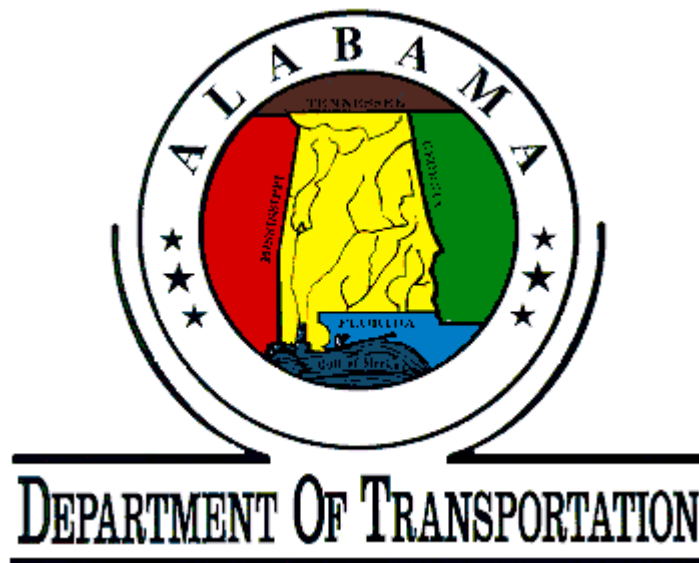


**Enhanced Mobility of Seniors and Individuals with Disabilities
Program (Section 5310)**

**STATEWIDE COMPETITIVE GRANT
For**

Fiscal Year 2014-2015



**Alabama Department of Transportation
Bureau of Modal Programs
Transit Section**

GENERAL INFORMATION

I. INTRODUCTION

The Alabama Department of Transportation (ALDOT) is responsible for the management and administration of the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. All projects funded under this program must be derived from a locally developed, coordinated public transit-human services transportation planning process. Coordination is a key element which is now required for all FTA programs. In order to be awarded grant assistance, successful projects must be derived from the appropriate regional coordination plan.

Grant Application Submission: Completed grant applications must be submitted to the designated regional planning council in the respective geographic area of the state in which Section 5310 transportation services are proposed. Each regional planning council must review grant applications to ensure compliance with federal coordination requirements prior to formal submission to ALDOT. Only those grant applications formally submitted for funding consideration by the regional planning councils will be considered for funding. The deadline for submissions to the regional planning councils is **5:00 P.M. on August 14, 2014**. Regional Planning Councils who will either apply directly for funding or apply for funding on behalf of other entities/organizations must submit those applications directly to ALDOT no later than **5:00 p.m. on August 14, 2014**. **Postmarked submissions will not be accepted.**

The Regional Planning Councils must provide project endorsements to ALDOT to insure that only applications from applicants that have projects derived from the regional human services transportation planning process are eligible for funding consideration. The Councils must identify the page number(s) addressing specific strategies and/or unmet needs addressed in the grant applications in accordance with the respective regional human service coordinate transportation plans. The Councils must provide an approval date for the plans.

Formal submissions shall include one original application per applicant securely clipped (**no binders or dividers, please**) and submitted to the Alabama Department of Transportation Modal Programs Bureau. All pages should be on 8.5 x 11-inch paper and typed. Text on one side of the paper is the only acceptable format. Please use the checklist for application completeness included in this package to ensure that all required submissions have been included.

Regional Planning Councils making application directly for Section 5310 funding must meet all eligibility requirements including those relating to coordination. Grant applications from Regional Planning Councils must be formally recommended for funding consideration by personnel other than those directly involved with the proposed Section 5310 transportation program.

TENTATIVE SCHEDULE FOR FY 2014-2015 GRANT CYCLE

Date	Activity
<ul style="list-style-type: none"> • June 27, 2014 	<ul style="list-style-type: none"> • Program announcement and statewide dissemination of grant applications
<ul style="list-style-type: none"> • August 14, 2014 	<ul style="list-style-type: none"> • Deadline submission of applications to the Regional Councils for coordination plan certification letter • If Regional Councils are applying for funding or closely involved with an applicant's application, this is the deadline for those application submittals to ALDOT
<ul style="list-style-type: none"> • August 22, 2014 	<ul style="list-style-type: none"> • Deadline for Regional Councils to submit all other applications to ALDOT
<ul style="list-style-type: none"> • August/September 2014 	<ul style="list-style-type: none"> • Selection committee convenes to review applications & schedule site visits
<ul style="list-style-type: none"> • October 2014 	<ul style="list-style-type: none"> • Grant Application to FTA via TEAM
<ul style="list-style-type: none"> • TBA 	<ul style="list-style-type: none"> • Awards Announced
<ul style="list-style-type: none"> • TBA 	<ul style="list-style-type: none"> • Vehicle Order Submission
<ul style="list-style-type: none"> • TBA 	<ul style="list-style-type: none"> • Vehicle Deliveries

This application can be found on the websites listed below. For technical assistance please contact:

Alabama Department of Transportation
Modal Programs -Transit Section
1100 John Overton Drive
Montgomery, AL 36110
Telephone: (334) 353-6443
Fax: (334) 353-6451
Email: coatss@dot.state.al.us
Website: <http://www.dot.state.al.us/moweb/transit.htm>

Technical Assistance is available upon request.

ALABAMA DEPARTMENT OF TRANSPORTATION

FY 2014-2015

Project Application Procedures

This funding application addresses the Federal Transit Administration (FTA) Program for Enhanced Mobility of Seniors and Individuals with Disabilities funded under the Moving Ahead for Progress in the 21st Century Act (MAP-21) which was signed into law on July 6, 2012 with an effective date of October 1, 2012. MAP-21 provides funding for federal surface transportation programs for Fiscal Years (FYs) 2013 and 2014. This Enhanced Mobility of Seniors and Individuals with Disabilities Program grant application administered by ALDOT is for the small urbanized and non-urbanized areas in Alabama. ALDOT administers the Section 5310 funds allocated to Alabama, except for the large urbanized areas of Birmingham, Huntsville, and Mobile. These large urbanized areas apply directly to FTA. Proposed projects for Lillian and Phenix City fall within large urbanized areas in Florida and Georgia and are the responsibility of designated recipients identified by Florida and Georgia, respectively, in coordination with ALDOT.

