

Application Guidelines for Vehicle Capital

(Traditional 5310 projects)

Cycle 49 (Calendar Year 2025)

Application Deadline: 12:00 p.m. August 23, 2024

Section 5310 Enhanced Mobility for Senior and Individuals with Disabilities Grant Program

Administered by the Wisconsin Department of Transportation for Small Urban and Non-urban areas;
Southeastern WI RPC, East Central WI RPC, Green Bay MPO, and Madison Area MPO administer applications and programs
for their respective Large Urban areas

Wisconsin Department of Transportation (WisDOT)

Specialized.Transit@dot.wi.gov
[WisDOT Section 5310 Website](#)

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IMPORTANT INFORMATION

Applications for the 2025 Section 5310 program will be submitted on the Wisconsin Department of Transportation's (WisDOT) online grant management system [BlackCat® Grant Management System](#) for the following areas:

Urbanized area (population of 200,000 or more) **of Appleton***

Small urban areas (populations of 50,000 – 199,999)

Non-urban/Rural areas (populations under 50,000)

If you do not already have a username and password to access BlackCat, please email specialized.transit@dot.wi.gov the information below to receive access:

- Name
- Organization/Agency Name
- Organization/Agency Address
- Email
- Phone Number

* Applications for the urbanized areas of **Milwaukee, Madison** and **Green Bay** will **not** use the BlackCat grants system. If you are applying for a project within these urbanized areas, you can visit [the Milwaukee area website](#), [the Madison area website](#) or [the Green Bay website](#) for application materials, information, and submission instructions. Information on applications in the **Appleton** area can be found on [the Appleton website](#). Maps of Wisconsin's four urbanized areas can be found on the [WisDOT website](#). Please note that some of these four are run on a biennial basis.

This application guidance is for Vehicles only (Traditional Section 5310 Projects).

This portion of the application is specific to the purchase of vehicles used for transporting seniors and individuals with disabilities. Vehicles used for this program are not to be used as emergency vehicles.

Applicants wishing to obtain funds for Non-traditional projects such as mobility management or operating assistance projects for CY2025 Section 5310 program should refer to the separate application guidelines and workbooks found under Application Forms in the [BlackCat® Grant Management System](#). If you are applying for both a vehicle and a Mobility Management and/or Operating Assistance project, you must complete and submit both sets of applications.

PROGRAM BACKGROUND

The Section 5310 Program provides formula funding to states and other designated 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.

FUNDING

FUNDING SOURCES

- This program is funded in part by the Federal Transit Administration (FTA), as authorized under 49 U.S.C. Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities (CFDA 20.513) and is administered as an annual competitive application process.
- Local match is provided by the grantee as a cash match of at least 20 percent of the vehicle purchase which is due at the time the grant agreement is executed.

FUNDING DISTRIBUTION

The Section 5310 program as reauthorized under Bipartisan Infrastructure Law (BIL), is a federal formula program distributed nationally through FTA. The formula is based on the ratio of the number of seniors and individuals with disabilities in each area compared to the number of seniors and individuals with disabilities in all such areas. The FTA apportionment is allocated regionally:

- Large urbanized areas with populations of 200,000 or more
- Small urbanized areas with populations of 50,000 – 199,999
- Non-urbanized (rural) areas with populations under 50,000

If you have questions about what category your project falls under, contact the Section 5310 program managers. As provided for in BIL, large urbanized areas (200,000 population and more) are the designated recipient for distributing Section 5310 funds in those areas.

If your project falls in the geographic area of one of these large urbanized areas, please contact the designated recipient directly for application instructions (see links on page 3). WisDOT will continue to be the designated recipient for rural and small urbanized areas of the state and will process applications for projects located in those areas. Note that funds from federal fiscal year 2024 will be used to fund calendar year 2025 projects. The FFY 2024 Section 5310 annual allocation is:

AREA	FFY 2024
Milwaukee urbanized area	\$1,672,852
Madison urbanized area	\$483,492
Green Bay urbanized area	\$ 294,524
Appleton urbanized area	\$ 286,702
Small urbanized areas – WisDOT	\$2,378,570
Non-urbanized (Rural) – WisDOT	\$2,453,518

ADDITIONAL FUNDING CONSIDERATIONS

WisDOT will award a maximum of eighty percent of the vehicle prices as listed on the state’s Human Service Vehicle procurement list. Any additional modifications or specification are to be arranged directly with the vendor at one-hundred percent cost to the Grantee.

