CY 2020
Specialized Transportation (5310) Program Guidance & Application Instructions

APPLICATIONS DUE March 1, 2019

Last Updated: September 2018
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Introduction

This document provides information on the Specialized Transportation (Section 5310) Program as well as instructions on how to complete the program application. Applicants are strongly encouraged to read the document in its entirety before beginning the application.

Applicants are able to save and resume the application at any point during the process prior to final submission.

Please contact Blake Williams at (614) 387-5172 or Blake.Williams@dot.ohio.gov with any questions.

STATUTORY AUTHORITY. 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. This 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;

* Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);

* Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and

* Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.
1. **Purpose of Grant**

The purpose of the 5310 program is to enhance the mobility of seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities.

- Seniors are defined as any person age 65 or above and;
- The term “disability” means, with respect to an individual -
  - a physical or mental impairment that substantially limits one or more major life activities of such individual;
  - a record of such an impairment; or
  - being regarded as having such an impairment

2. **Eligible Recipients**

In order to be eligible for Section 5310 funding an applicant must have submitted a letter of intent (see section 5. How to Apply for more information on submitting a letter of intent) and been deemed eligible as well as meet one of the following criteria:

a. a private nonprofit organization; or
b. a state or local government authority that:
   1. is approved by a state to coordinate services for seniors and individuals with disabilities (Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area (e.g., county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs)); or
   2. certifies that there are no nonprofit organizations readily available in the area to provide the service.

Subrecipients of Section 5310 funds must certify that projects selected for funding under the program are included in a locally developed, coordinated public transit-human service transportation plan and that that plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, nonprofit transportation and human service providers; and other members of the public. A locally developed, coordinated public transit-human services transportation plan (“coordinated plan”) identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. The agency leading the planning process is decided locally.

3. **Eligible Project Service Areas**

Projects must be located in small urbanized or rural areas. See the listing below for counties that are not considered small urbanized or rural along with the 5310 administering agency for the area who can be contacted regarding the Section 5310 application process for the area.
4. **Eligible Projects**

- Vehicles,
- Computer hardware and/or software and equipment to support vehicles that serve the program purpose,
- Preventive maintenance for 5310 funded vehicles,
- Mobility management, and
- Operating assistance.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

I. **Vehicle Funding**

   i. **Available Vehicles:**

   Applicants can refer to the Vehicle Catalog & Selection Guide for more information on the vehicles offered through the Section 5310 program. The vehicle cost worksheet will list the available options and pricing for each vehicle.

   ii. **Vehicle Use:**

   Vehicles are to be used for program-related needs for which a Section 5310 grant is made. Subrecipients are encouraged to the extent feasible to also provide service to the general public, on an incidental basis if such service does not interfere with transportation services for seniors and people with disabilities. The recipient shall use the vehicle in the project or program for which it was acquired as long as needed, even if the project does not continue to receive federal funding. If the vehicle is no longer needed for the original program or project, please contact ODOT immediately. Section 5310 subrecipients must comply with all contractual requirements for the use of the vehicle until disposition of the vehicle is approved by ODOT.
iii. **Local Match Requirements:**

Vehicles are considered a capital project and require a 20% local match. Local match must be provided from sources other than Federal DOT funds. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising

iv. **Reporting Requirements:**

Vehicle recipients through ODOT’s Section 5310 program will be required to submit semi-annual reports to ODOT to ensure the vehicles are being utilized in accordance with the original application and contract and are serving the program purpose. Report information includes: Grantee Name, Contact, Email, Address, Phone, Project ID (as assigned by ODOT), Vehicle Year/Make/Model/VIN, Vehicle Type, Odometer Reading at beginning and end of Report Period, Days Operated, One-Way Trips: Seniors/Individuals with disabilities/Other, Vehicle Condition Rating, Maintenance Costs, Number of Reportable Incidents, Agencywide Number of Individuals Transported. If subrecipient is filling out multiple vehicle reports, the agency wide number of individuals transported number will be the same for each report. Report Due Dates are as follows:

- **Report Period 1:** January 1 - June 30; Reports Due July 31
- **Report Period 2:** July 1 - December 31; Reports Due January 31

A list of **ODOT 5310 subrecipients' vehicle information** is listed on our website. The document includes the agency name, project number, county, Vehicle type, Vehicle year/Make and VIN number. Subrecipients are able to copy the information from the document onto the vehicle report form.

ODOT will not send out reminders about the vehicle monitoring reports. There are accountability measures in place for agencies who do not report on Section 5310 funded vehicles. Accountability measures are as follows:

**Year 1**

- If an agency does not report following Report Period 1, ODOT will contact the agency requesting information on why reports were not submitted and offer technical assistance.
- If the agency then does not report following Report Period 2, the agency will have to follow the enhanced reporting protocol, which will include submitting additional documentation with each report, such as trip information, maintenance records, etc. Furthermore, future program applications submitted by the agency will have points deducted due to its history of non-reporting.
Year 2

- If the agency then does not report following Report Period 1 of year 2, the agency will be required to continue following the enhanced reporting protocol and ODOT will contact the agency’s board/governing body to inform them of the noncompliance and the possibility of repossession of vehicles and the loss of future funding.
- If the agency does not report following Report Period 2 of year 2, ODOT may repossess the vehicles from the agency and the agency will not be considered for future Section 5310 funding until the issues have been resolved.

v. Disposition Guidelines:

An agency must continue to report on a vehicle until it has met its useful life as defined by ODOT and gone through the disposition process with a formal approval from ODOT. The agency must fill out a disposition request form and submit the form to ODOT. ODOT will review the request and approve or deny it based on disposition guidelines (see Figure 1). If approved, the agency will receive a letter and the title to the vehicle releasing the ODOT lien. The agency is permitted to continue to use the vehicle in their transportation service however they may be subject to ambulette licensing requirements.

