

## MEMORANDUM OF UNDERSTANDING

Between Wichita Transit and  
The Wichita Area Metropolitan Planning Organization

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For the FFY 2023 and FFY 2024 Section 5310  
Enhanced Mobility of Seniors & Individuals with Disabilities  
Program Administration Costs for the Wichita Urbanized Area

This Memorandum of Understanding is entered into and effective this 1st day of November 2024 by and between the City of Wichita Transit (WT) and the Wichita Area Metropolitan Planning Organization (WAMPO).

WITNESSETH THAT:

**WHEREAS**, in 2021 the Infrastructure Investment and Jobs Act (IIJA), was signed into law which supports transit funding FY 2022 through FY 2026 and establishes that up to 10 percent of the recipient's total fiscal year apportionment for 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**, the Wichita Area Metropolitan Planning Organization (WAMPO), the Metropolitan Planning Organization (MPO), and the City of Wichita Transit (WT), the designated recipient of Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funding, have agreed to a consensus on the following responsibilities:

1. Both organizations will participate in drafting the MOU; and
2. Both organizations will agree to the terms in the MOU; and
3. Both organizations will agree to the terms in the Program Management Plan (PMP); and
4. Wichita Transit will coordinate with WAMPO, and other agencies involved in maintaining the Coordinated Public Transit-Human Services Plan (Coordinated Plan); and
5. WAMPO is the lead agency responsible for maintaining the Coordinated Plan, though other transportation providers are considered stakeholders of the plan and provide input during the plan updates.
6. WAMPO will lead the call for projects and selection process; and
7. Wichita Transit will be the recipient of grant funds and hold responsibility for the application process, grant administration, and sub-recipient oversight; and
8. The Parties desire to further define the roles and responsibilities of each party with respect to the implementation of the FTA 5310 Program in the Wichita urbanized area listed below in the table of Roles and Responsibilities between WAMPO and Wichita Transit for the FTA 5310 Program.

**Roles and Responsibilities between  
WAMPO and Wichita Transit for the FTA 5310 Program**

<b>Role/Responsibility Description</b>	<b>WAMPO</b>	<b>WICHITA TRANSIT</b>	<b>PROGRAM SUB- RECIPIENTS</b>
Maintain the Program Management Plan		<b>X</b>	
Participate in drafting and agree with the Memorandum of Understanding	<b>X</b>	<b>X</b>	
Develop the Region's Coordinated Public Transit – Human Services Plan in partnership with area transportation and human services providers and stakeholders	<b>X</b>	<b>X</b>	
Develop and ensure the competitive selection process for the Section 5310 Program projects involve partnership with area transportation and human services providers and stakeholders	<b>X</b>	<b>X</b>	
Involve all affected parties in the notification and selection process	<b>X</b>		
Assemble the Project Evaluation Committee	<b>X</b>		
Issue the Call for Projects	<b>X</b>		
Manage meetings of the project selection committee	<b>X</b>		
Certify that any project recommended for funding is consistent with the Region's Coordinated Human Services Public Transportation Plan developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers, and other members of the public	<b>X</b>		
Determine applicant eligibility	<b>X</b>	<b>X</b>	
Certify allocations are fair and equitable	<b>X</b>	<b>X</b>	
Incorporate selected projects into the metropolitan Transportation Improvement Program (TIP).	<b>X</b>	<b>X</b>	
Prepare the Program of Projects for submission to FTA	<b>X</b>	<b>X</b>	
The City of Wichita Council will act upon the approved program funding selections and approve the application and filing of the Section 5310 program grant		<b>X</b>	
Apply for and receive the FTA award for approved projects		<b>X</b>	
Ensure compliance with federal program guidelines and requirements through inter-local agreements or sub-recipient agreements and meetings		<b>X</b>	
Monitor project activity through periodic site visits to those transit providers that receive Section 5310 funding		<b>X</b>	
Receive, verify, and submit for reimbursement from FTA all eligible project expenses		<b>X</b>	
Receive financial and progress status reports from all sub-recipients		<b>X</b>	

<b>Role/Responsibility Description</b>	<b>WAMPO</b>	<b>WICHITA TRANSIT</b>	<b>PROGRAM SUB- RECIPIENTS</b>
Complete financial and progress status reports in the FTA electronic award management system		<b>X</b>	
Complete other such award administrative actions as necessary to ensure project completion in accordance with federal rules, regulations, and circulars		<b>X</b>	
Oversee Audits and Close Outs - Recipients that expended \$750,000 or more in a year in federal financial assistance are required to obtain a single audit in accordance with OMB Circular A-133. Wichita Transit must receive the A-133 single audit reports within nine (9) months of the end of the recipient's fiscal year. If there are findings relative to federally funded activities, any resolutions thereof should be provided to Wichita Transit. Award closure is initiated as soon as all available funds have been expended and the project is considered complete		<b>X</b>	
Comply with all federal and Wichita Transit program, financial, and audit requirements and provide the necessary certifications from the recipient's board or management body			<b>X</b>
Evidence demonstrating compliance with all requirements including Civil Rights, Title VI, EEO, DBE, Section 504, and ADA requirements, as required			<b>X</b>
Execute necessary sub-recipient or interagency agreements			<b>X</b>
Submit performance/ progress reports on a quarterly basis to Wichita Transit			<b>X</b>
Collect and submit data on required Section 5310 Program performance measures			<b>X</b>
Submit detailed information on program expenses as part of funding requests including formal documentation of all required local match funding			<b>X</b>
Project records will be maintained, and reports will be provided to Wichita Transit as required to verify project utilization			<b>X</b>
Provide annual project updates to the Wichita City Council and WAMPO Transportation Policy Body	<b>X</b>	<b>X</b>	

**COMPENSATION:**

Each agency will incur expenses associated with the administration of the program and together will use 10% of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program allocation to cover administration costs.

The maximum total federal compensation to WAMPO 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% (\$40,676) of the total fiscal year apportionment for FFY 2023 and FFY 2024. WAMPO will bill Wichita Transit for their program administration expenses.

Wichita Transit may expend the remaining amount available on administrative expenses, given that WAMPO is reimbursed for expenses incurred during the selection process.

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 WAMPO and Wichita Transit must be eligible for compensation in keeping with the Federal Transit Administration's program eligibility regulations.

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

  
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Penny Feist, Wichita Transit Director


10/28/24  
Date

  
\_\_\_\_\_  
Chad Parasa, WAMPO Director

11/12/2024  
Date

  
\_\_\_\_\_  
Becky Tuttle  
Transportation Policy Body Chair

11.12.24  
Date

  
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Kelly J. Rundell  
Hite, Fanning & Honeyman, L.L.P.  
Attorney for WAMPO

November 12, 2024  
Date