The Alabama Department of Transportation (ALDOT) will fund only traditional Section 5310 projects. Traditional projects are those capital projects planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable in the small urban and rural areas of the state.

All agencies must use this application when applying for the Section 5310 Program funding. Projects will be awarded through a statewide competitive selection process. ALDOT, as the designated recipient, is responsible for the development and implementation of the competitive selection process. Federal transit law, as amended by MAP-21, requires that projects funded under the Section 5310 program be derived from a locally developed, coordinated transit-human service transportation plan (“coordinated plan”).

The initial project application consists of the program-specific requirements detailed in this package of forms and instructions. After a project application has been selected for funding, a formal agreement between the Alabama Department of Transportation and recipient agency must be executed prior to the obligation of funds.

Applicants are encouraged to become familiar with the FTA Circular 9070.1G Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. Document can be found at <http://www.fta.dot.gov/13716.html>.

The Section 5310 capital grant program provides funding for meeting the transportation needs of seniors and individuals with disabilities. This program requires coordination with

other Federally-assisted programs and services in order to make the most efficient use of Federal resources. Vehicles and equipment acquired under the Section 5310 program must be used primarily for seniors and individuals with disabilities. Vehicles may be used for meal delivery services under the Section 5310 program on incidental bases only. Such services must not interfere with passenger transportation functions of the agency. Purchased transportation funds are used to provide transportation services for seniors and individuals with disabilities only.

A. Eligible Applicants:

- Private non-profit agencies for the specific purpose of providing transportation services that meet the special needs of seniors and individuals with disabilities.
- Local governmental agencies approved by ALDOT to coordinate service for the seniors and individuals with disabilities.
- Governmental authorities certifying to ALDOT that no non-profit organizations are readily available in an area to provide the service.

Successful applicants will be subject to a one-year sit out rule in order that funding may be distributed equitably.

B. Eligible Projects:

- Capital acquisition of vehicles (Buses, Vans)
- Wheelchair lifts and restraints
- Radios and communication equipment
- Vehicle shelters
- Vehicle rehabilitation, manufacture or overhaul
- Preventive maintenance, as defined in the National Transit Database (NTD)
- Extended warranties which do not exceed the industry standard
- Computer hardware and software
- Initial component installation costs
- Vehicle procurement, testing, inspection, and acceptance costs
- Lease of equipment when leasing is more cost effective than purchase
- Acquisition of transportation services under a contract (purchased transportation), lease or other arrangement
- Introduction of new technology, through innovative and improved products, for public transportation
- Transit related intelligent transportation systems (ITS)
- Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation

C. Cost Sharing/Match Requirement:

- Capital projects (80/20 match) - 80 percent federal funds/20 percent local funds
- Capital exception (90/10 match) – 90 percent federal funds/10 percent local funds, for vehicle-related equipment and facilities required by the Clean Air

Act (CAA) or the Americans with Disabilities Act (ADA). Only the incremental cost of the equipment or facility can be funded at 90 percent, not the entire cost of the vehicle or facility, even though the vehicle or facility is purchased to meet the ADA or CAA requirements.

D. Local Match:

The local share of eligible capital costs shall be not less than 20 percent of the net cost of the activity. Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions. In addition, the local share may be derived from federal programs that are eligible to be expended for transportation, other than DOT programs. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. For more information, see Appendix D.

E. Statewide Project Selection:

Projects will be awarded through a statewide competitive selection process. ALDOT, as the designated recipient is responsible for the development and implementation of the competitive selection process. Each project selected must be derived from a locally developed “coordinated plan” in compliance with the statutory requirements. Twelve coordinated plans were developed for ALDOT by the Regional Planning Councils (See Appendix A). **All applicants must address unmet needs or strategies identified in the coordinated plans developed for their respective regions in order to be eligible to receive Section 5310 federal funding.** A screening and selection committee comprised of ALDOT staff and other designees, as appropriate, will review applications for completeness and the inclusion of federal certifications. Properly completed applications will be reviewed by the selection committee and assigned points based on rating criteria (See Appendix B). The ratings assigned by each member of the selection committee will be averaged and ranked using a point system. Applications selected will be submitted to the Modal Programs Bureau Chief for funding consideration. Based on the funds allocated for the program, ALDOT will determine the total number of applications to be funded. The grant award/approval letters will be sent to successful applicants after the statewide grant has been approved by FTA. A final list of selected projects will be published on ALDOT’s website. All applicants will be notified of the status of their respective applications. Unsuccessful applicants will be provided notification outlining reasons for funding denials. ALDOT will enter into agreements with successful applicant agencies. Once the agreements are approved and fully executed, said agencies will become subrecipients of ALDOT.

F. Planning and Coordination Requirements:

Each of the twelve (12) regional councils in the state has developed separate and individual coordinated public transit-human service transportation plans that 1) identify the transportation needs of individuals with disabilities, older adults, and people with low incomes; 2) provides strategies for meeting those local needs; and 3) identify potential projects that will accomplish each strategy.

Applicants are encouraged to familiarize themselves with the plans in their respective regions to ensure their projects are consistent with the same. Additionally, applicants are expected to coordinate with other private, public, and non-profit and human services transportation providers. All projects awarded are required to be derived from regionally coordinated human services transportation plans.

G. Record and Reporting Requirements:

Section 5310 subrecipients must have the staffing capabilities to maintain records and reporting requirements for the Section 5310 Program. **Reporting shall be required throughout the duration of the active vehicle service.** The annual reporting period begins October 1st and ends on September 30th each year. Subrecipients are responsible for submitting quarterly and annual reports to ALDOT and in addition to any other reports as may be required. ALDOT will provide the reporting forms to the Section 5310 subrecipients. Reports may also be submitted electronically via the Alabama Transit Reporting System (ATRS): <http://aldotapps.dot.state.al.us/atrsweb/>. Agencies interested in using the ATRS must contact ALDOT for an account setup. Accurate completion and timely submittal of these reports are required. **Failure to comply with reporting requirements may affect future funding considerations and result in the loss of approved funding and/or reassignment of project equipment.**

Section 5310 subrecipients must maintain records in accordance with federal and state audit requirements during the period of contractual obligation to ALDOT and for three years following the date of completion of the project. Projects may be audited without notice at any time during this period. ALDOT will conduct on-site management performance reviews at least once every three years. The reviews are carried out to ensure that subrecipients manage and administer the programs in accordance with Federal and State requirements.

