



**MIAMI VALLEY**  
Regional Planning Commission

# GRMI Coordination Council Meeting March 14, 2023



# Agenda

---

<u>Item</u>	<u>Topic</u>	<u>Time</u>	<u>Presenter</u>
I.	Welcome/Introductions	10:00 a.m.	ALL
II.	GRMI Council Updates	10:10 a.m.	Serena Anderson
III.	GRMI Plan Update	10:20 a.m.	Serena Anderson
IV.	Section 5310 Grant	10:30 a.m.	Kierra Branch

The next meetings will be:

- June 6, 2023 at Edison State College
- September 5, 2023 at Montgomery County Business Solutions Center
- December 5, 2023 at Edison State College



# Greater Regional Mobility Initiative Council

---

*The GRMI council addresses the challenges of coordinating and strengthening transportation services for older adults and individuals with disabilities in a eight-county region by solving gaps in transportation services through sharing resources and services for specialized populations.*



**GREATER REGION  
MOBILITY INITIATIVE**





# GRMI Meeting Calendar

## January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## July

Su	Mo	Tu	We	Th	Fr	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# Join Miami Valley Connect!



Forum

About

More



MVRPC Connect Forum

Search



Create New Post



Miami Valley Connect is a discussion forum that offers members an opportunity to come together to share events, resources and information outside of the council.



# Driver Training Program

---

*Clark State, The Miami Valley Regional Planning Commission and the Greater Regional Mobility Initiative bring you our*

## **DRIVER TRAINING PROGRAM**

Standardized driver training to equip adult participants with basic knowledge for employment with public and not-for-profit transportation sectors.



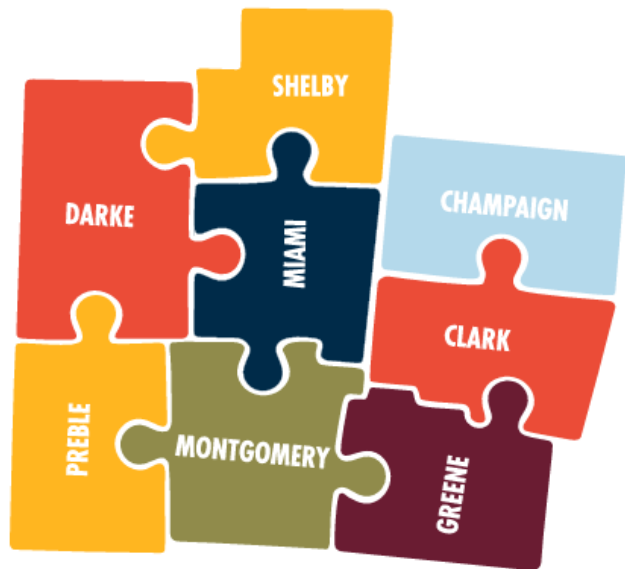
# Greater Regional Mobility Initiative Plan



