

PROGRAM MANAGEMENT PLAN

Section 5310

Enhanced Mobility of Seniors and Individuals with Disabilities Program



Wichita Urbanized Area

Wichita Transit

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**SECTION 5310
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
PROGRAM MANAGEMENT PLAN**

1. BACKGROUND AND PROGRAM GOAL

The Section 5310 grant program was established in 1975. The program started as a discretionary capital assistance program to award grants to private non-profit organizations that serve the transportation needs for the elderly and persons with disabilities, in cases where public transit was unavailable, insufficient or inappropriate. With the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991, funding for the 5310 Program was doubled and it became a statutory requirement to distribute funds by formula. Under ISTEA, public agencies also became eligible for funding in limited circumstances. No major program changes were made on the Transportation Equity Act for the 21st Century (TEA-21) passed in 1998, but under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), passed in 2005, a requirement that projects must be derived from a locally developed, Coordinated Public Transit – Human Services Plan (Coordinated Plan) was put in place. In 2012, passage of the Moving Ahead for Progress in the 21st Century (MAP-21) Act brought about significant program changes. With the passage of MAP-21, the New Freedom program (Section 5317) was repealed and combined with the Federal Transit Administration’s (FTA) Section 5310 Transportation for the Elderly and Disabled Grant Program to create the new Enhanced Mobility of Seniors and Individuals with Disabilities Program. As a result of the change, activities previously eligible for New Freedom funding are now eligible for 5310 funding. Funds are now apportioned to large urban areas, small urban areas and rural areas instead of only to states. MAP-21 required that not less than 55% of a recipient’s apportionment be used for traditional 5310 projects. The FAST Act is the Department of Transportation’s current funding legislation signed into law on December 4, 2015. The FAST Act carries over the changes implemented under MAP-21.

This Program Management Plan describes how Wichita Transit, the designated recipient, will manage the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49.U.S.C. 5310).

This FTA program provides grant funding to improve mobility for seniors and individuals with disabilities. In general, the 5310 program provide funds to recipients to:

1. Serve the special needs of seniors and individuals with disabilities beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable (this is the traditional 5310 definition of which at least 55% of funds are to be spent);
2. Carryout projects or programs that exceed the requirements of the Americans with Disabilities Act (ADA);
3. Improve access to fixed-route service and decrease reliance on complementary paratransit;

4. Provide alternatives to public transportation for seniors and individuals with disabilities.

Wichita Transit's goal for the program is to improve mobility for seniors and individuals with disabilities by removing barriers and expanding options. To accomplish this goal, FTA provides funds to carry out the projects planned and designed to meet the special needs of this population. This management plan will be updated by Wichita Transit with special attention given to the Coordinated Plan, in order to make sure the 5310 funds are applied to needs identified in the region.

All projects selected for funding must meet the specific program eligibility requirements. They should also describe the means by which the proposed project might be: 1) sustained over the long term; 2) strive to serve hard-to-meet needs; and 3) provide services that are directed at underserved needs of the target populations for the Enhanced Mobility Program.

2. PROGRAM MANAGEMENT

A Program Management Plan (PMP) was developed to guide the designated recipient in administering the Enhanced Mobility program and grant in the Wichita urbanized area. In the Wichita urbanized area, Wichita Transit is the designated recipient of Section 5307 urbanized area formula funds. Wichita Transit has the ability to carry out the responsibilities of the designated recipient for operating, planning and capital funds under the 5307 program, and therefore has the ability to carry out the Section 5310 Enhanced Mobility Program as the designated recipient.

While Wichita Transit will manage the 5310 grant as the designated recipient, the Wichita Area Metropolitan Planning Organization (WAMPO) is responsible for the development and maintenance of the region's Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan). Wichita Transit will participate in WAMPO committees responsible for maintenance of the Coordinated Plan. Wichita Transit will enter into a memorandum of understanding with WAMPO to develop a competitive selection process, issue a call for eligible projects, and convene a project selection committee that will recommend projects for funding to the Wichita City Council.

Wichita Transit will conduct oversight of sub-recipients and carry out the remaining responsibilities of the 5310 program, including the submission of grant applications, receiving and managing grants and implementing contracts with sub-recipients. Wichita Transit will be responsible for making sure the 5310 projects are in WAMPO planning documents.

As the designated recipient, Wichita Transit will be allowed to use up to 10% of the grant amount for administrative purposes. Wichita Transit will use the administrative portion to pay for expenses incurred by both Wichita Transit and WAMPO for program management. The 10% eligible for administrative purposes will be calculated annually based on the submission of annual grants.

Wichita Transit will only accept funding requests for the 5310 program from eligible recipients that were reviewed through the selection process. Refer to section 6 for eligible activities and section 7 for selection criteria.