Most grant recipients select vehicles from the Human Service Vehicle procurement list which includes thirteen vehicles contracted for delivery by WisDOT; please see Appendix C for the list with estimated costs. Selecting a vehicle from this “DOT List” requires grantees to provide their twenty percent local match payment up to six months prior to receiving the vehicle. Grantees may choose to “self-procure” their vehicle. Grantees interested in self-procurement should keep in mind that they must pay the full cost of the vehicle; up to eighty percent of the vehicle will be reimbursed by WisDOT once required Delivery Documents are approved. Moreover, grantees interested in self-procurement should keep in mind the extensive requirements that must be followed; please see the “Vehicle Purchase Guide” and related appendices on [WisDOT's transit procurement webpage](#).

In accordance with [WisDOT's federally-required Transit Asset Management Plan](#), WisDOT prioritizes funding vehicle replacement projects over vehicle expansion projects. Due to the high demand for vehicles statewide, the older, higher mileage and more deteriorated vehicles are considered for replacement before others during each annual award cycle. Even if vehicles meet their useful life or mileage standard, they are not guaranteed to be replaced because the overall demand for funding exceeds funding available.

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ELIGIBILITY

RECIPIENTS

Applications may be submitted by either private non-profit organizations or, in their absence, by a local public body; "local public body" means a municipal or county government agency.

Private Non-Profits

Private non-profit corporations which are on file and in good standing with the State of Wisconsin, Department of Financial Institutions are eligible applicants. Organizations which are part of a statewide or national non-profit organization should confirm their corporate status. If an organization is not on file with the state, its parent organization should be the applicant.

Local Public Body

To be eligible for the program a local public body shall satisfy **EITHER** (A) or (B).

- (A) No private non-profit available** – Certify that no private non-profit organizations are available and willing to provide transportation services to seniors and individuals with disabilities in the proposed service area.
- (B) Designated Transportation Coordinator** – Certify that the local public body is approved as the coordinator of transportation services in the proposed service area. This approval must come from **either** a Transportation Coordinating Committee or all county boards covering the service area.

Previous 5310 Recipients

Any agency previously awarded a Section 5310 grant through WisDOT must have submitted required quarterly reports in an acceptable and timely manner. Additionally, all previous grantees must be in satisfactory status with any required Compliance Site Review (CSR) recommendations. No award will be made to applicants not meeting these requirements.

PROJECTS

Eligible

In this application, Section 5310 funds are available for the purchase of vehicles to be used for transporting seniors and individuals with disabilities. If you are seeking funds to replace an existing vehicle, the vehicle to be replaced must meet FTA useful life standards; these standards can be found in the [WisDOT Disposal guidelines](#).

Ineligible

Examples of projects not eligible include expenses for emergency vehicles, charter service, school bus service, depreciation expenses, voucher programs for rides on transit systems receiving federal funding, and projects not targeted to seniors or individuals with disabilities.

LOCAL MATCH

All applications must include a commitment to provide a minimum of 20 percent local cash match for vehicle purchases. Local match ensures local support for the transportation initiative. Local match must comply with local, state, and federal guidelines required for that funding source. All sources of local match must be identified and described in the grant application at the time of grant award. The written response must include a discussion of the source and security of the local match funds.

Examples of cash match:

- State or local funding
- Private donations
- Grantee agency funding
- Other non-USDOT federal funds

COORDINATION

FTA requires that awarded projects funded under Section 5310 be included in a “locally developed coordinated public transit-human services transportation plan.” This ensures that applicants are coordinating services with other private, public, and non-profit transportation providers. Proposed Section 5310 projects must be identified by a strategy and/or action item in a county, multi-county or regional plan sponsored by a local Transportation Coordination Committee (TCC). This strategy/action item, along with a page number, must be provided on the general information tab of the application document. For more information and copies of the current plans, visit the [WisDOT coordination web page](#).

GRANTEE RESPONSIBILITIES

The performance period for this grant begins upon a signed Grant Agreement and ends upon a disposal approved by WisDOT Program and Asset managers. Grantee responsibilities remain in effect for the entire period of performance. Below are highlights of the grantee responsibilities if an award is executed; for more information, please contact the program manager for a copy of a grant agreement example.