H. Drug & Alcohol Testing:

Subrecipients of Section 5310 assistance are not subject to FTA's Drug and Alcohol testing rules, but must comply with requirements the Federal Motor Carrier Safety Administration (FMCA). FMCA requirements may be accessed via the following link: <http://www.fmcsa.dot.gov/>.

In accordance with the Drug-Free Workplace Act of 1988 and 49 CFR Part 32, ALDOT requires each subrecipient to maintain a drug-free workplace for all employees and to have an anti-drug policy and awareness program.

I. Vehicle Replacement:

Only those vehicles meeting or exceeding useful life expectancy will be considered for replacement. Vehicle replacement eligibility must be apparent at the time of application submission. The ALDOT transit staff will conduct physical inspections of all vehicles for replacement during the application review process as necessary. (See Appendix C for vehicle category and useful life expectancy information.)

J. Invoicing Procedures:

Applicants approved for purchased transportation or other capital funds for purposes other than vehicle procurement will be required to invoice ALDOT on a cost reimbursement basis. Subrecipients may submit one invoice monthly. Only eighty percent of the total cost for the awarded project will be reimbursed to the subrecipients each month. Subrecipients will be required to comply with the standard ALDOT invoicing process using standard forms. Subrecipients will be required to submit receipts and other required documentation to ALDOT with invoices.

Applicants approved for vehicle capital funds will facilitate vehicle purchases through a competitive bidding process administered by ALDOT and the State of Alabama Finance Department. Successful applicants will be required to submit local matching funds to ALDOT prior to the placement of vehicle orders. The local match checks should be payable to the Alabama Department of Transportation.

ALDOT will facilitate a thorough inspection of vehicles in advance of delivery to the Section 5310 subrecipients. Any problems noted during delivery should be reported to ALDOT immediately. ALDOT will be invoiced by vendor(s) for payment of the vehicles which will be made upon acceptance.

K. Insurance & Title:

Section 5310 Program subrecipients are required to maintain adequate insurance coverage in accordance with federal, state, and local requirements to provide assurance of coverage sufficient to protect the federal/state interest in the funded equipment. Appropriate measures must be taken to safeguard against loss, damage, or theft of equipment. **Subrecipients are required to show proof of insurance for vehicle(s) before the vehicles are released.**

Section 5310 Program subrecipients are responsible for vehicle licensing and title requirements. **Titles will be issued in the name of the subrecipient with the State of Alabama Department of Transportation listed as first lienholder throughout the active service life of all program equipment.**

L. American with Disabilities Act (ADA):

Subrecipients must comply with the provisions of the Americans with Disabilities Act (ADA) in the delivery of transportation services including but not limited to maintenance of accessibility features; procedures to ensure lift availability; lift and securement use; vehicle identification; use of accessibility features; lift deployment at any designated stop, adequate time for vehicle boarding/disembarking; use of service animals; services for persons using respirators or portable oxygen; accessible formats for public information and communication; and training. Compliance with these requirements will be monitored during on-site review visits by ALDOT staff.

M. Title VI Program

As a condition of receiving Federal Transit Administration Section 5310 program funds through ALDOT, subrecipients must comply with the requirements of the U.S. Department of Transportation's Title VI regulations. The purpose of Title VI is to ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Agencies that are awarded Section 5310 program funds will become subrecipients of ALDOT. All subrecipients must develop a Title VI Program and submit to ALDOT consistent with reporting timelines established by ALDOT. The following contents will be required for submission.

1. A copy of the subrecipient's notice to the public that it complies with Title VI and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted.
2. A copy of the subrecipient's instructions to the public on how to file a discrimination complaint, including a copy of the complaint form.
3. A list of any Title VI investigations, complaints, or lawsuits filed with the subrecipient. This list should include only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs and that pertain to the subrecipient submitting the report, not necessarily the larger agency or department of which the entity is a part.
4. A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission.
5. A copy of the subrecipient's plan for providing language assistance for persons with limited English proficiency that was based on the DOT LEP Guidance.
6. A table depicting the racial breakdown of the membership of those transit-related non-elected planning boards, advisory councils or committees, or similar bodies, in which the membership is selected by the subrecipient, and a description of efforts made to encourage the participation of minorities on such committees or councils.
7. If the subrecipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.
8. The Title VI Program must be approved by the agency's board of director or appropriate governing entity or official(s) responsible for policy decisions prior to submission to ALDOT. Recipients shall submit a copy of the Board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the board of directors or appropriate governing entity or official(s) has approved the Title VI Program.
9. Additional information will be requested if a subrecipient is a fixed route transit provider, or an MPO.

N. Definitions:

This section identifies some common terms and definitions as they pertain to the Section 5310 program.

Nonprofit Corporation:

An organization which is incorporated under the laws of the State of Alabama as a nonprofit corporation.

Individual with Disability:

Any individual who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, including any person who uses a wheelchair or has semi-ambulatory capabilities, is unable without special facilities to utilize public transportation facilities and services effectively.

Senior:

An individual who has reached or surpassed 65 years of age.

Urbanized Area (UZA):

An area in the state designated as an urbanized area by the U.S. Bureau of Census within boundaries fixed by responsible state and local officials in cooperation with each other, and subject to approval by the U.S. Secretary of Transportation. There are 14 urbanized areas in Alabama: Anniston-Oxford, Auburn, Birmingham, Decatur, Dothan, Florence, Gadsden, Huntsville, Mobile, Montgomery, Tuscaloosa, Daphne-Fairhope, Phenix City (Columbus, Georgia), and Lillian (Pensacola, Florida).

Nonurbanized Area (Non-UZA):

All areas not contained within an urbanized area.

