

# September 10 Agenda

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<u>Item</u>	<u>Topic</u>	<u>Time</u>	<u>Presenter</u>
1.	Welcome/Introductions	10:00 a.m.	ALL
2.	GRMI Plan Adoption	10:10 a.m.	Serena Anderson, MVRPC
3.	<b>Break</b>	<b>10:30 a.m.</b>	<b>ALL</b>
4.	Section 5310 Program	10:40 a.m.	Kierra Branch, ODOT
5.	Questions	11:00 a.m.	ALL
6.	<b>Break</b>	<b>11:15 a.m.</b>	<b>ALL</b>
7.	Compliance Expectations	11:25 a.m.	Sara Walton, ODOT
8.	Questions/Follow-up	11:45 a.m.	ALL





# Welcome & Introductions



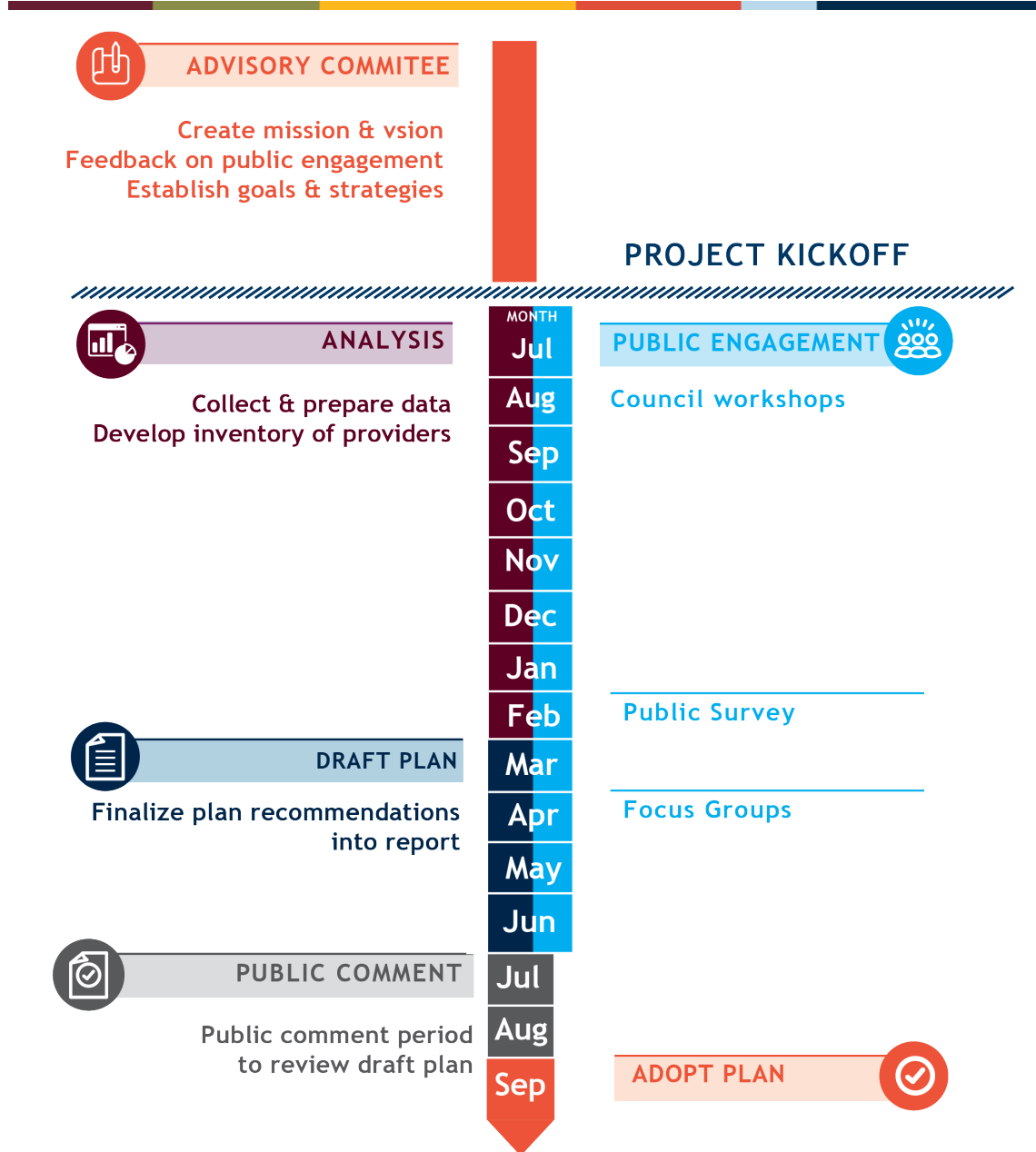
# **Greater Region Mobility Initiative Transportation Coordination Plan**

