



Program Management Plan – Section 5310
**ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH
DISABILITIES PROGRAM**
for the
Oklahoma City Urbanized Area

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Section 1 - Overview

Goals and Objectives

The goal of the EMBARK 5310 Program Management Plan (PMP) is to describe the Central Oklahoma Transportation and Parking Authority (COTPA) dba EMBARK's process for managing the Federal Transit Administration (FTA) 5310 Program within the Oklahoma City Urbanized Area (OKCUZA). In compliance with FTA Circular C 9070.1G, EMBARK will manage the 5310 PMP with the overarching goal of supporting a coordinated transportation network comprising non-profit, government human service providers, for-profit agencies, and providers of public transportation to reduce redundancies and duplication of transportation services, ensure effective and complete vehicle utilization, and efficiently leverage the financial, capital, and human resources assigned to the OKC UZA. As part of this process, EMBARK intends to fulfill the following objectives:

1. Identify, contact, and inform public agencies, community organizations, non-profit and private for-profit organizations providing services for seniors and persons with disabilities, as to availability of 5310 Program grant funds; and
2. Establish, promote, and outline processes for soliciting and evaluating 5310 Program funding proposals in a fair and equitable manner; and
3. Encourage project proposers under the 5310 Program to engage in fund braiding techniques to further the goals of the Coordinating Council on Access and Mobility (CCAM); and
4. Assure that proposals selected for funding under the 5310 Program are responsive to one or more of the needs identified in the most current version of the OKC UZA Locally Coordinated Human Services Transportation Plan (LCHSTP), and ensure that the 5310 Program of Projects are included in the Metropolitan Area Transportation Improvement Program (TIP) managed by the Association of Central Oklahoma Governments (ACOG), and the Statewide Transportation Improvement Program (STIP) managed by the Oklahoma Department of Transportation (ODOT) Office of Mobility and Public Transit (OMPT); and
5. Ensure that projects funded under the 5310 Program engage in transportation coordination as required for use of the 5310 Program grant funds; and
6. Establish the requirements for the selected projects to enter into grant agreements with EMBARK; and,
7. Summarize the requirements for managing and reporting the progress for implementing the funded projects.

Revisions and Updates

The EMBARK 5310 PMP is a living document. It will be updated on a regular schedule and on an as needed basis to incorporate any expansions or enhancements of the 5310 Program's management requirements or federal guidelines and to address any new or changing needs identified in the various coordinated local, regional, and state transportation management plans noted above.

Roles and Responsibilities

EMBARK is the designated direct recipient appointed by the Governor of Oklahoma for Section 5310 Program funds apportioned to the Oklahoma City Urbanized Area (OKCUZA). EMBARK will apply to the FTA for funds awarded under the 5310 Program. If funds are passed through by EMBARK to other agencies or organizations, it will be done in a fair and equitable application process that may or may not include a competitive selection component with any awardees becoming subrecipients of 5310 Program funding through EMBARK.

EMBARK will administer the 5310 Program and support coordination by:

- Announcing a call-for-projects and providing technical assistance in the completion of the grant application(s); and
- Ensuring that all interested parties have a fair and equitable opportunity to apply; and, if selected, receive a fair and equitable distribution of funds; and
- Involving a group of committees to review and provide feedback on grant applications (if required); and
- Providing technical assistance to applicants and sub-recipients; and
- Ensuring that all selected grant recipients comply with guidelines as defined by the FTA and any state or local authority for the receipt and usage of 5310 Program funds including participation in a coordinated transportation solution for the OKCUZA; and
- Ensuring that projects are aligned with the Oklahoma City Area Locally Coordinated Human Services Transportation Coordination Plan (EMBARK is not directly responsible for the development of a locally coordinated plan, but will facilitate regular updates of the plan and ensure projects are consistent with the goals and objectives of the plan); and
- Providing timely and comprehensive reporting of 5310 funding to the FTA.

