

**APPLICATION FORMS
FOR FEDERAL
CAPITAL GRANTS**

UNDER SECTION 5310

OF THE

**MOVING AHEAD FOR PROGRESS IN THE
21ST CENTURY ACT (MAP-21)**

Enhanced Mobility of Seniors and Individuals With Disabilities Program

FY2016 and FY2017 Funding

MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSIT ADMINISTRATION
Office of Local Transit Support
12/2014

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSIT ADMINISTRATION
SECTION 5310 PROGRAM APPLICATION
FY 2016 and FY 2017**

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**INTRODUCTION AND
PROGRAM INFORMATION**

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSIT ADMINISTRATION
SECTION 5310 PROGRAM APPLICATION
FY 2016 and FY 2017**

NOTICE TO APPLICANTS

New this year, as a result of Federal program changes following the enactment of the Moving Ahead for Progress in the 21st Century Act (MAP-21), the Section 5310 program now funds not only capital purchases such as vehicles, equipment, and Preventative Maintenance for private non-profit organizations, it also funds operating and mobility management projects.

Under the new Federal regulations the Washington Metropolitan Council of Governments (MWCOG) has been named as the direct recipient of funding for the Urbanized Area within the Washington, Maryland and Virginia region. MWCOG has released an application for this funding that is due October 17, 2014. In that regard, if you would like to apply for funding for “non-traditional” projects and have service that originates and/or terminates in the Washington DC-VA-MD Urbanized Area <http://www.mwcog.org/tpbcoordination/resources/geography.asp> you should apply to MWCOG.

If you are applying for “traditional” projects you should submit an application to the MTA regardless of your service area.

If you are requesting funding for “traditional” and “non-traditional” projects (given you are in the Washington Urbanized Area) you will have to apply to both. For those agencies providing service outside of the Washington Urbanized Area you will only apply to MTA for both “traditional” and “non-traditional” projects.

APPLICATION SCHEDULE

All applicants must adhere to the following schedule. There will be **NO EXCEPTIONS to these deadlines.**

December 8, 2014

- .. Program Announcement and application meetings with MTA staff.

January 16, 2015

- .. Deadline for publishing public notice of application.
- .. Deadline for mailing letter of notification of application to existing private providers.

February 13, 2015

- .. Deadline for submission of comments by transportation providers and private citizens.
- .. Deadline for submitting application Part I (1 hard copy and 1 electronic copy) to the Regional Planning offices: Washington Council of Governments and/or Baltimore Metropolitan Council or the Regional Coordination Body: Tri County Council of Lower Eastern Shore, Maryland Upper Shore Transit (MUST), Southern Maryland Regional Transportation Coordination Committee (RTCC) or Tri County Council of Western Maryland.

February 20, 2015

- .. Deadline for response from applicant to transportation providers and private citizens on their comments.

February 27, 2015

- .. Deadline for Regional Coordinating Body/Metropolitan Planning Organizations (MPO) to contact applicants to notify them that their projects were endorsed or not endorsed. (Endorsed applications must include their S. 5310 Certificate of Endorsement with their application to MTA).
- .. Deadline for Regional Bodies to send list of endorsed applications to MTA.

March 13, 2015 – 4:00 p.m.

- .. Deadline for submission of endorsed applications to the Maryland Transit Administration. **DO NOT USE THE UNITED STATES POSTAL SERVICE (USPS) REGULAR MAIL TO SEND YOUR APPLICATION. PLEASE HANDCARRY IT TO OUR OFFICES, SEND BY CERTIFIED MAIL OR USE A COURIER.**
 - Part I: submit 1 electronic copy, 1 paper original, 5 paper copies
 - Part II: submit 1 electronic copy, 1 paper original

March 20, 2015

- MTA will review Part II of the application for completeness.

March 27, 2015

- Endorsed applications will be sent to the 5310 Application Review Sub-committee of the State Coordinating Committee for Human Services Transportation (SCCHST) for scoring.

April 29, 2015

- Sub-committee will meet to review scores and rank projects.

May 8, 2015

- Final recommendations will be sent to MTA Capital Programing.

These deadlines **must** be met. If they are not met, the non-profit organization's application will not be accepted. **NO EXCEPTIONS**

PLANNING AND COORDINATION REQUIREMENTS

FEDERAL REQUIREMENTS

To be eligible for Section 5310 funding, MAP-21 requires that projects funded through the Section 5310 Program be “included in a locally developed, coordinated public transit-human services transportation plan” that was “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public.”

FTA guidance defines a coordinated public transit-human service transportation plan as one that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation. Required elements of the plan are:

- An assessment of available services that identifies current transportation providers (public, private, and nonprofit);
- 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;
- 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
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Detailed guidance from FTA on the coordinated planning requirements for the Section 5310 Program can be found on pages V-1 through V-10 in the most recent Section 5310 Program Circular (FTA C 970.1G, issued June 6, 2014). This circular can be found on the FTA website at: http://www.fta.dot.gov/legislation_law/12349_16011.html.

REGIONAL COORDINATION PLANS IN MARYLAND

In Maryland, preparing and updating locally developed, coordinated public transit-human services transportation plans are the responsibility of five regional coordinating planning organizations. Each of the five Statewide regions has developed a Coordinated Public Transit-Human Services Transportation Plan that 1) identified the transportation needs of individuals with disabilities, elderly individuals and individuals with low incomes, 2) provided strategies for meeting those local needs, and 3) identified potential projects that correspond to each strategy. These Maryland regional plans, which were initially completed in September, 2007 and updated in September, 2010, are available via the project website:

<http://www.kfhgroup.com/mdcoordinationplans.htm>.

The Washington, DC metropolitan area coordinated plan (which includes Montgomery and Prince George's counties) is updated by MWCOG. The October 2014 draft of this plan can be found on the MWCOG website at:

<http://www.mwcog.org/uploads/committee-documents/IF1XX19e20141031142338.pdf>

The latest version of each region's plan will serve as the basis for selection of projects to be funded through the MTA administered Section 5310 Program for State FY2016 and 2017. The Coordinated Transportation Plans will be updated again by 2015 to meet the cycle required by FTA.

Applicants are encouraged to familiarize themselves with the current plan in their region to ensure their project is consistent with the plan. Additionally, applicants are expected to coordinate with other private, public, and non-profit and human services transportation providers. All awarded projects are required to be derived from their region's Coordinated Public Transit-Human Services Transportation Plan. **All potential Section 5310 applicants are strongly encouraged to participate in the development of the 2015 updates to the coordinated plan for the region(s) they serve.**

ENDORSEMENT OF LOCAL APPLICATIONS BY REGIONAL COORDINATING BODIES

A required step in the local application process is to submit Part I of the application to the appropriate Regional Coordinating Body for endorsement. Regional Coordinating Bodies are responsible for reviewing local applications before they are submitted to the MTA, and endorsing only those applications that are derived from/included in the current regional coordinated plan. **Indication of endorsement must be received from the appropriate Regional Coordinating Body prior to submitting the application to the MTA. The deadline for submission of Part I of applications to the Regional Coordinating Body is February 13, 2015. Please submit 1 hard copy and 1 electronic copy.**

Contacts for the Regional Coordinating Bodies can be found in the Appendix at the back of this application package.

PUBLIC AND TRANSPORTATION OPERATOR NOTICE REQUIREMENTS

Prior to submission of a Section 5310 application to the MTA, the applicant must provide formal notice to the general public as well as to operator transportation providers in the region, and address comments received as a result of these notifications.

PUBLIC NOTICE

Each applicant must publish a public notice in a local area wide newspaper briefly describing the transportation services your organization is proposing to provide with the vehicle or equipment for which you are applying in this application. Members of the public must be given an opportunity to submit comments on the proposed project to the applicant, and the applicant must respond to any comments received. All such comments and responses must be included as part

of the final application. Specific requirements for this notice are found in Part II of the application package.

For this grant application cycle, the deadline for publishing the notice is January 16, 2015, the deadline for submission of comments from the public to the applicant is February 13, 2015, and the deadline for responding to any comments received is February 20, 2015.

WRITTEN NOTIFICATION TO TRANSPORTATION PROVIDERS

To ensure that the Section 5310 program does not fund projects that will duplicate or compete with existing services, all transportation providers in the proposed service area of the Section 5310 grant application must be notified in writing, by postal mail, of the intended submittal. Transportation operators to be notified include public transit operators, private transit and paratransit operators such as charter bus and taxi operator, social service operators, particularly those funded previously under the Section 5310 or other Federal programs, and specialized transit operators funded by the Maryland Statewide Special Transportation Assistance Program (SSTAP).

All providers in the proposed service area must be informed of the proposed project so they can submit comments to the applicant, and the applicant must respond to any comments received. All such comments and responses must be included as part of the final application. Specific requirements for this notice are found in Part II of the application package, and lists of past recipients of FTA and Section 5310 grants are provided as an appendix.

For this grant application cycle, the deadline for mailing these notifications is January 16, 2015, the deadline for submission of comments from transportation providers to the applicant is February 13, 2015, and the deadline for responding to any comments received is February 16-20, 2015.

PROGRAM DESCRIPTION

PROGRAM PURPOSE

Title 49 U.S.C. 5310 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funding to States and designated recipients (recipients) to improve mobility for seniors and individuals with disabilities. In Maryland, the Maryland Transit Administration (MTA) of the Maryland Department of Transportation (MDOT) has been designated by the Governor to receive these funds and administer the program.

The Maryland Section 5310 program provides grant funds for capital and operating expenses to recipients for public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable, as well as for alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

PROGRAM GOALS AND OBJECTIVES

The goal of the Federal Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas—large urbanized, small urbanized, and rural. The program requires coordination with other Federally assisted programs and services in order to make the most efficient use of Federal resources.

The program is designed to supplement other capital and operating assistance programs by funding transportation projects for seniors and individuals with disabilities in all areas -- urbanized, small urban, and rural. The program seeks to enhance coordination of State and Federally-assisted programs and services in order to encourage the most efficient use of resources and achieve the programs' goal of improved mobility.

The objectives of the Section 5310 Program in Maryland are to:

- Maximize the use of funds available to the State of Maryland;
- Distribute funds in an equitable and effective manner;
- Promote and encourage applications from a broad spectrum of interested agencies;
- Establish criteria for evaluating applications for program funds;
- Provide technical assistance to organizations through workshops and administrative assistance; and
- Coordinate Maryland's efforts to provide quality human services transportation services by working with appropriate Federal, State and local agencies, transit customers and transportation providers to develop a cooperative, coordinated, and human services transportation system.

ELIGIBLE APPLICANTS

Eligible Direct/Designated Recipients under the Federal Program

Since the passage of MAP-21, eligible direct recipients for Federal Section 5310 program funds include:

- Designated recipients in Urbanized Areas over 200,000 population:
 - For the Washington Urbanized Area within the District of Columbia, Maryland and Virginia region, the designated recipient is Metropolitan Washington Council of Governments (MWCOG).
 - For the Baltimore Urbanized area, the designated recipient is the MTA.

- States for all Rural and Small Urbanized Areas under 200,000 in population.
- Federally recognized Indian tribes for Section 5310 funds that a State or designated recipient has awarded to the tribe.

The designated recipient applies for funding from the FTA for itself and on behalf of subrecipients, and in turn awards funding to subrecipients.

Eligible Local Applicants (Subrecipients)

Eligible applicants for Section 5310 funds in Maryland are private non-profit corporations that submit either:

- A copy of the Articles of Incorporation filed with the Maryland Department of Assessments and Taxation, or
- A copy of the determination from the U.S. Internal Revenue Service documenting their organization's private, non-profit status.

Although the Federal Section 5310 Program provides that a recipient may allocate funds to a State or local government authority under certain circumstances, the State of Maryland has determined that these public bodies will not be eligible to apply for Section 5310 funds for the following reasons:

- The limited funding available through the Section 5310 program is not adequate to meet the equipment needs of the non-profit organizations now eligible for funding. Approximately 50 percent of those applying each year actually receive funding.
- Non-profit organizations have extremely limited financial resources and few grant programs. Public bodies have access to expanded resources and broader access to grant programs.

ELIGIBLE PROJECT EXPENSES

As described under the coordinated planning requirements, all awarded Section 5310 projects are required to be derived from the most recent regional Coordinated Public Transit-Human Services Transportation Plans. In addition to being within a project derived from or included in the applicable regional plan, Section 5310 project funding eligibility is limited to the following types of project expenses.

Eligible Capital Expenses

In accordance with FTA guidance, at least 55 percent of Section 5310 funds must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the

specific needs of seniors and individuals with disabilities. Eligible capital expenses that meet this 55 percent requirement involve the following:

- 1) Rolling stock and related activities for Section 5310-funded vehicles
 - a. Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
 - b. Vehicle rehabilitation or overhaul;
 - c. Preventative maintenance;
 - d. Radios and communication equipment; and
 - e. Vehicle wheelchair lifts, ramps, and securement devices.

- 2) Support equipment for Section 5310 Program
 - a. Computer hardware and software;
 - b. Transit-related intelligent transportation systems (ITS);
 - c. Dispatch systems.