## Plan Purpose

*To identify unmet needs for transportation services, establish local and regional goals and strategies for meeting needs, and prioritize projects for funding and implementation.*



# Planning Timeline



# Chapters



Background

Chapter 1: Characteristics of the Greater Region

Chapter 2: Overview of Available Services

Chapter 3: Assessment of Transportation Needs

Chapter 4: Recommendations, Roles & Responsibilities

Chapter 5: Goals & Strategies

Appendix

[www.mvrpc.org/mobility](http://www.mvrpc.org/mobility)



# Background: Vision

*The Greater Region Mobility Initiative promotes regional mobility by identifying and addressing transportation barriers.*



Image source: <https://www.sharedmobilityprinciples.org/resources>



# Background: Mission

*The Greater Region Mobility Initiative aims to improve transportation services and reduce transportation barriers through expanded outreach, resource sharing, and streamlined and coordinated services in an 8-county region known as the Greater Region.*



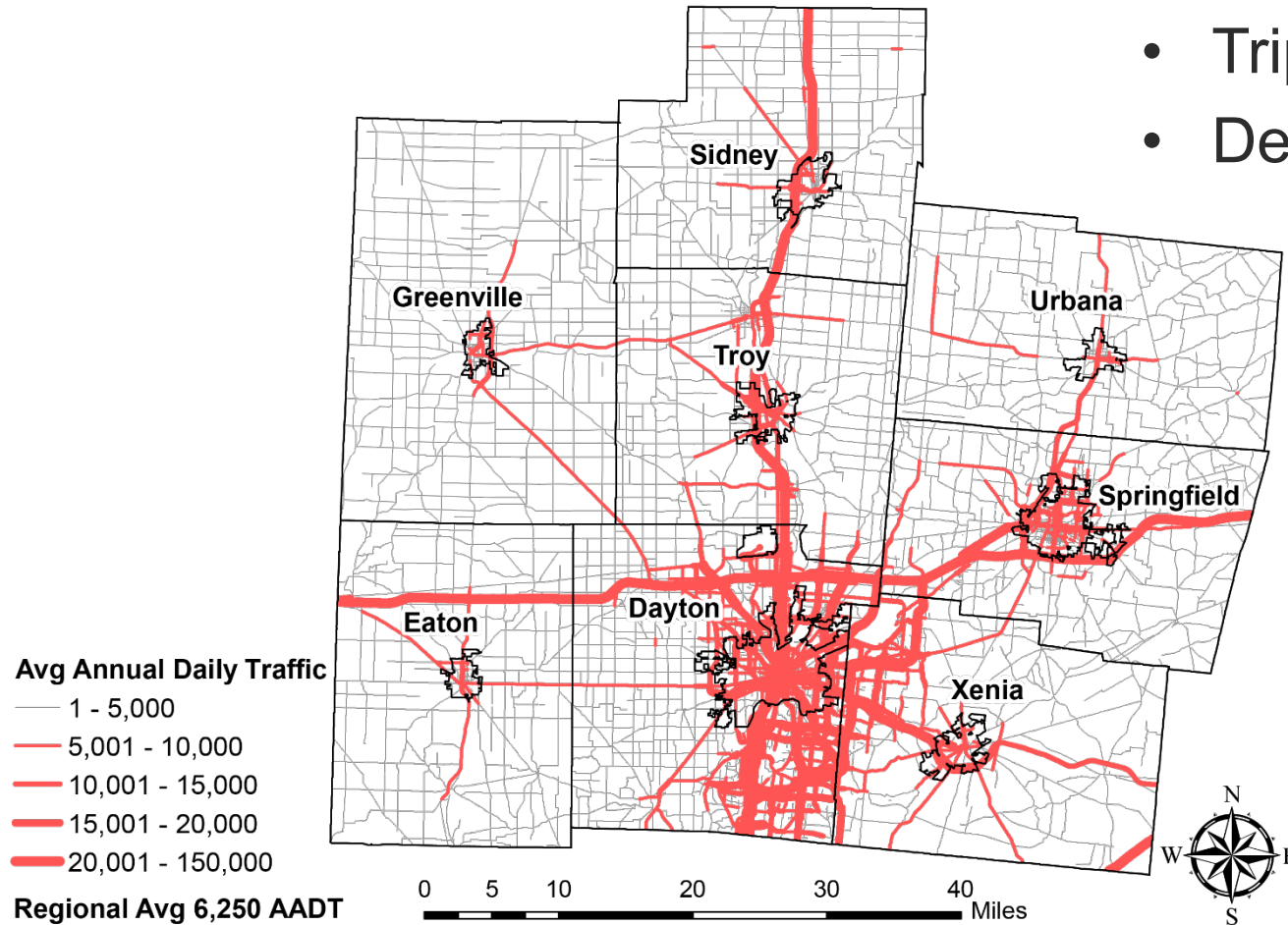
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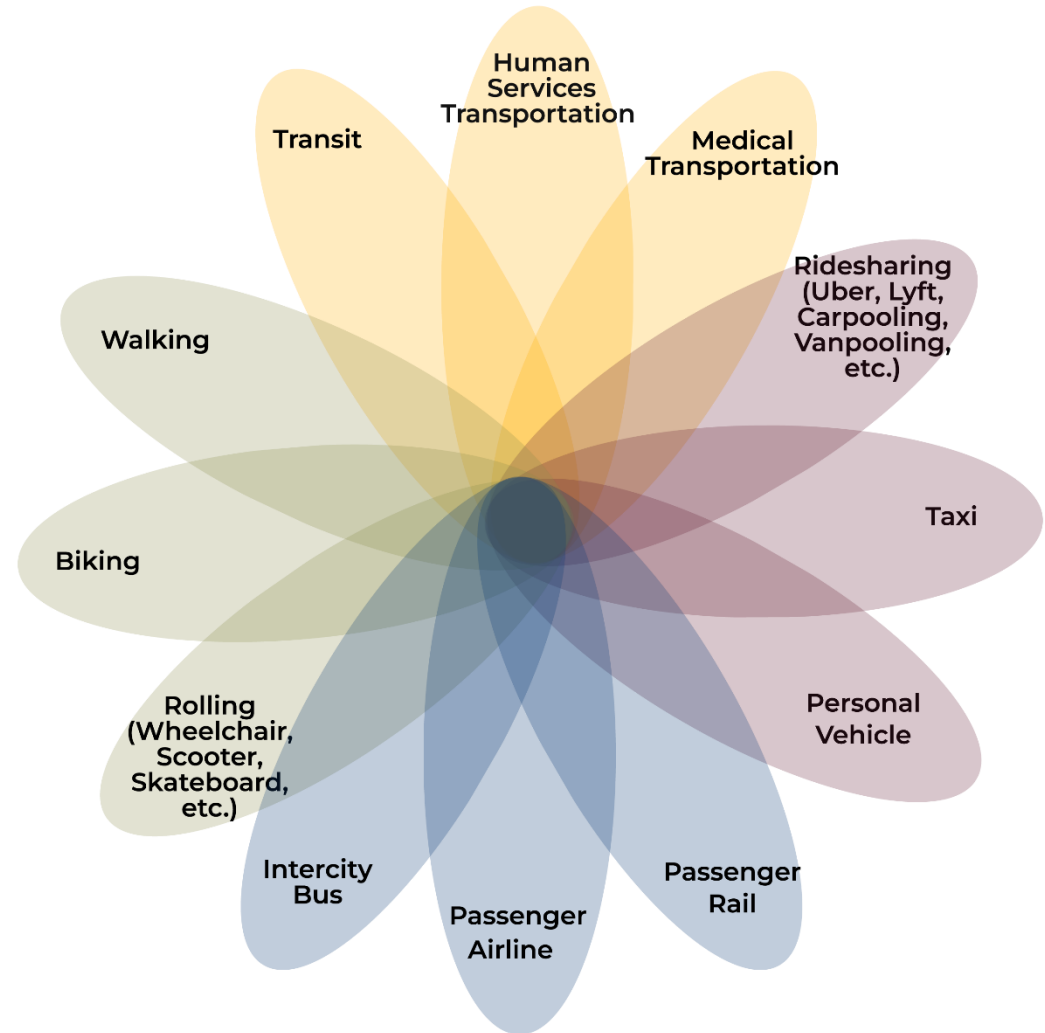


# Chapter 1: Characteristics of the Greater Region

- Travel Patterns
- Trip Generators
- Demographics



# Chapter 2: Overview of Available Services



-  **Public Transportation**
-  **Private Transportation**
-  **Active Transportation**
-  **Regional Transportation**



