



District Department of Transportation

# 49 U.S.C. SECTION 5310 CAPITAL GRANT ASSISTANCE TO PRIVATE NONPROFIT ORGANIZATIONS TO PROVIDE TRANSPORTATION SERVICES FOR ELDERLY PERSONS AND PERSONS WITH DISABILITIES

## A Guide to Proposal Submission Procedures Fiscal Year 2014



DISTRICT DEPARTMENT OF TRANSPORTATION  
PROGRESSIVE TRANSPORTATION SERVICES ADMINISTRATION  
MASS TRANSIT DIVISION

January 2014



# 49 U.S.C. Section 5310 Capital Grant Assistance

*A Guide to Proposal Submission Procedures Fiscal Year 2014*

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## 1.0 General Instructions

Part I (Selection Submittal) of the application contains various requirements that must be met in order for an organization's application to be considered by the Selection Committee.

SUBMIT ONLY THE ORIGINAL COPY OF THE PART I APPLICATION.

Part II of the application contains information that will be circulated to a Selection Committee for their review, scoring and selection.

SUBMIT THE ORIGINAL APPLICATION AND FIVE (5) COPIES OF PART II.

THE DEADLINE FOR SUBMITTING APPLICATIONS THIS YEAR IS February 14, 2014.

Submit your application with the above noted copies to:

Mr. Carl Jackson  
Associate Director  
District Department of Transportation  
Progressive Transportation Services Administration  
55 M Street, S.E. – 5th Floor  
Washington, D.C. 20003  
Office: (202) 671-3369

Questions or concerns may be directed to either Ms. Spring Worth, Transportation Planner, at (202) 673-1736 or via email at [spring.worth@dc.gov](mailto:spring.worth@dc.gov) or Mr. Anthony Bundy, Transportation Specialist, at (202) 671-0582 or via e-mail at [anthony.bundy@dc.gov](mailto:anthony.bundy@dc.gov).



## 2.0 Application Submittal Schedule

This submittal schedule highlights the approximate intervals to prepare and submit an application for a 5310 grant and delivery of vehicles. The time-frames shown are subject to change based on application volume, grant approval, vehicle procurement and the vehicle delivery process.

### January 2014

-DDOT 2014 5310 Application process starts

### January 6, 2014

-Prospective Applicants should notify existing private transportation providers about their intent to apply for 2014 Section 5310 grant funding.

### January 16, 2014

-Attend an information session regarding the application process at DDOT Office (55 M Street SE/ Washington, DC 20003) from 2-3pm. RSVP is required. To RSVP email [spring.worth@dc.gov](mailto:spring.worth@dc.gov).

### January 24, 2014

-Private transportation providers submit alternate proposals.

### January 31, 2014

-If private transportation provider submits alternate proposal, then applicant should respond back by this date.

-Publish public notice of application.

### February 3-13, 2014

-Rebuttal period for private transportation providers.

### February 14, 2014

-Deadline for submission of applications to the District Department of Transportation.

### May 2014

-Announcement of selected applicants.

### May-June 2014

-Project Agreement established with selected applicants.

### May-July 2014

-Vehicle Procurement

### July-August 2014

-Vehicles are delivered to organizations.

## 49 U.S.C. Section 5310 Capital Grant Assistance



## 3.0 Part I

### 3.1. Introduction

#### Purpose of the Federal Grant Program, Eligibility and General Requirements

Federal grant funds awarded under the 49 U.S.C. Section 5310 program of the Federal Transit Administration provides financial assistance for purchasing vehicles and lifts to be used to transport elderly persons and persons with disabilities. Eligible capital equipment purchases may include:

- buses, vans, or sedans suitable as or converted into paratransit vehicles;
- wheelchair lifts and restraints

Under the federal legislation that established this program, private nonprofit organizations are eligible to receive these grant funds. The grant provides 80 percent of the cost of the equipment purchased. The remaining 20 percent must be provided in a check to the DC Treasury by the applicant organization from non-federal sources and/or **non-United States Department of Transportation (USDOT) federal programs that are eligible to be expended for transportation.** The funds are intended to help provide accessible transportation service for elderly persons and persons with disabilities where existing service is unavailable, insufficient, or inappropriate.

Meal delivery to homebound persons is allowed if the meal delivery services do not conflict with the provision of transit services or result in a reduction of service to transit passengers.

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, Nondiscrimination on the Basis of Handicap, and all applicable Office of Management and Budget requirements.

The Mayor has designated the District Department of Transportation (DDOT) as the administering agency of the Section 5310 Program. DDOT hereby requests proposals from interested private and nonprofit organizations. DDOT will be submitting an "umbrella" application to the Federal Transit Administration (FTA) for up to \$500,000 in federal assistance in Fiscal Year 2014.

Applicant organizations must demonstrate experience or thorough planning for providing transportation services to elderly persons and persons with disabilities. Applicants must be able to provide 20 percent of the purchase price of service vehicles and/or other eligible equipment to match funds provided by the FTA grant. **Applicant organizations must also provide all tag and title fees, which include 7 percent of the actual purchase price of the vehicle(s) in excise tax to the D.C. Bureau of Motor Vehicle Services for titling the vehicle in the name of the organization. This amount is payable upon delivery of the vehicle.** The organizations must be able to assume full responsibility for the operation, maintenance and liability coverage of the vehicle(s)/equipment requires throughout the equipment's useful life.

