APPLICATION INSTRUCTIONS

(Required Exhibits and Attachments are in BlackCat)

**FEDERAL SECTION 5310**

**ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITES PROGRAM**

*“Traditional” capital vehicle grant program*

 *(Not-for-profits and eligible public bodies)*

 *for small urbanized areas 50,000 – 199,999 population*

 *and rural areas below 50,000 population*

 **Calendar Year 2022**

**APPLICATION MUST BE UPLOADED BY**

**FRIDAY, SEPTEMBER 30, 2022**

 **Brian Jones, Program Manager**

 **Office of Transit**

 **Indiana Department of Transportation**

 **100 North Senate, Room 758-MM**

 **Indianapolis, Indiana 46204-2220**

 **(317) 426-8541**

**bjones@indot.in.gov**

Funding is provided through the Federal Transit Administration Section 5310 grant program.

Catalog of Federal Domestic Assistance (CFDA) #20.513.

INDOT expects to award up to $4.1 million in federal funds for rural areas, and

up to $3.8 million for small urban areas

 **Revised July 2022**

**This application is also available in alternate formats by request**



**TABLE OF CONTENTS Page**

**INTRODUCTION**

A. Description of Section 5310 Program 4

B. Application Timeline 4

 C. Evaluation Criteria 5

 D. Do I Apply as a Not-For-Profit or Public Body? 6

 E. BlackCat – INDOT’s Grant Management System 7

**I. GENERAL INFORMATION**

A. Application Checklist (Exhibit A) 8

 B. Applicant Information (Exhibit B) 8

**II. PROJECT NEED**

 A. Project Need 9

 B. Vehicle Maintenance Record 9

C. Vehicle Replacement List (Exhibit C) 10

**III. FISCAL/MANAGERIAL CAPABILITY**

A. Fiscal and Managerial Documentation 11

 B. Estimated Capital Budget (Exhibit D) – no longer required

 C. Estimated Operating Budget (Exhibit E) – no longer required

 D. Recent agency audit or State Board of Accounts Waiver of Audit Requirement 14

**IV. CERTIFICATIONS**

 A. Certificate of Incorporation 15

 B. Authorizing Resolution (Exhibit F) 15

C. Standard Assurances (Exhibit G) 16

D. Bankruptcy & Litigation Certification (Exhibit H) 16

 E. TIP Approval (Small Urban Areas only) 16

 F. Inclusion in Coordinated Plan (Small Urban Areas only) 17

**V. LOCAL COORDINATION EFFORTS**

A. Transportation Advisory Committee 20

B. Other Evidence of Coordination Efforts 21

C. Provider Notification 22

D. Prioritizing Applications 23

**VI. OTHER DOCUMENTS**

 Title VI Civil Rights Plan and W-9 24

 **EXHIBITS – these are available from the BlackCat Grants Management System**

**APPLICATION MUST BE UPLOADED BY FRIDAY, SEPTEMBER 30, 2022**

 **INTRODUCTION – “Traditional” Capital Vehicle Grant Program**

The purpose of these instructions is to provide information, guidance, and a format for completing a Section 5310 grant application request. Applicants are strongly encouraged to read the document before starting their application in BlackCat, INDOT’s grants management system.

Applicants that need assistance in completing the application may request help by calling Brian Jones, INDOT Section 5310 Program Manager, at (317) 426-8541.

 A. Description of Section 5310 Program

INDOT awards Section 5310 capital assistance grants to help agencies provide transportation services for **seniors and individuals with disabilities** where accessible public transit is not available, insufficient, or inappropriate. There are two categories of subrecipients eligible to receive Section 5310 funding:

1. Private, non‑profit corporations (incorporated in Indiana through the Secretary of State).

2. Eligible local public bodies (defined as a “city, town, township or county” in Indiana Code 36-1-2) that either 1) are approved by INDOT to coordinate services for seniors and individuals with disabilities, or 2) certify to INDOT that no non‑profit corporations are readily available to provide the proposed service.

 Eligible capital equipment includes low floor mini vans, along with small/medium/large transit vehicles. The Indiana Department of Transportation procures all equipment. Approximate delivery time of vehicles is May through December 2023. Section 5310 funds cover 100% of equipment cost. The remaining 20% cash comes from the grantee.

Your agency must assure that local matching funds (cash) are available to cover 20% of the cost of the equipment you are requesting. The applicant may provide the local match from other federal programs that are eligible to be expended for transportation, except for USDOT/FTA programs.

No operating funds are available.

Funding is provided through the Federal Transit Administration Section 5310 grant program.