# Demographics Dashboard

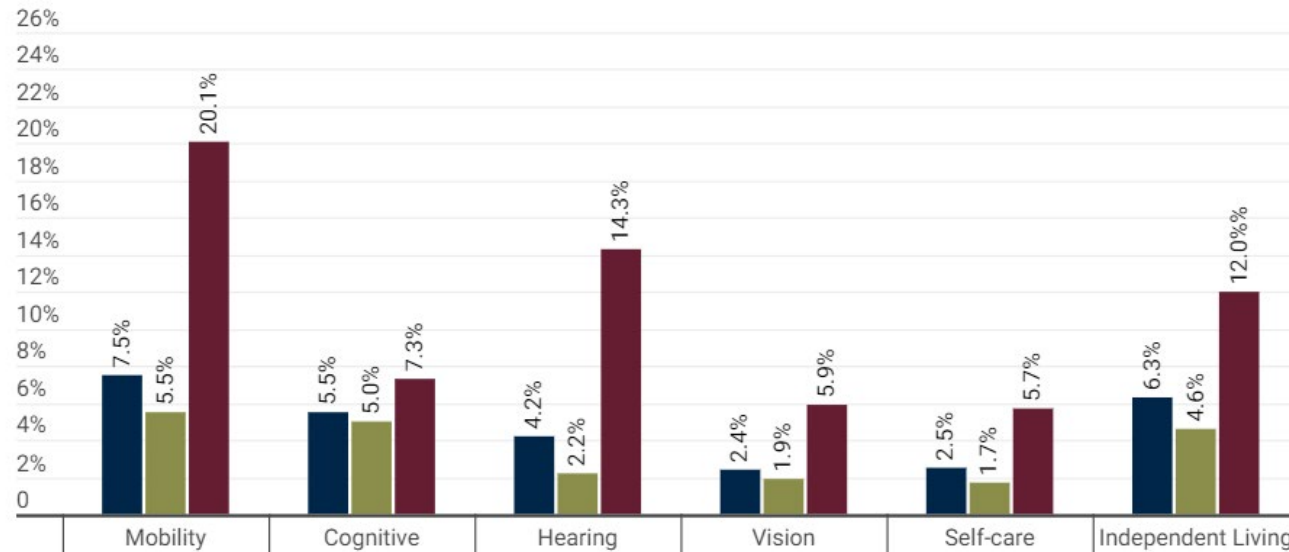
The Greater Region has 162,694 adults 18+ living with a disability, this equals to 14.3% of total population



The Greater Region has 68,767 adults 65+ living with a disability, this equals to 32.8% of older adult population



Older adults living in the Greater Region are 2.5x more likely to be living with a disability



# Chapter 3: Assessment of Transportation Needs

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**1.** Employment & medical trips

**2.** County-wide & cross-county trips

**3.** Capacity & information sharing

**4.** Funding resources

**5.** Early mornings, nights & weekends

**6.** Awareness & outreach

**7.** Driver shortages

1. Review of Unmet Needs

2. SWOT Analysis

3. Public Survey

4. Focus Groups

5. Provider Survey



# Survey Dashboard



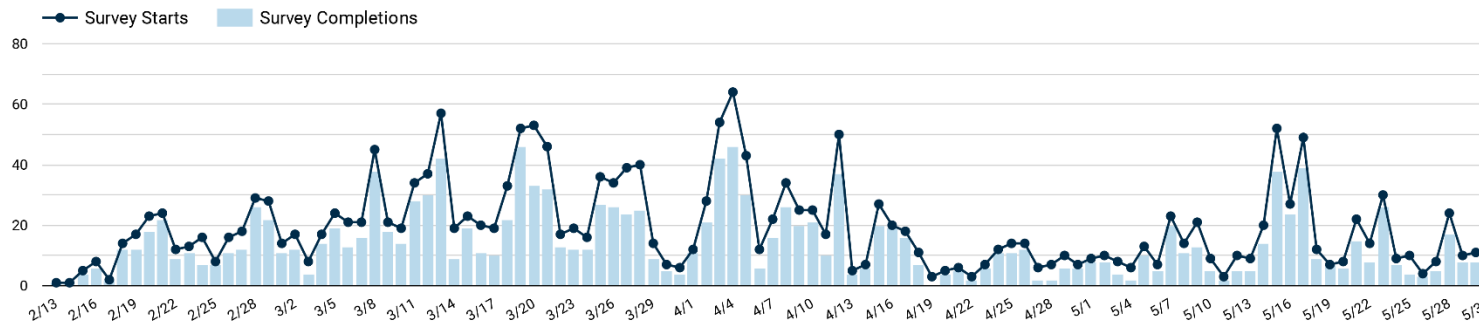
## GREATER REGION MOBILITY INITIATIVE

Age ▾	County ▾	Race/Ethnicity ▾	Users of Mobility Devices	Users on Medicaid
			Users of Public Transit	Users of NEMT
			English Second Language	Hispanic or Latino Users

### SURVEY TRAFFIC & SOURCES

<b>SURVEY STARTS</b> 2,101	<b>SURVEY COMPLETIONS</b> 1,552	<b>COMPLETION RATE</b> 73.9%	<b>NON-AD STARTS</b> 1,102	<b>AD STARTS</b> 999
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SURVEY STARTS & COMPLETIONS OVER TIME