- Applicants are required to initial and sign a current Certification and Assurances document at the time of application and again when grant agreements are issued.
- Adhere to all federal Civil Rights requirements including developing and implementing a [Title VI](#) plan.
- Comply with and submit reports on [Disadvantaged Business Enterprise \(DBE\)](#), as requested by WisDOT Program Manager(s).
- Comply with [WisDOT's Asset and Vehicle Management](#) requirements, including vehicle liens, disposal procedures, maintenance plans, and lease requirements. Features of this compliance include:
 - The Grantee must be the title holder. Title is non-transferrable unless WisDOT prior approval is obtained during a request for disposal.
 - WisDOT is the lien holder on vehicles throughout their useful lives and retains an eighty-percent interest in the vehicle while the fair market value is \$5,000 or greater.
 - Sale or disposal of the vehicles must be approved by WisDOT. WisDOT will release the lien once the disposal has been approved. The vehicle must have passed its standard useful life and must be offered for sale in a public sale process.
 - The organization applying for the vehicle is the Grantee. If the Grantee provides the vehicle to another organization to operate the vehicle, in accordance with the application, there must be an active lease agreement, approved by WisDOT, outlining the division of responsibility between the Lessor and Lessee. Please note, WisDOT will work with the Grantee only, and hold the Grantee responsible for all requirements outlined in the application and Grant Agreement.
 - In past years, some organizations have grouped together to submit joint grant requests assuming this would improve their coordination score. It does not. For a better understanding of what is meant by coordination, please see page 7. While a joint grant application is not prohibited, there are certain disadvantages in using one formal applicant for multiple entities:

- When the vehicle is sold, WisDOT will recognize the agency that submitted the application as entitled to these funds no matter who provided the 20 percent match.
 - Quarterly reporting must be submitted by the actual grant applicant. Lessees should submit their ridership data to the grantee.
 - Applicants with passing scores have their priority vehicle awarded first; a second round of awards is made to a smaller group with higher scores, and onward until funds are exhausted. A group applicant could find themselves not receiving a vehicle even if their application is strong.
- Adhere to insurance requirements. A grantee or its lessee must carry physical damage (collision and comprehensive) insurance on the vehicles. Vehicles must also be insured for personal injury and property damage liability. State law establishes minimum limits for liability coverage.
 - Complete reports detailing program operation as requested and outlined by WisDOT Program Manager(s). This includes ridership reports. Reports must be submitted in a manner approved by the department. Rides are to be reported on a quarterly basis due one month after the quarter's end (*i.e., January through March is considered quarter one; the report is therefore due by the end of April*). As noted earlier, reports must be submitted only by grantees.
 - Complete and submit all required delivery documents within two weeks of delivery, inspection, and acceptance of your vehicle.
 - Register the vehicle as a Human Service Vehicle and obtain an inspection by the Division of State Patrol on an annual basis. Local public bodies may register the vehicle as a Municipal Vehicle.
 - Include the following notification language of federal participation in all its requests for proposals, solicitations, contracts, press releases, brochures, website, or other publications funded under this grant:

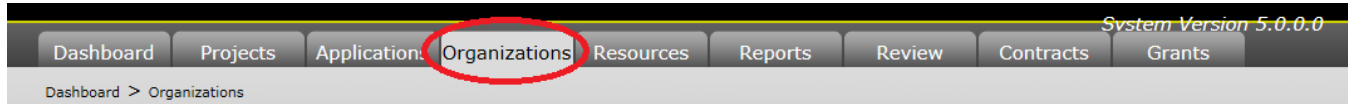
"This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. Section 5310."

- Maintain vehicles according to a self-developed maintenance schedule and provide regular servicing to the vehicle, as needed.
- Once awarded, any modification to the project must be approved by the program manager and a grant amendment executed prior to permitting the change to proceed.

APPLICATION COMPLETION

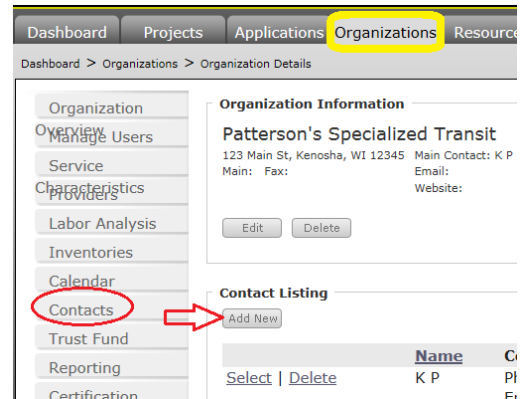
The following areas must be completed in the [BlackCat® Grant Management System](#) for the application to be successfully submitted and eligible to compete for funding.