- 3) Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management activities may include:
 - a. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
 - b. Support for short-term management activities to plan and implement coordinated services;
 - c. The support of State and local coordination policy bodies and councils;
 - d. The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
 - e. The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
 - f. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 - g. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

Other Eligible Capital and Operating Expenses

Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for the following:

- 1) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- 2) Public transportation projects (capital and operating) that exceed the requirements of ADA;
- 3) Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- 4) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

LOCAL MATCH

The Section 5310 Federal share of eligible capital expenses may not exceed 80% of the net project costs, and the Federal share of eligible operating expenses may not exceed 50% of the net operating costs. A local match of 20% is required for capital projects, and 50% of the net operating costs for operating project.

The local match **must be provided in cash** for all projects.

All of the local share must come from sources other than Federal Department of Transportation (DOT) funds. Federal DOT program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. Some examples of non-DOT Federal funds are the Community Development Block Grant, and the Appalachian Regional Commission funds. Examples of other sources for local match monies that may be used for any or all of the local share include local appropriations, dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions.

COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

Section 5310 supplements other transportation funding programs and **must be coordinated** with those FTA programs and with transportation programs funded by other Federal and State sources. The coordinated planning requirements were described earlier in this application package.

Section 5310 funds **may not** be used to support services that compete with public transit or private-for-profit providers, or to provide transportation for school children. The program is subject to certain standard requirements of Federal programs including Title VI Civil Rights, Minority Business Enterprise, Equal Employment Opportunity, Americans with Disabilities Act/Nondiscrimination on the Basis of Handicap, Procurement, Drug-Free Workplace, Lobbying, Suspension and Debarment, and other applicable Federal and State requirements. Recipients of vehicle funding are also subject to minimum maintenance and insurance

requirements throughout the useful life of the vehicle. As applicable, all Section 5310 grantees are subject to reporting and financial management requirements related to the grant, must provide MTA with a copy of their A-122 audit while the grant is active, and can expect MTA staff to conduct periodic site visits and review of program compliance. Many of the Federal and State requirements are listed within the certifications and assurances that must be signed and submitted as Part II of the Section 5310 application. These signed certifications and assurances will become part of the grant agreement if awarded.

PROJECT SELECTION CRITERIA AND METHOD OF DISTRIBUTING FUNDS

The MTA is the State agency designated by the chief executive officer of Maryland charged with developing project selection criteria. The MTA/OLTS conducts a competitive selection process that is separate, but coordinated with, the planning process.

Each local application must be submitted to the appropriate Regional Coordinating Bodies. The Regional Coordinating Bodies are facilitated by the following organizations:

- Baltimore Region (Annapolis, Anne Arundel, Baltimore, Carroll, Harford, and Howard counties and Baltimore City): Baltimore Metropolitan Council (BMC)
- Lower Eastern Shore (Somerset, Wicomico, and Worcester counties): Tri-County Council for the Lower Eastern Shore of Maryland
- Southern Maryland (Calvert, Charles, and St. Mary's counties): Tri-County Council for Southern Maryland (TCCSMD)
- Upper Eastern Shore (Caroline, Cecil, Dorchester, Kent, Queen Anne's, and Talbot counties): Maryland Upper Shore Transit (MUST)
- Western Maryland (Allegany, Frederick, Garrett, and Washington counties): Tri-County Council for Western Maryland (TCCWMD)
- Washington Region (Montgomery and Prince George's counties): Metropolitan Washington Council of Governments (MWCOG)

Note to applicants: Applicants who provide all or most of their service within one region should send their applications to that Region. If some of your service originates or terminates in another region but your vehicles and services are "housed" in a "home" region, then send your project applications to the region where housed. Some applicants, however, have multiple facilities/locations across the state that operates under their organization's administrative umbrella. If you are submitting a project request for more than one facility/location for your organization, then you must send a separate project application to each Regional Coordinating Body that applies.

The Regional Coordinating Bodies will review and endorse or not endorse each application/project within their region.

The Regional Coordinating Bodies send their recommendations to the MTA. The MTA then reviews the applications to ensure compliance, and sends those that are responsive to the 5310 Review Sub-committee of the SCCHST to be scored and ranked for selection.

The committee will use the following criteria:

1. Extent and Urgency of Local Needs (10 pts.)

This criterion relates to project justification; i.e. the transportation needs to be met by an agency's proposed project, the urgency of these transportation needs, and the benefits that will accrue to elderly persons and persons with disabilities because of the transportation proposed in the application.

2. Coordination and Cooperation (20 pts.)

Proposed projects must be derived from the region's Coordinated Transportation Plan. Other considerations include the degree to which the proposed project demonstrates coordination or cooperation among local service agencies and existing transit and paratransit operators. Coordination among agencies serving the elderly and agencies serving persons with disabilities is very important. Coordination may include the sharing of vehicles among agencies, or one agency transporting clients of another agency, or leasing unused time to another operator, so that maximum vehicle utilization is achieved.

3. Vehicle Utilization (10 pts.)

Refers to the degree to which the service plan provides for the fullest possible utilization of the requested vehicle(s) as well as vehicles currently or proposed to be operated, i.e., ridership projections, miles, and hours of operations, etc. This also refers to proposed operational arrangements for project services.

4. Fiscal and Managerial Capability (10 pts.)

The degree to which the applicant appears to be capable of conducting the proposed project, with particular reference to the source and availability of both capital and operating funds and to the capacity of the agency for providing an efficient service. In particular, the provision of efficient transportation services, maintenance, driver training, and administrative oversight will be evaluated.

The maximum possible score is 50 points. Failure to complete any section will result in a score of zero for that section.

The selection process provides for a broad and equitable approach for selection of recipients for Section 5310 funds that meets the requirements of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. The MTA/OLTS encourages participation of minority organizations and organizations that serve minority communities in the Section 5310 Program area.

Once the SCCHST has reached a decision on the award of grant funds, the MTA completes a single Statewide application that includes all the equipment and all necessary information on the successful applicant organizations.

The Statewide application is submitted for Federal approval. Local funding awards are contingent upon Federal funding award to the State.

GRANT AWARDS FOR VEHICLE PURCHASES

MTA conducts a centralized procurement of vehicles funded under the Section 5310 program on a Statewide basis on behalf of the subrecipients.

The MTA will generally award the grants to purchase vehicles during the fall following the application period, subject to FTA funding approval.

Successful applicants for vehicle funding will be asked for their 20% local contribution upon delivery of the vehicles, which is typically one year after the grant application is submitted to the MTA.

The entire cycle, from the initial announcement of allocations is approximately as follows:

Program Announcement	-	Winter 2014
Application Deadline	-	Spring 2015
SCCHST Selection of Projects	-	Summer 2015
State Application Submission to FTA	-	Summer 2015
Federal Approval	-	Fall 2015
Procurement - Advertise	-	Fall 2015
Award	-	Winter 2015
Delivery	-	Spring 2016

The MTA will retain a lien on vehicles funded under the Section 5310 program until the vehicle meets useful life criteria (provided in part I of this application package) and the vehicle is retitled. The MTA/OLTS monitors vehicles funded through the Section 5310 program for which the MTA is a lien holder on the title, to ensure ongoing compliance with Federal and State requirements.

Procurement of sufficient vehicle insurance coverage is very important for the continued operation of your transportation program. We request that your agency review the insurance

limit requirements outlined in this application on page 65. It is imperative that these limits be met by all grant recipients of Section 5310 funds.

FOR MORE INFORMATION

If you need clarification on anything in this application, call or email the Program Manager.

**Statewide Programs Manager
Travis Johnston (410)-767-8356
tjohnston@mta.maryland.gov**

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PART I
APPLICATION FORMS AND INSTRUCTIONS

MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSIT ADMINISTRATION
SECTION 5310 PROGRAM APPLICATION
FY 2016 and FY 2017

GENERAL INSTRUCTION FOR YOUR FINAL SUBMISSION

Part I of the application contains information that will be circulated to the Application Review Subcommittee of the SCCHST for their review, scoring and selection.

SUBMIT THE ORIGINAL, FIVE PRINT COPIES AND ONE ELECTRONIC COPY OF PART I.

(Note: Please mark Original)

Part II of the application contains the various assurances and requirements that must be met in order for your organization's application to be considered by the SCCHST.

SUBMIT THE ORIGINAL AND ONE ELECTRONIC COPY OF PART II.

The General Information and Application Summary (next page)
must be the first page of your application

THE DEADLINE FOR SUBMITTING APPLICATIONS THIS YEAR:

FRIDAY, MARCH 13, 2015, 4:00 P.M.

NO EXCEPTIONS

Submit your application with the above-specified copies to:

**Mr. Travis Johnston
Program Manager
Office of Planning, 9th Floor
Maryland Transit Administration
6 St. Paul Street
Baltimore, MD 21202-1614**

THIS MUST BE THE FIRST PAGE OF THE APPLICATION
GENERAL INFORMATION AND APPLICATION SUMMARY

MTA-16-0041

Legal Name of Applicant Organization:		DUNS #:		
Federal Tax ID #:		CAGE #:		
Address				
Contact Person	Name	Telephone Number	Fax Number	Email
Executive Director				
Project Director				
Contact Person				
Counties Served				
*MTA Region(s) Which Proposed Projects Will Serve (check all that apply)				
<input type="checkbox"/> Baltimore Region (Annapolis, Anne Arundel, Baltimore, Carroll, Harford, and Howard counties and Baltimore City) <input type="checkbox"/> Lower Eastern Shore (Somerset, Wicomico, and Worcester counties) <input type="checkbox"/> Southern Maryland (Calvert, Charles, and St. Mary's counties) <input type="checkbox"/> Upper Eastern Shore (Caroline, Cecil, Dorchester, Kent, Queen Anne's, and Talbot counties) <input type="checkbox"/> Western Maryland (Allegany, Frederick, Garrett, and Washington counties) <input type="checkbox"/> Washington Region (Montgomery and Prince George's counties)				
*Please refer to note on bottom of Page 14 to determine areas of service.				
Summary of Current Program and Services (one trip equals one, one-way passenger trip)				
# trips provided per day		# lift vehicles in service		
# total vehicles in service		# seats available		
# vehicles currently on order		# wheelchair places available		
Estimated number of clients within the following groups who receive any of your agency's services	Number	Number of clients you transport with your agency's transportation services* (these do not overlap)		
Black			Ambulatory	Non-Ambulatory
Hispanic		Elderly		
American Indian		Disabled		
Asian or Pacific Islanders		Total		
Caucasian		# of Eligible Low-Income Individuals _____		
Alaskan Native		% of Eligible Low-Income Individuals _____		
Total Agency Clientele				

Vehicle, Equipment and Mobility Management Request in Priority Order				
Description (Gas or Diesel if Vehicle)/ Other Equipment/PM/Mobility Management	Replacement (Vehicle #)	Expansion	Rehab	Cost**
1.				\$
2.				\$
3.				\$
4.				\$
Application Budget (Estimated)				
Total Budget	\$			
Federal Funds (80%)	\$			
Local Funds (20%)	\$			

- Age of your elderly clients depends on your agency's guidelines
- Eligible Low-Income Individual is an individual whose family income is at or below 150 percent of the poverty line
- ** see page 61-62 for approx. cost

Operating Request in Priority Order			
Program Name	Federal	Local	Total Cost**
1.			\$
2.			\$
3.			\$
4.			\$
Application Budget (Estimated)			
Total Budget	\$		
Federal Funds (50%)	\$		
Local Funds (50%)	\$		

AGENCY AND TRANSPORTATION PROGRAM INFORMATION

Part I of application is to be submitted according to the format. You must submit each section, completed or labeled “N/A”, before your application will be considered complete. Sample charts should be duplicated as appropriate for use by the applicant.

Applications for financial assistance must contain or address the following in Part I of this application:

- General Agency Information
- Extent and Urgency of Local Needs
- Coordination and Cooperation
- Vehicle Utilization
- Fiscal and Managerial Capability

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PART I
GENERAL AGENCY INFORMATION

GENERAL AGENCY INFORMATION

I. Please provide a brief agency description on a separate piece of paper. At a minimum, include in this description the following information:

- a. Purpose of the agency
- b. Specific goals of the agency
- c. Length of time the agency has provided client services
- d. Length of time the agency has provided transportation services
- e. Brief overview of your transportation program
- f. Specific ways in which your transportation program serves your agency's clients
- g. Geographic area served by your agency (region, county, or city)

II. Please complete the attached pages regarding your agency's Civil Rights/Cell Phone Policies.

A. CIVIL RIGHTS

Do you employ 50 or more persons whose primary function deals with the transportation of clients?

YES

NO

How much State/Federal transportation funding did you receive in your last year of funding?

Is the amount of State/Federal transportation funds more than \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance?

YES

NO

If you were awarded a grant, you will be asked to develop an EEO plan.

The State and any sub-recipients that receive funds from FTA for planning, capital, or operating assistance in excess of \$250,000 to award in prime contracts, exclusive of funds for transit vehicle purchases, in a given Federal fiscal year must prepare a DBE program.

Is the amount of State/Federal transportation funds received in your last year of funding for planning, capital, or operating assistance more than \$250,000?

YES

NO

If "Yes," please provide a copy of your approved DBE program.

If your organization does not have an FTA/MTA approved DBE plan, please contact your regional planner. A list of regional planners is included in the Appendix at the back of this document.

Do you have an approved MTA/FTA Title VI Policy Statement/Plan?

YES

NO

Date of Approval _____

Please provide a copy of your most recent Title VI Policy Statement/Plan.

If you do not have an approved plan please contact your regional planner. A list is attached in the Appendix at the end of this document.