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The Government of the District of Columbia, via the Department of Public Works, will place a lien on the ownership of this vehicle by the subrecipient for its anticipated useful life. This lien is necessary to protect the federal interest in the vehicle. The anticipated useful life of vehicles is defined as follows: (a) for sedans and vans, four years from the date of delivery to the subrecipient or 100,000 miles of operation, whichever comes first; and (b) for buses, five years from the date of delivery to the subrecipient or 150,000 miles of operation, whichever comes first. At the end of this period, full legal title will be transferred to the subrecipient. In all other respects, the subrecipient's ownership of the vehicle will be unaffected by this lien.

DDOT will evaluate proposals for the urgency and relevance of the proposed service in meeting local needs and the extent that it interfaces with existing public and private transit and paratransit services. Proposals should, to the extent possible, reflect cooperative planning among several service organizations to make the most efficient use of available funds. A copy of the evaluation criteria, further information on eligibility and procedural requirements, and instructions for completing proposal forms follow.

With the exception of the firm date indicated in Item 1, the application process cycle is approximately as follows:

Deadline for Private Nonprofit Application Submittal to DDOT	February 14, 2014
D.C. Grant Application Submitted to FTA	March 2014
Federal Grant Approval	April 2014
Announcements of Projects Selected	May 2014
Vehicle Procurement - Advertise	June-July 2014
Vehicle Procurement - Delivery	July-August 2014

### **3.2. District of Columbia Criteria for Evaluation and Selection of Proposals by Private Nonprofit Organizations for FTA Section 5310 Funds**

All completed applications from eligible organizations to the program are reviewed by a transportation committee and scored on five key areas. The committee is composed of representatives from various District Government agencies--DDOT, Office of Aging, Department of Human Services and the MWCOG--that work with elderly persons and persons with disabilities. The maximum possible score for each criterion is 10 points and the total maximum score is 40 points. The organizations with a total score under 25 are automatically rejected. Selection of the organizations with scores higher than 25 will be based off of the top scores and the availability of funding to meet the requested number of vehicles. DDOT will notify all applicants by email and postal mail regarding their selection status. Organizations that are rejected will have 30 calendar days to contact DDOT staff after notification to set up an appointment to discuss why their application was rejected.

The criteria for evaluation and selection of proposals are as follows:

- (1) **Extent and Urgency of Local Needs**

#### **49 U.S.C. Section 5310 Capital Grant Assistance**

- Proposal's relevance and consistency with other government funded and private transit and paratransit programs.
- The transportation needs to be met by the proposed project.
- The urgency of these transportation needs and the benefits that will accrue to elderly persons and/or persons with disabilities because of this project.

(2) **Experience and/or Performance Potential**

- Degree to which service plan provides for the fullest possible utilization of the requested vehicle(s) as reflected in the thoroughness of the applicant's transportation plan, i.e., ridership projections, trip purposes, miles and hours of operation, etc.

(3) **Coordination and Cooperation**

- The degree to which applications reflect cooperative planning and coordination by several organizations so as to make the most efficient use of available funds.

(4) **Fiscal and Managerial Capability**

- The capability of the applicant to assume full responsibility for the operation, maintenance, and liability insurance coverage of the vehicle(s).
- The applicant's ability to maintain and operate the equipment as well as the ability to provide proper amounts of insurance for the life of the equipment.
- The applicant's reasonable assurance of the existence of funds for the required 20 percent matching share.
- The capacity of the organization for providing an efficient service.

(5) **Technical Capacity**

- The degree to which the applicant demonstrates adequate:
  - Staffing levels, staff training and experience
  - Level of documentation of procedures
  - Ability to submit required reports correctly and on time
  - Ability to maintain project equipment
  - Ability to comply with FTA and state requirements



### 3.3. General Information

Listed below are the eligibility and procedural requirements developed for this program pursuant to Federal and District policies. These requirements should be carefully reviewed, since failure to comply with one or more of them could automatically disqualify your proposal for financial assistance.

- To avoid financial burden on any one organization, multiple-agency proposals are not only acceptable but encouraged.
- Only private nonprofit organizations which serve the District of Columbia are eligible for this program. A copy of your Certification of Incorporation in D.C. and a copy of your Internal Revenue Service tax exemption letter [Section 501(C) (3)] must accompany each proposal.
- On approved proposals, the subrecipient organizations must provide 20 percent of the total project cost in a check from non-federal sources and/or non-USDOT federal programs that are eligible to be expended for transportation, to DC Treasury. The Federal Transit Administration (FTA) will provide the remaining 80 percent.
- Prospective subrecipient organizations submitting proposals for the capital assistance grant program must provide service within the District of Columbia. The United States Department of Transportation reserves the right to adjudge whether the prospective subrecipient organization is, in fact, providing the prescribed services within the approved area.
- Federal guidelines require that each prospective subrecipient organization shall obtain individual sign-offs from at least two known public (Washington Metropolitan Area Transit Authority [WMATA]) and private transit and paratransit operators in the area stating that they are not providing and are not prepared to provide services to meet the special needs of elderly persons and persons with disabilities to be served by your proposal. A list of private transportation providers is attached. Each application shall include copies of the operator sign-offs, and a certified copy of the public notice and the comments received thereon. These endorsements reaffirm the intent of the legislation which states, ". . . grants to private nonprofit organizations and associations for the specific purpose of assisting them in providing transportation services meeting the special needs of elderly persons and persons with disabilities for whom mass transportation services planned, designed and carried out . . . are unavailable, insufficient or inappropriate . . . ."
- Subrecipients chosen to participate in the program must enter into a written project agreement with the District of Columbia. The financial interest of FTA in vehicles and equipment (80 percent) expires at the end of their anticipated useful life. At the end of the useful life of vehicles, FTA's 80 percent interest is terminated, and the vehicles/equipment becomes the property of the private nonprofit organization with no obligation to refund any amount to FTA. DDOT will monitor vehicles and related equipment for the duration of its use in the intended purpose of the program.
- To insure continued use of the equipment for its intended purpose, the subrecipient will be required to keep satisfactory records with regard to the use of vehicles and related equipment, and to submit to DDOT upon request such information as is required in order to assure compliance with the requirements of the Section 5310 capital grant assistance

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program. DDOT and FTA shall have the right to conduct periodic inspections for the purpose of confirming proper use and maintenance of the equipment.