Sub-recipients will be responsible for meeting the requirements of the FTA 5310 Enhanced Mobility Program and 2 CFR Chapter I, Chapter II, Part 200, 215, 220, 225, and 230: Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. 2 CFR Chapter I, Chapter II Part 200, et al. is commonly referred to as the Super Circular and replaced 49 CFR Part 18 & 19 or the Common Grant Rule, which is referred to in the 5310 Circular. The following program requirements apply under the 5310 program:

A. Capital Reserve Accounts:

Capital reserve accounts are allowed to be used to replace existing 5310 funded equipment as long as no funds from FTA or the sale/lease of FTA funded property is used.

B. Procurement:

Any procurement using 5310 funds must meet the FTA procurement requirements in C 4220.1. Agreements and purchases over \$25,000 will be subject to the debarment and suspension regulations. Contractors and vendors must not be debarred, suspended or on the excluded parties list in order to be eligible to receive Federal assistance. The System for Award Management (SAM) will be checked before award.

C. Financial Management:

Wichita Transit, the designated recipient will be responsible for the financial management of the grant program. Requirements of the Super Circular must be met. Wichita Transit will follow the internal control, cash handling, documentation and recordkeeping procedures set by the City of Wichita. The 5310 program and the Office of Management and Budget (OMB) cost principals will be used to determine allowable costs. Wichita Transit will report financial information quarterly through TrAMS and use ECHO to draw down Federal funds to reimburse expenditures. Sub-recipients must provide a DUNS number to be eligible for award, and Wichita Transit will report subawards over \$25,000 under the Federal Funding Accountability and Transparency Act (FFATA). The DUNS number is required to make a FFATA report and therefore no entity without a DUNS number will be eligible to receive 5310 funds. All awards are subject to audit through Wichita Transit. For recipients that receive more than \$750,000 in Federal funds from all sources, an A-133 audit is required and shall be provided to Wichita Transit upon completion.

D. Equipment Management, Use and Maintenance

Management: Facilities and equipment are allowed to be transferred to other eligible 5310 recipients with the consent of the current possessor of the equipment or facilities. The use must meet the requirements of the 5310 program for a transfer to be allowed, and the transfer must be reflected in the program of projects. Recipients of vehicles or equipment are responsible for keeping proper records including any applicable procurement documents, maintenance records, agreements with Wichita Transit, insurance documentation and inventory listings. Sub-recipients must show proof of insurance that is adequate for accident liability, general collision and replacement of the 5310 funded asset.

Use: The stated FTA useful life for vehicles will be used for vehicles purchased under the 5310 program. When vehicles or equipment reach the useful life disposition will be allowed. Recipients of the vehicle or equipment will be allowed to purchase the vehicle/equipment at a depreciated value determined by Wichita Transit. If the proceeds of any disposed vehicle is over \$5,000, FTA will receive the proceeds at the same percent of Federal funds used for the purchase. Vehicles and equipment funded under the 5310 program must only be used for 5310 transportation programs. Vehicles may be made available for other purposes as long as they don't interfere with the 5310 program. Recipients of vehicles or equipment must comply with all applicable State of Kansas, Federal Transit Administration and Federal Motor Carrier regulations in regards to operations. Any lease of vehicles must be approved by Wichita Transit and meet the requirements of the 5310 Program: C 9070.1G. Wichita Transit will hold all vehicle titles until disposition.

Maintenance: A maintenance program with minimum requirements for preventive maintenance will be developed by Wichita Transit in coordination with the sub-recipient upon purchase of the vehicle. Wichita Transit and the sub-recipient will consult the manufacturer's suggested maintenance plan when developing requirements. Equipment and vehicles purchased under the 5310 program must be kept in good operating condition and all ADA features on vehicles must be promptly repaired. If ADA features have failed, the recipient must make reasonable accommodations for individuals who would use the ADA feature. Wichita Transit will inspect vehicles annually and make onsite visits to review records to make sure the minimum requirements are being met and vehicles are in good operating condition.

E. Reporting Requirements

Wichita Transit will be required to report on milestone progress and financial status quarterly through TrAMS. Subrecipients will be required to turn in milestone progress reports by the 15th of the following months: January, April, July, and October. Any revision in project activities or budgets must be approved by Wichita Transit and submitted in the quarterly report following approval. All civil rights (Title VI, EEO, DBE) compliance issues or complaints must be submitted to Wichita Transit with quarterly reports.

F. Triennial and other FTA Reviews

Wichita Transit is subject to an FTA Triennial Review every 3 years and other reviews at any time. Other reviews include: financial management review, procurement review, drug and alcohol compliance review, or various civil rights compliance reviews. Subrecipients are subject to all reviews through Wichita Transit.

