FEDERAL TRANSIT ADMINISTRATION (FTA)
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES GRANT PROGRAM (SECTION 5310)

GUIDANCE AND APPLICATION INSTRUCTIONS

JUNE 2017
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Introduction

The New York State Department of Transportation (NYSDOT) is soliciting applications for funding under the Federal Transit Administration’s (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310). Approximately $28.7 million in funding will be allocated pursuant to this solicitation. The goal of the Section 5310 Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The program provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities, including:

- 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);
- 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 and with transportation.

ELIGIBLE APPLICANTS

- Private not-for-profit corporations (Traditional and Enhanced projects)
- Public agencies where no private not-for-profits are readily available to provide the proposed service (Traditional projects)
- Public agencies that have been approved by the State to coordinate services (Traditional projects)
- All public agencies and operators of public transportation services (Enhanced projects)
- Indian Tribal Governments (Traditional and Expanded projects)

TRADITIONAL AND ENHANCED PROJECTS

Pursuant to federal law, a minimum of 55 percent of the available program funds in each urbanized and non-urbanized areas must be used to support traditional projects that are designed to meet the special needs of seniors and individuals with disabilities that are planned, designed and carried out by eligible entities. Traditional projects include the purchasing of buses, vans, wheelchair lifts, ramps and transit-related technology systems.

Up to 45 percent of the remaining program funds may be used to support enhanced transportation projects. Enhanced transportation projects are those that exceed the requirements of the Americans with Disabilities Act (ADA), improve access to fixed-route service, decrease reliance by individuals with disabilities on complementary paratransit or provide alternatives to public transportation that assist seniors and individuals with disabilities. Examples of enhanced transportation projects include travel training, volunteer driver programs, improving signage and improving access to sidewalks and crosswalks.
Funding

Approximately $28.7 million is available under this solicitation and will be allocated as follows:

- $17.6 million for the New York Metropolitan Area
- $5.3 million for large urban areas with a population greater than 200,000
- $2.5 million for urban areas with a population from 50,000 to 200,000
- $3.3 million for rural areas with a population less than 50,000

In addition to the eligible applicants for traditional projects, operators of public transportation services, including private operators of public transportation services eligible to receive the grant indirectly, are considered eligible applicants for enhanced transportation projects.

To Apply: Applications must be submitted to NYSDOT at 5310Mobility2017@dot.ny.gov by August 21, 2017. Application Materials are located at: https://www.dot.ny.gov/public-transportation/specialized-transportation/5310/section%205310-application-material.

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

Eligible Applicants

For both traditional and enhanced projects:

1. Private not-for-profit organizations incorporated within New York State may apply for funding of both traditional and enhanced projects. As the primary intended applicant, the private not-for-profit organization must:
   a. Have a current Charities Registration Number for proof of eligibility. If not yet issued a Charities Registration Number, applicant must attach to the application other documentation of proof of 501(c)(3) status.
   b. Be registered and pre-qualified (not-for-profit entities only) in New York State Grants Gateway. To Register in Grants Gateway, complete the required form to the address listed on the form. Once registered, Not-for-Profit entities must complete the Grants Gateway Pre-Qualification process.

2. A State or local governmental authority, or Indian Tribal government applying for traditional projects must also be able to certify that:
   a. A not-for-profit organization is not readily available in the area to provide transportation services to seniors and individuals with disabilities;

   Either a letter on government letterhead, signed by the government's chief executive officer; or a board approved municipal resolution certifying that there are no not-for-profit corporations or associations readily available in the area to provide transportation services to seniors and individuals with disabilities must be attached to the application.
NYSDOT may reject this certification if it is determined that private not-for-profit organizations are available and provide transportation services in the proposed service area.

**OR**

b. The Applicant is approved to coordinate these services.

An agreement with existing transportation providers in an area of proposed service establishing the governmental authority as the coordinator of transportation services; and documentation of the coordination activities accomplished or proposed must be attached to the application.

In addition to the above applicants, for enhanced projects:

3. Private taxi companies providing shared-ride taxi service to the general public on a regular basis or are operators of public transportation may apply. Note that:

- Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of this service must include shared rides.

- Any taxi company or any agency that currently has a program involving taxi services should ensure its need is articulated in the locally developed coordinated plan and that the organization strategy being proposed is also included in the plan.

- Taxi companies that provide only exclusive-ride service may participate in the program as contractors only. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with an eligible sub-recipient such as a local government or not-for-profit organization.

**Eligible Projects**

Funding is available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. Projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. Projects must be carried out by an eligible applicant.

Table 1: Program Summary, highlights the project types, categories and eligible activities. The descriptions are examples of common activities and are not intended to be all-inclusive.¹ Note that enhanced projects exceed ADA requirements.

<table>
<thead>
<tr>
<th>Table 1: Program Summary</th>
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<tbody>
<tr>
<td>Project Type(s)</td>
<td>Category</td>
<td>Eligible Activities</td>
</tr>
<tr>
<td>Vehicle Purchase</td>
<td>Traditional or Enhanced</td>
<td>Purchase Buses from NYS OGS Adult Bus Contract</td>
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<tr>
<td>Other Capital Purchase</td>
<td></td>
<td>Benches, Shelters &amp; Passenger Amenities</td>
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<td>Intelligent Transportation System (ITS) planning and technology such as:</td>
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<td></td>
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<td>Automatic Vehicle Locator System (AVL);</td>
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<td>Mobile Data Terminals (MDT);</td>
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<td></td>
<td></td>
<td>Dispatch System</td>
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</tbody>
</table>

¹ See FTA Section 5310 Circular (C 9070.1G) Chapter III - General Program Information, page III-9, #13 Eligible Activities for other projects meeting the 5310 program objectives.
### Table 1: Program Summary

<table>
<thead>
<tr>
<th>Project Type(s)</th>
<th>Category</th>
<th>Eligible Activities</th>
</tr>
</thead>
</table>
|                 | Traditional | Other vehicle types not on OGS Adult Bus Contract to support shared-ride services.  
Radio Equipment  
Support Facilities and Equipment  
Vehicle Rehabilitation or Overhaul |
|                 | Enhanced | Accessibility improvements to non-key stations and stops  
Vehicles or equipment designed to accommodate oversized mobility aids beyond ADA requirements |
| Mobility Management | Traditional or Enhanced | Coordination of services for 5310 target populations  
ITS planning and technology that directly supports a Mobility Management Project such as:  
Call center, or coordination and dispatch computer system.  
Operation of transportation brokerage  
Support to plan and implement coordinated services  
Support of State and local coordination policy bodies and councils  
Travel Training |
| Operating Assistance | Traditional or Enhanced | Transportation Operating Expenses for services provided to 5310 target populations  
Vouchers to support volunteer driver programs, taxi, or trips provided by human service agencies.  
Enhanced | Accessible Feeder Services to commuter or intercity rail and bus, where paratransit is not available.  
Expanding ADA Paratransit Services |

### Roles and Responsibilities

Designated by the Governor to administer FTA programs, including the Section 5310 program, NYSDOT administers Transit-related operations and programs with the assistance of other entities including:

- **NYSDOT Regional Offices** develop transportation plans and manage programs in their respective areas. Regional Office staff consider and include rural transit projects within the transportation goals and program in the Region, and in the selection of projects for funding within the flexible federal funding categories.

- **New York Public Transit Association** (NYPTA), a group representing the transit industry in the State, collaborates with NYSDOT on Statewide Transit Conferences forums for issues in the industry. NYPTA is an effective organization for the review of policy issues and consultation on mutual matters of concern.

- The Statewide Application Review Committee (SARC) includes State Agency representatives from among those involved with programs to seniors and individuals with disabilities. The SARC provides input to NYSDOT concerning the administration of the FTA Section 5310 program and may participate in the evaluation of each grant application for funding.
• Each Metropolitan Planning Organization (MPO) has a Coordinated Plan and an allocated amount of funding. Project types in each area must be part of the plan and also meet the 55/45 project funding levels in order to be considered for award.

• Please note that for projects that involve building construction, NYSDOT will be conducting oversight in the manner described in the Federal Transit Administration, Project and Construction Management Guidelines.

Financial Requirements

This grant program finances 80 percent of the capital costs of vehicle(s), other capital equipment and mobility management projects, and 50 percent of operating assistance costs.

• Applicants (sub-recipients) must provide the respective remaining 20 percent and/or 50 percent from funding sources other than USDOT federal funds.

• Applicants applying for multiple projects need to ensure that the monies used for matching funds are accounted for only once. The same dollars cannot be counted twice.

• Matching shares of non-federal funds have to be accounted for under each project type.

Sub-recipients are required to enter into a contractual agreement with NYSDOT prior to receipt of capital equipment. This agreement has several significant financial requirements for sub-recipients.

APPLICANT SHARE AND LOCAL FUNDING REQUIREMENTS

Approved program grants for traditional Section 5310, other capital, and mobility management projects receive awards for 80 percent of the total project cost, representing the federal share of the project. Applicants are required to provide the 20 percent applicant match of the project cost for any vehicle purchases made through the NYS Office of General Services (OGS) Adult Bus Contract.

These 20 percent applicant share funds are deposited into individual interest bearing escrow accounts prior to grant vehicles being ordered. NYSDOT releases the funds directly to the vendor after delivery and acceptance of vehicles by the sub-recipient. New York State does not provide state funding towards the purchase of Section 5310 vehicles at this time.

Applicants are required to pay 100 percent of all other projects and submit appropriate documents to receive the 80 percent federal share reimbursement from NYSDOT. Operating assistance projects receive awards for 50 percent of the total project cost, representing the federal share of the project.

An applicant’s ability to identify in sufficient detail the eligible source(s) of the required 20 or 50 percent applicant match and the funds to properly operate and maintain proposed capital items is part of the grant application evaluation process. Application scores will reflect accordingly any applicant that does not appear to have the proper financial ability to manage a grant award.
FEDERAL SHARE FINANCIAL MANAGEMENT

Following delivery from the vehicle manufacturer (post-delivery), and prior to final delivery to the sub-recipient, every vehicle is inspected by a NYSDOT Motor Vehicle Inspector (MVI). Each vehicle is checked and compared with the original Equipment Order forms and procurement specifications to confirm that the vehicle has been built to specification, and is further inspected to ensure compliance with all NYSDOT safety requirements. Upon final vehicle delivery to sub-recipients (final delivery), original invoices are submitted to NYSDOT to verify billing.

FINANCIAL REQUIREMENTS BY PROJECT TYPE

For Vehicle Capital Projects, sub-recipients must:

- Provide the required 20 percent applicant match deposit for vehicle(s) only. NYSDOT collects the applicant match (20 percent) at the contract execution time and deposits it into an individual sub-recipient account.

  Locally required amounts are increased by 15 percent for awarded vehicles as a contingency against unanticipated price increases or equipment modifications at contract award time which increases the calculated applicant match amount. Do not factor in this increase in your grant application.

