



# Ohio Mobility Management Program Guide

*For projects starting January 1, 2022*

## Program Purpose

The Ohio Mobility Management Program increases access to mobility for Ohioans by increasing understanding and awareness of transportation needs, coordination of transportation options to meet needs, and building sustainable and healthy communities by integrating transportation into planning and programs.

## Program Goals

- Increase understanding and awareness of community transportation needs
- Increase awareness of current community transportation options and programs
- Ensure that transportation considerations are included in local and regional planning activities
- Increase local capacity for transportation services
- Assist individuals with accessing all community transportation options

**Understand and Advocate.** Mobility management begins and ends with a laser focus on transportation's many customer groups: current and potential riders; employers, economic development groups, and local business associations; human service agencies and their clients; taxpayers and other funders; and local governments. To effectively plan a responsive and sustainable transportation network for all these customers, empathy and an unbiased understanding of their needs, environment, and goals is essential. And, the more we share our understanding of customers with our partners, the more we can bring others to support the work of improving mobility options.

**Convene and Facilitate.** Mobility management practitioners cultivate partnerships and create or join collaborative efforts that include transportation providers, planners, and other community stakeholders. Many also take the lead in facilitating teams, meetings, public engagement sessions, and other forums.

**Design and Plan.** A principle goal of mobility management is to design local and regional solutions customized to fit the community's needs, resources, and vision. Practitioners of mobility management embrace both tried-and-true offerings and innovative solutions.

**Launch and Sustain.** When a mobility management practitioner—whether an individual or an agency—and partners have designed a new service or extension of a service, there are several steps they can take to ensure its launch is successful and sustainable:

- Test assumptions about what parts will work and why
- Re-examine, yet again, the service's desirability, feasibility, and viability
- Begin with a limited launch, testing a small-scale version of the service in real time, and solicit feedback from a small group of end users
- Modify the service based on feedback, and when satisfied, scale up to a full service
- Plan for sustainability of the service. Federal funding for transportation services is designed as seed money, and although an important source, is rarely the only source of funding for any service. Other monetary sources include the designated portion of local match money, plus a blend of private and other public funds.

**Inform and Connect.** All mobility management activities point toward one goal: connecting customers to the transportation options that are most responsive to their needs. Mobility management practitioners excel at staying informed about existing community transportation services, sharing that knowledge with customers, and helping customers connect the dots in using all appropriate services.

## Funding Cycle

Mobility Management projects are awarded based on calendar year. The funding cycle for the 2021 calendar year is as follows.

Activity	Date
Letter of Intent Released	February 1, 2021
Letter of Intent Due	February 2021
Training on Mobility Management Program and Application	March-April 2021
Application Released	April 2021
Application Due	May 30, 2021
Notice of Funding Awards	July 2021
Funding Period	January 1 - December 31, 2022

Funded organizations will submit quarterly invoices for payment. Only expenses incurred during the program year are eligible for payment.

## Funding Award Amounts

The Ohio Mobility Management Program provides 80% of the total cost of eligible expenses; the remaining 20% must be provided locally.

There is no limit on the total cost of the project. However, Ohio Mobility Management Program funds are limited. Not all projects may be selected for funding, and selected projects may not be awarded the full amount requested.

In the past, a typical mobility management project has had a total cost of \$80,000.

## Eligibility

### All sub recipients must be 5310 or 5311 eligible entities

All Ohio Mobility Management Projects are funded by the Specialized Transportation (Section 5310) Program or the Rural Transit Program (Section 5311). All sub recipients must be 5310 & 5311 eligible entities. Eligible entities include

- Private Non-Profit Organizations
- State or Local Government authorities that
  - Are approved by state to coordinate services for older adults and individuals with disabilities
  - Certifies that there are no nonprofit organizations readily available in the area to provide the services

To learn more about eligibility and program guidelines for 5310 program funds, please see the 5310 program guide

<https://www.dot.state.oh.us/Divisions/Planning/Transit/Documents/Programs/Specialized/5310-ProgramGuidanceApplicationInstructions.pdf>

### Eligible Entities must be located in small urbanized or rural areas

Entities located in areas not considered small urbanized or rural will need to contact the 5310-administering agency for that area to learn more about how to apply for mobility management funding.

The following is a list of counties that are NOT considered small urban or rural areas, along with the 5310 administrating agency for the area. All other areas may apply to ODOT for Ohio Mobility Management Program funding.

