

METRO REGIONAL TRANSIT AUTHORITY PROGRAM MANAGEMENT PLAN

For The
Akron Metropolitan Area



**Enhanced Mobility of Seniors and Individuals with
Disabilities (FTA Section 5310) Program**

August 2014

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Background

The current federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21), was signed into law on July 6, 2012. It authorized \$105 billion for surface transportation programs across the nation for fiscal years 2013 and 2014. Two notable improvements this legislation makes over previous transportation legislation are the streamlining of various transportation funding programs and an emphasis on performance-based planning and implementation.

The Federal Transit Administration's (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C Section 5310) has been reauthorized through MAP-21. This formulaic grant program is intended to enhance the mobility of seniors and those with disabilities by providing funding for projects serving the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

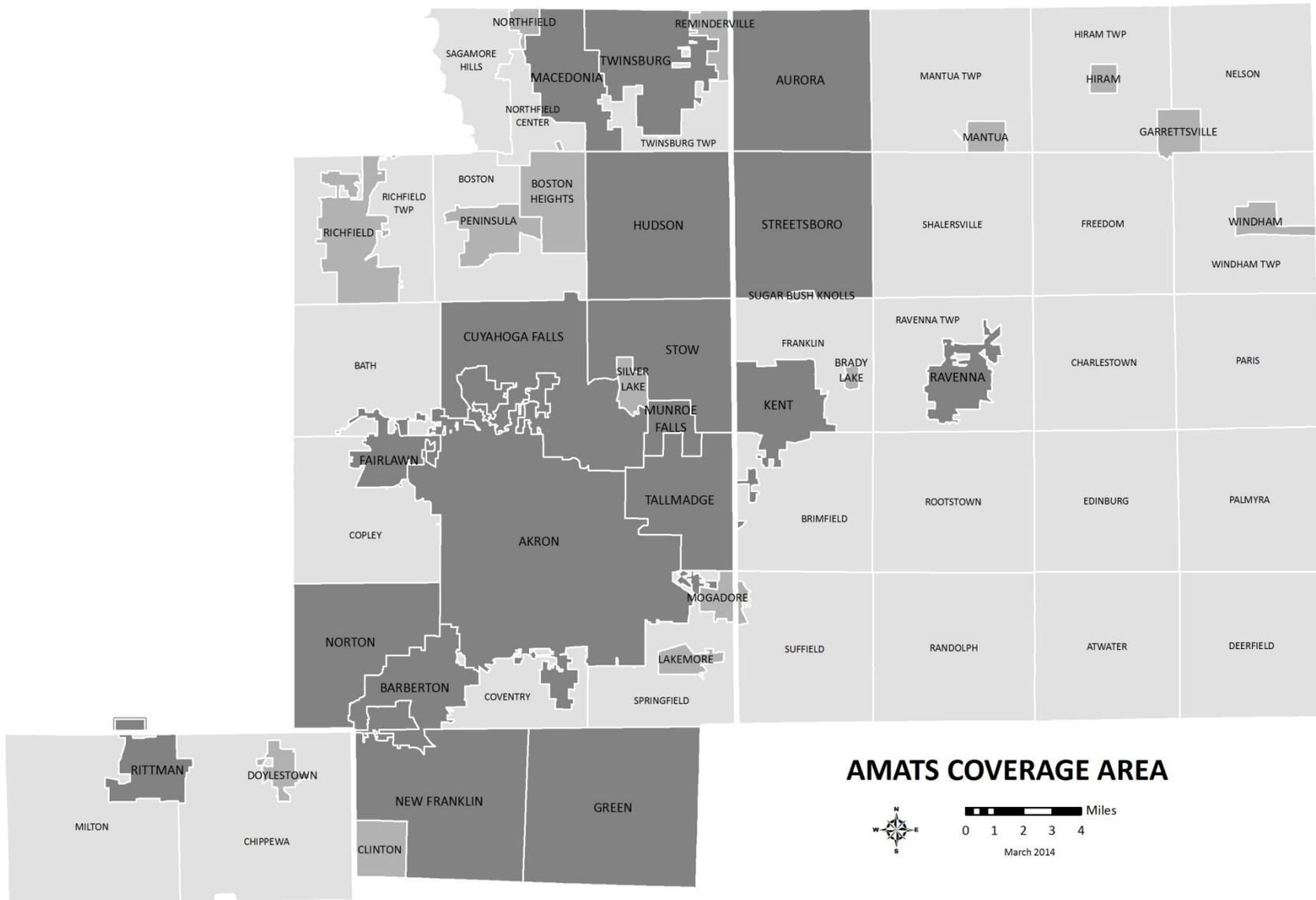
The 5310 program was established under previous federal transportation legislation (SAFETEA-LU), but has undergone important changes under MAP-21. Funds were previously awarded directly to the individual states. In Ohio, the Ohio Department of Transportation (ODOT) received this funding, managed the program and selected the applicants and projects to be awarded funding. Under new provisions established by MAP-21, 5310 funding now goes directly to the various metropolitan areas, allowing the ultimate funding decisions to be made at the local level.

Funding allocated to the Akron region will now be administered by the Akron Metropolitan Area Transportation Study (AMATS). AMATS is one of 17 metropolitan planning organizations (MPOs) in Ohio. The AMATS area consists of Summit and Portage Counties and a portion of Wayne County, as illustrated by the map on the following page. As an MPO, AMATS is responsible for directing the "3-C" (continuing, cooperative and comprehensive) transportation planning process in the Akron metropolitan area and for making decisions on regional transportation policies, plans and programs.

AMATS is comprised of three committees and a technical staff. The AMATS Policy Committee is the actual decision-making body of the MPO, and is comprised of mayors, county officials, transit authority management, and regional and state agency representatives. Assisting the Policy Committee in the planning process are the Technical Advisory Committee (TAC), the Citizens Involvement Committee (CIC) and the Technical Staff.

The AMATS area is served by two transit agencies, the METRO Regional Transit Authority (METRO) and the Portage Area Regional Transportation Authority (PARTA). METRO currently serves the residents of Summit County with a variety of fixed route and demand-response services. The bulk of METRO's service consists of 34 fixed routes, most of which originate from the Robert K. Pfaff Transit Center, located just south of downtown Akron. Express bus services, known as the North Coast Express, are available between Akron and Cleveland. METRO also provides extensive door-to-door demand-response services to the elderly and disabled throughout the county. A new "Call-a-Bus" flexible, demand-response service is available to all residents within select northern Summit County communities.

PARTA, the regional transit authority for Portage County, also operates a variety of transportation services. PARTA operates 14 fixed bus routes – eight of which run throughout Portage County and six that primarily serve the Kent State University area. PARTA runs express bus services to both Akron and Cleveland. PARTA provides county-wide door-to-door demand-response services not only for the elderly and disabled, but for the general public as well.



The AMATS Coordinated Plan

Federal program guidance requires that any area wishing to utilize Section 5310 funding must develop a locally adopted Coordinated Public Transit - Human Services Transportation Plan (Coordinated Plan). The purpose of the area's Coordinated Plan is to identify the transportation needs of individuals with disabilities, older adults and people with low incomes, provide strategies for meeting those local needs, and prioritize transportation services for funding and implementation. AMATS approved the latest version of this plan on May 15, 2014, and filed it with the Federal Transit Administration (FTA) and the ODOT Office of Transit following its approval. The AMATS area Coordinated Plan can be found on the AMATS website (www.amatsplanning.org); hard copies of the plan may be obtained directly from AMATS' office.

In addition to the Coordinated Plan requirement, the designated recipients of 5310 funding must develop a Program Management Plan (PMP). In the AMATS area, METRO and PARTA are the agencies designated by the governor as the recipients of 5310 funds. METRO will serve as the designated recipient for all subrecipients. PARTA will serve as a designated recipient solely for its own projects.

Program Management Plan

The Program Management Plan (PMP) is the document that describes the designated recipients' policies and procedures for administering the Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program in a large urbanized area. METRO and PARTA will work with AMATS in managing and administering this program. This document describes these policies and procedures for the administration of the 5310 program in the AMATS area.

As the principal designated recipient for 5310 funds in the AMATS area, METRO is required to have an approved PMP on file with the FTA Region V Office and to update it regularly in order to incorporate changes in program management or new requirements. METRO must provide an opportunity for review by stakeholders when it develops a new plan or significantly revises an existing plan. This plan represents METRO's second issuance of the PMP.

The PMP is intended to facilitate both METRO management and FTA oversight by documenting policies and procedures for administering the 5310 program. The primary purpose of the PMP is to serve as the basis for FTA to perform reviews of the program, and to provide public information on METRO and AMATS administration of the program. It also serves as a program guide for local project applicants.