GREATER REGION

## Transportation Coordination Plan

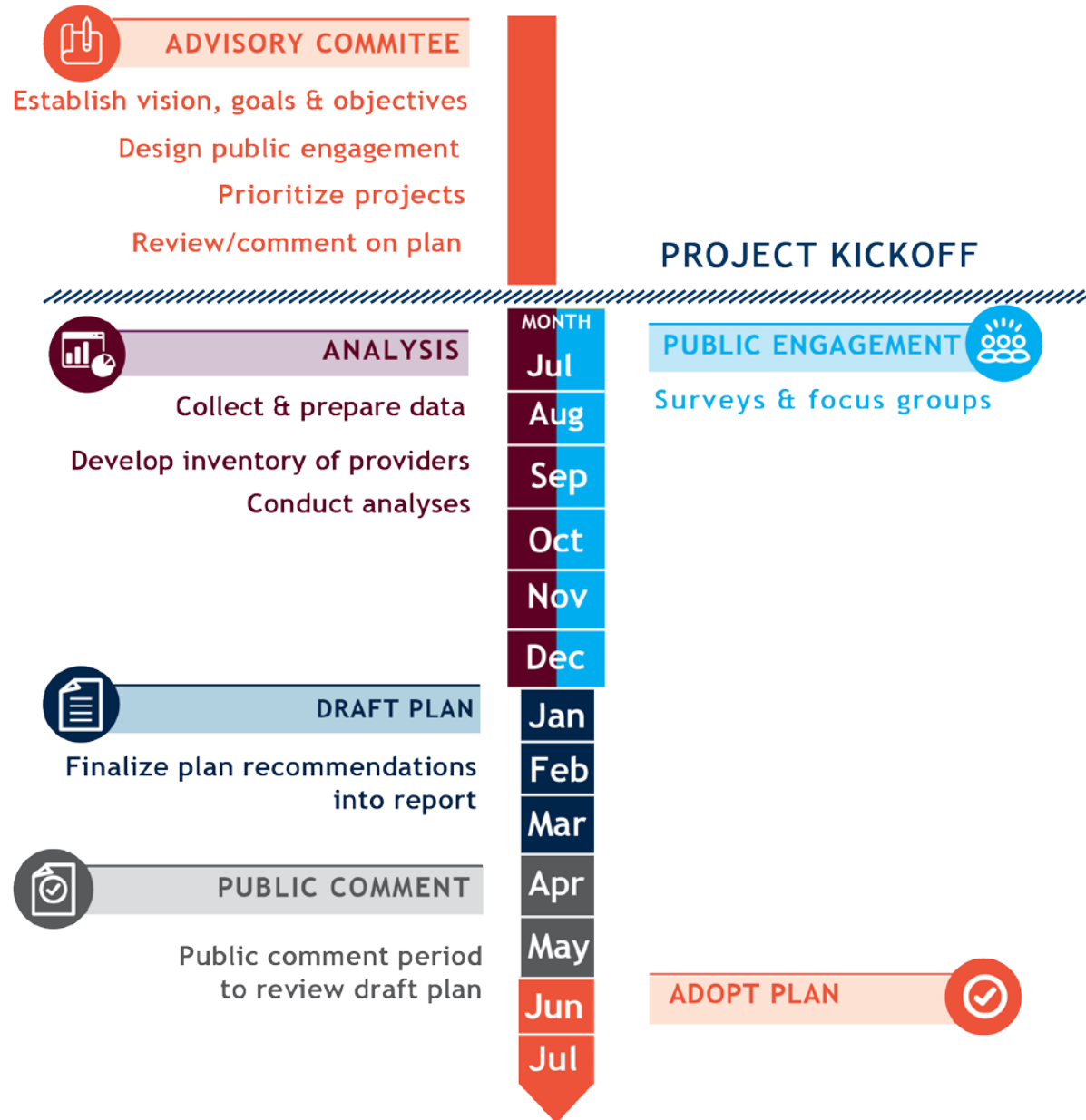
2020/2024



GRMI Plan is a roadmap to coordinating transportation and improve coordination among transit and transportation providers by removing barriers for populations that live in the “Greater” Miami Valley “Region”.



# Plan Update Timeline





# Questions



# ODOT SECTION 5310 SPECIALIZED TRANSPORTATION



OHIO DEPARTMENT OF  
TRANSPORTATION

## Presentation Agenda

- Purpose of Grant
- Coordinated Planning
- Section 5310 Eligible Projects
- ODOT Application Cycle
- Questions

# PURPOSE OF THE GRANT

- To enhance the mobility of seniors and individuals with disabilities by removing barriers to transportation services and expanded the transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities.
  - Seniors are defined as any person age 65 or above and;
  - The term “disability” means, with respect to an individual-
    - A physical or mental impairment that substantially limits one or more major life activities of an individuals;
    - A record of such an impairment; or
    - Being regarded as having such an impairment



# COORDINATED PLANS

- To identify community resources for transportation and mobility, understand the gaps and unmet needs within those resources, and to determine the approach to addressing those gaps and unmet needs.
- Projects required to be included for 5310 funding
- Coordinated Plans must be ODOT-approved following ODOT's Coordinated Plan Template and Guidance:  
<http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/LocallyDevelopedCoordinatedPlans.aspx>
- Lead Agency

# ELIGIBLE PROJECTS

- Vehicles
- Computer hardware and/or software and equipment to support vehicles that serve the program purpose
- Preventive maintenance for 5310 funded vehicles
- Operating Assistance

# VEHICLES

# VEHICLES

- Vehicles are to be used for program-related needs for which the Section 5310 grant is made.
- It is crucial that sub-recipients comply with all contractual requirements for the use of the vehicle until disposition of the vehicle is approved by ODOT.
- If the vehicle is no longer needed for the original project purpose, then please contact ODOT immediately.



