Enhancing Mobility of Seniors and Individuals with Disabilities Program


The following pages show screenshots of the process, and the list of questions required to submit an application for the above's program 2025 call for projects.

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.
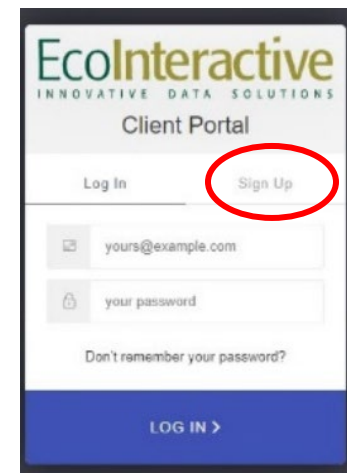
Organization

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.

Requested Plans

You will need to select an organization to see the options for Requested Plans.

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 Oganization

Requested Plans *

Select plans

Requested Access Level *

Select access level

Requested Project Access *

Select project access

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 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 following the steps on the next pages.

CREATING A NEW PROJECT/APPLICATION

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 *

No options available ▼

* Indicates required fields

Can't find the Plan Revision you are looking for?
Contact your ProjectTracker administrator to let them know.

CANCEL   CONTINUE

Creating a New Project

First choose a Plan Cycle and open Plan Revision to track review/approval for your new project.

Search 🔍

Select Plan Cycle

None

Active

CFP / CFP 2025 - Transit

Draft

TIP / TIP 2026

CANCEL   **CONTINUE**

Creating a New Project

First choose a Plan Cycle and open Plan Revision to track review/approval for your new project.

Plan Cycle *
CFP / CFP 2025 - Transit ▼

Only Plan Cycles with an open Plan Revision are displayed

Search 🔍

Select Plan Revision

None

June 2025 Transit

CANCEL   **CONTINUE**

Creating a New Project

Now enter basic information about your new project. Additional details can be entered after you save.

ID

If left blank, an ID will be auto-generated.

Title *

Project Type *
Select Project Type

Lead Agency *
Select Lead Agency

Description *

BACK   **CREATE PROJECT**

Search 🔍

Select Project Type

None

Aviation

Aviation

Bike/Ped

Bicycle and Pedestrian

ITS

ITS

Operations

Operations

Planning/Scoping

Planning

Scoping

Roadway Asset Management

Asset Management - Bridge

Asset Management - Other

Asset Management - Pavement

Roadway System Improvements

Rail

Safety

System Improvement

Transit

Transit Capital

Transit Maintenance

Transit Operations

Transit Planning

Denied

2 ENTER PROJECT DETAILS

New Project

ct. Additional details can be entered after you save.

Title *
Project Title

Lead Agency *

BACK   **CREATE PROJECT**

Creating a New Project

Now enter basic information about your new project. Additional details can be entered after you save.

ID
Automatic

If left blank, an ID will be auto-generated.

Title *
Project Title

Project Type *
Transit Capital

Lead Agency *

Description *
Briefly describe type of project like purchase of new vehicle or replacement of x number of vehicles

BACK   CREATE PROJECT

PROGRAMMING TAB

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.

You can edit project title and description

Project Information

Project Title *
Project Title

Project Description *
Briefly describe type of project

Project Type *
Transit Capital

Search

Select Transit Project Subcategory
None
Traditional (e.g., Vehicle)
Non-Traditional (e.g., Beyond ADA)
Not Applicable

Lead Agency *
Ozarks Transportation Organization

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

County
Select County

Municipality
Select Municipality

No Location added.

Select County and Transit Project Subcategory

Location Information

No Location added.

