

**Section 5310  
Mobility Management  
Grant Application Packet  
Fiscal Year 2024**



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## KEY CALENDAR DATES FOR FY 2024 SECTION 5310 GRANT

These 2024 dates should serve as a guide in planning and submitting a Section 5310 application. Applicants should adhere to the dates as outlined to ensure proper completion and timely submission of their applications.

- March** Applications available at the Public Transit website:  
<https://transportation.wv.gov/publictransit/Pages/Section5310Grant.aspx>
- April 17** Application should be submitted to Local Planning and Development Council or Metropolitan Planning Organization for review and approval.
- May 17** **Final day to submit completed application to the West Virginia Division of Multimodal Transportation Facilities - Transit. Applications must be stamped received by the WVDPT by 4 p.m. EST.**
- June** Transit reviews applications, determines eligibility of applicants. Eligible projects are selected for inclusion in the State Consolidated Application to the Federal Transit Administration.

**\*A positive Local Intergovernmental Review must be included with application when submitted (see page 13).**

# TABLE OF CONTENTS

|                                     |         |
|-------------------------------------|---------|
| <b>I. General Information</b>       | 1 - 6   |
| <b>II. Grant Application Packet</b> |         |
| -Application Format                 | 7       |
| -Application Checklist              | 8       |
| -Title Page                         | 9       |
| -Signature Authority                | 10      |
| Assurances and Verification         | 11      |
| -Local Intergovernmental Review     | 13      |
| -Certifications                     | 14 – 23 |

## **TABLE OF CONTENTS**

(Continued)

### **III. Grant Application**

-Questions 1- 20 25 - 30

-Proposed Budget 31 - 32

### **IV. Appendices**

(A) Example Monthly Section 5310 Expenditure Report 33  
Mobility Management/Coordination

(B) Glossary 35 - 38

C) Regional Planning and Development Councils and 39  
Metropolitan Planning Organizations Addresses

# **SECTION I**

## **GENERAL INFORMATION**

### **Mobility Management**

Title 49 U.S.C. 5310 (CFDA Number 20.513) amended by MAP 21, authorizes a formula grant assistance program for the enhanced mobility of seniors and individuals with disabilities. The Federal Transit Administration (FTA), as well as, the West Virginia Division of Multimodal Transportations Facilities - Transit (Public Transit), refers to this program as “the Section 5310 Program.” FTA, on behalf of the U.S. Secretary of Transportation, apportions the funds appropriated annually to the States based on an administrative formula that considers the number of seniors and individuals with disabilities in each state.

The goal of the Section 5310 Program is to enhance mobility for seniors and individuals with disabilities throughout the country. Towards this goal, FTA provides financial assistance for transportation services planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas - urbanized, small urban, and rural. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of Federal resources.

This Application Packet has been prepared to provide agencies requesting funding for Mobility Management with information and guidance on the Section 5310 Program. Included is program rules and regulations and reimbursement procedures information.

FTA regulations require Public Transit of Public Transit to prepare and submit a Statewide Section 5310 Application on behalf of all recommended agencies in the State. Accordingly, Public Transit is responsible for notifying potential applicants and eligible local entities of funding availability; developing project selection criteria; preparing the application packet; determining applicant’s eligibility; and selecting projects for inclusion in the Statewide Application. Upon FTA approval of the Statewide Application, Public Transit is required to ensure that all approved agencies comply with Federal requirements.

When applicants are approved by FTA, Federal funds will be provided for 80 percent of the project cost. Applicant organizations must provide the remaining 20 percent from non-Federal sources, or if applicable, allowable federal sources.

It is imperative that each applicant adhere to the established guidelines and the calendar provided in this packet. Public Transit is unable to guarantee that every request for funds will be met.

## **MOBILITY MANAGEMENT**

Mobility Management projects may be funded to enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive funding to support the administrative cost of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits, but **not the operating cost of the 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.

Note: Mobility Management projects allow no more than 10 percent of the grant available to fund indirect costs.

## **ELIGIBLE APPLICANTS**

**PRIVATE** - non-public, to wit: bodies which are not municipalities or other political subdivisions of states; are not public agencies or instrumentalities of one or more states, are not Indian tribes (except private non-profits that are formed by Indian tribes); are not public corporations, boards or commissions established under the laws of any state; or are not subject to control by public authority, state or municipal.

**NON-PROFIT ORGANIZATION** - a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c), which is exempt from taxation under 26 U.S.C. Section 501 (a) or Section 101 or one which has been determined under state law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization.

**OPERATORS OF PUBLIC TRANSIT SERVICES** - including private operators of transportation services.

**If you are unsure of your eligibility status and would like to request for approval to submit a Mobility Management Application, please contact Public Transit for guidance.**

## **ELIGIBLE ACTIVITIES**

Mobility Management activities may include but are not limited to:

- The promotion, enhancement and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;

- Support for short term management activities to plan and implement coordinated services;
- Support of state and local coordination policy bodies and councils;
- The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- The provision of coordinated 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 trip planning activities for customers;
- 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
- 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 cost and billing in a coordinated system and single smart customer payment systems (acquisitions of technology is also eligible as a stand-alone capital expense).

### **PROJECT SELECTION**

Once an agency has submitted its application to Public Transit, it is reviewed for completeness. The application is then reviewed based on existing transportation service(s) for special needs, coordination efforts, fiscal and managerial capabilities and the proposed project.

If an application has missing documentation, the agency is given an opportunity to submit the omitted documents with penalty points being deducted.

Any applications received after the grant application deadline are considered for funding only after all other on-time requests have been met. Public Transit reserves the right not to score or consider late applications. The application is then evaluated from highest to lowest and the agencies receiving the highest evaluations are included in the State's consolidated application submitted to FTA.

### **GRANT AWARD/CONTRACT**

Once an agency is approved for funding, the agency is required to enter into a contract with Public Transit which states the terms and conditions under which the services are to be provided.

The contract ensures grant compliance. Some of the significant requirements are:

- (1) The agency is responsible for providing the Mobility Management activities/services as proposed in its application packet.
- (2) The agency is required to adhere to all the Federal and State requirements as certified to in the application packet and any additional requirements that may surface.
- (3) The agency is required to maintain financial and activity records on the project. These records are to be maintained on site and available for inspection by personnel from Public Transit of Public Transit and/or the Federal Transit Administration during periodic onsite reviews.