## Chapter 4: Recommendations, Roles & Responsibilities

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- Recommendations
- Participation
- Roles & Responsibilities
- Plan Revision
- Plan Updates
- Plan Amendments



# Chapter 5: Goals & Strategies

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1. Increase public awareness of services
2. Maintain, improve & expand services
3. Enhance coordination of services
4. Seek additional funding opportunities

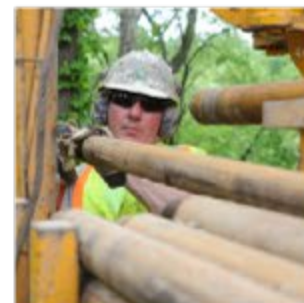
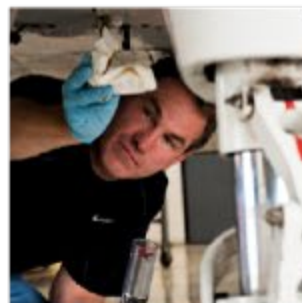




**Break**



# SPECIALIZED TRANSPORTATION PROGRAM



Kierra Branch, Section 5310 Program Coordinator

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

614.387.5190



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# AGENDA

- Program Purpose
- Eligible Projects
- Overview of Projects
- SFY2026 Application Cycle
- Q & A



# PURPOSE OF THE GRANT

- To enhance the mobility of seniors and individuals with disabilities by removing barriers to transportation services and expanding 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



# ELIGIBLE PROJECTS

- Vehicles
- Computer hardware and/or software and equipment to support vehicles that serve the program purpose
- Preventative maintenance for active 5310 funded vehicles
- Operating Assistance
- Contracted Transportation Service





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# VEHICLES

# VEHICLES

- Vehicles are to be used for program-related needs for which the Section 5310 grant is made.
- **Vehicles must be in service within 45 days of delivery date.**
- If vehicle is not in service, recipient must submit written correspondence to ODOT(email) with reason for delay in vehicle start date.
- 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 Program Coordinator **immediately**.





# AVAILABLE VEHICLES

VEHICLE SELECTION GUIDE: [Microsoft Word - 2023-2026 Vehicle Catalog & Selection Guide \(ohio.gov\)](#)

## TABLE OF CONTENTS

LEGISLATION AND REGULATIONS.....
DO YOU NEED AN ACCESSIBLE VEHICLE?.....
AVAILABLE VEHICLES AND FEATURES.....
SELECTING THE PROPER VEHICLE.....
MODIFIED MINI VAN (MMV).....
ACCESSIBLE VAN (AV).....
LIGHT TRANSIT VEHICLE NARROW BODY (LTN).....
LIGHT TRANSIT VEHICLE (LTV).....
LIGHT TRANSIT VEHICLE LOW FLOOR (LTL).....
OPTIONAL EQUIPMENT FOR THE LIGHT TRANSIT VEHICLE'S.....
IMAGES OF OPTIONAL EQUIPMENT.....

## ACCESSIBLE VAN (AV)

This vehicle is larger than the modified minivan and can accommodate any combination of seven ambulatory passengers. The exterior of this vehicle has not been modified to meet ADA requirements. Ambulatory passengers load from the side of the vehicle using the lift (wheelchairs, scooters, etc.) located on the side of the vehicle. This vehicle is smaller, more maneuverable, and more fuel-efficient than Light Transit Vehicles (LTN, LTV, LTL). This vehicle does not require a lift.

### Vehicle Summary:

- Capacity Options (ambulatory/non ambulatory)
- Wheelchair Accessible: Yes
- Length: 19'
- Width: 81.3"
- Height: 99.2"
- Road Conditions: Rear lift option may be difficult on uneven surfaces
- Suggested Service Type: Demand Response
- Maintenance: Normal preventative maintenance components

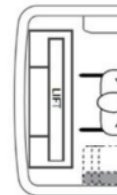
### Standard Equipment:

- 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 rear
- Back-up Camera in Rear-View Mirror
- Rear Entry 800lb. Capacity Lift w/Securement

### Optional Equipment:

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

## Floor Plan



## LIGHT TRANSIT VEHICLE (LTV)

This vehicle uses a cutaway design with a designed full body passenger area, large windows and one exterior appearance. The LTN 8-2 can fit eight ambulatory passengers.

All LTNs are equipped with a wheelchair on the passenger side of the vehicle.

In comparison to the Light Transit Vehicle, the LTN is a more maneuverable vehicle with free bodies; good ground clearance is required for these vehicles. The LTN is subject to annual bus inspection.