B. CIVIL RIGHTS CONTACTS - Applicant

EEO CONTACT - Applicant

Name _____

Title _____

Department/Organization _____

Phone _____

E-Mail _____

Address _____

City, State ZIP _____

MBE/DBE CONTACT - Applicant

Name _____

Title _____

Department/Organization _____

Phone _____

E-Mail _____

Address _____

City, State ZIP _____

Title VI CONTACT - Applicant

Name _____

Title _____

Department/Organization _____

Phone _____

E-Mail _____

Address _____

City, State ZIP _____

C. CELL PHONE USE

Do you have a policy regarding the use of cell phones and other portable electronic devices for employees of your program?

YES

NO

Please attach a copy of your policy.

PART I
EXTENT AND URGENCY
OF LOCAL NEEDS

EXTENT AND URGENCY OF AGENCY NEEDS

This section relates to project justification; i.e., the transportation needs to be met by your agency's proposed project, the urgency of these transportation needs, and the benefits that will accrue to the individuals with disabilities and elderly individuals because of the transportation proposed in the application.

In responding to the following questions please remember that it is very important that you provide a clear picture of the needs described above.

- 1. Please describe the proposed project. What equipment, facilities, or services would be funded if your request is approved? What is the time period of the proposed project? What counties, cities and towns would be served? Who would be eligible to use the services?

- 2. Describe the needs, urgency of these needs and benefits of this request. Please provide supporting information such as surveys, waiting lists, requests denied, planning documents, etc. You may need to use a separate piece of paper. **(Do not submit clients' names with this application.)**

- 3. Is your agency requesting a **vehicle** in this application?

_____Yes _____No

If yes, is this vehicle an:

- _____ Replacement of 5310 vehicle
- _____ Replacement of non-5310 vehicle
- _____ Expansion

If Expansion, indicate reason for expansion:

- _____ Adding program component
- _____ Increasing number of clients
- _____ Insufficient number of vehicles for current agency needs

- 4. Is your agency requesting **equipment** other than a vehicle in this application?

_____Yes _____No

If yes:

<u>Equipment</u>	<u>Purpose (How it will be used in your transportation program)</u>
------------------	---

5. Is your agency requesting **preventative maintenance** for Section 5310-funded vehicles in this application?

_____Yes _____No

If yes, please describe your maintenance program.

6. Is your agency requesting funding for **mobility management and coordination activities** in this application?

_____Yes _____No

If yes, please describe the activities to be supported by this funding.

7. Is your agency requesting funding for **public transportation alternatives that assist seniors and individuals with disabilities with transportation** in this application?

_____Yes _____No

If yes, please describe the services to be supported by this funding.

What is the need for these alternative services that current public transportation services are unable to meet?

AGENCY SERVICES CHART

The chart on the following page should provide information on your agency, current transportation program description and justification for your application request. If it is necessary to provide additional or supporting information such as surveys, waiting lists, requests denied or planning documents, please include information as an attachment.

The Agency Description Chart requires two categories of information: services provided and clients served. The following is a definition and explanation of the information requested.

- .. **Age range of current clients** - What is the age range of the individuals with disabilities and elderly individuals currently served by your agency?
- .. **Age range eligible for serving** - Is your agency able to serve clients of a wider age range? If so, please indicate.
- .. **Services provided by agency** - Place an "X" next to all the services provided by your agency. Also indicate how much service is being provided by indicating on the chart the number of clients served by category. If a specific function of your agency is not listed, indicate as other and explain.

- “ **Current total clients** - How many clients are currently using your agency per week, per service?
- “ **Current riders** - How many clients will/are currently using your agency's transportation services per week, per service?
- “ **Total** - provide the total number of clients listed per column for each category of client. The total number of current individuals with disabilities and elderly individuals should be placed in column (1), etc.

Age Range of Current Clients										
Age Range Eligible for Serving										
	Elderly/Ambulatory		Elderly/Non-Ambulatory		Disabled/Ambulatory		Disabled/Non-Ambulatory		Total	
	Current Total Clients	Current Riders	Current Total Clients	Current Riders	Current Total Clients	Current Riders	Current Total Clients	Current Riders	Current Total Clients	Current Riders
Service Provided by Agency: enter no. of Clients served per week										
_____ Adult Day Care										
_____ Nursing Home										
_____ Vocational Training										
_____ Activity Center										
_____ Sheltered Workshop										
_____ Senior Center/Services										
_____ Residential Services										
_____ Family & Community Programs										
_____ Medical Transportation										
_____ Other										

*Please indicate if new or expanded service.
Elderly/Non-Ambulatory includes cognitive and physical disabilities.

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PART I
COORDINATION AND COOPERATION

PROJECT COORDINATION

This section relates to the degree to which the proposed project demonstrates coordination or cooperation among local service agencies and existing transit and paratransit operators. Coordination and cooperation among agencies serving individuals with disabilities and elderly individuals is very important. To interface most effectively, service providers must be knowledgeable about each other's purpose, capabilities and areas served.

1. Please list below all other providers of transportation services to the individuals with disabilities and elderly individuals in your locality. (These operators must also be on the Operator Notification Certification in Part II.) Include public, private non-profit agencies. Next to the agency name, explain how your services are the same or differ from those of the named agency.

Operator **Type of Service provided** **Difference/Similarity**

2. Coordination of your organization's transportation with that operated by other providers can take many forms. Examples of some arrangements are: obtaining fuel and oil through a joint purchase agreement with another provider, obtaining maintenance for vehicles under an agreement with another provider, referring your clients to other agencies/operators, transporting other agencies' clients, or leasing unused vehicle time to another provider, having an ongoing and active advisory committee which includes agencies providing transportation.

Explain how your transportation operation is or will be coordinated with existing services operated by public, private-non-profit, or private-for-profit transportation providers in your locality, considering all of the possibilities listed above.

3. If other agencies do have use of your vehicles indicate:

VIN# **Agency** **% Operating Time**

4. Identify which Strategy(ies) within the Coordinated Public Transit-Human Services Transportation Plan this project responds to. (Regional Strategies can be found on the following pages. For Baltimore, Lower Eastern Shore, Southern Maryland, Upper Eastern Shore and Western Maryland, you would at least State the first strategy.) Explain how your agency implements this strategy/these strategies.

Regional Strategies Identified in each Region’s Coordinated Public Transit-Human Services Transportation Plan

Note that the Baltimore, Southern Maryland, and Western Maryland regions identified multiple strategies as equally important priorities, while the Lower and Upper Shore regions ranked identified strategies in a priority order.

Baltimore Area (Annapolis, Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties and Baltimore City) – 2010 Plan Update

- Continue to support capital needs of coordinated human service/public transportation providers.
- Build coordination among existing public transportation and human service transportation providers.
- Establish “centralized points of access” that provides information on available transportation options in the region and/or provide travel training to the targeted populations.
- Expand availability of demand-response and specialized transportation services to provide additional trips for targeted populations.
- Provide flexible transportation options and more specialized and one-to-one services through expanded use of volunteers.
- Expand availability of accessible transportation services.
- Expand access to taxi and other private transportation providers outside MTA ADA service area.

Lower Eastern Shore (Somerset, Wicomico, and Worcester Counties) – 2010 Plan Update

1. Continue to support capital needs of coordinated human service/public transportation providers.
2. Re-establish structure to build and sustain coordination efforts.
3. Provide flexible transportation options and more specialized and one-to-one services through expanded use of volunteers.
4. Expand access to taxi services and other private transportation operators.
5. Use current origin-to-destination services to provide additional trips for older adults, people with disabilities and people with lower incomes.
6. Expand outreach and provide simplified access to information regarding existing transportation options.
7. Operate existing fixed-route services on more frequent basis.

Southern Maryland (Calvert, Charles, and St. Mary's Counties) – 2010 Plan Update

- Continue to support capital needs of coordinated human service/public transportation providers.
- Improve information and service coordination of public transit and human service agency provided transportation.
- Use demand-response services to provide additional trips for older adults, people with disabilities, and people with lower incomes.
- Establish or expand programs that train customers, human service agency staff, medical facility personnel, social services and others in the use and availability of transportation services.
- Use volunteers to provide more specialized and one-to-one services.
- Bring new funding partners to public transit/human service transportation.
- Expand access to taxi and other private transportation operators.
- Establish Transportation Demand Management programs.

Upper Eastern Shore (Caroline, Cecil, Dorchester, Kent, Queen Anne's, and Talbot Counties) – 2010 Plan Update

- Continue to support capital needs of coordinated human service/public transportation providers.
- Use current demand-response services to provide additional trips for older adults, people with disabilities, and people with lower incomes.
- Improve information and service coordination of public transit and human service agency provided transportation.
- Use volunteers to provide more specialized and one-to-one services.
- Expand access to taxi and other private transportation operators.
- Establish or expand programs that train customers, human service agency staff, medical facility personnel, and others in the use and availability of transportation services.
- Expand fixed-route public transit services.

Strategies for Improved Coordination and Services

I. Coordinate Transportation Services And Programs

- Improved service and agency communication across jurisdictions at the local and
- State levels on transportation (public , non-profit, private and Medicaid)
- Coordination should improve services for customers and reduce cost to agencies
- Improve Local and State Interagency coordination with planning efforts and
- mobility managers
- Improve Nonprofit agency coordination
- Involve Private transportation Providers
- Provide customer services that plan for the whole trip, and not simply the ride, i.e., individuals often need information about various transportation options, and assistance in researching those options and planning and preparing for the trip

II. Provide Customer-Focused Services, Improve Marketing and Training

- Train transportation managers, agency staff and others who have direct contact with customers to improve communication, interactions and understanding of user's needs and concerns
- Train customers on the use of available options, including but not limited to fixed-route services
- Provide tailored transportation services for low-income individuals with physical and developmental disabilities and older adults
- Market and advertise existing services; target and customize information to people who need them most, such as people who utilize public housing, senior centers, adult day care and dialysis facilities.
- Improve information on existing services and provide in appropriate formats (including electronic media) to customers, caregivers, social service and nonprofit agencies -- both public and specialized -- that are available to people with disabilities and that can most effectively meet their transportation needs.

III. Improve the Accessibility and Reliability Existing Services

- Provide alternatives to traditional fixed-route transit and paratransit with an emphasis on shared rides and privately-provided services
- Improved connections to existing services, including first mile/last mile connections, such as improved infrastructure, deviated route services, shuttles, or taxis to transit stations. These connections are critical in areas where services have been cut.
- Improve pathways and physical infrastructure at bus and rail stations
- Provide better methods for reporting needed bus stop and sidewalk improvements

IV. Develop And Implement Additional Transportation Options

- Improve the frequency, availability and accessibility of specialized services (both capital and operating improvements).
- Provide services or programs that cross jurisdictional boundaries travel, as well as services that can effectively accommodate individual trip requirements.
- Additional funding should be identified and secured to support and sustain these programs.

Priority Projects:

- A. Mobility Manager Positions at the Local Government Level
- B. Challenge Grant for Coordinated Planning Efforts
- C. Personal Mobility Counseling Services
- D. Travel Training
- E. Door-through-Door or Escorted Transportation Service
- F. Expanded and On-Going Sensitivity and Customer Service Training for Drivers
- G. Shuttle or Taxi service to Bus Stops and Rail Stations
- H. Bus Stop and Sidewalk Improvements
- I. Deviated Bus or Feeder Service for Targeted Area or Population Groups
- J. Pilot Programs that Expand the Use of Taxis for Medical Trips
- K. Volunteer Driver Programs
- L. Tailored Transportation Service for Clients of Human Service Agencies

Western Maryland (Allegany, Frederick, Garrett, and Washington Counties)

- Continue to support the operating and capital needs of coordinated human service/public transportation providers.
- Establish a ride-sharing program for long-distance medical transportation.
- Provide transportation options so that people can access second and third shift jobs, as well as jobs on Sundays.
- Coordinate services among providers with wheelchair-accessible vans so that these resources can be better accessed throughout the community.
- Establish or expand programs that train customers, human service agency staff, medical facility personnel, and others in the use and availability of transportation services.
- Consider non-traditional programs that may be applicable in the more remote areas of the region.
- Provide targeted shuttle services to access employment opportunities, particularly those in newly developing industrial and resort areas.

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THIS PAGE MUST BE INCLUDED IN EACH APPLICATION

SERVICE CONTRACTS

- “ List any current or proposed contracts or other agreements your organization has for providing transportation to other agencies. Attach copies to Part I.

Check here if this is not applicable _____

- “ List names and addresses of any public or private transportation provider from which your organization purchases, or plans to purchase, transportation service.

Check here if this is not applicable _____

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PART I
VEHICLE UTILIZATION
AND
REQUESTED VEHICLES

VEHICLE UTILIZATION

1. Vehicle and Equipment Request in Priority Order:

Description	Expansion	Replacement	Rehabilitation	Cost
1.				\$
2.				\$
3.				\$
4.				\$

2. Vehicle Replacement

If replacement vehicles are being requested, complete the following for each vehicle to determine eligibility: (Criteria for replacement follows chart).

Since there is a lag period between the time of your application and the actual delivery date of an approved vehicle, allowance must be made for the mileage which will be added to the vehicle during this lag time.

The following formula should be used to account for this additional mileage and thereby determine if your vehicle will meet the minimal service life criteria.