# VEHICLE ORDERING PROCESS

- Each sub-recipient will fill out a vehicle confirmation worksheet (VCW) for each vehicle.
- Once the sub-recipient has returned the VCW with agency and vendor signature, then an ODOT staff member will prepare a contract and local share invoice.
- The sub-recipient has **30 days** to submit the signed contract and local share payment. If we do not receive the signed contract and payment within 30 days, the vehicle funding will no longer be available.
- 180 days

# AVAILABLE VEHICLES

## VEHICLE SELECTION GUIDE:

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

### TABLE OF CONTENTS

LEGISLATION AND REGULATIONS  
DO YOU NEED AN ACCESSIBLE VEHICLE?  
AVAILABLE VEHICLES AND THEIR CAPACITIES  
SELECTING THE PROPER VEHICLE  
MODIFIED MINI VAN (MNV)  
ACCESSIBLE VAN (AV)  
LIGHT TRANSIT VEHICLE (LTV)  
LIGHT TRANSIT VEHICLE (LTV)  
LIGHT TRANSIT VEHICLE (LTV)  
OPTIONAL EQUIPMENT FOR LIGHT TRANSIT VEHICLES  
IMAGES OF OPTIONAL EQUIPMENT

### ACCESSIBLE VAN (AV)

This vehicle is larger than the modified minivan and is flexible enough to accommodate any combination of seven ambulatory passengers and two wheelchair passengers. The exterior of this vehicle has not been modified to make the vehicle accessible. Ambulatory passengers load from the side of the vehicle while passengers with mobility devices using the lift (wheelchairs, scooters, etc.) load from the rear of the vehicle. This vehicle is smaller, more maneuverable, and more fuel efficient than the Light Transit Vehicles (LTN, LTV, LTL). This vehicle does not require a CDL or special licensing.

#### Vehicle Summary:

- Capacity Options (ambulatory/non ambulatory): 7/2
- Wheelchair Accessible: Yes
- Length: 19'
- Width: 81.3"
- Height: 99.2"
- Road Conditions: Rear lift option may be difficult to use on curbsides
- Suggested Service Type: Demand Response
- Maintenance: Normal preventative maintenance with added care to accessibility components

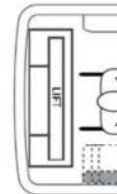
#### Standard Equipment:

- 3.7 Liter, V6 Engine
- OEM Single Battery Capacity
- 150-amp Alternator (OEM Standard)
- 25 Gallon Fuel Tank
- Sliding Side Door
- Adjustable Drivers Seat
- AM/FM Radio/Aux 4 speakers, 2 front and 2 back
- Back-up Camera in Rear-View Mirror
- Rear Entry 800lb. Capacity Lift w/Securements

#### Optional Equipment:

- Rear Entry 1000lb. Capacity Lift w/Securements
- Oxygen Tank Securement system
- Storage area (medical walker)
- Color Paint

### Floor Plan



### LIGHT TRANSIT VEHICLE (LTV)

This vehicle uses a cutaway design with a full body passenger side and large windows and a modern exterior appearance. The LTN 8-2 can fit eight ambulatory passengers and two wheelchair passengers.

All LTNs are equipped with a rear entry passenger side of the vehicle and a lift for wheelchair passengers.

In comparison to the Light Transit Vehicle (LTV), the LTN offers more maneuverability, free bodies; good ground clearance; and no need for these vehicles to pass annual bus inspection.

Technological improvements have resulted in a sturdier structure. The LTN provides for a smoother ride and is less affected by the effects of rust and corrosion.

### IMAGES OF OPTIONAL EQUIPMENT



Single Passenger Seat w/Grab Rails



Double Passenger Seats w/Grab Rails



Three Step Fold Away, seated position



Three Step Fold Away, stowed position



Passenger Jump Seat

# VEHICLE REPORTING

- ODOT sub-recipients are required to report on their 5310 funded vehicles semi-annually
  - Report Period 1-January 1- June 30
    - Due July 30
  - Report Period 2- July 1- December 31
    - Due January 31
- ODOT will attempt to send reminders as a courtesy however we advise all sub-recipients to mark their calendars and bookmark the link.
- Failure to report will result in a penalty on future 5310 funding opportunities
- <https://odot.formstack.com/forms/vehiclemonitoringreport>
- Sub-recipients are required to report on their vehicle until it has met its useful life as defined by ODOT.