Catalog of Federal Domestic Assistance (CFDA) #20.513. INDOT expects to grant about $4.1 million in federal funds for rural areas, and about $3.8 million for small urban areas

 The *Section 5310 State Management Plan* discusses in further detail program, application, operating and reporting requirements. Applicants may obtain copies at <https://www.in.gov/indot/files/5310-State-Management-Plan.pdf>

 B. Application Timeline

|  |  |  |
| --- | --- | --- |
| ***ACTIVITY*** | ***RESPONSIBILITY*** | ***TIME FRAME*** |
| Applications available on-line via BlackCat | INDOT | July 2022 |
| Local Transportation Advisory Committee meetings | All Applicants | quarterly |
| Meet with local MPO (Inclusion in Coordination Plan & TIP) | Small Urban Applicant | Jul-Sept 2022 |
| Insure inclusion in local or regional Coordination Plan | INDOT/Rural Applicant | July-Sept 2022 |
| Send provider notification letter/e-mail | All Applicants | by Sept 1, 2022 |
| Application submitted online via BlackCat | All Applicants | By Sept 30, 2022 |
| Application review | INDOT | Oct-Nov 2022 |
| Award notification | INDOT | Dec 2023 |
| Title VI plan submittal | New grantees only | Before van delivery |
| Federal approval | FTA | by Feb 2023 |
| Execute grant contracts | INDOT/Grantee | Jan-Feb 2023 |
| Place orders for vehicles | INDOT | Mar 2023 |
| Send local share to vendor | Grantee | Mar-Jun 2023 |
| Vehicle delivery (estimated) | Vendors | by Dec. 2023 |
| Submit Annual Vehicle Reports in BlackCat | Grantee | Jan/Feb |
| Grantee compliance reviews | INDOT | On-going |

C. Evaluation Criteria

**INDOT awards grants on a competitive basis. Requests for funding typically exceed available funds.**

INDOT will review and rank applications according to the evaluation criteria stated below. Project applicants will receive notice of funding status by December 2022.

INDOT will use the following criteria for the evaluation and selection of applications for Section 5310 assistance. Carefully plan the development of your application based on the following criteria. Describe efforts to meet these criteria in as much detail as possible. Statistics, pictures, charts, or graphs will help INDOT determine your agency's degree of coordination, project need and fiscal/managerial capability.

  **Weight Evaluation**

 **Factor Criteria**

0 - 10 points Coordination: Current and active participation in local Transportation Advisory Committee, notification of providers, and prioritization of applications. Evidence of other coordination efforts such as service agreements, resource sharing, referral arrangements, coordinated vehicle dispatch, memorandum of understanding, coordination action plans, joint training, etc., with other transportation providers. Application is derived from a local or statewide Coordinated Public Transit – Human Services Transportation Plan.

0 - 10 points Project Need: Extent and urgency of need for requested capital equipment: Overview of agency programs and service area. Description of proposed service. Age/miles/condition of vehicle(s) to be replaced, fleet condition, accessibility needs & availability of alternative vehicle funding sources. Documentation of need for expansion vehicles (waiting lists, trip denials, estimated trips, ability to pay for expanded services). Demonstration of how the proposed equipment helps address identified senior/disabled transportation service gaps/needs in the proposed service area.

0 – 10 points Fiscal and managerial capability: Capability to provide responsive transportation to senior & disabled public within service area. Ability to comply with contract provisions, provide local capital match (20%), vehicle operation and maintenance funding. Ability to develop and implement a preventative maintenance plan, provide driver training, advertise service, provide administrative oversight and organizational stability. Grantee has included and fully executed all application certifications.

**Total possible points: 30**

An applicant must score a minimum of 5 points in each category. INDOT will use the above criteria to evaluate each vehicle requested from applicants.

INDOT awards funds to the top-ranked applications until available funding runs out. INDOT may grant partial awards to applicants requesting two or more vehicles. INDOT will base evaluations on the information included in the application. Insufficient documentation will merit a "0" poor/incomplete rating.

D. Do I apply as a not-for-profit or as a public body?

*Most Section 5310 applicants apply as a not-for-profit incorporated through the Indiana Secretary of State.*

Only if your organization is a city, town, township, or county, governed by a legislative body (Indiana Code 36-1-2-9), or as a department of, will items in *“If you apply as public body instructions”* (available in the BlackCat application)be relevant to your application*.*

Current examples of public bodies include:

1. Crawfordsville Parks and Recreation (applying as the City of Crawfordsville)
2. Seymour Parks and Recreation (applying as the City of Seymour)
3. Elder Haus Senior Center, funded by the City of Nappanee (applying as the City of Nappanee)

E. BlackCat – INDOT’s Grant Management System

All Section 5310 applicants must complete and submit their application through BlackCat, INDOT’s grant management system.