Vehicle Description	Vehicle to be replaced	Vehicle to be replaced
Vehicle Identification Number		
Date Vehicle was placed in service		
Current Date		
Total Months of Ownership		
Current Vehicle Mileage (Date _____)		
Average Miles per Month (Current Mileage divided by Total Months of Ownership)		
Projected Mileage (Average Mileage per Month X 36 Projected Months)		
Total Vehicle Mileage (Current & Projected Mileage)		
Projected Age of Vehicle in Months (Total Months of Ownership + 36 Months)		
Total Age of Vehicle (in years) (Projected Age of Vehicle in Months divided by 24)		

If you are awarded a Section 5310 replacement vehicle, how will you dispose of the vehicle to be replaced?
 _____ Sell Vehicle _____ Use Vehicle as Backup _____ Junk Vehicle _____ Other

- If requesting more than two vehicles to be replaced please duplicate this form and include with application

Minimum Vehicle Service-Life Policy

Minimum Service-Life Standards

To ensure that vehicles are adequately maintained and remain in service for their normal service life, the Maryland Transit Administration (MTA) has established minimum service-life standards for vehicles funded with State or Federal funds. These standards apply to all vehicles purchased with Sections 5307, 5309, 5310, 5311, 5316, 5317, American Disabilities Act (ADA), or Statewide Special Transportation Assistance Program (SSTAP) funds, and to all vehicles that will be replaced with vehicles funded from these programs, regardless of the initial funding source.

Service-life begins on the date the vehicle was placed in service and continues until it is removed from service.

Classification	Yrs.	Miles	GVWR	LENGTH
Small Specialized Vehicles (Accessible Minivans and Accessible Taxicabs) & Sedans	4 years	150,000	< 14,000 lbs.	n/a
Fleet Support Vehicles (Pick up trucks and utility vehicles)	6 years	200,000	n/a	n/a
Light Duty Small Bus (Cutaway)	6 years	200,000	15,000 lbs. or less	n/a
Medium Duty Bus	8 years	250,000	15,000 lbs. < 23,000 lbs.	Under 30'
Heavy Duty Bus	10 years	350,000	all	Under 35'
Heavy Duty Bus	12 years	500,000	all	Over 35'

Vehicle Classifications

- Small Specialized Vehicles (Accessible Minivans and Accessible Taxicabs) & Sedans: at least four (4) years of service and an accumulation of at least 150,000 miles.
- Support Vehicles (Pick-up trucks and utility vehicles): at least six (6) years of service and an accumulation of at least 200,000 miles.
- Light Duty Small Bus, body on chassis-type (cutaway): at least six (6) years of service and an accumulation of at least 200,000 miles.
- Medium duty (under 30') transit buses: at least eight (8) years of service and an accumulation of at least 250,000 miles.
- Heavy duty (30'-35') transit buses: at least ten (10) years of service and an accumulation of at least 350,000 miles.
- Heavy duty (greater than 35') transit buses: at least twelve (12) years of service and an accumulation of at least 500,000 miles.

Although a minimum standard for service-life is adopted, additional information about the condition of the vehicle is necessary for all replacement requests. Vehicles will not be replaced based solely on age and accumulated mileage, therefore details such as repair records or estimated repair costs must be provided with the request.

Below is minimum information that is requested to submit for a replacement vehicle. Use forms provided in the applications.

- Fleet Vehicle Number,
- Present Mileage,
- Vehicle Identification Number and delivery date (if the vehicle to be replaced was purchased under a previous Sections 5307, 5309, 5310, 5311, 5316, 5317, ADA, or SSTAP grant),
- A description of the condition of the vehicle to be replaced, including the reasons for replacing the vehicle at this time, and
- An indication of how the vehicle will be disposed of (sell, salvage, or used as backup or other).
NOTE: any insurance proceeds received for this vehicle will be deducted from MTA's State and Federal portion of the eligible cost of a replacement vehicle.

Replacement Prior to Meeting Minimum Service-Life Criteria

If a replacement vehicle is being requested for a vehicle which has not or will not meet the established Service-Life criteria, the applicant must describe the circumstances necessitating the replacement of the vehicle. The applicant would need to complete the information above, in addition to providing the following information:

- A list of any repairs that will be required to keep the vehicle in service, and an estimated cost of each repair,
- A description and cost of repairs made to the vehicle to date (attach the repair and preventative maintenance records, if available).

FTA classifies this as early asset replacement.

Vehicle Rehabilitation

If you are applying for funding for vehicle rehabilitation, identify each vehicle to be rehabilitated, give a description of work to be done for each, and provide an estimate for the cost of rehabilitation.

Note: Rehabilitation of vehicles will only be approved for those vehicles purchased with FTA funds or if the Maryland Department of Transportation is added on the vehicle title. Rehabilitated vehicles will not be eligible for replacement until at least three years after rehabilitation takes place.

A vehicle may be rehabilitated if:

- .. it is at least four (4) years old or has 100,000 miles (this may be projected in accordance with the vehicle replacement formula chart).
- .. the cost of the rehabilitation is less than 50% of the purchase price of a “like” vehicle.
- .. the rehabilitation work restores the vehicle to a “nearly new” vehicle status
- .. the vehicle can meet, after rehabilitation, the current Section 5310 safety standards and specifications
- .. the rehabilitation work will add 36 months or approximately 65,000 miles to the life of the vehicle

If such rehabilitation work is approved for funding under this Section 5310 application, the Maryland Transit Administration will have final approval on specifications and solicitation.

Vehicle Inventory

Please complete this form for your agency’s entire vehicle inventory. List all vehicles in the following order:

- .. vehicles that are to be replaced or rehabilitated; [list highest priority first]
- .. currently used vehicles that will not be affected by this application;
- .. vehicles that are currently on order through a previous year’s application or another funding source and are yet to be received.

If you are replacing a vehicle in which the status is inactive or back up, please explain why. The Committees’ current policy is not to replace inactive or back up vehicles unless adequate justification is made. Use a separate page if needed to explain in detail. If a vehicle is used daily during peak service it is not considered a back up vehicle.

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	Vehicle Type	Equipped with Lift or Ramp?	Seating Capacity		Communications Equipment	Capital Funding Source	Current Mileage	Grant Award Year	Order Date	Indicate Vehicle being replaced	
			Ambulatory	Wheelchair							
VEHICLES AWARDED BUT NOT RECEIVED (prior to 2015):											
n.a.	n.a.	n.a.	n.a.						n.a.		
n.a.	n.a.	n.a.	n.a.						n.a.		
n.a.	n.a.	n.a.	n.a.						n.a.		
n.a.	n.a.	n.a.	n.a.						n.a.		
n.a.	n.a.	n.a.	n.a.						n.a.		
n.a.	n.a.	n.a.	n.a.						n.a.		
REPLACEMENT VEHICLES REQUESTED IN FY 2015:											
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.
EXPANSION VEHICLES REQUESTED IN FY 2015:											
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.
n.a.	n.a.	n.a.	n.a.						n.a.	n.a.	n.a.

Copy page and insert if needed.

Section 5310 Program Application for FY 2016 and FY 2017

Jurisdiction _____

Organization _____

Form 7: VEHICLE UTILIZATION PLAN

*Indicate how each vehicle listed in the Vehicle Inventory (Form 6) is used on a regular basis. If vehicles are used for multiple services, please use a separate line for each route or service. If schedules are different on different days of the week, please use a separate line for each day. Insert additional lines and pages as needed. **Please call for clarification if you have any questions on completing this form.***

Usual Vehicle (Agency Fleet No.)	Route Name or Number	Origin of Route	Geographic Areas Served	Destination of Route	Trip Purpose	Passenger/ Client Group	One-way Trip Length	Usual No. of Riders/ Day	Days of the Week	Hours of Day Operated	
										Start Time	End Time
<i>Example</i>	<i>Yourtown Shuttle</i>	<i>101 Main St., Yourtown</i>	<i>Yourtown area</i>	<i>Yourtown Mall</i>	<i>general purpose</i>	<i>general public</i>	<i>12 miles</i>	<i>25</i>	<i>M-F</i>		

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PART I
FISCAL AND MANAGERIAL CAPABILITY

FISCAL AND MANAGERIAL CAPABILITY

This section measures the degree to which your agency is capable of conducting the proposed project, with particular reference to the source and availability of both capital and operating funds.

The project budget section should provide information on the cost of the requested vehicles and equipment, your transportation program's budget, and the source of funds for the local contribution portion of the procurement. There are also sections on maintenance of vehicles, driver training and administrative oversight.

1. Transportation Program Capital Budget

This section should provide information on the cost of the requested vehicles and equipment, your transportation program budget, and the source of funds for the local contribution portion of the procurement. Please complete the following:

Source of Local Contributions

List the **specific sources** and amounts of funds that will be provided for the local contributions.

Source

Amount

TOTAL

\$

MARYLAND TRANSIT ADMINISTRATION SAMPLE BUS ORDER FORM * PRICES ARE SUBJECT TO CHANGE +/- 15%	MTA USE ONLY	
	Grant type: _____	
	Grant Number: _____	
	Vehicle Replacement #: _____	
		Date received from grantee: _____

BASE BUSES	QTY	Price	Extended Price
4 & 2 Gas SRW (138" Wheelbase)		\$ 41,136.92	\$ -
8 & 2 Gas DRW (138" Wheelbase)		\$ 44,368.43	\$ -
12 & 2 Gas DRW (158" Wheelbase)		\$ 48,057.02	\$ -
16 & 2 Gas DRW (176" Wheelbase)		\$ 49,729.89	\$ -
OPTIONAL EQUIPMENT PURCHASED WITH GRANT FUNDS			
Single flip seat		\$ 380.17	\$ -
double flip seats (not available with rear e-door - per double seat)		\$ 520.00	\$ -
double flip fold seat (per double seat)		\$ 613.00	\$ -
Padded grab handles (per seat)		\$ 28.00	\$ -
Extra long seat belts (per seat)		\$ 30.25	\$ -
Non-retractable seat belts		\$ 9.00	\$ -
(please see http://www.freedmanseating.com/Fabricmain.html)			
Seat Color			
insert any level "1" three digit color code			
Basic lettering (agency name on both sides of bus)		\$ 472.17	\$ -
Advanced Lettering (agency name and logo on both sides)		\$ 683.00	\$ -
Single 6" belt stripe		\$ 325.00	\$ -
Rear Emergency Window	Standard		\$ -
Rear Emergency Door		\$ 388.00	\$ -
Heated and remote mirrors		\$ 640.00	\$ -
Fixed Route Package (front and side roller destinations signs)		\$ 2,480.00	\$ -
Passenger stop request sign		\$ 537.00	\$ -
Mobile Page PA system with 4 internal and 1 external speaker		\$ 494.17	\$ -
Passenger Counter		\$ 75.00	\$ -
Two way radio pre-wire		\$ 58.00	\$ -
Main M-4 Fare Box (comes with one vault)		\$ 913.00	\$ -
Extra vault for M-4 Fare Box		\$ 314.00	\$ -
Fare Box provision		\$ 122.92	\$ -
Hands free microphone		\$ 180.00	\$ -
Braun lift		\$ 63.00	\$ -
Ricon lift		\$ -	\$ -
YES or NO (do you want the platform that folds in half?)			
Q-strait Tie down system (automatic)		\$ 403.00	\$ -
Sure-Lok Tie down system		\$ 340.00	\$ -
Black floor rubber		INCLUDED	\$ -
Gray floor rubber		INCLUDED	\$ -
Lockable driver's storage compartment		\$ 140.42	\$ -
Flat Floor (no wheel wheels & an additional step)		\$ 642.50	\$ -
Independent four-way flashers		\$ 79.08	\$ -
Two yellow flashing lights on rear of bus		\$ 218.67	\$ -
Two additional stoplights		\$ 171.17	\$ -
Extra Wide front door (not available with all floor plans)		\$ 870.17	\$ -
Sportworks Bike Rack		\$ 1,498.00	\$ -
vertical stitching		\$ 11.00	\$ -
Cloth seat fabric (per seat position)		\$ 84.08	\$ -
Flipable arm rests (per arm)		\$ 15.00	\$ -
Upgraded driver's seat with power base		\$ 1,048.58	\$ -
Multiple stripes above and below side windows		\$ 825.00	\$ -
Altro Flooring		\$ 640.00	\$ -
MorRyde Suspension		\$ 834.00	\$ -
Stainless Steel Wheel Liners		\$ 297.92	\$ -
Diesel Option		\$ 10,000.00	\$ -
SUBTOTAL OPTIONAL EQUIPMENT			\$ -
SUBTOTAL (Grantee Out-of-Pocket Expense)			\$ -
TOTAL (Vehicle and Optional Equipment)			\$ -
MTA Share (80%)			\$ -
Grantee Share (20%)			\$ -
TOTAL GRANTEE EXPENSE (Out-of-Pocket and 20% Share Amounts)			\$ -

NOTICE TO APPLICANTS REQUESTING CAPITAL EQUIPMENT, PREVENTATIVE MAINTENANCE AND MOBILITY MANAGEMENT

Funding for capital expenditures will not be limited to the purchase of vans and buses. Capital purchases may include but are not limited to radios and communication equipment, vehicle rehabilitation, microcomputer hardware and software that will be used for your transportation program, and spare parts with a unit cost of at least \$300 and useful life of more than one year. Capital expenses under the Section 5310 program may also include preventative maintenance of Section 5310 vehicles and mobility management activities.