# VEHICLE DISPOSITION

- Once a 5310 vehicle has met its useful life, the sub-recipient will fill out a disposition request and submit the form to ODOT.
- Formstack: [https://odot.formstack.com/forms/disposition\\_request\\_for\\_m](https://odot.formstack.com/forms/disposition_request_for_m)
- ODOT will review the request and determine if it is eligible for disposition.
  - If approved, then ODOT will send a release of lien letter and the title to the sub-recipient.
  - If denied, then the agency can resubmit, once it is eligible for disposition. Remember if the vehicle disposition is denied, then the sub-recipients has to continue to report on the vehicle.



# DISPOSITION GUIDELINES

## ODOT Vehicle Disposition Guidelines

As of October 1, 2022

Vehicles Purchased Prior to 2006					
Vehicle	4 years & 100,000 miles	5 years & 120,000 miles	10 Years (5310 ONLY) *	120,000 miles	150,000 miles
Sedans	X		X	X	
Minivans (SMV & MMV)	X		X	X	
Converted Van (CV)		X	X		X
LTL/LTN		X	X		X
LTV		X	X		X

Vehicles Purchased After 2006							
Vehicle	5 years & 130,000 miles	6 years & 150,000 miles	7 years & 180,000 miles	10 Years (5310 ONLY) *	165,000 miles	200,000 miles	230,000 miles
Vans (SMV, CV, MMV, & MV-1)	X			X	X		
AV/LTN		X		X		X	
LTL/LTV			X	X			X

\* For any 5310 vehicles not disposed of at the 5/6/7 year or 150k/200k/230k benchmarks, automatic disposition will be granted and the agency will be sent the title.

# CAPITALIZED MAINTENANCE

# ELIGIBILITY

- All maintenance cost related to active 5310 funded vehicles are eligible.
- Capitalized Maintenance is defined as all activities, supplies, materials, labor, services, and associated cost required to preserve and extend the functionality and serviceability of the vehicle.
- The Uniformed System of Accounts (USOA) can be referenced when trying to determine eligible activities under capitalized maintenance.
  - Page 65-71 “ 041 Maintenance Administration- Vehicles”- “ 091 Inspection and Maintenance of Service Vehicles”
  - [uniform-system-accounts-usoa-effective-fy18\\_0.pdf](#)  
[\(dot.gov\)](#)

# REIMBURSEMENT PROCESS

- Sub-recipients submit invoices to ODOT quarterly.
- Invoices due dates are as follows:
  - Quarter 1: January 1- March 31
    - **Due April 30**
  - Quarter 2: April 1- June 30
    - **Due July 30**
  - Quarter 3: July 1- September 30
    - **Due October 30**
  - Quarter 4: October 1- December 31
    - **Due February 28**



# EQUIPMENT

# ELIGIBILITY AND LOCAL SHARE

- Computer Hardware, computer software, and equipment that support 5310 funded vehicles and/or operations that seek to remove transportation for seniors and individuals with disabilities.
  - Example: Radios for buses, scheduling and dispatching software, office equipment
- ODOT will reimburse 80% of the total project cost **up to** the contract amount.
  - Example 1: ABC Transit was awarded \$2,500 in federal 5310 funds to purchase radios for their vehicle fleet based on an estimated total project cost of \$3,125.00. The final total project cost of the radios was \$5,000. 80% of \$5,000 is \$4,000, however ABC Transit can only be reimbursed \$2,500 per their federal award and contract.
  - Example 2: ABC Transit was awarded \$2,500 in federal 5310 funds to purchase radios for their vehicle fleet based on an estimated total project cost of \$3,125.00. The final total project cost of the radios was \$3,000. They can only be reimbursed 80% of the total project cost or \$2,400 even though their award was for \$2,500.
- In both examples, the radios must be procured and purchased by ABC transit **before** ODOT will issue the funds. Projects will only be reimbursed if all steps of the procurement process were completed successfully.