- Vehicles and equipment acquired by Section 5310 organizations must be available for use by members of the general public who are elderly or have disabilities. In addition, they may be used by other social service institutions or the general public if such use is incidental to the primary purpose of the vehicle, to serve elderly persons and persons with disabilities.
- Purchase will be made through competitive bidding by the Department of Public Works (DPW) for all vehicles in accordance with the established procedures of the District of Columbia Government. DPW in collaboration with DDOT will support in the delivery of the vehicles to the non-profit organization.

### **3.4. Instructions for Submitting Proposals**

Section 3.4 provides guidance for completing the application.

#### **(A) - Exhibit A: Title Page**

Exhibit A provides a suggested format for the title page. Supply your own title page with the necessary information, including the name of your organization and the date of proposal preparation.

#### **(B) - Exhibit B: Formal Letter of Submission**

Exhibit B provides a suggested format for a letter of submission from you, the prospective subrecipient organization(s), to the District Department of Transportation (DDOT). Note that it should be on your organization's letterhead stationery. This letter should be signed by the president or the person legally authorized to make transactions for the organization.

Also, be certain that you have attached certification of your organization's incorporation in D.C. and a copy of your organization's Internal Revenue Service tax exemption letter [Section 501(C)(3)].



**EXHIBIT A**

**PROPOSAL SUBMISSION**

of the

**(PROSPECTIVE SUBRECIPIENT ORGANIZATION)**

for FY2014

**MASS TRANSPORTATION CAPITAL IMPROVEMENT**

**49 U.S.C. SECTION 5310 GRANT**

**AS PROVIDED IN THE FEDERAL TRANSIT ACT OF 1964**

(Date)



## **EXHIBIT B**

### **(PROSPECTIVE SUBRECIPIENT ORGANIZATION LETTERHEAD)**

**(Date)**

Carl Jackson  
Associate Director  
District Department of Transportation  
Progressive Transportation Services Administration  
55 M Street, S.E. – 5<sup>th</sup> Floor  
Washington, D.C. 20003

Dear Mr. Jackson:

The ***(Prospective Subrecipient Organization)*** submits a proposal for a grant of \_\_\_\_\_ to assist in financing a capital improvement project under Section 5310 of the Federal Transit Act. The proposed project consists of the purchase of ***one*** new ***(number)***-passenger air-conditioned vehicle and related equipment.

***(Describe briefly your clientele and the services which you provide.)***

The data submitted with this proposal are true and correct.

Sincerely,

(Title)



## **(C) - Preparation of Application for Capital Assistance**

**Item I - General Information:** Supply all information requested.

**Item II - Project Justification:** In this item, you are asked to describe the benefits to be derived from this project, including the benefits to the individual users, the benefits to the community, etc. (Attach additional sheets as necessary.)

This item should also describe what transportation is now being provided by the proposed subrecipient organization for elderly persons and persons with disabilities and what plans (if any) exist to combine these services with each other, or with other organizations.

This item should also identify the proposed project's immediate and long-range impact upon maintaining or increasing potential ridership. There must be evidence of some significant number of continuing riders under current conditions.

**Item III - Specifications and Estimated Budget for Transportation Project:** This item contains a table that presents the estimated net project cost, the amount of the requested Federal grant (80 percent of net project cost), the amount of local certified check contribution (20 percent of net project cost), and the additional costs for tags and title fees to the subrecipient.

Other equipment should be listed separately (itemized) with its cost estimate and detailed description of each item.

**Item IV - Fiscal and Managerial Capability Certification:** Authorized organization official must sign and date.

**Item V – Technical Capacity Certification:** Authorized organization official must sign and date.

**Item VI - Assurance of Title VI Compliance:** Authorized organization official must sign and date.

**Item VII – Assurance of Compliance with FTA Charter and School Bus Requirements:** Authorized organization official must sign and date.

**Item VIII - Maintenance Certification:** Authorized organization official must sign and date.

**Item IX - Verification of Data Submitted:** Authorized organization official must sign and date.

**Item X – Assurance of Nondiscrimination on the Basis of Disabilities:** Authorized organization official must sign and date.



## **SUMMARY**

In summary, your proposal should consist of Exhibits and Items as follows:

### **Part I**

1. Title Page (Exhibit A)
2. Formal letter of submission (Exhibit B)
3. Certification of Incorporation and IRS Tax Exemption Letter (Attached to Exhibit B)
4. Application for Capital Assistance
5. Signed and Dated Additional Certifications and Assurances

Please submit the original copy of the proposal arranged in the above order by February 14, 2014 no later than 4:30 P.M.