For new applicants, please email Brian Jones at bjones@indot.in.gov to obtain BlackCat log-in credentials.

BlackCat has a recorded webinar explaining how to navigate through the BlackCat application located at Resources (top tab)/Global Resources (left tab)/Section 5310-only Technical Assistance (folder)/5310 Program Training Videos (folder)/5310 BlackCat Transit Application Training 2020

**I. GENERAL INFORMATION**

A. Application Checklist (Exhibit A)

 Applicants may use the Application Checklist Form (Exhibit A) to organize their application materials in the order listed.

 B. Applicant Information (Exhibit B)

 INDOT requires the submission of the Applicant Information Form (Exhibit B) for each organization submitting a Section 5310 application. Guidance for completing this form is provided below:

 Item

 1‑4. General information – Official name of applicant, contact person, telephone number, e-mail address and DUNS number. The DUNS # is not the same as your Federal Tax ID number.

 5. Applicant type ‑ check one.

1. Agency service area (rural/small urban) ‑ check one.

 7. Service area for requested equipment ‑ List name(s) of cities, towns and counties that will be served bythe requested equipment.

 8. Type of service ‑ Demand Response includes dial‑a‑ride, advance registration, and door‑to‑door specialized service. Fixed Route refers to service following a set route or schedule.

 9. Vehicle use ‑ Applicants may request vehicles to replace existing equipment, for the expansion of services, or to start new service.

 10. Ridership characteristics **(I need both)** –

1. Estimate the percentage, by race, that your agency serves.
2. Estimate the percentage of riders that are 1) Seniors and/or disabled and 2) Individuals not senior and/or disabled that your agency serves.

Please fill out all the items.

**II. PROJECT NEED**

A. Project Need: Extent and urgency of need for requested capital equipment. Each applicant must describe its need to replace or expand transportation capacity.

**Answer the following questions thoroughly, but briefly (4‑8 pages). Answer the questions in order and re‑state the question you are answering.** Attach vehicle repair history, vehicle pictures or other evidence of vehicle need.

1. Provide a brief overview of your agency programs and service area. If contracting for service, also provide an explanation of the service provider arrangement.

2. Describe the service your agency will provide with the requested equipment (type of service, service hours, days of service, trip purpose, rider eligibility, service area, number of trips, etc.) **for seniors and individuals with disabilities**.

3. **IF REQUESTING REPLACEMENT VEHICLES** - Demonstrate urgency of need for equipment requested: age/condition/mileage of vehicle(s) to be replaced, condition of active vehicle fleet, availability of backup vehicles, accessibility needs.

 **Vehicle Maintenance Record** - Attach an eighteen-month maintenance record for each vehicle(s) requested for replacement. See *sample Vehicle Maintenance Record* in BlackCat*.* You may also attach photos and other information as appropriate.

Your agency may request replacement of vehicle(s) purchased through other local, state, or federal funding.

4. **IF REQUESTING EXPANSION VEHICLES** - Provide the following information:

1. Provide documentation of how need was identified. If applicable, provide the number of trip denials during the past year, or persons on waiting list. How many of these trip denials are for seniors and/or individuals with disabilities?
2. How many annual one-way trips will the additional vehicle(s) provide?
3. How will your agency pay for the added cost (driver wages, fuel, maintenance) of operating the additional vehicle(s)?

5. How will the proposed equipment address any identifiedsenior/disabled transportationservice gaps/needs (as noted in your region’s Coordinated Plan or local planning efforts) in your service area?

6. **To assist INDOT, please provide the last six (6) digits of the Vehicle Serial Number for each vehicle your agency wants to replace.** These numbers must match the vehicle serial numbers on your Vehicle Replacement List (Exhibit C).

7. If requesting a Small/Medium/Large Transit vehicle without a lift, *provide a brief explanation why your agency is requesting a non-lift vehicle.*

B. Vehicle Replacement List (Exhibit C) Instructions:

1. If you are only applying for expansion vehicles, simply put “n/a” on the list and upload in BlackCat.
2. Only include the vehicle(s) your agency wants to replace. There is no need to include your entire vehicle fleet. Yes, this is a change from previous practice. Make sure the vehicle identification number(s) listed match the VIN # listed in Project Need.
3. Your agency may request replacement of vehicle(s) your agency purchased through other funding sources.
4. Identify mileage on the odometer as of July 1, 2022.
5. Report current condition of the vehicle using the scale provided. Your application can discuss “potential” condition at time of replacement under Project Need.
6. Please include the location (city) for each vehicle being replaced.
7. Make sure your agency hasn’t replaced the vehicle(s) requested for replacement in a previous 5310/5311 grant. If you’re unsure, please call the Section 5310 Program Manager at 317-426-8541.
8. If the vehicle you want to replace is no longer in your fleet, is not running, or not in service, the grant application is considered an expansion request.
9. Grantees must locate their INDOT Section 5310 vehicles in a rural or small urban area. Rider/client trips must only serve residents of rural and small urban areas.