Minority:

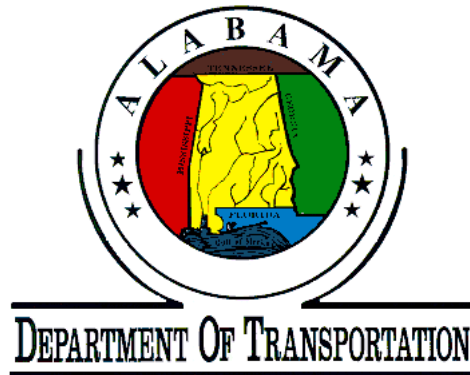
Socially and economically disadvantaged groups including: African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans.

Preventive Maintenance:

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

ALABAMA DEPARTMENT OF TRANSPORTATION

FY 2014-2015



Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)

APPLICATION

Legal Name of Applicant: _____

Check Agency's Status: Nonprofit _____

Public _____

Private for Profit _____

Deadline (Regional Planning Councils): August 14, 2014

Date Received By ALDOT: _____

A. SECTION 5310 PROGRAM

APPLICATION COVER PAGE

1. Application Information:

Legal Name:		
P. O. Box:		
Street Address:		
City/County/State/Zip:		
DUNS (Data Universal Numbering System) No.:		
Website:		
1 st Contact Person and Title:		
Email:		
Phone:		
Fax:		
2nd Contact Person and Title:		
Phone:		Email:
Check current status below:		
<input type="checkbox"/> Current 5307 Recipient	<input type="checkbox"/> Current 5311 Recipient	<input type="checkbox"/> New Agency
<input type="checkbox"/> Current 5309 Recipient	<input type="checkbox"/> Current 5316 Recipient	
<input type="checkbox"/> Current 5310 Recipient	<input type="checkbox"/> Current 5317 Recipient	
2. Project Type Requesting (check one):		
<input type="checkbox"/> Vehicles (80% of Project Cost)		
<input type="checkbox"/> Non-Vehicles Capital (80% of Project Cost)		
<input type="checkbox"/> Purchased Transportation Services (80%)		
<input type="checkbox"/> Other Capital (90%) Specify: _____		
3. Project Information:		
Population of area to be served:		
Number of seniors:	_____	% of population
Number of individuals with disabilities:	_____	% of population
This application is for (check one):		
<input type="checkbox"/> An urbanized area with population size 50,000 or more.		
<input type="checkbox"/> A non-urbanized area with population below 50,000.		
County(ies) of proposed project(s):		
Was project derived from a local "Coordinated Plan"?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Seniors/Individuals with Disabilities Federal Amount Request:	\$ _____	
Total Local Match Funds:	\$ _____	
Total Cost of Project:	\$ _____	

B.**APPLICATION CHECKLIST****THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION AND LABELED IN THIS ORDER:**

	A. Application Cover Page
	B. Application Checklist
	C. Vehicle Inventory Form/ Request Form /Funding Request Form
	D. Scope of Services
	1) All Applicants Requesting Vehicles
	2) Applicants Requesting Replacement Vehicles
	3) Applicants Requesting Expansion Vehicles
	4) New Service Applicants
	5) Applicants Requesting Purchase Transportation
	6) Applicants Requesting Non-Vehicle Capital
	E. Managerial and Technical Capabilities
	F. Letter of Confirmation for Local Match & Operating Expenses
	G. Authorizing Resolution
	H. Public Hearing Requirements: affidavit including newspaper announcements, list of attendees, & minutes
	I. Audit report for the most recent fiscal year
	J. Copy of Articles of Incorporation and Bylaws, if applicable
	K. Copy of Federal Identification Number Letter
	L. Insurance carrier, amounts of coverage and premium rate if applicable
	M. Certification of Vehicle Maintenance Plan and the Vehicle Maintenance Inspection Program
	N. Certification and Assurances for FTA Assistance
	O. Standard Assurances
	P. Title VI
	Q. Documentation of Involvement in Coordinated Planning Process & Letter of Endorsement by RPC. Identify pages where strategies and unmet needs are listed for this project.
	R. Public Agency Certification (only applicable to governmental or public agencies)
	S. Application Certification

C. VEHICLE INVENTORY FORM (If Applicable)

Agency Name:

<u>Year</u>	<u>Make/Model</u>	<u>VIN</u>	<u>Current Miles</u>	<u>Lift Yes Or No</u>	<u>*Condition</u> New, Excellent, Good, Fair, Poor or Out of Service	<u>Vehicle Replacement</u> Indicate Yes or No	<u>Indicate Funding Source</u> Sec. 5310, 5309, 5307, 5311, 5316, 5317, or other

*Condition: Specify the mechanical/physical condition of the vehicle based on the following:
 New (N) = Less than 2,500 miles.
 Excellent (E) = Low mileage in relation to age and no visible mechanical flaw.
 Good (G) = Average mileage in relation to the age and only minor mechanical flaws.
 Fair (F) = High mileage &/or noticeable mechanical flaws. Repairs are beginning to exceed normal maintenance schedules.
 Poor (P) = High mileage and major mechanical flaws. Major repairs such as engine or transmission overhaul, etc. needed to keep the vehicle in service.
 Out of Service (O) = Vehicle is unreliable or is completely inoperable. Vehicle has been pulled from service due to mechanical or body/chassis flaws that create unsafe operating conditions.

C. (cont.) VEHICLE REQUEST FORM Agency Name: _____
 (Form To Be Completed By Agency Requesting Vehicles)

Vehicle Type <i>Price ranges are estimates and subject to change. Prices include wheel chair stations and lettering. Other options are not included.</i>	Designed Seating Capacity	Number of Wheelchair Stations Per Vehicle	Engine Type G-Gas D-Diesel	Number of Each Type Vehicle Needed	Intended Use R-Replacement E-Expansion N-New Service
Mini Van \$36,321	7-8	2 Stations Available	Gas Only		
Commuter Van – Gas or Diesel \$42,051	15	Not Available	Gas Only		
Modified Van – Gas or Diesel \$45,638-\$52,690	15		Gas Only		
Cut-A-Way Chassis Bus – Gas \$49,446 -\$54,017	17		Gas Only		
Cut-A-Way Chassis Bus –Gas \$50,252 -\$54,769	21		Gas Only		
Cut-A-Way Chassis Bus – Gas Only \$51,703-\$56,356	25		Gas Only		
Cut-A-Way Chassis Bus – Diesel Only \$68,958-\$74,544	25		Diesel Only		
Cut-A-Way Chassis, HD – Gas or Diesel \$71,757 -\$85,773	28-30				
TOTALS					

Note: All vehicle capital requests will be evaluated by ALDOT. The number and types of vehicles awarded are contingent upon available funding.
 Replacement – an agency requesting to replace vehicles funded through ALDOT. Expansion – an agency currently has vehicles funded by ALDOT and desires to purchase new vehicles to meet service needs. New Service – an agency that has not purchased vehicles through the Section 5310 program formerly Section 16b.