Technological improvements have resulted in a sturdier structure. The LTN provides for a smoother ride and reduces 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 ORDERING PROCESS

- Each sub-recipient will fill out vehicle cost worksheet (VCW) for **each** vehicle.
- Each form will need to be signed by both the agency and the vendor and returned to ODOT
- Once the sub-recipient has returned the VCW with agency and vendor signature, then an ODOT staff member will prepare and send a local share invoice





# LOCAL SHARE PAYMENT

- Federal Transit Administration (FTA) provides 80% funding for capital projects.
- The local share invoice will include the 20% amount of vehicle that the agency customized.
- Please note that the local portion may sometimes be more than 20% if your federal max amount has been reached.
- The sub-recipient has **30 days** to submit the local share payment and payment must be received by the due date.
- Once the local share has been received, ODOT staff will deposit the local share check, and the process for generating a purchase order(PO) will begin.
- PO is the document ODOT sends to vendor to order and build your vehicle





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# VEHICLE REPORTING

# 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 QUESTIONS





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# **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.
- Examples of eligible cost:
  - *In-house mechanic salaries and fringe benefits. Mechanics must work on 5310 vehicles*
  - *Any major repair completed at a repair shop*
  - *Oil changes, replacing brake pads, etc.*
  - *Fix issues present on vehicle*
- The [Uniformed System of Accounts \(USOA\)](#) can be referenced when trying to determine eligible activities under capitalized maintenance.
  - Please refer to Section 3 –“Capital Expenses” for further information



# REIMBURSEMENT PROCESS

- Invoice will be done with Excel invoice template in SFY2025
- Invoice templates will be sent
  - Operating, Capitalized Maintenance, & Capital Cost of Contracting subrecipients
- Subrecipient will input budget amount from application budget narrative into invoicing template
- Subrecipient will then submit invoice to [transit.nonvehicles@dot.ohio.gov](mailto:transit.nonvehicles@dot.ohio.gov) and CC the Program Coordinator



# PROJECT QUESTIONS







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# 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
- Subrecipient must begin procurement process within 30 days of executed contract.
- All capital items must be procured and purchased by the agency **before** ODOT will issue the funds. Projects will only be reimbursed if all steps of the procurement process were completed successfully and have been approved by ODOT Compliance Staff.
- Once procurement and purchase have been approved, agency may send over final receipt of purchase to be reimbursed by ODOT.



# PROJECT QUESTIONS





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# OPERATING ASSISTANCE

# 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
  - **Day-to day operating expenses of business**
  - **Drivers' salaries and wages**
  - **Other Salaries and Wages**
    - *Non- operators labor costs for time spent conducting vehicle maintenance activities*
    - *Administrative staff such as managers, supervisors and administrative assistants*
    - *Other personnel such as inspectors, vehicle maintenance training instructors, students/apprentice and clerks*
  - **General Utilities**
    - *This includes heat, air conditioning, light, electricity, water, telephone, internet, fuel for back up generators, and other utilities purchased from an outside utility company for the propulsion of revenue vehicles or for customer usage.*
  - **Custodial Services & Security Services**



# ELIGIBILITY CONTINUED

- Materials and Supplies
  - **Security Other Materials and Supplies:** *This includes fees and expenses for materials and supplies such as uniforms, badges and forms.*
  - **Transportation Administration Other Materials and Supplies:** *This includes operators' supplies and other materials used in administering transportation activities, such as pouches, forms, tool punches and route directions*
  - **Vehicles Parts:** *All vehicle repair parts, materials, supplies and equipment ( Hoses, Glass, Diagnostic Equipment, Engines, Paint, Tools, Brakes, Lights, etc. )*
- Purchase of Tire and Tubes
- Fuel
- Vehicle Licensing and Registration Fees
- Car Washes
- Professional and Technical Services
- The [Uniformed System of Accounts \(USOA\)](#) can be referenced when determining eligible activities under Operating Assistance.
  - Please refer to Section 4 –Operating Expenses: Object Classes
  - Please refer to Section 5- Operating Expenses: Functions





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# **CONTRACTED TRANSPORTATION SERVICES (5310 ONLY)**

# PROJECT OVERVIEW

- ODOT will reimburse 80% of the capital cost and the local provides 20% of the local match requirement
- Cost associated with contracting with local providers to provide transportation for seniors and persons with disabilities
- Demonstration of services that are not a duplication of services already provided in the area, i.e., providing services that are also provided by the public transit system in the area.
- Completing procurement documents with ODOT compliance
  - Contracted transportation recipients must be approved through ODOT compliance before transportation contracts can begin.