### **TERMS OF PROJECT**

Activities under awarded contracts are expected to begin July 1, 2024 through June 30, 2025.

### **BILLING FORMS**

Approved agencies will submit Monthly Section 5310 Expenditure Report, Mobility Management/Coordination Report Forms, supplied by the Public Transit, to receive payment. All information on the forms must be completed before payment will be issued to the agency.

An example of the form is provided in Appendix A.

Additional information, such as project implementation and marketing efforts, may be requested during the course of the project.

### **INDEMNIFICATION**

The approved agency shall indemnify, and hold harmless the State of West Virginia, Public Transit and its agents, servants and employees from any and all claims, suits, proceedings, losses, expenses, damages and liabilities, including, but not limited to attorney's fees and court costs caused directly or indirectly by, or arising out of, agency's use of the equipment purchased with FTA funds. The State of West Virginia shall not be liable for any loss or damage to any cargo or other property, real or personal, left stored, loaded or transported in or upon the equipment funded with FTA funds, at any time or any place, including, without limitation, while located at any garage or other premises operated by the recipient agency and under any circumstances whatsoever, whether or not due to negligence of Public Transit, and the recipient agency shall waive all claims against Public Transit by reason thereof and shall indemnify, defend and hold the State of West Virginia or Public Transit harmless from and against any and all claims, suits, actions or proceedings based upon or arising out of such loss or damage.



## **COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT**

Approved agencies must comply with Title VI of the Civil Rights Act. Agencies cannot discriminate on the grounds of race, color, and national origin. Clients cannot be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program. Efforts are to be made to assure that the benefits of the agency's programs are not systematically denied to minorities. Up to date Title VI notices and statutes are to be posted prominently in the agency's workplaces.

## **AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

Agencies providing transportation services to individuals with disabilities, including individuals who use wheelchairs, must ensure that the service offered is equivalent to the level and quality of service offered to individuals without disabilities. Equivalent service takes into consideration response time, fares, hours and days of operation, restrictions on trip purpose, geographic service area and constraints on capacity or service availability.

Agencies providing transportation services must ensure that they meet the following service provisions as required by the ADA.

1. Maintain lifts/ramps and other accessibility equipment in operative condition. To achieve this, lifts/ramps must be cycled and tie downs checked daily.
2. Require drivers to use accessibility features and provide assistance to passengers in the use of the equipment.
3. Deploy lifts/ramps at any designated stops.
4. Provide service to persons using respirators or portable oxygen or other mobility aids.
5. Provide service to individuals who use wheelchairs to board and ride accessible vehicles. A wheelchair is defined as "a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered". If the wheelchair lift/ramp and vehicle can accommodate a mobility device that does not meet the definition, agencies should still provide the service.
6. Allow adequate time for vehicle boarding/disembarking.
7. Transport service animals. (Passengers are not required to provide any type of certification.)
8. Train personnel to proficiency so that they operate vehicles and equipment safely and properly and treat individuals who use the service in a respectful and courteous way.

9. Display blue accessibility symbol on all accessible vehicles.
10. Make information available in an accessible format upon request and have adequate telephone capacity, both voice and TDD.
11. Allow standees use of lifts or ramps upon request.

Any transportation services, used as part of a Mobility Management project, shall meet the above requirements. Transportation providers are required to develop ADA Policies and Procedures including complaint processes, and requests for reasonable modification for passengers and employees.

### **CERTIFICATIONS**

In this application packet is various certifications. Agencies receiving assistance under the Mobility Management Program are required to abide by the signed certifications.

### **ON SITE MONITORING REVIEWS**

Representatives from Public Transit and/or the Federal Transit Administration will periodically conduct on site reviews of approved applicants for the purpose of confirming the existence, condition, and proper maintenance of funded equipment and that the recipient is in compliance with all rules and regulations and the grant contract governing this funding.

### **LATE APPLICATION SUBMISSION**

Applications that are not time-stamped by **4:00 p.m. on May 17, 2024**, will be considered for funding only after all other agencies on time requests have been met. Public Transit is not responsible for late, lost or misdirected mail. Public Transit reserves the right not to evaluate or consider late applications.

# SECTION II

# GRANT APPLICATION PACKET

## APPLICATION FORMAT

This application packet has been assembled in a specific format which will aid in the fair evaluation of each application. Applications received by Public Transit that do not follow this format will be returned for revision to the submitting organization which may jeopardize an organization's Mobility Management funding.

**A checklist of items to be included in your application packet has been provided on Page 8.** The pages of the application packet that you will be required to submit have been numbered.

At earliest convenience, an applicant should copy or cc: their Regional Planning and Development Council or Metropolitan Planning Organization with its intentions of applying for funding. Planning organizations need time to review your application.

Tony O'Leary of Public Transit is available to answer any questions concerning this application packet and may be reached at (304) 414-5338.

On or before 4:00 p.m., May 17, 2024, please submit one (1) original of your agency's application to Public Transit, at the following address:

**West Virginia Division of Multimodal Transportation Facilities  
Public Transit Division  
Building 5, Room 650  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0432  
Phone: (304) 558-0428**

## APPLICATION CHECKLIST

\_\_\_\_\_ Title Page (FEIN, Unique Entity ID and SAM.gov required. Attach SAM.gov screen shot)

\_\_\_\_\_ Assurances and Verification (Signed in blue ink)

\_\_\_\_\_ Authorizing Resolution (Signed in blue ink and notarized)

\_\_\_\_\_ Certificate of Existence (IRS Tax Exemption letter is not acceptable)\*

\_\_\_\_\_ Positive Local Intergovernmental Review  
**(Mandatory at time of submission)**

\_\_\_\_\_ Certifications (Signed in blue ink)

\_\_\_\_\_ Questions 1 – 20

\_\_\_\_\_ Financial Information/Funding Proposal

\_\_\_\_\_ Notarized Proof of Necessary Local Matching Funds

\_\_\_\_\_ Title VI Program Completed/Board Approved

**Submit current Title VI plan**

**New applicants need to complete. See Appendix II**

**\* Only applies to non-profits**

# TITLE PAGE

**Applicant** (list legal name): \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person** (Name, title, phone number and email address of project contact person):