**Figure 1:**

**Vehicles Purchased After 2006**

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>5 years &amp; 120,000 miles</th>
<th>6 years &amp; 150,000 miles</th>
<th>10 Years (5310 ONLY)</th>
<th>150,000 miles</th>
<th>200,000 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Vans (SMV &amp; MMV)</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Accessible Vans (AV)-Ford Transit</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MV-1</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Converted Van (CV)</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LTL/LTN</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTV</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

II. Preventive Maintenance (PM) Funding

i. What’s Eligible:

All maintenance costs related to active 5310 funded vehicles are eligible. Specifically, PM is defined as all activities, supplies, materials, labor, services, and associated costs
required to preserve or extend the functionality and serviceability of the vehicles in a cost effective manner, up to and including the current state of the art for maintaining such an asset. The Uniform System of Accounts (USOA) can be referenced when trying to determine eligible activities under a preventive maintenance grant. Relevant information pertaining to eligible costs is located on pg. 65. “041. MAINTENANCE ADMINISTRATION - VEHICLES” this section ends on page 71 with “091. INSPECTION AND MAINTENANCE OF SERVICE VEHICLES”. Appendix C of the USOA provides a crosswalk of all the different expense functions that apply to 041 Vehicle Maintenance and will help guide you as you determine which expenses to claim with which line item. Access the USOA to determine eligible expenses.

ii. **How to Get Reimbursed:**

Preventive Maintenance grant recipients will submit invoices to ODOT quarterly via email. Invoice due dates are as follows:

- Quarter 1: January 1 - March 31; **Due April 15**
- Quarter 2: April 1 - June 30; **Due July 15**
- Quarter 3: July 1 - September 30; **Due October 15**
- Quarter 4: October 1 - December 31; **Due February 15**

Agencies will also be required to submit supporting documentation with their invoices that lists the specific 5310 vehicle inventory (See Appendix A) for the vehicles included on the invoice as well as an expense report that includes the expenses for the quarter. (See Appendix B)

In order to receive reimbursements in a timely manner, please submit invoices on time.

iii. **Local Match Requirements:**

Once a preventive maintenance invoice is approved, ODOT will reimburse 80% of the eligible expenses. The agency will be required to supply the additional 20% local match. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising
- The use of a non-cash local match is allowable and can include the fair value of volunteer hours performed maintaining vehicles, donated materials and supplies, etc., but only in accordance with an approved in-kind plan.

III. **Mobility Management Funding**

Mobility Management consists of short-range planning and management activities and projects for improving coordination among public transportation and other
transportation service providers. See the mobility management program guide on the ODOT website for more information.

IV. Computer Hardware and/or Software & Equipment Funding

i. What’s Eligible:

Computer Hardware and/or software and equipment that supports facilities and equipment for Section 5310-funded vehicles. For example: computers and dispatch software to more effectively provide transportation to the community.

ii. How to Get Reimbursed:

If an agency is awarded a computer hardware and/or software or an equipment grant the grantee will have to follow an ODOT approved procurement process to be reimbursed 80% of the total cost (not to exceed the contract amount). The grantee will be required to submit completed procurement documentation with the invoice to receive reimbursement.

The small and large purchases have to be approved by ODOT before purchases. ODOT has prepared a checklist for the different types of purchases. The checklist can be found in BlackCat under global resources under the resource tab.

There are types of Procurement

- Micro Purchases
  - Less than $3,500
- Small Purchases- ODOT Pre-Approval
  - $3,500- $150,000
- Large Purchases- ODOT Pre-Approval
  - $150,000 or greater

iii. Local Match Requirements:

ODOT will reimburse 80% of the total project cost up to the contract amount. The agency will be required to supply the additional 20% local match. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts

V. Operating Assistance

i. What’s Eligible:

Agencies that are considered open door. FTA defines open door as regular, continuing shared ride surface transportation services that is open to the general public or open to a segment of the general public defined by age or disability. A closed-door agency
provides services for specific clientele and is not open to the general public or segment of the general public. An example of public transportation service to a segment of the general public is service for all senior citizens or all persons with disabilities in a particular town or county. However, if you are providing a courtesy shuttle service for patrons of a specific establishment with a senior citizen clientele, then your service is not considered to be public transportation. Similarly, if you provide service that requires membership in an organization such as a church or club, then, your service is not considered to be open door.

**Applicants with a Section 5311 - Rural Transit System in their area are ineligible for operating assistance unless the applicant provides adequate proof that the public transit system is unable to meet the needs of seniors and individuals with disabilities in the area. Applicants must demonstrate how the additional 5310 funding will fill the gaps in service for seniors and individuals with disabilities. Applicants must also describe their current and future coordination efforts with the rural to ensure that all federal funds will be used to efficiently and effectively meet the needs of the community. Applicants without a 5311 transit system in their area will receive first consideration.**

**Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation.** The following activities are examples of projects that are eligible public transportation alternatives.

1. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including:
   a. mileage reimbursement as part of a volunteer driver program;
   b. a taxi trip; or
   c. trips provided by a human service agency.

   Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

2. Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are
also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

3. General operating expenses for entities that provide transportation to seniors and individuals with disabilities where public transportation is unavailable.

ii. **How to Get Reimbursed:**

Operating grant recipients will submit invoices to ODOT quarterly via the BlackCat Grants Management System. Invoice due dates are as follows:

- Quarter 1: January 1 - March 31; **Due April 15**
- Quarter 2: April 1 - June 30; **Due July 15**
- Quarter 3: July 1 - September 30; **Due October 15**
- Quarter 4: October 1 - December 31; **Due February 15**

In order to receive reimbursements in a timely manner, please submit invoices on time.

iii. **Local Match Requirements:**

Once an invoice is approved, ODOT will reimburse 50% of the eligible expenses. The agency will be required to supply the additional 50% local match. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising
- The use of a non-cash local match is allowable and can include volunteer transportation program services, donated materials and supplies, etc., but only in accordance with an approved in-kind plan.

Note: Farebox revenue may not be used as local match. Farebox revenue is considered income and is deducted from total operating cost to determine the net cost of the activity.

5. **How to Apply**

I. **Letter of Intent**

The letter of intent is used to select qualified recipients for the Section 5310 program. *The submission and acceptance of a letter of intent does not guarantee the applicant will receive funding.* Applicants will be notified if they are not eligible for funding. **Applications that do not have a letter of intent will not be accepted.** Once a letter of intent is accepted, a representative from the agency must attend the 5310 mandatory application workshop. Applicants will be granted access to BlackCat. The **announcement for the acceptance of the letter of intent for funding**, along with instructions for submission, will be posted to the ODOT - Office of Transit website. The letter of intent is due the first of October each year.
II. Mandatory Application Workshop

If your agency is eligible for ODOT 5310 funds, then the applicant will receive an invitation to the 5310 mandatory application workshop via email. The ODOT Office of Transit staff will conduct a 5310 workshop. The 5310 program coordinator will explain the purpose of the program, eligible projects, and how to apply via BlackCat. Also, this workshop will give potential and existing subrecipients the opportunity to ask questions about the program.