**Prices for are estimated prices and subject to change.

SOURCE OF LOCAL FUNDS TO FUND 20% OF THE VEHICLE(S) REQUESTED

Name of Organization

Amount

C. (cont) Funding Request Form (Agencies Requesting Purchased Transportation or Other Non-Vehicle Capital Must Complete)

Purchased Transportation or Other Capital (specify: example computers, radios..etc)	Number of Each (if applicable)	Federal Cost	Local Cost	Total Cost
Totals				

Note: All non-vehicle capital equipment will be evaluated by ALDOT. The number and type of equipment awarded are contingent upon available funding.

D. Scope of Services

All Applicants Must Complete

- a) Describe your agency's purpose and programs attach supporting documentation (i.e. agency's brochures, newspaper articles, letters of accommodation, etc.).

- b) Describe the transportation provided/purchased and/or that will be provided/purchased by your agency. Include a description of your agency's clientele, client selection process, potential trips, routes schedules, miles and hours.

- c) Describe transportation being provided to seniors and individuals with disabilities by other providers in your area. Include days and hours of service, passengers, frequency, fares, etc.

- d) Describe your agency's employee's senior and individuals with disabilities (sensitivity) training program, include a schedule of pre-employment, on-the-job training and incremental training provided or to be provided. **Sensitivity Training Only**

- e) Identify which strategy(ies) within the coordinated public transit-human service transportation plan this project addresses. **Indicate page number from the coordinated plan the strategy is found.**

- f) Describe the unmet transportation needs within the public transit-human service transportation plan the proposed project seeks to address. **Indicate page number from the coordinated plan the unmet need is found.**

D1. All Applicants Requesting Vehicles:

In this section your agency is being requested to provide detailed information on the type of service to be provided. Your response should be as accurate as possible. Provide estimates where applicable. This will give this Department a detailed indication of your agency's planned activities. **Please complete all the requested information.**

Number of clients to be served: _____

Circle type of clients to be transported: Senior Children All Ages Disabled

Indicate days of proposed use _____
(Example: Monday thru Friday or Tuesday-Thursday, etc...)

Hours a week vehicle(s) will be used: _____

Number of miles clients will be transported daily: _____

Number of passenger trips per week _____
((A passenger trip is each time a passenger boards and exits a vehicle.))

Circle Type of Trips: Medical Education Work Nutrition Recreation Other

Circle Service Area: City County Region State

Are you willing to coordinate transportation services with other agencies?

Circle: Yes or No

D2. Applicants for Replacement Vehicles must complete:

- a) Explain the need for replacing vehicle(s).

- b) Provide documentation of the most recent scheduled preventative maintenance performed on each vehicle requesting to be replaced.

D3. Applicants for Expansion Vehicles must complete:

- a) Explain the need for expansion vehicle(s).

- b) Provide copies of new routes, extended hours, miles and services that show the need for additional vehicle(s).

- c) Provide documentation of the most recent scheduled preventative maintenance performed on the most recent Section 5310 vehicle(s) awarded your agency (no more than five (5)).

D4. New Service Applicants must complete:

- a) Explain the need for your agency to become a seniors and Individuals with disabilities transportation provider.

- b) Provide documentation supporting your agency's transportation experience.

- c) List and describe other federal funded programs your agency has managed include the length of time, amount of funds involved and the awarding agency name(s).

D5. Applicants Requesting Purchase Transportation Services:

In this section your agency is being requested to provide detailed information on the type of service to be provided. Your response should be as accurate as possible. Provide estimates where applicable. This will give this Department a detailed indication of your agency's planned activities. **Please complete all the requested information.**

Number of clients to be served: _____

Circle type of clients trips to be purchased : Senior Children All Ages Disabled

Provide the names of potential public and/or private transportation provider(s) your agency will purchase services from.

Will services be purchased under third party agreements, with daily tickets or monthly passes? Estimate the number of third party agreements your agency will enter into.

Estimate the average number of daily trips to be purchased below:

Trip Purpose	Avg. No. of Daily Trips
Medical/Dental	
Shopping	
Nutritional	
Personal	
Employment	
Others (specify below)	
1.	
2.	
3.	
Total	

Circle Service Area: City County Region State

D6. Applicants Requesting Non-vehicle Capital:

In this section your agency is being requested to provide detailed information on the type of service to be provided. Your response should be as accurate as possible. Provide estimates where applicable. This will give this Department a detailed indication of your agency's planned activities. **Please complete all the requested information.**

Number of clients to be served: _____

Circle type of clients to be serviced: Senior Children All Ages Disabled

**Will the equipment enhance or improve current transportation services being provided?
Explain**

Describe equipment to be purchased.

List vehicle(s), computer(s), facilities, etc. equipment will be installed in or added to. If installation or add-on is on a vehicle provide vehicle VIN, year, condition and current mileage.

Circle Service Area: City County Region State

E. Managerial and Technical Capabilities

In this section, the applicant agency must demonstrate it has the fiscal, managerial and operational capabilities to manage transportation funds for the duration of the project. Information should include the number of years of experience providing transportation and management and the availability of suitable personnel for program management. Applicant must also demonstrate availability of suitably experienced employees to manage program funds and program equipment. Information provided will be verified during the site visits. Include all requested information.

**F. Sample Letter-Confirmation for Local Match and Operating Expenses
(Must Submit Original Signature)**

Letter must be on agency's letterhead.