3. ROLES AND RESPONSIBILITIES FOR CARRYING OUT THE PROGRAM

Wichita Transit will be responsibility for carrying out the 5310 program. In carrying out the programs Wichita Transit will need to coordinate with WAMPO and other agencies involved in maintaining the Coordinated Public Transit-Human Services Plan (Coordinated Plan). WAMPO is the lead agency responsible for maintaining the Coordinated Plan, though other transportation providers are considered stakeholders of the plan and provide input during plan updates. WAMPO will manage the selection process for the 5310 program in accordance with the memorandum of understanding between WAMPO and Wichita Transit.

The following is a description of the roles and responsibilities of Wichita Transit, WAMPO and program Sub-recipients:

Roles and Responsibilities between WAMPO and Wichita Transit for the FTA 5310 Program			
	WAMPO	WICHITA TRANSIT	Program Sub-recipients
Development of the Program Management Plan		X	
Participate in drafting the Memorandum of Understanding.	X	X	
Be in agreement with the terms in the Memorandum of Understanding.	X	X	
Develop the Region's Coordinated Public Transit – Human Services Plan in partnership with area transportation and human services providers and stakeholders;	X	X	
Develop the competitive selection process for the 5310 Program projects in partnership with area transportation and human services providers and stakeholders;	X	X	
Involve all affected parties in the notification and selection process;	X		
Assemble the Project Evaluation Committee;	X		
Issue the Call for Projects;	X		
Manage meetings of the project selection committee.	X		
Certify that any project recommended for funding is consistent with the Region's Coordinated Human Services Public Transportation Plan developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers, and other members of the public.	X		
Determine applicant eligibility	X	X	
Certify Allocations are fair and equitable.	X	X	
Incorporate selected projects into the metropolitan Transportation Improvement Program (TIP).	X	X	

Prepare the Program of Projects for submission to FTA;	X	X	
The City of Wichita Council will act upon the approved 5310 Program funding selections and approve the application and filing of the 5310 grant.		X	
Apply for and receive the FTA grants for approved projects;		X	
Ensure compliance with Federal program guidelines and requirements through inter-local agreements or sub-grantee agreements and meetings with all sub-recipients.		X	
Monitor local project activity. Wichita Transit will make periodic site visits to those transit properties that receive FTA Section 5310 funding;		X	
Receive, verify, and submit for reimbursement from FTA all eligible project expenses;		X	
Receive financial and progress status reports from all sub-recipients/vendors;		X	
Complete financial and progress status reports in the FTA electronic grants management system;		X	
Complete other such grant administrative actions as necessary to ensure project completion in accordance with the appropriate Federal rules, regulations and circulars.		X	
Oversee Audits and Close Outs - Grantees that expended \$750,000 or more in a year in federal financial assistance are required to obtain a single audit in accordance with OMB Circular A-133. Such A-133 single audit reports must be received by Wichita Transit within nine (9) months of the end of the grantee's fiscal year. If there are findings relative to federally funded activities, any resolutions thereof should also be provided to Wichita Transit. Grant closure is initiated as soon as all available funds have been expended and the project is considered complete.		X	
Comply with all federal and Wichita Transit program, financial and audit requirements and provide the necessary certifications from the recipient's Board or management body;			X
Evidence demonstrating compliance with all requirements including Civil Rights, Title VI, EEO, DBE, Section 504, and ADA requirements, as required;			X
Execute necessary sub-recipient or interagency agreements;			X
Submit performance/ progress reports on a quarterly basis to Wichita Transit.			X

Collect and submit data on required 5310 Program performance measures;			X
Submit detailed information on program expenses as part of funding requests including formal documentation of all required local match funding.			X
Project records will be maintained and reports will be provided to Wichita Transit as required to verify project utilization.			X
Provide annual project updates to the Wichita City Council and WAMPO Transportation Policy Body.	X	X	
Maintain the selection process	X	X	
Maintain the Program Management Plan after it is initially drafted		X	

4. COORDINATION

The Coordinated Plan must be developed with involvement from seniors and individuals with disabilities, along with transportation and human services providers. In the Wichita Metropolitan area, WAMPO leads the planning process for the Coordinated Plan. Members of the South Central Kansas Coordinated Transit Council Region #5 and the local Paratransit Council assist in developing and maintaining the coordinated plan. WAMPO gathers public input by holding public meetings and following their Public Participation Plan.

Eligible projects must be included in the, metropolitan transportation plan (MTP), the local transportation improvement plan (TIP) and the statewide transportation improvement plan (STIP). The TIP will be used as the program of projects (POP) in the Wichita Metropolitan area. The coordinated plan should be the guiding document for selected projects.