# ELIGIBILITY: ALLOWABLE AND UNALLOWABLE COST

- Contracted Transportation Service expenses are those costs associated with contracting with local providers to provide transportation for seniors and persons with disabilities

## Allowable Cost

- **Other Salaries and Wages**
  - *Administrative staff such as managers, supervisors and administrative assistants responsible for overseeing the operation of the Contracted Services project.*
  - *Funded Staff must not oversee/operate any additional projects for which the agencies is receiving other ODOT grant monies i.e MM, 5311, OTP2*

- **Purchased Transportation Services**

- Payment to providers for providing transportation service

## Unallowable Cost

- Fuel and Lubricants
  - Contract maintenance services
  - Tires and tubes
  - Travel and meetings etc.

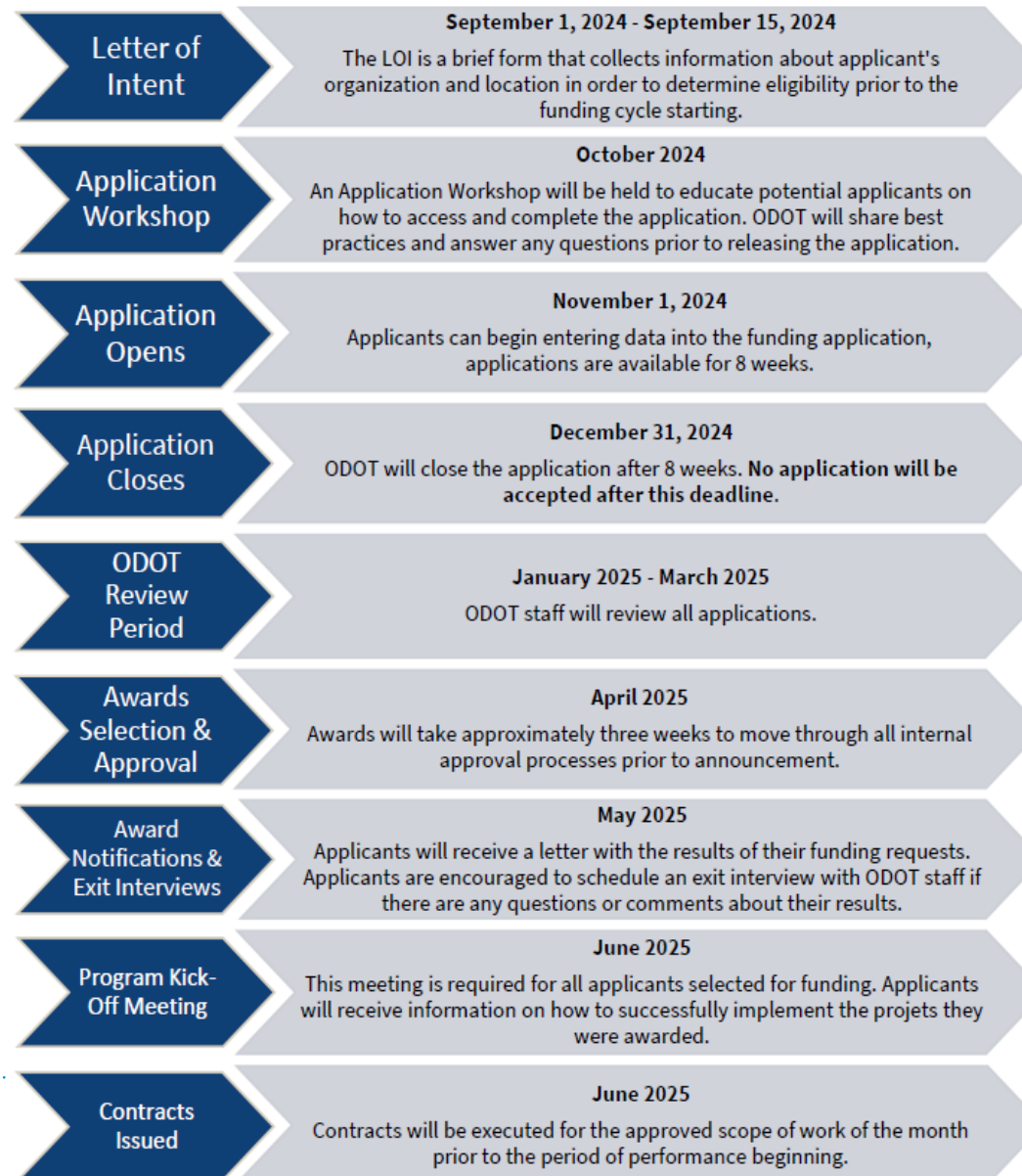


# CERTIFICATION AND ASSURANCES

- ODOT Grant Agreements (Annual Contracts)
- Agencies are required to sign, and have an attorney sign, the ODOT's Certifications and Assurances
- Certifications and Assurances will be sent via email to the agency
- Once complete, host agencies must email them to the 5310 Program Manager
- Host agencies have **30 days** to sign their certifications and assurances from the date the request is initially sent



