the needs, strategies, and actions identified in the OTO Transit Coordination Plan and will be used to evaluate and prioritize applications submitted during this funding cycle.

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
10	This project will provide service to an area not previously served

Max Points Possible	Evaluation Criteria
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.

LOCAL SHARE REQUIREMENTS

Local share is the portion of a project's eligible cost that must be provided by the project sponsor from non-federal sources to match Section 5310 funds. The required local share depends on the type of eligible capital project being funded.

- Standard share for eligible projects (80/20): Up to 80 percent federal funding and a minimum 20 percent local share.
- ADA or Clean Air Act (CAA) vehicle purchase (85/15): Up to 85 percent federal funding and a minimum 15 percent local share for vehicles purchased to comply with or maintain compliance with the Americans with Disabilities Act (ADA) or the Clean Air Act (CAA).

Local match must come from sources other than the U.S. Department of Transportation or other federal funds. Eligible sources may include state, local revenues or tax revenues, private donations, service revenues, net income generated from advertising and concession, non-cash share such as donations, volunteered services, or other in-kind contributions are eligible as a local match, so long as the value of each is documented and supported, and are a cost that would otherwise be eligible under the program, other Non-department of Transportation federal funds that are eligible to be expended for transportation. All sources of local matches may need to be identified in the grant application or at the time of award.

Please submit a letter of confirmation of local match for each application as indicated by Appendix A.

PRE-APPLICATION WORKSHOP

OTO will host an optional Pre-Application workshop on July 17, 2026 at 2 p.m.. The workshop will provide background information for the call for projects, go through the online application process and be an opportunity to ask questions regarding the application process.

Interested parties need to register for the workshop and the workshop may be cancelled if there is no interest. The workshop will be recorded and posted on OTO's website a few days after. The workshop can be attended virtually or in person. To register for the workshop, please use the following link: https://us02web.zoom.us/meeting/register/hCJv4BzpQo-kxvwk_J87KQ.

After registering, you will receive a confirmation email containing information about joining the meeting. If you plan to attend the workshop in person, please use the link to register and contact David Knaut at 417-865-3042 x107 or via email: dknaut@ozarkstransportation.org.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require interpreter services (free of charge) should contact David Knaut at (417) 865-3042 at least 24 hours ahead of the workshop.

Si usted necesita la ayuda de un traductor, por favor comuníquese con David Knaut al (417) 865-3042, al menos 48 horas antes de la reunión.

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 contracts will be put into place between the local agency and OTO before a purchase order is made. Vehicle production, inspection, and delivery timing 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 need an approved Title VI plan. Recipients of Section 5310 assistance are monitored for civil rights compliance during onsite reviews. If the applicant does not have a current Title VI plan, OTO can provide information on preparing a Title VI Plan.

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 16 of the Guidebook.

The application is to be [submitted online](#). Please review all required information before completing the application and also view [OTO's Program Management Plan \(PMP\)](#), which outlines additional requirements related to project administration, vehicle management, reporting, compliance, and other post-award responsibilities.

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 Tax Exemption letter
- Insurance Information – For Agencies with a current vehicle or fleet please include Insurance carrier, amounts of coverage and premium rate. Agencies without a current vehicle or fleet will need to submit proof of insurance coverage prior to delivery.
- Proof of financial statements audits or yearend financial statements for your three most recent fiscal years.
- Current Certificate of Good Standing from the Missouri Secretary of State
- Signed Section 5310 Standard Acknowledgement (appendix C). Please note that applicants will have to sign a contract with OTO including federal clauses prior to ordering a vehicle. Appendix D is given as an example of what these required clauses may 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/>](#). 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

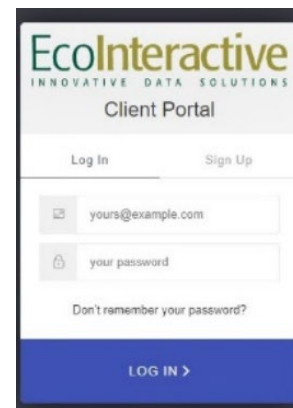
The system will ask you to set up email and login credentials.

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.

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 are 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 – OTO Section 5310" and for Plan Revision please select "July 2026 - 5310."

ProjectTracker

Sign up by filling in your personal details.

Email *

Enter your email address

Please provide a valid email

First Name *

Enter first name

Last Name *

Enter last name

Password *

Enter password

Please create a valid password - Use 8 to 30 characters with a mix of letters, numbers & symbols

Confirm Password *

Confirm password

Phone Number *

Enter phone number

Organization *

Select Organization

Requested Plans *

Select plans

Requested Access Level *

Select access level

Requested Project Access *

Select project access

Projects

LATEST (23) DRAFT (5) PENDING REVIEW (1) DENIED (0) ACCEPTED (22)

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 *

Select Plan Cycle

Only Plan Cycles with an open Plan Revision are displayed

Plan Revision *

Select Plan Revision

* Indicates required fields

Can't find the Plan Revision you are looking for?

Contact your ProjectTracker administrator to let them know.