# PROCUREMENT

- Micro Purchases
  - Up to \$10,000
- Small Purchases
  - \$10,000.01 - \$49,999
- Large Purchases
  - \$50,000 +

PROCUREMENT CHECKLIST MICRO PURCHASES: \$0 to \$10,000	
Procurement procedures at the Micro level apply to purchases greater than \$10,000.01 and less than \$250,000. For compliance with Ohio Revised Code (ORC), the Small Purchase greater than \$10,000 to less than \$50,000. All required documentation along with the procurement checklist must be completed and submitted to ODOT with request for procurement. In addition to following FTA regulations, subrecipients are responsible for following the procurement policies of their governing entity and all applicable state and local regulations.	
Bacon Act applies to construction contracts. Subrecipients are responsible for following the Bacon Act and all applicable state and local regulations.	
Date	Task
	Consult with ODOT Representative
	Fair & Reasonable Price Documentation
	Davis-Bacon (Construction)
	Invoice
	Delivery Receipt (Capital Items Only)
	P.O.
I certify that copies of all required documents for this procurement have been completed and submitted with the originals retained on-site and readily accessible for review by ODOT representatives.	
Signature: _____	

PROCUREMENT CHECKLIST FOR ODOT OFFICE OF TRANSIT SUBRECIPIENTS SMALL PURCHASES: \$10,000.01 to \$49,999	
FTA procurement procedures at the Small level apply to purchases greater than \$10,000.01 and less than \$250,000. For compliance with Ohio Revised Code (ORC), the Small Purchase greater than \$10,000 to less than \$50,000. All required documentation along with the procurement checklist must be completed and submitted to ODOT with request for procurement. In addition to following FTA regulations, subrecipients are responsible for following the procurement policies of their governing entity and all applicable state and local regulations.	
Date	Task
	ODOT Pre-Approval Prior to Purchase
	Independent Cost Estimate (ICE)
	Complete Specifications w/ Required FTA Clauses
	Price Quotations
	Cost/Price Analysis
	SAM Search
	Responsible Vendor Determination
	Awarded Vendor's Proposal
	P.O. with Applicable FTA Clauses
	Invoice from vendor
	Delivery Receipt (Capital Items Only)
<b>Procurement Overview &amp; Summary Form</b>	
	DBE Form
	Notice of Contract Claims & Resolutions (If applicable)
	Notice of Protests & Resolutions (If applicable)
	Davis Bacon (Construction Only)
I certify that copies of all required documents for this procurement have been completed and submitted with the originals retained on-site and readily accessible for review by ODOT representatives.	
Signature: _____	Date: _____

PROCUREMENT CHECKLIST FOR ODOT OFFICE OF TRANSIT LARGE PROCUREMENT (IFBs/RFPs): \$50,000 and above	
Procurement procedures at the Large level apply to purchases greater than or equal to \$50,000 per ORC regulations. Large purchases are procured through either Invitations For Bid (IFB) or Requests For Proposals (RFP). Purchases at this level must be discussed with an ODOT Representative prior to engaging in procurement. Concurrence by ODOT is required at 3 steps in the procurement process: 1) Approval of bid/proposal package; 2) Approval of vendor recommendation; 3) Approval of contract documents. ODOT's oversight of large procurements provides guidance throughout the process and ensures that FTA requirements are followed. In addition to following FTA regulations, subrecipients are responsible for following the procurement policies of their governing entity and all applicable state and local regulations.	
Date	Task
	Discuss procurement with ODOT Representative
	Independent Cost Estimate
	Complete Specifications
	Written Selection Procedures (included in solicitation)
	Complete Solicitation Package with Applicable FTA Clauses Included
	Advertisement & Public Notice
<b>ODOT Concurrence on Bid/Proposal Package and Process</b>	
	Emails to Potential Vendors & Proof of Advertisement Publication
	Bid Opening Form/Record of Proposals Submitted
	Responsiveness Determination
	Price/Cost Analysis
	Bid/Proposal Rejection Explanation (if any)
	SAM Search
	Responsible Vendor Determination
	Bid Tabulation/Selection of Lowest Price (IFB)
	Evaluation Rating Sheets & Summary (RFP)
	Recommended Vendor's Proposal
<b>ODOT Concurrence on Recommended Vendor</b>	
	Sound and Complete Agreement
	Applicable FTA Clauses in Contract
	Contract Modifications (In Scope)
	Attorney Approval of Contract
	Documentation of Board (or Authorized Governing Entity) Approval
	Delivery Receipt (Capital Items Only)
<b>Procurement Overview &amp; Summary Form</b>	
	DBE Form
	Notice of Protests & Resolutions (If Applicable)
	Notice of Contract Claims & Resolutions (If Applicable)
	Davis-Bacon (Construction)
	Copies of Bonds (Construction)
	Buy America (Bus & Rolling Stock)
	Evidence of Negotiations w/ Highest Ranked Suppliers & Ranking Based on Technical Capability Only (A&E)
<b>ODOT Concurrence on Contract</b>	
I certify that copies of all required documents for this procurement have been completed and submitted with the originals retained on-site and readily accessible for review by ODOT / FTA representatives.	
Signature: _____	Date: _____