III. Welcome to BlackCat

Once the letter of intent has been accepted by ODOT, the applicant will be granted access to the application in BlackCat, ODOT’s Grant Management System. The application will be completed and submitted through the system. Awarded projects will also be managed in BlackCat.

i. Helpful Resources:

ODOT hosted a BlackCat training for potential applicants for CY 2019 funding. The training is available on our website.

If there are questions concerning navigating the system and how to complete the application process please select the Help link in the top right corner of the screen (See Figure 2). This will bring up an Agency User Guide for the BlackCat Grants Management System. The User Guide offers step by step instructions for all functions of the system, including completing an application. If an answer to a question cannot be located in the User Guide an applicant can contact BlackCat Support at (888) 238-9707 or OHsupport@blackcatgrants.com. All policy questions should be directed to ODOT at (614) 387-5172 or Blake.Williams@dot.ohio.gov.

![Figure 2](image)

ii. Updating Applicant Information:

Once in the system, applicants will be required to update/verify the following information. For more information on how to edit information in BlackCat please refer to the BlackCat User Guide. All information must be filled out in its entirety.

a. Organization Overview - Located under “Organizations” tab

- Agency Name, Address, Phone Number, County
- Main Contact/Email
b. **Vehicle Inventories - Located under “Organizations” tab - Inventories**

Please verify that all active vehicles are listed. Applicants will also be required to include vehicles that are not ODOT funded in their inventory and to define them as such under “Funding Source”. (For more information on updating vehicle inventories please reference the BlackCat User Guide)

### IV. Application Forms

#### i. How to Complete Required Forms:

Required forms in BlackCat will be denoted with a gray circle. Once a document has been uploaded to the application the gray circle will turn green, signifying a successful upload. The documents in the application that have a gray circle next to them are documents that are required for all applicants. However, there are additional project specific documents that are required but marked optional for final submission purposes. These documents will be denoted with a blue circle and will identify which project(s) they apply to by listing the applicant type following the document name. For example: Vehicle Cost Worksheet (Vehicle Applicants Only). If there is a template for a required document, a document will download when “Download” is selected. If the required document is to be provided by the applicant, a document will have a message asking to upload the document when “Download” is selected.

1. **Forms Required for ALL Applicants**

   The documents listed below are documents that are required for all applicants, regardless of the project(s) being applied for. Incomplete forms will result in the return of the application for correction, and a deduction of points from the applicant’s final score.

   1. **Coordinated Plan:**

   Federal transit law requires that projects funded from the Section 5310 program be included in a locally developed, coordinated public transit-human service transportation plan (“coordinated plan”). A coordinated plan should maximize the programs’ collective coverage by minimizing duplication of services. A coordinated plan may incorporate activities offered under other programs sponsored by federal, state, and local agencies to greatly strengthen its impact. FTA also encourages participation in coordinated service delivery as long as the coordinated services will continue to meet the purposes of all programs. To view a
copy of our Coordination Plan Guidance and Template, please visit our website. Applicants will be required to submit their ODOT-approved area coordinated plan that includes the projects being applied for to the application. Contact ODOT if the coordinated plan file is too big to upload into BlackCat.

**Self-Certification:**

As a follow-up to the Coordinated Plan, applicants must complete and submit the provided form for the Locally Developed, Coordinated Public Transit-Human Services Transportation Plan Self-Certification. The individual certifying the below information should be the individual with authorized authority from the applying agency.

i. **Page 1:** Applicants will be required to identify the area the coordinated plan covers, the lead agency of the plan, the adopted date, and amendment dates, the pages that the project(s) being applied for are included on and the pages that describe how the project(s) will fulfill one or more of the plan’s priorities for implementation.

ii. **Page 2:** Applicants will be required to provide a narrative that describes how the plans and strategies of the plan are being met by the project(s) and identify how the project(s) address the gaps in current services versus needs and fulfill the priorities for implementation.

iii. **Page 3:** Applicants will be required to describe the most recent planning process used for the coordinated plan including public outreach efforts. The description should include a list of seniors, individuals with disabilities, other members of the public, and representatives of public, private, and non-profit transportation and human service providers who were involved.

2. **Annual Financial Statements and Auditor’s Reports:**

In accordance with ODOT’s responsibilities as the pass-through entity for the Federal funds we may provide to your agency, our subrecipient; we must conduct a risk assessment to “evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward . . .” One aspect of our risk assessment process involves the review of your agency’s most recent annual financial statements and, the associated auditor’s reports, if applicable. Accordingly, your grant application will not be considered complete if the following documents are not submitted with this application:

A. If for the most recent fiscal year, your agency was subject to a Single Audit in accordance with the Single Audit Act of 1984, as amended, and 2 CFR Part 200 Subpart F, as applicable, please
submit a copy of the audit report package including all pertinent financial statements and all associated auditor’s reports.

B. If for the most recent fiscal year, your agency was not subject to a Single Audit and instead had an annual financial statements audit conducted in accordance with AICPA requirements, please submit a copy of the complete audit report package including all pertinent financial statements and all associated auditor’s reports.

C. If for the most recent fiscal year, your agency was not subject to a Single Audit and did not have your annual financial statements audited by an independent public accounting firm, please submit a copy of the following annual financial statements:

1. Balance Sheet, (or Statement of Net Position)
2. Income Statement, (or Statement of Revenues, Expenditures, and Changes in Net Position)
4. Notes:

   1. Be certain to provide basic notes with the financial statements which include, but are not limited to, identification of the basis of accounting used for preparation of the financial statements.
   2. Distinctly identify Federal, state, and local revenue sources, and
   3. If your agency received Federal funds from another agency, be sure to identify if your agency received those funds as a recipient/subrecipient or as a contractor.

3. List of Board Members and Organization Affiliations:

   Applicants will be required to upload a list of the board members for their agency and the board members’ current affiliations.

4. Project Description:

   Applicants will complete one Project Description form for the entire application. The form should describe the project(s) and need for the project(s) as well as the project goals, how the project(s) will help the applicant complete their goals, how the project(s) will be funded and the staff assigned to the project(s). Project descriptions should specifically focus on how the projects will fill gaps in service and address the transportation needs of seniors and individuals with disabilities. When justifying the need for the project(s) applicants should determine how public transportation in the area is currently insufficient, unavailable or inappropriate and how the addition of the
5. **ADA Requirements:**

Applicants will be required to complete and submit the provided form. The form is composed of questions relevant to (7) topics and how they relate to individuals with disabilities.

6. **Authorizing Resolution**

Applicants are required to attach the Authorizing Resolution that defines the individual authorized.