The Federal Transit Administration (FTA) Circular 9070.1G allows the designated recipient to establish arrangements to administer and conduct the competitive selection process. AMATS, in cooperation with METRO and PARTA, will issue the call for projects. METRO and PARTA are the designated recipients for FTA Section 5307 Akron Urbanized Area Formula funds, and through a memorandum of understanding with AMATS, they are also the designated recipients of 5310 funds. METRO is the largest operator of public transit in the region, and therefore, maintains a structure and broad institutional knowledge regarding FTA grant applications, vehicle procurement and maintenance, and transit-related operational and certification requirements. As a result, on the behalf of eligible subrecipients of 5310 funding, METRO may provide assistance with the submission of grant program applications, receive the resulting FTA grant contracts, and assist with meeting all federal and/or state requirements. In order to ensure unbiased project evaluation and subsequent project management, the AMATS Policy Committee

will oversee the selection of projects for the 5310 program. AMATS will request up to 10% of program funds for the reimbursement of related administrative expenses incurred by AMATS and/or METRO, as permitted by the federal program regulations.

Successful applicants will be subrecipients to METRO and will be subject to meeting the operational and reporting requirements of the FTA Section 5310 program.

With assistance from the AMATS Technical Advisory Committee (TAC), as appropriate, AMATS (in cooperation with METRO and PARTA) will assemble the Transportation Improvement Program (TIP) Subcommittee of the TAC. The TAC-TIP Subcommittee will select projects for funding through a competitive process and recommend funding levels from the FTA Section 5310 program. Projects selected for funding must be included in the applicable TIP, Statewide Transportation Improvement Program (STIP), and included in, or consistent with, the area's Coordinated Public Transit – Human Services Transportation Plan, locally developed by AMATS, METRO and PARTA in cooperation with the human services stakeholders in the Akron Metropolitan area.

Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310): Program Administration

Background

On an annual basis, FTA Section 5310 funding is announced in a Federal Register notice. Under MAP-21, this funding will be allocated at the metropolitan area level. As the agency has done for previous transportation funding programs, AMATS will combine two fiscal years for each round of funding - allowing for more significant projects and reducing administrative redundancies, since applications would only be submitted every-other year. AMATS will notify METRO, PARTA and area human and social services agencies of the funding availability, as well as solicit letters of intent to apply.

Applications received by the deadline indicated in the funding announcement will be evaluated and scored using current project evaluation criteria, as detailed in Appendix A of this document, as well as the *AMATS Funding Policy Guidelines*. All projects must meet the established minimum scoring requirements. AMATS staff will prioritize 5310 projects in keeping with the recommendations in the Coordinated Plan. 5310 Program project applications that are not consistent with the Coordinated Plan will not be scored. The AMATS staff will present all eligible applications and its initial recommendations for funding to the independent AMATS TAC-TIP Subcommittee. Finally, the recommendations of the subcommittee will be presented to the AMATS Policy Committee for final funding approval.

Program Goals

The overarching goal of the Section 5310 program is to improve mobility for seniors and those with disabilities by removing barriers to transportation services and expanding the availability of the AMATS region's mobility options. Coordination between non-profit human services agencies, providers of public transportation and all levels of government agencies will reduce redundancies in service, and will most effectively leverage the limited financial, capital and human resources available to the region. More specifically, AMATS will use the region's 5310 funding in a way that most effectively:

- Fosters the improvement of regional transportation services for older persons, persons with disabilities and people of low-income by encouraging multiple agencies/organizations to work together for this common purpose
- Addresses gaps identified in existing public transportation services
- Reduces redundancies/duplications in regional transportation services and administration
- Assists in implementing the recommendations established within the AMATS Coordinated Plan

Responsibilities by Agency

AMATS

As the metropolitan planning organization for the Akron region, AMATS will assume responsibility for the following duties regarding the administration of the Section 5310 program:

- Issuing the call for projects every two years (in cooperation with METRO and PARTA)
- Convening the TAC-TIP Subcommittee
- Developing project scoring/selection criteria (with the assistance of METRO and PARTA)
- Certifying that each project selected is derived from the locally adopted Coordinated Public Transit – Human Services Transportation Plan
- Conducting an analysis of each project application, and scoring each application accordingly
- Selecting projects to be awarded funding through the AMATS Policy Committee
- Publishing a list of projects/sponsors selected for funding
- Ensuring fair and equitable distribution of program funds
- Incorporating the selected projects into the TIP and coordinating with the ODOT Office of Transit for inclusion in the STIP

METRO

As the largest provider of public transit in the region, and as a designated recipient for Section 5310 funding for the AMATS region, METRO will assume responsibility for the following duties regarding the administration of the Section 5310 program:

- Assist AMATS in notifying eligible recipients of funding program availability
- Assisting in the development of project selection criteria (in cooperation with AMATS and PARTA)
- Serving on the AMATS TAC-TIP Subcommittee
- Applying for and receiving FTA grants for the 5310 program on behalf of any subrecipient(s), and performing on-going project management
- Ensuring adherence to federal program guidelines through Inter-local Agreements, MOA, etc. with any subrecipient(s)
- Receiving, verifying and submitting for reimbursement from the FTA all eligible project expenses
- Passing through the reimbursements received from FTA for all eligible project expenses
- Drawing and distributing up to 10% of program funding for reimbursement of administration expenses incurred by AMATS and/or METRO
- Receiving financial and status reports from all subrecipients
- Completing financial and progress status reports in the FTA electronic grants management system (currently TEAM Web; will transition to TrAMS in October, 2014)

- Other such grant administrative actions as necessary to ensure project completion in accordance with the appropriate federal rules, regulations and circulars

PARTA

PARTA will serve as the designated recipient for its own projects funded through the 5310 program, and will assume the following administrative duties:

- Assisting AMATS in notifying eligible Portage County subrecipients of funding program availability
- Assisting in the development of project selection criteria (in cooperation with AMATS and METRO)
- Serving on the AMATS TAC-TIP Subcommittee
- Executing all administrative duties and program requirements for projects awarded to PARTA
- Completing financial and progress status reports in the FTA electronic grants management system (currently TEAM Web; will transition to TrAMS in October, 2014)
- Other such grant administrative actions as necessary to ensure project completion in accordance with the appropriate federal rules, regulations and circulars

Eligible Recipients

MAP-21 establishes two types of 5310 projects – traditional (capital) and non-traditional (other). Eligible recipients (as identified in FTA Circular 9070.1G) for each type are as follows:

- A. Traditional 5310 Projects (*at least* 55% of total 5310 funding)
 - 1. Private non-profit organizations
 - 2. A state or local government authority that:
 - a. Is approved by the state to coordinate services for seniors and the disabled
 - b. Certifies that there are no non-profit organizations in the area to provide these services

Per the FTA, public transit agencies (METRO/PARTA) may be awarded any funds apportioned to the Akron region in excess of those applied for and awarded to area private non-profit providers of public transportation, provided these funds are used for traditional/capital expenses.

- B. Non-Traditional 5310 Projects (*up to* 45% of total 5310 funding)
 - 1. A state or local government authority unlike those described above (including METRO and PARTA)
 - 2. Private non-profit organizations
 - 3. Private for-profit organizations – *must certify that all funds are used in the provision of shared-ride services*

Administration, Planning and Technical Assistance

In the course of administering projects for subrecipients, AMATS and/or the designated recipient (METRO RTA) may retain up to 10% of the net application project amount to fund program administration costs including administration, planning and technical assistance. Administration costs

may be funded at 100% federal share. Allowable administrative costs may include, but are not limited to: general administrative and overhead costs, staff salaries, office supplies and development of specifications for vehicles and equipment. Every two years (i.e. during each round of funding), AMATS and METRO will work together to develop a formal agreement on how to distribute these funds, according to the administrative expenses that each has incurred throughout the Section 5310 program administration process.

Local Share and Local Funding Requirements

The FTA Section 5310 program allows for a federal share of up to 80% for eligible capital costs, with a local match of 20%. The federal share of eligible operating costs may not exceed 50% of the net operating costs of the activity.

All of the local share must be provided from sources other than Federal Department of Transportation (DOT) funds. Possible sources of eligible local matching funds include: other non-DOT federal funds, dedicated tax revenues, private donations, revenue from human service contracts, net income generated from advertising and concessions. Local share documentation is required as part of the grant application.

All funds awarded must be spent in the AMATS area.

Application Process

At the time a call for projects is issued, AMATS will provide a grant application to any eligible agency requesting one. A copy of the FY 2015 application is included in Appendix B. After all applications have been received (by the stated deadline), they will be scored and ranked by the TAC-TIP Subcommittee using the following criteria:

- Coordinated Plan Priority and Consistency
- Evidence of Past Performance
- Evidence of Coordination
- Organizational Capacity
- Cost per Rider

To avoid any potential conflicts of interest, agencies submitting applications cannot participate in the ranking process. Each member of the subcommittee's ranking is combined into an overall score, thus prioritizing the applications. This priority ranking is then approved by the AMATS Technical Advisory Committee (TAC), Citizens Involvement Committee (CIC) and the AMATS Policy Committee. The AMATS-approved projects will then be forwarded to the Federal Transit Administration (FTA) by METRO.