STEP 1: ORGANIZATIONS TAB



Complete the following under the Organizations tab:

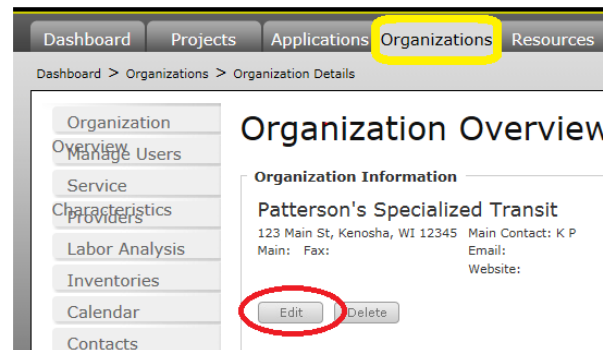
- Contacts** – Select **Contacts** and then **Add New** the Contact Listing category. **Please enter all relevant contacts for your organization and sure to include their title.**



under
be

- Agency Details** – On the left-hand menu, select Organization and then the Edit button under the Organization Information.

- Fill in/verify all information under **Organization details** section. (Please note: this information, especially **primary contact**, is what WisDOT will to create contact and distribution lists program announcements). Outdated information is your responsibility to correct.



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for

- Complete **Service Characteristics, Service hours** and **Fares**, if applicable.

c. **Certification** – Prior to submitting your application, you must complete all applicable certifications for the 2025 calendar year. (Make sure to select appropriate year and click save.)

- i. **Certification of Review and Accuracy**
- ii. **Federal Funding Accountability and Transparency Act (FFATA) Certification**

Note: BlackCat will not allow you to submit your application without completing this step.

Dashboard > Organizations > Organization Details

Organization Information
 Patterson's Specialized Transit
 123 Main St, Kenosha, WI 12345 Main Contact: K P
 Main: Fax: Email: Website:

Organization Information menu items: Organization, Users, Service, Characteristics, Providers, Labor Analysis, Inventories, Calendar, Contacts, Trust Fund, Reporting, Certification (circled in red)

Certification of Review and Accuracy
 2017 I attest and certify that I have reviewed all Organization section that relates to my organ uploaded, or provided all of the required re to the best of my ability. I have reviewed the and other documents listed in the application Global Resources section.
 Save Cancel

Federal Funding Accountability and Transparency Act (FFATA)
 The 2006 Federal Funding Accountability and Transpa awards (including federal financial assistance and exp Applicants are not requested to attach a completed FI transit system that receives federal funding will be ex grant is awarded to WisDOT.

Select One Select the calendar year for which you a required to complete this section each y
 Select One Our organization received 80 percent or procurement contracts (and subcontract Transparency Act, as defined at 2 CFR 1
 Select One Our organization received \$25,000,000 procurement contracts (and subcontract Transparency Act (and subawards).
 Select One The public does NOT have access to infc through periodic reports filed under sect of 1934 (15 U.S.C. 78m(a), 78o(d)) or : 1986. (To determine if the public has ac U.S. Security and Exchange Commissio <http://www.sec.gov/answers/execomp/>
 Save Cancel

STEP 2: PROJECT TAB –

Add a project and funding request for each vehicle requested. For example, if you are requesting two rear-load minivans, you must two separate projects.

- 1. **Add new project.**

Dashboard > Projects

Project Listing

Filter Options
 Filter By Organization

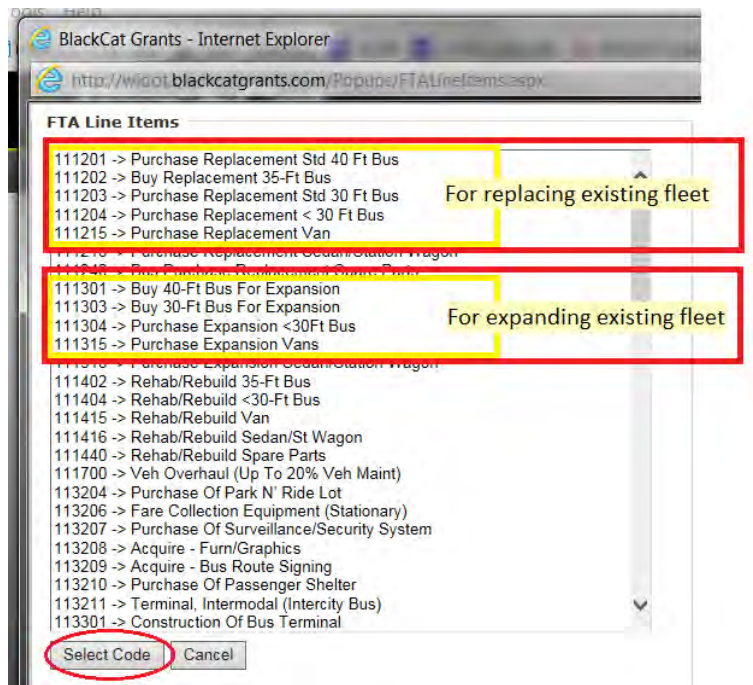
All Projects | Project Plans
 Project Listing
 Add New (circled in red)