7. **Local Match Certification:**

Applicants will complete one Local Match Certification form for the entire application. To complete this document please enter the Legal Name of Agency in the blank field at the top of the form. The applicant will then need to signify which projects are being applied for in the application and include the quantity being applied for. For example: If an applicant is applying for (3) vehicles they will enter 3 under Qty next to Vehicles. The applicants are then required to enter the Total Cost, Federal Share and Local Share information for each project type. Additionally, the applicant will need to list the funding source for each project. Please reference “Local Match Requirements” for each project type when determining what funds are eligible. The individual with signature authority for the agency must then sign and date the form. *Note: ODOT electronic signatures software is not compatible with BlackCat at this time, any form requiring signature will need to be printed, signed, and scanned in color and attached to the application.*

8. **Application Certification:**

The authorized individual for the applying agency must sign and date the provided form, certifying that all statements and documents within the application are true, complete and accurate to the best of the applicant’s knowledge. *Note: ODOT electronic signatures software is not compatible with BlackCat at this time, any form requiring signature will need to be printed, signed, and scanned in color and attached to the application.*

2. **Forms Required for VEHICLE Applicants**

The documents listed below are required for applicants seeking vehicle funding. These forms are required in addition to the forms required for all applicants. *Caution* These forms will be listed as “optional” in the application due to them being project specific, however they will be required for the application to be considered complete. Applications missing required forms will result in the return of the application for correction, and a deduction of points from the applicant’s final score.
1. **Vehicle Information:**

   The applicant will be required to complete the provided form for each vehicle project submitted in the application. Any vehicle project without a Vehicle Information form will not be funded. Applicants will be required to submit all forms as one PDF. Performance estimates provided on the form will be compared to future vehicle reports. If the vehicle is underutilized in comparison to the estimates under which the 5310 grant was made, the vehicle is subject to repossession and could result in the loss of future funding opportunities, so applicants should be as accurate as possible.

2. **Vehicle Cost Worksheet:**

   One vehicle cost worksheet will be filled out for the entire application. The vehicle types are by tab at the bottom of the worksheet. Select the vehicle type of the vehicle being applied for and fill out the required information.

   For example: If the applicant is applying for (2) Modified Minivans (MMV) the applicant will select the “MMV” tab and put a (2) under “Quantity” for the “Item” - “Dodge Grand Caravan”, the applicant will then select the options, if the applicant wants all options for both vehicles a (2) will be placed under each quantity for the item. If the applicant is applying for an MMV and a Light Transit Narrow Body Vehicle (LTN) the applicant will fill out the “MMV” tab as well as the “LTN” tab on the worksheet.

   The total project cost and federal share will then be calculated based on the information selected. The federal share listed on the cost worksheet for the vehicle(s) is what the applicant will list on the local match certification, as well as for the total cost of the project being attached to the application. **Vehicle Cost Worksheets are not the final order form for the vehicle and prices are subject to change. Awarded projects will receive a vehicle confirmation form which will be completed and signed by the grantee and vehicle vendor at which point all vehicle selections, options, and prices will be final.**

3. **Public Notice Documentation:**

   Federal law requires the public to be involved in the transportation planning process, and specifically requires that private providers be provided an opportunity to be consulted in developing transportation plans and programs in both urbanized and rural areas. Public involvement processes must be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement throughout the transportation planning and programming process. **The Public Notice must be published in the newspaper with the widest circulation at least two weeks prior to the application due date and should be provided to**
all public transit systems in your area. For a sample public notice, See Appendix C.

Should another agency submit a proposal to provide the transportation service proposed in the application, the applicant must:

1. Provide the interested party with all pertinent information such as:
   - Number and characteristics of clientele to be served
   - Number of non-ambulatory clients
   - Origins and destinations of clients and routes to be served
   - Schedules of desired service (e.g. time, days, and special handling of clients required)
   - Number of wheelchair positions on vehicle
   - Radio base station power output/watts
   - Frequencies at which you operate
   - Insurance requirements
   - Other information as appropriate

2. Review any resulting proposals and consider:
   - Full cost of service (including vehicle depreciation)
   - Quality of service
   - Passenger satisfaction
   - Comfort and safety (including driver competence and training)
   - Degree of protection to the public (including liability insurance)
   - Reliability of service, including vehicle maintenance
   - Amount of applicant's agency staff time (excluding drivers' time) that must be devoted to transportation activities
   - Any other time that the Applicant feels are pertinent

3. Analyze the proposal, considering the above criteria, and make a recommendation.

4. Provide ODOT with a copy of the proposal, the proposed recommendation, and adequate documentation supporting the applicant's decision.

5. Include a copy of the proposal and any resulting contracts or correspondence in the application.

Please attach all of the documentation listed below together in the application:

- Affidavit of publication and original public notice
- Correspondence resulting from notice
3. Form Required for **PREVENTIVE MAINTENANCE** Applicants
The document listed below is required for applicants seeking preventive maintenance funding. This form is required in addition to the forms required for all applicants. *Caution* These forms will be listed as “optional” in the application due to them being project specific, however they will be required for the application to be considered complete. Applications missing required forms will result in the return of the application for correction, and a deduction of points from the applicant’s final score.

**Preventive Maintenance Budget Narrative:**
Applicants are required to upload a document that describes the expenses being applied for by line item under the preventive maintenance grant. This document should justify how the applicant determined the estimates as well as which 5310 funded vehicles the grant will apply to. (This can include current 5310 vehicles and/or future vehicles listed in the application).

4. Forms Required for **COMPUTER HARDWARE/SOFTWARE/EQUIPMENT** Applicants
The documents listed below are required for applicants seeking Computer hardware/software and equipment that supports facilities and equipment for Section 5310-funded vehicles. Hardware/Software & Equipment funding. These forms are required in addition to the forms required for all applicants. *Caution* These forms will be listed as “optional” in the application due to them being project specific, however they will be required for the application to be considered complete. Applications missing required forms will result in the return of the application for correction, and a deduction of points from the applicant’s final score.

1. **Computer Hardware/Software/Equipment Project Narrative:**
Applicants are required to upload a document that describes the project(s) being requested as well as how it will meet the program purpose.

2. **Cost Estimates:**
Applicants will be required to submit (2) cost estimates to establish the baseline for estimated project costs.

3. **Procurement Policy:**
Applicants without a procurement policy will not be approved for computer hardware/software/equipment funding. Procurement policies must meet the minimum federal guidelines and be approved by ODOT prior to the item(s) being purchased greater than $3500.
1. **ODOT Procurement E-Learning Certificate**

   Applicants that are requesting funding for computer software/hardware and equipment are required to watch a procurement training webinar. At the end of the training, your agency will receive a certificate of completion. Upload the certificate in the appropriate downloaded section.