\_\_\_\_\_

Person(s) completing application and their title and contact information if other than designated Contact Person:

| Name | Title | Email | Phone |
|------|-------|-------|-------|
|------|-------|-------|-------|

| Name | Title | Email | Phone |
|------|-------|-------|-------|
|------|-------|-------|-------|

**Unique Entity ID Number:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_

\_\_\_\_\_

**SAM.gov Registration Date** \_\_\_\_\_

**Screen shot of SAM.gov registration page attached?** \_\_\_ Yes \_\_\_ No

## **Signature Authority**

All applications and the certifications and assurances, unless otherwise indicated, must be **signed in blue** by an official of the applying agency who has authority to submit proposals and enter into contracts on behalf of the applying agency. If the signing official is not the chief officer of the applying governing board, a copy of the resolution, or other document, evidencing the official's authority to sign must accompany the application. Applications received without original blue signatures will not be accepted.

## ASSURANCES AND VERIFICATION

The applicant hereby assures and certifies that:

A. It possesses the legal authority and eligibility to apply to Public Transit, for a Federal grant under the Section 5310 Program to acquire funds to acquire vehicle and communication equipment and has the ability to execute the proposed project according to program rules and guidelines.

B. Its governing body has duly adopted a resolution or passed an official act through a motion, or similar action at its meeting – with a quorum present – to authorize the filing of the application, including all understandings and assurances contained therein, and directed and authorized the person identified as the official representative of the applicant to provide additional information as may be required. This resolution was adopted in accordance within the applicant’s by-laws and/or statutes of the State of West Virginia.

C: The resolution which duly authorizes the submission of this application is attached to this application. **The Resolution must include notary stamp with signature.** Insert Resolution after this page.

**Printed name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Is Resolution and copy of the meeting minutes authorizing the Resolution attached?

## **CERTIFICATE OF EXISTENCE**

Submit a copy of the applicant's Certificate of Existence as provided by the West Virginia Secretary of State Office. A tax-exempt statement from the IRS is not acceptable.

The Certificate of Existence should be inserted directly following the "Assurances and Verification" page. This verification of an agency's Non-Profit status replaces previous years' request to submit an agency's Articles of Incorporation.

To request a copy of your agency's Certificate of Existence – at no charge – contact Missy Anthony, Call Center Coordinator at the West Virginia Secretary of State office, at (304) 356-2632 or [manthony@wvsos.com](mailto:manthony@wvsos.com)

**\*Applies to Non-Profit Organizations only**



## **LOCAL INTERGOVERNMENTAL REVIEW**

Once your organization has completed its application, immediately submit a copy of the application to the appropriate Regional Planning and Development Council or Metropolitan Planning Organization and request a local intergovernmental review for your application. Public Transit and the Federal Transit Administration will not accept any applications that do not have a positive local intergovernmental review.

See Appendix C for addresses of the planning organizations throughout the State.

Your agency is responsible for ensuring that a local intergovernmental review is forwarded to Public Transit of Public Transit, not the local planning organization.

It is the applying agency's responsibility to ensure that it allows the local planning organizations adequate time to review the application. Most planning organizations take 30 days to review an application.

## CERTIFICATIONS

Read and sign the following certifications using a **blue pen**.

# CERTIFICATIONS

I, \_\_\_\_\_, hereby certify that the \_\_\_\_\_;  
(Name) (Name of Agency)

shall have available the required 20% of local match from non-Federal sources needed for the requested Mobility Management Funding. It is my understanding that failure to comply with this stipulation will result in Public Transit of Public Transit's cancellation of any issued contract to provide Mobility Management services.

## 1. CIVIL RIGHTS REQUIREMENTS

Agree that the applicant will comply with the following requirements:

Nondiscrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, et seq., Age Discrimination Act of 1975, as amended, 42 U.S.C. §6101, et. seq., Americans With Disabilities Act of 1990, as amended, 42 U.S.C. § 12101, et. seq., and Federal transit law at 49 U.S.C. § 5332, as amended, the agency agrees that it will not discriminate against anyone on the basis of race, color, national origin, age or disability. In addition, the agency, as a condition of receiving Federal financial assistance from the Federal Transit Administration (FTA), Section 5310 Program, agrees to comply with any other applicable Federal statutes that may be signed into law or regulations that may be promulgated. This includes that the agency will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1B and in compliance with the Department of Transportation's Title VI regulation, 49 C.F.R. Part 21.9.

Equal Employment Opportunity. Agree that the applicant will comply with the following equal employment opportunity requirements:

Race, Color, Religion, National Origin, Sex, Disability, Age, Sexual Orientation, Gender Identity or Status as a Parent. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq., and Federal transit laws at 49 U.S.C. § 5332, the Vendor agrees to comply with all applicable equal employment opportunity requirements of the U.S. Department of Labor (US DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order Number 11246, "Equal Employment Opportunity", as amended by Executive Order Number 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Vendor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or status as a parent. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms or compensation; and selection for training, including apprenticeship. In addition, the agency agrees to comply with any implementing requirements FTA may issue.

## 2. ENERGY CONSERVATION

Applicant agrees to comply with, and obtain the compliance of its subcontractors, with mandatory standards and policies relating to energy efficiency contained in applicable State Energy Conservation Plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 et seq.

## 3. CERTIFICATION OF SPECIAL EFFORTS TO PROVIDE TRANSPORTATION THAT DISABLED PERSONS CAN USE

The applicant hereby certifies that special efforts are being made in its service area to provide transportation that disabled persons, including wheelchair users and semi-ambulatory persons can use. The transportation resulting from these special efforts is reasonable in comparison to the transportation provided to the general public and meets a significant fraction of the actual transportation needs of such persons within a reasonable time.

## 4. LITIGATION CERTIFICATION

As the authorized representative for the applicant, I hereby certify that to the best of my knowledge there is no litigation pending or threatened which might affect the performance of this Project.