# SFY2026 APPLICATION CYCLE





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**QUESTIONS**



**Break**



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**5310 COMPLIANCE**

**MVRPC – SEPTEMBER 10, 2024**

# OVERVIEW

- ODOT awards 5310 funds
- ODOT has oversight responsibilities of the funds they award



# FUNDING AWARD TYPES

- Vehicle
- Operations
- Preventive Maintenance
- Capital
- Contracted Transportation Service





# BETWEEN AWARD AND START OF PROJECT



# COMPLIANCE BY AWARD TYPE

## Vehicle only awards

**5310 recipients must adopt the following policies and plans:**

- ADA Policy
- Title VI Plan
- Vehicle Maintenance Plan
- Driver New Hire & Training Policy
- Bloodborne Pathogen



# COMPLIANCE BY AWARD TYPE

## Operations, Preventive Maintenance, Contracted Transportation Service awards

**5310 recipients must adopt the following policies and plans:**

- ADA Policy
- Title VI Plan
- Vehicle Maintenance Plan
- Driver New Hire & Training Policy
- Bloodborne Pathogen
- Financial Policy
- Procurement policy
- Cost allocation plan (if charging indirect costs)



# COMPLIANCE BY AWARD TYPE

## Capital awards

**5310 recipients must adopt the following policy:**

- Procurement policy



## TEMPLATES & VIDEOS

- There are templates available on the ODOT website, which subrecipients can use to create their own policies.
- These templates have been vetted to meet current requirements. Training videos are also available.
- Subrecipients are not required to use the ODOT-approved templates but must meet all the same requirements.

[Transit Templates | Ohio Department of Transportation](#)





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## **POLICIES AND PLANS**

## ADA POLICY

- **Subrecipients must treat individuals with disabilities the same as those without disabilities.** The Americans with Disabilities Act (ADA) applies to almost all providers of transportation service, whether private or public, and whether or not an entity receives Federal financial assistance.



## TITLE VI POLICY

- Title VI is a part of the Civil Rights Act of 1964. The Civil Rights Act of 1964 is a landmark civil rights and labor law that outlawed discrimination on basis of race, color, religion, national origin, and sex. The Civil Rights Act of 1964 is organized into 11 Titles. **Title VI focuses on non-discrimination in federally assisted programs.**





# VEHICLE MAINTENANCE

- Subrecipients with must maintain a vehicle preventive maintenance plan. Proper preventive maintenance achieves multiple objectives, among them extending the life of a vehicle and ensuring that vehicles are safe for passengers and drivers.



# DRIVER NEW HIRE & TRAINING POLICY

Expectations for 5310 subrecipients:

1. Have a written policy on how they handle new hires and driver training.
2. Follow their policy.
3. Have documentation for each employee, thus proving that they are following their policy as written.
4. Meet the ADA requirement to “train staff to proficiency.”



# BLOODBORNE PATHOGEN POLICY

- Comes from the Occupational Safety and Health Administration (OSHA). Meant to protect employees.



# FINANCIAL POLICIES

- Subrecipients need documented policies and procedures for accounts receivable, accounts payable, internal controls, annual audits, cash receipts, records retention, billing and invoicing, petty cash, general ledger and chart of accounts.



# PROCUREMENT POLICY

- Procurement policy details the steps taken for each type of procurement. There are federal and state rules that impact procurement. Subrecipients may also have local rules that impact procurement policy.



## COST ALLOCATION PLAN

- Cost allocation plans explain how indirect costs are shared among programs or departments. You must submit a cost allocation plan and **have it approved** before charging indirect expenses to the 5310 program.



# COMPLIANCE DURING AWARD



# COMPLIANCE BY AWARD TYPE

## Vehicle only awards

### **5310 recipients must:**

- Complete semi-annual report for all 5310 funded vehicles
- Annually submit oil change data on 5310 funded vehicles





# COMPLIANCE BY AWARD TYPE

## Operations and Preventive Maintenance awards

### **5310 recipients must:**

- Submit quarterly invoices
- Semi-annually submit data to ODOT for DBE
- Complete semi-annual report for all 5310 funded vehicles
- Annually submit oil change data on 5310 funded vehicles



# COMPLIANCE BY AWARD TYPE

## Capital awards

### **5310 recipients must:**

- Submit invoice for capital purchases
- Semi-annually submit data to ODOT for DBE



# FINAL - Q & A???





# Follow-Up

# Grant Office Hours

# Grant Prep Feedback



<https://doodle.com/bp/serenaanderson1/section-5310-office-hours>



<https://forms.gle/XceHAGapvNkNSxyM7>