February 2, 2014

Mr. Robert J. Jilla
Multimodal Transportation Engineer
ALDOT
1100 John Overton Drive
Montgomery, AL 36110

Dear Mr. Jilla

Transit Inc. is applying for the Section 5310 Capital Assistance Grant to provide transportation services for the seniors and individuals with disabilities in Oakland County. We are requesting one modified van. The required local match is \$7,000.00. The City of Woodville and Oakland County Commission will provide the local match and cover all operating expenses.

If you have any questions, please contact me at (334) 555-1234.

Sincerely,

John Stone
Transit Director

JS:sos

G. Authorizing Resolution (Must submit original signature)

WHEREAS, Federal financial assistance as authorized under Section 5310 of the Federal Transit Act Amendments of 1991, is available through the Alabama Department of Transportation to provide transportation services to meet the special needs of seniors and individuals with disabilities; and

WHEREAS, the submission of an application for said financial assistance is deemed necessary to aid in addressing the transportation needs of seniors and individuals with disabilities residents of _____, and
(City, County or Urbanized Area)

WHEREAS, any contract for capital financial assistance with the State of Alabama, acting by and through its Department of Transportation, will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

WHEREAS, it is the goal of the applicant to provide the best transit project that can be provided with the funds available.

NOW, THEREFORE, be it resolved by the Board of Directors of

_____ as follows:
(Legal Name of Organization)

That the _____ is authorized to execute and file a grant
(Title of Authorized Official)

application with the Alabama Department of Transportation for aid in the financing of a Section 5310 transportation assistance project.

Adopted this _____ day of _____, 20____.

Signature: _____

Attest: _____

Typed Name: _____

Typed Name: _____

Title: _____

Title: _____

H. Public Hearing Requirement

A public hearing must be advertised in the local newspapers at least 7 days prior to the hearing. Notices must be advertised a minimum of one time. The notice, minutes, attendees, and a publisher's affidavit must be submitted in the grant application. (See sample notice below)

PUBLIC NOTICE:

Transit Inc. is applying to the Alabama Department of Transportation for a federal capital funding grant under Section 5310 of the Federal Transit Act. This funding is for capital assistance to help meet the transportation needs of seniors and individuals with disabilities in Oakland County. A public hearing will be held on **(date)** at **(time)** in the **(meeting room)** at the **(facility)** for public comments.

Contact info: Transit Inc.
54th Street
Woodville, AL 88888
(334) 545-1345

****Please note:** A copy of the public hearing notice must be placed in the reception desk area, meeting rooms, transit facilities, and on the vehicles as applicable to allow all individuals including Limited English Proficiency (LEP) individuals an opportunity to participate in this hearing.

M. Vehicle and Equipment Maintenance Plan Certification and the Maintenance Inspection Program (Complete If Requesting Vehicles or Capital; must submit original signature)

The _____, hereby certifies it has or will
(Agency's Name)
develop and implement a Section 5310 Vehicle and Equipment Maintenance Plan that contain the following:

A schedule of maintenance inspections and servicing that will be performed and documented according to the guidelines for the vehicle and/or equipment manufacturer.

The Agency farther certifies that to demonstrate compliance with the Vehicle Maintenance Plan, it will develop and submit the following components of the plan:

1. An inspection checklist which as a minimum specify vehicle service items to be checked and the frequency of the checks.
2. An inspection procedure manual describing inspection procedures for items on the checklist, indicating standards for each item checked and describing corrective actions taken for any problem identified.

Name of Authorized Official: _____ Date: _____

Signature: _____

N. FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

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

Name of Applicant: _____

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

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

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

FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2014 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of Applicant: _____

Name and Relationship of Authorized Representative: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these Certifications and Assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its authorized representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2014, irrespective of whether the individual that acted on its Applicant's behalf continues to represent the Applicant.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply, as provided, to each Project for which the Applicant seeks now, or may later seek FTA funding during Federal Fiscal Year 2014.

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

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

Signature _____ Date: _____

Name: _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

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

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

Signature _____ Date: _____

Name: _____
Attorney for Applicant

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

O. Standard Assurances (Must submit original signature)

Alabama Department of Transportation
FTA Section 5310 Capital Assistance Program

Legal Name of Organization: _____

=====

The applicant's organization hereby agrees to the following Standard Assurances pursuant to the Section 5310 Program:

1. It has legal authority to apply for and receive a capital assistance grant.
2. It will comply with all applicable requirements of FTA Circular 1155.1 Equal Employment Opportunity Policy and Requirements for grant recipients.
3. The applicant assures affirmative compliance with Title VI of the Civil Rights Act of 1964 and related statutes.
4. Its programs will be conducted or its facilities operated in compliance with all requirements imposed by or pursuant to 49 CFR Part 27, Nondiscrimination on the Basis of Handicapped in Federally Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance and subsequent amendments.
5. It will comply with all requirements of Section 19, Nondiscrimination, of the Federal Transit Act Amendments of 1991 and subsequent amendments.
6. It will give FTA and the Comptroller General, through any authorized representative, access to and the right to examine all records, book, papers, or documents related to the grant.
7. It will operate and maintain any facility or equipment constructed or purchased as part of a federal grant in accordance with the minimum standards as may be required or prescribed by the applicable federal, state, and local agencies for the maintenance and operation of such facilities.
8. It recognizes FTA's and ALDOT's authority to conduct audits for the purpose of verifying compliance with federal and state requirements and stipulations.
9. Based on information submitted in the organization's application, the service provided or offered to be provided by existing public or private transit operators are unavailable, insufficient, or inappropriate to meet the special needs of seniors and/or individuals with disabilities within the service area.
10. Private transit and paratransit operators have been offered a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of the proposed special transportation services for seniors and individuals with disabilities.

11. Projects in urbanized areas are included in the local Transportation Improvement Program, and the State Transportation Improvement Program.
12. The applicant organization possesses the necessary fiscal and managerial capability to implement and manage the proposed project.
13. The applicant organization has or will have the required non-federal cash match for the project.
14. The applicant organization is recognized under state law as a private nonprofit organization and has the legal authority to contract with the state to carry out the proposed project.
15. The applicant organization has or will have at the time of delivery sufficient funds to operate the vehicles and equipment to be purchased under this project.
16. It will comply with all requirements of 49 CFR Part 26, Participation by Disadvantaged Business Enterprise and Women Owned Businesses in Department of Transportation Programs, including the pre-award review and annual update, when required.
17. It will comply with all existing federal and state requirements regarding transportation of seniors and individuals with disabilities.