## **5. FISCAL AND MANAGERIAL CAPABILITY CERTIFICATION**

As the authorized representative for the applicant, I hereby certify that, based on my experience with the applicant and a review of the applicant's records that the applicant has the requisite fiscal and managerial capability to carry out this Project.

## **6. APPLICATION OF FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS**

The agency hereby certifies that it will comply with changing federal, state and local requirements, the Applicant shall note that federal, state and local requirements may change and the changed requirements will apply to this Project as required.

Federal Regulation Changes - Applicant shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current FTA Master Agreement between the WV Department of Transportation, Division of Public Transit and FTA, as they may be amended or promulgated from time to time during the term of this Project. The Applicant's failure to so comply shall constitute a material breach of this Project.

## **7. ACCESS TO RECORDS**

The agency hereby certifies that it shall permit Public Transit, the Comptroller General of the United States and the Secretary of the United States Department of Transportation, or their authorized representatives, to inspect all vehicles, facilities and equipment used by the Agency as part of the Project to verify compliance with the requirements of the Section 5310 Program. All records of the transportation services rendered by the Agency, including maintenance records, records verifying usage of the vehicle, and all relevant Project records shall also be available for inspection. The Agency shall also permit the above named persons or agencies to audit the records and accounts of the Agency pertaining to the Project.

## **8. COORDINATION**

As the authorized representative for the applicant, I hereby certify that to the best of my knowledge the agency has coordinated, to the maximum extent feasible, with other transportation providers and users, regardless of their funding source.

## **9. SCHOOL BUS OPERATIONS**

As required by 49 U.S.C. 5323 (f) and FTA regulations, "School Bus Operations," at 49 C.F.R. 605.14, the Applicant agrees that it will 1. Engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. 5323(f), and implementing regulations, and 2. Comply with the requirements of 49 C.F.R. Part 605 before providing any school transportation using equipment or facilities acquired with Federal assistance authorized by 49 U.S.C. Chapter 53 or Title 23 U.S.C. awarded by FTA for transportation projects.

The Applicant understands that the requirements of 49 C.F.R. Part 605 will apply to any school transportation it provides, the definitions of 49 C.F.R. Part 605 apply to this school transportation agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

## **10. NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

The applicant acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Project, absent the express written consent by the Federal Government, the Federal Government is not a party to this Project and shall not be subject to any obligations or liabilities to the WV Division of Public Transit, Applicant, or any other party (whether or not a party to the Project) pertaining to any matter resulting from the underlying Project.

## **11. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

As the authorized representative for the applicant, I certify the applicant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying Project, the Applicant certifies or affirms the truthfulness and accuracy of any statement it has made, it

makes, it may make, or causes to be made, pertaining to the underlying Project or the Federal Transit Administration (FTA) assisted Project for which the Project work is being performed.

In addition to other penalties that may be applicable, the Applicant further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Applicant to the extent the Federal Government deems appropriate.

## **12. SENSITIVE SECURITY INFORMATION**

The applicant agrees that it must protect, and take measures to ensure that its sub agreement at each tier protect, "sensitive security information" made available during the administration of any agreement or any sub agreement to ensure compliance with the Homeland Security Act, as amended, specifically 49 U.S.C. Section 40119(b), and U.S. DOT regulations, "Protection of Sensitive Security Information," 49 C.F.R. Part 15, and with 49 U.S.C. Section 114(s) and U.S. Department of Homeland Security, Transportation Security Administration regulations, "Protection of Sensitive Security Information," 49 C.F.R. Part 1520.

## **13. ACCESSIBILITY**

The applicant agrees that products and services provided shall be in accordance with the 42 U.S.C. Sections 12101, et seq. and DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37; and Joint ATBCB/DOT regulations, "American with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 C.F.R. Part 1192 and 49 C.F.R. Part 38.

## **14. TRAFFICKING IN PERSONS**

The applicant agrees to comply with, and assures the compliance of each sub recipient with, the requirements of the subsection 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g), and the provisions of the Trafficking in Persons subsection of the current FTA Master Agreement.

Agency agrees that it and its employees that participate in any Section 5310 Award, may not:

1. Engage in severe forms of trafficking in persons during the period of time that the Section 5310 Award is in effect.
2. Procure a commercial sex act during the period of time that the Section 5310 Project Grant Agreement is in effect, or
3. Use forced labor in the performance of the Section 5310 Award or sub-agreements thereunder.

Agency agrees to inform Public Transit of Public Transit of any information it receives from any source alleging a violation of a prohibition listed above. Public Transit will then inform FTA immediately of any information it receives.

## **15. ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY**

To the extent applicable and except to the extent that FTA determines otherwise in writing, applicant agrees to facilitate compliance with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and with the provision of U.S. DOT Notice, "DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency (LEP) Persons," 70 Fed. Reg. 74087, December 14, 2005.

## **16. ENVIRONMENTAL JUSTICE**

The applicant agrees to facilitate compliance with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," February 11, 1994, 42 U.S.C. § 4321 note, as well as, facilitating compliance with that Executive Order, U.S. DOT Order 5610.2, "Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 62 Fed. Reg. 18377, April 14, 1997, and the most recent edition of FTA Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," August 15, 2012, to the extent consistent with applicable federal laws, regulations, requirements, and guidance.

**17. CHARTER SERVICE**

The applicant may not engage in Charter Service, except as permitted under federal transit laws, specifically 49 U.S.C. § 5323(d) and (r), FTA regulations, "Charter Service," 49 C.F.R. Part 604, any other Federal Charter Service regulations, or federal guidance.

The only possible exception that would allow a 5310 recipient to provide charter services is if for "program purposes" which is defined in 49 C.F.R. Part 604 as "transportation that serves the needs of either human service agencies or targeted populations" (seniors or individuals with disabilities). The agency's service only qualifies for the exemption contained in 49 C.F.R. 604.2(e) if the service is designed to serve the needs of targeted populations.

Charter service provided to a group, however, that includes individuals who are only incidentally members of the targeted populations, is not "for program purposes" and must meet the requirements of the FTA's Charter Rule.

**18. SEAT BELT USAGE**

Pursuant to Executive Order No. 13043, "Increasing Seat Belt Use in the United States," April 16, 2018, 1997, 23 U.S.C. § 402 note, agency is required to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally-operated vehicles and include this provision in third party contracts, third party subcontracts, and sub-agreements entered into under this Project.

