FTA Section 5310 Program Overview & Application Guidelines

"Enhanced Mobility of Seniors and Individuals with Disabilities Program

Administered by the Missouri Department of Transportation

Multimodal Operations Division – Transit Section

December 2016

Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP) Information

Materials can be provided in alternative formats and other languages by calling the MoDOT Customer Service Center at 1-888-ASK-MoDOT (275-6636) or TDD (telecommunication devices for the deaf) 1-800-735-2966.

Rights Under Title VI of the Civil Rights Act of 1964

The Missouri Department of Transportation (MoDOT) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful, discriminatory practice under Title VI may file a complaint with MoDOT's External Civil Rights Division – Title VI Coordinator. For more information on the MoDOT civil rights program, and the procedures to file a complaint, contact (573) 526-2978 / TDD (800) 735-2966. You may also contact us by mail at P.O. Box 270, Jefferson City, MO 65102 or visit the External Civil Rights Division office at 1617 Missouri Blvd., Jefferson City, MO 65109. You may also visit our web site at http://www.modot.org For information in another language contact (888) 275-6636.

TABLE OF CONTENTS

Program Background 1
Eligible Activities / Eligible Projects 3
Eligible Recipients / Project Owners 6
Planning Requirements 6
Funding Requirements 9
Applicable Regulatory Requirements Before &After Award 9
Grant / Project Application Process 10
Project Selection Process 15
Pre-Award Requirements 17
Grant Award 18
Project Administration by Sponsor / Coordination with MoDOT 18
Grant Reimbursement from MoDOT 21
Reporting Requirements 22
Grant and Project Compliance Oversight 23
Project Implementation Closeout 24
Grant Closeout 25
Activities after Grant Closeout 25

I. Program Background

A. Purpose

The Section 5310 Program provides formula funding to states and designated recipients to improve mobility for seniors and individuals with disabilities.

This program provides grant funds for capital and operating expenses to recipient for:

1. Public transportation projects planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;

2. Public transportation projects that exceed the requirements of the Americans with Disability Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);

3. Public transportation projects that improve access to fixed route service and decrease reliance on complementary paratransit; and

4. Alternative to public transportation projects that assist seniors and individuals with disabilities with transportation.

B. Authorizing Legislation

The Fixing America's Surface Transportation (FAST) Act, signed into law December 4, 2015, reauthorizing surface transportation programs through Fiscal Year 2020; amending Chapter 53 of Title 49 of the United States Code.

C. MoDOT's role in administering the Section 5310 program in Missouri

The Missouri Department of Transportation (http://www.modot.org) is the designated recipient of Federal Transit Administration (FTA) Section 5310 (49 USC 5310) program funding for potions of Missouri that include all non-urbanized (rural) locations in Missouri as well as the Census small urbanized areas in the 50,000 – 199,999 population range. The Census small urbanized areas in Missouri are Cape Girardeau, Columbia, Jefferson City, Joplin, Lee's Summit and St. Joseph. MoDOT's Section 5310 grant application is ONLY for projects proposed in those rural and small urbanized areas of the state. This Section 5310 grant administration is performed by the Transit Section within MoDOT's Multimodal Operations Division (http://www.modot.org/Multimodal/index.htm).

II. Eligible Activities / Eligible Projects

A. So-called "Traditional" Section 5310 Projects

FTA in its program guidance for the Section 5310 program (FTA C 9070.1G - https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf) describes what FTA terms "traditional" Section 5310 projects for the purposes of meeting the 55% funding floor. That funding floor with respect to traditional projects is described in greater detail in Section IX - Project Selection Process within this packet.

Below is FTA's description of the category of eligible "traditional" 5310 projects:

1. Rolling stock and related activities for Section 5310-funded vehicles

   (a) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs *(note – the Missouri formerly traditional projects);*
   (b) Vehicle rehabilitation or overhaul;
   (c) Preventive maintenance;
   (d) Radios and communication equipment; and
   (e) Vehicle wheelchair lifts, ramps, and securement devices.

2. Passenger facilities related to Section 5310-funded vehicles

   (e) Purchase and installation of benches, shelters, and other passenger amenities.

3. Support facilities and equipment for Section 5310-funded vehicles

   (a) Extended warranties that do not exceed the industry standard;
   (b) Computer hardware and software;
   (c) Transit-related intelligent transportation systems (ITS);
   (d) Dispatch systems; and
   (e) Fare collection systems.

4. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A–94, which provides the necessary discount factors and formulas for applying the same;

5. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or sub-recipient. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;

6. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

   (a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
   (b) Support for short-term management activities to plan and implement coordinated services;
   (c) The support of state and local coordination policy bodies and councils;
   (d) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
   (e) The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
   (f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
   (g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

7. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/sub-recipient as defined in section 5, above, and is included in the coordinated plan.

B. Beyond minimum requirements of ADA (formerly in Sec. 5317)

The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.

1. <u>Enhancing paratransit beyond minimum requirements of the ADA</u>. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:

(a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
(b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
(c) The incremental cost of providing same day service;
(d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
(e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
(f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" × 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and
(g) Installation of additional securement locations in public buses beyond what is required by the ADA.

2. Feeder services. Accessible "feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

C. Improve fixed route access; reduce reliance on ADA paratransit

The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

1. Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

(a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;
(b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
(c) Improving signage or wayfinding technology; or
(d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

2. Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

D. Alternatives to public transit to enhance mobility for seniors and individuals with disabilities

The following activities are examples of projects that are eligible public transportation alternatives.

1. Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.

2. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

3. Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

III. Eligible Recipients / Project Owners

A. Eligible Sub-recipients for "Traditional" Sec. 5310 Project Funding

1. A private nonprofit organization, or
2. A state or local governmental authority that:

   (a) is approved by a state to coordinate services for seniors and individuals with disabilities; or,
   (b) Certifies that there are no nonprofit organizations readily available in the area to provide the service

B. Eligible Sub-recipients for All Other Sec. 5310 Project Funding

1. A state or local governmental authority,
2. A private nonprofit organization,
3. An operator of public transportation, or
4. Private taxi companies providing shared-ride transportation

IV. Planning Requirements

Public Transit – Human Service Transportation Coordination

Federal transit law, as amended by MAP-21, requires that projects selected for funding under the Section 5310 program be "included in a locally developed, coordinated public transit-human services transportation plan" and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public. FTA maintains flexibility in how projects appear in the coordination plan. Projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized within the plan.

In Missouri, these public transit human service transportation coordination plans have been accomplished by metropolitan planning organizations (MPO's) in urbanized areas and by regional planning commissions (RPC's) in all other areas of the state. Internet links to the small urbanized MPO coordination plans and the non-urbanized (rural) RPC coordination plans appear, below:

Links to Small Urbanized Areas Coordination Plan Information:

Cape Girardeau – Southeast MO Regional Planning Coordination Plan
http://semorpc.org/assets/transportation/SEMO%20RPC%202013%20Transit%20Plan.pdf

Columbia (CATSO) Coordination Plan
http://www.como.gov/community-development/wp-content/uploads/sites/14/2015/09/2013PTHSCPUpdateadopted22813.pdf

http://www.como.gov/community-development/planning/columbia-area-transportation-study-organization-catso/2013-public-transit-human-services-plan-pthscp/

Jefferson City (CAMPO) Coordination Plan
http://www.jeffersoncitymo.gov/2012CoordinatedHumanServicesTransportationPlan_AdoptedOctober172012.pdf

Joplin (JATSO) Coordination Plan
http://www.joplinmo.org/DocumentCenter/View/3231

Lee's Summit (MARC) Coordination Plan
http://www.marc.org/2040

St. Joseph Coordination Plan presentation
http://stjoempo.org/wp-content/uploads/2013/04/mpoSJATSO.pdf

Links to Non-Urbanized (Rural) Areas Coordination Plan Information:

Boonslick RPC Coordination Plan *(Counties of Lincoln, Montgomery and Warren)*
http://boonslick.org/wp-content/uploads/2013/03/Boonslick-PTHST-2013-Plan.pdf

Bootheel RPC & EDC *(Counties of Dunklin, Mississippi, New Madrid, Pemiscott, Scott & Stoddard)*
http://www.bootrpc.com/Brpc%20Frames%20Page/TRANSIT%20Plan-2013%20new.pdf

East-West Gateway Council of Governments - *(Counties of Franklin, Jefferson, St. Charles & St. Louis)*
http://www.ewgateway.org/progproj/chstp/chstp-final.pdf

Green Hills RPC *(Counties of Caldwell, Carroll, Chariton, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putnam & Sullivan)*
http://www.ghrpc.org/Documents/GHRPC%20Transit%20Study%202012.pdf

Harry S. Truman Coordinating Council – *(Counties of Barton, Jasper, Newton & McDonald)*
http://media.wix.com/ugd/3a9123_f35972c6bea34b80a10a610325d70bd4.pdf

Kaysinger Basin RPC *(Counties of Bates, Benton, Cedar, Henry, Hickory, St. Clair & Vernon)*
Send e-mail to austin@kaysinger.com or Transit@modot.mo.gov for copy of plan

Lake of the Ozarks Council of Local Governments *(Counties of Camden, Laclede, Miller & Morgan)*
http://www.loclg.org/Lake%20of%20the%20Ozarks%20Regional%20Transportation%20Plan/Human%20Services%20Transportation%20Plan%202013%20FINAL.pdf

Mark Twain Regional Council of Governments *(Counties of Audrain, Macon, Marion, Monroe, Pike, Ralls, Randolph & Shelby)*
http://www.marktwaincog.com/wp-content/uploads/2013/03/Mark-Twain-Transit-Plan.pdf

Meramec RPC *(Counties of Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski & Washington)*
Send e-mail to info@missourimeramecregion.org or Transit@modot.mo.gov for copy of plan

Mid-America Regional Council *(Counties of Cass, Clay, Jackson, Platte & Ray)*
http://www.marc.org/2040/assets/plan/5.0_PublicTransportation.pdf

Mid-Missouri RPC *(Counties of Boone, Callaway, Cole, Cooper, Howard & Moniteau)*
http://mmrpc.org/plans/Transportation/Coordinated%20Public%20Transit-Human%20Service%20Plan%202013.pdf

MO-Kan Regional Council *(Counties of Andrew, Buchanan, Clinton & DeKalb)*
Send e-mail to transportation@mo-kan.org or Transit@modot.mo.gov for copy of plan
Northeast Missouri RPC *(Counties of Adair, Clark, Knox, Lewis, Schuyler & Scotland)*
http://www.nemorpc.org/wp-content/uploads/2014/03/PUBLIC-TRANSIT-plan-2013-FINAL-cover.pdf

Northwest Missouri Regional Council of Governments *(Counties of Atchison, Holt, Gentry, Nodaway & Worth)*
http://test.nwmorcog.org/PDF&Word/FINAL_PTHST_PLAN.pdf

Ozark Foothills RPC *(Counties of Butler, Carter, Reynolds, Ripley & Wayne)*
http://www.ofrpc.org/documents/PT-HSTDocumentJune2013.pdf

Pioneer Trails RPC *(Counties of Johnson, Lafayette, Pettis & Saline)*
Send e-mail to info@trailsrpc.org or Transit@modot.mo.gov for copy of coordination plan