For Other Capital Equipment and Mobility Management Projects, sub-recipients must:

- First instance project expenses and seek up to 80 percent reimbursement from NYSDOT after the expenditure of applicant funds.

For Operating Assistance, sub-recipients must:

- First instance the operating costs for eligible projects and may apply to NYSDOT or other applicable designated recipient for up to 25 percent of the Federal award amount after 3 months of eligible expenses have been incurred.

General Requirements

SCHOOL BUS TRANSPORT EXCLUSION

School buses purchases are not available through this Program. The use of FTA funds for school bus transportation operations (exclusively for the transportation of students and school personnel) is prohibited under Title 49 USC 5323 unless the sub-recipient has been granted an exemption by FTA (See 49 CFR 605.11). Exempted organizations applying for funding must provide a copy of the exemption with the application.

Regardless of the applicant’s exemption status, vehicles purchased through this program may not provide exclusive school bus service in competition with private school bus companies.

An organization may use vehicles purchased through this program for the transportation of students and school personnel in incidental charter-bus operations.

SECTARIAN ORGANIZATIONS/RELIGIOUS PURPOSE USE

Private not-for-profit organizations affiliated with religious organizations may be eligible for this
program, however vehicles purchased through this program cannot be used for religious purposes. For example, vehicles cannot be used to transport members of a church or its congregation to the church facility **exclusively** for religious purposes/services.

**COORDINATION**

NYSDOT is committed to coordinating efforts at the state and local levels. Efforts include, but are not limited to:

- Mandating transportation providers and those with transportation needs be made aware of the services being proposed for funding, and be given the opportunity to coordinate, and in the case of capital applications, to request a public hearing;  

- Ensuring coordination among 5310 and 5311 sub-recipients, providing technical advice and disseminating best practices to transportation providers from all available sources; and

- Allocating more funding potential to sub-recipients who coordinate services in a financially prudent manner.

**LOCALLY DEVELOPED COORDINATED PLAN (LOCAL COORDINATED PLAN)**

To be considered for a funding award, the proposed grant project must be included in a locally developed, coordinated public transit-human service transportation plan in your area:

- Urbanized areas (over 50,000 in population), the MPO develops the coordinated plan;
- Rural areas, the county planning office or county public transportation office develops the coordinated plan.

Members of the public, including seniors, individuals with disabilities, representatives of the public, private, not-for-profit transportation and human service providers **must** participate in the development and approval of the coordinated plan. See Appendix F for contact information regarding Local Coordinated Plans.

Applicants are required to commit to coordinate their transportation services as outlined in their locally developed, coordinated public transit-human service transportation plan covering their area of existing/proposed service. Updated or amended Local Coordinated Plans must be submitted to NYSDOT no less than every four (4) years.

Applicants are responsible to ensure that NYSDOT has on file a current/updated Plan. Plans older than four (4) years, or those that have not been updated within the last four (4) years are considered outdated.

**GRANT ADMINISTRATION/METHOD OF AWARD**

Successful applicants are required to enter into a standard contractual agreement with NYSDOT for projects awarded under an FTA Section 5310 program grant as an FTA sub-recipient. Accurate documentation of agency type is required including Contract identification numbers and legal contract name. These items are critical to moving the process along from award to contract.

NYSDOT conducts on-going monitoring of each federally funded project throughout the life of
the grant. Each sub-recipient is responsible for complying with equipment utilization as expressed in grant application materials and all state and federal requirements as stipulated in this standard contract agreement.

PUBLIC NOTICE REQUIREMENTS

In accordance with 49 U.S.C. 5323 (a) (1), private for-profit bus, taxi and ambulate operators must have a fair and timely opportunity to participate in the development of the grant proposal, and afforded a feasible opportunity to provide the proposed service requested under this federal funding program.

Therefore, when complying with this requirement, be aware that some private for-profit operators may contact you to determine how they can assist with your transportation needs and to offer their own contractual service proposals for consideration.

Applicants must issue a public notice announcing their intent to provide transportation services through utilization of federal funds; the public notice ensures private for-profit transportation providers have a fair and timely opportunity to participate.

The notice must invite interested private for-profit operators to respond and submit a proposal on the proposed services by sending a written notice within 15 calendar days of the public notice.

To fulfill the public notice requirement, applicants must prepare a public notice for the project, following the form and language of the NYSDOT example in Appendix D. Applicants may use one of the following options to meet this requirement:

- Publish the public notice at least one time as a legal notice, or a paid advertisement in a daily general circulation newspaper covering the service area. If there are no daily newspapers in the service area, a weekly publication suffices.

  Applicants must attach a certified copy (notarized affidavit/proof of publication) of the actual legal notice or public notice from the newspaper with the application, and attach any correspondence from operators responding to the notice (if any).

- Send by certified mail a final copy of the public notice to all private bus, taxi and ambulate companies in the proposed project service area.

  Applicants must attach to the application a sample copy of the actual public notice sent to all private operators; the postmarked certified mail receipts for these mailings; and any correspondence received from any operators in response to the notice.

If you receive inquiries about, or objections to, the proposed project, you must respond by supplying information about the transportation services that utilize federal funds in this grant proposal.

This information should be sufficient to be used by the for-profit transportation provider to provide you with a cost estimate for the service. In response to any inquiry, you must convey that the for-profit transportation provider may have the option of providing your proposed service with grant funds, or by leasing the grant vehicle(s) for a negotiated fee. To assure continuity and appropriate service for your consumers, you have the right to insist upon a multiple-year contract, and the specialized type of service your consumers require.
Responses to inquiries must be on official agency letterhead with the date of the posting and all resolutions to the comments. Responses do not have to be completed by application submission deadline, but must be submitted within 15 days after applications are due.

Proposals received from private for-profit transportation providers must be evaluated on a fully allocated cost basis, by including the annualized value of all grant vehicles, other capital equipment, mobility management and operating assistance requested, subject to an award.

- Utilize fully allocated salary costs even if drivers and other employees are volunteers, as well as all other estimated operating costs relating to the transportation services proposed and government contributions that will support the project. This ensures equitable evaluations by your organization.

As applicable, applicants must report the lowest cost of service(s) obtained from a private-for-profit transportation provider in order to conduct a per passenger trip cost comparison. Following the evaluation of a proposal, should your organization decide not to accept a proposal to operate your transportation service, you must explain your reasons in a letter to the provider.

- A copy of this letter to the provider must be attached to the application.

If a formal protest or complaint is received from a transportation provider as a result of the decision not to accept a proposal, contact NYSDOT for further instruction.

It is to your advantage to resolve any protests, and to use private for-profit transportation providers when they can provide appropriate service at reasonable rates. Since FTA federal funds are insufficient to fulfill the needs of all organizations throughout the State, NYSDOT encourages organizations to investigate all potential coordination opportunities.

In the event that an objection cannot be resolved, NYSDOT may use all relevant service and cost data to evaluate your service in a protest resolution.

An opportunity for a public hearing is required ONLY for Public Agencies requesting Capital grants under Section 5310. An application for Section 5310 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication.

**EQUAL EMPLOYMENT OPPORTUNITY**

FTA Section 5310 program sub-recipients receiving capital assistance in excess of $1 million, or planning assistance in excess of $250,000 and having more than 50 transit employees must comply with all applicable Equal Employment Opportunity (EEO) requirements.

The sub-recipient is required to submit its EEO Program and provide updates every three years to ensure compliance. If your agency has over 50 transportation employees you must attach your agency’s EEO plan.

Sub-recipients are required to be in compliance with Equal Employment Opportunity (EEO) requirements. Sub-recipients may not:

- Discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or handicap; and

- Take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, creed, national origin, sex or age; and
• Post in conspicuous places, and make available to employees and applicants for employment, notices setting forth an EEO policy.

TITLE VI

The Title VI Act of 1964, as amended, helps to ensure anti-discrimination is enforced throughout the work undertaken by all recipients of federal funding. NYSDOT’s Title VI/Environmental Justice program serves to create, implement and regulate procedures that comply with Title VI of the Civil Rights Act of 1964, as amended; the Environmental Justice Executive Order 12898; Executive Order 13166; Limited English Proficiency; the Civil Rights Restoration Act of 1987; and Title 49 CFR Part 21, as well as related statutes and regulations.

Title VI provisions include, but are not limited to, prohibiting discrimination on the grounds of race, color, sex, age, national origin, religion, disabling condition, or being included within minority populations and/or low-income populations. It also prohibits exclusion from participation, denial of benefits to, or others subject to discrimination under any program or activity administered by NYSDOT. Sub-recipients must comply with federal civil rights requirements under Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.).

Title VI provides 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.

Section 5310 sub-recipients must have a current policy in place that includes these provisions:

1. Policy Statement & Notice of Beneficiaries Rights under Title VI
2. Complaint Procedures and Complaint Form
3. List of transportation related Title VI complaints, investigations, or lawsuits
4. Public Participation Plan
5. Limited English Proficiency (LEP) Plan
6. Minority representation of advisory councils
7. Transportation Service Equity Analysis
8. Documentation demonstrating Board of Director’s approval of Title VI Program

Sub-recipients may adopt their own policy, or use the NYSDOT Civil Rights Policy Statement for adaptation. For more information, please contact:

• FTA Civil Rights Guidance: http://www.fta.dot.gov/civil_rights.html

NYSDOT TITLE VI COMPLAINT PROCEDURES

Any person(s) or entity who believes they have been subjected to unlawful discrimination based on race, color, sex, age, national origin, religion, or disability in any programs, activities or services of NYSDOT or an organization funded through NYSDOT may file a complaint. An individual or a representative may file the complaint no later than 180 days after the date of the alleged discrimination, unless extended by NYSDOT.

In accordance with this procedure, complaints of discrimination must be directed in writing, signed by the person(s) or their representative and must include the complainant(s) name, address and
NYSDOT acknowledges all allegations of discrimination received by mail, fax or email. In addition to your right to file a complaint with NYSDOT, you also have the right to file a Title VI complaint with the FTA at: Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590; or Phone: (202) 366-4000.

Investigations of Title VI allegations commence within (30) thirty days of a filed complaint. The NYSDOT Title VI Unit duly and timely notifies the complainant(s) of NYSDOT’s determination and resolution.

NYSDOT OVERSIGHT REQUIREMENTS

Sub-recipients must semi-annually report to NYSDOT as a condition of receiving funding. Using the Semi-annual reporting forms, information must be provided on:

1. The service(s) as described in the application;
2. Program income (all monies generated from the transportation services using grant vehicles), monies must offset transportation expenses;
3. The use of the vehicle until the vehicle is retired from the program; and
4. Proof of insurance, confirmed through the Certificate of Liability Insurance provided to NYSDOT, as a lien holder, by your insurance carrier/company.