Signature of Authorized Official

Date

Title of Authorized Official

P. Title VI

All subrecipients must address each of the following:

1. List all active lawsuits or complaints against the transit provider alleging discrimination on the basis of race, color, age or disability or national origin with respect to service or other transit benefits. Explain if pending or closed and the actions taken.
2. Describe all pending applications for financial assistance currently provided by other Federal agencies to the applicant.
3. Summarize all civil rights compliance reviews conducted by other local, state or federal agencies during the last three years.

4. Is your agency considered a minority organization: Yes No

If yes, check the category(ies) that apply.

- | | |
|--|---|
| <input type="checkbox"/> Black American | <input type="checkbox"/> Sub-Continent Asian-American |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Asian-Pacific American |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Other |

5. Does your agency provide transportation services to minority communities?

Yes No

If yes, check the category(ies) that apply.

- | | |
|--|---|
| <input type="checkbox"/> Black American | <input type="checkbox"/> Sub-Continent Asian-American |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Asian-Pacific American |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Other |

6. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved? If yes, please provide the name and contact information for the new coordinator/EEO Office.

7. Has your organization had any projects and/or service changes that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts?

If yes, please complete the following items:

- a. Provide a brief description of these projects/service changes.
 - b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?
 - c. What is the number of percentage of LEP or EJ populations affected by the project and/or service change?
8. How were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?

**Q. Agency's Documentation of Involvement in Coordination and Planning Process
(Must submit original signature)**

Submit on Agency's Letterhead

The _____ certifies as a requirement by the
(Name of Agency)

Moving Ahead for Progress in the 21st Century Act (MAP-21) that this project is derived from a locally developed, coordinated transit-human services transportation plan. Our agency is included in the _____

(Name of Regional Planning Commission)

coordinated plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

Name of Authorized Official: _____ Date: _____

Signature: _____

RPC's Coordinated Plan Endorsement Letter

Must submit original signature. A list of Regional Planning Councils (RPC) is included in Attachment A. This letter from the local RPC verifying certification must be included in the grant application.

Submit on RPC's Letterhead

The _____ certifies that
(Name of Regional Planning Council (RPC))

_____ project is derived from the locally developed,
(Name of Agency)

coordinated transit-human services transportation plan as required by the Moving Ahead for Progress in the 21st Century Act (MAP-21). The coordinated plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. The components addressing the specific strategies and unmet needs this application addresses are found on page number(s) _____ of this region's most recent coordinated transit-human services transportation plan. The coordination plan was approved on:

(date, month, & year)

Name of Authorized Official: _____ Date: _____

Signature: _____

**R. Public Agency Certification of No Readily Available Service Providers
(Must submit original signature)**

Submit on Agency's Letterhead

The public agency, _____ hereby certifies that there
(Name of Agency)

are no nonprofit agencies readily available to provide the service proposed in this application.

Name of Authorized Official: _____ Date: _____

Signature: _____

S. Application Certification (Must submit original signature)

Submit on Agency's Letterhead

The information in this application is public record. Therefore, applicants should not include information regarded as confidential.

To the best of my knowledge and belief, all data in this application is true and correct. The applicant will comply with the all state and federal requirements if federal financial assistance is awarded.

Name of Authorized Official: _____ Date: _____

Signature: _____

Title: _____ Agency: _____

APPENDIX A

State of Alabama Regional Planning Councils

Mr. Tyson Howard
South Central Alabama
Development Commission
5900 Carmichael Place
Montgomery, AL 36117
(334)244-6903
FAX (334) 270-0038
Counties: Bullock, Butler,
Crenshaw, Lowndes, Macon,
and Pike

Mr. Keith Jones
Northwest Alabama Council of
Local Governments
P. O. Box 2603
Muscle Shoals, AL 35662
(256) 389-0500
FAX (256) 389-0599
Counties: Colbert, Franklin,
Lauderdale, and Marion

Mr. James Curtis
East Alabama Regional Planning
and Development Comm.
P. O. Box 2186
Anniston, AL 36202
(256) 237-6741
FAX (256) 237-6763
Counties: Calhoun, Chambers,
Cherokee, Clay, Cleburne, Tallapoosa,
Coosa, Etowah, Randolph, and
Talladega

Ms. Nancy Robertson
Top of Alabama Regional
Council of Governments
5075 Research Drive NW
Huntsville, AL 35805
(256) 830-0818
FAX (256) 830-0843
Counties: DeKalb, Jackson,
Limestone, Madison, and
Marshall

Mr. Charles Ball
Regional Planning Comm. of
Greater Birmingham
Two North 20th Street, Suite
1200
Birmingham, AL 35203
(205) 251-8139
FAX (205) 328-3304
FAX (205) 264-8480
Counties: Blount, Chilton, Jefferson,
Shelby, St. Clair, Walker

Mr. Greg Clark
Central Alabama Regional Planning
and Dev. Comm.
430 South Court Street
Montgomery, Alabama 36104
(334) 262-4300
FAX (334) 262-6976
Counties: Autauga, Elmore, and
Montgomery

Mr. Robert Lake
West Alabama Regional
Commission
P.O. Box 509
Northport, AL 35476
(205) 333-2990
FAX (205) 333-2713
Counties: Bibb, Fayette,
Greene, Hale, and Lamar

Mr. Chris Miller
South Alabama Regional
Planning Commission
P. O. Box 1665
Mobile, AL 36633
(251) 652-0585
FAX (251) 433-0148
Counties: Mobile, Baldwin, and
Escambia

Mr. Thomas B. Solomon
Southeast Alabama Regional
Planning & Dev. Commission
P. O. Box 1406
Dothan, AL 36302
(334) 794-4093
FAX (334) 794-3288
Counties: Barbour, Coffee, Covington,
Dale, Geneva, Henry, and Houston