Coordination

As part of the Section 5310 application process, applicants will be required to specify how they presently coordinate transportation or transportation-related activities with other agencies, and how they plan to

coordinate in the future under the proposed project. The applicant should identify any efforts at interagency coordination and/or coordination of service, vehicles, personnel, equipment, etc. in which they have been engaged, as well as any private-public partnerships in which they participate, and any agency/organizational coordinating mechanisms or policies that encourage or mandate coordination.

Evidence that an applicant understands and encourages coordination will enhance the likelihood that the applicant will secure funding. Additionally, AMATS will review each project submittal from subrecipients prior to selection to ensure coordination in the design and delivery of transportation services. Wherever feasible, existing services should be utilized or extended to serve the mobility needs of the intended community. Changes to the service scope or service area will be recommended to any applicant whose project does not coordinate with existing services or is not consistent with the locally adopted Coordinated Plan. Once projects are underway, METRO will continually review each subrecipient's operations to ensure continued coordination among area providers.

Equity

To assist with prioritizing applications, the Coordinated Plan includes existing services and service providers, a gap analysis for public transit-dependent populations (e.g. seniors, the disabled and those of low-income), and additional demographic information. Guided by Title VI of the Civil Rights Act, and the 1994 Executive Order on Environmental Justice (#12898), AMATS incorporates an Environmental Justice methodology in its programs. This methodology uses 2010 U.S. Census and American Community Survey data at the census tract level for the following populations: low-income, minority and the elderly. Data for those with disabilities was not made available at the census tract level for the 2010 Census, so this important population group was analyzed at the county level.

Local Plan Assurance

Project selection is tied to the Coordinated Plan. All potential applicants must explain how their project(s) relates to the recommendations identified in the locally adopted Coordinated Plan. Additionally, one of the project selection criteria ranking categories is Coordinated Plan consistency.

Stakeholder Documentation

Outreach to the public, including stakeholder input, is an integral part of the planning process. In order to facilitate coordination among a wide range of transportation, workforce and human service organizations, AMATS, METRO and PARTA conduct regular outreach to agencies and organizations which assist and advocate for low-income individuals, the elderly and those with disabilities. Examples include (but are not limited to): human service agencies, non-profit transportation providers, key employers, community-based organizations and various advocacy groups. These organizations were included in the Coordinated Plan outreach effort, and comprise the Section 5310 mailing list.

Program of Projects Development and Approval Process

AMATS will work closely with METRO and PARTA to solicit, review and approve applications, with AMATS facilitating the overall process. Currently, METRO and PARTA are the designated recipients of Section 5310 funds in the AMATS area. All subrecipients will receive their funds through METRO. The following steps are included in the project selection process.

1. Available Funds - The AMATS Staff will determine if sufficient funds are expected to be available to add new projects to the TIP.
2. Solicitation/Notification - AMATS area public transportation operators and social service agencies are notified via press release, web notification, legal ad or letter, that applications are being accepted for the purpose of adding projects to the TIP. Each eligible applicant will receive a project application, provided access to the *Coordinated Public Transit-Human Services Transportation Plan* and the *AMATS Funding Policy Guidelines*.
3. Letter of Intent - Potential sponsors of Section 5310 projects must forward a letter of intent to the AMATS staff, indicating an interest in pursuing federal funding for a specific project. The letter of intent should contain sufficient information to identify the general scope of the project, anticipated costs and requested federal funding, in order to ensure that the project is eligible for funding under FTA guidelines. A deadline for the letter of intent will be included in the initial funding announcement/call for projects.
4. Project Applications - Project sponsors will complete a project application and forward it together with special legislation to the AMATS staff by the deadline stated in the original funding announcement/call for projects. If a project sponsor submits more than one application, the projects should be prioritized in general and by funding category. The AMATS staff, assisted by METRO and PARTA, will review all project applications, apply evaluation criteria under the requested funding category, and develop a listing of project funding recommendations that will be presented to the TAC-TIP Subcommittee. The project evaluation criteria are included in Appendix A. METRO and PARTA will abstain from reviewing their own project applications.
5. TAC-TIP Subcommittee Recommendations – The AMATS technical staff will present a preliminary list of project funding recommendations to the TAC-TIP Subcommittee, which will conduct its own independent review of the proposed projects. The TAC-TIP Subcommittee will determine the project priorities and funding recommendations to be presented to the full AMATS Technical Advisory Committee (TAC).
6. TAC Recommendations - The TAC will review the TAC-TIP Subcommittee recommendations and develop its recommendation to the AMATS Policy Committee.
7. Public Review – The TAC recommendations will be presented to the AMATS Citizens Involvement Committee (CIC) for public review and comment.
8. Policy Committee Selection - The TAC recommendations and CIC comments will be presented to the AMATS Policy Committee. The Policy Committee will ultimately select the

projects to receive funding, and likewise, to be listed in the TIP. The TIP is subject to all requirements associated with the TIP development schedule, as directed by ODOT.

Solicitation

Prior to the 30-day application period, an e-mail notification will be sent to the Coordinated Plan mailing list describing the Section 5310 program, and will include additional information on the application process. Additionally, a press release announcing 5310 program funding availability will be issued by AMATS. All applications will be made available for a minimum of 30 days on the AMATS website at amatsplanning.org. Additional information to be posted on the AMATS website includes PDFs of the anticipated timeline and the Coordinated Plan, which includes a comprehensive list of eligible activities. Paper copies of all electronic documents may be requested from AMATS. One completed application and all requested documentation should be mailed to AMATS by the stated deadline, using the address provided on the application.

Review

By the close of the 30-day period, all applications must be submitted to AMATS for review. AMATS staff and TAC-TIP Subcommittee members will score and rank the applications based on the scoring criteria described in the *AMATS Funding Policy Guidelines*, in Appendix A of this document, and as described on the actual 5310 application.

Approval

The prioritized list is then reviewed and recommended for approval by the AMATS Technical Advisory Committee (TAC) and the Citizens Involvement Committee (CIC) prior to final approval by the AMATS Policy Committee. The AMATS-approved projects are then forwarded to the FTA, ODOT and appropriate designated recipient (METRO or PARTA).

AMATS Transportation Improvement Program (TIP)

The TIP is a list of every transportation project scheduled for funding within the Akron metropolitan region over the next four years, as required by federal law. Although most projects in the TIP intend to use federal funds, even those not using federal funds must be included if deemed regionally significant. The projects listed within the TIP include a variety of transportation modes: pedestrian, bicycle, freight related projects, and innovative air quality projects, as well as the more traditional highway and public transit projects. Once the Program of Projects for the FTA Section 5310 program has been determined and approved, the projects will be added to the TIP.

The *AMATS Funding Policy Guidelines*, established by the AMATS Policy Committee, describes the methods used to program federal transportation funding, solicit projects and evaluate project applications for the area's TIP. The *Program Management Plan* and *Funding Policy Guidelines* have been made congruent by action of the AMATS Policy Committee.

Grant Award

Based on the approved Program of Projects, METRO will then prepare and submit a formal grant application to the FTA for review and grant award.

Estimated Available Funds

The Federal Transit Administration apportions funds nationally by formula, based on a ratio of the number of senior citizens and disabled persons in an area to the number of senior citizens and disabled persons in all such areas. The formula uses the latest available Census data for those age 65 or older, and persons over the age of five having some form of disability.

Under the program guidelines established by MAP-21, 60% of the total available 5310 Program funds are apportioned to designated recipients in large urbanized areas (UZAs) with populations of 200,000 or more (such as the Akron UZA). 20% of the funds are apportioned to the states for smaller urbanized areas with populations between 50,000 and 200,000. Finally, 20% of the funds are apportioned to the states for rural areas with populations of less than 50,000. Recently appropriated levels of federal funding for the 5310 program through the most current authorization period are as follows:

FTA 5310 Funding Allocations to the AMATS Region						
FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
\$ 247,530	\$ 226,806	\$ 214,448	\$ 181,571	\$ 192,346	\$565,976*	\$ 546,145
Ann. % Change	-8.4%	-5.4%	-15.3%	5.9%	194.2%	-3.5%
<i>* Large increase due to inclusion of former New Freedom program funding</i>						

Transfers of Funds

Federal regulations prohibit the transfer of FTA Section 5310 funds to other programs. However, at the state’s discretion, 5310 funds allocated to smaller areas may be transferred to large UZAs if the Governor certifies that the mobility needs of seniors and the disabled are being sufficiently met in those smaller regions. Funds from Federal Highway Administration (FHWA) programs (such as STP, CMAQ, etc.) may be transferred to the FTA 5310 program at the MPO’s discretion.

Private Sector Participation

The Section 5310 competitive selection process is open and public. Notices are sent to every member of the AMATS Policy Committee, Technical Advisory Committee (TAC) and Citizens Involvement Committee (CIC). The AMATS TAC includes representation from the private sector.

Additionally, notices for funding will be sent to the Ohio Medical Transportation Board, Ohio Ambulance and Medical Transportation Association and the Ohio Valley Limousine Association.