South Central Ozark Council of Governments *(Counties of Douglas, Howell, Oregon, Ozark, Shannon, Texas & Wright)*
http://www.scocog.org/uploads/9/0/4/8/9048504/cpthstp_draft_final.pdf

Southeast Missouri RPC & EDC *(Counties of Bolinger, Cape Girardeau, Iron, Madison, Perry, St. Francois & Ste. Genevieve)*
http://semorpc.org/assets/transportation/SEMO%20RPC%202013%20Transit%20Plan.pdf

Southwest Missouri Council of Governments *(Barry, Christian, Dade, Dallas, Greene, Lawrence, Polk, Stone, Taney & Webster)*
http://smcog.missouristate.edu/PDF/Transit%20Coordination%20Plan%202013.pdf

[Remainder of Page is Intentionally Left Blank]

V. Funding Requirements

Section 5310 funds may be used to finance capital and operating expenses. The FTA's federal share of eligible capital costs shall be in an amount no greater than 80 percent of the net cost of the activity. The FTA's federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. MoDOT may use up to 10 percent of the apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent federal share.

A. Matching Funds Requirements

The local share of eligible capital costs shall be not less than 20 percent of the net cost of the activity, and the local share for eligible operating costs shall be not less than 50 percent of the net operating costs.

B. Sources of Matching Funds

The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local service agency or private social service organization, or new capital. Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions.

Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5310 operating assistance. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources of local match must be identified and described in the grant application at the time of grant award.

In addition, the local share may be derived from federal programs that are eligible to be expended for transportation, other than USDOT programs, or from USDOT's Federal Lands Highway program. Examples of types of federal programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services.

VI. Applicable Regulatory Requirements Before & After Award

A. FTA Annually Updated "Master Agreement" for Transit Grants

The Federal Transit Administration (FTA) annually issues a Master Agreement that updates the description of all relevant federal requirements for all of FTA's programs. Certifications signed by the applicant in the Sec. 5310 grant application as well as signing the Sec. 5310 sub-recipient grant contract commit the applicant / sub-recipient to all relevant requirements. The FTA's Master Agreement document can be reviewed and obtained from FTA's web site at: http://www.fta.dot.gov/documents/21-Master.pdf

B. Requirements before Award

1. Fully completed application with signed certifications.

2. D-U-N-S Number**:** Any organization applying for a grant or cooperative agreement with funds from the federal government must have a DUNS number. This is a nine-digit identification number that provides a unique identification for single business entities. Applicant agencies that currently do not have a DUNS number can obtain one for free from Dun and Bradstreet (www.dnb.com).

3. E-Verify Employer / Applicant Enrollment and Certification: For those Section 5310 applicant agencies that apply to receive $5,000 or more annually in Section 5310 funds, Missouri State Statute section 285.530 RSMo applies. The applicant has enrolled in a federal work authorization program and agrees to abide by the provision contained in the Memorandum of Understanding the applicant entered into with the United States Department of Homeland Security. Documentation of enrollment/participation in a federal work authorization program is also required. Acceptable enrollment and participation documentation consists of the following: two pages of the E-Verify Memorandum of Understanding: (1) A valid, completed copy of the first page identifying the business entity; and (2) A valid copy of the signature page completed and signed by the business entity, the Social Security Administration, and the Department of Homeland Security – Verification Division. E-Verify program enrollment information can be obtained at the following link: http://www.uscis.gov/e-verify/you-start

4. Other *(see also Section IX starting on page 17)*

VII. Grant / Project Application Process

A. MoDOT's FTA Section 5310 Grant Application Forms

Depending on the type of project requested, applicants will fill out and complete an application for Capital Projects (vehicles or equipment); or Mobility Management Projects; Purchase of Service Projects; Fixed Route Service Access Projects; or Alternatives to Public Transit Projects That Enhance the Mobility of Seniors and Individuals with Disabilities.

1. Application for Capital Projects (Vehicles or Equipment)

   (a) *Applicant Identification Pag*e
   (b) Appendix A – Capital Project Request Form

   Identifies project request (replacement, expansion or starting new service), replacement vehicle information (if applicable), information regarding requested vehicle or equipment, type of agency applying, major funding sources, description of transportation service provided in relation to capital project request, cities and counties project will serve, and estimated trips and types of trips.

For applicants requesting capital projects - vehicles will need to review and select the type of vehicle and desired option(s). MoDOT's 2017 transit vehicle bid awards can be found at http://www.modot.org/business/surplus/Fleet%20Buyers%20Web%20Page/Multimodal.htm.

(c) Appendix B – List and Description of all vehicles operated by applying agency
(d) Appendix C – Publishers Affidavit for Public Notice: Provide a copy of a Publishers Affidavit of a public notice for the project. **Sample notice wording appears below:**

The Senior Citizens of Newcomb, Inc., 503 Greene, Newcomb, MO 65302, provides notice that it intends to apply to the Missouri Department of Transportation for a federal grant to serve the transportation needs of the seniors and/or persons with disabilities in Quinton County, including Newcomb. The Senior Citizens of Newcomb, Inc. does not discriminate on the basis of race, color, creed, national origin, sex or age in employment or the provision of services. Persons wishing to comment on this proposed project are requested to do so within 30 days by writing our agency and MoDOT – Multimodal Operations, P.O. Box 270, Jefferson City, MO 65102.

(e) Appendix D – Certification: Local Match and Operating Expenses Fund Sources
(f) Appendix E – Certification: Regional Planning Commission Project Coordination

FTA requires that awarded projects funded under Section 5310 be included in a "locally developed coordinated public transit-human services transportation plan". Applicants must obtain from their area Regional Planning Commission a letter stating the capital project being requested has been (1) identified by a strategy and/or action item in a county, multi-county or regional plan and (2) the page number where this identification occurs.