To ensure private participation in the maintenance of the Coordinated Plan and in the call for projects process, Wichita Transit and WAMPO will work with the Paratransit Council. The Paratransit Council will provide direction on all updates to the Coordinated Plan. The Paratransit Council will receive notice of the call for projects for the 5310 program. WAMPO will publish additional notices to the public to try to reach other private operators that are not represented by the Paratransit Council. Other than public notices in newspapers and on websites, WAMPO will reach out to organizations that may not directly provide transportation but are considered stakeholders. The list will include but is not limited to:

- Wichita – Sedgwick County Access Advisory Board
- Access to Health Transportation Committee
- Coordinated Transit District #5 (South Central Kansas)

5. ELIGIBLE SUBRECIPIENTS

Wichita Transit is the designated recipient of 5310 funding and in that designation is responsible for management of the 5310 program and distributing funds to subrecipients. The designated recipient is responsible for the selection of projects and may use a competitive selection process to select projects.

Eligible subrecipients for traditional 5310 funding are:

- a. Private nonprofit organizations
- b. State or local governmental authorities that:
 1. Is approved by the state to coordinates services for seniors and individuals with disabilities,
 2. Certifies there are no nonprofit organizations readily available to provide the service.

No less than 55% of the apportionment should be reserved for traditional 5310 projects. Traditional 5310 projects are capital projects meant to meet the needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate.

Eligible subrecipients for other 5310 projects include state or local governments, private nonprofit organizations or private operators of public transportation, including taxi operators that provide shared ride services to the general public. Other 5310 projects include those that meet the needs of seniors and individuals with disabilities that exceed the ADA minimum requirements, improve access to fixed route services, or provide alternatives to public transportation.

Both traditional and other 5310 projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient to simply include seniors and individuals with disabilities. Projects should meet the specific needs of seniors and individuals with disabilities.

6. ELIGIBLE PROJECTS

Section 5310 funds can be used for capital and operating expenses for projects that support transportation services specific to the elderly and individuals with disabilities.

No less than 55% shall be available for traditional Section 5310 projects. More than 55 percent of the apportionment may be spent on traditional Section 5310 projects. In addition to the traditional 5310 capital projects, the apportionment may be used for other projects not considered traditional 5310 projects:

- a. Exceed the ADA minimum requirements,
- b. Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or
- g. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Non-traditional 5310 projects may only use up to 45% of the apportionment. Projects may be used by the general public, but must be planned, designed and carried out to meet the transportation needs of seniors and individuals with disabilities.

Projects must be clearly identified as traditional 5310 projects or non-traditional 5310 projects in applications.

Eligible Capital Expenses That Meet the Requirement for Traditional 5310 Projects. Capital items other than vehicles must be related to or for 5310 funded vehicles.

- a. Acquisition of, expansion, or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
- b. Vehicle rehabilitation or overhaul
- c. Preventive maintenance
- d. Radios and communication equipment
- e. Vehicle wheelchair lifts, ramps, and securement devices
- f. Purchase and installation of benches, shelters, and other passenger amenities
- g. Extended warranties that do not exceed the industry standard
- h. Computer hardware and software
- i. Transit-related intelligent transportation systems (ITS)

- j. Dispatch systems
- k. Fare collection systems
- l. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;
- m. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined in section 5 of this chapter, above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
- n. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
 - (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
 - (2) Support for short-term management activities to plan and implement coordinated services;
 - (3) The support of state and local coordination policy bodies and councils;
 - (4) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
 - (5) The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel

coordination activities such as coordinating individualized travel training and trip planning activities for customers;

- (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 - (7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).
- o. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in section 5, above, and is included in the coordinated plan.

Since the 55 percent requirement is a floor, and not a ceiling, the activities listed above are eligible expenses for all funds available to a recipient under Section 5310. For example, mobility management and ITS projects may be eligible under both categories; the difference to note, in order for the project to qualify toward the 55 percent requirement, is that the project must meet the definition of a capital project, be specifically geared toward the target population, and carried out by an eligible subrecipient, which is limited for this category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. FTA encourages recipients to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with FTA regional staff to confirm eligibility.

Other Eligible Capital and Operating Expenses

- a. General. Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:
 - (1) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
 - (2) Public transportation projects (capital and operating) that exceed the requirements of ADA;

- (3) Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
 - (4) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.
- b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.
- (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
 - (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - (c) The incremental cost of providing same day service;
 - (d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
 - (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
 - (f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" x 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and
 - (g) Installation of additional securement locations in public buses beyond what is required by the ADA.
 - (2) Feeder services. Accessible "feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

c. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

(1) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

(a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;

(b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;

(c) Improving signage or wayfinding technology; or

(d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

(2) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

d. Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.

(1) Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.

(2) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is

intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

(3) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

e. Limits on operating assistance. Given the 55 percent requirement for traditional Section 5310 capital projects, a recipient may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b) (1) (B-D) and described in this section (b, c, and d), above. Operating assistance for required ADA complementary paratransit service is not an eligible expense.

For more information on eligible projects, please see Chapter III of FTA Circular 9070.1G

7. PROJECT SELECTION CRITERIA AND METHOD OF DISTRIBUTING FUNDS

Wichita Transit is the designated recipient and responsible for carrying out the 5310 program in the Wichita Urbanized area. Because Wichita Transit is also an eligible recipient of 5310 funds, WAMPO will partner with Wichita Transit and administer the selection process. Project administration funds will be shared with WAMPO to help cover WAMPO's cost of administering the selection process.