Prior approval, and in some cases written approval, from NYSDOT is required in the following instances:

1. If not described in the grant application, any use of Section 5310 program vehicles by a third party/private carrier or parties other than itself;
2. Prior to entering any lease agreements between the grantee (sub-recipient) and lessee (third party operator/private carrier) to operate Program vehicles; and
3. Retirement of any grant vehicle. Written permission, prior to the sale, transfer, placing into back-up service, or retirement of Section 5310 Program vehicles is required. Criteria considered for vehicle retirement include current condition and age, cost to rehabilitate and maintenance history.

NYSDOT records a lien on awarded vehicles to preserve the 80 percent Federal/State interest in the vehicle(s), and conducts regular random site visits of sub-recipients to ensure compliance with appropriate and reported vehicle use and management.

Additional Program Requirements by Project Type: Capital Projects

PROGRAM REQUIREMENTS: VEHICLE PURCHASE

Vehicle Purchases—Purchase of replacement or Expansion Rolling Stock ADA-equipped multi person passenger vehicles to provide transportation service to seniors or persons with disabilities.

To ensure compliance with ADA requirements, all vehicles purchased must be equipped with a wheelchair lift (unless there is a low-floor ramp) and wheelchair spaces must be fully accessible.
As a condition of receiving funding, sub-recipients are required to adhere to their descriptions of usage and service provision as submitted in their application including:

- Using vehicles purchased through these grant funds to provide the described services; meeting the continuing control and maintenance requirements of the asset; and seeking permission for any use outside of the described services;

- Operating vehicles for specialized transportation service throughout the life of the “Grant,” which is the useful life of the vehicle (and/or until the vehicle is no longer mechanically usable);

- Making vehicles available for use in connection with other federally funded programs, in addition to other eligible purposes, during periods when vehicles are not in use for grant purposes.

> Program vehicles may provide service to transport seniors and individuals with disabilities not affiliated with an awarded agency, other programs or projects sponsored by the FTA, or the general-public on an incidental basis if such service does not interfere with the original intended program purpose.

When using grant vehicles, sub-recipients may:

- Charge reasonable fares, invite donations from passengers, or request reimbursement for services.
- Provide charter service.
- Use Grant vehicles to bid on other services when the intended purpose and use detailed in the original approved grant application is met, and a public notice is made at the time of the original application submission. If the original application does not address this use, then the applicant must obtain advance approval in writing from the NYSDOT. In either case, this particular use of Section 5310 vehicles is contingent on the following:
  - The grantee must issue a public notice describing the intent to submit a bid for specific service. The public notice must allow for a minimum 15 days response time. See Appendix D.
  - The grantee must use a fully allocated cost as the basis of preparing any bid.

If a private for-profit or public operator submits a written protest to the proposed bid submission, the grantee must provide details of the fully allocated cost of the service proposal to NYSDOT, which includes operating subsidies, capital grants, the value of use of publicly funded facilities, as well as all pertinent administrative and overhead expenses. This information will also be required from the protesting entity.

**OPERATING REQUIREMENTS**

Sub-recipients must continuously maintain a minimum amount of vehicle liability insurance on Section 5310 Grant Program vehicles until the official retirement of the vehicles. The required minimum amounts of coverage are provided in Appendix C.

All motor carriers covered under Article 19-A of the Vehicle and Traffic Law are required to operate vehicles (regardless of passenger capacity or GVWR) with drivers who have and maintain a Commercial Driver’s License (CDL).^3^ For questions regarding CDL requirements, refer to the NYSDMV Bus Driver Unit at (518) 473-4955 or busdriverunit@dmv.ny.gov. See also Appendix C.

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^3^ For questions regarding CDL requirements, refer to the NYSDMV Bus Driver Unit at (518) 473-4955 or busdriverunit@dmv.ny.gov. See also Appendix C.
Sub-recipients must seek a determination from the Department to determine if they need operating Authority to provide the services applied for. Depending on the type of service, the vehicles may need to be inspected on an on-going basis by NYSDOT to ensure maintenance and safety requirements.

Sub-recipients must also comply with 49 CFR Part 382 Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Regulations if one or more of the following conditions apply:

- The grantee operates a vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more;
  - All LOT I, J and K vehicles
- The vehicle is designed and configured to transport 16 or more passengers, including the driver;
  - Some Type C, D, E, F, G and H vehicles
- The employee/driver who operates the vehicle is required to hold a CDL
  - All LOT I, J & K vehicles
  - Some LOT H, G, F, E, D and C vehicles

Sub-recipients must maintain required motor vehicle insurance on the vehicle(s) purchased (see Appendix C: Commercial Driver License (CDL) and Insurance Requirements).

Sub-recipients must maintain passenger, operating, financial, and maintenance records and report semi-annually on vehicle use for the life of the “Grant”. The following General Useful Life Guideline Targets for Section 5310 program vehicles will apply subject to established NYSDOT procedures.

<table>
<thead>
<tr>
<th>Vehicle Classification Type</th>
<th>Years</th>
<th>Miles</th>
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<tbody>
<tr>
<td>LOT A, B, C, D E, G, H</td>
<td>5</td>
<td>150,000</td>
</tr>
<tr>
<td>LOT F, I, J</td>
<td>7</td>
<td>200,000</td>
</tr>
<tr>
<td>LOT K</td>
<td>10</td>
<td>350,000</td>
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**PROGRAM REQUIREMENTS: OTHER CAPITAL PURCHASE**

Other Capital Purchases – Purchase of replacement equipment or equipment to expand services to assist in the provision of transportation services to seniors and individuals with disabilities. Equipment must have a useful life of more than one year.

Other capital projects may include vehicle types not listed in the Office of General Services (OGS) Adult Bus Contract. Capital items intended to support mobility management, such as computer software, call centers, and dispatch equipment, fall under the Mobility Management project type.

Sub-recipients are subject to the applicable federal, state, and local procurement procedures, and are responsible for:

- The entire project cost up-front and request reimbursement of federal share upon completion of project; and
- Maintenance, continuing control and reporting of the project asset for the useful life of the asset.

---

4 Federal drug and alcohol testing rules may be found at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) or call the United States Department of Transportation’s Office of Drug Enforcement and Program Compliance in Washington, DC at (202) 366-3784.
Technology projects must comply with Intelligent Transportation System (ITS) Architecture standards based on the published regional architecture in your area.

**Additional Program Requirements by Project Type: Mobility Management**

**Mobility Management** – Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than section 5309). Mobility management does not include operating public transportation services.

Mobility Management projects must be for services provided across agencies in a coordinated manner and not perform a function solely for one agency. Mobility Management projects are not for operating transportation services.

Capital items such as computer software, call centers, and dispatch equipment, intended to support mobility management, are considered as a Mobility Management project type. Sub-recipients will be responsible for:

- The entire project cost up-front and request reimbursement of federal share after three months of eligible expenses; and
- Compliance with applicable federal, state, and local requirements, and reporting requirements.

**Additional Program Requirements by Project Type: Operating Assistance (including CCoC)**

**Operating Assistance** – Expenses for providing transportation services to the target population (operating costs). Typically these costs are for services lasting less than one year and can be solely attributed to the provision of the service (not allocated). Operations by applicant, or contracting with a third-party operator for the provision of services for 5310 target populations, and leasing of vehicles to a provider are eligible expenses.

**Capital Cost of Contracting (CCoC)** – Purchase of the transportation service from a contractor. CCoC is considered a form of operating assistance because the capital needed to provide the service is part of the cost of the contract.

Operating assistance must be for eligible services that meet the Section 5310 program objectives, and are subject to the applicable operating requirements listed on Page 11. Sub-recipients will be responsible for:

- The entire project cost up-front and may request reimbursement of 12.5 percent of the federal share upon incurring three months of eligible operating expenses.
- Providing and maintaining service during the project period.
- Compliance with all federal, state, and local requirements, and reporting requirements.

Operating assistance takes the form of:

a. Basic operating assistance: An agency provides its own transportation and applies for assistance for up to half of the Net Operating Deficit (NOD). NOD is calculated as costs less
any fares collected.

b. **Lease and Service Agreements:** An agency can purchase vehicles and other capital equipment as the applicant, and subsequently lease the equipment to a private or other not-for-profit entity to provide services to the agency’s consumers.

   - Applicants can still apply for basic operating assistance but the provider would be under contract and the applicant must have an identifiable accounting procedure to separate the services provided by the contractor.

Equipment Contracts: An agency can enter into a contract with a provider who supplies some or all of the capital equipment necessary for the provision of service to the applicant’s consumers (CCoC). If applying for CCoC, use the Operating Assistance project type.

   - CCoC is a form of combined federal capital and operating assistance available at 80 percent of up to 50 percent of the Net Operating Deficit (NOD) of the project cost when a third-party contractor is hired to provide turn-key transportation services.
   
   - The 40-50 percent share is determined by the percentage of capital buses provided by the third-party contractor.

**Project Selection Process**

Application Reviewing Body

See Appendix F for contact information.

<table>
<thead>
<tr>
<th>Table 3 – Review Teams by Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Area</strong></td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Rural Area*</td>
</tr>
<tr>
<td>MPO Area**</td>
</tr>
<tr>
<td>Both MPO and Rural Areas</td>
</tr>
</tbody>
</table>

*State Agencies involved with programs for seniors and individuals with disabilities may be asked to provide their expertise and assist in the Section 5310 program application intergovernmental review for vehicle projects.

** Each MPO is responsible for determining project priorities.

**SELECTION CRITERIA**

NYSDOT will screen each application to ensure all contents have been submitted in accordance with the Minimum Application Responsiveness Requirements. Responsive applications will be provided to the evaluation team(s) for evaluation and scoring. Applications must meet the Minimum Application Responsiveness Requirements to receive a score. Applications submitted/received after the deadline will not be considered further in this process and will not receive a score.

**MINIMUM APPLICATION RESPONSIVENESS REQUIREMENTS**

To receive a rating of “Pass” and continue on through the evaluation process, applications received by the deadline must have completed all questions/areas of the Application and be in compliance
with the requirements of the program as noted below in order to be considered responsive:

<table>
<thead>
<tr>
<th>Minimum 5310 Application Responsiveness Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Part</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td>G</td>
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<tr>
<td>H</td>
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<tr>
<td>I</td>
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<tr>
<td>J</td>
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<tr>
<td>K</td>
</tr>
</tbody>
</table>

**EVALUATION CRITERIA**

Applications with a passing score on the Minimum Application Responsiveness Requirements noted above will be evaluated using the criteria and point values identified in the table below.

Each project type is scored separately, with a maximum score of 100 points. Each individual project score is comprised of up to 50 points for the CORE application submission plus up to 50 points for the respective project type submission.