⊕ ADD NEW LOCATION

Location Information

Search 🔍	Location Type * ▾	Route/Road Name	Bridge Number	From	To	Length 0	✕

Select System

None

Aviation

Interstate

Local Federal-Aid Eligible

N/A

Non-Interstate US

Off-System

State

Transit

Various

Min Match 0%   Effective Match 0%

Show Match Calculator ⬤

Choose columns (7)
ENG, ROW, CON, PLN, O... ▾

FUND TYPE	ENG	ROW	CON	PLN	OPER	CAP	ADMIN	TOTAL

Select "Transit" as system and "N/A" as location type

Programming Information   Min Match 0%   Effective Match 0%

Show Match Calculator ⬤

Choose columns (7)
ENG, ROW, CON, PLN, O... ▴

FY *	FUND TYPE *	ENG	ROW	CON	PLN	OPER	CAP	ADMIN

No Programming Information Defined

☑ ENG

☑ ROW

☑ CON

☑ PLN

☑ OPER

☑ CAP

☑ ADMIN

⊕ ADD ROW

Enter funding amounts: 80% federal and 20% local

Change Reason Details

Change Reason *
(●) New Project   ( ) Project Changed (e.g. Schedule / Funding / Scope)   ( ) Project Completed   ( ) Project Removed
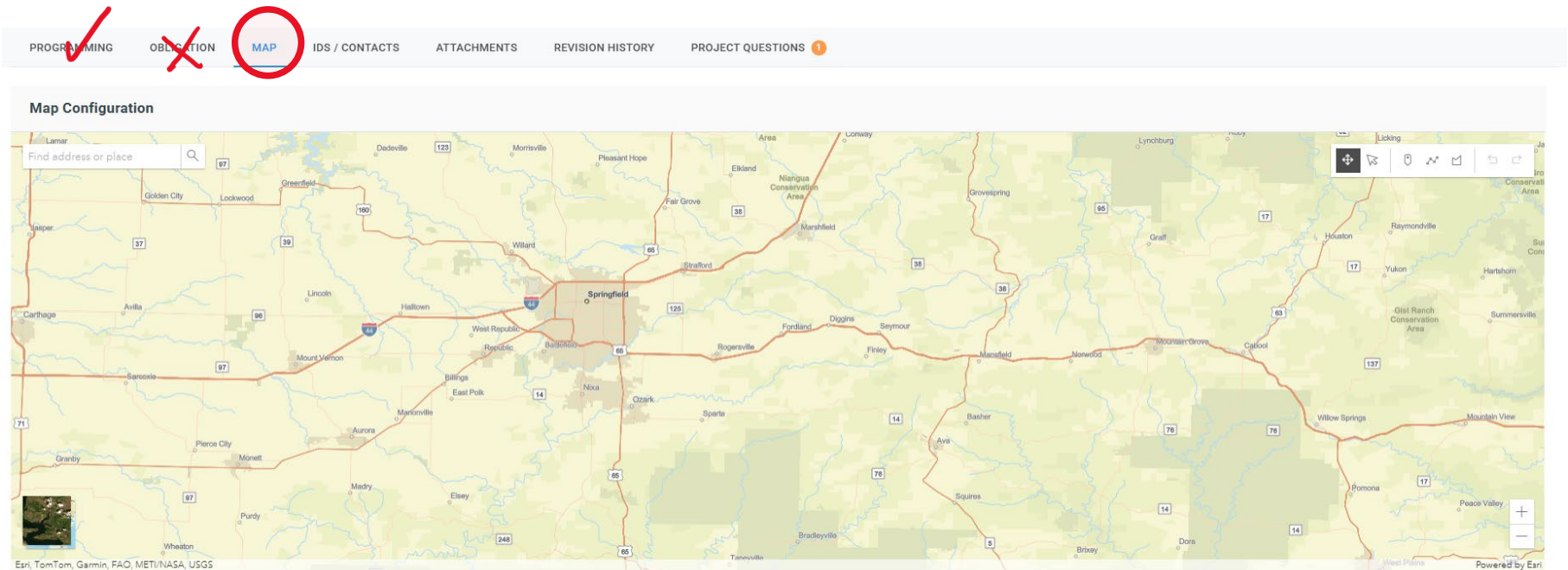
Narrative Description of Changes *
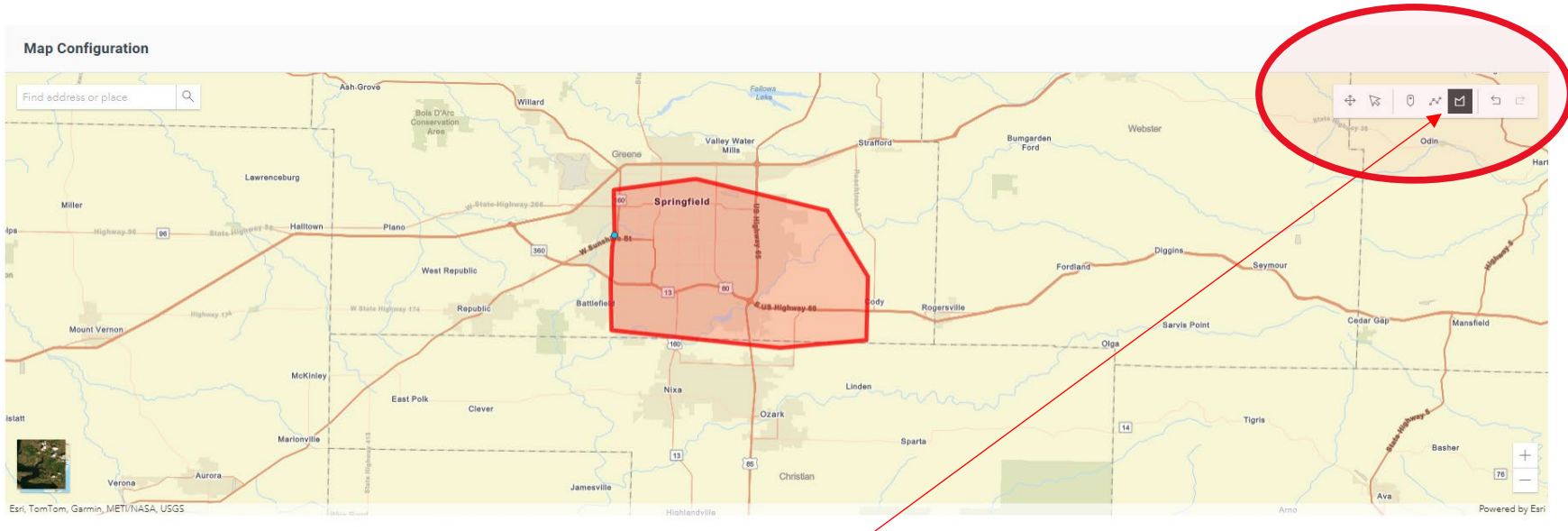Enter a narrative description of the changes that will be made in this project revision