   **Instruction on how to access the E-learning**

   1. Visit ODOT Local Technical Assistance program (LTAP) webpage eLearning.
   2. In order to watch the procurement training, a MYDOT login is required. Click on the icon for instruction on how to create a MyDOT username and password.
   3. Once you have logged into the system, in the search box type in transit procurement training.
   4. Enroll in the course, then watch the webinar.

5. **Forms Required for OPERATING ASSISTANCE Applicants**

   The documents listed below are required for applicants seeking Operating funding. These forms are required in addition to the forms required for all applicants. *Caution* These forms will be listed as “optional” in the application due to them being project specific, however they will be required for the application to be considered complete. Applications missing required forms will result in the return of the application for correction, and a deduction of points from the applicant’s final score.

   1. **Operating Project Narrative:**

   Operating Applicants will be required to demonstrate how their service meets one of the eligibility requirements for operating assistance.

   2. **Operating Budget Narrative:**

   Applicants will be required to submit a detailed budget narrative, with calculations to justify the expenses claimed in the project budget.

6. **OTHER Required Forms**

   The documents listed below are required for certain applicants based on their agency type and service area. These forms are required in addition to the forms required for all applicants and project specific forms. *Caution* These forms will be listed as “optional” in the application due to them being applicant specific, however they will be required for the application to be considered complete. Applications missing required forms will result in the return of the application for correction, and a deduction of points from the applicant’s final score.
1. **Transit System Support Letter:**

Applicants with a transit system in their area must receive and submit a letter of support from the system verifying the system is unable to provide the service being offered by the applicant to seniors and individuals with disabilities.

2. **Certification of Public Body: New for 2020**

As identified in the excerpt from the FTA Circular 9070.1G; if a public body (City, County, Township, Transit Board or DD Board) is applying for 5310 funds they must;

Submit a signed document on explaining their interest in providing service

a) This document shall be written on the letterhead of the applying agency; and

b) Explain that there are no nonprofit organizations readily available in the area to provide the service.

c) This document will include a verified signature from the local MPO ensuring accuracy

d) Upload into BlackCat with final application submission

ii. **How to Complete Optional Forms:**

Optional forms are denoted in the application with a blue circle 🔄. Applicants will be able to submit the application without completing the forms that are marked optional. However, if a form is marked optional, but still required for a specific project type the application will be returned to the applicant if the forms are not completed prior to submission. The optional forms in the application are forms that will have to be completed once a project has been awarded. These documents could require technical assistance from ODOT and could be time consuming. Applicants are able to complete the forms and submit them with the application if they’d like or may wait until the requested project(s) are funded.

a. **2 CFR 200 Guidance Documentation:**

This documentation is only required for “operating type” projects. This includes Preventive Maintenance, Mobility Management and Operating Assistance. Applicants who are awarded these project types will be required to complete the applicable 2 CFR 200 Guidance prior to receiving 1st Quarter reimbursement. Documents will have to be submitted each time an agency is awarded a qualifying project type, however returning applicants can submit previously accepted documents for review. The specific number of and type of documents depends on the type of agency (nonprofit or public/government) and other factors such as: whether your budget includes indirect costs, direct costs that are allocated amount multiple programs, or in-kind contributions. All applicable agencies must complete and submit the required documentation for Guidance No. 1. Subrecipients with cost allocation plans, allocated direct
costs, or other indirect costs must submit the required documentation for Guidance(s) 2, 3, or 4 as applicable. Agencies who wish to claim in-kind or contributed services costs toward the local share requirement must complete Guidance No. 5. All required documentation will be submitted to Michael Miller via email at Michael.Miller@dot.ohio.gov for approval. Michael Miller can also be contacted with questions regarding Guidance requirements at (614) 466-0588 or via email. All Guidance/Appendices can be found at the following link: http://www.dot.state.oh.us/Divisions/Finance/Auditing/Pages/Transit.aspx

A summary of the Guidance(s) is provided below:

Guidance Document No. 1 - Cost Accounts for Federal Aid Projects
- This guidance is applicable to all subrecipient types; both non-profit and local government agencies.
- Refer to Section VI of this Guidance for the required documents list.

Guidance Document No. 2 - Indirect Cost Rates & Cost Allocation Plans for Non-profit Agencies
- This Guidance is only applicable to non-profit agencies
- Refer to Section X of this Guidance for the required documents list
- Submission of documents for appendices 3, 4, and 5 is optional. These are templates made available if agencies choose to use them.

Guidance Document No. 3 - Local Government Central Services Cost Allocation Plans
- This Guidance is only applicable to local government agencies.
- Only Central Services Cost Allocation Plans (CAPs) consistent with 2 CFR 200 Appendix V will be reviewed for acceptance under ODOT Guidance 3. All other local government cost allocation plans will be reviewed for acceptance under ODOT Guidance 4.
- Refer to Section X of this Guidance for the required documents list.
- Templates for Central Service CAPs have not been developed. Refer to Section IX of the Guidance for samples provided by HHS in OMB Circular A-87 Implementation Guide.

Guidance Document No. 4 - Local Government Indirect Cost Rate Proposals
- This Guidance is only applicable to local government agencies.
- Refer to Section X of this Guidance for the required documents list
- Submission of documents for appendices 3 and 4 is optional. Templates are available if agencies choose to use them.

Guidance Document No. 5 - Preparing Proposals for In-Kind Costs as Local Matching Funds
- This Guidance is applicable to all agency types; both non-profit and local government.
- Refer to Section VII of this Guidance for the required documents list
b. **Title VI Documentation:**

All agencies are required to submit Title VI documentation to be eligible for funding. It is not mandatory to submit the documentation until requested projects are awarded. However, if applicants would like to begin the process or complete the documentation the information on the **Title VI Program and all required documentation** can be found on our website.

Please contact Tyler Bender, Office of Transit Compliance Officer at (614) 955-0752 or tyler.bender@dot.ohio.gov with questions.

c. **Preventive Maintenance Plan:**

Applicants applying for vehicle(s) or preventive maintenance funding are required to submit a preventive maintenance plan to ODOT. Preventive Maintenance Plans should reflect how the agency maintains their vehicle fleet. For example: how often is the oil changed, tires rotated, lift cycled etc. plans should be at least as strict as the manufacturer’s guidelines. If returning applicants have already submitted their plans to ODOT in a past application or vehicle report they do not have to resubmit unless there have been updates to the plan.