# OPERATING

# ELIGIBILITY AND LOCAL SHARE

- ODOT will reimburse 50% of the operating cost and the local provides 50% of the operating cost
- Operating expenses are those cost necessary to operate, maintain, and manage the transportation service
  - Drivers' salaries
  - Fuel
  - Items having a useful life of less than one year
- Operating Recipients must provide “open-door” service to receive operating assistance
  1. Does your agency provide transportation to and from your facility?
  2. Do you ONLY provide transportation to a particular clientele?
  3. Can anyone in your service area, whether it be based on age, disability or other, request transportation through your agency?



# REIMBURSEMENT PROCESS

- Sub-recipients submit invoices to ODOT quarterly.
- Invoices are submitted to the Program Coordinator via email
- Invoices due dates are as follows:
  - Quarter 1: January 1- March 31
    - **Due April 30**
  - Quarter 2: April 1- June 30
    - **Due July 30**
  - Quarter 3: July 1- September 30
    - **Due October 30**
  - Quarter 4: October 1- December 31
    - **Due February 28**

# APPLICATION

# DAYTON UZA APPORTIONMENT HISTORY

## *\*Dayton UZA Funding Available to Miami, Montgomery, & Greene Counties*

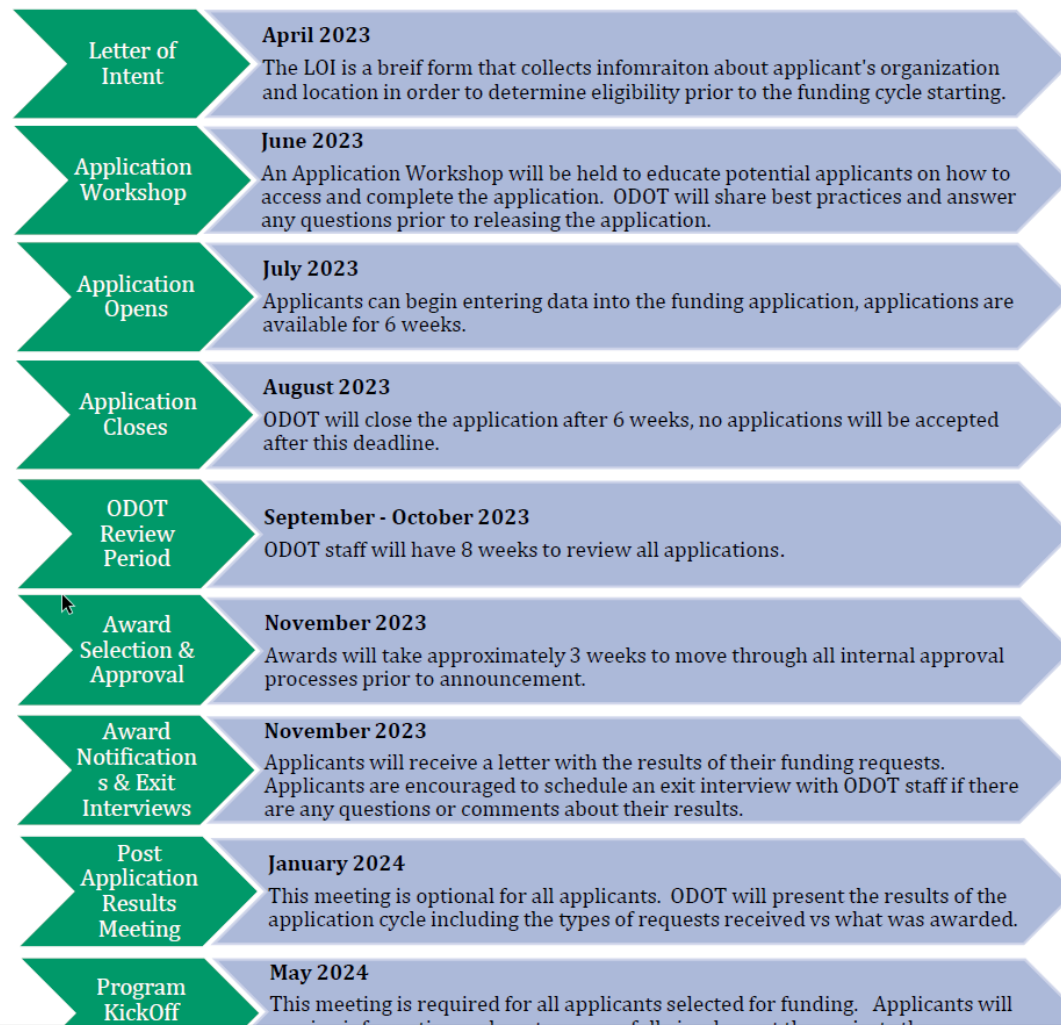
- Approx 1.5 million
- Approx 2.5 Million State GRF
- Approx 3.4 million for rural areas ( Darke, Preble, Shelby, etc.)