### **Part II**

1. Certified public notice of your application
2. Completed list of private transit operators contacted on the form provided
3. Sample letter sent to contact existing private transit operators
4. Copies of each Private Operator Proposal Form, if any, received from private transit operators
5. Letter of approval from WMATA
6. Copies of each letter sent to your organization accepting or rejecting your proposed application and the Private Operator's Proposal Form
7. Copies of rebuttals received from operators where proposals were rejected, or any other written comments
8. Documentation of the reasons for selecting one proposal over another, if applicable

Please submit **the original plus five (5) copies of Part II**, no later than 4:30 P.M. on February 14, 2013 to:

Mr. Carl Jackson  
Associate Director  
District Department of Transportation  
Progressive Transportation Services Administration

55 M Street, S.E. – 5<sup>th</sup> Floor  
Washington, D.C. 20003



**APPLICATION FOR CAPITAL ASSISTANCE  
UNDER SECTION 5310  
OF THE FEDERAL TRANSIT ACT  
FOR PRIVATE, NONPROFIT ORGANIZATIONS PROVIDING  
TRANSPORTATION SERVICES FOR ELDERLY PERSONS  
AND PERSONS WITH DISABILITIES**

Name of Applicant: \_\_\_\_\_

**I. General Information**

Legal Name of Applicant Organization: _____ Address: _____ Telephone: _____																												
Project Director – Name: _____ Title: _____																												
Geographic Area Served: _____																												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Vehicle Requested</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Category</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> </tr> </thead> <tbody> <tr> <td>Sedan</td> <td></td> <td>_____</td> </tr> <tr> <td>Standard 8-passenger Mini-Van</td> <td></td> <td>_____</td> </tr> <tr> <td>Standard 12-passenger Van</td> <td></td> <td>_____</td> </tr> <tr> <td>Standard 16-passenger Van</td> <td></td> <td>_____</td> </tr> <tr> <td>Small Bus, up to 8-seat &amp; 2-w.c. pos.</td> <td></td> <td>_____</td> </tr> <tr> <td>Mid-Size Bus, 12-Seat &amp; 2-w.c. pos.</td> <td></td> <td>_____</td> </tr> <tr> <td>Large Bus, 16-seat &amp; 2-w.c. pos.</td> <td></td> <td>_____</td> </tr> <tr> <td>Other Equipment</td> <td></td> <td>_____</td> </tr> </tbody> </table>	<u>Vehicle Requested</u>	<u>Category</u>	<u>Number</u>	Sedan		_____	Standard 8-passenger Mini-Van		_____	Standard 12-passenger Van		_____	Standard 16-passenger Van		_____	Small Bus, up to 8-seat & 2-w.c. pos.		_____	Mid-Size Bus, 12-Seat & 2-w.c. pos.		_____	Large Bus, 16-seat & 2-w.c. pos.		_____	Other Equipment		_____	Estimated Number of Clients Within the Following Groups Who Receive Any of Your Agency's Services  Black _____ Hispanic _____ Asian or Pacific Islander _____ Total Agency Clientele _____
<u>Vehicle Requested</u>	<u>Category</u>	<u>Number</u>																										
Sedan		_____																										
Standard 8-passenger Mini-Van		_____																										
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Large Bus, 16-seat & 2-w.c. pos.		_____																										
Other Equipment		_____																										
Application Budget/Estimated  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; border-bottom: 1px solid black;"><u>Project Cost</u></th> </tr> </thead> <tbody> <tr> <td>Total Budget</td> <td>\$ _____</td> </tr> <tr> <td>Federal Funds (80%)</td> <td>\$ _____</td> </tr> <tr> <td>Local Funds (20%)</td> <td>\$ _____</td> </tr> <tr> <td>Estimate Tag/Title Fees</td> <td>\$ _____</td> </tr> </tbody> </table>	<u>Project Cost</u>		Total Budget	\$ _____	Federal Funds (80%)	\$ _____	Local Funds (20%)	\$ _____	Estimate Tag/Title Fees	\$ _____	Number of Agency Clientele Who Are Elderly/Have Disabilities and Who Will Be Served by These Requested Vehicles/ Equipment:  Elderly Persons: _____ +Persons with Disabilities: _____																	
<u>Project Cost</u>																												
Total Budget	\$ _____																											
Federal Funds (80%)	\$ _____																											
Local Funds (20%)	\$ _____																											
Estimate Tag/Title Fees	\$ _____																											
Types of Service to be Provided (% of Use): _____ Demand responsive (dial-a-ride) _____ Fixed route _____ Other _____ (specify)																												
Vehicle is Intended to: _____ Replace vehicles on existing service _____ Expand existing service _____ Start new service																												



**Name of Applicant:** \_\_\_\_\_

**II. Project Justification:** (Attach additional sheets for each item as necessary.)

A. Describe your agency's overall program, listing the services it provides, the population types (e.g. Elderly, persons with disabilities, low-income, etc.) and numbers affected by each of your services.

B. How does your overall program as described serve elderly persons and persons with disabilities?

C. Is your agency now providing, or has it ever provided, transportation for elderly persons or persons with disabilities? Yes \_\_\_\_ No \_\_\_\_ if yes, describe the purpose of the service, the frequency (once a week, twice a day, etc.) with which it has been provided, and for how many years it has been provided.



**Name of Applicant:** \_\_\_\_\_

**II. Project Justification: (Continued)**

D. Describe the transportation services to be provided with these requested funds. Note the purpose, the estimated number of persons served and the service frequency. Identify prospective clientele; be specific (e.g., low-income, elderly, persons with disabilities, children with severe developmental disabilities, etc.).

E. Describe any plans to combine the outlined transportation services and how this project will coordinate with existing transportation services. Coordination of your organization's transportation can take many forms. You might obtain fuel and oil through a joint purchase arrangement with another provider. You might obtain maintenance for your vehicles under an agreement with another operator. You might refer your clients to other operators for trips that you cannot provide, or contract transportation service to another agency in your organization's slack time, or lease unused vehicle time to another provider. Consider all such arrangements for sharing rides or trips- passengers, vehicles, supplies- that you may have when answering this item. (Attach purchase of service and interagency agreements, or documentation of unsuccessful coordination efforts). If your agency has no plans to coordinate services, please explain why not.