EVERYTHING SHOULD BE A NEW PROJECT FOR THIS CALL

MAY STILL NEED TO PROVIDE DESCRIPTION

END OF PROGRAMMING TAB

SKIP OBLIGATION TAB

GO TO MAP TAB

Map Configuration

Please use the "draw a polygon" function to draw your current service area. Double click to complete a drawing. If you want to redraw or delete what you drew, click on the arrow and then select the drawing and it will give you a delete option underneath.

SKIP IDS/CONTACTS TAB

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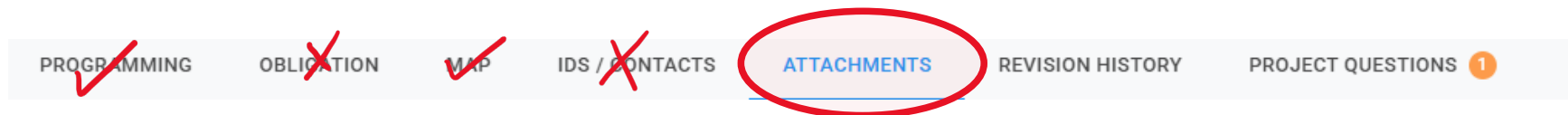
ATTACHMENTS TAB

(TABS CAN BE REVISITED AT ANY TIME)

Uploaded Files

No attachments uploaded.

Drag and drop your files here to upload (max filesize 250MB)

OR → ⊕ SELECT FILES INSTEAD

Uploaded Files

DOC DATE	DESCRIPTION	TYPE ⓘ	FILE NAME	FILE SIZE	UPLOADED BY	UPLOADED DATE
05/21/2025 📅	Certificate of Good Standing.pdf		Certificate of Good Standing.pdf	1.42 MB		✕

Select a Document Type
Agreement
Application
Correspondence
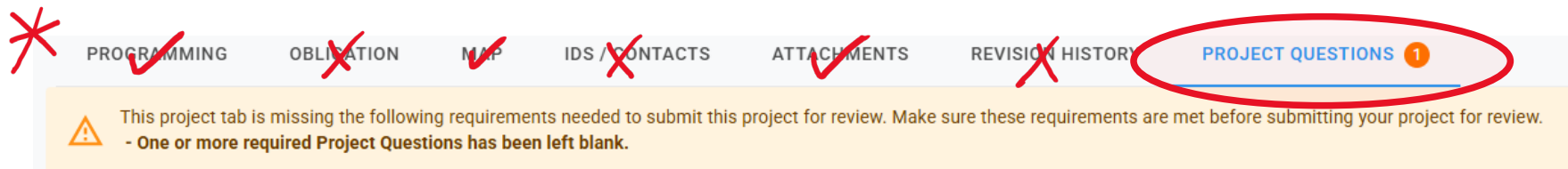Informational
Map
Other
Picture
Resolution

(max filesize 250MB) or select files instead.