Civil Rights

Prior to the receipt of any awarded funding, Section 5310 recipients will certify compliance with the requirement of Title VI, Equal Employment Opportunity (EEO) and Disadvantaged Business Enterprise (DBE) laws and regulations. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin for programs and activities receiving federal financial assistance. Six federal laws enacted between 1964 and 1991 comprise the federal Equal Employment Opportunity (EEO) program, which prohibits job discrimination based on race, color, religion, sex, national origin, age and disability, and provides for monetary damages in cases of intentional employment discrimination.

Whenever possible, compliance with all civil rights requirements will be verified as part of the Section 5310 funding application process.

Title VI

To ensure compliance with DOT civil rights regulations (49 CFR 21.5(2), 49 CFR 21.5(7) and 49 CFR 21.9(b)), and the DOT Order on Environmental Justice, FTA requires funding recipients to document that FTA funds are distributed without regard to race, color and national origin. To fulfill this requirement, METRO, PARTA and its subrecipients are required to maintain a Title VI program in compliance with FTA Circular 4702.1A entitled “Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients”, to include the components outlined in the table below.

Prior to the receipt of any awarded funding, subrecipients shall submit the following information to METRO; METRO will then submit the following information to the Federal Transit Administration (FTA) as part of the Title VI program:

FTA Title VI Program Requirements			
Provision	Federal Circular Reference	Citation in DOT Title VI Regulations or Reference to the DOT Order on Environmental Justice	Reporting Requirement
Title VI Complaint Procedures	Chapter IV Part 2	49 CFR 21.9(b)	A copy of the applicant's procedures for filing a Title VI complaint
Record of Title VI Investigations, Complaints or Lawsuits	Chapter IV Part 3	49 CFR 21.9(b)	A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submittal
Access to Services by Persons with Limited English Proficiency (LEP)	Chapter IV Part 4	49 CFR 21.5(b) and the DOT LEP Guidelines	A copy of the agency's LEP plan or alternative framework for providing access to services
Notifying Beneficiaries of their Rights Under Title VI	Chapter IV Part 5	49 CFR 21.9(d)	A notice that the agency is in compliance, and procedures the public may follow to file a complaint
Inclusive Public Participation	Chapter IV Part 9	DOT Order 5610	A summary of public outreach undertaken since the last submission and steps to ensure minority access to these activities

Whenever possible, compliance with all Title VI requirements will be verified as part of the Section 5310 funding application process.

Equal Employment Opportunity (EEO)

Prior to the receipt of any awarded funding, recipients and subrecipients with 50 or more employees that have received in the previous federal fiscal year FTA grants, cooperative agreements or contracts totaling over \$250,000 must develop and submit for approval to FTA an EEO program in accordance to FTA Circular 4704.1. METRO is required to comply with this requirement and it also applies to contractors (with 50 or more employees) that are engaged in providing transit services and receive funds under federal grant assistance. Areas covered by the EEO program are specified in FTA Circular 4704.1, “Equal Employment Opportunity Program Guidelines for FTA Recipients.”

The required EEO components are outlined in Chapter 3 of FTA Circular 4704.1. The major required components of the EEO program are as follows:

Equal Employment Opportunity Reporting Requirements		
Provision	FTA Circular Reference	Reporting Requirement
Statement of Policy	Chapter III - 2(a)	EEO program must include a statement regarding EEO policy affecting all employment practices for all persons regardless of race, color, creed, national origin, sex or age. At its discretion, the agency may include disability.
Dissemination	Chapter III - 2(b)	Communication mechanisms should be established to publicize and disseminate the agency's EEO policy, as well as appropriate elements of the program to its employees, applicants and public.
Designation of Personal Responsibility	Chapter III - 2(c)	The EEO program manager should be identified by name in all internal and external communications regarding the agency's EEO program.
Utilization Analysis	Chapter III - 2(d)	Identify those job categories where there is an underutilization or concentration of minorities and women in relation to the labor market.
Goals and Timetables	Chapter III - 2(e)	Specific goals with timetables must be set to correct any underutilization of affected classes of persons identified in the utilization analysis.
Assessment of Employment Practices to Identify Causes of Underutilization	Chapter III - 2(f)	Recipients, subrecipients and contractors must conduct an assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization.
Monitoring and Reporting System	Chapter III - 2(g)	Establish a successful EEO program by incorporating an internal monitoring reporting system to include: EEO accomplishments, identifying departments which have failed to achieve goals or implement affirmative action; and provide a factual database for future projections.
Complaints	Chapter IV	Maintain on file all complaints including: a statement of the issue, description of the investigation, summary of interviews and the investigator's findings and recommendations. These files will be reviewed upon request.

Whenever possible, compliance with all EEO requirements will be verified as part of the Section 5310 funding application process.

Drug and Alcohol Prevention Program

In compliance with certain DOT regulations, METRO has a zero-tolerance policy for drug and alcohol use. Subrecipients must also comply with the relevant DOT regulations.

Section 504 and ADA Reporting

METRO will monitor all projects funded by Section 5310 funds for compliance with all Section 504 and ADA rules and regulations. Accordingly, all applicants will be made to certify that their respective projects comply with all applicable rules and regulations related to Section 504 and ADA. Whenever possible, this compliance will be verified during the 5310 project application process. The Section 5310 application will require documentation demonstrating that eligible subrecipients have the endorsement of other human services agencies that accommodate the needs of ADA clients.

The METRO Human Resources Department may be contacted by anyone alleging discrimination in service or employment, including Section 504 and ADA. Any written complaints alleging discrimination will be referred to the METRO Human Resources Department and the ODOT Office of Equal Opportunity. Any ADA violation by a subrecipient of 5310 funding may be grounds for termination of the funds.

Certifications

Certifications are required for all federal grant recipients, subrecipients, contractors and sub-contractors with grants or contracts exceeding \$100,000. Signed certifications must be obtained by METRO from all subrecipients.

Subrecipient Agreement

METRO will develop and execute subrecipient agreements with all subrecipients awarded funding under the Section 5310 program. The subrecipient agreements for capital projects will detail the scope of work of the project. Agreements for operating assistance will outline the type of service provided by the subrecipient, the time period covered by the agreement and the service area. All subrecipient agreements will include the funding amounts awarded. Any expenses incurred in excess of the budgeted amounts are the sole responsibility of the subrecipient.

Program Performance Measures

For each project funded through the Section 5310 program, designated recipients and states should submit both quantitative and qualitative information available on each of the following measures with their fourth quarter or annual milestone progress reports:

1. Gaps in Service Filled: Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities. The performance measure would be the number of seniors and individuals with disabilities afforded mobility that they would not have without program support.
2. Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services.
3. Physical Improvements: Additions or changes to environmental infrastructure (e.g. transportation facilities, sidewalks, etc.), technology and vehicles that impact availability of transportation services as a result of projects implemented in the current reporting year.

The above information should be reported for all recipients and subrecipients of Section 5310 funding. The designated recipient(s) may consolidate information for all projects in the annual report for any open Section 5310 grant awarded to the recipient.

Reporting Requirements

Subrecipients are required to report on various items with each monthly invoice. In addition to the measures described above in the “Performance Measures” section, the following performance measures shall be reported to the designated recipient with the submittal of each monthly invoice, where applicable:

- Passengers per day
- Average passenger revenue
- Net cost per passenger
- Annual vehicle miles traveled
- Revenue service hours provided

A brief narrative of monthly activities shall also be submitted by the subrecipient (with invoices) to METRO. Information included in the narrative should contain items such as coordination efforts with employers or other transportation providers, marketing or public awareness efforts, and service or schedule revisions made during the period.

Project Monitoring and On-Site Reviews

METRO will monitor subrecipients’ compliance with federal requirements through:

- Careful scrutiny of plans, reports and certifications submitted as part of the application process, under the provisions of Section 5310 regulations, and discussion with subrecipients to clarify all requirements
- Review of monthly and final reports and invoices sent for payment of costs incurred
- Quarterly meetings with grant recipients, one of which may be an on-site visit

- Reviewing and approving, prior to issuance, any materials developed by subrecipients in connection with their project. This shall include, but is not limited to, any Request for Proposals (RFPs) and third-party contractual agreements related to the project

METRO shall retain records of all meetings, visits and contacts with subrecipients. Throughout the project's progress, METRO will offer subrecipients program guidance and provide or arrange for technical assistance, should this be needed.

Financial Management

Accounting Process

All funding for expenses incurred under the Section 5310 Program is provided on a reimbursement basis. METRO will reimburse the subrecipient with federal and any applicable state funds based on the proportions identified on the grant agreement. Subrecipients will retain the original receipts for all eligible project expenditures. In the case of capital projects, subrecipients must attach copies of vendor invoices to reimbursement requests. Subrecipients receiving operating assistance should submit copies of all vendor invoices.