**IV. Attaching Projects**

i. **How to Attach Projects:**

Once all applicable application forms have been completed, applicants will then be required to create projects and attach them to the application. In order to create a project, applicants will go to the “Projects” tab in BlackCat and select “Add New”. **Applicants will select “2019” from the “CY” dropdown box for all projects.** How to create a project for each project type is defined below.

a. **Vehicle Projects**

A project will be created for each vehicle being applied for in the application. For example, if applicants are applying for three vehicles they will create three individual projects. If applicants are applying for vehicles they will be required to complete their current vehicle inventory in BlackCat. Vehicle Inventories are located on the Organization tab under “Inventories”. For more information on how to edit inventories please refer to the BlackCat User Guide.

i. **Project Details:**

   a. **FTA Line Item Code:** There are two possible FTA Line Item Codes for vehicle projects, applicants should select the one that applies to the vehicle(s) in the application. The vehicle codes are as follows:

      i. Replacement Vehicle: 111215 -> Purchase Replacement Vans
      ii. Expansion Vehicles: 111315 -> Purchase Expansion Vans
b. **Description:** The Description is automatically populated based on which FTA Line Item Code is selected.

c. **Total Estimated Cost:** This should be the Total Project Cost from the “Vehicle Cost Worksheet” completed for the vehicle.

d. **Priority:** If an applicant is applying for multiple vehicles, they will be required to prioritize them for funding with 1 being highest priority. For example: If an applicant is apply for (3) vehicles, they will create (3) projects and will label the vehicles 1-3 for priority with 1 being the vehicle they desire most.

e. **Quantity:** The Quantity should always be “1” since applicants are creating separate projects for each vehicle.

f. **Vehicle Type:** Select the vehicle type of the vehicle the project is for.

   i. Modified Minivan = MMV
   ii. Accessible Van (Ford Transit) = AV
   iii. Light Transit Vehicle - Fiberglass/Steel = LTV-FS
   iv. Light Transit Vehicle - Honey Comb = LTV-HC
   v. Light Transit Vehicle - Narrow = LTN
   vi. Light Transit Vehicle - Low Floor = LTL

g. **Milestone Date:** Leave this field blank

h. **Vehicle Status:** Select “Replacement” for a replacement vehicle and “Expansion” for an expansion vehicle.

   i. Select “Save”

ii. **Project Summary:** Once an applicant selects “Save” they will be directed to the “Project Summary” page where the project that has been created will appear.

   a. Applicants should then click “Select” by the project in the “Funding Requests” section.
   b. Under “Funding Request” applicants will select the “Expenses” tab and enter the Total Project Cost from the “Vehicle Cost Worksheet” for the vehicle under “Request Amount”
   c. Select “Save”
   d. Once the budget has been entered for the project the project is complete and ready to attach to the application.

b. **Preventive Maintenance Projects**

   i. **Project Details:**

      a. **FTA Line Item Code:** 117A00 -> Capitalized Maintenance
      b. **Total Estimated Cost:** Enter the total project cost being requested for the grant
      c. Select “Save”
ii. **Project Summary:** Once an applicant selects “Save” they will be directed to the “Project Summary” page where the project that has been created will appear.
   a. Applicants should then click “Select” by the project in the “Funding Requests” section.
   b. Under “Funding Request” applicants will select the “Expenses” tab and enter the estimated expenses for active 5310-funded vehicles only per applicable line item.
   c. Select “Save”
   d. Once the budget has been entered for the project the project is complete and ready to attach to the application.

c. **Computer Hardware/Software/Equipment Projects**
   i. **Project Details:**
      a. **FTA Line Item Code:**
         
         i. 114207 -> Purchase Computer Hardware
         ii. 114208 -> Purchase Computer Software
         iii. 116203 -> Purchase Radios (Equipment)
      
      b. **Total Estimated Cost:** Enter the total project cost being requested for the grant
      c. Select “Save”

   ii. **Project Summary:** Once an applicant selects “Save” they will be directed to the “Project Summary” page where the project that has been created will appear.
      a. Applicants should then click “Select” by the project in the “Funding Requests” section.
      b. Under “Funding Requests” applicants will select the “Expenses” tab and enter the estimated cost based on the cost estimates
      c. Select “Save”
      d. Once the budget has been entered for the project the project is complete and ready to attach to the application.

d. **Operating Projects**
   i. **Project Details:**
      
      a. **FTA Line Item Code:** 300901 -> Operating (Federal Share 50%)

   ii. **Project Summary:** Once an applicant selects “Save” they will be directed to the “Project Summary” page where the project that has been created will appear.
a. Applicants should then click “Select” by the project in the “Funding Requests” section.
b. Under “Funding Request” applicants will fill in any applicable revenues under the “Revenues” tab and then complete the estimated expenses for each applicable line item on the “Expenses” tab.
c. Select “Save”
d. Once the budget has been entered for the project the project is complete and ready to attach to the application.

iii. **Attaching the Completed Project to the Application**

a. On the “Applications” tab in BlackCat select “View” to bring up the application.
b. Once in the application go to the “Projects” section and select “Attach”, once “Attach” is selected a window will appear that has all the projects available to attach to the project. Select all that apply and then “Attach Projects”.

V. **Completing the Certifications and Assurances**

Once all the required forms are completed, and the projects are attached, applicants should select the “Organizations” tab and click “Certification” on the left hand side and complete the following steps:

i. Download Certification: Select the Certifications and Assurance link to download the document, then fill the form out as required.
ii. Select Calendar Year: Select 2019 (or the year of the certs and assurances that were completed)
iii. Choose File: Upload the completed certs and assurances.
iv. Check the disclaimer box
v. Select Upload

VI. **Submitting the Application**

Once the applicant has completed the Certifications and Assurances, select the “Application” tab in BlackCat to return to the application. Once all the required documents have been uploaded, projects have been attached and the Certifications and Assurances have been completed the “Submit” button in the top right hand corner of the page will turn from gray to black, at which point the application can be submitted.