UPIN CY Priority Organization FTA Line Descr

add

2. Complete **Project Details – Add New**

- a. **CY:** select 2025 from the drop down.
- b. **FTA Line Item:** Select the appropriate FTA Line Item (See image for eligible FTA line items). Once selected, the **Description** will automatically prefill.



Most vehicles purchased under 5310 will be vans or <30 ft. buses (111204, 111215, 111304, or 111315).

- c. **Total Estimated Expenses:** Enter figure as listed in Appendix C of these Application Guidelines.
- d. **Quantity:** Please leave blank as you should only request one vehicle per project.
- e. **Priority:** Select priority among your requested vehicles, with 1 being your highest priority. If only requesting one vehicle, please enter 1.
- f. **Notes:** This field is optional.
- g. Click **SAVE**.

3. Complete **Funding Requests**
 - a. Click on **Select**.
 - b. Select **Funding** tab.
 - c. Select **Expenses** tab.
 - d. Enter the **total estimated cost** of the vehicle (from Appendix C) under **Request Amount**.
 - e. Click **Save**.

You do not need to enter anything under the Revenue tab for Vehicle Applications.

Funding

Project Information
 Patterson's Specialized Transit : Purchase Replacement Van
 Created by Rebecca Thompson on 5/31/2016 13:59 PM
 UPIN: BCG0003687
 Status: In Development
 Last Modified by Rebecca Thompson on 5/31/2016 13:59 PM

Request Summary
 Year: 2017 Requested: \$0.00
 Status: Not Submitted Allocated: \$0.00
 Encumbered: \$0.00

Funding Request
 Expenses

Line Number	Line Item Name	Request Amount
700	Capital Expenses	
700	COST	\$33,000.00
SubTotal Expenses		\$33,000.00
Less Contra Expenses		\$0.00
Total Expenses		\$33,000.00

4. Repeat steps for each vehicle (project) requested. To do so, click on the **Projects** tab at the top of the page and follow this section's instructions above.
5. Once all projects are entered, you are ready to complete the Application Tab.

Step 3: Application tab

1. Click on the **Application Tab**.
2. Select 2025 from the Year drop-down menu.
3. Select the **New** tab to display current grant opportunities.
4. Select the 2025 Section 5310 Grant.
 - a. Attach all Projects created in Step 2.

Projects

There are no projects attached to this grant opportunity.

Attach

- b. Click **Download** for each required application form.

Application Forms

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

Form
Download - Vehicle Guidelines

- c. Complete all Application Forms and save each to your computer.

Note: when downloading documents, your computer may open the document in a protected view. Click **Enable Editing to view the document as intended.*

- d. Upload each completed form from your computer using the link to the right of the category.

*Note: the system will only be able to upload one document per category. You may access any uploaded documents by clicking the **view** link and then clicking on the name of the document. If you upload another document under that category, it will replace the previously uploaded one and does not save a copy.*