Name of Applicant: \_\_\_\_\_

**III. Specifications and Estimated Budget for Transportation Project:**

A. Requested Vehicles and Other Equipment:

- All vehicles will have, as standard equipment, air conditioning and AM/FM radios.
- All vehicles will be painted white in color.

<b>Vehicle Description/Type</b>	<b>Estimated Unit Cost</b>	<b>Number Requested</b>	<b>Total Estimated Cost</b>
Standard 4-Door Sedan	\$27,000		
Standard 8-Passenger Mini-Van	\$29,000		
Standard 12-Passenger Van	\$30,000		
Standard 16-Passenger Van	\$38,000		
Small Bus with Wheelchair Lift; up to 8-passenger seats; and 2-wheelchair positions;	\$55,000		
Mid-Size Bus Wheelchair Lift; 12-passenger seats, and 2-wheelchair positions	\$62,000		
Mid-Size Bus with Wheelchair Lift; up to 16-passenger seats only, 2-wheelchair positions	\$75,000		
Large Bus with Wheelchair Lift; 2-wheelchair positions; or up to 24-passenger seats only.	\$84,000		
Total Quantity and Estimated cost of Equipment			

**Estimated Project Cost/Application Budget** \$ \_\_\_\_\_  
**Federal Grant Requested (80% of Cost)** \$ \_\_\_\_\_  
**Local Contribution (20% of Cost)** \$ \_\_\_\_\_  
**Estimated Tag/Title Fees** \$ \_\_\_\_\_



Name of Applicant: \_\_\_\_\_

**Project Justification:** (Continued)

B. Indicate specific sources of funds (public and private) and amounts to be used as local (non-federal) contributions to the Federal grant:

C. Indicate specific sources and amounts of the funds to be used for project operating expenses:

	<b>Source</b>	<b>Amount</b>
<b>Year 1</b>		
<b>Year 2</b>		
<b>Year 3</b>		
<b>Year 4</b>		
<b>Year 5 (if applicable)</b>		



**D. Estimated annual operating expenses:**

<u>Expense Type</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5, if applicable</u>
<b>Drivers' Salaries</b>					
<b>Maintenance and Repairs</b>					
<b>Fuel</b>					
<b>Insurance</b>					
<b>Other</b>					
<b>Total</b>					

**IMPORTANT PROCUREMENT INFORMATION**

It must be understood that vehicles to be procured under this program will be purchased through competitive bidding in accordance with established State and Federal procedures. ***The District of Columbia will procure the vehicles and equipment on behalf of the private nonprofit organizations.*** Vendors of new vehicles will be required to certify that the vehicles will comply with air pollution criteria currently established by the Environmental Protection Agency.



**IV. Fiscal and Managerial Capability Certification:**

I certify that, based on my experience with the \_\_\_\_\_, and a review of the organization's records, that the organization has the requisite fiscal and managerial capability to operate and maintain Section 5310 funded equipment throughout the equipment's useful life.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_



### V. Technical Capacity Certification

I certify that, based on my experience with the \_\_\_\_\_, and a review of the organization's records, that the organization has the requisite technical capacity to carry out the proposed transportation service. This includes, but is not limited to:

- Staffing levels, staff training and experience
- Level of documentation of procedures
- Ability to submit required reports correctly and on time
- Ability to maintain project equipment
- Ability to comply with FTA and state requirements

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_



**VI. Assurance of Compliance with Title VI of the Civil Rights Act of 1964:**

**Name of Applicant:**

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U. S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, sex or national origin, be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination under any program or activity for which the Subrecipient receives Federal financial assistance from the Department under Federal transit programs, and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement including but not limited to the plain-view display informing citizens of their rights under Title VI, whom to contact for additional information on Title VI protections, and how to file a Title VI Complaint inside the real property or structure provided with the aid of Federal financial assistance.

If a real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subrecipient by the Department under Federal transit programs, this assurance shall obligate the Subrecipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided this assurance shall obligate the Subrecipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Subrecipient for the period during which the Federal financial assistance is extended to it by the Department under Federal urban transit programs

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Subrecipient by the Department under Federal transit programs. The Subrecipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subrecipient, its successors, transferees, and assignees. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Subrecipient.

Signed by \_\_\_\_\_  
(President, Chairman of Board, or Comparable Authorized Official)

Date \_\_\_\_\_



**VII. Assurance of Compliance with FTA Charter and School Bus Requirements (49 CFR Part 605; 49 USC 5323 (f))**

**Name of Applicant:**

HEREBY GIVES ASSURANCE THAT it will not engage in charter bus operations, except on an incidental basis and when one or more applicable exceptions for urban areas, set forth in the charter service regulation at 49 CFR 604.9 (b), applies; or school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators.

Signed by \_\_\_\_\_  
(President, Chairman of Board, or Comparable Authorized Official)

Date \_\_\_\_\_



### VIII. Maintenance Certification

<b>Name of Applicant:</b>
<u>Maintenance Certification</u>  <p>FTA, realizing the potential problems of operability, safety and reliability of the vehicles if they are not properly maintained, has instituted a requirement that all Section 5310 subrecipients must certify that vehicles purchased under the program will be maintained in accordance with the detailed maintenance and inspection schedules provided by the manufacturer. Failure of a private nonprofit organization to maintain vehicles in accordance with their certification will preclude additional FTA assistance to that organization. If the subrecipient fails to maintain vehicles as required, DDOT could require the subrecipient to return federal matching funds or forfeit the paratransit vehicles.</p> <p>I certify that I understand FTA maintenance and inspection requirements and this agency will comply.</p>
Signed by _____ (President, Chairman of Board, or Comparable Authorized Official)  Date _____





Name of Applicant: \_\_\_\_\_

**IX. Verification of Data Submitted**

I am an officer of the applicant corporation herein and am authorized to make this verification on its behalf. The statements in the foregoing document are true of my own knowledge.