<table>
<thead>
<tr>
<th>Application Part</th>
<th>Part Name</th>
<th>Maximum Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Primary Purpose/System Description (CORE)</td>
<td>15</td>
</tr>
<tr>
<td>C</td>
<td>Consumer Demographics (CORE)</td>
<td>10</td>
</tr>
<tr>
<td>F</td>
<td>Performance Measures (CORE)</td>
<td>10</td>
</tr>
<tr>
<td>H</td>
<td>Public Participation and Coordination Requirements (CORE)</td>
<td>10</td>
</tr>
<tr>
<td>E1</td>
<td>Past Performance in the Section 5310 Program (CORE)</td>
<td>5</td>
</tr>
<tr>
<td>E2</td>
<td>Project – Capital – Vehicle and Other Capital (including Part E1a if applicable)</td>
<td>50</td>
</tr>
<tr>
<td>E3</td>
<td>Project – Operating Assistance</td>
<td>50</td>
</tr>
</tbody>
</table>

Maximum Allowable Points Total Per Project Type

100

If available funding meets or exceeds the amount of funding needed to fund all proposed projects, NYSDOT/MPO reserves the right to waive the numerical scoring phase of the evaluation process and award all projects proposed that successfully pass the pre-screening process.

If NYSDOT/MPO does not waive the numerical scoring and/or if an MPO is oversubscribed (if there is not enough funding to cover all proposed and responsive applications), the method of award will be by total point value, with final scores ranked highest to lowest. In either case, a minimum of 55 percent of the available funding must be awarded to traditional 5310 project types.
Appendix A: Application Information and Submission Instructions

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

General Information

This Application is used to determine Applicant’s funding eligibility and to document the scope of the project. Please review all materials related to the selected project type, the Application Guidelines and the Application, before starting work to ensure a successful application. Complete applications must be submitted by August 21, 2017 to be considered for funding.

Completing the Application

The Application is an Adobe LiveCycle form used to collect data about the Applicant, proposed projects, summary budget information, and addresses questions related to program requirements. To open and/or start the Application, save a copy of the PDF-fillable form to your computer.

- Applicants need the most current software versions of Adobe Acrobat Standard or Pro, and Adobe Reader Version 11 to maximize the functionality in the form. You can complete, print, save, and submit your work based on the software that you have. Please be sure to enable the form if necessary.
- Web browsers such as Apple Safari, Google Chrome, and Mozilla may have their own non-Adobe PDF readers set as the default reader. To use one of these browsers, change the default PDF viewer setting to Adobe Reader. If Internet Explorer is used as the browser, no action is typically needed.
- File size is limited to 20MB. If your submission is larger than 20 MB you will need to submit more than 1 email. Label your submissions “1 of ___” etc.

Use the “Tab” key to navigate through the form to ensure questions are answered in the correct order. As responses to questions are provided, additional questions will be generated by the Application. Therefore, take care when answering questions to ensure the correct questions appear relative to your project/Application needs. Applicants must complete all required fields as they appear in the Application. Required fields are designated by a preceding asterisk (*).

Applicants are responsible for ensuring the accuracy of its submitted application. If awarded funding, the Application in its entirety will be incorporated into the contract between New York State and the Applicant (sub-recipient). Application information is subject to verification at any time during the life of the grant and used for federal performance measurement.

Notices for the Application Materials for Federal Funding Assistance under the FTA Section 5310 program are found at: https://www.dot.ny.gov/divisions/policy-and-strategy/public-transportation/specialized-transportation/5310/section%205310-application-material
Part A: Applicant Information

In the designated spaces, enter the legal name of the organization applying for the funds; and the DBA (doing business as) name, if applicable.

Select the Entity Type by clicking on the drop-down box to select the appropriate entity type. Your choices here will effect what identification numbers you will need to enter in the Table below this section.

Select the Applicant Location Area by clicking on the drop-down box to select the appropriate description. Selecting “Rural” will remove the question Are you applying for Rural? If an MPO is selected:

Are you applying for Rural? Selecting an MPO allows the applicant to also apply for rural funding. This question particularly applies to the SUZA areas.

Complete the following Table: Based on your selection for the Entity Type above, the appropriate boxes will be available for entry. If you are required to attach documentation, click on the check box. A window will open to allow you to attach a document from your files to the application.

Complete the boxes using the following guidance:

- Not-for-profit proof of eligibility: Provide the: Charities Registration number (6-digit number that reads 00-00-00); and, if exempt from state taxation, the State Tax Exempt number

Make sure Charity Registration is current with the Department of Law, Office of the Attorney General, which means your charitable organization has filed the required annual CHAR500 form.
If you do not have the required numbers, enter “PENDING” in the box. Grant awards require affirmative proof of eligibility.

- If exempt from the Charities Registration requirement by the Office of the Attorney General (OAG), enter “EXEMPT”, and attach a copy of the exemption letter from the OAG or other exemption documentation that identifies the exemption category.

**Governmental Authority proof of eligibility:** If applying for a traditional project type, provide either the Certification Letter/Board Resolution or the Coordinator of Transportation Services Memorandum. Check the box to attach a document as noted above.

- For existing FTA designated recipients in a Transportation Management Area, indicate in Part L if the agency will apply directly to FTA or have NYSDOT administer the grant funds.

**Native American Tribal Government:** Federally recognized tribes or Alaska Native villages, groups or communities as identified by the U.S. Dept. of the Interior are eligible to apply.

Enter the applicant’s Federal Employer Identification (9-digit number that reads 00-0000000) and the applicant’s 10-digit **NY Vendor ID**. Provide the organization’s 9-digit Dunn & Bradstreet (**DUNS**) number.

**Applicant Primary Contact Information:** Select the appropriate salutation from the drop down box. Enter the name, title and all contact information of the organization’s primary representative responsible for the project/grant (**primary contact receives all correspondence from NYSDOT**) in the respective fields.

Check the box if the Contracting Address is the same as the Primary Contact Address. Proceed to the next section.

**Contracting Address:** Enter the Contract Address information if it is different than the Primary Contact. The Contract address is the one included as part of the contract language.

**PART B: Primary Purpose/System Description**

Enter the following information in the designated spaces. Space is limited to the visible areas.

**Agency Mission Statement:** Using the agency’s Articles of Incorporation, describe the primary purpose and services of your organization as it relates to providing services to seniors and/or individuals with disabilities.

**Description of Current Services Provided:** Describe the current services to seniors and individuals with disabilities, including days and hours of service, type of service(s), populations served by each program, etc.

**Primary County Served:** Click in the box to use the scroll box to select the appropriate location where the majority of service is provided.

**Service Area (Sub-County Area):** Identify the municipalities that correspond to the Primary County Served to the left.

**Service Delivery Methods:** Describe current approach and the resources used to provide your consumers **with transportation** including vehicle usage description, passenger descriptions, and fare structure, etc.
Number of Transportation Staff: In determining your response, include drivers, mechanics, administration staff and supervisors that are involved in the direct performance, or work in support of the transportation program. Staff should be counted as individuals regardless of the numbers of hours worked. Your response here will determine what you will see in Part G regarding EEO plan submission requirements.

Membership or Registration Requirement: Select the appropriate response. If required, describe the requirements necessary for people to participate in your organization’s programs.

Religious Affiliation: Select the appropriate response. If required, describe the requirements, including any restrictions on service availability based on the religious affiliation or any other religious test necessary for people to participate in your organization’s programs.

PART C: Consumer Demographics

The racial and ethnic categories within this table were developed by the federal Office of Management and Budget (OMB) and adopted formally by the U.S. Census Bureau (2010 Census). This information is collected to understand the demographic make-up of the larger community of the service area as well as the unique population currently served, and to evaluate Title VI requirements.

In the space provided, enter the data source(s) used to determine the demographic information entered. If the data source does not use the age brackets provided, please adjust numbers accordingly.

![PART C: CONSUMER DEMOGRAPHICS](image)

Enter numerical data in each Table, using the Tab key to work across the rows from left to right. Percentages will calculate based on the data entered.

For the “Service Area Population” columns, provide population estimates for each consumer category within the organization’s service area.

For the “Service Area Population” columns, provide estimates for the number of consumers that will receive transportation project services by the applicant for each racial/ethnic consumer category.
PART D:  Project Funding Request

**Overall Project Description:** Briefly describe how the Applicant expects to use the requested funding. The Applicant’s complete and concise project description will be used to inform all reviewers and decision makers about the project.

*It is important that any applicant applying for both urban and rural funds clearly explain how they are serving both communities, the allocation method used to distinguish between rural and urban areas and explain how their performance measures on the project will meet the appropriate levels.*

**Funding Summary Table:** The second column of this Table, “Required Parts” identifies what portions of the Application Part E apply to the funding being requested. For example, if applying for Operating Assistance only, complete Part E2, and leave Part E1 and Part E3 blank.

To complete the Table, enter the summary details by checking the appropriate boxes and entering the required information. The totals will automatically calculate. Selecting “Capital” will require applicants to identify what the capital funds will be used for in the box below the table. This box will only be visible if Capital is selected. The response to this question determines the options for the Part E1: Smart Growth Threshold Questions.

To enter the Project Dates, click in the box to select the date from a calendar. For Capital projects, generally use the Asset’s useful life with the start date of 10/1/17. If selecting Mobility Management or Operating Assistance, use the expected reimbursement dates of eligible service for the Project Period.

**Part E: General Overview**

Part E is structured so that Applicants need only complete those portions that apply to the funding being requested. The Funding Summary Table in Part D indicates the required Parts of the Application for each type of request. Complete only those Part E sections of the Application that apply to your request. Space in the description boxes is limited to the visible area.

**PART E1: Project Information - Capital**

Skip this Part if you do not intend to apply for Capital Assistance.
For Questions 1 and 2: Select the appropriate choice that best pertains to your project from the drop-down box.

Question 3: Provide a brief, thorough description. The evaluation process relies heavily on this explanation. Include information regarding how the proposed project address the objective, including specifics such as more hours; service in a larger geographical area; shorter headways; and/or more trips.

Question 4: Describe unmet needs, including or demonstrating how proposed project(s) meet an unmet need and do not duplicate other services in the proposed service area. Responses to this Question will further determine eligibility of Applicant for federally funded capital to provide transportation services to seniors and individuals with disabilities where public transportation service is unavailable, insufficient or inappropriate.

Question 5: Describe how current services by public or private transit operators are not sufficiently addressing the transportation needs.

*6. Will requested vehicle(s) ever transport consumers under the age of 21 to or from a school? Select One

*7. Does your organization operate exclusive school transportation service? Select One

7a. Describe your school services:

*8. Is your organization exempt from the school bus restriction as permitted under 49 CFR 605? Select One

*9. Is your organization currently regulated by NYS DOT as a "Contract or Common Carrier"?

*10. Will your organization maintain vehicles under NYS DOT Operating Authority? Select One

Please explain:

NYS DOT Operating Authority No.

*11. Will your organization serve members of the general public? Select One

Please explain, including any individual fare charges:
Question 6: Select the appropriate choice from the drop-down box. Your response to this question will determine what questions you must answer in the remainder of this section. If your response is “No”, skip to Question 9.

Question 7: Select the appropriate choice from the drop-down box. If your response is “No”, skip to Question 8.

Question 7a: Provide a description of services provided.

Question 8: Select the appropriate choice from the drop-down box. If your response is “yes”, check the box to attach a copy of exemption.