- a. Public Notice of Funds Available: WAMPO will release a call for projects every two years. The notice will be distributed through various outlets in order to notify eligible sub-recipients in the area. WAMPO will advertise the notice in the following ways.
 - (1) Advertise in the Wichita Eagle, the Community Voice, La Voz and Tiempos
 - (2) Notify the provider stakeholders listed in the CTD Region #5 Coordinated Plan and those on the Paratransit Council.
 - (3) Distribute notice through WAMPO distribution list and list on WAMPO and Wichita Transit's websites.
- b. Make applications available for potential subrecipients: WAMPO will e-mail the applications along with the notice to the CTD Region #5 provider stakeholders. WAMPO will make the application available at www.wampo.org and www.wichitatransit.org and in hard copy format by request.
- c. Create Project Selection Committee: WAMPO will develop a project selection committee including members of the community that are stakeholders but not eligible applicants.
- d. Determine applicant and project eligibility: WAMPO will collect all applications and determine which applications are eligible for review based on the eligible project and subrecipient criteria listed in sections 5 and 6 of this plan.
- e. Project Selection Process: WAMPO will manage the process for evaluating and ranking applications. The selection committee will rank the applications based on the criteria below in section f. WAMPO will then organize interviews for each applicant. At the interviews, the applicants will get the opportunity give a short presentation and answer questions of the selection committee. The selection committee will finish their rankings based on the interviews

Based on the rankings, the project selection committee will form a recommendation of projects and funding levels for award. The projects selected will be submitted for inclusion in the TIP (transportation improvement plan) by WAMPO. Upon approval of the TIP by Transportation Policy Body, the TIP will be sent to the Kansas Department of Transportation for inclusion in the STIP. Wichita Transit uses the WAMPO TIP process to meet the program of projects requirement for public participation.

f. Project Selection Criteria: The project selection criteria is based on eligible projects that best meet the goals and objectives of the Coordinated Plan:

- (1) Advocacy/Outreach
- (2) Coordination/ Collaboration
- (3) Funding – reducing costs and/or increasing revenues

Additional to the goals and objectives listed above, the Coordinated Plan lists strategies to meet the goals and objectives and their priority level for the region as a whole and for each specific county. The goals, objectives and strategies will all be used as project selection criteria.

g. Project Application and Selection Schedule: WAMPO will make a call for projects every two year following the general schedule listed below. The schedule and frequency of the call for projects may change due to the availability of Federal funds or local conditions. A schedule will be included with each call for projects.

Month	Activity
August	Call for projects
September	Application Workshop
November	Application due date
December	Committee review and applicant interviews
January	Funding recommendations submitted for inclusion in the TIP
February	Public comment and review period and approval by the TAC
March	TPB Approval and submission for inclusion in the STIP
March	Grant applications presented to the Wichita City Council for authorization to submit a grant to FTA
May	FTA approval and execution of grant agreements
June	Subrecipient training and pre-award audit
June (July 1 st contract)	Wichita Transit notifies subrecipients of award and develops contracts with subrecipients for 5310 funding

Though a competitive selection process is not required, Wichita Transit plans to distribute funds through a competitive selection process, but holds the right to distribute funds in an alternative way certified to be fair.

8. LOCAL SHARE REQUIREMENTS

The awarded agency will be responsible for all match requirements. A cash match is required. For capital projects, the match requirements are at least 20% and for operating, the match requirements are at least 50%. If eligible, non-DOT Federal funds may be used at a source of match for 5310 funds.

There are two exceptions to these matching requirements. Vehicles purchased that comply with the Americans with Disabilities Act (ADA) or the Clean Air Act (CAA) are eligible for an 85% Federal share and 15% matching share. Vehicle-related equipment and facilities that comply with the CAA or are required by the ADA are eligible at a 90% Federal share with the 10% local match.

9. PROJECT ADMINISTRATION AND PLANNING

The 5310 Program allows for up to 10% of the annual apportionment to be used for administrative, planning and technical assistance costs. Wichita Transit plans to share the 10% allowable apportionment with WAMPO to help cover the cost of the administration of the selection process. Wichita Transit will use the administrative portion to help cover the costs of managing the program. Wichita Transit will manage grants, process billings, submit reports and inspect vehicles. Wichita Transit also plans to provide technical assistance and training for applicants as needed, and will manage oversight activities as required by FTA.

All awarded agencies will be required to attend training and fill out a pre-award questionnaire before Wichita Transit signs agreements for funding. Training will include an overview of compliance, reporting, and reimbursement request requirements. The pre-award questionnaire will be a risk assessment to determine the level of oversight required for each subrecipient.

