Section 5310 New Freedom Type Projects
Bi-State Development's Role as the Grant Administrator

Bi-State's Role

A Memorandum of Understanding between East-West Gateway and Bi-State Development (Metro), assigns responsibilities for the administration of the Section 5310 New Freedom type projects to Bi-State Development.

As the grant administrator, Bi-State Development, is authorized to apply for and receive Section 5310 funds for New Freedom type projects from the Federal Transit Administration (FTA), execute subrecipient awards and contracts, monitor subrecipient compliance with all applicable grant guidelines, process subrecipient reimbursement requests, and complete required FTA grant reports.

A *subrecipient* as defined by FTA is any entity or person that receives federal funds awarded by an FTA recipient instead of from FTA directly.

Grant Execution Process

East-West Gateway conducts the solicitation process and evaluates the proposals. The East-West Gateway Board of Directors approves the projects, after which the approved projects are added to the Transportation Improvement Program (TIP). Following approval of the Section 5310 funding awards by the East West Gateway Board of Directors, Bi-State is notified of the selected projects.

Upon approval of the TIP by the East-West Gateway Board of Directors and inclusion in the State's Transportation Improvement Program, Bi-State prepares and submits an application to FTA to apply for and program the Section 5310 funding for the East-West Gateway approved New Freedom type projects. The application to program the Section 5310 funding in an FTA award cannot be submitted until selected Section 5310 projects are included in an approved TIP. After FTA's approval of the application, Bi-State will execute the FTA award. Please note that assuming no issues, from start to finish, the application approval process takes approximately 90 - 120 days.

After execution of the award, Bi-State prepares and routes grant administration agreements to each of the subrecipient agencies for signature and return for execution by Bi-State.

With each new round of Section 5310 awards, Bi-State conducts a workshop for the subrecipients to discuss FTA pass-down requirements and the reimbursement process.

Project Start Date & Reimbursement

The project effective start date is identified in the grant administration agreement. Subrecipients cannot request reimbursement for costs incurred prior to the project start date identified in the grant administration agreement nor can reimbursement be requested prior to the date on which the grant administration agreement is fully executed. The start date of a new subrecipient award will not begin prior to the completion of a current end date of the active award for the same or similar project.

As a reminder, this is a reimbursement program for which the subrecipient first incurs and pays project related costs and then requests reimbursement for eligible and allowable project expenditures.

Bi-State Contacts:

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Section 5310 Traditional Projects
MoDOT Role as the Grant Administrator

MoDOT's Role

A Memorandum of Understanding between East-West Gateway and Missouri Department of Transportation (MoDOT) (Multimodal – Transit) assigns responsibilities for the administration of the Section 5310 Traditional projects to MoDOT.

As the grant administrator, MoDOT, is authorized to apply for and receive Section 5310 funds for Traditional projects from the Federal Transit Administration (FTA), execute subrecipient awards and contracts, monitor subrecipient compliance with all applicable grant guidelines, process subrecipient reimbursement requests, and complete required FTA grant reports.

A *subrecipient* as defined by FTA is any entity or person that receives federal funds awarded by an FTA recipient instead of from FTA directly.

Grant Execution Process

East-West Gateway conducts the solicitation process and evaluates the proposals. The East-West Gateway Board of Directors approves the projects, after which the approved projects are added to the Transportation Improvement Program (TIP). Following approval of the Section 5310 funding awards by the East West Gateway Board of Directors, MoDOT is notified of the selected projects.

Upon approval of the TIP by the East-West Gateway Board of Directors and inclusion in the State's Transportation Improvement Program, MoDOT prepares and submits an application to FTA to apply for and program the Section 5310 funding for the East-West Gateway approved Traditional projects. The application to program the Section 5310 funding in an FTA award cannot be submitted until selected Section 5310 projects are included in an approved TIP. After FTA's approval of the application, MoDOT will execute the FTA award. Please note that assuming no issues, from start to finish, the application approval process takes approximately 90 - 120 days.

After execution of the award, MoDOT prepares and routes grant administration agreements to each of the subrecipient agencies for signature and return for execution by MoDOT.

With each new round of Section 5310 awards, MoDOT conducts a workshop for the subrecipients to discuss FTA pass-down requirements and the reimbursement process.

MoDOT Administration of Grant- Vehicle Ordering Process

- Once agreement is executed, MoDOT will place order for vehicle.
- Approximately one-month prior to delivery, MoDOT will request 20% local match from agency.
- Once MoDOT receives local match, they will inspect the vehicle, and release vendor to deliver.
- From the time MoDOT receives application/project list from East-West Gateway to vehicle delivery, agencies can figure 9 months to a year.

Required Reporting/other requirements under Section 5310

- Title VI Plan (approved) – updated every 3 years
- Annually submit: Title VI Survey, vehicle/mileage inventory, lease agreements (if applicable), vehicle insurance certification – this reporting remains until vehicle is disposed or federal interest removed.
- Report accidents that occur in federally funded vehicles
- Compliance On-site Review Visits: conducted approximately every 3 years and focus in areas of 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
- Have in place Drug and Alcohol program compliant to Federal Motor Carrier Safety Administration (FMCSA) if agency has vehicles that are considered 16 passenger or more including the driver.

Changes:

- Useful life definition
    - Vehicles will be considered for disposal and/or met its useful life based on years OR miles – before they had to meet both

Vans - straight, modified, sedans, lowered floor and other vehicles (mini van)	4 years or 100,000 miles
25' - 35' Light duty transit bus, cutaways - body on van chassis	5 years or 150,000 miles
30' Medium duty transit bus	7 years or 200,000 miles
30' Heavy duty transit bus	10 years or 350,000 miles
35' - 40' Heavy duty bus and transit buses	12 years or 500,000 miles

- New Transit Vehicles
- Paperless to electronic system

Additional Grant funding:

- MEHTAP – Missouri Elderly and Handicap Transportation Assistance Program
    - Deadline is March 31, 2021
    - Applications can be downloaded from the MoDOT Transit website
    - Applications must be submitted to MoDOT

**Additional information can be found at the MoDOT Transit website:* https://www.modot.org/transit-applications-and-reporting

MoDOT Contacts:

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