Procurement

As FTA grantees, all Section 5310 funding recipients must use procurement procedures reflecting applicable state and local laws and regulations, subject to the FTA requirements that the procedures ensure competitive procurement and conform to applicable federal law, including 49 CFR Part 18 - specifically Section 18.36, and FTA Circular 4220.1E, "Third Party Contracting Requirements."

The procurement procedures used by subrecipients must ensure competitive procurement and conform to applicable federal law. FTA requirements and standards apply to the procurement of all supplies, equipment and services funded by FTA. Purchasing of equipment may be done directly by the subrecipient, with METRO oversight. The subrecipient will ensure that purchases are made competitively and that every contract that the subrecipient enters into contains all applicable federal and state required clauses, and any certifications required.

State Procurement Requirements

In addition to the federal requirements, if any state funds are utilized, these additional guidelines must be followed.

Steel Products Procurement Act

Subrecipients will be required to include the required Steel Products Procurement Act contract provision in every contract for the construction, alteration, repair, improvement or maintenance of public works.

For purposes of the Steel Products Procurement Act, steel products are defined as products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise

similarly processed, or processed by a combination of two or more of such operations, from steel made in the United States by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.

Steel products also include cast iron products; and machinery and equipment listed in United States Department of Commerce Standard Industrial Classification 25 (furniture and fixture), 35 (machinery, except electrical), and 37 (transportation equipment) and made of, fabricated from or containing steel components. Transportation equipment shall be determined to be a United States steel product only if it complies with the federal Buy America requirement.

Vehicle Use

To the extent that subrecipients purchase vehicles using Section 5310 program funds, vehicles must be maintained and used for the intended purpose under which they are purchased. Maximum use of vehicles is encouraged, first for program related purposes, then other federal programs and project purposes. Vehicles procured using Section 5310 funding may not be used for charter services, unless those services are exclusively designed to meet the needs of targeted populations (the elderly, those with disabilities and/or those of low-income). METRO is responsible for ensuring that the subrecipient is maintaining continuing control over vehicles and that the vehicles are being utilized for eligible public transit purposes.

If any vehicles are to be removed from service prior to the end of their useful life, the subrecipient must notify METRO prior to doing so. The subrecipient will remit the federal share of the undepreciated value of the vehicles to METRO. If vehicles are to be removed from service at the end of (or after) their useful life, the subrecipient will notify METRO.

METRO will maintain an inventory list of all vehicles purchased under the Section 5310 program. METRO will require all subrecipients to submit annual vehicle use reports (miles, hours, passengers and trip purpose) to ensure that vehicles are used in accordance with program requirements.

Maintenance

METRO is responsible for ensuring that all vehicles purchased with federal funds are maintained in good operating order. METRO will require subrecipients to follow manufacturer's suggested maintenance schedules to maintain good working order. METRO may also require subrecipients to perform pre-trip inspections of vehicles. METRO will audit maintenance records of vehicles, and may inspect vehicles during on-site visits.

Disposition at End of Useful Life

Section 5310 subrecipients will follow FTA guidelines for determining when a vehicle has reached the end of its useful life. A subrecipient may dispose of or utilize the vehicle for another purpose when the vehicle has attained its useful life. Useful life varies depending on the vehicle type. Consult FTA Circular 5010.1C, "Third Party Contracting Requirements" for vehicle useful life guidelines.

Audit

Subrecipients are required to obtain audits of their expenditures and operations annually by an independent audit firm if their agency has expended in excess of \$500,000 in federal funds. A copy of the audit report will be submitted to METRO. METRO will review the audit reports for compliance with the applicable OMB Circular. The subrecipient is required to resolve any audit findings.

Other Provisions

Pre and Post-Delivery Reviews

METRO may visit each subrecipient at least once per year to monitor compliance with federal requirements and program guidance. METRO may use a checklist and provide a summary of each visit, which it will keep on file and make available to FTA during any federal program management reviews.

Program Reporting Requirements and Monitoring

METRO is responsible for ensuring certain reports are provided to FTA each quarter. In order to provide these reports for activities using 5310 funds spent by METRO and its subrecipients, it will be necessary for METRO to collect certain data from each subrecipient. The reports that METRO will provide to FTA each quarter are:

1. Quarterly Status Report – METRO will submit quarterly status reports that include a narrative of activities for the quarter for each approved grant that contains active projects. The narrative should include project descriptions, changes in projects from one category to another and adjustments, if applicable.
2. Significant Civil Rights Compliance – Issues occurring during the year (such as Title VI, Equal Employment Opportunity (EEO) or Disadvantaged Business Enterprise (DBE) program complaints against recipients or subrecipients) will be addressed in the annual status report. METRO will also report notable accomplishments or problems involving Section 5310 subrecipients.
3. Milestone Activity Reports – The subrecipient will provide quarterly updates for milestone dates as part of the report. If the estimated completion date for the grant has changed, the revised date will be provided with an explanation as to why the date has changed.

Environmental

Any Section 5310 funding applications must include all assessments and submissions required by the National Environmental Protection Act (NEPA) for any capital project included within.

Buy America

Any capital item valued over \$100,000 is subject to federal Buy America requirements. Under the Buy America provision applicable to FTA grants, FTA funds may not be obligated unless steel, iron and manufactured products used in FTA-funded projects are produced in the United States. Rolling stock (including train control, traction power and communication equipment) must be assembled in the United States and have a 60% domestic content to be considered a United States product. METRO, in accordance with FTA regulations, requires as a condition of responsiveness, that a bidder submit with its bid a completed Buy America certificate.

Subrecipients that purchase rolling stock for use in Section 5310 projects must conduct pre-award and post-delivery reviews to ensure compliance with specifications and Buy America requirements. Subrecipients will be required to have signed Buy America certificates for any qualifying procurements.

Restriction on Lobbying

Any recipient of federal grants and contracts exceeding \$100,000 must certify compliance with U.S. DOT's Restrictions on Lobbying before it can receive funds. As a condition of receiving federal funding, recipients cannot use federal assistance to pay the costs of influencing any officer or employee of a federal agency, member of Congress, officer of Congress or employee of a member of Congress, in connection with making or extending a Grant Agreement or Cooperative Agreement. In addition, METRO is required to impose the lobbying restriction provisions on its subrecipients and third-party contractors. All subrecipients applying for Section 5310 funding must submit certification of compliance as part of the application process.

Drug and Alcohol Testing

In accordance with 49 CFR Part 655, a drug and alcohol testing program must be in place for all safety-sensitive employees. The FTA-mandated drug and alcohol testing program is separate from, and in addition to, the provisions of the Drug-Free Workplace Act (DFWA). As a condition of receiving federal funds, a recipient must require its contractors and subcontractors with safety-sensitive employees to have a drug and alcohol testing program in effect.

Subrecipients will be required to submit their drug and alcohol policy as part of the application process. METRO will monitor the subrecipient's drug and alcohol program proactively over the course of the subrecipient agreement. At a minimum, the FTA recommends that each contractor be required to provide: a copy of its policy; employee and supervisor training documentation; name and location of the collection site, laboratory, medical review officer (MRO), substance abuse professional (SAP); a description of its random selection process; quarterly management reports summarizing test results; and annual management information system (MIS) reports. The information that METRO requires will be clearly defined in the contract documents issued by METRO and a conformed copy of the contract, including the specifications, maintained by METRO.

Davis-Bacon Wage Rates

The Davis-Bacon Act is applicable to all federally funded construction contracts in excess of \$2,000. This Act requires that each contract for the construction, alteration or repair (including painting and decorating) of public buildings or public works within the United States shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rate as determined by the U.S. Secretary of Labor. The minimum wages (including fringe benefits) are those determined by the Secretary of Labor to be prevailing for the laborers and mechanics employed on projects of a similar character in the area in which the work is to be performed. Subrecipients will be required to include the prevailing wage rates in contracts for construction in excess of \$2,000. Additional guidance can be found in 29 CFR parts 1, 3 and 5.

