

**MISSOURI ELDERLY AND HANDICAPPED
TRANSPORTATION ASSISTANCE PROGRAM (MEHTAP)**

Application Checklist

All applications must include the following:

- _____ 1. Completed Application, including the fully executed **Authorizing Resolution**
- _____ 2. Copy of Articles of Incorporation (new applicant only)
- _____ 3. A copy of your **current** annual report submitted to the Secretary of State office or Certificate of Good Standing.
- _____ 4. Letters of commitment from local funding sources to be considered as matching funds.
- _____ 5. Employment of Unauthorized Aliens - Workers Eligibility Affidavit and E-verify (please see section on page 3 and 4)

Please email completed applications to Enjoli.dixon@modot.mo.gov,
Joyce.lootens@modot.mo.gov and CC: MoTransit@modot.mo.gov and
in the **subject line** please indicate "MEHTAP Application/Agency Name"

or mail to:

Missouri Department of Transportation
Multimodal Operations / Transit
P. O. Box 270
Jefferson City, MO 65102

or fax to: (573) 526-4709

SCHEDULE OF EVENTS

Applications will be posted January 2020. Applications and instructions are posted on the MoDOT Transit Website <https://www.modot.org/transit-applications-and-reporting>.

Applications must be emailed and/or postmarked no later than March 31, 2020.

To ensure review and processing of application please submit by March 31, 2020 close of business.

Revised December 2019

MISSOURI ELDERLY AND HANDICAPPED TRANSPORTATION ASSISTANCE PROGRAM (MEHTAP)

INTRODUCTION

The Missouri Elderly and Handicapped Transportation Assistance Program was created by the 78th General Assembly in 1976 and amended in 1983 under state statute 208.260. The purpose of this program is to provide state financial assistance to help defray operating costs incurred by agencies providing transportation services to the elderly and handicapped at below cost rates if matching local or private funds are available.

Funds are appropriated for MEHTAP by the Missouri General Assembly from General Revenue funds and State Transportation funds and are administered by the Missouri Department of Transportation (MoDOT).

MoDOT will reimburse a portion of the operating cost of approved transportation projects. Local, matching funds must be provided by the applicant. Program regulations are found in the code of state regulations 7CSR 10-7.010.

This document sets forth program rules, guidelines and application instructions.

ELIGIBILITY

Applicants must be incorporated as a not-for-profit corporation in Missouri or utilize the transportation services of a not-for-profit corporation. Applicants must meet one of the following criteria:

1. Be incorporated as a not-for-profit corporation in Missouri under the provisions of Chapter 355, RSMo; or
2. Provide or purchase transportation services as a public entity created by Senate Bill 40 or House Bill 351 tax measures.

ELIGIBLE EXPENSES

Eligible expenses include only **direct transportation expenses** including, operating, vehicle maintenance and insurance costs.

PROGRAM FUNDS

Distribution of state assistance will be made on the basis of relative point scores determined by the following criteria: need for service (maximum twenty-five (25) points), trip purpose (maximum twenty-five (25) points), cost effectiveness based on yearly statistical average cost per revenue mile and one-way passenger trips of all applicants (maximum twenty-five (25) points), and cost and availability of alternative service (maximum twenty-five (25) points).

Federal, local, and private funds will be matched with program funds to defray transportation operating losses for approved applicants by the following procedures:

1. When an organization receives federal funds from a state agency and a cash match

is required, the commission will provide the cash match;

2. If federal funds are received directly from a federal agency and no state program or agency is involved, the commission will provide one-half (1/2) of any cash match, required by the federal program with the remaining one-half (1/2) being provided from other sources; and

3. The commission will match local or private funds on a dollar-for-dollar basis.

Area agencies on aging may use MEHTAP funds in combination with other transportation funds to provide transportation services or to contract with existing providers for service.

Fifty percent (50%) of the MEHTAP appropriation funding is reserved for Area Agencies on Aging.

The remaining 50% of the annual MEHTAP allocation is distributed to other eligible applicants. MEHTAP funds may cover up to 50% of the applicant's operating deficit minus federal funds, purchase of service contracts, rider fees, and designated donations.

Although MEHTAP funds can cover 50% of the applicant's net deficit, funding levels are usually not adequate to maintain this level of participation. Applicants should be financially prepared to provide more than 50% of their net deficit. Applicants that apply for MEHTAP matching funds for local/private or third-party funding must provide letters of commitment for the matching funds.

PAYMENT OF FUNDS

The Grantee should requisition funds on a monthly basis based upon actual costs. MoDOT will provide the necessary requisition forms. The monthly request shall not exceed 3/12 of the annual grant (minus retainage or withholding) unless a surplus of grant funds has accumulated in earlier months, or special arrangements have been made with MoDOT. Grantees should be aware that the reimbursement process is generally 30 days.

Expenses identified as purchase of service will require supporting documentation at time of submission of reimbursement request. All requests for funds require documentation for each expense.

Final requests for payment **will be** due before the end of the fiscal year, by June 10th.