10. PROGRAM MEASURES

FTA will require that performance measure be established to measure the performance of the program. Wichita Transit will be required to submit the data to FTA for the following measures:

Traditional Section 5310 Projects

- (1) Gaps in Service Filled. Number of seniors and individuals with disabilities that would not have had mobility without the implementation of a traditional 5310 project.
- (2) Ridership. Number of one-way trips provided to seniors and individuals with disabilities through traditional 5310 projects.

Other Section 5310 Projects

- (1) Enhancements to services that impact transportation for seniors and individuals with disabilities.
- (2) Enhancements to physical infrastructure that impact transportation services for seniors and individuals with disabilities through other 5310 projects.
- (3) Number of one-way trips provided for seniors and individuals with disabilities through other 5310 projects.

Wichita Transit will ensure that the above information is reported for all Section 5310 funded projects. Training on how to report will be provided with the program training that occurs before agreements are signed with subrecipients.

11. CIVIL RIGHTS

Wichita Transit and sub-recipients will be subject to Civil Rights statutes and regulations. Sub-recipients will be required to certify that they do not discriminate on the basis of race, color, religion, national origin, sex, age, and disability. The certification will be part of the sub-recipient contracts. Sub-recipients will also be required to comply with Title VI of the Civil Rights Act of 1964, Equal Employment Opportunity requirements of Title VII of the Civil Rights Act of 1964, and in the facilitation of the Disadvantaged Business Enterprise Program.

- a. Title VI: Wichita Transit and sub-recipients are required to comply with Title VI of the Civil Rights Act of 1964, as amended by assuring that no person is excluded or denied the benefits of programs or activities assisted with Federal funds. Furthermore, Wichita Transit and sub-recipients must make efforts to improve access to those people with Limited English Proficiency (LEP). Sub-recipients may use Wichita Transit's LEP Plan located in the Title VI Program as a guide to providing more access to those with limited English proficiency. Sub-recipients also have access to WAMPO's Title VI Program and LEP plan to use as guidance. Also, Wichita Transit and subrecipients will have to address Environmental Justice in programs, policies and activities that are carried out.
- b. Equal Employment Opportunity (EEO): Wichita Transit has enacted policy to provide equal opportunity to all employees and applicants for employment without regard to race, color, religion, national origin, sex, ancestry, disability, sexual or affectional preference, marital status, or age, except where age is a bona fide occupational qualification, and the obligation to provide equal opportunity for employment includes, but is not limited to:
 1. Recruitment, advertising, or solicitation for employment,
 2. Hiring, placement, upgrading, transfer, or demotion,
 3. Treatment during employment,
 4. Rates of pay or other form of compensation,
 5. Selection for training,
 6. Layoff, termination or reinstatement, and
 7. Complaint procedures.

Wichita Transit and subrecipients must undertake affirmative action, to make known that equal employment opportunities are available on the basis of individual merit, and to encourage all persons to seek employment and to strive for advancement on this basis. Subrecipients should have an EEO policy that meet the Federal regulations.

- c. Disadvantaged Business Enterprise (DBE): Wichita Transit will use its DBE Program and most current DBE goals to carry out the Federal requirements for DBE. The Department of Transportation (DOT) has a national goal of spending 10% of Federal DOT funds with DBE firms. State and Local agencies set their

own goals based on past expenditures and the availability of DBE firms working in the contract areas. Wichita Transit's DBE program and goals will be referenced in subrecipient's contracts. Wichita Transit has the responsibility to facilitate participation of DBE subrecipients in the 5310 program. Subrecipients have the responsibility to ensure nondiscrimination in the award of subagreements made under the 5310 program.

- d. Section 504 and ADA: Wichita Transit and subrecipients receive Federal financial assistance and are prohibited from discriminating on the basis of disability. Specific requirements apply to providers of public transportation, including requirements for facilities and vehicles, and the requirement to provide complimentary public transportation offering individuals with disabilities an equal opportunity to use public transportation. Complimentary services must be equivalent to the fixed route in regard to schedules, response times, geographic areas of service, hours and days of service, availability of information, reservations capability, constraints on capacity or service availability, and restrictions based on trip purpose. In addition to transportation service, and accessible vehicles and facilities, other responsibilities under the ADA are described in Titles I, II, III, IV, and V.