Coordination of Services

Entities within the Oklahoma City Urbanized Area wishing to submit a project proposal for the 5310 Program will coordinate services with other entities to ensure the maximum utilization and effectiveness of the federal investment. Coordinated transportation entails the collaboration of multiple entities to enhance their capacity in delivering transportation services. This collaboration encompasses various activities, such as sharing passenger trips and vehicles, co-locating facilities and services, joint efforts in grant applications, state and local planning, training, vehicle procurement, and maintenance, as well as the collective hiring of mobility managers. It also involves the braiding of federal funds, such as those supporting public transit and human services.

Federal inter-agency transportation coordination aims to:

1. Enhance the availability and accessibility of transportation, providing a broader range of options to end-users and extending service to more individuals and regions. This is achieved through streamlined policies that encourage cooperation.
2. Improve efficiency by enabling states, local communities, and other recipients of funding to pool resources, save funds, and reduce duplication within federal programs that support human services transportation.

3. Foster innovation by developing and implementing future transportation models, ultimately leading to enhanced customer service.

Examples of this type of coordination include, but are not limited to:

- Shared Vehicle Fleets - Multiple organizations, such as nonprofits and government agencies, pool their resources to maintain a shared fleet of vehicles for transporting individuals with disabilities or seniors to medical appointments, grocery stores, and other essential destinations.
- Coordinated Scheduling - Different providers coordinate their schedules to ensure that transportation services are available when and where they are needed, reducing wait times and increasing convenience for passengers.
- Technology Integration - Implementing technology solutions like smartphone apps or online platforms that allow passengers to book rides across multiple transportation providers seamlessly.
- Data Sharing - Sharing data on transportation usage, demand, and demographics among different entities to make informed decisions and allocate resources effectively.

Eligibility of Projects and Proposers

Eligible Subrecipients/Proposers

Under the federal guidelines, the following entities are eligible to apply for 5310 funding:

- Local governmental entities
- Public and private transportation providers
- Social service agencies
- Tribal governments
- Non-profit organizations

To be eligible for funding from the 5310 Program, proposed projects must be located in or have an origin/destination within the Oklahoma City urbanized area.

Eligible Activities and Projects

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services that meet the specific needs of seniors and individuals with disabilities.

Capital

Fifty-five percent (55%) of funds shall be available for capital projects planned, designed, and carried out to meet the needs of seniors and individuals with disabilities. This percentage is a floor and not a ceiling, more than 55% of the apportioned funds may be used for these types of projects. Eligible projects for the required 55% of capital projects may include:

- The capital cost of contracting for the provision of transportation services for seniors and individuals with disabilities and other specialized shared-ride transportation services; or
- The purchase of rolling stock for the provision of ADA complementary paratransit services; or

- The acquisition of ADA complementary paratransit services for seniors and individuals with disabilities when fixed-route public transportation is insufficient, unavailable, or inappropriate; or
- Rolling stock related activities such as radios and communications equipment, vehicle computer hardware and software, dispatch systems, and fare collection systems; or
- Passenger facility activities such as bus benches, shelters, and other passenger amenities; or
- Support for mobility management and coordination programs such as coordinated billing and scheduling of trips, the operation of transportation brokerages, and one-stop transportation call centers.

Operating

Forty-five percent (45%) of funds shall be available for non-traditional projects that improve access to services for individuals with disabilities and seniors. Eligible projects for the allowed 45% may include:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable; or
- Public transportation projects (capital and operating) that exceed the requirements of ADA such as extending service beyond the $\frac{3}{4}$ mile required by the ADA, the incremental cost of provided same day service, or acquisition of vehicles designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA; or
- Accessible feeder 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; or
- Public transportation projects (capital and operating) that improve access to fixed route services and decrease reliance on complementary paratransit services such as travel training or improved accessibility to a bus stop.

Local Share (Match) and Local Funding Requirements

5310 funds are eligible to support up to 80 percent (80%) of the cost of capital projects and up to 50 percent (50%) of the net operating costs. All sources of local funding must be clearly identified in the initial 5310 grant application.

The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local service agency, or new capital. Some examples of these include:

- State or local appropriations
- Dedicated tax revenues
- Private donations
- Revenue from service contracts or incidental charter services
- Unrestricted federal funds other than FTA sources (such as Community Service Block Grants or Community Development Block Grants).
- In-Kind contributions are eligible to be counted towards the local match as long as the value of each is documented and fully supported, represents a cost that would otherwise be eligible under the program, and is included in the net project costs of the budget.