# ODOT FUNDING CYCLE

- Previous cycle currently under review
- Competitive Program with Annual Application
  - Pre-application is released (2-week period)
  - Mandatory Application workshop
  - Application Posted
  - Application period (5 weeks)
  - ODOT internal review of applications (5 weeks)
  - Award announcements sent
  - Vehicle Cost Worksheets issued ( Vehicle awardees only)
  - Reporting forms are issued
  - Contracts sent- all subrecipients
  - Projects begin (Jan 1- December 31)

# FUNDING APPLICATION TIMELINE

## FUNDING APPLICATION TIMELINE



# PROJECT SELECTION

- Competitive Process
- Scoring in place
- Point system



# PROJECT SCORING & APPLICATION SUCCESS

- **Demonstration of Need**
  - Public Transit System
- **Project Readiness**
  - Managerial Capacity to implement the project
  - Detailed Project Goals
- **Funding Capacity**
  - Local match sources available
- **Coordination**
  - Project address unmet needs and goals within Regional Plan
- **Individual score**
  - Capital, Operating, Vehicles, Equipment

# 5310 WEBPAGE-

[HTTPS://WWW.TRANSPORTATION.OHIO.GOV/WPS/PORTAL/GOV/ODOT/ABOUT-US#PAGE=1](https://www.transportation.ohio.gov/wps/portal/gov/odot/about-us#page=1)



What is ODOT?  
ABOUT US

All About  
TRAVELING

ODOT  
PROJECTS

Know Our  
PROGRAMS

Doing  
BUSINESS



Please Enter Your  
Location



Transit

WELCOME

TRANSIT GENERAL  
RESOURCES

TRANSIT  
PUBLICATIONS &  
FORMS

## Specialized Transportation Program (5310)

October 16, 2019 | [ODOT](#)



Share this



### Contact

Kierra Branch

5310 Program Coordinator

614-387-5190

[Kierra.Branch@dot.ohio.gov](mailto:Kierra.Branch@dot.ohio.gov)



# TECHNICAL ASSISTANCE REVIEW (TAR)

# TAR

- Agencies are chosen based on a variety of risk factors, including number of grants, funded projects, reporting, and new administrative staff.
- Conducted on a tri-annual basis
- The TAR covers all 5310 awarded projects to ensure compliance with program guidelines.
- Federal, State, OSHA, and Title VI training and documentation requirements are also reviewed.
- A questionnaire to be completed by the agency will be sent approximately three weeks to be returned to ODOT one week before the site visit.
- After the review, the agency will be sent an official report with an Action Plan. Any deficiencies identified within the report will need to be completed within the stated timeframe.



## Contact Information

Kierra Branch  
5310 Program Coordinator  
[Kierra.branch@dot.ohio.gov](mailto:Kierra.branch@dot.ohio.gov)  
614-387-5190

*Last updated 3/13/2023*