(g) Appendix F – Certification: Vehicle Insurance
(h) Appendix G – Certification: Transit & Paratransit Operators Contacted
(i) Appendix H - Authorizing Resolution for Non-Profit Corporations
(j) Appendix I – Certification: Local Governmental Authority
(k) Appendix J – Certification: Missouri Department of Transportation Standard Assurances
(l) Appendix K - Certification: Civil Rights
(m) Appendix L – Certification and Assurances: Federal Transit Administration
(n) Appendix M – Certification of Good Standing from the Secretary of State's office
For non-profit and for-profit agency applicants, provide in the application submission a copy of a current Certificate of Good Standing from the Missouri Secretary of State's Office. Such certificates can be obtained by calling (573) 751-4153 or by entering the Charter Number from the website: https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=3
(o) Appendix N – Worker Eligibility Verification Affidavit / E-Verify MOU

2. Application for Mobility Management or Purchase of Service Projects or Fixed Route Service Access Projects or Project Alternatives to Public Transit That Enhance the Mobility of Seniors and Individuals with Disabilities

   (a) Applicant Identification Page
   (b) Appendix A – Mobility Management or Purchase of Service or Fixed Route Access or Alternative to Public Transit Project Request Form

   Identifies project name, project beginning and end data, project description, total project budget details and applicable funding sources.

   (c) Appendix B – Publishers Affidavit for Public Notice: Provide a copy of a Publishers Affidavit of a public notice for the project. **Sample notice working appears below:**

   The Senior Citizens of Newcomb, Inc., 503 Greene, Newcomb, MO 65302, provides notice that it intends to apply to the Missouri Department of Transportation for a federal grant to serve the transportation needs of the seniors and/or persons with disabilities in Quinton County, including Newcomb. The Senior Citizens of Newcomb, Inc. does not discriminate on the basis of race, color, creed, national origin, sex or age in employment or the provision of services. Persons wishing to comment on this proposed project are requested to do so within 30 days by writing our agency and MoDOT – Multimodal Operations, P.O. Box 270, Jefferson City, MO 65102.

   (d) Appendix C – Certification: Local Match and Operating Expenses Fund Sources
   (e) Appendix D – Certification: Regional Planning Commission Project Coordination

   FTA requires that awarded projects funded under Section 5310 be included in a "locally developed coordinated public transit-human services transportation plan". Applicants must obtain from their area Regional Planning Commission a letter stating the capital project being requested has been (1) identified by a strategy and/or action item in a county, multi-county or regional plan and (2) the page number where this identification occurs.

   (f) Appendix E – Certification: Vehicle Insurance
   (g) Appendix F – Certification: Transit and Paratransit Operators Contacted
   (h) Appendix G – Certification: Authorizing Resolution for Non-Profit Corporations
   (i) Appendix H – Certification: Local Governmental Authority
   (j) Appendix I – Certification: MoDOT Standards and Assurances
   (k) Appendix J – Certification: Civil Rights
   (l) Appendix K – Certification and Assurances: FTA
   (m) Appendix L – Certification of Good Standing from the Secretary of State's office

   For non-profit and for-profit agency applicants, provide in the application submission a copy of a current Certificate of Good Standing from the Missouri Secretary of State's Office. Such certificates can be obtained by calling (573) 751-4153 or by entering the Charter Number from the website: *https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=3*

(n) Appendix M – Worker Eligibility Verification Affidavit / E-Verify MOU

B. Where applications are submitted

The MoDOT Section 5310 application is ONLY for projects proposed for non-urbanized (rural) areas of Missouri as well as for projects proposed in the small urbanized areas of Missouri.

The Section 5310 application submitted to MoDOT must be post marked no later than the stated submission deadline in the application packet and sent to:

MoDOT
Multimodal Operations - Transit Section
Multimodal Operations
105 W. Capitol / P.O. Box 270
Jefferson City, MO 65102-0270

C. Review for program eligible applicant / project owner

All Section 5310 applications will be reviewed to determine applicant eligibility to access program funds. This packet's section on Eligible Recipients / Project Owners describes eligible organizations. Non-profit agencies will need to provide in the application their Non-Profit Corporation Number as issued by the Missouri Secretary of State. For-profit agencies will need to provide information on their corporate registration. Applications that do not substantiate the applicant's eligibility will not be considered for funding. Applicants that are federally debarred or suspended will not be considered program eligible. The check for federally debarred or suspended organizations is conducted on-line at the following link: http://www.sam.gov/.

D. Review for program eligible project / activity

All Section 5310 applications will be reviewed to determine program eligibility for the proposed project(s). This packet's section on Eligible Activities / Eligible Projects provides an extensive list of the types of projects and activities eligible for funding in the Section 5310 program. MoDOT can only consider for funding Section 5310 eligible projects proposed by Section 5310 eligible applicants

E. Project Prioritization

1. Traditional Projects

   Eligible applications for what FTA's defines as "traditional projects", will first be reviewed and prioritized by MoDOT in order to attain the Section 5310 program's 55% funding floor. For projects proposed in small urbanized areas, any prioritization of projects provided to MoDOT from the MPO's will be accepted as long as those projects are Section 5310 eligible activities proposed by eligible applicants. Otherwise, within this category of "traditional projects", the rural prioritization and small urbanized prioritization of projects in descending order is:

   (a) Replacement of accessible vehicles that have reached end of their useful life,

(b) Replacement of non-accessible vehicles that have reached end of their useful life,
(c) Accessible vehicles to be used in eligible expanded mobility services,
(d) Non-accessible vehicles to be used in eligible expanded mobility services,
(e) Support for mobility management and coordination programs,
(f) All other "traditional" Section 5310 eligible project types,

In selecting "traditional" projects for funding, consideration will be given to a geographic distribution to deter concentrations of projects and funds in a few areas of the state. Also, based on applicant responses to Title VI Civil Rights questions about clients served as well a governing board composition, consideration will be given to assure that low-income individuals and minorities are not excluded from accessing funds for eligible Section 5310 activities.