- e. In order to submit the application, the following documents must be completed and uploaded:
- i. Letter of Application - submit a letter of application addressed to WisDOT outlining the project request.
 - ii. Public Notice - submit a copy of the newspaper clipping (or screenshot of your website) of your public notice and receipt of publication.
 - iii. Non-profit Documentation - *(for private non-profits only)* - if your agency is applying as a private non-profit, upload proof of non-profit status, including a W-9 and articles of incorporation or a list of board members, if applicable.
 - iv. Local Match Certification - Complete the certification form and upload any necessary supporting documentation. Include documentation of all cash and in-kind commitments for the required local match of project costs (e.g., MOU, letter of support, commitment letter and/or resolution); see page 7 of these Guidelines regarding eligible sources of local match.
 - v. Certifications and Assurances - Review the current Certification and Assurances. Initial and sign where indicated and upload only that page.
 - vi. Local Public Body Eligibility – Vehicles only *(see Appendix A re: Local Public Body Eligibility)* - a local public body must provide proof that they are eligible to apply for a 5310 vehicle. A local public body must submit one copy of the letter to transportation providers and one copy of the List of Private Transit Providers form. If a local public body has previously been designated as the coordinator of transportation services, provide one copy of the TCC designation or county board resolution. See Appendix A for further instructions.
 - vii. Certification of Equivalent Service – Non-ADA vehicles only *(see Appendix B regarding non-ADA vehicle requests)* - if your agency is applying for a non-ADA vehicle, you must sign and upload the Certification of Equivalent Service form.
 - viii. Application Workbook for Vehicle Projects - download the Excel workbook and complete the gray fields in each tab as outlined on the Instructions tab. Some tabs have multiple pages. **Do not modify or delete any of the tabs in the workbook.**

- ix. Written Responses for Vehicle Projects (Appendix E) - download the questions and length limitations. Prepare and upload answers in a separate document. Please ensure that the name of the applying agency is listed on the first page.

STEP 4: RESOURCE TAB

If applicable, a copy of *Leases and Contracts* (as listed in the *Excel Workbook tab*) must be uploaded with the *WisDOT Lease approval form* under the *Resources tab* in *BlackCat*.

STEP 5: SUBMISSION

Once all items mentioned in steps 1 through 4 have been successfully completed, the **Submit** button will activate and allow you to submit the application. **If the Submit button is grayed out and does not allow you to submit, please review all steps – especially Step 1, regarding certification – to ensure successful completion.** You will receive an email from the BlackCat system once your application has been successfully submitted. In BlackCat your grant will also say “Submitted” under the “History Log.”

NEXT STEPS / EVALUATION

Funding decisions for projects are made as part of the federally mandated open, competitive grant application process. Decisions are based on the scoring of an application’s content using the following: 1) evaluation criteria, 2) ranking as compared to other applications, and 3) available funding. The evaluation committee may also consider past grant management by the applicant, information provided on previous grant applications, as well as your overall fleet condition. WisDOT will also consider current county 85.21 trust fund balances when making awards to county government agencies. Trust Fund spending plans included in each county’s 2024 85.21 application will be taken into consideration.

After the deadline, the application will go through a completeness check. The program manager will contact you with any comments or issues with the technical aspects of the application. An evaluation team will then review, score, and rate each application project (vehicle requests will be evaluated as one request). Vehicle applications require a minimum score of 70 to be considered for funding. However, this minimum score does not guarantee an award; decisions are also based on available funding as well as the number and quality of other applications. Once selections are made and approved, they will be announced to the public and to all applicants.

APPEALS PROCESS

WisDOT APPEALS

An applicant may file an appeal with WisDOT on the results of a non-funding recommendation. In order to be considered, an appeal must be based on a perceived issue with the process by which a grant application is scored and awarded. Upon receipt of a request to appeal, WisDOT will investigate and review the process to ensure that all aspects of the evaluation were performed in an appropriate manner and in compliance with state and federal rules. Requests to appeal that are related to the merits, scoring, and ranking of an application will not result in final outcome reconsideration.

An appeal must be made in writing via U.S. mail. The letter of appeal from the applicant must include the organization name, contact person, address, telephone number, project description, and the grounds for appeal. The letter of appeal must be postmarked no later than 14 calendar days from the date of WisDOT's notice of the applicant's funding status.

Appeals should be sent via U.S. mail to:

Transit Section Chief
Bureau of Transit, Local Roads, Railroads & Harbors
Wisconsin Department of Transportation
PO Box 7913
Madison, WI 53707-7913

A written decision will be provided within ten working days of receipt of the appeal. The decision rendered through the appeal process shall be the final decision and is not subject to further appeal or judicial review.

MPO DECISION APPEALS

If you are applying through an MPO in one of Wisconsin's four urbanized areas, your appeal should be submitted to that granting agency.

APPENDIX A: LOCAL PUBLIC BODY ELIGIBILITY REQUIREMENTS – VEHICLES

To be completed by municipal and county government agencies applying for 5310 vehicles.