6. **Scoring Process**

I. **Project Selection**

Applications will be scored by a committee of ODOT - Office of Transit staff members. Agencies in service areas of Metropolitan Planning Organizations (MPOs) will also have their application reviewed by the MPO. Final project selection will be made by the Program Coordinator and Public Transit Manager.
II. **Scoring Criteria**

ODOT awards projects based on application score and type of project requested within the following categories:

- Vehicles - Replacement
- Vehicles - Expansion
- Preventive Maintenance Assistance
- Operating Assistance
- Computer Hardware/Software Equipment

General application information applies to all applicants and will be scored separately from projects and factored in to the final application score with projects. Projects will be scored individually and compared to other applications for the same project within the above categories. For example, all vehicle requests will be scored together, all Mobility Management projects will be scored together and so on and so forth. There are different scoring criteria for each project type.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attended Mandatory Workshop in November</td>
<td>MUST BE YES</td>
</tr>
<tr>
<td>Is the project in the coordinated plan?</td>
<td>MUST BE YES</td>
</tr>
<tr>
<td><strong>GENERAL APPLICATION INFORMATION</strong></td>
<td>100 pts</td>
</tr>
<tr>
<td>Demonstration of Need</td>
<td>Max 10 pts</td>
</tr>
<tr>
<td>No Public Transit System in the Area</td>
<td>10 pts</td>
</tr>
<tr>
<td>Public Transit System in the Area who has provided a letter of support</td>
<td>5 pts</td>
</tr>
<tr>
<td>Public Transit System in the Area and no letter of Support has been provided</td>
<td>0 pts</td>
</tr>
<tr>
<td>Gaps in Service Filled</td>
<td>Max 20 pts</td>
</tr>
<tr>
<td>Applicant clearly identifies how funding will address unmet transportation needs of seniors and/or individuals with disabilities</td>
<td>20 pts</td>
</tr>
<tr>
<td>Applicant does not clearly identify how funding will address unmet transportation needs of seniors and/or individuals with disabilities</td>
<td>0 pts</td>
</tr>
<tr>
<td><strong>Project Readiness &amp; Implementation</strong></td>
<td>Max 25 pts</td>
</tr>
<tr>
<td>Applicant clearly exhibits managerial capacity to implement the project</td>
<td>5 pts</td>
</tr>
<tr>
<td>Project Goals are SMART (Specific. Measurable. Attainable. Relevant. Time-Bound)</td>
<td>5 pts</td>
</tr>
<tr>
<td>Applicant demonstrates adequate funding capacity to implement the project</td>
<td>5 pts</td>
</tr>
<tr>
<td>- One Funding Source</td>
<td>5 pts</td>
</tr>
<tr>
<td>- Two Funding Sources</td>
<td>10 pts</td>
</tr>
<tr>
<td>- Three or More Funding Sources</td>
<td>15 pts</td>
</tr>
</tbody>
</table>
### Coordination Efforts

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant is a lead agency for coordination and provided extra effort in coordination objectives and strategies</td>
<td>30</td>
</tr>
<tr>
<td>Applicant is a participant in coordination and the lead agency support letter provides evidence of effort in coordination objectives and strategies</td>
<td>15</td>
</tr>
<tr>
<td>Applicant does not participate in coordination</td>
<td>0</td>
</tr>
</tbody>
</table>

### Application Completeness

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application was complete and accepted after first submission</td>
<td>15</td>
</tr>
<tr>
<td>Application was complete and accepted after second submission</td>
<td>5</td>
</tr>
</tbody>
</table>

### VEHICLE SCORING

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Type</td>
<td></td>
</tr>
<tr>
<td>Replacement Vehicle/Vehicle being replaced meets disposition guidelines</td>
<td>10</td>
</tr>
<tr>
<td>Expansion Vehicle</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Number of Days Per Week Vehicle Will be in Service</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or more days/week</td>
<td>10</td>
</tr>
<tr>
<td>3-4 days/week</td>
<td>5</td>
</tr>
<tr>
<td>Less than 3 days/week</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Trips Provided Per Year</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,000+</td>
<td>10</td>
</tr>
<tr>
<td>2,500 - 2,999</td>
<td>8</td>
</tr>
<tr>
<td>2,000 - 2,499</td>
<td>6</td>
</tr>
<tr>
<td>1,500 - 1,999</td>
<td>4</td>
</tr>
<tr>
<td>1,000 - 1,499</td>
<td>2</td>
</tr>
<tr>
<td>Less than 1,000</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Miles Traveled Per Year</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>30,000 +</td>
<td>10</td>
</tr>
<tr>
<td>25,000 - 29,999</td>
<td>8</td>
</tr>
<tr>
<td>20,000 - 24,999</td>
<td>6</td>
</tr>
<tr>
<td>10,000 - 19,999</td>
<td>4</td>
</tr>
<tr>
<td>5,000 - 9,999</td>
<td>2</td>
</tr>
<tr>
<td>Less than 5,000</td>
<td>0</td>
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### Reporting History (Returning Applicants Only)

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did not report for one report period</td>
<td>-5</td>
</tr>
<tr>
<td>Did not report for one year</td>
<td>-10</td>
</tr>
<tr>
<td>Did not report for 1.5 years</td>
<td>-15</td>
</tr>
<tr>
<td>Did not report for 2 years</td>
<td>Not eligible for vehicle funding</td>
</tr>
</tbody>
</table>
### Vehicle Usage (Returning Applicants Only)

<table>
<thead>
<tr>
<th><strong>Trips</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual report data shows usage of vehicles to be between 50% - 75% of application estimates</td>
<td>-5</td>
</tr>
<tr>
<td>Annual report data shows usage of vehicles to be between 25% - 49% of application estimates</td>
<td>-10</td>
</tr>
<tr>
<td>Annual report data shows usage of vehicles to be less than 25%</td>
<td>-15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mileage</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual report data shows usage of vehicles to be between 50% - 75% of application estimates</td>
<td>-5</td>
</tr>
<tr>
<td>Annual report data shows usage of vehicles to be between 25% - 49% of application estimates</td>
<td>-10</td>
</tr>
<tr>
<td>Annual report data shows usage of vehicles to be less than 25%</td>
<td>-15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Days Operated</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual report data shows usage of vehicles to be between 50% - 75% of application estimates</td>
<td>-5</td>
</tr>
<tr>
<td>Annual report data shows usage of vehicles to be between 25% - 49% of application estimates</td>
<td>-10</td>
</tr>
<tr>
<td>Annual report data shows usage of vehicles to be less than 25%</td>
<td>-15</td>
</tr>
</tbody>
</table>

### Preventive Maintenance Assistance Scoring

<table>
<thead>
<tr>
<th><strong>Average Age of 5310-Funded Vehicle Fleet</strong></th>
<th>Max 10 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 years</td>
<td>10</td>
</tr>
<tr>
<td>4-6 years</td>
<td>5</td>
</tr>
<tr>
<td>7+ years</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Number of 5310 vehicles in the fleet</strong></th>
<th>Max 15 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>5+</td>
<td>15</td>
</tr>
<tr>
<td>3-4</td>
<td>10</td>
</tr>
<tr>
<td>Less than 3</td>
<td>5</td>
</tr>
</tbody>
</table>

