

MEMORANDUM OF UNDERSTANDING
For
FFY 2023 AND FFY 2024 Section 5310 Enhanced Mobility of Seniors
And Individuals with Disabilities
Program Administration Costs
For the
Kansas City Urbanized Area

Kansas City Area Transportation Authority
Mid-America Regional Council

This Memorandum of Understanding is entered into and effective this ____ day of _____ 2023 by and between the Kansas City Area Transportation Authority (KCATA) and the Mid-America Regional Council (MARC).

WITNESSETH THAT:

WHEREAS the Fixing America Surface Transportation Act (FAST) establishes that up to 10 percent of the recipient's total fiscal year apportionment for the FFY 2023 and FFY 2024 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, may be used to fund program administration costs including administration, management, planning, and technical assistance.

WHEREAS, MARC, the Metropolitan Planning Organization (MPO) and KCATA, the Designated Recipient of the FFY 2023 and FFY 2024 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funding, have agreed to divide:

- a. The responsibility of creating and maintaining the Coordinated Public Transit-Human Service Transportation Plan (aka Coordinated Plan);
- b. The creation and implementation of the program Competitive Selection of projects-for-funding process; and
- c. The administrative activity and expense required to implement and manage the FFY 2023 and FFY 2024 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

Each agency will incur expenses associated with the administration of the program and together will use 10% of the FFY 2023 and FFY 2024 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program allocation to cover administration costs. The KCATA will use 6.5 % and MARC will use 3.5%.

NOW, THEREFORE, the parties hereto agree to use the funds for costs associated with the administration of the FFY 2023 and FFY 2024 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program as follows:

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM ADMINISTRATION:

1. MARC IS RESPONSIBLE FOR:

- Developing the Region's Coordinated Public Transit-Human Services Transportation Plan in partnership with area transportation and human services providers and stakeholders;
- Developing the competitive selection process for the Section 5310 Enhanced Mobility Program projects in partnership with area transportation and human services providers and stakeholders;
- Assembling and sustaining the Project Evaluation Committee;
- Issuing the Call for Projects;
- Certifying to KCATA that any project recommended for funding is derived from the Region's Coordinated Plan and the competitive selection process;
- Selecting a recommended listing of projects for the Section 5310 Enhanced Mobility Program funding through approval of the MARC Board of Directors;
- Publishing a list of projects/sponsors selected for funding;
- Incorporating selected projects into the metropolitan Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) consistent with the region's established programming practices;
- Support the Mobility Advisory Committee as a forum to monitor the status and progress of projects selected for funding;
- Providing recommendations as needed concerning reallocation of project funding;
- The point of contact for MARC pursuant to the execution and compliance with this MOU is the MARC Director of Transportation.

2. KCATA IS RESPONSIBLE FOR:

- Developing, submitting to FTA and maintaining the Program Management Plan for the Section 5310 Enhanced Mobility funds as required by the FAST ACT;
- Certifying to the Federal Transit Administration (FTA) that a competitive selection process was used to fairly distribute the Enhanced Mobility funds;
- Certifying to the FTA that each funded project was derived from the area's Coordinated Plan;
- Applying for and receiving the FTA FFY 2023 and FFY 2024 Enhanced Mobility grants for the selected projects selected through the Urban Area Competitive Selection Process.
- Administering a contractual process on behalf of eligible sub-recipients selected through the Urban Area Competitive Selection process;
- Ensuring adherence to Federal program guidelines through inter-local agreements with all sub-recipients;
- Receiving, verifying, and submitting for reimbursement from FTA all eligible primary recipient and contracted sub-recipient project expenses;

- Passing through the reimbursements received from FTA for all eligible project expenses;
- Receiving financial and performance status reports from all sub-recipients;
- Providing quarterly status reports on each projects' financial and performance status to MARC
- Completing financial and progress status reports in the FTA electronic grants management system;
- Other such grant administrative and contract monitoring and management actions as necessary to ensure project completion in accordance with the appropriate Federal rules, regulations, circulars and 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements.
- The point of contact for KCATA pursuant to the execution and compliance with this MOU is the KCATA Chief Financial Officer.

3. COMPENSATION

The maximum total federal compensation and reimbursement to MARC due for program administration expenses associated with the programming and administration of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funding program shall not exceed 3.5% (up to \$70,465) of the total fiscal year apportionment for FFY 2023 in the amount of \$2,013,293 and not exceed 3.5% (up to \$72,579) of the total fiscal year apportionment for FFY 2024 , estimated to be in the amount of \$2,073,692.

The maximum total federal compensation and reimbursement to KCATA due for program administration expenses associated with the programming and administration of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funding program shall not exceed 6.5% (up to \$130,864) of the total fiscal year apportionment for FFY 2023 in the amount of \$2,013,293 and shall not exceed 6.5% (up to \$134,790) of the total fiscal year apportionment for FFY 2024, estimated to be in the amount of \$2,073,692.

FTA extends pre-award authority to funds used for program administration costs and costs may be funded at 100 percent Federal share and do not require matching local funds. Expenses incurred by MARC and the KCATA must be eligible for compensation in keeping with the Federal Transit Administration's program eligibility regulations.

4. REIMBURSEMENT

MARC may submit requests for reimbursement to the KCATA no more often than monthly. Such requests shall include sufficient documentation to support reimbursement of the expenditure, including copies of paid invoices, checks for payment of invoices, employee time sheets, etc. KCATA staff shall review reimbursement requests for compliance with the provisions of this agreement. If questions arise regarding the reimbursement requests, KCATA staff will contact MARC for additional information. Upon approval of the reimbursement requests, KCATA will submit a request for payment to FTA. Upon receipt of

the reimbursement from FTA, KCATA shall forward the reimbursed funds to MARC within three working days.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their proper officers and representative having authority to do so.

Melissa Bynum, Chairman of the Board

Date: _____

Witnessed:

Samantha Overman, Secretary of the Board

David Warm, Executive Director of MARC

Date: _____