STANDARD AGREEMENT

The standard agreement is a contract between MoDOT and the Grantee stipulating the terms and conditions of the project. The agreement must be executed by an authorized official as stipulated by the **authorizing resolution**.

AUDIT

Grantees must include funds awarded under MEHTAP as a specific income item in their regular audits and provide MoDOT with a copy of their audit reports as part of the

application process. Audits are needed only for agencies receiving greater than \$750,000.00 of federal funds.

EMPLOYMENT OF UNAUTHORIZED ALIENS

For MEHTAP grantee agencies receiving \$5,000 or more annually in MEHTAP funds, Missouri State Statute Section 285.530 RSMo requires grantee's to be enrolled in a federal work authorization program and abide by the provisions contained in the MOU the grantee entered into with the US Department of Homeland Security. Agencies meeting this monetary threshold in awarded MEHTAP funds will be asked to **submit a notarized Worker Eligibility Verification Affidavit and E-verify enrollment documentation with signed agreement.**

APPLICANT DATA

This data provided will be utilized as part of the evaluation process; (1) number of trips provided, (2) the type of trip, (3) total miles, and (4) total cost. Trip purposes are prioritized as follow: medical, (2) employment, nutrition, education, and essential shopping (3) social, and (4) other. The ability and willingness of the applicant to coordinate its transportation services with other organizations is a positive evaluation factor.

APPLICATION INSTRUCTIONS

The following instructions are provided to assist MEHTAP applicants.

SECTION I - General Information

Legal name of the applicant: Name exactly as it appears on the applicant's articles of incorporation or as created by a county or other public entity. **If the agency has changed names, please include DBA or formerly known as “_” in parenthesis.**

Complete all sections requesting agency contact information, corporate number of articles of incorporation (attach copy) and date of incorporation.

Grant Request: This amount should match Section IV – C.4.

SECTION II - Program Description

- A. Service Area: Indicate the where transportation service is provided.
- B. Days and Hours of Operation: Indicate which days and hours client transportation services are provided plus the average weekly hours of operation.
- C. Transportation Sources: Identify any purchase of service agreements with other providers. Identify vehicles owned or leased by your agency, if applicable.
- D. Estimated Total Trips and Miles: Estimate trips provided to elderly and handicapped persons for the project year based on previous years actual. One-way passenger trips are counted each time a person boards the vehicle.

Example: If person X needs to be taken to a medical appointment (Trip A),

then taken to pharmacy (Trip B), then returned home (Trip C); agency would count three (3) one-way trips for person X.

- E. Description of Service:
1. Total number of yearly trips broken down into the following categories.
 - a. Medical
 - b. Education, Employment, Nutrition and Essential Shopping
 - c. Social/Other
 2. Total number of yearly one-way trips (add elderly and handicapped trips together from E1 trip categories. Note: Total should match Estimated Total Trips and Miles from D.

SECTION III - Proposal Description

Description of proposed service: Indicate in narrative form justification for the following at a minimum. Use additional pages as required.

- A. Need for service.
- B. Proposal to meet need (include types of service, demand responsive, advance reservation, etc.)
- C. Types of trips.
- D. Estimated vehicle miles.
- E. Estimated one-way passenger trips.

SECTION IV - Transportation Operating Expenses, Funding Sources, and Operating Deficit

- A. Description of Cost: Only transportation operating expenses for **elderly and handicap transportation service** for the previous project period. Include the operating costs of your total transportation system. If eligible personnel do not work full time in the position of elderly and handicapped transportation service per your funding request, that percentage of time which has a direct project relationship should be included in your operating figures.
- B. Funding Sources: Provide funding sources and amounts available to help defray your transportation operating cost.
- Column A - Show 100% revenue sources from Division of Aging (DA) Title III B per transportation or revenue from fares or fees charged clients, or other purchase of service contracts.
- Column B - Indicate ACTION funding or other federal funds requiring state/local match. Column C - Indicate private/local match for federal funding and other non-federal sources. Column D - Amount you are requesting from MEHTAP. This amount must not exceed the private/local funds in Column C.

Column E - Total (A+B+C+D = E)

Note: Your total from all sources must equal "Total Transportation Operating Expenses"

stated in Section IV of your application under "Description of Cost."

	A	B	C	D	E
<u>Example:</u>	100%	Fed. Funds		State	
Name of	Revenue	Requiring		Assistance	
Federal,	Source i.e.	Match i.e.	Private/	Requested	Total
Local, Private	Employees	ACTION	Local	(MEHTAP)	
Funding	Fares, AAA		Funds		
Sources	Transportation				
	Resources				
ACTION	\$	\$ 90	\$ 10	\$ 10	\$ 110
SB 40	\$	\$	\$ 50	\$ 50	\$ 100
TOTAL	\$	\$ 90	\$ 60	\$ 60	\$ 210

C. Total Revenue: This section is a recap of the information presented in A and B.

Letters of commitment for local, private, other state or federal funding must be included.

SECTION V - Authorizing Resolution

Please provide an authorizing resolution designating the official authorized to execute grant agreements.