



OKLAHOMA Transportation

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Mobility Management Program Application

General Overview

Mobility Management: Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. chapter 53 (other than section 5309). Mobility management does not include operating public transportation services. Federal Transportation Administration guidelines on the mobility management program can be found in Circular [FTA C9070.1G](#).

Interested applicants can find eligibility and application information in the ***mobility management program guide***. In addition, documents, and helpful resources to complete this application can be found on the Oklahoma mobility management program host agency page <https://okmm.multiscreensite.com/hostagencies>

Transit Agencies: Because the mobility management program is focused on improving coordination among public transportation and other service providers, transit agencies applying for a mobility management program are required to explain in this application how the program will work between the various providers and remain unbiased in assisting community members with mobility solutions. At any time, ODOT may request a mutual agreement between the mobility management program host agency and the other 5307, 5311, 5311 Tribal and 5310 funded programs in the service area that acknowledges that the mobility program is working with all providers and not solely coordinating a single transit system with itself.

Completing the Proposal

The Application is a fillable Adobe PDF. To start, save a copy of the form to your computer. Open the saved form to start entering the requested information. Web browsers such as Apple Safari, Google Chrome and Mozilla may have their own non-Adobe PDF readers set as the default reader. To use one of these browsers, change the default PDF viewer setting to Adobe Reader. If Internet Explorer is used as the browser, no action is needed. Applicants need Adobe Acrobat Standard or Pro and Adobe Reader. Please be sure to enable the form if necessary.

Please use the "Tab" function as you navigate through the form to ensure questions are answered in the correct order. Applicants shall be required to complete all required fields as they appear in the application. **Required fields are designated by a preceding asterisk (*)**.

Submitting Completed Application to ODOT

The completed Proposal and any required information described above, must be submitted to ODOT via email to ohook@odot.org. To facilitate the submission of the proposal, you may want to zip any large files prior to attaching them as the limit on overall file size is approximately 20MB. Save the Application using the following naming convention that includes your Applicant name and description, for example, "Agency_MobilityManagement2026". Please print a copy for your records.



SECTION A: HOST AGENCY INFORMATION

*Legal Agency/Business Name:

DBA Name:

* Entity Type:

*Complete the following Table if applicable. Partnering Agency
If applicable

SFS Vendor ID No.	Federal ID No.	UEI or DUNS No.	OK Tax-Exempt No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Contact Information:

Salutation

*First
Name:

*Last Name:

*Title:

*Address 1:

Address 2:

*City:

*State:

*Zip Code:

*Web Site:

*Phone
No:

Cell:

*E-mail:

Check here if contracting address and contact address are the same. If not, please provide the contracting address below:

Address 1:

Address 2:

City: State: Zip:

Phone: Fax: E-mail:

**Secondary Contact
Information:**

Salutation

*First
Name:

*Last Name:

*Title:

*Phone No:

Cell:

*E-mail:

SECTION B: AGENCY DESCRIPTION

Please identify the agency contact who is authorized to sign the program contact agreement

Include name, role and email here unless that information was already provided in this application.

Program agreements are typically from Oct 1 through Sept 30 of the following year. Applicants with a different start date than Oct 1st will be given a shorter agreement to end on Sept 30, and then will continue on a regular agreement cycle as long as the program is in satisfactory standing with ODOT and a continuance application has been submitted.

Describe your agency's mission, services and include how the agency is equipped to support the mobility management program:

List the counties served by this agency:

Are you able to expand the mobility management program coverage beyond the identified area if needed? (Example: adding a neighboring county to achieve complete statewide coverage)

- ☐ Yes
- ☐ No
- ☐ Other: (explain here)

Explain how this program can connect with existing services. Include current committees, coordination councils and coalitions that the mobility manager can join:

Describe the transportation services that are available in the service area. Include transit agency names, type of service and how each serves the area.

SECTION C: PROGRAM DETAILS

Please identify area of coverage and the timeframe to start the mobility management program:

Start Date:

Counties served:

Budget details

Complete the table below with information for the program annual budget.

Description	Amount	Details
Mobility Management Agent Salary		
Mobility Management Agent Fringe		
Other Supporting role salary		
Other Supporting role fringe		
Indirect costs *		
Travel/Mileage/Meals		
Telephone/Utilities		
Office Supplies		
Postage		
Advertising/Website/Print Publications		
Dues/Subscriptions/Fees		
Training/Conferences		
Furniture/Equipment/Software		
Other		
Total		
Total Federal Funds at 80%		
Total Local Match Funds at 20%		

*Indirect costs can only be used with an indirect cost proposal form on file. Agencies applying for indirect costs in the mobility management budget must submit that indirect cost proposal form to ODOT before any invoice can be paid.

**Include the local match source(s) in the details column

Identify the method used to determine a reasonable salary for the mobility management professional:

- ☐ The ODOT salary calculator
- ☐ An analysis of related role salaries in the area & inside the agency
- ☐ The Department of Commerce "Quality Jobs Avg Wage List" with county based reasonable salary/wage

*Click here to view these salary resources on [the host agency dashboard](#).

Program Goals

Objectives that are required for the 1st year include:

1. Establish program presence:
 - a. Business card
 - b. Program brochure
 - c. Transportation resources publication (flyer, booklet or brochure)
 - d. A webpage on the agency website with additional program information
 - e. Establish a network of mobility connections with transportation providers, non-transportation agencies and individuals
2. Develop an inventory of transportation service information
3. Develop a relationship with every federally funded transportation provider in the area and consulting with them regularly
4. Engage in all coordinated planning efforts.
5. Identify unmet mobility needs of individuals in the service area through surveys, research and collaboration with other agencies.
6. The mobility management professional is to complete all core training required ODOT for the Oklahoma mobility management program.

List any additional program goals for the year, strategies planned for each goal and how performance will be measured.

The objectives above do not need to be listed again.

Coordinated Plan Identification

Projects selected for funding shall be included in a coordinated plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment: (1) An assessment of available services that identifies current transportation providers (public, private, and nonprofit); (2) An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service; (3) Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery; and (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified. [FTA 9070.1G Circular](#)

Has this agency actively participated in the regional coordinated planning process in the identified service area?

Planning region:

- ☐ Northwest
- ☐ Southwest
- ☐ Central Rural
- ☐ Central Urban (OKC UZA)
- ☐ INCOG area (Tulsa UZA and surrounding)
- ☐ Northeast
- ☐ Southeast

Was your agency listed as an active participant in this plan?

If your agency has not recently participated in the coordinated planning process, explain here:

SECTION G: APPLICANT AFFIRMATIONS

Affirmation of Applicant

Has your organization been a previous recipient of FTA funds?

The agency understands the unallowed activities of the mobility management program listed in the program guide.

The agency understands the branding requirements of the program including logo and publications

This agency will support this program by allowing the mobility manager to work together with other mobility managers on projects and the program itself with shared costs

Check here if the other federally funded transportation programs in this service area have been notified about your intent to submit this application. This includes agencies funded by 5307, 5311, Tribal and 5310 FTA programs.

If the box is unchecked, explain how you plan on announcing this program to the other transportation providers.

I have read and understand the program guidelines

By signing this proposal, you are certifying that all information and data are true and correct to the best of your knowledge and belief and are supported by your records.

*Applicant Signature

*Print Name

*Date Signed

The completed Proposal and any required information can be submitted to ODOT via email to ohook@odot.org.

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email ODOT-ada-titlevi@odot.org.