Question 9: Select the appropriate choice from the drop-down box.

Question 10: Select the appropriate choice from the drop-down box. If your response is “Yes”, enter the NYSDOT Operating Authority No. in the appropriate field and provide an explanation in the text box.

Question 11: Select the appropriate choice from the drop-down box. If yes, provide explanation, including any individual fare charges in the appropriate field.

**PART E1a: Smart Growth Threshold Questions (for Capital Assistance Funding Requests Only)**

Your selection in Part D determines what you see in this section. If Capital Assistance was selected, Question 1 will appear in Part E1. If the response to this question is “Yes”, Questions 2-4 will appear. All of these questions must be answered. If the answer is “Yes” to any of these questions, the Smart Growth Screening Tool must be completed. To access this Screening Tool, click on the hyperlink. Please submit the Smart Growth Screening Tool form with the completed Application.

**PART E1: Supporting Documents: Vehicle and Other Capital Request(s)**

Complete Part E1 of the application to apply for vehicles or equipment available through NYS OGS Adult Bus Contract, such as accessible shared-ride taxis. Refer to Table 2: **Available Capital Vehicles and Equipment** for details regarding wheelchair lift and accessible seating.

<table>
<thead>
<tr>
<th>Vehicle Classification</th>
<th>Ambulatory Adult Passenger Capacity&lt;sup&gt;6&lt;/sup&gt;</th>
<th>Vehicle Classification</th>
<th>Ambulatory Adult Passenger Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT A</td>
<td>3A/1WC</td>
<td>LOT F Low-Floor</td>
<td>15A/2WC</td>
</tr>
<tr>
<td>LOT B</td>
<td>6A/1WC</td>
<td>LOT G</td>
<td>14A/2 WC</td>
</tr>
<tr>
<td>LOT C</td>
<td>6A/1WC</td>
<td>LOT H</td>
<td>14A/2WC</td>
</tr>
<tr>
<td>LOT D</td>
<td>8A/1WC</td>
<td>LOT I</td>
<td>18A/2 WC</td>
</tr>
<tr>
<td>LOT E</td>
<td>10A/1 WC</td>
<td>LOT J</td>
<td>22A/2WC</td>
</tr>
<tr>
<td>LOT F Low Floor</td>
<td>11A/2 WC</td>
<td>LOT K</td>
<td>26A/2WC</td>
</tr>
</tbody>
</table>

<sup>6</sup>To be fully accessible and compliant with the ADA, all purchased vehicles now must have a wheelchair lift (unless low-floor ramp) and wheelchair spaces. "A" refers to ambulatory and "WC" is wheelchair position.
Detailed Vehicle Requests

*Vehicle Request Table:* Use this Table to provide details on the vehicle(s) requested as well the reason for the purchase (new or replace). To enter more than one vehicle, add rows to the Table (up to six) by clicking on the “Add Row” button. **If requesting more than one vehicle, list the vehicles in priority order. This solicitation is limited to only 6 vehicles per Applicant.**

<table>
<thead>
<tr>
<th>Lot</th>
<th>Extended Price</th>
<th>Purpose</th>
<th>Fuel</th>
<th>Replacement Vehicle Model Year</th>
<th>Replacement Vehicle Make/Model/Type</th>
<th>Replacement Vehicle VIN</th>
<th>Replacement Vehicle Mileage</th>
<th>Other Grant Funds</th>
<th>Amount of Other Grant Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
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</table>

In the first column, select the vehicle LOT (OGS Vehicle types listing). Fuel options are indicated by -ALT designation. In the next column, the extended price will automatically fill in based on the LOT selected. As applicable, provide information (i.e. model year, make, VIN #, Current Mileage and fund source) of the existing vehicle that the requested vehicle is replacing.

**To meet the statewide need for funding, it is critical that replacement vehicle information reported in this application is accurate for comparison with existing inventories.**

Total Cost(s) of the vehicles will automatically calculate. If a replacement vehicle was purchased by other funds, please indicate that in the last column and detail the sources in the text box at the bottom of the page.

Click on the check box to attach a current fleet inventory used to perform applicant transportation services. Please indicate which vehicles are funded though the 5310 program.

**Other Capital Requests**

*Other Capital Requests Table:* Select the other capital project requests from the dropdown box in priority order. These requests are reimbursable expenses as there is no OGS contract developed specifically for FTA requirements available. Add rows to the Table by clicking on the appropriate button. Enter the location where the asset will be housed.

Enter the cost per unit and the number of estimated units. The total cost, Federal, and Applicant Share totals will automatically calculate.

---

*Please note that the Department does increase the contracted amounts for awarded vehicles by 15 percent as a contingency to protect against unanticipated price increases or equipment modifications, which does affect the applicant match amount required during the program-contracting phase. You do not need to calculate this in the “Grant Request Amount” of the application.*
In the sixth column, select the purpose of the purchase (new or replace) from the dropdown box. If asset requested is a replacement, enter the age in the next column.

Attach an independent Cost Estimate (ICE) for each capital item requested on this form.

The vehicle and non-vehicle totals must be added to Part D for the capital project totals along with the earliest start date and end date based on the useful life of the assets being purchased.

**PART E2: Project Information – Operating Assistance**

**Skip this Part if you do not intend to apply for Operating Assistance.**

Questions 1 and 2: Select the best description from the dropdown box.

Question 3: Provide a brief, thorough description. The evaluation process relies heavily on this explanation. Include information regarding how the proposed project address the objective, including specifics such as more hours; service in a larger geographical area; shorter headways; and/or more trips.

Question 4: Describe unmet needs, including or demonstrating how proposed project(s) meet an unmet need and do not duplicate other services in the proposed service area. Responses to this Question will further determine eligibility of Applicant for federally funded capital to provide transportation services to seniors and individuals with disabilities where public transportation service is unavailable, insufficient or inappropriate.

Question 5: Describe how current services by public or private transit operators are not sufficiently addressing the transportation needs.

Question 6: Select response from the dropdown box.

If the response is “Yes”, questions 7 and 8 do not apply. Proceed to the next Part of the application.

Question 7: Describe how the service will be operated by a lessee or private an operator under contract.

Question 8: Enter the percent, as an integer.

**PART E2: Supporting Documents: Operating Assistance**

Complete the Operating Assistance Project Costs Table by entering information in the shaded cells. If additional explanations are needed, attach an excel file with the appropriate information regarding the Operating Expenses and submit it with the application. Totals are automatically calculated.

Click on the box to attach a detailed budget that supports your entries in the Table.
**Total Project Operating Expenses**: Enter the total operating expenses.

**Fares**: Select the appropriate revenue source from the dropdown box. Select “Other: Describe” if you do not see your choice listed. Click on the text in the box and delete it. Then enter your fund source.

Fare box and other revenue will be sub-totaled, and subtracted from the Total Project operating Project Costs entered automatically. The result is the *Net Project Costs*.

The net project cost determines the amount of FTA funding (not to exceed 50 percent of the net project costs).

<table>
<thead>
<tr>
<th>Applicant Non-FTA Matching Share</th>
<th>Net Project Costs Less FTA Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select One</td>
</tr>
<tr>
<td></td>
<td>Select One</td>
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<td></td>
<td>Select One</td>
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<tr>
<td></td>
<td>Select One</td>
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<tr>
<td></td>
<td>Select One</td>
</tr>
</tbody>
</table>

**Total Other FTA Matching Funds**: If there are other FTA funds as part of this service, enter the amount and an additional line for the matching funds to this amount.

FTA funds cannot use the same local share twice, this Federal amount and the local match have to be taken off the top of the calculation to get to the eligible cost.

**Net Project Costs Less any FTA funds**: Automatically calculated. If the application has other FTA funds as part of the budget, this net cost is the level to consider the eligible amount not to exceed 50 percent.

**Matching Share**: Provide the amount and source of the local match. In-kind match is acceptable and must be well documented using the separate *In-Kind Valuation form*. 
The local share must at least match the non-federal amount listed above it (minimum of 50 percent) and can exceed the amount. Detail and list all matching funds, including local, state, and other non-USDOT Federal funds. If there are not enough rows to categorize all the supporting funds, attach a spreadsheet to assist the review team in understanding supporting details.

**Eligible 5310 Federal Share Amount:** Automatically calculated; recommended federal amount is based on the local share entered.

**PART E3: Project Information – Mobility Management**

**Skip this Part if you do not intend to apply for Mobility Management Assistance.**

Questions 1 and 2: Select the best description from the dropdown box.

Question 3: Provide a brief, thorough description. The evaluation process relies heavily on this explanation. Include information regarding how the proposed project address the objective, including specifics such as more outreach; service in a larger geographical area; more coordination of applicant’s tasks with other similar organizations; and/or travel training.

Question 4: Describe unmet needs, including or demonstrating how proposed project(s) meet an unmet need and do not duplicate other services in the proposed service area. Responses to this Question will further determine eligibility of Applicant for federally funded capital to provide transportation services to seniors and individuals with disabilities where public transportation service is unavailable, insufficient or inappropriate.

Question 5: Describe how current services by other mobility organizations are not sufficiently addressing the information and mobility supports to meet the transportation needs.

Question 6: Describe past and current efforts to obtain funds from other sources to implement/provide the proposed services.

**PART E3: Supporting Documents – Mobility Management/Related Project Costs**

The Mobility Management Project Cost Tables detail types of personnel services; salaries; fringe and indirect charges; and travel charges for the total personnel services expenses associated with the project budget.

Non-personnel service (support) expenses necessary to complete the total expenses associated with the project should be for the full project period identified in Part D of the application, not the annual amount/expense.

Click on the box in the Personnel Services Section to attach duties descriptions for the positions noted in the Table.
Personnel Services: In the shaded cells, enter the total costs for the project period for each type of position related to proposed mobility management project.

Enter the expenses associated with the total fringe benefits that are part of this project. The Fringe is sub-totaled and added to the staff costs for the total personnel costs.

<table>
<thead>
<tr>
<th>Section</th>
<th>Mobility Management Project Costs</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>Expenses-Salary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mobility Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Total</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expenses-Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Total</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expenses-Travel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Travel Allowance</td>
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<tr>
<td></td>
<td><strong>Sub-Total</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Personnel Services</strong></td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>Expenses- Support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outreach Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facility Costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Support Costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Support</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Mobility Management Costs</strong></td>
<td></td>
</tr>
</tbody>
</table>

Support: This section is for the Non-Personnel expenses for the entire project period.

a. Outreach services – Includes meetings and preparations, rental for space for meetings, printing and other logistical costs associated with meetings with target populations and the other stakeholders involved in the transportation of target populations.

b. Facility Costs – Actual facility costs associated with housing the mobility management program, including operational costs such as telephone, internet services and web services. These costs are often provided by another agency and are a candidate for in-kind service. The in-kind service form must be filled out for each item that represents an in-kind contribution to the project.

c. Other Support Costs – All other costs. Supplemental information must be provided to substantiate the costs included here. This can be a more detailed budget or a line by line explanation of the components of the amount entered.