Note: If the applicant plans to use unrestricted funds from other federal or state programs as part of the local match, it is the responsibility of the applicant to contact the funding agency and obtain, in writing, authorization to apply the funds as local match to the Section 5310 Program.

The federal share may exceed 80 percent (80%) for certain projects related to ADA and Clean Air Act (CAA) compliance as follows:

1. Vehicles – The federal share is 85 percent (85%) for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA or the CAA. A revenue vehicle that complies with 49 CFR part 38 may be funded at an 85 percent (85%) share.
2. Vehicle-Related Equipment and Facilities – The federal share for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the CAA or required by the ADA may be funded at a 90 percent (90%) share.

Application Process and Project Selection Criteria

Regulations require that projects and programs, implemented with 5310 Program funding, to be the outcome of a selection process that is fair and equitable. The FTA provides some flexibility with the process, which may be held annually or at intervals of up to three (3) years, as determined by EMBARK and based on local needs. EMBARK will select projects as needed to avoid the lapsing of any funds that are not obligated in a timely manner.

5310 funds must be obligated within the next two federal fiscal years following the federal fiscal year in which the funds were appropriated by Congress. The federal fiscal year begins on October 1 and ends on September 30 of the following year. Accordingly, 5310 funds from up to three consecutive fiscal years could be made available and EMBARK will select projects and programs at intervals not to exceed this time frame. This approach will allow for the development of more viable and longer-term projects, reduce the administrative cost of the program, and allow for other efficiencies. In the event project selections are based on estimated future funding, EMBARK will determine the appropriate distribution of any variance in estimated to actual apportionment amounts based on the proportionate share of awards or as otherwise deemed appropriate to meet the needs of the program.

Project Application Process

The call for project applications will be widely publicized and disseminated directly to the agencies providing or needing mobility and transportation services within the Oklahoma City UZA. Information relevant to the application and selection process including guidelines and forms will be made available at EMBARK's website (www.embarkok.com). As a part of the application process, EMBARK may provide technical assistance to agencies that may not be experienced in the preparation of transportation project proposals, including human services providing or funding client transportation.

Project Evaluation and Selection Criteria

Projects will be evaluated and selected based on the goals of local, regional, and state transit planning documents. EMBARK is responsible for the selection of projects; and could, but is not required to, include

a competitive selection process. EMBARK will select projects on a fair and equitable basis. If EMBARK decides to conduct a competitive selection for projects, EMBARK will conduct the solicitation but retains the options of outsourcing the selection process. Should EMBARK opt to conduct a competitive selection process for projects, every application will be required to create and present a brief presentation to the selection committee on their respective proposed project(s). The presentations must include, but are not limited to, the following: proposed funding amount and high-level project budget overview; project details including implementation steps and timelines; and project partners, staff, beneficiaries, and stakeholders.

Project Approval, Timelines, and Awards

Proposals may be selected based on, but not limited to, project mobility, effectiveness, and benefit to urbanized area, program reach and population served. Once selection of projects and award are finalized, EMBARK will submit a list of recommended projects to the EMBARK Board of Trustees for approval.

Timeline

Award notifications will be provided to all applicants and applications not recommended for funding will be sent letters to inform them of the evaluation process. Applications recommended for funding will be sent an award notification letter and a sub-recipient award agreement (SRAA) for execution. The agreement will indicate the date of the grant and the effective date to begin project implementation.

Overall, it can take up to twelve months from the announcement of a call for projects to the execution of sub-recipient award agreements. The exact timeline is dependent on the funding availability, the number of applications received, and the type of selection process utilized. The following is an example schedule using a competitive, scored selection procedure.

1. Call for Project Applications

Includes posting on the EMBARK website; written notice to agencies with prior projects or applications; and outreach to stakeholders, non-profit associations, state agencies, and applicable association groups as well as through email and social media. It is the responsibility of eligible applicants to keep abreast of the information posted on EMBARK's website and to keep their agency contact information current with EMBARK staff.

2. Proposal Submittals

Proposals are typically due approximately 45 days after the release of the call for projects announcement.