Capital funding for equipment purchases, Preventative Maintenance and mobility management may be requested by indicating so on the attached Equipment, Preventative Maintenance and Mobility Management Request Form. The request form must be attached to your main application and accompany your application through all steps of the application approval process. These requests, if awarded, may be eligible to be reimbursed by the MTA using 80% Federal funds and 20% grantee funds.

Requests for Preventative Maintenance funding should be in the form of a total dollar amount for the entire fiscal year. If awarded, the grantee shall submit quarterly requests for payments accompanied by the following back-up information in order to receive an 80% reimbursement from the MTA:

- Labor Costs
- Labor Hours
- Parts Cost
- Inspections Costs
- Repair Costs

Quarterly request for payment forms will be included with your grant agreement.

Preventative Maintenance as defined below:

All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current State of the art for maintaining such asset.

Common eligible preventative maintenance requests include but are not limited to:

Oil Changes, tire rotation, tire replacement, transmission flushes, vandalism repairs, mechanic training, and the labor cost associated are considered eligible expenses.

Ineligible requests include but are not limited to:

Gas
Accident repairs
Insurable items
Warranty Items

Vehicle Insurance Requirements

The following insurance limits are required for each vehicle purchased or rehabbed with FTA Section 5310 funds.

- **Comprehensive Business Automobile Liability:** The policy or policies shall cover all automobiles defined as motor vehicles, whether owned, non-owned leased, or hired, to a minimum combined single limit for Bodily Injury and Property Damage of \$1,000,000.
- Each organization must have collision insurance for protection of FTA's 80% financial interest in each vehicle. This would include Comprehensive and Collision or Upset Coverage on the vehicle.
- There must be Uninsured Motorist coverage for limits of liability of \$20,000 per person, and \$40,000 per accident.
- The Maryland Department of Transportation **must** be named an additional insured party on each insurance policy for all vehicles procured under this program. Each applicant organization must present to the Administration a letter from its insurance company stating that the minimum limits of coverage, as specified above, can be provided.

If your agency receives a vehicle funded by Section 5310, proof of insurance at the specified levels will be required prior to receipt of the vehicle. Your agency should determine if it can acquire this insurance and manage the cost in your operating budget.

1. Project Specific Operating Budget

The Project Specific Operating Budget worksheet on the following pages is to be completed only if you are requesting operational funding for non-traditional projects. Please note that operational funding, if awarded, will be provided for up to 50% (Federal) of the total operational costs associated with the individual project. Do not include non-transportation related expenses associated with the project.

2. Mobility Management Operating Budget

The Mobility Management Operating Budget worksheet on the following pages is to be completed only if you are requesting funding for Mobility Management projects. Please note that this funding, if awarded, will be provided for up to 80% (Federal) of the total costs associated with the individual project. Do not include non-transportation related expenses associated with the project.

3. **Overall Transportation Program Operating Budget**

The Overall Transportation Program Operating Budget Worksheet on the following pages is to be completed only for the **transportation component** of your organization; do not include non-transportation related expenses; do include portions of expenses shared with transportation. This should include all vehicles currently operated by your organization, in addition to those requested in this application, and support services for your transportation service.

In the first column of the worksheet, list the costs of your current transportation program. In the second column, list only those additional costs that will be incurred if you receive expansion vehicle(s), equipment, mobility management and specific operating projects that you are requesting in this year's application. Finally, provide the total of your current and proposed transportation program in the third column.

If a cost category listed in the Expense Section is not applicable to your program, put "N/A" in the line for that cost category. Use footnotes as needed to provide additional explanation where expenses may not be self-explanatory.

The following pages contain definitions for each line item to be completed on the operating budget worksheet. If you would like assistance in determining your actual transportation costs, please call Mr. Travis Johnston on 410-767-8356.

DEFINITIONS FOR EXPENDITURES

Vehicle Operations

Driver salaries	..	includes all wages paid to drivers for the operation of passenger vehicles or the value of time spent driving.
Dispatcher salaries	..	includes all wages paid to individuals responsible for the dispatching of passenger vehicles or the value of time spent dispatching.
Fringe benefits	..	includes the cost of fringe benefits for drivers and dispatchers.
Fuel and oil	..	includes the cost of gasoline, diesel fuel, engine oil and other lubricants.
Tubes and tires	..	Includes material for the maintenance of tires and purchase or rental of tires.
Vehicle insurance	..	includes the cost of vehicle and transportation related types of insurance including liability and property damage, workmen's compensation, fire and theft.
Vehicle lease	..	includes the cost of leasing vehicles used to transport passengers.
Vehicle license, registration	..	includes the cost of licensing and/or registration tax on vehicles used to transport passengers.
Vehicle storage facility rental	..	includes the costs of renting a facility to store passenger vehicles.
Other	..	includes the cost of expenses not categorized above. These items must be specified.
Purchased Service	..	includes the cost of any portion of service purchased from another operator.

Maintenance

Mechanic salaries	..	includes all wages paid to mechanics on staff or the value of their time spent on maintenance.
Fringe benefits	..	includes the cost of fringe benefits for mechanics on staff.

Maintenance service	..	includes the cost of outside contracts for maintenance of passenger vehicles.
Materials & supplies	..	includes the cost of materials and supplies to maintain passenger vehicles and includes any materials and supplies not provided through a maintenance service contract.
Maintenance facility rental	..	Includes costs incurred by renting a facility in which vehicles are maintained by staff mechanics.
Equipment rental	..	Includes costs of renting maintenance equipment and includes any equipment rental costs not provided through a maintenance service contract.
Utilities	..	includes all utility costs for maintenance facilities. If maintenance facilities are not metered separately, all utility costs should be included in the Administration utilities costs.
Other	..	includes other maintenance expenses not categorized above. These items must be specified.
<u>Administration</u>		
Administrator salary	..	Includes all wages paid to the administrator of the agency for time allotted to the transportation programs or the value of their time spent on transportation-type administrative duties.
Manager salary	..	Includes all wages paid to the manager of the transportation program for time allotted to the transportation programs or the value of their time spent on transportation management duties.
Secretary salary	..	includes all wages paid for secretarial/clerical support for the transportation programs or the value of their time spent on secretarial/clerical duties.
Bookkeeper salary	..	includes all wages paid for bookkeeping support for the transportation programs or the value of time spent on bookkeeping duties.
Other staff	..	includes all wages paid to other staff not categorized above supporting the transportation program or the value of their time. Other staff <u>must</u> be itemized.
Fringe benefits	..	includes the cost of fringe benefits for the staff included in the salary categories listed above.

Materials & supplies	..	includes all the cost of office materials and supplies.
Telephone	..	includes all telephone rental, purchase and installation costs.
Office rental	..	includes the cost of renting office space for the transportation program.
Utilities	..	includes all utility costs for the administrative offices or for all facilities if they are not metered separately that are attributed to the space allocated to transportation.
Office equipment rental	..	Includes the cost of renting office equipment for the use of the transportation program or a proportionate amount.
Other	..	includes other administrative costs not categorized above that contribute to the operation of your transportation program. All items must be specified.

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PROJECT SPECIFIC OPERATING BUDGET WORKSHEET

	<u>FY16</u>	<u>FY17</u>	<u>TOTAL</u>
VEHICLE OPERATIONS			
Driver Salaries	_____	_____	_____
Dispatcher Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
Fuel & Oil	_____	_____	_____
Tubes & Tires	_____	_____	_____
Vehicle Insurance	_____	_____	_____
Vehicle Lease	_____	_____	_____
Vehicle Depreciation	_____	_____	_____
Vehicle license, registration tax	_____	_____	_____
Vehicle storage facility rental	_____	_____	_____
Other _____	_____	_____	_____
Sub Total Vehicle Operations	_____	_____	_____
 PURCHASED SERVICE	_____	_____	_____
 MAINTENANCE			
Mechanic Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
Maintenance service contract	_____	_____	_____
Materials & Supplies	_____	_____	_____
Maintenance facility Rental	_____	_____	_____
Equipment Rental	_____	_____	_____
Utilities	_____	_____	_____
Other _____	_____	_____	_____
Sub-total Maintenance	_____	_____	_____
 ADMINISTRATION			
Administrator Salary	_____	_____	_____
Manager Salary	_____	_____	_____
Secretary Salary	_____	_____	_____
Bookkeeper Salary	_____	_____	_____
Other Staff (list) _____	_____	_____	_____
_____	_____	_____	_____
Fringe Benefits	_____	_____	_____
Materials & Supplies	_____	_____	_____
Telephone	_____	_____	_____
Office Rental	_____	_____	_____
Utilities	_____	_____	_____
Office Equipment Rental	_____	_____	_____
Other _____	_____	_____	_____
Sub-total Administration	_____	_____	_____
 TOTAL OPERATING EXPENSES	_____	_____	_____

MOBILITY MANAGEMENT OPERATING BUDGET WORKSHEET

	<u>FY16</u>	<u>FY17</u>	<u>TOTAL</u>
VEHICLE OPERATIONS			
Driver Salaries	_____	_____	_____
Dispatcher Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
Fuel & Oil	_____	_____	_____
Tubes & Tires	_____	_____	_____
Vehicle Insurance	_____	_____	_____
Vehicle Lease	_____	_____	_____
Vehicle Depreciation	_____	_____	_____
Vehicle license, registration tax	_____	_____	_____
Vehicle storage facility rental	_____	_____	_____
Other _____	_____	_____	_____
Sub Total Vehicle Operations	_____	_____	_____
 PURCHASED SERVICE	_____	_____	_____
 MAINTENANCE	_____	_____	_____
Mechanic Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
Maintenance service contract	_____	_____	_____
Materials & Supplies	_____	_____	_____
Maintenance facility Rental	_____	_____	_____
Equipment Rental	_____	_____	_____
Utilities	_____	_____	_____
Other _____	_____	_____	_____
Sub-total Maintenance	_____	_____	_____
 ADMINISTRATION	_____	_____	_____
Administrator Salary	_____	_____	_____
Manager Salary	_____	_____	_____
Secretary Salary	_____	_____	_____
Bookkeeper Salary	_____	_____	_____
Other Staff (list) _____	_____	_____	_____
_____	_____	_____	_____
Fringe Benefits	_____	_____	_____
Materials & Supplies	_____	_____	_____
Telephone	_____	_____	_____
Office Rental	_____	_____	_____
Utilities	_____	_____	_____
Office Equipment Rental	_____	_____	_____
Other _____	_____	_____	_____
Sub-total Administration	_____	_____	_____
 TOTAL OPERATING EXPENSES	_____	_____	_____

OVERALL TRANSPORTATION PROGRAM OPERATING BUDGET WORKSHEET

	Current	Proposed change (if awarded)	Total
VEHICLE OPERATIONS			

Driver Salaries	_____	_____	_____
Dispatcher Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
Fuel & Oil	_____	_____	_____
Tubes & Tires	_____	_____	_____
Vehicle Insurance	_____	_____	_____
Vehicle Lease	_____	_____	_____
Vehicle Depreciation	_____	_____	_____
Vehicle license, registration tax	_____	_____	_____
Vehicle storage facility rental	_____	_____	_____
Other _____	_____	_____	_____
Sub Total Vehicle Operations	_____	_____	_____
PURCHASED SERVICE	_____	_____	_____
MAINTENANCE	_____	_____	_____
Mechanic Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
Maintenance service contract	_____	_____	_____
Materials & Supplies	_____	_____	_____
Maintenance facility Rental	_____	_____	_____
Equipment Rental	_____	_____	_____
Utilities	_____	_____	_____
Other _____	_____	_____	_____
Sub-total Maintenance	_____	_____	_____
ADMINISTRATION	_____	_____	_____
Administrator Salary	_____	_____	_____
Manager Salary	_____	_____	_____
Secretary Salary	_____	_____	_____
Bookkeeper Salary	_____	_____	_____
Other Staff (list) _____	_____	_____	_____
_____	_____	_____	_____
Fringe Benefits	_____	_____	_____
Materials & Supplies	_____	_____	_____
Telephone	_____	_____	_____
Office Rental	_____	_____	_____
Utilities	_____	_____	_____
Office Equipment Rental	_____	_____	_____
Other _____	_____	_____	_____
Sub-total Administration	_____	_____	_____
TOTAL OPERATING EXPENSES	_____	_____	_____

3. **MAINTENANCE PLAN**

Do you have a written maintenance plan? _____ YES _____ No

If Yes, please attach a copy.

If No, describe the maintenance program for vehicles used in providing transportation services. It is required that you develop a written maintenance plan.

Describe arrangements used for maintenance (i.e. in-house, contract, county, etc.).

Agencies that operate vehicles with a seating capacity of 16 passengers or more including the driver are subject to the Maryland Preventative Maintenance Program (PM). If you are subject to the PM Program; attach a sample of the certification kept on each vehicle.

4. **DRIVER TRAINING**

Describe your agency's driver training procedures. Indicate if your agency has a structured training program including defensive driving, safety inspection, passenger assistance, etc. How much training is provided and how often?

Provide a copy of your training schedule and curriculum.

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PART II
CERTIFICATIONS AND ASSURANCES

PART II

Complete the standard requirements and assurances, inserting the necessary forms at the back of this application.