**19. DISTRACTED DRIVING, INCLUDING TEXT MESSAGING WHILE DRIVING**

Pursuant to Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009, 23 U.S.C. § 402 note and DOT Order 3902.10, "Text Messaging While Driving," December 30, 2009. The agency agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, any vehicle an agency owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the award, or when performing any work for or on behalf of the award.

The agency agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

**20. AUDITS**

The applicant agrees to report any audit findings that involve Section 5310 funded Mobility Management Activities immediately to Public Transit of Public Transit.

I declare that the foregoing certifications are true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City and State)

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Title)

## CERTIFICATION OF EQUIVALENT SERVICE

The \_\_\_\_\_  
(Applicant)

certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 C.F.R. 37.77, public entities operating demand responsive systems for the general public which receive financial assistance under Sections 5310 or 5311 of the Federal Transit Act, as amended, must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving Federal Transit Act funds shall also file the certification with the appropriate state program office. Such public entities receiving Federal Transit Act funds under any other Section of the Federal Transit Act must file the certification with the appropriate Federal Transit Administration regional office. This certification is valid for no longer than one year from its date of filing.

\_\_\_\_\_  
**Name & Title of Authorized Official**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Assurance Concerning Nondiscrimination on the  
Basis of Disability in Federally-Assisted Programs  
and Activities Receiving or Benefiting from  
Federal Financial Assistance**

**Implementing the Rehabilitation Act of 1973, as amended, and  
the Americans With Disabilities Act of 1990**

**(Federal Transit Administration)**

\_\_\_\_\_ (the "Recipient") agrees that,  
**(Applicant)**

as a condition to the approval or extension of any Federal financial assistance from the Federal Transit Administration (FTA) to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research or to participate in or obtain any benefit from any program administered by the FTA, no otherwise qualified person with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance administered by the FTA or any entity within the United States Department of Transportation (DOT).

Specifically, the Recipient gives assurance that it will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990 (any subsequent amendments thereto) set forth at 49 C.F.R. Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other Federal departments or agencies.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Legal Name of Applicant**

**BY:** \_\_\_\_\_  
**Signature of Authorized Official**



**Federal Transit Administration  
(FTA)  
CIVIL RIGHTS ASSURANCE**

The \_\_\_\_\_ HEREBY CERTIFIES THAT,  
**Applicant**

as a condition of receiving Federal financial assistance from the Federal Transit Administration (FTA), Section 5310 Program, will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The \_\_\_\_\_ will compile, maintain, and  
**Applicant**  
submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 C.F.R. Part 21.9.
3. The \_\_\_\_\_ will make it known to the  
**Applicant**  
public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

\_\_\_\_\_  
**Name And Title Of Authorized Official**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

## TITLE VI REPORT

List any active lawsuits or complaints naming the applicant which allege discrimination on the basis of race, color, or natural origin with respect to service or other transit benefits. The list should include: date the lawsuit or complaint was filed; a summary of the allegation; and the status of the lawsuit or complaint; including whether the parties to a lawsuit have entered into a consent decrees. **If none, please state.**

A description of all pending applications for financial assistance and all financial assistance currently provided by other federal agencies. **If none, please state.**

A summary of all civil rights compliance review activities conducted in the last three years. The summary should include: the purpose or reasons for the review; the name of the agency or organization that performed the review; a summary of the findings and recommendations of the review; and a report on the status and/or disposition of such findings and recommendations. **If none, please state.**

## DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The \_\_\_\_\_ (applicant) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the \_\_\_\_\_ (applicant) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

The primary participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract), certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. sections 3801 et seq. Are applicable thereto.

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Signature and Title of Authorized Official

# **SECTION III**

## **GRANT APPLICATION**

Complete the following application

**Agency Name:** \_\_\_\_\_

## Mobility Management Application

### Application Part 1: Applicant Information

1) Name and type of applicant or agency requesting funding:

\_\_\_\_\_ Private Non-Profit

\_\_\_\_\_ Transit Authority

\_\_\_\_\_ Other / Private Operator of Public Transit

(Specify \_\_\_\_\_)

2) Is your organization a recipient under any of the following programs?  
(Mark the appropriate box or boxes.)

\_\_\_ Section 5311

\_\_\_ Section 5310

\_\_\_ Section 5339

\_\_\_ Section 5307

\_\_\_ Other FTA or federal programs (Please indicate): \_\_\_\_\_

3) Are there any other federal or state funding sources utilized by your organization? If so, please list.

---

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4) Provide a description of your agency. Include a mission statement if available.

**Application Part 2: Service Area and Demographics**

Please cite the *source* and the *year* for your demographic data for questions 6 and 7

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5) What is the proposed geographic area served to be served by your agency (County or counties, cities and towns)? **(Submit a map or maps as an Attachment.)**

6) Total *population* (number of persons) in your proposed service area? \_\_\_\_\_

\_\_\_\_\_

7) What is the *percentage* of the disabled *population* in your proposed service area?

\_\_\_\_\_

**Application Part 3: Existing / Current Transportation Services**

8) Describe the current transportation service(s) that your organization provides:

9) If your organization does have a written vehicle maintenance plan, does it meet the manufacturer's minimum requirements?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

*(For questions 10-11, answer the questions as they apply to your organization.)*

10) Description of service(s) currently provided to meet the needs of the elderly:

11) Description of service(s) currently provided to meet the needs of the disabled:

**Application Part 4: Existing Operations of your Agency  
(Staffing and Capacity)**

12) Indicate the hours and days of operation: \_\_\_\_\_

13) Total full-time employees: \_\_\_\_\_

14) Number of full-time drivers: \_\_\_\_\_

15) Identify in the table below **ALL** other transportation providers (public and private) in the proposed geographic area or areas that you serve.

| Name and Address of Provider | Contact Person & Phone Number | Service Area | Number of Vehicles | Frequency & Type of Service Provided | Wheelchair Accessible (Yes/No) |
|------------------------------|-------------------------------|--------------|--------------------|--------------------------------------|--------------------------------|
|                              |                               |              |                    |                                      |                                |
|                              |                               |              |                    |                                      |                                |
|                              |                               |              |                    |                                      |                                |
|                              |                               |              |                    |                                      |                                |
|                              |                               |              |                    |                                      |                                |
|                              |                               |              |                    |                                      |                                |
|                              |                               |              |                    |                                      |                                |



**Application Part 5: Project Description**

16) Project Name: \_\_\_\_\_

17) Does your project address any issues or areas derived from your locally developed Coordinated Public Transit-Human Services Transportation Plan?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

18) Describe the project:

19) Describe the consultation process with the public and the level of involvement of the community to be served (public assistance recipients, low-income residents, persons with disabilities, elderly, etc.)