2. Projects beyond ADA minimum for fixed route

Currently in Missouri, no fixed route public transit services are operated in non-urbanized (rural) Missouri. Instead, all of Missouri's rural transit service is delivered in a demand-responsive fashion which also includes by definition route-deviation service. As such, MoDOT does not anticipate awarding within rural areas any Section 5310 funds for projects beyond ADA minimum for fixed route service.

However, several small urbanized areas of the state do operate fixed route service and for the small urbanized apportionment of Section 5310 funds, any projects of this category will be reviewed and considered for funding once the 55% floor funding amount for the "traditional" projects has been determined.
In selecting projects that are beyond ADA minimums for fixed route service for funding, consideration will be given to a geographic distribution to deter concentrations of projects and funds in a few areas of the state. Also, based on applicant responses to Title VI Civil Rights questions about clients served as well as governing board composition, consideration will be given to assure that low-income individuals and minorities are not excluded from accessing funds for eligible Section 5310 activities.

3. Improved fixed route access; paratransit alternatives

Currently in Missouri, no fixed route public transit services are operated in non-urbanized (rural) Missouri. Instead, all of Missouri's rural transit service is delivered in a demand-responsive fashion which also includes by definition route-deviation service. As such, MoDOT does not anticipate awarding to rural areas any Section 5310 funds for projects that improve fixed route access and paratransit alternatives.

However, several small urbanized areas of the state do operate fixed route service and for the small urbanized apportionment of Section 5310 funds, any projects of this category will be reviewed and considered for funding once the 55% floor funding amount for the "traditional" projects has been determined.

In selecting projects that improve fixed route access and paratransit alternatives for funding, consideration will be given to a geographic distribution to deter concentrations of projects and funds in a few areas of the state. Also, based on applicant responses to Title VI Civil Rights questions about clients served as well a governing board

composition, consideration will be given to assure that low-income individuals and minorities are not excluded from accessing funds for eligible Section 5310 activities.

4. Enhanced mobility for seniors & individuals with disabilities

   As there is no fixed route transit service currently operated in non-urbanized (rural) Missouri, this is the only other category of projects after the "traditional" projects that is eligible for Section 5310 funding in rural areas.

   Proposed projects in this category of enhanced mobility for seniors and individuals with disabilities will be prioritized based upon the following factors in descending order:

   (a) Service offered on day(s) of the week when public transit is not available,
   (b) Service offered during times of the day when public transit is not available,
   (c) Provides same-day service when same-day scheduled transit service is not available,

   In selecting projects that enhance mobility for seniors and individuals with disabilities for funding, consideration will be given to a geographic distribution to deter concentrations of projects and funds in a few areas of the state. Also, based on applicant responses to Title VI Civil Rights questions about clients served as well a governing board composition, consideration will be given to assure that low-income individuals and minorities are not excluded from accessing funds for eligible Section 5310 activities.

VIII. Project Selection Process

A. Selection Role of the MPO's in Urbanized Areas

For projects in small urbanized areas, some metropolitan planning organization's (MPO's) through their local planning processes prioritize Section 5310 projects for their area. When more than one project application is received from an urbanized area and that MPO has prioritized those projects, MoDOT will use that MPO prioritization as long as those projects represent Section 5310 eligible activities proposed by Section 5310 eligible applicant agencies. In cases where MPO's incorporate the Section 5310 projects in their TIP document, but do not prioritize them, then MoDOT will use the earlier described factors to prioritize those Section 5310 projects from small urbanized areas.

In selecting the small urbanized projects for Section 5310 funding, consideration will be given to a geographic distribution to deter concentrations of projects and funds in a few areas of the state. Also, based on applicant responses to Title VI Civil Rights questions about clients served as well a governing board composition, consideration will be given to assure that low-income individuals and minorities are not excluded from accessing funds for eligible Section 5310 activities.

B. Traditional Projects and the 55% apportionment floor

Section 5310(b) provides that of the amounts apportioned to states (MoDOT) and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling—MoDOT may use more than 55 percent of their apportionment for these types of projects. This means that at least 55 percent of any rural, small urbanized area or large urbanized area's annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Based on the initial review for the rural prioritization of Section 5310 proposed "traditional" projects and the small urbanized prioritization of Section 5310 proposed "traditional" projects, MoDOT will develop descending order cumulative totals of federal share budgets for the projects. When the prioritized cumulative total reaches 55% of the available apportionment of rural funds and / or reaches 55% of the available apportionment of small urbanized funds, then MoDOT temporarily halts with the selection of "traditional" projects and will set aside 10% from the apportionment or obligated amount for state program administration.

However, if the cumulative budgeted total of all eligible "traditional" projects is less than 55% of the apportionment, then this will necessitate lowering the initial obligation of grant funds so that the budgeted total of "traditional" Section 5310 projects does not fall below 55% of the initial obligation of funds (which will be lower than the available apportionment). (See NOTE, below).

With the 55% "traditional" projects floor achieved; 10% set aside for state program administration and 35% of the total apportionment remaining ((100) – (55 + 10) = 35), prioritized proposed projects in categories other than "traditional" will be reviewed for funding. If the budgets for those not "traditional" projects in a descending order cumulative total meet or exceed the remaining 35% of apportioned funds, then the projects selection for the entire apportionment is complete. If after selecting all the eligible non 'traditional" projects there are still funds available, then the process returns to the "traditional" projects until the balance of apportioned funds are fully programmed.