**III. FISCAL/MANAGERIAL CAPABILITY**

This section gives your agency the opportunity to explain its ability to comply with contract provisions, provide local capital match (20%), vehicle operation and maintenance funding, driver training, administrative oversight, and organizational stability.

**Answer the following questions thoroughly, but briefly (4‑8 pages). Answer the questions in order and re‑state the question you are answering.** Attach other documentation, as necessary.

 A. Fiscal/Managerial Documentation:

1. Provide the following calendar year 2021 transportation service data:
* Total one-way passenger trips
* Total vehicle miles
* Total operating expenses

**Passenger Trip -** One person making a one-way trip from origin to destination. One round trip equals two passenger trips.

**Total Vehicle Miles -** The total distance traveled by active passenger vehicles during the past calendar year, during the provision of passenger transportation service. Excludes miles for driver training and vehicle maintenance.

**Total Operating Expenses -** The total of all transportation operating costs incurred during the past calendar year, excluding expenses associated with capital grants. Expense figures may be unaudited.

1. Please list your agency’s transportation operating funding sources and estimated amounts for your agency’s current fiscal year. Applicants no longer fill out the former Exhibit E estimated operating budget.
2. Please list your agency’s funding source(s) for the Section 5310 local 20% capital cash match.

The local share (cash) may be derived from Federal programs that are eligible to be expended for transportation (*other than DOT/FTA programs*).Examples of types of federal programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services.

1. List the number and type of personnel involved in operating and managing your transportation service. This includes all full/part‑time/volunteer drivers, service staff, dispatchers, managers, and mechanics that are employees of your organization or contracted to provide your transportation service.

1. Identify the person(s) or business responsible for providing vehicle maintenance. Describe your agency's preventative maintenance program or measures (attach preventative maintenance plan if available).
2. What is your agency’s interval for oil changes?
3. What is your agency’s interval for lift/ramp maintenance?
4. Describe provisions made to insure safe operation of vehicles: Driver selection and training policies, safety standards, transportation service policies, insurance coverage, etc.
5. Provide documentation (from the past three years) of driver training.

INDOT requires drivers (within six months of hire) to complete Passenger Assistance Techniques through the Indiana Rural Transit Assistance Program (RTAP). Driver should be trained every three years. RTAP offers regional trainings throughout the state.

On a regular basis, INDOT encourages applicants to complete RTAP’s on-line training for:

* Defensive Driving
* Pre-Trip Inspection
* Emergency Procedures/Evacuation

 All courses are available for free from the Indiana Rural Transportation Assistance Program (RTAP) 812-799-3360 <http://indianartap.com/Training>

1. How are clients/riders made aware of your agency’s transportation services? Examples include rider brochures, websites/social media, word of mouth, phone numbers on the vehicles, community engagement by staff, Individual Service Plans, etc.
2. Provide documentation of written policies for transporting of service animals, personal care attendants and portable oxygen.

B. Project Budget (formerly known as Exhibit D Capital Budget) – This information is now provided in the BlackCat Project Budget. Each vehicle requested needs its own BlackCat project budget.

 C. Vehicle Choices and Local Match Information

1. Eligible equipment under Indiana’s Section 5310 program includes Low floor mini vans and small/medium/large transit vehicles, including accessibility modifications such as lowered floor/step, wheelchair lift/ramp and wheelchair securement devices.

2. INDOT has provided you with estimates for each available vehicle type. These estimates are what INDOT believes vehicle cost will be 12 to 18 months from release of the grant application. *Local share payments are based on actual costs.*

3. Vehicle choices reflect an effort to meet applicant needs, given federal procurement guidelines. There might be other equipment more suited for your specific type of service. However, given the need to find a reasonable compromise, the vehicles described in the application are the only items available. Please use the considerations discussed in the Vehicle Selection Guide (Attachment 4) to select the vehicle that will best meet your agency needs.

4. INDOT does not offer any diesel or alternative-fuel vehicles.

5. INDOT will provide information on any available vehicle options prior to ordering the vehicles.

6. Small/Medium/Large Transit Vehicles **without** lifts are available if the applicant meets all requirements of the Americans with Disabilities Act (Exhibit G attachment).

7. The local share will be 20% of the project budget. The applicant must certify in the Authorizing Resolution (Exhibit F) that local funds are available to purchase the requested equipment.