Provide information identified below to support your application:

20) Factors - Resource Identification: Mark the appropriate box(es) and describe the attributes that contribute to your program. Use additional space to detail response.

Mobility Manager

Innovative Approaches- identify any innovative techniques and approaches that contribute to the proposed project.

Use of Transit Based Strategies-Describe any commitment by transit providers that will contribute to the success of the project.

Linkages to Other Community Resources and Services-identify available support services that complement the transportation activities and are critical to ensuring that the community gets adequate access to transportation.

**Application Part 6: Budget: Federal and Local Match**

**PROPOSED BUDGET**

**Direct Labor Costs:**

Salaries: Manager \_\_\_\_\_  
          Others \_\_\_\_\_  
Fringe Benefits \_\_\_\_\_  
Marketing \_\_\_\_\_  
Contractual Services \_\_\_\_\_  
Printing/Copying \_\_\_\_\_  
Travel \_\_\_\_\_  
Telecommunications \_\_\_\_\_  
Miscellaneous (Specify Below): \_\_\_\_\_

**Indirect Costs:** can be no higher than 10%

Overhead (Rent & Others) \_\_\_\_\_  
Other Indirect Costs (explain) \_\_\_\_\_

**Total Project Cost** \_\_\_\_\_

**Source(s) of Match**

| <b>Local Contribution Source(s)</b> | <b>Amounts</b> | <b>Date Funds Available</b> |
|-------------------------------------|----------------|-----------------------------|
| _____                               | _____          | _____                       |
| _____                               | _____          | _____                       |
| _____                               | _____          | _____                       |
| <b>Total Local Contributions</b>    | _____          |                             |

Total Local Contributions  
Divided by Total Project Cost (Must be at least 20 percent) \_\_\_\_\_

**Local match may be derived from any Non U.S. Department of Transportation Federal Program, State Programs, Local Contributions or Grants.**

Attach documentation of match funds immediately behind this page. Proof may consist of, but not be limited to: written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

**NOTE: Agency must confirm on agency letterhead with notarization that it has the funds to meet the local match financial requirements listed above and when such funds are available. Attach letter after this page.**

# **SECTION IV**

## **APPENDICES**

### **APPENDIX A**

#### **Example**

#### **Monthly Section 5310 Expenditure Report Mobility Management/Coordination**



## APPENDIX B

### GLOSSARY OF TERMS

**Accessible Taxi:** An accessible taxi is a vehicle that is used by a private provider of on-demand transportation service to the public that is regulated and licensed for such use by the municipality, county or other government entity. An accessible taxi is one which has the capacity to accommodate a passenger who uses a wheelchair defined as “a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered”, while remaining in his/her personal mobility device inside the vehicle.

**Americans with Disabilities Act (ADA):** Public Law 336 of the 101<sup>st</sup> Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

**Capital Equipment:** Is usually a tangible item that has a useful life of more than one year.

**Competitive Selection Process:** A process to choose which projects will be funded based on standard evaluation criteria applied to each project. Projects are not guaranteed funding year to year. As the Designated Recipient of FTA funds, the process is conducted by WVDOT/DPT for small urban and nonurbanized areas in the State of West Virginia. The projects selected must be derived from a Locally Developed, Coordinated Public Transit-Human Services Transportation Plan.

**DPT:** Public Transit of Public Transit, West Virginia Department of Transportation (WVDOT) is the designated state agency to carry out the day-to-day administration of the Section 5310 Program.

**Demand Responsive Service:** Service which operates in response to calls from passengers to the transit operator. Vehicles are dispatched to pick up passengers and transport them to their destinations. The vehicles do not operate over a fixed route or on a fixed schedule. Routes change every day depending on the demand.

**Designated Recipient:** In nonurbanized areas and urbanized areas with a population of less than 200,000, the recipient is the State agency designated by the Governor to receive and apportion amounts under Section 5310. In the State of West Virginia, the WVDOT/DPT is the designated recipient.

**Dial-A-Ride:** Dial-A-Ride is a term that has been applied to a variety of shared-ride services operated by the private sector. These services utilize vans, small buses, or other vehicles larger than a taxi cab, but in many respects, they resemble a shared-ride taxi service in that they provide door-to-door service. However, most Dial-A-Ride services do not pick up in response to hailing in the street.

**Disabled Person:** Any individual who due to a physical or mental impairment is substantially limited in one or more of the major life activities; has a record of such an impairment; or is regarded as having such an impairment.

**Elderly Person:** Any person at least 65 years of age.

**Eligible Subrecipients:** For purposes of the WVDOT/DPT Section 5310 Program, eligible subrecipients can be any local governmental authority, non-profit organization, or operator of public transportation services that receives a grant under the Section 5310 Program indirectly through a recipient.

**Fixed Route Service:** Designated public transportation service in which a vehicle is operated along a prescribed route according to a fixed schedule.

**FTA:** Federal Transit Administration

**Grantee:** An eligible subrecipient, which submitted, and received approval of, a Section 5310 Program application to the WVDOT/DPT.

**Human Service Transportation:** Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

**Locally Developed, Coordinated Public Transit-Human Services Transportation Plan:** A locally developed plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. The plan must include an area no smaller than a county. **All Mobility Management projects must be derived from these locally developed Coordination Plans.**

**Local Funds or Local Share:** Refers to the match for Section 5310 Federal dollars. Local match may be derived from any Non U.S. Department of Transportation Federal Funds, State Program Funds, Local Contributions or Grants.