NOTE – Should the full programming of "traditional" Section 5310 projects fall below 55% of the apportionment, then that amount of total federal "traditional" project funds becomes the 55% for the lower initial obligation of Section 5310 grant funds. Below is a chart that shows this scenario.

Activity	Amount Apportioned	% of Total Allocation	Amount *Obligated*	% of Total Allocation
Total Amount Allocated	$2,000,000	100%	$1,000,000	100%
State or Designated Recipient Program Administrative Funding	$200,000	10%	$100,000	10%
Traditional Section 5310 Projects (55% minimum	$1,100,000	**55%**	$550,000	**55%**
Other Section 5310 Projects	$700,000	35%	$350,000	45%

C. Projects other than the traditional projects

With the 55% "traditional" projects floor achieved; 10% set aside for state program administration and 35% of the total apportionment remaining ((100) – (55 + 10) = 35), prioritized proposed projects in categories other than "traditional" will be reviewed for funding. If the budgets for those not "traditional" projects in a descending order cumulative total meet or exceed the remaining 35% of apportioned funds, then the projects selection for the entire apportionment is complete. If after selecting all the eligible non 'traditional" projects there are still funds available, then the process returns to the "traditional" projects until the balance of apportioned funds are fully programmed.

NOTE – Should the full programming of "traditional" Section 5310 projects fall below 55% of the apportionment, then that amount of total federal "traditional" project funds becomes the 55% for the initial obligation of Section 5310 grant funds. Above is a chart that shows this scenario.

IX. Pre-Award Requirements

A. Title VI Civil Rights Non-discrimination Plan

All sub-recipients of MoDOT administered transit grants are required by FTA to have and approved Title VI Civil Rights Non-discrimination Plan that conforms to FTA requirements.

B. Agency Procurement Policy Conforming to FTA Requirements

For most transit and paratransit vehicle projects, MoDOT undertakes the procurements in conformance to FTA requirements. However, if a Section 5310 sub-recipient is making purchases with FTA funds, then that agency needs to adopt or revise their procurement policy in conformance to FTA's Circular 4220.1F "Third Party Contracting Guidance" requirements.

C. Transit Asset Management Plan

Final rule issued by FTA on July 26, 2016, Transit Asset Management (TAM) is a business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties in order to keep the nations transit networks in a State of Good Repair (SGR). TAM plans are required by sub-recipients of MoDOT administered transit grants that own, operate, or manage capital assets used in the provision of public transportation, as defined by 49 U.S.C 5302.

D. System Safety Plan *(pending FTA guidance)*

X. Grant Award

A. Award Announcement

Two grant award announcement processes occur. The projects selected for funding are consolidated into a Program of Projects (POP) and submitted by MoDOT in a grant application to FTA. The first award announcement is from FTA to MoDOT. The second award announcement is from MoDOT to each of the applicants / projects sponsors which are the Section 5310 grant sub-recipients. The time from submission of the POP to FTA to MoDOT's award notice with sub-recipient contract for signature can take two to three months.

B. Sub-recipient Grant Contract

MoDOT commences issuance of sub-recipient grant contract documents only upon grant award from FTA. The sub-recipient grant contract is a legal agreement between the sub-recipient / project sponsor and MoDOT. This contract spells out the amount of federal funding available to the sponsor, defines the project for which the grant money is eligible for reimbursement and obligates the sub-recipient /project sponsor to applicable federal and state requirements.

XI. Project Administration by Sponsor / Coordination with MoDOT

A. Vehicle acquisition projects

Most vehicles acquired with Section 5310 funds procured by a FTA-compliant bid process conducted by MoDOT. These purchasing schedules establish both base pricing and certain optional features pricing for a variety of vehicle types.

After identifying the vehicle type and any optional features chosen for the project, MoDOT places a purchase order to the dealer / vendor awarded that particular vehicle "floor plan" in the MoDOT purchasing schedule. Closer to the time of delivery, MoDOT requests the non-federal local share amount from the sub-recipient to be sent to MoDOT.

When the vehicle is delivered from the factory to the vendor / dealer, MoDOT conducts an inspection of the vehicle to determine and certify that the vehicle, in fact, meets the content specifications (what FTA calls "purchaser's requirements"), verifies conformance to Federal

Motor Vehicle Safety Standard (FMVSS) certification requirements, and verifies that applicable FTA Buy America requirements have been met. Upon inspection, the vendor / dealer is either instructed by MoDOT to deliver the vehicle to the sub-recipient, or make corrections to the vehicle prior to delivery or hold the vehicle for correction of issues and a MoDOT re-inspection. When the vehicle is delivered to the sub-recipient, the sub-recipient should also make an inspection to note that the correct vehicle is delivered and that the systems / features on the vehicle operate correctly. A vehicle orientation by the dealer / vendor should also occur at this time and the necessary title application paperwork is provided. The sub-recipient signs the invoice unless the dealer / vendor representative departs with the vehicle to return it to the dealership.

B. Equipment projects

Sub-recipient equipment procurements are closely coordinated with MoDOT Transit Section approval at each step, including agency procurement policy review, specification review, solicitation notice / requests for bids review, pre-bid estimate review, review of bids received, review of proposed selection / award, review of purchasing contract for required FTA terms and conditions, and review of invoice prior to reimbursement of federal share of purchase.

For equipment projects costing less than $25,000 State of Missouri requirements require less formal procedures, but should still be closely coordinated with MoDOT Transit Section staff.