UPLOAD ALL ATTACHMENTS HERE

You can change the description and need to select the document type. Please select "informational" or "other" if the document type is not directly listed.

SKIP REVISION HISTORY TAB

GO TO PROJECT QUESTIONS TAB

Prior to the application question, there is a disclaimer for an application feedback survey. OTO would like to ask all agencies to complete the survey, whether they submit an application or not.

Please refer to the Call for Project Guidebook for additional information on questions and how they score (p.12 to p.15)

Section A. Applicant Information

⚠ MISSING REQUIREMENTS FOR SUBMITTAL   0

1. Contact First and Last Name *

Enter your answer

Required field to Submit for Review

2. Contact Title *

Enter your answer

Required field to Submit for Review

3. Contact Phone Number *

Enter your answer

Required field to Submit for Review

4. Contact Email *

Enter your answer

Required field to Submit for Review

5. Organization Website address *

Enter your answer

Required field to Submit for Review

6. Please describe the services that your agency provides for seniors and/ or individuals with disabilities, why the project is needed and how the the proposed vehicle(s) would be used? *

Enter your answer

Required field to Submit for Review

Section B. Federal Funding Accountability and Transparency Act (FFATA) Info

⚠ MISSING REQUIREMENTS FOR SUBMITTAL

1. Unique Entity Identifier *

Enter your answer

Required field to Submit for Review

2. Federal Employer Identification Number (FEIN) *

Enter your answer

Required field to Submit for Review

3. US Congressional Distict *

You can find your congressional district here: https://www.house.gov/representatives/find-your-representative

Enter your answer

Required field to Submit for Review

4. Does sub-recipient/applicant agency annual gross revenue exceed 80 percent or more in federal awards? *

EXECUTIVE COMPENSATION QUESTION FOR FFATA

Required field to Submit for Review

5. Does sub-recipient/applicant agency annual revenue equal or exceed $25,000,000? Enter YES/NO *

EXECUTIVE COMPENSATION QUESTION FOR FFATA

Required field to Submit for Review

6. If you answer yes to both question 4 and question 6, then please provide the names and annual income of the top five (5) compensated individuals in the organization.

Enter your answer

Section C. Title VI/ Non-discrimination Plan ⚠ MISSING REQUIREMENTS FOR SUBMITTAL   0

1. Does the agency have a Title VI/ Non-discrimination Plan? *

Please note: Agencies are not required to have a Title VI/ Non-discrimination plan at the time of applying, but will need to complete one before finalizing the agreement with MoDOT.

[▼]

Required field to Submit for Review

2. If yes, Please provide the Title VI/ Nondiscrimination Plan approval date

[Enter your answer   📅]

3. Please attach a copy of the plan under the attachment tap or provide the link to your webpage where the current plan is posted

[Enter your answer   ]

Section D. Project Type   ⚠ MISSING REQUIREMENTS FOR SUBMITTAL   0

1. What Vehicle model and floor plan are you applying for? *

For possible vehicle floor plan(s) and associated cost estimates see OTO's website:
http://www.OzarksTransportation.org/what-we-do/transit

[Enter your answer   ]

Required field to Submit for Review

2. How many vehicles are you applying for? *

Enter your answer

Required field to Submit for Review

3. Are you applying for an additional new vehicle(s) or for replacing current vehicle(s)? *

Choose ▾

Required field to Submit for Review

4. If you are applying for replacing existing vehcile(s), please provide the numbers of years the existing vehicle has been in revenue service and the current odometer mileage of the existing vehicle

If you are applying for replacing multiple vehicles, please provide information for each vehicle

Enter your answer

5. Please provide the source of your local match *

Choose ▾

Required field to Submit for Review

6. Has your agency been awarded a vehicle in the last two years? *

▾

Required field to Submit for Review

Section E. Project Description

⚠ MISSING REQUIREMENTS FOR SUBMITTAL   0

Please provide a project description by answering the following questions. Include as much information as necessary to clearly explain the project's eligibility.