I declare that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
Date City and State

\_\_\_\_\_  
Signature of Corporate Officer

\_\_\_\_\_  
Title



## X. Assurance of Nondiscrimination on the Basis of Disabilities

**Name of Applicant:**

In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. 12112, the applicant agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F. R. Part 1603, pertaining to employment of persons with disabilities. In addition, the applicant agrees to comply with any implementing requirements that FTA may issue.

Signed by \_\_\_\_\_  
(President, Chairman of Board, or Comparable Authorized Official)

Date \_\_\_\_\_



## 4.0 Part II – Procedures for Notifying all Transportation Providers

### 4.1. Summary

To insure that the Section 5310 Program does not fund projects that will duplicate or compete with existing services, all transportation providers in the proposed area of the Section 5310 grant application, must be notified of grant submittals in writing. At least two providers in the proposed service area must be informed of the proposed service to determine whether they can provide the service in an appropriate manner and at a sufficient level. This notification must be postmarked, using regular mail, in a time period sufficient for transportation providers to inspect the grant application and comment upon the intended service prior to submission to DDOT. All such comments must be included as part of the application.

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

#### 1. Notify Providers in Writing - Should be Mailed by January 17, 2014

Your organization must contact existing transportation providers by mail. You must send at least two of the operators in your area a letter and Attachments A through D. Sample letters may be found on pages 31-39. Send these letters on your organization's letterhead stationery. The following types of operators must be notified:

- Washington Metropolitan Area Transit Authority (WMATA), and
- One private transit or paratransit operator in the D.C. area.

For your convenience, a list of private operators is provided in the Appendix on page 40.

#### 2. Receipt of Proposals from Existing Operators - by January 24, 2014

All alternative proposals should be submitted by existing operators to your organization by January 24, 2014.

#### 3. Submit a Public Notice to local newspaper no later than January 31, 2014.

Your organization must publish a public notice in a citywide newspaper briefly describing the transportation services you propose to provide with the vehicle(s) for which you are applying in this application. Publication for one day will suffice.

The sample notice form may be found on page 30. This notice should be published no later than January 31, 2013. This will give your agency sufficient time to respond to any comments received. Obtain a certified copy of your public notice and include it in your Section 5310 application to DDOT.



4. Review, Accept, Reject Proposals from Existing Operators - Should be completed by January 31, 2014.

When the existing operators return their proposals to you, review them carefully to determine which, if any, of the proposals submitted could provide service that would be available, sufficient, and appropriate to meet the transportation needs your organization seeks to provide.

- a. Reject their Proposal: You must then advise the operator, in writing, that their proposal has been rejected, and must include the reasons based upon the criteria of availability, appropriateness, and sufficiency; or
- b. Accept their Proposal: You may choose to accept a private operator's proposal using the Section 5310 vehicle for which you are applying under a lease agreement with the private operator. In any case in which a vehicle is to be leased, responsibility for the vehicle and ultimate control over its use must remain with the applicant organization. If you choose one of several private operator's proposals for a lease type arrangement, you must document the reasons for selecting one over the others.

5. Disputes or Objections - Should be Resolved by February 3-February 13, 2014

If the private operator includes objections in his written comments to the application on the basis that the project would substantially harm his private transit operation, he should state his specific concerns in writing to you.

Should such concerns be stated in accordance with the above, you will set up a meeting or meetings with the private operator to discuss these concerns. The meeting or meetings will be open and minutes taken.

After the meeting or meetings, you, the local applicant, will:

- a. Submit the application as originally prepared but including the private operator's objections, written comments received from the operator, and minutes of the meeting or meetings held; or
- b. Submit the application as amended after consideration of the comments and concerns raised by the operator.

The decision made by the local applicant as a result of this process shall be final. The operator has the right to challenge the decision made by the local applicant on the grant application to DDOT and FTA. Review by DDOT will be limited to violations of D.C. and/or local applicant's protest procedures or failure to review an objection. DDOT will not review procedural protests prior to the disposition of objections at the local level.

FTA will review objections only upon procedural grounds that the local applicant's planning process has not established procedures for the maximum feasible participation of private providers, or that local procedures were not followed, or that the local process does not provide for fair resolution of disputes. FTA will not review procedural protests prior to the disposition of objections at the D.C. and local levels.



## 6. Complaints

### *Service Complaints*

Complaints regarding involvement of providers in the local project development process and in the provision of service must be submitted in writing to the local applicant. You will arrange a meeting within seven (7) days after receiving the written comments with the provider to discuss these concerns. This meeting will be open to the public and minutes will be taken. All written comments, correspondence and meeting minutes must be submitted to DDOT.

The decisions made by the local applicant as a result of this meeting are final; however, the private provider has the right to challenge the decision made by the local Section 5310 applicant to both DDOT and FTA. Review by DDOT and FTA will be the same as outlined above under "Disputes or Objections."

DDOT, in its capacity as administrator of the Section 5310 Program, will review the application to ascertain that all appropriate procedures have been followed and program requirements addressed.

### *Include in Your Application*

To satisfy D.C. and federal requirements pursuant to private sector participation, this information, in addition to the notification procedures previously detailed, must be included in your application:

- a. The current participation of private providers in Section 5310 supported services;
- b. Certified copy of the public notice;
- c. All efforts to notify, in writing, private providers of the intended service and the grant submittal for capital funds;
- d. A dated copy of the letters sent to existing private operators advising them of your agency's intent to operate the proposed service and a certified list of all operators contacted;
- e. Copies of all private operator proposals or comments, if any, offered for consideration, and copies of all replies by your agency to these proposals;
- f. If applicable, documentation of the reasons for selecting one proposal over others;
- g. If applicable, copies of letters to private operators rejecting their proposals (explain reasons for rejection);
- h. Locally established criteria for making public/private service decisions; and
- i. Any complaints received from private operators and how they were resolved.



