SECTION 5310 INFORMATIONAL WORKSHOP OVERVIEW

Program Description & Requirements
Application & Submittal Instructions
Project Selection Process
Program Schedule
Section 5310 Traditional Vehicle Information & Project Administration
New Freedom Type Project Administration
Summary Assistance
PROGRAM DESCRIPTION

Program Goal
- To help improve mobility for seniors and individuals with disabilities, be removing barriers to transportation services and expanding the transportation mobility options available.

Funding
- Moving Ahead for Progress in the 21st Century (MAP-21)
- Fixing America’s Surface Transportation Act (FAST Act)

Requirements
- Activities once eligible under New Freedom are eligible under Section 5310.
- Projects must be derived from the Coordinated Human Services Transportation Plan (CHSTP).
- Projects are competitively selected.

Project Types
- Section 5310 Traditional (capital)
- New Freedom Type (capital and operating)

Funding Availability
- $3.18 million
FUNDING BOUNDARIES

Funding is available for the St. Louis Urbanized Area (UZA).

The UZA is shown in yellow.

Projects must serve or benefit the St. Louis UZA.

Funding is available for projects that do not serve or benefit the St. Louis UZA through MODOT or IDOT.
ELIGIBLE PROJECTS AND APPLICANTS

Section 5310 Traditional Projects (capital)
- Vehicle procurement (expansion of service or replacement vehicle)
- Passenger facilities related to 5310 vehicles
- Support equipment for 5310 vehicles
- Support for mobility management or coordination programs
- Acquisition of transportation under a contract lease or other arrangement

Eligible Applicants (includes applicants in MO UZA only)
- Private, non-profit organizations
- State or local government authorities that:
  - Are approved by a state to coordinate services for seniors and individuals with disabilities
  - Certify that there are no non-profit organizations readily available in the area to provide the service

Key Requirements
- 55% of total funding must be spent on Section 5310 Traditional projects
- Vehicles purchased with Section 5310 funding must be ADA accessible OR the agency must certify that they have an ADA accessible vehicle that can provide equivalent service
ELIGIBLE PROJECTS AND APPLICANTS

New Freedom Type Projects (capital and operating)

1. Public transportation projects that exceed the requirements of the ADA.
   - Operating assistance for required ADA complementary paratransit service is not an eligible expense.
2. Public transportation projects that improve accessibility to fixed route service.
3. Public transportation alternatives that assist seniors and individuals with disabilities with transportation.

Eligible Applicants (includes applicants in both MO & IL UZA)

- Private, non-profit organizations
- State or local governmental authorities
- Operators of public transportation
ELIGIBLE PROJECTS AND APPLICANTS

Mobility Management Projects (capital)

- Operating transportation brokerages to coordinate services, funding resources, and customer needs
- Providing travel training and trip planning activities for customers
- Developing and operating travel call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel
- Planning and implementing the acquisition and purchase of ITS to operate a coordinated system

Eligible Applicants (includes applicants in both MO & IL UZA)

- Private, non-profit organizations
- State or local governmental authorities
- Operators of public transportation
MATCHING REQUIREMENTS

Section 5310 funds can be used to support the net costs of an operating, capital, or mobility management project.

**Operating**
- 50% Grant Share / 50% Local Match

**Capital or Mobility Management**
- 80% Grant Share / 20% Local Match

**Sources of matching funds (examples):**
- State and local appropriations
- Dedicated tax revenues
- Private donations
- Revenue from service contracts
- Net income generated from advertising and concessions
- VW Trust grants via Missouri Department of Natural Resources new

If requesting a Traditional vehicle capital project, the local match must be in cash from non-DOT sources.
Section 5310 Eligibility
• The project must address one of the strategies identified in the CHSTP.

Coordinated Human Services Transportation Plan
• Available on the EWG website:
• Section 5: Identified Gaps in Transportation
  • Cost, Temporal, Spatial, Awareness, Capital/Infrastructure, Institutional
• Section 6: Prioritized Strategies
  • Goal 1: Sustain Existing Services
  • Goal 2: Enhanced Services
  • Goal 3: Education and Outreach
  • Goal 4: Coordination
  • Goal 5: Independence
• CHSTP 2020 update
  • First stakeholder meeting scheduled for October 29 at the Richmond Heights Community Center
OTHER SECTION 5310 REQUIREMENTS

Title VI Nondiscrimination Plan
- Document that demonstrates how the recipient complies with Title VI requirements.
- Include a copy of your approved Title VI Non-discrimination Plan with application.
- FTA guidance on Title VI requirements:
- MoDOT Title VI outline/template:

Transit Asset Management Plan
- Document that includes an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve that state of good repair of the capital assets.
- Public transportation vs. closed-door service
- If applicable, include a copy of your TAM Plan with application.
DESIGNATED RECIPIENTS

East-West Gateway Council of Governments (EWG)

Missouri Department of Transportation (MoDOT)

Illinois Department of Transportation (IDOT)

Bi-State Development (Metro)

**Designated Recipient definition:** Any entity designated by the governor of a state to receive and apportion amounts to urbanized areas of 200,000 or more in population.

**Sub-recipient definition:** A state or local government authority, non-profit organization, or an operator of public transportation awarded funding under Section 5310 indirectly through a Designated Recipient.
East-West Gateway Council of Governments

• Develop and maintain Program Management Plan.
• Develop and maintain Coordinated Human Services Transportation Plan (CHSTP).
• Notify eligible local entities of funding availability.
• Develop criteria and administer a competitive selection process for Section 5310 Traditional projects in St. Louis, MO UZA and New Freedom Type projects in the St. Louis, MO-IL UZA.
• Determine applicant and project eligibility.
• Certify that projects are included in local CHSTP.
• Ensure that at least 55% of the funds are used for Section 5310 Traditional projects.
• Develop a Program of Projects.

• Contact: Melissa Theiss, EWG
AGENCY ROLES

Missouri Department of Transportation

• Develop and maintain a State Management Plan.
• Administer and manage Section 5310 Traditional projects in the St. Louis, MO UZA (and small-urbanized and rural areas of Missouri).
• Ensure sub-recipients comply with federal requirements.

• Contact: Enjoli Dixon, MoDOT
AGENCY ROLES

Illinois Department of Transportation

• Develop and maintain State Management Plan.
• Notify eligible applicants of funding availability (for both urban and rural areas).
• Develop project selection criteria and administer competitive selection process (EWG reviews applications).
• Administer and manage CVP projects in the St. Louis, IL UZA (and small-urbanized and rural areas of Illinois).
• Ensure sub-recipients comply with federal requirements.

• Contact: Zoe Keller, IDOT
AGENCY ROLES

Bi-State Development (Metro)

• Administer and manage **New Freedom Type projects** in the St. Louis, MO-IL UZA.
• Ensure sub-recipients comply with federal requirements.

• Contact: Alice Stanley, Bi-State Development
### FUNDING BOUNDARIES

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Project Type</th>
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<tr>
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<tr>
<td>Rural Missouri</td>
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<td>Bi-State Development</td>
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APPLICATION INFORMATION

Instructions

• Workbook and Application available online on the EWG website:
  • [https://www.ewgateway.org/transportation-planning/transportation-improvement-program/competitive-transportation-programs/section-5310/](https://www.ewgateway.org/transportation-planning/transportation-improvement-program/competitive-transportation-programs/section-5310/)

• Fillable PDF application – save application to your computer before filing it out.

• The Section 5310 Application is used for both the Traditional and New Freedom Type projects.

• If requesting a Section 5310 Traditional project and a New Freedom Type project, separate applications must be submitted.

• If requesting multiple Section 5310 Traditional vehicles that will be used for the same program, submit only one application.

• If needed, additional pages can be attached to the application to address questions, but try to be as concise as possible.

• Submit 3 copies (1 original, 1 copy, and 1 electronic) to EWG.
APPLICATION FORMAT

Page 1: Cover Letter
Page 2: Application Checklist
Pages 3-18: Application Form
Page 19: Local Match Certification
Pages 21-21: Title VI & Nondiscrimination Certification
Page 22: Transit and Paratransit Operators Contacted Certification
Pages 23-24: FTA Certifications and Assurances
Page 25: Local Government Authority Certification (Traditional only)
Page 26: Authorizing Resolution for Non-Profit Organizations (Traditional only)
Page 27: Worker Eligibility Verification Affidavit (Traditional only)
Page 28: Certification of Equivalent Service (Traditional only) new
APPLICATION SUBMITTAL

1. Cover Letter (page 1)
2. Application Checklist (page 2)
3. Application Form (pages 3-18)
4. Required Certifications (pages 19-28)
5. Service Area Map
6. Letters of Coordination/Support
7. Non-profit organizations need to provide a copy of the organization’s State certificate of incorporation and/or IRS determination letter
• Applicant can apply for one to three years of funding for operating or mobility management projects.

• All vehicles purchased with Section 5310 funding must be ADA accessible OR the agency must certify that they have an ADA accessible vehicle that can provide equivalent service.

• All requested items to be federally reimbursed must have a direct relationship to the Section 5310 project.

• There is no minimum or maximum grant request amount and there is no limit to the number of projects an applicant can submit.

• Applicants may be awarded partial funding, however, the applicant agency must be able to meet the project goals with any reductions in the project funding.

• Projects will be awarded in whole dollars.

• **NOTE**: If a vehicle has been replaced in a previous grant cycle, you CANNOT replace it again.
For projects to be considered, the following minimum requirements must be met:

- The project must be eligible for Section 5310 funding under FTA guidelines.
- The project must serve the target population – seniors and/or persons with disabilities.
- The proposed project must be non-duplicative.
- The proposed project must identify one or more local funding source and provide evidence that the source(s) are committed to supplying the necessary local match for the project.
- The project must address one of the strategies identified in the CHSTP.
PROJECT EVALUATION AND SELECTION

Responsiveness to CHSTP Gaps and Strategies (25 points):
• Points will be awarded based on the project’s responsiveness in addressing the gaps identified in the CHSTP (10).
• Points will be awarded based on how many strategies the project addresses, and how well the project responds to the strategies in the CHSTP (15).

Sponsor Experience and Management (25 points):
• Points will be awarded based on the project sponsor’s:
  • Experience in managing transportation services for seniors and/or individuals with disabilities (5), Availability of sufficient management, staff, and resources to implement project (5), Stability of local match funding sources (5), History of managing federal transportation projects (5), and Ability to sustain project after initial grant funding is expended (5).

Coordination among Agencies (20 points):
• Points will be awarded based on the coordination efforts and demonstrated partnerships to address gaps and avoid duplicated services.
PROJECT EVALUATION AND SELECTION

**Benefits to Target Population** (20 points):

- Points will be awarded based on the estimated number of seniors and/or individuals with disabilities that the project will benefit (10).
- Points will be awarded if the sponsor demonstrates improved benefits to target population over time for existing projects, or estimates benefit to target population to be achieved for new projects (5).
- Points will be awarded to projects that serve more than one jurisdiction (5).

**Project Budget** (5 points):

- Points will be awarded based on how efficiently the project provides benefits to the users (cost per customer served).

**Marketing and Promotion** (5 points):

- Points will be awarded based on how the sponsor markets the transportation service to the target population and promotes awareness.
KEYS TO SUCCESS

• Be clear, concise, and consistent.
• In the funding request, provide sufficient detail on the items being reimbursed.
• Appendix C: Application Guidance
• Appendix D: Scoring Explanation
• Appendix E: Anticipated Vehicle Costs new
<table>
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<tr>
<th>Date</th>
<th>Activity</th>
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<tr>
<td>August 29, 2019</td>
<td>Workbook and Application available online</td>
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<tr>
<td>September 9, 2019</td>
<td>Section 5310 Informational Workshop</td>
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<tr>
<td>October 11, 2019</td>
<td><strong>Project Applications Due to EWG</strong></td>
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<td>October 14, 2019 – December 12, 2019</td>
<td>EWG staff organizes and reviews applications</td>
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<tr>
<td>December 13, 2019 – January 13, 2020</td>
<td>Public Comment Period</td>
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<tr>
<td>January 21, 2020</td>
<td>Project Recommendations to Executive Advisory Committee</td>
</tr>
<tr>
<td>January 29, 2020</td>
<td>Project Recommendations to EWG Board of Directors, amended to Transportation Improvement Program</td>
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</tbody>
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APPLICATION SUBMITTAL

Applications must be sent to:
East-West Gateway Council of Governments
One Memorial Drive, Suite 1600
St. Louis, MO 63102
Attention: Transportation Department – Section 5310

Deadline:
Friday, October 11, 2019 at 4:00 p.m.
Three copies – original, copy, electronic
MODOT AND IDOT (RURAL SECTION 5310)

MoDOT Section 5310 Traditional and New Freedom Type
  • Annually at beginning of calendar year – No call for projects at this time
    • [http://www.modot.org/othertransportation/transit/transitapplicationsreportsprograms.htm](http://www.modot.org/othertransportation/transit/transitapplicationsreportsprograms.htm)

IDOT Section 5310 Traditional – CVP
  • Delayed – No call for projects at this time
QUESTIONS?

Section 5310 Information, Application, Submittal, Scoring/Selection Process, CHSTP:
  • Melissa Theiss, EWG, melissa.theiss@ewgateway.org, 314-421-4220 x267
  • Rachael Pawlak, EWG, rachael.pawlak@ewgateway.org, 314-421-4220

Section 5310 Traditional Project Administration or Vehicle Information/Procurement:
  • Enjoli Dixon, MoDOT, enjoli.dixon@modot.mo.gov, 573-526-5500

New Freedom Type Project Administration:
  • Alice Stanley, Bi-State Development, afstanley@bistatedev.org, 314-982-1531

Illinois CVP (Section 5310 Traditional) Information, Application, Submittal, Scoring/Selection Process, Vehicle Procurement, Administration:
  • Zoe Keller, IDOT, zoe.keller@Illinois.gov, 312-793-1455