



**Meeting Agenda of the
MOBILITY COORDINATING COMMITTEE
May 23, 2017 - 9:30 a.m.
PPACG Lower Level Conference Room**

Agenda items marked with ☒ indicate that additional materials were included in packets provided to members.

1. **Call To Order / Establish A Quorum / Introductions** (Six [6] voting members)
2. **Consent Items (To be voted on as a whole)**
 - A. **Agenda**
 - B. **Minutes** ☒
 - C. **Membership Appointment** ☒
3. **Public Comments**
Items not on the Agenda
4. **Training/Information Sharing/Coordination Opportunities**
5. **Mountain Metropolitan Transit Program Management Plan for Section 5310** ☒
6. **Create Stakeholder List for SB17-011**
7. **Medicaid Transportation Subcommittee Topics**
8. **Action Items for Next MCC Meeting**
9. **Adjournment**



**Meeting Minutes of the
MOBILITY COORDINATING COMMITTEE
March 28, 2017 - 9:30 a.m.
PPACG Lower Level Conference Room**

1. **Call to Order / Establish A Quorum / Introductions** (Six [6] voting members) - Chair Gail Nehls called the meeting to order at 9:33 a.m. and established a quorum. Introductions were made.
2. **Consent Items (To be voted on as a whole)**
 - A. **Agenda**
 - B. **Minutes**
 - C. **Membership Appointment** - Ms. Courtney Stone moved to approve the consent items, seconded by Ms. Maile Gray. The motion carried unanimously.
3. **Public Comments**- There were none.
4. **Training/Information Sharing/Coordination Opportunities**- Mr. Joe Urban updated the committee on the call center; they are set to move into their permanent headquarters April 1st. Committee members shared information on upcoming trainings.
5. **Information Items**
 - A. **Colorado SMP Medicare Fraud and Abuse Prevention Presentation** –Ms. Karen Morgan, AAA Case Manager, presented information on one of AAA’s partner programs, Senior Medicare Patrol (SMP). Ms. Morgan explained the goal of this presentation is to bring awareness to the fraud that is occurring in our system and to recruit volunteers.
6. **Discussion Items**
 - A. **Follow-up on SB17-011**- SB17-011 was signed by the governor on March 20. Ms. Stone provided an overview of who will be involved in the study and what the pilot program will potentially look like, providing examples from other studies. Ms. Stone will report back to the group with any updates on the study as it moves forward. The MCC will develop a stakeholder list at the next meeting to prepare for this study. Ms. Nehls discussed HB17-1242, the new transportation funding bill and shared the potential implications of the bill if passed.
 - B. **Framework for Action: Building the Fully Coordinated Transportation System**- This item was postponed.
7. **Medicaid Transportation Subcommittee Topics**- NEMT transit providers are unable to bill for delivered services. The issue has been escalated.
8. **Action Items for Next MCC Meeting**- Develop a list of stakeholders for SB17-011.



9. **Adjournment-** Chair Gail Nehls adjourned the meeting at 10:42 a.m.

Attendees – March 28, 2017		
Present	Name	Agency/Affiliation
	Glenn Kraus	CDOT
X	Joe Urban	PPACG
	Stuart Smith	Comcor, Inc.
	Susan Kuiper (Alternate)	Comcor, Inc.
X	Dick Hyde	Community Intersections Colorado Springs
	Terry Holmes	Community Intersections Colorado Springs
X	Gail Nehls	Amblicab
	Michelle Dean (Alternate)	Amblicab
	Dennis Crosser	Fountain Valley Senior Services
	Donald Watts	Falcon Senior Services
	Beverly Ordon (Alternate)	Falcon Senior Services
X	Kevin Girardey	Goodwill Industries
	Luci-Cruz Laporte (Alternate)	Goodwill Industries
X	Courtney Stone	The Independence Center
	Jodi Liparulo	Mountain Community Transportation for Seniors
	Cindy Rush	Mountain Community Transportation for Seniors
X	Maggie Reed	Teller Senior Coalition
X	Jacob Matsen	Mountain Metro Transit
	Erin McCauley (Alternate)	Mountain Metro Transit
X	Sharon Brown	City of Fountain
	Chris Garvin	El Paso County
	Cindy Morse	Teller County
X	Joe Vaccaro	Citizen-At-Large
	Megann Karch	Colorado Division of Vocational Rehabilitation
	Elizabeth Robertson	Colorado Division of Vocational Rehabilitation
X	Bethany Schoemer	PPACG
X	Staff of Member Governments and Citizens	
X	Reb Williams	PPRTA CAC
X	Maile Gray	Drive Smart Colorado