CANCEL

CONTINUE

EXPORT

NEW PROJECT

TYPE	TOTAL COST
Transit Line/Route Expansion	
Transit Operations	
Transit Vehicles	\$29
Transit Vehicles	\$5
Transit Vehicles	
Transit Line/Route Expansion	\$2
Transit Support Facilities	
Transit Operations	
Transit Line/Route Expansion	
Transit Line/Route Expansion	\$280.00
Transit Line/Route Expansion	\$5
Transit Vehicles	\$5
Road Maintenance	\$67
Road Expansion	\$1.25

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.

< CFP24-147 Project Title

EDIT

DRAFT

Revision: Ozarks Transportation Organization / CFP / CFP - OTO Section 5310 / July 2026 - 5310

Last edited: David Knaut (06/24/2026)

PROGRAMMING

OBLIGATION

MAP

IDS / CONTACTS

ATTACHMENTS

REVISION HISTORY

PROJECT QUESTIONS 1

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 (‘‘ Vehicle)’’ You do not need to complete the “all other project types subcategory (non-transit)” field.

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

Select Transit Project Subcategory

None

Traditional (e.g., Vehicle)

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

Not Applicable

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.

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) “2027” under “CFP Years - CFP – OTO Section 5310” and the funding type (Federal or local) and enter the amounts. Please ensure that you provide at the required local match (see local share requirement section).

Obligation

Applicant may skip this tab.

MAP

Under the Map tab, applicants can draw the location of their service area. Applicants will zoom in to the service area 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 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.

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 and letters including funding amounts if a vehicle is awarded.

Revision History

Informational, applicant may skip this tab.

PROJECT QUESTIONS

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 vehicle.

SECTION A APPLICANT INFORMATION (10 POINTS)

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.

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

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.

SECTION C TITLE VI/ NONDISCRIMINATION PLAN (0 POINTS)

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 OTO 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.

SECTION D PROJECT TYPE (20) POINTS

Applicants are asked to provide information on their project type. Applicants are asked to provide information on the vehicle(s) they are applying for. Required information includes vehicle type, quantity and price based for each vehicle, and whether the vehicle is replacing a current vehicle in the fleet or if the purchase is for an additional service vehicle. If applicants are applying for vehicle replacements, they should provide information like mileage and age of the vehicle that will be replaced.

Applicants are encouraged to reach out to OTO staff to receive help with choosing vehicle types and estimating pricing.

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.

SECTION E PROJECT DESCRIPTION (50 POINTS)

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: Projects must support at least one transportation need or strategy identified in the needs assessment (page 25 to 32 of the plan) or strategic framework (page 33 to 38 of the plan) chapter the [OTO Transit Coordination Plan](#). Therefore, 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).

SECTION F SIGNATURE/ APPLICATION AGREEMENT

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 Section 5310 Standard Acknowledgement (appendix C).

Section F. Application Agreement/ Signature	MISSING REQUIREMENTS FOR SUBMITTAL	0
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 Ozarks Transportation Organization (OTO) and the agency has to sign a program agreement with OTO including required federal clauses prior to ordering the vehicle. - Understand that by accepting funds through the OTO's 5310 program that the agency has to submit information and reports to OTO as outlined in the program management plan: https://www.ozarkstransportation.org/uploads/documents/Approved-OTO-PMP-2026-Update.pdf - Hereby assure OTO that the required match will be available for this project at a time and through a process mutually agreed to by both OTO 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. Required field to Submit for Review		

Submittal Instructions

Please submit applications through the online portal by 4 p.m. (CST), July 31, 2026.

Please use the **Application Checklist** on page 15 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.

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: 4 p.m. (CST), July 31, 2026

< 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 – OTO Section 5310” under the Programming section of the dashboard to filter and access your project application(s).

Ozarks Transportation Organization

NEW PROJECT

Project Delivery

Not Started 13 Projects without Updates

Draft 0 Updates in Progress

Pending Review 0 Schedules Awaiting Review

Denied 0 Schedule Updates Rejected

Accepted 13 Schedule Updates Approved

Programming

Draft 262

Pending Review 0

Denied 0

Accepted 278

Total Projects 280

CFP 2025	TIP 2025	TIP 2026
1	0	261

CFP 2025	TIP 2025	TIP 2026
1	0	261

CFP 2025	TIP 2025	TIP 2026
1	0	261

APPLICATION CHECK LIST

- _____ Reviewed and completed applicable Appendices A through C.
- _____ Copy of Federal or State tax exemption letter.
- _____ For Agencies with a current vehicle or fleet please include Insurance carrier, amounts of coverage and premium rate. Agencies without a current vehicle or fleet will need to submit proof of insurance coverage prior to delivery.
- _____ Proof of financial statement audits or yearend financial statements for your three most recent fiscal years.
- _____ 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
- _____ **Appendix B** Authorizing Resolution for Nonprofit Corporations
- _____ **Appendix C** Section 5310 Standard Acknowledgement

AFTER AWARD REQUIREMENTS

If the agency is awarded a vehicle, the following items will be required prior to delivery of vehicle:

- Title VI Plan
- Proof of insurance coverage of purchased vehicle
- Contract with Ozarks Transportation Organization including federal contract clauses (example clauses are provided in appendix D)

Additional requirements related to project administration, vehicle management, reporting, compliance, and other post-award responsibilities are contained in the [OTO Section 5310 Program Management Plan \(PMP\)](#).

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	
	80	Total	