8. Successful applicants should secure their local match as quickly as possible**.** Local share funds are sent directly to the vendor prior to, or at time of vehicle delivery. Vehicle delivery will likely occur by the end of 2023. Vehicles sometime show up early, hence the need to secure local match quickly.

1. The local share (cash) may be derived from Federal programs that are eligible to be expended for transportation (*other than DOT/FTA programs*).Examples of types of federal programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services.
2. Section 5310 vehicles may not be used as collateral for any loans used to pay local match. Proceeds from a pending/proposed vehicle trade-in may not be used as local match.

D. Estimated Operating Budget (formerly known as Exhibit E) – no longer needed. INDOT now requests agency revenues through the Fiscal/Managerial documentation questions.

E. Recent Financial Audit

All subrecipients are required to establish and maintain an accounting system to which all transportation-related costs including capital projects, are recorded so that they may be clearly identified, easily traced, and substantially documented.

 **Not for profit applicants** must provide one of the following three documents with your grant application -

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

Subrecipients expending $750,000 or more in Federal financial assistance from all sources in your organization’s fiscal year must prepare a single audit pursuant to 2 CFR part 200.500

1. If for the most recent fiscal year, your agency was not subject to a Single Audit and instead had an annual financial statements audit conducted in accordance with AICPA requirements, please submit a copy of the complete audit report package including all
pertinent financial statements and all associated auditor’s reports.
2. If for the most recent fiscal year, your agency was not subject to a Single Audit and did not have your annual financial statements audited by an independent public accounting firm, please submit a copy of the following annual financial statements:
	1. Balance Sheet (or Statement of Net Position
	2. Income Statement (or Statement of Revenue, Expenditures and Changes in Net Position
	3. Statement of Cash Flows
	4. Notes –
		1. Be certain to provide basic notes with the financial statements which include, but are not limited to, identification of the basis of accounting used for preparation of the financial statements.
		2. Distinctly identify Federal, state, and local revenue sources, and
		3. If your agency received Federal funds from another agency, be sure to identify if your agency received those funds as a recipient/subrecipient or as a contractor

 **Eligible public bodies** must provide INDOT with the State Board of Accounts report number for their most recent audit <https://secure.in.gov/apps/sboa/audit-reports/#/>

**IV. CERTIFICATIONS**

A. Certificate of Incorporation (not-for-profits only)

INDOT will check the Indiana Secretary of State (SOS) business database to ensure your not-for-profit organization is incorporated and is current with Business Entity reports.

 Your agency must have an “active” status for INDOT to approve your grant. This means your agency has submitted its Business Entity Reports in a timely manner. The Secretary of State requires not-for-profit corporations to submit a Business Entity Report every two years.

Please review your SOS status before submitting the application. You can view your status at <https://bsd.sos.in.gov/PublicBusinessSearch>

B. Authorizing Resolution (Exhibit F)

This resolution serves as formal authorization by the governing body of your organization. It certifies the following items.

1. That sufficient funds are available to provide for the local match requirement (20% of capital costs). Applicants may provide local match from other federal programs that are eligible to be expended for transportation, other than USDOT/FTA programs.

1. The individual signing the application forms has the authority to act for the applicant organization.
2. The Board President or Chairperson must sign the Authorizing Resolution.
3. A public hearing is not required for any applicant.

A **public body** must also certify compliance with the FTA Section 13c Labor Protection requirements if it receives federal financial assistance under Sections 5339, 5307 or 5311. For Public Bodies, the following signatures are required (for the Authorizing Resolution):

Public Body Signatures Attest

County Commissioners (majority) Auditor

City Mayor and Board (majority) Clerk‑Treasurer

Town Pres. and Board of Trustees (majority) Clerk‑Treasurer

Public Trans. Corp. Board President Board Secretary

C. Standard Assurances (Exhibit G)

1. INDOT has combined all assurances associated with the Section 5310 application into one form. **Please read each item carefully before signing.** In addition, we recommend that your agency’s legal counsel review these assurances.

2. Federal regulations require the Indiana Department of Transportation and each applicant follow the requirements of Exhibit G. Individuals who desire more information about these requirements may contact INDOT.

For Public Bodies, the following signatures are required for Exhibit G:

Public Body Signatures Attest

County Commissioners (majority) Auditor

City Mayor and Board (majority) Clerk‑Treasurer

Town Pres. and Board of Trustees (majority) Clerk‑Treasurer

Public Transp. Corp. Board President Board Secretary

D. Bankruptcy/Litigation Certification (Exhibit H)

1. Federal regulations require the Indiana Department of Transportation to ask each applicant the questions in Exhibit H. *Please read each item carefully before signing.*

2. Provide a brief explanation if your agency answers “yes” to any question. Answering “yes” will not automatically disqualify your application. INDOT will review each situation to gauge its relevance to your application.