#### 4.1.1. Sample of Public Notice to be Published in At Least One Newspaper of Citywide Circulation

The (Your Organization Name) is in the process of submitting a proposal for a capital assistance grant to implement and expand our program to provide transportation services to elderly persons and/or persons with disabilities in the District of Columbia.

(Brief Description of Proposal)

The detailed service plan is available at (location of your offices) from (hours and dates). Any private transit or paratransit operator wishing to obtain additional information or desiring to submit comments or proposals in relation thereto should contact this agency within seven (7) days of this publication date. Further information may be obtained by calling (your agency telephone number).



#### 4.1.2. Sample of Letter to the Washington Metropolitan Area Transit Authority (Please place in your own stationary)

Mr. Christian Kent, Director  
Office of ADA and Paratransit  
Washington Metropolitan Area Transit Authority  
600 Fifth Street, N.W.  
Washington, D.C. 20001

Dear Mr. Kent:

The (Your Organization Name) is in the process of submitting a proposal for a capital assistance grant to implement and expand our program to provide Transportation Services to elderly persons and persons with disabilities in the District of Columbia. This grant is sponsored by the Federal Transit Administration (FTA) and is administered by the District Department of Transportation.

A requirement of FTA is a letter of approval from the local public transit operator (WMATA) which must be included in our proposal. This endorsement reaffirms the intent of the legislation which states, "grants to provide private nonprofit corporations and associations for the specific purpose of assisting them in providing transportation services meeting the special needs of elderly persons and persons with disabilities for whom mass transportation services planned, designed and carried out.....are unavailable, insufficient or inappropriate."

Please prepare a letter noting WMATA's concurrence or objection to our application, using the suggested format of the enclosed sample, and return it to this organization no later than January 24, 2014. For your information, we have included our project justification.

Sincerely,

(Your Name)

Enclosures: Sample letter of approval  
Project Justification



### 4.1.3. Sample of Letter from the Washington Metropolitan Area Transit Authority

Dear (Prospective Subrecipient Organization):

The Washington Metropolitan Area Transit Authority does/does not object to your proposal to the District Department of Transportation for consideration for award of a U.S. Department of Transportation Section 5310 capital assistance grant.

We understand the funds will be used for the purchase of vehicles which will be operated and maintained by your organization to provide transportation services for your clients, who are elderly or have disabilities, in the District of Columbia.

Your project will/will not conflict with our regularly scheduled transportation service.





### 4.1.4. List of Private Transit and Paratransit Operators Contacted

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>List of Operators Contacted</u>	<u>Date</u>	<u>Comments Received*</u>
1.		
2.		
3.		
4.		
5.		

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(President, Chairperson of Board  
or Other Authorized Official)

\* If comments are received, include copies in your application.



#### 4.1.5. Letter of Notification to be sent to Local Transit and Paratransit Operators by the Section 5310 Applicant

Company Name  
Address

Salutation:

The (Your Agency Name), a private, nonprofit organization located in the District of Columbia (D.C.), is applying to the U.S. Department of Transportation through the District Department of Transportation (DDOT) for financial assistance to aid in the purchase of (Description of Equipment) designed to meet the special needs of elderly persons and persons with disabilities. Eighty percent (80%) of the cost of this purchase is funded by the Federal Transit Administration under the provisions of 49 U.S.C Section 5310 (formerly Section 16) of the Federal Transit Act. The remaining twenty percent (20%) of the capital cost is to be provided by our organization. This program currently provides no funds for the operation or maintenance of these vehicles or equipment. These costs must be borne by the subrecipient organization. Funds available under this federal program are limited to private nonprofit organizations.

Federal guidelines require that all existing local transportation operators must be given an effective opportunity to compete in the provision of this service, should they so desire. It is not the intent of DDOT, when making funds available to nonprofit agencies, to preclude possible participation by private operators. It is the desire of DDDOT to effectively utilize available federal funds to improve the transportation services to elderly persons and persons with disabilities through projects sponsored by private, nonprofit organizations, where such services are currently unavailable, insufficient or inappropriate.

We have, therefore, enclosed for your information:

Attachment A: Procedures of DDOT to accommodate the participation of local transit providers.

Attachment B: Our agency's proposed Transportation Service Plan showing our operating information for these funds.

Attachment C: The Notification Form, which is to be completed by you to advise the our organization and DDOT that (a) you have no objections to our proposed service, (b) you have no objections but want to attach comments about our proposed service, or (c) you believe you can provide an appropriate service and wish to make your alternate proposal. This information is to be submitted to our organization, with a copy to DDOT.

Attachment D: The Private Operator Proposal Form, which should be completed by any transportation provider wishing to compete in the provision of the proposed service for elderly persons and persons with disabilities. On the Proposal Form, the operator should describe its qualifications and associated costs for the provision of the service needed by the nonprofit organization. Please complete the Private Operator Proposal Form only if you are interested in providing the transportation services to elderly persons and persons with



disabilities as defined and required by our organization. This information is to be submitted to the undersigned applicant.

Attachments C and D, if applicable, should be completed and returned to our offices by January 24, 2014.