12. OTHER PROVISIONS

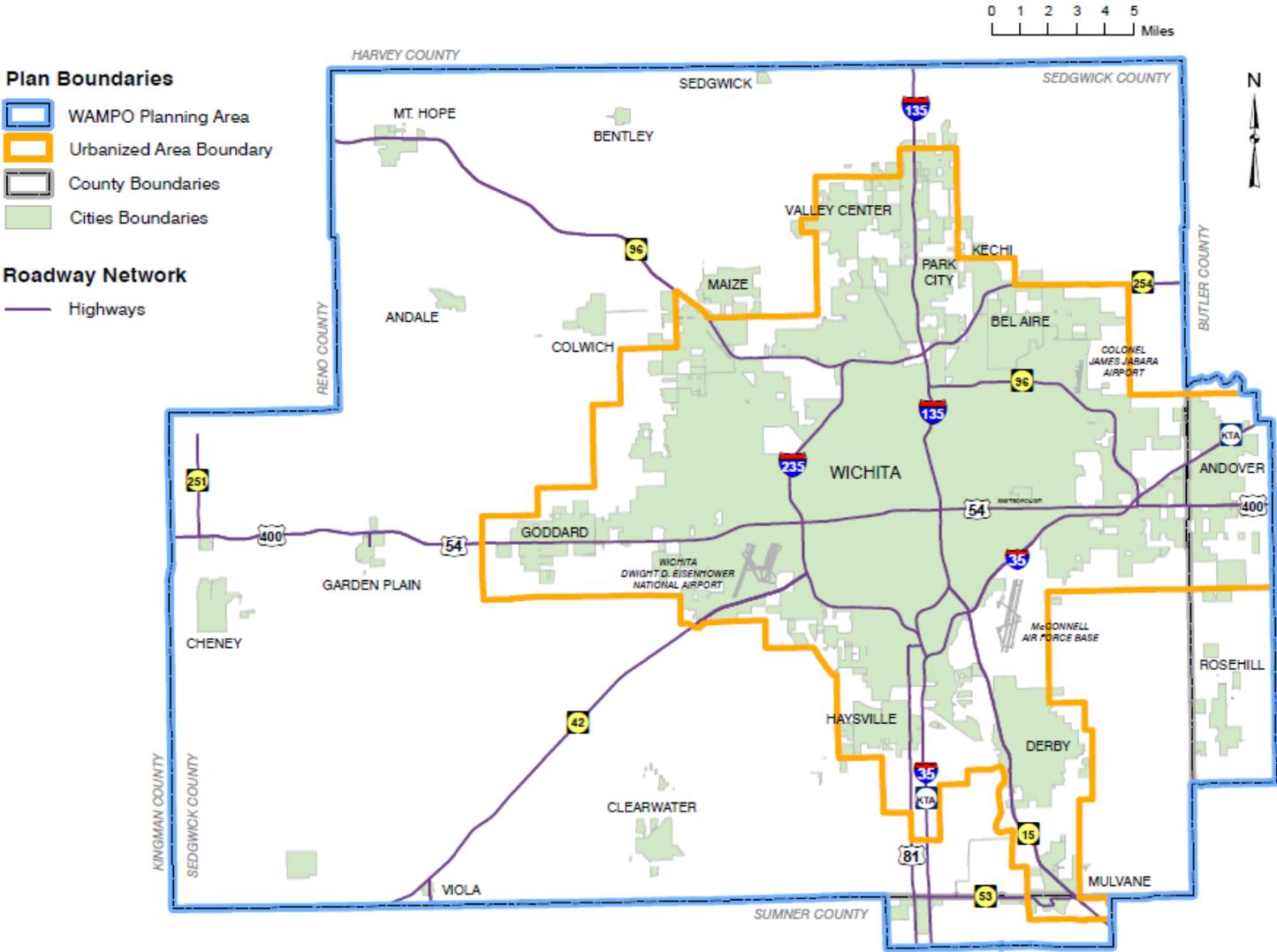
Wichita Transit certifies each year it's compliance with applicable Federal regulations. Sub-recipients will be responsible for meeting Federal requirements for the Section 5310 program. Requirements include but are not limited to Procurement Restrictions, Drug and Alcohol Testing, Drug-Free Workplace, Restrictions on Lobbying, and Safety and Security. A complete list of applicable Federal Regulations can be found in the Section 5310 Circular9070_1G dated 4-20-15 at the following link in Chapter VIII:

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities>

Or go to the Federal Transit Administration page and search the circulars for 5310 'Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance'.

All subrecipients must be in full compliance with applicable Federal regulations and the Section 5310 Circular.

Attachment A



Attachment B

Capitol Building
Room 241-South
300 SW 10th Street
Topeka, KS 66612



Phone: (785) 296-3232
Fax: (785) 368-8788
governor.ks.gov

Sam Brownback, Governor

October 3, 2016

Mr. Mokhtee Ahmad
FTA Regional Administrator Region VII
Federal Transit Administration Region VII Office
901 Locust Street
Suite 404
Kansas City, MO 64106

Dear Mr. Ahmad,

As Governor of the State of Kansas and in compliance with the Fixing America's Surface Transportation Act (FAST Act), do hereby designate Wichita Transit as the designated recipient to administer the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. 5310). Wichita Transit will serve as the designated recipient for the urbanized area for Federal Transit Administration Section 5310 funds. This designation was endorsed by the Wichita Area Metropolitan Planning Organization Policy Board, acting as the designated policy board of the MPO on July 12, 2016.