For Public Bodies, the following signatures are required for Exhibit H:

Public Body Signatures Attest

County Commissioners (majority) Auditor

City Mayor and Board (majority) Clerk‑Treasurer

Town Pres. and Board of Trustees (majority) Clerk‑Treasurer

Public Transp. Corp. Board President Board Secretary

E. Transportation Improvement Program (TIP) Approval - small urban areas only

Applicants from small urbanized areas must contact the local Metropolitan Planning Organization (MPO) to have this project included in their Transportation Improvement Program (TIP).

At a minimum, you should receive a letter from your MPO stating it will include your application in the local TIP if funded by INDOT. INDOT will later notify MPOs of approved applications.

The MPOs may decide to include your application in the local TIP prior to submission of your application. Please attach that documentation in your application.

Applicants from the following areas must receive local TIP approval:

|  |  |  |  |
| --- | --- | --- | --- |
| **Metropolitan Planning Organization** | **Counties Covered Under TIP Approval** | **Phone #** | **Contact** |
| Madison County Council of Governments (MCCOG) | Madison | 765/641-9482 | David Benefiel |
| Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO) | Monroe | 812/349-3423 | Pat Martin |
| Columbus Area Metropolitan Planning Organization (CAMPO) | Bartholomew | 812/376-2550 | Laura Thayer |
| Kokomo-Howard County Governmental Coordinating Council (KHCGCC) | Howard | 765/456-2336 | Tammi Corn |
| Tippecanoe County Area Plan Commission (TCAPC) | Tippecanoe | 765/423-9242 | Doug Poad |
| Delaware-Muncie Metropolitan Plan Commission (DMMPC) | Muncie | 765/747-7740 | Marta Moody |
| Northwestern Indiana Regional Planning Commission (NIRPC) | LaPorte | 219/763-6060 | Charles Bradsky |
| Michiana Area Council of Governments (MACOG) | Elkhart | 574/674-8894 | Tierra Harris |
| Terre Haute Economic Development Corporation (THEDC) | Vigo | 812/244-1319 | Jeremy Weir |

F. Inclusion in Coordinated Plan - small urban areas only

 Applicants from **small** **urbanized** areas, or that primarily provide service in a small urban area, must contact the local Metropolitan Planning Organization (MPO) to ensure the proposed project is derived from the local Coordinated Public Transit Human Services Transportation Plan.

The MPO must provide documentation that your grant application is derived from the MPO’s Coordination Plan. Your application must include the name of the lead planning agency, the date of adoption of the plan, and/or other appropriate information.

*Please note that some MPOs (Evansville, Indianapolis, South Bend and Cincinnati) have developed coordinated plans that include rural counties adjacent to their urbanized area.*

The following counties are included in local Coordination Plans developed by an MPO:

|  |  |  |  |
| --- | --- | --- | --- |
| **Metropolitan Planning Organization** | **Counties Covered Under Coordinated Plan** | **Phone #** | **Contact** |
| Madison County Council of Governments (MCCOG) | Madison | 765/641-9482 | David Benefiel |
| Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO) | Monroe | 812/349-3423 | Pat Martin |
| Columbus Area Metropolitan Planning Organization (CAMPO) | Bartholomew | 812/376-2550 | Laura Thayer |
| Evansville Metropolitan Planning Organization (EMPO) | Warrick | 812/436-7833 | Matt Schriefer |
| Indianapolis Metropolitan Planning Organization (IMPO) | Boone and Shelby | 317/327-7587 | Jen Higginbotham |
| Kokomo-Howard County Governmental Coordinating Council (KHCGCC) | Howard | 765/456-2336 | Tammi Corn |
| Tippecanoe County Area Plan Commission (TCAPC) | Tippecanoe | 765/423-9242 | Doug Poad |
| Delaware-Muncie Metropolitan Plan Commission (DMMPC) | Delaware | 765/747-7740 | Marta Moody |
| Northwestern Indiana Regional Planning Commission (NIRPC) | LaPorte | 219/763-6060 | Charles Bradsky |
| Michiana Area Council of Governments (MACOG) | Elkhart, Kosciusko, Marshall | 574/287-1829 | Tierra Harris |
| Terre Haute Economic Development Corporation (THEDC) | Vigo | 812/234-1319 | Jeremy Weir |
| Ohio-Kentucky-Indiana Regional Council of Governments (OKI) | Dearborn (Indiana) | 513/621-6300 | Bob Koehler |

A locally developed, coordinated public transit-human services transportation plan (**“**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.