Appendices

Appendix A

FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES (SECTION 5310) PROGRAM

Project Evaluation Criteria

1. Project Type (select one - maximum 30 points)		Maximum Points	Points
Capital Projects	Purchase of Accessible Vehicles	30	
	Intelligent Transportation Systems Infrastructure	20	
	Improve Transit Stop Connections	10	
	SMART Fare Collection/Reimbursement Technology	5	
Operating Assistance	New Service to Key Employment Areas	15	
	Expansion of Existing Service to Fill Transportation "Gaps"	10	
2. Project's Contribution to Regional Coordination (maximum 30 points)		Maximum Points	Points
	Combines METRO, PARTA and at least two social service agencies	30	
	Combines METRO or PARTA and at least two social service agencies	20	
	Combines at least four social service agencies	10	
	Combines at least two social service agencies	5	
3. Project Effectiveness (maximum 30 points; applications ranked against one another)		Maximum Points	Points
	Addresses Existing Gaps in service for senior citizens or those with disabilities	10	
	Number of Individual Passengers Served (estimated)	10	
	Minimizes Per-User Cost	5	
	Prior Project Effectiveness	5	
4. Organizational/Management Capacity (maximum 5 points)		Maximum Points	Points
	Organizational/Management Capacity	5	
5. Application Completeness (maximum 5 points)		Maximum Points	Points
	Application Completeness	5	
TOTAL SCORE (maximum 100 points):			

APPENDIX B: FY 2015 Section 5310 Application

Akron Metropolitan Area Transportation Study



FY 2015 Program Application: FTA Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)

Jason Segedy, Director
AMATS
146 South High Street
Suite 806
Akron, OH 44308
(330) 375-2436

**The Specialized Transportation Program is authorized by the
Federal Transit Administration
49 USC Section 5310
CFDA 20:513**

FTA SECTION 5310

SECTION 1: APPLICANT PROPOSAL INFORMATION SECTION

1. Legal Name of Agency :								
1a. Doing Business As (DBA) if applicable								
2. Street:								
3. City, State, Zip:								
4. Designated Official with Signature Authority								
5. Phone Number				6.		Fax Number		
7. Agency E-Mail address								
8. Contact Person for Proposal								
9. Phone Number			Ext.		10.		Fax	
11. E-Mail								
12. Federal Tax ID		13. DUNS #		14.		Ohio Charter #		
15. Summary of Project – Non-Vehicular:								
Summary of Vehicles Requested:								
	Vehicle Type	Standard Minivan	Modified Minivan	Dedicated Mobility Accessible Minivan	Converted Van	Light Transit Narrow	Light Transit Wide 21'	Light Transit Wide 25'
	Qty							
	Cost/vehicle**							
	Total Cost							
								Subtotal Vehicle Cost
Computer hardware/software								
Communications/ITS equipment*								
Other*								
16. Total Project Cost (100% cost)								
17. Federal Share (80% capital projects; 50% operating expense projects)								
18. Local Share (20% capital projects; 50% operating expense projects)								

IMPORTANT DEADLINE DATES:

September 30, 2014 – Applications due to AMATS

December 18, 2014 – AMATS Policy Committee final award approval

* Please refer to the AMATS Coordinated Public Transit – Human Services Transportation Plan for a complete list of eligible activities – available at <http://www.amatsplanning.org/wp-content/uploads/2014/05/AMATS-Coordinated-Plan-Final-Draft1.pdf>

**Vehicle descriptions and estimated costs can be found the ODOT Specialized Transportation Program’s page: <http://www.dot.state.oh.us/divisions/Planning/transit/Pages/specialized.aspx>

SECTION 2: ACCESS TO TRANSPORTATION AND NEED

FTA Section 5310 funding assists areas in which public transportation is unavailable, insufficient or inappropriate. Please check the boxes that apply to your specific area, and elaborate on the barriers to transportation faced by seniors and those with disabilities in your area.

<input type="checkbox"/>	Service is not available where our clients are located or to destinations required by those clients
<input type="checkbox"/>	Service is fully booked and unable to accommodate additional passengers
<input type="checkbox"/>	The hours of service do not match the needs of our clients
<input type="checkbox"/>	Out of county service is required, but not available
<input type="checkbox"/>	Clients are unable to use existing service due to cognitive or physical disabilities
<input type="checkbox"/>	Insufficient vehicles offering lift equipment
<input type="checkbox"/>	Existing service is cost prohibitive
<input type="checkbox"/>	Other

Please provide any additional comments as to the inadequacy of existing transportation options for seniors and those with disabilities in your service area

SECTION 3: PROJECT DESCRIPTION

1. Provide a brief description of your organization, its target population and purpose as related to community transportation needs. Be specific in how your project will meet transportation needs not currently being met, and in the case of vehicle replacement, the loss of transportation as a result of not replacing a vehicle. If possible, please relate these needs to those discussed in the AMATS Coordinated Public Transit – Human Services Transportation Plan

SECTION 4: SERVICE INFORMATION

Legal Name of Agency	
DBA (if applicable):	

Service Area: Primary Area (City, County, etc.) project will serve (where majority of trips originate)
Destinations of trips outside of primary service area

TRANSPORTATION CLIENTS SERVED

Number of Unduplicated Clients served by project	1.		Number of Individuals without Disabilities (60 and over)
	2.		Number Individuals with Disabilities (60 and over)
	3.		Number of Individuals with Disabilities (under the age of 60)
	4.		Other (Includes aides and any other individuals not included in counts above)
	5.		Total Number of Current Transportation Clients (unduplicated) (Number five is the total of numbers 1 through 4)
Estimated Number of Additional Clients to be served with proposed expansion project	1.		Number of Individuals without Disabilities (60 and over)
	2.		Number of Individuals with Disabilities (60 and over)
	3.		Number of Individuals with Disabilities (under the age of 60)
	4.		Other (Includes aides and any other individuals not included in counts above)
	5.		Total Additional Transportation Clients (unduplicated) (Number five is the total of numbers 1 through 4)
Project Expansion Justification (Summary)			
Estimated Annual One Way Trips			

SECTION 5: MANAGEMENT REQUIREMENTS

Management Requirements: Please describe your agency's ability to manage the project requested in this proposal by providing a narrative that addresses the items in the list below:
(Limit answer to two pages)

- Your agency's minimum requirements for transportation managers
- Your organization's minimum requirements for driver's age and driving experience
- Background/experience of dispatchers
- How vehicles will be dispatched
- Advertising vehicle availability
- Vehicle storage arrangements
- How will the agency meet the items listed in Section 18: Ohio Medical Transportation Board requirements; CPR, first aid, blood borne pathogens, passenger assistance Techniques? If your organization uses volunteer drivers or is planning to subcontract the vehicle to another agency, how will you ensure drivers obtain the required training?

SECTION 6: COORDINATION EFFORTS

List agencies with whom you coordinate, i.e. transporting clients of other agencies, client trips, dispatching, vehicle sharing, grant writing, scheduling, referrals to or from other agencies, personnel training (first aid, CPR, driver training, passenger assistance techniques, passenger sensitivity), vehicle maintenance, procurement, backup service, insurance, radio or transmitters, public transit systems (*if a transit agency is operating in your area, a letter from the transit agency must be included stating how your organizations work together to provide transportation services*), emergency services evacuation plans, working with first responders (police and fire) to remove intoxicated or drug impaired persons from public or private facilities, senior service organizations/housing complexes, (administrator, secretary, etc.) and other human service organizations, Job and Family Services, etc. **A letter (no more than 2 pages) must be provided from each agency listed describing the current and ongoing coordination efforts.** Provide documentation for no more than 12 coordination efforts. Letters must be submitted with the proposal. **Letters that do not demonstrate coordination efforts will not receive points.**

COORDINATION EFFORTS Continued

Agency: Name of Agencies Coordinating with Applicant Coor Desc.: Brief description of coordination efforts (dispatching, training, sharing resources, etc.).		Justification Enclosed	
Example			
United Transportation System		Yes	No
Share dispatching, scheduling and client referrals		X	
1.	Agency	Yes	No
1a.	Coor Desc		
2.	Agency	Yes	No
2a.	Coor Desc		
3.	Agency	Yes	No
3a.	Coor Desc		
4.	Agency	Yes	No
4a.	Coor Desc		
5.	Agency	Yes	No
5a.	Coor Desc		
6.	Agency	Yes	No
6a.	Coor Desc		
7.	Agency	Yes	No
7a.	Coor Desc		
8.	Agency	Yes	No
8a.	Coor Desc		
9.	Agency	Yes	No
9a.	Coor Desc		
10.	Agency	Yes	No
10.a	Coor Desc		
11.	Agency	Yes	No
11a.	Coor Desc		
12.	Agency	Yes	No
12a.	Coor Desc		

SECTION 7: ESTIMATED VEHICLE USAGE INFORMATION

(for those agencies requesting vehicles)

(Agencies requesting multiple vehicles will receive separate scores for each vehicle requested)

***See Vehicle Selection Guide for detailed vehicle floorplans:**

<http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/VehicleTermContracts.aspx>

SMV	Standard Minivan	DMV	Dedicated Mobility Vehicle (MV-1)					
MMV	Modified Minivan	LTN	Light Transit Narrow Body					
CV	Converted Van	LTV	Light Transit Wide Body (22' or 25')					
Complete one column for each vehicle requested. This page may be copied if more than three vehicles are being requested.			Vehicle One	Vehicle Two	Vehicle Three			
1.	Type of vehicle requested (SMV, MMV, DMV, CV, LTN, LTV)							
2.	Number of days per week the vehicle will be operated							
3.	Number of days per year vehicle will be operated							
4.	Estimated trips to be provided per year* **							
	Vehicle	Trips/day	X	Days/year	=	Trips/year	Trips/year	Trips/year
	#1		X		=			
	#2		X		=			
	#3		X		=			
5.	Estimated mileage per year**							
	Vehicle	Miles/day	X	Days/year	=	Miles/year	Miles/year	Miles/year
	#1		X		=			
	#2		X		=			
	#3		X		=			
6.	Estimated hours per year							
	Vehicle	Hours/day	X	Days/Year	=	Hours/year	Hours/year	Hours/year
	#1		X		=			
	#2		X		=			
	#3		X		=			
							Yes	No
7.	Will vehicle be operated by your agency?							
	If no, who will be responsible for operating the vehicle?							
	Has the agency that will be operating the vehicle been consulted on the type of vehicle to purchase?						Yes	No

*Passenger trips – a trip is counted every time a passenger boards a vehicle (10 people in one vehicle going to and from a location = 20 trips).