Ms. Suzanne Burnette
Lee-Russell Council of
Governments
2207 Gateway Drive
Opelika, AL 36803
(334) 749-5264
FAX (334) 749-6582
Counties: Lee and Russell

Mr. Jeffrey Pruitt
North Central Alabama Regional
Council of Governments
P. O. Box C
Decatur, AL 35602
(256) 355-4515
FAX (256) 351-1380
Counties: Cullman, Lawrence and
Morgan

Mr. John Clyde Riggs
Alabama-Tombigbee Regional
Commission
107 Broad Street
Camden, AL 36726
(334) 682-4234
FAX (334) 682-4205
Counties: Choctaw, Clarke, Conecuh,
Dallas, Marengo, Perry, Sumter,
Washington, and Wilcox

APPENDIX B

SCORING CRITERIA

The Alabama Department of Transportation will evaluate all applications for funding based on the following criteria:

Categories

FINANCIAL & MANAGEMENT CAPABILITY:

Maximum Points

15 points

Applicants must possess the necessary fiscal and managerial capabilities to implement and manage the proposed project. Other factors to be considered will be funding availability, organizational capability, and current or previous experience in passenger transportation program operations.

SERVICE NEED:

20 points

Applicants must demonstrate the need for the service proposed. Information is needed on the target population to be served; number and types of clients in service area; and the area of service.

UTILIZATION OF REQUESTED SERVICE:

35 points

Applicants must indicate the days and hours of service, the number of service miles, and training that has been provided or willingness to train employees on seniors and individuals with disabilities needs.

PROPOSED SERVICE:

15 points

Applications should indicate the proposed service's appropriateness for the needs of clients to be served by the requested capital. Information should include the number and type of trips that will be provided during the operational period.

SERVICE COORDINATION:

15 points

Evidence must be demonstrated to verify the transportation program is derived from a locally developed, coordinated transit-human service transportation plan ("coordinated plan"). The services must address specific strategies and/or unmet needs identified in the coordinated plan.

APPENDIX C

ALABAMA DEPARTMENT OF TRANSPORTATION POLICY AND PROCEDURES FOR THE DISPOSITION OF PROJECT VEHICLES AND EQUIPMENT

GENERAL:

The Alabama Department of Transportation (ALDOT), as prime grantee of federal funds for the State, is responsible for maintaining an accurate inventory of all capital equipment purchased at least in part with federal funds. The following procedures provide direction and consistency regarding the disposition of project vehicles and equipment.

PROCEDURES:

1. Disposition Request Letter – The local agency must submit a letter to ALDOT requesting permission to dispose of the particular vehicles(s) or equipment. The letter must include a description of the item (e.g. standard van, 15 passengers), model year, date purchased, general condition, current mileage reading and complete vehicle identification number.
2. Approval Letter – A letter from ALDOT to the local agency granting approval to dispose of the vehicle/equipment will be sent to the local agency. A copy of the disposition form will be attached.
3. Submittal of Disposition Form – Upon completion of all disposition procedures, the local agency shall submit a completed copy of the disposition form, a copy of all bids or quotes and a check made out to the Alabama Department of Transportation for the federal share of the sale price to ALDOT. After the vehicle or equipment is sold or disposed of, it should be removed from the inventory list.

POLICY:

Disposition of the project equipment should occur after the vehicle or equipment has reached its useful life expectancy or is no longer needed for its originally intended purpose. For general purposes, the useful life expectancy for vehicles is as follows:

Category	Years	Mileage
Vans (Standard, raised-roof, modified)	4	100,000
Small Buses (Cut Away Type, 16-21 passengers)	5	150,000
Small Buses (Body-in-chassis, 24-27 passengers)	7	200,000
Full Size (Transit coaches, 28+ passengers)	10	300,000

Vehicles or equipment shall be disposed at the current fair market value. The fair market value of a vehicle is determined by either of the following means. The local agency may obtain at least three appraisals of the vehicle's worth in writing from licensed automobile dealers. The agency may advertise in the local paper and request bids or the agency may use a local licensed automobile auction to dispose of the vehicle. Whichever manner the agency chooses must be fully documented using the ALDOT vehicle quote sheet. Additionally, the "Disposition of Project Equipment Form" should be completed and submitted to ALDOT along with payment and all supporting documentation as soon as the sale is complete. When the sale is complete, the agency will forward to this office a copy of the back portion of the title that shows the Assignment of Title by Registered Owner. This will serve as ALDOT's assurance that the vehicle has been removed from public transportation service.

In either case, the highest bid or quote determines the current fair market value. The local agency may subtract a handling fee of \$100 per vehicle with the federal share of the balance to be submitted to ALDOT. If a vehicle is valued for less than \$100.00, the entire amount is retained by the disposing agency.

In the case of a transfer of vehicles or equipment to another transportation program, no handling fee may be collected; however, fair market value must be established. The agency to which the vehicle or equipment is being transferred shall, in effect, buy out the original agency's local interest.

Currently, any project equipment purchased with FTA Section 5307, 5310, 5311, 5316 or 5317 funds involves an 80%-20% federal – local match. Capital purchases with Section 5309 funds may involve a different Federal to local match ratio.

APPENDIX D

Non-DOT Federal Program Guide (Source – United We Ride website:)

U.S. Department of Agriculture

- [Food and Nutrition Service](#)

U.S. Department of Education

- [Office of Elementary and Secondary Education](#)
- [Office of Innovation and Improvement](#)
- [Office of Special Education and Rehabilitative Services](#)

U.S. Department of the Interior

- [Bureau of Indian Affairs](#)

U.S. Department of Health and Human Services

- [Health Resources and Services Administration](#)
- [Centers for Medicare and Medicaid Services](#)
- [Administration on Aging](#)
- [Substance Abuse and Mental Health Services](#)
- [Administration for Children and Families](#)

U.S. Department of Housing and Urban Development

U.S. Department of Labor

- [Employment Standards Administration](#)
- [Veterans' Employment and Training Service](#)
- [Employment and Training Administration](#)

U.S. Department of Veterans Affairs

- [Veterans Benefits Administration](#)
- [Veterans Health Administration](#)