Instructions: To be eligible for the Section 5310 program, the local public body must fulfill the requirements of A **or** B:

- A.** Certify there are no private non-profit organizations available and willing to provide transportation services to seniors and individuals with disabilities in the proposed area. Submit with your application, a copy of the **Availability of Private Non-Profits** letter or email (see page 18) you send to all known private non-profit organizations in the area that may be interested in providing transportation services to seniors and individuals with disabilities. Be sure letters or emails to the private non-profit organizations are sent allowing sufficient time for response. A list of private non-profit organizations in your area can be found in each county's coordinated plan which can be found at [WisDOT Transit Coordination](#).

Also submit with your application, the **List of Private Non-Profit Specialized Transportation Providers** form (see page 19) to record each private non-profit organization you contacted, along with copies of any comments, objections, or requests for information you received.

- B.** Submit a certified copy with your application:
1. The County Board resolution designating your agency as the coordinator of transportation services for seniors and individuals with disabilities.
- Or**
2. Documentation showing that a Transportation Coordinating Committee (TCC) designated your agency as the coordinator of transportation services for seniors and individuals with disabilities in the proposed service area.

If a local public body is in the process of seeking a county board resolution or TCC designation to be certified as the coordinator of transportation services, and the process will not be complete by the application deadline, complete and submit the application. If your application scores well enough to be awarded vehicles, the vehicles will be awarded on a conditional basis pending the completion of the resolution/designation process.

APPENDIX A - TEMPLATE 1.

AVAILABILITY OF PRIVATE NON-PROFITS LETTER

Instructions: Upload one copy of this letter/email as a representation of what to send to private non-profits. It is not necessary to attach a copy of each customized letter/email. Upload to Resource tab in the BlackCat® online grant management system.

(Date)

(Name)

(Address)

Dear (Name),

The (insert name here), a unit of government, is applying for a vehicle purchase grant through the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program.

A condition of our eligibility is that no private non-profit organizations are available to provide transportation services to seniors and individuals with disabilities in our service area.

This letter is being sent to you to determine your interest in providing this type of transportation in this area. Written comments, objections regarding certification, and/or requests for additional information must be emailed or postmarked by (insert date).

If you have any questions, please free to contact (insert name) at (insert phone number, email or address).

Sincerely,

(Signature)

(Title)

APPENDIX B: CERTIFICATION OF EQUIVALENT SERVICE

Background Information: This form is required for any applicant that is applying for one or more vehicles which are **not** accessible to individuals with disabilities.

Instructions: Sign and date the form below and upload a copy with the application materials under the Resource tab.

In accordance with 49 CFR 37.77, I certify on behalf of our agency that its demand-responsive system, when viewed in its entirety, shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the services provided other individuals with respect to the following characteristics:

- Response time
- Fares
- Geographic area of service
- Hours and days of service
- Restrictions or priorities based on trip purpose
- Availability of information and reservation capability
- Any constraints on capacity or service availability

Name of Agency

Name of Authorized Individual

Signature

Date

APPENDIX C: ANTICIPATED VEHICLE DESCRIPTIONS AND COSTS

Vehicle descriptions based on the 2023/2024 vehicle procurement. Because of changes in available equipment, prices and the changing needs of recipients, the vehicles may differ from this list, and prices may also change. Applicants will be notified of the finalized prices and selection of vehicles as soon as it is available. Vehicles will be purchased with standardized specifications.

Type	Seating Options (ambulatory passengers / wheelchair positions)	Estimated Total Cost	Estimated 20% Match Cost	FTA Line Item Number (New / Replacement)
Minivan – Side Entry	3/2	\$82,718	\$16,544	111215 / 111315
Minivan – Rear Entry	3/2	\$79,488	\$15,898	
Transit/Bariatric Vehicle – Rear Entry Med Roof	7/0-3/1-3/2	\$84,195	\$16,839	
Transit/Bariatric Vehicle – Side Entry Med Roof	7/1-5/2-5/1	\$84,399	\$16,880	
Transit/Bariatric Vehicle – Rear Entry High Roof	7/0-3/1-3/2	\$85,498	\$17,100	
Transit/Bariatric Vehicle – Side Entry High Roof	7/1-5/2-5/1	\$85,701	\$17,141	
Medium Bus – Gas	12/1, 10/2, 8/3	\$157,674	\$31,535	111204 / 111304
Med. Bus – Honeycomb Fiberglass Construction	12/1, 10/2, 8/3	\$158,407	\$31,681	
Medium Bus (Large) - Gas	13/1, 11/2, 9/3	\$160,637	\$32,127	
Medium Bus (Large) – Honeycomb Fiberglass	13/1,11/2, 9/3	\$158,040	\$31,608	