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

(Name and Title)

(Your Agency Name)

(Address and Telephone Number)



## ATTACHMENT A

### DISTRICT OF COLUMBIA, SECTION 5310 PROGRAM GUIDELINES AND PROCEDURES FOR THE COMPETITIVE SELECTION OF TRANSPORTATION SERVICE PROVIDERS

- A. The service proposed to be provided by the private operator must meet the needs and service requirements as defined by the applicant nonprofit organization in an available, sufficient and appropriate manner. All proposals from private operators should be submitted directly to the applicant nonprofit organization by January 24, 2014.
- B. The private operator should complete and submit the enclosed Notification Form (Attachment C) to the applicant, with a copy to DDOT, if necessary.
- C. The private operator should complete the enclosed Private Operator Proposal Form (Attachment D) detailing the alternate service and qualifications of the private operator and stating the associated costs for providing this service for the nonprofit organization. Attachment D is to be submitted to the applicant organization.
- D. The applicant nonprofit organization will carefully review and evaluate all proposals submitted by private operators to determine whether the transportation needs of elderly persons and persons with disabilities proposed to be served by the organization can be met in an appropriate, available and sufficient manner by one or more of the competitively submitted proposals. The applicant may either accept the proposal and so notify the operator or reject the proposal. In the event the applicant nonprofit organization decides the proposal as set forth by a private operator does not meet their service needs, they will so advise the operator by January 31, 2014, and submit the following with its application to DDOT.
1. The alternative service proposal of the private operator.
  2. Specific justification as to why the service proposed by the private operator is unavailable, insufficient, or inappropriate to meet the special transportation needs of elderly persons and persons with disabilities to be served.
  3. A copy of the letter to the operator advising them of the nonprofit organization's decision.
- E. If the operator's proposal is rejected by the applicant agency, the operator will have seven (7) calendar days from the decision notice mailing date within which to provide a written rebuttal to the applicant to be included in its application for funds.



**ATTACHMENT B**

**INSTRUCTIONS TO APPLICANT**

Include with your letter to existing operators a copy of the transportation services to be provided with these requested funds as you have outlined in Part I, Section C (Project Justification), Part D on page 15. Mark it "Attachment B" in the upper right hand corner, as is done above.



**ATTACHMENT C**  
**NOTIFICATION FORM**

(Name and Address of Section 5310 Applicant Organization)

(Salutation):

We have received notice of your 5310 program application. As a result of our review of the proposed Service Plan, we:

- a. \_\_\_\_\_ Do not object to the proposed service.
- b. \_\_\_\_\_ Do not object to the proposed service, but have attached comments regarding the service.
- c. \_\_\_\_\_ We believe our company can provide an appropriate, sufficient and available level of service, and we are enclosing our alternative service proposal.

Signature: \_\_\_\_\_  
(Authorized Official)

Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Company: \_\_\_\_\_  
Date: \_\_\_\_\_

Return this form to the applicant agency.

If "c" above is checked, send a completed copy of this Notification Form and alternative service proposal to:

Mr. Carl Jackson  
Associate Director  
District Department of Transportation  
Progressive Transportation Services Administration  
Mass Transit Division  
55<sup>th</sup> M Street, S.E. – 5<sup>th</sup> Floor  
Washington, D.C. 20003

(This sample letter is to be sent by the Section 5310 applicant to the private providers in the area of your proposed service.)



**ATTACHMENT D**

**TRANSPORTATION OPERATOR PROPOSAL FORM**

To: (Name of Private Nonprofit Organization Applying for Section 5310 Funds)

(Name of Operator), a private transportation provider in the area, is hereby submitting an alternative proposal for the provision of transportation for elderly persons and persons with disabilities as proposed by your organization.

**DESCRIPTION OF ALTERNATIVE SERVICE PROPOSAL:**

(Attach Description)

**TYPE AND OWNERSHIP OF VEHICLES PROPOSED TO BE USED:**

(Attach Description)

**VEHICLE SAFETY FACTORS**

(How often are vehicles inspected, maintained, etc.?)

**DRIVERS' TRAINING AND QUALIFICATIONS:**

(Describe any special training, particularly as it relates to the needs of elderly persons and persons with disabilities.)

<b><u>COST TO NONPROFIT AGENCY</u></b> (Cost to be based on regular tariff)	<b><u>INSURANCE</u></b> (Carried by existing operator)
Per Mile: \$ _____	<u>(Name of Insurance Company)</u>
Per Passenger: \$ _____	<u>Limits for Public Liability</u>
Per Hour: \$ _____	\$ _____
<u>Total Cost of Proposed Service</u>	<u>Limits for Property Damage</u>
Per Year \$ _____	\$ _____
Will vehicles be available in sufficient quantity to meet the service levels proposed by the nonprofit organization? Yes _____ No _____	

Are vehicles equipped with a level changing device (i.e., lift or ramp to serve non-ambulatory persons?) Yes \_\_\_\_\_ No \_\_\_\_\_

Company Representative's Signature: \_\_\_\_\_

Company Representative's Name: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



## Appendix – Known Operators in the District of Columbia

### **Battle's Transportation, Inc.**

1360 Okie Street, N.E.  
Washington, DC 20002

### **Beltway Transportation Service**

8016 Marlboro Pike  
Forestville, Md. 20747

### **Harvey's Medivan Services**

624 Galveston Place, S.E.  
Washington, DC 20032

### **Jones Transportation**

1342 South Capitol Street, S.E.  
Washington, DC 20003

### **Metro Medicab**

213 Rittenhouse Street, N.W.  
Washington, DC 20011

### **Perkins Wheelchair Service**

6020 Seventh Street, NW  
Washington, DC 20011

### **Washington Area Metropolitan Area Transit Authority**

600 5th St. NW  
Washington, DC 20001

### **Wheelchair Mobile Transport**

P.O. Box 12100  
Silver Spring, MD 20908