A coordinated plan should maximize public transit/human services transportation services collective coverage by minimizing duplication of services. Further, a coordinated plan shall be developed through a process that includes representatives of public and private and non-profit transportation and human services transportation providers, and participation by members of the public.

 *Non-urbanized/rural applicants:* Applicants in **non-urbanized/rural** areas (less than 50,000 population) – INDOT will provide the above required documentation for each approved rural applicant from the INDOT Statewide/rural Coordination Plans when it seeks federal approval.

Copies of the all the MPO and rural Coordination plans are available at [**http://www.in.gov/indot/2825.htm**](http://www.in.gov/indot/2825.htm)

**V. LOCAL COORDINATION EFFORTS**

This section is your opportunity to demonstrate a strong working relationship with local public and private transportation providers in your service area. Applicants must work together with local transit and paratransit operators in developing a comprehensive transportation network in the project area. Applicants should also seek to coordinate services with other programs for seniors and individuals with disabilities.

 A. Transportation Advisory Committee\*

INDOT requires all applicants to actively participate in their local transportation advisory committees (TACs).

To improve coordinated efforts with local public and private transportation providers, all applicants must participate in a local Transportation Advisory Committee (TAC). **Your local TAC must meet at a minimum ‑ on a quarterly basis (in-person or remotely).**

*\*Because of the pandemic, INDOT will not penalize applicants for their inability to attend in-person or virtual meetings of their local Transportation Advisory Committee. Many of your agencies closed for short/extended periods of time, are still short-staffed, and work with individuals with a higher risk for infection. At a minimum, please document on-going formal/informal coordination efforts with local transportation providers and community organizations.*

The TAC should focus on the transportation needs of the seniors, disabled, low income, and other mobility-impaired individuals. In most instances, the TAC will perform in an advisory function, making recommendations to improve transportation services.

Applicants from small urbanized areas can utilize the MPO staff to assist with the development and support of their local Transportation Advisory Committee. MPOs are also a source for technical assistance in completing your grant application.

Applicants from non-urbanized area should take advantage of the coordination and review functions of a local Transportation Advisory Committee.

 1. The primary tasks of the TAC are:

1. To serve as a forum for the ongoing dialogue with community representatives on key issues, strategies, and plans for implementation as identified in the local Coordination Plan.
2. Engaging in outreach efforts that enhance the coordinated process and identifying the opportunities that are available in building a coordinated system.
3. Reviewing, commenting, and prioritizing on the proposed Section 5310 grant application(s) ability to address any identifiedsenior/disabled transportation service gaps/needs in your service area, or to achieve efficiencies in service delivery, as identified in the local Coordination Plan.

2. Broad-based representation is important to the credibility of the TAC. Suggested membership is as follows:

 ‑ Private for-profit transportation operators (nursing home, taxi, paratransit, ambulance, etc.)

 ‑ Private non‑profit transportation operators (aging, rehabilitation, mental health, Head Start, Red Cross, schools, community centers, religious organizations, etc.)

 ‑ Public transportation operators

‑ Human service agencies

 ‑ Local and regional planners

‑ Local elected officials

 ‑ Seniors and disabled transportation consumers

 3. Some areas may have human service coordinating councils that perform the functions of a TAC. These groups are acceptable as a TAC if they have the proper representation and perform the activities required of a TAC. All Section 5310 applicants, as a requirement for receiving grant approval, must coordinate transportation services in their area to the fullest extent possible. INDOT expects grantee agencies to play a key role in the development and maintenance of their area's Transportation Advisory Committee.

 4. **All Section 5310 applicants must document recent committee accomplishments and provide minutes from their quarterly meetings.** New applicants must join or organize their TAC before submitting an application.

 5. To demonstrate TAC involvement, applicants must submit the following documentation:

 ‑ A list of all TAC members including their **name, title,** and the **organization/group** they represent.

 ‑ Minutes or summaries from all recent TAC meetings detailing the discussion of transportation issues - including coordination, evaluation, and prioritization of any Section 5310 grant application(s).

B. Other Evidence of Coordinated Effort/Vehicle Use

As part of a coordinated effort, two or more non‑profit organizations from the same service area may coordinate applications for Section 5310 funding. INDOT requires each agency to submit individual grant applications, but the TAC minutes/evaluation, Provider Notification Letter and Project Justification should reflect the coordinated nature of the applications.

Transportation providers may also enter into operational agreements with other agencies (that primarily serve seniors and individuals with disabilities) to maximize the use of project equipment. INDOT will give priority to applications that demonstrate a coordinated transportation network.