1. Describe how this project would increase ADA amenities offered by your agency (e.g. number of wheelchair accessible vehicles in the fleet). Please enter N/A if project does not increase agency's ADA amenities. *

Enter your answer

Required field to Submit for Review

2. Describe how the project will provide service to an area not previously served? Please note: Increased service is not required. Please enter N/A if project does not increase service. *

Enter your answer

Required field to Submit for Review

3. Describe how this project would provide for an increased number of passengers served per week and discuss increased service in terms of frequency. *

Note: Increased service is not required.

Enter your answer

Required field to Submit for Review

4. Does the project align with the following action items of the Transit Coordination Plan strategies? Please select all that apply and provide a description the next question *

Transit Coordination Plan strategies of (1) Education, (2) Improve Mobility Services and Infrastructure, (3) Expand Mobility Services and Infrastructure, and (4) Regionalize Available Services.

Choose ▲

Search 🔍

☐ Select All

☐ (2) Project will expand transit access at night and on weekends.

☐ (2) Project will offer same day transit services.

☐ (2) Project will offer flexible scheduling options.

☐ (3) Project expands ADA accessibility to public transportation.

☐ (4) Project will create new intercity connections.

5. Describe how this project would be in alignment with the above selected action items and other Transit Coordination Plan strategies of (1) Education, (2) Improve Mobility Services and Infrastructure, (3) Expand Mobility Services and Infrastructure, and (4) Regionalize Available Services. *

You can find the current approved transit coordination plan at the following link:
https://www.ozarkstransportation.org/uploads/documents/TCP-2022-Approved.pdf

Enter your answer

Required field to Submit for Review

Document Checklist   ⚠ MISSING REQUIREMENTS FOR SUBMITTAL   0

1. Please assure you uploaded all requested documents. *

Choose   ▾

Required field to Submit for Review

Section F. Application Agreement/ Signature   ⚠ MISSING REQUIREMENTS FOR SUBMITTAL   0
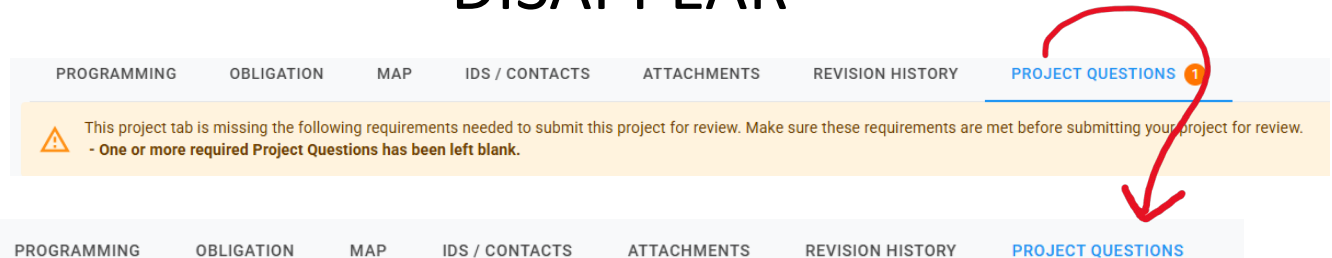
1. Please acknowledge the following *

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 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
- 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.