As the designated recipient, Wichita Transit will be responsible for administering the program by ensuring that all subrecipients comply with Federal requirements, notifying eligible local entities of funding availability, developing a program selection processes, determining project eligibility, and developing the yearly program of projects. We thank Wichita Transit for their leadership and ongoing contribution in supporting their area's efforts to reduce congestion, enhance safety, and provide individual mobility.

Should you have any questions related to this matter, please contact Cory Davis, Comprehensive Transportation Planning Manager, by phone at (785) 296-7984 or by email at coryd@ksdot.org.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Sam Brownback". The signature is written in a cursive, flowing style.

Sam Brownback
Governor

cc: Richard Carlson, Interim Secretary, Kansas Department of Transportation
Mike Moriarty, Chief, Bureau of Transportation Planning
Davonna Moore, Assistant Chief, Bureau of Transportation Planning
Cory Davis, Comprehensive Transportation Planning Manager
Mike Spadafore, State Public Transportation Manager

Attachment C

Subrecipient Checklist is subject to change based on subrecipient characteristics and FTA regulations.

Master List of Support Documentation

- A-133 Single Audit.
- Proof of on-going awareness program (A1)
- Drug-free workplace policy (A2)
- Example of employee receiving Drug and Alcohol Policy (B6)
- Example of new position Drug and Alcohol statement (B7)
- Pre-employment Drug Testing Acknowledgement form (B8)
- Random selection notification form (B19)
- Written standards of conduct (C2)
- Selection Procedures (C4)
- Title VI Policy (D)
- Procurement Policy (F1)
- System to review procurement requests (F3)
- Procurement written selection process (F4)
- Standard Form LLL (H1&2)
- Maintenance Plan (J1)
- National Transit Database year end reporting (M1)

Site-Visit Checklist

- Drug and Alcohol Records
 - 1 year: records of negative drug and alcohol test results
 - 2 year: records related to the collection process and employee training
 - 5 year: records of covered employee verified positive drug and alcohol tests results
 - 5 year: documentation of refusals to take required drug or alcohol tests
 - 5 year: records of covered employee referrals to the SAP
 - 5 year: copies of annual MIS reports
- Equal Employment Opportunity Signs posted in conspicuous area
- Set 30-day follow-up date on any found disparities.

Attachment D

Section 5310 Competitive Selection Process PROJECT SELECTION CRITERIA – 5310

The Criteria for evaluation is as listed in the Coordinated Plan, but is subject to change based on Coordinated Plan updates or Federal Regulations.

A. Identification of Needs

25 points

- a. Documented demand for service in the area. Documentation can include but is not limited to log sheets of trip turn downs, surveys, testimonials from people not served, and additional services requested by existing riders and the general public.
- b. Estimated number of people in the services area.
 - i. Estimated number of people to be served.
 - ii. Number of transit dependent people (e.g. no vehicle, elderly, disable, and low-income).
 - iii. Identification of the type of trips to be provided (medical, personal business, employment, etc.).
 - iv. Does the proposed service and schedules meet the needs of the identified riders?

B. Replacement/Expansion

- a. Replacement
 - i. Vehicle model year.
 - ii. Maintenance history and vehicle condition.
 - iii. Current mileage.
- b. Expansion
 - i. Description of need.
 - ii. Description of benefit.

C. Utilization of Services

20 points

- a. Service indicators (estimated for new starts, expansions, and actual for replacements, and retention of current level of operating funds).
 - i. Vehicle service hours per week.
 - ii. Average miles per month per vehicle.
 - iii. Identification of types of local activities and employment centers served (trips generators).
- b. Trip purpose and passenger type statistics (are transportation services being delivered to the appropriate need).

D. Coordination of Efforts

10 points

- a. Level of coordination with other transportation providers within the proposed service area.
- b. Level of coordination with local government agencies in determining transportation needs and whether those needs are being met.
- c. Level of coordination with human services and other social service agencies within the proposed service area that have client transportation needs.

E. Accessibility, Safety, & Training **20 points**

- a. Accessibility of project vehicles and compliance with ADA criteria. This would include Coordination Agreements with other providers to enable equal access to wheelchair accessible vehicles.
- b. Provision for training of drivers as per the RTAP training requirements.

F. Financial Management/Grant Capability **15 points**

- a. Qualifications and experience in managing grants and/or other governmental programs.
- b. Amount of local revenues obtained and support from local governments revenue sources.
- c. Letter verifying local match share.
- d. Budget (non-5310) sheet attached.

G. Contract Activities **5 points**

- a. CTD member in good standing.
- b. CTD meeting attendance and level of participation.
- c. Copy of contracting activities attached (example: taxi voucher program, NEMT contracts, etc.).

H. Public Notice Attached **5 points**