**Local Intergovernmental Review:** A process whereby all levels of government are notified of proposed projects involving Federal funds. It is intended to assure that conflicting projects or projects not in the best interest of the community are identified early in the planning phase. This review can be done by the regional planning and development council or metropolitan planning organization.

**Modified Fixed Route/ Demand Responsive:** Vehicles that operate on a fixed route, but will detour from the route to pick up or drop off passengers. After the passenger is served, the vehicle will return to the fixed route.

**Mobility Management:** Eligible capital expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a grantee through an agreement entered into with a person, including a government entity. **Mobility Management does not include operating public transportation services.**



**Non-Profit Organization:** A corporation or association determined by the Secretary of the Treasury to be an organization describe by 26 U.S.C. 501(c) that is exempt from taxation under 26 U.S.C. 501(a) or one that has been determined under State law to be non-profit and for which the designated State agency has received documentation certifying the status of the non-profit organization.

**Nonurbanized Areas:** A rural area with a population density of less than 500 people per square mile or small urban area with a population of less than 50,000 people.

**Operating Assistance:** Financial assistance for transit operation (not capital expenditures) which originates at the local level.

**Operating Expenses:** Any costs incurred while running the project, such as salaries, fuel, maintenance, insurance, training, etc.

**Paratransit:** Comparable transportation service required by the ADA for individuals with disabilities who are unable to use fixed route transportation systems.

**Passengers:** The number of one-way passenger trips, a round trip taken by the same individual should be counted as two passengers.

**Private:** Private means non-public, to wit: bodies which are not municipalities or other political subdivision of States; are not public agencies or instrumentalities of one or more States, municipalities or political subdivision of States; are not Indian tribes (except private non-profits that were formed by Indian tribes); are not public corporations, boards, or commissions established under the laws of any state; or are not subject to control by public authority, State or municipal.

**Pass-Through Recipient:** An entity participating in a FTA project that would receive FTA funds from an eligible subrecipient, which would be responsible for ensuring that the pass-through recipients complied with all State and Federal requirements required under FTA Program.

**Program of Projects:** A list of projects to be funded in a grant application submitted to FTA by a designated recipient. The program of projects lists the subrecipients and indicates whether they are private non-profit agencies, public bodies, or private providers of transportation service, and designates the areas served (including rural counties).

In addition, the program of projects includes a brief description of the projects, total project cost, and Federal share for each project, and the amount of funds used for program administration from the 10% allowed.

**Route:** A fixed path traversed by a transit vehicle in accordance with a predetermined schedule.

**Run:** One transit vehicle trip in one direction from the beginning of a route to the end of it. When a transit vehicle makes a round trip on one route, it has completed two runs.

**Section 5311 Program:** A federal transportation program that provides operating and capital assistance to agencies that provide public transportation services in the small urban and rural areas of the State. Public Transit of Public Transit is the State administering agency.

**Section 5311 Recipient:** Those agencies that receive Section 5311 funds.

**Service Area:** Geographic area over which the project is operating and the area whose population is served by the project including adjacent areas affected by it.

**Small Urbanized Areas:** An area with a population between 50,000 and 200,000.

**Spare:** Reserve vehicle to be used only when regular van(s) cannot be operated, (i.e., breakdown, emergency, etc.).

**State Transportation Improvement Program (STIP):** A statewide document that includes all projects to be implemented within a four year period in an urbanized area with a population over 50,000.

**Subscription Bus:** A transit service operating on specified schedules on fixed routes (although such routes can be modified), but not available to the general public.

**Transportation Improvement Program (TIP):** A local approved short range transportation plan that reflects the program of publicly funded transportation improvements for the Metropolitan Planning Organization region.

**Urbanized Area (UZA):** An area defined by the U.S. Census Bureau with a population of 50,000 or greater and a population density of at least 1,000 people per square mile in a central city and 500 per square mile in the surrounding area.

**Urban Transit Authorities:** Those transit authorities operating in the urbanized areas of Beckley, Charleston, Huntington, Martinsburg, Morgantown, Parkersburg, Weirton, and Wheeling.

**APPENDIX C**  
**REGIONAL PLANNING**  
**AND**  
**DEVELOPMENT COUNCILS**  
**AND**  
**METROPOLITAN PLANNING ORGANIZATIONS**  
**ADDRESSES**

**REGIONAL PLANNING AND DEVELOPMENT COUNCILS AND  
METROPOLITAN PLANNING ORGANIZATIONS**

**REGION I**

**Region I Planning and Development Council**

**Consisting of:** McDowell, Mercer, Monroe, Raleigh, Summers  
and Wyoming Counties

**Executive Director:** Jason Roberts  
1439 East Main Street, Suite 5  
Princeton, West Virginia 24740  
PH: (304) 431-7225  
FAX: (304) 431-7235  
Email: [jasonroberts@regiononepdc.org](mailto:jasonroberts@regiononepdc.org)

**MPO – Fayette/Raleigh Metropolitan Planning Organization**

**Consisting of:** Fayette and Raleigh Counties

**REGION II**

**Region II Planning and Development Council**

**Consisting of:** Cabell, Lincoln, Logan, Mason, Mingo and Wayne Counties

**Executive Director:** Chris Chiles  
214 Fourth Street  
P. O. Box 939  
Huntington, West Virginia 25712-0939  
PH: (304) 523-7434  
FAX: (304) 529-7229  
Email: [cchiles@region2pdc.org](mailto:cchiles@region2pdc.org)

**Contact:** Kathy Elliott, Senior Project Administrator/Deputy Director  
Email: [kelliott@region2.pdc.org](mailto:kelliott@region2.pdc.org)

**MPO - KYOVA Interstate Planning Commission**

**Consisting of:** Huntington, WV, Ashland, KY and Ironton, OH (Cabell and  
Wayne Counties, WV, Boyd and Greenup Counties, KY and  
Lawrence County, OH)

**Contact:** Chris Chiles, Executive Director  
Same address and phone information  
Email: [cchiles@region2pdc.org](mailto:cchiles@region2pdc.org)