Butler County – OKI Regional Council of Governments – [www.oki.org](http://www.oki.org)  
Clermont County – OKI Regional Council of Governments – [www.oki.org](http://www.oki.org)  
Cuyahoga County – Northeast Ohio Coordinating Agency - <http://www.noaca.org/>  
Delaware – Mid-Ohio Regional Planning Commission - <https://www.morpc.org/>  
Franklin- Mid-Ohio Regional Planning Commission - <https://www.morpc.org/>  
Greene – Miami Valley Regional Planning Commission - <http://www.mvrpc.org/>  
Hamilton – OKI Regional Council of Governments – [www.oki.org](http://www.oki.org)  
Lake – Northeast Ohio Coordinating Agency - <http://www.noaca.org/>  
Lawrence – Tri-State Transit Authority - <http://www.tta-wv.com/>  
Lucas – Toledo Area Regional Transit Authority - <http://tarta.com/>  
Mahoning – Western Reserve Transit Authority - <http://www.wrtaonline.com/>  
Medina – Northeast Ohio Coordinating Agency - <http://www.noaca.org/>  
Miami – Miami Valley Regional Planning Commission - <http://www.mvrpc.org/>  
Portage – Portage Area Regional Transportation Authority - <http://www.partaonline.org/>  
Stark Area Regional Transit Authority – [www.sartaonline.com/](http://www.sartaonline.com/)  
Summit – METRO – <http://www.akronmetro.org>  
Trumbull – Trumbull County Transportation Board - (330) 369-2600  
Warren – OKI Regional Council of Governments – [www.oki.org](http://www.oki.org)

## Eligible Projects

In addition to requirements to be eligible to be a sub-recipient of Section 5310 program funds, these provisions have been prepared by the Ohio Department of Transportation, Office of Transit.

Eligible applicants should review this section carefully to assure program compliance

1. Mobility Management projects must be listed in the locally developed, coordinated public transit - health and human services transportation plan ("Coordinated Plan").
  - a. For more information on coordinated transportation plans please visit <https://www.transportation.ohio.gov/wps/portal/gov/odot/programs/transit/transit-coordination-resources/coordinated-transportation-plans>
2. The sub-recipient must not have a conflict of interest, or an appearance of a conflict of interest with any specific transportation provider, including a public transportation provider
  - a. If a sub-recipient is a transportation provider the sub recipient must demonstrate that there is a clear separation between the mobility management project and the transportation projects. Transportation projects include projects that are public transportation, volunteer programs, or privately operated projects. This includes
    - i. Demonstrating that staff who are paid with mobility management funds are also not paid with public transportation funds.
    - ii. Demonstrating that the work that the staff paid with mobility management funds do not only benefit a single program or entity.
    - iii. Demonstrating that any materials, supplies or other purchases are specifically for the mobility management project, and not general purchases for the entity
3. The sub-recipient is expected to track data based on performance measures and submit quarterly reports
4. The sub-recipient must promote coordinated efforts to provide transportation services

5. The sub-recipient must engage in required training activities as required by the Ohio Department of Transportation

### Mobility Management Host Agency Requirements

- Acts as the mobility manager's (MM) physical address and general supervisor for grant activity to ensure the agreed upon scope is being completed. However, it is important to remember that mobility managers are, are a resource for all transportation stakeholders in the area or coverage. It is important they all agencies have access to the mobility manager in order to achieve important transportation goals.
- Accounting tasks for procurement, activities cost and billing reimbursements to ODOT.
- Human resource needs including payroll processing with benefits.
- Mobility managers will be available to meet the needs of county residents as well as all agencies in the area. Including guidance, advice, and needs assessments from all agencies to advise the mobility manager of agency needs. For example, what partnerships to pursue, future service plans, and how mobility management can assist in making those plans happen.
- Assistance in developing performance measures for the local mobility management program and monitoring associated outcomes.
- Participation in the collaborative, cooperative, and continuous planning process
- Notify ODOT immediately and provide regular updates in the event of a vacant mobility management position. Including, when a mobility manager has been hired or has resigned.

### Allowable and Unallowable Activities and Costs

#### Allowable Activities

All activities must advance the identified goals of mobility management listed above. Sub- recipients are permitted and encouraged to identify additional best practice activities that advance one or more of the program goals listed.

While not a comprehensive list, the activities below are allowable activities for mobility management projects.