Total Mobility Management Costs – Automatically calculated and carried over to the Matching Funds Table.
Enter the Local Matching Share contributions in the Matching Funds Table using the dropdown boxes to select the appropriate category. If your category is not listed, select: “Other Non-USDOT – Describe”. Click on the text in the box and delete the entry. Enter in your description.

Enter the amount of Federal Share you are requesting, not to exceed the calculated Eligible 5310 Federal Share Award amount.

### PART F: Performance Measures

If awarded funding, these performance measures will be included in the Schedule B of the contract.

**For All Requests:**

Enter a brief description of the efforts made to coordinate services with Human Services or other agencies in your geographic area. Include a statement regarding the impact on budgets and efficiencies/innovations obtained or planned (space is limited to visible area):

#### PART F: PERFORMANCE MEASURES

The following Performance Measures are established in the PTA Section 5310 program. Complete each portion as it applies to this Application. These Performance Measures will be included in Schedule B of the Contract if awarded funds.

*For All Requests:
Briefly describe the efforts made to coordinate services with Human Services or other agencies in your geographic area. Include a statement regarding the impact on budgets and efficiencies/innovations obtained or planned (space is limited to visible area):

<table>
<thead>
<tr>
<th>Measure</th>
<th>Current 5310</th>
<th>New 5310</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of vehicles used to provide seniors and persons with disabilities service</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Number of seniors and persons with disabilities needing wheelchair positions</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Vehicle miles traveled</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Vehicle miles</td>
<td>Daily average</td>
<td></td>
</tr>
</tbody>
</table>

**For Vehicle and/or Operating Assistance Requests:**

Complete the chart by entering current and estimated information for each of the Ridership Performance Measures.
Ridership Performance Measures – Fill in actual or estimated number of riders, as measured by one-way trips, provided annually for individuals with disabilities and seniors on Section 5310-supported vehicles and services, as well as information related to wheelchair positions, number of vehicles, ambulatory seats, vehicle miles and vehicle operation. In the appropriate chart columns, provide the current ridership performance measure statistics, as well as the estimated statistics if awarded the grant.

Other Capital or Physical Improvements: Describe any changes or additions to transportation facilities, sidewalks, technology and/or vehicles that impact the availability of transportation services as a result of a project implemented in the current reporting year.

Enter the number of consumers effected as a result of the improvement. If purchasing other capital besides vehicles please document the impacts to the target population and fill in the box as to how many consumers will be impacted by this purchase.

Mobility Management: Select the type of activity (Category) being performed under the mobility Management Project. Enter the Performance Objective, the measure and the quarterly target. This information is used to fill in the quarterly reports used for Mobility Management payment requests and for reporting to the FTA. To add rows to the Table, click on the “Add Row” button.

PART G: Civil Rights, Equal Employment Opportunity, and Title VI Requirements

Title VI Update
Question 1: Select the response from the dropdown box.

If the response is “Yes” provide a concise description of any investigations, lawsuits, or complaints alleging discrimination filed against the applicant or any sub-recipient involved with the application. Include the status or outcome of these lawsuits or complaints, the resolution of each lawsuit or complaint, and any corrective actions taken.

If the response is “No”, skip to Question 2.

Question 2: Select the response from the dropdown box.

If the response is “Yes”, provide details on the review, including the purpose or reason for the review, the name of the organization or agency that performed the review, and the findings and recommendations of the review.

If the response is “No”, skip to Question 2.

Question 3 will be visible if in Part B you entered an amount more than 50 to indicate the number of staff dedicated to transportation services in your organization.

If there are over 50 transit related employees, your organization’s Equal Employee Opportunity (EEO) Plan must be submitted with this application. If you do not have an EEO plan, provide a timeline that ensures you will have an approved EEO plan by the time of award.

All applications must attach a copy of the organizations’ Title VI policy and plan. Check the box to attach the policy and plan to your application.

**PART H: Public Participation and Coordination Requirements**

*Please check the box to submit the required documentation with your application as described below.

☐ Copy of Public Notice paid advertisement(s)

☐ List of the private bus and taxi companies, public transportation operators, and human service agencies to whom notice was sent.

☐ Is your comment period complete? [Select One]

☐ Is your comment period ended or will end: [Enter Date]

☐ Did you receive any comments, proposals, or other communication in response to your Notice? [Select One]

Describe:

Check the box that corresponds to the Public Notice method used by the applicant, and attach the required documents to the application.

From the dropdown box, select the appropriate response regarding your comment period, and hit the tab Key. Select the date your comment period ends from the calendar.

Select the appropriate response regarding receipt of public comments. Enter a description of those comments and the resolution in the designated space.
PART I: Locally Developed, Coordinated Public Transit Human Services Transportation Plan

Name/Title of Plan: Enter the published name of the plan that the project relates to, either an MPO or a county released version.

Select the “Plan Date”, and the “Date Plan last modified/updated” by clicking in the box and selecting the appropriate date from the calendar.

Enter the response to the question relating to compliance with FTA Circular FTA C 9070.1G by clicking on the dropdown box.

In the designated areas, identify the pages in the Plan that reference the project(s) proposed within this application. FTA that Plan page numbers be referenced as a part of the application for Federal funds. Therefore applications must contain accurate references to the projects within the pages of the current plan. Failure to provide this information could make your application ineligible.

Coordination with Other Organizations Table:

Select the area of coordination, then the Coordination Activity from the dropdown boxes.

Enter the name of the organization/agency that the applicant coordinates with to provide services.

Using the dropdown box, indicate if formal (i.e. written) agreement exists. Attach all formal agreements to the application. To add rows to the Table, click on the “Add Row” button.
PART J: Applicant Affirmations, Certifications, and Assurances

Select the appropriate status from the dropdown box. This status selection will determine what is required in this Part. Status choices are:

 Applicant has Affirmation on file and is signing in lieu of the Attorney signature

If the applicant is authorized to sign for the Attorney, the applicant must have documentation of such authorization on-file and available upon request by NYSDOT. Your choice will determine what information you see in Part K. Proceed to the Certifications and Assurances.

Direct 5307 Recipient

Check the appropriate box to describe your circumstances.

If the applicant is a Designated Recipient of FTA funds and has already signed the 2017 Certifications and Assurances, this section does not apply. Check the box to attach the certifications and assurances to the application. Proceed to the Affirmation of Applicant.

If the applicant is a Designated Recipient of FTA funds and has not already signed the 2017 Certifications and Assurances, OR has signed them, but has not selected #15 of the Certifications and Assurances, check the box to complete the certifications and assurances on this application.

My Attorney will be signing this Application

Applicants Attorney must sign. Proceed to the Certifications and Assurances.

Certifications and Assurances

Applicants MUST check the box on the application, shown circled below, indicating intent to comply with the certifications and assurances listed.

Determine if additional provisions apply based upon the projects applied for, or engaged in during this period. To select all of the additional certifications and assurances check the box (shown

Sheet 12 of 1:
(circled below). To select from among those listed use the Control or Shift keys and click on your choices.

**Affirmation of Applicant**

Previous recipient of FTA funds: This question applies to the entity as an applicant, not to the individual completing this form. If the applicant only received FTA funds through the New Freedom Section 5317 program select “No” for this question.

Digitally sign the application.

**PART K: FTA Certifications and Assurances, Attorney Affirmation**

Applicant has Affirmation on file and is signing in lieu of the Attorney signature

This Part will be blank. If the applicant is authorized to sign for the Attorney, the applicant must have documentation of such authorization on-file and available upon request by NYSDOT. Proceed to Submitting the Application.

**Direct 5307 Recipient**

This Part will be blank. If the applicant is a Designated Recipient of FTA funds and has already signed the 2017 Certifications and Assurances, this section does not apply. Proceed to Submitting the Application.

**My Attorney will be signing this Application**

Applicants Attorney must sign the application.

**PART L: Submitting the Application**

Once the Application is signed by all parties, the Applicant should save and print a copy of this form. To submit the Application, click on the submit button.
Save the Application using the following naming convention specified on the application.

To submit: Click on the “Submit by Email” button. An email will open with the Application as an attachment. You can attach additional documents now as supplemental information. Keep in mind the overall size of the files as larger files (over 20MB) will be undeliverable. Consider zipping your files or sending them in multiple emails. After hitting the “Submit” button, please follow the instructions in the email to correctly name your submission. This completes the Application submission.
Appendix B: Eligible Project Descriptions- 55 Percent Requirement

Eligible capital expenses that meet the 55 percent requirement:

a) Rolling stock and related activities for Section 5310-funded vehicles.
   i) Acquisition of expansion or replacement buses and vans, and related procurement, testing, inspection, and acceptance costs:
      (1) Vehicle rehabilitation or overhaul;
      (2) Preventive maintenance;
      (3) Radios and communication equipment; and
      (4) Vehicle wheelchair lifts, ramps, and securement devices.

b) Passenger facilities related to the 5310 program funded vehicles.
   i) Purchase and installation of benches, shelters, and other passenger amenities.

c) Support facilities and equipment for Section 5310-funded vehicles.
   i) Extended warranties that do not exceed the industry standard;
   ii) Computer hardware and software;
   iii) Transit-related intelligent transportation systems (ITS);
   iv) Dispatch systems; and
   v) Fare collection systems.

d) Lease of equipment when lease is more cost effective than purchase.

e) Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services. Both capital and operating costs associated with contracted services are eligible capital expenses.

f) Mobility management is an eligible capital cost. Projects that support mobility management and coordination programs among public transportation providers and other human service agencies providing transportation are eligible. Mobility management activities may include:
   i) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
   ii) Support for short-term management activities to plan and implement coordinated services;
   iii) The support of state and local coordination policy bodies and councils;
   iv) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
   v) The provision of coordination services, including employer-oriented transportation management organizations’ and human service organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
   vi) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangement for customers among supporting programs;
   vii) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense); and
   viii) Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify as the service is provided by an eligible recipient/sub-recipient.
Appendix B1: Eligible Project Descriptions - 45 Percent Requirement

Other eligible capital and operating expenses (up to 45 percent) may include:

a) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.

b) Public transportation projects (capital and operating) that exceed the requirements of the ADA. The following is a listing of eligible projects that meet the definition of public transportation service that is beyond the ADA.

i) Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
   (1) Expansion of paratransit parameters beyond the three-fourths mile required by the ADA;
   (2) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
   (3) The incremental cost of providing same day service;
   (4) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
   (5) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
   (6) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30” x 48” and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and
   (7) Installation of additional securement locations in public buses beyond what is required by the ADA.

ii) Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

c) Public transportation projects (capital and operating) that improve accessibility. The following activities are eligible projects that improve accessibility to the fixed-route system.

i) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:
   (1) Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals, or other accessible features;
   (2) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
   (3) Improving signage or wayfinding technology; or
   (4) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

ii) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
d) Public transportation alternatives (capital and operating) that assist seniors and individuals with disabilities with transportation. The following activities are examples of projects that are eligible public transportation alternatives.

i) Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provides that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.

ii) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services.

1) Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including:

(a) mileage reimbursement as part of a volunteer driver program;
(b) a taxi trip; or
(c) trips provided by a human service agency. Providers of transportation can submit the voucher reimbursement to the recipient for payment based on predetermined rates and contractual agreements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

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

Limits on operating assistance

Given the 55 percent requirement for Traditional Section 5310 capital projects, a recipient may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in this section (b, c, and d) above. Operating assistance for required ADA complementary paratransit service is not an eligible expense.
Appendix C: Commercial Driver License (CDL) and Insurance Requirements

New York State Commercial Driver License (CDL) Requirements by Vehicle Classification Type

<table>
<thead>
<tr>
<th>CDL required (by Vehicle Classification Type)</th>
<th>Standard Accessible Designed Adult Passenger Capacity$^b$</th>
<th>GVWR</th>
<th>License Class/ Minimum Age$^c$</th>
<th>Endorsements &amp; (Codes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT A</td>
<td>4 – 3A/1WC</td>
<td></td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT B</td>
<td>7 – 6A/1WC</td>
<td></td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT C</td>
<td>7 – 6A/1WC</td>
<td>10,050 lbs</td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT D</td>
<td>9 – 8A/1WC</td>
<td>11,500 lbs</td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT E</td>
<td>11 – 10A/1WC</td>
<td>12,500 lbs</td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT F (Low Floor)</td>
<td>13 – 11A/2WC</td>
<td>14,000 lbs</td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT F (Low Floor Alt)</td>
<td>17 – 15A/2WC</td>
<td>14,000 lbs</td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT G</td>
<td>16 – 14A/2WC</td>
<td>14,500 lbs</td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT H</td>
<td>16 – 14A/2WC</td>
<td>14,000 lbs</td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT I</td>
<td>20 – 18A/2WC</td>
<td>19,500 lbs</td>
<td>B / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT J</td>
<td>24 – 22A/2WC</td>
<td>23,500 lbs</td>
<td>B / 18</td>
<td>Passenger (P)</td>
</tr>
<tr>
<td>LOT K</td>
<td>28 – 26A/2WC</td>
<td>26,000 lbs</td>
<td>C / 18</td>
<td>Passenger (P)</td>
</tr>
</tbody>
</table>

$^a$ Required only if the motor carrier is subject to the requirements of Article 19-A of the Vehicle and Traffic Law.  
$^b$ Vehicles Standard Accessible Designed have wheelchair lifts and wheelchair positions and, with the installation of additional wheelchair positions, may have less adult passenger capacity (capacity listed is without flip seats).  
$^c$ If interstate, minimum age is 21 years.

NYS Vehicle Insurance Requirements

The minimum required amounts for Motor Vehicle Insurance Policy Coverage (including mandatory personal injury protection) are:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Amounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined Single Limit Liability</td>
<td>$ 1,000,000 per occurrence</td>
<td></td>
</tr>
<tr>
<td>Bodily Injury Liability</td>
<td>$ 100,000 per person</td>
<td>$ 300,000 per occurrence (1-12 seating capacity vehicles)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 500,000 per occurrence (12+ seating capacity vehicles)</td>
</tr>
<tr>
<td>Property Damage Liability</td>
<td>$ 50,000 per occurrence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Amounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Damage (Collision)</td>
<td>$ 1,000 for fleets under 20 vehicles</td>
<td>$ 5,000 for fleets over 20 vehicles</td>
</tr>
<tr>
<td>Physical Damage (Comprehensive)</td>
<td>$ 1,000 for fleets under 20 vehicles</td>
<td>$ 2,500 for fleets over 20 vehicles</td>
</tr>
</tbody>
</table>
Appendix D: Example of Public Notice of Intent to Apply

Public Notice Example

Transportation providers and other interested parties are hereby notified that (name and address of applicant) is applying for a federal grant of up to $_________, under Section 5310 of Chapter 53 of Title 49, United States Code, for (describe project type(s) to (describe purpose(s)) within (service area) to meet the needs of elderly individuals and individuals with disabilities.

The purpose of this notice is to invite private for-profit bus, taxi, ambulette operators and other interested parties to participate in the development of proposed grant project(s) and in the provision of enhanced transportation services to elderly individuals and individuals with disabilities.

Please contact (name and telephone number of contact person) within 15 calendar days of this public notice to request a copy of the project(s) proposed. Comments on proposed projects must be submitted to (name of applicant) within 15 calendar days after receipt of the proposed project information.

*Special Note Regarding Appropriate Languages of Public Notice: In addition to your Title VI Plan, you must prepare and publish the Public Notice above in languages appropriate in the service area(s) of the proposed project(s).
Appendix E: Definitions

Capital Asset: Facilities or equipment with a useful life of at least one year.

Capital Lease: Any transaction whereby the recipient acquires the right to use a capital asset without obtaining full ownership regardless of the tax status of the transaction.

Capital Project: Reimbursable project expenses that include all activities identified in 49 U.S.C. 5302(3).

Traditional Section 5310 Capital Projects: Public transportation capital 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 and carried out by eligible sub-recipients.

Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan): A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

Equipment: An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or $5,000. Equipment includes rolling stock and all other such property used in the provision of public transit service.

Expansion of Services: Vehicle(s) requested under this grant program application to provide new specialized transportation services for seniors and/or individuals with disabilities not already receiving these transportation services through your organization.

Grantee: See sub-recipient definition.

Human Service Transportation: Transportation services provided by, or on behalf of, a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and low-income individuals.

Individuals with Disabilities: Any individual, who, through 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), without special facilities, is unable to utilize public transportation facilities and services effectively.

Large Urbanized Area: Urbanized area (UZA) with a population of 200,000 or more individuals; determined by the Bureau of the Census.

Metropolitan Planning Organization (MPO): The policy board of an organization designated in cooperation with the State and public transportation operators to carry out the metropolitan planning process, including development of long-range transportation plans and transportation improvement programs for metropolitan planning areas of a State.

Not-for-profit Organization: Corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one determined under State law to be not-for-profit and for which the designated State agency has received documentation certifying the status of the not-for-profit organization.
One-Way Passenger Trip: One-way origin to destination trip by one individual.

Operating Expenses: Costs necessary to operate, maintain, and manage a public transportation system; usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

Preventive Maintenance: All maintenance costs related to vehicles and non-vehicles. Specifically all 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 an asset.

Public Transportation: Regular, continuing shared-ride services, open to the general public or to a segment of the general public defined by age, disability, or low income. Does not include: intercity passenger rail transportation; intercity bus service; charter bus service; school bus service; sightseeing service; courtesy shuttle service for patrons of one or more specific establishments; or intra-terminal or intra-facility shuttle services.

Replacement of Services: Vehicle(s) requested in this application will replace existing vehicles that provide specialized transportation services to seniors and/or individuals with disabilities (existing vehicle does not have to be a Section 5310-funded vehicle).

Rural Area: An area encompassing a population of fewer than 50,000 people that not designated in the most recent decennial census as an ‘urbanized area’ by the Secretary of Commerce.

Seniors: FTA defines a senior as 65 years of age or older.

Small Urbanized Areas: An urbanized area (UZA) with a population of at least 50,000 but less than 200,000 determined by the Bureau of the Census.

Sub-recipient: A State or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a grant under Section 5310 indirectly via a recipient (NYSDOT).

Transportation Management Area (TMA): An urbanized area (UZA) with a population of at least 200,000 determined by the Bureau of the Census. This could be a portion of an MPO area, an entire MPO area or a combination of MPOs as in the Hudson Valley TMA which consists of three MPOs.

Urbanized Area (UZA): Area encompassing a population, not less than 50,000 people, defined and designated in the most recent decennial census as an “urbanized area” by the Secretary of Commerce.
## Appendix F: Contact Information

NYSDOT Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>For Inquiries Within</th>
<th>Section 5310 Contact</th>
</tr>
</thead>
</table>
| Main Office | Statewide                                                                           | Tom Vaughan, Deputy Director Public Transportation Bureau  
50 Wolf Road, POD 5-4  
Albany, NY 12232  
(518) 457-8335 |
| Region 1 | Albany, Essex, Greene, Rensselaer, Saratoga, Schenectady, Warren, Washington        | Peter Rea  
(518) 388-0443 |
| Region 2 | Fulton, Hamilton, Herkimer, Madison, Montgomery, Oneida                              | Tim Lusher  
(315) 793-5375 |
| Region 3 | Cayuga, Cortland, Onondaga, Oswego, Seneca, Tompkins                                 | John Reichert  
315-428-4405 |
| Region 4 | Genesee, Livingston, Monroe, Ontario, Orleans, Wayne, Wyoming                        | Charles McGarry  
(585) 272-3425 |
| Region 5 | Cattaraugus, Chautauqua, Erie, Niagara                                              | Ron Hayes  
(716) 847-3381 |
| Region 6 | Allegany, Chemung, Schuyler, Steuben, Yates                                         | Ryan Andrus  
(607) 324-8551 |
| Region 7 | Clinton, Franklin, Jefferson, Lewis, St. Lawrence                                    | Barbara Gerowe  
315-785-2499 |
| Region 8 | Columbia, Dutchess, Orange Putnam, Rockland, Ulster Westchester                     | P.J. Gohel  
(845) 431-5795 |
| Region 9 | Broome, Chenango, Delaware, Otsego, Schoharie, Sullivan, Tioga                       | Ron Coleman  
(607) 721-8079 |
| Region 10 | Nassau, Suffolk                                                                      | Lanny Wexler  
631-952-6108. |
| Region 11 | Bronx, Kings, New York, Queens, Richmond                                             | Alton Treadwell  
(718) 482-4564 |
### Metropolitan Planning Organizations (MPOs)