### **REGION III**

#### **MPO - Regional Intergovernmental Council**

**Consisting of: Charleston Metropolitan Area (Kanawha and Putnam Counties)**

#### **Region III – BCKP Regional Intergovernmental Council**

**Consisting of: Boone, Clay, Kanawha, and Putnam Counties**

**Executive Director: Tyler Ferrell**  
**315 "D" Street**  
**South Charleston, West Virginia 25303**  
**PH: (304) 744-4258**  
**FAX: (304) 744-2534**  
**Email: [mail@wvregion3.org](mailto:mail@wvregion3.org)**

### **REGION IV**

#### **MPO – Fayette/Raleigh Metropolitan Planning Organization**

**Consisting of: Fayette and Raleigh Counties**

#### **Region IV Planning and Development Council**

**Consisting of: Fayette, Greenbrier, Nicholas, Pocahontas  
and Webster Counties**

**Executive Director: John Tuggle**  
**885 Broad Street, Suite 100**  
**Summersville, West Virginia 26651**  
**PH: (304) 872-4970**  
**FAX: (304) 872-1012**  
**Email: [jtuggle@reg4wv.org](mailto:jtuggle@reg4wv.org)**

### **REGION V**

#### **Mid-Ohio Valley Regional Council**

**Consisting of: Calhoun, Jackson, Pleasants, Ritchie,  
Roane, Tyler, Wirt and Wood Counties**

**Executive Director: Caroline Stewart**  
**709 Market Street**  
**Parkersburg, West Virginia 26101 - or -**  
**PH: (304) 422-4993**

**FAX: (304) 422-4998**  
**Email: mail[caroline.stewart@movrc.org](mailto:caroline.stewart@movrc.org)**

**MPO - Wood Washington Wirt Interstate Planning Commission**

**Consisting of:** Parkersburg, WV, Marietta and Belpre, OH (Wood County, WV and Washington County, OH)

**Contact:** Randy Durst, Transportation Planning Director  
Same address and phone number (Ext. 125)  
**Email: [randy.durst@movrc.org](mailto:randy.durst@movrc.org)**

**REGION VI**

**Region VI Planning and Development Council**

**Consisting of:** Doddridge, Harrison, Marion, Monongalia, Preston and Taylor Counties

**Executive Director:** Sheena Hunt  
34 Mountain Park Drive  
White Hall, West Virginia 26554  
**PH: (304) 366-5693**  
**FAX: (304) 367-0804**  
**Email: [sheenahunt@regionvi.com](mailto:sheenahunt@regionvi.com)**

**MPO - Morgantown/Monongalia Metropolitan Planning Organization**

**Consisting of:** Morgantown/Monongalia County

**Executive Director:** Bill Austin, AICP  
243 High Street, Room 110  
Morgantown, West Virginia 26505  
**PH: (304) 291-9571**  
**FAX: (304) 291-9573**  
**Email: [baustin@labyrinth.net](mailto:baustin@labyrinth.net)**

**REGION VII**

**Region VII Planning and Development Council**

**Consisting of:** Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker and Upshur Counties

**Executive Director:** Shane Whitehair  
99 Edmiston Way, Suite 225

Buckhannon, West Virginia 26201  
PH: (304) 472-6564  
FAX: (304) 472-6590  
Email: [swhitehair@regionvii.com](mailto:swhitehair@regionvii.com)

## REGION VIII

### Region VIII Planning and Development Council

Consisting of: Grant, Hampshire, Hardy, Mineral  
and Pendleton Counties

Executive Director: Melissa Earle  
131 Providence Lane  
Petersburg, West Virginia 26847  
PH: (304) 257-2448; (304) 257-1221  
FAX: (304) 257-4958  
Email: [mearle@regioneight.org](mailto:mearle@regioneight.org)

## REGION IX

### Eastern Panhandle Regional Planning and Development Council

Consisting of: Berkeley, Jefferson and Morgan Counties

Executive Director: Rachel Snavely  
226 Pilot Way, Suite E  
Martinsburg, West Virginia 25405  
PH: (304) 263-1743  
FAX: (304) 263-7156  
Email: [rsnavely@region9wv.com](mailto:rsnavely@region9wv.com)

### MPO – Hagerstown/Eastern Panhandle Metropolitan Planning Organization

Consisting of: Washington (MD), Franklin (PA), Berkeley and  
Jefferson (WV) Counties

Executive Director: Matthew T. Mullenax  
33 West Washington Street  
4<sup>th</sup> Floor, Suite 402  
Hagerstown, MD 21740  
PH: (240) 313-2080  
FAX: (240) 313-2084  
Email: [mmullenax@hepmo.net](mailto:mmullenax@hepmo.net)

## REGION X

### Bel-O-Mar Regional Council and Interstate Planning Commission

**Consisting of:** Marshall, Ohio and Wetzel (WV) Counties  
and Belmont (OH) County

**Executive Director:** Scott Hicks  
105 Bridge Street Plaza  
P.O. Box 2086  
Wheeling, West Virginia 26003  
PH: (304) 242-1800  
FAX: (304) 242-2437  
Email: [hicks@belomar.org](mailto:hicks@belomar.org)

**Contact:** Rakesh Sharma, MPO Transportation Study Director  
[rsharma@belomar.org](mailto:rsharma@belomar.org)

## REGION XI

### MPO - Brooke-Hancock-Jefferson Metropolitan Planning Commission

**Consisting of:** Brooke and Hancock Counties, WV  
and Jefferson County, (OH)

**Executive Director:** Michael Paprocki  
124 North Fourth Street, Second Floor  
Steubenville, Ohio 43952  
PH: (740) 282-3685, Ext. 209  
FAX: (740) 282-1821  
Email: [mikepap@bhjmpc.org](mailto:mikepap@bhjmpc.org)

**Contact:** Dave Snelting, MPO Transportation Study Director  
Email: [dsnelting@bhjmpc.org](mailto:dsnelting@bhjmpc.org)  
PH: (740) 282-3685, Ext. 205

and

### Brooke-Hancock Regional Planning and Development Council

**Consisting of:** Brooke and Hancock Counties (WV)

**Executive Director:** Michael Paprocki  
P. O. Box 82  
Weirton, WV 26062  
PH: (304) 797-9666  
FAX: (740) 282-1821  
Email: [mikepap@bhjmpc.org](mailto:mikepap@bhjmpc.org)