Check all types of trips provided by your agency.

	Medical Appointments		Employment
	Human Service Appointments		Congregate Meals
	Vocational Rehabilitation		Recreation
	Other (please specify type)		

** For applicants operating vehicles previously funded by the FTA Section 5310 program, trips and mileage estimates from previous applications will be reviewed. Points will be awarded to those agencies with actual trips and mileage over 79% of the estimates listed in prior proposals. Points will *not* be awarded to previous applicants whose actual vehicle use did not approach original trip and/or mileage estimates.

SECTION 8: PROJECT OPERATING EXPENSES

Estimate the expenses associated with operating the project being applied for: drivers' salaries, dispatcher(s) salaries, administrative salaries related to the operation vehicles, training expenses, insurance, fuel cost, maintenance and other administrative expenses (e.g. rent, utilities, etc.) How will your organization meet these expenses? If your agency uses volunteers, use the minimum wage for their salaries times the hours worked. Salaries should be expressed as full-time equivalent (i.e. if you have two part time drivers who work twenty (20) hours each, they are equal to one full time 40-hour driver).

Estimated gas mileage for vehicles SMV and MMV 20 mpg

Estimated gas mileage for vehicles DMV, CV, LTN, and LTV 10 mpg.

Estimated fuel cost \$3.50 per gallon. (All vehicle projects must use this figure to calculate fuel costs).

*Formula for calculating fuel: Yearly mileage/divided by Miles per Gallon x Cost of Fuel

Example: 30,000 miles per year/10 miles per gallon *\$3.50 per gallon

$(30,000/10)=3,000$ Gallons of Fuel*\$3.50(Cost of Fuel) =\$10,500 Estimated Fuel Cost per year.

	Operational Costs	Salary (Hours x wages)* fringe benefits)
1.	Salaries	
	Driver salaries (including fringe benefits)	
	Dispatcher salaries (including fringe benefits)	
	Secretary	
	Administrator	
	Other salaried personnel to support transportation	
2.	Employee training expenses	
3.	*Fuel (Yearly Mileage)/mpg*\$3.50 =(Yearly Fuel Cost)	
4.	Vehicle insurance (include all vehicles requested)	
5.	Maintenance (for any vehicles requested, use \$200 per vehicle)	
6.	Administrative expenses	
7.	Vehicle storage expenses	
8.	Other (please describe)	
9.	Total Operational Costs for Requested Project	
10.	Funds committed to operational costs	\$

SECTION 9: VEHICLE REQUEST FORM

(for those agencies requesting vehicles)

Complete a separate form for each vehicle requested. Indicate Priority 1, Priority 2, etc. for each vehicle requested. If your agency operates multiple vehicles, your fleet must be at 50% accessible before a non-accessible vehicle will be approved. The accessible percentage of your fleet is determined by the vehicle inventory submitted.

Vehicle information and estimated costs may be found at:

<http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/VehicleTermContracts.aspx>

VEHICLE REQUEST FORM												
(Complete one page for each vehicle requested)												
1.	Replacement Vehicle		Vehicle to be Replaced (Section 10)		Expansion Vehicle							
2.	Project Priority Number (Mark appropriate number)			1		2		3				
3.	Name on Vehicle Title:											
4.	Delivery Address:											
5.	City, State, Zip:											
6.	Delivery County:											
7.	Contact Person:											
8.	Phone Number:											
9.	Fax Number:											
10.	E-mail address:											
11.	Select Vehicle Type (Use Vehicle Selection Guide to select appropriate vehicle)											
	Standard Minivan		Converted Van		CV-12		CV-6-1		CV-4-2			
	Modified Minivan		Without middle seat				Hydraulic lift, power ramp					
	Dedicated Mobility Access Vehicle (MV1)											
	Light Transit Narrow		LTN-8-2		LTN-6-3		LTN-4-4					
	Hybrid LTV 22'		LTV-14-1		LTV-12-2		LTV-0-6					
	Light Transit Wide 22'		LTV-14-1		LTV-12-2		LTV-0-6					
	Light Transit Wide 25'		LTV-16-2		LTV-13-2		LTV-12-3					
Additional Items For Converted Vans And Light Transit Vehicles:								Unit				
	Base Vehicle price from 2014 - 2015 Catalog.						Cost	Qty	Total			
12.	Vehicle Selected & base price						1					
Select lift for LTN and LTV (Converted vans are equipped with Braun lifts)												
13.		Braun		Ricon		Maxon			1			
14.	Restraint System:		Q-Straint			Sure-Lok						
15.	Webbing loops	Number of restraint position (4 for each mobility position)										
16.	Prefer no jump seats											
17.	Integrated Child Seat Not available on MMVs or LTV-					Single						

	0-6				
		Double (not available for CVs)	Double		
18.	Flat Floor	(LTVs and LTNs only) (LTV-0-6 and LTN-4-4 have flat floor included in base vehicle price)		1	
19.	Slip Resistant Flooring			1	
20.	Radio Ground Plane			1	
21.	Electric Transit Door			1	
22.	Heavy Duty Suspension			1	
23.	Other				
24.	Other				
25.	Total Lines 10 - 24		Total Vehicle Cost		
26.			Federal Share (80%)		
27.			Local Share (20%)		

SECTION 10 - CURRENT VEHICLE INVENTORY

Legal Name of Agency:

Please complete the information on the table below for each vehicle used to transport passengers, listing replacement vehicles first.

	1	2		3	4	5	6	7	8	9
	Year	Vehicle Make	Model	Replace Yes or No	Specialized Program Vehicles only VIN (Last 6 digits) for currently active vehicles purchased through Specialized Program	Passenger Capacity Ambulatory or Wheelchair 5-2 five ambulatory 2 wheelchair positions	Current Mileage	Date Purchased or Leased	Total One Way Passenger Trips Per Year	12 Month Maintenance & Repair Costs
EX	2003	EI	Ford 350	Yes	654321	5-2	150,000	6/1/2001	2,222	\$4,000
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										

_____ Number of Accessible Vehicles
 ÷ _____ ÷ Total Number of Vehicles
 = _____ % Percent of Vehicles Accessible **If this number is less than 50%, you must request an accessible vehicle.**

SECTION 11: PROPOSAL FOR COMPUTER EQUIPMENT

Legal Name of Agency:
DBA (if applicable):

Two quotes for the equipment requested must accompany the proposal.

All computer hardware and software requested for the FTA Section 5310 program funding must be used primarily for serving the transportation needs of the elderly and individuals with disabilities. Computers are purchased by the agency and provided 80% reimbursement after submission of invoices. Computer purchases are only available to applicants who have previously participated in program and have five or more vehicles

Total Project Cost: Applicants must attach at least two (2) cost estimates for the entire project, listing costs for computer hardware and software separately:

	Computer Equipment (specify) hardware or software	Unit Cost	Qty	Total Cost
1.				
2.	Total Project Cost			
3.	Federal Share (80%)			
4.	Local Share (20%)			
5.	Computer equipment will be used for the following business functions: (Check appropriate boxes)			
	<input type="checkbox"/> Billing			
	<input type="checkbox"/> Scheduling/dispatching			
	<input type="checkbox"/> Driver scheduling			
	<input type="checkbox"/> Maintenance records			
	<input type="checkbox"/> Reports			
6.	Number of vehicles computer will be used to schedule			
7.	Explain how the requested computer equipment will be used to support the transportation service. Describe the current method of collecting and tracking transportation service information. Discuss any expected improvements in service delivery or coordination and any reduction in the cost to provide service.			
8.	Attach (two) copies of cost estimates for requested equipment (Cost estimates will be used to establish baseline for estimated project cost.)			
9.	A copy of the agency's procurement policies and procedures must be submitted to ODOT with the Proposal.			

**SECTION 12: PROPOSAL FOR COMMUNICATION EQUIPMENT/INTELLEAGENT
TRANSPORTATION SYSTEMS**

Legal Name of Agency:
DBA (if applicable):

Communications equipment/intelligent information system technology is purchased by the agency and provided 80% reimbursement after submission of invoices.

	Communications Equipment (Specify)	Unit Price	Qty	Total Cost
1.				
2.	Total Project Cost			
3.	Federal Share (80%)			
4.	Local Share (20%)			
5.	Provide explanation of how equipment will be utilized and benefit the agency; improvements in service delivery, coordination, reduction in cost, etc.			
6.	Attach (two) copies of cost estimates for requested equipment (Cost estimates will be used to establish baseline for estimated project cost.)			