I. Assurances

- FTA Assurances and Certifications
- Link to FY 2015 FTA Certifications and Assurances:
<http://www.fta.dot.gov/documents/Fiscal Year 2015 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements.pdf>
- Authorizing Resolution
- Opinion of Counsel
- Civil Rights
- Project Assurances
- Coordination Assurances
- Lobbying Certification

II. Private Non-Profit Status

III. Regional Coordinating Body or Metropolitan Planning Organization Certificate of Endorsement

IV. Procedures for Notifying all Transportation Providers

- Operator Notification Certification

V. Appendices

- List of Planning Offices
- List of FTA Public Transportation and Statewide Special Assistance Program (SSTAP) Grants in Maryland
- List of all other Human Services Transportation Providers

PLEASE NOTE:

TYPE THE NAME OF YOUR ORGANIZATION IN EACH BLANK SPACE ON THE FOLLOWING PAGES, USE THE ASSURANCE FORMS PROVIDED.

DO NOT RETYPE

**FEDERAL FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: _____

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. _____

<u>Group</u>	<u>Description</u>
01.	Required Certifications and Assurances for Each Applicant.
02.	Lobbying.
03.	Procurement and Procurement Systems.
04.	Private Sector Protections.
05.	Rolling Stock Reviews and Bus Testing.
06.	Demand Responsive Service.
07.	Intelligent Transportation Systems.
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.
10.	Alcohol and Controlled Substances Testing.
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21 Became Effective.
12.	State of Good Repair Program.
13.	Fixed Guideway Modernization Grant Program.
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus-Related Equipment and Facilities Grant Program (Discretionary).
15.	Urbanized Area Formula Grants Programs/ Passenger Ferry Grants Program/Job Access and Reverse Commute (JARC) Formula Grant Program.
16.	Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program.
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.
18.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).
19.	Low or No Emission/Clean Fuels Grant Programs.
20.	Paul S. Sarbanes Transit in Parks Program.
21.	State Safety Oversight Grant Program.
22.	Public Transportation Emergency Relief Program.
23.	Expedited Project Delivery Pilot Program.
24.	Infrastructure Finance Programs.

FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2015 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

Name and Relationship of the Authorized Representative: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2015, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2015.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature _____ Date: _____

Name _____
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its signature in lieu of the Attorney’s signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

SAMPLE: Authorizing Resolution

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

(Name of Authorizing Body)

WHEREAS, the Maryland Transit Administration is the designated recipient in Maryland for grants under the Federal Transit Act; and

WHEREAS, the Maryland Transit Administration will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the Maryland General Assembly to provide assistance for public transportation projects; and

WHEREAS, the purpose of the Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country, by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all area.

WHEREAS, the Maryland Transit Administration has been designated as the State agency with principle authority and responsibility for administering the Section 5310 Program for small urbanized and rural areas; and

WHEREAS, (Legal Name of Applicant)_____ hereby assures and certifies that it will comply with the Federal and State statutes, regulations, executive orders, and all small administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

NOW, THEREFORE, be it resolved that the (Authorized Official’s Title)* _____ of (Name of Applicant’s Governing Body) _____ is hereby authorized to submit a grant for Federal and State funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the Maryland Transit Administration to provide public transportation services.

I (Certifying Official’s Name)* _____ (Certifying Official’s Title) _____ do hereby certify that the above is true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant’s Governing Board) _____ duly held on the _____ day of _____, _____.

Signature of Certifying Official

Date

SAMPLE

OPINION OF COUNSEL

Name of Recipient
Address of Recipient

Dear (Responsible Official for Recipient):

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with all applications of (Recipient) for financial assistance pursuant to the provisions of the Federal Transit Act (the "Act") for planning, capital, training, demonstration, and/or operating assistance project(s). The legal authority for (Recipient's) ability to carry out planning, capital, training, demonstration, and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

1. (Recipient) is authorized under (cite and quote from legal authority) to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly by (Recipient) or be lease arrangements with other parties.
2. The authority of (Recipient) to provide for its share of project funds is set forth in (cite source and provide a copy of, for example, local ordinance passed by City Council making local funds available.)
3. I have reviewed the pertinent Federal, State and local laws, and I am of the opinion that there is no legal impediment to your making applications for financial assistance pursuant to the Act. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation for other any which might in any way adversely affect any proposed project(s), or the ability of (Recipient) to carry out such projects.

Sincerely,

Legal Counsel

CIVIL RIGHTS INFORMATION

As a condition of receipt of funding from Section 5307, 5310, 5311, 5316 and/or 5317 of the Federal Transit Act, information is needed from you on the implementation of Title VI, Civil Rights. You must submit the following as part of your application.

1. Lawsuits or Complaints

Attach to this certification a list of any active lawsuits or complaints naming your agency which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits. The list should include; the date the lawsuit or complaint was filed, a summary of the allegation, the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree.

_____ Check here if no such lawsuits or complaints have occurred within the past year, a Statement to this effect must be submitted.

2. Federal Financial Assistance

Attach a description of all pending applications for financial assistance, and all financial assistance currently provided by other Federal agencies.

3. Civil Rights Compliance Reviews

Attach a summary of all civil rights compliance review activities conducted in the last three years. The summary should include; the purpose or reason for the review, the name of the agency or organization that performed the review, a summary of the findings and recommendations of the review, a report on the status and/or disposition of such findings and recommendations.

_____ Check here if a summary of all civil rights compliance review activities is not needed.

This review would be included as part of your A-128 or A-133 Single Audit or Triennial Review or conducted by the U.S. Office of Civil Rights, Federal Transit Administration.

(Signature of authorized official & date)

(Print authorized official's name)

(Applicant's title)

Maryland Department of Transportation
Maryland Transit Administration
Maryland Section 5310 Program
PROJECT ASSURANCES

1. For applications for all capital projects, I certify that the 20% local contribution will be available when required, in the form of cash or certified check. I understand that for non-vehicle capital projects the maximum amount available for reimbursement from the MTA will be 80%. For all projects in this application, I certify that the local match will be provided from sources other than Federal DOT funds. (Federal Community Development Block Grant, Revenue Sharing, and Appalachian Regional Commission funds may be used.)
2. I have reviewed the foregoing estimates of operating expenses and revenues, and to the best of my knowledge, these Statements are reasonable and the proposed project is within the financial capability of the organization to operate. I understand that the maximum amount for reimbursement from the MTA will be 50%.
3. I certify that any vehicles purchased on behalf of _____ under the Section 5310 Program in Maryland will not be used in the transportation of school pupils to and/or from educational facilities defined and recognized by the Maryland Department of Education. I further certify that said vehicles will be utilized in full compliance with program guidelines and regulations, and in general accordance with the plan as approved in this application.
4. I certify that _____ is incorporated in the State of Maryland as a private, non-profit organization; and furthermore, that said organization is currently in good standing with the Maryland Department of Assessments and Taxation.
5. I certify that equipment purchased under this Federal grant program on behalf of _____ will be maintained in accordance with the maintenance and inspections schedules provided by the manufacturer.
6. I certify that based on my experience with and a review of the organization's records, that the organization has the requisite fiscal and managerial capability to operate the project.
7. I certify that vehicles purchased under this Federal grant program on behalf of _____ will, to the extent practical, be used for coordination with other non-profit organizations.
8. I certify that the services provided or offered to be provided by existing public or private transit or paratransit operators are unavailable, insufficient, or inappropriate to meet the special needs of the seniors and individuals with disabilities proposed to be served by the assistance sought under this application.
9. Verification
I am an officer of the non-profit organization applying herewith and am authorized to make this verification on its behalf. The Statements and certifications in the foregoing document are true of my own knowledge.

I declare that the foregoing is true and correct.

Signature of Authorized Official _____

Name (printed) _____

Title _____

Date _____

COORDINATION ASSURANCE

The _____(recipient) assures, in accordance with the requirements of Section 5310 (b)(5) of Federal Transit Laws, Title 49, United States Code, Chapter 53, as amended, that the program to be assisted under this grant application provides for the maximum feasible coordination of its transportation services with transportation services assisted by other Federal sources.

Signature of Authorized Official

Name (printed)

Title

Date

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, _____ (Authorized Person) hereby certify to the Maryland Transit Administration of the Maryland Department of Transportation, on behalf of _____ (Applicant-Grantee) that to the best of my knowledge and belief:

1. No Federal appropriated funds have been or will be paid by or on behalf of the Applicant to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and
 - a. If any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for Federal assistance, the Applicant assures that it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 31 U.S.C. 1352.
 - b. The language of this certification shall be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, subagreements, contracts under grants, loans, and cooperative agreements).
2. The Applicant understands that this certification is a material representation of fact upon which reliance is placed by the Federal Government and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. The Applicant also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: _____
Signature of Authorized Official & Date

Name (print)

Title

II. NON-PROFIT STATUS

Insert one of the following as evidence of your organizations non-profit status:

1. A copy of the Articles of Incorporation filed with the Maryland Department of Assessments and Taxation, or
2. A copy of the determination letter from the U.S. Internal Revenue Service documenting your organization's private, non-profit status.

Although a copy of either of the above is acceptable, submission of Item 2 (above), IRS documentation, greatly expedites the State and FTA reviews of your non-profit status.

The documents submitted for this part of your application must reflect the current and correct name of your organization.

III. Regional Coordinating Body Certificate of Endorsement

A certificate of endorsement by the appropriate Coordinating Body and or Metropolitan Planning Organization (MPO) is required for all applicants in order to be considered for Section 5310 funding in Maryland.

1. Applicants submit one hard copy and one electronic copy of Part I to the appropriate Regional Coordinating Body and or MPO by **February 13, 2015**.
 - Shore Transit (Somerset, Wicomico, Worcester)
 - Maryland Upper Shore Transit - MUST (Caroline, Cecil, Dorchester, Kent, Queen Anne's, Talbot)
 - Southern Maryland Regional Transportation Coordination Committee - Calvert, Charles and St. Mary's counties)
 - Tri County Council of Western Maryland (Allegany, Frederick, Garrett and Washington counties)
 - Baltimore Metropolitan Council (Anne Arundel, Baltimore, Carroll, Harford, Howard counties)
 - Washington Metropolitan Council of Governments (Montgomery and Prince George's counties)
2. A technical subcommittee of the Regional Coordinating Bodies reviews applications to ensure transportation services are coordinated to the maximum extent feasible and the projects are included in or derived from the region's most recent human service transportation coordination plan. Applications are reviewed based on:
 - Applicant's knowledge of other providers purpose, capabilities, and areas served;
 - Degree to which proposed project demonstrates transportation coordination with local or regional service agencies and existing transit and paratransit providers;
 - Extent of coordination of services, maintenance, fuel, and training;
 - Percentage of operating time other agencies have use of applicant's vehicles;

- Existence of contracts or agreements for purchasing or providing transportation services;
 - Applicant's involvement in local or regional coordination efforts.
3. The subcommittee makes recommendation to the full Coordinating Body. The Coordinating Body reviews subcommittee's recommendation, and determines applications for endorsement. Applications are not ranked, but are given an endorsement or non-endorsement. A debriefing from the Regional Coordinating Body may be requested by any applicant that receives a non-endorsement.
 4. The Coordinating Body presents endorsed projects to MTA and the SCCHST Review Subcommittee by the February 27, 2015.
 5. The SCCHST Review Subcommittee considers the Regional Coordinating Bodies endorsements as part of award process.

Maryland Department of Transportation
Maryland Transit Administration
Section 5310 Program

REGIONAL COORDINATING BODY OR METROPOLITAN PLANNING
ORGANIZATION CERTIFICATE OF ENDORSEMENT

for
Transportation Projects of Private, Non-Profit Organizations
Applying for Assistance in Maryland under Section 5310 of the
Moving Ahead for Progress in the 21st Century Act (MAP-21)
State FY 2016 and FY 2017

This serves as recognition and certification of the transportation service to be provided to seniors and individuals with disabilities by (Applicant Agency) _____ as an essential service for the Region and is coordinated to the maximum extent feasible with other transportation services. The services proposed are found to be necessary to meet area transportation needs, are included in or derived from the most recent regional human service transportation coordination plan, and therefore this agency's application for FY 2016-2017 Section 5310 funding in Maryland is endorsed.

Regional Coordinating Body or
Metropolitan Planning Organization: _____

Planning Official: (typed) _____

Signature of Above Official: _____

Title: _____ Date: _____

_____ Consistent with State Coordination

_____ Inconsistent with State Coordination

V. PROCEDURES FOR NOTIFYING ALL TRANSPORTATION PROVIDERS AND INTERESTED CITIZENS

The following procedures and schedules must be followed in notifying all existing transportation providers in your agency's proposed Section 5310 service area and private citizens.

1. Public Notice - Must be published by January 16, 2015

Your organization must publish a public notice in a local area wide newspaper briefly describing the transportation services your organization is proposing to provide with the vehicle or equipment for which you are applying in this application.

The required notice form follows these instructions. This notice must be published by **January 16, 2015**. This will give your agency sufficient time to respond to any comments received. **When you place the public notice in the newspaper, ask the paper to send you a certified copy of the public notice to be included in your Section 5310 application.**

REQUIRED PUBLIC NOTICE FORMAT

The _____ (name of Organization), a private non-profit organization located in _____ (Name of County) County, is applying to the U.S. Department of Transportation, Federal Transit Administration through the State Coordinating Committee for Human Services Transportation of the State of Maryland for financial assistance to aid in the purchase of _____ (Description of project) for _____ (total funds applied for in application) designed to meet the special transportation needs of seniors and individuals with disabilities.