▾

Required field to Submit for Review

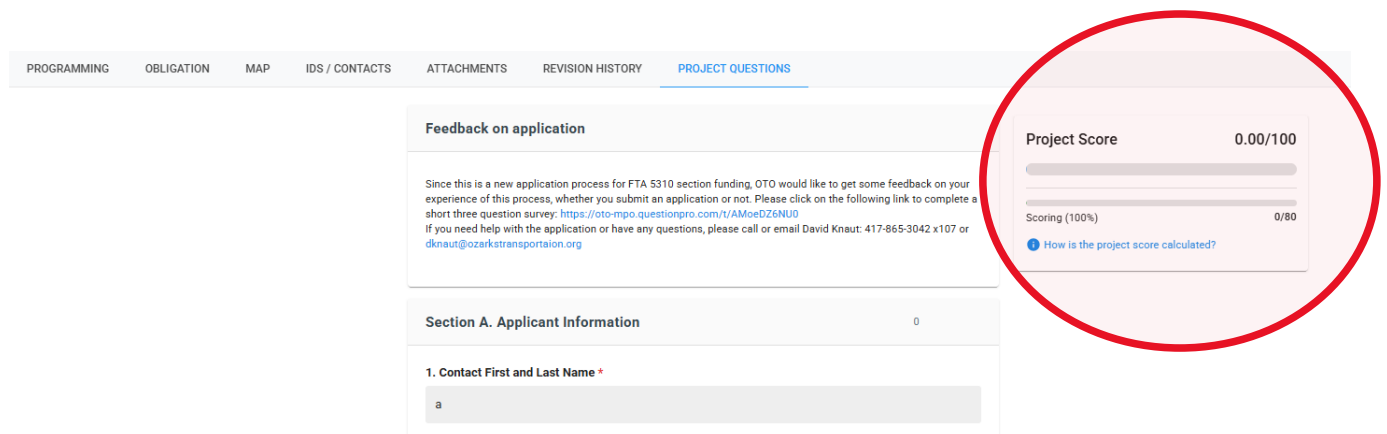# ONCE COMPLETE, NUMBER OF QUESTIONS LEFT TO ANSWER WILL DISAPPEAR

PROJECT SCORE –

The project score will always show zero because the Local Coordinating Board for Transit will review and score all projects.
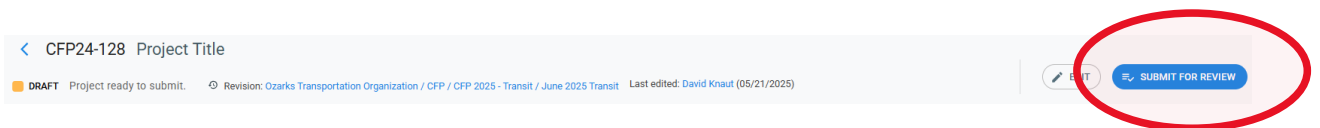
APPLICATION CAN BE KEPT IN DRAFT
MODE WHILE UPDATING. BE SURE TO
SAVE OCCASIONALLY AND BEFORE
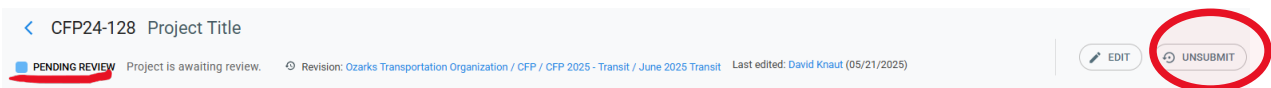CLOSING BROWSER WINDOW.
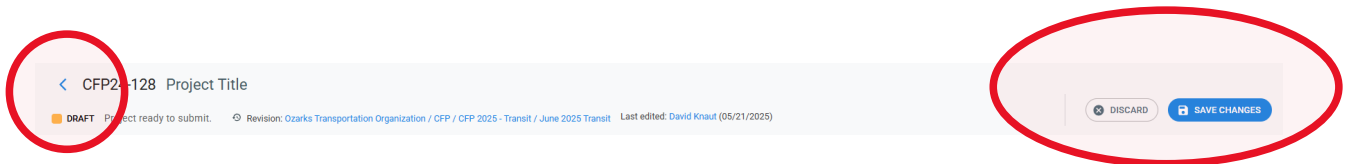
CLICK EDIT TO MAKE ANY CHANGES.
DON'T FORGET TO RESAVE.
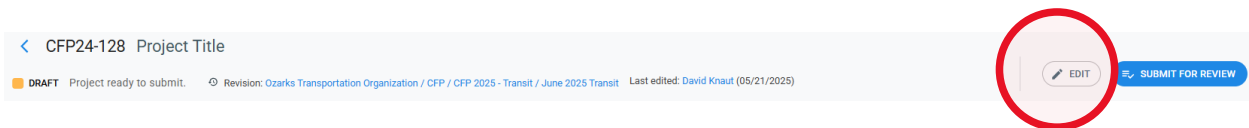
SUBMIT FOR REVIEW TO SUBMIT
APPLICATION

TO MAKE CHANGES BEFORE THE
APPLICATION DEADLINE, GO BACK TO
THE DASHBOARD AND FIND YOUR
PROJECT UNDER "PENDING REVIEW",
CLICK ON YOUR PROJECT AND THEN
CLICK UNSUBMIT

MAKE SURE TO RESUBMIT BY THE
DEADLINE