<table>
<thead>
<tr>
<th>MPO Contact</th>
<th>Counties Covered</th>
<th>Phone #</th>
</tr>
</thead>
</table>
| **Ms. Kelly Dixon, Buffalo Area MPO**  
*Greater Buffalo-Niagara Regional Transportation Council*  
438 Main Street  
Buffalo, NY 14202 | Erie, Niagara | (716) 856-2026 |
| **Mr. Jim Stack, Rochester Area MPO**  
*Genesee Transportation Council*  
50 West Main Street, Suite 8112  
| **Mr. Mario Colone, Syracuse Area MPO**  
*Syracuse Metropolitan Transportation Council*  
100 Clinton Square, 126 N. Salina St, Suite 100  
Syracuse, NY 13202 | Onondaga | (315) 422-5716 |
| **Ms. Barbara Hauck, Utica-Rome Area MPO**  
*Herkimer-Oneida Counties Transportation Study*  
Union Station, 321 Main Street  
Utica, NY 13501 | Herkimer, Oneida | (315) 798-5710 |
| **Ms. Anne Benware, Albany-Schenectady-Troy Area MPO**  
*Capital District Transportation Committee*  
One Park Place  
Albany, NY 12205 | Albany, Schenectady, Rensselaer, Saratoga | (518) 458-2161 |
| **Mr. Jack Mance, Glens Falls Area MPO**  
*Adirondack/Glens Falls Transportation Council*  
11 South St, Suite 203  
Glens Falls, NY 12801 | Saratoga, Warren, Washington | (518) 223-0086 |
| **Ms. Tina Hager, Elmira Area MPO**  
*Elmira-Chemung Transportation Council*  
400 East Church Street, PO Box 588  
Elmira, NY 14901 | Chemung | (607) 737-5510 |
| **Mr. Scott Regiel, Binghamton Area MPO**  
*Binghamton Metropolitan Transportation Study*  
Broome Co. Office Building, PO Box 1766  
Binghamton, NY 13902-1766 | Broome, Tioga | (607) 778-2443 |
| **Ms. Julie Richmond, Newburgh Area MPO**  
*Orange County Transportation Council*  
Orange County Planning Department, 124 Main Street  
Goshen, NY 10924-2124 | Orange | (845) 291-3840 |
| **Mr. Mark Debald, Poughkeepsie Area MPO**  
*Dutchess County Transportation Council*  
Dutchess County Planning Department, 27 High Street  
Poughkeepsie, NY 12601 | Dutchess | (845) 486-3600 |
| **Mr. Dwight Mengel, Ithaca Area MPO**  
*Ithaca/Tompkins County Transportation Council*  
121 East Court Street  
Ithaca, NY 14850 | Tompkins | (607) 274-5570 |
| **Mr. Brian Slack, Senior Planner**  
*Ulster County Transportation Council*  
244 Fair Street, PO Box 1800  
Kingston, NY 12402-0080 | Ulster | (845) 340-3340 |
| **Mr. Scott Docteur, Director**  
*Watertown-Jefferson County Transportation Council*  
317 Washington Street  
Watertown, NY 13601 | Jefferson | (315) 785-2355 |
<table>
<thead>
<tr>
<th>MPO Contact</th>
<th>Counties Covered</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Gerry Bogacz, NYMTC 5310 Program NYMTC, Central Offices 25 Beaver Street, Suite 201 New York, NY 10004</td>
<td>Rockland, Putnam, Westchester, Bronx, Kings, New York, Queens, Richmond, Nassau, Suffolk</td>
<td>(212)-383-7260</td>
</tr>
</tbody>
</table>

Locally Developed Coordinated Plan – County Contacts (For Areas Outside an MPO)*

<table>
<thead>
<tr>
<th>County</th>
<th>Name of Coordinator</th>
<th>Phone Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegany Co.</td>
<td>Tom Boyd, County Administrator</td>
<td>(585) 268-5860</td>
</tr>
<tr>
<td>Cattaraugus Co.</td>
<td>Jack Searles, County Administrator</td>
<td>(716) 938-2577</td>
</tr>
<tr>
<td>Cayuga Co.</td>
<td>Wayne Allen, County Manager</td>
<td>(315) 253-1273</td>
</tr>
<tr>
<td>Chautauqua Co.</td>
<td>Michele Westphal, Project Coordinator</td>
<td>(716) 661-8485</td>
</tr>
<tr>
<td>Chenango Co.</td>
<td>Richard Decker, Chairman, Board of Supervisors</td>
<td>(607) 337-1700</td>
</tr>
<tr>
<td>Clinton Co.</td>
<td>James Bosley, County Planner</td>
<td>(518) 565-4713</td>
</tr>
<tr>
<td>Columbia Co.</td>
<td>Ken Flood, Planning Director</td>
<td>(518) 828-3375</td>
</tr>
<tr>
<td>Cortland Co.</td>
<td>Dan Dineen, Planning Director</td>
<td>(607) 753-5248</td>
</tr>
<tr>
<td>Delaware Co.</td>
<td>Nicole Franzese, Planning Director</td>
<td>(607) 746-2994</td>
</tr>
<tr>
<td>Essex Co.</td>
<td>Nancy Dougal, County Transportation Coordinator</td>
<td>(518) 873-3689</td>
</tr>
<tr>
<td>Franklin Co.</td>
<td>John Hutchens, Director, Franklin County DPW</td>
<td>(518) 481-1598</td>
</tr>
<tr>
<td>Fulton Co.</td>
<td>James Mraz, Planning Director</td>
<td>(518) 762-0660</td>
</tr>
<tr>
<td>Greene Co.</td>
<td>Kenneth Brooks, Business Manager</td>
<td>(518) 719-3555</td>
</tr>
<tr>
<td>Jefferson Co.</td>
<td>Jennifer Voss, Assistant Planner</td>
<td>(315) 785-3144</td>
</tr>
<tr>
<td>Madison Co.</td>
<td>Scott Ingmire, County Planning Dept.</td>
<td>(315) 366-2378</td>
</tr>
<tr>
<td>Montgomery Co.</td>
<td>William Roehr, County Planning Dept.</td>
<td>(518) 853-8155</td>
</tr>
<tr>
<td>Oswego Co.</td>
<td>Martin Weiss, Associate Planner</td>
<td>(315) 349-8292</td>
</tr>
<tr>
<td>Otsego Co.</td>
<td>Karen Sullivan, Planning Director</td>
<td>(607) 547-4225</td>
</tr>
<tr>
<td>St. Lawrence Co.</td>
<td>Andrea Montgomery, Office for the Aging</td>
<td>(315) 386-4730</td>
</tr>
<tr>
<td>Schoharie Co.</td>
<td>Christine Kraemer, Public Transportation Director</td>
<td>(518) 234-0952</td>
</tr>
<tr>
<td>Schuyler Co.</td>
<td>Tim O’Hearn, County Administrator</td>
<td>(607) 535-8100</td>
</tr>
<tr>
<td>Steuben Co.</td>
<td>Amy Dlugos, Planning Director</td>
<td>(607) 776-9631</td>
</tr>
<tr>
<td>Sullivan Co.</td>
<td>RuthAnn Hayden, Sullivan County Transportation</td>
<td>(845) 807-0180</td>
</tr>
</tbody>
</table>

*If county not listed above, and outside of an MPO, please contact the NYSDOT Public Transportation Bureau at (518) 457-8335 concerning the locally developed coordinated planning requirement for your organization.*
Statewide Application Review Committee (SARC)

Pursuant to Federal and State Executive Orders, designated State Agencies involved with programs to seniors and individuals with disabilities act on a Committee to provide their expertise and assist in the Section 5310 program application intergovernmental review for rural areas. In addition to NYSDOT, the State Agencies listed below are eligible to participate in the review of the rural 5310 applications. NYSDOT and Metropolitan Planning Organizations (MPOs) will review urban 5310 applications and appropriate local agencies that are stakeholders in the coordinated planning process may participate in the review of urban 5310 applications.

<table>
<thead>
<tr>
<th>New York State Department of Transportation (Administering Agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Wolf Road</td>
</tr>
<tr>
<td>Albany, NY 12232</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NYS Justice Center for the Protection of People with Special Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>161 Delaware Ave</td>
</tr>
<tr>
<td>Delmar, NY 12054</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NYS Office for the Aging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Building No. 2 - Empire State Plaza</td>
</tr>
<tr>
<td>Albany, NY 12223</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NYS Department of Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>99 Washington Avenue, Suite 607</td>
</tr>
<tr>
<td>Albany, NY 12210</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>NYS Office of Mental Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 Holland Avenue</td>
</tr>
<tr>
<td>Albany, NY 12229</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>NYS Office for People With Developmental Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 Holland Avenue</td>
</tr>
<tr>
<td>Albany, NY 12229</td>
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</table>

<table>
<thead>
<tr>
<th>NYS Developmental Disabilities Planning Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>99 Washington Ave, Suite 1230</td>
</tr>
<tr>
<td>Albany, NY 12210</td>
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<table>
<thead>
<tr>
<th>Adult Career &amp; Continuing Education Services – Vocational Rehabilitation (ACCESS–VR, NYSED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>89 Washington Ave, Rm 580 EBA</td>
</tr>
<tr>
<td>Albany, NY 12234</td>
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### FFY 2017 Solicitation
#### Section 5310 Funding by Urbanized and Nonurbanized Areas

<table>
<thead>
<tr>
<th>MPO</th>
<th>Adjusted Available Funds</th>
<th>Traditional Projects (min. 55%)</th>
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<tr>
<td><strong>NYS TMAs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 NYMTC - NYC</td>
<td>$ 17,609,128</td>
<td>$ 10,761,134</td>
</tr>
<tr>
<td>NYMTC - NS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NYMTC - MHS</td>
<td></td>
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</tr>
<tr>
<td>2 GBNRTC</td>
<td>$ 1,715,979</td>
<td>$ 1,048,654</td>
</tr>
<tr>
<td>3 GTC</td>
<td>$ 1,247,095</td>
<td>$ 762,114</td>
</tr>
<tr>
<td>4 CDTC</td>
<td>$ 979,025</td>
<td>$ 598,293</td>
</tr>
<tr>
<td>5 SMTC</td>
<td>$ 679,739</td>
<td>$ 415,396</td>
</tr>
<tr>
<td>6 OCTC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDCTC</td>
<td>$ 660,827</td>
<td>$ 403,839</td>
</tr>
<tr>
<td>UCTC</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$ 22,891,795</td>
<td>$ 13,989,430</td>
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<tr>
<td><strong>NYS SUZAs</strong></td>
<td></td>
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</tr>
<tr>
<td>1 BMTS</td>
<td>$ 575,898</td>
<td>$ 351,938</td>
</tr>
<tr>
<td>2 HOCTS</td>
<td>$ 353,632</td>
<td>$ 216,108</td>
</tr>
<tr>
<td>4 ECCTC</td>
<td>$ 274,422</td>
<td>$ 167,702</td>
</tr>
<tr>
<td>5 UCTC</td>
<td>$ 251,156</td>
<td>$ 153,484</td>
</tr>
<tr>
<td>6 Watertown</td>
<td>$ 236,396</td>
<td>$ 144,164</td>
</tr>
<tr>
<td>7 Saratoga Springs</td>
<td>$ 226,593</td>
<td>$ 138,474</td>
</tr>
<tr>
<td>8 AGFTC</td>
<td>$ 200,327</td>
<td>$ 122,422</td>
</tr>
<tr>
<td>9 Middletown</td>
<td>$ 195,155</td>
<td>$ 119,261</td>
</tr>
<tr>
<td>10 ITCTC</td>
<td>$ 186,250</td>
<td>$ 113,819</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 2,518,331</td>
<td>$ 1,537,849</td>
</tr>
<tr>
<td><strong>NYS Rural</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A Rural</td>
<td>$ 3,312,950</td>
<td>$ 2,024,581</td>
</tr>
</tbody>
</table>
|                     | **GRAND TOTAL**          | $ 28,721,226                    | $ 17,551,860