C. Facility / construction projects

All facility projects seeking FTA financial assistance require compliance with the National Environmental Policy Act (NEPA) implementing regulations (40 C.F.R. § 1500-1508), FHWA and FTA's Environmental Impact and Related Procedures (23 C.F.R. § 771), Efficient Environmental Reviews for Project Decision-making (23 U.S.C. § 139), and numerous other environmental laws, regulations, and orders such as Section 106 of the National Historic Preservation Act (36 CFR 800), the Clean Water Act, and the Endangered Species Act. Project sponsors should consult with the FTA regional office early in project development to identify the appropriate class of action (categorical exclusion, environmental assessment, or environmental impact statement) for the NEPA review and any other environmental requirements.

Project sponsors should not move forward with any steps to develop the project that would preclude the fair consideration of alternatives (e.g., engineering and construction) until FTA concludes the NEPA process by issuing a record of decision (ROD), finding of no significant impact (FONSI), or a categorical exclusion (CE). Property acquisition, other than for the linear right-of-way needed for the project (as determined in close consultation with FTA staff), should not take place until a ROD, FONSI, or CE is issued.

If a grant applicant intends to use federal financial assistance in a project which will require real property, the applicant must provide assurances—required by Sections 305 and 210 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act)—that it will comply with the Uniform Act and with U.S. DOT implementing regulations (49 CFR part 24).

DOT regulations at 49 CFR part 24 implement a government-wide regulation that applies to all federal or federally assisted activities that involve the acquisition of real property or the

displacement of people. As such, the regulation is specific in naming certain actions that must be taken to achieve uniformity in the treatment of property owners and displaced people. Grantees in the process of planning a federally assisted project that will require the displacement of people should be aware of the regulatory need for relocation planning during the early stages of project development.

The 49 CFR part 24 regulation is available from the Government Printing Office website at: **http://www.access.gpo.gov/nara/cfr/waisidx_99/49cfr24_99.html**

Upon request, MoDOT's Transit Section in coordination with FTA regional offices can provide a copy of the uniform act or regulation in its amended form. In addition, the grantee should inform itself of state laws regarding compensation for real property and requirements for relocation of people and personal property.

Once the necessary environmental and regulatory approvals have been obtained, MoDOT's Transit Section provides guidance for the sub-recipient through the process of the sub-recipient's land acquisition, the sub-recipient's procurement of facility design and project management services, the sub-recipients procurement of construction, and the sub-recipient's monitoring of construction progress including adherence to schedule and budget, evaluation of change orders, the resolution of disputes, and the inspection of work towards successful project close-out.

D. Mobility service projects

Mobility service projects are either operated directly by the sub-recipient's own workforce / employees or operated by a third-party contract with a service provider. In the case of third-party contracts, those arrangements must follow FTA's procurement requirements and the resultant contract must contain the requisite FTA procurement terms and conditions in order for the expenses arising from that contract to be eligible for reimbursement from the FTA Section 5310 grant funds.

Whether the project is delivered by the sub-recipient's employees or by contract employees, the Section 5310 grant terms and conditions apply as well. So, in addition to the FTA's applicable procurement terms and conditions, a third-party contract should also include the applicable Section 5310 grant conditions. However, since a grant compliance violation by the third-party contractor is also a violation of the contract between MoDOT and the sub-recipient, all sub-recipients should monitor the performance of their contractors for grant compliance.

E. Mobility management projects

The FTA defines "mobility management" as consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. chapter 53 (other than Section 5309). Mobility management does not include operating public transportation services.

Sub-recipients conducting mobility management projects have significant flexibility as long as the expenses sought for grant reimbursement directly support earlier defined eligible mobility management activities (see page 3 of this application packet for more details). If the mobility management project also includes the acquisition of support equipment, then the equipment related comments in this application packet should also be reviewed.

XII. Grant Reimbursement from MoDOT

A. Vehicle projects acquired from MoDOT bids

For vehicle projects funded in MoDOT administered Section 5310 grants using the purchasing schedule obtained through the MoDOT conducted transit vehicle procurement, MoDOT collects the matching funds (customarily 20% of vehicle cost) from the sub-recipient and MoDOT pays the dealer / vendor the entire purchase order amount once the vehicle has been delivered to the sub-recipient and an invoice submitted to MoDOT by the dealer / vendor.

B. Sub-recipient procurement of equipment

In instances where the sub-recipient conducts the procurement of equipment as part of an approved grant funded project, the sub-recipient pays the entire amount of the equipment price to the dealer / contractor and presents a paid invoice to MoDOT for grant reimbursement that is customarily 80% of the equipment project budget estimate or 80% of actual equipment project cost, whichever is least.

C. Sub-recipient procurement of construction

In instances where the sub-recipient conducts the procurement of construction as part of an approved grant funded project, the sub-recipient pays for each stage of construction and presents to MoDOT's Transit Section for grant reimbursement copies of the contractor's application for payment along with accompanying certified payroll records as well as reports of disadvantaged business enterprise participation. Most often an architecture firm is also retained for the construction project and the architect's fees are initially paid by the sub-recipient and once paid, documentation is presented to MoDOT's Transit Section for grant reimbursement.

D. Sub-recipient delivery of mobility services

Reimbursement for mobility service projects may take place no more frequently than on a monthly basis. MoDOT's Transit Section will provide reimbursement forms for sub-recipient use. The costs claimed for grant reimbursement must be directly related to the mobility project and may include the wages and personnel benefits associated with the operation of passenger mobility service; maintenance costs for vehicles, equipment and facilities directly supporting the grant funded mobility service as well as project administrative expenses.

E. Sub-recipient performance of mobility management

Reimbursement for mobility management projects may take place no more frequently than on a monthly basis. MoDOT's Transit Section will provide reimbursement forms for sub-recipient use.

The costs claimed for grant reimbursement must be directly related to the mobility management project and may include the wages and personnel benefits associated with the provision of mobility management; maintenance costs for equipment and facilities directly supporting the grant funded mobility management project as well as project administrative expenses.