Drive Smart Colorado

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April 17, 2017

Directors of the Mobility Coordinating Committee
Pikes Peak Area Council of Governments
15 S. 7th St.
Colorado Springs CO 80905

Dear Directors:

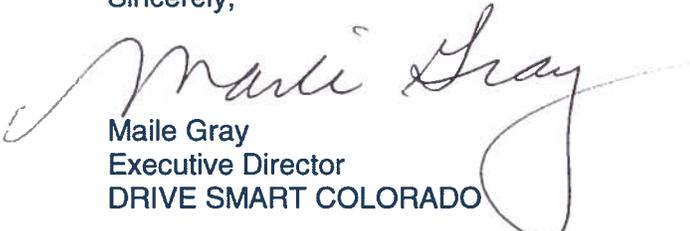
I wanted to alert you to a change in personnel at DRIVE SMART COLORADO.

Barb Bailey had been listed as my alternate on the Mobility Coordinating Committee for DRIVE SMART COLORADO. She retired in October 2016. We have hired a new Program Coordinator, Karen Teel. I was hoping she could be listed as a representative to the committee in the situation that I cannot make a meeting.

Please let me know if this is possible.

Thank you for your consideration.

Sincerely,


Maile Gray
Executive Director
DRIVE SMART COLORADO



Program Management Plan (PMP)

**Section 5310 Program -
Enhanced Mobility of Seniors and Individuals with Disabilities**



Revised May 15, 2017

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Background

The Program Management Plan (PMP) is a requirement of the Section 5310 Program – Enhanced Mobility of Seniors and Individuals with Disabilities (“5310 Program”). The 5310 Program is administered by the Federal Transit Administration (FTA), which is one of ten operating agencies within the U.S. Department of Transportation.

Moving Ahead for Progress in the 21st Century (MAP-21), signed into law on July 6, 2012, with an effective date of October 1, 2012 is the authorizing legislation for federal surface transportation programs for fiscal years 2013, 2014 and 2015. MAP-21 repealed the New Freedom program (49 U.S.C. 5317) and merged the New Freedom program into the Section 5310 program (49 U.S.C 5310) - Enhanced Mobility of Seniors and Individuals with Disabilities. As a result, activities eligible under the New Freedom program, including operating expenses, are now eligible under the 5310 Program. Prior to MAP-21, the 5310 Program was a discretionary funding program with funds only apportioned to states. Beginning in the federal fiscal year 2013, the 5310 Program became a formula funding program, which means funds are apportioned among large urbanized areas, small urbanized areas and rural areas.

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

Program Management Plan

The purpose of this Program Management Plan (PMP), according to Federal Transit Administration (FTA) Circular 9070.1, is to document policies and procedures for administering the 5310 Program. Mountain Metropolitan Transit (MMT) is the federally-designated recipient for 5310 Program funding in the Colorado Springs Urbanized Area (UZA), thus is responsible for developing this plan. MMT coordinates with other providers in the UZA to ensure a coordinated, effective provision of services that meets federal requirements. MMT maintains a current Program Management Plan for the 5310 Program. The plan is filed with the FTA and all updates are submitted to the FTA. The plan will be reviewed annually and any updates to the plan or application package will be made as appropriate.

Program Goals and Objectives

To meet the goal of the 5310 Program, MMT strives to provide a full range of transportation options to improve the quality of life for seniors and persons with disabilities. Providing a full range of transportation options supports independence and increases access to the community.

MMT intends to accomplish the following objectives to meet the goal of the 5310 program:

- Develop and support a call center to increase specialized transportation efficiencies and improve customer service
- Support a mobility management position
- Continue to coordinate with human service providers
- Continue to provide service above and beyond the Metro Mobility service, including service for individuals with more severe disabilities (e.g. door through door service)
- Improve efficiencies with technology and ride sharing

It is MMT's long term goal to ensure that no individual is denied access to the community due to a lack of transportation.

The Pikes Peak Region's Specialized Transportation Plan was developed jointly with the 2040 Regional Transit Plan, and was approved and adopted by the Board of Directors of the Pikes Peak Area Council of Governments on September 9, 2015. Both plans are components of the PPACG's 2040 Regional Transportation Plan. Development of the year 2045 version of these plans will commence in 2018, with expected adoption in 2019.

