



Missouri Elderly Handicap Transportation Assistance Program
(MEHTAP)
Guidance

MoDOT MEHTAP Application Timeline

Application Posting	January
MEHTAP Guidance https://www.modot.org/transit-applications-and-reporting	January – March
Application Deadline – see submittal instructions on application packets.	To ensure review and processing of application please submit by March 31 st close of business.
MoDOT Transit Application Review *If additional information is needed, grantees will be contacted during this time period.	April – June
MoDOT/Subrecipient Agreement Process	July – August
Reimbursement Schedule *Reimbursements are due quarterly on the 15 th of the following month. The exception is the last quarter where the <u>reimbursements are due June 15th.</u>	July – September = October 15 th October – December = January 15 th January – March = April 15 th April – June = June 15 th
Final Ridership Form	July 31 st

MEHTAP FAQs

M1. When are grant applications posted?

Answer: Applications are posted annually by January 1st.

M2. What is the application deadline?

Answer: Applications are due March 31st every year.

M3. How should applications be submitted?

Answer: Applications should be submitted electronically to the program manager listed in the application instructions and copy the team address, motransit@modot.mo.gov. If your entity cannot provide an electronic submittal, please contact the program manager to make other arrangements to submit the application.

M4. Where is the application posted?

Answer: The application is posted on the MoDOT Transit website at <https://www.modot.org/transit-applications-and-reporting>.

M5. What is the reimbursement funding schedule?

Answer: Please reference the Application Process Timeline for MEHTAP Grants Sheet.

M6. What kind of documentation should be included with the reimbursement request?

Answer: The entity should include a spreadsheet with the breakdown of expenses with the MEHTAP Reimbursement Form.

M7. Where is the reimbursement form located?

Answer: The reimbursement is posted on the MoDOT Transit website at <https://www.modot.org/transit-applications-and-reporting>.

M8. When will the grant be awarded each year?

Answer: Grants will be awarded each year in July.

M9. How should reimbursement request be submitted?

Answer: Reimbursement request should be submitted electronically to the program manager (and others noted) listed in the application instructions and copy the team address, motransit@modot.mo.gov. If your entity cannot provide an electronic submittal, please contact the program manager to make other arrangements to submit the application.

M10. Should my organization keep track of ridership?

Answer: Yes, you should keep track of ridership. Ridership counts must be completed on the reimbursement form and are used to determine the funding award in the application process.

M11. Should my organization keep track of the vehicle mileage?

Answer: Yes, you should keep track of the vehicles mileage. Vehicle Mileage must be completed on the reimbursement form and are used to determine the funding award in the application process.

M12. Who should we notify if there is an interruption of service?

Answer: Please send the information regarding the interruption of serve to motransit@modot.mo.gov.

M13. Can we deliver meals as part of our operations?

Answer: This grant is only to provide rides to those that are elderly or handicapped. The only exception where meals can be delivered is in our current

public health crisis, COVID-19. Due to the social distancing, it is understandable that people cannot gather in vehicles for rides or at centers. Therefore, meals and/or groceries, or pantry items can be delivered.

M14. How should vehicles be sanitized during COVID-19?

Answer: Please reference the Federal Transit Administration: FTA Covid-19 Resource Tool and Center for Disease Control guidelines. See links provided below.

<https://www.transit.dot.gov/regulations-and-programs/safety/fta-covid-19-resource-tool>

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

M15. Will you accept mail in or faxed in applications, requests or agreements?

Answer: The MoDOT Transit team has converted to a paperless process. Therefore, we will not accept mailed or faxed documents unless that entity cannot submit electronically. Those entities will need to contact the program manager to make other arrangements.

M16. What is an agreement?

Answer: The is a document that outline the terms of the grant program in which you will receive reimbursement of funds.

M17. How do we get an agreement?

Answer: Agreements are emailed to grantees through the MoDOT DocuSign program in July and/or August of the grant year.

M18. What should we do with the agreement?

Answer: The entity will need to have authorized signatures to sign the agreement per their resolution provided in the application. All signers must sign within 30 days from the first day the agreement was sent through DocuSign.

M19. What is DocuSign?

Answer: DocuSign is an electronic document signature program that is used to make the process easier and faster.

M20. Do we sign a new agreement for each grant year?

Answer: Yes, each year, if awarded grant funds, a new agreement will need to be signed.