XIII. Reporting Requirements

A. Section 5310 Annual Performance Measures Reporting

1. "Traditional" Section 5310 Projects

    a. Gaps in Service Filled. Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.

    b. Ridership. Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310–supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.

2. Other Section 5310 Projects

    a. Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

    b. Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

    c. Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

B. Annual Vehicle Inventory & Utilization Report

Annually, MoDOT's Transit Section provides forms to sub-recipients to submit to MoDOT in order to update the inventory and condition of FTA grant funded vehicles. The data from these forms are also used to satisfy FTA requirements for Section 5310 Annual Performance Measures Reporting described in the previous section, above. This annual report may also fulfill requirements for FTA's National Transit Database reporting of asset inventory and condition, pending future guidance from FTA.

C. Annual Vehicle Insurance Certification

Annually, MoDOT's Transit Section provides a vehicle insurance certification form to sub-recipients verifying policies held on federally funded vehicles contains:

1. General collision insurance protection; and
2. Minimum coverage required by the State of Missouri

To protect the federal interest and the local agency interest in vehicle(s) funded by the Federal Transit Administration. Failure to maintain adequate insurance coverage will result in additional cost by your agency to cover the federal interest of the vehicle(s) should an accident occur.

If agency is self-insured, a copy of the certificate of self-insurance issued by the Missouri Department of Revenue must be submitted to MoDOT.

D. Annual Title VI Civil Rights Nondiscrimination Survey

Annually, MoDOT's Transit Section provides a Title VI Civil Rights Act Nondiscrimination form to sub-recipients to report discrimination complaints and discrimination lawsuits associated with grant funded projects. The data from this form is used to satisfy FTA Title VI Civil Rights Act Nondiscrimination reporting requirements.

E. Safety & Security Reporting of Fatalities

The deaths / fatalities associated with projects funded with MoDOT administered Federal Transit Administration Grants must be reported to MoDOT's Transit Section as soon as possible, either by telephone to (573) 751-2523 or by e-mail to Transit@modot.mo.gov. MoDOT's Transit Section will, in turn, immediately inform the FTA Region VII Office in Kansas City.

XIV. Grant and Project Compliance Oversight

MoDOT's Transit Section undertakes oversight of sub-recipient compliance with Section 5310 grant requirements through periodic reports submitted by sub-recipients to MoDOT as well as by in-person visits to sub-recipient project sites. Those on-site sub-recipient visits are conducted either by MoDOT Transit Section staff and/or by MoDOT retained consultants. MoDOT employs a risk based approach to identify how frequently those Section 5310 compliance site visits occur.

Section 5310 compliance review areas can include: Planning and Coordination; Title VI; Charter and School Bus; Drug and Alcohol (vehicles with 16 passenger or more capacity); Americans with Disabilities Act (ADA); Service Provisions; Asset Management; Technical Assistance; EEO; Procurement; Financial Management; and Project Management.

XV. Project Implementation Closeout

A. Vehicle Projects

The implementation phase of a Section 5310 vehicle project is considered "closed out" when the vehicle has been delivered, accepted, paid, licensed, insured and the Department of Revenue vehicle title indicates MoDOT is shown as the first lien holder and that title document is physically filed in MoDOT's grant funded transit vehicles title safe.

B. Equipment Projects,

The implementation phase of a Section 5310 funded equipment project is considered "closed out" when the equipment has been delivered, accepted, paid and reimbursement has been made to the sub-recipient that has documented to MoDOT the equipment acquired in sufficient descriptive terms to log the equipment into inventory.

C. Construction Projects,

The implementation phase of a Section 5310 funded construction project is considered closed out when all inspection issues have been resolved, all payment disputes have been resolved, all contractor and sub-contractor payments have been made, all disadvantaged business enterprise (DBE) project reporting has been accomplished, and where real estate titling is involved, all title work has been completed.

D. Mobility Service Projects,

The implementation phase of a Section 5310 funded mobility service project is considered closed out when all Section 5310 funds budgeted for a specific mobility service project in a particular grant have been drawn-down to zero dollars ($0) as a result of grant reimbursements paid to the sub-recipient for eligible costs associated with the mobility service project.

E. Mobility Management Projects

The implementation phase of a Section 5310 funded mobility management project is considered closed out when all Section 5310 funds budgeted for a specific mobility service project in a particular grant have been drawn-down to zero dollars ($0) as a result of grant reimbursements paid to the sub-recipient for eligible costs associated with the mobility management project.

XVI. Grant Closeout

Grant Closeout Procedure

Sub-recipient grants are considered closed out when either: 1) all funds in a particular grant for project(s) budgeted to a specific sub-recipient are at a zero ($0) balance; 2) all projects in a particular grant to a specific sub-recipient are fully completed irrespective of the fund balance (but in no case less than a zero dollar balance); 3) the time period of the initial sub-recipient grant agreement expires and MoDOT chooses not to extend the project time period; 4) the sub-recipient chooses to withdraw the project after grant execution, but before any reimbursement payments for eligible grant activity have taken place.

XVII. Activities after Grant Closeout

A. Reporting

As long as Section 5310 projects are owned or active, even for vehicles operated beyond their minimum useful life, the periodic reporting described in Section XIII is required.

B. Grant Requirements Compliance and Compliance Oversight

As long as any Section 5310 project are owned or active, then the grant requirements remain in force and the sub-recipient is subject to compliance oversight, including site visits.

E. Disposition of Assets on or after end of useful life

At a time near the end of an assets useful life, sub-recipients must contact MoDOT's Transit Section staff as well as consult MoDOT's then current State Management Plan for transit grants to determine prior to disposal the eligibility of the asset for disposal (based on miles and years for vehicles) as well as the optional methods of disposal available to a sub-recipient.