The _____ (Name of Organization) plans to provide transportation services as follows:

The detailed service plan is available for review at _____ (location of office) from _____ (hours and dates). Any private citizen, public or private transit or paratransit operator wishing additional information or desiring to submit comments on the project applied for or on the performance of _____ (your agency's name) may be obtained by calling _____ (area code and telephone number of agency office).

2. **Written Notification - Mail by January 16, 2015**

To ensure that the Section 5310 Program does not fund projects that will duplicate or compete with existing services, all transportation providers in the proposed service area of the Section 5310 grant application must be notified of the submittal in writing. All providers in the proposed service area must be informed of the proposed service so they can submit comments to you on your performance. This notification must be postmarked using regular mail in a time period sufficient for transportation providers to review your application for capital funds and comment upon the intended service prior to submission to the ICST. All such comments and your response must be included as part of the application.

- a. Send the letter to operators in your service area (letter follows). Notice must be mailed by **January 16, 2015**

Operators to be notified include:

- .. Public transit operators, particularly those funded under Federal Transit Administration (FTA) Section 5307 or Section 5311 programs or the former Section 5316 or 5317 programs;
- .. Private transit and paratransit operators such as charter bus and taxi operators;
- .. Social service operators, particularly those funded previously under the FTA Section 5310 or other Federal programs;
- .. Transit operators funded by the Maryland Statewide Special Transportation Assistance Program (SSTAP);

For your convenience, lists of past recipients of FTA and Section 5310 grants are provided in the Appendix. Private and public operators can be identified by using resources such as the telephone company Yellow Pages or through internet searches, under heading of "Bus Lines", and/or "Taxicabs". For other social service providers, county or city social service offices and the county or city transportation planner may know of such operators. REMEMBER, YOUR ORGANIZATION NEED CONTACT ONLY THOSE OPERATORS THAT PROVIDE SERVICE IN YOUR AREA.

Submit in Part II of the Application:

- A dated sample copy of the letters sent to existing private operators advising them of your agency's intent to operate the proposed service;
- The operator Notification Certification listing the mailing list for all operators notified;
- All forums, meetings, hearings, or other opportunities for involving the private sector early in the project development process; describe your Citizens Advisory Committee;
- Copies of all comments received and your responses to the comments from both the transportation operators and the private sector that were offered for consideration.

Maryland Department of Transportation
Maryland Transit Administration
Maryland Section 5310 Program

OPERATORS NOTIFICATION CERTIFICATION

Letters requesting comments on the proposed project were sent to each of the transit and paratransit operators, both public and private, listed below who are known to be providers of transportation in our service area.

<u>Operator Contacted</u>	<u>Address</u>	<u>Comments</u>	
		<u>Received*</u>	
		<u>Yes</u>	<u>No</u>

I certify that I have made a good faith effort to notify all transit and paratransit operators, both public and private, in my service area, and they have been contacted concerning the transportation service we propose to provide for the elderly and persons with disabilities.

Signature of Authorized Official

Name (printed)

Title

Date

LETTER OF NOTIFICATION
TO BE SENT TO LOCAL TRANSIT AND PARATRANSIT OPERATORS
BY THE 5310 APPLICANT

Company Name: _____

Date: _____

Address: _____

Salutation:

The (Applicant Agency), a private, non-profit organization located in (Name of County) County, is applying to the U.S. Department of Transportation, through the State Coordinating Committee for Human Services Transportation of the State of Maryland for financial assistance to aid in the purchase of (Description of Project) designed to meet the special transportation needs of seniors and individuals with disabilities. For capital projects, eighty percent (80%) of the cost of this purchase is funded by the Federal Transit Administration (FTA) under the provisions of Section 5310 of the Federal Transit Act. For operating projects, fifty percent (50%) of the net operating costs are funded by the Federal Transit Administration (FTA). The remaining costs are provided by the local applicant organization. Funds available under this Federal program are limited in Maryland to private, non-profit organizations.

If a vehicle application: The (Applicant Agency) is applying for financial assistance to aid in the purchase of (Number and types of Vehicles or Equipment) designed to meet the special needs of (Types of Persons to be Served, i.e., seniors, individuals with disabilities, etc.) in (General Service Area). This (Vehicle or Equipment) will be used to (Briefly Describe Proposed Service).

Federal guidelines require that all existing local transportation operators must be given an opportunity to comment on the proposed project in the application for funds or on our service plan, should they so desire. It is not the intent of the State of Maryland when making funds available to non-profit agencies to preclude possible participation by private operators. It is the desire of the State to effectively utilize available Federal funds to improve the transportation services to seniors and individuals with disabilities through projects sponsored by private, non-profit organizations, where such service are currently unavailable, insufficient or inappropriate.

Comments must be received no later than **February 13, 2015**. If you intend to make comments on the proposed project or service plan please send your comments in writing directly to us. Send a copy of your comments to **Mr. Travis Johnston, Program Manager, Maryland Transit Administration, 9th Floor, 6 St. Paul Street, Baltimore, MD 21202**.

If you should need any additional information on our service proposal, please contact us.

(Name and Title)
(Applicant Agency)
(Address and Telephone)

3. **Receipt of Comments from Operators/Private Citizens - by February 13, 2015**

All comments must be submitted to the FTA Section 5310 applicant by February 13, 2015

4. **Review Comments from Providers and Private Citizens - Must be completed by February 20, 2015**

When the comments are returned to you, review them carefully to determine which, if any, of the comments could affect your application submittal. The FTA requires that before you submit your final application, you must consider the views and comments of private transportation providers and citizens and if appropriate modify your application. Your organization must respond to the individual or provider making the comment, **in writing**, that their comments were received.

FY 2016/FY 2017 Section 5310 Application Checklist

PART I

- General Information
- General Agency Information
- Extent and Urgency of Agency Needs
- Agency Services Chart
- Project Coordination
- Service Contracts
- Vehicle Utilization
- Vehicle Replacement (if applicable)
- Vehicle Utilization Plan
- Equipment Inventory
- Source of Local Contributions
- Estimated Cost and Seating Configuration
- Transportation Program Operating Budget Worksheet
- Maintenance Plan
- Driver Training

PART II

- General Certifications & Assurances
- Authorizing Resolution
- Opinion of Counsel
- Project Assurances
- Civil Rights Certification
- Coordination Assurance
- Proof of your Organization's Non-Profit Status
- Regional Coordinating Body Certificate of Endorsement
- Certified Public Notice
- Written Notification Section
- Sample letter sent to contact existing operators and mailing list
- Operator Notification Certification
- Description of Private Sector Involvement
- Copies of any comments received and your organization's responses

When you complete your application:

Make **five (5) copies of Part I** of your application plus original and an electronic copy.

Make **one (1) copy of Part II** plus original and an electronic copy.

Send or **bring** the originals and the copies by **March 13, 2015, 4:00 p.m.** to:

**Travis Johnston
Program Manager
Maryland Transit Administration
6 St. Paul Street, 9th Floor
Baltimore, Maryland 21202**

APPENDICIES

VI APPENDICES

1. List of Regional Coordinating Bodies
2. List of Public Transit Grant Recipients in Maryland
3. List of Active Section 5310 Mailing List
4. List of Regional Planners

REGIONAL COORDINATING BODIES

Regional Coordination Bodies

Maryland Upper Shore Transit
(Caroline, Cecil, Dorchester, Kent
Queen Anne's, Talbot)

John General
Mid Shore Regional Council
8737 Brooks Drive
Easton MD 21601
410.829.0457

Tri County Council for the
Lower Eastern Shore
(Somerset, Wicomico, Worcester)

Mike Pennington
Tri-County Council LES
31901 Tri-County Way
Suite 133
Salisbury, MD 21804
410-341-8951

Southern Maryland Regional
(Calvert, Charles, St. Mary's)

Nicky Pires
Transportation Manager
P.O. Box 745
Hughesville MD 20637
301-274-1922 ext. 825

Western Maryland
(Frederick, Allegany, Garrett
and Washington Counties)

Ryan Davis
Economic Development Planner
Tri-County Council for Western MD
1 Technology Drive, Suite 1000
Frostburg, MD 21532
301-689-1300

Metropolitan Planning Organizations

Baltimore Region
(Annapolis, Anne Arundel, Baltimore,
Carroll, Harford, Howard Counties and
Baltimore City)

Baltimore Metropolitan Council
Todd Lang
Offices @ McHenry Row
1500 Whetstone Way, Suite 300
Baltimore, MD 21230

Washington Region
(Montgomery and Prince
George's Counties)

Metropolitan Washington Council of
Governments
Wendy Klancher
777 North Capitol Street, N.E.
Washington, D.C. 20002

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PUBLIC TRANSIT GRANT RECIPIENTS

PUBLIC TRANSIT GRANT RECIPIENTS

ALLEGANY COUNTY

Roy Cool
Planner
Allegheny Planning and Zoning Department
701 Kelly Road
Cumberland MD 21502
301-777-2199 x298

CITY OF ANNAPOLIS

Kwaku Agyemang-Duah
Acting Director
Annapolis Department of Public Transportation
308 Chinquapin Round Road
Annapolis, MD 21401
410-269-0674

ANNE ARUNDEL COUNTY

Rodney Tasker
Director of Transportation
Anne Arundel County Department of Aging
2666 Riva Road, Suite 400
Annapolis, MD 21401
410-222-4464

BALTIMORE COUNTY

Rosalie Coffman
Transportation Director
Baltimore County Department of Aging
611 Central Avenue
Towson, MD 21204
410-887-8287

CALVERT COUNTY

Sandra Wobbleton
Transportation Services Supervisor
Calvert Co. Office of Transportation
Courthouse
175 Main Street
Prince Frederick, MD 20678
410-535-1600 x360

CARROLL COUNTY

Ms. Jolene G. Sullivan
Director of Citizen Services
1300 Old Meadow Branch Road
Westminster, MD 21157
443-244-8501

CECIL COUNTY

Gary Blazinsky
Director
Transit Supervisor
Cecil County Department of Senior Services and Community Transit
200 Chesapeake Blvd.
Elkton, MD 21921
410-996-8435/8422

CHARLES COUNTY

Jeffrey Barnett
Transportation Development Administrator
Charles County Government
8190 Port Tobacco Road
Port Tobacco, MD 20677
301-934-0115

DORCHESTER COUNTY

Santo Grande
Director
Delmarva Community Services
2450 Cambridge Beltway – P.O. Box 637
Cambridge, MD 21613
410-221-1900

FREDERICK COUNTY

Nancy Norris
Director
TransIT
1040 Rocky Springs Road
Frederick, MD 21702
301-694-2065

GARRETT COUNTY

John Hill
Garrett County CAC, Inc
104 East Center Street
Oakland, MD 21550
301-334-9431

HARFORD COUNTY

Jim Ports
Administrator
Harford County Transit
1311 Abingdon Road
Abingdon, MD 21009
410-612-1621

HOWARD COUNTY

John Powell
Office of Planning and Zoning
Howard County
George Howard Building
3430 Courthouse drive
Ellicott City, MD 21043
410-313-2013

KENT, CAROLINE AND TALBOT COUNTIES

Santo Grande
Executive Director
Delmarva Community Services
2450 Cambridge Beltway, P.O. Box 637
Cambridge, MD 21613
410-221-1900

MONTGOMERY COUNTY

Carolyn Biggins
Division of Transit Services
Executive Office Building
101 Monroe Street, 5th Floor
Rockville, MD 20850
240-777-5800

PRINCE GEORGE'S COUNTY

Abul Hassan
Chief-Division of Transit Services
Prince George's County
Department of Public Works and Transportation
9400 Peppercorn Place, Suite 320
Landover, MD 20785
301-883-5656

QUEEN ANNE'S COUNTY

Cathy Willis
Director
Queen Anne's County Department on Aging
104 Powell Street
Centerville, MD 21617
410-758-0848

SOMERSET COUNTY

Sheree Marshall
Director
Somerset County Office on Aging
11916 Somerset Avenue
Princess Anne, MD 21853
410-651-3400

ST. MARY'S COUNTY

Jacqueline Fournier
St. Mary's Transit System
P.O. Box 409
California, MD 20619
301-866-6794

TOWN OF OCEAN CITY

Hal Adkins
Department of Public Works
Town of Ocean City
204 65th Street
Ocean City, MD 21842
410-723-1607

WASHINGTON COUNTY

Kevin Cerrone
Director
Washington County Commuter
1000 West Washington Street
Hagerstown, MD 21740-5212
301-791-3047

WICOMICO/WORCESTER COUNTY

Mike Pennington
Director
100 Pearl Street
P.O. Box 99
Snow Hill, MD 21863
410-632-1277

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SECTION 5310 MAILING LIST

TRANSPORTATION SERVICE PROVIDERS

Allegany
Mr. P.R. Blackburn
Memorial Hospital & Home Health Services
600 Memorial Avenue
Cumberland MD 21502
(301) 777-4127

Allegany
Ms. Jane Eaton
Friends Aware, Inc.
1601 Holland Street
Cumberland, MD 21502

Allegany
Ms. Dorothy Emerson
Allegany County League for Crippled Children
P.O. Box 410/267
Cumberland MD 21502

Allegany
Mr. Bruce Goodpaster
Allegany County Nursing Home
730 Furnace Street Extended
Cumberland MD 21502
301-777-5940

Allegany
Ms. Tammy Lawson
Allegany County Human Resource Development
Commission – Adult Day Care
720 Furnace Street
Cumberland, MD 21502