Roles and Responsibilities

Mountain Metropolitan Transit

As the FTA designated recipient for 5310 Program funds allocated to the Colorado Springs Urbanized Area, Mountain Metropolitan Transit (MMT) is responsible for administering, managing and programming the 5310 Program funds. Additionally, MMT is responsible for:

- Developing and approving the annual Program of Projects (POP)
- Developing and revising the PMP
- In partnership with Pikes Peak Area Council of Governments, certifying that all projects are derived from a locally developed, coordinated public transit-human services transportation plan developed through a process that consists of representatives of

public, private, and non-profit transportation and human service providers with participation by the public

Pikes Peak Area Council of Governments

Pikes Peak Area Council of Governments (PPACG) is the Metropolitan Planning Organization (MPO) for the Colorado Springs UZA. While the PPACG consists of sixteen (16) member governments with elected official representation at the Board level, the MPO area is composed of nine (9) member governments: Colorado Springs, El Paso County, Manitou Springs, Monument, Palmer Lake, Fountain, Green Mountain Falls, Woodland Park, and Teller County. All requests for FTA funding from organizations serving the UZA must be approved by the PPACG board for inclusion in the Transportation Improvement Program (TIP).

PPACG is also responsible for developing and maintaining specialized transit plans that identify the overall public and specialized transit needs in the region and the level of service required to meet these needs. The plans that are prepared and updated on a regular basis include the Specialized Transportation Plan (Coordination Plan), first adopted as the Human Services Transportation Coordination Study in 2006, and the Regional Transportation Plan (RTP), addressing all modes of travel.

Mobility Coordinating Committee

The Mobility Coordinating Committee (MCC) is a committee created by PPACG and is comprised of representatives from MMT, human services agencies and other jurisdictions and transit providers within the UZA. MCC provides advice on current and emerging issues, goals, and plans relative to the coordination of public, human service, and job access transportation services in the Pikes Peak Region.

Coordination

MMT identifies priorities and coordinates service delivery and funding requests through PPACG and the MCC.

Coordination Plan

PPACG completed the Human Services Transportation Coordination Study in 2006, and this effort was recently updated in 2015 as the Specialized Transportation Plan (Coordination Plan) to address the federal requirements for coordinating service delivery and reducing duplication of services among transit and specialized human service transportation providers. The Coordination Plan identifies strategies for coordinating services oriented to serving persons with disabilities, seniors, and low-income employment-related trips. The document details a

strategic five-year plan for coordinating services that meets federal requirements for the region.

Funding Request Coordination

Agencies that provide specialized human service transportation coordinate state and federal funding requests for projects through the MCC.

Eligible Subrecipients

The 5310 Program permits MMT to conduct a competitive process to select subrecipients, but does not require it. For fiscal year 2015, MMT will not be conducting a competitive process. The 5310 Program funds will be used to hire a contractor to operate the call center, fund the salary for a mobility manager and fund MMT's administrative costs. The call center will enlist the support of human service providers that provide transportation to persons with disabilities and seniors. The services provided go above and beyond what the ADA requires of MMT.

Local Share and Local Funding Requirements

A local match is required for 5310 Program funds. 5310 Program funds may be used to support up to 80 percent of the net cost of capital projects and up to 50 percent of the net operating costs.

Local matching funds must be provided from sources other than federal USDOT funds. Examples include: state or local appropriations, other non-DOT federal funds (e.g. Temporary Assistance to Needy Families (TANF), Older Americans Act, and etc.), dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising. Non-cash share such as donations, volunteer service, or in-kind contributions are eligible to be counted as local match as long as the value is documented and represents a cost which would otherwise be eligible under the program and is included in the net project costs in the project budget.

MMT intends to use funding from the Pikes Peak Rural Transportation Authority (PPRTA), a local sales tax, for the local match.

Project Selection Criteria and Method of Distributing Funds

A competitive selection process will not be used in the selection of projects for fiscal year 2015 5310 Program funds. The funds will be used solely for the development of the call center and all activities related to the call center, which may include, but are not limited to:

- hiring a contractor to operate the call center
- supporting a mobility management position
- improving coordination between human service providers
- improving technology and ride sharing

The Specialized Transportation Plan identifies these activities in order to enhance coordination efforts throughout the Pikes Peak Region. MCC was involved in the development of this plan and regularly discusses the plan at monthly meetings.

Annual Program of Projects (POP) Development and Approval Process

MMT is responsible for the preparation of the annual Program of Projects (POP) and will ensure that the POP is consistent with PPACG's Transportation Improvement Program (TIP). The POP identifies subrecipients and projects that will be funded by the 5310 Program. The total federal funding level for the POP cannot exceed the total amount of the funds available. MMT will not be conducting an application process for fiscal year 2015. The 5310 Program funds will be used to hire a contractor to operate the call center, fund a mobility management position and fund MMT's administration of the 5310 Program.

Upon submission of the annual POP and other application requirements, FTA Region 8 will review, approve, and obligate funds for the total amount of funds requested. The projects within the POP should be implemented within the year of apportionment plus two years. Grants not fully implemented within the year of apportionment plus two years are subject to be terminated and closed out by the FTA and the remaining funds de-obligated.