INDOT encourages maximum use of vehicles funded under the Section 5310 program. Consistent with the requirements of 2 CFR part 200, vehicles are to be used first for program related needs and, beyond the purposes for which a Section 5310 grant are made (e.g., providing service to older adults and people with disabilitiesnot affiliated with their agency), to meet other transportation needs of seniors and individuals with disabilities, to meet other Federal program or project needs, and finally for other local transportation needs.

During the period the vehicle is used to serve the project or program needs for which it was acquired, the subrecipient shall make it available for use on other projects or programs, as long as such other use does not interfere with the service for which the vehicle was originally acquired.

First preference for such other use will be given to other projects or programs sponsored by the Federal Transit Administration, and second preference will be given to projects or programs sponsored by other Federal agencies.

Finally, vehicles may be used by non-Federally funded providers, first to meet the needs of older adults and people with disabilities, and then to serve the transportation needs of the general public on an incidental basis as long as such service does not interfere with transportation services for older adults and people with disabilities.

Applicants should submit evidence of coordination with other non‑profit, for‑profit and public transportation providers. This includes service agreements, resource sharing, referral arrangements, coordinated vehicle dispatch, memorandum of understanding, coordination action plans, joint training, etc. (refer to these attachments in your Project Need).

You may also include any other significant information that describes your community's transportation needs and concerns, such as public hearings, surveys, meetings, news articles, social media, etc. (refer to these in your Project Need).

C. Provider Notification (Attachments #2A and #2B)

All applicants (non‑profit and public bodies) must notify, by letter or e-mail, all public and private transit and paratransit providers in their service area (Attachments 2A and 2B are available in BlackCat).

Your agency must send these letters/email to local transportation providers by **September 1, 2022.** This will allow enough time any response. You may send correspondence received after submitting your application to the Indiana Department of Transportation. Your agency must submit the following documentation with your application:

 ‑ One copy of the notification email/letter sent to providers.

- **Attachment 2B – Notification of Providers Form**. List all private non-for-profit, private for‑profit and public transportation providers in your service area. County government, social service organizations, internet search engines and school systems are sources of information about transportation providers. Other providers include school bus operators, taxi companies, public agencies, other private, non-profit organizations, public transit systems, etc.

* Include with this application, any written negative comments or service proposals received from the notification. *Your agency must respond to any written negative comments or service proposals and include these response(s) in your grant application.*

Your agency can include support letters. The solicitation of support letters is separate from the notification letters mailed out to area providers. Support letters have a minimal role in INDOT’s decision to award a grant.

D. Prioritizing Applications

INDOT encourages all Transportation Advisory Committees and Metropolitan Planning Organizations to prioritize applications or vehicles submitted by two or more non‑profit organizations/public bodies serving the same service area. TACs/MPOs must prioritize applications before their submittal to INDOT. *MPOs may prioritize grant applications as part of their local Coordinated Plan.*

TACs/MPOs are responsible for developing their own prioritization criteria. The criteria can include coordination with other providers, community needs, other available funding sources, service hours, service area, vehicle utilization, vehicle mileage, vehicle repair history, vehicle age, average fleet age, vehicle maintenance program, thoroughness and quality of application, fiscal & managerial capacity, etc. TACs/MPOs should evaluate their criteria on an annual basis to ensure consistency with the transportation needs of the seniors and individuals with disabilities.

Multiple applications from the same service area need to include in their application the priority ranking and criteria used by their TAC/MPO. INDOT will use the TAC/MPO prioritization, in conjunction with the evaluation criteria contained within this application package, to make funding decisions.

This prioritizing of applications reflects INDOT’s desire to target Section 5310 funds to projects of highest need at the local level.

Evidence of compliance with this requirement includes a description of the prioritization criteria used and a prioritized listing of applications submitted by two or more organizations serving the TAC’s area.

**VI – Other Documents**

A. Title VI Civil Rights Plan

As of October 1, 2012, the Federal Transit Administration (FTA) Title VI Civil Rights Circular 4702.1B Requirements and Guidelines for Federal Transit Administration Recipients went into effect. This guidance affects all Section 5310 grantees**.** Title VI prohibits discrimination on the basis of race, color, or national origin in Federally funded programs and activities.

If your agency has not received Section 5310 funding in the past three years, or has never applied, your agency will need to complete a Title VI Civil Rights Plan if INDOT approves your application.INDOT will send the necessary forms after grant approval.

Existing grantees must have an approved Title VI plan to receive funding during any grant cycle.

There is no need to include any Title VI information with your Section 5310 application. INDOT keeps copies of grantee Civil Rights plans and approval letters on file.

B. W9 Federal Tax ID

All applicants must complete and submit this form (current as of November 2018) with their grant application. Please use the form attached in BlackCat. Earlier versions are not acceptable.

**All required Exhibits and Attachments required for upload are available in BlackCat.**