### Applicant’s Responsiveness to Project Requirements

<table>
<thead>
<tr>
<th><strong>Operational Assistance Scoring</strong></th>
<th>Max 20 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s funding request is reasonable in relation to fleet size and age and expenses are adequately justified in the budget narrative</td>
<td>5</td>
</tr>
<tr>
<td>Applicant has submitted a preventive maintenance plan that clearly defines the process for performing preventive maintenance on the agency’s fleet.</td>
<td>15</td>
</tr>
</tbody>
</table>

### Operating Assistance Scoring

<table>
<thead>
<tr>
<th><strong>Past Project History</strong></th>
<th>Max 10 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant does/did receive New Freedom Funding</td>
<td>10</td>
</tr>
<tr>
<td>Applicant does/did receive an “Operating Type” grant through ODOT</td>
<td>5</td>
</tr>
<tr>
<td>Applicant has never received an “Operating Type” grant through ODOT</td>
<td>0</td>
</tr>
</tbody>
</table>
### Project Justification

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant adequately justifies estimated expenses in budget narrative</td>
<td>10</td>
</tr>
</tbody>
</table>

### Number of Vehicles Serving Seniors and Individuals with Disabilities in Fleet

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>5+</td>
<td>15</td>
</tr>
<tr>
<td>3-4</td>
<td>10</td>
</tr>
<tr>
<td>Less than 3</td>
<td>5</td>
</tr>
</tbody>
</table>

### Number of Days Per Week Agency Provides Service

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or more days/week</td>
<td>10</td>
</tr>
<tr>
<td>3-4 days/week</td>
<td>5</td>
</tr>
<tr>
<td>Less than 3 days/week</td>
<td>0</td>
</tr>
</tbody>
</table>

### Estimated Trips Provided Per Year by Agency Vehicles

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>30,000+</td>
<td>10</td>
</tr>
<tr>
<td>25,000 - 29,999</td>
<td>8</td>
</tr>
<tr>
<td>20,000 - 24,999</td>
<td>6</td>
</tr>
<tr>
<td>15,000 - 19,999</td>
<td>4</td>
</tr>
<tr>
<td>10,000 - 14,999</td>
<td>2</td>
</tr>
<tr>
<td>Less than 10,000</td>
<td>0</td>
</tr>
</tbody>
</table>

### Estimated Miles Traveled Per Year by Agency Vehicles

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>300,000 +</td>
<td>10</td>
</tr>
<tr>
<td>250,000 - 299,999</td>
<td>8</td>
</tr>
<tr>
<td>200,000 - 249,999</td>
<td>6</td>
</tr>
<tr>
<td>100,000 - 199,999</td>
<td>4</td>
</tr>
<tr>
<td>50,000 - 99,999</td>
<td>2</td>
</tr>
<tr>
<td>Less than 50,000</td>
<td>0</td>
</tr>
</tbody>
</table>

### COMPUTER HARDWARE/SOFTWARE & EQUIPMENT SCORING

25 pts

### Procurement History

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant has successfully procured 3 or more items (other than vehicles) with a Section 5310 grant</td>
<td>10</td>
</tr>
<tr>
<td>Applicant has successfully procured 1-2 items (other than vehicles) with a Section 5310 grant</td>
<td>5</td>
</tr>
<tr>
<td>Applicant has never procured an item (other than vehicles) with a Section 5310 grant</td>
<td>0</td>
</tr>
</tbody>
</table>

### Procurement Policy

<table>
<thead>
<tr>
<th>Description</th>
<th>Max pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s procurement policy is in compliance with Federal Transit Administration regulations</td>
<td>5</td>
</tr>
<tr>
<td>Applicant’s procurement policy is not in compliance with Federal Transit Administration regulations</td>
<td>0</td>
</tr>
<tr>
<td>Applicants Responsiveness to Project Requirements</td>
<td>Max 10 pts</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Applicant clearly identifies how the project(s) will enhance the mobility of seniors and individuals with disabilities</td>
<td>5</td>
</tr>
<tr>
<td>Applicant submitted 2 or more cost estimates</td>
<td>5</td>
</tr>
</tbody>
</table>
## Appendix A: Preventive Maintenance Invoice Supporting Documentation: Vehicle Inventory

<table>
<thead>
<tr>
<th>GRANTEE NAME:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT NO:</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEH TYPE</th>
<th>INVENTORY #</th>
<th>VIN# (last 6 digits)</th>
<th>VEHICLE PROJECT#</th>
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<tbody>
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</tbody>
</table>
## Appendix B: Preventive Maintenance Invoice Supporting Documentation: Expense Report

<table>
<thead>
<tr>
<th>VIN# (last 6 digits)</th>
<th>DATE OF SERVICE</th>
<th>VEHICLE MILEAGE ON DATE OF SERVICE</th>
<th>CAPITALIZED MAINT SERVICE PROVIDER</th>
<th>MAINTENANCE DESCRIPTION</th>
<th>EXPENSE LINE ITEM</th>
<th>TOTAL COST</th>
<th>FEDERAL SHARE</th>
<th>LOCAL SHARE</th>
</tr>
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<tbody>
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Appendix C: Sample Public Notice

SAMPLE PUBLIC NOTICE

The (name of agency exactly as it appears in the Articles of Incorporation) which is a (private nonprofit corporation or public body) intends to submit a Proposal for a capital grant under the provision of 49 USC Section 5310 of the Federal Transit Act to provide transportation service for the elderly and disabled within (describe agency service area and specific routes.) The grant proposal will request (describe the eligible item(s) requested).

It is projected that (number and type of persons to be transported) will use the service (number of days/weeks) for various activities, including transportation to (types of activities).

The (name of agency) invites comments and proposals from all interested public, private, and paratransit operators including taxi operators, for the provision of transportation service to the elderly and disabled within our service area. Operators who are interested in offering proposals to provide service should contact (name of person, title) at (agency name and address) to obtain full details of the type of transportation service that is needed prior to preparing a proposal.

Comments or proposals must be submitted within 30 days to the agency at the above address with a copy to the Ohio Department of Transportation, Office of Transit, 1980 West Broad Street, Mail Stop 3110, Columbus, Ohio 43233; Attention: Administrator.