

# Enhancing Mobility of Seniors and Individuals with Disabilities Program

All applications must be submitted by *January 30, 2023*



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

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

**Faxed application will not be accepted**  
Applications may be emailed or delivered to OTO.

**For more information, contact:**  
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## DEADLINES

Application due:	January 30, 2023, by 5:00 pm
Application review:	Within 30 days of deadline
OTO Board of Director's approval:	March 16, 2023 (Tentative)

## SUBMIT APPLICATIONS TO:

Ozarks Transportation Organization  
2208 W. Chesterfield Boulevard, Suite 101  
Springfield, MO 65807

OR

[dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)

### **FAXED APPLICATIONS WILL NOT BE ACCEPTED**

*As part of this application process, OTO requires that all applicants email or deliver completed application(s) to OTO no later than 5pm on January 30, 2023.*

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## QUESTIONS

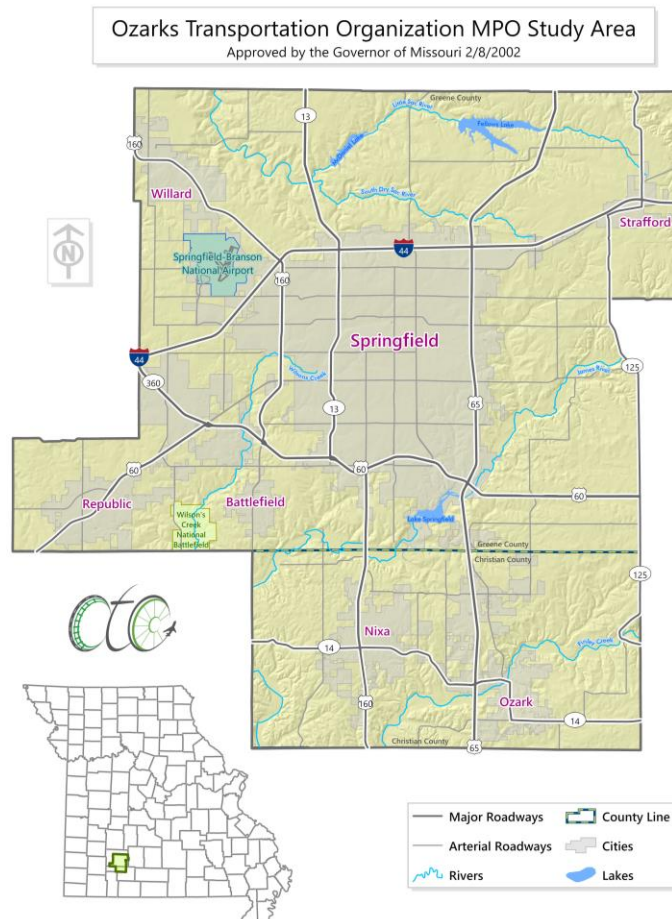
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## INTRODUCTION

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 chapters 4 and 5 of the Transit Coordination Plan. Specific information about eligible projects and applicants is contained in this guidebook.

As part of the application process for 2022, OTO requires that all applicants submit completed applications to the Ozarks Transportation Organization no later than **5pm on January 30, 2023**.



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 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.

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 Section

### ELIGIBLE CAPITAL PROJECTS TO BENEFIT HUMAN SERVICE TRANSIT

The Federal Transit Administration has established a list of activities as eligible capital projects that meet a minimum 55 percent requirement for 5310 funding, see circular FTA 9070.1G. The OTO has chosen to fund only the following activity with "55 percent" funds.

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

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

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 three years of funding available, including apportionments from FY 2021, FY 2022, and FY 2023.

Apportionment Year	Apportionment Amount
FY 2021	\$301,807
FY 2022	\$427,254
FY 2023	\$435,799*
<b>TOTAL</b>	<b>\$1,164,860*</b>

*\*Estimate*

Fifty-five percent of program funds must be used on capital or "traditional" 5310 projects. At least 35 percent is for other "nontraditional" projects, as defined in FTA Circular 9070.1G. 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>\$640,673*</b>
Administration	\$71,186*
<b>Non-Traditional</b>	<b>\$407,701*</b>
Administration	\$45,300*

*\*Estimate*

## PROJECT RATING GUIDELINES

**ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES (5310)** program provides grant funds to urbanized areas for public transportation and allows investments in **accessible** 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 9070.1G 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
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

Max Points Possible	Evaluation Criteria
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 subcommittee to assess how each project applies to these criteria.*

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## PARTIAL AWARDS

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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 9070.1G, page III-15.

**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 OzarksTransportation.org under Civil Rights giving guidance on how to submit a complaint. All complaints must be submitted in writing to the OTO Title VI/ADA coordinator. For more information about the 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

All organizations wishing to apply for Section 5310 funding must complete the application included in this booklet. The application has three parts:

- Part I: Applicant Information
- Part II: Project Type and Budget
- Part III: Project Description

Each part provides important information for the scoring committee.

All organizations applying for Section 5310 funds need to submit completed copies of all three application parts. If an organization is applying for a single vehicle, it will need to submit one copy of each part. If an organization is applying for more than one vehicle, please read the following sections to ensure its application is considered complete.

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### ORGANIZATIONS SEEKING MULTIPLE VEHICLES

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Some organizations may want to apply for multiple vehicles, either to support different programs within their organization or to support a single program with multiple new vehicles. In either case, an organization applying for multiple vehicles only needs to submit a single copy of Part I. An organization's plan for the new vehicles will determine if they need to submit separate versions of Part II and Part III.

#### **Multiple Vehicles in Support of a Single Partnership/Program**

If an organization is applying for multiple vehicles to serve a single program, they need only complete Part II and Part III once.

*Example:* Two vehicles to support clients in *Independent Supported Living* program.

Within Part II, please indicate the desired floor plan and the quantity desired. Complete Part III by describing how the vehicles will be used to support the single program.

#### **Multiple Vehicles in Support of More than One Partnership/Program**

If an organization is applying for multiple vehicles to support more than one program, they need to complete separate versions of Part II and Part III for each program that will be supported with a new vehicle.

*Example:* One vehicle to support Senior Tax Board programs in Greene County and  
One vehicle to support Disability Tax Board programs in Christian County.

The separate versions of Part II and Part III will need to indicate the desired floorplans and include narrative responses specific to each program.