APPENDIX D: APPLICATION EVALUATION FORM

Applicant Name:					
Vehicle Type:	<input type="checkbox"/> Replacement				<input type="checkbox"/> Expansion
Request:					
Criteria	Low	Medium	High	Excellent	Total
Demonstration of Vehicle Need and Service Benefits (40 points possible)					
<p>1. Describes transportation services provided by the organization. (10 pts)</p> <p>2. Describes services and benefits to be provided with the vehicle. Describes results if request is not funded. Discussion is supported by data. (15 pts)</p> <p>3. Replacement Vehicle: Explains why current fleet cannot meet current needs. Explains choice of specific vehicle to be replaced. (15 pts)</p> <p>OR</p> <p>4. Service Expansion Vehicle: Describes the planned service expansion and how the need for the expanded service was determined. (15 pts)</p>	0-27	28-31	32-35	36-40	____/40
	<i>Evaluator Comments:</i>				
Promotes the Development of a Coordinated Network (30 points possible)					
<p>1. Identifies all partners and stakeholders; describes applicant's role in providing service among these partners and stakeholders. (10 pts)</p> <p>2. Identifies existing available transportation services. (10 pts)</p> <p>3. Describes how applicant will ensure service coordination; describes how the grant request will complement, rather than duplicate, those services. (10 pts)</p>	0-20	21-23	24-26	27-30	____/30
	<i>Evaluator Comments:</i>				
Financial and Technical Capabilities (30 points possible)					
<p>1. Describes the organization's ability to manage the vehicle and comply with all federal and state requirements for the full useful life of the vehicle. (20 pts)</p> <p>2. Describes source of local match. If from outside sources, certifies it is secure with support letters. (10 pts)</p>	0-20	21-23	24-26	27-30	____/30
	<i>Evaluator Comments:</i>				
Total points per project					
	0-69	70-79	80-89	90-100	____/100

APPENDIX E: VEHICLE WORKBOOK INSTRUCTIONS

Download the 2025 5310 Vehicle Application Workbook and complete the gray fields in each tab as outlined in the Instructions tab of the workbook (see below). Some tabs have multiple pages. Do not modify any of the tabs in the workbook. When complete, **upload as an Excel file.**

1. *General Information*

Complete all gray-shaded boxes. If you do not have a UEI number from sam.gov, visit <https://sam.gov/content/entity-registration> to apply and indicate that you have started the process.

2. *Ridership Information*

In the Ridership information section, you will need to enter the number of one-way trips for your specialized transit service in the years specified. If you have a new service, you do not have to fill in the columns for past annual one-way trips. Ridership demographics no longer need be broken out by county. Please provide it for your overall program only.

3. *Vehicles Designated for Replacement*

If you are requesting funding for a vehicle that will replace another vehicle in your fleet, please provide information on all the lines provided. If you are requesting funding for more than three replacement vehicles, please copy this page as a new tab in your workbook.

4. *Vehicle Certification*

- a. Verify information in BlackCat regarding your vehicle inventory. Check and update **vehicle condition, mileage, and mileage as of date** fields for each of your vehicles. Note: the inventory found in BlackCat includes only federally funded vehicles.
- b. Enter the name of the person doing the review and updating of the BlackCat vehicle inventory and the date the information was checked.

5. *Vehicle Request & Service Summary*

- a. Please indicate the type of vehicle(s) requested in order of highest priority to lowest priority. Your top-rated request will be entered as Vehicle 1, your second-rated request will be entered as Vehicle 2, and so forth. Most applicants select vehicles listed in Appendix C. Vehicle descriptions are based on the 2023/2024 vehicle procurement. Vehicles for the 2025 application may differ from this list. Applicants will be notified of the finalized selection of vehicles as soon as it is available.
- b. If a vehicle is not listed in Appendix C, provide a vehicle description in the Vehicle Type box; indicate you will self-procure this vehicle (see page 5 regarding self-procurement). Other vehicle requests will be considered but are not guaranteed. Applicants should bear in mind that an award for one of these vehicles requires procurement efforts by your agency that complies with federal and state rules. Additionally, your agency will need to pay for the vehicle and will be reimbursed up to eighty percent of the purchase price.