3. Application Review and Evaluation

EMBARK may contact the applicant for additional clarification or information related to a project application. The applicant may be required to provide an oral presentation of the proposal to the evaluation team. Incomplete applications or applications received after the due date will not be reviewed or evaluated. The exact time frame for application review and evaluation will vary based on the number of applications received.

4. Award Notification

Approximately 45 days after the due date for applications, successful applicants will receive written notice of the funding amount and the source of the federal award. It will also contain a request to confirm the acceptance of the award and verification of the availability and source of funds for the local match in writing.

5. FTA Application and Approval

Following selection and award notifications, EMBARK staff will prepare and submit the grant application to the FTA for approval. This process can take 3-5 months to secure all required certifications such as those from the Department of Labor.

6. Grant Award Agreements

Following FTA approval, approximately three months are allowed to execute the sub-recipient award agreement between the 5310 sub-recipient and EMBARK. The exact time frame is dependent on the availability of supporting documentation from the sub-recipient such as a clear scope of work, timeline for project implementation, project line-item budget and cash flow projection as well as the sub-recipient's acceptance of the sub-recipient award agreement terms and conditions.

7. Effective Date of Project and Reimbursable Activities

The sub-recipient award agreement specifies the effective date of its terms and conditions including the period of reimbursable activities. In this regard, EMBARK will reimburse the sub-recipient for any eligible expenditure incurred (after deducting the required local match) from the effective date of the sub-recipient award agreement. Any expenditures incurred by the sub-recipient before the execution of the sub-recipient award agreement with EMBARK or any expenditures outside the period of reimbursable activities are the sub-recipient's responsibility.

EMBARK is not committed to reimburse any expenditure if the sub-recipient award agreement between EMBARK and the sub-recipient is not executed, the project is cancelled, the federal funding is not available, or the FTA does not approve the grant application, among other possible scenarios.

Federal Requirements, Program Management and Reporting

Title VI, Section 504, and ADA Compliance

EMBARK requires sub-recipients to document that they distribute FTA funds without regard to race, color, national origin, disability, or discrimination against disadvantaged business enterprises among applicable civil right requirements. Not all applicable civil rights requirements are discussed in detail in the PMP.

EMBARK complies with the FTA's Title VI requirements in the following manner:

- Provision of an annual Title VI certification and assurance;
- Development of Title VI complaint procedures;
- Record keeping of all Title VI investigations, complaints, and lawsuits;
- Provision of meaning access to persons with Limited English Proficiency;
- Notification to beneficiaries of protection under Title VI; and
- A requirement that each sub-recipient develop a Title VI program or become part of EMBARK's submittal of its Title VI program to the FTA's regional civil rights officer once every three years.

Within each of these broad categories are specific requirements for survey and other data collection, analysis and information distribution that cover transportation programs, constructions projects, transit service planning, transit operations, and service/fare changes.

EMBARK's promotion, administration, and distribution of information and funding relevant to the 5310 Program is consistent with EMBARK's Title VI Policy, which is made part of this document by reference.

In order to fulfill Section 504 obligations, EMBARK will work closely with its sub-recipients to ensure the goals of the federal 5310 grants are being met. In order to track this progress, EMBARK will review each submitted invoice and ensure that all required backup material and support are attached and correct to validate funds spent, work to resolve any potential ineligibility issues with sub-recipients, and obtain the return of any funds paid out that have been found to be ineligible. In addition, EMBARK will review all quarterly and annual reports to ensure consistency with the terms of the federal grant and the sub-recipient award agreements. Finally, EMBARK will make annual site visits to each sub-recipient to ensure purchased items and services and/or training funded by the sub-recipient award agreement are operating and are being maintained per manufacturer's recommendations, and are being used to meet the required performance measures and goals set out in the sub-recipient award agreement and federal guidelines.

EMBARK will evaluate all projects receiving 5310 funds for compliance with all relevant ADA laws, regulations, and policies; and EMBARK will work with sub-recipients to provide technical assistance.

Procurement

EMBARK will provide technical assistance to sub-recipients to ensure compliance with all federal procurement requirements related to capital and rolling stock purchases. Sub-recipients will be responsible for additional compliance reporting for rolling stock purchases.