- Establishing and continuing consumer advisory groups
- Attending community meetings to discuss transportation options
- Meeting with decision makers to educate and inform about transportation needs and resources
- Establishing and/or participating in data collection activities to understand transportation needs/ resources/ impact of transportation
- Use technology to create tools where individuals can easily access information about options
- Producing publications about all of the available transportation options in the community
- Leading the coordinated transportation plan process
- Participating in the coordinated transportation plan process
- Participating in other planning efforts (for example: workforce development, health needs, education, etc.)
- Establish formal partnerships and contracts for ride sharing
- Short range planning for new transportation services, including gathering stakeholders, securing funding, and developing timelines for implementation

- Creating training curriculums for transportation providers
- Assisting with person centered transportation planning
- Serving as a broker for individual rides
- Providing training for individual consumers on transportation options

### Other Related Allowable Activities

- Participation in training events or conferences focused on mobility management

### Unallowable Activities

Certain activities are not allowable, even if they advance one of the stated goals of mobility management. Specifically, **sub recipients are not allowed to use mobility management project funds to operate transportation services**. Sub recipients must also avoid any conflict of interest with transportation providers and must not provide preference to any one transportation provider.

Unallowable activities include the following as well as any additional activities identified by the Ohio Department of Transportation, Office of Transit.

- Provision of direct transportation services including providing rides to passengers
- Dispatching services or scheduling rides for a specific transportation provider
- Activities related to maintenance of vehicles – including managing vehicle inventory stock, arranging for vehicles to be repaired
- Managing, recruitment, scheduling and directly training drivers, including volunteer drivers
- Fund-raising and development activities
- Managing and/ or leading procurement activities
- Marketing activities for one entity – including purchase of materials and supplies that are general for the agency and not specific for mobility management projects

### Reporting and Monitoring

Mobility Management sub-recipients are required to maintain appropriate programmatic and financial records. Sub recipients are required to submit a quarterly report and a quarterly invoice. The invoice is due on the 15<sup>th</sup> of the month following the quarter, and the report is due the 30<sup>th</sup> of the month following the quarter.

Upon request, sub recipient organizations must allow authorized representatives from the Office of Transit to examine documents and records associated with the mobility management projects.

The following list are examples of the types of information that will be included in quarterly reports. What information is collected depends on the type of project and what funded activities the sub-recipient is stating that they will be using grant funds for.

- Number of people who participate in coordination meetings (people with disabilities, older adults)
- Number of coordination council meetings held
- Number of meetings with decision makers
- Data collection activities and participation in activities
- Number of publications distributed
- Number of hits on web-site, app downloads
- Number of meetings attended
- Number of people in audience at trainings or presentations
- Lead agency of the coordinated plan

- Number of other planning efforts that include transportation
- Number of formal agreements established
- Number of new stakeholder workgroups established
- Number of curriculums created
- Number of rides provided/ or able to be provided
- Number of individuals served (including special populations)

Mobility Management projects can also expect to have at least one annual visit from Office of Transit staff.

**PROGRAM:** SFY 2022 Ohio Mobility Management Program

**PROGRAM PURPOSE:** Mobility Management Projects are capital projects that increase access to mobility for Ohioans by increasing understanding and awareness of transportation needs, promote coordination of transportation options to meet needs, and build sustainable and healthy communities by integrating transportation into planning and programs.

**ELIGIBLE APPLICANTS:** All Ohio Mobility Management Projects are funded by the Specialized Transportation (Section 5310) Program or the Rural Transit Program (Section 5311). All sub recipients must be 5310 & 5311 eligible entities. Eligible entities include Private Non-Profit Organizations and State or Local Government authorities that are approved by state to coordinate services for older adults and individuals with disabilities and certifies that there are no nonprofit organizations readily available in the area to provide the services’

**APPLICATION PROCESS:** Applications are submitted annually and are scored by ODOT – Office of Transit. Final Project Selection will be made by the Program Coordinator and the Public Transit Manager. ODOT awards projects based on application score.

## Program Contact

For more information on Mobility Management in Ohio, please contact:

**Olivia Hook**

Statewide Mobility Coordinator

614-466-8957

[Olivia.Hook@dot.ohio.gov](mailto:Olivia.Hook@dot.ohio.gov)



For more information about the Ohio Mobility Management Program, visit the ODOT Website:  
<https://www.transportation.ohio.gov/wps/portal/gov/odot/programs/transit/transit-funding-resources/mobility-management>