Administration, Planning and Technical Assistance

The 5310 Program allows MMT to utilize up to 10 percent of the funds for administration, planning and technical assistance. MMT intends to use 10 percent of the annual formula allocation to fund the administration costs of the 5310 Program.

Transfer of Funds

This section is not applicable to MMT.

Private Sector Participation

MMT provides over \$750,000 annually in local funding to multiple human service providers to provide service beyond the complementary ADA paratransit service area.

Civil Rights

Grantees must certify compliance with all applicable civil rights and equal employment laws at the time of application and through the period of receipt of federal funding. The areas of civil rights with which MMT must be familiar and comply:

- **Title VI:** Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000 et seq.), prohibits discrimination on the basis of race, color, and national origin. Related law further prohibits discrimination on the basis of age or gender
- **Equal Employment Opportunity (EEO):** Section 19 of the Federal Transit Act states that “No person in the United States shall on the grounds of race, color, creed, national origin, gender or age be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through financial assistance under this Act. The provisions of this section shall apply to employment and business opportunities, and shall be considered to be in addition to and not in lieu of the provisions of Title VI of the Civil Rights Act of 1964.”
- **Disadvantaged Business Enterprises (DBE):** All recipients (grantees, subrecipients and contractors, as applicable) must adhere to the requirements of 49 CFR Part 26 as amended, “Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.”

Section 504 and ADA Compliance Reporting

All grant recipients and subrecipients must comply with the Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. For fiscal year 2015, subrecipients will not be receiving 5310 Program funding. MMT certifies compliance with Section 504 and ADA regulations by submitting its annual FTA Certifications and Assurances.

Program Measures

The following indicators are targeted to capture overarching program information as part of the annual report that MMT will submit to FTA. MMT will submit both quantitative and qualitative information as available on each of the following measures, if applicable:

Traditional Section 5310 Projects

1. Gaps in Service Filled. Provision of transportation options that would not otherwise be available for seniors and persons with disabilities measured in the number of seniors and people with disabilities afforded mobility who otherwise would not have been without 5310 Program support.
2. Ridership. Actual or estimated number of rides (as measured by one-way trips) provided annually for persons with disabilities and seniors on 5310 Program – supported vehicles and services as a result of traditional 5310 Program projects implemented in the current reporting year.

Other Section 5310 Projects

1. Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other 5310 Program projects implemented in the current reporting year.
2. Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other 5310 Program projects implemented in the current reporting year.
3. Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other 5310 Program projects implemented in the current reporting year.

Program Management

MMT complies with the federal Office of Management and Budget (OMB) regulations for the management and oversight of federal grants. The requirements for the FTA are further defined by the program circulars.

Procurement

MMT complies with the procurement requirements located in 2 CFR 200 and FTA Circular 4220.1 – Third Party Contracting Guidance.

Financial Management

MMT complies with all applicable standards set forth in 2 CFR 200 and guidance in FTA Circular 5010.1 – Grant Management Guidelines with regard to financial management system for financial reporting, accounting records, cost standards, internal controls, budget controls and audit requirements.

Property Management

MMT maintains an inventory of the acquisition and disposition of all property funded by the 5310 Program.

All agreements for capital projects detail the equipment approved for purchase and its intended use. MMT tracks all capital purchases and the disposition of the capital.

Project Closeout Report

When grant funds are expended by 90 percent, the City prepares for project closeout by reconciling all expenditures, revising the POP, and if necessary, submitting a budget revision.

When 100 percent of the grant funds are expended, the City will initiate project closeout by verifying a zero balance, submitting final milestones, and submitting a closeout amendment.

Other Provisions

MMT certifies compliance with all FTA regulations federal cross-cutting regulations by submitting its annual FTA Certifications and Assurances in the TrAMS system.

Environmental Protection

The projects funded by MMT in this PMP should be classified as categorical exclusions. The funded projects will include administration and operation of transit programs; therefore, the projects will have no environmental impact.

Buy America Provisions

Vehicles will not be funded in this PMP.

Pre-Award and Post-Award Reviews

Vehicles will not be funded in this PMP.

Restrictions on Lobbying

MMT certifies annually to FTA that it will not use federally appropriated funds for lobbying.

Prohibition of Exclusive School Transportation

MMT does not and will not provide exclusive school bus service.

Drug and Alcohol Testing

MMT will comply with FTA regulations pertaining to drug abuse and alcohol misuse testing.

This document supersedes and replaces all prior Enhanced Mobility of Seniors and Individuals with Disabilities Program Management Plans effective: ____/____/____

Craig Blewitt, Transit Services Division Manager
Mountain Metropolitan Transit
City of Colorado Springs

Appendix A – Urbanized Area Map