Program Management and Administration

The following summaries the responsibilities of EMBARK as the designated recipient of 5310 funding for the Oklahoma City Urbanized area.

- Assists sub-recipients or potential sub-recipients with technical support to:
 - Establish project eligibility
 - Manage and administer funding awards
 - Understand EMBARK and federal compliance policies
 - Comply with procurement guidelines
 - Provide required matching funds from approved sources

- Understand the conditions under which federal grant funds can be spent

One of the primary means of assistance provided by EMBARK can be sponsoring and hosting pre-proposal seminars prior to the announcement of a call-for-projects. EMBARK may host a grantee information seminar for all new sub-recipients after each selection process. The meeting will allow EMBARK the opportunity to discuss the general and specific performance goals to be achieved, the required reporting, the administrative responsibilities, and EMBARK's invoicing and reimbursement process.

In order to clarify the goals of each project and assist the sub-recipients in the development of good progress reporting and accounting practices, EMBARK will meet individually with each sub-recipient before the beginning of grant expenditures. The meeting will include but is not limited to the following actions:

- Ensures that sub-recipients adhere to the FTA Master Agreement, EMBARK's sub-recipient award agreement, and other federal, state, and local requirements, as applicable, to ensure federal funds are used according to the established contractual requirements. This activity will be accomplished with site visits and regular audits of sub-recipient's records.
- Seeks from the sub-recipients an annual signed certification that affirms sub-recipients' compliance with the standard terms and conditions governing the administration of project funded with federal dollars awarded by the FTA through EMBARK, as described in the EMBARK sub-recipient award agreement, or the FTA Master Agreement. This information is provided to the auditors as part of EMBARK's compliance monitoring efforts.
- Provides the program of projects funded with the 5310 Program to the metropolitan planning organization (MPO) for inclusion in the Transportation Improvement Program (TIP).
- Prepares a summary of the funds available for distribution upon approval of the federal budget for the federal year that starts October 1st and corresponding federal transportation appropriations sometime thereafter and their publication in the Federal Register.
- Initiates the development of grant applications for the FTA and upon FTA's award, initiates the sub-recipient award agreement with the sub-recipients.
- Coordinates regular workshops or meetings with sub-recipient to ensure agencies have the technical capabilities to assist their customers with transportation needs and to manage their projects.
- Organizes an annual workshop for the review of project results, evaluation of overall program outcomes and accomplishments, and discuss opportunities for improvements. Unsuccessful applications from previous call-for-projects cycles are welcomed to these workshops to familiarize themselves with the grant programs, the development of successful applicants, the components of a complete project proposal, and the steps to implement and manage projects and programs funded with 5310 resources.
- Assures sub-recipients develop appropriate, meaningful, and measurable performance measures for each 5310 funded project to monitor and report the benefits of the federal investment.
- EMBARK will maintain good working relationships and coordination with the federal, state, regional, and local agencies regarding human services transportation projects and programs funded with 5310 resources.
- Analyzes federal, state and local legislation and policies relevant to the 5310 Program.

- EMBARK will work to implement the goals of the Coordinating Council on Access and Mobility (CCAM) and provide technical support to promote coordination of services and fund-braiding techniques.
- Makes recommendations to the EMBARK Board of Trustees for improvements in the management and administration of the 5310 Program.
- Serves as the point of contact for any activities related to the 5310 Program within the Oklahoma City Urbanized Area, such as coordinating the reviews and audits performed by the FTA.

Performance Measures

Consistent with federal guidelines, sub-recipients will be asked to show (as applicable) all increased activity due to the grant funded project, including but not limited to:

- Actual number of rides (as measured by one-way trips) as a result of implementation of the 5310 grant funded project
- Annual increases in service reliability, service availability, increased geographic coverage, improved service quality or timeliness resulting from the 5310 grant funded project that impact the availability of transportation services for individuals with disabilities or seniors.

Sub-recipients will be required to work jointly with EMBARK during the sub-recipient award agreement execution to identify additional performance measures specific to the project that will measure relevant output, service improvements, or program outcomes. Sub-recipients will be required to report these performance measures on a quarterly basis and on an annual basis, or as required by EMBARK and the FTA.