SECTION 13: OTHER CAPITAL PROJECT(S)

	Project Type (See AMATS Coordinated Plan for other eligible capital projects)	Unit Price	Qty	Total Cost
1.				
2.	Total Project Cost			
3.	Federal Share (80%)			
4.	Local Share (20%)			
7.	Provide explanation of how project will be utilized and benefit the agency; improvements in service delivery, coordination, reduction in cost, etc.			
8.	Attach (two) copies of cost estimates for requested equipment (Cost estimates will be used to establish baseline for estimated project cost.)			

SECTION 14: OPERATING EXPENSE ASSISTANCE

Please select one type of operating assistance, either new service or expansion service, and describe general service area, vehicles used, destinations, what target population(s) is served by the program (seniors, those with disabilities, etc.), general schedule, etc. Attach up to one additional page if necessary.

1. New Service	
Description of Service	
2. Expansion of Existing Service	
Description of Service	
Please provide an explanation of how this service will be utilized to benefit your agency and clients	
Total Project Cost	
Federal Share (50%)	
Local Share (50%)	

SECTION 15: LOCAL MATCH CERTIFICATION

We, the undersigned representing

(Legal Name of Agency)

do hereby certify to the Akron Metropolitan Area Transportation Study that the required local match for the proposed project will be available in the following amount(s), from the following source by the start date of the proposed project:

Requested Items/ Project Type	Qty	Total Cost (\$)	Federal Share Amount (80% capital; 50% operating) (\$)	Local Share Amount (\$)	Funding Source for Local Share
Vehicle Purchases					
Computer Hardware/ Software					
Other Communication Equipment					
Operating Assistance					
Enhancement of Pedestrian Connections					
Other Project Type					
Total Estimated Local Share (\$)					

Authorizing Signature:

Title:

Date:

SECTION 16: SAMPLE AUTHORIZING RESOLUTION

Resolution No:

A resolution authorizing the filing of (an) Proposal with the Akron Metropolitan Area Transportation Study by

(Legal Name of Agency)

for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Laws, as codified, 49 USC Section 5310 as the Enhanced Mobility of Seniors and Individuals with Disabilities Program and executing a contract with AMATS and the local designated recipient upon project approval.

WHEREAS, the Akron Metropolitan Area Transportation Study is authorized to award and administer grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program; and

WHEREAS, METRO RTA of Summit County and PARTA of Portage County are the direct recipients of FTA funds in the Akron metropolitan area; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 5310 the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder

NOW, THEREFORE BE IT RESOLVED BY (Governing Body of Applicant)

1. That _____
(Name and Title of Designated Official)

Is authorized on behalf of

(Legal Name of Agency);

- a. to execute and file
 - i. Proposals to aid in the financing of capital assistance projects
 - ii. Grant agreements with the Akron Metropolitan Area Transportation Study for aid in the financing of capital assistance projects
 - iii. An assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964
 - iv. Set forth affirmative disadvantage business policies in connection to any procurement made as part of the project

2. That _____
(Name and Title of Authorized Representative)

Is authorized to furnish such additional information as the Akron Metropolitan Area Transportation Study or any locally designated funding recipient may require in connection with the proposal for the program of projects submitted to the Federal Transit Administration.

3. The undersigned duly qualified and acting _____
(Name, Title of Designated Official)
of the _____
(Legal Name of Agency)

certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the

_____ Held on _____
(Governing Body of Applicant) Date

If applicant has an official seal, impress here.

Signature of Recording Officer, title Date

**SECTION 17: CERTIFICATION OF PROJECT DERIVED FROM THE AMATS
COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION
PLAN**

(Legal Name of Agency)

Hereby confirms that the project(s) submitted by the applicant in this proposal is/are derived from the AMATS Coordinated Public Transit – Human Service Transportation Plan, as found on page(s) _____ of the aforementioned plan.

Signature

Date

SECTION 18: TITLE VI COMPLIANCE FORM

Legal Name of Agency	
Title VI Compliance Form	
<p>Purpose: Title VI of Civil Rights Act of 1964 declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy. The FTA requires recipients to report certain general information to determine compliance with Title VI. For more information, please review FTA's Title VI Circular 4702.1A at: http://www.fta.dot.gov/civilrights/civil_rights_5088.html</p> <p>All proposers must complete the form using the NUMBER OF TRANSPORTATION CLIENTS SERVED. An individual client may be reported as both a low-income and minority client. Only report the agency's clients served. DO NOT report US Census percentages or passenger trips. Use your client database to determine the number of low income and/or minority clients. Use agency contract data if available. If you do not have that information, provide your best estimate and footnote how you arrived at that estimate at the bottom of the page.</p>	
Transportation Clients Served	Category
	<u>Low-Income</u> means a person whose median household income is at or below the Department of Health and Human Services' poverty guidelines.
	<u>Minority Persons</u> include the following:
	American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
	Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
	Black or African American Populations, which refers to peoples having origins in any of the Black racial groups of Africa.
	Hispanic or Latino Populations, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
	Native Hawaiian and Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	If above information estimated, on what basis was it estimated?

SECTION 19: TITLE VI GENERAL REPORTING REQUIREMENTS

Legal Name of Agency :
DBA (if applicable):

Please provide a response to each of the questions listed below:

Describe the procedure for investigating and tracking Title VI complaints filed against the agency. Is this procedure available to members of the public upon request?

Describe the mechanism(s) for disseminating this information to the public. Provide a summary of public outreach and involvement activities undertaken and a description of the steps taken to ensure minority, low-income, and Limited English Proficiency populations have meaningful access to these activities.

Provide a list all active lawsuits or complaints against the transit provider alleging discrimination based on race, color, or national origin with respect to service or other transit benefits. Each lawsuit or complaint must include the date the investigation, lawsuit, or complaint was filed, a summary of the allegations(s), the status of the investigation, lawsuit, or complaint and actions taken in response to the investigation, lawsuit, or complaint and actions taken in response to the investigation, lawsuit or complaint.

Do you have a policy in place to ensure meaningful access to the benefits, services, information, and other important portions of your programs and activities for individuals who are Limited English Proficient?

Summarize all civil rights compliance reviews conducted by other local, state, or federal agencies during the past three years. (This question is for the applicant, which includes the entire agency, or if a government entity the county or city.)

SECTION 20: OHIO AMBULETTE EXEMPTION REQUIREMENTS

REQUIREMENTS TO BE EXEMPT FROM AMBULETTE LICENSING

DRIVER REQUIREMENTS	
	Age 18
	Valid Driver's license
	No more than six points on abstract
	Obtain driver's abstract
	Criminal background check through Bureau of Criminal Identification
	Pre-employment alcohol testing
	Pre-employment drug testing
	Signed statement from licensed physician declaring applicant does not have a medical or physical condition, including vision impairment that cannot be corrected, that could interfere with safe driving, passenger assistance, emergency treatment activity or could jeopardize the health and welfare of a client or the general public
REQUIRED TRAINING	
	Bloodborne pathogens training
	Drug and alcohol training
	Wheelchair securement
	Passenger assistance training
	First aid
	CPR
	Written substance abuse policy
VEHICLES	
	Two way Communications
	Written maintenance for routine servicing and maintenance or documented preventive maintenance program
	Written routine for routine vehicle inspections (minimum is manufacturer's recommendations)
	Record of vehicles repairs, date of repair, description of service, name of person who performed service.
	Equipped with first aid kit
	Equipped with biohazard kit
	Daily checklist for driver's to complete, if wheelchair equipped, lift must be cycled at least once before vehicle is put into service for the day
INSURANCE REQUIREMENTS	
	\$500,000 liability per occurrence and \$500,000 in the aggregate
	\$100,000 for bodily injury or death to any one person arising out of one accident
	\$300,000 for bodily injury or death of more than one person in any accident
	\$50,000 for property damage from any one accident
(Legal Name of Agency)	
has in place policies and procedures to meet all the above requirements.	
Signature of Authorized official	Date

SECTION 21: FY 2015 FEDERAL AND STATE CERTIFICATIONS AND ASSURANCES FOR THE FTA SECTION 5310 PROGRAM:

(Legal Name of Agency)

DBA (if applicable):

The applicant agrees to maintain all certifications and adhere to all regulations established by the Federal Transit Administration (FTA) regarding the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program, per FTA Circular 9070.1G.

<http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/5310/fta.2014%20circular.c9070.1g.pdf>

Applicants may refer to the AMATS Program Management Plan (PMP) for the FTA Section 5310 program for details on the local program administration process. All eligible subrecipients will work with the region's designated funding recipient (METRO RTA) per the PMP guidelines.

<http://www.amatsplanning.org/wp-content/uploads/2014/08/AMATS-Area-Program-Management-Plan.pdf>

The administration of all AMATS-attributable funding programs is discussed in the AMATS Funding Policy Guidelines, which can be found on the AMATS website: www.amatsplanning.org

Authorizing Signature:

Title:

Date: