SECTION 5310 INFORMATIONAL WORKSHOP AGENDA

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
Question & Answer

Sect5310@ewgateway.org
www.ewgateway.org/section-5310
PROGRAM DESCRIPTION

Program Goal

- To help improve mobility for seniors and individuals with disabilities, by 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

- Approximately $1.6 million
- $900K Traditional, $700k New Freedom
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

If requesting a Traditional vehicle capital project, the local match must be in cash from non-DOT sources.
COORDINATED HUMAN SERVICES
TRANSPORTATION PLAN REQUIREMENT

• Projects must address at least one of the gaps and strategies identified in the CHSTP to be eligible for Section 5310 funding


• Section 5: Identified Gaps (p. 35-40)
  ▪ Cost
  ▪ Logistics
  ▪ Institutional
  ▪ Technology
  ▪ Awareness
  ▪ Environmental and Social

• Section 6: Goals and Strategies (p. 41-43)
**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:
  - [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Title_VI_FINAL.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Title_VI_FINAL.pdf)
- MoDOT Title VI outline/template:
  - [http://www.modot.org/othertransportation/transit/transitapplicationsreportsprograms.htm](http://www.modot.org/othertransportation/transit/transitapplicationsreportsprograms.htm)

**Transit Asset Management (TAM) 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

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

- East-West Gateway Council of Governments (EWG)
- Missouri Department of Transportation (MoDOT)
- Illinois Department of Transportation (IDOT)
- Bi-State Development (Metro)

**Sub-recipient:** 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.
AGENCY ROLES

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
Email: Sect5310@ewgateway.org
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
• Email: enjoli.dixon@modot.mo.gov
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
• Email: zoe.keller@illinois.gov
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
- Email: afstanley@bistatedev.org
### FUNDING BOUNDARIES

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Project Type</th>
<th>Submit to</th>
<th>Administered by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Missouri</td>
<td>5310 Traditional</td>
<td>MoDOT</td>
<td>MoDOT</td>
</tr>
<tr>
<td>Rural Missouri</td>
<td>New Freedom Type</td>
<td>MoDOT</td>
<td>MoDOT</td>
</tr>
<tr>
<td>St. Louis UZA, MO</td>
<td>5310 Traditional</td>
<td>EWG</td>
<td>MoDOT</td>
</tr>
<tr>
<td>St. Louis UZA, MO</td>
<td>New Freedom Type</td>
<td>EWG</td>
<td>Bi-State Development</td>
</tr>
<tr>
<td>St. Louis UZA, IL</td>
<td>5310 Traditional – CVP</td>
<td>IDOT</td>
<td>IDOT</td>
</tr>
<tr>
<td>St. Louis UZA, IL</td>
<td>New Freedom Type</td>
<td>EWG</td>
<td>Bi-State Development</td>
</tr>
<tr>
<td>Rural Illinois</td>
<td>5310 Traditional – CVP</td>
<td>IDOT</td>
<td>IDOT</td>
</tr>
<tr>
<td>Rural Illinois</td>
<td>New Freedom Type</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
APPLICATION INFORMATION

- Workbook and Application available online: [www.ewgateway.org/5310call](http://www.ewgateway.org/5310call)
- 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.
- **Update:** Completed applications, including all attachments, must be submitted electronically as a single PDF file to [Sect5310@ewgateway.org](mailto:Sect5310@ewgateway.org)
APPLICATION SUBMITTAL

1. Cover Letter (page 1)
2. Application Checklist (page 2)
3. Application Form (pages 3-18)
4. Required Certifications (pages 19-28)
   - Local Match Certification
   - Title VI & Nondiscrimination Certification
   - Transit and Paratransit Operators Contacted Certification
   - FTA Certifications and Assurances
   - Local Government Authority Certification (Traditional only)
   - Authorizing Resolution for Non-Profit Organizations (Traditional only)
   - Worker Eligibility Verification Affidavit (Traditional only)
   - Certification of Equivalent Service (Traditional only)
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
PROJECT DEVELOPMENT

• 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.
  • In the funding request, provide sufficient detail on the items being reimbursed.

• 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 additional guidance:
  • Appendix C: Application Guidance
  • Appendix D: Evaluation Criteria
  • Appendix E: Anticipated Vehicle Costs
PROJECT EVALUATION AND SELECTION — MINIMUM REQUIREMENTS

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 individuals 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
• Responsiveness in addressing the gaps identified in the CHSTP (10)
• Number of strategies the project addresses, and how well the project responds to the strategies in the CHSTP (10)
• Clear description of the project and how it meets eligibility requirements (5)

Benefits to Target Population – 25 points
• Estimated number of seniors and/or individuals with disabilities that the project will benefit (10)
• Demonstrates improved benefits to target population over time (5)
• More than one jurisdiction served (5)
• Needs of more than one target population addressed (5)
•Extent to which the service or program is open to the target populations (5)

Sponsor Experience and Management – 23 points
• Sufficient management, staff, resources, and financial ability to implement the project and to sustain the project after initial grant funding is expended (7)
• Experience in managing transportation services for seniors and/or individuals with disabilities (5)
• History of managing federal funding sources (5)
• Stability of local match funding sources (3)
• Ability to quantify clear and measurable outcomes to track the effectiveness of the project (3)
PROJECT EVALUATION AND SELECTION

Coordination and Awareness – 22 points

• Clear description of existing transportation services available and how the project will complement, rather than duplicate, those services (5)

• Demonstration of partners and stakeholders involved with project and applicant’s role in providing service (5)

• Extent to which applicant will ensure service coordination (5)

• Documentation of effort to notify local transportation providers of intent to apply (5)

• Extent to which clients and/or the public are informed about the service or program, or how it is marketed (2)

Project Budget – 5 points

• How efficiently the project provides benefits to the users – the cost per customer served (5)
APPLICATION SUBMITTAL

Submittal Instructions:

- All applications must be submitted electronically
- Email to Sect5310@ewgateway.org
- Submit application and all attachments as a single PDF file
- Submit one application per email
- Due by 4:00 pm on October 9, 2020
- Hard copies will not be accepted or reviewed
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25, 2020</td>
<td>Call for projects opens – program workbook and application available online</td>
</tr>
<tr>
<td>September 1, 2020</td>
<td>Section 5310 Informational Workshop (online)</td>
</tr>
<tr>
<td><strong>October 9, 2020</strong></td>
<td><strong>Project applications due to EWG</strong></td>
</tr>
<tr>
<td>October 12, 2020 –</td>
<td>EWG staff reviews and evaluates applications and develops a list of projects recommended for funding</td>
</tr>
<tr>
<td>December 4, 2020</td>
<td></td>
</tr>
<tr>
<td>December 7, 2020 –</td>
<td>Public comment period for project recommendations</td>
</tr>
<tr>
<td>January 7, 2021</td>
<td></td>
</tr>
<tr>
<td>January 19, 2021</td>
<td>Project recommendations to Executive Advisory Committee</td>
</tr>
<tr>
<td>January 27, 2021</td>
<td>Project recommendations to EWG Board of Director and amended to Transportation Improvement Program</td>
</tr>
</tbody>
</table>
SECTION 5310 TRADITIONAL VEHICLE INFORMATION & PROJECT ADMINISTRATION

Enjoli Dixon
MoDOT
NEW FREEDOM TYPE
PROJECT ADMINISTRATION

Alice Stanley
Bi-State Development
MODOT AND IDOT (RURAL SECTION 5310)

MoDOT Section 5310 Traditional and New Freedom Type
• Opens in January annually
• Due March 1
• [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
ADDITIONAL RESOURCES

• Missouri Elderly and Handicap Transportation Assistance Program (MEHTAP)
  • State program administered by MODOT
  • [https://www.modot.org/transit-applications-and-reporting](https://www.modot.org/transit-applications-and-reporting)

• Department of Health & Senior Services (DHSS)
  • [https://health.mo.gov/seniors/](https://health.mo.gov/seniors/)
QUESTIONS?

Section 5310 Information, Application, Submittal, Scoring/Selection Process, CHSTP:
- Melissa Theiss, EWG, melissa.theiss@ewgateway.org
- Rachael Pawlak, EWG, rachael.pawlak@ewgateway.org
- Sect5310@ewgateway.org

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

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

Illinois CVP (Section 5310 Traditional)
- Zoe Keller, IDOT, zoe.keller@illinois.gov, 312-793-1455