Allegany
Ms. Phyllis Eiring
Moran Manor Nursing Home
25701 Shady Lane
Westernport MD 21562
301-359-3000

Allegany
Mr. John Gaughier
Western Maryland Health Systems
900 Seton Drive
Cumberland MD 21502
301-759-5079

Allegany
Frostburg Village Adult Medical Daycare
1 Kaylor Circle
Frostburg MD 21502

Allegany
Ms. Barbara Weisenmiller
Allegany County Nursing Home
730 Furnace Branch Street
Cumberland MD 21502
301-777-5941

Allegany
Mr. Steve Kesnor
Housing Authority of Allegany County
701 Furnace Street Suite One
Cumberland MD 21502
301-759-2792

Allegany
Ms. Jane Jenkins
Western Maryland Health Systems
300 East Oldtown Road
Cumberland MD 21502

Allegany
Mr. Jay Brode
Blind Industries & Services of MD
322 Paca Street
Cumberland MD 21502

Allegany
Ms. Kathy Shippee
Frostburg Village of Allegany County
One Kaylor Circle
Frostburg MD 21532
301-689-2459

Allegany
Mr. Louis VanHolland
Archway Station
121 Memorial Avenue
Cumberland MD 21502
301-777-1700

Allegany
Ms. Mary Beth Perrillozzi
Allegany County United Way
71 Baltimore Street
Cumberland MD 21502
301-722-2700

Allegany
Mr. Craig MacLean
Horizon Goodwill Industries, Inc.
14515 Pennsylvania Avenue
Hagerstown, MD 21742

Allegany
Ms. Louise Sutermeister
Salem Children's Trust-Frostburg
Star Route Box 60 C
Lower New Germany Road
Frostburg MD 21532

Spectrum Support, Inc.
Ms. Jennifer Hilderbrand
27 East Industrial Boulevard
Cumberland, MD 21502

Western Maryland Health System
Regional Medical Center
12500 Willowbrook Road
Cumberland, MD 21502

Anne Arundel
Ms. Lorrie Balon
Annapolis Nursing & Rehabilitation Center
900 VanBuren Street
Annapolis MD 21403

Anne Arundel
Mr. Richard Bronson
Patapsco Action Group, Inc
7993 Pertshire Path
Glen Burnie MD 21061

Anne Arundel
Ms. Vicki Callahan
Opportunity Builders, Inc.
8855 Veterans Highway
Millersville, MD 21108

Anne Arundel
Mr. Mario Berninzoni
Arundel House of Hope
6401 Ritchie Highway
Glen Burnie MD 21061
410-609-1224

Anne Arundel
Melissa Gardon
Providence Center, Inc.
370 Shore Acres Road
Arnold MD 21012
410-757-8190

Anne Arundel
Ms. Heather Walker
Annapolis Housing Authority
1217 Madison Street
Annapolis MD 21403
410-267-8000 ext.137

Anne Arundel
Ms. Debbie Duffy
Arundel Lodge, Inc.
2600 Solomons Island Road
Edgewater MD 21037
443-433-5900

Anne Arundel
Mr. Robert Ireland
Belle Marche
P.O.Box 979
Pasadena MD 21123
410-255-3805

Anne Arundel
Ms. Kate Rollason
ARC Of Anne Arundel County
931 Spa Road
Annapolis MD 21401
410-269-1883

Anne Arundel
Mr. Bernie Feehley
Woods Adult Day Care Center
8227 Cloverleaf Drive, Suite 300
Millersville MD 21108
301-987-0360

Anne Arundel
United Cerebral Palsy of Southern MD
Michelle Tilman
1919-A West Street
Annapolis, MD 21401

Anne Arundel
Ms. Frances Jones
CASOS, Inc.
Arundel Center North
101 Crain Highway
Glen Burnie, MD 21061
410-761-1769

Anne Arundel
Mr. Calvin Parker
Arundel Nursing Center
1454 Fairfield Loop Road
Crownsville, MD 21032

Anne Arundel
Ms. Yevola Peters
Anne Arundel Co. Economic Opportunity
P.O. Box 1951
Annapolis MD 21401
410-263-0060

Anne Arundel
Mr. V.J. VanLear
City of Annapolis Housing Authority
1217 Madison Street
Annapolis MD 21403

Anne Arundel
Ms. Livia Pazourek
Omni House, Inc.
P.O. Box 1270
Glen Burnie MD 21060
410-768-6777

Anne Arundel
Ms. Roberta Poole
8056 Pine Ridge Road
Pasadena MD 21122

Anne Arundel
Barbara Huston
Partners In Care
348 Ritchie Highway
Severna Park MD 21146
410-544-4800

Anne Arundel
Ms. Dea Harrison
696 Winding Stream Way
Suite 103
Odenton, MD 21113

Anne Arundel
Ms. Cheryl Richardson
Bello MaChre
P.O. Box 979
Pasadena, MD 21133
410-255-3805 ext109

Anne Arundel
Ms. Susan J. Haine
South County Faith Network, Inc.
6248 Shady Side Road
P.O. Box 529
Shadyside, MD 20764
410-867-1128

Anne Arundel
Ardmore Enterprises
PO Box 756,
Lanham, MD 20703

Anne Arundel
Ms. Sarah Basehart
The Arc of Maryland
49 Old Solomons Road, Suite 205
Annapolis, MD 21401
410-571-9320

Anne Arundel
Cecelia Petro
Stay at Home
1007 E. Benning Road
Galesville MD 20765

Baltimore
Ms. Cleo Edmonds
Associated Black Charities
1114 Cathedral Street
Baltimore, MD 21201
410-659-0000 Ext 221

Baltimore
Ms. Mary Pivawer
Senior Friendly Neighborhood
3809 Clarks Lane
Baltimore, MD 21215
410-318-6600 ext 18

Baltimore
Executive Director
Baltimore City Hospital
Transportation Program
4940 Eastern Avenue
Baltimore MD 21224

Baltimore
Harbour Hospital Center
3001 South Hanover Street
Baltimore MD 21225
410-354-0122

BWI Business Partnership, Inc.
1302 Concourse Dr.
Suite 105
Linthicum Heights, MD 21090

PACT
7000 Tudsbury Road
Baltimore, MD 21244

ARC of Howard County
11735 Homewood Road
Ellicott City, MD 21042
410-730-0638

The Arc Central Chesapeake Region
931 Spa Road
Annapolis, MD 21401
410-269-1883

The Arc Northern Chesapeake Region
4513 Philadelphia Road
Aberdeen, MD 21001

Easter Seals Adult Day Services
7301 Dogwood Road
Baltimore, MD 21244

Gallagher Services for People with Developmental
Disabilities
2520 Pot Spring Road
Lutherville-Timonium, MD 21093
410.252.4005

Goodwill Industries of the Chesapeake
222 E Redwood Street
Baltimore, MD 21202-3312

Sheppard Pratt at Howard County
9030 Route 108, Suite A
Columbia, MD 21045

Human Services Programs of Carroll County, Inc.
10 Distillery Drive
Westminster, MD 21158

Jewish Community Services
5750 Park Heights Avenue
Baltimore, MD 21215
410-466-9200

Johns Hopkins Bayview Medical Center
4940 Eastern Avenue
Baltimore, MD 21224

Linwood Center, Inc.
3421 Martha Bush Drive
Ellicott City, MD 21043

Prologue, Inc.
Harry and Jeanette Weinberg Center
3 Milford Mill Road
Baltimore, MD 21208

Spectrum Support, Inc.
6505 Ridenour Way East
Eldersburg, MD 21784

Richcroft, Inc.
Executive Plaza IV
11350 McCormick Road, Suite 700
Hunt Valley, MD 21031

St. Ann Adult Day Services
3308 Benson Avenue
Halethorpe, MD 21227
410-646-0320

Baltimore
Kristen Kinkopf
Community Services Division
Catholic Charities
2305 N. Charles Street
Baltimore MD 21218

Baltimore
Mr. Mike Ackerman
Rosewood Center
Rosewood Lane/Paca Unit
Owings Mills MD 21117
410-363-0300

Baltimore
Mr. William Adams
Aims United Methodist Church
3611 Edgewood Street
Baltimore, MD 21215

Baltimore
Southeast Community Health Center
7702 Dunmanway
Baltimore MD 21222

Baltimore
Ms. Barbara Artis
United Way
100 South Charles Street 5th Floor
Baltimore MD 21203

Baltimore
Ms. Donna Barrons
Villa Marie
2300 Dulaney Valley Road
Timonium MD 21093

Baltimore
Ms. Cherie Melton
St. Ann Adult Day Care
3308 Benson Avenue
Baltimore MD 21227-1001

Baltimore
Mr. Henry Bogdan
MD. Assoc. of Non-Profit Organizations
190 West Ostend Street
Baltimore MD 21230
410-727-6367

Baltimore
Ms. Sarah E. Hill
Resident Services Coordinator
The Shelter Foundation
218 N. Charles Street Suite 200
Baltimore MD 21201
410-828-7185

Baltimore
Ms. Mary Lee Bradyhouse
My Sisters Place Lodge
123 W. Mulberry Street
Baltimore MD 21201
410-727-3523

Baltimore
Ms. Andrea Braid
Jenkins Community for the Aging
3320 Benson Avenue
Baltimore MD 21227
410-646-0320

Baltimore
Mr. Ronald Braxton
Allen AME Church
1130 West Lexington Street
Baltimore MD 21223

Baltimore
Ms. Margaret Burke
St. Michael Adult Day Care
9534 Belair Road
Baltimore MD 21236-1596
410-256-2980

Baltimore
Mr. Jerry Bullinger
ARC of Baltimore
7215 York Road
Baltimore MD 21212
410-296-9675 ext. 5317

Baltimore
Sister Ellen Carr
Franciscan Sisters
3725 Ellerslie Avenue
Baltimore MD 21218

Baltimore
Mr. Michael Howard
Baltimore Association for Retarded Citizens
7215 York Road
Baltimore MD 21212
410-296-2272

Baltimore
Ms. Allison Carter
Mental Hygiene Administration
O'Connor Building
201 West Preston Street
Baltimore MD 21201

Baltimore
Mr. Vince Chillemi
Dundalk Community College
Single Step Program
7200 Sollers Point Road
Baltimore MD 21222

Baltimore
Mr. Alan Christian
Diverse Dimensions
17 Warren Road
Suite 19A
Pikesville MD 21208

Baltimore
Ms. JoAnn Clarke
Community Behavioral Health
Association of Maryland
18 Egges Lane
Catonsville MD 21228
410-788-1865

Baltimore
Ms. Martha Coleman
The Villa
6806 Bellona Avenue
Baltimore MD 21212
410-377-2450

Baltimore
Terry Collard
The Chimes
4815 Seton Drive
Baltimore MD 21215

Baltimore
Mr. David Conn
Baltimore Jewish Council
5750 Park Heights Ave
Baltimore MD 21215

Baltimore
Ms. Christine Schoenberger
Alliance Inc.
7701 Wise Avenue
Baltimore MD 21222

Baltimore
Executive Director
Children's Hospital
3825 Greenspring Avenue
Baltimore MD 21211

Baltimore
Director
Johns Hopkins School of Medicine, AIDS
1830 Monument Street
Room 8071
Baltimore MD 21205

Baltimore
Director
St. Bernadine's Special Education School
3814 Edmonds Avenue
Baltimore MD 21229

Baltimore
Ms. Marguerite Kelley
Director of Development/Marketing
The League for People with Disabilities
1111 East Cold Spring Lane
Baltimore MD 21239

Baltimore
Director
St. Martins Catholic Church
31 North Fulton Avenue
Baltimore MD 21223

Baltimore
Director
St. Francis School for Special Education
2226 Maryland Avenue
Baltimore MD 21218

Baltimore
Ms. Dorothy Dobbyn
Neighborhood Housing Services of Irvington
4107 Frederick Avenue
Baltimore MD 21229

Baltimore
Mr. Scott Graham
ReVisions, Inc.
20 Winters Lane
Catonsville MD 21228
410-747-4492

Baltimore
Ms. Gerri Farley
Baltimore American Indian Center
113 South Broadway
Baltimore MD 21231

Baltimore
Ms. Linda Fassett
Echo House
1705 West Fayette Street
Baltimore MD 21223
410-947-1700

Baltimore
Ms. Brenda Merritt
3503 Rosedale Road
Baltimore, MD 21215
410-367-8483

Baltimore
Ms. Marguerite Kelley
Director of Development/Marketing
The League for People with Disabilities
1111 East Cold Spring Lane
Baltimore MD 21239
410-323-0500 x304

Baltimore
Mr. Eugene Glover
Glover Tillman Learning & Extended
Child Care Center
3814 Edmondson Avenue
Baltimore MD 21229

Baltimore
Mr. Duane Gerstenberg
National Federation for the Blind
1800 Johnson Street
Baltimore MD 21230
410-659-9314

Baltimore
Mr. Mike Infante
UMD Medical System/Harbor City Unlimited
1227 W. Pratt Street
Baltimore MD 21223
410-328-8560

Baltimore
Ms. Melva Gwyer
League for People with Disabilities
1111 East Cold Spring Lane
Baltimore MD 21239
410-323-0500

Baltimore
Mr. William Hankins
Liberty Medical Center, Inc.
2600 Liberty Heights Avenue
Baltimore MD 21215
410-393-4727

Baltimore
Mr. E. Kelly Finney
Johns Hopkins Bayview Medical Center
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